

Des Moines Area Community College

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Board of Directors Meeting Minutes

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4-8-1996

### Board of Directors Meeting Minutes (April 8, 1996)

DMACC

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Apr. 8, 1996



DES MOINES AREA COMMUNITY COLLEGE  
Board of Directors

Regular Meeting - April 8, 1996  
Conference Center - Room 210A  
Newton Polytechnic Campus, Newton

A G E N D A

1. Call to order - 4 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Presentation - Carroll Bennett, Executive Dean, DMACC Newton Polytechnic Campus.
6. Presentation - Cheri Doane, Newton Resident/Polytechnic Student.
7. Consideration of minutes of the March 4, 1996, public hearing and regular board meeting.
8. Board Report 96-028. Consideration of offer to purchase student constructed house located at 3705 NW 2nd Place, Ankeny.
9. Board Report 96-026. Receive and file President's recommendation for employment termination of one non-licensed professional staff.
10. Board Report 96-026. Consideration of termination of the employment agreement of a non-licensed professional staff member, effective May 31, 1996.
11. Board Report 96-027. Receive and file President's recommendation to consider termination of an administrator's contract under Iowa Code, Chapter 279.
12. Board Report 96-027. Consideration of termination of an administrator's contract, under Iowa Code, Chapter 279.
13. Board Report 96-025. Consideration of Human Resources report.
14. Consideration of payables.

15. Presentation of financial report.
16. President's report.
17. Board members' reports.
18. Closed session - litigation.
19. Closed session - collective bargaining.
20. Information Items:
  - A. ~~May 9~~ <sup>August 2</sup> 6:30 p.m. - Carroll Commencement
  - B. May 10 10 a.m. - Boone Commencement  
7 p.m. - Ankeny/Newton/Urban Commencement - Vet's Auditorium
  - C. May 13 Regular Board Meeting - 4 p.m. - Ankeny
21. Adjournment.

**BOARD OF DIRECTORS**  
**DES MOINES AREA COMMUNITY COLLEGE**  
2006 South Ankeny Boulevard  
Ankeny, Iowa

REGULAR MEETING,  
APRIL 8, 1996

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Newton Polytechnic Campus, Newton, on April 8, 1996. Board President Shull called the meeting to order at 4 p.m.

ROLL CALL

Members Present:

Harold Belken

Dale Froehlich

Dick Johnson

Anita Micich

Gerry Pecinovsky

Wayne Rouse

Doug Shull

Madelyn Tursi

Members Absent: Naomi Neu

Others Present:

Joseph A. Borgen, President/CEO

Helen Harris, Board Secretary

Don Zuck, Treasurer

Gordon Greta, Assistant to President/General Counsel

Carroll Bennett, Executive Dean, Newton Polytech Campus

Other interested DMACC staff and area residents

APPROVAL OF  
TENTATIVE AGENDA

A motion to approve the tentative agenda as presented was made by Belken; second by Rouse.

Motion passed unanimously. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

PUBLIC COMMENTS

None.

PRESENTATIONS  
Carroll Bennett

Carroll Bennett, Executive Dean, DMACC Newton Polytechnic Campus, welcomed the Board and staff to Newton and introduced the Newton staff who were in attendance. He updated the Board on events of the past and current year.

Jim Fenton

Jim Fenton, Director of Community Education, introduced the staff from the Newton Community Education Center, and reported on items currently taking place at the Polytech Campus.

Cheri Doane

Cheri Doane, Newton resident and current Polytech student, told the Board of her positive experiences as a nontraditional student.

APPROVAL OF  
MINUTES

Having no corrections to the minutes of the March 4, 1996, public hearing and regular board meeting, President Shull declared the minutes approved as presented.

HOUSE, STUDENT  
CONSTRUCTED

Board Report 96-028. No offer to purchase the student constructed house has been received.

RECEIVE & FILE  
RECOMMENDATION,  
EMPLOYMENT  
TERMINATION

Board Report 96-026. Special funds used to pay the salary of a non-licensed professional staff member are insufficient to retain her position. In the event sufficient funding is restored, it is our intention to rescind this termination notice and seek re-employment of this individual. A copy of the recommendation is Attachment #1 to these minutes.

A motion was made by Belken that the Board receive and file Dr. Borgen's recommendation for termination of one non-licensed professional staff member; second by Johnson.

Motion passed unanimously. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

TERMINATION,  
EMPLOYMENT  
AGREEMENT

Board Report 96-026. H. Belken made a motion that the Board terminate the employment agreement of Patricia Headley, effective May 31, 1996; second by Tursi.

Motion passed unanimously on a roll call vote. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

RECEIVE & FILE  
RECOMMENDATION,  
EMPLOYMENT  
TERMINATION

Board Report 96-027. Restructuring and budgetary constraints make it necessary to eliminate this position. It was moved by Pecinovsky with a second by Froehlich, that the Board receive and file the President's recommendation to consider termination of an administrator's contract. A copy of the recommendation is Attachment #2 to these minutes.

Motion passed unanimously. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

CONSIDERATION OF  
TERMINATION,  
ADMINISTRATOR'S  
CONTRACT

Board Report 96-027. A motion was made by Belken that the Board consider the termination of John Nelson, under Iowa Code, Chapter 279; second by Rouse.

Motion passed unanimously on a roll call vote. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

APPROVAL OF  
HUMAN RESOURCES  
REPORT

Board Report 96-025. Anita Micich moved the approval of the following personnel items; second by Johnson. Motion passed unanimously. Aye-Belken, Froehlich, Johnson, Micich, Pecinovsky, Rouse, Tursi, Shull. Nay-none.

New Personnel

Murphy, Benita Y., Career & Academic Specialist, Urban Campus. Effective March 25, 1996; annual salary \$25,140. Employment agreement with professional staff.



RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE DES MOINES AREA COMMUNITY COLLEGE  
TO TERMINATE THE EMPLOYMENT OF

Patricia Headley

This is to notify you of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment of Patricia Headley be terminated effective May 31, 1996, following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment which has been served upon the employee is on the reverse side hereof and incorporated herein by reference.

Respectfully submitted,

  
\_\_\_\_\_  
Dr. Joseph A. Borgen, President

April 2, 1996





NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Patricia Headley  
4141 Boyd  
Des Moines IA 50317

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of Des Moines Area Community College at the regular meeting scheduled for April 8, 1996, that your employment be terminated effective May 31, 1996, following a decision of the Board of Directors.

This notice to recommend the termination of your employment is made for the following reason:

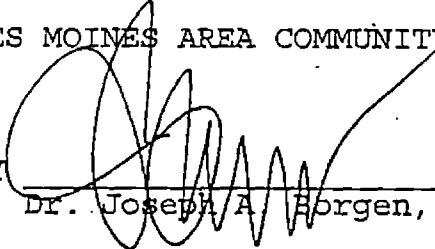
Special funds used to pay your salary are insufficient to retain your position.

A copy of the Recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

This notice dated at Ankeny, Iowa this 2 day of April, 1996.

DES MOINES AREA COMMUNITY COLLEGE

BY

  
Dr. Joseph A. Borgen, President

Ankeny Campus  
2006 S. Ankeny Boulevard  
Ankeny, Iowa 50021  
515-964-1000

Boone Campus  
1125 Hancock Drive  
Boone, Iowa 50036  
515-432-7203

Carroll Campus  
906 N. Grant Road  
Carroll, Iowa 51401  
712-792-1755

Newton Polytechnic  
600 N. 2nd Avenue W.  
Newton, Iowa 50208  
515-791-3622

Urban Campus  
1100 7th Street  
Des Moines, Iowa 50314  
515-244-4226



NOTICE OF TERMINATION OF EMPLOYMENT

To: Patricia Headley  
4141 Boyd  
Des Moines IA 50317

You are hereby notified that your employment with the Des Moines Area Community College was terminated by a majority vote of the Board of Directors at a meeting of the Board on the 8th of April, 1996, such termination to become effective May 31, 1996.

This notice dated at Ankeny, Iowa, this 9th day of APRIL, 1996.

DES MOINES AREA COMMUNITY COLLEGE

BY Helen Harris  
Helen Harris, Secretary  
Board of Directors

Ankeny Campus  
2006 S. Ankeny Boulevard  
Ankeny, Iowa 50021  
515-964-1000

Boone Campus  
1125 Hancock Drive  
Boone, Iowa 50036  
515-432-7203

Carroll Campus  
906 N. Grant Road  
Carroll, Iowa 51401  
712-792-1755

Newton Polytechnic Campus  
600 N. 2nd Avenue W.  
Newton, Iowa 50208  
515-791-3622

Urban Campus  
1100 7th Street  
Des Moines, Iowa 50314  
515-244-4226

RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE  
DES MOINES AREA COMMUNITY COLLEGE  
TO CONSIDER TERMINATION OF THE CONTRACT OF

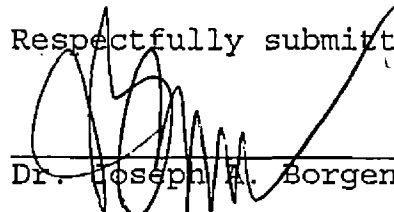
John Nelson

pursuant to Section 279.24, Code of Iowa, 1995

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider the termination of the contract of John Nelson, an administrator, effective June 30, 1996.

A copy of the Notice of Consideration of Termination of Administrator's Contract is on the reverse side hereof and incorporated herein by reference.

Respectfully submitted,



Dr. Joseph A. Borgen, President

April 3, 1996

# DMACC MONTHLY FINANCIAL REPORT

**DMACC**  
DES MOINES AREA  
COMMUNITY COLLEGE

MARCH 1996

REGULAR MEETING  
April 8, 1996  
ATTACHMENT #4

**DES MOINES AREA COMMUNITY COLLEGE  
MONTHLY FINANCIAL REPORT  
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- 2 Statement of Revenue, Expenditures & Changes in Fund Balance
- 3 Schedule B – Investments
- 4 Schedule F – Detail of Liabilities

**BUDGET VS ACTUAL SUMMARY REPORTS**

- 5 Budget Balance Report All Funds
- 6 Budget Status Graph – Funds 1 and 2
- 7 Budget Status Graph – Funds 3 through 7
- 8 Graph Showing Actual Revenue and Expenses Compared to Prior  
Year for Funds 1, 2, and 7

BALSHEET

DES MOINES AREA COMMUNITY COLLEGE  
BALANCE SHEET  
MARCH 31, 1996

ASSETS	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	Total
<b>Current Assets</b>								
Cash on Hand or in Banks	397,777			1,904		263		399,944
Investments	5,057,065	21,033,757	(386,534)	834,638	(507,398)	378,583	739,678	27,149,789
Accounts Receivable	1,740,546	21,319,533	570,218	42,513	618,960	(204,239)	58,217	24,145,748
Student Loans						914,763		914,763
Deposits & Prepaid Expenses	57,655	318,033		430			1,123,677	1,499,795
Inventories	180,903		708,888					889,791
Due to/from Other Funds								0
<b>Total Current Assets</b>	<b>7,433,946</b>	<b>42,671,323</b>	<b>892,572</b>	<b>879,485</b>	<b>111,562</b>	<b>1,089,370</b>	<b>1,921,572</b>	<b>54,999,830</b>
<b>Fixed Assets</b>								
Land, Buildings & Improvements				36,089			51,469,854	51,505,943
Equipment, Leased Prop, Books & Film				153,477			18,381,783	18,535,260
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>189,566</b>	<b>0</b>	<b>0</b>	<b>69,851,637</b>	<b>70,041,203</b>
<b>TOTAL ASSETS</b>	<b>7,433,946</b>	<b>42,671,323</b>	<b>892,572</b>	<b>1,069,051</b>	<b>111,562</b>	<b>1,089,370</b>	<b>71,773,209</b>	<b>125,041,033</b>
<b>LIABILITIES AND FUND BALANCES</b>								
<b>Current Liabilities</b>	<b>3,749,091</b>	<b>16,630,739</b>	<b>115,387</b>	<b>73,731</b>	<b>150</b>		<b>73,906</b>	<b>20,643,004</b>
Long Term Liabilities		25,194,481					7,519,910	32,714,391
Deposits Held in Custody for Others	7,467			995,320				1,002,787
<b>Total Liabilities</b>	<b>3,756,558</b>	<b>41,825,220</b>	<b>115,387</b>	<b>1,069,051</b>	<b>150</b>	<b>0</b>	<b>7,593,816</b>	<b>54,360,182</b>
<b>Fund Balance</b>								
Unrestricted	3,496,485							3,496,485
Restricted – spec purposes	180,903	846,103	777,185		111,412	1,089,370	(1,105,119)	1,899,854
Net Investment in Plant							65,284,512	65,284,512
<b>Total Fund Balance</b>	<b>3,677,388</b>	<b>846,103</b>	<b>777,185</b>	<b>0</b>	<b>111,412</b>	<b>1,089,370</b>	<b>64,179,393</b>	<b>70,680,851</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>7,433,946</b>	<b>42,671,323</b>	<b>892,572</b>	<b>1,069,051</b>	<b>111,562</b>	<b>1,089,370</b>	<b>71,773,209</b>	<b>125,041,033</b>

DES MOINES AREA COMMUNITY COLLEGE  
 STATEMENT OF REVENUE, EXPENDITURES & CHANGES IN FUND BALANCES  
 MARCH 31, 1996

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7	Total
<b>REVENUES &amp; OTHER ADDITIONS:</b>								
Tuition and Fees	10,572,433	641,844	31,394	185,883				11,431,554
Local Support (Property Taxes)	2,964,001	508,956					1,869,624	5,342,581
State Support	13,261,615	1,343,399			83,373			14,688,387
Federal Support	512,123	953,650		64,629	3,300,860			4,831,262
Sales & Services	125,629		4,741,682	67,325			40,392	4,975,028
Training Revenue		3,158,537						3,158,537
Other Income	387,391	437,220	192,138	285,656		12,838	48,289	1,363,532
<b>Total Revenue &amp; Other Additions</b>	<b>27,823,192</b>	<b>7,043,606</b>	<b>4,965,214</b>	<b>603,493</b>	<b>3,384,233</b>	<b>12,838</b>	<b>1,958,305</b>	<b>45,790,881</b>
<b>EXPENDITURES &amp; OTHER DEDUCTIONS:</b>								
<b>Educational &amp; General</b>								
Instruction	15,475,240	4,325,672						19,800,912
Academic Support	3,537,117	33,054						3,570,171
Student Services	2,303,930	509,618						2,813,548
Institutional Support	3,684,748	1,320,679						5,005,427
Operation & Maintenance of Plant	1,653,575	775,642						2,429,217
Auxiliary Enterprise Expenditure			5,227,219					5,227,219
Scholarship Expense					3,488,722			3,488,722
Loan Fund Expense						8,468		8,468
Plant Fund Expense							2,836,597	2,836,597
Agency Fund Expense				413,188				413,188
<b>Total Expenditures &amp; Other Deductions</b>	<b>26,654,610</b>	<b>6,964,665</b>	<b>5,227,219</b>	<b>413,188</b>	<b>3,488,722</b>	<b>8,468</b>	<b>2,836,597</b>	<b>45,593,469</b>
<b>TRANSFER AMONG FUNDS: ADDITIONS &amp; DEDUCTIONS</b>								
Mandatory	(65,305)				65,305			0
Non-Mandatory	(676,679)	(37,910)	(144,600)	25,769	17,032	9,750	806,638	0
<b>NET INCREASE (DECREASE) FOR THE PERIOD</b>	<b>426,598</b>	<b>41,031</b>	<b>(406,605)</b>	<b>216,074</b>	<b>(22,152)</b>	<b>14,120</b>	<b>(71,654)</b>	<b>197,412</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b>3,250,790</b>	<b>805,072</b>	<b>1,183,790</b>	<b>779,246</b>	<b>133,564</b>	<b>1,075,250</b>	<b>64,251,047</b>	<b>71,478,759</b>
<b>FUND BALANCE AT END OF PERIOD</b>	<b>3,677,388</b>	<b>846,103</b>	<b>777,185</b>	<b>995,320</b>	<b>111,412</b>	<b>1,089,370</b>	<b>64,179,393</b>	<b>71,676,171</b>

DES MOINES AREA COMMUNITY COLLEGE  
INVESTMENTS  
MARCH 31, 1996

## SCHEDULE B

INSTITUTION	INVESTMENT TYPE	INTEREST RATE	UNRE- STRICTED CURRENT FUND 1	RE- STRICTED CURRENT FUND 2	AUXILIARY FUND 3	AGENCY FUND 4	SCHOLAR- SHIP FUND 5	LOAN FUND 6	PLANT FUND 7	TOTAL
Community State Bk	Money Market	5.10%	4,290,497	(854,724)	(386,534)	768,638	(507,398)	378,583	739,678	4,428,740
Community State Bk	No Interest Acct	0.00%								0
Total Community State Bank			4,290,497	(854,724)	(386,534)	768,638	(507,398)	378,583	739,678	4,428,740
Firststar Bank	Money Market	VAR		1,852,707						1,852,707
Norwest Bank (ISJIT)	Trust Account	VAR		15,554,554						15,554,554
First National Bank	Money Market	4.60%		1,481,220						1,481,220
First National Bank	CD due 5/20/96	5.15%		1,000,000						1,000,000
First National Bank	CD's due 4/4/96	6.30/5.90%				66,000				66,000
			0	2,481,220	0	66,000	0	0	0	2,547,220
Hawkeye Bk & Trust	Money Market	5.02%	586,794							586,794
West Bank	Money Market	4.90%	179,774							179,774
West Bank	CD due 5/20/96	5.55%		2,000,000						2,000,000
			179,774	2,000,000	0	0	0	0	0	2,179,774
			5,057,065	21,033,757	(386,534)	834,638	(507,398)	378,583	739,678	27,149,789



SCHFBALS

DES MOINES AREA COMMUNITY COLLEGE  
 DETAIL OF LIABILITIES  
 MARCH 31, 1996

SCHEDULE F

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholarship Fund 5	Loan Fund 6	Plant Fund 7
<b>PAYABLES:</b>							
Trade Payables	113,922	379,405	(17,573)	838			68,806
Long Term Payables (Bonds)		25,445,450					6,750,000
Unamortized Discount On Bonds		(250,969)					(46,507)
Leaseholds Payable							816,417
<b>ACCRUED LIABILITIES:</b>							
Payroll	2,308,794	51,842	10,591				
Accrued Vacation	453,897	46,015	57,369	3,839			5,100
Other Accruals	(19,621)	120,580			150		
<b>OTHER LIABILITIES:</b>							
Funds Held In Trust	7,467						
Deferred Income	892,099	16,032,897	65,000	69,054			
<b>TOTAL LIABILITIES</b>	<b>3,756,558</b>	<b>41,825,220</b>	<b>115,387</b>	<b>73,731</b>	<b>150</b>	<b>0</b>	<b>7,593,816</b>

BUDREP

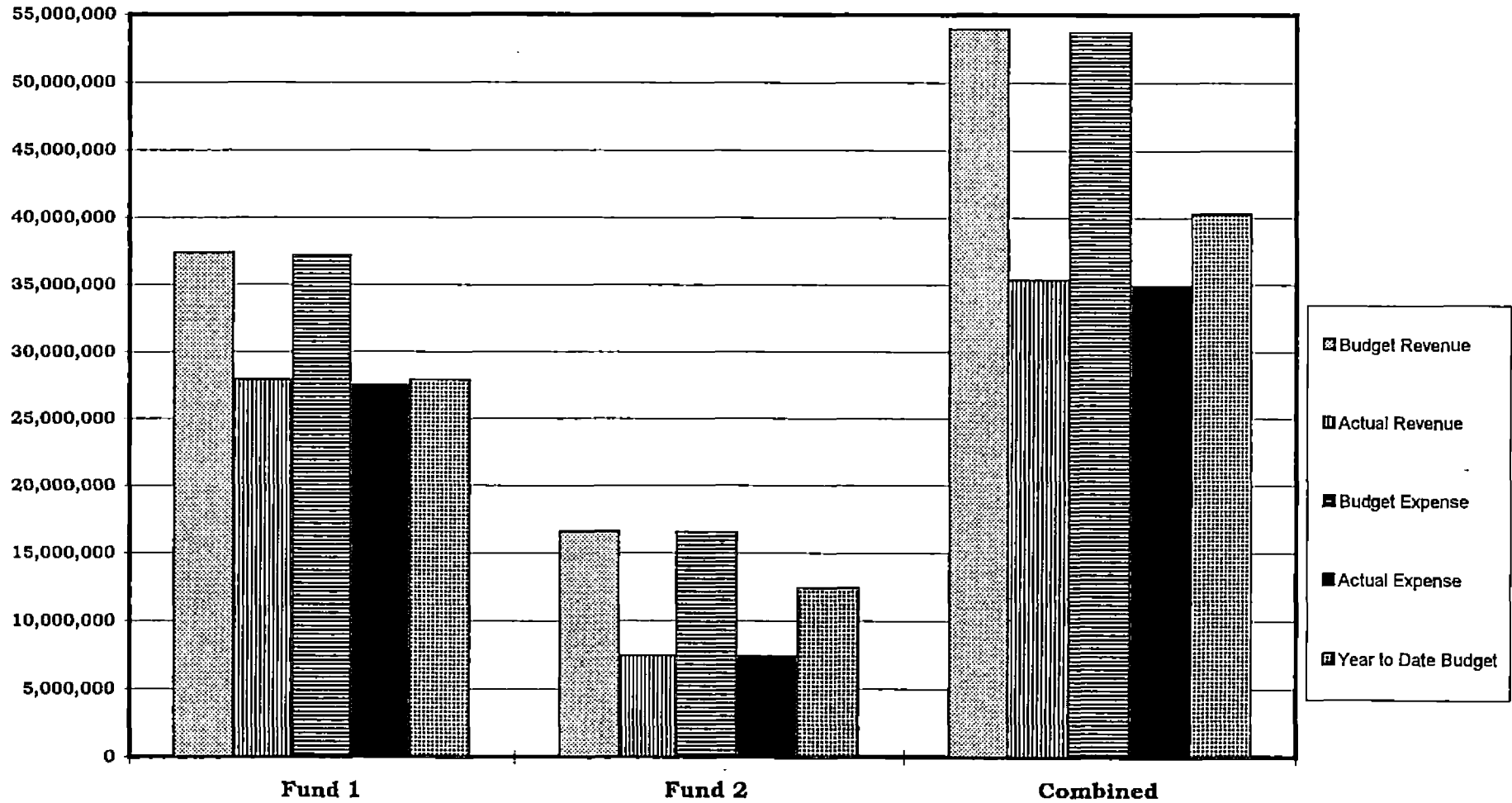
DES MOINES AREA COMMUNITY COLLEGE  
 BUDGET REPORT  
 SUMMARY BY FUND (ALL FUNDS)  
 MARCH 31, 1996

FUND NAME	FUND NO.	BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT EXPENDED/ RECEIVED	AMOUNT ENCUMBERED	WORKING BUDGET BALANCE
<b>REVENUE:</b>						
GEN FUND CURRENT	1	\$37,357,513	\$37,259,274	\$27,893,769		9,365,505
RESTRICTED CURRENT	2	16,571,626	18,026,578	\$7,465,539		10,561,039
AUXILIARY	3	6,865,768	7,309,440	\$4,987,272		2,322,168
AGENCY	4	842,567	842,567	\$629,262		213,305
SCHOLARSHIP	5	5,445,333	4,445,333	\$3,549,538		895,795
LOAN	6	81,207	81,207	\$22,588		58,619
PLANT (NOTE 1)	7	4,324,552	4,443,658	\$2,764,943		1,678,715
		=====	=====	=====	=====	=====
		\$71,488,566	\$72,408,057	\$47,312,911	\$0	\$25,095,146
		=====	=====	=====	=====	=====
<b>EXPENDITURES:</b>						
GEN FUND CURRENT	1	\$37,145,084	\$37,188,116	\$27,467,171	\$5,473,377	\$4,247,568
RESTRICTED CURRENT	2	16,566,205	22,538,053	\$7,424,507		15,113,546
AUXILIARY	3	6,613,577	7,060,283	\$5,393,877		1,666,406
AGENCY	4	818,467	818,467	\$413,188		405,279
SCHOLARSHIP	5	5,445,333	4,445,333	\$3,571,690		873,643
LOAN	6	27,100	27,100	\$8,468		18,632
PLANT (NOTE 1)	7	4,015,295	4,572,062	\$2,866,314		1,705,748
		=====	=====	=====	=====	=====
		\$70,631,061	\$76,649,414	\$47,145,215	\$5,473,377	\$24,030,822
		=====	=====	=====	=====	=====

NOTE 1: THE PLANT FUND IS PRESENTED ON A CASH BASIS CONSISTENT WITH THE PUBLISHED BUDGET.

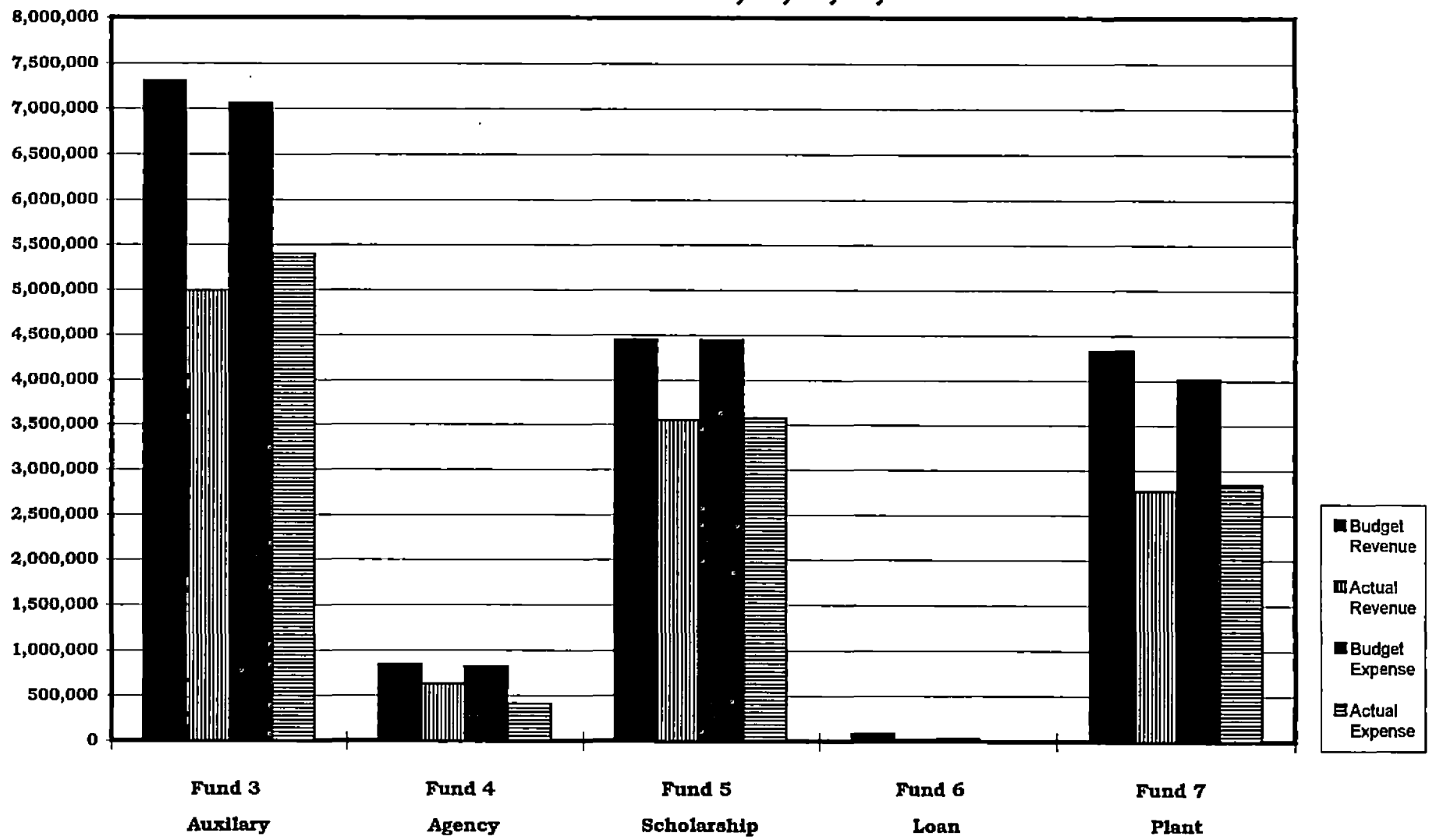
# DMACC BUDGET STATUS

## MARCH 31, 1996 FUNDS 1 & 2



# DMACC BUDGET STATUS MARCH 31, 1996

## FUND 3, 4, 5, 6, 7



# DMACC REVENUE AND EXPENDITURES YEAR TO DATE MARCH 31, 1996

