

Des Moines Area Community College

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Board of Directors Meeting Minutes

7-18-1983

Board of Directors Meeting Minutes (July 18, 1983)

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July 18, 1983

Des Moines Area Community College
Regular Board Meeting
July 18, 1983
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to Order - 5:00 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Consideration of minutes of June 20, 1983, regular meeting; July 6, 1983, special meeting; and July 11, 1983, special meeting.
6. Consideration of Human Resources Report.
7. Consideration of Collective Bargaining Services Agreement with H. Wiltsey & Associates.
8. Consideration of trustee appointments to the self-funded Benefit Plan Trust.
9. Consideration of membership in Iowa Association of Community College Trustees for 1983-84.
10. Consideration of appointment to General Advisory Committee.
11. Consideration of Statement of Understanding with Rehabilitation Education and Services Branch, Department of Public Instruction.
12. Consideration of Fiscal Agent Agreement with Iowa Educational Computer Consortium.
13. Consideration of change order to the contract with Steel Sales and Leasing, Ltd. for Building 6 Remodeling.
14. Consideration of acceptance of offer to purchase property located at 537 N.E. 5th Street, Ankeny, Iowa.
15. Consideration of offers to purchase property located at 2340 Ashwood Drive, Carroll, Iowa.
16. Consideration of payables.
17. Consideration of Treasurer's Annual Report.
18. Presentation of Financial Report.
19. Discussion of Affirmative Action Plan.
20. Superintendent's Report.
21. Board Members' Reports.
22. Future Agenda Items:
 - A. Consideration of Board Policy Revisions.
 - B. Consideration of FY'84 Salary Proposal.
 - C. Next regular meeting scheduled for August 15, 1983, Carroll, Iowa.
23. Closed Session - Collective Bargaining.
24. Closed Session - Evaluation of President.
25. Adjournment.

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

REGULAR MEETING

18 JULY 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 July 18, 1983. The meeting was called to order by Board President Eldon Leonard at 5:07 p.m.

ROLL CALL

Members Present:

DeVere Bendixen

Eldon Leonard

Jasper Risdal

Donald Rowen (arrived at 5:10 p.m.)

Douglas Shull (arrived at 5:18 p.m.)

Raymond Clark (arrived at 5:34 p.m.)

Theodore Nemmers

Herbert Ritland

Members Absent:

Georganne Garst

Others Present:

Joseph A. Borgen, President

Eugene R. Snyders, Board Secretary

Harvey Wiltsey, Contract Negotiator for the Board of Directors

APPROVAL OF
TENTATIVE AGENDA

It was moved by J. Risdal, seconded by T. Nemmers, that the tentative agenda be approved as presented.

Motion passed unanimously.

PUBLIC COMMENTS

There were no requests to address the Board.

APPROVAL OF
MINUTES

T. Nemmers made a motion, H. Ritland seconded, that the minutes of the June 20, 1983, regular meeting; July 6, 1983, special meeting; and the July 11, 1983, special meeting be approved as presented.

Motion passed unanimously.

DIRECTOR ROWEN
ARRIVES

Director Donald Rowen arrived at 5:10 p.m.

July 18, 1983

APPROVAL OF HUMAN RESOURCES REPORT A motion for approval of the following personnel items was made by T. Nemmers, seconded by D. Rowen:

Contract Changes Grattan, Helen, Instructor-CETA Class Size, District Campus. Extension of specially funded contract through September 30, 1983. Salary \$2,632.74. Effective July 1, 1983. Letter of agreement - contract extension.

Harpel, Mary Ann, Instructor-CETA Class Size, District Campus. Extension of specially funded contract through September 30, 1983. Salary \$7,224.36. Effective July 1, 1983. Letter of agreement - contract extension.

Ites, Dian, Instructor-CETA Class Size, District Campus. Extension of specially funded contract through September 30, 1983. Salary \$4,874.76. Effective July 1, 1983. Letter of agreement - contract extension.

McCreary, Dorothy, CETA Class Size Specialist, District Campus. Extension of specially funded contract through September 30, 1983. Salary \$4,323.66. Effective July 1, 1983. Letter of agreement - contract extension.

Keninger, Edward, Instructor-CETA Class Size, District Campus. Extension of specially funded contract through September 30, 1983. Salary \$5,461.50. Effective July 1, 1983. Letter of agreement - contract extension.

Hilgers, Daniel, Instructor-Office Occupations, Business & Management. Extension of specially funded contract through September 30, 1983. Salary \$6,250.20. Effective July 1, 1983. Letter of agreement - contract extension.

Marmon, James, Auto Project Assistant, Industrial & Technical. Extension of specially funded contract from July 1, 1983, to August 31, 1983. Salary \$4,311.12. Effective July 1, 1983. Letter of agreement - contract extension.

Resignations Frazee, Maralee, Director, Student Records & Services. Effective July 5, 1983.

Greaves, Linda, Coordinator-Office Occupations, Business & Management. Effective June 24, 1983.

New Personnel Hansen, Kristine, Educational Advisor, Student Development. Annual salary \$9,940. 9 months. Effective August 30, 1983. Employment agreement with Administrative/Professional staff.

Johnson, Faye, Educational Advisor, Student Development. Annual salary \$13,102. 12 months. Effective July 5, 1983. Employment agreement with Administrative/Professional staff.

Quinn, Frank, Programmer, Data Services. Annual salary \$12,568. 12 months. Effective July 5, 1983. Employment agreement with Administrative/Professional staff.

Leave of Absence Johanningsmeier, Barbara, Director-Health Services, Health Services & Sciences. Long term leave of absence for personal illness from July 1, 1983 to June 30, 1984.

Reinstatements Baer, Beverly, Tutor Specialist, Student Development. Reinstatement of specially funded employment agreement based on receipt of STRIVE funds. Effective July 1, 1983. Salary \$4.85 per hour. Employment agreement with classified staff - specially funded.

Hiner, Dennis, Coordinator-Special Needs, Student Development. Reinstatement of specially funded contract based on receipt of STRIVE funds. Effective July 1, 1983. Annual salary \$24,194. Specially funded contract with Administrative/Professional staff.

Linduska, Kim, Instructor-Resource, Student Development. Reinstatement of specially funded contract based on receipt of STRIVE funds. Effective July 1, 1983. Annual salary \$20,049. Specially funded contract with certified faculty.

Ocker, Mary, Tutor Specialist, Student Development. Reinstatement of specially funded employment agreement based on receipt of STRIVE funds. Effective July 1, 1983. Salary \$4.85 per hour. Employment agreement with classified staff - specially funded.

Ringe, Judi, Instructor-Resource, Student Development. Reinstatement of specially funded contract based on receipt of STRIVE funds. Effective July 1, 1983. Annual salary \$19,274. Specially funded contract with certified faculty.

Motion passed unanimously.

APPROVAL OF
COLLECTIVE BAR-
GAINING SERVICES
AGREEMENT

There was a motion by D. Rowen, seconded by D. Bendixen, that the Board approve the Collective Bargaining Services Agreement with H. Wiltsey & Associates for 1983-84 as detailed in Attachment #1 to these minutes.

Motion passed unanimously.

DIRECTOR SHULL
ARRIVES

Director Douglas Shull arrived at 5:18 p.m.

APPROVAL OF TRUST
APPOINTMENTS

H. Ritland made a motion, J. Risdal seconded, that the Board approve the following trustee appointments to the self-funded Benefit Plan Trust:

Eldon Leonard, Chairperson
Connie L. Allen, Secretary
Eugene Snyders
Donald Rowen
Donald Zuck
Gladys Calhoun
Robert Wollaston
Eleanor Sanders

Motion passed unanimously.

APPROVAL OF IACCT
MEMBERSHIP

A motion was made by D. Rowen, seconded by J. Risdal, that the Board approve membership for 1983-84 in the Iowa Association of Community College Trustees and that the College be authorized to pay annual dues in the amount of \$15,224.

Motion passed unanimously.

ADDITION TO
GENERAL ADVISORY
COMMITTEE

It was moved by D. Rowen, seconded by D. Shull, that the appointment of Ann Kelly to the General Advisory Committee representing Director District #7 be approved. Her term of membership will be from July 18, 1983, through August 30, 1986.

Motion passed unanimously.

APPROVAL OF
AGREEMENT WITH
RESB

It was moved by D. Rowen, seconded by D. Shull, that the Statement of Understanding with the Rehabilitation Education and Services Branch, Department of Public Instruction included as Attachment #2 to these minutes be approved.

Motion passed unanimously.

APPROVAL OF IECC
FISCAL AGENT
AGREEMENT

There was a motion by H. Ritland, seconded by T. Nemmers, that the Board approve the document included as Attachment #3 to these minutes which details the agreement for Des Moines Area Community College to serve as fiscal agent for the Iowa Educational Computer Consortium for 1983-84.

Motion passed unanimously.

APPROVAL OF CHANGE
ORDER FOR BUILDING
6 REMODELING

A motion was made by D. Shull, seconded by T. Nemmers, for the Board to approve a change order to the contract with Steel Sales and Leasing, Ltd. for Building 6 Remodeling in the amount of \$5,405.

Motion passed unanimously.

APPROVAL OF
ACCEPTANCE OF
OFFER TO PURCHASE
COLLEGE PROPERTY

J. Risdal made a motion, D. Shull seconded, for the Board to approve acceptance of the offer to purchase College property located at 537 NE 5th, Ankeny, Iowa, in the amount of \$80,000.00 excluding allowances and further that the Board President and Secretary be authorized to sign the Warranty Deed.

Motion passed unanimously.

OFFERS TO PURCHASE
PROPERTY IN
CARROLL

Donald Zuck, Manager of Business Services, reported that no offers have been received on the student constructed house in Carroll, Iowa.

DIRECTOR CLARK
ARRIVES

Director Raymond Clark arrived at 5:34 p.m.

APPROVAL OF
PAYABLES

It was moved by D. Rowen, seconded by D. Bendixen, that the Board approve payables detailed in Attachment #4 to these minutes.

Motion passed unanimously.

APPROVAL OF
TREASURER'S ANNUAL
REPORT

The motion for approval of the 1982-83 Annual Treasurer's Report as included in Attachment #5 to these minutes was made by D. Shull, seconded by R. Clark.

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

Controller Irv Steinberg presented the June Financial Report, a copy of which is included as Attachment #6 to these minutes.

DISCUSSION OF
AFFIRMATIVE ACTION
AND SEXUAL HARASS-
MENT POLICIES

Dr. Borgen reviewed the basic requirements of an Affirmative Action Program and informed the Board that a revised plan for Affirmative Action at DMACC would be presented for consideration at the September meeting.

Proposed policies and procedures regarding sexual harassment and employee discipline were distributed to Board members for review and discussion.

SUPERINTENDENT'S
REPORT

Dr. Borgen commented briefly on his trip with Eldon Leonard and Don Rowen to Carroll, Iowa, to discuss location for DMACC's permanent Carroll facility with community leaders.

Eugene Snyders reported the results of investigation into the discriminatory practices alleged by Veronica Jefferson at the June Board meeting. The Board authorized the Secretary and President to respond to Ms. Jefferson's concerns with the letter included as Attachment #7 to these minutes.

CLOSED SESSION

A motion was made by D. Bendixen, seconded by D. Shull, that the Board of Directors 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 Code of Iowa.

Motion passed unanimously on a roll call vote and at 6:20 p.m. the Board recessed for five minutes prior to convening in closed session.

RETURN TO OPEN
SESSION

The Board reconvened in open session at 7:30 p.m. Director D. Shull was not present upon return to open session.

CLOSED SESSION

It was moved by H. Ritland, seconded by D. Bendixen, that the Board of Directors hold a closed session as provided in section 28A.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual's reputation, as that individual has requested a closed session.

Motion passed unanimously on a roll call vote and at 7:33 p.m. the Board convened in closed session.

A tape recording and minutes of the closed session for evaluation are in the custody of the Board President.

RETURN TO OPEN
SESSION

The Board returned to open session at 8:35 p.m.

ADJOURNMENT

The motion for adjournment was made by D. Bendixen,
seconded by R. Clark.

Motion passed unanimously and at 8:37 p.m. Board President
E. Leonard adjourned the meeting.


ELDON LEONARD, President


EUGENE R. SNYDERS, Secretary

SERVICES AGREEMENT

This agreement made this 1st day of July, 1983 between The Board of Directors of the Des Moines Area Community College, hereinafter referred to as the "Board" and H. Wiltsey & Associates, hereinafter referred to as "Wiltsey" provides as follows:

WHEREAS the Board agrees to retain Wiltsey as its agent to provide all services connected with collective bargaining including:

1. Negotiating strategy meetings with Board and administration.
2. Preparation for negotiations.
3. Act as chief negotiator at table including factfinding and arbitration.
4. Representation issue arbitration.
5. Representation prohibited practice cases.
6. Representation unit determinations before P.E.R. Board.
7. Provide contract administration to the district.
8. Consultation in any related area.

The cost to the Board for such services shall be \$12,500.

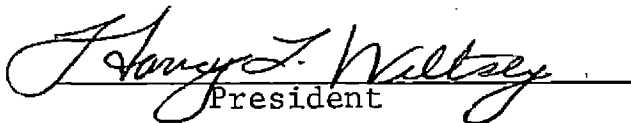
Payment for such services shall be \$1,041.66 per month, due and payable the first of each month beginning July 1, 1983.

The services and fees of this agreement apply to the two certified bargaining units now in existence.

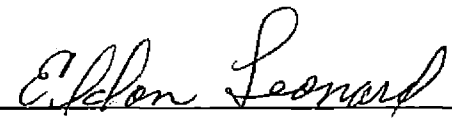
This contract shall be effective July 1, 1983 and continue until July 1, 1984.

H. WILTSEY & ASSOCIATES

FOR BOARD OF DIRECTORS



President

By 

Title President, Board of Directors
Address Des Moines Area Comm. College
2006 South Ankeny Blvd.
Ankeny, IA 50021

Dated July 1, 1983

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Grimes State Office Building
Des Moines, Iowa 50319

RECEIVED
AUG 23 1983
VICE PRESIDENT
MANAGEMENT SERVICES

STATEMENT OF UNDERSTANDING

AGREEMENT:

This constitutes an agreement between the Area XI - Des Moines Area Community College located at Ankeny, Iowa; and the Rehabilitation Education and Services Branch of the State Department of Public Instruction, Des Moines.

This agreement covers the period of July 1, 1983, through June 30, 1984. It may be amended at any time during this period by mutual consent of the parties involved. In the event that either party desires to make substantial revisions or to cancel this agreement for the following year, it is agreed that notice of such intent will be given to the other party prior to April 1, 1984.

PURPOSE:

This agreement is to encourage mutual efforts to provide a comprehensive array of vocational rehabilitation services to disabled students in Iowa's schools. Also, it should clearly establish a linkage to such services for students as they leave the school program. It is intended that all such services should augment rather than supplant educational programs and services available to disabled students through the schools.

GENERAL PROVISIONS:

1. Access to Staff and Students -- It is expected that all school and RESB staff working on occupationally-related evaluation, adjustment, or skill development of disabled students within the school will have access to one another and to disabled students. Such access is vital to a useful exchange of information, referral of students for services, joint program planning, and effective counseling.
2. Confidentiality -- Privileged information will be used by all staff solely for the purpose of establishing an individual's eligibility for services, determining rehabilitation needs, developing Individual Written Rehabilitation Program (IWRP), developing Individual Educational Programs (IEP), monitoring an individual's progress, placement into suitable training or employment, or for research.
3. Suitability of Staff -- Staff employed and assigned to this cooperative program will be continued in such work setting and assignments only so long as they conduct themselves and perform their duties in a manner acceptable to the Area Superintendent or Administrator and to the Department of Public Instruction.

Staff employed by the vocational rehabilitation agency and serving the school will be acceptable to the Area Administrator (or Area School Superintendent) and shall comply with all rules, policies, and schedules required of them by the school within the limits of applicable collective bargaining agreements. Such staff will attend pertinent meetings for in-service training or professional development as designated by officials of either

the school or the rehabilitation agency. Such meetings designated by either party are estimated not to exceed a total of 20 working days per year.

4. Records and Reports -- Both the school and the RESB will continue to maintain reports required by applicable federal and state laws and regulations. Any other program information or statistical data relating to vocational rehabilitation will not be released to professional publications, the press, etc., without the review and consent of the other party. All audio-visual materials explaining vocational rehabilitation developed for presentation to lay or professional groups will also be with the knowledge and consent of both parties. Evaluation of the joint efforts will be done at least annually with the participation of both parties. Periodic reports from the RESB data collection system will be provided as they are available.
5. Civil Rights -- Both parties to the agreement will continue to be in compliance with the Civil Rights Act of 1964.

VOCATIONAL REHABILITATION RESPONSIBILITIES:

1. Qualified Staff -- The personnel of the Rehabilitation Education and Services Branch, as employees of the State Department of Public Instruction, will meet the educational and other requirements as set forth in the STATE PLAN FOR THE ADMINISTRATION OF VOCATIONAL REHABILITATION IN IOWA. Such personnel will work within the Area as an integral part of the school educational team to bring to the rehabilitation resources of the area the special vocational rehabilitation skills and services necessary to successfully train and otherwise prepare eligible handicapped persons for suitable employment. Only handicapped individuals determined to be eligible for vocational rehabilitation services will be included in this cooperative program.
2. Staff Support -- The Rehabilitation Education and Services Branch will also make available to each vocational rehabilitation counselor, supplies and travel funds within the provisions of state statutes to carry out his professional responsibilities in cooperation with the school program.

The Branch will also provide each vocational rehabilitation professional and clerical staff member with essential office equipment only in the event such equipment cannot conveniently be provided by the area or school.

Toll charges in connection with long-distance telephone calls authorized by the vocational rehabilitation counselor to carry out his functions will be paid by the vocational rehabilitation agency (when WATS line facilities are not locally available).

3. Rehabilitation Services -- Within the limits of current funding, all services covered by the STATE PLAN FOR THE ADMINISTRATION OF VOCATIONAL REHABILITATION IN IOWA will be made available to eligible handicapped students through individual plans developed by the vocational rehabilitation counselor in cooperation with appropriate school and other resources. Such services, which may need to precede or be provided simultaneously with (or subsequent to) regular educational and vocational training, will vary according to individual circumstances but might include: (a) medical, psychiatric and other diagnostic studies; (b) treatment to reduce or limit the handicapping condition; (c) artificial appliances, wheelchairs, glasses and other special aids to

facilitate training or employment; (d) maintenance (board, room, etc.), transportation, supplies, and equipment while undergoing training and placement; (e) on-the-job training costs; (f) appropriate cooperative employment guidance and job placement assistance; and (g) appropriate post-employment services.

RESPONSIBILITIES OF THE SCHOOL:

1. Office Space -- In order to facilitate close coordination of counseling, planning, and student service activities, the educational facility will provide, whenever possible, the vocational rehabilitation staff with adequate interviewing and office quarters equipped with a telephone.
2. Education and Related Services -- Students who become applicants or clients of the Rehabilitation Education and Services Branch will continue to be eligible for all other evaluation, training, or ancillary services provided by the school for which they might otherwise be eligible.
3. Examinations and Reports -- It is expected that the school will secure and share all audiological, visual, social work, academic, psychological, or other examinations which are necessary in order to develop suitable Individual Educational Programs (IEP), or Individual Written Rehabilitation Programs (IWRP).
4. Case Finding -- In the interest of providing occupationally-related services needed by its students, the school, in coordination with RESB staff, will assume responsibility for screening and identifying potential clients for referral to RESB. They will also help interpret the purposes of RESB to students, parents, faculty, and administrators.

FOR THE SCHOOL SYSTEM:

Eldon Leonard
(Signature of Board President)

22 July 1983
(Date)

Eugene Rhydes
(Signature of Board Secretary)

July 22, 1983
(Date)

FOR THE IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION:

Robert D. Bentz
(Signature of State Superintendent)

8/16/83
(Date)

FISCAL AGENT AGREEMENT
IOWA EDUCATIONAL COMPUTER CONSORTIUM

THIS AGREEMENT made and entered into this 25th day of May, 1983 by and between Iowa Educational Computer Consortium (IECC), a legal entity authorized and established pursuant to Chapter 28E, Code of Iowa and Des Moines Area Community College (DMACC), a school corporation organized and operating pursuant to the provisions of Chapter 280A, Code of Iowa.

WHEREAS, it is more feasible and economical for DMACC acting as fiscal agent to conduct certain fiscal and accounting services for IECC that it is for IECC to conduct those services itself; and

WHEREAS, IECC requests that DMACC serve as fiscal agent for the Consortium for the 1983-84 fiscal year; and

WHEREAS, DMACC agrees to serve as the fiscal agent for the Consortium for the 1983-84 fiscal year; and

WHEREAS, the parties believe it is necessary and desirable to enter into a written fiscal agent agreement;

NOW, THEREFORE, in consideration of the premises and the covenants and agreements hereinafter contained it is hereby agreed by and between the parties as follows:

1. DMACC will serve as fiscal agent for the IECC for the 1983-84 fiscal year. As such fiscal agent, DMACC will utilize its computerized accounting services for processing of all income and expense transactions of IECC and will be responsible for the collection, handling and distribution of IECC funds.

2. All funds coming into the hands of DMACC as fiscal agent shall be accounted for separately and will not be commingled with DMACC funds for accounting purposes.

3. Employees handling IECC programs and work in process shall remain employees of IECC. It is understood and agreed that DMACC shall provide payroll and employee fringe benefits for such employees consistent with such benefits provided similar employees now on the DMACC staff.

4. IECC agrees to reimburse DMACC for all payroll and employee benefits provided to those employees connected with IECC programs. In addition, IECC will reimburse DMACC for all costs related to the management and software maintenance activity attributable to IECC programs as specified by the annual DMACC budget.

5. In consideration of the services provided by DMACC as fiscal agent, IECC will pay DMACC an amount equal to the interest income derived on investments of IECC funds handled by DMACC as fiscal agent.

6. It is understood and agreed that DMACC is acting solely as fiscal agent as defined in this agreement and that DMACC has no further responsibility and/or liability for IECC affairs beyond the scope of this agreement.

7. This agreement shall not relieve either party of any obligation or responsibility imposed upon it by law. Nothing in this agreement shall be construed to create joint or several liability of a party for the acts, omissions or obligations of the other. Each party shall be liable only for its own acts and the parties shall have such rights of indemnity and contribution between themselves with respect to the subject of this agreement as shall be permitted by law and consistent with the provisions of this agreement. Each party for its own action further covenants to protect and hold harmless the other party for any and all loss, claims, damages, cost or expense. IECC shall indemnify DMACC against any damages or other expenses arising out of the use of any material, information or data provided by IECC. This indemnity shall survive the termination of the agreement.

8. Each of the parties shall approve this agreement by resolution, which resolution shall authorize the officers of each organization to execute the agreement.

9. This agreement shall be effective upon acceptance by resolution, which resolution shall authorize the officers of each organization to execute the agreement.

10. This agreement shall not be terminated except by mutual agreement of the parties. The parties recognize that at some future date it may be necessary or desirable that the rights and responsibilities of IECC under this agreement be assigned to another entity. Accordingly, this agreement shall inure to the benefit of and shall be binding upon the parties and their successors or assigns.

11. The termination of this agreement shall not relieve either party of any obligation or liability accrued to the effective date of such termination.

12. This agreement contains the entire agreement between the parties hereto and may not be changed except by an amendment in writing signed by the parties and approved by resolution of their governing bodies.

IN WITNESS WHEREOF, Des Moines Area Community College has caused this agreement to be executed in two counterparts, each of which shall be considered an original, this 25th day of May, 1983.

DES MOINES AREA COMMUNITY COLLEGE

By *Eugene Phylea*
Executive Vice President,
Management Services

ATTEST:

Steve Steinberg
Controller

IN WITNESS THEREOF, Iowa Educational Computer Consortium has caused this agreement to be executed in two counterparts, each of which shall be considered an original, this 25th day of May, 1983.

IOWA EDUCATIONAL COMPUTER
CONSORTIUM

By *Rick Blackman*
Chairperson, Executive Board

ATTEST:

Albert N. Wood
Secretary

TREASURER'S ANNUAL REPORT

TO THE
BOARD OF EDUCATION,
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
AND
COUNTY TREASURER

For The Fiscal Year July 1, 82 Thru June 30, 83

NAME OF DISTRICT DES MOINES AREA COMM. COLLEGE COUNTY POLK

CO. NO.	DIST. NO.	AEA
77	9911	XI

File one copy of this report with the school board at its regular July meeting. File one copy immediately with the state superintendent of public instruction. File one copy immediately with the county treasurer. (Section 291.15, Code of Iowa, 1975)

GENERAL FUND

1. Treasurer's Cash Balance July 1, 1982	\$ 846,029.49
2. Securities Owned July 1, 1982	\$ -0-
3. Total Assets July 1, 1982 (#1 + #2)	\$ 846,029.49
4. General Fund Receipts During Year	\$68,483,027.41
5. TOTAL ASSETS TO ACCOUNT FOR (#3 + #4)	\$ 69,329,056.90
6. General Fund Expenditures for Year	\$ 68,684,418.85
7. TREASURER'S TOTAL ASSETS JUNE 30, 1983 (#5 - #6)	\$ 644,638.05
8. Securities Owned June 30, 1983	\$ -0-
9. TREASURER'S CASH BALANCE JUNE 30, 1983 (#7 - #8)	\$ 644,638.05

SCHOOLHOUSE FUND

10. Treasurer's Cash Balance July 1, 1982	\$ 43,232.82
11. Securities Owned July 1, 1982	\$ 1,800,000.00
12. Total Assets July 1, 1982 (#10 + #11)	\$ 1,843,232.82
13. Schoolhouse Fund Receipts During Year	\$22,395,562.64
14. TOTAL ASSETS TO ACCOUNT FOR (#12 + #13)	\$ 24,238,795.46
15. Schoolhouse Fund Expenditures During Year	\$ 22,894,995.13
16. TREASURER'S TOTAL ASSETS JUNE 30, 1983 (#14 - #15)	\$ 1,343,800.33
17. Securities Owned June 30, 1983	\$ 1,289,000.00
18. TREASURER'S CASH BALANCE JUNE 30, 1983 (#16 - #18)	\$ 54,800.33

AMOUNT OF INTEREST-BEARING WARRANTS OUTSTANDING ON JUNE 30, 1983

19. General Fund . . . Anticipatory Warrant/Bankers Trust	\$ 1,371,980.00
20. Schoolhouse Fund	\$ -0-
21. Total Outstanding Interest-Bearing Warrants June 30, 1983	\$ 1,371,980.00

STATEMENT OF BANK DEPOSITS

22. Affidavits from depositor banks should be submitted to the board with this report.

Name of Bank	Active Funds	Restricted Funds	Securities	Total
Ankeny State	\$ 644,638.05	\$	\$	\$ 644,638.05
Bankers Trust Ckg.		\$ 50,180.67	\$ 1,289,000.00	\$ 1,339,180.67
Bankers Trust Svg.		\$ 27.45	\$	\$ 27.45
Bankers Trust Svg.		\$ 4,592.21	\$	\$ 4,592.21
Totals	\$ 644,638.05	\$ 54,800.33	\$ 1,289,000.00	\$ 1,988,438.38

RECONCILIATION WITH SECRETARY

	General Fund	Schoolhouse Fund
23. Treasurer's Balance June 30, 1983	\$ 644,638.05	\$ 1,343,800.33
24. Add Receipts Reported by Secretary but Not Treasurer	\$ * 633.35	\$
25. Subtract Outstanding Warrants	\$ 637,621.21	\$ 3,141.63
26. Subtract Deposits in Transit	\$	\$
27. Secretary Balance June 30, 1983	\$ 7,650.19	\$ 1,340,658.70

I hereby certify the above report to be correct to the best of my knowledge and belief.

* 587.35 Returned cks. debited
46.00 Void ck. cashed
633.35

Don Zuck
DISTRICT TREASURER'S SIGNATURE

The board of directors has examined the treasurer's records and the report above and herewith certify that both have been approved for the fiscal year July 1, 1982 through June 30, 1983

Dated this 18th day of July, 1983.

Eldon Leonard
BOARD PRESIDENT'S SIGNATURE

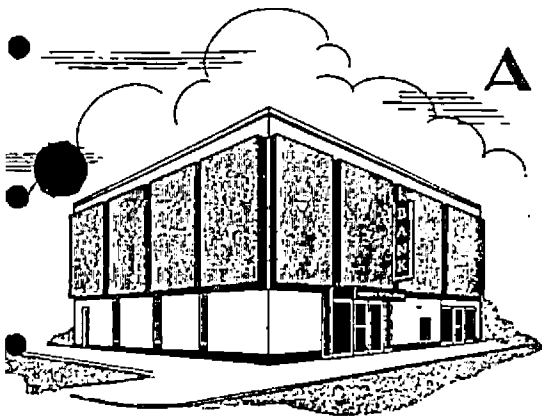
Eugene Snyder
BOARD SECRETARY'S SIGNATURE

DIRECTIONS

- This report should be based upon the treasurer's books. Disbursements, Items 6 and 15, should include amounts actually paid out by the treasurer and should not include warrants issued by the secretary and not paid by the treasurer.
- Statement of bank deposits, Item 22, should agree with affidavits from depository banks. The total amount of bank deposits should reconcile with total balances on hand June 30, in Items 9 and 18.
- Balances on hand July 1, , Items 1 and 10, should be the same as those reported on hand June 30, in last year's report.

ANKENY STATE BANK

ANKENY, IOWA 50021



UPTOWN
THIRD and CHERRY



OFFICE
FIRST and SHARMIN

July 14, 1983

Des Moines Area Community College
2006 S. Ankeny Blvd.
Ankeny, Iowa 50021

ATTENTION: Irv Steinberg

TO WHOM IT MAY CONCERN:

This is to verify the balance of Des Moines Area Community College Accounts through June 30, 1983:

DMACC; General Fund	\$644,638.05
---------------------	--------------

If more information is needed, please let me know.

Sincerely,

Josephine Lenzini
Administrative Assistant

RECEIVED
JUL 15 1983
BUSINESS OFFICE

STANDARD BANK CONFIRMATION INQUIRY

Approved 1966 by
 AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
 NABAC, THE ASSOCIATION FOR BANK AUDIT, CONTROL
 AND OPERATION

ORIGINAL
 To be retained by Bank

7-8-1983

Dear Sirs:

Your completion of the following report will be sincerely appreciated. If THE ANSWER TO ANY ITEM IS "NONE", PLEASE SO STATE. Kindly mail it in the enclosed stamped, addressed envelope direct to the accountant named below.

Report from

Yours truly,

Des Moines Area Comm. College
 (Account Name Per Bank Records)

(Bank) Bankers Trust Co
7th & Locust
Des Moines, Iowa 50309

By _____
 Authorized Signature

Bank customer should check here if confirmation of bank balances only (item 1) is desired.

NOTE—If the space provided is inadequate, please enter totals hereon and attach a statement giving full details as called for by the columnar headings below.

Dear Sirs:

1. At the close of business on 6-30-1983 our records showed the following balance(s) to the credit of the above named customer. In the event that we could readily ascertain whether there were any balances to the credit of the customer not designated in this request, the appropriate information is given below.

AMOUNT	ACCOUNT NAME	ACCOUNT NUMBER	SUBJECT TO WITHDRAWAL BY CHECK?	INTEREST BEARING? GIVE RATE
\$ 50,180.67	Checking	005177	Yes	6 1/2
37.45	Savings	9850777	No	5 1/4
4592.21	Savings	6806392	No	8 1/2

2. The customer was directly liable to us in respect of loans, acceptances, etc., at the close of business on that date in the total amount of \$ _____, as follows:

AMOUNT	DATE OF LOAN OR DISCOUNT	DUE DATE	INTEREST		DESCRIPTION OF LIABILITY, COLLATERAL, SECURITY INTERESTS, LIENS, ENDORSERS, ETC.
			RATE	PAID TO	
\$					None.

3. The customer was contingently liable as endorser of notes discounted and/or as guarantor at the close of business on that date in the total amount of \$ _____, as below:

AMOUNT	NAME OF MAKER	DATE OF NOTE	DUE DATE	REMARKS
\$				None.

4. Other direct or contingent liabilities, open letters of credit, and relative collateral, were

CD see attached

5. Security agreements under the Uniform Commercial Code or any other agreements providing for restrictions, not noted above, were as follows (if officially recorded, indicate date and office in which filed):

None

Yours truly, (Bank) Bankers Trust Co
 By Luraine Rodan
 Authorized Signature

Date 7-8-1983

CD0128499 125117 291200 DES MOINES AREA COMMUNITY ANKENY IA 50021
 12/15/82 BANKERS TRUST CERT OF DEPOSIT 8.625 7/15/83 150,000.00 1 7,514.38 7/15

RECEIVED
 JUL 11 1983
 BUSINESS OFFICE

REAL-TIME SECURITY SAFEKEEPING ** HOLDER STATUS REPORT ** DATE 06/30/83 PAGE 76
 BANKERS TRUST COMPANY

SECURITY#	RECPT	DATE ACQUIRED	SECURITY DESCRIPTION	RATE	MATURITY DATE	PAR AMOUNT HELD	WHR HLD FOR/PLG CDE ID	AMOUNT INT-DUE	NXT-INT DATE
CD0128845	125713	2/15/83	BANKERS TRUST CERT OF DEPOSIT	8.500	8/15/83	200,000.00	1 0 TAX ID #42	8,430.14	8/15
CD0129321	126551	5/16/83	BANKERS TRUST CERT OF DEPOSIT	8.000	9/15/83	150,000.00	1	4,010.96	9/15
CD0129454	126802	6/15/83	BANKERS TRUST CERT OF DEPOSIT	8.375	10/14/83	125,000.00	1	3,470.46	10/14
CD0129455	126803	6/15/83	BANKERS TRUST CERT OF DEPOSIT	8.375	11/15/83	125,000.00	1	4,388.27	11/15
CD0129508	126927	6/30/83	BANKERS TRUST CERT OF DEPOSIT	8.750	4/16/84	139,000.00	1	9,696.68	4/16
CD0129507	126928	6/30/83	BANKERS TRUST CERT OF DEPOSIT	8.750	3/15/84	100,000.00	1	6,208.90	3/15
CD0129506	126929	6/30/83	BANKERS TRUST CERT OF DEPOSIT	8.750	2/15/84	100,000.00	1	5,513.70	2/15
CD0129504	126930	6/30/83	BANKERS TRUST CERT OF DEPOSIT	8.750	12/15/83	100,000.00	1	4,027.40	12/15
CD0129505	126931	6/30/83	BANKERS TRUST CERT OF DEPOSIT	8.750	1/16/84	100,000.00	1	4,794.52	1/16
TOTAL						1,289,000.00	10 **		

ATTACHMENT #5, page 4
 July 18, 1983

MEMORANDUM

July 7, 1983

TO: Board Secretary
FROM: Irv Steinberg *ISW*
RE: Financial Report for June, 1983



All monies on hand in the General Fund as of June 30th, with the exception of a minimal amount of \$5,907, were applied to amount due on our FY 83 Anticipatory Warrant; however, an amount of \$1,371,980 was left unpaid and will remain as outstanding as a loan with 9½% interest until adequate FY 83 Accounts Receivables are received.

The latest information from the DPI estimates that the 4th quarter, FY 83, State General Aid will not be released to us until after the end of August.

The Anticipatory Warrant negotiated with Bankers Trust Co. for FY 84 (at an interest rate of 6.9%) for a total of \$2,500,000, was finalized on June 30th and as of July 1st, the monies were credited to our account, and will be used over the next 60 day period for FY 84 expenses. Until these funds are needed they have been invested in 8 3/4% CD's. If state aid funds due the college continue to be withheld beyond the end of August, it may be necessary for us to consider soliciting a second Anticipatory Warrant or reverting to the stamped warrant basis of utilizing borrowed monies.

The loan payment due June 30th on the three year Plant Fund Loan was paid from our Plant Fund Sinking Fund, with the balance of monies in that fund, approximating \$539,000, transferred to the Unexpended Plant Fund and further invested in accordance with projected cash flow requirements regarding Plant Fund expenses.

Summary fiscal year end reports to reflect revenue, expenditures, balance sheet and other financial data will be prepared after our fiscal year end closing journals have been posted. These reports will be distributed to the Board when completed.

cc: Don Zuck

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

June 30, 1983

	<u>GENERAL, AUXILIARY, AGENCY, SCHOLARSHIP, AND LOAN FUNDS</u>	<u>PLANT FUND</u>	<u>VOTED TAX SINKING FUND</u>
	<u>Ankeny State</u>	<u>Bankers Trust</u>	
<u>CASH IN BANK:</u>			
Balance Forward June 1, 1983	\$ 33,388	\$ 32,838	
Plus June Receipts	4,332,852	309,189	
Less June Disbursements	<u>4,360,333</u>	<u>295,462</u>	
Cash Balance June 30, 1983	\$ 5,907	\$ 46,565	
<u>INVESTMENTS:</u>			
Savings (Money Market)		3,123	
CD's			
<u>Various Rates and Due Dates</u>			
Plant Fund at Bankers Trust - Various Rates		1,289,000	
8.2% due 7-15-83 (Loan Fund)	25,000		
8.6% due 7-11-83 (Alumni)	<u>10,000</u>		
Total Investments	35,000	1,289,000	-0-
TOTAL CASH & INVESTMENTS	\$ <u>40,907</u>	<u>\$1,338,688</u>	<u>-0-</u>

Footnotes:

1. Loan payment of \$1,653,600 was paid June 30, 1983 from Voted Tax Sinking Fund. Balance of monies in this fund was transferred to Plant Fund.
2. Due to cash flow problem created by 4th quarter State General Aid being paid to us late, only a partial payment was made on our FY 83 Anticipatory Warrant; unpaid balance due is \$1,371,980.00.

July 18, 1983

Ms. Veronica Jefferson
1539 11th Street
Des Moines, Iowa 50314

Dear Ms. Jefferson:

Your claims of discriminatory practices before the Des Moines Area Community College Board of Directors regular meeting in June are apparently in two areas:

1. Instructors have treated you in a discriminatory manner; therefore you have dropped classes.
2. The Student Financial Services Office has denied you approval for the second year of the Guaranteed Student Loan program - a decision you feel is discriminatory.

Since you have supplied no substantiative information to support either claim, the Board is in no position to make a judgement. Further, existing procedures provided you due process via an administrative grievance process. These procedures are indicated in both the Catalog and Student Handbook of the College. Attached are copies of the Catalog, Student Handbook and procedures that pertain to the grievance process.

If you wish to seek the due process available to you, please follow the procedures as outlined in the attachments.

We are sure that a reasonable response to your concerns will be made.

Thank you for your concerns and good luck in your future endeavors.

Sincerely,

Eldon Leonard

Eldon Leonard,
Board President

Eugene R. Snyder

Eugene R. Snyder,
Board Secretary

attachments

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

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

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