

Des Moines Area Community College

## Open SPACE @ DMACC

---

Board of Directors Meeting Minutes

---

6-10-1974

### **Board of Directors Meeting Minutes (June 10, 1974)**

DMACC

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

---

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

REGULAR MEETING

June 10, 1974 The regular meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, St. Anthony's Hospital, Carroll, Iowa, on June 10, 1974. The meeting was called to order by the Board President, Rolland Grefe, at 5:30 p.m.

ROLL CALL

Members present: Rolland Grefe  
Harry Bloomquist  
Ross Cramlet  
Cecil Galvin  
Walter Hetzel  
Max Kreager  
Maurice Campbell  
Harold Welin

Members absent: Rodney Carlson

Others present: Paul Lowery, Superintendent  
Jack Asby, Asst. Supt., Business Affairs  
Irv Steinberg, Business Manager/Board Secretary  
Curt Wiberg, Administrative Assistant  
Rus Slicker, Director, AIDP

APPROVAL OF MINUTES

It was moved by H. Bloomquist, seconded by R. Cramlet, that the minutes of the regular board meeting held May 13, 1974, and the special meeting held May 23, 1974, be approved as presented. Motion passed.

PERSONNEL NEW

It was moved by M. Kreager, seconded by C. Galvin, that employ- offered to the following for position and salary indicated:

| <u>Name</u>       | <u>Position</u>                                | <u>Salary</u> | <u>Eff. Date</u> |
|-------------------|--|---------------|------------------|
| Coleen Larson     | ADN Instructor, Ankeny                         | 10,200        | 8-5-74           |
| Jane Jinkinson    | Dental Hygiene Instr., Ankeny                  | 14,200        | 7-1-74           |
| Mary Jo Mlcoch    | Sec/Cler. Instr., Ankeny                       | 11,500        | 7-8-74           |
| James McCulloch   | Horticulture Instr.                            | 12,500        | 6-17-74          |
| Vivian Brandmeyer | Sec/Cler. Instr., Boone                        | 12,000        | 9-3-74           |
| Kriss Philips     | Coordinator, Extension & Off<br>Campus Classes | 14,500        | 6-10-74          |
| Georgia Brown     | Instructor, Urban Campus                       | 9,900         | 7-1-74           |
| Robert Mitchell   | Supplemental Coordinator,<br>Ankeny            | 15,000        | 6-17-74          |
| Ron McClurg       | Research Analyst, Ankeny                       | 14,500        | 7-1-74           |
| Debra Brown       | ADN Instructor, Ankeny                         | 6,335         | 8-5-74           |

(3/5ths)

Motion passed.

EMPLOYMENT OF ASST. SUPT., INSTRUCTION It was moved by C. Galvin, seconded by M. Kreager, that the position of Asst. Supt., Instruction be offered to Joseph Borgen, effective July 1, 1974 at an annual salary of \$24,000.00. Motion passed.

EMPLOYMENT OF DEAN, BOONE CAMPUS It was moved by M. Campbell, seconded by W. Hetzel, that the position of Dean, Boone Campus, be offered to Byron Hamilton, effective July 1, 1974, at an annual salary of \$19,500.00. Motion passed.

CONTRACTS FOR SUMMER SESSION It was moved by C. Galvin, seconded by R. Cramlet, that the personnel listed below be offered a contract for the summer term as follows:

| <u>Name</u>           | <u>Summer Term Salary</u> |
|-----------------------|---------------------------|
| Ruth Aurelius         | 2,681                     |
| Richard Chapman       | 2,369                     |
| Margery Clark         | 2,158                     |
| Theodore Clinkenbeard | 2,903                     |
| Michael Delaney       | 2,366                     |
| Barbara Eastwood      | 2,412                     |
| Dorothy Franke        | 3,156                     |
| Donald Kaesser        | 2,283                     |
| David Palmer          | 3,129                     |
| Burgess Shriver       | 2,690                     |
| Frank Trumpy          | 2,536                     |
| Gerald Wisnieski      | 3,504                     |
| David York            | 2,429                     |
| Clair Fisher          | 2,863                     |
| Robert Young          | 2,825                     |
| Jack Zeller           | 3,050                     |

Motion passed.

RESIGNATIONS It was moved by R. Cramlet, seconded by C. Galvin, that the resignation of Robert Surran, Law Enforcement instructor, effective May 31, 1974, and Phil Millard, Basic education instructor, Des Moines Skill Center, effective June 30, 1974, be accepted. Motion passed.

APPROVAL OF FY 74-75 It was moved by M. Kreager, seconded by M. Campbell, that the proposed general fund budget for FY 74-75, totaling \$10,112,304.00, be approved. Motion passed.

APPROVAL OF AFFIRMATIVE ACTION PLAN It was moved by H. Bloomquist, seconded by H. Welin, that the proposed Affirmative Action Plan, a copy which is attached hereto and made a part of these minutes, with amendments, be approved. Motion passed.

RECESS OF MEETING It was moved by W. Hetzel, seconded by M. Kreager, that the board meeting be recessed for a dinner break. Motion passed and the meeting recessed at 6:30 p.m. A tour of the Carroll PN and Farm Veterans program facilities was taken prior to dinner, with a discussion held with the instructors involved - Joan Schulte and Art Miller.

- RECONVENE OF BOARD MEETING      The regular board meeting reconvened at 7:15 p.m. at the same location as it had recessed. All those present prior to recess were present.
  
- APPROVAL OF STUDENT ACTIVITIES BUDGET 74-75      It was moved by H. Welin, seconded by W. Hetzel, that the proposed Student Activities Budget for the Boone Campus, totaling \$13,940.12, and the Ankeny Campus totaling \$74,000.00, a copy which is attached hereto and made a part of these minutes, be approved. Motion passed.
  
- APPROVAL OF ADDITIONAL MEMBERSHIP DUES FOR NCA      It was moved by H. Welin, seconded by M. Kreager, that approval be given to pay \$125.00 to the North Central Association of Colleges and Secondary Schools as additional membership dues for FY74. Motion passed.
  
- APPROVAL OF RENTAL AGREEMENT BETWEEN DMACC & BOONE SCHOOL DISTRICT      It was moved by H. Welin, seconded by H. Bloomquist, that the proposed rental agreement between Des Moines Area Community College and Boone Community School District regarding the rental of Boone Campus gym facilities for high school varsity and sophomore basketball be approved. Motion passed.
  
- SALARY ADJUSTMENTS FOR CLINICAL SUPERVISION NURSES      It was moved by H. Welin, seconded by H. Bloomquist, that a proposed 10% salary adjustment for clinical supervision nurses be approved. Motion passed.
  
- APPROVAL OF SALARY ADJUSTMENTS FOR DMSC      It was moved by M. Campbell, seconded by H. Welin, that the proposed 7.5% salary adjustment for Des Moines Skill Center personnel, except secretarial/clerical, for the 3 month period, July 1 thru September 30, 1974, per attached listing, be approved. Motion passed.
  
- APPROVAL OF MEDICAL INSURANCE PREMIUM INCREASE      It was moved by M. Kreager, seconded by H. Welin, that the board pay the revised single contract premium rate of \$14.74 per month for health insurance, effective July 1, 1974, for those employees being covered under the single rate plan. Motion passed.
  
- ADVISORY COMMITTEE APPOINTMENTS      It was moved by W. Hetzel, seconded by H. Bloomquist, that Dennis Lewis, Innkeeper, Holiday Inn, Merle Hay, Des Moines, Iowa, be appointed to serve the remaining term of Earl Webster, Holiday Inn, Merle Hay, Des Moines, Iowa, on the food service advisory committee. Motion passed.

It was moved by H. Bloomquist, seconded by C. Galvin, that the Dental Auxiliary and Dietetic Technician Advisory Committees, as indicated on the attached listings be approved. Motion passed.
  
- AIDP PROJECT & BUDGET      It was moved by H. Welin, seconded by H. Bloomquist, that the proposed budget for AIDP, totaling \$938,747.00, for the three year period, commencing July 1, 1974, be approved, together with the proposed project summary, and the Board President be authorized to sign said project proposal for submission to HEW for final approval. Motion passed.

Regular Meeting

June 10, 1974

APPROVAL OF REVISIONS OF ORGANIZATIONAL CHARTS ATTACHED HERETO AND MADE A PART OF THESE MINUTES, BE APPROVED. MOTION PASSED.

It was moved by H. Welin, seconded by C. Galvin, that the revised proposed organizational structure, as indicated on the organizational charts attached hereto and made a part of these minutes, be approved. Motion passed.

POLICY CONCERNING WORKMEN'S COMPENSATION/SICK LEAVE BENEFITS

It was moved by H. Bloomquist, seconded by W. Hetzel, that effective July 1, 1974, the Des Moines Area Community College policy concerning remuneration to personnel when workmen's compensation is involved be as follows: "Sick leave benefits paid to the employee will be integrated with workmen's compensation benefits paid, so the total amount received by the employee will not exceed 100% of his/her current salary." Motion passed.

RESOLUTION TO SELL HOUSE

It was reported by the board secretary that in accordance with prior resolution by the board to offer the student constructed house at 1209 Cortina, Ankeny, Iowa for sale, that the following sealed bids were received and had been publicly opened at 2:00 p.m. on June 10, 1974:

\$36,789 Bruce & Diane McGuire  
40,000 Bruce Hann

Director R. Cramlet introduced the following Resolution entitled "RESOLUTION APPROVING SALE OF HOUSE" and moved that the same be adopted. Director H. Bloomquist seconded the motion to adopt. A vote was taken and was carried. Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION APPROVING SALE OF HOUSE

RESOLVED that the following described real estate situated in the City of Ankeny, Polk County, State of Iowa, to wit,

1209 Cortina

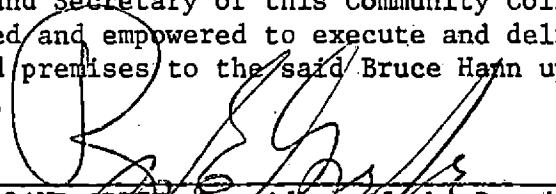
heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the Building Trades Class under the direction of said Des Moines Area Community College and with a view toward resale upon completion of said construction project at which time said real estate became surplus, and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE be and it is hereby resolved that said real estate shall be sold to Bruce Hann, Des Moines, Iowa, who submitted the high bid in response to said bidding, for the consideration of \$40,000.00, the same representing said high bid and being equal to the fair market value of said real estate. It is the opinion of said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.


Regular Meeting

June 10, 1974

NOW THEREFORE, the President and Secretary of this Community College are hereby authorized, directed and empowered to execute and deliver a warranty deed conveying said premises to the said Bruce Hann upon receipt of said consideration.

  
ROLLAND GREFE, President of the Board of Directors

ATTEST:

  
IRV STEINBERG, Secretary of the Board of Directors

CLAIMS & ACCOUNTS

It was moved by H. Bloomquist, seconded by W. Hetzel, that the claims and accounts as presented be approved for payment. Motion passed.

RECLASSIFICATION OF PART-TIME EMPLOYEE

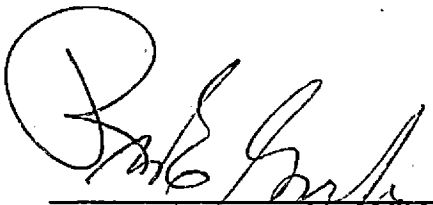
It was moved by H. Bloomquist, seconded by C. Galvin, that Maxine Preston, Accounting Clerk II, Business Office, be redesignated from a 3/4ths time employee to full-time for the period July 1, 1974 through September 30, 1974, with monthly salary adjusted accordingly. Motion passed.

GROUP DISCUSSION WITH LOCAL SCHOOL OFFICIALS

A group discussion was held with several local school superintendents, principals, and board members, within the Audubon and Carroll county areas concerning program offerings of Des Moines Area Community College and other related matters.

ADJOURNMENT

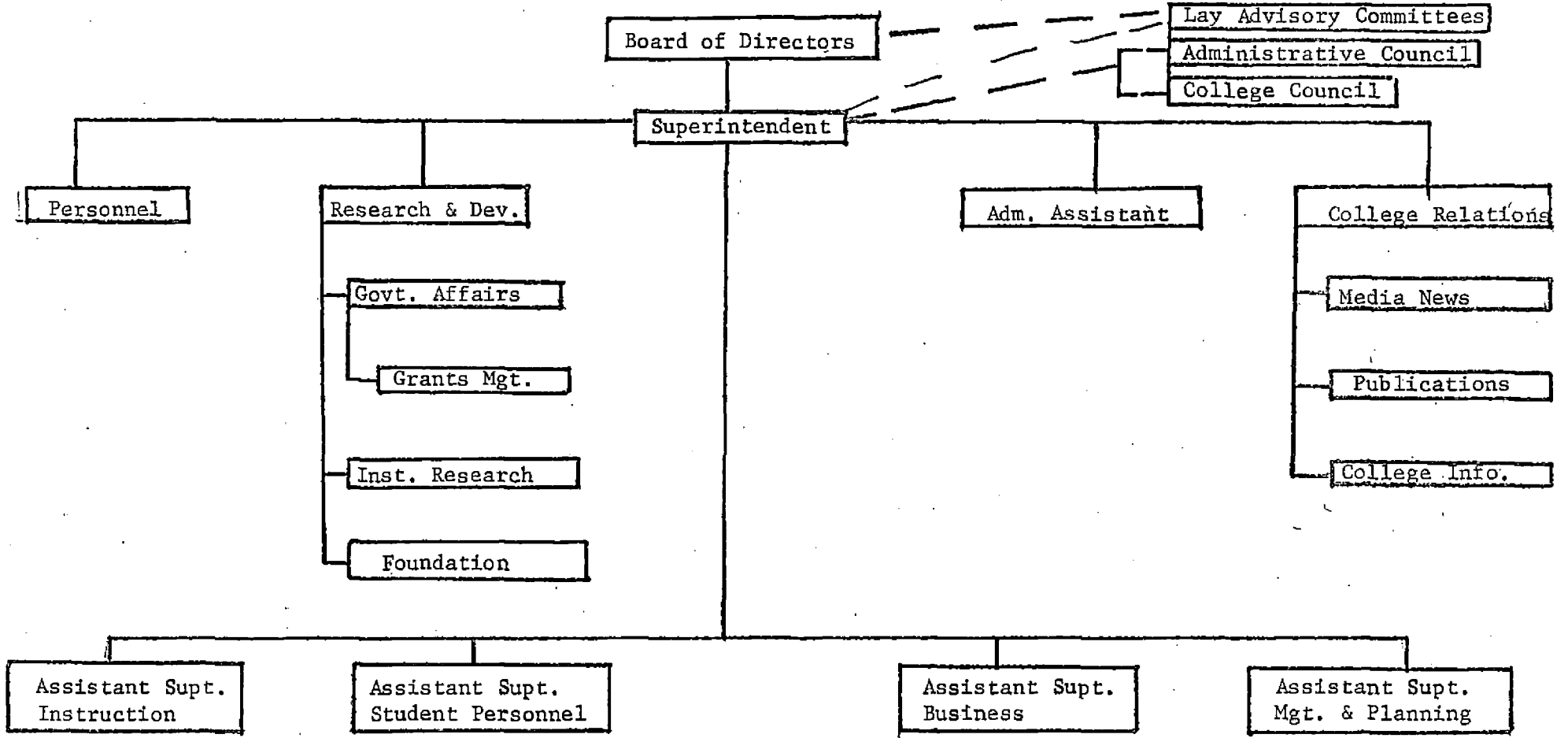
It was moved by W. Hetzel, seconded by C. Galvin, that the meeting be adjourned. Motion passed and the meeting was adjourned at 11:00 p.m. An indication was made by board members present that a quorum of members would not be available for a board meeting on July 8, 1974, the date designated as the July meeting date required under Section 279.30, Code of Iowa, therefore, the July meeting date was set for July 15, 1974, at 5:30 p.m., Board Room, Ankeny Campus.

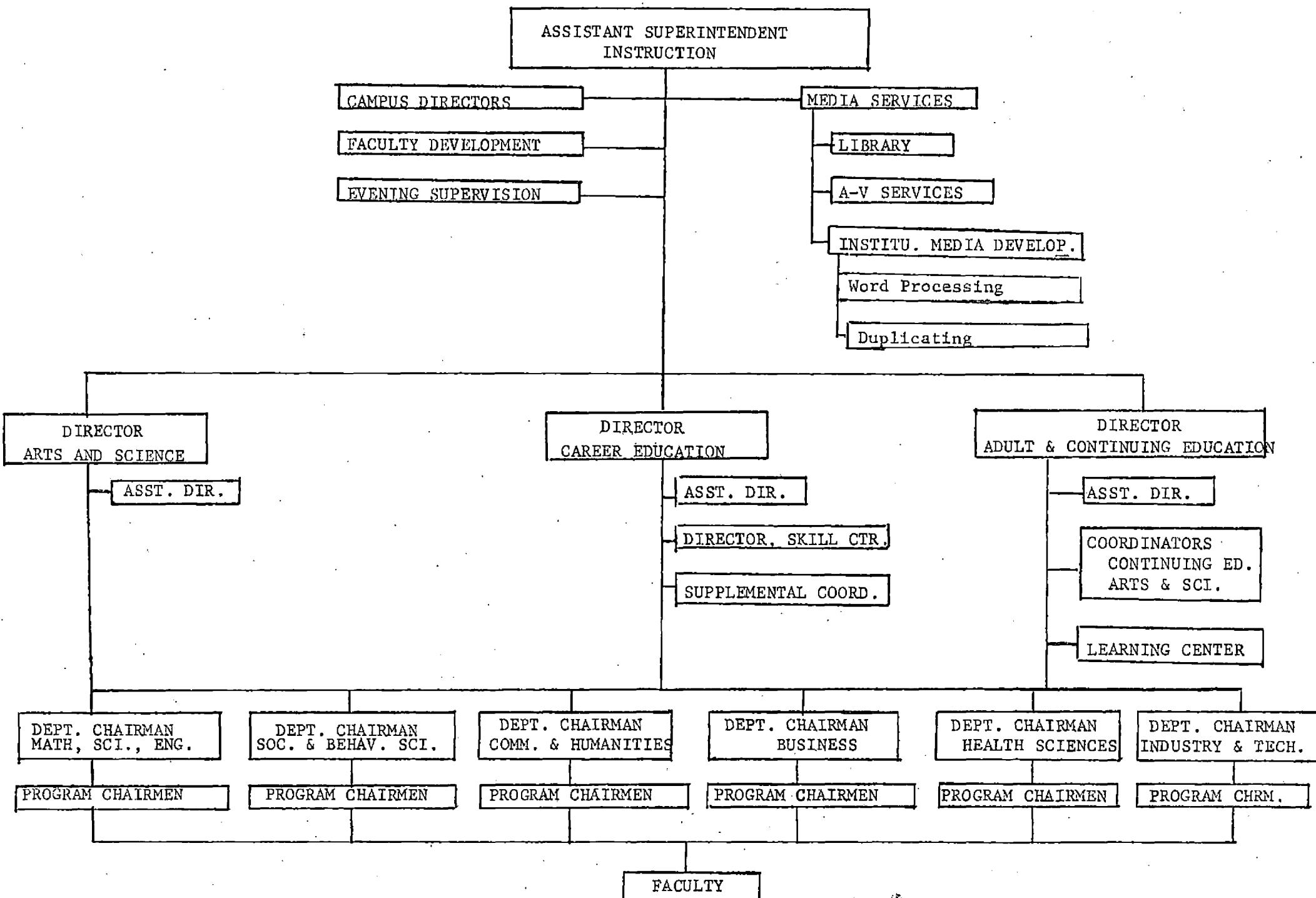
  
ROLLAND GREFE, President

  
IRV STEINBERG, Secretary

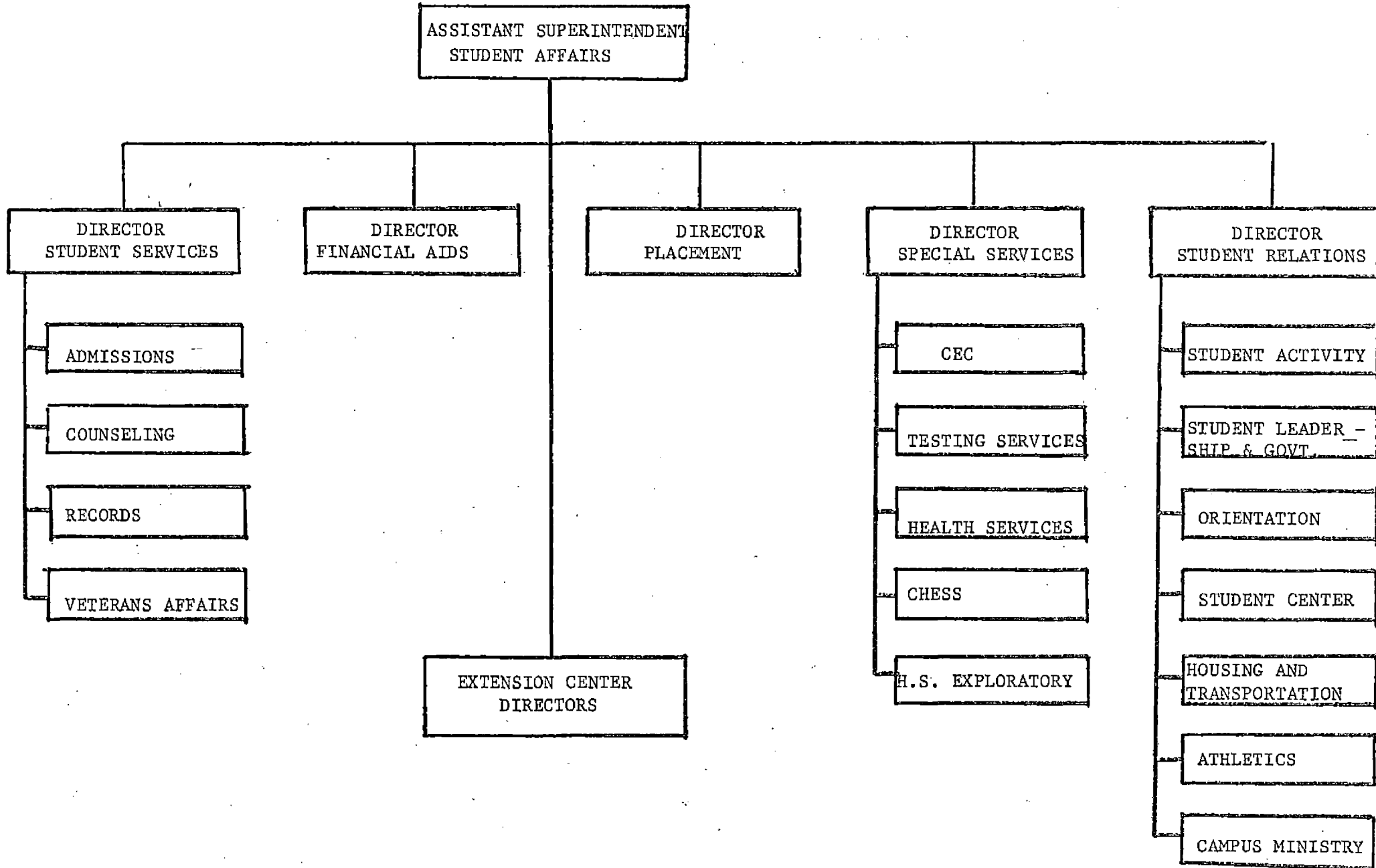
DES MOINES AREA COMMUNITY COLLEGE

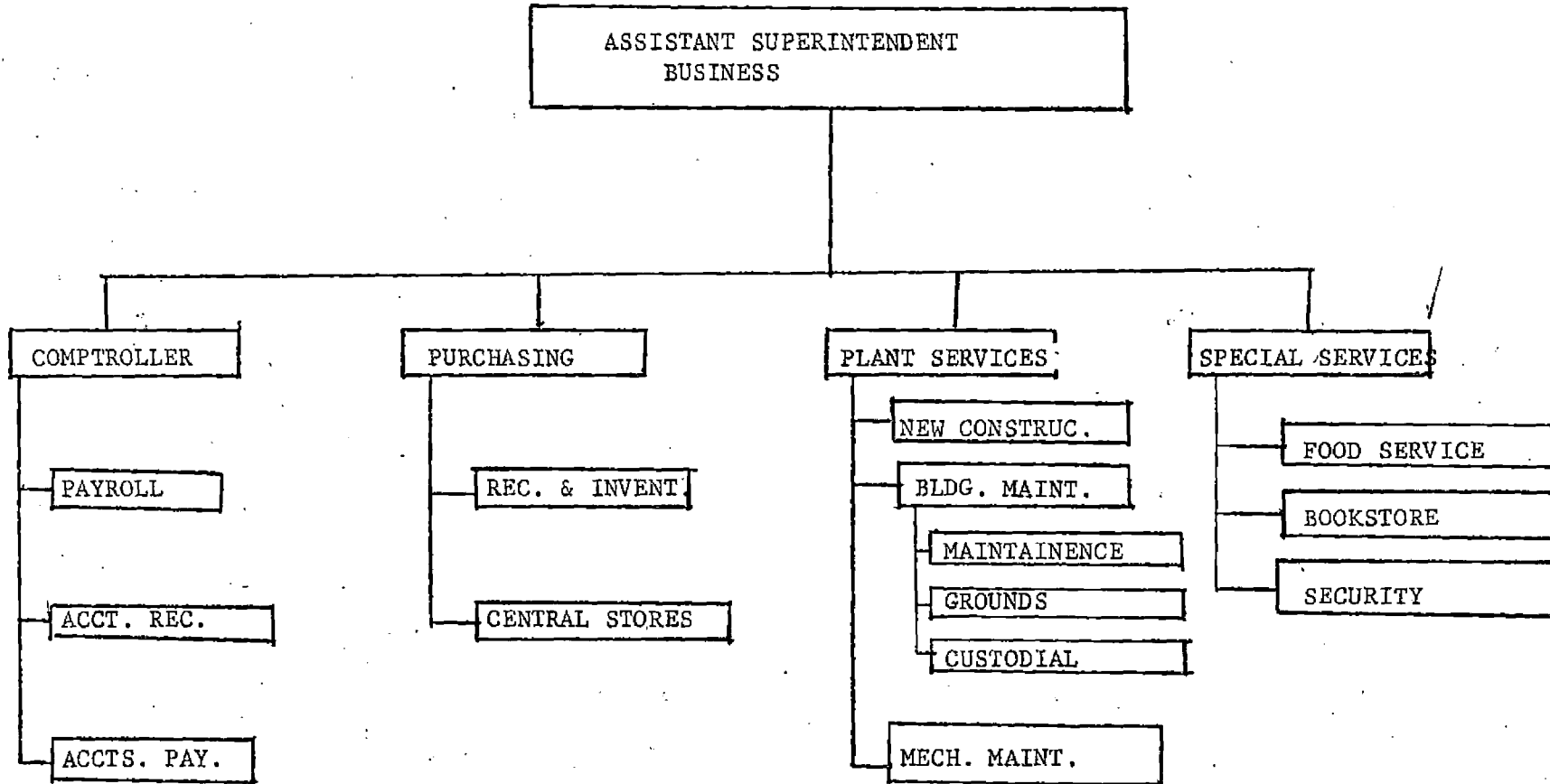
Organizational Structure

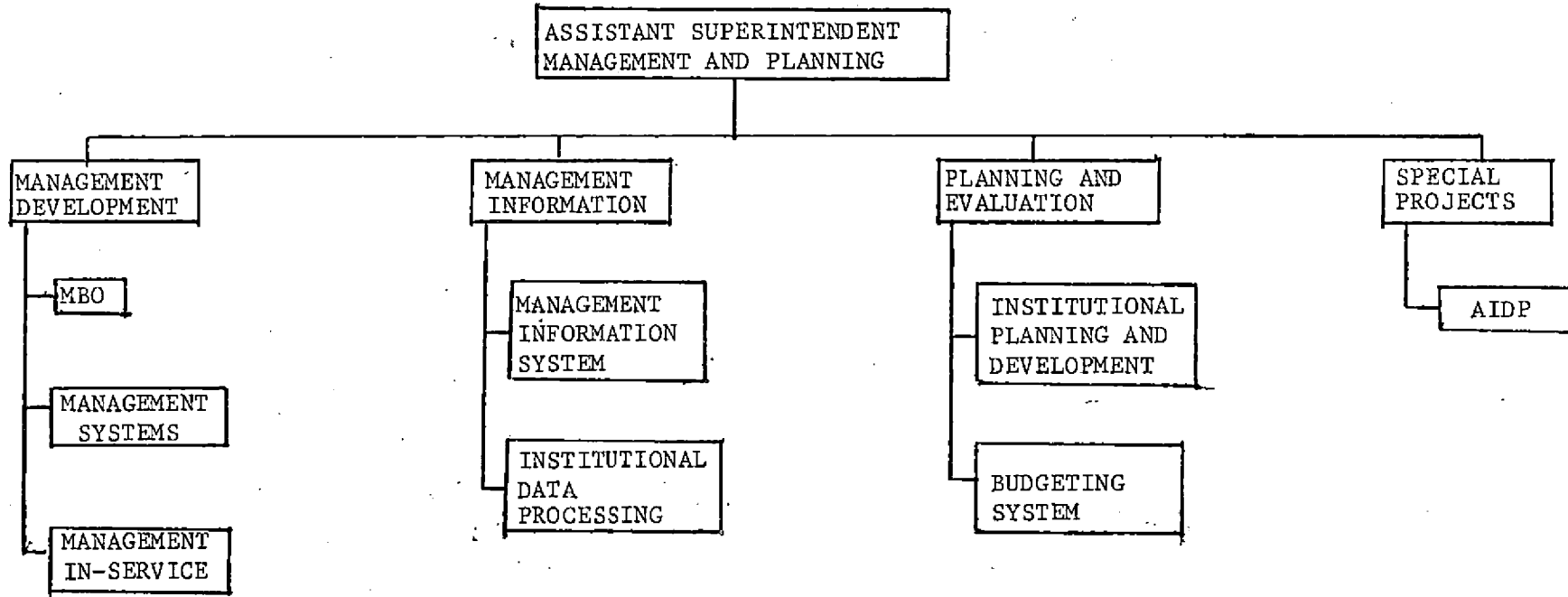












Personnel Resume'

Name: Coleen Larson  
Age: 48  
Position: ADN instructor - Ankeny campus  
Division: Career Education  
Recommended salary: \$10,200 for 10½ months  
Most recent salary: \$5.00/hour  
Salary in relation to staff  
w/similar qualifications: Comparable  
Education: Diploma - Iowa Methodist Hospital School of Nursing  
Experience: Staff nurse; supervisor; asst. director of nursing  
Reason for recommending  
this person: Has had 5 yrs. experience in psychiatric facilities.  
Poised, gracious, knowledgeable  
Beginning date of employment: August 5, 1974  
Length of contract: 10½ months  
Reason for employment: Replacement for Debra Brown. Debra is changing assignments  
and will be working 3/5ths time.

\*\* \*\* \*

Name: Jane Jinkinson  
Age: 35  
Position: Dental Hygiene instructor - Ankeny campus  
Division: Career Education  
Recommended salary: \$14,200 annual  
Most recent salary: \$14,100  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: BA, MA & Certificate in Dental Hygiene  
Experience: 4 yrs. as dental hygienist; 5 yrs. teaching  
Reason for recommending  
this person: Best qualified applicant  
Beginning date of employment: July 1, 1974  
Length of contract: 12 months  
Reason for employment: Addition

\*\* \*\* \*

Name: Mary Jo Mlcoch  
Age: 27  
Position: Secretarial/Clerical instructor - Ankeny campus  
Division: Career Education  
Recommended salary: \$11,500 annual  
Most recent salary: \$10,300  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: B.S. in Business  
Experience: 2½ yrs. teaching; office  
Reason for recommending  
this person: Qualifications & experience  
Beginning date of employment: July 8, 1974  
Length of contract: 12 months  
Reason for employment: Replacement for Rosemary Devine, who resigned due to  
personal and family commitments

Name: James McCulloch  
 Age: 33  
 Position: Commercial Horticulture instructor  
 Division: Career Education  
 Recommended salary: \$12,500 annual  
 Most recent salary: \$990/month  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: BS in horticulture  
 Experience: 3 yrs. in landscaping & horticulture; 1 yr. teaching  
 Reason for recommending  
 this person: Best qualified applicant  
 Beginning date of employment: June 17, 1974  
 Length of contract: 9 months  
 Reason for employment: Replacement for George Rogers. George is on a medical  
 leave of absence

\*\* \*\* \*\*

Name: Vivian Brandmeyer  
 Age: 28  
 Position: Secretarial/Clerical instructor - Boone campus  
 Division: Career Education  
 Recommended salary: \$12,000 annual  
 Most recent salary: \$9,764 - 9 mos.  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: B.A. in Business Education  
 Experience: 6 yrs. teaching  
 Reason for recommending this  
 person: Education; experience; excellent recommendations  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Sally Jo Burgin, who moved out of state

\*\* \*\* \*\*

Name: Kriss Philips  
 Age: 37  
 Position: Coordinator - Extension & Off campus classes - Ankeny  
 Division: Arts & Science  
 Recommended salary: \$14,500 annual  
 Most recent salary: \$15,219  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: MA in Administration + other graduate work  
 Experience: 6 yrs. principal; 6 yrs. counselor & adult education  
 coordinator  
 Reason for recommending this  
 person: Well qualified in both educational & experience background;  
 received very good recommendations  
 Beginning date of employment: June 19, 1974  
 Length of contract: 12 months  
 Reason for employment: Addition

Name: Georgia Brown  
 Age: 25  
 Position: Instructor - Urban Center  
 Division: Adult Education  
 Recommended salary: \$9,900 annual  
 Most recent salary: \$8,840 (7 hr. day)  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: B.A. in Elementary Education  
 Experience: 9 mos. teaching remedial reading; 3 yrs. clerical  
 Reason for recommending this  
 person: Employed part-time at Urban Center since August 1971;  
 feel there is a need for full-time instructor now  
 Beginning date of employment: July 1, 1974  
 Length of contract: 12 months  
 Reason for employment: Changed from part-time to full-time

\*\* \*\* \*

Name: Robert Mitchell  
 Age: 31  
 Position: Supplemental Coordinator  
 Division: Career Education  
 Recommended salary: \$15,000 annual  
 Most recent salary: \$12,434 for 9 mos.  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: BA in Economics  
 Experience: 7 yrs. in various supervisor roles; also experience  
 in Dale Carnegie courses and insurance sales  
 Reason for recommending this  
 person: Ability to work with and relate to people  
 Beginning date of employment: June 17, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Jerry Bravard, who went into private  
 business

\*\* \*\* \*

Summer Session: Extension of Contract from 9 to 12 Months

| <u>Name</u>                 | <u>9 Month Salary</u> | <u>Extension</u> | <u>Total Salary</u> |
|-----------------------------|-----------------------|------------------|---------------------|
| Ruth Aurelius - Speech      | \$ 10,722 x .25       | \$ 2,681         | \$ 13,403           |
| Richard Chapman - English   | 9,474 x .25           | 2,369            | 11,843              |
| Margery Clark - Biology     | 8,632 x .25           | 2,158            | 10,790              |
| Theodore Clinkenbeard -Math | 11,610 x .25          | 2,903            | 14,513              |
| Michael Delaney - Sociology | 9,464 x .25           | 2,366            | 11,830              |
| Barbara Eastwood - Biology  | 9,646 x .25           | 2,412            | 12,058              |
| Dorothy Franke - Biology    | 12,623 x .25          | 3,156            | 15,779              |
| Donald Kaesser - Psychology | 9,132 x .25           | 2,283            | 11,415              |
| David Palmer - History      | 12,517 x .25          | 3,129            | 15,646              |
| Burgess Shriver -Chemistry  | 10,761 x .25          | 2,690            | 13,451              |
| Frank Trumpy - Physics      | 10,145 x .25          | 2,536            | 12,681              |
| Gerald Wisnieski - Math     | 14,014 x .25          | 3,504            | 17,518              |
| David York - Psychology     | 9,717 x .25           | 2,429            | 12,146              |
| Clair Fisher - Related      | 11,450 x .25          | 2,863            | 14,313              |

964-3485

Des Moines area Community College

Bruce and Dianne McGuire  
hereby submit a bid of

\$36,789<sup>00</sup>

for the purchase of the  
Split-Foyer home, located on  
Cortina Street, Ankeny, Iowa,

Bruce McGuire

JUNE 11, 74

Return of Certified check  
for \$3500<sup>00</sup> is  
acknowledged

---

Dianne McGuire

Board Meeting June 10<sup>th</sup> Carroll

Schedule

Hospital Adm: Bob Blincow  
712-792-3581

5:30-6:30<sup>pm</sup>

~~Meeting - Business~~

Nursing Chr.: Joan Schulte  
712-792-1424

7:00-8:00<sup>pm</sup>

~~incl. Joan Schulte  
Dinner - Cafeteria~~

Meeting Room: Hospital Bd Room or Med Abreu or class  
or, auditorium Nursing Home depending upon #

8:00<sup>am</sup> on

~~Meeting with  
area reps.~~

207 Carroll Bennett - (OK) Art Miller 747-3972

School Districts

Superintendent

Audubon County - Court House 50025

John J. Dulijn

Audubon Comm S.D. 50025

Richard P. Paulsen ✓

Excelsior Comm S.D. 50076

Theodore J. Keith ✓

Carroll County - 51401

Lyle O. Tenold

Carroll Ind S.D. 51401

Allen H. Stroh

Coon Rapids C.S.D. 50058

Douglas G. Anderson ✓

Glidden - Kalston C.S.D. 51443

J. Arnold Hjelle

Manning C.S.D. 51455

Paul Bjorkgren

Duthrie County Box 68, Duthrie Center 50115

Joe A. Barker

Adair - Casey Comm S.D. 50002

Richard D. Shockey ✓

Bayard Comm S.D. 50029

Merle R. Sharp ✓

Duthrie Center C.S.D. 50115

Hanley Merritt ✓

Panora - Linden C.S.D. 50216

Roy E. Reeves ✓

Stuart - Menlo C.S.D. 50250

Clifford H. Stokes ✓

Yale - Jamaica - Bagley C.S.D. 50026

Laverne Hucholt ✓



9005 Boston  
Des Moines, Iowa 50322  
May 31, 1974

Irv Steinberg, Board Secretary  
Des Moines Area Community College  
Ankeny, Iowa 50021

Dear Sir:

I hereby bid \$40,000 on the student-built house at 1209 Cortina, Ankeny, Iowa 50021. I also enclosed a certified check from Des Moines Savings and Loan for \$3,500. I understand that the rest of the accepted bid will be due and payable on or before June 25, 1974.

If there is any reason to contact me before June 17, please call Paul M. Hann, Winterset, Iowa (462-1003) or Art Reeves, Four Hills Development, Albuquerque, New Mexico (That is where we will be vacationing) (505-294-2505 Reeves' phone).

Sincerely,



Bruce Hann

DES MOINES AREA COMMUNITY COLLEGE  
Agenda - Regular Meeting  
Monday, June 10, 1974 - 5:30 P.M.  
Board Room - St. Anthony's Hospital  
Carroll, Iowa

Absent:  
R. Carlson

leave 3:30

1. CALL TO ORDER
2. APPROVAL OF MINUTES - May 13 regular meeting and May 23 special meeting
3. PERSONNEL *Bloomquist*

New

- a. Coleen Larson, ADN Instructor, Ankeny campus, August 5, 1974
- b. Jane Jinkinson, Dental Hygiene Instructor, Ankeny campus, July 1, 1974
- c. Mary Jo Mlcoch, Secretarial/Clerical Instructor, Ankeny campus, July 8, 1974
- d. James McCulloch, Commercial Horticulture, Ankeny campus, June 17, 1974
- e. Vivian Brandmeyer, Secretarial/Clerical, Boone campus, September 3, 1974
- f. Kriss Philips, Coordinator for Extension & Off Campus classes, Ankeny campus, June 18 1974
- g. Georgia Brown, Instructor, Urban Center, July 1, 1974
- h. Robert Mitchell, Supplemental Coordinator, Ankeny campus, June 17, 1974

*RON McCLURG see Addendum*

Summer Session

- a. Ruth Aurelius, Speech
- b. Richard Chapman, English
- c. Margery Clark, Biology
- d. Theodore Clinkenbeard, Math
- e. Michael Delaney, Sociology
- f. Barbara Eastwood, Biology
- g. Dorothy Franke, Biology
- h. Donald Kaesser, Psychology
- i. David Palmer, History
- j. Burgess Shriver, Chemistry
- k. Frank Trumpy, Physics
- l. Gerald Wisnieski, Math
- m. David York, Psychology
- n. Clair Fisher, Related

*see addendum*

*Galvin, id Cramlet*

Resignations

- a. Robert Surran, Law Enforcement, May 31, 1974
- b. Phil Millard, Basic Education, Skill Center, July 1, 1974

*Cramlet, id Galvin*

4. REPORTS

- a. ICASB - Kreager
- b. Urban Center (enrollment report enclosed) - Alternate facility-
- c. Mid-Iowa Educational Computer Center - Cramlet
- d. Financial

*SABIN School*

5. COMMUNICATIONS

- a. Letter from George White, Ames, regarding caliber of DMACC auto mechanics graduates

6. UNFINISHED BUSINESS

- a. Consideration of budget for 1974-75 school year
- b. Consideration of affirmative action plan-

*approve proposed budget of 10,112,304*

*M. Kreager, id M. Campbell*

*H. Bloomquist moves adoption of A.A. Plan with amendments id by H. Welin*

*reconvened*

*7:15 reconvened*

*Kreager  
id Galvin  
delete  
J & K.*

7. NEW BUSINESS

- a. Student Activities budgets for 1974-75 school year for Ankeny and Boone campuses (copies enclosed). *Moved by H. Welin 2d by W. Hetzel*
- b. Additional membership due in the amount of \$125 for current fiscal year 1974 in North Central Association of Colleges & Secondary Schools. This is as a result of being voted into membership recently. *H. Welin 2d M. Krasner*
- c. Approval of rental agreement between DMACC, Boone campus, and Boone Community School District, to be used for high school varsity & sophomore basketball. *H. Welin H. Bloomquist*
- d. Approval of agreement between DMACC and the Joint County School System of Polk & Story for use of bookmobile. *H. Welin 2d R. Cramlet*
- e. Proposed 10% salary adjustment for clinical supervision nurses. *H. Welin 2d H. Bloomquist*
- f. Proposed salary adjustment for Skill Center employees - July 1, 1974 - September 30, 1974. *M. Campbell, 2d H. Welin*
- g. Increase in medical and hospital insurance rates as follows:

|                 | Current Rate | New Rate |
|-----------------|--------------|----------|
| Single contract | \$ 12.31     | \$ 14.74 |
| Family contract | 43.63        | 52.87    |

*increase all payment up to 14.74 M. Krasner, 2d H. Welin*

- h. Appointment of Dennis Lewis, Innkeeper, Holiday Inn, Merle Hay, Des Moines, to serve remaining term of Earl Webster, Holiday Inn, Merle Hay, Des Moines, on the Food Service Committee. *W. Hetzel, 2d H. Bloomquist*
- i. Appointment of two new advisory committees as follows: Dental Auxiliary; Dietetic Technician. (Lists enclosed) *H. Bloomquist 2d C. GALVIN*
- j. Consideration of AIDP proposed project and budget. *Moved H. Welin, 2d H. Bloomquist*
- k. Consideration of revised organizational structure. *Moved H. WELIN, 2d C. GALVIN*
- l. Consideration of the policy concerning remuneration to personnel when workmen's compensation is involved, effective July 1, 1974, as follows:

"Sick leave benefits paid to the employee will be integrated with workmen's compensation benefits paid, so the total amount received by the employee will not exceed 100% of his/her current salary." *Moved H. Bloomquist, 2d W. Hetzel*

*m House Sale 31,500 - Paint 700 - Carpet 2500 = 34,100*

8. OTHER

- a. Office of Community College Affairs Newsletter
- b. Board Election Information: Nominations open Friday, July 5, 1974  
Nominations close Thursday, August 1, 1974 - 5:00 P.M.  
Election Tuesday, September 10, 1974  
Term Expires for Walter Hetzel, Ross Cramlet, and Harry Bloomquist
- c. AACJC Board of Directors meeting in Washington, June 21-23
- d. Group auto insurance for employees

9. PRESENTATION OF CLAIMS AND ACCOUNTS - *H. Bloomquist, W. Hetzel*

10. ADJOURNMENT 10:50 PM

*Approve Project & Budget & authorize Bd Pres. to sign said project proposal*

*Move July 15th*

*Start Wed*

ADDENDUM TO AGENDA - JUNE 10, 1974 - REGULAR BOARD MEETING - PERSONNEL RESUME'

Name: Ron McClurg  
 Age: 31  
 Position: Research Analyst  
 Division: Research & Development  
 Recommended salary: \$14,500 annual  
 Most recent salary: \$11,750 annual  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: M.S. in Agri. Education & Guidance; presently in Ph.D. program at ISU (Administration of Higher Education)  
 Experience: 6 yrs. as Counselor at DMACC  
 Reason for recommending this person: Qualifies for position  
 Beginning date of employment: July 1, 1974  
 Length of contract: 12 months  
 Reason for employment: New position

\*\* \*\* \*

Name: Joseph Borgen - See attached resume' for further details  
 Age: 33  
 Position: Asst. Supt., Instruction  
 Division: Career; Adult & Continuing; General  
 Recommended salary: \$24,000 annual  
 Most recent salary: \$23,400+annual  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: B.S. in Industrial Education; M.S. in Vocational Education; Ph.D. in Vocational Education  
 Experience: 4½ yrs. Dean of Occupational-Technical Studies; 2 yrs. Asst. Dean of Technical-Vocational Instruction; 2 yrs. instructor of Architectural Technology; 5 yrs. technical employment in building construction  
 Reason for recommending this person: Qualifications  
 Beginning date of employment: July 1, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Phil Langerman, who is now with Drake University

\*\* \*\* \*

Name: Byron Hamilton  
 Age: 52  
 Position: Dean - Boone Campus  
 Division: General Education  
 Recommended salary: \$19,780 annual  
 Most recent salary: \$18,400 annual  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: B. Aero Eng. degree from Univ. of Minn.; 1 yr. at Drake Univ.; 1 yr. at Iowa State  
 Experience: 2½ yrs. director @ Skill Center; 3 yrs. Ind. Marketing instructor at DMACC; 20 yrs. in sales, marketing, management, etc.  
 Reason for recommending this person: Qualifications  
 Beginning date of employment: July 1, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Emil Stadel, who has resigned

Name: Debra Brown  
 Age: 24  
 Position: ADN instructor, Ankeny  
 Division: Career Education  
 Recommended salary: \$6,353 annual - 3/5ths time  
 Most recent salary: \$10,586 for 10½ mos.  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: AAS in Nursing; Short courses at Univ. of Iowa; 1 yr. at Drake  
 Experience: Full-time instr. at DMACC 5 mos.; taught short courses 4 mos.; ADN 5 mos. Staff nurse in Ia. City, Mpls., & Des Moines  
 Reason for recommending this person: Was able to assume responsibility for assignments as full-time instructor the past 5 mos.  
 Beginning date of employment: August 5, 1974  
 Length of contract: 10½ months  
 Reason for employment: Replacement for Karen Ryen, who moved out of state

\*\*      \*\*      \*\*,

Summer Session:

Extension of Contract from 9 to 12 Months

| <u>Name</u>              | <u>9 Month Salary</u> | <u>Extension</u> | <u>Total Salary</u> |
|--------------------------|-----------------------|------------------|---------------------|
| Robert Young, Accounting | \$ 11,300 x .25       | \$ 2,825         | \$ 14,125           |
| Jack Zeller, Accounting  | 12,200 x .25          | 3,050            | 15,250              |

ADDENDUM TO AGENDA - JUNE 10, 1974 - REGULAR BOARD MEETING - CARROLL, IOWA

3. PERSONNEL

New

- i. Ron McClurg, Research Analyst, Ankeny, July 1, 1974
- j. Joseph Borgen, Asst. Supt., Instruction, July 1, 1974
- k. Byron Hamilton, Dean, Boone Campus, July 1, 1974
- l. Debra Brown, ADN Instructor, Ankeny, August 5, 1974

*separate motion*

Summer Session

- o. Robert Young, Accounting
- p. Jack Zeller, Accounting

4. REPORTS

- e. Status of construction project

5. COMMUNICATIONS

- b. Letter from instructor

7. NEW BUSINESS

- j. Consideration of bids for house constructed by building trades program.
- k. Status of Maxine Preston, Acctng. Clerk II, changed from 3/4ths to full-time for the period July 1, 1974 - September 30, 1974.

→ H. Bloomquist, C. Galvin

*Reported Bids Recd - (2)*

*Moved by H. W. ...*

*sell house for ...*

→ *Moved to reject both bids, H. W. ... & M. Campbell and to complete house prior to additional proposal as to selling of house.*

STUDENT ACTIVITY BUDGET  
Boone Campus  
1974-1975

| <u>ACTIVITY</u>        | <u>1974-75<br/>REQUEST</u> | <u>1973-74<br/>REQUEST</u> | <u>% 1974-75<br/>RECOMMENDED</u> | <u>% 1973-74<br/>RECOMMENDED</u> |
|------------------------|----------------------------|----------------------------|----------------------------------|----------------------------------|
| Athletics              | \$ 9,720.00                | \$ 8,490.00                | 54%                              | 50%                              |
| Phi Beta Lambda        | 962.50                     | 842.50                     | 5%                               | 6%                               |
| Drama                  | 786.50                     | 773.50                     | 5%                               | 4%                               |
| Nursing Student United | 1,210.00                   | 1,395.00                   | 3%                               | 4%                               |
| Bear Facts             | 627.12                     | -                          | 5%                               | 4%                               |
| Phi Theta Kappa        | 174.00                     |                            | 1.5%                             | 3%                               |
| Student Senate         | -                          | 3,000.00                   | 15%                              | 13%                              |
| Cub                    | -                          | -                          | 10%                              | 15%                              |
| Cosmopolitan Club      | 460.00                     | -                          | 1.5%                             | 1%                               |

*total*

\$ 13,940.12

STUDENT ACTIVITY BUDGET  
Ankeny Campus  
1974-1975

Income

|  |                  |
|--|------------------|
| I. Student Activity Fee @\$5.00/quarter<br>(for full-time students - estimate) | \$41,000.00      |
| II. Funds invested in DMACC Foundation   | 15,000.00        |
| III. Carry-over funds from previous year                                       | <u>18,000.00</u> |
|  | \$74,000.00      |

Expense

|   |                    |
|---|--------------------|
| I. Dances                                 | \$ 4,500.00        |
| II. Sports Events                         |                    |
| Drake Football and Basketball             | 3,000.00           |
| Capitol Hockey                            | 3,250.00           |
| Iowa Oaks Baseball                        | 400.00             |
|   | <u>\$ 6,650.00</u> |
| III. Intramurals                          |                    |
| Basketball                                | \$ 3,000.00        |
| Softball                                  | 250.00             |
| Bowling                                   | 150.00             |
| Golf                                      | 1,500.00           |
| Football                                  | 325.00             |
|   | <u>\$ 5,225.00</u> |
| IV. Movies                                | \$ 3,000.00        |
| V. Lectures & Concerts                    | \$ 6,000.00        |
| VI. Newspaper                             | \$10,000.00        |
| VII. Travel                               | \$ 1,000.00        |
| VIII. Clubs                               | \$ 5,000.00        |
| IX. Student Center ✓                      | \$20,000.00 ✓      |
| X. Contingency                            | \$ 6,565.00        |
| XI. Salaries (4 quarters-Executive Board) | \$ 2,560.00        |
| XII. Day Care Program                     | <u>\$ 3,500.00</u> |
|   | \$74,000.00        |



DES MOINES SKILL CENTER

7.5% Salary Adjustment  
July 1, 1974 -- September 30, 1974

| NAME                      | POSITION                               | PRESENT 12        | 7.5% ADJUSTMENT |                | REVISED                  |
|---------------------------|--|-------------------|-----------------|----------------|--------------------------|
|                           |  | MO. SALARY        | 12 MONTHS       | 3 MONTHS       | 12 MONTH SALARY          |
| Hamilton, Byron           | Director                               | \$ 18,400         | \$ 1,380        | \$ 345         | \$ 19,780                |
| --                        | Supervisor, Instruction                |                   |                 |                |                          |
| Nichols, George           | Supervisor, Student Per.               | 14,800            | 1,110           | 277            | 15,910                   |
| Miller, Theodore          | Bldg. Maintenance Man                  | 9,000             | 675             | 168            | 9,675                    |
| Webb, Joseph              | Custodian                              | 7,600             | 570             | 142            | 8,170                    |
| Wilson, Harold            | Custodian                              | 7,000             | 525             | 131            | 7,525                    |
| Hansen, Margaret          | Counselor                              | 14,300            | 1,072           | 268            | 15,372                   |
| Huhn, Cozetta             | Counselor Associate                    | 7,500             | 562             | 140            | 8,062                    |
| Gossen, Verlynn           | Nurse/Counselor                        | 9,600             | 720             | 180            | 10,320                   |
| Quirk, James              | Tool Room                              | 7,800             | 585             | 146            | 8,385                    |
| Wilson, Curtis            | Tool Room                              | 7,000             | 525             | 131            | 7,525                    |
| Hawthorne, Michael        | Food Service Associate                 | 6,500             | 487             | 121            | 6,987                    |
| Miller, Betty             | Food Service Associate                 | 5,200             | 390             | 97             | 5,590                    |
| Collier, Sharon           | Basic Education Instructor             | 7,900             | 592             | 148            | 8,492                    |
| Marten, Kay               | Basic Education Instructor             | 9,300             | 697             | 174            | 9,997                    |
| Robinson, Jon             | Basic Education Instructor             | 11,300            | 847             | 211            | 12,147                   |
| Versteegh, Madge          | Basic Education Instructor             | 15,000            | 1,125           | 281            | 16,125                   |
| Badger, Lawrence          | Basic Education Instructor             | 9,600             | 720             | 180            | 10,320                   |
| Frette, Lloyd             | Auto Body Instructor                   | 13,200            | 990             | 247            | 14,190                   |
| White, Joseph             | Auto Body Instructor                   | 11,300            | 847             | 211            | 12,147                   |
| Sanders, Donald           | Auto Mechanic Instructor               | 13,300            | 997             | 249            | 14,297                   |
| Southwick, Harlan         | Auto Mechanic Instructor               | 11,300            | 847             | 211            | 12,147                   |
| Saunders, Clarence        | Auto Mechanic Instructor               | 10,700            | 802             | 200            | 11,502                   |
| Harpel, Mary Ann          | Business Occupations Instr.            | 12,800            | 960             | 240            | 13,760                   |
| Hunt, Alta                | Business Occupations Instr.            | 10,400            | 780             | 195            | 11,180 <sup>931.66</sup> |
| Jones, Kathy              | Business Occupations Instr.            | 11,400            | 855             | 213            | 12,255                   |
| Knopp, Carol              | Business Occupations Instr.            | 11,600            | 870             | 217            | 12,470                   |
| Mitchell, Wayne           | Business Occupations Instr.            | 12,300            | 922             | 230            | 13,222                   |
| Pardekooper, Chas.        | Business Occupations Instr.            | 12,200            | 915             | 228            | 13,115                   |
| Pitcher, F. Warren        | Business Occupations Instr.            | 11,300            | 847             | 211            | 12,147                   |
| Priestley, Russell        | Business Occupations Instr.            | 12,500            | 937             | 234            | 13,437                   |
| Roush, Charles            | Business Occupations Instr.            | 14,600            | 1,095           | 273            | 15,695                   |
| Fey, Joyce                | Business Occupations Instr.            | 9,900             | 742             | 185            | 10,642                   |
| <del>Meech, Mary Jo</del> | <del>Business Occupations Instr.</del> | <del>10,300</del> | <del>772</del>  | <del>193</del> | <del>11,072</del>        |
| Wertz, Bonnie             | Food Service Instructor                | 10,500            | 787             | 196            | 11,287                   |
| Johnson, Kenneth          | Food Service Instructor                | 10,600            | 795             | 198            | 11,395                   |
| Gogerty, John             | Meat Cutting Instructor                | 12,400            | 930             | 232            | 13,330                   |
| Jacobs, Gerald            | Machine Shop Instructor                | 14,200            | 1,065           | 266            | 15,265                   |
| Collier, Kenneth          | Welding Instructor                     | 12,000            | 900             | 225            | 12,900                   |
| Niday, J. C.              | Welding Instructor                     | 13,800            | 1,035           | 258            | 14,835                   |
| Waters, James             | Welding Instructor                     | 14,300            | 1,072           | 268            | 15,372                   |
| Smart, Charles            | Upholstery Instructor                  | 11,400            | 855             | 213            | 12,255                   |
| Cadwell, Vernon           | Bldg. Maintenance Instructor           | 10,700            | 802             | 200            | 11,502                   |

DES MOINES AREA COMMUNITY COLLEGE  
DENTAL AUXILIARY ADVISORY COMMITTEE

Winter, 1974

Three-Year Term

Ms. Diane Schroeder, C.D.A.  
c/o Dr. Eugene Young  
2722 Douglas  
Des Moines, IA 50310  
Telephone: 274-3676

Ms. Ellen Paulson, R.D.H.  
c/o Dr. Eugene Young  
2722 Douglas  
Des Moines, IA 50310  
Telephone: 274-3676

Dr. Jay Rosenberger  
105 Eighth Street, S.E.  
Altoona, IA 50009  
Telephone: 967-4211

Dr. Jerry Larsen  
821 Summit  
Winterset, IA 50273  
Telephone: 462-4474

Dr. Vincent Mancuso  
4217 University  
Des Moines, IA 50311  
Telephone: 279-9746

Two-Year Term

Dr. Forrest Barnes  
523 Grand  
Story City, IA 50248  
Telephone: 733-4441

Dr. Eugene Young  
2722 Douglas  
Des Moines, IA 50310  
Telephone: 274-3676

Dr. Clement O'Meara  
530 - 39th  
Des Moines, IA 50312  
Telephone: 274-4637

Dr. James Rundle  
108 W. Clinton  
Indianola, IA 50125  
Telephone: 961-3311

Dr. James McNamee  
202 Westview Shopping Center  
Ankeny, IA 50021  
Telephone: 964-3923

One-Year Term

Dr. David Llewelyn  
701 - 13th  
West Des Moines, IA 50265  
Telephone: 274-3889

Dr. Phillip Boyle  
6100 S.W. Ninth  
Des Moines, IA 50315  
Telephone: 285-6830

Dr. John Hurley  
2901 Beaver  
Des Moines, IA 50310  
Telephone: 277-6413

Mrs. Jean McLaughlin  
2005 Vine Street  
West Des Moines, IA 50265  
Telephone: 225-6497

Dr. Thomas Schemmel  
V.A. Dental Clinic  
30th and Euclid  
Des Moines, IA 50310  
Telephone: 255-2173

DES MOINES AREA COMMUNITY COLLEGE  
DIETETIC TECHNICIAN ADVISORY COMMITTEE

Fall, 1973

Three-Year Term

Mrs. Anna Katherine Jernigan, R.D.  
Director, Nutrition & Dietary Management  
Iowa State Department of Health  
Lucas State Office Building  
Des Moines, IA 50319  
Telephone: 281-5781

Mrs. Eleanor Kapfer, R.D.  
Chief Dietitian  
Iowa Methodist Hospital  
1200 Pleasant  
Des Moines, IA 50309  
Telephone: 283-6430

Robert Sheeder, Administrator  
Grinnell General Hospital  
Grinnell, IA 50112  
Telephone: 236-7511

Two-Year Term

Mrs. Jane Judge, R.D.  
Food and Nutrition  
Iowa State University  
Ames, IA 50010  
Telephone: 294-2062

Mrs. Ednamae Erbe, R.D.  
Chief Dietitian  
Boone County Hospital  
Boone, IA 50036  
Telephone: 432-3140

Marc Ihm, Administrator  
Skiff Memorial Hospital  
Newton, IA 50208  
Telephone: 792-1273

One-Year Term

Arthur J. Glynn, R.D.  
Chief Dietitian  
Broadlawns Polk County Hospital  
18th and Hickman Road  
Des Moines, IA 50314  
Telephone: 283-2061

Rev. Charles Terrill  
Administrator  
Lutheran Home  
613 W. North  
Madrid, IA 50156  
Telephone: 795-3007

Mrs. Barb Kiefer, R.D.  
2605 - 47th Street  
Des Moines, IA 50310  
Telephone: 279-4330

DES MOINES AREA COMMUNITY COLLEGE

URBAN CENTER INSTRUCTIONAL PROGRAMS  
Non-duplicated Enrollments

| School Year                          | Ethnic Groups            | Adult Education | Arts & Science    | Career Education  |
|--------------------------------------|--------------------------|-----------------|-------------------|-------------------|
| <u>1971-72</u><br>(8th & Washington) | Blacks                   | 175             | (not operational) | (not operational) |
|                                      | Whites                   | 264             |                   |                   |
|                                      | Mexican-Am               | 10              |                   |                   |
|                                      | Other                    | 1               |                   |                   |
|                                      | 1972 Total = <u>450</u>  | <u>450</u>      |                   |                   |
| <u>1972-73</u><br>(920 Washington)   | Blacks                   | 335             | 141               | 11                |
|                                      | Whites                   | 515             | 79                | 92                |
|                                      | Mexican-Am               | 6               | 8                 | 2                 |
|                                      | Other                    | 10              | 2                 | 0                 |
|                                      | 1973 Total = <u>1201</u> | <u>866</u>      | <u>230</u>        | <u>105*</u>       |
| <u>1973-74</u>                       | Blacks                   | 413             | 165               | 27                |
|                                      | Whites                   | 539             | 151               | 156               |
|                                      | Mexican-Am               | 26              | 17                | 4                 |
|                                      | Other                    | 5               | 7                 | 0                 |
|                                      | Total to May only        | 983             | 340               | 187**             |
| Est. Summer - New Enrollees          | 275                      | 35              | 20                |                   |
| 1974 Est. Total = <u>1840</u>        | <u>1258</u>              | <u>375</u>      | <u>207</u>        |                   |

\* 5 sections of Nurses Aide/Orderly

\*\* 147 9 sections Nurse Aide/Orderly  
 11 1 section Emergency Care  
 12 1 section Ward Secretary  
 10 Secretarial  
 7 Bricklaying  
187