

Des Moines Area Community College

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Board of Directors Meeting Minutes

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11-9-1981

### **Board of Directors Meeting Minutes (November 9, 1981)**

DMACC

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

REGULAR MEETING

NOVEMBER 9, 1981

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Ankeny Campus in Building 2, Room 15, on November 9, 1981. The meeting was called to order by Board President Eldon Leonard at 5:34 p.m.

*Added/Corrected 12-21-81*

ROLL CALL

Members Present:

DeVere Bendixen  
Georganne Garst  
Eldon Leonard  
Theodore Nemmers  
Herbert Ritland

Members Absent:

Raymond Clark  
Walter A. Stover, Jr.  
Jasper Risdal  
Donald Rowen

Others Present:

Joseph A. Borgen, Superintendent  
Eugene R. Snyders, Board Secretary  
Various other DMACC staff and interested residents

APPROVAL OF  
TENTATIVE  
AGENDA

It was moved by T. Nemmers, seconded by D. Bendixen, that the tentative agenda be approved.

The motion was passed unanimously.

PUBLIC HEARING  
PHASE III A,  
PART 13  
GREENHOUSE  
ADDITION TO  
BUILDING 4

A public hearing was held, is reported separately, and is included as a part of the minutes of this meeting.

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

CONSTRUCTION HEARING  
SPECIAL MEETING

NOVEMBER 9, 1981 A special meeting of the Board of Directors of Des Moines Area Community College was held at the Ankeny Campus in Building 2, Room 15, Ankeny, Iowa. The meeting was held to conduct a hearing in relation to the proposed plans, specifications and form of contract for Phase III A, Part 13, Greenhouse Addition to Building 4. The meeting was called to order by Board President Eldon Leonard at 5:37 p.m.

ROLL CALL

Members Present:

DeVere Bendixen  
Raymond Clark (6:27 p.m.)  
Georganne Garst  
Eldon Leonard  
Theodore Nemmers  
Herbert Ritland

Members Absent:

Jasper Risdal  
Donald Rowen  
Walter<sup>A</sup> Stover Jr.

Others Present:

Joseph A. Borgen, Superintendent  
Eugene R. Snyders, Board Secretary  
Various other DMACC staff and interested residents

HEARING NOTICE

Board President Leonard asked the Board Secretary how notice of this hearing was given to the public. The Board Secretary reported that two paid announcements were placed in the Des Moines Register on October 7, 1981, and October 14, 1981, for this project and that notice was placed on the Board's bulletin board at Building 17 of the Ankeny Campus. Copies of the paid announcements are attached hereto (Attachments #1 and #2) and made a part of these minutes.

ORAL COMMENTS

Board President Leonard asked if the Board Secretary had received requests to address this hearing. The Board Secretary reported no requests.

Board President Leonard asked if anyone from the audience wished to address the Board regarding this project. There were no additional comments addressed to the Board.

WRITTEN COMMENTS

Board President Leonard asked the Board Secretary if written comments had been received by the Board for consideration at this time. The Board Secretary reported that no written comments had been received.

RECEIVE BID SHEETS

The Board received and filed the bid summaries for each of the projects. The bid summary sheets are attached hereto (Attachment #3).

A resolution was introduced by T. Nemmers as follows:

"WHEREAS, on the 14th day of September, 1981, specifications, form of contract and estimated costs were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project, and

"WHEREAS, notice of hearing on plans, specifications, form of contract and estimated cost was published as required by law and action of the 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 cost are hereby approved and adopted as the plans, specifications, form of contract and estimated cost for Phase III A, Part 13--Greenhouse Addition to Building 4."

The resolution was unanimously adopted on a roll call vote.

ADJOURNMENT

It was moved by T. Nemmers, seconded by H. Ritland, that the hearing be adjourned.

The motion was passed unanimously. Board President Eldon Leonard adjourned the hearing at 5:45 p.m., and the Board returned to its regular meeting.

*Eldon Leonard*  
ELDON LEONARD, President

*Eugene R. Snyder*  
EUGENE R. SNYDEAS, Secretary

## REGULAR MEETING RECONVENES

AWARD CONTRACT:  
PHASE III A,  
PART 13, GREEN-  
HOUSE ADDITION  
TO BUILDING 4

The Board Secretary reported that bids had been received for construction of Phase III A, Part 13, Greenhouse Addition to Building 4, in accordance with approved plans and specifications, as indicated on the Bid Tally Sheet, a copy of which is attached hereto and made a part of these minutes.

It was moved by G. Garst, seconded by D. Bendixen, that a contract for construction of Phase III A, Part 13 be awarded to Steel Sales and Leasing, Inc., with a base bid of \$522,777; less alternates #2, 3, 5, 6 and 8 totaling \$43,124, for a net contract amount of \$479,653, and that the Board President and Secretary be authorized to sign said contract.

The motion was passed unanimously on a roll call vote.

APPROVAL OF  
MINUTES

It was moved by T. Nemmers, seconded by H. Ritland, that the minutes of the regular meeting of October 12, 1981, be approved.

The motion was passed unanimously.

APPOINTMENTS  
TO GENERAL  
ADVISORY  
COMMITTEE

It was moved by T. Nemmers, seconded by G. Garst, that appointments to the General Advisory Committee be made as follows:

John Hattery - Term expires 8/30/84 - District #1  
 Stan Moffitt - Term expires 8/30/84 - District #2  
 Mary Baumhover - Term expires 8/30/84 - District #3  
 Susan Hicks - Term expires 8/30/82 - District #4  
 Zada Burrell - Term expires 8/30/83 - District #4  
 Rev. Ron Cowles - Term expires 8/30/84 - District #4  
 Joe Horn - Term expires 8/30/83 - District #5  
 Morris Sigurdson - Term expires 8/30/84 - District #5  
 Martha Perry - Term expires 8/30/84 - District #6  
 John Voigt - Term expires 8/30/84 - District #6  
 James Wengert - Term expires 8/30/84 - District #7  
 David R. Ryan - Term expires 8/30/84 - District #8  
 Carl Cain - Term expires 8/30/84 - District #9  
 Pat Mason - Term expires 8/30/84 - District #9

ESTABLISH POLICY  
FOR CONTRACT  
SIGNATURES

It was moved by D. Bendixen, seconded by G. Garst, that the Secretary of the Board shall have the responsibility and authority on behalf of the Board to countersign with the President of the Board employment contracts and employment agreements. Such signature shall be affixed only after official action of the Board approving such employment and shall attest to such formal action.

BUDGET  
CONSIDERATIONS  
FY 1982-'83

Superintendent Joseph A. Borgen presented data and comments pertaining to the current financial condition of the college and projections for the end of FY '82 and FY '83. A copy of his presentation materials is attached hereto (Attachment #4) and made a part of these minutes.

APPROVAL TO  
PROCEED

It was moved by H. Ritland, seconded by D. Bendixen, that the administration be given approval to proceed with the proposed FY '83 Budget Guidelines.

COLLEGE  
OBJECTIVES  
FY '83  
APPROVED

It was moved by T. Nemmers, seconded by G. Garst, that the College Objectives for FY '83 be approved. A copy of the College Objectives, FY '83 is attached hereto (Attachment #5) and made a part of these minutes.

The motion was passed unanimously.

APPOINTMENTS  
TO DMACC  
FOUNDATION  
BOARD OF  
DIRECTORS

It was moved by R. Clark, seconded by T. Nemmers, that appointments to the DMACC Foundation Board of Directors for a three-year term ending October, 1984, be made as follows:

Ankeny Campus:

Dr. Rodney Carlson (Reappointment)  
Ankeny Medical Center

Frank Lint (Reappointment)  
Construction

Jim Lyon (Reappointment)  
Iowa Power & Light

Boone Area:

Gary Alban (New Appointment)  
Ogden Reporter

Dr. Wayne Rouse (Reappointment)

The motion was passed unanimously.

ADOPTION OF  
FOUNDATION  
BYLAWS

It was moved by R. Clark, seconded by H. Ritland, that the Bylaws of Des Moines Area Community College Foundation as revised, a copy of which is attached hereto (Attachment #6) and made a part of these minutes, be adopted.

The motion was passed unanimously.

APPROVAL OF  
PERSONNEL  
REPORT

It was moved by G. Garst, seconded by D. Bendixen, that the Personnel Report be approved for all items listed, to include Contract Changes, SDU Lane Changes, Extension of Contracts, Resignations and New Personnel. A copy of this report is attached hereto (Attachment #7) and made a part of these minutes.

Motion passed unanimously.

APPOINTMENT  
OF ADVISORY  
COMMITTEE  
MEMBERS

It was moved by H. Ritland, seconded by R. Clark, that Advisory Committee members for vocational and career option programs be appointed as shown on listing attached hereto (Attachment #8), and which is made a part of these minutes, commencing with fall quarter, 1981.

The motion passed unanimously.

MONTHLY  
FINANCIAL  
REPORT

The monthly Financial Report was presented by Irv Steinberg, Controller. A copy of the report is attached hereto (Attachment #9) and made a part of these minutes.

## PAYABLES

It was moved by G. Garst, seconded by R. Clark, that the payables be approved as submitted.

The motion was passed unanimously.


CONSIDERATION  
OF OFFERS TO  
PURCHASE STUDENT  
CONSTRUCTED  
HOUSE AT 1929  
JOAN AVENUE,  
CARROLL

It was moved by T. Nemmers, seconded by R. Clark, that the offer to buy received from Telford M. and Lois Anson for \$67,000.00 that expired November 7 and approved by the Board at its meeting on October 12, 1981, be superseded by their second offer to buy which extends the contingency date to December 4, 1981.

The motion was passed unanimously.

## ADJOURNMENT

It was moved by H. Ritland, seconded by G. Garst, that the meeting be adjourned. Motion passed and the meeting adjourned at 7:35 p.m.

  
ELDON LEONARD, President

  
EUGENE R. SNYDERS, Secretary

COPY OF ADVERTISEMENT  
Exhibit "A"

## Affidavit of Publication

STATE OF IOWA }  
POLK COUNTY } SS.

*The undersigned, being first duly sworn, on oath states that he is the Auditing Department Manager of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of*

**THE DES MOINES REGISTER (Daily)**  
**DES MOINES TRIBUNE (Daily)**  
**DES MOINES SUNDAY REGISTER**

*newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is hereto annexed as Exhibit "A" and made a part of this affidavit, was printed and published*

*in said The Des Moines Register (daily) the following dates.....*

October 7, 1981

*in said Des Moines Tribune (daily) the following dates.....*

*in said Des Moines Sunday Register on.....*

*The affiant states that all of the facts set forth in the foregoing affidavit are true as he verily believes.*

Subscribed and sworn to before me by said affiant this 11th day of

October 19 81

*Mary E. Guilman*  
Notary Public in and for Polk County, Iowa

(R-140) — NOTICE OF HEARING  
TO WHOM IT MAY CONCERN:  
A public hearing will be held on November 9, 1981 at 5:30 p.m., Central Standard Time, by the Board of Directors of the Des Moines Area Community College, in Building 2, Room 15, 2006 South Ankeny Boulevard, Ankeny, Iowa, in relation to proposed plans, specifications and form of contract for the construction of the following improvement:  
**DES MOINES AREA COMMUNITY COLLEGE —  
PHASE IIIA, PART 13  
GREENHOUSE ADDITION TO BUILDING 4**  
at which time and place any interested persons may appear and file objections to the said proposed plans, specifications, form of contract or the cost of such improvement.  
Said Board of Directors will then hear said objections and any evidence for or against the same, and forthwith enter of record its decision thereon.  
**DES MOINES AREA COMMUNITY  
COLLEGE  
151 Eldon Leonard  
Secretary**  
ATTEST: /s/ Irv Steinhilber  
Secretary



## Affidavit of Publication

COPY OF ADVERTISEMENT  
Exhibit "A"STATE OF IOWA }  
POLK COUNTY } SS.

The undersigned, being first duly sworn, on oath states that he is the Auditing Department Manager of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)  
DES MOINES TRIBUNE (Daily)  
DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is hereto annexed as Exhibit "A" and made a part of this affidavit, was printed and published

in said The Des Moines Register (daily) the following dates.....

October 7, 14, 1981

in said Des Moines Tribune (daily) the following dates.....

in said Des Moines Sunday Register on.....

The affiant states that all of the facts set forth in the foregoing affidavit are true as he verily believes.

*Deen Fitzgerald*  
Subscribed and sworn to before me by said affiant this 14th day of  
October, 1981

*Mary E. Gilman*  
Notary Public in and for Polk County, Iowa

(R-141) -- NOTICE TO BIDDERS  
PROJECT: Des Moines Area Community College,  
Phase IIIA, Part 13 Greenhouse Addition to Building  
OWNER: Des Moines Area Community College

Sealed proposals for Phase IIIA, Part 13, Greenhouse Addition to Building 4, Des Moines Area Community College, will be received at Building 2, Room 15, 2006 South Ankeny Boulevard, Ankeny, Iowa, until 2:00 p.m., Central Standard Time, on November 4, 1981.

Said bids will be publicly opened and read aloud at 2:00 p.m. The information for Bidders, Instructions to Bidders, Form of Bid, Form of Contract, Plans, Specifications, Forms of Bid Bond, Performance and Payment Bond, and other contract documents may be examined at the following locations:

1. Master Builders of Iowa, 221 Park Street, Des Moines, Iowa
2. F. W. Dodge Corporation, Suite 246, 1025 Ashworth Road, West Des Moines, Iowa
3. Allied Construction Interests, P.O. Box 1846, Cedar Rapids, Iowa
4. Waterloo Builders Exchange, P.O. Box 749, Waterloo, Iowa
5. Northern Iowa Builders Exchange, 251 Ninth SE, Mason City, Iowa
6. Fort Dodge Plan Room, P.O. Box "T", Fort Dodge, Iowa
7. Sioux City Construction League, 434 Commerce Building, Sioux City, Iowa
8. Omaha Builders Exchange, 4721 "E" Street, Omaha, Nebraska
9. Scaen Photronics, 7600 Parktown Avenue, Minneapolis, Minnesota
10. Dubuque Builders Exchange, 197 Main, Dubuque, Iowa
11. Bettendorf F. W. Dodge, 2435 Kimberly Road, Bettendorf, Iowa
12. Associated Builders & Contractors, Inc., 4845 Merle Hay Road, Des Moines, Iowa
13. Lincoln Builders Bureau, P.O. Box #3068, Lincoln, Nebraska
14. Urban Contractors Inc., Al Bibbins, 4120 East Euclid, Des Moines, Iowa 50317
15. Marshalltown Area Chamber of Commerce Construction Bureau, P.O. Box 1000, 709 South Center Street, Marshalltown, Iowa 50158

Copies may be obtained at the office of Busard/Dikis Associates, Ltd., Architect and Planners, 414 61st Street, Des Moines, Iowa 50312. Prime bidders and major subcontractors may obtain full sets of Bidding Documents upon deposit of \$50.00 per set. Deposits will be returned in full upon return of plans in good condition within 14 calendar days from the bid opening date. No deposit refund will be made for plans returned after that date.

If suppliers or minor subcontractors wish to have partial sets, they may order such documents directly from the printer and will be billed for the expense of printing and mailing by the printing company. The Architect will not order separate or partial sets for a supplier or subcontractor.

All bids submitted shall be made on the prepared form for proposal attached to and made a part of the plans and specifications which are incorporated in and made a part of the proposed form of contract.

All bids shall be accompanied, in a separate envelope, by a Certified Check or Bid Bond in the amount of forty thousand dollars (\$40,000.00).

The Certified Checks or Bid Bonds of the three lowest Bidders will be retained until a contract is entered into or until all bids are rejected, but in no event longer than 30 days after the date of the opening of bids.

By virtue of the statutory authority, a preference will be given to products and provisions grown, and coal produced, within the State of Iowa, and preference will be given to Iowa domestic labor.

The Board of Directors reserves the right to consider the experience and responsibility of the Bidder in determining which proposal it deems to be in its best interest and may defer acceptance of any bid for a period not to exceed 30 days after opening of bids, pending necessary details.

The Board of Directors reserves the right to reject any and all Bids received.

DES MOINES AREA COMMUNITY

COLLEGE

/s/ Eldon Leonard

ATTEST: /s/ Irv Steinberg  
Secretary

November 9, 1981



Board of Directors  
 Des Moines Area Community College  
 2006 South Ankeny Boulevard  
 Ankeny, Iowa 50021

Gentlemen:

Greenhouse Addition Building 4  
Ankeny Campus

Please find attached a certified copy of the bid tabulation dated November 4, 1981. The low bidder is Steel Sales and Leasing Ltd. of Des Moines, Iowa.

We have no experience in working with this company and have requested a letter of information regarding company ownership and history, personnel and experience. A copy of the contractor's letter in response is attached.

Steel Sales and Leasing Ltd. base bid of \$522,777 exceeds the budget of \$475,000. It is the recommendation of staff and the architects to take the low bid and the following alternates:

Base Bid		\$522,777
Alternate #2	delete landscaping	- 12,400
Alternate #3	delete asphalt	- 2,652
Alternate #5	delete millwork	- 7,200
Alternate #6	delete rolling benches	- 6,300
Alternate #8	delete coolers	- <u>14,572</u>
Construction Contract Amount		\$479,653

With your approval of the above, we will prepare the Owner-Contractor Agreement and proceed with the necessary bonds and insurance prior to beginning construction.

Sincerely,

A handwritten signature in dark ink, appearing to read "H. Kennard Bussard", with a long horizontal line extending to the right.

H. Kennard Bussard, AIA

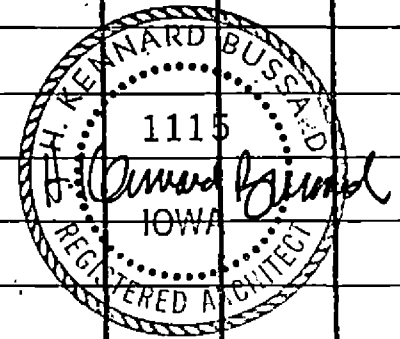
HKB:maj

Enclosures

BUSSARD/DIKIS ASSOCIATES LTD.  
 ARCHITECTS/PLANNERS  
 INTERIOR DESIGNERS  
 414 SIXTY-FIRST STREET  
 DES MOINES, IOWA 50312  
 (515) 274-4074

DES MOINES AREA COMMUNITY COLLEGE  
GREENHOUSE ADDITION TO BUILDING 4  
BID DATE: NOVEMBER 4, 1981, 2:00 PM

BIDDER	ADD #1	ADD #2	BID SECURITY	BASE BID	DEDUCTIVE ALTERNATES									
					1	2	3	4	5	6	7	8	9	10
Lovejoy Construction	x	x	x	569,065	21,230	4,950	2,780	1,890	11,810	6,390	14,640	14,675	1,180	2,100
Vawter & Walter, Inc.	x	x	x	619,444	22,500	5,500	2,400	2,250	12,500	6,000	13,900	17,000	1,200	2,000
Hoffman Construction	x	x	x	539,400	17,000	5,000	2,200	1,500	4,500	5,500	12,000	12,000	800	1,800
Betts & Beer Construc.	x	x	x	527,131	16,770	6,100	2,460	974	8,000	6,388	14,600	13,100	1,580	2,100
Steel Sales & Leasing	x	x	x	522,777	14,300	12,400	2,652	1,700	7,200	6,300	14,942	14,572	900	2,000
King-Bole, Inc.	x	x	x	542,354	22,000	5,850	2,650	1,500	7,450	6,100	14,000	13,700	1,140	2,000
Allied Engineering Co.	x	x	x	579,000	23,261	11,827	2,650	1,600	11,100	4,000	17,800	12,200	630	4,000
Breiholz Construction	x	x	x	535,964	18,000	5,200	2,500	1,600	4,100	6,200	14,000	14,000	950	2,000
Sioux Contractors, Inc	x	x	x	557,750	19,000	5,000	2,500	1,500	12,000	6,000	14,000	13,000	1,300	2,000
McCorkle Construction	x	x	x	574,668	29,000	8,200	2,700	1,500	3,800	6,200	14,500	13,500	900	2,000
KS&K Corporation	x	x	x	542,690	17,500	5,000	2,600	1,200	3,500	6,000	13,000	12,400	750	2,000



Tom Fredregill, General Contractor, President

*Steel Sales & Leasing Ltd.*

315 East Fifth

Des Moines, Iowa 50309

November 5, 1981

Mr. Don Zuck  
Dean of Facilities Management  
and Campus Services  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021

Dear Mr. Zuck:

RE: Greenhouse Addition to Building 4  
Des Moines Area Comm. College

Steel Sales and Leasing, Ltd. is an Iowa Corporation. The principal stockholder and president is Thomas C. Fredregill. His experience dates from 1950 and is all in central Iowa.

In previous years Steel Sales has built such projects as Farmhand Inc., a complete plant for the manufacturing of farm machinery at Grinnell, Iowa; Miracle Recreation, a building for the fiberglass moulding operations; Fenema's Grocery at Monroe, Iowa; Vandenberg Electric, an office and warehouse at Pella; Northern Natural Gas office remodeling and pump station buildings.


Currently in Des Moines we have just completed a move for Acme Printing, with a severe time limit and completed same to the satisfaction of the owner, Jerry Miller. If you wish you may call him at telephone # 244-1723.

I would point out that each project requires special skills, depending on make-up of sub-contracts versus direct labor and materials. This project has a predominance of sub-contracts (\$ 390,000) and therefore will require a heavier than normal office back-up.

The project coordinator on this bid is Dale Albert of my office. He has 30 years experience in all phases of the business from on-site labor, job site superintendance and contracting. I am sure you will find him satisfactory.

I am preparing a Pert Chart to coordinate the materials you have selected with the August 15, 1982 completion date that you desire.

Sincerely,

  
Thomas C. Fredregill  
President

mdv

DES MOINES AREA COMMUNITY COLLEGE

PROPOSED FY 1982-83  
BUDGET GUIDELINES

Prepared October 28, 1981

SUMMARY BY FUND

	(Fund 1) Current General	(Fund 2) Current Restricted	(Fund 3) Auxiliary Fund	(Fund 4) Agency Fund
*Beginning Balance/July 1, 1982	\$ 908,000	\$ -0-	\$ 272,079	\$ 146,607
Estimated Revenue (+)	17,565,719	646,521	1,709,640	941,100
***Transfer Additions (+)	160,000	120,000	-0-	-0-
Estimated Expenditures (-)	17,565,719	606,521	1,637,760	979,400
***Transfer Deletions (-)	120,000	160,000	-0-	-0-
*Est. Ending Balance/June 30, 1983	<u>\$ 948,000</u>	<u>\$ -0-</u>	<u>\$ 343,959</u>	<u>\$ 108,307</u>

	(Fund 5) Scholarship & Endowment	(Fund 6) Loan	(Fund 8) Plant	Total College Budget
*Beginning Balance/July 1, 1982	\$ -0-	\$606,500	\$ 617,638	\$ 2,550,824
Estimated Revenue (+)	497,696	144,316	2,345,974	23,850,966
Transfer Additions (+)	-0-	-0-	-0-	280,000
Estimated Expenditures (-)	497,696	15,500	2,925,674	24,228,270
Transfer Deletions (-)	-0-	-0-	-0-	280,000
*Est. Ending Balance/June 30, 1983	<u>\$ -0-</u>	<u>\$735,316</u>	<u>\$ 37,938</u>	<u>\$ 2,173,520</u>

	(Fund 9) Investment in Plant Fund (Fixed Assets)	Cash Reserve	Grand Total
*Beginning Balance/July 1, 1982	\$36,181,861	\$ -0-	\$38,732,685
Estimated Revenue (+)	-0-	368,754**	24,219,720
Transfer Additions (+)	832,385	368,754	1,481,139
Estimated Expenditures (-)	-0-	-0-	24,228,270
Transfer Deletions (-)	-0-	368,754	648,754
*Est. Ending Balance/June 30, 1983	<u>\$37,014,246</u>	<u>\$368,754**</u>	<u>\$39,556,520</u>

\*See Attachment A for detail (page 10).

\*\*Tax levy to establish a Cash Reserve Fund, allowed per House File 865 for an amount equal to 5% of FY '80 General Fund Expenditures (5% of \$14,750,163) to be levied over a two-year period.

\*\*\*See Attachment B for detail (page 11).

REVENUE--CURRENT GENERAL FUND (Fund 1)

	<u>FY '82</u> <u>Working</u> <u>Budget</u>	<u>Proposed</u> <u>Increase</u> <u>Per Cent</u>	<u>Proposed</u> <u>Increase</u> <u>Amount</u>	<u>Proposed</u> <u>FY '83</u> <u>Budget</u>
<u>REVENUE:</u>				
<u>TUITION &amp; FEES:</u>				
Student Fees	\$ 700,000	-0-	\$ -0-	\$ 700,000
Tuition/Postsecondary	4,100,000	-0-	-0-	4,100,000
Tuition/Secondary	82,000	-0-	-0-	82,000
<u>LOCAL SUPPORT:</u>				
Property Taxes-Operation	2,110,256	7%	147,718	2,257,974
Property Taxes-Tort	39,808	3%	1,194	41,002
Property Taxes-Unemployment	378,196	(74%)	(278,196)	100,000
<u>STATE SUPPORT:</u>				
General State Aid	6,914,837	4.8%	333,420	7,248,257
Vocational Aid	1,210,584	6.4%	77,663	1,288,247
Energy Appropriation	66,900	-0-	-0-	66,900
Salary Appropriation	500,000	103%	515,928	1,015,928
<u>FEDERAL SUPPORT:</u>				
Title II-Library	3,800	-0-	*(3,800)	-0-
Vocational Aid	310,569	3.7%	11,493	322,062
Work Study	72,000	(1.4%)	(995)	71,005
Special Needs/CDC	60,592	-0-	*(60,592)	-0-
ABE	132,283	-0-	-0-	132,283
Other	4,000	-0-	-0-	4,000
<u>SALES &amp; SERVICES:</u>				
Rental of Facilities	40,000	25%	10,000	50,000
<u>OTHER INCOME:</u>				
Interest	5,000	198%	9,923	14,923
Assessments	7,100	-0-	-0-	7,100
Miscellaneous	29,038	-0-	-0-	29,038
Sale of Fixed Assets	35,000	-0-	-0-	35,000
<b>Totals</b>	<u>\$16,801,963</u>	<u>4.5%</u>	<u>\$763,756</u>	<u>\$17,565,719</u>

\* Title II Library and Special Needs CDC accounts to be transferred to Current Restricted (Fund 2) in FY '83.

EXPENDITURES--CURRENT GENERAL FUND (Fund 1)

	<u>FY '82</u> <u>Working</u> <u>Budget</u>	<u>Proposed</u> <u>Increase</u> <u>Per Cent</u>	<u>Proposed</u> <u>Increase</u> <u>Amount</u>	<u>Proposed</u> <u>FY '83</u> <u>Budget</u>
<u>EXPENDITURES:</u>				
Gross Salaries	\$10,697,580	7%*	\$ 748,830	\$11,446,410
Fringes (FICA, IPERS, Insurances)	1,639,870	13%	213,183	1,853,053
Federal Work Study	91,785	-0-	-0-	91,785
Student Wages--Other Than Wk-Stdy	33,189	-0-	-0-	33,189
Workman's Compensation	52,380	7%	3,667	56,047
Unemployment Compensation	378,196	(74%)	(278,196)	100,000
Utilities (Existing Buildings)	672,414	20%	134,483	806,897
Materials & Supplies	588,326	10%	58,833	647,159
Postage	111,121	12%	13,335	124,456
Word Processing	123,044	8%	9,844	132,888
Travel	132,220	9%	11,900	144,120
Capital Outlay (Equipment & Books)	565,356	(78%)	(440,971)	124,385
Other Services	1,716,482	10%	171,648	1,888,130
Subtotal	<u>\$16,801,963</u>		<u>\$ 646,556</u>	<u>\$17,448,519</u>
Costs for Operating Two New Buildings			257,200	
Less Est. Savings for Energy Computer			(140,000)	
Net New Building Estimated Cost				117,200
Subtotal	<u>\$16,801,963</u>	<u>4.5%</u>	<u>\$ 763,756</u>	<u>\$17,565,719</u>
Equipment Replacement (Subject to Funding)			334,000	334,000
Grand Total	<u>\$16,801,963</u>	<u>6.5%</u>	<u>\$1,097,756</u>	<u>\$17,899,719</u>

\* Overall 7% proposed salary increase considers a 6% increase for existing contract staff with 1% increase reserved for part-time salary rate adjustments and movement of faculty on salary schedule.



CURRENT RESTRICTED FUND (Fund 2)

ESTIMATED TRANSFER REVENUES  
 FROM FUND 2 TO FUND 1  
 PROJECTS FY 1982-'83

<u>Project Title</u>	<u>Revenue of Fund 2</u>	<u>Transfer-Out to Fund 1</u>	<u>Transfer-In from Fund 1</u>
Nursing Capitation	\$ 10,200	\$ 10,200	
Class-Size	210,000	30,000	
Newton - Special Needs	18,000	-0-	
Income Maintenance	130,000	30,000	
Library Resources	2,400	2,400	
Teacher Aides	6,243	-0-	
Special Needs Coordinator	10,086	-0-	
Comprehensive Dev. Center	60,592		\$120,000
Other:			
Project 1	75,000	25,000	
Project 2	9,000	2,400	
Project 3	5,000	-0-	
Project 4	10,000	-0-	
Research Projects and Indirect Costs	<u>60,000</u>	<u>60,000</u>	
	\$606,521	\$160,000	\$120,000
Net Gain Columns 2 and 3	<u>40,000</u>		
	\$646,521		



AGENCY FUND (Fund 4)

	REVENUE		EXPENDITURES	
	<u>FY '82 Working Budget</u>	<u>Proposed FY '83 Budget</u>	<u>FY '82 Working Budget</u>	<u>Proposed FY '83 Budget</u>
<b>A. <u>STUDENT ACTIVITIES AND ORGANIZATIONS:</u></b>				
Student Activities-Ank/Urban	\$ 94,000	\$ 97,000	\$ 94,000	\$ 97,000
Student Activities-Boone	15,000	15,000	15,000	15,000
Student Activities-Carroll	700	900	700	900
Student Union-Urban	1,000	-0-	1,000	-0-
Student Union-Ankeny	25,000	25,000	31,500	62,500
Student Union-Boone	2,100	-0-	2,100	-0-
Athletics-Boone	27,000	18,200	26,500	18,000
Student Clubs	<u>143,000</u>	<u>125,000</u>	<u>142,000</u>	<u>125,000</u>
Subtotal	\$307,800	\$281,100	\$312,800	\$318,400
<b>B. <u>FEDERALLY FUNDED:</u></b>				
PELL (formerly BEOG)	800,000	600,000	800,000	600,000
<b>C. <u>INSTRUCTIONAL RELATED ACCOUNTS:</u></b>	<u>45,000</u>	<u>60,000</u>	<u>50,000</u>	<u>61,000</u>
<b>TOTAL AGENCY FUND</b>	<u>\$845,000</u>	<u>\$941,100</u>	<u>\$850,000</u>	<u>\$979,400</u>

SCHOLARSHIP AND ENDOWMENT (Fund 5)

	<u>REVENUE</u>		<u>EXPENDITURES</u>	
	<u>FY '82</u> <u>Budget</u>	<u>Proposed</u> <u>FY '83</u> <u>Budget</u>	<u>FY '82</u> <u>Budget</u>	<u>Proposed</u> <u>FY '83</u> <u>Budget</u>
<b>A. <u>FEDERAL GOVERNMENT:</u></b>				
Supplemental Education Opportunity Grants (SEOG)	\$ 48,055	\$ 62,841	\$ 48,055	\$ 62,841
LEEP	15,000	-0-	15,000	-0-
Nursing Scholarships	12,362	-0-	12,362	-0-
<b>B. <u>OTHER SOURCES:</u></b>				
Scholarships and Grants	<u>750,000</u>	<u>434,855</u>	<u>750,000</u>	<u>434,855</u>
	<u>\$825,417</u>	<u>\$497,696</u>	<u>\$825,417</u>	<u>\$497,696</u>

LOAN (Fund 6)

	<u>REVENUE</u>		<u>*EXPENDITURES</u>	
	<u>FY '82 Budget</u>	<u>Proposed FY '83 Budget</u>	<u>FY '82 Budget</u>	<u>Proposed FY '83 Budget</u>
<b>A. <u>FEDERAL GOVERNMENT:</u></b>				
National Direct Student Loans (NDSL)	\$223,883	\$143,316	\$16,077	\$12,000
Nursing Loans	16,000	-0-	1,000	1,500
<b>B. <u>OTHER SOURCES:</u></b>				
Consolidated Emergency Loans	1,000	1,000	1,000	6,500
Eugene Young Loan Fd.	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>1,000</u>
	<u>\$240,883</u>	<u>\$144,316</u>	<u>\$18,077</u>	<u>\$21,000</u>

\* Expenditures represent loan collection and administration expense.

PLANT FUND (Fund 8)

	<u>FY '82 Working Budget</u>	<u>Proposed FY '83 Budget</u>
<u>REVENUE:</u>		
Local Tax Levy	\$2,168,586	\$2,257,974
Interest on Investments	702,325	88,000
Energy Conservation Grant	<u>163,000</u>	<u>-0-</u>
Total	<u>\$3,033,911</u>	<u>\$2,345,974</u>
<u>EXPENDITURES:</u>		
Remodeling	\$ 87,500	\$ 140,000
Boone Rent	72,521	75,474
Roofs, Parking Lots, DP Equipment	470,000	195,000
Greenhouse	212,000	75,000
Carroll Center	--	550,000
Consultant Fees	103,800	50,000
Admin. & Office Expenses	58,095	33,000
Payment on Loan (Prin. & Int.)	1,923,850	1,807,200
Buildings No. 1 & 5	1,783,100	-0-
Energy Grant Project	326,000	-0-
Parking Lot	<u>75,000</u>	<u>-0-</u>
Total	<u>\$5,111,866</u>	<u>\$2,925,674</u>

ATTACHMENT A

DETAIL OF ESTIMATED BEGINNING AND ENDING BALANCE

	<u>Bal 7-1-82</u>	<u>Bal 6-30-83</u>
<u>CURRENT GENERAL FUND (Fund 1):</u>		
Unrestricted	\$ 330,000	\$ 370,000
Restricted For:		
Unemployment Compensation	100,000	45,000
Houses & Lots	300,000	315,000
Auto Parts Inventory	23,000	25,000
Office Materials & Supplies	45,000	53,000
Physical Plant Supplies	110,000	140,000
	<hr/>	<hr/>
Total	\$ 908,000	\$ 948,000
	<hr/>	<hr/>
<u>AUXILIARY FUND (Fund 3):</u>		
Unrestricted	\$ 32,079	\$ 103,959
Bookstore & Cafeteria Inventories	240,000	240,000
	<hr/>	<hr/>
Total	\$ 272,079	\$ 343,959
	<hr/>	<hr/>
<u>AGENCY FUND (Fund 4):</u> Amount shown represents Cash and Investments and Accounts Receivable.		
<u>LOAN FUND (Fund 6):</u> Amount represents Loans Receivable.		
<u>PLANT FUND (Fund 8):</u> Amount represents Cash and Investments.		
<u>INVESTMENT IN PLANT (Fund 9):</u>		
Land	\$ 628,173	\$ 628,173
Buildings	24,381,090	25,089,090
Other Structures & Improvements	2,409,732	2,409,732
Furniture, Machinery & Equipment	7,780,328	7,880,328
Books & Films	982,538	1,006,923
	<hr/>	<hr/>
Total	\$36,181,861	\$37,014,246
	<hr/>	<hr/>

ATTACHMENT B

ESTIMATED TRANSFERS FUND 1/FUND 2  
 PROJECTS FY 1982-'83

<u>Project Title</u>	<u>Revenue to Fund 1 From Fund 2</u>	<u>Revenue to Fund 2 From Fund 1</u>
Nursing Capitation	\$ 10,200	
Class-Size	30,000	
Newton - Special Needs	-0-	
Income Maintenance	30,000	
Library Resources	2,400	
Teacher Aides	-0-	
Special Needs Coordinator	-0-	
Comprehensive Development Center		\$120,000
Other:		
Project 1	25,000	
Project 2	2,400	
Project 3	-0-	
Project 4	-0-	
Research Projects & Indirect Costs	<u>60,000</u>	
	<u>\$160,000</u>	<u>\$120,000</u>



## PROPOSED FY'83 COLLEGE OBJECTIVES

Revised 10/29/81

1. To support within the scope of college mission, economic development in the enterprises and communities of the district. DMACC will develop programs to support new and existing enterprises in their economic development plan through recruiting and training programs.
2. To achieve, assuming adequate levels of funding, the following enrollment during FY'83:

	<u>FTEE</u>	<u>Headcount</u>	<u>Contact Hours</u>
a. Para Professional & Arts and Sciences	2,170	8,000	1,280,000
b. Career Education	3,840	6,100	2,720,000
c. Adult & Continuing Education	1,990	43,000	1,200,000
d. Totals	8,000	57,100	5,200,000

3. To complete an external evaluation of the college's management information and data systems to obtain recommendations on the standardization of measurement units.
4. To cooperate with other area colleges in the development and promotion of a legislative program that will promote adequate funding to the several colleges and DMACC in order to enable the College to maintain existing programs and to provide for needed growth.
5. To complete the plan for human resource management, including early retirement plans, out-placement functions, internal training and transfer actions, and other methods of developing human potential.
6. To expand the options for delivering the instructional program with a primary emphasis on improved access and choice for the part-time, non-traditional

student. A program to respond to the concerns of the North Central Association report will be developed.

7. To evaluate instructional programs and services to match industrial, business and employer needs.
8. To conduct an institutional development program that will generate \$890,000 in external funding from a combination of public and private resources.
9. To insure that 75% of the students who enroll in vocational and para-professional programs will complete their personal objective in the program/course for which they enroll.
10. To insure that 90% of those who do attain their educational goal in vocational or para-professional programs will acquire placement in the occupation or in continuing education related to the field of their study.
11. To update the master capital construction plan for the district including the Western Attendance Center.
12. To revise and expand the College's marketing plan, placing particular emphasis on the contribution of the college to community economic development through its educational programming and services, and considering latest population and enrollment trend data.

Des Moines Area Community College Foundation  
By-Law Revisions

Article I, Section 2

Present Wording:

Five members in attendance shall constitute a quorum at any meeting of members of the Foundation.

Recommended Wording:

Omit Section 2.

Rationale for Change:

Subject covered in Article II, Section 3

Article II, Section 1, #1

Present Wording:

The Board shall be composed of not less than five nor more than thirty-two members who shall be elected in September by the Board of Directors of the Des Moines Area Community College.

Recommended Wording:

The Board shall be composed of not less than five nor more than fifty members who shall be elected in September by the Board of Directors of the Des Moines Area Community College.

Rationale for Change:

Due to the geographic location of the Foundation Board of Directors and the multiple campus structure of the college, there is a need for 50 volunteers to serve on the Foundation Board rather than the 32 allowed presently.

Article II, Section 1, #2

Present Wording:

New directors will take office on October of each year.

Recommended Wording:

New members may be added throughout the year, however, their term of office will be effective from the previous October.

Rationale for Change:

To allow flexibility for adding new members to the DMACC Foundation Board for the benefit of Des Moines Area Community College.

Article II, Section 2

Present Wording:

An annual meeting of the Board will be held in October of each year beginning with the year 1973, at a date, time and place to be specified by the Board.

Recommended Wording:

A meeting of the Board will be held in October of each year beginning with the year 1973, at a date, time and place to be specified by the Board.

Rationale for Change:

The Foundation Board will, in all probability, meet more than once a year. While a meeting of the full Foundation Board will continue to be held in October each year, the terminology of "annual" will not apply.

Article II, Section 4

Present Wording:

Such recommendations will normally be made in September of each year.

Recommended Wording:

Delete Sentence.

Rationale for Change:

Since recommendations for membership and approval for service can be made throughout the year, this sentence is redundant.

Article III, Section 1

Present Wording:

The Secretary and Treasurer need not be members of the Board of Directors and will not vote on matters before the Board.

Recommended Wording:

The Secretary and Treasurer need not be members of the Board of Directors and if said persons are not Directors, they will not vote on matters before the Board.

Rationale for Change:

Revision covers the situation wherein one or both of the mentioned officers are members of the Board of Directors.

Article III, Section 4

Present Wording:

The Secretary shall be responsible for general administration of the affairs of the Foundation, for the notifications required by Article I, Section 2, for maintaining the files and records of the Foundation and for such other duties as the Board may prescribe.

Recommended Wording:

... for the notifications required by Article II, Section 2, ...

Rationale for Change:

To correctly specify the Article and Section discussed.

BY-LAWS

OF

DES MOINES AREA COMMUNITY COLLEGE FOUNDATION

ARTICLE I

MEMBERS

Section 1. Each member of the Board of Directors of Des Moines Area Community College shall be a member of the Foundation, shall be entitled to attend meetings of the members of the Foundation.

ARTICLE II

THE BOARD OF DIRECTORS

Section 1. Number and Term of Office.

The affairs of the Des Moines Area Community College Foundation shall be managed and controlled by its Board of Directors (hereinafter referred to as the Board). The Board shall be composed of not less than five nor more than fifty members who shall be elected in September by the Board of Directors of the Des Moines Area Community College. The initial Board members will be elected to either a one year, two year, or three year term. The initial Board members will be divided into these three divisions so that an equal number will be in each category. Following the initial term all other elections will be for a three year term. New members may be added throughout the year, however, their term of office will be effective from the previous October. If any vacancy on the Board of Directors exists by reason of death, resignation, removal, or otherwise, the Foundation Board, with the approval of the Des Moines Area Community College Board of Directors, may select a successor director from among the nominees submitted by the Foundation Board for the unexpired term of the predecessor in office. This unexpired term shall constitute a term for the director elected to fulfill that term.

Section 2. Meetings.

A meeting of the Board will be held in October of each year beginning with the year 1973, at a date, time and place to be specified by the Board. Special meetings of the Board may be called by the President of the Board, the Board itself or on petition signed by not less than three Board members. Written notification of the date, time, place and purpose of each meeting will be given to each Board member by the Secretary, either verbally or in writing at least five days prior to such meeting.

Section 3. Quorum and Transaction of Business.

A one third membership of the total Board shall constitute a quorum for the transaction of business. If a quorum be not present, a majority of those present may vote to adjourn to a fixed time and place.

The President shall preside at all meetings. In the absence of the President, the Vice-President shall preside. In the absence of the President and Vice-President, the Board shall elect a President pro tem.

The Board may take any action without a meeting if the written consent of a majority of Board members is obtained for such action.

Section 4. Powers and Duties.

The Board shall have and exercise all powers that may be exercised by the Foundation under its Articles of Incorporation, under pertinent statutes of the State of Iowa relating to such corporations and as conferred under these by-laws. Without prejudice to these general powers, the Board shall have the following specific powers and duties:

- A. Recommendation of Directors. To recommend to the Board of Directors of the Des Moines Area Community College the names of individuals to serve as Directors of the Foundation.
- B. Appointment of Agents. To appoint, and at its discretion remove such officers or agents as it shall deem proper and to prescribe their duties.
- C. Committees. To appoint from time to time suitable committees to investigate or discharge any function assigned by the Board. Such committees shall report to the Board when and as directed.
- D. Business Transactions. To sue and be sued, complain and defend in its corporate name; to borrow money and give its notes or other obligations therefore; to pledge, encumber or mortgage any property it may own; to sell, convey or dispose of any property it may own; to receive and administer funds for scientific and educational purposes; to receive, take title to, hold and use the proceeds and income of stocks, bonds, obligations or other securities; to take and hold by bequest, devise, gift, purchase or lease, either absolutely or in trust, any property real, personal or fixed without limitation as to amount or value; to reject any or all gifts, benefits or devises which it deems not in the best interests of the objectives and purposes of the Foundation.
- E. Records. To maintain records of Board proceedings and of the activities and report of its committees, officers and agents.
- F. Reports. To cause to be prepared annually in writing and to distribute to the Board of Directors of the Des Moines Area Community College a report of the business and activities of the Foundation.

ARTICLE III

OFFICERS

Section 1. Officers.

The officers of the Foundation shall be President, a Vice-President, a Secretary and a Treasurer. The Secretary and Treasurer need not be members of the Board of Directors and if said persons are not Directors, they will not vote on matters before the Board. Such officers shall be elected by the Board of Directors at a meeting of the Board to be held prior to January 1 of each year. They shall hold office for one year from their date of election and until their respective successors shall have been duly elected and qualified. Any officer may be elected to succeed himself. An officer of this Foundation may be removed from office at any time for cause by a majority vote of all of the members of the Board of Directors, or, if such officer also be a member of the Board of Directors, then by a majority vote of all of the other directors.

Section 2. Power and Duties of the President.

The President shall be the chief executive officer of the Foundation. He shall preside over all meetings of the Board. He shall have general and active management of the business of the Foundation and shall see that all orders and resolutions of the Board are carried into effect. He shall be an ex-officio member of all standing committees.

Section 3. Powers and Duties of the Vice-President.

The Vice-President shall possess the powers and perform the duties of the President in the absence of disability of the President. He shall do and perform such other duties as may from time to time be assigned to him by the President or the Board.

Section 4. Powers and Duties of the Secretary.

The Secretary shall attend all meetings of the Board and shall keep or cause to be kept the minutes of the proceedings of such meetings. He shall keep custody of the seal of the Foundation, if any, and is authorized to affix same to all instruments requiring its use. The Secretary shall be responsible for general administration of the affairs of the Foundation, for the notifications required by Article II, Section 2, for maintaining the files and records of the Foundation and for such other duties as the Board may prescribe.

Section 5. Powers and Duties of the Treasurer

The Treasurer shall be responsible for the receipt and disbursement of all assets of the Foundation in accordance with Board direction, and for insuring that accurate records of all fiscal activity are maintained. Funds, books and other records of the Treasurer shall at all times be subject to the inspection, supervision and control of the Board. He will cause to be performed annually an independent audit



of his books and records, and submit same to the Board. Disbursement of funds of the Foundation will be made only upon signature of the Treasurer and the President or such other persons as the Board may direct in writing. The Treasurer shall make reports of the finances of the Foundation to the President and the Board as required and shall perform such other duties as may be required of him by the Board.

#### ARTICLE IV

##### EXECUTIVE COMMITTEE

###### Section 1. Composition and Duties.

The Board shall, at its annual business meeting, appoint an Executive Committee to serve for one year from their date of election and until their successors shall have been duly elected and qualified. The Executive Committee shall consist of the President and no less than two other Board members. The Executive Committee shall direct the management of the affairs of the Foundation in the interim between meetings of the Board. The President shall preside at the meetings of the Executive Committee. The Secretary of the Foundation will also serve as Secretary of the Executive Committee, without vote, and will perform such duties as the Committee may direct.

###### Section 2. Meetings.

Meetings of the Executive Committee may be held at any time when the Board is not in session. Such meetings may be prescribed by the Board or may be called by the President or by any two members of the committee. Each member of the committee will be notified either verbally or in writing at least two days prior to the meeting. Such notice will set forth the time, place and purpose of the meeting. The Executive Committee shall keep full minutes of all business transacted at each meeting, and shall submit its report together with a copy of the minutes of its proceedings to the Board at its next meeting thereafter.

#### ARTICLE V

##### INDEMNIFICATION

###### Section 1. General Provision.

Directors or officers of the Foundation shall not be liable for the debts of the Foundation.

###### Section 2. Personal Exemption.

Except for matters involving misfeasance or malfeasance in office, every person who is or has been a director or officer of the Foundation shall be indemnified and held harmless by the Foundation from and against all costs and expenses which may be imposed upon or reasonably incurred by him in connection with or arising out of any claim, action, suit or proceeding in which he may be involved by reason of holding or having held such office.

ARTICLE VI

WAIVER OF NOTICE

Wherever any notice is required to be given to the directors of the Foundation under the provisions of the Articles of Incorporation or under the provisions of the Iowa Nonprofit Corporation Act, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE VII

SPECIAL FUNDS

The Board of Directors shall have the power to receive funds, securities, real and personal property or any article of value donated from any source and to use or dispose of same exclusively for purposes of the Foundation as set forth in its articles of Incorporation.

ARTICLE VIII

AMENDMENTS

Section 1. Procedure.

Proposals to amend to these by-laws may be adopted by a majority vote of all the Board of Directors at any annual meeting or at any special meeting called for that purpose. Amendments will be effective upon approval by the Board of Directors of the Des Moines Area Community College. The Secretary will inform Board members in writing regarding the substance of any proposed amendment thirty days prior to the date action is to be taken thereon.

Approved by the Board of Directors, Des Moines Area Community College on \_\_\_\_\_, which is the effective date of these by-laws.

Secretary  
Board of Directors  
Des Moines Area Community College

President  
Board of Directors  
Des Moines Area Community College

PERSONNEL REPORT

1. Contract Changes

- a. Linda Carson, Instructor, Career Education, Child Development.  
8 additional Days for STRIVE Project. \$91.01 per day = \$728.08.
- b. James F. Marmon, Auto Project Assistant, Career Education, Automotive.  
Modification of Salary. June 1, 1982 to June 4, 1982 \$315.00.  
Specially Funded Contract - GM Project.

2. Resignations

- a. Mary Christine Vest, Instructor, Career Education, Health Sciences.  
Effective January 8, 1982.
- b. Edward Young, Instructor, Career Education, Heavy Equipment.  
Effective December 2, 1981.

3. New Personnel

- a. Douglas Carr, Instructional Materials Specialist, Instructional Media.  
Grade 13, Salary \$17,698 annually. Contract from October 12, 1981 to  
June 30, 1982.  
Specially Funded Professional Contract - Title III.

PERSONNEL RESUME

Name: Douglas Carr  
Position: Instructional Materials Specialist  
Division: Instructional Media  
Recommended Salary: \$17,698.00 Annually  
Education: University Of Toledo - Master's Degree in  
in Educational Technology.  
Ohio State University - B.S. in Education  
Experience: No teaching experience - 7 years working.  
Length of Contract: October 12, 1981 to June 30, 1982  
Reason for Employment: New Position - Outside Funded.

# Memorandum

Attachment #8  
**des moines area  
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

DATE October 5, 1981  
TO Joe Borgen, President  
FROM Carroll Bennett, Vice President,  
Instruction  
RE: Advisory Committee Additions

Location

Location

3

## MEDICAL SECRETARIAL ADVISORY COMMITTEE

Mrs. Betty Ehlert  
Office Manager  
1039 - 5th Avenue  
Des Moines, Iowa 50314  
Term: 2 year  
Supervisor  
Non-union

## AUTO BODY ADVISORY COMMITTEE

Mr. Mike Feeley  
F & M Body Supply  
405 S.W. 8th Street  
Des Moines, Iowa 50309  
Business: 282-4472  
Term: 3 year

## LEGAL SECRETARIAL ADVISORY COMMITTEE

Mrs. True Sherman  
2904 Patricia Drive  
Des Moines, Iowa 50322  
Home: 276-4218  
Term: 3 year  
Retired

## HOTEL AND RESTAURANT ADVISORY COMMITTEE

Mr. Larry J. Spinney  
1610 N.W. 10th Street  
Ankeny, Iowa 50021  
Home: 964-8504  
Term: 3 year

Mr. Peter Hubschmitt  
General Manager  
Marriott Hotel  
700 Grand Avenue  
Des Moines, Iowa 50309  
Business: 245-5500  
Home: 225-2169  
Term: 3 year

## ELECTRONICS TECHNOLOGY ADVISORY COMMITTEE

Mr. Jim North  
Digital Equipment Corporation  
Field Service Engineer  
625-629 E. 2nd  
Des Moines, Iowa 50316  
Business: 282-1951  
Term: 3 year

DES MOINES AREA COMMUNITY COLLEGE  
CASH POSITION REPORT

Attachment #9

October 31, 1981

GENERAL, AGENCY, AUXILIARY,  
SCHOLARSHIP & LOAN FUNDS

SPECIAL PLANT  
FUND

SINKING  
VOTED TAX  
FUND

ANKENY NATIONAL

BANKERS TRUST

ASH IN BANK - INTEREST BEARING CHECKING:

al. Fwd. October 1, 1981	\$ (520,492)	\$ 1,606	
lus Receipts - October	1,705,457	526,011	
ess Disbursements - October	<u>2,003,573</u>	<u>514,119</u>	
ash in Bank October 31, 1981 (A)	\$ (818,608)	\$ 13,498	

INVESTMENTS:

SAVINGS ACCOUNTS:

Sinking Fund

\$99,042

D's

9 3/8% due 12-31-81 (Arch. Draft Club)	1,000		
8% due 1-25-82 (Arch. Draft Club)	1,000		
16.5% due 3-31-82	(B) 108,743		
16.70% due 11-10-81 (Student Activities)	10,000		
Various 3 year loan		1,384,800	
14 1/2 % due 2-16-82		160,000	
16 1/8% due 2-9-82		200,000	
8.00% due 12-15-82		205,000	
16% due 12-15-81		200,000	
15% due 3-15-82		190,000	
Treasury Bill 14 3/4% due 12-31-81			(C) 43,182
12% Repro to 12-31-81			21,000
14 1/2% CD to 6-30-82			<u>173,000</u>
TOTAL INVESTMENTS	\$ <u>120,743</u>	\$2,339,800	\$237,182
TOTAL CASH & INVESTMENTS	\$ <u>(697,865)</u>	\$2,353,298	\$336,224

Footnotes:

(A) Deficit covered by stamped warrant negotiated for a rate of 10 3/4% interest expense.

(B) CD for \$108,743 includes following investments:

Student Activities	\$39,443
Student Union	\$44,000
Eugene Young Loan Fund	\$25,300
TOTAL	\$108,743

(C) Treasury Bill matures for \$45,000.

DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT

October 31, 1981 AMOUNT

	<u>WORKING BUDGET</u>	<u>EXPENDED OR RECEIVED</u>	<u>OR ENCUMBERED</u>	<u>WORKING BUDGET BALANCE</u>
<b>GENERAL FUND DISBURSEMENTS:</b>				
<b>GENERAL FUND CURRENT</b>				
Arts & Science	\$ 2,216,479	\$ 578,247	\$ 4,602	\$ 1,633,630
Career Education	5,012,845	1,424,557	104,823	3,483,465
Career Development Center	176,274	57,774	-0-	118,500
Adult Education	1,946,016	520,330	5,529	1,420,157
Instructional Administration	327,191	98,882	1,094	227,215
General Administration	692,709	241,537	6,415	444,757
Student Services	1,377,966	478,646	2,868	896,452
Learning Resources	508,721	175,005	7,657	326,059
Physical Plant	1,969,383	627,178	116,625	1,225,580
General Institution	1,748,657	494,500	199,727	1,054,430
*Estimated Salary Adjustment	300,000	-0-	-0-	300,000
Sub Total	<u>16,276,241</u>	<u>4,696,656</u>	<u>449,340</u>	<u>11,130,245</u>
<b>RESTRICTED CURRENT FUND:</b>				
Social Service Training	5,760	5,633	-0-	127
Data Proc.-A State Plan	5,080	4,793	-0-	287
Nurse Capitation-FY81 Ext.	24,821	2,489	-0-	22,332
GM Training Project	57,320	8,150	-0-	49,170
STRIVE LEA Project	56,875	10,550	145	46,180
Spec. Needs Coord.	10,086	1,122	-0-	8,964
Teacher Aids FY 82	9,374	3,816	-0-	5,558
Spec. Needs - In Service	10,400	694	-0-	9,706
Mitchellville SN Project	7,309	5,230	-0-	2,079
Curriculum for Handicapped	17,411	15,730	-0-	1,681
Comp. Voc. Development- Newton	19,270	-0-	-0-	19,270
ESL #2, DPI Funded	59,617	58,279	123	1,215
ESL HMONG	3,036	2,021	-0-	1,015
Construction Acquaintance	12,168	4,628	-0-	7,540
Computer Basic Skills	2,721	-0-	-0-	2,721
Homemaker Health-HHS	12,155	4,374	-0-	7,781
Homemaker Health-DPI	984	1,791	-0-	(807)
DPI Software Proj. NCES	26,482	10,050	-0-	16,432
Diesel Tractor Research	22,421	14,706	-0-	7,715
SDIP-Instruction	61,162	7,637	-0-	53,525
SDIP-R & D	63,838	7,176	-0-	56,662
PSE	20,891	7,954	-0-	12,937
*CETA CLASS SIZE	411,706	85,756	-0-	325,950
Sub Total/Rest. Current Fund	<u>920,887</u>	<u>262,579</u>	<u>268</u>	<u>658,040</u>
*TOTAL GEN. & REST. FUND DISB.	17,197,128	4,959,235	449,608	11,788,285
Budget Deobligation	(35,248)			(35,248)
GRAND TOTAL GENERAL FUND DISB.	<u>\$17,161,880</u>	<u>\$4,959,235</u>	<u>\$449,608</u>	<u>\$11,753,037</u>
<b>GENERAL FUND REVENUE</b>				
General Fund Current	\$16,210,744	\$3,707,257		\$12,503,487
Restricted Current Fund	920,887	154,531		766,356
Sub Total	<u>17,131,631</u>	<u>3,861,788</u>		<u>13,269,843</u>
Fund Balance Revenue	65,497	65,497		
GRAND TOTAL GEN. FUND REVENUE	<u>\$17,197,128</u>	<u>\$3,927,285</u>		<u>\$13,269,843</u>
*PLANT FUND DISBURSEMENTS	\$ 5,606,866	\$1,500,754		\$ 4,106,112
PLANT FUND REVENUE	\$ 2,975,581	\$ 683,003		\$ 2,292,578

\*Footnotes on Revenue Detail Report

GENERAL FUND  
 DETAIL OF REVENUE  
 October 31, 1981

General Fund Revenue	<u>Working Budget</u>	<u>Amount Received</u>	<u>Budget Balance</u>
<u>Tuition &amp; Fees:</u>			
Student Fees	\$ 480,283	\$ 201,930	\$ 278,353
<u>Tuition:</u>			
Arts & Science	1,468,735	539,214	929,521
Career Education	1,495,408	496,245	999,163
Adult Ed	775,600	257,087	518,513
Secondary	71,500	50,075	21,425
<u>Local Support:</u>			
Property Taxes-Operation	2,110,256	338,284	1,771,972
Property Taxes-Unemployment	378,196	41,787	336,409
Property Taxes-Tort Liability	39,808	6,258	33,550
<u>State Support:</u>			
General Aid	6,914,837	1,728,709	5,186,128
Energy Appropriation	66,900		66,900
Salary Adjustment	500,000		500,000
Vocational Aid	1,210,584	1,064	1,209,520
<u>Federal Support:</u>			
Title II - Library	2,400		2,400
Vocational Aid	310,569		310,569
Workstudy	72,000		72,000
Special Needs-CDC	60,592		60,592
ABE	132,283		132,283
Other	4,655		4,655
Total "2" Fund	920,887	154,531	766,356
<u>Sales &amp; Services:</u>			
Rental of Facilities	40,000	3,263	36,737
<u>Other Income:</u>			
Interest	5,000	7,825	(2,825)
Assessments	7,100	1,375	5,725
Miscellaneous	29,038	2,453	26,585
Sale of Fixed Assets	35,000	30,805	4,195
GRAND TOTAL	<u>\$17,131,631</u>	<u>\$3,860,905</u>	<u>\$13,270,726</u>

\* Footnotes

1. Budget Adjustment to reflect FY 82 Salary Settlement estimated at \$300,000 added to Working Budget
2. CETA Class Size Budget includes \$302,140 for Federal Fiscal Year 82, which is pending a reduction:
3. Published Budgets:
  - General Fund - \$18,008,774 (without Tort & Unemployment)
  - Plant Fund - \$ 5,606,866.



DES MOINES AREA COMMUNITY COLLEGE

GENERAL FUND INTERIM BALANCE SHEET

October 31, 1981

-----ASSETS-----

Code

CASH & INVESTMENTS

101 Cash in Bank - Checking		\$ (1,300,559)	
102 Petty Cash - Ankeny Change Fund		12,645	
103 Petty Cash - Boone Checking		7,646	
119 Cash in Bank - Payroll		10,012	
120 Returned Checks		6,608	
122 Petty Cash - Change Funds		6,082	
123 Registration Change Funds		1,543	
125 Cash Over or Short		(168)	
		<hr/>	
TOTAL CASH & INVESTMENTS			\$ (1,256,191)

ACCOUNTS RECEIVABLE

144 Due from State		19,104	
145 Due from Federal		33,518	
146 Due from Others		152,680	
148 Financial Aids Receivables		470,093	
	Budget FY 82 - Revenue	\$17,131,631	
	Less Amount Received	<u>3,860,905</u>	
	Balance to Receive	13,270,726	
TOTAL ACCOUNTS RECEIVABLE			13,946,121

INVENTORIES/STUDENT HOUSES

161 Expendable Supplies		46,021	
162 Auto Parts		22,995	
169 Student Houses & lots		<u>286,440</u>	
TOTAL INVENTORIES/HOUSES			<u>355,456</u>
TOTAL ASSETS			<u>\$13,045,386</u>

DES MOINES AREA COMMUNITY COLLEGE  
 GENERAL FUND INTERIM BALANCE SHEET  
 October 31, 1981

- - LIABILITIES & FUND BALANCE - -

CURRENT LIABILITIES

(201/203/205/210)	Accounts Payable	\$ 44,039	
	Budget Expenditures FY 82	\$17,197,128	
	Less Expended to Date	<u>4,959,235</u>	
	Balance to be expended	12,237,893	
	 TOTAL ACCOUNTS PAYABLE		 \$12,281,932
271	Deferred Income		51,026
	 TOTAL LIABILITIES		 \$12,332,958
	 <u>FUND BALANCE</u>		
311	Unrestricted		
	Balance Forward 7-1-81	687,950	
	FY 82 Budget Expenditures	17,197,128	
	Less FY 82 Budget Revenue	<u>17,131,631</u>	
	Net Expenses over Rev.	(65,497)	
	Projected Fund Balance 6-30-82		622,453
314	Restricted for Unemployment Compensation		<u>89,975</u>
	 TOTAL FUND BALANCE		 712,428
	 TOTAL LIABILITIES & FUND BALANCE		 <u>\$13,045,386</u>

DES MOINES AREA COMMUNITY COLLEGE  
Regular Board Meeting  
October 12, 1981  
Boone Campus - 1125 Hancock Drive - Room 103

AGENDA

1. Call to Order - 7:00 p.m.
2. Roll Call
3. Approval of Tentative Agenda
4. Public Comments
5. Board Consideration of Minutes of September 14, 1981 Regular Meeting
6. Board Consideration of Minutes of October 5, 1981 Organizational Meeting
7. Consideration of proposed Board Meeting Schedule for year commencing November, 1981.
8. Program Advisory Committee members recommendations
9. Appointment of representative and alternate to Iowa Council of Area School Boards for 1981-82 school year
10. Board consideration of approval of house plans
11. Consideration of offers to purchase student Constructed House located at 1929 Joan Avenue, Carroll, Iowa
12. Re-approval of procedure for approving payables whereby one or more board member is authorized to give prior approval to release payment to vendors, with official Board approval given at next Board meeting
13. Final acceptance of contract awarded to Iowa Road Builders on July 13, 1981, and final payment of \$4,913.00 for paving parking Lot "D", curb work and miscellaneous paving to be made 31 days following acceptance
14. Approve charging off to Bad Debt Account, a total of \$7,027.20 representing Winter Quarter 1980-81 registration
15. Board consideration of personnel
16. Board consideration of financial report
17. Presentation and consideration of payables
18. Adjournment

#### INFORMATION ITEMS

1. Report of ACCT meeting in Boston
2. Iowa Council of Area School Boards 1981 Annual Convention  
November 12-13 to be held at the Regency Inn, Marshalltown.
3. Fall Enrollment Report - Information to be completed by Monday,  
October 12, 1981.
4. Status of General Advisory Committee Recommendations

#### ANTICIPATED AGENDA ITEMS

1. Foundation By-Laws Changes
2. Appointment of General Advisory Committee Members
3. Collective Bargaining Strategy Discussion
4. Preliminary Budget Guidelines Fy 1983