

Des Moines Area Community College

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Board of Directors Meeting Minutes

9-20-1988

Board of Directors Meeting Minutes (September 20, 1988)

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Sept 20, 88

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
September 20, 1988
Learning Center - Carroll Campus - Carroll, Iowa

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 August 16, 1988, public hearing and regular board meeting.
6. Consideration of ratification of appointments to the DMACC Foundation, Ankeny-Des Moines and Carroll Board of Directors.
7. Consideration of Resolution approving form and content, execution and delivery of a new jobs training agreement (Principal Mutual Life Insurance Company project).
8. Consideration of rates and carriers for health and dental insurance plans effective October 1, 1988 through September 30, 1989.
9. Consideration of assignment of tax certificate on property located in Story County, Zearing, Iowa.
10. Consideration of Human Resources report.
11. Consideration of Payables.
12. Consideration of Financial report.
13. President's report.
14. Board members' reports.
15. Information Items:
 - A. October 10, 1988 - Regular Board Meeting - Boone - 5:00 p.m.
16. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Boulevard
Ankeny, Iowa

REGULAR MEETING
20 SEPTEMBER 1988

The regular meeting of the Des Moines Area Community College Board of Directors was held in the Learning Center at the DMACC Carroll Campus, Carroll, on September 20, 1988. The meeting was called to order at 5:00 p.m., by Board President Jasper Risdal.

ROLL CALL

Members Present:

Harold Belken	Eldon Leonard
DeVere Bendixen	Jasper Risdal
Susan Clouser	Nancy Wolf
Dick Johnson	

Members Absent:

Lloyd Courter
Doug Shull

Others Present:

Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Other interested DMACC staff and area residents.

APPROVAL OF
TENTATIVE AGENDA

N. Wolf made a motion that the tentative agenda be approved as presented. Seconded by H. Belken.

Motion passed unanimously.

PUBLIC COMMENTS

Jim Knott, Dean, DMACC Carroll Campus welcomed the Board to the Carroll Campus and gave an overview of the activities of the Campus, i.e., enrollment, NOVA NET, Foundation. He also introduced the Carroll staff in attendance.

APPROVAL OF MINUTES

A motion was made by E. Leonard, seconded by S. Clouser, that the minutes of the August 16, 1988, public hearing and regular board meeting be approved as presented.

Motion passed unanimously.

APPROVAL/FOUNDATION
BOARD APPOINTMENTS

It was moved by D. Johnson, seconded by N. Wolf, that the board approve the following appointments to the DMACC Foundation Boards:

Ankeny-Des Moines Board - Marvin E. Mazie
Valley National Bank, D.M.

Carroll Board - Jim Boyd
Audubon State Bank, Audubon

Boone Board - Lois Lehmkuhl, (Ames)
McFarland Clinic, Boone

Motion passed unanimously.

APPROVAL OF RESOLUTION-HF623 ADDENDUM PRINCIPAL MUTUAL LIFE

A motion was made by D. Bendixen, seconded by E. Leonard, that the board approve the Resolution approving the form and content and execution and delivery of a first addendum to new jobs training agreement, PRINCIPAL MUTUAL LIFE INSURANCE CO. A copy of said resolutions and addendum is Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.

APPROVAL OF HEALTH & DENTAL INSURANCE RATES & CARRIERS

E. Leonard made the motion for the board to approve the following insurance rates and carriers for health and dental insurance for the period October 1, 1988, through September 30, 1989. Second by N. Wolf.

LONG-TERM DISABILITY - Carrier, Travelers; Rates: 56¢ per \$100 for administration and professional staff, 49¢ per \$100 for classified staff.

BASIC LIFE & AD&D - Carrier, Principal; Rate, \$.293 per \$1000.

DEPENDENT LIFE - Carrier, Principal; Rate, 70¢ per month.

OPTIONAL LIFE FOR EMPLOYEE/SPOUSE - Carrier, Principal; Rate, 93¢ to \$13.03 per \$1000.

SHORT-TERM DISABILITY - Carrier, Principal; Rate, \$1.98 per month.

DENTAL - Carrier, Principal; Rate, \$11.60 Single, \$29.00 Family per month.

MEDICAL - Carrier, Heritage Trust; \$99.28 Single, \$246.68 Family, per month; or Carrier, Heritage HMO; Rates, 96.72 Single, \$240.34 Family per month; or Carrier, SHARE HMO; Rates, \$88.01 Single, \$223.23 Family per month.

Motion passed unanimously.

APPROVAL OF ASSIGNMENT OF TAX CERTIFICATES, STORY CO. PROPERTY, ZEARING

It was moved by D. Johnson, seconded by D. Bendixen, that the board approve the compromise and assignment of certificate of purchase #11084, for N106', Lot 1, Block 10, in the Original Town of Zearing, Iowa, Story County, pursuant to Section 446.31, Code of Iowa 1987. The amount of Certificate being \$855.32.

Motion passed unanimously.

APPROVAL OF HUMAN
RESOURCES REPORT

S. Clouser made a motion, second by H. Belken, that the board approve the personnel items as follows:

Contract Changes

Carr, A.J., Producer, Electronic Graphics & Photography. From Grade 11 to Grade 12. Annual salary \$22,128. Effective July 1, 1988. Employment agreement with Professional staff.

Downing-Nelson, Dianne, Director, Publications & Promotions. From Grade 15 to Grade 17. Annual salary \$31,353. Effective May 1, 1988. Employment agreement with Professional staff.

Kragenbrink, Melody, Training Consultant, Economic Development Group. From full-time to half-time, 12-month contract. Effective October 1, 1988. Continuing contract with Administrative staff.

Nielsen, Nick, Graphic Designer, Institutional Relations. From Grade 6 to Grade 8. Annual salary \$14,725. Effective July 1, 1988. Employment agreement with Professional staff.

S.D.U. Lane Change

Deitrick, Anita, Instructor-Nursing, Health Services & Sciences. From Lane 225 to Lane 248. Annual salary \$32,396. Effective August 29, 1988. Continuing contract with Certified faculty, full status.

Long Term Leave
Without Pay

Allen, Connie, Benefits Officer, District Administration. From August 22, 1988, through May 22, 1989.

New Personnel

Andersen, Renee, Instructor-Youth Competency, Student & Educational Development. Annual salary \$13,573. Special funded half-time contract through June 30, 1989. Effective September 15, 1988. Specially funded contract with Certified faculty, probationary.

Baer, Beverly, Instructional Assistant, Student & Educational Development. Annual salary \$11,592. Specially funded through June 30, 1989. Effective September 6, 1988. Employment agreement with Professional staff.

Calkin, Jeffrey, Instructor-Auto Collision, Industrial & Technical. Annual salary \$26,097. Twelve-month contract. Effective August 29, 1988. Employment agreement with Certified faculty, probationary.

Carlson, James, Video Engineer, Institutional Relations. Annual salary \$21,500. Twelve-month contract. Effective September 12, 1988. Employment agreement with Professional staff.

Drake, Janet, Training Consultant, Economic Development Group. Annual salary \$28,445. Nine-month contract. Effective September 6, 1988. Employment agreement with Professional staff.

Kockler, Lois, Instructor-Math, Urban Campus. Annual salary \$26,226. Nine-month contract. Effective September 1, 1988. Continuing contract with Certified faculty, probationary.

Miller, Ronald, Instructional Assistant, Student & Educational Development. Annual salary \$11,592. Specially funded through June 30, 1989. Effective September 6, 1988. Employment agreement with Professional staff.

Toubes, Rose, Instructor-English/Journalism, Humanities & Public Services. Annual salary \$23,758. Nine-month contract. Effective September 6, 1988. Continuing contract with Certified faculty, probationary.

VanBlarcom, Donna, Instructor-Youth Competency, Student & Educational Development. Annual salary \$27,145. Special funded through June 30, 1989. Effective September 15, 1988. Specially funded contract with Certified faculty, probationary.

Motion passed unanimously.

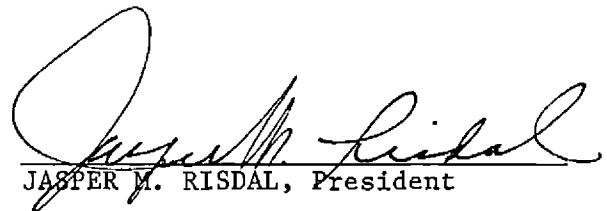
APPROVAL OF PAYABLES A motion for approval of the payables as presented in Attachment #2 to these minutes was made by E. Leonard, seconded by D. Bendixen.

Motion passed unanimously.

PRESENTATION OF FINANCIAL REPORT The August 31, 1988, Financial Report was presented by Don zuck, Vice President of Business Services. A copy of said report is Attachment #3 to these minutes.

ADJOURNMENT A motion for adjournment was made by E. Leonard, seconded by D. Bendixen.

Motion passed unanimously, and at 6:15 p.m., Board President Risdal adjourned the meeting.


JASPER M. RISDAL, President


HELEN M. HARRIS, Board Secretary

Ankeny, Iowa

September 20, 1988

The Board of Directors of the Des Moines Area Community College met in regular session on the 20th day of September, 1988, at five o'clock p.m., in the Learning Center of the Carroll Campus, Carroll, Iowa. The meeting was called to order and there were present Jasper M. Risdal, President of the Board, in the chair, and the following named Board Members:

Harold Belken, DeVere Bendixen, Susan Clouser, Dick Johnson,

Eldon Leonard, Jasper Risdal, Nancy Wolf.

Absent: Lloyd Courter, Doug Shull

Matters were discussed concerning an Addendum to the previously approved new jobs training agreement between the College and Principal Mutual Life Ins. Co. Following a discussion of the proposal, Board Member D. Bendixen introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a First Addendum to New Jobs Training Agreement; and moved its adoption. The motion was seconded by Board Member E. Leonard. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

Ayes: Belken, Bendixen, Clouser, Johnson, Leonard, Risdal,
Wolf

Nays: NONE

Whereupon, the President declared said resolution, a copy of which is attached hereto, duly adopted and signed his approval thereto.

* * * * *

Attest:

Helen M Harris
Secretary of the Board of
Directors

Jasper M. Risdal
President of the Board of Directors

RESOLUTION

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A FIRST ADDENDUM TO NEW JOBS TRAINING AGREEMENT.

WHEREAS, The Des Moines Area Community College (hereinafter referred to as the "College"), is an area community college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 280B of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue New Jobs Training Certificates and use the proceeds from the sale of said Certificates to defray all or a portion of the cost of a "New Jobs Training Program" as that term is defined in the Act, including the program costs, the purpose of which is to encourage industry and trade to locate and expand within the State of Iowa (the "State") in order to create jobs and employment opportunities and to improve the economic welfare of the residents of the State; and

WHEREAS, the College has undertaken negotiations with respect to an expanded New Jobs Training Program with Principal Mutual Life Insurance Company (the "Company"), pursuant to the provisions of the Act (hereinafter referred to as the "Project") to educate and train additional workers for new jobs with the Company at its facilities located in the merged area served by the College, which Project will be beneficial to the Company and the College; and

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the Project, including necessary expenses incidental thereto, will be \$310,000; and

WHEREAS, it is proposed to finance the cost of the Project from the proceeds of the New Jobs Training Certificates (Multiple Projects VI) (the "Certificates") previously issued by the College; and

WHEREAS, an Addendum to Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, has been negotiated by the College under the terms of which the College agrees, subject to the provisions of such Agreement, to provide an expanded new jobs training program for the Company;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, AS FOLLOWS:

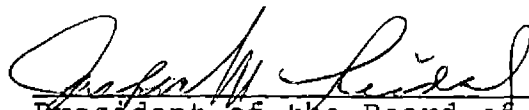
Section 1. That the Addendum to Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, be and the same is hereby approved and the President of the Board of Directors is hereby authorized to execute said Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Addendum to Industrial New Jobs Training Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 2. That the proceeds of the Certificates shall be used to provide funds to pay the costs of the Project.

Section 3. That officials of the College are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.


Section 4. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 20th day of September, 1988.



President of the Board of
Directors

Attest:

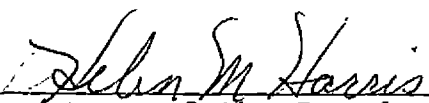


Secretary of the Board of
Directors

STATE OF IOWA)
) SS:
COUNTY OF POLK)

I, Helen M. Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on September 20, 1988, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 20th day of September, 1988.



Secretary of the Board of
Directors

D.32/175-178

FINAL ADDENDUM TO INDUSTRIAL NEW JOBS TRAINING AGREEMENT

This Final Addendum to an Industrial New Jobs Training Agreement is made and entered into as of 8-30-88, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and The Principal Mutual Life Insurance Company (the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of Oct. 19, 1987, for the purpose of establishing a New Jobs Training Program (the "Training Program") to train certain persons employed by the Employer for new jobs at its facilities within the Merged Area; and,

WHEREAS, the Area School and the Employer have agreed that the Training Program and Agreement are satisfactory and that additional training should be undertaken as a part of the Training Program in connection with additional jobs to be added by the Employer.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL REPRESENTATIONS AND AGREEMENTS HEREINAFTER CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Area School and the Employer will train an additional 200 employees as a part of the Training Program.

2. The training procedure and project guidelines shall be governed by the original Agreement.

3. The Area School and the Employer have cooperated in developing the attached budget and training plan for this Addendum and agree that it shall govern the expanded Training Program.

4. The Area School and the Employer agree to NA the original training period from _____ to _____.

5. Except as modified herein, the Area School and the Employer reaffirm the terms and provisions of the Agreement and agree that all such terms and provisions shall apply to the expanded Training Program referred to herein and to any New Jobs Training Certificates issued in order to fund the expanded Training Program.

IN WITNESS WHEREOF, the Area School and the Employer have caused this First Addendum to be duly executed as of the date hereinabove written.

ATTEST:
Stelen M. Harris

ATTEST:
W. V. [Signature]

DES MOINES AREA COMMUNITY COLLEGE
By Joseph M. [Signature]

THE PRINCIPAL MUTUAL LIFE INSURANCE COMPANY
Name of Company
By Don G. Keown

TRAINING PLAN
FOR
PRINCIPAL FINANCIAL
ADDENDUM I

Prepared by
Des Moines Area Community College
Economic Development Group
Jerry Collingwood, Director
Pam Van Ast, Senior Training Consultant
964-6394

INTRODUCTION

Principal Financial (formerly known as Bankers Life) is an insurance/financial institution, with the home office located in Des Moines, Iowa. It is one of Iowa's largest employers and has had continued growth over the past several years.

The original training plan addressed the training needs for 350 employees. This Addendum will address the training needs of 200 additional employees who will be hired between June 6, 1988 and July 1, 1989.

Des Moines Area Community College staff, in cooperation with Principal staff, have prepared the following plan.

Training will consist of classroom instruction, the development of computer based training, and computer assisted training for improving keyboard productivity.

I. Classroom instruction

The following classes are scheduled for new employees on a regular basis.

- A. Employee Orientation
- B. Indepth Orientation
- C. Customer Service Skills
- D. Medical Terminology
- E. Number Skills
- F. Speed Reading
- G. Business Letter Writing
- H. English Grammar and Usage Seminar

External consultants will be utilized as needed in job specific training. A video will be developed to accompany the customer service skills training.

II. Development of computer based training

Individual computer based training courses will be developed to meet the changing needs of the company. The Phoenix System will be utilized.

III. Keyboard productivity training

Software training programs have been leased to increase the speed and accuracy of keyboarding skills.

PRINCIPAL FINANCIAL

Budget Narrative

Addendum I

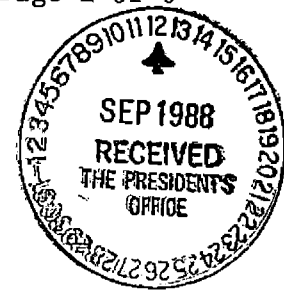
The source of training funds is new jobs credit from withholding, under the provision of Chapter 280B, Iowa Code.

The total budget is \$255,902

INSTRUCTIONAL COSTS

- Classroom Instruction materials, video program	\$ 69,402
- Clerical Staff Support (2/3 Principal - 1/3 DMACC)	\$ 15,000
- External Consultants	\$ 14,000
- Equipment and software leased for training	\$112,500
- Computer assisted instruction	\$ 45,000
 TOTAL ESTIMATED EXPENDITURES	 \$255,902

The dates of training will be June 6, 1988 through July 1, 1989.



DATE: September 9, 1988
TO: Don Zuck
FROM: Irv Steinberg *sw*
RE: Financial Report for Sept, 1988 Board Meeting

DMACC
DES MOINES AREA
COMMUNITY
COLLEGE

Our cash flow for August was enhanced by the receipt of fall term registration monies, in addition to our 4th quarter FY88 State General Aid of \$2.9 Million. At month end we had on hand approximately \$1.7 Million in excess of our \$3.7 Million FY89 Anticipatory Warrant (borrowed funds).

Proceeds from the sale of \$2.6 Million of New Jobs Training Projects Certificates were received on September 7th, and initially invested at a rate higher than the interest expense rate on these Certificates.

Interests rates on short term investments climbed to a high of 8.125%, as compared with the previous month's high of 7.5%.

Staff from the state auditor's office are presently on campus conducting our regular annual audit for fiscal year 1987-88. They anticipate completing this audit in several weeks.

Included with the financial reports this year is an an added graph which compares actual revenue and expenses for current year with same time period of previous year for General and Plant Funds (Funds 1, 2 and 7).

Approved
Don Zuck
9/9/88

CASHPOS
DISK #1

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
August 31, 1988

	COMBINED FUNDS (Funds 1,2,3, 4,5,& 6)	PLANT FUND (Fund 7)	DMACC TRUST * (Fund 4)	HF 623 JOB ING * (Fund 2)
	-----	-----	-----	-----
CASH IN BANK:				

Balance Forward Aug 1, 88	\$882		\$31,948	
PLUS: Aug Receipts	2,908,300		308	
LESS: Aug Disbursements	2,908,900		810	
	-----		-----	
Cash Balance Aug 31, 88	\$282		\$31,446	
INVESTMENTS:				

Savings Accounts:				
First Natl Bank/Ames	578,297	288,425		1,426,621
American Fed S & L		2,500		
Hawkeye Fed/Boone Athl	17,048			
Certificates of Deposit:				
Gen Fd at First Natl Bk	600,000			
HF623 at First Natl Bk				2,000,000
Trust at Amer Federal			50,000	
Gen Fd at Amer Federal	3,850,000			
HF623 at Amer Federal				3,000,000
HF623 at UFS				3,315,000
Early Retirement ASB	34,621			
Early Retirement FNB	25,815			
Alumni at First Natl Bk	18,000			
DMACC Trust at FNB			50,000	
Plant Fund at AmFed		200,000		
Student Activities/FNB	7,100			
Gen Fd at First Intersta	300,000			
	-----	-----	-----	-----
Total Cash/Investments	\$5,431,163	\$490,925	\$131,446	\$9,741,621
	=====	=====	=====	=====

FOOTNOTES:

1. Combined Funds investments include balance on hand of \$3.7 Million FY89 Anticipatory Warrant, due July 31, 1989.
- * 2. Combined Funds Account includes Funds 1 thru 6 except for Fund 4 Trust Acct & Fund 2 HF623 Accounts which are maintained in separate bank accounts.
3. DMACC Trust Account balance includes the proceeds remaining from the sale of a \$250,000 Bond.

BUDREP
DISK #1

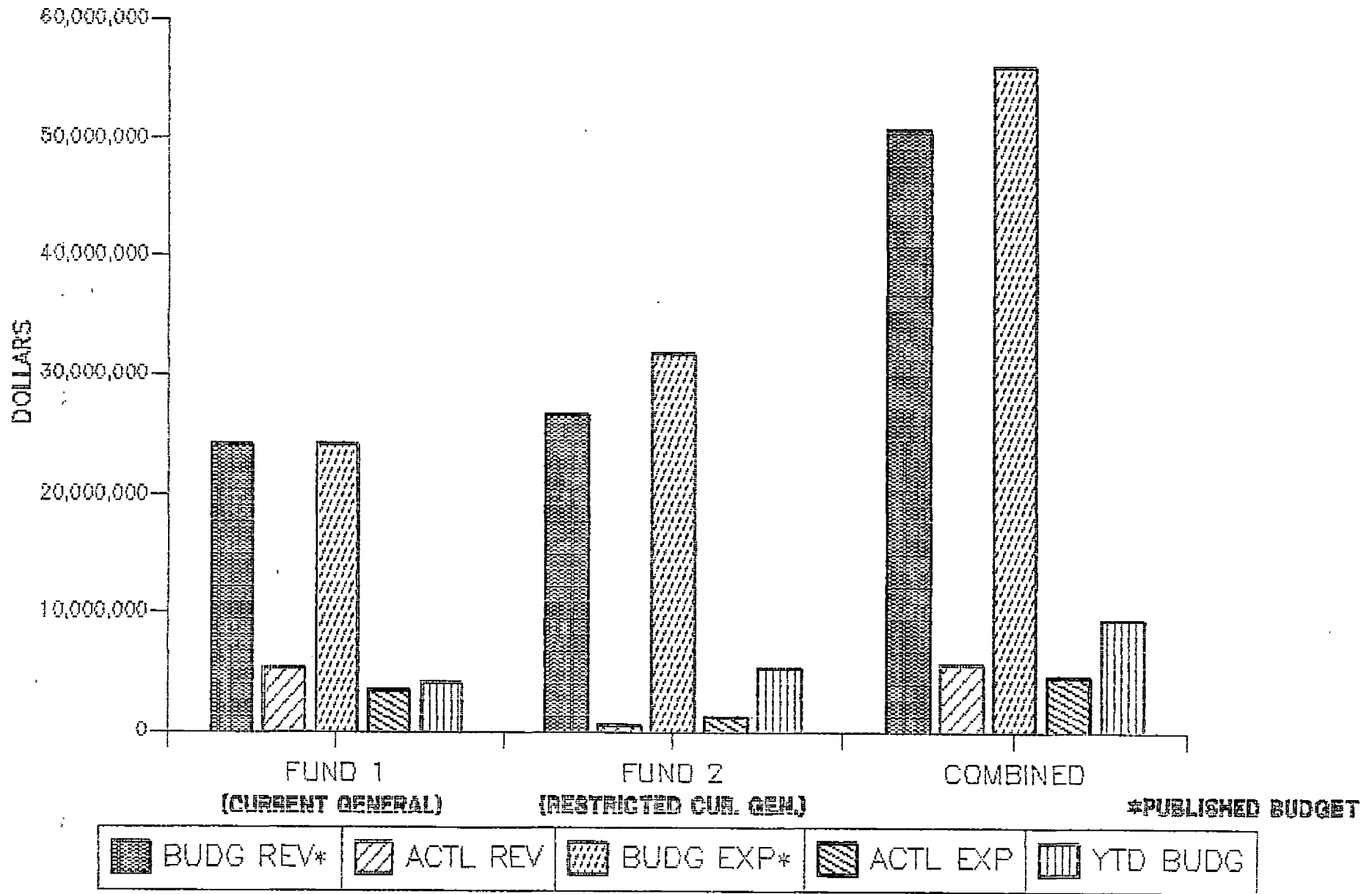
DES MOINES AREA COMMUNITY COLLEGE
BUDGET REPORT

SUMMARY BY FUND (ALL FUNDS)

August 31, 1988

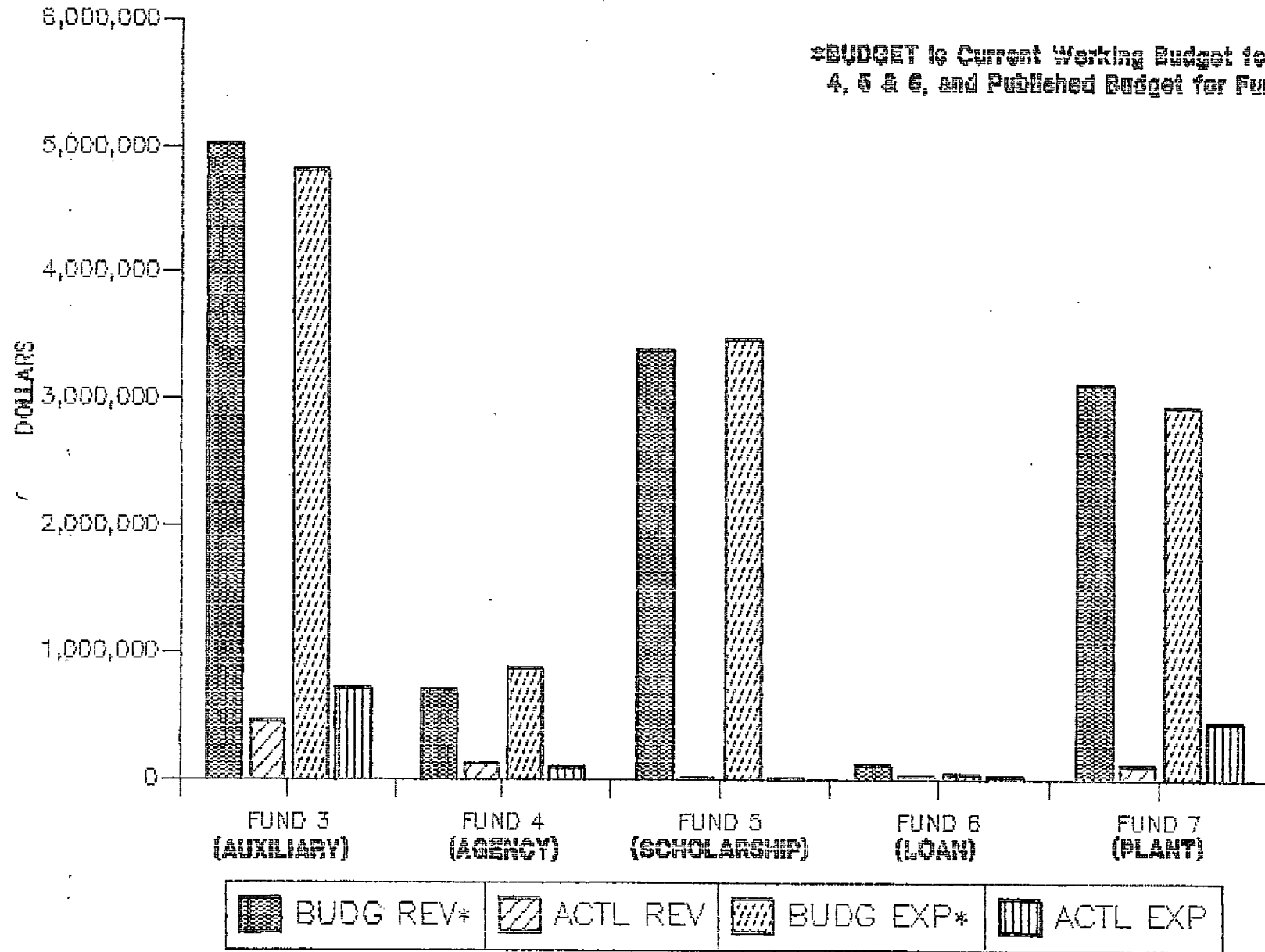
FUND NAME	FUND NO.	BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT EXPENDED/ RECEIVED	AMOUNT ENCUMBERED	WORKING BUDGET BALANCE
REVENUE:						
GEN FUND CURRENT	1	\$24,054,738	\$24,009,700	\$5,220,028		18,789,672
RESTRICTED CURR	2	26,583,424	26,658,382	478,918		26,179,464
AUXILLIARY	3	5,005,387	5,010,827	465,509		4,545,318
AGENCY	4	697,910	697,910	111,439		586,471
SCHOLARSHIP	5	3,367,072	3,367,072	0		3,367,072
LOAN	6	94,350	94,350	13,175		81,175
PLANT	7	3,098,628	2,865,202	92,959		2,772,243
TOTAL		\$62,901,509	\$62,703,443	\$6,382,028		\$56,321,415
EXPENDITURES:						
GEN FUND CURRENT	1	\$24,054,738	\$24,066,986	\$3,411,881	\$2,838,881	\$17,816,224
RESTRICTED CURRENT	2	31,765,182	31,892,140	1,255,718	852,834	29,783,588
AUXILLIARY	3	4,808,892	4,814,332	710,110	886,570	3,217,652
AGENCY	4	861,554	861,554	87,539	1,250	772,765
SCHOLARSHIP	5	3,467,072	3,467,072	226		3,466,846
LOAN	6	31,000	31,000	9,642		21,358
PLANT	7	2,925,552	3,088,372	447,918	277,341	2,363,113
TOTAL		\$67,913,990	\$68,221,456	\$5,923,034	\$4,856,876	\$57,441,546

DMACC BUDGET STATUS AUGUST 31, 1988 (FUNDS 1 & 2)



DMACC BUDGET STATUS AUGUST 31, 1988

(FUNDS 3, 4, 5, 6, & 7)



DMACC REVENUES AND EXPENDITURES YEAR-TO-DATE THROUGH AUGUST 31, 1988

