

Des Moines Area Community College

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Board of Directors Meeting Minutes

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10-2-1967

### **Board of Directors Meeting Minutes (September 25 & October 2, 1967)**

DMACC

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SPECIAL BOARD MEETING  
REGULAR BOARD MEETING  
REORGANIZATION MEETING

AREA XI COMMUNITY COLLEGE  
315 WALNUT STREET  
ANKENY, IOWA 50021

SPECIAL MEETING

SEPTEMBER 25,  
1967

A special meeting of the Area XI Board of Education was called on Monday, September 25, 1967, 10:00 A.M., as specified by law, for the purpose of canvassing votes of the regular school election held on September 11, 1967, for election of three directors and passage of a special issue for a 3/4 mill levy. An official quorum of members was not present to legally conduct business; therefore, the President declared the meeting adjourned with canvassing of the votes to be a matter of business at the next regular meeting on October 2.

REGULAR MEETING

OCTOBER 2,  
1967

The regular meeting of the Area XI Board of Directors was held in the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines, on Monday, October 2, 1967.

EXECUTIVE SESSION

7:30 - 8:00 P.M.

Members present: James Maggert, President  
Harry Cowden  
Ross C. Cramlet  
Rolland E. Grefe  
Max W. Kreager  
Robert H. Lounsberry  
Dwight Mater  
William C. Price  
Harold Welin  
DeWitt Williams

Also present: Paul J. Lowery, Superintendent  
Dale Bellairs, Business Manager-Board Secretary

SITE

President James Maggert advised that a warrant in the amount of \$336,000.00, representing payment in full for the 240 acre site had been forwarded to Iowa State College according to terms of the contract.

PERSONNEL

On motion by H. Welin and seconded by Dwight Mater, it was  
RESOLVED: that the following persons be employed:

True Sherman as Secretarial Science Instructor at an annual salary of \$6,800 for nine months;

Judith Sheets as Dental Assistant Instructor at an annual salary of \$6,000;

Denis Branigan as Industrial Electronics Instructor at an annual salary of \$11,000;

William Johnson as Employment Orientation Instructor at a monthly salary of \$800 to May 17, 1967.

Mary Souders as Key Punch Instructor at an annual salary of \$7,000.

Motion carried unanimously.

On motion by D. Williams and seconded by R. Grefe, it was RESOLVED: that Superintendent Lowery be authorized to offer the position of Data Processing Instructor, at an annual salary of \$13,000 to Richard Arrowood.

Motion carried unanimously.

PRESENTATION

President James Maggert presented to retiring board member, Harry Cowden, a Recognition Award Wall Plaque and an Award of Merit Card in appreciation for services to the Area XI Community College.

This portion of the meeting was then adjourned.

OATH OF OFFICE

In the presence of the board members, Dale Bellairs, Board Secretary, administered the oath of office to the newly elected board members: William C. Price, District III; Dwight Mater, District IV and Max Kreager, District V.

REORGANIZATION  
MEETING  
8:00 P.M.

The reorganization meeting of the Area XI Board of Directors was called to order by Superintendent Paul Lowery as Acting Chairman. He noted that all members were present and asked for nominations for reorganization of the Board.

H. Welin introduced a motion that James Maggert and Rolland Grefe be nominated as President and Vice-President, respectively.

On motion by R. Lounsberry and seconded by Ross Cramlet, it was RESOLVED: that the nominations cease and to declare a unanimous ballot that James Maggert be elected as President and Rolland Grefe as Vice-President, respectively.

Motion carried unanimously.

President James Maggert then assumed charge of the meeting.

APPROVAL OF  
MINUTES

On motion by H. Welin and seconded by D. Williams, it was RESOLVED: that the minutes of the regular meeting of August 28 be approved.

Motion carried unanimously.

ADMINISTRATIVE  
REPORTS

Superintendent Lowery made the following reports:

Higher Education Facilities Funds:

Area XI's application is being held pending reasonable proof that the Area School has sufficient funds to match the federal dollars. Mr. Paul Johnston has been requested to write a letter to the Higher Education Facilities Commission stating that the area can expect enough state monies to add to the 3/4 mill levy to pay for the project.

Status of Enrollment:

A report was submitted to the Board which indicated 295 students are enrolled in full time vocational-technical programs; 476 in short course vocational-technical programs; 1701 in adult education courses; and 368 in Boone Junior College for a total of 2840.

Anticipated State Aid:

The State Department of Public Instruction has indicated that General Aid will be allocated to us for the coming year in the amount of \$247,835.04, and we will be paid in quarter installments of approximately \$82,000.00. This amounts to \$1.80 a day for each student.

Additional Funds:

Area XI Community College recently received an additional \$337,908.09 from state funds for vocational-technical programs.

EASEMENT  
AGREEMENT

President Maggert reported that an easement agreement is to be signed this week to allow Northern Natural Gas Company to install a gas line on the east edge of the construction site.

ABSTRACT

President Maggert reported that Thaddeus Jones, Attorney-at-Law, has rendered an opinion on the 27 abstracts involved in the land site purchase, and that property tax on one tract was delinquent before acquisition by the Federal Government; also, that although the twenty-year period, reserving the right to approve any sale by the Federal Government has expired, he recommended that a quit claim deed be obtained from the Federal Government.

WATER MAIN

President Maggert advised that the City of Ankeny desires to complete the loop of a 12 inch water main around the school site, at an approximate cost of \$8,000, in order to provide greater pressure, better service, and better fire protection.

On motion by M. Kreager and seconded by H. Welin, it was  
RESOLVED: that Area XI participate in the water line project on a pro-rated basis share of the entire bid of the project and be assessed on a footage basis on our land only.

Motion carried unanimously.

CLAIMS AND  
ACCOUNTS

On motion by M. Kreager and seconded by R. Lounsberry, it was  
RESOLVED: that the claims and accounts be approved.

Motion carried unanimously.

UNFINISHED  
BUSINESS

Superintendent Lowery advised that the present travel policies, a copy of which had been sent to each board member, is a temporary one until a more permanent policy can be developed.

BOONE JUNIOR  
COLLEGE

He advised also that nothing further had been decided pertaining to the status of Boone Junior College, except for unofficial discussions and expressed the feeling that the Boone Junior College Board will request the Area School to pay the operating cost of the college.

ELECTION

After discussion, it was decided to postpone canvassing of election returns until the next regular meeting.

FUTURE BOARD  
MEETING DATES

It was the unanimous decision that regular board meetings be held on the second Monday of each month, and that the next regular meeting be held on October 16.

NEW BUSINESS  
REPORT ON STEERING  
COMMITTEE

Mr. Roland Grefe advised of a communication from Mr. B. A. Jensen, Chairman of the Steering Committee, desiring to plan a meeting of all Area Board Members in November.

On motion by D. Williams and seconded by R. Lounsberry, it was  
RESOLVED: that R. Grefe remain as the representative of Area XI Community College Board of Directors on the Steering Committee.

Motion carried unanimously.

POSTING MACHINE

Superintendent Lowery and Dale Bellairs indicated a need to purchase an accounting machine for record keeping in the Business Office.

On motion by R. Grefe and seconded by R. Cramlet, it was  
RESOLVED: that the bid of \$7,199.50 by the National Cash Register Company be accepted.

Motion carried unanimously.

EDUCATIONAL  
SPECIFICATIONS  
CONSULTANT

Superintendent Lowery requested permission to employ a consultant to assist in the preparation of Educational Specifications for the school.

On motion by D. Williams and seconded by M. Kreager, it was  
RESOLVED: that Superintendent Lowery be authorized to employ a qualified person to write educational specifications, with cost to be limited to \$3,000 from Capital Outlay Funds.

Motion carried unanimously.

ADMINISTRATIVE  
ASSISTANT

Superintendent Lowery expressed a need for an assistant in the administrative function of the Area College.

On motion by R. Grefe and seconded by R. Lounsberry, it was  
RESOLVED: that Superintendent Lowery present a formal job description for the position requested and a recommendation of salary range and personnel.

Motion carried unanimously.

HOSPITAL COURSES  
COORDINATOR

On motion by R. Gramlet and seconded by R. Grefe, it was  
RESOLVED: that Superintendent Lowery be authorized to place  
on the payroll the position of Hospital Courses Coordinator  
for the entire state, with the provision that said costs are  
to be reimburseable at 100% from the State Department of  
Public Instruction.

Motion carried unanimously.

VOCATIONAL  
REHABILITATION  
COUNSELOR

Superintendent Lowery advised of the successful operation of the  
Vocational Rehabilitations Counselor and of the fine working  
relationship with the Area School.

ADJOURNMENT

On motion by D. Williams and seconded by D. Mater, it was  
RESOLVED: that the meeting be adjourned.

Motion carried and meeting was adjourned.

Respectfully submitted:

*Dale A Bellairs*

\_\_\_\_\_  
Dale Bellairs, Board Secretary

*James R. Maggert*

\_\_\_\_\_  
James R. Maggert, President  
Area XI Board of Directors

DB:1b

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REGULAR BOARD MEETING  
REORGANIZATION MEETING

AREA XI COMMUNITY COLLEGE  
315 WALNUT STREET  
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130  
97  
127  
124  
102  
125  
184

418  
301

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919  
359

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Dale Bellairs, Board Secretary

James R. Maggert

James R. Maggert, President  
Area XI Board of Directors

DB:lb