

Des Moines Area Community College

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Board of Directors Meeting Minutes

7-14-1975

Board of Directors Meeting Minutes (July 14, 1975)

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

REGULAR MEETING

JULY 14, 1975 The regular meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on July 14, 1975. The meeting was called to order by Harry Bloomquist, acting chairman in the absence of the Board President and Vice President.

ROLL CALL

Members present: Maurice Campbell
Don Rowen
Cecil Galvin
Harold Welin
Walter Hetzel
Harry Bloomquist
Max Kreager (arrived late)

Members absent: Rolland Grefe
Rodney Carlson

Others present: Leonard Bengtson, Vice President, Student Life
& Acting Superintendent
Jack Asby, Vice President, Business Management
Irv Steinberg, Controller/Board Secretary
Curt Wiberg, Administrative Assistant
Carroll Bennett, Dean, Career Education
Joe Borgen, Vice President, Instruction
Mearle Griffith, Director, College Relations
Gary Wilcox, Dean, General Education
Richard Chapman, Instructor
Dave Palmer, Instructor

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by D. Rowen, that the minutes of the regular board meeting of June 9, 1975 be approved as presented. Motion passed.

NEW
PERSONNEL

It was moved by W. Hetzel, seconded by C. Galvin, that employment be offered to the following for the position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Janet Brandau	Instructor, Urban Center	\$ 5,876 (½)	7-21-75
Anita Ferguson	AD Nursing, Ankeny	12,568	8-25-75
Patricia Thieben	Sec/Clerical, Boone	12,110	7- 1-75
Karen Allen	Dev. Disabilities, Ankeny	12,110	8- 1-75
Martha Raney	Child Care & Dev. Disabilities	6,078	8-18-75
Janet Beall	Medical Lab Technician	12,387	7-14-75
Wm. Needham, Jr.	Auto Service Station Mechanic, CIVEC	12,110	7- 1-75
Marcia Dowling	Nursing, Boone	12,110	7-14-75
Patricia Moore	Accounting, Ankeny	10,131	9- 8-75

<u>NEW</u>	<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
PERSONNEL (continued)	Carrol Schwaderer	Accounting Specialist	\$ 12,787	9- 8-75
	Cristy Stevens	Anthropology	9,245	9- 8-75
	Carleton Everett	Industrial Marketing	17,091	9- 8-75
	Robert Mann	Reading Specialist, Urban Center	12,663	7- 1-75
	Evelyn Severino	Basic Education, CICOMP	8,000	7-14-75

Motion passed.

SUMMER
EMPLOYMENT

It was moved by M. Campbell, seconded by D. Rowen, that summer employment for a seven (7) week period, at a salary of \$1,420.24, be approved for Robert L. Anderson, hotel restaurant management instructor.

Motion passed.

APPROVAL OF
SUMMER
PROJECTS

It was moved by M. Campbell, seconded by D. Rowen, that approval be given for the proposed summer projects and salary for a three week period for certain instructional staff, as shown on listing attached hereto and which is made a part of these minutes. Motion passed.

CHANGES IN
STAFF
CONTRACTS

It was moved by W. Hetzel, seconded by C. Galvin, that the following personnel be employed under new contracts as indicated:

Linda Carson, program chairperson, Child Care & Developmental Disabilities, from full time to three-fifths time, effective September 8, 1975, at an annual salary of \$8,760.

Brian Taylor, reclassified from Media Technician, OSHA, to Media Specialist, OSHA, effective July 1, 1975, at an annual salary of \$11,000.

Motion passed.

RESIGNATIONS

It was moved by W. Hetzel, seconded by D. Rowen, that the following resignations be accepted:

Nancy Grasman, Office Occupations, effective June 26, 1975
Dan Spotts, Veterans Farm Co-op, effective June 30, 1975.

Motion passed.

RECESS OF
MEETING

It was moved by D. Rowen, seconded by H. Welin, that the meeting be recessed for a dinner break. Motion passed and the meeting recessed at 6:30 p.m.

RECONVENE
OF MEETING

The regular board meeting reconvened at 7:10 p.m. at the same location as it had recessed. All those present prior to the recess were again present, with the exception of Gary Wilcox and Joe Borgen. Also present was John Boesen, Student Senate President.

ANNUAL
PUBLICATION
OF DISBURSE-
MENTS

It was moved by C. Galvin, seconded by M. Campbell, that the detail of disbursements for FY74-75 be published as required by Section 279.32, Code of Iowa, with said detail consolidated to the extent possible. Motion passed.

- APPROVAL OF
TREASURER'S
ANNUAL REPORT
- It was moved by H. Bloomquist, seconded by D. Rowen, that the Treasurer's Annual Report as of June 30, 1975 be approved as presented, and that the Secretary be directed to submit approved copies of said report to the Superintendent of Public Instruction and Polk County Treasurer, as required by Section 291.15, Code of Iowa. Motion passed.
- APPROVAL OF
LEASE FOR
AUTOMOTIVE
CLASS AT
KNOXVILLE
- A motion was made by C. Galvin, seconded by M. Campbell, that approval be given to a lease with Joe Shinn for the rental of a building located in Knoxville, Iowa, at a monthly fee of \$510, for the period August 1, 1975 through May 31, 1976, to house the automotive class for secondary students in Knoxville, and that the Board President and Secretary be authorized to sign said lease. Motion passed.
- APPROVAL OF
ACGT DUES
- It was moved by D. Rowen, seconded by H. Welin, that approval be given to payment of \$425 dues for FY75-76 for reaffiliation in the Association of Community College Trustees. Motion passed.
- DAY CARE
FEE POLICY
- It was moved by H. Welin, seconded by C. Galvin, that approval be given to the proposed Day Care Fee policy, a copy of which is attached hereto and made a part of these minutes. Motion passed.
- APPROVAL OF
ATTORNEY FEES
- A motion was made by H. Bloomquist, seconded by D. Rowen, that approval be given to payment of \$1,966.60 to the firm of Ahlers, Cooney, Dorweiler, Haynie & Smith for legal services from August 2, 1974 through June 30, 1975. Motion passed.
- APPROVAL OF
LOAN AGREEMENT
- It was moved by H. Bloomquist, seconded by H. Welin, that an application be made to the State Appeal Board prior to the August 1, 1975 deadline for a loan from the permanent school fund in an amount sufficient to offset the college's deficit position as of June 30, 1975, and as provided in Section 8.53, Code of Iowa, and that the Board President and Secretary be authorized to sign said loan application and agreement. Motion passed.
- EXECUTIVE
SESSION
- It was moved by M. Campbell, seconded by H. Welin, that the Board go into executive session to discuss personnel matters. Motion passed and all persons present other than board members were excused from the meeting at 8:40 p.m.
- RECONVENE OF
REGULAR MEETING
- The regular board meeting reconvened at 9:15 p.m. All board members present prior to the executive session were again present, in addition to the Board Secretary.
- CLAIMS AND
ACCOUNTS
- It was moved by C. Galvin, seconded by D. Rowen, that the claims and accounts as presented be approved for payment. Motion passed.
- ADJOURNMENT
- It was moved by H. Bloomquist, seconded by C. Galvin, that the meeting be adjourned. Motion passed and the meeting adjourned at 9:20 p.m. The next regular board meeting was set for August 11, 1975, 5:30 p.m., Ankeny Campus.



IRV STEINBERG, Secretary



MAX KREAGER, Vice President

DES MOINES AREA COMMUNITY COLLEGE
Agenda - Regular Meeting
Monday, July 14, 1975
5:30 P.M. - Board Room - Bldg. #4

1. CALL TO ORDER *by Harry Bloomquist*
2. APPROVAL OF MINUTES - Regular meeting of June 9, 1975 *M. Campbell, 2d D. Rowen*

3. PERSONNEL

New

- a. Janet Brandau, Instructor, Urban Center
- b. Anita Ferguson, AD Nursing, Ankeny
- c. Patricia Thieben, Secretarial/Clerical, Boone
- d. Karen Allen, Developmental Disabilities, Ankeny
- e. Martha Raney, Child Care & Developmental Disabilities, Ankeny
- f. Janet Beall, Medical Lab Technician, Ankeny
- g. Wm. Needham, Jr., Auto Service Station Mechanic, CIVEC
- h. Marcia Dowling, Nursing, Boone
- i. Patricia Moore, Accounting, Ankeny
- j. Carrol E. Schwaderer, Accounting Specialist, Ankeny
- k. Cristy Stevens, Anthropology, Ankeny
- l. Carleton Everett, Industrial Marketing, Ankeny
- m. Robert Mann, Reading Specialist, Urban Center

*w. Hetzel,
c. Galvin*

n. Evelyn Severino

Summer Employment

Robert L. Anderson, Hotel & Restaurant Management - 9 mo. salary 7 week salary
\$ 9,000 \$ 1,420.24

see also item 7-A → M. Campbell, 2d D. Rowen

Other

- a. Linda Carson, Program Chairperson, Child Care & Developmental Disabilities, from full-time to three-fifths time
- b. Brian Taylor, Media Specialist, OSHA

Resignations

- a. Nancy Grasman, Office Occupations, June 26, 1975
- b. Dan Spotts, Veterans Farm Coop, June 30, 1975

w. Hetzel, 2d D. Rowen

4. REPORTS

- a. ICASB - Kreager
- b. Mid-Iowa Computer Center - Hetzel
- c. AACJC/ACCT conference in Denver - Galvin, Carlson, & Hetzel
- d. Financial
- e. Area Supts. - Bengtson
- f. *Leased Vehicles status report*

5. COMMUNICATIONS

- a. Letter from John Boesen, Student Body President

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. Consideration of special summer projects for instructional personnel (Exhibit A).
- b. Annual publication of disbursements.
- c. ~~Appointment of Board Secretary and Treasurer~~ *No*
- d. Approval of Treasurer's Annual Report. *H. Bloomquist & Don Rowen*
- e. Consideration of lease to house automotive class for secondary students in Knoxville at \$510/mo. for 10 months (August 1, 1975 - May 31, 1976). This space contains 5,860 sq. ft. *Joe Shinn*
- f. Fee for reaffiliation in Association of Community College Trustees for July 1975 through June 1976 in the sum of \$425. *Don Rowen, H. Welin*
- g. Consideration of proposed Day Care Fee policy (Exhibit B). *H. Welin, & C. Galvin*

8. OTHER

9. PRESENTATION OF CLAIMS AND ACCOUNTS *C. Galvin, & D. Rowen.*

10. ADJOURNMENT *Recess 8:40 M. Campbell, H. Welin. to consider Personnel Mater.*

C. Galvin, & M. Campbell that disb be consolidated to extent possible & published as required by law.

moved C. Galvin & M. Campbell Approve & authorize Pres. & Secty to sign said lease

H. Bloomquist, & D. Rowen Approve payment of \$1966.60 to attorney for professional legal services Aug 2, 75 - June 30, 75.

Borrow to offset deficit positions from Permanent H. Bloomquist, H. Welin & auth Pres & Secty to sign said loan request.

Supplemental Resume'

Name: Evelyn Severino
Age: 48
Position: Basic Education instructor - CICOMP
Division: Adult Education
Recommended salary: \$8,000 annual
Most recent salary: \$7,800 annual
Salary in relation to staff
w/similar qualifications: Similar
Education: 18 hr. credits from Drake
Experience: 6 yrs. @ DMACC
Reason for recommending
this person: Previous experience at DMACC
Beginning date of employment: July 14, 1975
Length of contract: 12 months
Reason for employment: Addition

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JUL 14 1975
BUSINESS

ARTS & SCIENCE DIVISION

PROPOSED SUMMER PROJECTS

AURELIUS, RUTH-- Prepare syllabus and student guides for Speech 102 and 104. Revise, supplement and update handout material for all speech courses.

CHAPMAN, RICHARD-- For English Composition courses, review and make recommendations regarding objectives. Review course material in light of new challenge test which will be written at this time.

CLARK, MARGE-- Development of materials for Nursing, Physiology and Human Sexuality.

CLINKENBEARD, TED-- Prepare challenge test for Calculus I. Revise Introduction to Algebra tests. Write programs for the Hewlett-Packard 9830.

EASTWOOD, BARB-- Further diversify lab exercises and course content for Microbiology in relationship to varying programs in which it is taught.

GARVEY, PAT-- Develop material for new Organic Chemistry III.

HANN, BRUCE-- Creating a learning package on "Getting a Job" to be used in Communication Skills, job placement and Comprehensive Learning Center.

HARRIS, RUDOLPH-- Prepare a teaching aid package for part-time Social Issues instructor. Publish a book review for Community College Social Science Quarterly.

KAESSER, DON-- Write study guide for students regarding current literature of psychological studies in social psychology, based on reviewing same.

PALMER, DAVID-- Continue research in background material for Iowa History. Revise and make new tapes for individualized U. S. History course.

TRUMPY, FRANK-- Repair and organize lab equipment. Organize transfer of E.S. Develop additional expertise on programmable desk calculator. Prepare new and additional AV material for Man and Energy and Survey of Physical Science. Begin developing instructional plan to better utilize the H-P 9830 in Engineering Computation class. Organize transfer of Earth Science equipment to Urban Campus.

WISNIESKE, JERRY-- Revise challenge test for College Algebra and Trigonometry. Revise schedule and exams for Intermediate Algebra.

YORK, DAVID-- Compile bibliography for Human Sexuality course. Revise General Psychology film catalog. Organize cassette tapes purchased for Psychology Department.

<u>NAME</u>	<u>1975-76 SALARY</u>	<u>NUMBER OF DAYS</u>	<u>3-WEEK SALARY</u>
Aurelius, Ruth	\$13,009	16	\$ 946
Chapman, Richard	11,902	16	866
Clark, Marge	11,016	15	751
Clinkenbeard, Ted	14,558	16	1,059
Eastwood, Barbara	12,344	16	898
Garvey, Pat	11,238	16	817
Harris, Rudolph	13,451	16	978
Kaesser, Don	11,459	16	833
Palmer, David	15,222	16	1,107
Roberts, Jane	14,337	7.5 (1/2 time)	489
Trumpy, Frank	12,344	16	898
Wisnieski, Jerry	16,993	16	1,236
York, David	12,123	16	896

PROPOSED DAY CARE FEE POLICY

The Day Care Center provides the students in the Child Care and Developmental Disabilities programs with an opportunity to work with children in a supervised setting. It also makes available to students and staff child care services on campus.

Children from 2 through 5 years of age may be enrolled.

The Day Care center will be open Monday through Friday from 7:30 a.m. through 4:30 p.m., and Monday through Thursday from 6:30 p.m. until 10:00 p.m. Children may be enrolled for those days and hours for which care is needed.

An enrollment fee of \$10 for full-time care and \$5 for part-time care is required upon acceptance into the Center. This fee is to ensure enrollment and is refundable upon a two week notification of withdrawal of a child from the Center.

The fees for care are as follows:*

- a. All day care for 5 days/week - \$70.00 paid monthly
- b. All day care for 5 days/week - \$18.00 paid weekly
- c. All day care - \$3.80 paid daily (includes noon lunch)
- d. Hourly care - \$.60/hr. plus noon lunch

*One day of care consists of six hours or more at the Center.

Fees must be paid in advance by the 5th of each month. Regular fees will be charged for absences except for prolonged absences due to illness. A fee agreement must be signed by the parents and center director.

PERSONNEL RESUME'

Name: Janet Brandau
 Age: 26
 Position: Instructor, Urban Center
 Division: Adult Education
 Recommended salary: \$5,876 annual (1/2 time)
 Most recent salary: \$756 monthly
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.A. in Math; M.A. in Counseling Guidance
 Experience: 4 years teaching; 1 year Counselor
 Reason for recommending this person: Best qualified applicant
 Beginning date of employment: July 21, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Natalie Holle, who resigned for personal reasons

* * *

Name: Anita Ferguson
 Age: 51
 Position: A.D. Nursing Instructor
 Division: Career Education
 Recommended salary: \$12,568 annual
 Most recent salary: \$11,250 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.S. in Nursing
 Experience: 17 years Nursing; 5 1/2 years teaching
 Reason for recommending this person: Broad background in clinical nursing & teaching
 Beginning date of employment: August 25, 1975
 Length of contract: 9 months + 9 days prior to Sept. 8, 1975 & 22 days after May 28, 1976
 Reason for employment: Addition

* * *

Name: Patricia Thieben
 Age: 22
 Position: Secretarial/Clerical Instructor - Boone
 Division: Career Education
 Recommended salary: \$12,110 annual
 Most recent salary: \$11,100 annual
 Salary in relation to staff w/similar qualifications: Similar
 Education: B.A. in Business Education
 Experience: Student teaching plus office work
 Reason for recommending this person: Good recommendations; has taught for us since March 12 & has done an excellent job
 Beginning date of employment: July 1, 1975
 Length of contract: 12 months
 Reason for employment: Addition

Name: Karen Allen
 Age: 25
 Position: Developmental Disabilities Instructor
 Division: Career Education
 Recommended salary: \$12,110 annual
 Most recent salary: \$280 monthly
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: M.S. in child development
 Experience: 2 years teaching
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: August 1, 1975
 Length of contract: 12 months
 Reason for employment: Addition

* * *

Name: Martha Raney
 Age: 26
 Position: Child Care & Developmental Disabilities Instru
 Division: Career Education
 Recommended salary: \$6,078 annual (3/5 time)
 Most recent salary: \$450 monthly
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S. in Child Development
 Experience: 2 years as preschool and day care director
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: August 18, 1975
 Length of contract: 9 months
 Reason for employment: Addition

* * *

Name: Janet S. Beall
 Age: 41
 Position: Medical Lab Technician
 Division: Career Education
 Recommended salary: \$12,387 annual
 Most recent salary: \$11,364 annual
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S.C. in Medical Technician
 Experience: 8 years as Medical Technologist
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: July 14, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Barb Hay, who moved out
 of state

Name: William Needham, Jr.
 Age: 29
 Position: Auto Service Station Mechanic Instructor
 Division: CIVEC
 Recommended salary: \$12,110 annual
 Most recent salary: \$250 weekly
 Salary in relation to staff w/similar qualifications: Comparable
 Education: 2 1/2 years college
 Experience: 9 years vocational experience; 17 months teaching
 Reason for recommending this person: Past observation as instructor at skill center
 Beginning date of employment: July 1, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Donald Sanders who went into business for himself

* * *

Name: Marcia Dowling
 Age: 23
 Position: Nursing instructor, Boone
 Division: Career Education
 Recommended salary: \$12,110 annual
 Most recent salary: \$8,700 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.S. in Nursing
 Experience: 2 years at Mary Greeley Hospital, Ames
 Reason for recommending this person: Well qualified because of clinical experience and educational background
 Beginning date of employment: July 14, 1975
 Length of contract: 12 months
 Reason for employment: Replacement for Margaret White, who moved out of state

* * *

Name: Patricia Moore
 Age: 29
 Position: Accounting instructor
 Division: Career Education
 Recommended salary: \$10,131 annual
 Most recent salary: \$7,750 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.S. in Accounting
 Experience: 3 years work
 Reason for recommending this person: Experience in working for 2 years with our programs and students; excellent record
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Addition

Name: Carrol E. Schwaderer
 Age: 47
 Position: Accounting Specialist
 Division: Career Education
 Recommended salary: \$12,787 annual
 Most recent salary: \$25,000 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: M.A. in Business Administration; CPA
 Experience: 5 yrs. controller; 3 yrs. supervisory; 3 yrs. auditing;
 4 yrs. utility accountant
 Reason for recommending
 this person: Exceeds most of the requirements for the position
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Wes Sampson, who went to work for Iowa
 State

** ** *

Name: Cristy Stevens
 Age: 25
 Position: Anthropology instructor
 Division: Arts & Science
 Recommended salary: \$9,245 annual
 Most recent salary: Graduate student
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: Will receive M.A. in Anthropology at end of spring
 quarter
 Experience: Graduate teaching
 Reason for recommending
 this person: Well qualified from course work & works well with
 students; is diversified in areas of expertise
 Beginning date of employment: September 8, 1975
 Length of contract: 9 months
 Reason for employment: Replacement for Lloyd Miller, who is now director of
 the Social & Behavioral Science Dept.

** ** *

Name: Carlton S. Everett
 Age: 43
 Position: Industrial Marketing instructor
 Division: Career Education
 Recommended salary: \$17,091 annual
 Most recent salary: \$19,800 annual
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S. & M.S. in Mechanical Engineering
 Experience: 5 yrs. teaching; 3 yrs. in engineering; 9 yrs. in
 education administration
 Reason for recommending
 this person: Excellent qualifications
 Beginning date of employment: September 8, 1975
 Length of contract: 12 month
 Reason for employment: Replacement for Bob Slack, who left for personal reasons

Name: Robert Mann
 Age: 27
 Position: Reading Specialist, Urban Center
 Division: Adult Education
 Recommended salary: \$12,663 annual
 Most recent salary: \$11,000 annual
 Salary in relation to staff w/similar qualifications: Comparable
 Education: B.A. in English; M.A. & Ed.S. in English, Higher Education
 Experience: 1 yr. teaching
 Reason for recommending this person: Qualifications; motivation; interest, & experience in reading; temporary employment @ Urban Center since March
 Beginning date of employment: July 1, 1975
 Length of contract: 12 months
 Reason for employment: Addition

** ** **

OTHER

Name: Linda Carson
 Position: Program Chairperson - Child Care & Developmental Disabilities
 Division: Career Education
 Recommended salary: \$8,760 (3/5 time) annual
 Most recent salary: \$14,600 annual
 Salary in relation to staff w/similar qualifications: Similar
 Experience: Linda has been employed by the college on a full-time basis since September 1, 1972
 Beginning date on 3/5 time: September 8, 1975
 Length of contract on 3/5 time: 12 months
 Reason for change: New family responsibilities

** ** **

Name: Brian Taylor
 New position: Media Specialist, OSHA, Ankeny
 Present position: Media Technician, OSHA, Ankeny
 Recommended salary: \$11,000 annual
 Most recent salary: \$8,500 annual
 Salary in relation to staff w/similar qualifications: Similar
 Experience: Brian has been employed by the college since August 19, 1974
 Beginning date of transfer: July 1, 1975
 Length of contract: 12 months
 Reason for change: Jack Kirstein, media specialist, terminated June 30, 1975 due to lack of funds in the OSHA program. It will be necessary for Mr. Taylor to carry on with the total visual aid production.

RECEIVED

June 24, 1975

APPOINTMENT OF TREASURER

JUN 25 1975

SUPR'S OFFICE

Effective July 1, 1975, Section 277.26 of the Iowa Code is repealed and appointment of the treasurer is covered exclusively by amended Section 279.3. As amended by HF 700 and HF 287, Section 279.3 reads as follows:

"279.3 APPOINTMENT OF SECRETARY AND TREASURER. At a regular or special meeting of the board held prior to or on July fifteenth, the board shall appoint a secretary who shall not be a teacher or other employee of the board. It shall also appoint a treasurer. These officers shall be appointed from outside the membership of the board for terms of one year beginning with the date of appointment, and the appointment and qualification shall be entered of record in the minutes of the secretary. They shall qualify within ten days following appointment by taking the oath of office in the manner required by section 277.28 and filing a bond as required by section 291.2 and shall hold office until their successors are appointed and qualified."

* * * *

What is the status of a school treasurer who is completing the first year of a two year term? Is the term interrupted by the recently-enacted amendment? Does he complete the elected term? Does the school board appoint the "elected" treasurer for the additional one year yet to serve?

There are no specific answers to these questions in the Code or in the law as amended. The law could have shortened or lengthened the term, but the amendment did not attempt to do that. Treasurers were previously elected under Section 277.26 for a term beginning "on the first secular day of July following his election and continue for two years and until his successor is elected or appointed and qualified...". Therefore the provisions of the election for the two-year term should control since the amendment did not negate previous elections.

However, if at some later date a court should hold that this is not the case and if the school board does not appoint a treasurer at the annual meeting, it appears that the treasurer would still be a de facto officer of the school district, and the acts of officers de facto are as valid and effectual where they concern the public or the rights of third persons as though the officers were de jure, and their authority cannot be questioned in collateral proceedings. Heyland v. Wayne Independent Community School District, 231 Iowa 1310 (1942).

A practical solution to this problem would be for the school board at the annual meeting in July to officially appoint the person who was serving as the "elected" treasurer, and ratify and confirm his appointment for the next year. If this is done, the treasurer could claim authority under both the election and the appointment.

What is the status of a school treasurer who was elected in September, 1974, to take office at the July, 1975 annual meeting of the school board? Is the election result set aside by this amendment? Does the school board appoint the "elected" treasurer (to a one year term?)? Can the board appoint someone other than the "elected" treasurer?

The above rationale should apply except that the treasurer in this instance was "elected" for a two year term. The practical solution in this case may be complicated by the fact that the appointment under 279.3 as amended can only be for a one-year term. However, it seems that the practical solution of appointing the "elected" treasurer can be applied both this year and next year to avoid any question.

If the board appoints someone other than the "elected" treasurer, then of course more difficult questions arise. We suggest that this should be avoided because of the ambiguity in the law unless the "elected" treasurer resigns, or unless some event has occurred which would cause a vacancy.

After July 1, 1975, any appointment to fill the vacancy will be subject to the new provisions of Section 279.3.

One other provision supports the conclusions heretofore stated. Under Section 277.26, a treasurer served until his successor was elected and appointed and qualified. This same provision is in 279.3 as amended. On these two questions, then, it is our best judgment that the term of an elected official under the old statute is not severed by the new statute since there is a failure to specifically do so in the amended statute. However, if the term is cut short, the incumbent continues to serve until the successor is appointed and qualified. Thus, the statutory authorization to hold over continues the incumbent in office, and the officer continues his authority as incumbent.

When the term of any person elected under the provisions of Section 277.26 ends, the successor must be appointed pursuant to provisions of amended Section 279.3, and that appointment must be for one year, and can be renewed.

The appointment must be made at a regular or special meeting of the Board held prior to July 15. The appointment and qualification must be entered of record in the minutes of the secretary.

The appointee must qualify within ten days following appointment by taking the oath of office as specified in Section 277.28, and by filing a bond as required by Section 291.2.

Can the treasurer be compensated?

Under the provisions of the old law in Section 277.26, the statute specified that the treasurer shall serve without pay. This prohibition was omitted from the amended statute, a fact which may subsequently be held to be significant. Generally, powers are not implied in a school district unless they are expressly stated in the statute. However, payment for services rendered pursuant to an appointment or a contract of employment can be supported, it seems to us, and school districts may be faced with the task of employing a treasurer if one is not willing to serve gratuitously. In that event, it is not clear whether a school district would be prohibited from paying the treasurer under the amended statute.

In the case of the secretary, the secretary clearly is not to be a teacher or other employee of the board. *Would this same prohibition apply to the treasurer?* Again, this is not clear because of the juxtaposition of the two officers in the amended statute. Our best judgment is that the qualifier appends to the appointment of a secretary and would not extend to a treasurer. However, we believe that prudence would dictate that the board not appoint a teacher to be treasurer, and if another employee of the board is appointed to act as treasurer, then care should be taken to make certain that there is no incompatibility between the two positions.

The test of incompatibility is whether there is an inconsistency in the functions of the two officers as where (a) one is subordinate to the other and subject to some degree through its revisory power, (b) the duties of the two are inherently inconsistent and repugnant, or (c) public policy renders it improper for an incumbent to hold both offices. Crawford v. Anderson, 155 Iowa 271.

Under this rule, the Attorney General has stated that the office of city treasurer is not incompatible with that of the secretary of the board of education of the independent school district comprising the city. However, the best practice would dictate that

the secretary of the board of education be different from the person who is the treasurer absent specific statutory authorization.

Careful reading of Chapter 291, Code of Iowa, pertaining to the duties of the secretary and treasurer indicates that the two offices should be kept separate.

What are the qualifications of a school treasurer? Residence? Age?

As to the qualifications of the school treasurer, there are none specified in the amended Section 279.3. However, under Section 277.27, it is stated that "A school officer or member of the board shall, at the time of election or appointment, be an eligible elector of the corporation or subdistrict."

Section 39.3(1) provides that "'Eligible elector' means a person who possesses all of the qualifications necessary to entitle him to be registered to vote, whether or not he is in fact so registered."

Section 47.4(1) provides that "Every citizen of the United States of the age of 18 years or older who is a resident of this state shall be an eligible elector."

* * * *

The seriousness of this matter is underscored by the fact that the treasurer might possibly be incurring some personal liability if not absolutely clothed with the proper authority and properly appointed. Because of this, we urge consideration of the practical solution suggested at the outset of this Special Report and that the "elected" treasurer be duly appointed as treasurer under amended section 279.3. If, for some reason, the "elected" treasurer is unable to serve and a vacancy has occurred then a new treasurer would be appointed under the provisions of Section 279.3, as amended.

* * * *

This IASB Special Report was prepared in cooperation with Edgar H. Bittle, IASB General Counsel. It is intended to assist school boards and administrators to implement the newly enacted provisions of section 279.3, as amended, regarding the appointment of a school treasurer. Since a general statement may not cover specific situations in local districts, it is recommended that you consult with your school district's legal counsel.

DES MOINES AREA COMMUNITY COLLEGE
 CASH POSITION - FINANCIAL REPORT
 June 30, 1975

	<u>ANKENY STATE BANK</u> General & Revolving Combined Funds	<u>BANKERS TRUST</u> Special Plant	Voted Tax & Sinking Fund
<u>CASH IN BANK:</u>			
Balance Forward 6-1-75	(\$103,945.19)	\$ 1,809.26	\$21,619.48
Plus June Receipts Deposited	783,881.03	435,000.00	22,542.15
Plus June Receipts Journals		283,164.38	
Less June Disbursements-checks	2,145,481.73	279,158.97	
Less June Disbursements-Journal	25.00		44,000.00
Plus Void Checks	<u>54,659.81</u>		
Cash Balance June 30, 1975	(\$1,410,911.08)	\$ 440,814.67	\$ 161.63
 <u>INVESTMENTS:</u>			
Certificates of Deposit:			
6½% Due 7-16-75		155,000.00	
6½% Due 12-31-75			147,000.00
6½% " "			88,500.00
6½% " "			62,000.00
6½% " "			188,000.00
6½% " "			33,700.00
6.3% " "			<u>44,000.00</u>
Total Investments		<u>\$155,000.00</u>	<u>\$563,200.00</u>
 TOTAL CASH & INVESTMENTS	 <u><u>(\$1,410,911.08)</u></u>	 <u><u>\$595,814.67</u></u>	 <u><u>\$563,361.63</u></u>

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JUL 14 1975
BUSINESS

FISCAL YEAR END REPORT
LEASED VEHICLES

(February through June, 1975)

	<u>Total Expense</u>	<u>Total Miles Driven</u>	<u>Net Cost Per Mile</u>
Vehicle No. 1 - Career Ed	\$ 822.61	10,997.00	\$.0748
Vehicle No. 2 - Adult Ed	667.46	10,182.00	.0655
Vehicle No. 3 - SPS	1,309.20	11,266.00	.0692 → 1034
Vehicle No. 4 - Admin.	865.70	12,501.00	.0692
Totals	<u>\$3,664.97</u>	<u>44,946.00</u>	<u>\$.0815</u>

The above statistics would indicate the average cost per mile, \$.0815, is considerable less than the \$.15 paid otherwise to reimburse staff for the use of their vehicles. In terms of direct cost, a savings of \$2,779.00. Would recommend the practice be continued and possible expanded to minimize schedules.

Prepared By Business Office - Recommendations By:
Jack Asby

dg

DES MOINES AREA COMMUNITY COLLEGE
PLANT FUND EXPENDITURES TO DATE
June 30, 1975

I. <u>BUILDINGS</u>	<u>Expended to June 30, 1974</u>	<u>Expended This Fiscal Year</u>	<u>Total Expended to Date 6-30-75</u>
<u>Phasing Campus</u>			
Bldg. 1 thru 7	\$ 917,004.29	\$	\$ 917,004.29
Horticulture Head House	5,320.81		5,320.81
<u>Phase I-A</u>			
Bldg. #20 Utility			
21 Industrial Mfg.			
22 Health Science	2,906,750.94		2,906,750.94
23 Data Process			
23A Data Process Add.			
<u>Phase I-B</u>			
Bldg. #24 Media			
25 Food Service	3,316,658.41		3,316,658.41
<u>Phase II-B</u>			
Bldg #30 Utility			
31 Public Svs. Center			
22A Health Science Add			
32 Applied Science			
Other (Misc II-B)	39,207.58	38,419.15	77,626.73
Part I, Footings-Foundations	465,963.09		465,963.09
Part II, Bldg. 30,31,22-A	1,490,359.62	341,974.88	1,832,334.50
Part III, Footings-Foundations	175,338.72	12,689.97	188,028.69
Part IV, Bldg. 32	207,652.69	525,221.88	732,874.57
Part VI, Stu. Svs, Plant Svs	-	29,346.60	29,346.60
TOTAL PHASE II-B	<u>\$2,378,521.70</u>	<u>974,652.48</u>	<u>3,326,174.18</u>
<u>House</u>			
901 Trilein, Ankeny	38,304.65	-	38,304.65
TOTAL BUILDINGS	<u>9,562,560.80</u>	<u>947,652.48</u>	<u>10,510,213.28</u>
II. <u>LAND</u>			
Ankeny Campus	452,112.48		452,112.48
901 Trilein	7,663.64		7,663.64
TOTAL LAND	<u>459,776.12</u>		<u>459,776.12</u>
III. <u>SITE IMPROVEMENTS</u>			
Culverts	6,404.24		6,404.24
Phase II-B, Pt. 5, Park Lot Add	62.70	143,096.96	143,159.66
Sewer System	156,122.67		156,122.67
Gas Distribution	2,660.40		2,660.40
Water Mains	38,308.10		38,308.10
Electric Distributions	61,905.39		61,905.39
Walks, Drives, Parking-Bridge	582,085.17		582,085.17
Signs	9,683.45		9,683.45
Misc. Engineering	14,359.79		14,359.79
Sod & Landscaping-Ankeny	9,096.20		9,096.20
Sod & Landscaping-901 Trilein	472.00	1,094.09	1,566.09
TOTAL SITE IMPROVEMENTS	<u>\$881,160.11</u>	<u>144,191.05</u>	<u>1,025,351.16</u>
IV. <u>INTEREST EXPENSE ON LOAN</u>			
	86,631.25	169,594.11	256,225.36
GRAND TOTAL	<u>\$10,990,128.28</u>	<u>\$1,261,437.64</u>	<u>\$12,251,565.92</u>