

Des Moines Area Community College

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Board of Directors Meeting Minutes

11-14-1977

Board of Directors Meeting Minutes (November 14, 1977)

DMACC

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

REGULAR MEETING

November 14, 1977

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 15, Building 2, Ankeny Campus, Ankeny, Iowa, on November 14, 1977. The meeting was called to order by Board President Donald Rowen at 8 p.m.

ROLL CALL

Members present: Harold Welin
Eldon Leonard
Murray Goodman
Max Kreager
Maurice Campbell
Walter Stover, Jr.
Walter Hetzel
Donald Rowen
Theodore Nemmers

Others present: Paul Lowery, Superintendent
Gene Snyders, Board Secretary
Various other DMACC students and staff and interested residents.

APPROVAL OF MINUTES

It was moved by M. Kreager, seconded by T. Nemmers, that the minutes of the October 10 organizational and regular meetings, October 24 special meeting, and October 31 special meeting be approved with the following correction:

Page 2 of the October 10 organizational meeting, under ELECTION OF PRESIDENT, correction should be made to indicate that W. Stover made the motion rather than W. Hetzel.

The minutes were approved as corrected.

FINANCIAL REPORT

The monthly financial report was presented by Gene Snyders. A copy of report attached hereto and made a part of these minutes. *Attachment B1*

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>
Elaine House	Business & Office	\$12,859	Nov. 1, 1977
Patricia Halverson	Learning Center (1/2)	7,354	Nov. 1, 1977
Sandra Sellers	Mental Health Nursing	9,655	Dec. 1, 1977
William O'Keefe	Indo-Chinese Project	14,707	Nov. 16, 1977
Patricia Noble	Dietetic Technician	11,273	Nov. 14, 1977

Motion passed.

RESIGNATIONS

It was moved by M. Goodman, seconded by W. Stover, that the following resignations be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Donna Miller	AD Nursing	January 3, 1978
Margaret Watt	Business, CEC	September 16, 1977

Motion passed.

LEAVE OF ABSENCE
WITHOUT PAY

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

Bonnie Nelson, Nursing, Boone, 15 days
Joan von Grabow, Nursing, Boone 1-1/2 days
Wanda L. Bilsing, Office Occupations, 2 days
Wilfred Von Mayr, Personnel Director, 3 days
Cheryl Middendorf, Nursing, 42 days

Motion passed.

APPROVAL OF CON-
TRACT TO PROVIDE
PRE-CAREER AND
CAREER EDUCATIONAL
OFFERINGS TO HIGH
SCHOOL STUDENTS

It was moved by M. Goodman, seconded by T. Nemmers, to approve a joint contract under Chapter 28E of the Code between DMACC and Interstate 35 High School and United Community High School for the purpose of providing pre-career and career educational offerings to high school students for the current year.

Motion Passed.

APPOINTMENT OF
MEMBERS TO ADVISORY
COMMITTEES IN
CAREER ED. PROGRAMS

It was moved by W. Stover, seconded by T. Nemmers, that the appointment of members to advisory committees in career education programs be approved as recommended. A copy of recommendations attached hereto and made a part of these minutes. *Attachment #2*

Motion passed.

RESPRESENTATIVE TO
AREA SCHOOL
ADVISORY COMMITTEE
ON STATE GENERAL AID

It was moved by E. Leonard, seconded by M. Goodman, that Max Kreager be appointed as DMACC Board representative to Area School Advisory Committee on State General Aid.

Motion passed.

MEMBERSHIP IN
NATIONAL ASSOC.
OF VETERANS PRO-
GRAM ADMINISTRA-
TORS

It was moved by M. Campbell, seconded by M. Goodman, to approve institutional membership in National Association of Veterans Program Administrators for 1977-78 in the amount of \$30 to be paid from the funds received to support the Coordinator of Veterans Affairs.

Motion passed.

CARROLL BUILDING
TRADES PROGRAM
HOUSE PROJECT

It was moved by M. Campbell, seconded by H. Welin, to approve revised estimate costs of materials and labor on Carroll Building Trades Program house project for 1977-78. A copy is attached hereto and made a part of these minutes. *Attachment #3.*

Motion passed.

BIKE TRAIL
PROJECT

It was moved by E. Leonard, seconded by M. Campbell, to approve final acceptance of bike trail project with the city of Ankeny and DOT and approval of payment of \$5,080 to the city of Ankeny.

Motion passed.

BIDS FOR PURCHASE
OF 5 ACRES OF
ANKENY CAMPUS LAND

D. Rowen relinquished the chair to E. Leonard and moved to accept the bid for purchase of 5 acres of Ankeny campus land (bids were opened at 2:00 p.m. on November 10). E. Leonard returned the chair to D. Rowen and seconded the motion. A roll call vote was taken as follows:

AYES: E. Leonard
T. Nemmers
D. Rowen

NAYS: W. Stover
M. Kreager
W. Hetzel
M. Goodman
M. Campbell
H. Welin

Motion did not pass.

PHASE III
BLDG. PROGRAM

There will be a special board meeting at 5:30 p.m., November 28, 1977, to discuss the Phase III Building Program.

ELECTION OF MEMBER
TO BOARD OF DIRECT-
TORS OF IASB

It was moved by H. Welin, seconded by E. Leonard, to nominate Nels Turnquist, Southeast Polk Community School District, as a member to the Board of Directors of IASB for a 3-year term beginning January, 1978.

Motion passed.

NCA VISITATION
REPORT

NCA visitation report given by Joe Borgen. In the spring of 1979, there will be an on-site visitation regarding reaccreditation by North Central Association. W. Stover and E. Leonard expressed a desire to be on the Institutional Future Committee; W. Hetzel and M. Kreager are interested in serving on the Financial Resources Committee.

DMACC LABOR
STUDIES ADVISORY
COMMITTEE

It was moved by E. Leonard, seconded by M. Kreager, that the appointment of members to the Labor Studies Advisory Committee be approved as recommended. A copy attached hereto and made a part of these minutes. *Attachment #4.*

Motion passed.

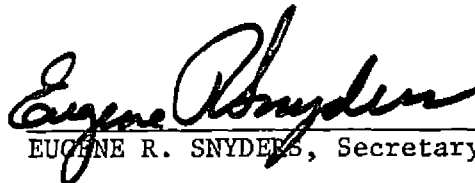
CLAIMS &
ACCOUNTS

It was moved by M. Kreager, seconded by W. Hetzel, that the Claims and Accounts be approved as presented, attachment #5.

Motion passed.

ADJOURNMENT

It was moved by E. Leonard, seconded by W. Stover, that the meeting be adjourned. Motion passed, and the meeting adjourned at 10:30 p.m.


EUGENE R. SNYDER, Secretary


DONALD P. ROWEN, President

DES MOINES AREA COMMUNITY COLLEGE
 CASH POSITION - FINANCIAL REPORT
 October 31, 1977

ANKENY NATIONAL BANK
General. Agency, Auxiliary
Scholarship & Loan Funds

BANKERS TRUST
Special Voted Tax &
Plant Fund Sinking Fund

CASH IN BANK

Balance Forward			
Oct. 1, 1977	\$ 15,610.83	\$ 3,031.03	\$
Plus Receipts - Oct.	2,812,912.83	236,803.94	
Less Disbursements- Oct.	<u>2,833,858.06</u>	<u>232,339.04</u>	
Cash in Bank			
October 31, 1977	\$ (5,334.40)	\$ 7,495.93	
<u>INVESTMENTS:</u>			
C.D. 6½% due 1-3-78			1,035,000.00
C.D.'s Various maturities		6,930,000.00	
Savings Account 5%	149,997.18		333,973.74
C.D. 6 1/8% due 11-30-77	<u>800,000.00</u>		
TOTAL CASH & INVESTMENTS	\$ <u>944,662.78</u>	\$ <u>6,937,495.93</u>	\$ <u>1,368,973.74</u>

NOTES:

Sinking Fund includes \$1,034,165.56 final loan payment due Bankers Trust on January 3, 1978.

Special Plant Fund includes new 5 year loan monies received from Bankers Trust Company on July 11, 1977 - presently invested in C.D.'s.

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 October 31, 1977

ASSETS

Code

CASH & INVESTMENTS

101	Cash in Bank - Checking	\$ 37,369	
102	Petty Cash - Ankeny Checking	1,060	
103	Petty Cash - Boone Checking	5,000	
119	Cash in Bank - Payroll	10,076	
120	Returned Checks	7,869	
122	Petty Cash	1,225	
125	Cash Over & Short	194	
130	Investments in CD's	800,000	
135	Investments in Savings Account	<u>149,997</u>	
	TOTAL CASH & INVESTMENTS		\$1,012,790

ACCOUNTS RECEIVABLES

144	Due from State	254,194	
145	Due from Federal	214,564	
146	Due from Others	26,749	
	Budgeted Revenue FY 78	\$12,740,964	
	Less Amount Received	<u>4,325,739</u>	
	Balance to Receive	<u>8,415,225</u>	
	TOTAL ACCOUNTS RECEIVABLE		8,910,732

EXPENDIBLE SUPPLIES, INVENTORY

101			20,047
-----	--	--	--------

CONSTRUCTION WORK IN PROGRESS

169	Carroll House #3 - Under Construction	18,394	
	Carroll House #4 - Lot Only	8,902	
	Ankeny House #10 Under Construction	37,905	
	#11 Under Construction	7,488	
	#12 Lot Only	6,930	
	#13 Lot Only	<u>8,100</u>	
	TOTAL CONSTRUCTION WORK IN PROGRESS		<u>87,719</u>

TOTAL ASSETS

\$10,031,288

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 OCTOBER 31, 1977

---LIABILITIES & FUND BALANCE----

Code			
271	DEFERRED INCOME		\$119,640
201	<u>ACCOUNTS PAYABLE</u>		
	Budgeted Expenditures	\$12,944,463	
	Less Expended to Date	<u>3,626,181</u>	
	Balance to be Expended		9,318,282
	 TOTAL LIABILITIES		 \$9,437,922
311	<u>UNRESTRICTED FUND BALANCE</u>		
	Balance Forward, July 1, 1977		796,865
	Revenue FY 78 to Oct. 31, 77	4,325,739	
	Disbursements FY 78 to Oct. 31, 77	<u>3,626,181</u>	
	Net Revenue Over Disbursements		<u>699,558</u>
	FUND BALANCE October 31, 1977		1,496,423
	Working Budget Revenue FY 78	12,740,964	
	Less Amount Received to 10-31-77	<u>4,325,739</u>	
	Balance to be Received by 6-30-77		8,415,225
	Working Budget Disbursements FY 78	12,944,463	
	Less Disbursed to Oct. 31, 1977	<u>3,626,181</u>	
	Balance to be Disbursed by 6-30-78		(9,318,282)
	 PROJECTED FUND BALANCE June 30, 1978		 <u>593,366</u>
	 TOTAL LIABILITIES & FUND BALANCE		 <u>\$10,031,288</u>

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE SHEET
October 31, 1977

	PUBLISHED & BOARD APPROVED BUDGET March 14, 1977	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
GENERAL FUND DISBURSEMENTS:					
Arts & Sciences	\$ 1,934,015	\$ 1,833,228	\$ 1,270,788	\$ 397,142	\$ 165,298
Career Education	4,297,300	4,474,474	2,716,565	1,260,914	496,995
Adult Education	1,745,300	1,515,129	421,908	388,113	705,108
Vice President-Instruction	--	169,379	78,786	30,787	59,806
Administration	1,245,294	1,238,860	543,787	446,281	248,792
Student Life	1,123,708	1,139,845	640,413	385,423	114,009
Learning Resources	491,230	473,457	194,754	145,817	132,886
Physical Plant	1,362,595	1,356,700	262,472	405,636	688,592
Sub Total	<u>\$12,199,442</u>	<u>\$12,201,072</u>	<u>\$ 6,129,473</u>	<u>\$ 3,460,113</u>	<u>\$ 2,611,486</u>
CETA/Vocational Skills (CIVEC)	578,899	583,866	227,839	164,762	191,265
Indo China Project	--	159,525	4,320	1,306	153,899
Sub Total	<u>\$12,778,341</u>	<u>\$12,944,463</u>	<u>\$ 6,361,632</u>	<u>\$ 3,626,181</u>	<u>\$ 2,956,650</u>
Plus De-obligated Budget	--	122,394	--	--	122,394
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$13,066,857</u>	<u>\$ 6,361,632</u>	<u>\$ 3,626,181</u>	<u>\$ 3,079,044</u>
GENERAL FUND REVENUE:					
Student Fees	171,000	174,200		57,840	116,360
Tuition	2,679,000	2,683,000		844,839	1,838,161
Property Taxes - Operations	1,685,354	1,628,595		208,917	1,419,678
Property Taxes - Tort	18,367	18,367		2,210	16,157
State General Aid	5,035,761	5,035,761		2,517,880	2,517,881
State Vocational Aid	1,074,814	1,074,764		357,124	717,640
Other State Support	--	55,581		55,581	--
State Capital Outlay	253,800	253,800		--	253,800
Federal Aid	1,444,766	1,669,092		159,090	1,510,002
Sales & Service	29,000	29,000		3,061	25,939
Other Revenue	107,000	118,804		119,197	(393)
Sub Total	<u>\$12,498,962</u>	<u>\$12,740,964</u>		<u>\$ 4,325,739</u>	<u>\$ 8,415,225</u>
Unrestricted Fund Balance	279,379	203,499		203,499	--
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,944,463</u>		<u>\$ 4,529,238</u>	<u>\$ 8,415,225</u>
PLANT FUND EXPENDITURES	<u>\$ 2,748,354</u>	<u>\$ 2,748,354</u>		<u>\$ 324,907</u>	<u>\$ 2,423,447</u>
PLANT FUND REVENUE	<u>\$ 1,714,354</u>	<u>\$ 2,714,354</u>		<u>\$ 216,786</u>	<u>\$ 1,497,568</u>

FOOTNOTES:

1. Career Ed Working Budget includes \$75,731 for Auto Body and \$27,703 for Upholstery programs, formerly CIVEC programs funded by CIRALG.
2. New Special Funded Federal Grant of \$159,525 for Indo China Project shown separately and being accounted for in the Restricted General Fund. Off-setting revenue included in "Federal Aid" Revenue Budgeted amount.
3. Expense Working Budget is in excess of Published Budget, with Indo China Project included. Unless other circumstances change, and/or legal authority is given to ignore Restricted General Fund expenses from Published Budget limitations, the General Fund Budget will need to be amended prior to June, 1978. Board approval for such amendment will be requested, if required, in April, with Public Hearing for May, 1978.

DES MOINES AREA COMMUNITY COLLEGE
Auto Service, Carroll
Secondary Education
Advisory Committee
Fall 1977

Three-Year Term

Ray Beckman
Parts Manager
Koberg Chevrolet
Carroll, Iowa 51401
Home Address: 1908 N. Main
Telephone: 712 792-2674

Steve Thomsen
TNT Performance
Carroll, Iowa 51401
Home Address: 214 N. East
Telephone: 712 792-1603

Allen Headlie, Manager
Headlie Ford
601 Park
Coon Rapids, Iowa 50058
Telephone: 712 683-2202

Two-Year Term

Ray Billmeier
312 S. Gate Place
Carroll, Iowa 51401
(Manager, Sieg Co.)
Telephone: 712 792-4778

DeWayne McCord
1345 Salinger
Carroll, Iowa 51401
(Machinist, Arnold Motors)
Telephone: 712 792-9725

One-Year Term

Elmer Buswell
Montgomery Ward Auto Service
Hiway 30 East
Carroll, Iowa 51401
Home Phone: 712 792-4296

Max Nile, Manager
Niles Chevrolet
608 Railway
Coon Rapids, Iowa 50058
Telephone: 712 684-2235

Harold Weidner
Weidner Service
Glidden, Iowa 51443
Telephone: 712 659-3064

ADVISORY COMMITTEE RECOMMENDATIONS
BY CATEGORIES

FISCAL YEAR FY'78

PROGRAM Auto Service--Carroll

Advisory Members Name	Former Student	Current Student	Super-visor	Worker in this Field	Union Member	Out of Des Moines Area	Number of Prior Years Service on Committee
Ray Billmeier			X	X		X	1
DeWayne McCord				X		X	1
Elmer Buswell				X		X	2
Harold Weidner				X		X	2
Max Nile			X	X		X	2
Allen Headlie				X		X	2
Ray Beckman			X	X		X	New
Steve Thomsen				X		X	New

DES MOINES AREA COMMUNITY COLLEGE
BUILDING TRADES, CARROLL
SECONDARY EDUCATION
ADVISORY COMMITTEE

Fall 1977

Three-Year Term

Harold Bierl
Bierl Development Corp.
Highway 30 East
Carroll, Iowa 51401
Telephone: 712 792-4318

Robert Badding
Badding Construction
814 W. 9th
Carroll, Iowa 51401
Telephone: 712 792-4123

Don Kanne
Kanne Construction
432 E. 6th
Carroll, Iowa 51401
Telephone: 712 792-9325

Terry Halbur
1311 N. Main
Carroll, Iowa 51401
Telephone: 792-2553

Two-Year Term

Louis Greteman
805 N. Main
Carroll, Iowa 51401
Telephone: 712 792-9730

Jack Ramaekers
Midwest Wholesale Building
Products
324 N. Court
Carroll, Iowa 51401
Telephone: 712 792-4581

Lee Nation
Fullerton Lumber Co.
Heires Drive
Carroll, Iowa 51401
Telephone: 712 792-9226

One-Year Term

Paul A. Walz, Supt.
Walz Construction Co.
306 N. Main St.
Carroll, Iowa 51401
Telephone: 712 792-1187

Roman Steffes
Goetzinger & Steffes Builders
120 S. Adams
Carroll, Iowa 51401
Telephone: 712 792-9346

Virgil Baumhover
Baumhover Construction, Inc.
621 E. 11
Carroll, Iowa 51401
Telephone: 712 792-9831

DES MOINES AREA COMMUNITY COLLEGE

BOOKKEEPING-ACCOUNTING ADVISORY COMMITTEE

Fall, 1977

Three-Year Term

Jim Henkel, CPA
Citizens National Bank
Boone, IA 50036
Telephone: 432-8636

Jim Bintner
Charles Gabus Ford
4545 Merle Hay Road
Telephone: 278-7600

Dr. A. Douglas Hillman
Department of Business Administration
Drake University
26th and University
Des Moines, IA 50311
Telephone: 271-2720

Two-Year Term

Garrett W. Bartley, Controller
Triple "F" Feeds
10104 Douglas Avenue
Des Moines, IA
Telephone: 276-5406

James McDermott, Treasurer
Woodford Mfg. Company
1626 Delaware
Des Moines, IA 50317
Telephone: 262-5638

One-Year Term

Larry P. Anderson
Personnel Manager
Quinn Machinery
Division of Zeidlers, Inc.
P. O. Box 130
Boone, IA
Telephone 432-3553

Don Darnell
Meredith Printing
P. O. Box 1394
Des Moines, IA
Telephone: 284-9446

Bentley DeMars
Controller & Treasurer
Cadco
10100 Douglas
Des Moines, IA
Telephone: 276-5417

Ms. Phyllis Collison
Investment Assistant
Preferred Risk Insurance
111 Ashworth Road
West Des Moines, IA
Telephone: 225-5000

CARROLL BUILDING TRADES PROGRAM
HOUSE PROJECT
1977-78

PLAN A

	<u>Original Estimate</u>	<u>Revised Estimate</u>
Lot has already been purchased	\$ 8,850	\$ 8,850
Digging and landscaping	600	600
Block and blocklaying (subcontract) 10% by statement	1,900	2,900
Plumbing and heating (subcontract)	4,500	4,950
Concrete, sand and gravel	2,200	2,400
House structure	17,500	19,250
Electrical (subcontract - all rough in by students)	1,500	1,550
Electrical Fixtures	450	450
Drywall (includes garage)	1,500	1,600
Painter and paint (student stained exterior)	1,000	1,000
Carpet (includes installation)	1,700	1,800
Misc. (utilities, etc.) (concrete finishing)	800	1,000
	<u>\$42,500</u>	<u>\$46,350</u>

Contracts for digging, block and block laying, plumbing and heating and electrical have been received.

We have received estimates as of today's prices, however, formal contracts on house structure are unattainable because of price changes. Drywall and carpet contracts are forthcoming.

LABOR STUDIES ADVISORY COMMITTEE

FALL, 1977

Three-Year Term

Charles McKenna
International Representative
United Auto Workers
2525 E. Euclid, Suite 201
Des Moines, IA 50317
Telephone: 265-9877

Ruth Braskfield, President
Graphic Arts International 71B
504 5th Street
P. O. Box 145
West Des Moines, IA 50265

Harold Belken
D.M. Musicians 75
416 E. Gray
Des Moines, IA 50315
Telephone: 282-0871

Frank Steinbach
1st Vice President
U.A.W. 450
4598 6th Ave.
Des Moines, IA 50313
Telephone: 283-1784

Two-Year Term

Ron Montgomery
Business Manager
International Pressman
2000 Walker, Suite D
Des Moines, IA 50317
Telephone: 265-1190

Mark Smith
Center for Labor and Management
University of Iowa
Iowa City, IA 52240
Telephone: (319) 353-4274

Perry Chapin
United Rubber Workers 310
2909 E. 38th Street
Des Moines, IA 50317
Telephone: 288-9547

Jim Wengert, Secretary-Treasurer
Iowa Federation of Labor
2000 Walker
Des Moines, IA 50317
Telephone: 262-9571

Charles Gifford, President
State C.A.P. United Auto Workers
2525 E. Euclid, Suite 201
Des Moines, IA 50317
Telephone: 265-9877

One-Year Term

Max Tipton, President
U.A.W. 997
P. O. Box 278
Newton, IA 50208
Telephone: 792-5005

Roger Millang
Brick Layers Local #2
1800 Grand
Bldg. 20 - Apt. 297
West Des Moines, IA 50265
Telephone: 243-1731

Philip Langerman
Dean of Continuing Education
Drake University
2700 University
Des Moines, IA 50513
Telephone: 271-2181

Des Moines Area Community College Representatives: Don Rowen
Lois Campbell
C. J. Kleywegt



**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Snijders

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
OF
DES MOINES AREA COMMUNITY COLLEGE BOARD OF DIRECTORS

Monday, October 31, 1977

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

5:30 - 6:30 P.M. HEAR PRESENTATIONS FROM THE FOLLOWING GROUPS
WITHIN THE COLLEGE CONCERNING SALARY ADJUST-
MENTS AND FRINGE BENEFITS FOR FY79:

- ✓(a) Administrative - *Burgess*
- ✓(b) Auxiliary Services -
- ~~✓(c) Faculty Association~~ *DMACC NEA*
- ✓(d) Food Service - *Dorothy*
- ✓(e) Plant Operations & Maintenance - *Jan Case*
- (f) Secretarial/Clerical - *Muller Morris*

6:30 - 7:00 P.M. DINNER

7:00 - -- CONSIDERATION OF PROPOSALS MADE BY THE VARIOUS
GROUPS

2BE Agreement