

Des Moines Area Community College

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Board of Directors Meeting Minutes

8-12-1968

Board of Directors Meeting Minutes (August 12, 1968)

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AREA XI COMMUNITY COLLEGE
315 Walnut Street
Ankeny, Iowa 50021

REGULAR
MEETING

AUGUST 12, 1968 The regular monthly meeting of the Area XI Community College Board of Directors was held in the Vocational-Technical Education Center, 2501 Vine Street, West Des Moines, Iowa on Monday, August 12, 1968. The meeting was called to order by the Vice President, Rolland Grefe, at 7:30 p.m.

ROLL CALL

Members Present: Rolland Grefe, Vice President
Harry Bloomquist
Ross Gramlet
Max Kreager
Dwight Mater

Members Absent: James Maggert
Robert Lounsberry
William Price
Harold Welin

Others Present: Roy Reeves, Administrative Assistant
Dale Bellairs, Acting Secretary
Amos Emery, Architect
Clifford Prall, Architect

APPROVAL
OF
MINUTES

The minutes of the meeting of Open Hearing on the Budget and the Special Meeting of July 22, 1968 were approved as submitted.

ARCHITECT'S
REPORT

Clifford Prall presented a budget estimate of additional items as related to the phasing campus as follows:

Part A:	1. Paving, 300 ft.	- \$ 15,000
	2. Water Main, 12"	- 30,000
	3. Sanitary Sewer	- 10,000
	4. Culverts	- 44,000
	5. Student Underpass	- 11,000
		<u>\$110,000</u>

Part B:	1. Gas Distribution Lines	- \$ 5,000
	2. Water Distribution Lines	- 5,000
	3. Electrical Distribution Lines	- 5,000
	4. Exterior Lighting	- 20,000
		<u>\$45,000</u>

A motion was made by Kreager, seconded by Bloomquist, that the Area XI school proceed with the architect's proposals for the improvements of the phasing campus for Part A and Part B; that each item be bid as individual amounts; that the culverts and student underpass be considered as an alternate; that acceptance of the bids be considered on the financial ability to support same; and that the bids be opened on September 16th, with notices published at the proper time. Motion passed.

ADMINISTRATIVE
REPORTS

Administrative Assistant, Roy Reeves, reviewed the various administrative reports, which had been mailed previously to the board members.

APPROVAL OF
SHORT COURSE
PROGRAMS

A motion was made by Cramlet, seconded by Mater, that the following Short Course Programs be approved:

1. Offset Reproduction
2. Hospital Supervisory Training
3. Medical Office Laboratory - Hematology Techniques
4. Techniques of Office Supervision II
5. Principles of Bank Operations
6. Applied Chemistry for the Medical Office
7. Professional Office Workshop
8. Hospital Office Procedures
9. Secretarial Refresher II
10. Office Machines Workshop
11. Sheet Metal Layout - Phase I
12. Metallurgy for Tool & Die Draftsman
13. Automatic Screw Machine Operation
14. Introductory Electrical Discharge Machining
15. Sheet Metal Layout - Phase II

Motion carried.

STEERING
COMMITTEE

R. Grefe advised of the proceedings of the Area Schools Steering Committee and issued an invitation to the members of the Area XI Board to attend the meeting of August 18th at Area X Community College.

CLAIMS AND
ACCOUNTS

A motion was made by Mater, seconded by Bloomquist, that the claims and accounts be approved as presented. Motion carried.

ELECTION
OF
DIRECTORS

Administrative Assistant, Roy Reeves, advised that the election of directors from District VII and VIII is the only election in the Des Moines School District. A motion was made by Kreager, seconded by Cramlet, that the Area XI Board accept the voting precincts, the polling places and election officials as established for the regular school election by the local districts of District I, VII and VIII, and to request that the Des Moines School District consider combining the voting precincts where possible. Motion carried.

TREASURER'S
ANNUAL
REPORT

A motion was made by Cramlet, seconded by Kreager, that the Treasurer's Annual Report be approved. Motion carried.

DEPOSITORY
BANK

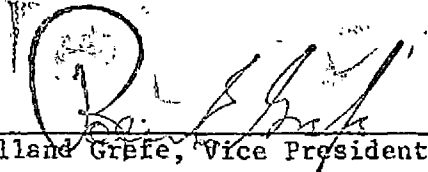
A motion was made by Kreager, seconded by Bloomquist, that the Ankeny State Bank be established as the depository bank for the Area XI Community College funds, with the maximum amount of \$750,000, for the 1968-69 school term. Motion carried.

→ increased to \$1,500,000⁰⁰ 11-11-68

ADJOURNMENT

A motion was made by Mater, seconded by Bloomquist, that the meeting be adjourned. Motion passed and meeting adjourned.

The next regular meeting was scheduled for September 16, 1968.



Rolland Grøfe, Vice President

Dale Bellairs
Dale Bellairs, Acting Secretary

AREA XI COMMUNITY COLLEGE
BOARD OF EDUCATION

A G E N D A

REGULAR MEETING
Vocational-Technical Education Center No. 1
2501 Vine Street
West Des Moines, Iowa

AUGUST 12, 1968

1. CALL TO ORDER - 7:30 P.M.
2. APPROVAL OF MINUTES - Special Meeting of July 22, 1968
3. PERSONNEL
4. ADMINISTRATIVE REPORTS
5. CORRESPONDENCE
6. REPORT BY ARCHITECT on utilities and site development; phasing campus construction
7. CLAIMS AND ACCOUNTS
8. UNFINISHED BUSINESS
 - A. Reminder as to election of Directors
 - B. Approval of Treasurer's Annual Report
9. NEW BUSINESS
10. ADJOURNMENT

PENDING BILLINGS FOR PAYMENT

August 7, 1968

Action Graphics	General Supplies	\$ 5.85
Ahern-Pershing	Administration Equipment	285.00
Ahlers, Cooney, Dorweiler, Allbee & Haynie	Legal Services	1,628.00
Ames Community Schools	Instructional Supplies	13.20
Automotive Revolving Account	Vehicle Expense	58.23
Ballard's 66 Service, Inc.	Vehicle Expense	17.92
Betts and Son	Maintenance Equipment	69.74
Bobb Office Supply	General Supplies	26.60
Bobb Office Supply	Instructional Supplies	34.40
R. R. Bowker Company	Instructional Supplies	3.00
Carlson Oil Company	General Supplies	34.61
Carmody Electric	Repair of Maint. Equipment	190.14
Carmody Electric	Equipment	29.53
Coast to Coast Stores	Instructional Supplies	6.83
Coast to Coast Stores	Equipment for Instruction	79.05
Gummins Mid West Co.	Instructional Supplies	456.76
Des Moines Clean Towel Service	Contracted Services	22.65
Des Moines Industrial Towel And Uniform Service	Instructional Supplies	41.62
Des Moines Register and Tribune	Publication Expense	87.75
Dewey Ford	Equipment for Instruction Supplies	68.57
A. B. Dick Products Co.	Repair of Equipment	8.70
A. B. Dick Products Co.	General Supplies	6.03
Dictaphone Corporation	General Supplies	15.20
Doubleday and Company	Instructional Supplies	3.89
Eastman Kodak Stores, Inc.	General Supplies	11.00
Evans Drug Store	Instructional Supplies	5.67
Follett Publishing Co.	Instructional Supplies	26.98
Gale Research Co.	General Supplies	105.00
Graybar Electric	Equipment for Instruction	11.43
Holt, Rinehart and Winston, Inc.	Instructional Supplies	62.76
Iltis Lumber Company	Paint	6.34
Iltis Lumber Company	Building Repair	104.06
IBM Corporation	Instructional Supplies	17.86
IBM Corporation	Instructional Supplies	5.28
IBM Corporation	Equipment for Adult Ed.	405.00
IBM Corporation	Equipment for Administration	275.00
IBM Corporation	Equipment for Student Personnel	67.68
Iowa Dental Supply	Repair of Equipment	10.50
Iowa Dental Supply	Equipment for Instruction	22.18
Iowa State Book Store	Instructional Supplies	17.97
Iowa State University	Program Development	16.75
Richard D. Irwin, Inc.	Instructional Supplies	9.18
Marvin Jacobs	Custodian Supplies	7.95
Keith Furnace	Repair of Equipment	164.54
Keith Furnace	Building Repair	3,000.71
Keith Furnace	Building Repair	190.16

Keystone View Co.	Equipment for Adult Ed.	1,220.75
Keystone View Co.	Instructional Supplies	18.59
Koch Brothers	Instructional Supplies	12.50
Langan Paper Co.	Custodian Supplies	65.75
McGraw-Hill Book Co.	Instructional Supplies	73.14
M & M Sales Co.	Repair of Equipment	9.50
M & M Sales Co.	General Supplies	112.50
M & M Sales Co.	General Supplies	175.00
M & M Sales Co.	General Supplies	305.90
David Mattson Co., Inc.	Instructional Supplies	237.89
David Mattson Co., Inc.	Instructional Supplies	106.20
David Mattson Co., Inc.	Equipment for Instruction	52.00
Merchants Transfer and Storage	Instructional Supplies	8.00
Merchants Transfer and Storage	Delivery Charges	60.00
Mid State Printers	General Supplies	16.50
Midwestern Paper Co.	General Supplies	28.70
Montgomery Signs	General Supplies	22.00
NAPSAE	General Supplies	10.30
Nevača Community Schools	Instructional Supplies	9.00
Nevada Journal	General Expenses	11.00
Newton Community School District	Publicity Expense	145.60
Newton Daily News	General Expense	14.00
Office Supply Co.	General Supplies	2.80
Office Supply Co.	General Supplies	220.53
Office Supply Co.	Instructional Supplies	7.83
Office Supply Co.	Instructional Supplies	70.80
Office Supply Co.	Equipment for Adult Education	43.20
Ohio State University	General Supplies	18.00
The Perry Daily Chief	General Supplies	13.00
Pitney-Bowes, Inc.	Postage	25.75
Prentice-Hall	Instructional Supplies	6.94
Prentice-Hall	Instructional Supplies	17.25
R & R Welding Supply Co.	Instructional Supplies	3.00
R & R Welding Supply Co.	Instructional Supplies	10.68
R & R Welding Supply Co.	Instructional Supplies	42.30
Radio Electronics	Instructional Supplies	6.00
Hubert Reeves	Services	70.00
Ribbon & Carbon Supply	General Supplies	9.00
Royal Typewriter	General Supplies	22.00
Royal Typewriter	General Supplies	11.00
W. B. Saunders	Program Development	99.10
Science Research Associates	Instructional Supplies	50.34
Sears, Roebuck and Co.	Equipment for Adult Education	17.86
Senneff Travel, Inc.	Travel	71.00
Senneff Travel, Inc.	Travel	81.00
Speedy-Way Disposal Service	Contracted Services	55.00
Standard Glass and Paint	Trailer	9.55
Mrs. Mary Stavish	Instructional Supplies	25.00
Technical Education and Manufacturing, Incorporated	Instructional Supplies	389.20
Visual Instruction Service	Instructional Supplies	2.89
Visual Instruction Service	Instructional Supplies	1.40
West Des Moines Express	Publicity	126.00

John Wiley and Sons	Instructional Supplies	10.98
John Wiley and Sons	Instructional Supplies	3.31
F. W. Woolworth Co.	Trailer	<u>15.92</u>

Total Area XI Community College Billings		\$12,010.72
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Des Moines Comprehensive Vocational Facility

A-1 Rubbish	45.00
Allied Construction Services, Inc.	190.00
Allyn and Bacon, Inc.	68.82
American Optical Co.	166.60
Ames Supply Co.	.56
Theo. Audel and Co.	45.85
Burlington Truck Lines, Inc.	6.70
Butler Paper Company	101.64
Butler Paper Company	29.43
Carr Glass and Paint Co.	8.76
Civic Education Service	30.85
Clark Sanitary Supply Co., Inc.	267.66
Clark Sanitary Supply Co., Inc.	99.40
Corwin Cleaners	11.31
Deco Tool Supply Co.	183.77
Delmar Publishers, Inc.	40.80
Delmar Publishers, Inc.	96.12
Delmar Publishers, Inc.	7.20
Des Moines Clean Towel Service	181.57
Des Moines Clean Towel Service	248.45
Des Moines Drug Company	12.56
Des Moines Industrial Towel and Uniform Service	283.79
DuBois Chemicals	25.94
Educational Audio Visual, Inc.	344.86
Chas. Fail Trimming Supply Co.	168.79
Chas. Fail Trimming Supply Co.	427.83
Fessler Coil Clnr. & Mfg. Co.	11.50
Follett Publishing Co.	216.06
General Electric Co.	39.00
General Electric Supply Co.	6.50
Gulf Oil Products	65.96
Holt, Rinehart & Winston, Inc.	126.72
Iowa State Agency for Surplus Property	45.00
P. Jackman and Sons, Inc.	12.07
P. Jackman and Sons, Inc.	62.33
Joint Council on Economic Education	2.50
Keo Saw Works, Inc.	144.20
Koch Brothers	23.22
Koch Brothers	82.62
George Kucharo Displays	13.80

Kurtz Hardware Co.	7.08
Leslie Paper Co.	54.00
Leslie Paper Co.	39.16
McGraw-Hill Book Co.	85.06
Marquardt Advertising Co.	32.20
A. J. Masuen Co.	10.85
National Live Stock and Meat Board	1.05
Office Supplies, Inc.	7.60
Olson Sewer Service	7.50
Peerless Supply, Inc.	67.57
Peerless Supply, Inc.	91.94
Pittsburgh-Des Moines Steel Co.	33.53
Pittsburgh-Erie Saw Corporation	14.00
Plemone's DX Service	9.13
R & R Welding Supply Co.	56.12
Ribbon and Carbon Supply Co.	108.00
Saxe-Freeman Co.	24.95
Saxe-Freeman Co.	31.93
Scholastic Book Services	25.75
Sidles Company	7.75
Snap-On Tools	11.20
Southwestern Publishing Co.	67.13
Southwestern Publishing Co.	152.64
Steck-Vaughn Co.	1.24
Sun Electric Corporation	9.10
Thermal Company, Inc.	9.70
E. F. Wonderlick and Associates, Inc.	15.00
Younkers	<u>381.64</u>

Total Des Moines Comprehensive Vocational Facility Billings	\$5,312.61
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Grand Total	\$17,323.33
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SCHOOLHOUSE FUND

PENDING BILLINGS FOR PAYMENT

August 7, 1968

Emery-Prall and Associates	Professional Services	\$15,466.18
Emery-Prall and Associates	Professional Services	9,651.15
Emery-Prall and Associates	Professional Services	3,173.98
Service Photoprint Company	Professional Services	<u>65.48</u>

Total Schoolhouse Fund Billings		\$28,356.79
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PENDING BILLINGS FOR PAYMENT

SUPPLEMENTAL LIST

August 9, 1968

Air Products and Chemicals, Inc.	Instructional Supplies	86.45
Ames Daily Tribune	General Expense	12.00
American Sterilizer Co.	Equipment for Instruction	28.45
The Boone News Republican	Equipment for Instruction	12.00
Bro-Dart Foundation	Equipment for Instruction	34.75
Coast to Coast Stores	Building Repair	49.45
Des Moines Public Schools	General Expense	10.00
A. B. Dick Products Company	Instructional Supplies	61.80
Eastman Kodak Company	General Expense	294.48
Forman, Ford, and Company	General Expense	9.36
Gane Brothers and Lane, Inc.	Equipment for Instruction	17.64
General Educational Development	General Expense	5.42
Gene's "66" Service Center	Vehicle Expense	39.40
Gene's "66" Service Center	Vehicle Expense	9.40
Gene's "66" Service Center	Vehicle Expense	13.40
W. W. Grainger, Inc.	Equipment for Instruction	32.00
Graybar Electric Co.	Plumbing and Heating	59.45
Iltis Lumber Co.	Building Repair	63.09
IBM Corporation	Repair of Equipment	29.24
Iowa Dental Supply	Instructional Supplies	83.03
Iowa Paint Manufacturing Co.	Alterations to Buildings	8.72
Iowa State Agency for Surplus Property	Equipment for Instruction	52.50
Iowa State Agency for Surplus Property	Equipment for Instruction	224.50
C. J. Johnston	Instructional Supplies	1,180.00
Josten's	General Expense	6.54
Keystone View Co.	Equipment for Adult Education	2,155.60
Knoxville Express	General Expense	6.00
Latta's School Supplies	Equipment for Adult Education	97.80
Lea and Febiger	Program Development	73.20
Leslie Paper	General Expense	27.45
Little, Brown, and Co.	Program Development	59.34
M & M Sales Co.	Instructional Supplies	30.50
M & M Sales Co.	General Expense	25.16
M & M Saels Co.	General Expense	57.60
Midland Laboratories	Maintenance Supplies	48.60
Office Supplies	General Expense	5.71
Petty Cash	All Departments	25.67
Pitney-Bowes, Inc.	General Expense	1.50
Pittsburgh-Des Moines Steel	Instructional Supplies	18.52
R & R Welding Supply Co.	Instructional Supplies	9.05
R & R Welding Supply Co.	Instructional Supplies	9.05
Rhiner Bros. Plbg. Co.	Building Repairs	8.00
W. B. Saunders	Books and Periodicals	21.60
Scholastic Magazine	Instructional Supplies	9.00
Sears, Roebuck and Co.	Custodian Supplies	2.95
Systems Manufacturing Co.	Equipment for Instruction	90.07

Welch Scientific Co.	Equipment for Adult Education	4,780.00
West Des Moines Express	General Expense	177.50
Winterset Madsonian	General Expense	6.00
Vic Young Sporting Goods	Instructional Supplies	<u>17.05</u>

Total Area XI Community College Billings		\$10,185.99
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Des Moines Comprehensive Vocational Facility

Standard Bearings Co. of Des Moines		<u>\$1.79</u>
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Total Des Moines Comprehensive Vocational Facility Billings		\$1.79
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Grand Total		\$10,187.78
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Schoolhouse Fund

Des Moines Photo Copy Co.	Professional Services	<u>\$436.38</u>
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Total Schoolhouse Fund Billings		\$436.38
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GENERAL FUND -FINANCIAL REPORT
July 1, 1968

Reconciled bank balance June 1, 1968

-43,420.16

June Receipts:

Taxes	200,206.73
State Voc. Aid	216,043.50
Federal Aid	17,526.54
Tuition	10,554.29
Other	34,591.44
Time Certificate	<u>100,000.00</u>

578,922.50
535,502.34

Disbursements:

Bills previously approved	346,739.80
Miracle Mile Shopping Center	1,452.75
Masonic Temple Building	175.00
Bell Avenue Realty	4,604.16
Harold F. Welin	22.00
Des Moines Comprehensive Voc. Facility	3,331.66
Ankeny Postmaster	1,000.00
David Mattson Company	110.90
Thomas Publishing Company	450.00
Superintendent of Documents	11.00
Iowa Public Employees Retirement System	3.50
Monroe International, Inc.	<u>2,410.00</u>

360,310.77
175,191.57

Less:

Approved checks being held
Non-approved checks being held
Balance June 30, 1968

-266,811.75
-192,095.01
-283,715.19

GENERAL FUND - FINANCIAL REPORT
August 1, 1968

Reconciled bank balance July 1, 1968		-283,715.19
July Receipts:		
Taxes	51,528.09	
Federal Aid	11,331.66	
Tuition	4,090.00	
Other	<u>11,096.37</u>	
		<u>78,046.12</u>
		-205,669.07
 July Disbursements:		
Payroll plus Board Share	94,562.58	
Raymour Schools Corporation	101,392.80	
Bills Paid for Des Moines Voc. Facility	5,018.92	
Rent	3,544.41	
Postage	192.00	
Superintendent of Documents	76.35	
Reimbursements to Employees	20.61	
Travel	69.50	
Greater G.M.C. Trucking Equipment	1,000.00	
Broad Ripple High School	100.00	
Iowa Power and Light Company	291.52	
Ames Community Schools	1,009.50	
U.S. Standards Institute	6.00	
Yellow Transit Freight Lines	7.18	
Bills Previously Approved	<u>603.10</u>	
		<u>-207,894.47</u>
Reconciled Bank Balance - July 31, 1968		-413,563.54
Approved checks being held		263,580.90
Non-approved checks being held		<u>192,095.01</u>
Actual Bank Balance - August 1, 1968		-42,112.37

SCHOOLHOUSE FUND - FINANCIAL REPORT
July 1, 1968

Reconciled Bank Balance - June 1, 1968		29,410.28
Receipts:		
Taxes	333,408.85	<u>333,408.85</u>
		362,819.13
Disbursements:		
Bills previously approved		<u>13,579.96</u>
Balance on hand - July 1, 1968		349,239.17

SCHOOLHOUSE FUND - FINANCIAL REPORT
August 1, 1968

Reconciled Bank Balance - July 1, 1968		349,239.17
Receipts:		
Taxes	51,874.47	<u>51,874.47</u>
		401,113.64
Disbursements:		
Time Certificate of Deposit		<u>200,000.00</u>
Balance on hand - August 1, 1968		201,113.64

ENROLLMENT REPORT
AREA XI COMMUNITY COLLEGE

August 1, 1968

<u>VOCATIONAL-TECHNICAL FULL-TIME COURSES</u>	<u>CURRENT ENROLLMENT</u>	<u>COMPLETING COURSES SINCE JULY 1</u>	<u>CUMULATIVE ENROLLMENT</u>
Auto Mechanics	20	0	21
Clerical	17	0	17
Secretarial	15	0	15
Data Processing	35	0	35
Dental Assistant	18	0	18
Diesel Mechanics	12	0	12
Electrical Drafting	8	0	8
Industrial Electronics	20	0	21
Marketing	13	0	13
Key Punch Operation	0	7	7
Mechanical Technology	4	0	4
Medical Assistant	15	0	15
Operating Room Technician	13	0	15
Tool and Die Making	9	0	10
Welding	0	0	0
TOTAL FULL-TIME VOCATIONAL-TECHNICAL	199	7	211
 <u>VOCATIONAL-TECHNICAL SHORT COURSES - ACTIVE</u>			
Carpenter Trades Oxy Acetylene			
Cutting and Welding	13		13
Child Development Workshop	13		13
Food Service I - Des Moines			
Mercy Hospital	58		58
Food Service I - Des Moines			
Methodist Hospital	35		35
 <u>COMPLETED SHORT COURSES SINCE JULY 1</u>			
Nurse Aide - Des Moines			
Riverview Manor Nursing Home		16	16
TOTAL VOCATIONAL-TECHNICAL SHORT COURSES	119	16	135
 <u>MDTA-DES MOINES COMPREHENSIVE VOCATIONAL FACILITY</u>			
Auto Body Repairman	9	0	12
Auto Service Station Mechanic	16	2	23
Building Maintenance Man	6	4	14
Clerical Occupations	41	4	48
Combination Welder	24	4	33
Distributive Occupations	9	0	10
Food Service Occupations	15	2	21
Office Machine Serviceman	3	1	4
Production Machine Operator	23	1	33
Television Service & Repairman	1	3	4
Alteration Tailor	9	3	13
Meat Cutter	9	0	10
TOTAL MDTA	165	24	225

(Continued)

<u>ADULT EDUCATION</u>	<u>CURRENT ENROLLMENT</u>	<u>COMPLETED SINCE JULY 1</u>	<u>CUMULATIVE ENROLLMENT</u>
General Adult	---	11	11
Pre-Clerical (Day)	8	20	28
Pre-Clerical (Evening)	24	7	31
Adult Basic Education	90	34	124
High School Equiv. OEO	85	43	128
Personal & Family Survival			
Des Moines	190	---	
Newton	55	---	245
High School Adult Diploma Program	119	5	124
General Adult OEO	12	24	36
<u>TOTAL ADULT EDUCATION</u>	<u>583</u>	<u>144</u>	<u>727</u>
<hr/>			
TOTAL	1066	191	1298
<u>BOONE JUNIOR COLLEGE (Summer Session)</u>	<u>85</u>	<u>0</u>	<u>85</u>
GRAND TOTAL:	1151	191	1383