

Des Moines Area Community College

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Board of Directors Meeting Minutes

1-17-1983

Board of Directors Meeting Minutes (January 17, 1983)

DMACC

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Jan. 17, 1983
Reg. Meeting

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting

January 17, 1983
Building 1 - Room 30 - Ankeny Campus

AGENDA

1. Tour of Tool and Die Facilities - 5:30 p.m.
(Meet in Board Room.)
2. Call to Order - 6:00 p.m.
3. Roll Call.
4. Consideration of Tentative Agenda.
5. Public Comments.
6. Consideration of minutes of December 13, 1982, regular meeting.
7. Consideration of Human Resources Report.
8. Consideration of charging outstanding student accounts receivables for Spring Quarter, 1981-82 to the Bad Debts Account.
9. Consideration of appointments to Ankeny Area DMACC Foundation Board of Directors.
10. Consideration of membership in American Association of Community and Junior Colleges.
11. Consideration of Financial Report.
12. Consideration of Payables.
13. Future Agenda Items.
 - A. Consideration of FY1984 Budget.
 - B. Consideration of tuition schedule.
 - C. Consideration of Board Policy Revisions.
 - D. Final report on Data Systems Audit.
 - E. Report on telephone system.
14. Closed session for Collective Bargaining Strategy.
15. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting

January 17, 1983
Building 1 - Room 30 - Ankeny Campus

ADDENDUM TO AGENDA

Please add the following item to the original agenda:

#12.1 Consideration of acceptance of contract completion identified
as Re-Roofing Buildings #6, #7, and #8, Des Moines Roofing, Inc.

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

REGULAR MEETING

17 JANUARY 1983

The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on January 17, 1983. The meeting was called to order by Board President Eldon Leonard at 6:10 p.m. following a tour of the Tool and Die facilities.

ROLL CALL

Members Present:

DeVere Bendixen
Eldon Leonard
Herbert Ritland
Douglas Shull

Raymond Clark
Theodore Nemmers
Donald Rowen (arrived at 7:10 p.m.)

Members Absent:

Georganne Garst
Jasper Risdal

Others Present:

Eugene R. Snyders, Board Secretary
Various other DMACC staff and interested residents

APPROVAL OF TENTATIVE AGENDA

It was moved by R. Clark, seconded by D. Shull, that the tentative agenda and addendum be approved as presented.

Motion passed unanimously.

PUBLIC COMMENTS

Board President E. Leonard introduced the Board of Directors to Kimberly Wiser, Lab Assistant-Paralegal, and thanked her for the successful OWI program which she coordinated January 13, 1983, at the Des Moines Botanical center.

APPROVAL OF MINUTES

H. Ritland made a motion, T. Nemmers seconded, that the Board approve the minutes of the December 13, 1982, regular meeting as presented with the addition of the names of those individuals who made offers to purchase College owned property.

Motion passed unanimously.

APPROVAL OF HUMAN RESOURCES REPORT

A motion to approve the following personnel actions was made by T. Nemmers, seconded by R. Clark:

New Personnel

Fontana, Loretta Sue, Instructor, Data Entry, Business and Management. Annual Salary \$16,039.00. Six month contract (funded through May 30, 1983). Effective December 13, 1982. Specially funded contract with certified faculty, probationary status.

Johnson, Mary B., Instructor, English As A Second Language (1/2 time), District Campus. Annual Salary \$9,250.00. Twelve month contract. Effective January 3, 1983. Continuing contract with certified faculty, probationary status.

New personnel
(cont.)

Pratt, Ewa, Instructor, English As A Second Language (1/2 time), Urban Campus. Annual salary \$10,025.00. Twelve month contract. Effective January 3, 1983. Continuing contract with certified faculty, probationary status.

Smith, Curtis, Lab Assistant-Auto Parts, Industrial and Technical. Annual salary \$16,378.00. Twelve month contract. Effective January 3, 1983. Employment agreement with professional staff.

Rummans, Marlowe, Instructor-Diesel Fuel Injection, Industrial & Technical. Annual salary \$12,687.00. Seven month contract (funded through August 19, 1983). Effective January 10, 1983. Specially funded contract with certified faculty, probationary status.

Henderson, Beth A., Computer Operator, Data Services. Annual salary \$10,500.00. Twelve month contract. Effective January 24, 1983. Employment agreement with professional staff.

Contract changes

Sufka, Pamela, Computer-Based Education Technician, Instructional Support Services. Extension of contract for two months through February 28, 1983. Salary \$1,963.00. Effective January 3, 1983. Professional non-certified contract extension.

Harpel, Mary Ann, Instructor-CETA Class Size Program, District Campus. Extension of specially funded contract for three months through March 31, 1983. Salary \$7,005.44. Effective January 1, 1983. Letter of agreement - contract extension.

Ites, Dian, Instructor-CETA Class Size Program, District Campus. Extension of specially funded contract for three months through March 31, 1983. Salary \$4,726.40. Effective January 1, 1983. Letter of agreement - contract extension.

Keninger, Edward, Instructor, CETA-Class Size Program, District Campus. Extension of specially funded contract for three months through March 31, 1983. Salary \$5,296.00. Effective January 1, 1983. Letter of agreement - contract extension.

McCreary, Dorothy, CETA Class-Size Specialist, District Campus. Extension of specially funded contract for three months through March 31, 1983. Salary \$4,199.04. Effective January 1, 1983. Letter of agreement - contract extension.

Resignation

Logsdon, Susan, Instructor, Nursing, Health Services and Sciences. Effective January 13, 1983.

Motion passed unanimously.

APPROVAL OF CHARGING \$4,789.78 TO BAD DEBT ACCOUNT

A motion that the Board of Directors approve charging outstanding student accounts receivable from the Spring term, 1981-82, in the amount of \$4,789.78 for which collection actions have been unsuccessful to the Bad Debts Account was made by D. Shull, seconded by D. Bendixen. Detail of those outstanding accounts receivable is included with these minutes as Attachment #1.

Motion passed unanimously.

APPROVAL OF ADDITIONS TO FOUNDATION BOARD

A motion to ratify the following individuals' appointments to the DMACC Foundation Board of Directors was made by T. Nemmers, seconded by H. Ritland: Mrs. Beverly Samuelson, Mrs. Jayne Cloutier, Mr. Vince Kopacek, Dr. David Darr, Mr. Don Davis, Mr. Ken Keniston and Mr. V. W. Smith.

Motion passed unanimously.

RECESS FOR DINNER

The Board recessed for dinner at 6:30 p.m. and reconvened at 7:15 p.m.

DIRECTOR ROWEN ARRIVES

Director D. Rowen arrived at 7:10 p.m.

APPROVAL OF MEMBERSHIP IN AACJC

D. Rowen moved, R. Clark seconded, that the Board of Directors approve an institutional membership in the American Association of Community and Junior Colleges for the College and that the President be authorized to pay membership dues of \$1250.00 for the period January 1, 1983, through December 31, 1983.

Motion passed unanimously.

PRESENTATION OF FINANCIAL REPORT

Controller Irv Steinberg presented the monthly financial report which is detailed in Attachment #2 to these minutes.

APPROVAL OF PAYABLES

T. Nemmers made a motion that was seconded by R. Clark for the Board to approve the payables included as Attachment #3 to these minutes.

Motion passed unanimously.

APPROVAL OF CONTRACT COMPLETION FOR RE-ROOFING BLDGS. #6, #7, #8

A motion for the Board of Directors to approve acceptance of contract completion identified as Re-Roofing Buildings #6, #7, and #8, Des Moines Roofing, Inc. with final payment of \$6,045.50 to be made 30 days following the date of this Board meeting was made by D. Shull, seconded by T. Nemmers.

Motion passed unanimously.

CLOSED SESSION

It was moved by D. Shull, seconded by T. Nemmers, that the Board hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Iowa Code.

Closed Session
(cont.)

Motion passed unanimously on a roll call vote and at 7:30 p.m. the Board convened in closed session.

RETURN TO OPEN
SESSION

The Board reconvened in open session at 8:50 p.m.

ADJOURNMENT

A motion for adjournment was made by R. Clark, seconded by D. Shull.

Motion passed unanimously and at 8:52 p.m. Board President E. Leonard adjourned the meeting.



ELDON LEONARD, President



EUGENE R. SNYDER, Secretary

MEMORANDUM

January 10, 1983

TO: Board of Directors Secretary

RE: Board Agenda items
January 17, 1983

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 \$4,789.78. This represents outstanding student accounts receivables for Spring Quarter, 1981-82 for which DMACC collection activities have been unsuccessful to date.

The specifics of this request are:

Short Courses	91 students	\$4,087.70
Credit Courses (Career/Arts & Sciences)	33 students	702.08
	TOTAL	<u>\$4,789.78</u>

An itemized listing of the accounts involved is attached.

Eva Caldwell and I will be meeting with Del Shepard on recommendations to reduce registration related bad debts.

Registration and Miscellaneous Bad Debts

1980-81			1981-82		
Fall	\$ 7,088.34	Registration	Fall	\$ 3,721.40	Registration
Winter	7,027.20	"	Winter	2,780.19	"
Spring	1,722.90	"	Spring	4,789.78	"
Summer	1,293.00	"	Summer	(to Board April 1983)	
TOTAL	<u>\$17,131.44</u>		TOTAL	<u>\$11,291.37</u>	
Misc.*	<u>3,404.41</u>		Misc.*	0	
TOTAL	<u>\$20,535.85</u>		TOTAL	<u>\$11,291.37</u>	

Total Accounts Receivable bad debts since implementation of the MSG software is \$31,827.22.

Bad debts account payments received since July 1, 1982 is \$1,188.80.

*Miscellaneous includes financial aid overcharges, miscellaneous account receivables and Ankeny returned checks.

All student records are restricted to prevent the student from receiving a transcript or registering until this debt is paid. Off-campus collection efforts will be implemented where appropriate.

Maralee Frazee
Director, Student Financial
Services



January 17, 1983

*FE-14
DATE 01/06/83 SPRING 82DES MOINES AREA COMM. COLLEGE
UNPAID BALANCE REPORT

NAME	PREV TERM	CURR TERM	TOTAL
HUFF, CAMELLA A	0.00	168.50	168.50
IRVIN, TONY LEON	0.00	39.10	39.10
JAMES, CINDY J	0.00	50.00	50.00
JENNINGS, SUSAN A	0.00	42.20	42.20
JENSEN, PEGGY S	0.00	17.50	17.50
JOHNSON, JEFFREY BLAY	0.00	39.50	39.50
JOHNSON, MICHELLE I	0.00	2.40	2.40
JOHNSRUD, RONALD W	0.00	2.00	2.00
JORGENSEN, MARY L	0.00	17.50	17.50
KELLEY, JANE M	0.00	10.00	10.00
KONKLER, TONY L	0.00	17.50	17.50
LINDAHL, SHERRIE L	0.00	50.00	50.00
MCCALL, CHARLES W	0.00	20.00	20.00
MCCAULLEY, BARB	0.00	19.00	19.00
MCCLURE, JUDY	0.00	33.60	33.60
MCGOVERN, TOM J	0.00	17.50	17.50
MCKAY, TROY LANE	0.00	40.50	40.50
MCVEY, DONALD	0.00	20.00	20.00
MESSER, CAROL ILLA	0.00	12.38	12.38
MULEYA, JOSIAH	0.00	13.40	13.40
MULVANEY, PATRICK M	0.00	55.00	55.00
OGREN, DIXIE	0.00	100.00	100.00
OLDHAM, RHONDA LYNNE	0.00	2.40	2.40
OWOAJE, DORTHEA	0.00	2.00	2.00
PATTERSON, MARYANN	0.00	20.00	20.00
PEDRAZA, MARIA M.	0.00	2.00	2.00
PENLEY, RALPH E	0.00	168.50	168.50
PHAYSANE, BOUNLEUANG	0.00	2.00	2.00
PIERSON, BRIAN S	0.00	42.00	42.00
PURDIN, JERRY	0.00	20.00	20.00
RAUCH, JANET	0.00	19.00	19.00
RAY, UNA A	0.00	20.00	20.00
RAYMER, KATHLEEN S	0.00	50.00	50.00
REESE, MARIA D	0.00	4.00	4.00
REITER, EDWARD ALAN	0.00	0.80	0.80
RIFFE, CHARLES LOUIS	0.00	2.00	2.00
FINEHART, RICHARD E	0.00	2.00	2.00
ROBERTSON, JUDY A	0.00	50.00	50.00
ROOSE, DEBRA JOANN	0.00	2.00	2.00
RUDE, NANCY L	0.00	40.00	40.00
SALTER, GEORGE L	0.00	20.00	20.00
SCHMIDT, ELIZABETH KR	0.00	17.50	17.50
SEALINE, LISA MAREE	0.00	168.50	168.50
SHANER, DONNA L	0.00	16.00	16.00
SHAW, BILLY D	0.00	17.50	17.50
SHAW, SHIRLEY F	0.00	17.50	17.50
SHORT, FRED M	0.00	17.50	17.50
SHUMATE, BRAD	0.00	20.00	20.00
SLOTHOUBER, EDITH LOR	0.00	4.00	4.00
SMELCER, DENNIS LEE	0.00	76.00	76.00
SMITH, SYLVIA L	0.00	66.00	66.00
SMITH, THOMAS J	0.00	22.50	22.50
STICE, SALLY A	0.00	19.00	19.00
STRACKE, ROXANNE L	0.00	50.00	50.00
TAGGART, DOUGLAS P	0.00	17.50	17.50
TEAS, DAN	0.00	20.00	20.00

January 17, 1983

#FE-14
DATE 01/06/83 SPRING 82DES MOINES AREA COMM. COLLEGE
UNPAID BALANCE REPORT

NAME	PREV TERM	CURR TERM.	TOTAL
AL-ALAWF, AHMED	0.00	5.00	5.00
ALJUMA, KHALED M	0.00	5.00	5.00
ALLER, MARY	0.00	55.00	55.00
BELL, ALBERT RICHARD	0.00	2.00	2.00
BLANTON, FRED MAC	0.00	14.40	14.40
BOES, VICKIE ANN	0.00	56.50	56.50
BOLTON, KIMBERLY S	0.00	168.50	168.50
BORKOWSKI, DALE E	0.00	17.50	17.50
BRADFORD, BRENDA LEE	0.00	2.00	2.00
BRITTON, GREG T	0.00	45.00	45.00
BRODERICK, ANNE M	0.00	5.00	5.00
BROWN, CATHY E	0.00	168.00	168.00
CARLSON, BEN A	0.00	15.00	15.00
CARSON, KARLA J	0.00	19.00	19.00
CASE, POLLY AMANDA	0.00	12.00	12.00
CHANCE, KIRBY R	0.00	168.50	168.50
COCKERHAM, DEBRA R	0.00	50.00	50.00
COPPOLA, ROBERT G	0.00	44.00	44.00
CRAMER, KATHLEEN J	0.00	17.50	17.50
CRANSTON, KAREN	0.00	19.00	19.00
CULVER, NORINE E	0.00	75.00	75.00
CUNNINGHAM, CARL	0.00	20.00	20.00
CURTIS, GARY DOUGLAS	0.00	2.00	2.00
CURTIS, SUZANNE E	0.00	7.00	7.00
DANIELS, TED	0.00	20.00	20.00
DAVENPORT II, RICHARD	0.00	74.00	74.00
DEMOUTH, JANET KAY	0.00	16.00	16.00
DIERCKS, SHERI LEE	0.00	2.00	2.00
DODD, CORDELIA L	0.00	12.00	12.00
DOSS, LARRIE D	0.00	2.00	2.00
DRUART, PAUL ANTHONY	0.00	46.00	46.00
DUNN, KATHERINE ANNE	0.00	50.00	50.00
DUTCHER, STEPHANIE L	0.00	50.00	50.00
ERICKSON, BOB	0.00	20.00	20.00
EWERS, KATHERINE L	0.00	50.00	50.00
FISHER, J DIANE	0.00	39.00	39.00
GARRETT, VICKI	0.00	20.00	20.00
GARRINGTON, LINDA R	0.00	40.00	40.00
GASKILL, KATHRYN L	0.00	30.00	30.00
GREEN, EUGENE E	0.00	37.00	37.00
GREENE, TIM J	0.00	17.50	17.50
GRICE, ANNETTA E	0.00	2.00	2.00
GRIFFIN, LEESA RENEE	0.00	50.00	50.00
GROVER, RONALD	0.00	20.00	20.00
GUNN, LINDA C.	0.00	168.00	168.00
HAGMAN, EDWARD J	0.00	20.00	20.00
HALL, STEVEN C	0.00	168.00	168.00
HANSEN, JERRY I	0.00	50.00	50.00
HAST, SHERYL A	0.00	21.00	21.00
HAYES, CHERYLL I	0.00	50.00	50.00
HEDLUND, YVONNE M	0.00	6.00	6.00
HEGLIN, RANDY E	0.00	20.00	20.00
HESSON, JANICE	0.00	100.00	100.00
HICKS JR, IRA F	0.00	5.70	5.70
HOLMES, SUSAN E	0.00	92.00	92.00
HOWARD, CRAIG DAVID	0.00	2.00	2.00

January 17, 1983

*FE-14
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UNPAID BALANCE REPORT

NAME		PREV TERM	CURR TERM	TOTAL
TERLOUW, CAROL L		0.00	19.00	19.00
TOWNSELL, BERNETTA L.		0.00	50.00	50.00
TRULLINGER, MARK J		0.00	17.50	17.50
VANDOORN, ED		0.00	19.00	19.00
VEALE, TIMOTHY A		0.00	168.50	168.50
WAGNER, PAULA A		0.00	8.80	8.80
WALLERT, PAUL L		0.00	17.50	17.50
WANNINGER, JODY K		0.00	21.00	21.00
WARD, DIANA S		0.00	168.70	168.00
WATKINS, RONALD T.		0.00	69.90	69.90
WHITFIELD, DAVID MICH		0.00	112.70	112.70
WILLERS, STEPHANIE J		0.00	19.00	19.00
	TO	0.00	4,789.78	4,789.78

MEMORANDUM

DATE: January 5, 1983
TO: Board Secretary
FROM: Irv Steinberg *ISW*
RE: Financial Report for December - Board Meeting January 17, 1983

Since our second quarter State General Aid payment was not released from the State Comptroller's Office by the end of that quarter, it was necessary to use \$559,000 of borrowed funds to cover December expenses. We were advised that the state treasury did not have sufficient funds to permit release of State Aid at this time, and it will likely be the week of January 10th before we can expect this payment.

An interim interest expense payment of \$153,600 was made on December 31, 1982 to Bankers Trust Company as required for our 3-year Plant Fund loan.

After the creation of Money Market Checking Accounts during December, our principal checking accounts at Ankeny State Bank and Bankers Trust were converted to this new type of interest bearing checking accounts. Interest on balances in the accounts will be paid at a variable money market rate, rather than the 5½% rate previously paid on the "now" accounts, which is anticipated as always being higher than the 5½% rate.

The General Fund Revenue Working Budget increased \$80,000 during the month to reflect proceeds from the sale of student constructed house formerly occupied by DMACC President.

The Restricted Current Fund Expenditure Working Budget increased \$36,329 representing new funded programs.

SP

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

December 31, 1982

	<u>GENERAL, AUXILIARY, AGENCY, SCHOLARSHIP, AND LOAN FUNDS</u>	<u>PLANT FUND</u>	<u>VOTED TAX SINKING FUND</u>
	Ankeny State	Bankers Trust	
<u>CASH IN BANK:</u>			
Balance Forward Dec. 1, 1982	\$ (30,204)	\$ 3,289	
Plus December Receipts	3,140,598	246,200	
Less December Disbursements	<u>3,120,854</u>	<u>228,391</u>	
Cash Balance December 31, 1982	\$ (10,460)	\$ 21,098	
<u>INVESTMENTS:</u>			
Savings Account			\$ 17,136
<u>CD's</u>			
<u>Various Rates and Due Dates</u>			
General Fund at Bankers Trust	1,460,000		
General Fund at Ankeny State	1,610,000		
Voted Tax/Sinking Fund			972,400
Plant Fund at Bankers Trust		1,120,000	
8% due 6/3/83 (Arch. Draft. Club)	3,000		
13.04% due 1/14/83 (Loan Fund)	25,000		
8% due 2/1/83 (Telecom. Club)	3,000		
3.23% due 1/10/83 (Alumni)	<u>10,000</u>		
Total Investments	<u>3,111,000</u>	<u>1,120,000</u>	<u>989,536</u>
TOTAL CASH & INVESTMENTS	<u><u>\$3,100,540</u></u>	<u><u>\$1,141,098</u></u>	<u><u>\$989,536</u></u>

Footnotes:

1. General Fund must redeem anticipatory warrant plus interest expense for a total of \$4,003,252 to be paid to Bankers Trust on 6/30/83.
2. Voted Tax/Sinking Fund paid interim interest expense of \$153,600 on December 31, 1982 against our three year Plant Fund loan. Loan payment of \$1,653,600 is due June 30, 1983.
3. Deficit Cash Balance shown at Ankeny State Bank is offset by outstanding checks.
4. Checking accounts were converted to Money Market Checking Accounts.

DES MOINES AREA COMMUNITY COLLEGE

BUDGET REPORT
 SUMMARY BY FUND (ALL FUNDS)

December 31, 1982

<u>FUND NAME</u>	<u>FUND NO.</u>	<u>Board Approved 7-1-82</u>	<u>12-31-82 Working Budget</u>	<u>Amount Expended or Received</u>	<u>Amount Encumb.</u>	<u>Working Budget Balance</u>
EXPENDITURES:						
General Fund Current	1	17,432,782 (E)	17,699,030 (E)	7,826,349	279,268	9,593,413
Restricted Current	2	979,016 (F)	1,620,912 (F)	456,350	9,625	1,154,937
Auxiliary	3	1,773,118	1,762,189	1,146,918	41,469	573,802
Agency	4	328,722	459,422	389,751	3,160	66,511
Scholarship	5	1,097,696	1,097,696	797 (A)		1,096,899
Loan	6	15,500	15,500	37,636 (B)		(22,136)
Plant	8	2,938,125	2,938,125 (C)	933,043		2,005,082
Total		<u>24,564,959</u>	<u>25,592,874</u>	<u>10,790,844</u>	<u>333,522</u>	<u>14,468,508</u>
REVENUE:						
Cash Reserve	1	368,754	368,754	198,159		170,595
General Fund Current	1	17,526,769	17,735,799	6,526,260		11,209,539
Restricted Current	2	878,197	1,502,517 (D)	146,921		1,355,596
Auxiliary	3	1,876,845	1,886,345	1,198,980		687,365
Agency	4	316,100	446,800	503,318		(56,518)(G)
Scholarship	5	1,097,696	1,097,696	197,569		900,127
Loan	6	144,316	144,316	99,229		45,087
Plant	8	2,396,620	2,354,394	1,169,915		1,184,479
Total		<u>24,605,297</u>	<u>25,536,621</u>	<u>10,040,351</u>		<u>15,496,270</u>

Footnotes:

- (A) Expenditures in Scholarship Fund are charged to Financial Aids Accounts Receivable initially and closed out against Scholarship Fund Expense Accounts at year end as required by our system.
- (B) Loans made to students are shown as an expense to Loan Fund when issued, and closed out to Loans Receivable Account at year end. This procedure is necessary to provide data for FISCOP Report submitted to Office of Education.
- (C) Plant Fund Expenditure Budget included payments on Loan which are due 12-31-82 and 6-30-83.
- (D) Fund "2" Working Budget Revenue less than expenditures by \$118,395, representing estimated non-funded CDC expenses.
- (E) General Fund Working Expense Budget exceeds 7-1-82 Board approved budget primarily due to increase for interest expense on Anticipatory Warrant.
- (F) Restricted Current Fund Working Expense Budget exceeds 7-1-82 Board approved budget by amount of special funded projects or programs added during the year.
- (G) Budget revision pending for Agency Fund.