

Des Moines Area Community College

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Board of Directors Meeting Minutes

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9-8-1969

### Board of Directors Meeting Minutes (September 8, 1969)

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DES MOINES AREA COMMUNITY COLLEGE  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021

REGULAR MEETING

SEPTEMBER 8, 1969 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in the Administration Building, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on Monday, September 8, 1969. The meeting was called to order by the President, Rolland Grefe, at 7:30 P.M.

ROLL CALL Members Present: Rolland Grefe  
Harold Welin  
James Maggert  
Robert Lounsberry  
William Price  
Ross Cramlet  
Max Kreager

Members Absent: Dwight Mater  
Harry Bloomquist

Others Present: Paul Lowery, Superintendent  
Jack Asby, Asst. Supt., Administrative Services  
Irv Steinberg, Business Manager/Board Secretary  
Amos Emery, Architect

APPROVAL  
OF  
MINUTES

A correction to the minutes of the Special Hearing held August 11, 1969 was made by Board President, R. Grefe, as follows: page 3, second paragraph under "Resolution Making Award of Lease"--delete words "second lowest" and insert words "lowest responsible." Page 4, item 6, under "Amendment to Resolution Making Award of Lease"--add sentence "By reason of the above, the Board finds that the bid of the second lowest bidder is the lowest responsible bid."

A motion was made by R. Cramlet, seconded by H. Welin as follows: That the minutes of the Special Hearing held August 11, 1969 be revised as noted above. That the minutes of the Open Hearing on Budget, Special Hearing, and Regular Meeting held August 4, 1969 be approved as presented. Motion passed.

PERSONNEL

It was moved by M. Kreager, seconded by R. Lounsberry, that employment be offered to the following for the position and salary as indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Madonna Gisch	Sociology Instr., Boone, 8/15	\$ 4,544 yr.	9-2-69
Clair Fisher	Marketing Instr., PT	7.00 hr.	8-27-69
Willard Kaldenberg	Mech. Tech. Instr., PT	6.00 hr.	8-27-69
Martha Kay Beem	Secretarial Instr., PT	15.00/day	8-27-69
Karen Tussey	Med. Off. & Dental Asst., PT	6.00 hr.	8-27-69
Beverly Poore	Acctg & Child Care Instr., PT	6.00 hr.	9-4-69
Willard Biner	Auto Mech. Program Head	12,500 yr.	9-15-69
Richard Gartin	Printing Instr.	12,700 yr.	9-29-69
Janet Frederick	Typing Instr., PT	6.00 hr.	9-8-69

Motion passed.

CLAIMS AND  
ACCOUNTS

A motion was made by J. Maggert, seconded by R. Cramlet, that the claims and accounts as presented be approved. Motion passed.

APPROVAL OF SHORT COURSES

A motion was made by J. Maggert, seconded by R. Cramlet, that approval be given to the following short courses:

- Survey: Management Information Systems
- Computer Operation
- System 360/RPG
- Fortran and 360 Introduction
- Food Service III - Hospital and Nursing Home

Motion passed.

SALARY REVISIONS

It was moved by R. Lounsberry, seconded by M. Kreager, that the rate of pay for Operating Room Technician instructors in less than full-time classification be increased to \$34.00 per day. Motion passed.

A motion was made by J. Maggert, seconded by H. Welin, that salaries for part-time personnel be established as shown on listing attached hereto and made a part of these minutes. Motion passed.

APPROVAL OF LEASES

A motion was made by M. Kreager, seconded by H. Welin, that a lease agreement be entered into with Our Lady's Immaculate Heart Church for 1,249 sq. ft. of space, including utilities and custodial services, with monthly rent of \$208.00, and with the East Ankeny Baptist Church for approximately 1,800 sq. ft. of space, including utilities and custodial services, with monthly rent of \$312.00, the terms of both leases on a month-to-month basis, and that the Board President and Secretary be authorized to sign said leases. Motion passed.

APPROVAL OF GAS PIPELINE EASEMENT

A motion was made by H. Welin, seconded by R. Lounsberry, that a gas pipeline easement be given to Iowa Power and Light Company for the north ten feet of the west 700 feet of the east 2,200 feet of the Ankeny campus site (240 acres) for and in consideration of the sum of \$1.00, and that the Board President and Secretary be authorized to sign this easement. Motion passed.

APPROVAL TO LEASE BUS

A motion was made by R. Cramlet, seconded by M. Kreager, that a Des Moines Area Community College bus be leased to the Ames Area Committee on Human Development, Inc., for \$100.00 per month for the purpose of transporting students from the Ames and Boone areas, and on the condition that adequate vehicle liability insurance can be maintained on the driver and bus without additional cost to the school. Motion passed.

APPROVAL OF PHASING CAMPUS BUILDINGS 13 AND 14 LEASE

It was moved by W. Price, seconded by H. Welin, that the lease agreement for leasing of demountable type buildings to Des Moines Area Community College to serve as its phasing campus buildings #13 and 14, awarded pursuant to prior resolution adopted by this board, be approved. Motion passed.

ADULT EDUCATION ADVISORY COMMITTEE APPROVAL

A motion was made by M. Kreager, seconded by R. Lounsberry, that the following be approved as Adult Education Advisory Committee members:

- Earl Gibbs
- Wilbur Treimer
- Wilbert Treimer

Motion passed.

Regular Meeting

-3-

September 8, 1969

BOARD MEETING  
FOR OCTOBER

A motion was made by R. Lounsberry, seconded by M. Kreager, that the Organizational and Regular Monthly board meeting be held at 8:00 p.m., October 6, 1969, on the Ankeny campus. Motion passed.

ADJOURNMENT

A motion was made by R. Lounsberry, seconded by W. Price, that the meeting be adjourned. Motion passed and the meeting adjourned at 10:05 p.m.

  
\_\_\_\_\_  
IRV STEINBERG, Secretary

  
\_\_\_\_\_  
ROLLAND GREFFE, President

DES MOINES AREA COMMUNITY COLLEGE  
Ankeny, Iowa

POLICY REGARDING SALARY FOR INSTRUCTIONAL STAFF EMPLOYED  
ON AN HOURLY, PART-TIME, OR BASIS OTHER THAN FULL-TIME

<u>Category</u>	<u>1969-70 Hourly Rate</u>
A. Adult and Continuing	\$ 6.00
B. Business Occupations	7.00
C. Health Occupations	7.00
D. Trade & Industrial (including Graphics)	8.00
E. Technical	9.00
F. College Transfer	12.00
G. Operating Room Technician - Clinical Instructors	6.00
Maximum no. of hours worked per week - 24	
Maximum salary earned per week - \$144.00	

Sliding scale for those persons working four or less consecutive hours on a daily basis:

<u>Hours Worked</u>	<u>Pay Schedule for Hourly Base Rate</u>			
	<u>\$ 6.00</u>	<u>\$ 7.00</u>	<u>\$ 8.00</u>	<u>\$ 9.00</u>
1	\$ 6.00	\$ 7.00	\$ 8.00	\$ 9.00
2	12.00	14.00	16.00	18.00
3	15.00	18.00	21.00	24.00
4	18.00	22.00	26.00	30.00
5	21.00	26.00	31.00	36.00
6	24.00	30.00	36.00	42.00

The substitute instructor salary shall be \$28.00 per day.

Honorariums to institute and other group meeting participants shall range from \$25.00 to \$100.00 per day, and may or may not include expenses. The Superintendent to determine the amount.

Board Approved  
September 1969

DES MOINES AREA COMMUNITY COLLEGE

Agenda

Monday, September 8, 1969 - 7:30 P.M.

Board Room - Ankeny Campus

1. CALL TO ORDER - 7:30 P.M.

2. APPROVAL OF MINUTES - Meeting of August 11, 1969 & Aug 4th

3. PERSONNEL:

- A. Madonna Gisch - Sociology, part-time; Boone campus
- B. Clair Fisher - Marketing, part-time for the 1st quarter @ 47 hour \$6<sup>00</sup> hour
- C. Willard Kaldenberg - Mech. Technology, part-time for fall quarter @ 6 hour
- D. Martha Key Beem - Secretarial, part-time (3 hrs. of typing) \$6<sup>00</sup> hour
- E. Karen Tussey - Medical Office Asst. & Dental Asst., part-time (2 hrs. per day for fall quarter) \$6<sup>00</sup> hour
- F. Beverly Poore - Bookkeeping-Accounting & Child Care, part-time \$6<sup>00</sup> hour
- G. Willard Biner - Head of Auto Mechanics Program \$12,500
- H. Richard Gartin - Printing Instructor \$12,700
- J. JANET FREDRICK PT. \$6<sup>00</sup> hour

Kreager  
2d  
Lounsberry

\$4545<sup>00</sup>

Typing (ex Accts)

4. ADMINISTRATIVE REPORTS

- A. Building progress -- 18 days behind week ago --  1-B submitted to KC NOT yet Approved.
- B. Status of North Central Association -- extension GIVEN
- C. Enrollment 610 New 165 old - 797 total + 94 NURSE -> 891
- D. NSRA Community College Meeting in Chicago (Sept. 18-20) dealing with problems of community colleges PL & RG to attend.

5. CORRESPONDENCE

6. REPORTS OF SPECIAL COMMITTEES

A. Report of Mr. Kreager on Iowa Council of Area School Boards

Adoption of  
Recommendation  
Regarding DPI.

7. CLAIMS AND ACCOUNTS Maggert, 2d Cramlet -- Passed.

8. UNFINISHED BUSINESS

9. APPROVE FOLLOWING SHORT COURSES:

- A. Survey: Management Information Systems
- B. Computer Operation
- C. System 360/RPG
- D. Fortran and 360 Introduction
- E. Food Service III - Hospital & Nursing Home

Maggert \* 2d Cramlet  
Passed

10. NEW BUSINESS:

- A. \$34.00 per day for O. R. Technicians (PT) Moved Lounsberry - 2d Kreager
- B. Gas pipeline easement between Ia. Power & Light & Area XI & Pres & well in 2d Law
- C. IASB-1969-70 membership dues - \$550.00 OMIT FOR NOW See be Authorized to sign
- D. Lease of site for state education TV station No Action
- E. Approve leases with E. Ankeny Baptist Church & Our Lady's Immaculate Heart Church
- F. Approve lease of bus to Ames Area Committee on Human Development, Inc. for the purpose of originating trip at Boone thru Ames, stop at Ankeny, and at two centers in West Des Moines, and return to Boone each day
- G. Establish date for next meeting, which should legally be held the 1st Monday in October (October 6)
- H. Recommended change in salaries for part-time personnel ✓
- I. Approval of new Adult Education Advisory Committee members

Agenda

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11. OTHER BUSINESS

12. ADJOURNMENT

PENDING BILLS FOR PAYMENT

September 2, 1969

Accurate Office Supplies	Office supplies	\$	7.85
Accurate, Inc.	"		12.04
Ahern Pershing Office Supply	"		32.00
Ahern Pershing	"		3.35
Ahern Pershing	Office equipment		236.40
Air Products	Educational supplies		42.09
Air Products	"		410.23
Air Products	"		268.72
Air Products	"		110.40
Air Products	"		114.04
Albright Electric, Inc.	"		13.80
Alleman Coop. Co.	Maintenance supplies		11.00
Allyn & Bacon, Inc.	Library books		7.30
American Assoc. of Jr. Colleges	"		4.18
American Diabetes Association	"		1.00
American Handicraft Co.	Educational supplies		4.27
American Library Assoc.	Library books		5.50
American Library Ass'n.	Educational supplies		10.00
American Society of Agronomy	Subscription		7.00
As Quarry	Construction supplies		22.50
Ankeny Tractors	Maintenance Equipment		256.50
Ankeny Tractors	"		1416.90
Ann Arbor Publishers	Library books		9.24
Appleton-Century-Crofts	"		11.49
Association Films, Inc.	Films		.55
Associate Mailers, Inc.	Postage		2592.00
Association for Childhood Education	Library books		28.15
John Beamer Co.	Building supplies		62.50
Beaverdale Photo Supplies	Student services		22.03
Behavioral Research Laboratories	Book		51.36
A. D. Beers	Supplies		10.50
Behavioral Research Laboratories	Educational supplies		665.61
Chas A. Bennett Co., Inc.	Library books		5.19
Delores Benning	Supplies		6.55
<del>Mrs. Marine Pette</del> <i>delete</i>	<del>Petty Cash</del> <i>delete</i>	<i>delete</i>	<del>3.16</del>
Boone Broadcasting Company	Radio Announcement		15.00
Boone Community School District	Insurance		264.80
Boone Community School District	Reimb. for 4th quar. general state aid		47600.61





Des Moines News-Republican	Advertising	\$ 32.90
R. R. Bowker Company	Supplies	25.95
R. R. Bowker Company	Library books	190.90
Bro-Dart Foundation	Books	34.75
Burch Manufacturing Co.	Maintenance equipment	50.70
Bureau of Business Practice	Library books	38.52
Cambridge Book Company	Educational supplies	10.67
Cambridge University Press	Books	13.35
Capitol Printing Ink, Inc.	Supplies	171.50
Capitol Printing Ink, Inc.	"	15.90
Capital Sanitary Supply	"	16.21
Carmody Electric	Maintenance	17.88
Carmody Electric	Equipment	203.92
Carr Hardware	Supplies	11.35
Cathedral Square Publishing	Library book	8.95
Christopher Publishing House	"	4.13
CIBA	"	89.00
City of Ankeny	Service for Campus	90.92
Clean Towel Service	Service	9.70
Coast to Coast	Supplies	4.28
Collegiate Cap & Gown	Rental	442.40
Communication Service Corp.	Edu. materials & supplies	8.00
Comprehensive Service Corp.	Library book	10.75
Constructive Playthings	Educational equipment	330.99
Cook's Welders Supply	"	132.30
Cory Hardware	"	1.49
Cory Hardware	Maintenance supplies	26.70
Cory Hardware	"	2.70
Cory Hardware	"	10.13
Cowles Educational Books, Inc.	Educational material	22.93
Creative Activities	Library book	3.08
Mrs. Pat Cunningham	Salary	6.90
Dartnell Corporation	Educational supplies	7.54
Data Documents	Office supplies	32.05
Data Documents	"	522.50
Davis & eck	Film rental	7.50
Denniston & Partridge Co.	Supplies	22.41
Auto Revolving Acct.	Service on Blue Pickup	3.20
Des Moines Clean Towel Serv.	Service	35.10
Des Moines Clean Towel Serv.	"	15.20
Des Moines Indep. Comm. School	Reim. for 4th Quar. Gen. State Aid	16197.64
Des Moines Indus. Towel & Uniform	Service	7.23
Des Moines Register & Tribune	Aerial Picture	10.30
Des Moines Register & Tribune	Publication	84.94
Des Moines Rubber Stamp Co.	supplies	1.70



B. Dick	Supplies	\$ 29.50
Delphin Books	Book	3.56
Doubleday & Co., Inc.	"	4.68
Doughten Auto Supply	Supplies	10.84
Dover Publications	Library books	47.70
E. I. DuPone DeNemours & Co.	Books	17.25
Educational Testing Serv.	Supplies	1.00
Electrical Engineering & Equipment	Construction equipment	20.40
Electrical Engineering & Equipment	Supplies	33.73
Evans Drug	Supplies	7.26
Ewing Implement	Maint. equipment	602.00
Ewing Implement	Service	3.95
Fastco Drug	Toys	11.86
H. J. Fasteners	Supplies	16.05
Fearon Publishers	Library books	4.00
Feedstuffs	Subacription	15.00
Friedman's Leasing Corp.	Leased Auto	116.16
General Binding Corp.	Transportation	10.10
General Duplicator	equipment	3.25
Gentec Hospital Supply	equipment	22.44
Gestetner	supplies	27.00
Mrs. Sally Gibson	Salary	8.05
Goes Lithographing Company	supplies	31.51
W. W. Grainger, Inc.	supplies	17.44
Mrs. Victor Good	Organist	10.00
Grainger, Inc.	Supplies	100.12
Graybar Electric	"	17.52
Ossett and Dunlap	Book	3.48
Grune & Stratton	Book	10.15
Harper and Rowe	"	21.25
Harris TV & Appliicance	Equipment	16.95
Heath Company	"	437.60
Heath Company	"	366.35
Heath Company	"	322.20
Darl Hendershot, Ed. D.	Books	21.50
Vera Herweg	Speaker	40.00
Highland Park Shopper	Advertising	3.80
Fred Hoch Associates, Inc.	Library books	65.52
L. W. Holley & Sons.	Flag	17.64
Mrs. Pamela Hollingshead	supplies	2.67
Holt, Rinehart & Winston, Inc.	Book	71.52
Holt, Rinehart & Winston, Inc.	"	14.80
Holt, Rinehart & Winston, Inc.	"	1266.20
Houghton-Mifflin	"	17.78
Houghton-Mifflin	"	9.50



W. J. Lett Chevrolet Company	Maintenance	\$ 15.75
Howell Auto Parts	Educational equipment	135.00
Howell Auto Parts	Maintenance supplies	46.00
Howell Auto Parts	Repairs	19.50
Huntington Laboratories	Janitorial supplies	127.95
IBM Corporation	Equipment	343.60
"	Service	16.76
IBM	"	372.97
"	"	15.65
"	Equipment	295.00
"	"	420.00
"	Service	14.66
"	supplies	15.85
"	Service	876.50
"	supplies	5.35
"	"	13.32
"	Equipment	69089.54
"	supplies	73.60
Implement & Tractor	Subscription	5.00
Industrial Chemicals	supplies	95.02
Industrial Chemical Lb. Inc.	"	23.19
Interstate Printers & Publishers	books	13.08
Iowa Auto Elec. Serv.	equipment	148.20
Iowa Children's & Family Services	salary	180.00
Ia. Comm. College Stu. Pers. Assn.	Booth	75.00
Ia. Dental Supply	supplies	9.50
Iowa Machinery & Supply	"	73.20
"	equipment	124.80
Ia. Power & Light	Service	16.83
"	"	1843.74
"	"	37.53
Iowa State University	Film rental	3.00
Kar Products	Supplies	105.94
Katz Drug	"	20.65
Keuffel & Esser Co.	"	80.74
W. B. Kirkland	"	66.00
K Mart	"	5.22
Koch Bros.	"	5.00
Koch Bros.	"	31.35
Lange Medical Publications	Book	6.80
Latta's School Supplies	supplies	35.75
"	"	49.65
Lawon Products Co., Inc.	"	873.51
Lippincott	Book	13.81
"	"	16.15
"	"	6.52



PENDING BILLS FOR PAYMENT

Sept. 8, 1969

TRAVEL EXPENSE

Phil Langerman	\$ 50.25
Bill Ryan	7.50
Ellis Hanson	17.80
James Dye	12.00
Joan E. Cain	18.50
Marine Betts	69.87
Melody Powell	43.58
Dean Henry	59.70
B. F. Moravek	43.50
Carroll Bennett	7.13
Lindley J. Hoyt	47.67
Harold Gamm	6.60
Byron Hamilton	42.68
June Storey	63.15
Edward Gunton	83.13
Jacquelyn Smith	13.30
Andrew Kondrath	40.20
True Sherman	66.71
Mary Souders	58.10
Beverly Ask	66.82
Roy Berger	3.50
Cheryl Goodrich	37.30
Bill Johnson	50.20
Nick Bellizzi	40.00
Lamar Gailey	66.59
Jack Rolinger	41.70
Wardell Diggs	34.90
Harlan Mann	21.00
Eldon Bergstrom	142.62
Irv. Steinberg	26.30
Don Severson	30.00
Bill Hodges	48.70
Ronald McClurg	30.50
Donald Kerr	29.60
Leonard Bengtson	47.13
Dorothy Gilliland	4.00
Margaret Hansen	30.00
James Dowis	35.40
Charles Roush	30.00
George Nichols, Jr.	30.00
Walter Ramey	30.00
Philip Millard	9.60
Thomas E. Dart	16.99
Gerald L. Manning	114.62
Charles E. Baugous	18.30

TOTAL

\$ 1,787.18



DES MOINES COMPREHENSIVE VOCATIONAL FACILITY:

A-1 Rubbish Service Company	\$ 47.50 ✓
Air Products & Chemicals, Inc.	12.10 ✓
Air Products & Chemicals, Inc.	66.62 ✓
Air Products & Chemicals, Inc.	254.76 ✓
Air Products	4.59 ✓
"	66.58 ✓
Brown Insurance Agency	240.00 ✓
Butler Paper Co.	25.46 ✓
California Test Bureau	110.65 ✓
Clark Sanitary Supply Co.	52.90 ✓
Corwin Cleaners	14.23 ✓
Charles Fail Trim Supply	369.40 ✓
Delmar Publishers Inc.	47.65 ✓
Des Moines Clean Towel Serv.	301.25 ✓
"	416.98 ✓
Des Moines Sewing Machine Co.	10.50 ✓
Des Moines Stationery	14.50 ✓
Des Moines Water Works	127.16 ✓
Globe Machinery & Supply	145.43 ✓
Hockenberg's	4.10 ✓
IBM	16.30 ✓
"	20.20 ✓
Iowa Power & Light Co.	972.80 ✓
Koch Brothers	25.00 ✓
"	25.00 ✓
Lenox Industries	39.00 ✓
Midwest Visual Edu. Serv. Inc.	39.75 ✓
"	790.85 ✓
Monroe Table Co.	610.50 ✓
National Live Stock & Meat Board	17.50 ✓
Olivetti Underwood Corp.	24.50 ✓
Northwestern Bell Tele Co.	153.21 ✓
Olson Sewer Service	10.00 ✓
Peerless Supply, Inc.	121.59 ✓
Ribbon & Carbon Supply	91.04 ✓
T. W. Simpkins Co.	4.95 ✓
Southwestern Publishing Co.	48.89 ✓
"	35.16 ✓
"	45.53 ✓
Spilman Auto Parts	74.12 ✓
Spilman Auto Parts	71.50 ✓
Spilman Auto Parts	72.10 ✓
Spilman Auto Parts	711.95 ✓
Spilman Auto Parts	81.08 ✓

**APPROVED**

*[Signature]*

BOARD MEMBER

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BOARD MEMBER

Standard Oil Company  
Storey-Kenworthy Co.  
Sun Electric Co.  
Tood's Inc.  
Triangle School Service

\$ 18.70  
223.30  
259.00  
5.76  
775.22

TOTAL \$ 7,716.77

**APPROVED**  
*Max [Signature]*  
BOARD MEMBER  
BOARD MEMBER

DES MOINES COMPREHENSIVE VOCATIONAL FACILITY:

American College Testing	\$ 38.08
Baker Plumbing & Heating Co., Inc.	18.72
Iowa Power & Light Co.	1027.49
McGraw Hill Book Company	120.50
Mind Incorporated	3099.69
Peerless Supply, Inc.	50.09
W. B. Saunders Publishing Co.	11.70
Sidles Company	11.77
Silver Burdell Co.	5.45
Standard Bearings Co.	49.01
TOTAL	<u>\$ 4,432.50</u>

BILLS PAID PRIOR TO BOARD APPROVAL:

Robert Croushore	Refund	\$ 25.00
Robert Croushore	"	30.00
Iowa Emp. Sec. Comm.	FICA	12280.38
Blue Cross & Blue Shield	Board & Employee Share.	2907.75
	TOTAL	<u>\$15243.13</u>

SCHOOLHOUSE:

Electric Equipment Co., Inc.	Certificate #5	14256.00
Don Zuck	Travel expense	11.20
	TOTAL	<u>\$14267.20</u>

CONSTRUCTION, Phase 1A:

Stroh Corporation	Certificate #4	\$18000.00
Vawter & Walter, Inc.	Certificate #3	16650.00
	TOTAL	<u>\$34650.00</u>

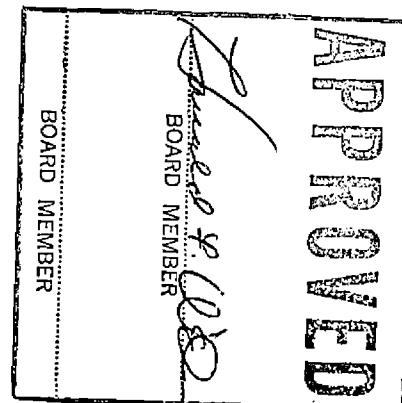


Angmac Limited	Book	\$ 6.00
Bedlow Typograph Co.	supplies	10.56
Carolyn Lundberg	Refund	2.00
MacMillan Company	Book	8.14
Mary Macomber	Salary	16.30
McGraw-Hill Book Company	Book	56.10
"	"	8.70
"	"	188.92
"	"	6.18
"	"	29.82
"	"	9.38
"	"	17.13
Manpower	Office help	46.58
Medical Examination Pub. Co., Inc.	Book	5.00
Mental Health Materials Center	"	7.85
Charles E. Merrill Books, Inc.	Educational supplies	33.30
Charles E. Merrill Book, Inc.	"	397.28
Metropolitan Supply Co.	supplies	81.34
"	"	64.69
"	"	44.60
Midstate Distributing Co.	Educational equipment	302.73
Midwest Visual Edu. Serv.	Office equipment	1666.17
Midwest Visual	Educational supplies	6.55
Midwest Visual	"	36.30
Midwest Visual	supplies	114.00
Monroe International	Service	20.25
Sharon Moore	Reimbursement	4.63
V. Mosby Co.	Book	4.05
Mosler Co.	Educational supplies	1.70
National Audio-Visual	Book	7.00
National Steel Serv. Center	supplies	90.22
New Readers Press	Library supplies	63.85
Northside Fruit and grocery	supplies	8.93
Northwestern Bell Telephone	Service	47.01
Northwestern Bell	"	254.63
"	"	26.41
"	"	1011.68
"	"	18.17
"	"	4.90
Office Supplies	Supplies	7.92
"	"	6.00
"	"	31.84
"	"	7.20
"	"	12.40
"	"	1.56
"	"	9.41
"	"	10.90
"	"	12.00
"	"	11.60
"	"	9.56

**APPROVED**  
*Ros @ Camb*



Oklahoma State University	Book	\$ 3.00
Olivetti-Underwood Corp.	Supplies	78.00
National Steel	"	92.58
Office Supplies	supplies	17.30
Olivetti Underwood	repairs	14.00
Ortho Diagnostic	supplies	448.10
Olson Graphic Products	Service	34.70
Peerless Supply	equipment	132.85
Pitney Bowes Inc.	Postage meter	44.00
Prentice Hall, Inc.	supplies	10.80
Prentice Hall, Inc.	Books	21.55
Prentice Hall, Inc.	"	128.39
Professional Budget Plan	supplies	18.92
Psychological Corp.	"	6.35
Lawrence Qualley	GED testing	97.80
R & R Welding	supplies	99.18
R & R Welding	"	14.82
Radio Trade Supply & Co.	"	26.55
Radio Trade	Equipment	464.50
Random House	Book	5.38
Reppert Transfer & Storage	Services	125.00
Rhiner Bros. Plbg. Co.	"	27.90
Ribbon & Carbon Supply	supplies	160.00
"	"	70.50
Rounds Shell Service Station	"	57.42
W. B. Saunders Co.,	"	16.65
W. B. Saunders Co.	"	31.50
W. B. Saunders Co.	books	21.60
W. B. Saunders Co.	"	22.05
"	"	3.15
"	"	43.20
Science Research	supplies	2.09
Science Research Associates	"	2.14
Scribner	Book	7.50
Senneff-Bankers Travel	Ticket for Hanson	205.00
Serina Press	Book	9.90
Service Photoprint	supplies	2.00
Shelby Business Forms	"	16.50
Jim Sherman Photography	Services & supplies	23.55
Sidles Co.	supplies	13.46
Sidles Co.	repair	4.40
Sidles Co.	Educational supplies	109.73
Mrs. Dorothy Sielert	Graduation expense	6.58
Simon & Schuster, Inc.	supplies	12.66
Southwestern Pub. Co.	"	5.11



State Advisor Colo. Assn.	Book	\$ 2.50
State Agency for Surplus	equipment	66.25
"	supplies	101.25
"	"	15.00
Steck Vaughn Co.	supplies	1264.76
Ivan Stiner	"	84.67
Timberland DX Service	Truck expense	22.69
Town & Country Serv.	Vehicle expense	80.62
Treck Photographic Inc.	supplies	8.80
Treck Photo.	equipment	198.35
"	"	84.00
"	"	116.50
"	"	625.00
University Of Iowa	film rental	6.33
University of Wisconsin	"	6.75
Valley Shopper	Ad	2.00
Venetian Blind Laundry	service	10.30
Visual Edu. Assn. Inc.	supplies	54.50
Vocational Curriculum Lab.	Book	37.59
University of North Carolina	"	24.00
Don Walsmith	equipment	100.00
"	"	220.00
Walters Sanitary Service	Services	25.00
Wayne Dennis Supply	equipment	14.42
John Wiley & Sons	Book	6.98
"	"	85.21
"	"	4.98
Wilkins & Bussard Arch.	Salary	196.00
H. W. Wilson Co.	Subscriptions	138.00
Wrights Welding Supply	supplies	11.25
Year Book Medical Publishers	books	25.95
Yellow Cab Company	Transportation	51.90
Ray Duffee Ins. Co.	Insurance	252.00
Mike Wagner,	Tuition refund	25.00
Terry Herman	"	60.00
Randy Johnson	"	60.00
Dawn Mills' Estate	"	15.00
Harold Earp, Jr.	"	15.50
William Ratcliff	"	15.00
Donald D. Alliss	"	3.00

**APPROVED**  
  
 BOARD MEMBER  
 \_\_\_\_\_  
 BOARD MEMBER

erman J. Smith, M.D.	Professional Services	\$ 30.00
Wilton Dakovich, M.D.	"	60.00
Charles Gutenkauf, M.D.	"	240.00
David Watkins	"	30.00
Dennis Kelly, Jr.	"	60.00
Neil McGarvey, M.D.	"	60.00
Micheal Kinkade	"	30.00
Ronald Villella	"	30.00
Paul From	"	90.00
Alice Minthorn	"	200.00
Verlyn Gossen	"	200.00
Ahern P ershing	Lease forms	5.00
W. W. Norton & Co., Inc.	Book	6.18
Office Supplies	supplies	53.04
Office Supplies	"	27.84

TOTAL

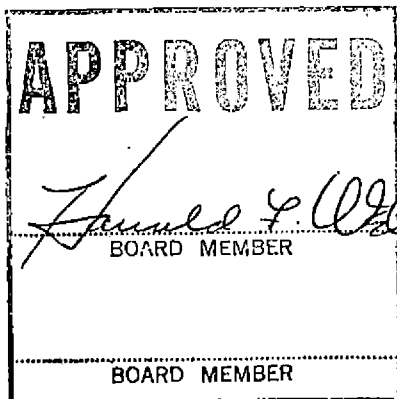
\$ 165,963.34



PENDING BILLS FOR PAYMENT

Sept. 8, 1969

Air Products	Educational materials	\$ 50.50
Air Products	Demurrage	16.20
Air Products	Educational materials	240.78
Air Products	Demurrage	24.18
Alumnae Advisory Center, Inc.	Library Books	1.00
American Assn. of Jr. Colleges	Subscription	12.00
American Rubber Stamp	Office supplies	15.80
AMSCO	Educational equipment	6830.00
Ankeny State Bank	Reconciliation & Deposit box	18.00
Richard Arrowood	Office supplies	6.13
Associate Mailers, Inc.	Postage	1228.16
John Bach	Educational equipment	142.80
Ballard's	Truck expense	89.51
Bank Street College Bookstore	Educational supplies	41.00
Behavioral Research Laboratories	Educational material	15.66
Behavioral Research Laboratories	"	51.36
Butler Paper Co., Inc.	Office supplies	21.97
Joan E. Cain	Petty cash	5.08
Capital Sanitary Supply Co.	Custodial supplies	19.35
Carmody Electric	Service Call	8.24
Child Study Assoc. of America	Library books	33.39
Cory's, Inc.	Supplies	88.57
Cory's	"	5.69
Des Moines Area Comm. College, Auto Rev.	Supplies	114.99
George DeMoss Construction Co.	Parking Lot Maint.	6993.56
A. B. Dick Co.	Supplies	3.65
Doughten Auto Supply	Supplies	21.52
Dover Publications	Book	2.50
Eric Document Reproduction Serv.	"	31.90
Eric Document Reproduction Serv.	"	41.55
Globe Machinery	Educational equipment	34.36
W. W. Grainger Co.	Supplies	21.24
W. W. Grainer Co.	"	16.64
Heath Company	Educational equipment	361.00
Hoerman Press School	Poll Books	145.00
Howell Auto Parts	Supplies	31.70
Ia. Assn. of School Boards	Sick Leave Forms	4.60
IBM	Service Charge	15.10



Industrial Chemical Co.	Supplies	11.95
International Textbook Co.	Book	4.14
Iowa Power & Light	Service for Center I	329.40
Koch Brothers	Supplies	32.03
MacMillan	Books	31.72
M & M Sales	Service call	19.70
Marshall Music Room	Supplies	8.63
David Mattson Co.	Repair	13.75
Merrill--Palmer Institute	Book	3.25
Midwest Visual	Film	301.31
Monroe Co.	Furniture	138.70
Monroe Company	"	106.45
Monroe International	Service	21.75
Emily Myers	Refund	4.50
Northwestern Bell Tele. Co.	Service for Center I & II	377.47
Office supplies, Inc.	supplies	19.86
Office supplies	"	7.92
Office supplies	"	19.68
Office supplies, Inc.	"	61.56
Olivetti Underwood	Service	21.00
Public Affairs Pamphlets	Books	6.69
R & R Welding	Supplies	24.25
R & R Welding	Demurrage	16.20
Random House	Books	28.52
Steven Schroeder	Refund	25.00
Sears & Roebuck	Supplies	12.77
Speedy-way Disposal Service	Trash Disposal	65.00
Thomas Micro Catalogs	Subscription	450.00
Treck	Materials	307.01
Vocational Curriculum Laboratory	Educational material	3.18
Volk	Subscription	95.40
West Des Moines Express & Shopper	Advertising	2.70
West Des Moines Waterworks	Service for Center II	30.13
Wickes Lumber	Supplies	8.94
Wickes Lumber	"	150.82
Yellow Freight System	Freight	12.33
M & M Sales Co.	Service Charge	17.50
DMACC--revolving fund	Reimbursement	6.95
Ewing Implement	Parts & Labor	196.76
Wallace Homestead Co.	Ballots	340.00
Des Moines Clean Towel Serv.	Service	33.10
Phil Langerman	Reimbursement	140.23
Phil Langerman	"	169.65
Carlson Oil Co.	Vehicle Expense	7.63
Denniston & Partridge Co.	Supplies	44.29
Manpower	Office help	21.60
U.S. Postoffice	Postage	6.00
Yellow Cab Company	Transportation	42.20
Pella Chronicle-Advertiser	Tabloid	2450.00
Air Products	Educational supplies	69.20



TOTAL

\$ 23,123.50

PAID PRIOR TO BOARD APPROVAL:

624	Treas. of the U.S.A.	Library books	\$	6.14
625	Ankeny State Bank	Bad Check		10.62
626	APGAPublications Sales	books		7.50
628	Horace Mann Ins.	July Payroll		1538.11
627	Iowa Power & Light Co.	Service		338.05
629	Conard Freight Lines, Inc.	Freight		8.22
630	Jack Asby	July expenses		10.00
631	Melvin Tullis	"		18.43
632	M. Robert Anderson	"		94.19
633	Joan Clary	"		45.67
634	Sharon Moore	"		16.50
635	Judy Sheets	"		5.40
636	Ardelle Keating	"		23.50
637	Jerry Manning	"		24.40
638	Jacquelyn Smith	"		42.90
639	Thomas Dart	"		44.80
640	Corinne Wastell	"		2.00
641	William Buwalda	"		13.30
643	Harold Gamm	"		49.15
644	Roy Berger	"		13.80
645	Lindley Hoyt	"		38.45
646	Ben Shlaes	"		38.77
647	Dorothy Sielert	"		77.06
648	Marine Betts	"		5.30
649	Thomas Dunsmore	"		18.43
650	Ole J. Modtland	"		68.23
651	Don Severson	"		37.80
652	Donald Kerr	"		26.60
653	Ronald McClurg	"		34.70
654	LeMar Gailey	"		146.74
655	Harlan Mann	"		15.00
656	Wardell Diggs	"		15.60
657	Eldon Bergstrom	"		31.70
658	Dorothy Gilliland	"		13.40
659	Charles Baugous	"		13.20
660	Leonard Bengtson	"		83.50
661	Byron Hamilton	"		45.16
662	Irv Steinberg	"		17.80
663	Ellis Hanson	"		20.00
664	Bill Johnson	"		37.70
665	Jack Rolinger	"		66.29
666	Nick Bellizzi	"		67.32

**APPROVED**

*Robert H. Lounsbury*  
BOARD MEMBER

BOARD MEMBER

26	Harold F. Welin	July expenses	33.00
26	Phil Langerman	"	61.50
2669	Paul Lowery	"	20.30
2670	Margaret Hansen	"	30.00
2671	Walter Ramey	"	30.00
2672	Charles Roush	"	30.00
2673	George Nichols, Jr.	"	30.00
2674	Philip Millard	"	11.04
2681	B. R. Moravek	"	123.90
2682	Richard Tays	" 1	15.00
2683	Bill Ryan	"	22.50
2695	IPERS	June Payroll	8792.67
2880	Ames Tribune	Subscription	12.00
2881	U.S. Post Office	Stamps	30.00
2882	U.S. Gov. Printing Office	Books	3.00
2884	Assoc. Students UCLA	Handbooks	7.35
2885	Publications Sales	Personnel Program	1.50
2886	Library of Congress	Books	24.25
2887	Supt. of Documents	"	5.00
2888	"	"	18.80
2889	Autolite Tech. Inst.	"	20.00
2890	Vada Babcock	Stipend	210.00
2891	Mildred Beach	"	270.00
2892	John Boney	"	180.00
2893	Robert Dawson	"	270.00
2894	Beulah Dieken	"	330.00
2895	Josephine Dixon	"	180.00
2897	Lucille Evans	"	180.00
2898	Janet Freerksen	"	150.00
2899	Lois Hatfield	"	240.00
2900	Betty Joseph	"	210.00
2901	Jane Kuhn	"	180.00
2902	Evelyn Loggins	"	270.00
2903	Janice Lyle	"	240.00
2904	Frederick McCarthy	"	180.00
2905	Leona McCready	"	150.00
2906	Mary Miller	"	150.00
2907	Carol Otting	"	150.00
2908	Margaret Peterson	"	240.00
2909	Evelyn Severino	"	180.00
2910	Rosalee Thompson	"	150.00
2911	Maximo Vargas	"	420.00
2912	Wilma Whitehurst	"	150.00
2913	U.S. Post Office	Stamps	2.40

**APPROVED**  
*Robert N. J. [Signature]*  
 BOARD MEMBER  
 BOARD MEMBER

2915	W. J. Reed	Rent for Center 2	\$ 1916.66
2916	Postmaster	Postage for meter	1000.00
2916	U. S. Post Office	Stamps	60.00
2921	Postmaster	Postage for Boone	50.00
2922	Ia. Emp. Sec. Comm	Interest	73.93
2923	Miracle Mile Shopping Center	Rent for Center 1	1978.72
2924	Our Lady's Immaculate Heart Church	Rent for Child Care	208.00
2925	Planned Parenthood	Rent	125.00
2926	East Ankeny Baptist Church	Rent	312.00
2927	Eric Document Reproduction Serv.	Books	15.50
2928	Ia. Pub. Emp. Ret. System	Interest	41.85
2929	Orville Ballard	Rent for Ames	200.00
2930	Bell Ave. Realty	Rent for MDTA	4604.16
2931	Vada Babcock	Stipend	210.00
2932	Mildred Beach	"	270.00
2933	John Boney	"	180.00
2934	Robert Dawson	"	270.00
2935	Beulah Dieken	"	330.00
2936	Josephine Dixon	"	180.00
2937	Marlene Doby	"	180.00
2938	Lucille Evans	"	180.00
2939	Janet Freerksen	"	150.00
2940	Lois Hatfield	"	240.00
2941	Betty Joseph	"	210.00
2942	Jane Kuhn	"	180.00
2943	Evelyn Loggins	"	270.00
2944	Janice Lyle	"	240.00
2945	Frederick McCarthy	"	180.00
2946	Leona McCready	"	150.00
2947	Mary Miller	"	150.00
2948	Carol Otting	"	150.00
2949	Margaret Peterson	"	240.00
2950	Evelyn Severino	"	180.00
2951	Rosalee Thompson	"	150.00
2952	Maximo Vargas	"	420.00
2953	Wilma Whitehurst	"	150.00
2955	Ankeny State Bank	Bad Check	25.00
2956	Richard Airhart	Refund	25.00
2896	Marlene Dory	Stipend	180.00

TOTAL

\$ 32,911.46

**APPROVED**

*Robert W. Lounsbury*  
BOARD MEMBER

BOARD MEMBER



BILLS FOR BOARD APPROVAL -- SEPT 8, 1969

SCHOOLHOUSE FUND

Ankeny State Bank	Purchase of Treasury Bill	\$337,435.58 ✓
1-A Construction Fund	Transfer of Funds to 1-A Acct	100,000.00 ✓
Des Moines Photo Copy	Blueprints--Phasing Campus	116.34 ✓
Emery Prall & Associates	Contract--Phasing Campus	2,769.46 ✓
	TOTAL	\$440,321.38

PHASE I, PART A

Pierce Sewer & Plumbing	Contract	\$ 22,264.89 ✓
Vawter & Walter, Inc	Contract	24,660.00 ✓
James Ahart & Assoc	Critical Path Contract	350.00 ✓
Stroh Corporation	Contract	28,800.00 ✓
Patzig Testing Lab	Test Density & Compaction	166.00 ✓
Veenstra & Kimm	Engineering Services to July 31, 69	11,866.62 ✓
Emery-Prall	Svcs for June & July, 69	2,866.98 ✓
DM Photo Copy	Prints for 1-A	15.44 ✓
	TOTAL	\$ 90,989.93

PHASE I, PART B

Service Photoprint	Prints for 1-B	\$ 52.60 ✓
Veenstra & Kimm	Engr Svcs to July 31, 69 for 1-B	3,047.66 ✓
Emery-Prall	Svcs per contract	96,213.77 ✓
DM Photo Copy	Prints for 1-B	423.07 ✓
	TOTAL	\$ 99,737.10

**APPROVED**  
  
 BOARD MEMBER  
 BOARD MEMBER

September 8, 1969

TO: Mr. Lowery, Superintendent  
FROM: Institutional Welfare Committee  
SUBJECT: Recommended Hourly Pay for Part-time Instructional Staff  
for 1969-70

1. On July 21, 1969, the Welfare Committee recommended the following hourly pay for part-time instructors by instructional categories:

<u>CATEGORY</u>	<u>Present 1968-69 Hourly Rate</u>	<u>Proposed 1969-70 Hourly Rate</u>
A. Adult and Continuing	\$ 6.00	\$ 6.00
B. Business Occupations	6.00	7.00
C. Health Occupations	6.00	7.00
D. Trade & Industrial (Including Graphics)	7.00	8.00
E. Technical	8.00	9.00
F. College Transfer	12.00	12.00

The Welfare Committee recommends the above changes based upon the demand for instructors and salaries paid by business and industry and other schools and colleges.

We presently employ highly qualified instructors in our part-time and evening programs and to continue this trend of quality education, we believe the above salary adjustments for the 1969-70 school year are in order.

2. We would also recommend the following sliding scale for those persons working four or less consecutive hours on a daily basis:

<u>Hours Worked</u>	<u>Pay Schedule for Hourly Base Rate</u>			
	<u>\$ 6.00</u>	<u>\$ 7.00</u>	<u>\$ 8.00</u>	<u>\$10.00</u>
1	\$ 6.00	\$ 7.00	\$ 8.00	\$10.00
2	12.00	14.00	16.00	20.00
3	15.00	18.00	21.00	25.00
4	18.00	22.00	26.00	30.00

3. Recommend the substitute instructor salary remain the same at \$28.00 per day.
4. Recommend establishing a policy of paying honorariums to institute and other group meeting participants at a rate ranging from \$25.00 to \$100.00 per day, plus expenses. It is recommended the Superintendent would establish the amount to be paid within the suggested range.

Continued--

Mr. Lowery, Superintendent  
September 8, 1969

5. Recommend change from \$5.33 per hour to \$6.00 per hour for clinical instructors in the Operating Room Technician Program. They work a maximum of 24 hours per week and would, therefore, be eligible for a maximum of \$144.00 per week.

Summary of Hourly Salaried Staff in Area Schools and Colleges in Iowa for  
School Year 1968-69

<u>NAME OF INSTITUTION</u>	<u>INSTRUCTIONAL AREA</u>	<u>HOURLY SALARY</u>
Grandview College	College Transfer	3 credit hour course - \$520.00 minimum
Drake University	College Transfer	3 credit hour course - \$450.00 to \$600.00*
Area One - Calmar	Vocational & Basic Ed	\$5.00-\$7.00 per hour
Area Two - Mason City	Adult Education	\$5.00-\$6.00
	Vocational Education	\$5.00-\$10.00
	College Transfer	\$7.50-\$10.00
Area Three - Estherville	Adult Basic Education	\$5.50
	High School Completion	\$7.50
	Vocational Education	\$8.00
Area Four - Sheldon	Adult Education	\$5.00-\$6.00
Area Five - Ft. Dodge	Adult Education	\$5.00
	Vocational Education	\$5.00-\$6.00
	College Transfer	\$10.00
Area Six - Marshalltown	Adult Education	\$6.00
	Vocational Education	\$6.00-\$8.00
	College Transfer	Evening instruction included in regular assignment or paid on overload basis.
Area Seven - Waterloo	Adult Basic Education	\$5.50
	High School Completion	\$5.00-\$6.25
	Vocational Education	\$5.00-\$10.00
Area Nine - Davenport	No Report	
Area Ten - Cedar Rapids	Adult Basic Education	\$5.00
	High School Completion	\$7.00
	Vocational Education	\$7.00
	College Transfer	\$8.00-\$10.00

\*Clarence Thompson, Dean indicates this salary is quite inadequate.

Mr. Lowery, Superintendent  
September 8, 1969

	<u>INSTRUCTIONAL AREA</u>	<u>HOURLY SALARY</u>
Area Twelve - Sioux City	Adult Education	\$5.25
	Vocational Education	\$5.25-\$10.00
Area Thirteen - Council Bluffs	Adult Education	\$5.00
	Vocational Education	\$5.00-\$10.00
	College Transfer	\$10.00
Area Fourteen - Creston	Adult Education	\$6.00
	All others	\$6.00
Area Fifteen - Ottumwa	Adult Basic Education	\$5.00
	High School Completion	\$6.00
	Vocational Education	\$6.00-\$15.00
	College Transfer	\$10.00
Area Sixteen - Burlington	No Report	

Iowa Area Teachers Association - A Survey of 67 Mid-Western Community Colleges  
February 14, 1969

<u>NAME OF INSTITUTION</u>	<u>CREDIT HOURS</u>	<u>OVERLOAD OR EVENING PAY</u>
1. Chicago City College	3	\$656.00 to \$1,155.00
2. Belleville Area College		1/32 of annual salary per credit hour
3. College of DuPage		\$10.00 per hour minimum
4. Elgin Community College	3	\$500.00 to \$600.00
5. William Rainey Harper College	3	\$550.00 to \$800.00
6. Kendall College	3	\$650.00 to \$800.00
7. Prairie State College	3	\$600.00
8. Robert Morris College	3	\$645.00
9. Rock Valley College	3	\$450.00 to \$800.00