

Des Moines Area Community College

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Board of Directors Meeting Minutes

8-10-1990

Board of Directors Meeting Minutes (August 10, 1990)

DMACC

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Aug. 10, 1990



Des Moines Area Community College

PUBLIC HEARING
International House - Ankeny Campus
August 10, 1990
Carroll Campus - Learning Center - Carroll, Iowa

A G E N D A

1. Call to order - 4:00 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Acknowledgement of Board Secretary of how Notice of Hearing was made.
5. Requests to address the Board recognized.
6. Consideration of Resolution approving plans and specifications, form of contract and estimated costs for the sub-contracting of work on the International House, Ankeny Campus, i.e.; 1) heating and air conditioning, 2) plumbing, 3) electrical, 4) masonry, 5) roofing, 6) floor coverings, 7) millwork, and 8) painting.
7. Adjournment.

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

PUBLIC HEARING #1
AUGUST 10, 1990

A special meeting of the Des Moines Area Community College Board of Directors was held in Room 124, Carroll Campus, Carroll, Iowa, on August 10, 1990. The meeting was called to order by Board President Sue Clouser at 4:00 p.m., for the purpose of holding a public hearing to approve plans and specifications, form of contract and estimated costs for the subcontracting of work on the International House, Ankeny Campus.

ROLL CALL

Members Present:

Harold Belken	Eldon Leonard
DeVere Bendixen	Jerry Pecinovsky
Sue Clouser	Doug Shull
*Dick Johnson	Nancy Wolf

Members Absent:

Lloyd Courter

Others Present:

Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Al Oberender, RDG Bussard/Dikis Inc.
Other interested DMACC staff and area residents

APPROVAL OF
TENTATIVE AGENDA

A move to approve the tentative agenda as presented was made by N. Wolf, seconded by J. Pecinovsky.

Motion passed unanimously.

ACKNOWLEDGEMENT OF
HEARING NOTICE

Board Secretary H. Harris reported that the notice of the time and place of this hearing was, according to law and as directed by the Board, published in the Des Moines Register on July 18, 1990, and posted in the Board Room, Building 1, Ankeny Campus. No written objections to this hearing were received.

REQUEST TO ADDRESS
BOARD

No requests to address the Board have been received.

*BOARD MEMBER JOHNSON ARRIVES

APPROVAL OF
RESOLUTION-
INTERNATIONAL
HOUSE

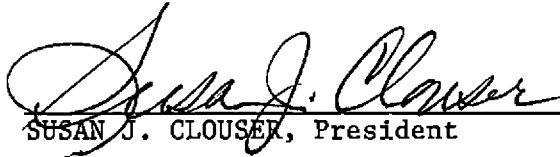
It was moved by H. Belken, seconded by D. Shull, that the Board approve the Resolution approving plans and specifications, form of contract and estimated costs for the subcontracting of work on the International House, Ankeny Campus, i.e.; 1) heating and air conditioning, 2) plumbing, 3) electrical, 4) masonry, 5) roofing, 6) floor coverings, 7) millwork, and 8) painting.

Motion passed unanimously.

ADJOURNMENT

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

Motion passed unanimously, and at 4:05 p.m., Board President Clouser adjourned the public hearing.



SUSAN J. CLOUSER, President



HELEN M. HARRIS, Board Secretary



Des Moines Area Community College

PUBLIC HEARING
Re-roofing Building 12 - Ankeny Campus
August 10, 1990
Carroll Campus - Learning Center - Carroll, Iowa

A G E N D A

1. Call to order - 4:05 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Acknowledgement of Board Secretary of how Notice of Hearing was made.
5. Requests to address the Board recognized.
6. Consideration of approval of plans and specifications, form of contract and estimated costs for the re-roofing of Building 12, Ankeny Campus.
7. Adjournment.

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

PUBLIC HEARING #2
AUGUST 10, 1990

A special meeting of the Des Moines Area Community College Board of Directors was held in Room 124, Carroll Campus, Carroll, Iowa, on August 10, 1990. The meeting was called to order by Board President Sue Clouser at 4:05 p.m., for the purpose of holding a public hearing to approve plans and specifications, form of contract and estimated costs for the re-roofing of Building 12, Ankeny Campus.

ROLL CALL

Members Present:

Harold Belken	Eldon Leonard
DeVere Bendixen	Jerry Pecinovsky
Sue Clouser	Doug Shull
Dick Johnson	Nancy Wolf

Members Absent:

Lloyd Courter

Others Present:

Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Al Oberender, RDG Bussard/Dikis, Inc.
Other interested DMACC staff and area residents

APPROVAL OF
TENTATIVE AGENDA

A move to approve the tentative agenda as presented was made by D. Bendixen, seconded by N. Wolf.

Motion passed unanimously.

ACKNOWLEDGEMENT OF
HEARING NOTICE

Board Secretary H. Harris reported that the notice of the time and place of this hearing was, according to law and as directed by the Board, published in The Des Moines Register on July 18, 1990, and posted in the Board Room, Building 1, Ankeny Campus. No written objections to this hearing were received.

REQUEST TO ADDRESS
BOARD

No requests to address the Board were received.

APPROVAL OF
RESOLUTION--RE-
ROOFING BLDG.
12, ANKENY
CAMPUS

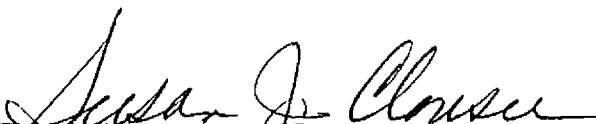
It was moved by D. Johnson, seconded by N. Wolf, that the Board approve the Resolution approving plans and specifications, form of contract and estimated costs for the re-roofing of Building 12, Ankeny Campus.

Motion passed unanimously.

ADJOURNMENT

A motion for adjournment was made by D. Bendixen, seconded by J. Pecinovsky.

Motion passed unanimously, and at 4:10 p.m., Board President Clouser adjourned the public hearing.


SUSAN J. CLOUSER, President


HELEN M. HARRIS, Board Secretary

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
August 10, 1990
Carroll Campus - Learning Center - Carroll

A G E N D A

1. Call to order - immediately following Public Hearings.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Consideration of minutes of July 11, 1990, Public Hearing and regular meeting, and July 19, 1990, special meeting.
- 5.A 6. Consideration of recommendation of award of contract for heating and air conditioning work on the International House, Ankeny Campus.
7. Consideration of recommendation of award of contract for plumbing work on the International House, Ankeny Campus.
8. Consideration of recommendation of award of contract for electrical work on the International House, Ankeny Campus.
9. Consideration of recommendation of award of contract for masonry work on the International House, Ankeny Campus.
10. Consideration of recommendation of award of contract for roofing of the International House, Ankeny Campus.
11. Consideration of recommendation of award of contract for floor coverings for the International House, Ankeny Campus.
12. Consideration of recommendation of award of contract for millwork for the International House, Ankeny Campus.
13. Consideration of recommendation of award of contract for painting of the International House, Ankeny Campus.
- 13.A 14. Consideration of recommendation of award of contract for re-roofing Building 12, Ankeny Campus.
15. Consideration of approval of Statement of Understanding between DMACC and the Department of Education Division of Vocational Rehabilitation Services.
16. Consideration of Human Resources report.

17. Consideration of payables.
18. Consideration of Treasurer's Annual report.
19. Presentation of financial report.
20. President's report.
21. Board members' reports.
22. Closed session - collective bargaining.
23. Closed session - litigation.
24. Consideration of staff salaries.
25. Information Items:
 - August 27 - President's Day
 - August 29 - Fall semester begins
 - September 3 - HOLIDAY - campuses closed
 - September 12 - Board meeting - Ankeny Campus
26. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
August 10, 1990
Carroll Campus - Learning Center

ADDENDUM TO AGENDA

- 5.A Consideration of extending the date for receipt of bids for heating and air conditioning, plumbing, electrical, masonry work, roofing, floor coverings, millwork and painting, International House, Ankeny Campus, and establish extended bid date as August 7, 1990, 11:00 a.m.
- 13.A Consideration of resolution fixing the date for receipt of bids for plumbing, electrical, masonry, roofing and painting, International House, Ankeny Campus, and establish bid date as September 6, 1990, 2:00 p.m.

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

REGULAR MEETING
AUGUST 10, 1990

The regular meeting of the Des Moines Area Community College Board of Directors was held in Room 124, Carroll Campus, Carroll, Iowa, on August 10, 1990. The meeting was called to order at 4:10 p.m., by Board President Sue Clouser.

ROLL CALL

Members Present:

Harold Belken	Eldon Leonard
DeVere Bendixen	Jerry Pecinovsky
Sue Clouser	Doug Shull
Dick Johnson	Nancy Wolf

Members Absent:

Lloyd Courter

Others Present:

Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Al Oberender, RDG Bussard/Dikis, Inc.
Other interested DMACC staff and area residents

APPROVAL OF
TENTATIVE AGENDA

A move to approve the tentative agenda and addendum as presented, was made by J. Pecinovsky, seconded by D. Johnson.

Motion passed unanimously.

PUBLIC COMMENTS

Carroll Campus Dean, Jim Knott, welcomed DMACC staff and visitors to the Carroll Campus, and introduced the Carroll Campus staff in attendance. Mr. Knott updated the Board on happenings at the Campus and in the community.

APPROVAL OF MINUTES

A motion to approve the minutes of the July 11, 1990, public hearing and regular meeting, and the July 19, 1990, special meeting, was made by H. Belken, seconded by D. Johnson.

Motion passed unanimously.

APPROVAL OF DATE
EXTENSION FOR RE-
CEIPT OF BIDS,
INTERNATIONAL
HOUSE

It was moved by E. Leonard, seconded by N. Wolf, that the Board approve the Resolution revising the bid date and fixing a new date for receipt of bids for the heating and air conditioning, plumbing, electrical, masonry, roofing, flooring, millwork, and painting for the International House, Ankeny Campus. Resolution is Attachment #1 to these minutes.

Motion passed unanimously.

APPROVAL OF CONTRACT- HEATING & AIR CONDITIONING, INTERNATIONAL HOUSE, ANKENY CAMPUS

A motion was made by D. Johnson, seconded by N. Wolf, that the Board award a contract to ACI Mechanical Corporation, Des Moines, for the heating and air conditioning work on the International House, Ankeny Campus. Attachment #2.

Motion passed unanimously.

ITEMS 7, 8, 9, 10, 13 - INTERNATIONAL HOUSE--APPROVAL TO REBID

E. Leonard moved that the Board approve rebidding the following items as recommended by RDG Bussard/Dikis, Inc.:

- Plumbing - one bid received - exceeded estimated costs.
- Electrical - one bid received - exceeded estimated costs.
- Masonry - no bid received.
- Roofing - no bid received.
- Painting - no bid received.

Second by H. Belken. See Attachment #2.

Motion passed unanimously.

APPROVAL OF CONTRACT- FLOOR COVERING & MILLWORK, INTERNATIONAL HOUSE, ANKENY

Items 11 and 12 were voted as one agenda item. It was moved by H. Belken, seconded by N. Wolf, that the Board award a contract to Ralph Smith, Inc. for the flooring for the International House, Ankeny, and a contract to Williams Millwork, the low bidder, for the millwork. See Attachment #2.

Motion passed unanimously.

APPROVAL OF RESOLUTION, BID DATE, INTERNATIONAL HOUSE CONTRACTS

A motion was made by D. Bendixen, seconded by D. Johnson, that the Board approve the Resolution fixing the date for receipt of bids for plumbing, electrical, masonry, roofing and painting for the International House, Ankeny Campus, and establish bid date as September 6, 1990. Attachment #3.

Motion passed unanimously.

APPROVAL OF AWARD OF CONTRACT- REROOF BLDG. 12, ANKENY CAMPUS

D. Johnson made a motion that the Board award a contract to Allied Roofing Company for the re-roofing of Building 12, Ankeny Campus; second by D. Shull. Recommendation by RDG Bussard Dikis, Inc. is Attachment #4 to these minutes.

Motion passed unanimously.

APPROVAL OF STATEMENT OF UNDERSTANDING, DMACC & DOE DEPT. REHABILITATION

It was moved by N. Wolf, seconded by J. Pecinovsky, that the Board approve the Statement of Understanding between DMACC and the D.O.E. Division of Vocational Rehabilitation Services for the period of July 1, 1990 through June 30, 1991. A copy of said Agreement is Attachment #5 to these minutes.

Motion passed unanimously.

APPROVAL OF HUMAN
RESOURCES REPORT

A motion was made by E. Leonard, seconded by D. Bendixen, that the Board approve the personnel items as show in Attachment #6 to these minutes.

Motion passed unanimously.

APPROVAL OF PAYABLES

Approval of the payables as presented in Attachment #7 to these minutes was made by E. Leonard, seconded by D. Bendixen.

Motion passed unanimously.

APPROVAL OF
TREASURER'S ANNUAL
REPORT

It was moved by D. Shull, seconded by E. Leonard, that the Treasurer's Annual Report for the fiscal year ended June 30, 1990, be approved as presented in Attachment #8 to these minutes.

Motion passed unanimously.

FINANCIAL REPORTS

The June 30, 1990 and July 31, 1990 financial reports were presented by D. Zuck, Vice President, Operations. The July report is Attachment #9 to these minutes.

CLOSED SESSION-
BARGAINING

A motion was made by H. Belken, seconded by D. Shull, 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.

Motion passed unanimously on a roll call vote, and at 5:05 p.m., the Board convened in closed session.

RETURN TO OPEN
SESSION

The Board returned to open session at 5:50 p.m. Board Member N. Wolf left the meeting of the Board.

CLOSED SESSION-
LITIGATION

H. Belken moved that the Board hold a closed session as provided in Section 21.5(1)(c) of the Open Meetings Law to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Second by D. Shull.

Motion passed unanimously on a roll call vote, and at 5:50 p.m., the Board convened in closed session.

RETURN TO OPEN
SESSION

The Board returned to open session at 6:00 p.m. A tape recording of the closed session for litigation is in the DMACC safety deposit box at Ankeny State Bank, Ankeny.

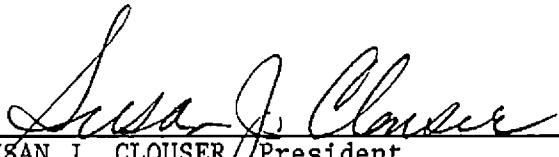
STAFF SALARIES

No action was taken on staff salaries.

ADJOURNMENT

A motion for adjournment was made by E. Leonard, seconded by J. Pecinovsky.

Motion passed unanimously, and at 6:00 p.m., Board President Clouser adjourned the meeting.



SUSAN J. CLOUSER, President



HELEN M. HARRIS, Board Secretary

ITEM
5A

ATTACHMENT NO. _____

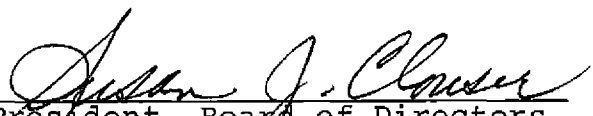
RESOLUTION NO. _____

RESOLUTION REVISING BID DATE AND
FIXING NEW DATE FOR RECEIPT OF BIDS
FOR HEATING AND AIR CONDITIONING,
PLUMBING, ELECTRICAL, MASONRY,
ROOFING, FLOORING, MILLWORK, AND
PAINTING FOR THE INTERNATIONAL
HOUSE

RESOLVED, that the date of August 2, 1990 at 2:00 p.m.
established by the BOARD OF DIRECTORS OF THE DES MOINES AREA
COMMUNITY COLLEGE for the receipt of bids for the International
House is hereby changed to August 7, 1990 at 11:00 p.m..

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE, that a change in date for
receipt of bids from August 2, 1990 at 2:00 p.m. to August 7,
1990 at 11:00 p.m. for the International House is hereby
approved.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

Bussard Dikis

August 8, 1990

Mr. Ken Brown
Director, Physical Plant
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50021

Dear Ken:

Bid Results, DMACC International House - RDG/BD #89273.00

Enclosed are Bid Tabulation sheets for eight separate prime contracts for DMACC - International House. Bidder response was sporadic in that we received up to five proposals for one part of the work (heating and air conditioning) and no proposals for the masonry, painting, and roofing parts of the work. Also enclosed is a copy of our estimate of probable cost dated July 11, 1990.

We recommend the following:

1. Contract Awards:
 - a. Award a contract for heating and air conditioning work to ACI Mechanical Corporation in the amount of \$26,900.00. ACI Mechanical was the low bidder for this part of the work and their proposal is less than the amount estimated for this work.
 - b. Award a contract for flooring work to Ralph N. Smith, Inc. in the amount of \$10,422.00. Ralph N. Smith was the low bidder for this part of the work and their proposal is less than the amount estimated for this work.
 - c. Award a contract for millwork to Williams Millwork in the amount of \$10,016.00. Williams Millwork submitted the only proposal for this part of the work which was estimated at \$10,000.00. Proposals were solicited from A. F. Johnson, Williams Millwork, Woodcraft, and RCS - Ankeny.

Renaissance Design Group

An Architecture, Interior Design and Planning Corporation
RDG Bussard Dikis Inc. 303 Locust Street Des Moines Iowa 50309 515.288.3141 Fax 515.288.8631
RDG Wilscam Birge Inc. 2201 Farnam Street Omaha Nebraska 68102 402.345.5151 Fax 402.345.3837

Bussard Dikis

Mr. Ken Brown
August 8, 1990
Page 2

2. Reject Proposals and Rebid:

- a. We recommend rejecting Air-Con Mechanical's bid of \$59,360.00 for the plumbing work since it substantially exceeds the estimated cost and because only one bid was received. We believe it is in the college's best interest to rebid this work to assure there is competition/fair pricing for the work and to assure that the bid accurately reflects the scope of the plumbing work.
- b. We recommend rejecting Brown Brothers' bid of \$54,788.00 for the electrical work since it substantially exceeds the estimated cost and because only one valid bid was received. A second proposal from Bright Electric was rejected because the required non-discrimination statement was not included with the bid and the bidder did not use prescribed bid form or acknowledge receipt of addenda. We believe it is in the college's best interest to rebid this work to assure there is competition/fair pricing for the work and to assure that the bid accurately reflects the scope of the electrical work.

3. Rebid: We recommend rebidding masonry, roofing, and painting since no proposals were received for these parts of the work. These trades are normally subcontracts and were, perhaps, reluctant to act as a prime contractor with associated bonding, insurance, and coordination requirements. We intend to invite these trades to a pre-bid conference to help them understand project requirements.

Please advise how you would like us to proceed.

Sincerely,

Arnold E. Fischer/jm

Arnold E. Fischer, AIA

AEF/jm

Enclosure

BIDDERS	Bid Bond	Non Discrimination	Attendum #1	Attendum #2	BASE BID							
<u>HEATING & AIR CONDITIONING</u>												
1. ACI MECH CORP	✓	✓	✓	✓	\$ 26,900.00							
2. MITCHELL WEST	✓	✓	✓	✓	\$ 29,885.00							
3. Air Con Mech	✓	✓	✓	✓	\$ 31,760.00							
4. Dahl	✓	✓	✓	✓	\$ 33,333.00							
5. Corn States	✓	✓	✓	✓	\$ 37,000.00							
<u>FLOORING</u>												
1. Ralph N. Smith	✓	✓	✓	✓	\$ 10,422.00							
2. Armstrong Bros	✓	✓	N	N	\$ 14,595.00							

Arnold E. Fischer 8/8/90
RDG Bussard Dikis - Architects

BIDDERS	BID BOND	NON-DISCRIMINATION	ADDENDUM #1	ADDENDUM #2	BASE BID							
<u>PLUMBING</u>												
R. 1. AIR-CON MECH.	✓	✓	✓	✓	\$59,360.00							
<u>MILLWORK</u>												
* 1. Williams Millwork	N	N	N	N	\$10,016.00							
<u>ELECTRIC</u>												
R. 1. Brown Brothers	✓	✓	✓	✓	\$54,788.00						Arnold E. Swick AIA 8/8/90	
* 2. Bright Electric	✓	N	N	N	Bid Rejected						RDG Bussard Dilis Architects	

Bussard Dikis

July 11, 1990

Mr. Ken Brown
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50021

Dear Ken:

Des Moines Area Community College, International House
RDG/BD #89273.00

The following summarizes our estimate of probable cost for the International House at completion of the bidding documents:

International House/Great Room
4,700 Square Feet x \$73/SF \$342,500

Scope Changes Since
Preliminary Cost Estimate:

Roofing 10,000
Fireplace/Chimney 10,000
Dewatering 9,500
New Four Inch Water Line 10,500
\$382,500

Breakdown by contracts:

General 170,500
Heating and Air Conditioning 60,000
Plumbing 22,000
Electrical 32,000
Masonry 25,000
Roofing 37,500
Flooring 18,000
Millwork 10,000
Painting 7,500
\$382,500

Sincerely,



Arnold E. Fischer, AIA

AEF/jm

Renaissance Design Group

An Architecture, Interior Design and Planning Corporation

RDG Bussard Dikis Inc. 303 Locust Street Des Moines Iowa 50309 515.288.3141 Fax 515.288.8631

RDG Wilscam Birge Inc. 2201 Farnam Street Omaha Nebraska 68102 402.345.5151 Fax 402.345.3837

ATTACHMENT NO. _____

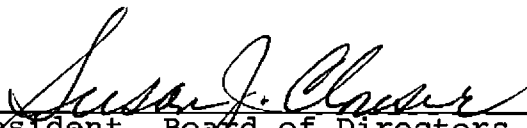
RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR RECEIPT OF
BIDS FOR PLUMBING FOR THE INTERNATIONAL
HOUSE, ANKENY CAMPUS

RESOLVED, that sealed proposals for the Plumbing for the International House, Ankeny Campus will be received at Building #1, Room #30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, September 6, 1990 at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

ATTACHMENT NO. _____

RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR RECEIPT OF
BIDS FOR ELECTRICAL FOR THE
INTERNATIONAL HOUSE, ANKENY CAMPUS

RESOLVED, that sealed proposals for the Electrical for the International House, Ankeny Campus will be received at Building #1, Room #30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, September 6, 1990 at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

ITEM 13A.

ATTACHMENT NO. _____

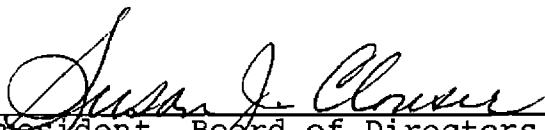
RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR RECEIPT OF
BIDS FOR MASONRY FOR THE INTERNATIONAL
HOUSE, ANKENY CAMPUS

RESOLVED, that sealed proposals for the Masonry for the International House, Ankeny Campus will be received at Building #1, Room #30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, September 6, 1990 at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

ATTACHMENT NO. _____

RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR RECEIPT OF
BIDS FOR ROOFING FOR THE INTERNATIONAL
HOUSE, ANKENY CAMPUS

RESOLVED, that sealed proposals for the Roofing for the International House, Ankeny Campus will be received at Building #1, Room #30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, September 6, 1990 at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

ATTACHMENT NO. _____

RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR RECEIPT OF
BIDS FOR PAINTING FOR THE INTERNATIONAL
HOUSE, ANKENY CAMPUS

RESOLVED, that sealed proposals for the Painting for the International House, Ankeny Campus will be received at Building #1, Room #30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, September 6, 1990 at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 1990.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

Bussard Dikis

August 2, 1990

Mr. Ken Brown
Director, Physical Plant
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50021

Dear Ken:

DMACC Building #12 Reroofing, RDG/BD #90223.00

At 1:30 p.m. on August 2, 1990, we received bids from four contractors to reroof existing Building 12. Attached is a bid tabulation sheet indicating bidder response. Note that Iowa Falls Roofing submitted a bid which was not publicly read since this contractor did not acknowledge receipt of Addendum #1 and did not submit his bid on the appropriate bid form.

Due to the presence of asbestos in the base sheet in the existing built-up roofing system, we requested that the contractors submit an alternate bid to delete demolition and removal of the existing asphalt roof. This work would then be done by a specialty asbestos removal contractor. The estimated cost for the asbestos removal is approximately \$30,000. We have contacted Shashi Patel of the Iowa Division of Labor (OSHA) who has advised us of the following three options for this roof:

1. Hire an asbestos abatement contractor to remove all asbestos materials.
2. Hire a roofer with required training who would utilize "special precautions" required by Iowa OSHA to remove the existing asbestos materials.
3. Install new ballasted EPDM roof over the existing asphalt/asbestos system.

Given the above considerations, we recommend the following:

Accept Alternate #1 which would provide for installation of the ballasted roof membrane and accept Alternate #3 which would delete demolition and removal of the existing asphalt roof. The new EPDM membrane would be installed over the existing asphalt roof.

Renaissance Design Group

An Architecture, Interior Design and Planning Corporation
RDG Bussard Dikis Inc. 303 Locust Street Des Moines Iowa 50309 515.288.3141 Fax 515.288.8631
RDG Wilscam Birge Inc. 2201 Farnam Street Omaha Nebraska 68102 402.345.5151 Fax 402.345.3837

Bussard Dikis

Mr. Ken Brown
August 2, 1990
Page 2

Considering Alternates #1 and #3, the low bidder would be Allied Roofing Company and the contract amount would be as follows:

1.	Alternate #1	\$38,700
2.	Alternate #3	<u>- 8,100</u>
	Contract Amount	\$30,600

The estimated cost of the reroofing work on Building 12 was \$39,800.

Please advise as to how you would like us to proceed regarding Owner/Contractor Agreement.

Sincerely,



Arnold E. Fischer, AIA

AEF/jm

Enclosure

STATEMENT OF UNDERSTANDING
(Merged Area Schools)

AGREEMENT:

This constitutes an agreement between the
Des Moines Area Community College Area School
located at Ankeny, Iowa; and the Division of Vocational
Rehabilitation Services of the State Department of Education.

This agreement covers the period of July 1, 1990 through June 30, 1991. It may be amended 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, 1991, if at all possible.

PURPOSE:

This agreement is to encourage mutual efforts to provide comprehensive planning and provision of educational and vocational rehabilitation services to students with disabilities. It is intended that rehabilitation services should augment rather than supplant educational programs and services available to students with disabilities through the schools.

GENERAL PROVISIONS:

1. Access to Students and Staff: It is expected that school personnel will refer individuals with disabilities to DVRS when they are identified. It is also expected the DVRS counselor will have access to referred students within the school as well as the school staff. Such access is vital to a useful exchange of information, referral of students for services, joint program planning, and effective counseling.

It is expected either school or rehabilitation staff could initiate a staffing of a specific student/client for planning purposes or problem resolution. However, school personnel will be the primary program managers.

2. Confidentiality: Shared information between school and rehabilitation staff will be used solely for the purposes of determining an individual's eligibility for rehabilitation services, determining rehabilitation needs, developing an individualized written rehabilitation program, monitoring an individual's progress, placement into suitable training or employment and/or for research. Signed releases of information will be provided where appropriate.

3. Records and Reports: Both the school and the DVRS 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 Division of Vocational Rehabilitation Services data collection system will be provided as they are available.

4. Civil Rights: Both parties to the agreement will continue to be in compliance with the Civil Rights Act of 1964.

VOCATIONAL REHABILITATION RESPONSIBILITIES:

1. Staff: The personnel of the Division of Vocational Rehabilitation Services, as employees of the State Department of Education, meet the educational and other requirements as set forth in the STATE PLAN FOR THE ADMINISTRATION OF VOCATIONAL REHABILITATION IN IOWA. Such personnel bring to the school educational team the special vocational rehabilitation skills and services necessary to successfully plan with, train and otherwise prepare eligible persons with disabilities for suitable employment. Only individuals determined to be eligible for vocational rehabilitation services will be included in this cooperative program.
2. Staff Support: The Division of Vocational Rehabilitation Services makes available to each vocational rehabilitation counselor supplies and travel funds within the provisions of state statutes to carry out professional responsibilities in cooperation with the school program.

The Division 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 school.

Toll charges in connection with long-distance telephone calls authorized by the vocational rehabilitation counselor to carry out his/her 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 students through individual plans developed by the vocational rehabilitation counselor in cooperation and conjunction 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 handicap 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 Division of Vocational Rehabilitation Services 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 share with the vocational rehabilitation staff all audiological, visual, social work, academic, psychological, and/or other examinations and reports which are available in order to develop suitable individual educational programs, or individual written rehabilitation programs.

4. Case Finding: In the interest of providing occupationally-related services needed by its students, the school in coordination with DVRS staff, will assume responsibility for screening and identifying potential clients for referral to DVRS. They will also help interpret the purposes of DVRS to students, parents, faculty, and administrators.

FOR THE SCHOOL SYSTEM

Susan J. Clouser
(Signature of Board President)

8-10-90
(Date)

Helen M. Harris
(Signature of Board Secretary)

8-10-90
(Date)

FOR THE IOWA STATE DEPARTMENT OF EDUCATION

Tom T. Lyden
(Signature of State Director)

10/23/90
(Date)

HUMAN RESOURCES REPORT

August 8, 1990

I. CONTRACT CHANGES

- a. Christman, Rick, Instructor-English, Boone Campus.
To transfer from Boone campus to Ankeny campus.
Effective August 27, 1990.
Continuing Contract with Certified Faculty-full status.
- b. Amdahl, Maynard, Instructor-Tool & Die, Industrial & Technical.
To transfer from twelve to nine month contract.
Effective August 27, 1990.
Continuing Contract with Certified Faculty-full status.

II. NEW PERSONNEL

- a. Brand, Dennis, Guidance Counselor-Indianola, Community Education.
Annual salary \$31,806. Specially funded through June 30, 1991.
Effective August 6, 1990.
Specially Funded Contract with Certified Faculty-Probationary.
- b. Chapman, Mary, Executive Dean, Urban Campus.
Annual salary \$52,500. Twelve month contract.
Effective August 6, 1990.
Continuing Contract with Administrative Staff.
- c. Krogh, Beth, Instructional Facilitator-Math/Science-Newton, Community Education.
Annual salary \$20,196. Specially funded through June 14, 1991.
Effective August 13, 1990.
Specially Funded Contract with Certified Faculty-Probationary.
- d. Lawyer, Catherine, Librarian/Media Specialist, Carroll Campus.
Annual salary \$34,009. Twelve month contract.
Effective August 1, 1990.
Continuing Contract with Certified Faculty-Probationary.
- e. McCormick, Evan, Instructional Facilitator-Personal Development/Lifeskills-Indianola, Community Education.
Annual salary \$19,764. Specially funded through June 14, 1991.
Effective August 13, 1990.
Specially Funded Contract with Certified Faculty-Probationary.
- f. Van Dorin, Robert, Instructional Facilitator-Career Education-Indianola, Community Education.
Annual salary \$24,082. Specially funded through June 14, 1991.
Effective August 13, 1990.
Specially Funded Contract with Certified Faculty-Probationary.

- g. Wheeler, Vicki, Instructional Facilitator-English/Communications-Indianola, Community Education.
Annual salary \$20,196. Specially funded through June 14, 1991.
Effective August 13, 1990.
Specially Funded Contract with Certified Faculty-Probationary.

III. RESIGNATION

- a. Henrichs, Mark, Instructor-Tool & Die, Industrial & Technical. Effective August 9, 1990.
- b. Ma, Yunling, Library Technician, Boone Campus.
Effective August 17, 1990.

IV. S.D.U. LANE CHANGES

- a. Amdahl, Maynard, Instructor-Tool & Die, Industrial & Technical.
From Lane 270 to 293, Level 17.0.
Annual salary \$36,553. Effective August 20, 1990.
- b. Anderson, Larry, Instructor-Accounting, Business & Management.
From Lane 270 to 293, Level 15.0.
Annual salary \$34,447. Effective August 20, 1990.
- c. Blanchfield, Sylvia, Instructor-Nursing, Boone Campus.
From Lane 203 to 225, Level 8.0.
Annual salary \$25,810. Effective August 20, 1990.
- d. Blue, Michael, Instructor-Nursing, Health Services & Sciences.
From Lane 248 to 293, Level 7.5.
Annual salary \$27,969. Effective August 20, 1990.
- e. Chacko, Sandra, Instructor, Nursing, Boone Campus.
From Lane 270 to 293, Level 10.0.
Annual salary \$30,128. Effective August 20, 1990.
- f. Cory, Cynthia, Instructor-Nursing, Boone Campus.
From Lane 203 to 225, Level 13.0.
Annual salary \$30,128. Effective August 20, 1990.
- g. Eubank, Cynthia, Instructor-Nursing, Health Services & Sciences.
From Lane 225 to 248, Level 6.5.
Annual salary \$25,378. Effective August 20, 1990.
- h. Hendrick, William, Instructor-Auto Mechanics, Industrial & Technical.
From Lane 180 to 203, Level 15.0.
Annual salary \$39,515. Effective August 20, 1990.

- i. Henry, Dean, Instructor-Related, Industrial & Technical.
From Lane 270 to 293, Level 17.0.
Annual salary \$37,687. Effective August 20, 1990.
- j. Klinker, Janet, Instructor-Office Occupations, Business & Management.
From Lane 180 to 203, Level 13.5.
Annual salary \$37,864. Effective August 20, 1990.
- k. Lee, William, Instructor-Data Processing, Business & Management.
From Lane 225 to 248, Level 17.0.
Annual salary \$46,571. Effective August 20, 1990.
- l. Lenihan-Clark, Vickie, Instructor-Nursing, Health Services & Sciences.
From Lane 180 to 203, Level 10.0.
Annual salary \$26,674. Effective August 20, 1990.
- m. Marmon, James, Instructor-GM Technology, Industrial & Technical.
From Lane 225 to 248, Level 13.0.
Annual salary \$39,515. Effective August 20, 1990.
- n. Meredith, Sharon, Instructor-STRIVE, Community Education.
From Lane 203 to 225, Level 8.0.
Annual salary \$25,810. Effective August 20, 1990.
- o. Modtland, Ole, Instructor-Auto Mechanics, Industrial & Technical.
From Lane 270 to 293, Level 17.0.
Annual salary \$38,821. Effective August 20, 1990.
- p. Moorehead, Russell, Instructor-Marketing, Business & Management.
From Lane 203 to 225, Level 10.0.
Annual salary \$27,537. Effective August 20, 1990.
- q. Myers, Doug, Instructor-Data Processing, Business & Management.
From Lane 270 to 293, Level 11.0.
Annual salary \$39,515. Effective August 20, 1990.
- r. Sheets, Judith, Instructor-Dental Radiology, Health Services & Sciences.
From Lane 293 to 315, Level 13.0. (60% Contract)
Annual salary \$20,150. Effective August 20, 1990.
- s. Tomes, Cynthia, Instructor-Accounting, Urban Campus.
From Lane 248 to 270, Level 13.5.
Annual salary \$41,167. Effective August 20, 1990.

t. Waldron, Barbara, Instructor-Nursing, Health Services & Sciences.

From Lane 203 to 225, Level 17.0.

Annual salary \$33,772. Effective August 20, 1990.

u. Zeka, Yvonne, Instructor-Learning Center, Carroll Campus.

From Lane 180 to 203, Level 5.0.

Annual salary \$28,503. Effective August 20, 1990.

TAR90
 DISC 11

DES MOINES AREA COMMUNITY COLLEGE
 TREASURER'S ANNUAL REPORT
 FISCAL YEAR ENDED JUNE 30, 1990

GENERAL FUND:

1. Treasurer's Cash Bal Jul 1, 89	\$11,273,773.85	
2. Securities Owned Jul 1, 89	7,725,000.00	
3. Total Assets Jul 1,89		18,998,773.85
4. General Fund Receipts During Year		183,214,832.56
5. TOTAL ASSETS TO ACCOUNT FOR		202,213,606.41
6. General Fund Expenditures for Year		182,082,572.86
7. TREASURER'S TOTAL ASSETS JUNE 30,90		20,131,033.55
8. Securities Owned June 30,90		8,310,000.00
9. TREASURER'S CASH BAL JUNE 30, 90		<u>\$11,821,033.55</u>

PLANT FUND:

10. Treasurer's Cash Bal Jul 1, 89	\$160,945.47	
11. Securities Owned Jul 1, 89	800,000.00	
12. Total Assets Jul 1, 89		960,945.47
13. Plant Fund Receipts During Year		11,848,038.16
14. TOTAL ASSETS TO ACCOUNT FOR		12,808,983.63
15. Plant Fund Expenditures During Year		11,971,197.28
16. TREASURER'S TOTAL ASSETS JUNE 30, 90		837,786.35
17. Securities Owned June 30, 90		650,000.00
18. TREASURER'S CASH BALANCE JUNE 30, 90		<u>\$187,786.35</u>

AMOUNT OF INTEREST BEARING WARRANTS OUTSTANDING ON JUNE 30, 1990:

19. General Fund (Anticipatory Warrant Due 7-31-90)	\$5,000,000.00
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STATEMENT OF BANK DEPOSITS:

BANK	ACTIVE FUNDS	RESTRICTED FUNDS	SECURITIES	TOTAL
First National	747,443.84	187,786.35	4,115,000.00	5,050,230.19
Statesman			980,000.00	980,000.00
United Savings			3,465,000.00	3,465,000.00
Norwest		11,073,589.71		11,073,589.71
Valley National			400,000.00	400,000.00

RECONCILIATION WITH CONTROLLER:

	General Fund	Plant Fund
20. Treasurer's Bal June 30, 90	\$20,131,033.55	\$837,786.35
21. Add Receipts on Books Not in Bank	1,001.35	
22. Subtract Outstanding Checks	546,440.49	
23. Subtract Deposits in Transit	252.95	
24. Controller's Bal June 30, 90	<u>\$19,585,341.46</u>	<u>\$837,786.35</u>

APPROVED AUG 10, 1990:

Sam Steimberg
 Controller

Don Zuch
 Treasurer

 Board President

DC Memorandum

Des Moines Area Community College

ATTACHMENT #9
Regular Meeting
August 10, 1990

RECEIVED
JUL 26 1990
BUSINESS SERVICES

DATE: July 26, 1990
TO: Don Zuck
FROM: Irv Steinberg *ISW A*
RE: Financial Report for Aug 10, 1990 Board Meeting

We are currently in the process of completing FY1989-90 fiscal year end financial reports and will have these ready for distribution at the August Board meeting. The reports will include an "all funds" Consolidated Balance Sheet and summary of the Unrestricted Fund (Fund 1) Revenue and Expenditures for the fiscal year.

Due to the fiscal year end closing activities, preparation of the July, 1990 financial report will be delayed, and these reports will be distributed at a later date.

The proceeds from the sale of our FY91 Anticipatory Warrant of \$5 Million was received on July 3, 1990 from low bidder (6.17% interest expense) Ehrlich Bober & Co. These funds provided adequate cash flow for the College pending receipt of our FY90 outstanding Accounts Receivable.

Payment of our FY90 \$5 Million Anticipatory Warrant will be made July 31, 90 for a total, to include interest expense, of \$5,347,569, for which funds are currently on hand.

Proceeds from the sale of New Jobs Training Certificates for Multiple Project XIII (\$2,835,000) are scheduled to be paid on Aug 8, 90.

Short term investment CD rates declined only slightly during July, with the lowest rate for the month of 7.75% received this week. A continued decrease in these rates is predicted over the next several months.



*Approved
Don Zuck
7/27/90*



Memorandum

Des Moines Area Community College

July 31, 1990

DATE: Aug 9, 1990

TO: Don Zuck

FROM: Irv Steinberg *ISW*

RE: Financial Report for Aug 10, 1990 Board Meeting

As was indicated in the Financial Report Memorandum that was sent out together with the August Board Agenda, we now have ready for distribution summary financial reports for our fiscal year which ended June 30, 1990.

As noted on the year end Balance Sheet Report, the Unrestricted Fund Balance for General Fund (Fund 1) shown of \$1,900,158 represents a decrease from the previous year end of \$252,404.

State Code requires that our actual expenditures for the combined (Funds 1 and 2) General Fund and Plant Fund (Fund 7), not exceed the published approved budgets for which a public hearing was held. Our General Fund (combined Funds 1 and 2) actual expenditures was less than the approved budget by \$16,403,679 and Plant Fund was \$45,276 also under budget amount. The large under-expenditure of General Fund Budget was primarily due to a lesser amount expended for New Jobs Training Projects than initially anticipated and budgeted.

Approximately \$1.5 Million of our FY91 Anticipatory Warrant, borrowed monies, was needed during July to cover expenditures. A cash flow improvement is expected in mid August with the receipt of our 4th quarter FY90 General State Aid approximating \$1.9 Million.

*Approved
Don Zuck
8/9/90*

BUDREP
DISK #1

DES MOINES AREA COMMUNITY COLLEGE
BUDGET REPORT

SUMMARY BY FUND (ALL FUNDS)

JULY 31, 1990

FUND NAME	FUND NO.	BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT EXPENDED/ RECEIVED	AMOUNT ENCUMBERED	WORKING BUDGET BALANCE
REVENUE:						
GEN FUND CURRENT	1	\$29,283,011	\$30,057,054	\$2,526,887		27,530,167
RESTRICTED CURR	2	21,957,383	21,948,114	783,859		21,164,255
AUXILLIARY	3	5,381,717	5,543,786	102,521		5,441,265
AGENCY	4	803,631	804,119	50,326		753,793
SCHOLARSHIP	5	3,591,123	3,591,123	0		3,591,123
LOAN	6	131,984	131,984	7,691		124,293
PLANT	7	3,159,364	2,982,927	27,659		2,955,268
TOTAL		\$64,308,213	\$65,059,107	\$3,498,943		\$61,560,164
EXPENDITURES:						
GEN FUND CURRENT	1	\$29,283,011	\$30,203,495	\$2,100,990	\$4,302,498	\$23,800,007
RESTRICTED CURRENT	2	30,237,952	30,224,454	606,053	925,921	28,692,480
AUXILLIARY	3	5,312,436	5,482,323	366,155	998,242	4,117,926
AGENCY	4	779,163	780,258	32,934	3,873	743,451
SCHOLARSHIP	5	3,691,123	3,691,123	0	0	3,691,123
LOAN	6	43,365	43,365	4,631	0	38,734
PLANT	7	3,246,975	3,246,975	97,753	143,500	3,005,722
TOTAL		\$72,594,025	\$73,671,993	\$3,208,516	\$6,374,034	\$64,089,443

CASHPOS
DISK #1

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
July 31, 1990

	COMBINED FUNDS (Funds 1,2,3, 4,5,& 6)	PLANT FUND (Fund 7)	NEW JOB ING PROJECTS * (Fund 2)
	-----	-----	-----
CASH IN BANK/CHECKING:			

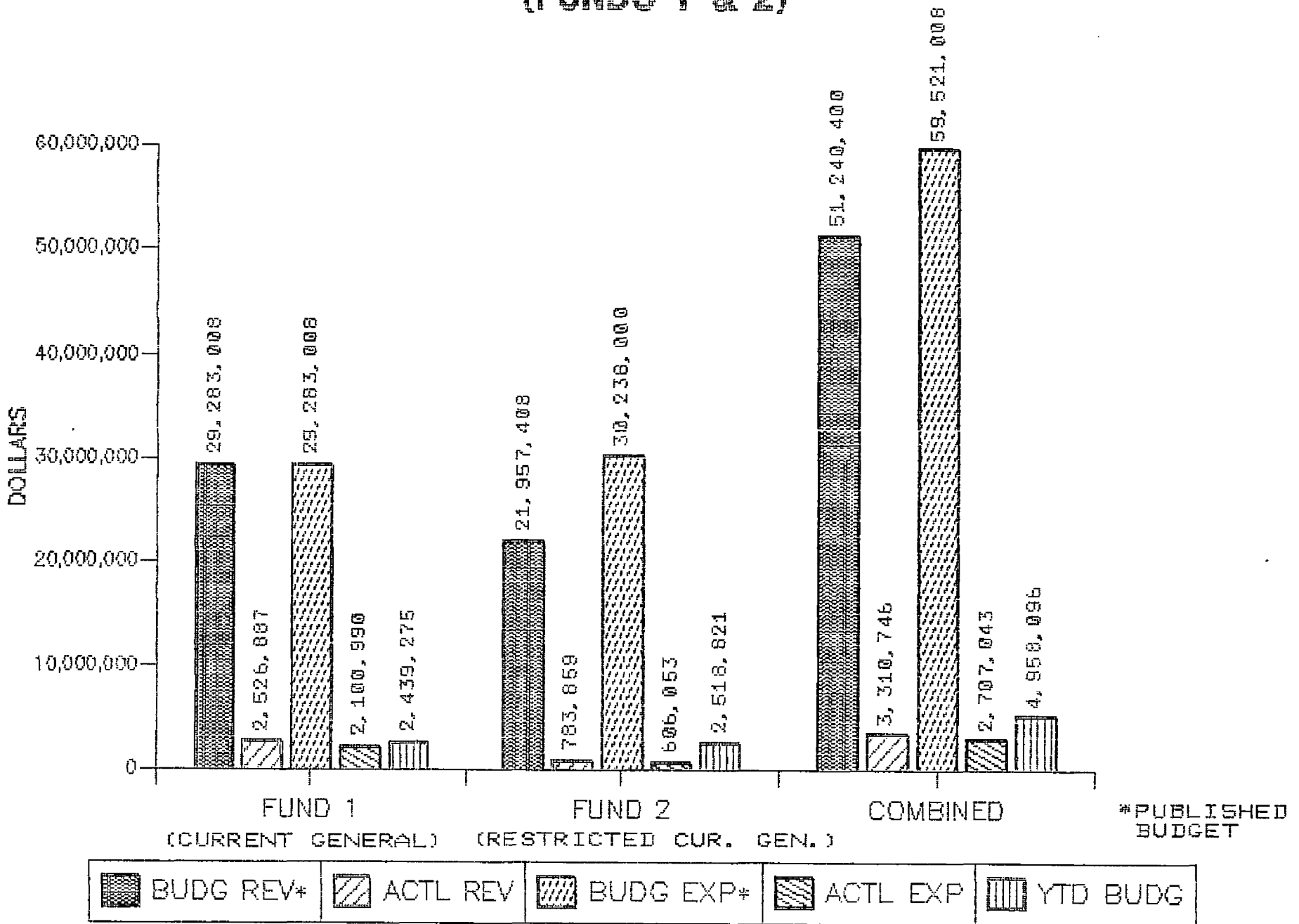
Balance Forward July 1, '90	(\$6,671)		\$0
PLUS: July Receipts	3,328,164		674,341
LESS: July Disbursements	3,316,955		659,441
	-----		-----
Cash Balance July 31, '90	\$4,538		\$14,900
INVESTMENTS:			

Savings Accounts:			
First Natl Bank/Ames	139,366	31,494	
Investments at Norwest for NJTP			11,404,668
Certificates of Deposit:			
Health Ins Bond Ret/FNB	150,000		
Gen Fd at Hawkeye B&T	2,370,000		
Gen Fd at Statesman	1,000,000		
NJTP at UFS			2,465,000
Early Retirement FNB	21,223		
Alumni at FNB	33,000		
Plant Fund at Hawkeye B&T		150,000	
Plant Fund at First Natl Bk		450,000	
Boone Athlet at Haw Fed	19,476		
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Total Cash/Investments	\$3,737,603	\$631,494	\$13,884,568
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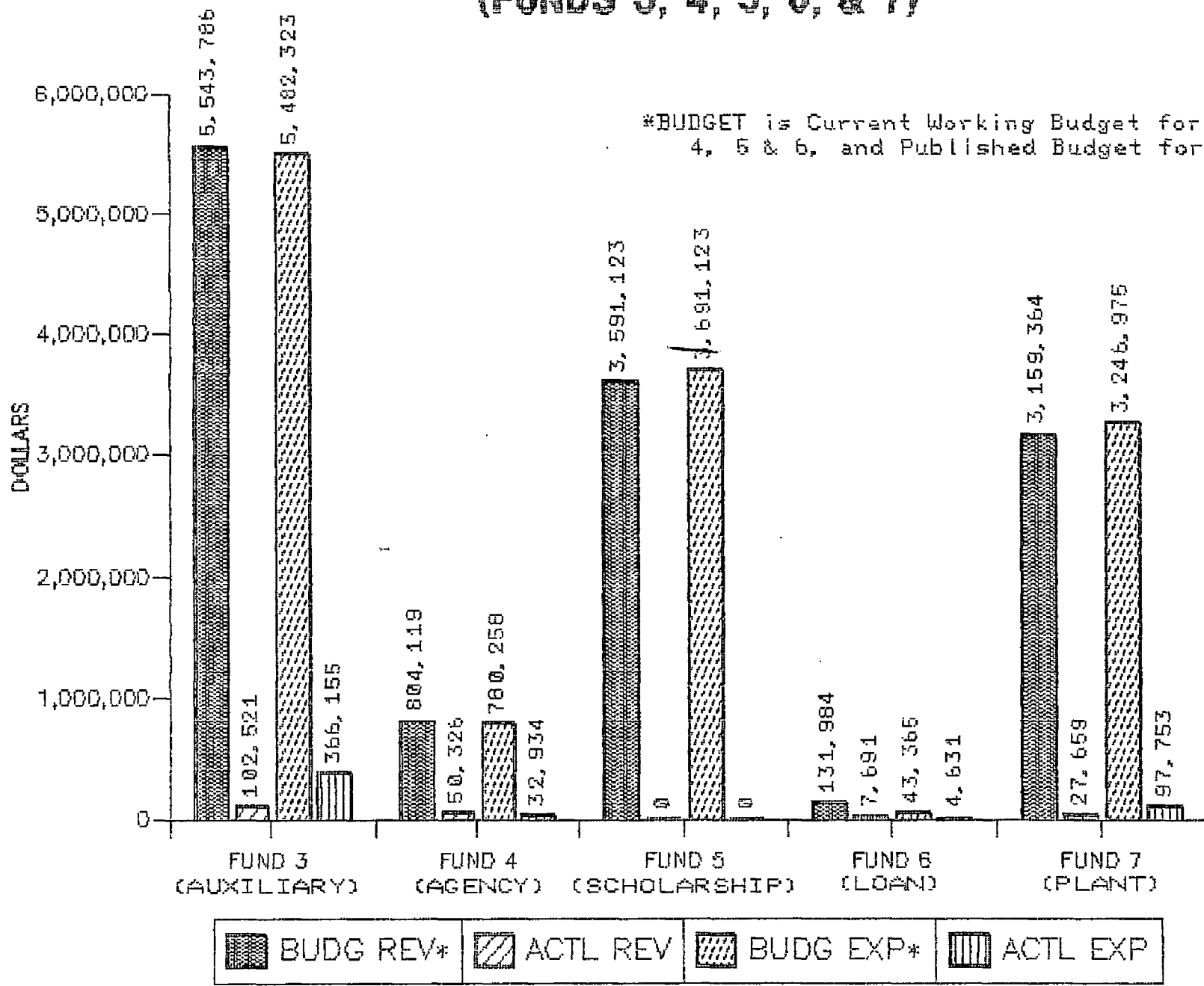
FOOTNOTES:

- Included in the Combined Funds investments is portion of \$5 Million FY91 Anticipatory Warrant currently on hand. Repayment date for this Warrant is July 31, 1991.
- * 2. Combined Funds Checking Account includes Funds 1 thru 6 except for Fund 2 NJTP Accounts which are maintained separately.

DMACC BUDGET STATUS JULY 31, 1990 (FUNDS 1 & 2)



DMACC BUDGET STATUS JULY 31, 1990 (FUNDS 3, 4, 5, 6, & 7)



DMACC REVENUES AND EXPENDITURES YEAR-TO-DATE THROUGH JULY 31, 1990

