

Des Moines Area Community College

Open SPACE @ DMACC

Board of Directors Meeting Minutes

5-27-1976

Board of Director Meeting Minutes (May 27, 1976)

DMACC

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

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

SPECIAL MEETING

MAY 27, 1976

A special meeting of the Des Moines Area Community College Board of Directors was held on May 27, 1976, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa. The meeting was called to order at 6:30 p.m., by the Board President, Max Kreager.

ROLL CALL

Members present: Max Kreager
Maurice Campbell
Cecil Galvin
Harry Bloomquist
Walter Hetzel
Donald Rowen
Eldon Leonard
Harold Welin
Murray Goodman

Members absent: None

Others present: Paul Lowery, Superintendent
Jack Asby, Vice President, Business Management
Irv Steinberg, Controller/Board Secretary
Jordan Ball, Administrative Assistant
Millie Morris Marjorie Cobon
Brenda Landry Don Kerr
Helen Minor Tom Dart
Pauline Van Wyk Leonard Bengtson
Velma Stanley Don Rhead
Dorothy Thornton Rus Slicker
Sharon Van Tuyl Joe Borgen
Faune Husted Mrs. Harold Welin

PROPOSAL BY
SECRETARIAL/
CLERICAL ASSN.

A presentation was made by Brenda Landry, Chairperson of the Proposal Committee, DMACC Business Association, proposing the following salary-fringe benefits for the DMACC secretarial/clerical staff for FY77:

1. 15% salary increase, not to include fringe benefits.
2. 15¢ per hour increase for full-time/part-time employees.
3. Annual vacation benefits equal to those granted all instructional and professional employees.
4. Continuation of one personal/business day, not to be taken as vacation or sick leave.
5. Continuation of sick leave benefits - 15 days annually.
6. Health and life insurance benefits equal to those provided to all other DMACC employees.

A report was given by Jordan Ball concerning the study presently in progress by the Administrative/Secretarial-Clerical Evaluation Committee in preparing a salary grade structure, with policies and procedures to cover all secretarial/clerical positions at Des Moines Area Community College. The proposal by this committee is anticipated to be presented to the board at the July 1976 meeting.

STATUS OF STUDENT CONSTRUCTED HOUSE AT CARROLL
Superintendent Lowery reported that an appraisal had been received from Home Federal Savings and Loan Association at Carroll, Iowa, estimating the value of the Carroll student constructed house in the range of \$41,000 to \$44,000. He further stated that legal advise is being soliciated prior to a recommendation to the board on the procedure in offering this house for sale a second time.

PURCHASE OF LOTS AT CARROLL
Superintendent Lowery noted that it appeared no problems existed with building restrictions on the lots at Carroll and that in accordance with prior board action the offer to buy these lots will be submitted to the owner.

TERMINATION OF CONTRACTS OF CIVIC PERSONNEL
It was moved by M. Campbell, seconded by D. Rowen, that the contracts with CIVIC instructors Charles Roush and Ken Johnson be terminated, effective June 30, 1976, and that said staff members be so advised of this termination as required under the conditions of their existing contracts. Motion passed.

REVIEW OF PROPOSED BUDGET FY77
A sixty-five (65) page detail of the proposed FY77 general fund budget was distributed to the board by Superintendent Lowery, who, together with Jack Asby, reviewed the budget document and supporting data. Action on the proposed budget was deferred until the special board meeting set for June 1, 1976.

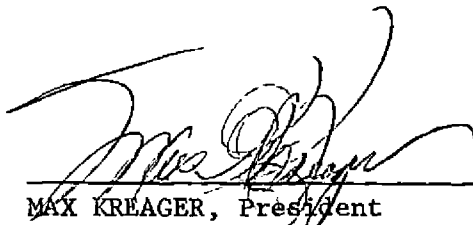
EXECUTIVE SESSION
It was moved by D. Rowen, seconded by C. Galvin, that the board go into executive session to discuss salary adjustments. Motion passed and all visitors were excused from the meeting at 9:00 p.m.

RECONVENE OF MEETING
The special board meeting reconvened at 9:15 p.m. All board members present prior to the executive session were again present.

ADJOURNMENT
It was moved by C. Galvin, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting adjourned at 9:20 p.m.



IRV STEINBERG, Secretary



MAX KREAGER, President

May 27, 1976

The Secretarial/Clerical Association has voted to submit the following proposal to the Des Moines Area Community College Board of Directors:

1. 15% salary increase, not to include fringe benefits.
2. 15¢ per hour increase for full-time/part-time employees
3. Annual vacation benefits equal to those granted all instructional and professional employees.
4. Continuation of one personal/business day not to be taken as vacation or sick leave.
5. Continuation of sick leave benefits - 15 days annually.
6. Health and life insurance benefits equal to those provided to all other DMACC employees.

Memorandum

des moines area
community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE May 14, 1976

TO DMACC Board Members Location

FROM Brenda Landry, Chairperson, Proposal Committee Education
Secretarial/Clerical Organization

RE:

Attached is a survey comparing secretarial/clerical 1975-76 salaries with public institutions and private companies within this area except for Eastern Community College which is in Davenport. (We tried to obtain Kirkwood Community College's job descriptions and salary range; however, there wasn't anything available for our use.)

The chart indicates job titles, present salary paid at DMACC, present salary for similar position existing at public institutions and/or private companies. The differences in salaries are indicated in the "% more or less" column by "+" (percentage public institution and/or private company pays more for similar position than DMACC), or "-" (percentage DMACC pays more than the public institution or private company for similar position).

TITLE	DMACC	City of Des Moines	% more or less	Eastern Comm. Col.	% more or less	Des Moines Schools	% more or less	DM Area Survey all types	% more or less	DM Area Survey Bnk, Ins, Fin	% more or less	Polk Co. Wage Survey	% more or less
Clerk I	5,269	5,588	+6.1	4,680	-12.5	4,784	-10.1	5,096	-3.4	4,888	- 7.8		
Key Punch Op II	5,560	6,583	+18.4					5,980	+7.6	5,668	+ 1.9	6,926	+24
Clerk III	5,852	5,809	- .7					7,020	+19.9	6,552	+11.9		
Clerk II	5,560							5,876	+5.7	5,460	-1.8		
Secretary I	6,144			4,908	-25.	5,382	- 14.	6,240	+1.5	6,292	+2.4		
Secretary II	7,020	7,872	+12.1			6,292	-11.6	7,332	+4.4	6,292	-11.6	7,800	+11.
Secretary III	7,312					7,306	- .1	8,424	+15.2	8,580	+17.3		
Secretary IV	8,187	8,204	+ .2									9,672	+18.
Acct. Clerk I	5,560			5,616	+1.0								
Acct. Clerk II	5,852	6,878	+17.5	5,844	- .14								
Corres. Secr.	6,144							6,188	+ .72	6,084	-.99		
Records Clerk	5,269											5,304	+ .60
Bookkeeper II/ Payroll Spec.	7,895											8,133	+ 3.0
Duplicating Machine Op.	5,853											7,030	+20.1



**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Paul Lowery, Superintendent

Board of Directors

Max W. Kreager, President

Harry Bloomquist

Maurice Campbell

Cecil R. Galvin

Murray Goodman

Walter Hetzel

Eldon Leonard

Donald P. Rowen

Harold F. Welin

NOTICE OF SPECIAL BOARD MEETING

DATE: May 27, 1976

TIME: 6:30 P.M.

PLACE: Building #31 - Room 3115 - Ankeny Campus

PURPOSE: Presentation of budget for school year 1976-77.
Consideration of contracts for members of CIVEC staff.

DMACC
BUDGET PROJECTIONS
FY 1976--FY 1978

INCOME	FY 1976	FY 1977	FY 1978
REVENUE			
Fees	\$ 120,000	\$ 135,000	\$ 141,500
Tuition	2,216,000	2,343,000	2,436,500
Property Tax	1,308,770	2,093,771	1,664,200
General Aid	3,993,500	4,553,243	4,917,500
Vocational Aid/State	894,000	894,000	894,000
W/S Funds-State	36,000	22,400	36,000
Equipment Replacement	225,000	225,000	225,000
Grants	8,000	-0-	10,000
Voc. Aid-Federal	481,253	481,000	481,000
Special Needs	134,000	134,000	134,000
W/S Federal	76,000	54,400	76,000
Adult Basic	131,000	105,000	105,000
Other Miscellaneous	191,000	182,000	150,000
Unrestricted Fund Balance	-0-	915,786	360,995
Other Extraordinary	787,305		
Sub-Total	\$10,601,828	\$12,138,600	\$11,631,695
Function 4 - CIVIC - A/O	1,640,000	824,432	824,432
Total Income	\$12,241,828	\$12,963,032	\$12,456,127
EXPENSES			
Salaries & Other Fringe			
Benefits	7,060,000	8,530,736	9,213,194
Contracted Services, Materials, Supplies and Travel, Capital Outlay	1,995,042	2,459,564	2,705,520
Extraordinary Expenses	631,000	787,305	240,000
Sub-Total	\$ 9,686,042	\$11,777,605	\$12,158,714
Function 4	1,640,000	824,432	824,432
Total Expenses	\$11,326,042	\$12,602,037	\$12,983,146
Carryover Surplus or Deficit	\$ 915,786	\$ 360,995	\$ (482,019)
w/o Student Growth after FY-77			\$ (606,244)
Enrollment Projection	6800 F.T.E.	7205 F.T.E.	7600 F.T.E.

ANNOTATIONS

FY 1976

Income

All income items are updated and revised as of 5/26/76 to reflect the most current revenue expectations. Revised tuition income based on actual receipts first three quarters projected through summer quarter. Revised, other miscellaneous reflects additional federal revenue from Dental Hygiene, Nurse Capitation and Adult Education.

Extraordinary income in the special loan monies to be received from the state this year. The amount of \$787,000 is calculated on latest property of State Comptroller.

Expenses

All expense items have been adjusted to reflect the actual anticipated expenses for the year rather than the budgeted allocations.

The extraordinary expense items includes \$520,000 to cover the accrued deficit from FY 1975, \$40,000 for the science lab at the Urban Center, \$26,000 for relocation of the CEC, and \$45,000 for additional equipment replacement.

FY 1977

Income

Income projections are based upon an enrollment of 7205 F.T.E.

The property tax includes the regular 3/4 mill levy of \$1,570,000 plus tort of approximately \$11,000, Appeal Board restrictions of \$398,000 plus loan in the amount of \$787,000.

The Unrestricted Fund Balance represents anticipated FY-76 income in excess of FY-76 expenditures.

Expenses

Salaries were calculated using the parameters established by the Board on March 22. Other object expenditure items were increased by approximately 10% over FY 1976 levels. Exceptions were made for utilities, postage, insurance, etc. Approximately \$115,000 was allocated to starting and planning new career offerings. The extraordinary expense item is to repay the loan.

FY 1978

Income

Income projections are based on a student enrollment of 7600 F.T.E.

Property Tax is calculated using a 6% inflation growth on prior year level.

General Aid is calculated using an 8% inflation growth on prior year level.

Unrestricted Fund Balance will vary depending on minimum or maximum revenues from prior year.

Expenses

All budget items except salaries are incremented for inflation at the 10% level from prior year. Salaries at 8%.

Extraordinary expense includes cost previously associated with Function 4 activities being assumed into the regular operating budget.