

Des Moines Area Community College

## Open SPACE @ DMACC

---

Board of Directors Meeting Minutes

---

2-23-1970

### **Board of Directors Meeting Minutes (February 23, 1970)**

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

---

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

SPECIAL MEETING

FEBRUARY 23, 1970 A special meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Administration Building, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on Monday, February 23, 1970. The meeting was called to order by the Board President, Rolland Grefe, at 7:30 P.M.

ROLL CALL

Members present: Rolland Grefe  
Ross Cramlet  
Harry Bloomquist  
Harold Welin  
David Longnecker  
Max Kreager  
Robert Lounsberry  
William Price

Members absent: Richard Opie

Others present: Paul Lowery, Superintendent  
Jask Asby, Assistant Supt., Administrative Services  
Irv Steinberg, Business Manager/Board Secretary  
Mel Stanard, Math instructor, Boone  
Ted Clinkenbeard, Math instructor, Boone  
Charles Baugous, Counselor  
Harold Gamm, Agri-Business instructor, Ankeny  
Ben Shlaes, Accounting instructor, Ankeny  
Richard Arrowood, Data Processing instructor, Ankeny  
Bruce Hann, English instructor, Ankeny

APPROVAL OF MINUTES

It was moved by R. Lounsberry, seconded by R. Cramlet, that the minutes of the regular board meeting held February 9, 1970 be approved as presented. Motion passed.

PROPOSED 1970-71 SALARY RECOMMENDATIONS

A presentation was made by the Institutional Welfare Committee regarding the committee's salary and benefit proposals for the fiscal year 1970-71. The committee spokesman, Harold Gamm, reviewed a proposed salary schedule. In addition to the schedule, the following recommendations were made by the Welfare Committee:

1. A provision for a percentage cost of living increase equal to the actual cost of living increase reported by the Bureau of Labor for the Des Moines area, with said increase to be applied against the mean salary levels of each respective occupational grouping.
2. A provision for a 3% salary increase to be applied against the mean salary level of each respective occupational grouping for each instructional faculty member whose current year of service is deemed successful by the Administration.

3. A provision whereby the College would pay the total cost of a family plan hospital and surgical insurance program, equivalent to the coverage offered by the Iowa Community College Plan, for each full-time employee.
4. A provision for a 0-4% administratively determined salary adjustment increase to correct salary differences of present staff members whose current salary or placement on the proposed schedule results in an inequitable salary, or to financially recognize and compensate faculty who have responsibilities or added assignments beyond that of the average staff member.
5. The continuation of all fringe benefits currently available to full-time employees.
6. The establishment of a joint committee, composed of faculty, administration, and board members, to investigate and study the possibility of merit pay for future salary determination.

REVIEW OF  
PROPOSED  
BUDGET  
1970-71

A summary of the proposed budget for 1970-71 was reviewed and discussed. It was noted that additional funds of \$309,698 were needed to balance the proposed budget, which included salary increases of 8%. A need for an additional tuition increase was discussed, however, action in this regard was deferred at this time.

CONSENSUS  
OF OPINION  
ON SALARY  
INCREASES

Formal board action regarding salary increases was deferred. A consensus of opinion taken of the board members was that the total of salary and fringe benefit increases be no greater than 6% to 6½% of previous year's salaries, and be within a balanced budget. It was also felt that the proposed salary schedule would only be considered effective as a guide for the employment of new personnel.

POSSIBLE  
MERGER OF  
AUDUBON AND  
CARROLL  
COUNTIES

A discussion was held regarding the possible merger of Audubon and Carroll counties with the Des Moines Area Community College. Consensus of opinion of the board was that favorable consideration be given to accepting Audubon and Carroll counties, however, that no change in board representation be made. Official action will be taken on this matter at such time as the Audubon and Carroll county boards request such action. It was suggested that the March 16th board meeting provide for a group session with the county boards involved.

CAMPUS  
PARKING  
POLICY

It was moved by M. Kreager, seconded by H. Welin, that Superintendent Lowery be authorized to develop procedures and regulations governing on-campus parking to include the necessary fees for permits and fines for violations to the extent necessary to pay for policing the system. Motion passed.

HIGH SCHOOL  
EQUIVALENCY  
AGREEMENT

A motion was made by M. Kreager, seconded by D. Longnecker, that an agreement be entered into with the City Demonstration Agency (City of Des Moines-Model City Planning Board) regarding Adult Basic Education instruction for certain Model Neighborhood residents and that the board president be authorized to sign such an agreement. Motion passed.

CONSTRUCTION  
OF MOBILE  
HOME COURT

It was reported by D. Longnecker that an engineering firm has submitted to the City of Ankeny Planning and Zoning Commission a proposal for a Mobile Home Court to be built on the east side of Ankeny Boulevard directly across from the Des Moines Area Community College campus.


A motion was made by H. Bloomquist, seconded by R. Cramlet, that the Des Moines Area Community College Board oppose construction of the proposed Mobile Home Court. Motion passed.

DINNER  
MEETING  
MAYOR OF  
ANKENY

Superintendent Lowery advised that the Area School Board has been invited to a dinner meeting with the Mayor of Ankeny on March 10th or 12th. An acceptance of March 12th was agreed.

ADJOURNMENT

It was moved by R. Lounsberry, seconded by W. Price, that the meeting be adjourned. Motion passed, and the meeting was adjourned at 11:15 P.M. The next regular board meeting was set for March 16, 1970.

  
ROLLAND E. GREFFE, President

  
IRV STEINBERG, Secretary

February 18, 1970

MEMORANDUM

TO: Board of Directors

FROM: Paul Lowery *PL*

RE: Special Board Meeting, February 23, 7:30 P.M., Board Room, Ankeny Campus

Due to the fact that the regular meeting scheduled for March 16th is so close to the time that final budget determinations have to be made and the teachers contracts sent out, it seemed desirable to have a special meeting.

The three items for discussion will be:

1. The counties of Audubon and Carroll joining the Des Moines Area Community College district.
2. Salaries and personnel contracts.
3. Total budget for fiscal 71.

Enclosed for your information and review are the following:

1. The history and progress of discussions with the Carroll and Audubon boards, along with a map showing the addition of the two counties with some basic information.
2. A copy of proposed salaries for para-professional and basic education instructors.
3. Budget considerations up to this point.

The bill to establish a separate board has been voted out of committee but some think it has little chance of passing. I am sending a letter to each of the Legislators in our district asking their support in permitting the educational television station to locate on campus.

The mayor of Ankeny has invited the Ankeny School Board and the Area School Board to a dinner meeting on either the 10th or 12th of March. Please be prepared to discuss this so that I can inform him whether or not either of these dates are acceptable. *XIVE* *THUR*

The Institutional Welfare Committee, consisting of representation from Boone and Ankeny, desire to make a presentation to the Board on the 23rd concerning salary and fringe benefits for fiscal 71.

I will look forward to seeing you at 7:30 on the 23rd.

Enclosures

ps

23 February 1970

TO: Des Moines Area Community College Board

FROM: Institutional Welfare Committee

SUBJECT: 1970-71 Salary Recommendations

The attached proposed Salary Schedule for Instructional employees of the Des Moines Area Community College is submitted for your review and serious consideration.

This proposed schedule is unlike those normally used in elementary secondary schools because of the inherent differences in the training requirements and experience qualifications of our vocationally oriented Instructional staff. The present Instructional staff consists of some exceptionally well qualified Instructors whose formal educational training is limited to a high school diploma, but who possess production and technical skills that command salaries in the employment market equivalent to college trained people with Master's degrees. In addition, the College employs Instructors with minimal vocational experience but with extensive academic training.

The College must compete with commercial business and industry in recruiting some staff and with secondary schools and colleges for others. Thus a salary schedule is needed that will:

1. Recognize both types of preparation, vocational and academic.
2. Be competitive salary wise with Business, Industry and Education.
3. Provide for salary ranges commensurate with that paid for the various levels of training and experience of all the respective types of occupations, and
4. Provide for the salary difference within and between the various occupational classifications.

The Welfare Committee further recognizes that with so many variables the conventional rigidly structured salary schedules requiring automatic lock step annual incremental salary increases is not realistic and thus proposes:

1. A provision whereby the entry level and salary range of the various levels, within each occupational group, be adjusted annually in keeping with substantiated cost of living changes and the supply and demand of the various occupations.
2. New or existing staff with varying degrees of experience and training be placed within an administratively selected slot within a salary range.
3. Percentage increases be applied to the mean salary of the respective levels of each occupational group rather than to a specific salary. This would tend to equalize the dollar amount of any increase for all employees.
4. That staff placement within a salary range be an administrative decision, and
5. That staff be willing to accept the decision in order to have a schedule that will give some indication of the future.

With the above in mind, the attached schedule was developed by the Des Moines Area Community College Welfare Committee as a suggested vehicle for the Administration to use in employing new staff as well as for adjusting salaries of existing staff. The Welfare Committee suggests that the recommended salary schedule, with its accompanying rules and regulations, can:

1. Be a readily available expression of salary policy for recruiting new staff, and for existing staff, evidence that such a policy exists.
2. Though its legal life may be limited, provide documentation of a continuing point of view on salary issues.

3. When properly applied, be a means of assuring, within the capability of all concerned, equitable treatment of all personnel.
4. When properly administered, assist in preventing unjustified and improper salary discrimination among the faculty.

In addition to the recommended adoption of the proposed Instructional Salary Schedule for determining 1970-71 Instructional salaries, the Welfare Committee further recommends for the Board's approval the adoption of the following:

1. A provision for a percentage cost of living increase equal to the actual cost of living increase reported by the Bureau of Labor for the Des Moines area, with said increase to be applied against the mean salary levels of each respective occupational grouping. *10%*
2. A provision for a 3% salary increase to be applied against the mean salary level of each respective occupational grouping for each Instructional faculty member whose current year of service is deemed successful by the Administration.
3. A provision whereby the College would pay the total cost of a family plan hospital and surgical insurance program, equivalent to the coverage offered by the Iowa Community College Plan, for each full time employee.
4. A provision for a 0-4% administratively determined salary adjustment increase to correct salary differences of present staff members whose current salary or placement on the proposed schedule results in an inequitable salary, or to financially recognize and compensate faculty who have responsibilities or added assignments beyond that of the average staff member. *Equation of adjustment.*
5. The continuation of all fringe benefits currently available to full time employees.
6. The establishment of a joint committee, composed of faculty, administration and board members, to investigate and study the possibility of merit pay for future salary determinations.

ESTIMATED COST OF PROPOSED SALARY AND FRINGE BENEFIT INCREASES

To provide a <u>one percent</u> salary increase for all Instructional staff (classroom Instructors) based on the <u>mean</u> salary of each of the six proposed salary levels, would amount to approximately -	\$10,068
(A one percent increase on the current salary of each individual would amount to approximately \$8,862)	
To provide a <u>one percent</u> increase on current salaries for all "Professional" Staff below the Assistant Director level (Student Service Personnel, Adult and Vocational Education, Coordinators, Librarians, etc.) would amount to approximately -	\$ 1,666
To provide a <u>one percent</u> salary increase on current salaries for Assistant Directors, Directors, Dean, Business Manager, Supervisors, etc. would amount to approximately -	\$1,673
To provide a <u>one percent</u> salary increase on current salaries for all Administrators above the Director level would amount to approximately -	\$ 775
To provide a <u>one percent</u> salary increase for the entire faculty would amount to approximately -	<u>\$14,182*</u>
The added cost of the proposed increase in insurance benefits would amount to \$198.48 per full time employee.	
* Computed on a one percent increase on the mean salary range for Instructional staff. Otherwise the total would amount to approximately \$12,976.	

PROPOSED 1970-71 SALARY SCHEDULE

OCCUPATIONS CLASSIFICATIONS

Academic and Occupational Training or Experience		12 Month Schedule								9 Month Schedule	
		Health Occupations		Business Occupations		Trade & Industry Occupations		Technical Occupations		General Education	
Occupation	Exp.	Group A		Group B		Group C		Group D		Group E	
LEVEL I High School	2 or St. Min.	5,500	9M-4,125			6,000	9M-4,500				
		M-6,500	6%=\$390			M-700	6%=\$420				
		7,500	9M-5,625			8,000	9M-6,000				
LEVEL II High School 2 Yr. Coll.	6 2 or St. Min.	6,500	9M-4,875	8,500	9M-6,375	7,500	9M-5,625	8,000	9M-6,000		
		M-7,500	6%=\$450	M-9,750	6%=\$585	M-9,000	6%=\$540	M-10,000	6%=\$600		
		8,500	9M-6,375	11,000	9M-8,250	11,500	9M-8,625	12,000	9M-9,000		
LEVEL III High School 2 Yr. Coll. BA	10 6 2 or St. Min. 0	7,500	9M-5,625	10,000	9M-7,500	10,500	9M-7,875	11,400	9M-8,550	8,000	
		M-8,750	6%=\$510	M-11,000	6%=\$660	M-11,750	6%=\$705	M-13,000	6%=\$786	M-10,000	6%=\$600
		10,000	9M-7,500	12,000	9M-9,000	13,000	9M-9,750	14,800	9M-11,100	12,000	
LEVEL IV 2 Yr. Coll. BA BA + 15 MA (V/T) MA + 15 (G.E.) MA + 30 (G.E.)	10 6 4 2 or St. Min. 5 0	8,800	9M-6,600	11,000	9M-8,250	12,000	9M-9,000	13,100	9M-9,825	9,000	
		M-10,650	6%=\$639	M-12,500	6%=\$750	M-12,750	6%=\$720	M-14,800	6%=\$888	M-11,250	6%=\$675
		12,500	9M-9,375	14,000	9M-10,500	17,500	9M-10,125	16,500	9M-12,375	13,500	
LEVEL V BA BA + 15 BA + 15 (V/T) BA + 15 (G.E.) BA + 30 (G.E.) BA + 45 (G.E.) PhD	10 6 6 15 10 5 0	11,500	9M-8,625	12,500	9M-9,375	13,500	9M-9,375	14,800	9M-11,100	10,000	
		M-13,250	6%=\$795	M-14,250	6%=\$855	M-14,250	6%=\$855	M-16,300	6%=\$990	M-12,500	6%=\$750
		15,000	9M-11,250	16,000	9M-12,000	16,000	9M-12,000	18,200	9M-13,650	15,000	



OCCUPATIONS CLASSIFICATIONS

Academic and Occupational  
Training or Experience  
Levels

12 Month Schedule

9 Month Sch.

Health  
Occupations

Business  
Occupations

Trade & Industry  
Occupations

Technical  
Occupations

General  
Education

Education

Exp.

LEVEL VI  
MA + 45  
MA + 60  
PhD

10  
5  
2

11,000

M-13,750 6%=\$825

16,500

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

THE POSSIBLE MERGER OF AUDUBON AND CARROLL COUNTIES WITH  
DES MOINES AREA COMMUNITY COLLEGE

The two county boards of Audubon and Carroll met February 3, 1970 to discuss the merger of their areas with one of the existing community college districts. This was the first meeting of the two groups to explore possibilities since their last proposal was rejected by the State Board approximately 18 months ago.

The following summarizes the general tenor of the meeting:

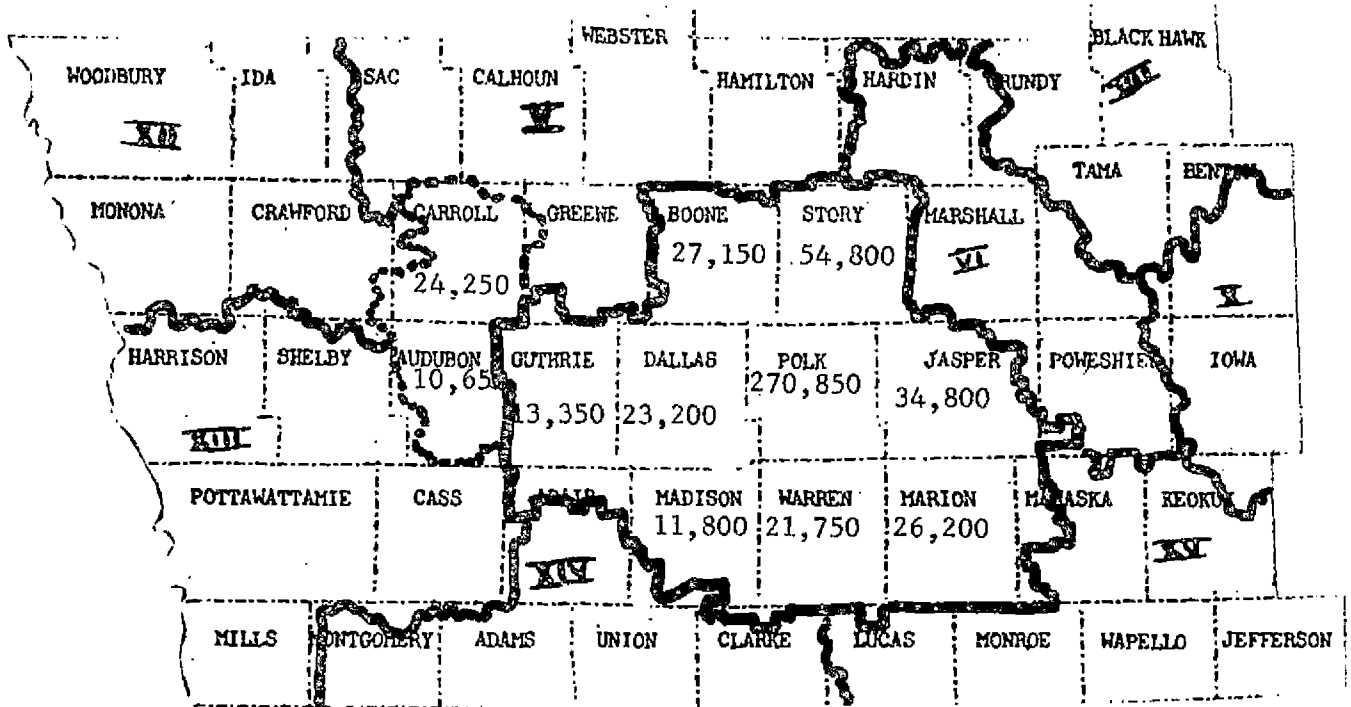
1. Both groups want to move relatively fast so that a request may be submitted to the State Board for action while the General Assembly is in session. If the action of the State Board is not commensurate with the wishes of the two boards, they will still have the recourse of legislation.
2. The two counties want to attach to the same area school rather than go separate ways. The reasoning behind this is their concern to have a merged county intermediate unit. Since State Board policy presently mandates counties to be in the same area vocational-technical school and community college district, they would have to remain together to be able to do this. They appear to be interested in formulating a Merged County System with Carroll, Audubon and Guthrie by July 1, 1970.
3. Audubon is not interested in going to Fort Dodge, not even interested in visiting with them. Carroll is not interested in Council Bluffs. Creston has approached Audubon but they have rejected this completely. It would appear that the only school that both can and will agree upon is Des Moines Area Community College.
4. The following were the major concerns expressed:
  - a. In merging with Area XI they would represent a population of only 35,000 of approximately 550,000 and could never be assured of direct representation on the Board of Directors.
  - b. Any attachment should be compatible with desires to form a Merged County School System.
  - c. Fear that State Board members would be under considerable pressure to force Audubon to go to Council Bluffs.
  - d. General apathy and disinterest on part of local districts in area presently. The Superintendents of Audubon and Exira districts are personally oriented to Council Bluffs and favor moving in that direction.

5. The overriding immediate consideration appears to be the ability of and the interest we have expressed in working with them to establish a nursing program in Carroll. With the interest and cooperation displayed by the Administrator and Director of Nursing of St. Anthony's Hospital, it would appear very realistic to establish three levels of nurse training--Nurse Aide, one year LPN, and a two year degree Nursing program. The first two of these are already operating at the hospital and could be integrated well with the entire program.

Both boards will meet again February 23 to take final action. Indications presently are that they will definitely move to merge with us. With the legislature planning to adjourn in April, there is some degree of urgency on their part to reach a decision. You may be approached for a decision within the next few weeks.

The attached map will show the position of the counties in relation to the other nine.

DES MOINES AREA COMMUNITY COLLEGE



Figures represent 1968 population estimates.

Area outlined with broken lines represents subject districts.

STATISTICS FOR YOUR INFORMATION

	<u>Audubon</u>	<u>Carroll</u>
Population	10,650	24,250
Students K-12	2,433	7,199
Students in High School	800	3,531
No. of Seniors	189	515
No. of High Schools	2	6
1969 Assessed Property Valuation	\$ 31,434,634	\$ 67,417,429

67,417,429  
 98,852,063  
 3  
 \$ 74,139,047  
 4 | 296556189

*Handwritten signature*

January 30, 1970

Salary Schedule  
for  
Part-Professionals

and

Salary Schedule  
for  
Basic Ed. Instructors  
with  
Job Description

SUBJECT TO BOARD APPROVAL

DES MOINES AREA COMMUNITY COLLEGE

Salary Structure  
for  
Para-Professionals

JOB TITLE & CLASSIFICATION	ASSOCIATE I - SALARY IN DOLLARS PER HOUR - EXPERIENCE						
	0-6 Mo.	7-12 Mo.	13-18 Mo.	19-24 Mo.	3rd Year	4th Year	5th Year
Associate I	\$2.00/hr. \$336/mo. \$4032/yr.	\$2.10/hr. \$352/mo. \$4224/yr.	\$2.15/hr.* \$360/mo. \$4320/yr.	\$2.20/hr. \$368/mo. \$4416/yr.	\$2.25/hr. \$376/mo. \$4512/yr.	\$2.30/hr. \$384/mo. \$4608/yr.	\$2.35/hr. \$392/mo. \$4704/yr.
Staff Assoc.	2.25/hr. 360/mo. 4320/yr.	2.40/hr. 384/mo. 4608/yr.	2.50/hr. 400/mo. 4800/yr.	2.60/hr. 416/mo. 4992/yr.	2.70/hr. 432/mo. 5184/yr.	2.80/hr. 448/mo. 5376/yr.	2.90/hr. 464/mo. 5568/yr.
Senior Assoc.	2.50/hr. 400/mo. 4800/yr.	2.60/hr. 416/mo. 4992/yr.	2.70/hr. 432/mo. 5184/yr.	2.80/hr. 448/mo. 5376/yr.	2.90/hr. 464/mo. 5568/yr.	3.00/hr. 480/mo. 5760/yr.	3.10/hr. 496/mo. 5952/yr.

Internship 4/5th that of a fully certified teacher in basic education who possess a BA degree.

Para-Professional - Qualifications, Education and Experience

- Associate I - Entry Level Position
1. No prior experience necessary.
  2. High School Diploma not necessary.
  - \* 3. Must have achieved H. S. equivalency certificate to progress beyond this point on the salary schedule.
- Staff Assoc. -
1. One year's <sup>of</sup> experience as Associate I or equivalent experience as a paraprofessional with another institution.
  2. High school diploma or achieved high school equivalency certificate, plus 12 quarter hours of college credit closely related to the area of assigned responsibility.
- Senior Assoc. -
1. Meet the requirements for staff associate.
  2. Two years prior experience.
  3. Diploma or equivalency certificate, plus minimum of 45 quarter hours of college credit closely associated to the area of assigned responsibility.
- Internship -
1. Meet the requirements for Senior Associate.
  2. Three years prior experience.
  3. Minimum of 90 quarter hours of college credit closely associated to the area of assigned responsibility.

\*\*\*  
No salary raise is automatic and changes in job title and classification will be based on their supervisors recommendation and board approval.

DES MOINES AREA COMMUNITY COLLEGE

12 Month Salary Schedule  
for  
Basic Education Instructors

EDUCATION	YEARS OF EXPERIENCE					
	0	1	2	3	4	5
High School and EPDA Institute	\$400/mo. \$4800/yr.	\$425/mo. \$5100/yr.	\$450/mo. \$5400/yr.	\$475/mo. \$5700/yr.	\$500/mo. \$6000/yr.	\$525/mo. \$6300/yr.
One year college	500/mo. 6000/yr.	525/mo. 6300/yr.	550/mo. 6600/yr.	575/mo. 6900/yr.	600/mo. 7200/yr.	625/mo. 7500/yr.
Two years college	525/mo. 6300/yr.	550/mo. 6600/yr.	575/mo. 6900/yr.	600/mo. 7200/yr.	625/mo. 7500/yr.	650/mo. 7800/yr.
Three years college	550/mo. 6600/yr.	575/mo. 6900/yr.	600/mo. 7200/yr.	625/mo. 7500/yr.	650/mo. 7800/yr.	675/mo. 8100/yr.
* B.A. Degree	650/mo. 7800/yr.	675/mo. 8100/yr.	700/mo. 8400/yr.	725/mo. 8700/yr.	750/mo. 9000/yr.	775/mo. 9300/yr.
B.A. Degree & Teacher Certificate	700/mo. 8400/yr.	725/mo. 8700/yr.	750/mo. 9000/yr.	775/mo. 9300/yr.	800/mo. 9600/yr.	825/mo. 9900/yr.
B.A. Plus 15 hours	720/mo. 8640/yr.	745/mo. 8940/yr.	770/mo. 9240/yr.	795/mo. 9540/yr.	820/mo. 9840/yr.	845/mo. 10,140/yr.
M.A.	750/mo. 9000/yr.	775/mo. 9300/yr.	800/mo. 9600/yr.	825/mo. 9900/yr.	850/mo. 10,200/yr.	875/mo. 10,500/yr.

\*College degree, but does not have a teacher certificate.

No salary raise is automatic and changes in job title and classifications will be based on their supervisors recommendation and board approval.

JOB DESCRIPTION

- I. JOB TITLE: BASIC EDUCATION INSTRUCTOR
- II. JOB SUMMARY: Serves as an instructor of Adult Basic Education, Developmental Education or Basic Education Evaluator.
- III. EXAMPLES OF WORK PERFORMED
  - A. Provides classroom instruction or evaluation minimum of six hours per working day.
  - B. Must have the capacity to relate to all adults regardless of age, educational background, race or creed.
  - C. Develops lessons, audio-visual materials and duplicated materials used in teaching or evaluation.
  - D. Develops educational and interesting displays and bulletin boards.
  - E. Previews and selects books, magazines and audio-visual materials to assist in teaching or evaluating.
  - F. Develops course of study for each area of concentration.
  - G. Works closely with Remedial Education and High School Equivalency staff.
  - H. Completes written reports and evaluations on all students for Basic Education on Evaluation and make available to other college sponsored programs requesting them.
  - I. Provides constant motivation and understanding for all students.
  - J. Provides written recommendations for GED Testing or further educational exposure for students.
  - K. Work closely with Supervisor and administrative staff.
  - L. Participates in workshops and short-term training sessions whenever possible.
- IV. QUALIFICATIONS:
  - A. Training and Experience
    1. Minimum of one year of college.
      - a. Participation in EPDA Institute will substitute for the one year college requirement.
      - b. If non-degreed person, continuation of college work in related areas of study, minimum of three semester or four quarter hours required per year until obtaining a degree.



2. Minimum of two years experience in social work, office work, education or related fields desired. May be waived in lieu of more than minimum educational requirements.

V. KNOWLEDGE, ABILITIES AND SKILLS

1. Knowledge

- a. Thorough knowledge of basic skills
- b. Knowledge of adults and the methods of instruction for adults.
- c. Knowledge of audio-visual equipment and materials.
- d. Thorough knowledge of the services, procedures, policies, rules and regulations relating to the school, and to the division to which assigned.

2. Abilities

- a. Ability to relate to all adults regardless of race, social or educational background.
- b. Capacity to work independently and efficiently.
- c. Ability to organize time and procedures in instruction.
- d. Ability to understand problems confronting students.
- e. Ability to keep confidential those things transmitted by the students.
- f. Ability to present material in the language of the students.
- g. Ability to motivate and inspire through a sincere desire to help people.
- h. Ability to make decisions affecting students and progress.
- i. Ability to promptly submit all reports and evaluations on time.

3. Skills

- a. Accuracy and thoroughness in classroom materials and reports.
- b. Ability to act as liaison between students and administration in order that their needs may be met and the most efficient educational process be employed at all times.

4. Personal Qualities

- a. Physical and emotional stamina above average.
- b. Neat appearance and dress.
- c. Friendly, personable and sincere in dealing with people.

- d. A good amount of sensitivity as to the feelings and desires of others.
- e. Promptness and dependability above average.
- f. Dedication to the concepts of adult education.
- g. Desire to improve own capabilities and effectiveness.

*Lu*

13 February 1970

TO: Administrative Staff Members  
FROM: Jack Asby  
SUBJECT: General Fund Budget Information

The attached illustrates the most current information relative to anticipated income and proposed expenditures as reported Thursday morning, February 12, 1970. You will note, if the reported figures and computations are correct, we are still short \$309,000. This amount is 7.4% of the total proposed expenditures and an amount, in my estimation, that can not be reduced from the proposed expenditures and still offer a sound instructional program. A tuition increase is the only vehicle for improving this situation that I can suggest.

Please submit your budget forms and backup data in support of the above expenditures by Monday, February 16, 1970.

JA:jj

BRAC PROPOSED FISCAL 1971 GENERAL FUND BUDGET

Fourth Revision 2-12-70

(For Discussion Purposes Only)

<u>Anticipated Revenue</u>			<u>Proposed Expenditures</u>	
Property Tax 3/4 Mill (.0075 X 1,107,000,000)	\$ 830,000	(19.8%)	Administration	\$ 221,950 (5.5%)
<b>State Support</b>			General Education	
General Aid			Ankeny 476,000	
Voc-Tech 1391			Boone 533,000	
Gen. Ed. 857			Total	1,009,000 (24.3%)
Adult Ed. 1087			Vocational	1,708,000 (40.3%)
3275 FTE X \$405=	1,326,739	(31.7%)	Adult Education	513,000 (12.2%)
Voc. Reimb. 763,000			Student Services	273,000 (6.4%)
Guidance 28,000			Institutional	
Total	791,000	(18.9%)	Services	36,000 (.08%)
<b>Federal Support</b>			Physical Plant	222,000 (5.3%)
Learning Resources 8,078			Learning Resources	202,000 (4.6%)
Adult Education 30,000				
EPDA 20,000				
Total	108,078	(2.6%)		
<b>Tuition</b>				
Ankeny G.E. 183,600				
Boone G.E. 167,000				
Voc/Tech 293,500				
Adult Ed. 85,000				
Total	728,600	(17.4%)		
<b>Fees</b>				
Boone 4,000				
Ankeny 1,200				
Vocational 63,000				
Total	68,200	(1.6%)		
<b>Applications</b>				
Boone 4,500				
Ankeny 3,375				
Voc/Tech 9,810				
Total	17,685	(.4%)		
<b>Other Income</b>	5,000	(.2%)		
<b>Additional Needed</b>	309,698	(7.4%)		
<b>Total Revenue Needed</b>	<u>\$4,185,000</u>		<b>Total Proposed Expenditures</b>	<u>\$4,185,000</u>