

Des Moines Area Community College

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Board of Directors Meeting Minutes

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1-10-1989

### **Board of Directors Meeting Minutes (January 10, 1989)**

DMACC

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Jan. 10, 1989

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting & Planning Session  
January 10, 1989  
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to Order - 3:00 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Consideration of minutes of December 13, 1988, public hearing and regular meeting.
6. Consideration of appointments to program advisory committees for academic year 1988-89.
7. Consideration of Board Policy 6029, Educational Business Activities.
8. Consideration of policy to implement extension of Early Retirement levy authorized by General Assembly.
9. Consideration of elimination of Self-Funded Insurance Trust.
10. Consideration of Human Resources report.
11. Consideration of Payables.
12. Presentation of Financial report.
13. President's report.
14. Board Members' reports.
15. Planning parameters for FY1990.
16. Information Items:
  - A. January 16 - HOLIDAY.- Offices Closed
  - B. February 2 & 3 - IACCP & IACCT Meetings
  - C. February 14 - 4:00 p.m. - Regular Board Meeting - Ankeny
17. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting  
January 10, 1989  
Building 1 - Room 30 - Ankeny Campus

REGULAR MEETING  
10 JANUARY 1989

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 10, 1989. The meeting was called to order at 3:00 p.m., by Board President Susan Clouser.

ROLL CALL

Members Present:

Harold Belken	Dick Johnson
DeVere Bendixen	Eldon Leonard
Susan Clouser	*Doug Shull
Lloyd Courter	Nancy Wolf

Members Absent:

Jasper Risdal

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

It was moved by N. Wolf, seconded by D. Bendixen, that the tentative agenda be approved as presented.

Motion passed unanimously.

APPROVAL OF MINUTES

E. Leonard moved that the minutes of the December 13, 1988, public hearing and regular meeting be approved. Second by H. Belken.

Motion passed unanimously.

\*DIRECTOR SHULL ARRIVES

APPROVAL OF APPOINT-  
MENTS, PROGRAM  
ADVISORY COMMITTEES

A motion was made by L. Courter, seconded by N. Wolf, that the Board approve the Educational Services Advisory Committees as presented in the Fall 1988 booklet. A copy of said booklet is on file in the Office of the Vice President for Educational Services.

Motion passed unanimously.

BOARD POLICY 6029,  
EDUCATIONAL BUSINESS  
ACTIVITIES

It was moved by L. Courter, seconded by D. Bendixen, that the Board defer action on this item to the February, 1989 meeting.

Motion passed unanimously.

APPROVAL OF EARLY  
RETIREMENT LEVY

E. Leonard moved that the Board approve the Early Retirement Policy Statement as shown in Attachment #1 to these minutes. Board action to authorize the levy each year would be handled separately and tied to the specific employees exercising this option. Second by H. Belken.

Motion passed unanimously.

APPROVAL OF ELIMI-  
NATION OF SELF-  
FUNDED INSURANCE  
TRUST

A motion was made by E. Leonard, seconded by D. Shull, that the Board approve the Resolution eliminating the Self-funded Insurance Trust as a separate entity. A copy of said Resolution is Attachment #2 to these minutes.

Motion passed unanimously.

APPROVAL OF HUMAN  
RESOURCES REPORT

It was moved by D. Bendixen, seconded by L. Courter, that the Board approve the following personnel items:

## Contract Changes

Silberhorn, Virginia, Instructor-Learning Center, Boone Campus. From half-time to full-time, 12-month contract. Annual salary \$30,817. Effective January 4, 1989. Continuing contract with certified faculty-full status.

Compensation  
(Temporary  
Assignment)

Dinsmore, Doris, Consultant, ABE, Coop, & Volunteer Programs, Economic Development Group. To be paid an additional \$51.35 per day for assuming the duties of the Director, ABE and HSE. Effective January 9, 1989.

## New Personnel

Christman, Rick, Instructor-English, Boone Campus. Annual salary \$26,226. Nine-month contract. Effective January 4, 1989. Continuing contract with certified faculty - probationary.

Peters, Randall, Instructor-Auto Mechanics, Industrial & Technical. Annual salary \$22,113. Nine-month contract. Effective January 4, 1989. Continuing contract with certified faculty - probationary.

Peterson, Les, Instructor/Mobile Trainer, Industrial & Technical. Annual salary \$25,403. Nine-month contract. Effective January 4, 1989. Specially funded contract with certified faculty - probationary.

Siemann, Carolyn, Instructor-Learning Center, Carroll Campus. Annual salary \$19,645. Nine-month contract. Effective January 4, 1989. Specially funded contract with certified faculty - probationary.

## Retirement

Arnburg, Max, Supervisor, Mechanical Maintenance, Business Services. Effective January 6, 1989.

Resignation Bertin, Shirley, Director, ABE & HSE, Economic Development Group. Effective January 6, 1989.

Motion passed unanimously.

APPROVAL OF PAYABLES A motion for approval of the payables as presented in Attachment #3 to these minutes was made by D. Bendixen, seconded by N. Wolf.

Motion passed unanimously.

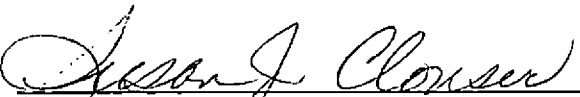
PRESENTATION OF FINANCIAL REPORT The December 31, 1988, Financial Report was presented by Don Zuck, Vice President for Business Services. A copy of said report is Attachment #4 to these minutes.

PRESIDENT'S REPORT President Borgen discussed with the Board: Results of the Long Range Planning Committee open hearings; concept of initiating a "Passport" program, objective being to build a college community which is committed to a learner-centered cultural climate (a brief outline is Attachment #5 to these minutes); upcoming legislation and the funding formula.

A "Times-Four #2" video was viewed by the Board, which featured Fall, 1988, DMACC events and happenings.

PLANNING PARAMETERS No planning session was held.

ADJOURNMENT A motion for adjournment was made by N. Wolf, seconded by D. Johnson. Motion passed unanimously, and at 4:35 p.m., President Clouser adjourned the meeting.

  
\_\_\_\_\_  
SUSAN J. CLOUSER, President

  
\_\_\_\_\_  
HELEN M. HARRIS, Board Secretary

## EARLY RETIREMENT POLICY

Section 279.46 of the Iowa Code authorizes payment of a monetary bonus as an incentive for employees who elect early retirement.

In accordance with this authorization, Des Moines Area Community College will provide an opportunity for permanent employees who meet the eligibility criteria outlined in this statute.

This policy is in addition to the existing Early Retirement Policy. Employees eligible for both the current DMACC Early Retirement Policy (effective July 1, 1984) and Section 279.46 can not combine benefits and must elect one of the two options available.

### Eligibility

Permanent employees attaining an age of 59 but not exceeding 65 prior to July 1, (of a given fiscal year), having a minimum of 10 years service as a permanent employee with Des Moines Area Community College.

### Application

Written notice must be received by Human Resources prior to January 10th of each year for retirement effective the following July 1.

### Payment

A lump sum payment equal to the amount of salary saved for each year to age 65, but not to exceed one years salary, will be made to each individual meeting the eligibility criteria. The payment will be made in two equal payments on or about the effective date of retirement (i.e. July 1) and June 1 of the year following, or in one lump sum on January 1 of the following year at the request of the employee.

### Calculations

Classified employee paid on the Unified Salary Schedule

(Employee Salary - Minimum of Grade) x years to age 65  
(Maximum of one years salary)

Adm/Prof/Tech paid on the Unified Salary Schedule

(Employee Salary - 86% of midpoint of grade) x years to age 65  
(Maximum of one years salary)

Faculty paid on the Faculty Salary Schedule

(Faculty Salary - Lane 225 Level 6 x years to age 65 [9 or 12 mth])  
(Maximum of one years salary)

RESOLUTION OF THE TRUSTEES OF THE  
DES MOINES AREA COMMUNITY COLLEGE  
SELF-FUNDED BENEFIT PLAN

WHEREAS, on August 18, 1987, the Board of Director of Des Moines Area Community College (the "Employer") approved discontinuance of the self-funded health and dental insurance programs effective October 1, 1987; and

WHEREAS, the Employer thereafter offered the Health Maintenance Organization and the Services Trust Program provided by the Heritage National Health Plan in conjunction with the SHARE Health Plan of Iowa (Health Maintenance Organization) and a fully insured dental program was provided by the Principal Mutual Life Insurance Company; and

WHEREAS, the Board of Directors of the Des Moines Area Community College on September 15, 1987, issued general obligation bonds in the amount of \$250,000 for the purpose of funding the deficit, if any, in the College's Self-Insurance Health Plan, and to provide the remaining funding for carry over insurance costs upon termination of the Self-Insurance Plan; and

WHEREAS, employees were notified of the Self-funded Benefit Plan was being terminated and that claims occurring prior to October 1, 1987 should be submitted to the Plan administrator; and

WHEREAS, effective October 1, 1988, the Principal Financial Group notified the employer it will no longer accept nor pay any run-out medical claims from the Administrative Services Only arrangement which was terminated October 1, 1987, and the Administrative Services Only contract has been terminated, and all claims submitted prior to October 1, 1988, have been paid; and

WHEREAS, the Des Moines Area Community College Board of Directors, pursuant to Article V, Section 2 of the Amended Agreement and Declaration of Trust of the Des Moines Area Community College Self-funded Benefit Plan reserves the right to terminate the Trust at any time by written notice thereof delivered to the Trustees; and

WHEREAS, it is necessary to now terminate the Trust and provide for the final termination of the plan;

NOW, THEREFORE, BE IT RESOLVED that the Trust be terminated on account of termination of the plan, and that any assets remaining in the Trust fund be released to the general operating fund of Des Moines Area Community College. The Secretary is directed to notify Trustees of the termination of the Trust.

Dated in Ankeny, Iowa, this 10 day of January, 1989.



# DC Memorandum

Des Moines Area Community College

ATTACHMENT #4  
Regular Meeting  
January 10, 1989  
Page 1 of 6

RECEIVED

JAN 09 1989

BUSINESS SERVICES

DATE: January 9, 1989  
TO: Don Zuck  
FROM: Irv Steinberg *ISW*  
RE: Financial Report for Jan, '89 Board Meeting

We are currently in the process of adjusting and summarizing proposed FY1989-90 budgets which were submitted by Budget Managers just prior to the December holiday break. A final detailed summary of a proposed FY90 Budget will be prepared for Board Review by the February Board meeting.

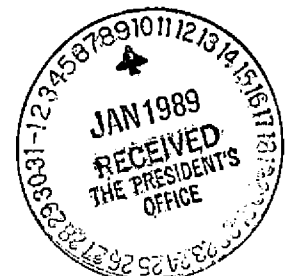
Short term investment rates continued to increase slightly with a high received in Dec of 9.0%, as compared to the Nov high of 8.375%.

As reflected on the Cash Position Report for December, monies involving New Jobs Training Projects (HF623), Multiple Projects IV thru IX, have been transferred to Norwest Bank for their handling of investments, as was Board approved at the December Board meeting.

With the receipt of proceeds from the sale of Certificates for New Job Tng Project, Multiple IX, received on Jan 5, 89 (\$2,450,000), we now have a total of 102 NJTP companies for which Certificate sales and training agreements have been effected.

Cash flow was enhanced with the receipt of spring term tuition and fees, payment of which was due first week in January. It appears that funds currently on hand are sufficient to cover expenses until 2d quarter FY89 State General Aid is due mid February.

*Approved  
Don Zuck  
1/9/89*



CASHPOS  
DISK #1

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

	COMBINED FUNDS (Funds 1,2,3, 4,5,& 6)	PLANT FUND (Fund 7)	DMACC TRUST * (Fund 4)	NEW JOB ING PROJECTS * (Fund 2)
	-----	-----	-----	-----
CASH IN BANK:				
-----				
Balance Forward Dec 1, 88	\$21,820		\$40,234	
PLUS: Dec Receipts	3,396,412		100,931	
LESS: Dec Disbursements	3,416,549		0	
	-----		-----	
Cash Balance Dec 31,, 88	\$1,683		\$141,165	
INVESTMENTS:				
-----				
Savings Accounts:				
First Natl Bank/Ames	8,617	97,100		1,589,999
American Fed S & L		2,500		
Investments at Norwest for NJTP				4,669,122
Certificates of Deposit:				
Gen Fd at First Natl Bk	1,850,000			
Plant Fund at First Natl Bk		500,000		
NJTP at First Natl Bk				500,000
Gen Fd at Amer Federal	2,075,000			
NJTP at Amer Federal				1,000,000
NJTP at UFS				3,315,000
Early Retirement ASB	35,417			
Early Retirement FNB	25,815			
Alumni at Amer Federal	18,000			
Plant Fund at Amer Federal		650,000		
Boone Athlet at Haw Fed	17,319			
	-----	-----	-----	-----
Total Cash/Investments	\$4,031,851	\$1,249,600	\$141,165	\$11,074,121
	=====	=====	=====	=====

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 NJTP 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

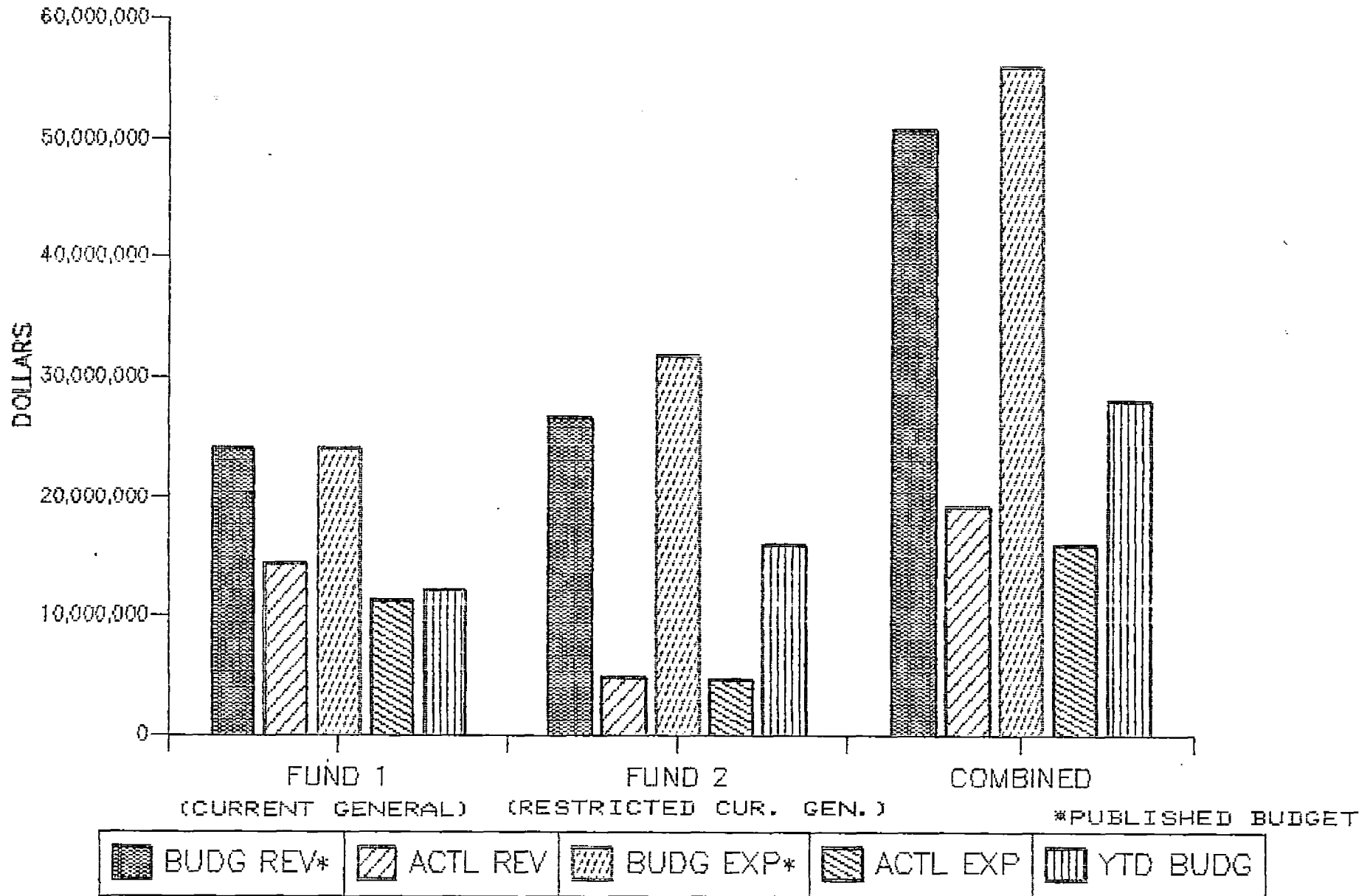
DES MOINES AREA COMMUNITY COLLEGE  
BUDGET REPORT

SUMMARY BY FUND (ALL FUNDS)

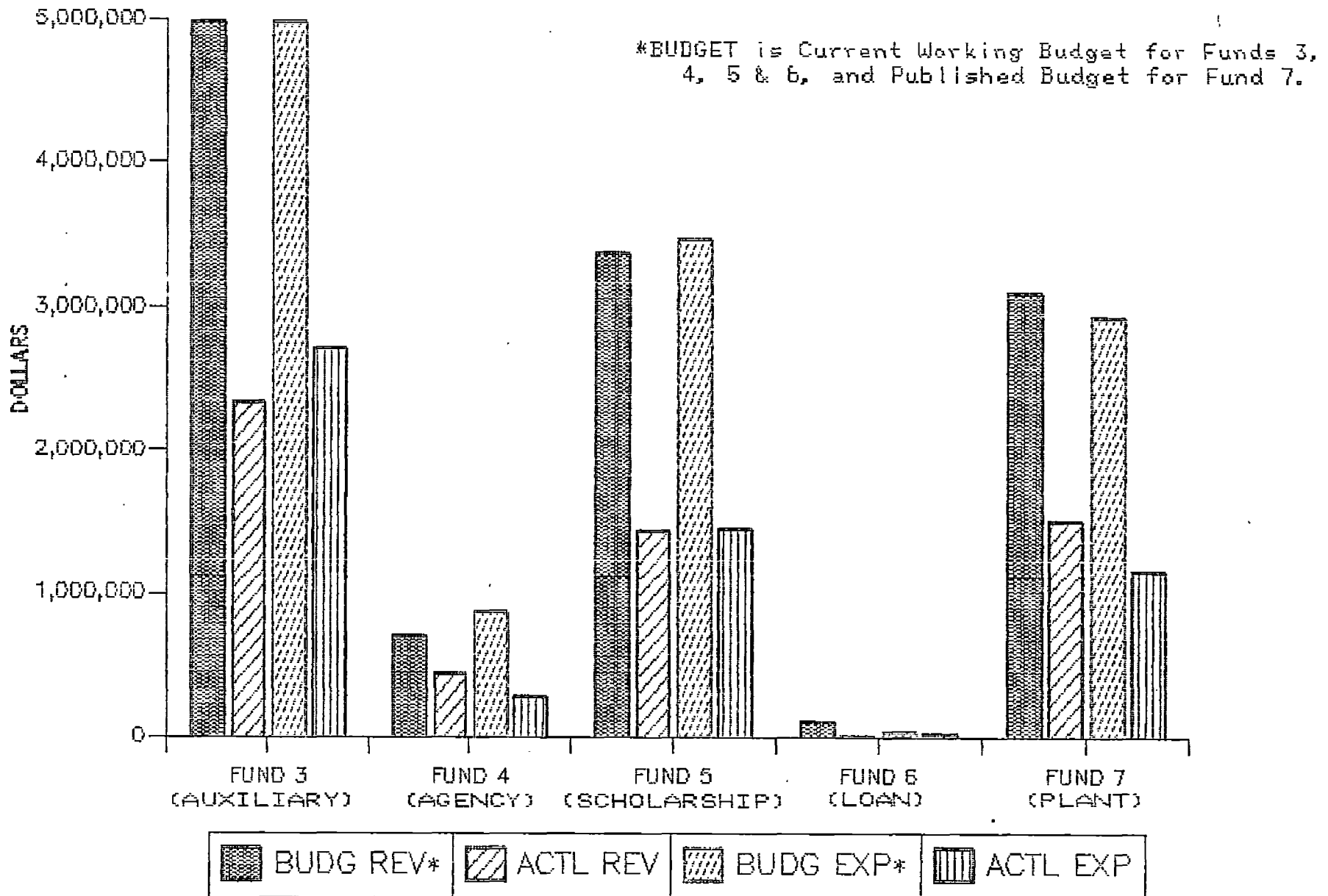
December 31, 1988

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	\$24,416,360	\$14,292,928		10,123,432
RESTRICTED CURR	2	26,583,424	26,880,443	4,732,194		22,148,249
AUXILLIARY	3	5,005,387	4,972,735	2,324,736		2,647,999
AGENCY	4	697,910	700,910	420,142		280,768
SCHOLARSHIP	5	3,367,072	3,367,072	1,436,745		1,930,327
LOAN	6	94,350	94,350	2,488		91,862
PLANT	7	3,098,628	2,865,202	1,510,765		1,354,437
TOTAL		\$62,901,509	\$63,297,072	\$24,719,998		\$38,577,074
EXPENDITURES:						
GEN FUND CURRENT	1	\$24,054,738	\$24,982,689	\$11,289,399	\$5,808,400	\$7,884,890
RESTRICTED CURRENT	2	31,765,182	32,115,584	4,593,305	619,258	26,903,021
AUXILLIARY	3	4,808,892	4,967,890	2,700,969	657,661	1,609,260
AGENCY	4	861,554	871,264	273,796	11,421	586,047
SCHOLARSHIP	5	3,467,072	3,467,072	1,450,899		2,016,173
LOAN	6	31,000	31,000	14,623		16,377
PLANT	7	2,925,552	3,094,623	1,160,027	107,716	1,826,880
TOTAL		\$67,913,990	\$69,530,122	\$21,483,018	\$7,204,456	\$40,842,648

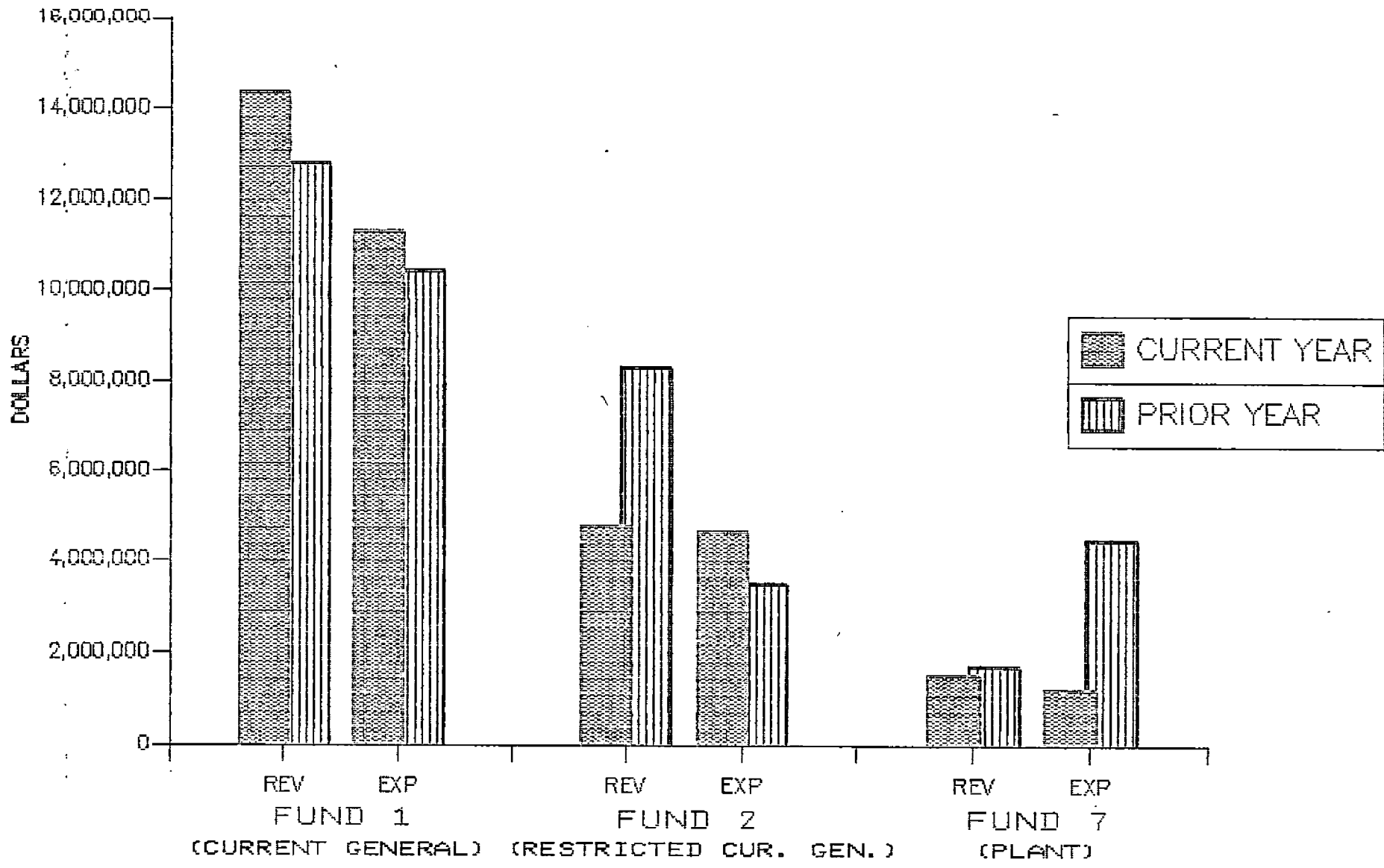
# DMACC BUDGET STATUS DECEMBER 31, 1988 (FUNDS 1 & 2)



# DMACC BUDGET STATUS DECEMBER 31, 1988 (FUNDS 3, 4, 5, 6, & 7)



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



## Passport Program

Objective: To build a college community which is committed to a learner-centered cultural climate.

### High Touch

1. Student/client centered not program/function centered.
2. Process will enable students to access, move through and exit the system efficiently and effectively.
3. All students will participate (full-time, part-time, traditional, non-traditional, credit, non-credit, displaced and current worker training, etc.)
4. The concept of maps, stations, if..then diagrams, charts, etc., will be explored and "user friendly" terminology that reduces complexity will be carefully applied.

### High Tech

1. A permanent, dynamic record will be maintained that can serve as documentation of the explicit experiences/processes completed to date. Possibilities include:
  - . smart card technology
  - . floppy disk
  - . pocket-size folder
2. Incorporation of videotape technology will be considered. Possibilities include "how to" tapes on:
  - . financing a college education
  - . career planning
  - . program selection
  - . scheduling processes

### Process Components

- |                   |                         |
|-------------------|-------------------------|
| . marketing       | . developmental studies |
| . initial contact | . basic skills          |
| . assessment      | . career planning       |
| . testing         | . educational planning  |
| . advising        | . evaluation            |
| . financial aid   | . recordkeeping         |