

Des Moines Area Community College

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Board of Directors Meeting Minutes

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11-1-1967

### Board of Directors Meeting Minutes (November 1, 1967)

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SPECIAL  
MEETING

AREA XI COMMUNITY COLLEGE  
315 WALNUT STREET  
ANKENY, IOWA 50021

NOVEMBER 1  
1967

A special meeting of the Area XI Board of Directors was held at the Administrative Office, 315 Walnut Street, Ankeny, Iowa, on November 1, 1967.

Members present: James R. Maggert, President  
Max W. Kreager  
William C. Price  
Harold Welin  
DeWitt Q. Williams

Absent: Ross C. Cramlet  
Rolland E. Grefe  
Robert Lounsberry  
Dwight Mater

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

PERSONNEL

On motion by Wm. Price and seconded by D. Williams, it was  
RESOLVED: that the salaries of Mary Clay and Grace Vogel, pre-clerical adult education instructors, be increased to \$600.00 a month effective November 1, 1967, and that Mildred C. Thomson be employed as an additional pre-clerical instructor at a monthly salary of \$600.00 for seven months.  
Motion carried unanimously.

MANPOWER  
PROJECT

Superintendent Lowery reported results of the meeting of representatives of the Area XI Board of Directors and the Des Moines Public School Board on transfer of the MDTA Project located on Bell Avenue. It was requested that Area XI accept the accumulated sick leave of the present staff, with the maximum of 96 days applying as it does for area personnel. The Horace Mann Insurance Company will accept the personnel in the group insurance program without penalty.

On motion by D. Williams and seconded by H. Welin, it was  
RESOLVED: that employees of MDTA at Bell Avenue be accepted without loss of accumulated sick leave and be subject to limitations of personnel policies of the Area XI Board.  
Motion carried unanimously.

TEMPORARY  
CAMPUS  
PLANS

Superintendent Lowery reported on results of a meeting with the Ankeny City Council, Mr. Maggert, and himself concerning temporary facilities on the permanent site. Permanent sewage construction would involve a lift situation and the city council has suggested a lagoon for sewage until a permanent lift is constructed. They agreed to assist with construction of a road and parking lot to any temporary buildings. Mr. Prall, architect, is presently working on a temporary plan. Mr. Lowery advised that there is an immediate

need for 5,000 sq. ft. and an additional 30,000 sq. ft. will be needed by the fall of 1968. He felt that it would not be advisable to locate temporary buildings at 2501 Vine Street in West Des Moines if they can possibly be located on the permanent site.

On motion by Wm. Price and seconded by H. Welin, it was  
RESOLVED: that Superintendent Lowery proceed with plans for temporary units with brick facing and have quotations for presentation at the next regular board meeting.  
Motion carried unanimously.

BOONE JUNIOR  
COLLEGE

Superintendent Lowery advised that approximately \$83,000 of state aid money has been received and this is due the Boone Junior College for operations from July, 1966, to June, 1967.

MEETING WITH  
BOONE BOARD

On motion by D. Williams and seconded by H. Welin, it was  
RESOLVED: that the Area XI Board of Directors meet with the Boone School Board at the next regular meeting of November 13, and that a dinner meeting be planned at Bishops Cafeteria, Merle Hay Plaza, at 6:30 P.M.  
Motion carried unanimously.

APPROVAL OF  
SHORT-TERM  
PROGRAMS

On motion by H. Welin and seconded by D. Williams, it was  
RESOLVED: that the short-term vocational-technical programs indicated on the attached sheet be approved.  
Motion carried unanimously.

NAME OF  
INSTITUTION

Mr. Lowery read a directive from the State Department of Public Instruction which states that the name of the area colleges must include the words "Area Community College".

BID FOR  
SNOW REMOVAL

Mr. Lowery presented a bid from Alfred L. Seibert for removal of snow at the two attendance centers in West Des Moines. After discussion, the Business Manager, Dale Bellairs, was instructed to seek other sources for this service to obtain comparative cost figures.

BOARD DELEGATE  
TO IASB MEETING

Robert Lounsberry was appointed as delegate of the Area XI Board of Directors to attend the IASB Meeting, to be held November 16-17. Ross Gramlet was appointed alternate delegate.

IOWA STATE  
UNIVERSITY  
CONFERENCE

Brochures of the Conference on Policy Issues and Developmental Problems of Post High School Vocational-Technical Education in Region VI, November 13-15, at Iowa State University, were distributed and members were urged to attend.

NEWSLETTER

Superintendent Lowery distributed copies of the weekly newsletter and advised that this would be a regular publication.

PROPOSAL ON  
ADVANTAGED  
RESIDENTS

Mr. Lowery presented a research proposal entitled "Characteristics and Potential Human Resources of the Disadvantaged Residents Within the Area XI Community College District", to be submitted to the State Department of Public Instruction Research Coordinating Unit.

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On motion by D. Williams and seconded by Wm. Price, it was  
RESOLVED: that Area XI conduct the disadvantaged residents  
survey with its contribution being no greater than \$2500  
toward the total cost and submit same to the State Depart-  
ment of Public Instruction.  
Motion carried unanimously.

BOARD  
ATTORNEY

Members present discussed the need for a board attorney to handle  
legal matters for the district. Mr. Maggert and Mr. Grefe had  
been appointed earlier as a committee to make recommendations for  
this selection.

ADJOURNMENT

On motion by D. Williams and seconded by Wm. Price, it was  
RESOLVED: that the meeting be adjourned.  
Motion carried and meeting was adjourned.

Submitted by:

Dale A Bellairs  
Dale Bellairs, Board Secretary

James R. Maggert  
James R. Maggert, President

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VOCATIONAL - TECHNICAL PROGRAMS

1. Automotive & Diesel Related Instruction
2. Related Math for Machinists
3. Basic Electronics & Related Instruction
4. Medical Terminology
5. Food Services
6. Secretarial Refresher
7. Retail Paint Marketing
8. Advanced Salesmanship

SHORT COURSES UNDER DEVELOPMENT-TO BEGIN IN THE  
NEAR FUTURE

1. IMMEDIATE CARE OF SICK AND INJURED - Des Moines Area
2. NURSE AIDE EDUCATION - Pleasantville  
Knoxville  
Pella  
Des Moines
3. NURSE RE-ORIENTATION - Des Moines and outer area later
4. SANITARIAN RE-TRAINING - Des Moines (In cooperation with Des Moines  
Department of Health)
5. MEDICAL TERMINOLOGY - Ames
6. SCHOOL FOOD SERVICE - Outer Polk County Area (pilot program)
7. NURSING HOME FOOD SERVICE - Newton (additional course)  
Nevada
8. DENTAL ASSISTANT SHORT COURSE - West Des Moines (next fall)
9. MEDICAL OFFICE ASSISTANT - Des Moines Area (specialized short courses  
to work with Medical Office Assistant's  
Association)
10. DICTATING BUSINESS LETTERS - nine-county area (pilot program-Des Moines  
Insurance Industries)
11. OFFICE DUPLICATING MACHINES - West Des Moines Area
12. SMALL BUSINESS MANAGEMENT CLINIC - Perry
13. SALES CLINICS - Des Moines Area (1 day - Saturdays)
14. RETAIL SHOE MARKETING - Des Moines Area
15. CHRISTMAS RETAIL SHORT COURSE - Des Moines  
Ames  
Perry
16. CONSTRUCTION TRADES - Story County
17. PLUMBING AND STEAM FITTING TRADES - West Des Moines (for isolated apprentices)
18. AUTOMOTIVE RELATED INSTRUCTION - Winterset
19. KEY PUNCH - West Des Moines