

Des Moines Area Community College

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Board of Directors Meeting Minutes

6-12-1978

Board of Directors Meeting Minutes (June 12, 1978)

DMACC

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

PHASE IIIA, PART 2
SPECIAL HEARING

JUNE 12, 1978

The public hearing for the adoption of plans, specifications, form of contract and estimated cost for Phase IIIA, Part 2, Automotive Bldg. #13 and Diesel Bldg. #14, was held on June 12, 1978, at the Urban Center, 5th and College, Des Moines, Iowa as had previously been scheduled and advertised. The hearing was called to order by the Board President, Donald Rowen, at 7:45 p.m.

ROLL CALL

Members Present: H. Welin
W. Stover, Jr.
D. Rowen
T. Nemmers
E. Leonard
M. Kreager
W. Hetzel
M. Goodman
M. Campbell

Members Absent: None

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

HEARING
PROCEEDINGS

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract, and estimated cost for Phase IIIA, Part 2, Automotive Bldg. #13 and Diesel Bldg. #14, the Board President called for any objections to the entering into of such contract, or to the adoption of the plans, specifications, form of contract and estimated cost. No oral objections were offered, and the Secretary reported that no written objections thereto had been filed.

Director M. Kreager introduced Resolution No. 78-9 entitled "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COST FOR PHASE IIIA, PART 2, AUTOMOTIVE BUILDING NO. 13 AND DIESEL BUILDING NO. 14," (attachment No. 1) and moved its adoption. Director M. Goodman seconded the motion to adopt. The roll was called and the following directors voted:

AYES: H. Welin
 W. Stover, Jr.
 D. Rowen
 T. Nemmers
 E. Leonard
 M. Kreager
 W. Hetzel
 M. Goodman
 M. Campbell

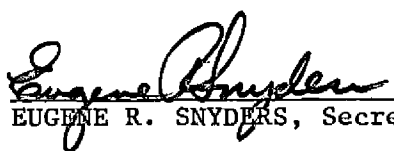
NAYS: None

WHEREUPON, the President of the Board declared said Resolution duly adopted.

It was moved by W. Stover, Jr., seconded by M. Goodman that the special meeting for the public hearing concerning Phase IIIA, Part 2, AUTOMOTIVE BLDG. #13 and DIESEL BLDG. #14, be adjourned. Motion passed and the special meeting adjourned at 7:50 p.m.



DONALD P. ROWEN, President



EUGENE R. SNYDERS, Secretary

RESOLUTION NO. 78-9

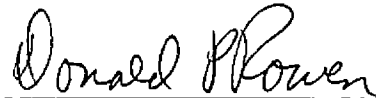
RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATED COST FOR PHASE IIIA, PART 2, AUTOMOTIVE BUILDING
NO. 13 AND DIESEL BUILDING NO. 14

WHEREAS, on the 8th day of May, 1978, plans, specifications, form of contract, and estimated cost were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project.

WHEREAS, notice of hearing on said plans, specifications, form of contract and estimated cost was published as required by law and action of this Board.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, form of contract and estimated costs are hereby approved and adopted as the plans, specifications, form of contract and estimated costs for Phase IIIA, Part 2, Automotive Bldg. No. 13 and Diesel Bldg. No. 14.

PASSED AND APPROVED this 12th day of June, 1978.



President of the Board of
Directors of the aforesaid
Community College

ATTEST:



Secretary of the Board of
Directors of the aforesaid
Community College

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

PHASE IIIA, PART 3
SPECIAL HEARING

JUNE 12, 1978

The public hearing for the adoption of plans, specifications, form of contract and estimated cost for Phase IIIA, Part 3, Parking Lot Improvements, was held on June 12, 1978, at the Urban Center, 5th & College, Des Moines, Iowa, as had previously been scheduled and advertised. The hearing was called to order by the Board President, Donald Rowen, at 7:40 p.m.

ROLL CALL

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

Members Absent: None

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

HEARING
PROCEEDINGS

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, form of contract, and estimated cost for Phase IIIA, Part 3, Parking Lot Improvements the Board President called for any objections to the entering into of such contract, or to the adoption of the plans, specifications, form of contract and estimated cost. No oral objections were offered, and the Secretary reported that no written objections thereto had been filed.

Director W. Hetzel introduced Resolution No. 78-10 entitled "RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATED COSTS FOR PHASE IIIA, PART 3, PARKING LOT IMPROVEMENTS", (attachment No. 1) and moved its adoption. Director M. Kreager seconded the motion to adopt. The roll was called and the following directors voted:

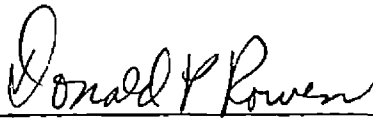
AYES: H. Welin
W. Stover, Jr.
D. Rowen
T. Nemmers
E. Leonard
M. Kreager
W. Hetzel
M. Goodman
M. Campbell

NAYS: None

WHEREUPON, the President of the Board declared said Resolution duly adopted.

ADJOURNMENT

It was moved by W. Stover, Jr., seconded by M. Goodman that the special meeting for the public hearing concerning Phase IIIA, Part 3, Parking Lot Improvements, be adjourned. Motion passed and the special meeting adjourned at 7:47 p.m.



DONALD P. ROWEN, President



EUGENE R. SNYDER, Secretary

RESOLUTION NO. 78-10

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATED COSTS FOR PHASE IIIA, PART 3, PARKING LOT
IMPROVEMENTS

WHEREAS, on the 8th day of May, 1978, plans specifications, form of contract and estimated cost were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project.

WHEREAS, notice of hearing on plans, specifications, form of contract and estimated cost was published as required by law and action of this Board.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, form of contract and estimated costs are hereby approved and adopted as the plans, specifications, form of contract and estimated cost for Phase IIIA, Part 3, Parking Lot Improvements.

PASSED AND APPROVED this 12th day of June 1978.



President of the Board of
Directors of the aforesaid
Community College

ATTEST:



Secretary of the Board of
Directors of the aforesaid
Community College

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

REGULAR MEETING

JUNE 12, 1978

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in the Auditorium, Urban Center, Fifth and College, Des Moines, Iowa, on June 12, 1978. The meeting was called to order by Board President Donald Rowen at 5:35 p.m.

ROLL CALL

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

Members absent: None

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

APPROVAL OF
AGENDA

It was moved by M. Kreager, seconded by T. Nemmers, that the supplemental agenda be approved.

Motion passed.

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the May 8 regular meeting and the May 8 Special Meeting for Public Hearing on Budget Amendment be approved as presented.

Motion passed.

MONTHLY FINAN-
CIAL REPORT

The monthly financial report was presented by Gene Snyders. A copy of the report is attached (attachment #1) hereto and made a part of these minutes.

APPROVAL OF
AMENDED 28E
AGREEMENT

It was moved by W. Stover, Jr., seconded by M. Campbell for the adoption of Resolution #78-13 (attachment #2) entitled APPROVAL OF 28E ADDENDUM AND THE 28E AGREEMENT AS AMENDED.

It was moved by M. Kreager, seconded by W. Hetzel, that the motion be amended to substitute \$34,000 for \$190,750 as the maximum amount of the College's contribution. A roll call vote was taken on the amendment as follows:

AYES: W. Hetzel
M. Kreager
T. Nemmers
H. Welin

NAYS: M. Campbell
 M. Goodman
 E. Leonard
 D. Rowen
 W. Stover, Jr.

Motion defeated.

The Board President then called for a roll call vote on the original motion with the votes as follows:

AYES: M. Campbell
 M. Goodman
 E. Leonard
 D. Rowen
 W. Stover, Jr.

NAYS: W. Hetzel
 M. Kreager
 T. Nemmers
 H. Welin

Motion passed.

RECESS FOR
 DINNER & PUBLIC
 HEARINGS

President Rowen called for a dinner recess at 6:40 p.m., with public hearings to follow at 7:30 for plans and specifications for parking lot improvements and at 7:45 for plans and specifications for automotive building (Bldg. #13) and diesel building (Bldg. #14).

RECONVENE

The regular board meeting reconvened at 7:47 p.m. at the same location as previously held. All those Board members and staff who were present prior to the recess were again present at this time.

ACCEPTANCE OF
 STAFF RESPONSE
 TO MEDIA
 ALLEGATIONS

It was moved by M. Kreager, seconded by M. Campbell, that the Board accept the staff report included as attachment #3 to these minutes as the Board's response to the public allegations included in the May 12, 1978, issue of the Des Moines Tribune.

Motion passed unanimously.

NEW PERSONNEL

It was moved by E. Leonard, seconded by M. Goodman, that employment be offered to Grover Senf, Tool and Die Instructor at Ankeny, at an annual salary of \$18,437, with an effective date of July 1, 1978, and further that he be employed on a daily rate of \$68.15 for the period June 20, 1978, to June 30, 1978.

Motion passed.

CONTRACT
 CHANGES

It was moved by E. Leonard, seconded by M. Goodman, that the following contract changes be approved:

<u>Name/Position</u>	<u>From</u>	<u>To</u>
Robert Young, Accounting Specialist Instructor	\$18,069 (9 mos.)	\$22,587 (12 mos.)
Linda Carson, Child Care Instructor	11,254 (12 mos. 3/5 time)	15,006 (12 mos. 4/5 time)

<u>Name/Position</u>	<u>From</u>	<u>To</u>
Dee Stolze, Child Care Instructor	8,390 (9 mos. 3/5 time)	11,187 (9 mos. 4/5 time)
Vivian Brandmeyer, Inst. Sec./Clerical, Boone	17,161 (12 mos.)	13,728 (9 mos.)
Cheryl Middendorf, Nursing Instructor, Ankeny	15,884 (12 mos.)	9,530 (12 mos. 3/5 time)
Joanne Westergard, Health Care Adm. Instructor	8,899 (12 mos 1/2 time)	13,349 (12 mos. 3/4 time)
Bonnie Nelson, Nursing Instructor, Boone	19,076 (12 mos. full-time)	11,446 (12 mos. 3/5 time)

Motion passed.

POSITION
CHANGES

It was moved by E. Leonard, seconded by W. Hetzel, 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>
Nedra Jackson	Coordinator, Development Services, R & D	\$13,500	June 1, 1978
Donald R. Kerr	Coordinator of Student Activities, Student Life	24,135	July 1, 1978
Thomas E. Dart	Coordinator, Employer Relations, Student Life	22,053	July 1, 1978

Motion passed.

It was moved by H. Welin, seconded by M. Kreager, to table the employment of C. John (Dutch) Kleywegt until State Board approval of the Labor Studies program.

Motion passed.

SUMMER
CONTRACTS

It was moved by W. Stover, Jr., seconded by T. Nemmers, to approve summer contracts as follows:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Judy Koepsell	Child Care Instructor	(3/5 Summer Contract) \$2,110.63	(53 Days) June 20 to Sept. 1, 1978
Sue Ann Gibbons	Coordinator, Office Occupations, Adult Education Supplemental	\$60.34 per day \$65.03	June 1 to June 30, 1978 July 1 to August 3, 1978

Motion passed.

RESIGNATIONS

It was moved by T. Nemmers, seconded by W. Stover, Jr., that the following resignations be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Darlene Falck	Coordinator, Office Occupations Career Supplemental	May 30, 1978
Kerry Bruening	Data Processing Instructor	May 29, 1978
Bill Irwin	Auto Mechanics Instructor	June 30, 1978
Rex Hardie	Supervisor/Receivables and Student Records, Bus. Mgmt.	June 30, 1978

Motion passed.

LEAVE OF
ABSENCE WITH-
OUT PAY

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

- Robert Young, Accounting Specialist Instructor, Career Ed., 2 days, June 20-21, 1978
- Richard Hamann, Accounting Instructor, Career Ed., 5 days, May 1-5, 1978
- Dolores Fortner, Secretarial Instructor, Career Ed., 4 days, July 3-7, 1978
- Debbie Odgaard, Medical Assistant Instructor, Career Ed., 23 days, June 20-July 21, 1978
- Shirley Muehlenthaler, Chairperson, Medical Asst., 1 day, May 26, 1978
- Linda Pederson, Fashion Merchandising Instructor, 15 days, May 8-26, 1978, 54 1/2 days, June 16-August 31, 1978
- Barb Eastwood, Biology Instructor, Arts & Sciences, 3 days, May 24-26, 1978
- Ann Gragg, Nursing Instructor, Ankeny, 9 days, April 25-May 5, 1978
- Kay Marten, Business Occupations Instructor, Urban Center Annex, 3 days, June 15, 16 & 19, 1978
- Carole Spicer, Nursing Instructor, Ankeny, 8 days, August 7-18, 1978

Motion passed.

P.D.U.
ADVANCEMENTS

It was moved by E. Leonard, seconded by W. Hetzel, that the following staff development units be approved as follows:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Willis Dobbins	Chairperson, East	Lane 248	Lane 270
	Branch Learning Center	Level 8.0 \$19,714	Level 8.0 \$20,352
Diane Schroeder	Dental Assistant	Lane 248	Lane 270
	Instructor	Level 4.0 \$17,161	Level 4.0 \$17,799
Arlene Edmondson	Nursing Instructor,	Lane 225	Lane 248
	Ankeny	Level 7.0 \$14,750	Level 7.0 \$15,261

Motion passed.

CONTRACT
EXTENSION

It was moved by M. Kreager, seconded by E. Leonard, that the contract of Mayvor Dockendorff, part-time Vets Ag. Instructor, Pleasantville Center, who is beyond the retirement age of 65 be extended for an additional year.

June 12, 1978

Motion passed.

GRADE CHANGE
AND SALARY
ADJUSTMENTS

It was moved by W. Stover, Jr., seconded by W. Hetzel, to approve the following grade changes and salary adjustments:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Beverly Longnecker	Supervisor, Food Service	Grade 0 \$12,641	Grade 4 \$13,220
Stella Battani	Supervisor, Word Processing	Grade 0 \$11,881	Grade 2 No increase
Jean Nelson	Supervisor, Duplicating Room	Grade 0 \$10,416	Grade 1 \$10,598

Motion passed.

CONTRACTS FOR
MOBILE CEC
EMPLOYEES

It was moved by W. Stover, Jr., seconded by E. Leonard, that employment be offered for the following mobile CEC positions to the individuals indicated below:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Steven Halstead	Coordinator	\$17,397 (9 mos.)	September 5, 1978
Mona Barfels	Instructor	11,175 (9 mos.)	September 5, 1978
Richard Horney	Instructor	13,473 (9 mos.)	September 5, 1978
Michael J. Kucera	Instructor	14,750 (9 mos.)	September 5, 1978

Motion passed.

AWARD OF CON-
TRACT FOR PHASE
IIIA, PART 3

The Board Secretary reported that sealed bids were received and publicly opened, as had been advertised and by action of this Board, at 2:00 p.m., June 8, 1978, for Phase IIIA, Part 3, Parking Lot Improvements, and that such bids received were as follows:

<u>BIDDER NAME</u>	<u>AMOUNT OF BID</u>
Iowa Road Builders	\$182,870.20
Des Moines Asphalt & Paving	\$195,033.00

It was moved by W. Hetzel, seconded by E. Leonard, that the low bid of \$182,870.20 received from Iowa Road Builders be accepted and that the Board President and Secretary be authorized to sign a contract with said firm for the project as bid. A roll call vote was taken as follows:

AYES: M. Campbell
M. Goodman
W. Hetzel
M. Kreager
E. Leonard
T. Nemmers
D. Rowen
W. Stover, Jr.
H. Welin

NAYS: None

Motion passed.

June 12, 1978

WARD OF CON-
TRACT FOR PHASE
IIIA, PART 2

The Board Secretary reported that sealed bids were received and publicly opened, as had been advertised and by action of this Board, at 2:30 p.m., June 8, 1978, for Phase IIIA, Part 2, Automotive Bldg. #13 and Diesel Bldg. #14, and that such bids received were as follows:

<u>BIDDER NAME</u>	<u>AMOUNT OF BID</u>
Betts & Beer Construction	\$2,501,738
Breiholz Construction	2,345,852
Grabau Construction	2,423,817
Vawter & Walter	2,447,300

It was moved by M. Kreager, seconded by H. Welin, that the low bid of \$2,345,852 received from Breiholz Construction be accepted and that the Board President and Secretary be authorized to sign a contract with said firm for the project as bid. A roll call vote was taken as follows:

AYES: M. Goodman
W. Hetzel
M. Kreager
E. Leonard
T. Nemmers
D. Rowen
W. Stover, Jr.
H. Welin
(M. Campbell was absent when vote was taken)

NAYS: None

Motion passed.

SALE OF STUDENT
CONSTRUCTED
HOUSE AT CARROLL

The Board Secretary reported that sealed bids were received and opened, as had been advertised and directed by the Board, at 10:00 a.m. on June 9, 1978, for the purchase of the student constructed house at 123 East Randall Road, Carroll, Iowa, and that such bids received were as follows:

<u>BIDDER NAME</u>	<u>AMOUNT OF BID</u>
Robert L. Olsen	\$58,761.00
Dr. Scott D. Winjum	63,000.00
Harold D. and Janice A. Van Zuiden	67,010.00

Director E. Leonard introduced Resolution No. 78-11 entitled "RESOLUTION APPROVING SALE OF HOUSE" (attachment #4) and moved its adoption. Director T. Nemmers seconded the motion to adopt. The roll was called and the following directors voted:

AYES: M. Campbell
M. Goodman
W. Hetzel
M. Kreager
E. Leonard
T. Nemmers
D. Rowen
W. Stover, Jr.
H. Welin

NAYS: None

WHEREUPON, the President of the Board declared said Resolution duly adopted.

ACCEPTANCE OF SIGNAGE PROJECT

It was moved by W. Hetzel, seconded by E. Leonard, that the Signage Project be accepted as complete, and that final payment to Doors, Inc. of 10% of the contract in the amount of \$8,989.04 be authorized. The roll was called and the following directors voted:

- AYES: M. Campbell
- M. Goodman
- W. Hetzel
- E. Leonard
- T. Nemmers
- D. Rowen
- H. Welin

NAYS: None

- ABSTAIN: M. Kreager
- W. Stover, Jr.

Motion passed.

RENEWAL OF LEASES

It was moved by M. Campbell, seconded by H. Welin, to approve the renewal of lease for space in the Walz and Murphy Building in Carroll, Iowa, for the period May 31, 1978, to June 1, 1979, for the sum of \$275/month to house the high school building trades program with all terms the same as the current lease.

Motion passed.

It was moved by M. Campbell, seconded by W. Hetzel, to approve the renewal of lease for space in the Lahr Auto Trim Building, Carroll, Iowa, for the period May 31, 1978, to June 1, 1979, for the sum of \$500/month to house the high school automotive program with all terms the same as the current lease except that the College be guaranteed that it be allowed to install an adequate exhaust system and remove it at the end of the lease with lessor.

Motion passed.

APPROVAL TO TRANSFER LAND TO D.O.T.

Director M. Campbell introduced Resolution No. 78-12 (attachment #5) entitled "DELIVERY OF CONVEYANCE" and moved its adoption. Director M. Goodman seconded the motion to adopt. The roll being called, the vote was as follows:

- AYES: M. Campbell
- M. Goodman
- W. Hetzel
- M. Kreager
- E. Leonard
- T. Nemmers
- D. Rowen
- W. Stover, Jr.
- H. Welin

NAYS: None

WHEREUPON, the President of the Board declared the Resolution duly adopted.

APPROVAL OF
I.C.A.S.B. DUES

It was moved by W. Hetzel, seconded by M. Campbell, to pay \$11,840 as DMACC's I.C.A.S.B. dues for 1978-'79 to instruct DMACC's representative to exert all possible pressure with I.C.A.S.B. to help insure that a more equitable distribution of voting representation is developed prior to next budget year.

Motion passed.

APPROVAL OF
INSTITUTIONAL
MEMBERSHIP DUES

It was moved by H. Welin, seconded by M. Goodman, to approve the payment of \$475 for institutional membership dues to the Association of Community College Trustees (ACCT) for 1978-'79.

Motion passed.

It was moved by W. Hetzel, seconded by T. Nemmers, to approve the payment of \$275 for institutional membership dues to the College and University Personnel Association (CUPA) for 1978-'79.

Motion passed.

PROGRAM
APPROVALS

It was moved by M. Campbell, seconded by W. Stover, Jr., that the Board authorize the Superintendent to proceed with the initiation of the following programs as additions to the previously approved FY '79 operating budget and that appropriate staff be recommended for employment as these programs are started:

<u>Program</u>	<u>Estimated Cost</u>
Automotive Apprenticeship Program at Boone	\$ 5,917
Carroll Director/Coordinator including Office	40,129
Communication Skills Teachers (2) at Ankeny	34,520
Math Instructor, Urban Center	17,000
Machinist Program	40,000
	<u>\$137,566</u>

Motion passed.

TELEPHONE
SYSTEM

It was moved by E. Leonard, seconded by W. Stover, Jr., to table staff recommendation concerning telephone systems and bids.

Motion passed.

STUDENT ACTIVITY
FEE CARRY-OVER
FUNDS

It was moved by E. Leonard, seconded by M. Goodman, to approve the recommendation of the Superintendent and the Special Student Senate Committee concerning activity fee carry-over funds included as attachment #6 to these minutes.

Motion passed.

ABIN LEASE

It was moved by W. Stover, Jr., seconded by M. Goodman, that approval be given to extend the current lease agreement with the Des Moines School System for Sabin School for the period August 1, 1978, to July 31, 1979, with all terms and conditions to remain as stated in the current lease and that the Board President and Secretary be authorized to execute said lease after approval by the Des Moines Board of Education.

Motion passed.

REPRESENTATIVE
OF I.A.S.B.

It was moved by T. Nemmers, seconded by M. Goodman, that Walter Hetzel be designated the DMACC Board representative to the Iowa Association of School Boards.

Motion passed.

CLAIMS &
ACCOUNTS


It was moved by E. Leonard, seconded by T. Nemmers, that the Claims and Accounts be approved as presented, copies attached (attachment #7) hereto and made a part of these minutes.

Motion passed.

ADJOURNMENT

It was moved by W. Stover, Jr., seconded by T. Nemmers, that the meeting be adjourned. Motion passed and the meeting adjourned at 10:36 p.m.


EUGENE R. SNYDERS, Secretary


DONALD P. ROWEN, President

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION - FINANCIAL REPORT

MAY 31, 1978

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

BANKERS TRUST
Special
Plant Fund

Voted Tax &
Sinking Fund

<u>IN BANK</u>			
Fwd. <u>May 1, 1978</u>	\$ 39,838.67	\$ 48,094.74	\$
Receipts <u>May 1978</u>	1,709,758.80	235,431.92	
Disbursements <u>May 1978</u>	1,747,444.92	277,186.74	
<u>in Bank May, 31, 1978</u>	\$ 2,152.55	\$ 6,339.92	
<u>INVESTMENTS</u>			
ings Account 5%	\$ 696,956.63	271.58	\$ 89,536.25
<u>CERTIFICATES OF DEPOSIT:</u>			
7½% Due 4-30-78 (Student Union) 20,000.00			
6.75% Due 6-30-78	100,000.00		
6.5% Due 6-30-78	600,000.00		
Various Maturities & Interest		6,255,000.00	
8% Due 5-15-79		210,000.00	
7½% Due 4-16-79		270,000.00	
6.75% Due 6-30-78			316,000.00
6.875% Due 6-30-78			400,000.00
6.9% Due 6-30-78			269,000.00
7% Due 6-30-78			174,000.00
6.8% Due 6-30-78			210,000.00
<u>TOTAL CASH & INVESTMENTS</u>	<u>\$1,419,109.18</u>	<u>\$6,741,339.92</u>	<u>\$1,458,536.25</u>

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
MAY 31, 1978

	PUBLISHED & BOARD APPROVED BUDGET March 14, 1977	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
<u>GENERAL FUND DISBURSEMENTS:</u>					
Arts & Science	\$ 1,878,117	\$ 1,808,872	\$ 189,295	\$ 1,408,668	\$ 210,909
Career Education	3,962,851	4,292,360	481,592	3,552,036	258,730
Career Exploration Center	158,605	160,751	10,222	133,748	16,781
Mobile Career Explor. Center	80,992	84,520	10,614	67,626	6,278
Adult Education	1,726,671	1,528,370	66,220	1,302,212	159,938
Vice President--Instruction	169,379	105,918	6,550	90,836	8,532
Administration	1,245,294	1,247,728	101,019	1,105,628	41,081
Student Life	1,123,708	1,173,289	75,960	1,049,849	47,480
Learning Resources	491,230	522,264	67,960	415,114	39,190
Physical Plant	<u>1,362,595</u>	<u>1,373,821</u>	<u>88,970</u>	<u>1,020,444</u>	<u>264,407</u>
Sub Total	<u>\$12,199,442</u>	<u>\$12,297,893</u>	<u>\$1,098,402</u>	<u>\$ 10,146,165</u>	<u>\$1,053,326</u>
CETA/Vocational Skills	\$ 578,899	431,314	14,009	389,031	28,274
Indo China Project	84,541	59,525	3,674	47,387	8,464
Sub Total	<u>\$12,862,882</u>	<u>\$12,788,732</u>	<u>\$1,116,085</u>	<u>\$ 10,582,583</u>	<u>\$1,090,064</u>
Plus De-obligated Budget		77,033			77,033
GRAND TOTAL	<u>\$12,862,882</u>	<u>\$12,865,765</u>	<u>\$1,116,085</u>	<u>\$ 10,582,583</u>	<u>\$1,167,097</u>
<u>GENERAL FUND REVENUE:</u>					
Student Fees	\$ 171,000	\$ 174,200		\$ 180,895	\$ (6,695)
Tuition	2,679,100	2,683,000		2,486,662	196,338
Property Taxes--Operations	1,685,354	1,628,595		1,606,333	22,262
Property Taxes--Tort	18,367	18,367		17,900	467
State General Aid	5,035,761	5,035,761		5,035,761	-0-
State Vocational Aid	1,074,814	1,074,764		1,071,374	3,390
Other State Support	-0-	55,581		55,581	-0-
State Capital Outlay	253,800	253,800		-0-	253,800
Federal Aid	1,444,766	1,445,863		620,198	825,665
Sales & Service	29,000	29,000		18,814	10,186
Other Revenue	107,000	148,024		185,402	(37,378)
Sub Total	<u>\$12,498,962</u>	<u>\$12,546,955</u>		<u>\$ 11,278,920</u>	<u>\$1,268,035</u>
Unrestricted Fund Balance	279,379	241,777		241,777	-0-
GRAND TOTAL	<u>\$12,778,341</u>	<u>\$12,788,732</u>		<u>\$ 11,520,697</u>	<u>\$1,268,035</u>
<u>PLANT FUND DISBURSEMENTS:</u>	<u>\$ 4,376,879</u>	<u>\$ 4,376,879</u>		<u>\$ 1,824,011</u>	<u>\$2,552,868</u>
<u>PLANT FUND REVENUE:</u>	<u>\$ 1,714,354</u>	<u>\$ 1,714,354</u>		<u>\$ 1,699,568</u>	<u>\$ 14,786</u>

Footnotes:

1. The Indo China Working Budget was reduced by \$100,000.00 which is amount of Federal funding not anticipated being expended this fiscal year. The project is funded thru 9-30-78 and additional expenditures will be made during fiscal year 1978-79.
2. Approved Budget Amounts shown have been revised to reflect budget as amended May 8, 1978.

DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
May 31, 1978

ASSETS-----

CASH & INVESTMENTS

Cash in Bank - Checking	\$951,605	
Petty Cash - Ankeny Checking	1,253	
Petty Cash - Boone Checking	5,000	
Cash in Bank - Payroll	10,000	
Returned Checks	4,352	
Petty Cash	1,829	
Cash Over or Short	180	
Investments in CD's	700,000	
Investments in Savings Accounts	<u>696,956</u>	
TOTAL CASH & INVESTMENTS		\$2,371,175

ACCOUNTS RECEIVABLES

Due from Plant Fund	10,000	
Due from Federal	24,486	
Due from Others	19,590	
Budgeted Revenue FY 78	\$12,546,955	
Less Amount Received	<u>11,278,920</u>	
Balance to Receive	<u>1,268,035</u>	
TOTAL ACCOUNTS RECEIVABLE		1,322,111

EXPENDIBLE SUPPLIES, INVENTORY

22,695

CONSTRUCTION WORK IN PROGRESS

Carroll House #3 - In Process of Being Sold	51,865	
Carroll House #4 - Lot Only	8,902	
Carroll House #5 - Lot Only	10,039	
Carroll House #6 - Lot Only	10,035	
Carroll House #7 - Lot Only	10,035	
Ankeny House#11 - Under Construction	43,479	
Ankeny House#12 - Lot Only	7,793	
Ankeny House#13 - Lot Only	8,100	
Ankeny House#14 - Lot Only (Down Payment)	<u>500</u>	
TOTAL CONSTRUCTION WORK IN PROGRESS		<u>150,748</u>

TOTAL ASSETS

\$3,866,729

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 May 31, 1978

LIABILITIES & FUND BALANCE-----

DEFERRED INCOME

DFAFS Funds (HEW Funded Projects)	\$ 1,098,627	
Iowa Script Funds from Prior Year	<u>8,753</u>	\$ 1,107,380

ACCOUNTS PAYABLE

Budgeted Expenditures	12,788,732	
Less Expended to Date	<u>10,582,583</u>	
Balance to be Expended		2,206,149

TOTAL LIABILITIES

\$3,313,529

UNRESTRICTED FUND BALANCE

Balance Forward, July 1, 1977		796,865
Revenue FY 78 to May 31, 1978	11,278,920	
Disbursements FY 78 to May 31, 1978	10,582,583	
Net Revenue Over Disbursements		<u>696,337</u>
FUND BALANCE May 31, 1978		1,493,202

Working Budget Revenue FY 78	12,546,955	
Less Amount Received to 5-31-78	<u>11,278,920</u>	
Balance to be Received by 6-30-78		1,268,035

Working Budget Disbursements FY 78	12,788,732	
Less Disbursed to 5-31-78	<u>10,582,583</u>	
Balance to be Disbursed by 6-30-78		(2,206,149)

Less Audit Adjustment		(1,888)
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PROJECTED FUND BALANCE June 30, 1978		<u>553,200</u>
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TOTAL LIABILITIES & FUND BALANCE		<u>\$3,866,729</u>
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Resolution 78-13
Attachment #2

RESOLUTION APPROVING 28E ADDENDUM AND
THE 28E AGREEMENT AS AMENDED

RESOLVED that the Board of Directors of the Des Moines Area Community College approve the 28E Addendum and the 28E Agreement as amended and attached hereto;

BE IT FURTHER RESOLVED that the Board President and Secretary are authorized to execute the 28E Agreement and Addendum on behalf of the College and that the Superintendent is directed to communicate the fact of this action to the City of Des Moines

PASSED AND APPROVED this 12th day of June, 1978.



PRESIDENT, BOARD OF DIRECTORS

ATTEST:



SECRETARY, BOARD OF DIRECTORS

Response to News Article
Des Moines Tribune, May 12, 1978

1. **ALLEGATION:** Expenses were charged to AIDP Federal Grant which were already covered in the college budget; specifically extended summer salaries of the Arts and Science faculties.

EXPLANATION: The AIDP Grant was initially approved by the US Office of Education for a three year period starting in FY75. A review of the detail expenses charged to the grant during each year since FY75 indicates that no faculty salaries were charged to this project, either full time or extended summer salaries. The Business Office has no record of any memo's from Superintendent Lowery directing charges to AIDP, as was suggested in the article.

2. **ALLEGATION:** The FY75 Budget was intentionally overspent to take advantage of additional funding.

EXPLANATION: The published budget was in fact overspent by \$279,575. This was not done intentionally, but was primarily due to receipt of federal funds made available as additional grants were approved during the year in excess of the amount initially estimated in preparing the published budget. The college staff had no indication that these funds would be available at the time the budget was prepared as is the case with most federal projects. The FY76 budget was challenged on the basis of this overexpenditure. The Budget Review Committee reduced the certified budget by \$279,575. The college paid a heavy price for this unintentional action.

3. **ALLEGATION:** A computational error by DPI in 1974 and 1975 allowed DMACC to purchase equipment in excess of new program needs.

EXPLANATION: We have no knowledge of any such "computational error" nor did DPI when we inquired of them. Lay advisory committees from the trade are used to advise the college and we have not to our knowledge ever "purchased equipment in excess of new program needs".

4. **ALLEGATION:** In 1969, the college equipped administrative offices from vocational program monies and in other instances equipment items were purchased for one program, but assigned to another.

EXPLANATION: Equipment purchased for specific vocational (career education) programs were used by the programs at the time of purchase. It is possible that at a later date, equipment items might have been transferred to another area or cost center. This is not uncommon when the area for which the items were originally acquired no longer has a need for those items. More important, such transfers do not violate DPI guidelines as was implied by the article. The DMACC inventory control

system (computer generated) presently in effect, maintains a history and accurate record of all equipment purchases and of any transfers between cost centers.

5. **ALLEGATION:** College officials have overstated allocations to special needs programs to insure full reimbursement by the DPI.

EXPLANATION: The college submitted application for special need funds consistent with the State Department of Public Instruction guidelines. Such application was approved. Upon recent contact, the appropriate DPI official states that special need funds had been allocated by the DPI and used by the college in accord with federal regulations and DPI guidelines.

6. **ALLEGATION:** Administrators have capitalized on double funding by using both the State New Program Monies and federal funds to equip and staff the Dental Hygiene program.

EXPLANATION: Business Office records indicate that during FY75 and FY76, program costs totalled \$304,934 for Dental Hygiene. To cover these costs, the college received a federal grant of \$156,015. In addition, the college received State New Program Vocational monies of \$105,911 for the Dental Hygiene Program. State and Federal income received totalled \$261,926 or \$43,008 less than total program costs. The balance of these costs were paid from student tuition fees and other sources of income. No double funding existed as has been suggested.

Attachment #1 summarizes the discussion above.

7. **ALLEGATION:** The reporters indicated a variance in faculty salaries for the Dental Hygiene Program. They stated their research showed salary expenditures of \$132,293 in 1975, \$66,153 in 1976 and \$71,823 in 1977.

EXPLANATION: A detailed investigation of Business Office records indicates the \$132,293 salary figure reported for FY75 was inaccurate. Only \$56,196 was expended in payroll costs for the Dental Hygiene Program during FY75. The newspaper reported payroll costs of \$66,153 in FY76 and \$71,823 in FY77. These figures are correct. Thus, the payroll figures would indicate there has been no unusual variance in payroll costs during the first three years of the program.

8. **ALLEGATION:** Grant applications to state and federal agencies did not indicate that two such applications were being made.

EXPLANATION: There is no requirement that an institution applying for a grant notify other public agencies of the application nor must other agencies be notified even if the grant is approved. No guidelines were violated in submission of grant applications and no double funding has occurred as alleged. The federal grant made it possible to adequately equip the Dental Hygiene laboratory and assist in paying other high "start-up" costs of curriculum development, etc. The state allocation of \$105,911 for the two

DES MOINES AREA COMMUNITY COLLEGE

DENTAL HYGIENE

COST FOR TWO YEAR PERIOD FY 74-75 and FY 75-76

	<u>TOTAL PROGRAM COSTS</u>	<u>FEDERALLY FUNDED</u>	<u>NON- FEDERALLY FUNDED</u>
<u>DIRECT:</u>			
Payroll	\$122,348	\$ 76,097	\$ 46,251
Contracted Services	19,807	1,984	17,823
Travel	1,890	845	1,045
Supplies	13,851	2,747	11,104
Equipment	76,205	62,785	13,420
<u>INDIRECT:</u>			
Grant Processing & Misc.	11,557	11,557	-0-
Supervision/Career Ed	3,457		3,457
Administration	8,812		8,812
Student Services	7,848		7,848
Learning Resources	3,425		3,425
Physical Plant	26,663		26,663
Organized Research	496		496
Indirect Capital Outlay	8,575		8,575
TOTALS	<u>\$304,934</u>	<u>\$156,015</u>	<u>\$148,919</u>

REIMBURSEMENT FOR TWO YEAR PERIOD FY 74-75 and FY 75-76

Federal Grant	\$156,015	\$156,015	\$
State Vocational Aid (New Program Monies)			
Reimbursement	105,911		105,911
Tuition Fees & Other Income	43,008		43,008
	<u>\$304,934</u>	<u>\$156,015</u>	<u>\$148,919</u>

May 12, 1978

Deception charged in college fund use

By David Elbert and Melinda Voss

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Memos from two former vice presidents of the Des Moines Area Community College outline what they indicate was a pattern of deception in the college's use of state and federal grant money.

And the memos charge that Superintendent Paul Lowery approved or directed the alleged misapplication of the funds, which were earmarked for new courses.

The apparent deception allegedly occurred when college officials reported they had spent grant money one thing after they had spent it something else, the memos indicate.

But while the tone of the memos is critical of Lowery, one author, Dick Asby, a former vice president of the college, said he thought the actions, which in one case he described as "entirely legal," were for the overall benefit of the area college.

In an interview Thursday, Lowery said he never knowingly misled anyone, but acknowledged the college at times made poor estimates of needs.

Asby's memos citing what he called separate violations of funding guide-

lines were presented to the college's board of directors in 1976.

Interviews indicate the board, while being upset by the memos, never investigated the validity of Asby's allegations, and instead asked for his resignation.

The other memo writer was Russ Slicker, a former vice president for planning and management.

Slicker left the area college for a higher paying job a few months after Asby but not until first defending Asby in front of the board.

Sources said Slicker told the board that the problem, if one existed, was with Lowery, not Asby.

Both former vice presidents have jobs with community colleges outside Iowa - Asby in Tacoma, Wash., and Slicker in St. Louis, Mo.

The memos, which were made available to The Tribune by sources at the college, do not make it clear how much money allegedly was misdirected.

They show that a recent inquiry by students is not the first time the college's use of grant money supplied by state and federal agencies has been questioned.

Slicker's memo, written Jan. 27, 1977, to Joe Bergan, vice president for instruction, concerned the handling of the same type of funds that have marked the interest of students at the college's Urban Center, a grant from the Federal Advanced Business Development and Planning (AIDP).

The students are arguing that since the AIDP funds are geared toward "urban education," some of the \$1.5 million in grant money should be spent at the Urban Center in the heart of Des Moines, and less at the main campus in Ankeny.

In the January 1977 memo to Bergan, Slicker expressed concern about the same money, but from a different perspective.

He noted that funds from the AIDP grant could be used on top of, but not to replace, local and state funds.

Slicker then wrote: "I have in my possession several directives from Mr. Lowery instructing the Business Office to charge items to the AIDP budget that were already covered in the college budget. The most flagrant of these was the extended commensuration of the Arts and Science faculties."

The memo, written in St. Louis after Slicker left Ankeny, added: "I also possess my response to Mr. Lowery's directive informing him clearly of this violation of AIDP regulations."

Asked about Slicker's memo, Lowery said he could not recall any correspondence in which Slicker told him that AIDP spending proposals might be improper.

Spanned 3 months

Asby's memos span the three-month period before and after he was fired in June 1976. The most revealing is a May 24 memo to Lowery.

In it, Asby outlined a series of what appear to be abuses of federal and state funding sources, and warned his boss. "I won't accept being a scapegoat" for actions allegedly taken with Lowery's knowledge and in some cases at the superintendent's direction.

The memo threatened to reveal the alleged abuses to others including state auditors and state education officials.

But Asby said in an interview Thursday he did not carry through on that threat after the area college's board of directors asked for his resignation and made him a severance payment.

Asby's charges which Asby threatened to launch two years ago, and Lowery's response to them Thursday in 1977, when the area college allegedly committed the largest grant mismanagement in the state, is intentionally misleading, Asby said.

Lowery said the memo did not say what the actual funding was and Asby now says he does not want to discuss specifics of the memo.

Lowery said: "At no time did we purposefully overrun the budget." However, he acknowledged there had been an accidental overrun of about \$275,000 in 1974.

Lowery said a "computer error" by the Iowa Department of Public Instruction in 1974 and 1975 allowed the area college to "purchase equipment well in excess of designated program funds."

Lowery said he was unaware of any state computing errors in 1974 or 1975. (State officials also were unable

1

2

3

4 In 1969, the college "equipped Administrative Offices (with grants) from vocational program monies" when those monies should have gone to vocational educational equipment.

Lowery said he did not think this would be possible because of the close scrutiny of state and federal agencies which supplied the money.

But state and federal officials who handled those types of programs have said they rarely check to see whether a particular desk or chair is used in a classroom or administrative office.

5 College officials also have "over-stated allocations to Special Needs programs to insure full reimbursement" by the Iowa Department of Public Instruction.

Lowery responded: "Not to my knowledge."

6 Administrators have "capitalized on double funding" by using "both the State New Program Monies (and) federal funds to equip and staff the (college's) Dental Hygiene program and other such programs."

Lowery said that after The Tribune raised some questions about "such double funding earlier this year, he had college officials check into it and this charge could not be substantiated.

However, records obtained by The Tribune show the area college did obtain both federal and state grants to set up the dental hygiene program in 1974 and 1975.

7 The records show that when college officials filled out grant applications and reports of expenses for the separate funding agencies, they did not tell the state about the federal money, nor did they tell the federal officials about the state money.

Paid same things

The reports indicate, but do not prove, that the state and federal governments may both have been paying for some of the same components of the program at the same time.

8 The combined state and federal reports show that in 1975, when there were 12 students in the dental hygiene program, faculty salaries totaled \$133,223 — (\$76,667) paid by the federal grant and \$56,556 by the state grant.

A year later when 24 students were enrolled in the program and the federal grant had run out, salaries were only \$66,153. And in 1977 with 26 students, salaries were only \$71,823.

Lowery did not have an explanation

for the change in salary totals from 1975 to 1976.

But one official familiar with the dental hygiene program said it had more money than could realistically be used and said college officials had "gone looking for equipment to buy, just to use up the money."

In a separate memo written to board members shortly before he was asked to resign, Asby made another charge.

In that memo dated June 2, Asby noted he had been criticized by Lowery for failing to keep a good inventory control.

One "obvious" difficulty in keeping accurate inventory records, he wrote, was how to account "for equipment purchased for funding advantages (that were) not entirely legal."

He said the items were purchased "under the title of one program but assigned to another accounting area (that was) not funded."

Bought furniture

4 Asby listed as examples "five classrooms of furniture purchased for Financial Marketing cluster programs."

He said the programs did not need the furniture "since most of the ... classes were offered in the evening" (when fewer students attended).

Donald Rowen, president of the area college board of directors, said Asby's charges were not seriously considered in 1976 when they were brought to the board's attention because at the time they were viewed as "sour grapes."

Besides, Rowen said, "no one has been able to indicate there were any problems" related to the allegations made by Asby.

Lowery said Asby's memos resulted in a showdown between him and Asby in front of the school directors in June 1976 in which he had "refuted each" charge.

Asby did not recall such a showdown and neither did Max Kreyger, who was chairman of the board at the time.

Kreyger said he "would not (sic) recall" Asby's charges because the board was "so busy trying to defend ourselves before the State Board of Review" at the time against the charge that the board had overspent its budget illegally a year earlier.

Iowa law prohibits units of government from overexpending their budgets without first amending them.

When the area college overspent its budget in 1975, it did so without amending it.

RESOLUTION NO. 78-11

RESOLUTION APPROVING SALE OF HOUSE

RESOLVED, that the following described real estate, situated in the City of Carroll, Carroll County, State of Iowa, to wit:

123 East Randall Road (Lot 14, Block 1, Applewood Knolls)

heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the Building Trades Class under the direction of said Des Moines Area Community College, with a view toward resale upon completion of said construction project, at which time said real estate became surplus and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE, be and it is hereby resolved that said real estate shall be sold to Harold D. and Janice A. Van Zuiden, who submitted the high bid in response to said bidding, for the consideration of \$67,010.00. It is the opinion of the said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.

NOW THEREFORE, the President and Secretary of this community college are hereby authorized, directed and empowered to execute and deliver a warranty deed conveying said premises to the said Harold D. and Janice A. Van Zuiden upon receipt of said consideration. The Board Secretary is further authorized to return bid security checks to the unsuccessful bidders.

PASSED AND APPROVED this 12th day of June, 1978.



DONALD P. ROWEN, President

ATTEST:



EUGENE R. SNYDERS, Secretary



SCHOOL DISTRICT
CERTIFICATION OF
MUNICIPAL CORPORATE RESOLUTIONS
DELIVERY OF CONVEYANCE

Parcel No. A County Polk
Project No. FN-415-1(9)--21-77 Road No. 415

I, the undersigned, Eugene R. Snyders, Secretary, Des Moines Area Community College municipal corporation duly organized and existing under the laws of the State of Iowa, HEREBY CERTIFY that the following is a true and exact transcript of certain resolutions duly adopted by the Members of the School Board of Directors on the 12th day of June, 19 78, by the call of yeas and nays recorded below and that these resolutions are now in full force and effect:

RESOLVED, the deed of conveyance executed by Donald P. Rowen and Eugene R. Snyders on the 12th day of June, 19 78, on behalf of this municipal corporation to the State of Iowa for the sale of a certain real estate known to the Highway Division of the Department of Transportation as Polk County, Project No. FN-415-1(9)--21-77, Parcel No. A is hereby affirmed and approved, and

RESOLVED FURTHER, Eugene R. Snyders is hereby directed to deliver this deed of conveyance to the Highway Division of the Department of Transportation Closing Agent in exchange for the consideration due under the real estate contract approved by this municipal corporation in Resolution No. 78-12.

Members of the School Board of Directors

Yeas	Nays	Absent or not voting
Harold F. Welin		
Eldon Leonard		
Murray Goodman		
Max Kreager		
Maurice Campbell		
Walter A. Stover, Jr.		
Walter L. Hetzel		
Donald P. Rowen		
Theodore Nemmers		

IN WITNESS WHEREOF, I have hereunto subscribed my name at Des Moines, Iowa, this 12th day of June, 1978.

Eugene R. Snyders
Eugene R. Snyders
(Type or Print Name of Secretary)

(Seal)
State of Iowa)
County of Polk) ss

Subscribed and sworn to before me this 12th day of June, 19 78.

Martha A. Pestotnik
Martha A. Pestotnik
Notary Public in and for the State of Iowa
(Type or Print Name of Secretary)

RECOMMENDED USE OF STUDENT ACTIVITY FEE CARRYOVER FUNDS

The following are recommendations made by the Special Senate Committee concerning activity fee carry-over funds. The DMACC Student Senate is requested to authorize the following breakdown of the \$44,794.61 carry over (balance as of July 1, 1977) from the Student Activity Fee account:

- (1) \$6,000.00 earmarked to be used for the purchase of furnishings in the Student Lounge on the new Urban Center. The interest accrued.

Reasons: (a) This amount represents a realistic proportion of the carry over of activity fees collected from the students attending the Urban Center from the years of 1974 to 1977.
(b) Since this money will be used for furnishings in the Student Lounge, it will benefit the institution by not having to provide these items from other resources within the institution.

Logistics: A committee composed of three Urban Center students, two Urban Center faculty and one staff member will be appointed at the appropriate time to work with the Institutional Planning committee in determining the furnishings to be purchased with this money. The committee members will be selected by the Dean of Urban Center. The staff member will be the convenor, with the entire committee selecting the chairperson at the first organizational meeting.

- (2) \$20,000.00 be allocated for investment purposes through the DMACC Foundation and added to the \$15,000.00 currently in the account. The interest generated from the total of \$35,000.00 in this account will be used for student loans.

Reasons: (a) Investment of surplus activity account monies for the purpose of student loans will help to further assist financially burdened students.
(b) The logistics of this proposal allows the withdrawal of \$5,000 from this account for emergency spending needs.

Logistics: The total \$35,000 will be allocated in the following manner: \$30,000 will be invested in three year interest generating notes of \$10,000 each. Under this system, one \$10,000 note will mature each year, with the Student Senate having the option to renew the note or expend the money. The remaining \$5,000.00 will be invested in a short term (3 to 6 month) note, with the Student Senate having the option to renew or reinvest this money.

- (3) The remaining \$18,794.61 will be immediately deposited in an interest generating savings account, with the interest generated remaining in the account. A "Special Projects Committee" will make recommendations to the Student Senate for the gradual disbursement of these funds on special projects until the account has been totally expended.

Reasons: (a) Many valuable projects that would benefit the general interests of the institution have never been realized due to the lack of funding. Therefore, the committee feels that making these surplus monies available for special projects is in the best interest of the institution.

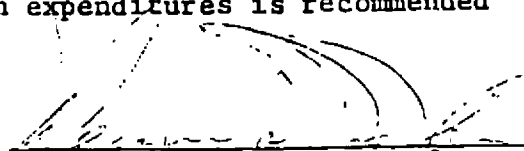
Logistics: The Special Projects Committee will be appointed by the Student Senate immediately upon approval of this account. The committee will be composed of three students, two faculty, and one staff from the Ankeny Campus. The students on the proposed committee will be composed of one non-senator from the Career Ed division, one non-senator from the General Ed division, and the Vice President of Monetary Affairs from the Student Senate. The faculty members will consist of one member from the Career Ed division, and one from the General Ed division.

The responsibility of the Special Projects Committee will be to make recommendations to the Student Senate for approval of requests for money, with the Student Senate having the option of accepting or denying the proposal. Any individual (student, faculty or staff) who is associated with the DMACC Ankeny Campus may submit a request for consideration. All requests must be submitted to the committee in writing; Student Senate can not disburse any monies from this account without a prior recommendation from this committee.

- (4) All and any carry over monies from the 1977-78 fiscal year will be transferred into the Special Projects account as soon as financial books are "closed out" and that amount of carry over money is determined. The 1977-78 fiscal year carry over money will be disbursed through the Special Projects Committee.

Reasons: This action will lessen the possibility of adverse publicity concerning carry over monies. Also, it will "clear the slate" from all carry over money, and in the opinion of this committee, be in the best interest of the institution.

- (5) The committee also determined that the Student Government needs to take a close look at the amount of the activity fee currently being charged. There has been a carry over of funds each year for the past several years, and this shows that more revenue is collected than is usually expended. A reduction in the activity fee, to a level so that collections would balance with expenditures is recommended by the committee.


Dennis M. Mabie
Chairperson, Special Senate Committee
March 10, 1978