

Des Moines Area Community College

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Board of Directors Meeting Minutes

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1-10-1977

### **Board of Directors Meeting Minutes (January 10, 1977)**

DMACC

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

REGULAR MEETING

JANUARY 10, 1977 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on January 10, 1977 at the Urban Center, 5th & College, Des Moines, Iowa. The meeting was called to order by Board President, Walter Hetzel, at 5:30 p.m.

ROLL CALL

Members present: Harry Bloomquist  
Maurice Campbell  
Walter Hetzel  
Max Kreager  
Eldon Leonard  
Don Rowen  
Walter Stover  
Harold Welin

Members absent: Murray Goodman

Others present: Paul Lowery, Superintendent  
Irv Steinberg, Board Secretary/Controller  
Various other DMACC staff and students and  
interested community residents and  
news media staff

APPROVAL OF  
MINUTES

It was moved by W. Stover, seconded by H. Welin, that the minutes of the regular board meeting held December 13, 1976 be approved as presented. Motion passed.

DISCUSSION OF  
URBAN CENTER  
IMPROVEMENTS

Urban Center students David Pickett, Fran Bobzin, and E. Benny and instructor David Palmer expressed to the Board their concern over the need for an improved facility for the Urban Center.

RECESS

It was moved by M. Kreager, seconded by D. Rowen, that the meeting be recessed for a dinner break. Motion passed and the meeting recessed at 6:45 p.m.

RECONVENE OF  
MEETING

The regular board meeting for January was reconvened at 8:25 p.m. at the same location as previously held. All those present prior to the recess were again present at this time, in addition to other interested students and local residents.

CONTINUATION OF  
DISCUSSION CON-  
CERNING AN IM-  
PROVED FACILITY  
FOR THE URBAN  
CENTER

The Board listened to additional comments from various individuals present, who supported action being taken to acquire an improved physical facility for the Urban Center. Chief spokeswoman for the group was Sister Margaret Toomey, who also was assisted in the presentation by Rev. George Cottay, Rev. James Kiernan, Ray Wessel, Ethelene McCarrell, Jan Lyle, Bill Brownell, Doris Tucker, and Clive DePatten. The discussion on this subject was ended with each Board member present commenting as to their personal concerns toward an improved Urban Center facility.

APPROVAL OF  
COLLEGE  
OBJECTIVES  
FOR FY78

It was moved by D. Rowen, seconded by M. Kreager, that the twenty-three (23) proposed College Objectives for FY78, as shown on the listing attached hereto and made a part of these minutes, be approved as presented. It was further moved by H. Bloomquist, seconded by D. Rowen, that Objective #24 be added, stating that an improved system of inventory control be devised. An additional motion was made by E. Leonard, seconded by M. Kreager, that Objective #25 also be added stating that the college will place an average of 90% of the career education graduates responding to a placement survey. All three of the above listed motions passed.

APPROVAL OF  
NEW PERSONNEL

It was moved by D. Rowen, seconded by W. Stover, that employment be offered to the following personnel as indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Richard A. Silver	Machine Shop, CIVEC	\$ 15,376	12-28-76
Nora Sisson	ADN, Ankeny	10,400	12-13-76

Motion passed.

APPROVAL OF  
LEAVES OF  
ABSENCE WITHOUT  
PAY

It was moved by E. Leonard, seconded by D. Rowen, that the following leaves of absence without pay be approved:

Barbara Stennes, Secretarial Instr., 1 yr., commencing Nov. 18, 1976.  
Raetta Kopaska, Duplicating Room Supvr., 10 days, Nov. 24-30 and  
December 1, 2, 3, 9 and 10, 1976.  
Rosemary Devine, Business Occupations, CIVEC, 1 day, December 30, 1976.  
Richard Byerly, Research & Development, commencing January 10, 1977  
for the duration of the legislative session.

Motion passed.

FINAL ACCEPTANCE  
OF CONTRACT 2,  
PHASE IIB,  
PART 7

It was moved by M. Kreager, seconded by M. Campbell, that Phase IIB, Part 7, Parking Lot J and miscellaneous work, Contract 2---Lighting, be accepted as final and that final payment of \$851.20 be paid to the contractor, Baker Electric, Inc., thirty days from this date, subject to the completion of the punch list and other requirements as stated in letter dated December 16, 1976 from Veenstra & Kimm, a copy of which is attached hereto and made a part of these minutes. Motion passed.

EMPLOYMENT OF  
CONSULTANT FOR  
COMPLETING BASE  
SALARY PLAN FOR  
AUXILIARY  
SERVICES STAFF

It was moved by M. Kreager, seconded by E. Leonard, that approval be given to employment of Davidson Associates as consultants for developing a base salary program for approximately forty (40) auxiliary services employees and integrating the program with existing college programs for other type staff personnel, with cost of such services not to exceed \$8,900 plus any out-of-pocket expenses, with specific details of proposed services and expenses enumerated in a letter of agreement dated November 30, 1976, a copy of which is attached hereto and made a part of these minutes; and that Supt. Lowery be authorized to sign said letter of agreement. Motion passed.

RE-OFFER OF  
STUDENT BUILT  
HOUSE FOR SALE

It was moved by D. Rowen, seconded by M. Campbell, that the student constructed house, located at 906 SE Wanda Drive, Ankeny, heretofore authorized by resolution during the regular board meeting on September 13, 1976 to be sold to the highest bidder, and again restated to be so offered for a second time by motion made at the regular board meeting held December 13, 1976, be again offered for sale on the same basis, with sealed bids to be received on February 11, 1977, no later than 2:00 p.m., at which time they will be opened publicly and read aloud in the office of Lundstrom Realty, located at 104 E. First Street, Ankeny, Iowa. The Secretary of the Board of Directors is further directed to give notice of said bid letting as required by law. Motion passed.

APPOINTMENT OF  
MEMBERS TO  
ADVISORY  
COMMITTEES

It was moved by M. Campbell, seconded by M. Kreager, that members be appointed and/or reappointed to advisory committees as indicated on the listings attached hereto and made a part of these minutes, with the exception of Russ Friedrich to be deleted from the Criminal Justice Advisory Committee. Motion passed.

CONSIDERATION OF  
REVISING BOARD  
POLICY CONCERNING  
ALCOHOL ON CAMPUS

It was moved by M. Campbell, seconded by E. Leonard, that any consideration to a revision of the existing board policy concerning the use of alcohol on campus be deferred until the regular meeting in February. Motion passed.

DESIGNATION OF  
TIME AVAIL-  
ABILITY AT  
BOARD MEETINGS  
FOR PUBLIC  
COMMENTS

It was moved by D. Rowen, seconded by M. Campbell, that time be allocated at regular board meetings from 5:30 till 6:30 p.m., as needed, for public comments. Motion passed.

RESCHEDULING  
OF SPECIAL  
BOARD  
MEETING

Board President Walter Hetzel set Monday, January 24, 1977, Building #25, Room 2503A, Ankeny campus, 7:00 p.m., as the time and place for the special board meeting previously scheduled for December 20, 1976 and which was cancelled due to lack of a quorum. The meeting will be for informational purposes concerning the administrative structure and business operations.

SPECIAL MEETING  
SET FOR BUDGET  
REVIEW & APPROVAL

A special meeting for the purpose of considering a tentative budget for FY78 and setting a date for a public hearing on said budget was scheduled for 5:30 p.m., Building #31, Room 3115, Ankeny campus, on Monday, February 28, 1977.

CLAIMS AND  
ACCOUNTS

It was moved by E. Leonard, seconded by M. Campbell, that the claims and accounts as presented be approved for payment. Motion passed.

DISCUSSION  
CONCERNING  
AWARD OF SIGN-  
AGE CONTRACT

Representatives from three local sign companies (Beryl Coulson, owner of Coulson Sign Company, Ankeny; Mark Baty, owner of Baty Art & Sign Company, Des Moines; and Ted Dyer, General Manager of Quick Sign Company, Des Moines) presented their concerns to the Board in what they felt were possible improprieties in bids received for a signage project, suggesting possible collusion and/or price fixing between the two companies who submitted bids for this project, which might have resulted in the Board innocently awarding a contract for an amount in excess of what might otherwise been possible.

A motion was made by D. Rowen, seconded by E. Leonard, that the legal counsel of the college be requested to investigate the allegations and recommend to the Board any further appropriate action which should be taken in this matter. Motion passed.

EXECUTIVE  
SESSION

It was moved by E. Leonard, seconded by M. Campbell, that the Board go into executive session for a strategy meeting of a public employer to discuss confidential reports relating to employee negotiations which, if released, would give advantage to others and serve no public purpose, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed unanimously and the Board went into executive session at 11:25 p.m.

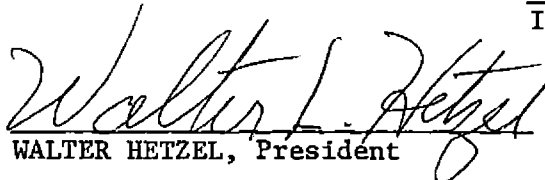
RECONVENE OF  
REGULAR  
MEETING

The regular board meeting reconvened at 12:50 p.m. at the same location as previously held. All board members present prior to the executive session were again present in addition to Supt. Lowery, Don Rhead, Jordan Ball, and Eugene Snyders.

ADJOURNMENT

It was moved by E. Leonard, seconded by D. Rowen, that the meeting be adjourned. Motion passed and the meeting adjourned at 1:00 a.m. Board members were reminded of the special meeting set for January 24, 1977, with a regular meeting on February 14, and a special meeting on February 28.

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

  
\_\_\_\_\_  
WALTER HETZEL, President

3

COMMUNITY'S WANTS

- 1) WE WANT A COMMITMENT TO A NEW URBAN CAMPUS WITH PLENTY OF SPACE so as not to limit the programs intended for our community.
  
- 2) WE WANT A COMMITMENT TO KEEP THE URBAN CAMPUS WITHIN THE NEAR-NORTH SIDE. The emphasis of the Urban Campus is towards the non-traditional minority low-income student. The near-north side location will continue to keep the emphasis toward it's cross-cultural intention plus give the community that has been involved the most access to the Urban Center.
  
- 3) WE WANT A COMMITMENT FROM THE BOARD FOR A DECISION NOW TO SUPPORT in principle, the previous two demands.

*Steinberg*



**des moines area  
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Paul Lowery, Superintendent

Board of Directors

Walter Hetzel, President

Harry Bloomquist

Maurice Campbell

Murray Goodman

Max W. Kreager

Eldon Leonard

Donald P. Rowen

Walter Stover

Harold F. Welin

### NOTICE OF SPECIAL BOARD MEETING

- DATE: January 24, 1977
- TIME: 7:00 P. M.
- PLACE: Building 25 - Room 2503A - Ankeny Campus
- PURPOSE:
1. Consideration of Collective Bargaining Agreement with faculty association.
  2. Presentation of Administrative and Business Functions by college staff.

*Prepare  
controllers  
remarks*

SPECIAL BOARD MEETING  
REPORTS ON COLLEGE OPERATIONS

Purpose To introduce board members to and develop board understanding of the administrative organization and business operations of Des Moines Area Community College

SPECIAL MEETING

Date Monday, January 24, 1977, 7:00 p. m. , Room 2503A

Topics I. Administrative Structure

- a. Overview of organizational chart and administrative personnel - Paul Lowery
- b. Personnel Functions - Don Rhead
- c. College Relations Office - Tom Clarkson
  1. News Services
  2. Publications
- d. Research and Development - Ron McClurg
  1. Grants
  2. Foundation
  3. Alumni Association
- e. Management Information Systems - Larry Wood

II. Business Operations

- a. Introduction - Gene Snyders
- b. Accounting, Payroll and Budgeting Functions - Irv Steinberg
- c. Bookstore - Joe Morr
- d. Purchasing, Receiving, Mail Delivery and Inventory - Leo Michels and Bob Mann
- e. Food Service, Duplicating and Word Processing - Gene Snyders
- f. Physical Plant - Don Zuck
- g. Summary/Observations/Questions - Gene Snyders



DES MOINES AREA COMMUNITY COLLEGE  
Regular Board Meeting  
Monday, January 10, 1976 - 5:30 P.M.  
Urban Center

5:30 P.M. TOUR OF URBAN CENTER

6:00 P.M. PRESENTATIONS AND DISCUSSIONS CONCERNING URBAN CENTER

6:45 P.M. DINNER - HOLIDAY INN DOWNTOWN

8:30 Revenue  
7:45 P.M. CALL TO ORDER OF REGULAR MEETING AT URBAN CENTER

1. APPROVAL OF MINUTES - December 13 regular meeting *Stover 2d Wdlin*

2. REPORTS

- a. ICASB - Kreager *\$2.9 Million increase in funding proposed*
- b. Mid-Iowa Computer Center - Hetzel *ed meets 1-19-77*
- c. Area Superintendents - Lowery
- d. Legislation (breakfast)
- e. Registration status - Winter Quarter 1976-77 - Ankeny & Urban
- f. Joint Conference on Labor Education - Rowen
- g. Monthly Financial
- h. Negotiations for School Year 77-78

3. COMMUNICATIONS

- a. An appraisal of the Bishop Drumm Home located at 14th and Clark, Des Moines, was presented and suggested as a possible new location for the Urban Center by an Urban Community Group.

4. UNFINISHED BUSINESS

- a. Consideration of Management by Objectives for FY78. *25 objective*

*D. Bowen, 2d M. Kreager - w. Stover was involved in budget - & knowledge of Cat*

5. NEW BUSINESS

a. New Personnel

- (1) Richard Adrian Silver, Machine Shop instructor, CIVEC
- (2) Nora Sisson, ADN instructor, Ankeny.

b. Leave of Absence Without Pay

- (1) Barbara Stennes, Secretarial instructor, 1 yr. *following child birth* commencing Nov. 18, 1976
- (2) Raetta Kopaska, Duplicating Room Supvr., 10 days, Nov. 24-30 and December 1, 2, 3, 9, and 10, 1976
- (3) Rosemary Devine, Business Occupations, CIVEC, 1 day, Dec. 30, 1976
- (4) Richard Byerly, Research & Development, commencing January 10, 1977 for duration of legislative session.

- c. Final acceptance of Contract 2 - Lighting, Parking Lot J, Phase IIB, Part 7, with Baker Electric, Inc. The amount of \$851.20 is to be paid within 30 days, subject to the completion of the punch list.

- d. Consideration of employment of consultant for the purpose of completing the salary administration plan for the Auxiliary Services group and integrating this group with the plan already completed by Ernst & Ernst for the administrative group and secretarial/clerical group. *per proposal attached - author's presentation*

- e. Consideration of bids on student built house located at 906 SE Wanda Drive, Ankeny. *Rowen, 2d Campbell*

OK. delete per Frederick & E. Leonard

M. Campbell, & M. Krueger

5. NEW BUSINESS (continued)

- f. Appointment of members to advisory committees.  
*& re appointments per listing attached later*
- g. Consideration of revising the existing board policy concerning the use of alcohol on campus to permit the consumption of beverages of alcoholic content in connection with the instruction program only. This would permit the use of alcoholic beverages in bartending classes and the serving of same with the gourmet meals prepared by our students in the Food Service program.

5  
1300 yr.  
license

- M. Campbell & E. Leonard  
defer to next month's meeting

6. OTHER

- a. Consideration of period of time to be set aside at each regular board meeting for public comments. *Proposed 5:20-6:30 be used as needed for public comments*
- b. Consideration of trip to visit some existing community colleges in Illinois.
- c. Rescheduling of three special meetings. *Jan 24 1977 - Special help*

supp @ GA1 BWT

7. PRESENTATION OF CLAIMS AND ACCOUNTS

8. ADJOURNMENT

E. Leonard  
& M. Campbell

Feb 28th special meeting for budget review

E. Leonard - Exec Session 1/25  
- M. Campbell

u

# Davidson Associates

Mailing address: P.O. Box 5115, Des Moines, Iowa 50306

Offices: 320 Hubbell Building Phone: (515) 243-6144

November 30, 1976

Mr. Paul Lowery, Superintendent  
Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021

Dear Mr. Lowery:

The purpose of this letter is to outline the Davidson Associates proposal for developing a Base Salary Program for approximately 40 Auxiliary Services employees at the College and integrating the program with existing College programs for Administrative, Professional Services, Secretarial/Clerical and Physical Plant employees.

We propose to carry out all steps listed under "Specific Responsibilities" in your Request for Proposal, and in addition, since all salaries should be competitive externally as well as equitable internally, we would conduct a survey, both locally and at least regionally, to determine current rates for similar positions in other institutions and in other communities. We see no problem with completing the project by June 1, 1977 as outlined in the RFP; our schedule below indicates completion by April 30, 1977, but we expect to be finished even before that date.

1. Professional capabilities of Davidson Associates to successfully complete the project:

While we will no doubt be calling upon other associates to provide support services, the primary work on this project would be conducted by two senior members of our staff: George F. McCormick and myself. Mr. McCormick was an officer and director of personnel and training for Dial Financial Corporation until he elected early retirement to engage in consulting activities. He had spent 38 years with Dial, joining its management training program right from Drake University. For seven of those years, he reported to me in my capacity as Vice President and Director of Operations, so we have worked together for a total of 14 years. Together we have been responsible for installing numerous salary programs for Dial's 2,000 employees. The most sophisticated, which Dial continues to use, is a plan based on the Edward N. Hay system of point totals. For the past three years, as executive assistant to the General Manager of Northwestern Bell Telephone Company's Iowa operations, I was active in reviewing and making recommendations regarding that firm's salary program for 8,000 Iowa employees. My consulting activities have involved me in other salary programs for educational and service institutions. Thus, we are familiar with a broad range of salary plans and have in-depth knowledge of the most sophisticated of them.

2. Specific procedures and instruments to be used.

While we intend to use a job analysis questionnaire for Auxiliary Services employees to complete, we would like to spend some interviewing  
(more)

time with at least one representative of each position. Though this is more arduous and time-consuming than relying on the questionnaires, we have found that interviewing is more desirable for accurate job descriptions. Also, we propose to conduct a survey of salaries paid for similar positions elsewhere. We would be pleased to use sources the College has already developed along with our own national, regional and local sources. The selection of a measurement instrument is a complex consideration in this case because the College has developed its other salary plans with certain systems. We would prefer an all-embracing, sophisticated system because it provides expandability for the future and flexibility for contingencies (even as input for appropriate assignment of personnel and for evaluation of potential).

However, because all other salary groups have already been evaluated, it would seem more practical to use the same or very similar measurement instrument on this project and we are willing to do so. This has the added advantage of reducing the amount of time we would need to spend and thus the cost to you.

### 3. Schedule of milestone activities.

We would be ready to begin the project on January 3, 1977 or perhaps earlier.

<u>Project Phase</u>	<u>Beginning Date</u>
Defining and planning project	January 3, 1977
Administering job analysis questionnaires and personal interviews	January 10
Development of uniform job descriptions	February 1
Conducting outside survey	February 1
Development of base salary schedule	March 1
Evaluation Auxiliary Services positions	March 15
Analyzing other base salary schedules	April 1
Development of uniform salary schedule	April 15
Reviewing and editing Policy Manual	April 25

Target date for completion of the project: April 30, 1977.

### 4. Budget and fee payment schedule.

Our fees are based on the amount of time spent multiplied by the daily or hourly rate of the staff member doing the work, ranging from \$25 to \$50 per hour. Phase 1 of the project (preparing the schedule for 40 Auxiliary Services employees) is predictable and therefore no problem to estimate costs. Phase 2 (the possible consolidation into a uniform salary schedule for the College) depends upon the need for changes in your current schedules to make integration feasible. If we assume only moderate changes necessary, we estimate Phase 2 can be completed in no more than 17½ working days. Using this assumption and also assuming your people will handle the coordination of appointments so there will be no "waiting time," and will provide timely data and information as needed so as to facilitate the smooth completion of this project, we estimate that within the parameters outlined in this letter of proposal, Davidson Associates could complete the entire project for a cost of no more than \$8900, plus any out-of-pocket expenses. (Other than cost of (more)

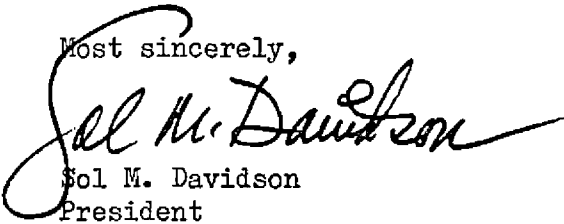
page 3....Mr. Lowery

printing any reports, forms or schedules, we do not foresee any additional expenses.) If it takes us fewer working days than estimated, the fee quoted above will be reduced to the exact amount of time spent. While other payment options can be arranged, we suggest that we bill the College for one-third of the fee at February 15, one-third at April 1 and the final third at the conclusion of the project.

We should state our firm's self-imposed philosophy: we like to leave "tracks" behind us by training the client's own personnel to carry on after the installation stage without having to go to outsiders constantly. This training does take additional time as the project is being carried out, but we believe it is time well-spent for the long-range advantage of the client.

Because we believe the College is one of Iowa's finest institutions, we look forward to making whatever contribution we can toward its betterment; we also look forward to the possibility of working with you.

Most sincerely,



Sol M. Davidson  
President

Upon fourteen (14) days written notice, either party to this agreement may terminate all services, with payment to be made through the final day of the notice period.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

---

PAUL LOWERY, Superintendent  
Des Moines Area Community College

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SOL M. DAVIDSON, President  
Davidson Associates

# Memorandum

## des moines area community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE December 8, 1976

TO Paul Lowery Location

FROM Eldon Bergstrom Location

RE: Sol Davidson - Reference Contacts

Mr. Ed Glazer - Chairman of the Board, Dial Finance

Mr. Glazer confirmed that Mr. Davidson had been employed by Dial Finance for about 10 years. He left the company 3 or 4 years ago.

His work was primarily in Personnel Training. He developed most of the training manuals the company is using. During this time he worked with the Edward N. Hay & Associates from Chicago in implementing the salary schedule they developed for Dial. The actual development work was done by Hay & Associates.

Mr. Glazer felt that Mr. Davidson would work hard at this proposal and give full measure to the task before him. He did not feel he could give an opinion as to quality of work to expect since he had never seen his work in this specific area.

Mr. William Stauffer - Vice President & Chief Executive Officer -  
State of Iowa, Northwestern Bell Telephone Co.

Mr. Stauffer was very positive about the quality of work Mr. Davidson had produced for Bell Telephone. The work he had been involved with was development of basic training materials and instructor selection. He had not worked in the area of employer benefits but Mr. Stauffer knew of the contacts he had made with Edward N. Hay Associates and offered the opinion that he would be capable of working in this area.

Mr. Davidson was described as having the ability to carry through on what he starts, able to meet timelines he sets for himself, strong on his interpersonal relationships and innovative in handling new concepts.

tl

RECEIVED  
DEC 8 1976  
SUPP'S OFFICE

Recommend the appointment and/or reappointment of members to serve on the Program Advisory Committees as follows:

<b>Advisory Committee</b>	<b>New</b>	<b>Reappointment</b>
<b>Human Services</b>	<b>All members</b>	
<b>Community Journalism</b>	<b>Vince Giannoble Jackie King</b>	
<b>Criminal Justice</b>	<b>Ben Yarrington Russ Friedrich Jim Wacker Trish MacRae Harlow Jeff Hanover</b>	
<b>Fire Science</b>	<b>Kenneth Danley</b>	
<b>Pre-Teacher Associate</b>	<b>Judy Ross</b>	<b>Harland Hayek Richard Wiederholt Gwendolyn Norris</b>
<b>Legal Assistant</b>	<b>All members</b>	

DES MOINES AREA COMMUNITY COLLEGE  
HUMAN SERVICES ADVISORY COMMITTEE

Fall, 1976

Three-Year Term

Elizabeth Turner  
University of Iowa School of Social Work  
2830 University  
Des Moines, Iowa 50311 277-3410

Max Schott  
Personnel Officer  
Woodward State Hospital School  
Woodward, Iowa 50276 438-2600

Barnett Devine  
Day Treatment Center  
Veterans Administration Hospital  
30th and Euclid  
Des Moines, Iowa 50310 255-2173

Two-Year Term

John Barber (DMACC Human Services Graduate)  
Income Maintenance East District Office  
Polk County Dept. of Social Services  
Box 756  
Des Moines, Iowa 50303

Ann Schrader  
Mental Health Nurse Clinician  
Iowa Luthern Hospital  
University at Penn  
Des Moines, Iowa 50316 283-5720

Dr. Stan Haugland, Director  
Alcoholism Treatment Program  
Iowa Methodist Hospital  
1200 Pleasant  
Des Moines, Iowa 50308 283-6731

One-Year Term

Phil Chard  
Social Services Department  
Iowa Luthern Hospital  
University at Penn  
Des Moines, Iowa 50316

Geneva Hawk  
Division of Management & Planning  
Iowa Dept. of Social Services  
Farm Bureau Building, 8th Floor  
Des Moines, Iowa 50309 247-4355

DPI Consultant:  
Sally Ihne, Area Schools  
Department of Public Instruction  
Grimes State Office Building  
Des Moines, Iowa 50316



DES MOINES AREA COMMUNITY COLLEGE  
COMMUNITY JOURNALISM ADVISORY COMMITTEE

Fall, 1976

Three-Year Term

Marilyn Sealine, Promotion Manager  
Iowa State University Press  
South State Avenue  
Ames, Iowa 50010

James Wilson  
General Manager  
Herald Publishing Company  
515 North Main Street  
Carroll, Iowa 51401

New -Vince Giannoble  
Metro Shopper  
Highway 69  
Des Moines, Iowa

Two-Year Term

William Wilcox  
The Madrid Register-News  
102 South Main  
Madrid, Iowa 50156

Dick White  
News Editor  
Record-Herald & Indianola Tribune  
Box 259  
Indianola, Iowa 50125

New. -Jackie King (DMACC Community Journalism Graduate)  
KSO  
3200 Broadway  
Des Moines, Iowa 50317

One-Year Term

Gary Alban, Publisher  
Ogden Reporter  
Ogden, Iowa 50212

John Gorman  
1122 Court Avenue  
Winterset, Iowa 50273

Keith Hawk  
News Editor  
Box 272  
Knoxville, Iowa 50138

DES MOINES AREA COMMUNITY COLLEGE  
CRIMINAL JUSTICE ADVISORY COMMITTEE  
Fall, 1976

Three-Year Term

Captain William Zinzer  
Des Moines Police Department  
East First & Court Avenue  
Des Moines, Iowa  
Phone: 283-4853

Sheriff John Stark  
Story County Sheriff's Office  
Nevada, Iowa 50201  
Phone: 382-6566

Colonel Edward Dickinson  
Director, Iowa Highway Patrol  
Lucas State Office Building  
Des Moines, Iowa  
Phone: 281-5824  
(Alternate-Major Frank Metzger)

\*Chief Dennis Ballard  
Ankeny Police Department  
Ankeny, Iowa 50021  
Phone: 964-4550  
(Alternate - Andrew Kasper)

Two-Year Term

Mr. Thomas Hopewell (Student in Program)  
Assistant Director  
Bureau of Criminal Investigation  
Lucas State Office Building  
Des Moines, Iowa  
Phone: 281-5138

Gary Ventling  
Chief Probation Officer  
Polk County Juvenile Court  
West 3rd & Court Avenue  
Des Moines, Iowa  
Phone: 284-6270

\*Chief Wayne Woods  
Urbandale Police Department  
9401 Hickman Road  
Urbandale, Iowa  
Phone: 276-1546

One-Year Term

Mr. Ben Yarrington - New  
Assistant Director  
Iowa Law Enforcement Academy  
Johnston, Iowa  
Phone: 278-9357

~~New - Russ Friedrich, Director  
Polk County Sheriff's Dept.  
Special Operations  
615 Cherry Street  
Des Moines, Iowa  
Phone: 284-6280~~

Jim Wacker, Assistant Director - New  
YMCA Boys Home  
Box 39  
Johnston, Iowa  
Phone: 276-3473

New - Trish MacRae Harlow  
Central Iowa Area Crime Commission  
1221 Center Street, Suite #2  
Des Moines, Iowa 50309  
Phone: 283-1521

New - Jeff Hanover, Clinical Psychologist  
Girls State Training School  
Box 181  
Mitchellville, Iowa 50619  
Phone: 967-4236

DES MOINES AREA COMMUNITY COLLEGE

Fire Science Advisory Committee

Three-Year Term

New-Kenneth Danley (Student in Program)  
2706 Tiffin  
Des Moines, Iowa

Gary Wilcox  
Dean of Arts & Sciences  
Des Moines Area Community College  
Ankeny, Iowa 50021

Reynold Hentges  
Assistant State Fire Marshall  
9th & Mulberry  
Des Moines, Iowa

Sally Ihne (Ex officio member)  
Area School Consultant  
Department of Public Instruction  
Grimes State Office Building  
Des Moines, Iowa

Keith Royer (Ex officio member)  
Supervisor  
Fire Service Extension  
Iowa State University  
Ames, IA 50010

Roger Sweet (Ex officio member)  
Field Instructor  
Fire Service Extension  
Iowa State University  
Ames, Iowa 50010

Edsel McMickle  
Fire Chief  
Cedar Rapids Fire Department  
Cedar Rapids, Iowa

Two-Year Term

R. J. Ruby  
Property Underwriting Manager  
Employers Mutual Companies  
717 Mulberry  
Des Moines, Iowa

Douglas Smith  
Associate Dean  
College of Continuing Education  
Drake University  
Des Moines, Iowa

Lee Williams  
Fire Chief  
Des Moines Fire Department  
9th and Mulberry  
Des Moines, Iowa

One-Year Term

Clarence Martin, Superintendent  
Northwest Iowa Technical College  
Sheldon, Iowa

Richard Oggero  
Weitz Company  
607 Locust  
Des Moines, Iowa

Jim Simmons  
Training Officer  
Marshalltown Fire Department  
Marshalltown, Iowa

John Connors  
Secretary  
Iowa Association of Firefighters  
Fire Station #7, 3500 E. 12th  
Des Moines, Iowa

Des Moines Area Community College  
PRE-TEACHER ASSOCIATE ADVISORY COMMITTEE  
Fall, 1976

Three-Year Term

Mrs. Karen Anderson  
Norwalk High School  
Norwalk, Iowa 50211

Mr. Frank Hildreth  
Coordinator of Staff Development  
& Student Teaching  
Des Moines Public Schools  
1800 Grand Avenue  
Des Moines, Iowa 50307

Dr. Bennett Litherland  
Superintendent, Urbandale Schools  
7101 Airline  
Urbandale, Iowa 50322

Two-Year-Term

Dr. Bill Clark  
Assistant Superintendent  
Heartland Educational Agency  
1932 SW 3rd  
Ankeny, Iowa 50021

Mrs. Mary Lou Fritsch  
Central Junior High School  
6th and Clark  
Ames, Iowa 50010

Mr. Lloyd Nelson, Director  
Elementary Education  
Ankeny Community Schools  
420 School Street  
Ankeny, Iowa 50021

One-Year Term

Mr. Harland Hayek, Principal (Reappointment)  
415-7th Street  
West Des Moines, Iowa 50265

Mrs. Gwendolyn Norris (Reappointment)  
Farrar Elementary School  
Rural Route  
Maxwell, Iowa 50161

Mr. Richard Wiederholt (Reappointment)  
Principal, Saydel Schools  
5810 NW 14th Street  
Des Moines, Iowa 50313

Mrs. Judy Ross (Appointment)  
(Graduate of DMACC Pre-Teacher Program)  
318 NE 8th  
Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE

LEGAL ASSISTANT ADVISORY COMMITTEE

Fall 1976

Three-Year Term

Mr. Marvin E. Duckworth - New Attorney-at-Law 100 Central National Bank Bldg. Des Moines, IA 50309 Telephone: (515) 244-0111	New -	Mr. Robert C. Oberbillig, Director Legal Aid Society of Polk Co. 102 East Grand Avenue Des Moines, IA 50309 Telephone: (515) 243-1193
Ms. Sherry Levine - New Legal Assistant 105 Grand P.O. Box 496 Des Moines, IA 50265 Telephone: (515) 274-0428	New -	Ms. Marcia Davis Legal Assistant 1100 Savings & Loan Bldg. 206 Sixth Avenue Des Moines, IA 50309 Telephone: (515) 283-2241

Two-Year Term

Mr. Rex Vincent Roupe - New Attorney-at-Law 105 Grand Avenue P.O. Box 496 Des Moines, IA 50265 Telephone: (515) 274-0428	New -	Mr. W. K. Doran Attorney-at-Law Doran, Doran & Courter Security Bank Building 809 8th Street Boone, IA 50036 Telephone: (515) 432-1355
Mr. Herschel G. Langdon - New Attorney-at-Law 1000 Financial Center Seventh and Walnut Des Moines, IA 50309 Telephone: (515) 244-1116	New -	Mr. Richard Baskerville Attorney-at-Law Swift, Brown & Winick 1200 Register & Tribune Bldg. Des Moines, IA 50309 Telephone: (515) 283-2076

One-Year Term

Ms. Bonnie L. Biermacher - New Legal Assistant Thoma Law Firm 2300 Financial Center Des Moines, IA 50309 Telephone: (515) 243-2300	New -	Ms. Margie L. Byram Litigant Assistant Thoma Law Firm 2300 Financial Center Des Moines, IA 50309 Telephone: (515) 243-2300
Ms. Dixie McGrew - New Legal Assistant Swift, Brown & Winick 1200 Register & Tribune Bldg. Des Moines, IA 50309 Telephone: (515) 283-2076	New -	Ms. Mary Weibel 8511 NW 26th St. Ankeny, IA 50021 Telephone: (515) 964-0993 (Student in Program)

Ms. Georgia Davis  
New - 4117 1st Street  
Des Moines, IA  
Telephone: (515) 280-1513  
(Student in Program)

DES MOINES AREA COMMUNITY COLLEGE  
 CASH POSITION - FINANCIAL REPORT  
 December 31, 1976

	GENERAL & REVOLVING COMBINED FUNDS Ankeny Natl.	BANKERS TRUST CO. Special Plant	Voted Tax & Sinking
<u>CASH IN BANK:</u>			
Balance Forward 12/1/76	\$ 858.89	\$ 913.80	\$900,199.25
Plus Dec. Receipts	1,618,927.87	48,009.00	164,515.49
Less Dec. Disbursements	1,524,785.54	15,760.98	-
Less Journal Disb.	102,356.26	1,039,000.00	133,000.00
Plus Journal Receipts	-	998,076.46	2,840.09
Plus Void Checks	2,060.89	-	-
Cash Balance 12/31/76	(\$5,294.15)	(\$7,761.72)	\$934,554.83
 <u>INVESTMENTS:</u>			
Savings Account (5%)	\$168,001.00	-	-
Total Investments	<u>\$168,001.00</u>	<u>                    </u>	<u>                    </u>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<u><u>\$162,706.85</u></u>	<u><u>(\$7,761.72)</u></u>	<u><u>\$934,554.83</u></u>

NOTES:

1. Plant Fund owes General Fund - \$650,000.00
2. Cash Balance shown in Voted Tax and Sinking Fund is in a 5% Savings Acct.
3. Annual loan payment made to Bankers Trust 12-31-76 of \$1,039,000, shown as disbursement under Special Plant Fund. Final Loan Payment due 12-31-77 of \$1,033,543.

DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT  
DECEMBER 31, 1976

<u>GENERAL FUND EXPENDITURES:</u>	<u>CURRENT WORKING BUDGET</u>	<u>AMOUNT ENCUMBERED</u>	<u>AMOUNT EXPENDED OR RECEIVED</u>	<u>CURRENT WORKING BUDGET BALANCE</u>
Arts & Sciences	\$ 1,614,228	\$ 565,759	\$ 660,044	\$ 388,425
Career Education	4,533,139	1,620,676	1,963,704	948,759
Adult Education	1,612,924	358,813	719,080	535,031
Administration	1,234,438	324,336	605,781	304,321
Student Life	1,285,126	470,504	607,245	207,377
Learning Resources	476,058	122,232	205,914	147,911
Physical Plant	1,123,732	189,389	489,289	445,054
State Loan Payback	699,883	699,883	-	-
Totals --	<u>\$12,579,528</u>	<u>\$4,351,593</u>	<u>\$5,251,057</u>	<u>\$2,976,878</u>

<u>GENERAL FUND RECEIPTS:</u>				
Student Fees	\$ 135,000		\$ 73,553	\$ 61,447
Tuition	2,343,000		1,158,998	1,184,002
General State Aid	4,553,243		2,276,622	2,276,621
Vocational State Aid	894,000		315,880	578,120
State Capital Outlay Approp.	298,370		44,561	253,809
Federal Aid	1,669,516		452,197	1,217,319
Sales & Service	10,000		3,236	6,764
Property Tax - Operations	1,295,035		696,426	598,609
Property Tax - Debt Service	699,883		374,998	324,885
Property Tax - Tort	11,431		6,194	5,237
Other Income	97,000		24,126	72,874
Unrestricted Fund Balance	846,413		846,413	-
Totals --	<u>\$12,852,891</u>		<u>\$6,273,204</u>	<u>\$6,579,687</u>

<u>PLANT FUND EXPENDITURES:</u>	\$2,409,831	\$ 961,510	\$1,448,321	-
<u>PLANT FUND RECEIPTS:</u>	\$ 2,409,831	-	\$1,340,892	\$1,068,939

FOOTNOTES:

General Fund Expenditure Total Published Budget --	\$13,182,590
General Fund Expenditure Total Working Budget 7-1-76	\$12,602,037
Plant Fund Expenditure Total Published Budget --	\$ 2,409,831
Plant Fund Expenditure Total Working Budget 7-1-76 --	\$ 2,409,831

DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT  
DECEMBER 31, 1976

	<u>CURRENT WORKING BUDGET</u>	<u>AMOUNT ENCUMBERED</u>	<u>AMOUNT EXPENDED OR RECEIVED</u>	<u>CURRENT WORKING BUDGET BALANCE</u>
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DES MOINES AREA COMMUNITY COLLEGE  
 CASH POSITION - FINANCIAL REPORT  
 December 31, 1976

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 <u>INVESTMENTS:</u>			
Savings Account (5%)	\$168,001.00	-	-
Total Investments	<u>\$168,001.00</u>	_____	_____
<b>TOTAL CASH &amp; INVESTMENTS</b>	<u><u>\$162,706.85</u></u>	<u><u>(\$7,761.72)</u></u>	<u><u>\$934,554.83</u></u>

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# Memorandum

des moines area  
community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE December 20, 1976  
TO Mr. Lowery  
FROM Don Zuck  
RE: Board Agenda Item for the January 10th Meeting

RECEIVED

Location DEC 21 1976

Location BUSINESS

Please ask the board for a resolution of final acceptance of Contract 2 - Lighting, Parking Lot J, Phase IIB, Part 7, with Baker Electric, Inc. This contract was for the installation of lighting for the parking lot J. The Certificate for Completion by Veenstra & Kimm is attached. We have approved the 90% payment in the amount of \$7660.80 and following board final acceptance of the project, will pay the final 10% of \$851.20 30 days following board action in accordance with Veenstra & Kimm letter dated December 16, 1976.

If there are any questions, please give me a call.

Don Zuck

DZ:mav  
Attach  
cc: ✓ Irv Steinberg



**VEENSTRA & KIMM**  
**ENGINEERS & PLANNERS**

300 WEST BANK BUILDING 1601 22ND STREET  
WEST DES MOINES, IOWA 50265 515-225-8000

12/15/76

December 16, 1976

Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021

Attn: Mr. Don Zuck, Director  
Plant Services

Phase IIB - Part 7  
Parking Lot J and Miscellaneous Work  
Contract 2 - Lighting  
Partial Payment Estimate No. 1 (Final)  
Certificate of Completion

Gentlemen:

Enclosed are two copies of Partial Payment Estimate No. 1 (Final) for the above project. This estimate is for work in accordance with the contract between Baker Electric, Inc. and the Des Moines Area Community College, dated August 9, 1976.

The above estimate shows the lump sum quantity of the completed work. We recommend payment to the Contractor, now, in the amount of \$7,660.80.

We hereby certify the work to be complete and in substantial accordance with the plans and specifications. We recommend that the Board of Directors, Des Moines Area Community College accept the work.

Forty days after the date of acceptance, the final 10% in the amount of \$851.20 is due and payable, provided the Contractor furnishes the College with two copies of Iowa Department of Revenue Form ST-172, duly executed, to show taxes paid on

*30 days complier w/ order.*

*Don Zuck*  
*12/20/76*

RECEIVED  
DEC 17 1976  
PLANT SERVICES

Des Moines Area Community College  
Attn: Mr. Don Zuck

December 16, 1976

-2-

materials and equipment incorporated into the work. Also, provided that the Contractor furnishes the College with Waivers of Lien from all suppliers for materials and equipment incorporated in the work.

By copy of this letter, we hereby notify Baker Electric, Inc. of the above requirements.

Yours very truly,

VEENSTRA & KIMM

By

  
R. F. Erickson

BGR:m

15214-2

Enclosures

cc: Baker Electric, Inc. w/l copy of enclosure  
Resident Inspector w/l copy of enclosure

Steinberg

DES MOINES AREA COMMUNITY COLLEGE

BOARD OF DIRECTORS MEETING

JANUARY 10, 1977

Following is a brief unofficial summary of the matters discussed and the action taken at a regular meeting of the Board of Directors of the Des Moines Area Community College. The meeting was held Monday, January 10, 1977, Urban Center.

Please note that decisions are not final until the Board has approved the official minutes at its regular meeting.

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

Reports

Max Kreager reported on the monthly meeting of the Iowa Council of Area School Boards at which time Dr. Benton gave strong indication that the financial picture would be extremely tight during the next two years.

Supt. Lowery reported that twelve (12) legislators attended a breakfast on campus at which time lively discussion was engaged concerning the progress and needs of the area schools in general and Des Moines Area Community College in particular.

Don Rowen reported on a Labor/AACJC conference designed to enhance the offering of labor education in community colleges throughout the nation.

Business

Approved the College Objectives for FY78 with minor modification and addition of two objectives.

Approved the employment of the following personnel:

- a. Richard Adrian Silver, Machine Shop Instructor, CIVEC.
- b. Nora Sisson, ADN Instructor, Ankeny.

Approved the following Leaves of Absence Without Pay:

- a. Barbara Stennes, Secretarial, 1 yr.
- b. Raetta Kopaska, Duplicating Room Supvr., 10 days.
- c. Rosemary Devine, Business Occupations, CIVEC, 1 day.
- d. Richard Byerly, Research & Development, for duration of legislative session.

Accepted the lighting project (parking lot J) as having been completed and authorized the final payment in the sum of \$851.20 to be paid within 30 days, subject to the completion of the punch list.

Approved the employment of Davidson Associates to complete the salary administration plan for the college.

Extended the agreement with Lundstrom Realty for the sale of the student built house located at 906 SE Wanda Drive, Ankeny.

Appointed advisory committee members to the following instructional programs:

Human Services	Fire Science
Community Journalism	Pre-Teacher Associate
Criminal Justice	Legal Assistant.

Decided to set aside a portion of time at the beginning of each board meeting to hear comments and/or proposals from interested persons.

Decided to postpone any decision on the use of alcohol on campus until additional information was available.

Other

Indicated an interest in visiting comparable community colleges in the Chicago area.

Scheduled a meeting on January 24, 7:00 p.m., Room 3115, to hear the first of three presentations on the operation of the college.

Also scheduled a special meeting for February 28, 5:30 p.m., Room 3115, to discuss the budget for FY78.

## DES MOINES AREA COMMUNITY COLLEGE

College Objectives  
FY 1978

## OBJECTIVES

## UNIT RESPONSIBLE

1. During FY 1978, the enrollment in all divisions and at all locations will be 7500 FTE. A specific FTE breakdown by functions is as follows:

Career Education (FT)	3165
Career Supplemental/Vets Ag	760
Adult Ed/HSE	810
Secondary Ed/CEC	150
Arts and Science	2455
CIVEC	160
TOTAL	<u>7500</u>

2. During FY 1978, the college will seek to achieve the anticipated enrollment increase in the following ways:

- a. Encourage slot-ins and increased class enrollments in existing career, arts and science, and continuing education programs.
- b. Promote and encourage full and part-time student attendance at the Boone Campus and Urban Center.
- c. Expand opportunities for part-time students in regular career and extended day programs.
- d. Expand opportunities for the handicapped and/or disadvantaged student.
- e. Implement the following new and expanded programs:
  1. Auto Body
  2. Building Maintenance
  3. Copy Reproduction
  4. Machine Operator
  5. Mechanical Technology
  6. Safety Specialist
  7. Upholstery
  8. Financial Services
  9. Office Occupations
  10. Welding

3. During the FY 1978, the college will complete a feasibility study to determine the potential for expanding secondary vocational preparatory programs in the college district.

DES MOINES AREA COMMUNITY COLLEGE

College Objectives  
FY 1978

OBJECTIVES

UNIT RESPONSIBLE

4. By October 1977, a minimum of three career programs for future implementation will be developed and placed on file with the DPI.
5. During FY 1978, the college will develop a master evaluation plan. Included will be a system for measuring overall college and program performance as well as an individual employee appraisal program.
6. During FY 1978, the financial accounting system will be re-designed to improve procedures in encumbrances, payroll, and regular periodic management reports and summaries.
7. During FY 1978, policies and procedures related to budget development, budget transfers and budget revisions will be developed that reflect sound financial administration and college objectives.
8. During FY 1978, budgeting procedures, reporting and approvals will be changed to include total revenue, expenditures, and fund balances of all college funds regardless of source and these budgets will reflect the current and accurate financial status of the college.
9. During FY 1978, purchasing policies and procedures will be modified to produce maximized cost savings and minimized turn around time in providing goods and services.
10. During FY 1978, a Master Plan will be developed which will identify and define the roles and functions of the Personnel Department and will recommend an appropriate organizational structure to carry out those functions.
11. During FY 1978, a Master Plan will be developed which will identify and define the roles and functions of Internal Research and Evaluation, Foundation, Alumni Affairs, Governmental Affairs, and College Relations and will recommend an appropriate organizational plan to carry out these functions.



DES MOINES AREA COMMUNITY COLLEGE

College Objectives  
FY 1978

OBJECTIVES	UNIT RESPONSIBLE
12. During FY 1978, the college will begin construction of facilities planned as Phase III of the Master Plan including development and/or acquisition of a permanent Urban Center.	
13. During FY 1978, the appointed developer will be encouraged to proceed with plans to provide student housing.	
14. During FY 1978, there will be increased student participation in the internal governance structures of the college.	
15. During FY 1978, a minimum of 40 major instructional development projects will be approved and completed under the Faculty Fellowship Program.	
16. During FY 1978, a comprehensive staff development program for all employees will be designed and implemented.	
17. During FY 1978, specific procedures and flow-charts will be developed for each major policy established and approved by the Board of Directors.	
18. During FY 1978, development of the Management Information System will continue as determined in the MIS Master Plan.	
19. During FY 1978, the college will fully implement the Management by Objectives System with all administrative personnel as defined in the MBO Policy and Procedures Manual.	
20. During FY 1978, a Master Plan will be developed which will guide governmental affairs and legislative influencing activities of the college.	
21. During FY 1978, a program to improve internal and external communication and information about the college will be designed and implemented.	

DES MOINES AREA COMMUNITY COLLEGE

College Objectives  
FY 1978

OBJECTIVES

UNIT RESPONSIBLE

22. During fiscal 1978, there will be developed a coordinated system whereby student career goals are assessed at admission, career development assistance is provided during enrollment, and career entrance is facilitated upon completion.
23. During fiscal 1978, Student Life personnel will offer at least 10 different mini-courses or other group-oriented activities to students on the Ankeny Campus. Similar offerings will be made available at the Boone Campus and Urban Center to the extent possible with available personnel.
24. During 1978, the college will establish and maintain a uniform system of inventory accountability for all school owned or managed capital outlay items, to include equipment buildings and site improvements. Permanent items above \$10.00 value will be listed and those over \$50.00 value will be marked or tagged.
25. During 1978, the college will place an average of 90% of the career education graduates responding to a placement survey.

Steinberg

DES MOINES AREA COMMUNITY COLLEGE

College Objectives

FY 1978

OBJECTIVES

UNIT RESPONSIBLE

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DES MOINES AREA COMMUNITY COLLEGE

College Objectives  
FY 1978

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College Objectives

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DES MOINES AREA COMMUNITY COLLEGE

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FY 1978

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