

Des Moines Area Community College

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Board of Directors Meeting Minutes

9-12-1977

Board of Directors Meeting Minutes (September 12, 1977)

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

REGULAR MEETING

SEPTEMBER 12, 1977 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 215, Building #2, Ankeny campus, Ankeny, Iowa, on September 12, 1977. The meeting was called to order by Board President, Walter Hetzel, at 5:30 p.m.

ROLL CALL

Members present: Maurice Campbell
Murray Goodman
Walter Hetzel
Eldon Leonard
Donald Rowen
Walter A. Stover, Jr.
Max Kreager

Members absent: Harold Welin
Harry Bloomquist

Others present: Paul Lowery, Superintendent
Irv Steinberg, Board Secretary
Various other DMACC students and staff
and interested residents

EXECUTIVE
SESSION

It was moved by M. Kreager, seconded by D. Rowen, that the Board go into executive session to discuss personnel matters, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed un-animously, upon a roll call vote, and the Board went into executive session at 5:40 p.m.

RECONVENE OF
REGULAR
MEETING

The regular board meeting reconvened at 6:00 p.m. at the same location as previously held. All persons present prior to the executive session were again present at this time.

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the regular meeting held August 8, 1977, and the special meeting held August 22, 1977 be approved as presented. Motion passed.

NEW
PERSONNEL

It was moved by E. Leonard, seconded by M. Campbell, that employment be offered to the following for the position indicated:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Ellen M. Maxwell	Child Development	\$ 6,173 (3/5)	9- 6-77
Richard Hamann	Accounting	11,273	9- 6-77
Lyla Maynard	Dev. Disabilities	15,938	8-22-77
Ann Marie Gragg	1st yr. Nursing	14,707	8-24-77
Michael Kucera	Mobile CEC	13,736	8-22-77
Wanda Bilsing	Office Occupations	13,475	9- 6-77
Sue Ann Gibbons	Coord./Office Occup.	6,300 (½)	9-15-77
Larry W. Hughes	P.E., Boone	14,229	9- 6-77
Joanne Westergard	Health Care Admin.	8,277 (½)	9- 1-77

Motion passed.

CONTRACT
CHANGES

It was moved by M. Goodman, seconded by M. Kreager, that approval be given to personnel contract changes as indicated below:

- a. Harold Sartain - Communications & Humanities, from Lane 248, Level 13.0, @ \$17,677 annual to Lane 270, Level 13.0 @ \$18,170 annual, for additional education.
- b. Kerry Jo Bruening - Data Processing, from Lane 225, Level 4.0 @ \$12,751 annual to Lane 248, Level 4.0 @ \$13,243, for additional education.
- c. Diane Schroeder - Dental Assistant, from Lane 225, Level 3.0, @ \$15,322 annual to Lane 248, Level 3.0 @ \$15,938, for additional education.
- d. Rosemary Devine - from Business Occupations @ CIVEC @ \$17,170 annual (12 mos.) to Office Occupations @ Ankeny @ \$13,736 annual (9 mos.), commencing September 6, 1977.
- e. Delbert Shepard - Industrial Marketing, from Lane 248, Level 6.5 @ \$18,094 annual to Lane 293, Level 6.5 @ \$19,325, for additional education.
- f. Myrna M. Maurer - Data Processing, from Lane 203, Level 5.0 @ \$12,751 annual to Lane 225, Level 5.0 @ \$13,243 annual, for additional education.
- g. Julia Haggard - Communications & Humanities, from Lane 270, Level 7.5 @ \$15,460 annual to Lane 293, Level 7.5 @ \$15,953 annual, for additional education.
- h. Barbara Johanningsmeier - Dental Hygiene, from Lane 248, Level 12.0 @ \$21,480 annual to Lane 270, Level 12.0 @ \$22,096 annual, for additional education.

- i. Bruce Hann - Communications & Humanities, from Lane 270, Level 12.5 @ \$22,404 annual to Lane 293, Level 12.5 @ \$23,020, for additional education.
- j. Richard Silver - from Evening Machine Operator program @ CIVEC to Job Shop Machine/Tool & Die, Ankeny @ the same salary, to-wit, \$16,554 annual for 12 mos., beginning September 6, 1977. Mr. Silver replaces Dick Seliger, who replaced Bill Stewart as Program Chairperson.

Motion passed.

TRANSFERS

It was moved by M. Goodman, seconded by W. Stover, that the following personnel transfers be approved:

- a. Lloyd Frette - from CIVEC to Ankeny as Auto Body instructor @ the same annual salary, to-wit, \$19,017 for 12 mos., effective October 1, 1977.
- b. Charles Smart - from CIVEC to Ankeny as Upholstery instructor @ the same annual salary, to-wit, \$17,786 for 12 mos., effective October 1, 1977.

Motion passed.

RESIGNATIONS

It was moved by M. Kreager, seconded by W. Stover, that the resignation of Jerry Nauman, P.E. and Coach, Boone campus, be accepted, effective May 27, 1977. Motion passed.

LEAVE OF ABSENCE WITH- OUT PAY

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

Myrna Maurer, Data Processing, 15 days, Sept. 12-30, 1977
Dorothy Donovan, Nursing, 9 days, Nov. 3-15, 1977.

Motion passed.

APPROVAL OF AGREEMENT FOR VOCATIONAL REHABILITATION SERVICES

It was moved by W. Stover, seconded by M. Kreager, that approval be given to an agreement with the State Department of Public Instruction whereby the sum of \$6,000 will be paid in full by April 1, 1978 for one full-time vocational rehabilitation counselor and one secretary, employed by the DPI and assigned to the DMACC Ankeny campus, for the fiscal year July 1, 1977 through June 30, 1978, and that the Board President and Secretary be authorized to sign said agreement in the form of a "Statement of Understanding." Motion passed.

APPROVAL OF DUES TO NATIONAL ASSN OF STUDENT FINANCIAL AID ADMINISTRATORS

It was moved by M. Kreager, seconded by M. Campbell, that approval be given to the payment of \$200 institutional membership dues in the National Association of Student Financial Aid Administrators for FY78. Motion passed.

APPROVAL OF
CARROLL AREA
ARTS & SCIENCES
ADVISORY
COMMITTEE

It was moved by M. Goodman, seconded by M. Campbell, that the following be appointed to serve on an advisory committee for Arts & Sciences in the Carroll area:

Mrs. Esther Chambers)	
Mrs. L. A. Smith)	3-year term
Mr. James Kerwin)	
M. J. Arts)	
Mrs. Shirley Pitzer)	2-year term
Mrs. May Opperman)	
Mrs. Mary Beth Schechtman))	
M. P. Barron)	
Merle McCrea)	1-year term

Motion passed.

DMACC
FOUNDATION
BOARD
APPOINTMENT

It was moved by D. Rowen, seconded by E. Leonard, that the following named persons be reappointed to serve as members of the DMACC Foundation Board:

Norman W. Ackerman
Duane Spicer
John Voigt
Lloyd W. Courter
Paul Stark
Eileen Smith

Motion passed.

CAREER
EDUCATION
ADVISORY
COMMITTEE
APPOINTMENTS

It was moved by W. Stover, seconded by M. Goodman, that appointments to advisory committees in the Career Education programs be approved as shown on the listings attached hereto and made a part of these minutes.

Motion passed.

BOARD
DELEGATE TO
IASB

It was moved by M. Campbell, seconded by D. Rowen, that the DMACC delegate to the Iowa Association of School Boards be Murray Goodman, who is currently the alternate delegate to the Iowa Council of Area School Boards, and the alternate delegate be Max Kreager, who is currently the delegate to the Iowa Council of Area School Boards.
Motion passed.

ORGANIZATIONAL
MEETING DATE
SET FOR
OCTOBER 10, 1977

It was moved by M. Goodman, seconded by M. Kreager, that the organizational meeting be held on October 10, 1977 at the Boone campus just preceding the regular October board meeting in lieu of the first Monday in October as established by the Iowa Code for this meeting, since it was determined that a quorum could not be present on October 3, 1977. Motion passed.

APPROVAL OF
MANPOWER
SERVICES
AGREEMENT

It was moved by E. Leonard, seconded by M. Kreager, that approval be given to the Manpower Services Agreement, a copy of which is attached hereto and made a part of these minutes, between Central Iowa Regional Association of Local Governments and Des Moines Area Community College, effective October 1, 1977 through September 30, 1978, subject to receipt of federal funding by CIRALG. Motion passed after a roll call vote as follows:

AYES: Maurice Campbell
Walter Hetzel
Eldon Leonard
Donald Rowen
Max Kreager

NAYS: Murray Goodman

ABSTAIN: Walter A. Stover, Jr.

RENEWAL OF
CIVEC
CONTRACTS

It was moved by M. Kreager, seconded by M. Campbell, that individual CIVEC contracts be renewed as per CIRALG agreement at the same salaries as approved effective July 1, 1977 and as shown below, subject to receipt of federal funding by CIRALG:

<u>Name and Position</u>	<u>Annual Salary</u>
Carl Rolf, Director, Vocational Programs	\$ 22,925
George Nichols, Asst. Director, Student Services	21,546
Edward Kenninger, Instr., Bldg. Maintenance	14,091
Mary Ann Harpel, Instr., Office Occupations	19,017
Carol Knopp, Instr., Office Occupations	17,170
Wayne Mitchell, Instr., Office Occupations	19,017
Kay Marten, Instr., Office Occupations	15,938
Charles Pardekooper, Instr., Copy Reproduction	18,401
Jon Robinson, Instr., Related & Adult Basic Ed.	17,478
Madge Versteegh, Instr., Related & Adult Basic Ed.	21,173
Kenneth Collier, Instr., Welding	17,786
Dorothy McCreary, Office Assistant II, Sec/Clerical	9,722
Olga Hill, Bookkeeper I, Sec/Clerical	9,246
Genevieve Wagner, Records Clerk III	4,586 (½ time)

Motion passed.

It was moved by M. Kreager, seconded by M. Goodman, that the motion just passed be reconsidered, with a new vote taken. Motion passed, and the previous motion was re-voted. The Board President noted that the original motion did again pass, with two members voting "nay."

APPROVAL OF
LEAVE AGREE-
MENT FOR
CIVEC
PROGRAM

It was moved by D. Rowen, seconded by E. Leonard, that subject to the receipt of federal funding for the Manpower Services Agreement between CIRALG and DMACC, the Superintendent be authorized to enter into an agreement with Kingsway Ministries, Inc., for 4,048 sq. ft. of space located in the old Dowling building, for operation of the Office Occupations program, at a cost of \$3.50 per sq. ft., to include utilities, or for a monthly rental of \$1,180.66 plus \$25.00 security fee. Motion passed.

APPROVAL OF
AGREEMENT FOR
COLLECTIVE
BARGAINING
SERVICES

It was moved by M. Kreager, seconded by D. Rowen, that approval be given to an agreement to hire Harvey Wiltsey and Associates for services related to collective bargaining for FY78 for a fee of \$400. Motion passed.

CLAIMS AND
ACCOUNTS

A copy of a memorandum from Eugene Snyders, Vice President, Business Management, addressed to Supt. Paul Lowery, was distributed to the board members, a copy of which is attached hereto and made a part of these minutes, and was reviewed in some detail. The memorandum noted the existing problem of having board approval for bills as technically required by the Code of Iowa, and suggested that legislative action be pushed to have the present law changed to allow release of bills prior to a board meeting and after audit by a board committee, as has been the DMACC board approved procedure since November 1975. The memo further recommended continuation of the DMACC board approved procedure, with board action to reapprove such procedure annually at the organizational meeting.

A consensus of the Board indicated approval of the recommendation as stated in the memorandum.

A motion was made by ~~W. Hetzel~~ ^{M. Campbell}, seconded by D. Rowen, that the claims and accounts be approved as presented. Motion passed.

EXECUTIVE
SESSION

It was moved by M. Kreager, seconded by M. Campbell, that the Board go into executive session to prevent premature disclosure on consideration of a real estate purchase, which 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 after a roll call vote was taken and the Board went into executive session at 8:45 p.m.

RECONVENE OF
REGULAR
MEETING

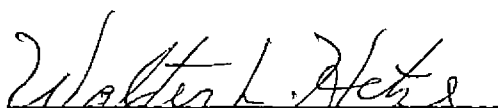
The regular board meeting reconvened at 9:25 p.m. at the same location as previously held. All persons present prior to the executive session were again present.

ADJOURNMENT

It was moved by W. Stover, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting was adjourned at 9:30 p.m. A special board meeting was set for 5:30 p.m. Monday, September 26, at the Bavarian House restaurant at 5220 NE 14th St., Des Moines.



IRV STEINBERG, Secretary



WALTER L. HETZEL, President

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
Monday, September 12, 1977
5:30 P.M.

Bldg. #2 - Room 215 (Formerly Bldg. #31, Room 3115)
Ankeny Campus

5:30 P.M. CALL TO ORDER

PUBLIC COMMENTS

1. APPROVAL OF MINUTES - August 8 regular meeting and August 22 special meeting *M. Campbell, 2d M. Goodman*

2. REPORTS

- a. ICASB - Kreager ✓
- b. MIECC - Hetzel ✓
- c. Area Superintendents *4200 enrollment approx - 100 over last year*
- d. Progress report on Urban Center
- e. Monthly financial

3. COMMUNICATIONS *Supt Hpe approval*

4. UNFINISHED BUSINESS *Self Study Program Tabulations passed out*

5. NEW BUSINESS

a. New Personnel

- (1) Ellen M. Maxwell, Child Development, Ankeny
- (2) Richard D. Hamann, Accounting, Ankeny
- (3) Lyla Maynard, Development Disabilities, Ankeny
- (4) Ann Marie Gragg, First Year Nursing, Ankeny
- (5) Michael James Kucera, Mobile CEC, Ankeny
- (6) Wanda L. Bisling, Office Occupations, Ankeny
- (7) Sue Ann Gibbons, Coordinator, Office Occupations, Ankeny
- (8) Larry Hughes, Physical Education, Boone

(9) see supplemental

b. Contract Changes

- (1) Harold Sartain, Communications & Humanities
- (2) Kerry Jo Bruening, Data Processing
- (3) Diane Schroeder, Dental Assistant
- (4) Rosemary Devine, Business Occupations
- (5) Delbert Shepard, Industrial Marketing
- (6) Myrna Maurer, Data Processing
- (7) Julia Haggar, Communications & Humanities
- (8) Barbara Johanningsmeier, Dental Hygiene
- (9) Bruce Hann, Communications & Humanities
- (10) Richard Silver, Job Shop Machine/Tool & Die

c. Transfer

- (1) Lloyd Frette, Auto Body
- (2) Charles Smart, Upholstery

d. Resignations

- (1) Jerry Nauman, P.E. and Coach, Boone, May 27, 1977

*E. Leonard
2d M. Campbell*

*M. Goodman
2d M. Kreager*

*M. Goodman
2d W. Stover*

M. Kreager, 2d W. Stover

5. NEW BUSINESS (continued)

e. Leave of Absence Without Pay

- (1) Myrna Maurer, Data Processing, 15 days, Sept. 12-30, 1977
- (2) Dorothy Donovan, Nursing, 9 days, Nov. 3-15, 1977

*W. Stover
2d D. Rowen*

f. Continuation of agreement to provide matching funds in the amount of \$6,000 for a full-time rehabilitation counselor and secretary on campus.

*W. Stover
2d M. Kreagen*

g. Institutional membership dues in the National Association of Student Financial Aid Administrators for 1977-78 in the amount of \$200.

*M. Kreagen
2d M. Campbell*

h. Recommend appointment of members to serve on advisory committee for Arts and Sciences, Carroll area, as per enclosed list.

*M. Goodman
2d M. Campbell*

i. Reappointment of DMACC Foundation Board members as per enclosed list.

→ D. Rowen, 2d E. Leonard

j. Appointment of members to advisory committees in Career Education programs as per enclosed lists. *W. Stover, 2d M. Goodman*

k. Appointment of Board Delegate and Alternate Delegate to the Iowa Association of School Boards for a 2-year term beginning this fall.

→ Alternate to ICASB be delegate & delegate to ICASB be Alternate

6. OTHER

to IASB.

7. PRESENTATION OF CLAIMS AND ACCOUNTS

W. Hetzel, 2d D. Rowen.

8. ADJOURNMENT

9:30 Stover, Rowen

*M. Campbell
2d D. Rowen*

E. Leonard, 2d D. Rowen that Orign. Meeting be held 10/10 at Boone Campus.

(Goodman/Kreagen will be absent)

Special Meeting set for 5:30 p.m. Mon. Sept 26th.

DES MOINES AREA COMMUNITY COLLEGE

SUPPLEMENTAL AGENDA
Regular Board Meeting
September 12, 1977

5. NEW BUSINESS

a. New Personnel (continued)

(9) Joanne Westergard, Health Care Administration, Ankeny

1. Approval of ^{proposed} Manpower Services Agreement ^{a copy of which is attached hereto} between Central Iowa Regional Association of Local Governments and Des Moines Area Community College, effective October 1, 1977 through September 30, 1978, subject to receipt of federal funding by CIRALG. E. Leonard, 2d M. Kreager

m. Renewal of individual CIVEC contracts as per CIRALG agreement at the same salaries as approved effective July, 1977, subject to receipt of federal funding. M. Kreager, 2d M. Campbell — M. Goodman Voting - NO
W. Stover Abstains

n. Subject to the receipt of federal funding for the Manpower Services Agreement between CIRALG and DMACC, authorize the Superintendent to enter into an agreement with Kingsway Ministries, Inc. for 4,048 sq. ft. of space located in the old Dowling building for operation of the Office Occupations program. The cost per sq. ft. will be \$3.50; monthly rental will be \$1,180.66 plus \$25 security fee. ^{with utilities included} subject to fed. funding. D. Rowen, E. Leonard

o. Approval of agreement with Harvey Wiltsey & Associates for services related to collective bargaining for FY78. ^{for a fee of \$400+}

M. Kreager, 2d D. Rowen

Roll Call Vote
No - Stover / Leonard

M. Kreager, 2d
M. Goodman
to reconsider
vote

2 No's

PERSONNEL RESUME'

Name: Ellen M. Maxwell
 Age: 26
 Position: Child Development Instructor
 Division: Career Education
 Recommended salary: \$6,173 annual (3/5 time)
 Most recent salary: \$525/month
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: B.S. in Child Development
 Experience: 3 yrs. work; 2 yrs. teaching
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: September 6, 1977
 Length of contract: 9 months
 Reason for employment: Replacement for Martha Raney, who took job elsewhere

** ** *

Name: Richard D. Hamann
 Age: 28
 Position: Accounting Instructor
 Division: Career Education
 Recommended salary: \$11,273 annual
 Most recent salary: \$15,600 annual
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S. in Accounting
 Experience: 5 yrs. work
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: September 6, 1977
 Length of contract: 9 months
 Reason for employment: Replacement for Steven Collins, who accepted a teaching
 position with a 4-yr. institution ,

** ** *

Name: Lyla Maynard
 Age: 38
 Position: Development Disabilities Instructor
 Division: Career Education
 Recommended salary: \$15,938 annual
 Most recent salary: \$10,842 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: M.S. in Child Development
 Experience: 4 yrs. work; 3 yrs. teaching
 Reason for recommending this
 person: Meets the required qualifications best
 Beginning date of employment: August 22, 1977
 Length of contract: 12 months
 Reason for employment: Replacement for Katy Allen, whose husband was
 transferred

Name: Ann Marie Gragg
 Age: 27
 Position: First Year Nursing Instructor
 Division: Career Education
 Recommended salary: \$14,707 annual
 Most recent salary: \$945/mo.
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: BSN
 Experience: 4½ yrs. work
 Reason for recommending this
 person: Adequate clinical & academic background
 Beginning date of employment: August 24, 1977
 Length of contract: 12 months
 Reason for employment: Replacement for Carol Thompson, whose husband has
 been transferred

** ** **

Name: Michael James Kucera
 Age: 30
 Position: Mobile CEC Instructor
 Division: Student Life
 Recommended salary: \$13,736 annual
 Most recent salary: \$13,900 annual
 Salary in relation to staff
 w/similar qualifications: Same
 Education: BA + 25 semester hours
 Experience: 8 yrs. teaching; 2+ yrs. work
 Reason for recommending this
 person: Experience in similar work & with Project Discovery
 Beginning date of employment: August 22, 1977
 Length of contract: 9 months
 Reason for employment: Replacement for Steven Halstead, who is now coordinator
 of Mobile Career Exploration

** ** **

Name: Wanda L. Bilsing
 Age: 44
 Position: Office Occupations Instructor
 Division: Career Education
 Recommended salary: \$13,475 annual
 Most recent salary: Not available
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: AAS degree in Executive Secretarial; AA degree from DMACC
 Experience: 1 yr. teaching; 4 yrs. work
 Reason for recommending this
 person: Excellent qualifications & experience working with
 DMACC students
 Beginning date of employment: September 6, 1977
 Length of contract: 12 months
 Reason for employment: Replacement for Jolyne Ghanatabadi, who resigned a
 12 month position to accept a 9 month position at DMACC

Name: Sue Ann Gibbons
 Age: 26
 Position: Coordinator/Office Occupations
 Division: Career Education
 Recommended salary: \$6,300 annual (½ time)
 Most recent salary: \$945/month
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: B.S. in Business Education
 Experience: 3 yrs. teaching; 4 yrs. work (1 full-time, 3 part-time)
 Reason for recommending this
 person: Best qualified
 Beginning date of employment: September 15, 1977
 Length of contract: 9 months
 Reason for employment: Replacement for Marianna Hall, who accepted full-time
 position with insurance company

** ** **

Name: Larry W. Hughes
 Age: 38
 Position: Physical Education Instructor @ Boone
 Division: Arts & Sciences
 Recommended salary: \$14,229 annual
 Most recent salary: \$14,500 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: M.S. in Physical Education
 Experience: 10 yrs. teaching; 6 yrs. work
 Reason for recommending this
 person: His demonstrated qualifications
 Beginning date of employment: September 6, 1977
 Length of contract: 9 months
 Reason for employment: Replacement for Jerry Nauman, who is going into
 business

SUPPLEMENTAL PERSONNEL RESUME'

Name Joanne E. Westergard
Age: 36
Position: Part-time Instructor, Health Care Administration
Division: Career Education
Recommended salary: \$8,277 annual (1/2 time)
Most recent salary: \$13/hr
Salary in relation to staff
w/similar qualifications: Similar
Education: B. A. , Health Care Administration Certificate
Experience: 7 years work
Reason for recommending
this person: Best qualified candidate
Beginning date of
employment: September 1, 1977
Length of contract: 12 month
Reason for employment: New position

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