

Des Moines Area Community College

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Board of Directors Meeting Minutes

10-18-1982

Board of Directors Meeting Minutes (October 18, 1982)

DMACC

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October 18,
1982

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting

October 18, 1982
Boone Campus
Room 103

AGENDA

1. Call to Order - immediately following Public Hearing.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Consideration of minutes of September 20, 1982, special meeting, September 20, 1982, regular meeting, and October 4, 1982, organizational meeting.
6. Consideration of personnel.
7. Appointment of District #IV director.
8. Appointment of Board member to serve as IACCT representative.
9. Consideration of appointments to General Advisory Committee.
10. Consideration of report of task force study regarding reliever airport.
11. Consideration of Goals and Objectives for FY1984.
12. Award of contract for Phase IIIA, Part 16, Conference Center.
13. Consideration of charging \$2,823.69 off to Bad Debt Account.
14. Consideration of procedure for weekly approval of payables.
15. Consideration of Financial Report.
16. Presentation and consideration of payables.
17. Consideration of change in date for regular November meeting to November 8, 1982.
18. Consideration of offers to purchase property at 901 S.E. Trilein, Ankeny, Iowa.
19. Information Items:
 - A. Report on ACCT Convention.

20. Future Agenda Items:

- A. Determination of sales price for House #20; 533 N.E. 5th, Ankeny.
- B. Report on Midwest Telephone System.
- C. Report on facilities and equipment fee schedule.
- D. Report on progress of Data Systems Audit.
- E. Discussion of preliminary guidelines for FY1984.

21. Adjournment.

Des Moines Area Community College
Regular Board Meeting
October 18, 1982
Boone Campus
Room 103

ADDENDUM TO AGENDA

Please correct the original agenda as follows:

Add #17A. Establishment of listing price for House #20,
located at 533 N.E. 5th, Ankeny, Iowa.

Change #18 to #18A.

Add #18A. Consideration of offers to purchase property at 533
N.E. 5th, Ankeny, Iowa.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa

REGULAR MEETING

18 OCTOBER 1982

The regular meeting of the Des Moines Area Community College Board of Directors was held in Room 103 of the Academic Building on the Des Moines Area Community College Boone Campus on October 18, 1982. Board President Eldon Leonard called the meeting to order at 7:07 p.m.

ROLL CALL

Members Present:

DeVere Bendixen	Raymond Clark
Georganne Garst	Eldon Leonard
Theodore Nemmers	Jasper Risdal
Herbert Ritland	

Members Absent:

Donald Rowen

Others Present:

Joseph A. Borgen, President
Eugene R. Snyders, Board Secretary
Lloyd Courter, President - DMACC Boone Foundation
Elmer Ohlmann, Mayor of Boone
George Maybee, President, Boone Area Chamber of Commerce
James Grabau, President, Boone Industrial Development Corp.
Clair Abbott, Former Dean - Boone Campus
Various other DMACC staff and interested residents

APPROVAL OF
TENTATIVE AGENDA
AND ADDENDUM

A motion to approve the tentative agenda and addendum as presented was made by D. Bendixen, seconded by R. Clark.

Motion passed unanimously.

PUBLIC COMMENTS

Mr. Courter, Mr. Ohlmann, Mr. Maybee, Mr. Grabau, and Mr. Abbott addressed the Board briefly regarding their appreciation for the contributions Des Moines Area Community College has made to the Boone area and the active involvement in community affairs by the staff at the Boone Campus.

APPROVAL OF
MINUTES

A suggestion for rewording the first sentence on page four of the minutes for the September 20, 1982, regular meeting was made by H. Ritland. With that correction made, a motion to approve the minutes of the September 20, 1982, regular meeting, the September 20, 1982, special meeting, and the October 4, 1982, organizational meeting was made by J. Risdal, seconded by G. Garst.

Motion passed unanimously.

APPROVAL OF
PERSONNEL REPORT

A motion to approve the following personnel actions was made by T. Nemmers, seconded by D. Bendixen.

Contract Changes Lunning, Cynthia, Technical Writer, Instructional Support Services. Transfer to Instructional Materials Specialist-Grade 13, Student Development. Annual Salary \$18,494. Specially funded through

Contract Changes June 30, 1983. Effective October 4, 1982. Specially funded (continued) contract for professional staff.

Harpel, Mary Ann, Instructor-CETA Class Size Program, District Campus. Extension of Specially funded contract for one month through October 31, 1982. Salary \$2,298.66. Effective October 1, 1982. Letter of Agreement - Contract extension.

Ites, Dian, Instructor-CETA Class Size Program, District Campus. Extension of Specially funded contract for one month through October 31, 1982. Salary \$1,550.85. Effective October 1, 1982. Letter of Agreement - Contract extension.

Keninger, Edward, Instructor-CETA Class Size Program, District Campus. Extension of specially funded contract for one month through October 31, 1982. Salary \$1,737.75. Effective October 1, 1982. Letter of Agreement - Contract extension.

McCreary, Dorothy, CETA Class Size Specialist, District Campus. Extension of specially funded contract for one month through October 31, 1982. Salary \$1,375.71. Effective October 1, 1982. Letter of Agreement - Contract extension.

Sufka, Pamela, Computer-Based Education Specialist, Instructional Support Services. Extension of specially funded contract for one month through October 31, 1982. Salary \$1,005.69. Effective October 1, 1982. Letter of Agreement - Contract extension.

Wurster, Catherine, Clerk Stenographer, Development Services. Extension of specially funded contract for one month through October 31, 1982. Salary \$675.36. Effective October 1, 1982. Letter of Agreement - Contract extension.

Johnson, Morris, Dean, Student Development. Salary adjustment as a result of Reorganization. Annual salary from \$29,215.00 to \$31,433.00. Effective July 1, 1982. Continuing contract with Administrative Staff.

Silberhorn, George, Counselor, Boone Campus. Reinstatement of 12 month contract. Salary \$27,795.00. Effective July 1, 1982. Continuing contract with certified faculty.

Motion passed unanimously.

APPOINTMENT OF
DISTRICT #IV
DIRECTOR

A motion to appoint Douglas Shull as the Director from District #IV to replace Walter A. Stover, Jr. was made by T. Nemmers, seconded by H. Ritland.

Motion passed unanimously on a roll call vote.

APPOINTMENT OF
IACCT REPRESENTA-
TIVE

A motion was made by H. Ritland, seconded by G. Garst, that the Board appoint Donald Rowen as the Board's representative to the Iowa Association of Community College Trustees organization.

Motion passed unanimously.

APPOINTMENT OF
MEMBERS TO GENERAL
ADVISORY COMMITTEE

D. Bendixen moved, J. Risdal seconded, that the Board approve the appointments to the General Advisory Committee shown in Attachment #1 to these minutes for a three year term ending August 31, 1985.

Motion passed unanimously.

BOARD POSITION
ON RELIEVER AIRPORT

After a review of the study prepared by the DMACC Task Force on the Reliever Airport and brief discussion, a motion was made by R. Clark, seconded by H. Ritland, that the official position of the Board be that the College opposes the construction of a Reliever Airport on the property adjacent to the Ankeny Campus.

Motion passed unanimously on a roll call vote.

FY84 GOALS AND
OBJECTIVES

H. Ritland made a motion that was seconded by D. Bendixen recommending the Board tentatively approve the FY1984 Goals and Objectives as presented in Attachment #2 to these minutes. Final approval will be granted following an in-depth discussion between the Administration and Board of Directors at a retreat to be scheduled within the month.

Motion passed unanimously.

AWARD OF CONTRACT
FOR CONFERENCE
CENTER

It was moved by D. Bendixen, seconded by R. Clark, that subject to approval by the State Board of Public Instruction, the Board award a contract for construction of Phase IIIA, Part 16, Conference Center, to Steel Sales & Leasing Ltd., with a base bid of \$219,196.00, less deductive alternate bids No. 1, No. 2, and No. 3, in the amount of \$4,080.00, \$4,730.00, and \$400.00 respectively; giving a net contract amount of \$209,986.00 and that the Board President and Secretary be authorized to sign said contract. Attachment #3 to these minutes includes the notice to bidders and the bid tally sheet.

Motion passed unanimously.

APPROVAL TO CHARGE
\$2,823.69 TO BAD
DEBT ACCOUNT

A motion to approve the charging off of \$2,823.69 in outstanding student accounts receivable for which collection activities have been unsuccessful to the Bad Debt Account as presented in Attachment #4 to these minutes was made by J. Risdal, seconded by H. Ritland.

Motion passed unanimously.

APPROVAL OF PROCEDURE FOR WEEKLY
APPROVAL OF PAYABLES

It was moved by G. Garst, seconded by T. Nemmers, that the Board authorize one or more Board members to approve Accounts Payable on a weekly basis prior to Board meetings and to authorize the release of payment to vendors; said approval to be certified to the Board at the next regular Board meeting when official Board approval action will be taken.

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

Board Secretary E. Snyders discussed the monthly financial report included as Attachment #5 to these minutes.

APPROVAL OF
PAYABLES

D. Bendixen made a motion, R. Clark seconded, that the Board approve the payables as detailed in Attachment #6 to these minutes.

Motion passed unanimously.

CHANGE OF DATE
FOR NOVEMBER
MEETING

A motion to change the date of the regular November meeting of the Board from November 15, 1982, to November 8, 1982, was made by J. Risdal, seconded by H. Ritland.

Motion passed unanimously.

ESTABLISHMENT OF
LISTING PRICE FOR
HOUSE #20


A motion to set the listing price for House #20, located at 533 N.E. 5th, Ankeny, Iowa, at \$74,900.00 and to reject the offer to purchase said property made by Keith A. Froelich, dated October 10, 1982, was made by H. Ritland, seconded by R. Clark.

Motion passed unanimously.


ADJOURNMENT

A motion to adjourn the meeting was made by J. Risdal, seconded by G. Garst.

Motion passed unanimously and at 8:32 p.m. Board President Leonard adjourned the meeting.



ELDON LEONARD, President



EUGENE R. SNYDERS, Secretary

MEMORANDUM

DATE: October 11, 1982
TO: Board of Directors
FROM: JoAnn Bailey
RE: Appointments to the General Advisory Committee

Following are the new appointments to the General Advisory Committee. All districts are included with the exception of Director District #IV which will be submitted for your approval after the appointment of the District #IV Director.

Gary Thompson (new appointment - District #1)
Gary Thompson Oil Co.
2751 Cleveland Ave.
Ames, IA 50010

Jane Griffiths (new appointment - District #2)
145 Christopher
Waukee, IA 50263

Mary White (reappointment - District #3)
2324 Warford
Perry, IA 50220

Allan Lochmann (reappointment - District #5)
Box 872
Newton, IA 50208

John Voight (reappointment - District #6)
322 S.E. 10th
Ankeny, IA 50021

Barbara Sheldahl (new appointment - District #6)
High Terrace Acres
Slater, IA 50244

Evelyn Davis (reappointment - District #7)
1529 19th
Des Moines, IA 50314

Perry Chapin (reappointment - District #8)
2909 E. 38th
Des Moines, IA 50317

DES MOINES AREA



DES MOINES AREA COMMUNITY COLLEGE

M I S S I O N S T A T E M E N T

It is the mission of Des Moines Area Community College to offer quality educational programs and courses to meet diverse community interests and the abilities and personal objectives of individuals from varying backgrounds, for the purpose of improving the quality of life, economic conditions, and the public welfare of our state.

C O L L E G E G O A L S

The goals of Des Moines Area Community College are:

1. To assess the diverse educational needs of organizations and individuals within the college district and offer, within available resources, educational programs and services which are responsive to those needs.
2. To provide, in partnership with business, industry, and related organizations, programs and services which promote the economic development of communities within the college district.
3. To effectively inform the general public, business, industry, and prospective students concerning the educational programs and opportunities available through the college.
4. To provide accessibility to educational programs and services through flexibility in program design and, to the extent possible, scheduling of offerings at times and locations convenient to those who desire to utilize the services.
5. To extend educational opportunities, within available resources, to all persons who desire and can profit from them, including the handicapped, economically disadvantaged, under-educated, minorities, and older adults.
6. To diminish barriers which prevent student participation in college programs.
7. To pursue policies, activities and services which enhance productivity and quality of work life for employees.
8. To provide adequate funding to support the college operations, programs and services.
9. To maintain policies and operating procedures for guiding the accomplishment of the college mission.

10. To maintain a strategic and tactical plan designed to improve college operations and demonstrate accountability.
11. To provide a comprehensive staff development program which supports the professional growth of staff members consistent with the college mission and goals,

COLLEGE OBJECTIVES

FY 1984

1. During FY1984, a master plan will be developed for the assessment of the educational needs of individuals and organizations in the district and the evaluation of existing educational programs and services, to provide a rational basis for decisions concerning the allocation of financial resources.
2. The college will maintain an enrollment level of 8,700 FTEE in FY1984. Areas of special emphasis will include high technology fields, international studies, and cooperative programs with business and industry for retraining and upgrading of personnel.
3. Programming in at least two high technology fields will be instituted in FY1984.
4. Special programming to meet specific needs of businesses and industries in the district will be expanded within a financial framework which will insure at least recovery of direct operating expenses.
5. The Human Resources Master Plan, including an early retirement program, out-placement functions, internal training and transfer actions, and other methods of developing human potential, will be implemented in FY1984.
6. The college's Management Information System will generate appropriate reports and graphic presentations to describe achievement in critical success factors for each department.
7. The participation level of full-time and regular part-time employees in the college wellness program will reach at least 40% in FY1984.
8. The transfer from quarters to semesters will be accomplished on schedule with provision for affected students to avoid loss of credit or delay in completion of their educational programs as a result of the transition.
9. During FY1984, the Outreach Services System, involving identification, development, implementation and evaluation phases, will be refined and fully implemented.
10. The need for replacement and new equipment in existing programs will be assessed and funds sought/allocated to meet the most critical needs in FY1984.
11. A system for the assessment of student goals and academic skill levels, and the provision of classes and services based on that assessment, will be implemented during FY1984.
12. Through Foundation/Development activities, a minimum of \$250,000 in cash and non-cash gifts and \$650,000 in grants and contracts will be generated.
13. The quality of work life index for the college, as measured by the General Motors Quality of Work Life Survey, will increase in FY1984 as compared to FY1983.

Affidavit of Publication

COPY OF ADVERTISEMENT
Exhibit "A"STATE OF IOWA }
POLK COUNTY } SS.(R-815) — NOTICE TO BIDDERS
September 20, 1982PROJECT:
Des Moines Area Community College, Phase IIIA,
Part 16, Conference Center — Building 7
OWNER: Des Moines Area Community CollegeSealed proposals for Phase IIIA, Part 16, Conference
Center, Des Moines Area Community College, will be
received at Building 1, Board Room 130, 2006 South
Ankney Boulevard, Ankeny, Iowa, until 2:00 p.m., Central
Daylight Time, on October 14, 1982.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, Specifi-
cations, 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 S.E., 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 "F" Street, Omaha, Nebraska
9. Scan Photronics, 7600 Parklawn 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 83068, 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 Bussard/
Dixie 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. Deposit 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 will be accompanied, in a separate envelope, by a check or Bid Bond in the amount of thirty thousand dollars (\$30,000.00).

The lowest bid will be retained until a contract is entered into. All bids are retained, 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 thirty (30) days after opening of bids, pending necessary details.

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

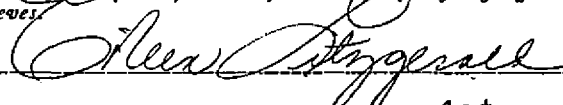
DES MOINES AREA
COMMUNITY COLLEGE
/s/ Eldon Leonard
President, Board of DirectorsATTEST: /s/ Eugene R. Snyders
Secretary, Board of DirectorsThe undersigned, being first duly sworn, on oath states that he is the Auditing
Department Manager of Des Moines Register and Tribune Company, a corporation
duly organized and existing under the laws of the State of Iowa, with its principal
place of business in Des Moines, Iowa, the publisher ofTHE DES MOINES REGISTER (Daily)
DES MOINES TRIBUNE (Daily)
DES MOINES SUNDAY REGISTERnewspapers 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

September 24, October 1, 1982

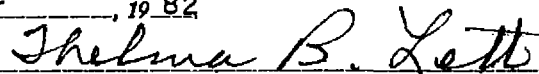
in said Des Moines Tribune (daily) the following dates

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 1st

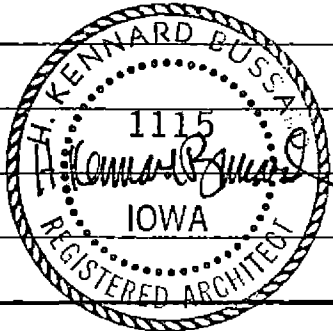
October, 1982



Notary Public in and for Polk County, Iowa

DES MOINES AREA COMMUNITY COLLEGE
 PHASE IIIA, PART 16, CONFERENCE CENTER - BUILDING 7
 BID DATE: OCTOBER 14, 1982, 2:00 PM

BIDDER	ADD #1	BID SECUR- RITY	BASE BID	DEDUCTIVE ALTERNATES					
				1	2	3	4	5	6
Steel Sales & Leasing, Ltd.	X	X	219,196	4,080	4,730	400	2,600	14,400	6,400
Premo Construction Company	X	X	222,982	2,385	3,440	272	2,200	10,650	6,400
Barton-Douglas Contractors	X	X	229,500	3,600	2,100	300	3,100	13,500	6,300
Betts & Beer Construction Company, Incorporated	X	X	233,685	3,000	3,600	300	2,100	14,700	7,200
McCorkle Construction Co.	X	X	234,316	2,300	3,500	600	4,600	13,000	9,600
King-Bole, Inc.	X	X	242,140	2,500	2,000	270	3,450	13,500	7,000
Hoffman Construction Co., Inc.	X	X	248,970	4,100	3,600	950	3,100	9,400	7,200
Brad Construction Corp.	X	X	256,130	4,500	2,000	275	3,000	13,500	9,200
Neumann Brothers Inc.	X	X	265,600	2,606	3,244	286	3,730	9,315	7,875
Vawter & Walter, Inc.	X	X	265,844	2,336	2,000	270	4,250	14,500	7,500
Breman Enterprises, Inc.	X	X	274,880	3,990	2,000	300	4,350	9,220	8,000
Gratius Construction	Proposal submitted late - Proposal was not opened								
				Base cab't	Wall V.F.	folding wall VF	Regis. Desk	Exec. Dining	Banners



October 18, 1982

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

Dear Sirs:

RE: DMACC 111A, 16
Conference Center - Building 7

Bids were received at 2:00 p.m., October 14, 1982 for the above project. Attached is the list of bidders submitting quotes for that work and their respective bids.

The low base bid was submitted by Steel Sales and Leasing of Des Moines, Iowa with a quote of \$219,196.00.

Total Project Budget -	\$275,000.00
Less Reserve for Furnishings -	-44,000.00
Less Reserve for Equipment -	-17,500.00
Building Renovation Budget -	<u>\$213,500.00</u>
Low Bid -	\$219,196.00
Building Renovation Budget -	<u>213,500.00</u>
<u>Over Budget -</u>	<u>\$ 5,696.00</u>

Six deductive alternates, have been included to ensure that the base bid could be reduced to an amount less than that approved by the Board for this project.

We recommend that deductive alternates 1, 2 & 3 be taken and the work described by these alternates be deleted from the project.

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

DMACC Board of Directors
October 18, 1982
Page 2

BDA

Alternate 1 (base cabinets)	\$4,080.00
Alternate 2 (wall vinyl fabric)	4,730.00
Alternate 3 (folding wall vinyl fabric)	400.00
	<u>\$9,210.00</u>
Low Bid -	\$219,196.00
Less Alternates 1, 2 & 3 -	<u>9,210.00</u>
Recommended Revised Bid -	<u>\$209,986.00</u>
Building Renovation Budget -	\$213,500.00
Recommended Revised Budget -	<u>209,986.00</u>
<u>Under Budget -</u>	<u>\$ 3,514.00</u>

The specifications describe the method of award as the base bid and any combination of the alternate bids. The low bidder is unchanged if alternates 1, 2 & 3 are taken (Steel Sales and Leasing).

Steel Sales and Leasing is presently completing work on DMACC 111A, 13 - Greenhouse Addition to Building 4. The Contractor has performed satisfactorily and we recommend approval of Steel Sales and Leasing for this project.

Sincerely,



H. Kennard Bussard, AIA

HKB/AEF/dk

Enclosures

MEMORANDUM

DATE: October 6, 1982
TO: Board of Directors Secretary
FROM: Maralee Frazee, Director, Student Financial Services
RE: Board Agenda Items
October 18, 1982

Item:

This request is for the Des Moines Area Community College Board of Directors to approve charging off to the Bad Debts Account, a total of \$2,823.69 for outstanding student accounts receivables for winter quarter - 1982, for which collection activities have been unsuccessful to date.

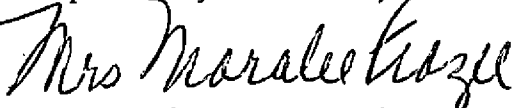
An itemized listing of the accounts involved is attached.

In FY'82, \$13,447.91 was written off to Bad Debts. Of this amount, \$1,101.16 was collected.

All Student Records are restricted to prevent the student from receiving a transcript or registering until this debt is paid.

Improved procedures have been implemented to reduce Debt write-offs and, in the future, Student Accounts Receivables anticipate a reduction in the dollars to be written off as Bad Debts.

Respectfully submitted,



Mrs. Maralee Frazee, Director
Student Financial Services

ps

Attachment

DES MOINES AREA
DC
COMMUNITY COLLEGE

ANKENY CAMPUS
2006 S. Ankeny Blvd.
Ankeny, Iowa 50021
(515) 964-6200

BOONE CAMPUS
1125 Hancock Drive
Boone, Iowa 50036
(515) 432-7203

URBAN CAMPUS
1100 7th Street
Des Moines, Iowa 50314
(515) 244-4226

**WESTERN
ATTENDANCE
CENTER**
229 N. Main Street
Carroll, Iowa 51401
(712) 792-1755

#EE-14

DES MOINES AREA COMM. COLLEGE
UNPAID BALANCE REPORT

DATE 09/22/82 WINTER 82

NAME	PREV TERM	CURR TERM	TOTAL
ADAMS, DEBI A	0.00	50.00	50.00
AKERS, JUANITA R	0.00	2.00	2.00
ALVESTAD, TAMMY JANE	0.00	2.00	2.00
ARNBURG, DEBORAH RENA	0.00	54.75	54.75
AUCH, MICHAEL JAMES	0.00	22.50	22.50
BIGSBY, FATU	0.00	55.00	55.00
BINNEBOSE, ANITA K	0.00	113.00	113.00
BROADUS, DEBRA J	0.00	5.00	5.00
BROWNRIG, GARY	0.00	200.00	200.00
CARNER, YEVETTE D	0.00	18.50	18.50
CARSON, SHEILA R	0.00	15.00	15.00
CASON, DANNY A	0.00	74.64	74.64
CHRISTENSEN, CHRISTY	0.00	1.00	1.00
CHRISTENSEN, DAVID L	0.00	67.00	67.00
CLEMONS, STACIE MAE	0.00	4.00	4.00
COFFEE, RUTH	0.00	55.00	55.00
COOK, TERI J	0.00	18.50	18.50
CRAM, DALE	0.00	20.00	20.00
CURTIS, PHILLIP DEAN	0.00	10.00	10.00
DAVIS, RONELL EUGENE	0.00	115.50	115.50
ETCHEN, DENISE M	0.00	50.00	50.00
FEGLEY, CATHIE J	0.00	10.00	10.00
FELDMAN, KYLE RCLAND	0.00	19.00	19.00
FIELD, BARBARA A	0.00	3.50	3.50
GRIFFIN, MARVIN K	0.00	25.00	25.00
HARMEYER, PATRICIA A*	0.00	35.40	35.40
HARRIS, FRANK	0.00	5.00	5.00
HARRIS, ROBERT THEODO	0.00	45.00	45.00
HINES, VALERIE A	0.00	46.00	46.00
HOLDEFER, MICHAEL DEA	0.00	6.00	6.00
HOPKINS, ALICE M.	0.00	4.60	4.60
HUGHES, LONNIELLE D	0.00	2.00	2.00
HULEN, CAROLYN ANN	0.00	4.60	4.60
KELLOGG, BERTHA MAE	0.00	100.00	100.00
KITCHEN, DALE K	0.00	12.90	12.90
KLINE, CLAUDE	0.00	20.00	20.00
KRILE, JEFF A	0.00	19.00	19.00
LEE, ALLEN	0.00	2.00	2.00
LEGGITT, CYNTHIA JANE	0.00	27.10	27.10
LINGELBACH, HOLLY A	0.00	50.00	50.00
MAXWELL, DENISE M	0.00	2.00	2.00
MCCLAIN, SHARON R.	0.00	4.00	4.00
MCGRIFF, GARY L	0.00	19.00	19.00
MCKAY, TROY LANE	0.00	2.00	2.00
MCKONE, JOE K.	0.00	2.00	2.00
MILLER, GERALDINE	0.00	6.00	6.00
MURPHY, JANET L	0.00	30.00	30.00
NELSON JR, WILLIAM J	0.00	20.00	20.00
OH, JULIE A	0.00	50.00	50.00
PAASCH, DAVID A	0.00	2.00	2.00
PATTERSON, TODD DAVID	0.00	52.00	52.00
PETERS, KURTIS D.	0.00	79.00	79.00
PROTHERO, RICKIE LEE	0.00	218.50	218.50
RHINER, JOSEPH	0.00	20.00	20.00
ROBERSON, LON C	0.00	18.50	18.50
ROBINSON, JOHN J	0.00	200.00	200.00

#FE-14

DATE 09/22/82 WINTER 82

DES MOINES AREA COMM. COLLEGE
UNPAID BALANCE REPORT

P

NAME	PREV TERM	CURR TERM	TOTAL
ROWLES, GERALD	0.00	20.00	20.00
SCHLATTMANN, ROBERT G	0.00	2.00	2.00
SCHROEDER, KARL	0.00	20.00	20.00
SELIAN, SCNA N.	0.00	15.00	15.00
SHORT, STEVEN C.	0.00	5.00	5.00
SKEELS, DENNIS E	0.00	71.50	71.50
SPAID, PATRICIA A	0.00	50.00	50.00
ST. JOHN, RICHARD W	0.00	42.00	42.00
STANFIELD, ELIZABETH	0.00	2.00	2.00
STAPLETON, LEON CHARL	0.00	218.50	218.50
STGB, BARBARA	0.00	75.00	75.00
TOLBERT, NANCY LEE	0.00	5.00	5.00
URLMAN, ALICE J	0.00	4.00	4.00
VANZEE, DAN	0.00	54.00	54.00
WADDLE, MICHAEL D	0.00	4.00	4.00
WALKER, THERESA M	0.00	2.00	2.00
WATSON, JERYL CHRISTO	0.00	56.20	56.20
WEIR, PEGGY A	0.00	5.00	5.00
WILKERSON, DAVID EUGE	0.00	5.00	5.00
WILLIAMS, WILBERT B	0.00	2.00	2.00
WOROCHIL, CONNYE S	0.00	50.00	50.00
TOTALS	0.00	2,823.69	2,823.69

MEMORANDUM

October 11, 1982

TO: Board Secretary

FROM: Irv Steinberg *ISW*

RE: Financial Report for September/Board Meeting Oct. 18, 1982

Cash flow during September continued to be a problem to the extent that as of month end a total of \$1,497,843 of funds borrowed under an anticipatory warrant issuance was being used to cover expenses to date.

This problem, however, was alleviated on October 2, 1982 with the receipt of our 1st quarter FY 1982-83 state General Aid and Salary Appropriation, together with 4th quarter FY 1981-82 Vocational Aid, at which time we were able to discontinue using borrowed funds and be able to set aside in excess of \$800,000 for future expenses. Our cash receipts during October should include at least a portion of 1st half of year property tax collections, which should further help delay the need for using borrowed funds.

The Budget Balance Report attached shows financial data for all funds of the college, as was submitted last month. The various footnotes included on the August report are not repeated this month, however, are still applicable. In addition, as noted, adjustments were made on the General Fund (1 fund) revenue working budget to reflect a more exacting funding expected for FY 83 Vocational Aid, per notification received in September from DPI, and to adjust tuition and fees to correspond with approximate amounts received in FY 82. Further tuition and fees adjustments will be made after an analysis of budget speed is completed.

DES MOINES AREA



COMMUNITY COLLEGE

DES MOINES AREA COMMUNITY COLLEGE

BUDGET REPORT
SUMMARY BY FUND (ALL FUNDS)

September 30, 1982

<u>FUND NAME</u>	<u>FUND NO.</u>	<u>Board Approved 7-1-82</u>	<u>9-30-82 Working Budget</u>	<u>Amount Expended or Received</u>	<u>Amount Encumb.</u>	<u>Working Budget Balance</u>
<u>EXPENDITURES:</u>						
General Fund Current	1	17,432,782	17,781,854	3,470,655	336,067	13,975,132
Restricted Current	2	979,016	1,456,670	241,291	3,091	1,212,288
Auxiliary	3	1,773,118	1,762,043	419,948	36,671	1,305,424
Agency	4	328,722	328,722	117,256		211,466
Scholarship	5	1,097,696	1,097,696	200		1,097,496
Loan	6	15,500	15,500	23,423		(7,923)
Plant	8	2,938,125	2,938,125	246,662		2,691,463
Total		24,564,959	25,380,610	4,519,435	375,829	20,485,346
<u>REVENUE:</u>						
Cash Reserve	1	368,754	368,754	3,690		365,064
General Fund Current	1	17,526,769	*17,531,625	1,622,961		15,908,664
Restricted Current	2	878,197	1,338,275	90,056		1,248,219
Auxiliary	3	1,876,845	1,886,345	608,190		1,278,155
Agency	4	316,100	316,100	118,413		197,687
Scholarship	5	1,097,696	1,097,696	3,220		1,094,476
Loan	6	144,316	144,316	28,706		115,610
Plant	8	2,396,620	2,354,394	101,117		2,253,277
Total		24,605,297	25,037,505	2,576,353		22,461,152

Footnotes

*Fund "1" Revenue Working Budget adjusted to reflect DPI verified funding for Vocational Aid and changes in Tuition and Fees to correspond to amounts actually received in FY 82.

CASH POSITION REPORT

September 30, 1982

	GENERAL, AUXILIARY, AGENCY, SCHOLARSHIP, AND LOAN FUNDS		PLANT FUND	VOTED TAX SINKING FUND
	Ankeny State	Ankeny National	Bankers Trust	
<u>CASH IN BANK:</u>				
Balance Forward Sept. 1, 1982	\$ (4,058)	\$5,604	\$ 72,223	
Plus September Receipts	2,649,552	37	487,193	
Less September Disbursements	<u>2,572,225</u>		<u>448,908</u>	
Cash Balance September 30, 1982	\$73,269	\$5,641	\$110,508	
<u>INVESTMENTS:</u>				
Savings Account				58,090
<u>CD's</u>				
<u>Various Rates and Due Dates:</u>				
General Fund at Bankers Trust	1,460,000			
General Fund at Ankeny State	594,000			
Plant Fund at Bankers Trust			1,505,000	
13.04% due 1-14-83 (Loan Fund)	25,000			
13.23% due 1-10-83 (Alumni)	<u>10,000</u>			
Total Investments	<u>\$2,089,000</u>		<u>1,505,000</u>	<u>58,090</u>
TOTAL CASH & INVESTMENTS	<u>\$2,162,269</u>	<u>\$5,641</u>	<u>\$1,615,508</u>	<u>58,090</u>

Footnotes:

1. General Fund monies invested represents amount of Anticipatory Warrant proceeds not currently being used.
2. Ankeny National Bank balance will be transferred to Ankeny State Bank after outstanding checks are cleared.

Oct. 18, 1982
Sp. Mtg.

DES MOINES AREA COMMUNITY COLLEGE
Public Hearing on Conference Center

October 18, 1982
Boone Campus
Room 103

AGENDA

1. Call to Order - 7:00 p.m.
2. Roll Call.
3. Acknowledgement by Board Secretary of how notice of hearing was made.
4. Requests to address the Board recognized.
5. Approval of resolution adopting proposed plans, specifications, form of contract, and estimated costs for Phase IIIA, Part 16, Conference Center.
6. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa

CONSTRUCTION HEARING
SPECIAL MEETING

18 OCTOBER 1982

A special meeting of the Des Moines Area Community College Board of Directors was held in Room 103 of the Academic Building on the Des Moines Area Community College Boone Campus on October 18, 1982. The meeting was called to order by Board President Eldon Leonard at 7:00 p.m. for the purpose of conducting a public hearing in relation to the proposed specifications and form of contract for the construction of the Conference Center.

ROLL CALL

Members Present:

DeVere Bendixen	Raymond Clark
Georganne Garst	Eldon Leonard
Theodore Nemmers	Jasper Risdal
Herbert Ritland	

Members Absent:

Donald Rowen

Others Present:

Joseph A. Borgen, President
Eugene R. Snyders, Board Secretary
Lloyd Courter, President - DMACC Boone Foundation
Elmer Ohlmann, Mayor of Boone
George Maybee, President, Boone Area Chamber of Commerce
James Grabau, President, Boone Industrial Development Corp.
Clair Abbott, Former Dean-Boone Campus
Various other DMACC staff and interested residents

HEARING NOTICE

Board President Leonard asked how notice of this hearing was given to the public. The Secretary responded that the notice of the time and place of this hearing was, according to law and as directed by the Board, published in the Des Moines Register newspaper on the 7th day of October, 1982, and posted on the official Des Moines Area Community College bulletin board. A copy of the paid public announcement is Attachment #1 to these minutes.

PUBLIC COMMENTS

Board President Leonard asked the Secretary if written comments had been received for Board consideration. The Secretary reported that no written comments had been received, and further that he had received no requests for addressing the Board at this time.

APPROVAL OF RESOLUTION REGARDING
CONFERENCE CENTER

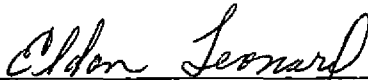
A motion to adopt the resolution included with these minutes as Attachment #2 which adopts plans, specifications, form of contract, and estimated cost for the construction of the Conference Center, Phase IIIA, Part 16, was made by R. Clark, seconded by J. Risdal.

The motion passed unanimously on a roll call vote.

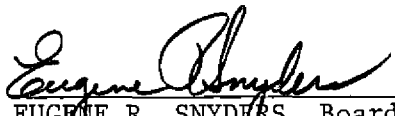
ADJOURNMENT

A motion for adjournment was made by T. Nemmers, seconded by H. Ritland.

Motion passed unanimously and at 7:06 p.m. Board President Leonard adjourned the hearing.



ELDON LEONARD, President



EUGENE R. SNYDERS, Board Secretary

ATTACHMENT # 10 October 18 1982 Special Board Meeting

COPY OF ADVERTISEMENT
Exhibit "A"

(R-872)

NOTICE OF HEARING

September 20, 1982

TO WHOM IT MAY CONCERN:

A public hearing will be held on October 18, 1982 at 7:00 p.m., Central Daylight Time, by the Board of Directors of the Des Moines Area Community College, in the Boone Campus Academic Building, Room 103, Boone, Iowa, in relation to proposed plans, specifications and term of contract for the construction of the following improvement:

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 16
CONFERENCE CENTER—BUILDING 7

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.

This notice corrects and supercedes the notice previously published in connection with this matter on September 24, 1982.

DES MOINES AREA COMMUNITY COLLEGE
/s/ Eldon Leonard, President
Board of Directors

ATTEST: /s/ Eugene R. Snyder,
Secretary, Board of Directors

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, 1982

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.

Eldon Leonard

Subscribed and sworn to before me by said affiant this 7th day of

October, 19 82

Thelma B. Zett

Notary Public in and for Polk County, Iowa

RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATED COST FOR CONSTRUCTION OF PHASE III A, PART 16

WHEREAS, on the 20th day of September, 1982, 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 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 IIIA, Part 16 - Conference Center.

PASSED AND APPROVED, this 18th day of October, 1982.



ELDON LEONARD, Board President

ATTEST:



EUGENE R. SNYDERS, Board Secretary