

Des Moines Area Community College

Open SPACE @ DMACC

Board of Directors Meeting Minutes

8-10-1998

Board of Directors Meeting Minutes (August 10, 1998)

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

August 10, 1998

DES MOINES AREA COMMUNITY COLLEGE
Board of Directors

Regular Meeting
August 10, 1998 - 4:00 p.m.
Room 148 - Carroll Campus, Carroll, Iowa

1. Call to order - 4:00 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Presentation - Jim Knott, Executive Dean, Carroll Campus.
6. Presentation - Skills 2000 Study, Joseph A. Borgen, President/CEO.
7. Consideration of minutes of the July 13, 1998 regular board meeting.
8. Board Report 98-085. Fill vacancy of Vice President to the DMACC Board of Directors.
9. Board Report 98-079. A resolution approving the form and content and execution and delivery of a new jobs training agreement under Chapter 260E, Code of Iowa, instituting proceedings for taking of additional action for the issuance of new jobs training certificates, directing the publication of a Notice of Intention to issue not to exceed \$145,000 aggregate principal amount of new jobs training certificates (3M Company Knoxville, Project #3) of the Des Moines Area Community College.
10. Board Report 98-081. Student Action Board Budgets for FY1999.
11. Board Report 98-083. Human Resources report.
12. Consideration of payables.
13. Presentation of financial report.
14. President's report.
15. Board member's report.
16. Closed session - litigation.
17. Information items:
 - A. August 27 - President's Day - 9:00 a.m.
 - B. September 7 - Labor Day - campuses closed
 - C. September 8 - school board elections
 - D. September 14 - regular board meeting - 4:00 p.m. - Ankeny Campus
18. Adjournment.

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

REGULAR MEETING
AUGUST 10, 1998

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Carroll Campus, Carroll, Iowa on August 10, 1998. Board President Shull called the meeting to order at 4:05 p.m.

ROLL CALL

Members present:

Dale Froehlich
Steve Goodhue
Naomi Neu
Wayne Rouse
Doug Shull
Madelyn Tursi

Members absent:

Harold Belken
Joe Pugel
Rena Wilson

APPROVAL OF TENTATIVE
AGENDA

Having no corrections to the tentative agenda, President Shull declared the agenda approved as presented.

PUBLIC COMMENTS

Jim Knott, Executive Dean, Carroll Campus, introduced Mr. Tom Gronstal, Mayor of Carroll who welcomed everyone to Carroll.

PRESENTATION

Mr. Knott introduced staff who were in attendance and gave an overview of the campus. He also introduced R. T. Schreck, President of the Carroll Chamber of Commerce who welcomed the Board.

PRESENTATION

Dr. Borgen gave an update on the Skills 2000 Project.

APPROVAL OF MINUTES

Having no corrections to the minutes of the July 13, 1998 regular board meeting, President Shull declared the minutes approved as presented.

FILL VACANCY OF OFFICE
OF VICE PRESIDENT/BOARD
OF DIRECTORS

Board Report 98-085. With the resignation of board member Richard Johnson, who served as Vice President, it is necessary to appoint a replacement. Froehlich made a motion; second by Rouse that the board approve the recommendation of Harold Belken to fill the vacancy of Vice President on the board until the October 1998 organizational meeting.

Motion passed unanimously. Aye-Froehlich, Goodhue, Neu, Rouse, Shull, Tursi. Nay-none.

TRAINING AGREEMENT -
3M COMPANY KNOXVILLE
PROJECT #3

Tabled until September board meeting.

APPROVE FY1999 STUDENT
ACTION BOARD BUDGET

Board Report 98-081. Rouse made a motion; second by Froehlich that the board adopt a motion to accept the Student Action Board budgets for FY1999 as proposed in Attachment #1 to these minutes.

Motion passed unanimously. Aye-Froehlich, Goodhue, Neu, Rouse, Shull, Tursi. Nay-none.

HUMAN RESOURCES
REPORT

Board Report 98-083. Neu moved that the board approve the Human Resources report, as shown in Attachment #2 to these minutes; second by Rouse.

Motion passed unanimously. Aye-Froehlich, Goodhue, Neu, Rouse, Shull, Tursi. Nay-none.

APPROVAL OF PAYABLES

A motion for approval of the payables as presented in Attachment #3 to these minutes was made by Froehlich; second by Rouse.

Motion passed unanimously. Aye-Froehlich, Goodhue, Neu, Rouse, Shull, Tursi. Nay-none.

FINANCIAL REPORT

Darrell Roberts, Vice President, Business Services, presented that Financial Report for June 30, 1998 as shown in Attachment #4 to these minutes.

CLOSED SESSION -
LITIGATION

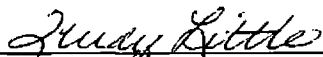
None.

ADJOURNMENT

A motion to adjourn was made by Froehlich; second by Rouse.

Motion passed unanimously and at 5:15 p.m. Board President Shull adjourned the meeting.


DOUG SHULL, Board President


TRUDY LITTLE, Board Secretary

DATE: May 13, 1998

TO: Lynn Albrecht, Dean, Student Services and Records

FROM: Mary E. Lonsdale, *ML* Coordinator, Student and Alumni Activities

RE: Student Activities Budget for FY1999

The Student Activities Budget for the Ankeny Campus Student Action Board at Des Moines Area Community College is forwarded for administrative and board approval. This budget was prepared consistent with the Code of Iowa, Chapter 26OC.18, number 7 (formerly 280A, Section 1F) which states:

"The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval."

The 1998-99 budget approval process was as follows:

1. Budget request forms and an informational cover letter were sent to Clubs, Instructors, Coordinators/Directors, Deans, and Vice Presidents in early January.
2. Budget hearings were conducted February 2 and February 3.
3. The Finance Committee researched and reviewed all requests for funds April 6, 7 and 17. After deliberation, the Finance Committee developed a Student Activities Budget for 1998-99.
4. The budget was submitted by the Finance Committee to the Student Action Board on Wednesday, April 22, 1998. The Student Action Board approved the budget for 1998-99 by a majority vote.

The Finance Committee, Ankeny Campus, voted to budget at \$138,500.00 for FY 99 based on confirmed income for fall and spring 1998 semesters and a summer estimate based on summer 1997 income. Also considered was projected enrollment for FY 99.

After working with the Finance Committee to prepare the 1998-99 Ankeny Campus Student Activity Budget, I recommend the attached budget for approval by the administration and the DMACC Board of Directors. Thank you for your consideration.

**STUDENT ACTIVITIES BUDGET
FISCAL YEAR 1998-99
ANKENY CAMPUS**

The Student Action Board of the Des Moines Area Community College Ankeny Campus, in conjunction with its Finance Committee, has approved and recommends the following budget for fiscal year July 1, 1998 to June 30, 1999. The budget is based on activity fees collected at \$1.05 per semester credit hour.

Student Activities income is based on the projected number of credits for which students will enroll during fiscal year 1998-99. The Student Action Board traditionally revises the yearly budget during spring semester to make allowances for lack of or increases in enrollment.

Funds remaining in the Student Activities Account on June 30, 1999 will be carried forward to the following fiscal year and used for the benefit of the student population at the Des Moines Area Community College-Ankeny Campus i.e. campus improvements, special programs.

Funds remaining in the copy machine account at the close of FY '98 will be carried forward to FY '99 and used for the designated purpose as outlined in the budget.

We hereby submit for Administrative and Board approval the 1998-99 Ankeny Campus Student Activities Budget.

Melissa Brunia

Melissa Brunia
President, Student Action Board

Lynn Albrecht

Lynn Albrecht
Dean, Student Services and Records

Mary E. Lonsdale

Mary Lonsdale
Coordinator, Student Activities

Curt Vandivier

Curt Vandivier
Vice President, Student Services

**1998-99 STUDENT ACTIVITIES BUDGET
ANKENY CAMPUS**

<u>Budget Line</u>	<u>Budget Amount</u>
* Alumni	\$3,500.00
Ankeny Substance Abuse	750.00
Art	500.00
Awards and Recognition	2,000.00
Campus Recreation	14,000.00
Challenger Newspaper	500.00
Check Cashing	50.00
* Club Funding	3,500.00
* Club Travel	12,875.00
Conference Travel	6,000.00
Contingency	1,000.00
* Counseling Activities	800.00
Creative Writing	1,075.00
* Day Care Center	8,000.00
Emergency Auto Service	100.00
* Expressions	500.00
Hub Entertainment	19,000.00
International Week	250.00
Leadership	3,500.00
Lectures	10,000.00
Off-Campus Credit	1,000.00
Organization/Operation	6,000.00
* Peer Tutoring	12,000.00
Phi Theta Kappa	2,100.00
Publications/Promotions	8,000.00
Socials	3,500.00
* Student Health	5,500.00
Student Projects	8,000.00

Budget Line

Budget Amount

Ticket Sales

4,500.00

Total

\$138,500.00

*Denotes accounts that cannot be deleted or changed unless anticipated income for 1998-99 is lower than projected. In this case, all budget lines may be reduced on a percentage basis.

Explanation of Accounts

ALUMNI: (\$3500.00) The Board will transfer three thousand five hundred dollars (\$3500.00) to the Alumni Association for support of mailings and organizational fundraisers.

ANKENY SUBSTANCE ABUSE (ASAP): (\$750.00) The board will allocate seven hundred fifty dollars to the Ankeny Substance Abuse Project to provide substance abuse education, prevention, intervention, referral to treatment and aftercare to DMACC students needing assistance.

ART (\$500) The Board will purchase an art piece for the student lounge. i.e., picture, sculpture, to increase cultural awareness.

AWARDS AND RECOGNITION: (\$2,000.00) This money will be used for the Student Action Board Outstanding Student Awards Banquet. The banquet is designed to recognize DMACC's finest students. A selection committee will determine the recipients of the awards.

CHALLENGER (\$500.00) The Board will help offset costs of publishing the Challenger newspaper.

CAMPUS RECREATION: (\$14,000.00) The Board will transfer fourteen thousand dollars (\$14,000.00) to Recreation/Wellness Services to support a student intramural program coordinated by the Recreation Office. A contract between the Board and Recreation will be negotiated for fiscal year 1998-99. This funding is contingent upon agreement and reapproval of a new contract between the Board and Campus Recreation for FY 1998-99.

CHECK CASHING:(\$50.00) This money will be used to guarantee a check written by a student against an account with insufficient funds. Bookstore cashiers will cash personal checks from currently enrolled students for amounts not to exceed \$10.

CLUB FUNDING: (\$3,500.00) Clubs must apply annually to the SAB for recognition and funding. Each club approved by the Student Action Board is granted yearly up to one hundred dollars (\$100.00) from the student activity fee. Clubs approved prior to the end of fall semester receive one hundred dollars (\$100.00). Clubs approved spring semester prior to February 15 receive the prorated allotment of fifty dollars (\$50.00). Clubs must submit the following information to the Campus Life Board for approval: (1) a list of club membership including names of officers and advisors. (2) a list of anticipated expenditures, and (3) a list of planned fundraising activities and anticipated income including club dues. New clubs must also submit their constitution for Board approval. Failure to comply will result in no funding and revoked campus privileges.

CLUB TRAVEL: (\$12,875.00) This fund is for DMACC Ankeny Campus students attending club or curriculum related field trips and/or national, regional, state or local skill contests or conferences. The Board will pay in accordance with the club travel formula based on five regions throughout the United States, with students traveling the greatest distance receiving the greatest amount of money. Each club is limited to one funded trip per fiscal year.

CONFERENCE TRAVEL: (\$6,000.00) This account provides money for student delegates and advisor(s) to attend conferences. These conferences are designed to educate student leaders, discuss legislative issues of importance to community colleges, display campus programming opportunities, and provide an atmosphere for exchanging ideas with students from other institutions. If the Board decides to send additional students or advisors, fund raising activities may be planned to raise more money.

CONTINGENCY (\$1000.00) Emergency monies from this account may be used to cover unexpected or additional expenses incurred through Board activity. These funds will be used only for budget items and are subject to the approval of the Student Action Board.

COUNSELING ACTIVITIES (\$800.00) The Board will allocate eight hundred dollars to assist the Counseling, Advising and Placement Department purchase refreshments for evening and weekend students information night. These activities are designed to give evening, weekend, part-time and nontraditional students a special time to attain information and visit with college personnel about their course schedules and academic plans. Folders and pencils are purchased for student orientations.

CREATIVE WRITING: (\$1,075.00) This allocation will be used for tuition scholarship money to the winners/runner-ups of the annual Creative Writing contest.

DAY CARE CENTER: (\$8,000.00) The Board will transfer eight thousand dollars to the Day Care Center to help offset the cost of student discounts. The Board allocation is dependent upon a discrepancy between student and staff rates, staff paying the higher rate. The Center must provide the Board with a list of currently enrolled students using the Center each semester. Failure to record and report this information to the Board may be cause for discontinuation of funding.

EMERGENCY AUTO SERVICE:(\$100.00) This money will be used to provide various emergency auto services to students on campus grounds and at Campus View Apartments.

EXPRESSIONS: (\$500.00) The Board will help offset the costs of publishing the Expressions Magazine by allocating five hundred dollars (\$500.00).

HUB ENTERTAINMENT: (\$19,000.00) This money will be used to hire talent for the Hub in building 5, and pay for promotional expenses associated with advertising events in the Student Center.

INTERNATIONAL WEEK: (\$250.00) This money will be used to provide 50% funding for DMACC's International Student luncheon.

LEADERSHIP PROGRAM: (\$3,500.00) This money will be used for a staff recognition luncheon, an administrative-SAB get-acquainted coffee, and DMACC SAB local and statewide leadership conferences. Leadership conference expenses include lodging, meals, transportation, supplies and guest speaker fees.

LECTURES: (\$10,000.00) This money will be used to hire and promote lectures for the campus community to enhance social and cultural growth of students.

ORGANIZATION/OPERATION: (\$6000.00) Monies in this account will be used for the organizational /operational costs of the Student Action Board. Costs may include materials and supplies, mailings, copyright license fees, local travel reimbursements, and equipment repair.

OFF-CAMPUS: (\$1,000.00) This money is allocated to assist off-campus credit to purchase refreshments for students taking classes at off-campus sites or for promotional/informational mailings to the students.

PEER TUTORING: (\$12,000.00) The Board will transfer twelve thousand dollars to the Academic Achievement Department to help offset the costs associated with the Peer Tutoring Program for Ankeny Campus students such as textbooks, supplies and salaries for tutors.

PHI THETA KAPPA (2,100.00) This money will be used to assist with induction and graduation expenses, orientations and receptions.

PUBLICATIONS/PROMOTIONS: (\$8,000.00) This money will be used to pay for Student Action Board and Student Activities promotion and awareness projects. Projects include activities yearly calendar for student body, Student Action Board promotional items, SAB brochure, club handbook, and an "activities" newsletter to promote information about SAB and student activities to the student body.

SOCIALS: (\$3500.00) Monies in this account will be used to provide food-related activities for the day, evening, and Saturday students.

STUDENT HEALTH: (\$5500.00) This money will be used to retain the services of a physician for the DMACC student body. A contracted services agreement will be negotiated between the physician and the Student Action Board.

STUDENT PROJECTS: (\$8000.00) This money will be used to host special events such as international student activities, theme days, Earth Day, holiday parties, and activities cosponsored with Recreation/Wellness Services.

TICKET SALES: (\$4500.00) Monies from this account will be used to provide a twenty percent (20%) or more discount on tickets sold by the Student Activities Office to those with a paid activity fee or alumni membership.

Accounts Carried Forward

Copy Machine: (Balance as of 4-22-98 is \$23,294.00) Monies in this account will be used to secure a yearly maintenance agreement and purchase supplies for the copier located in the Student Activities office. This money will also be used to purchase a new copier when the present copier is retired:

DES MOINES AREA COMMUNITY COLLEGE
PROJECTED STUDENT ACTIVITY INCOME
FOR FISCAL YEAR 1998-99

<u>CAMPUS</u>	<u>*ESTIMATED TOTAL " CREDITS"</u>		<u>ACTIVITY FEE</u>		<u>PROJECTED INCOME</u>
Ankeny	131,905	x	1.05	=	138,500.00
Boone	23,000	x	1.05	=	24,150.00
Carroll	8,762	x	1.05	=	9,200.00
Urban	31,429	x	1.05	=	33,000.00
Newton	5,387	x	1.05	=	5,656.00

A comparison of the DMACC campus budgets, as prepared for FY 1999, is as follows:

	<u>1997-98</u>	<u>1998-99</u>	<u>% of Total for 98-99</u>
Ankeny	138,000.00	138,500.00	66
Boone	24,150.00	24,150.00	11
Carroll	9,200.00	9,200.00	4
Urban	34,500.00	33,000.00	16
Newton	<u>5,548.00</u>	<u>5,656.00</u>	<u>3</u>
Totals	\$211,398.00	\$210,506.00	100%

Budget amounts for each campus are based on the number of "credits" for which students will enroll during the two semesters and summer term of fiscal year 1998-99 as conservatively projected.

RECEIVED

MAY 7 1998

V.P. STUDENT SERVICES

DMACC CARROLL CAMPUS
STUDENT ACTIVITIES BUDGET
1998-99

Des Moines Area Community College - Carroll Campus, has developed the following budget for fiscal year July 1, 1998 through June 30, 1999. This budget is based on the collected activity fee of \$1.05 per credit hour that all Carroll on-campus students pay per semester.

The income from the student activity fees is based on the projected enrollment for the 1998-99 fiscal year. If enrollment does not reach the projected levels, then the income will be proportionately less. The budget is traditionally revised at the beginning of the Spring semester, to make allowances for the lack of or increases in student enrollments.

Class Education	\$ 640.00
Leadership	835.00
Conference	3340.00
Social Gatherings	1400.00
Publication/Advertising	150.00
Student Projects	175.00
Student Activities	2300.00
Copier	360.00
TOTAL	<hr/> \$9200.00

EXPLANATION OF ACCOUNTS:

Class Education: (\$640.00) Monies in this account will be available to help offset the costs of providing books, magazines, reference materials, etc. to the Carroll Campus Library, for use in the participation in International Week events, and for bringing guests to campus to present on fine arts and literature.

Leadership: (\$835.00) Monies in this account are available to help students in the areas of professional and personal development by encouraging the development of student clubs on campus. Funds are also available to the recognized Carroll Campus clubs for use by those clubs in providing services to students in their programs and/or the student body as a unit. These events must be submitted to the Carroll Campus Student Activities Coordinator in written form for approval.

Conference: (\$3340.00) These funds will be used towards providing opportunities for Student Action Board members to attend workshops that assist in developing leadership skills in conducting meetings, use of Parliamentary Procedures, discovering the subtleties of group dynamics and exploring entertainment options available on the college circuit.

Social Gatherings: (\$1400.00) This account will be used to provide food and non-alcoholic beverages for food-related activities such as: picnics, barbecues, holiday coffees, socials, graduation reception, etc.

Publication/Advertising: (\$ 150.00) This account will be used to purchase materials/supplies to promote campus-wide involvement in Student Action Board sponsored events and DMACC itself. Examples include: newspaper space, film and film processing, fliers, promotional items, and display cases or bulletin boards. Also included are free items for students use that display the Student Action Board logo and name and the printing of the Carroll Campus's monthly newsletter.

Student Projects: (\$ 175.00) These funds will be used for various Student Action Board sponsored services to the student body. Examples include, but are not limited to: community service projects, purchase of recreational equipment, and the peer tutoring program.

Student Activities: (\$2300.00) Monies in this account will be used for events and theme weeks, decided upon by the students. Also covered will be costs of seminars/lecturers brought to campus, rental of facilities, dances, entertainers, and to cover costs of prizes for campus academic contests.

Copier: (\$ 360.00) These funds will be used to cover the cost of the maintenance contract for the SAB coin-op copier located in the campus library that is for student use and the cost of supplies for the machine: toner, paper, etc.

CARRY-OVER FUNDS:

All funds still remaining in the account at the end of the fiscal year will be carried over for the use of special projects/activities for the benefit and development of the student body of the Des Moines Area Community College - Carroll Campus.

The budget for fiscal year 1997-98 reflected a carry-over amount of \$3577.00 from fiscal year 1996-97. These monies were expended as follows during fiscal year 1997-98:

APCA Conference	1134.00
New coin-op copier for students	1890.00
Discount Movie Passes for students	553.00
TOTAL	\$3577.00

CARROLL CAMPUS CLUBS:

The Carroll Campus Student Action Board recognizes two clubs at this time. Both organizations may request funds from SAB to be used to benefit their entire membership. Monies may not be used to enhance departmental budgets for classroom materials or supplies. Budget information received by these two clubs for fiscal year 1997-98 is as follows:

Office Technology: This organization does not collect any dues from its membership and utilizes fund-raising activities or requests to the Student Action Board to generate the monies needed. Monies do carry over from one fiscal year to the next.

Nursing: This organization has an annual membership of 30-40 students, consisting of both first and second level students. They collect annual dues of \$2.00 per member and anticipate a budget of \$80.00 for fiscal year 1997-98. This club monitors its own spending, and has the option of requesting funds from the Student Action Board.

JoAnn G. Morlan
Student Activities Advisor

4-27-98
DATE

On the 27th day of April, 1998, the Student Action Board of the Des Moines Area Community College - Carroll Campus, voted to approve the 1998-1999 Student Activities Budget herewith attached.

Linda Ross
Student Action Board President

4-28-98
DATE

I have received and reviewed the proposed budget for fiscal year 19 98 for the Des Moines Area Community College - Carroll Campus Student Action Board/Student Activities, and indicate my approval of said budget with my signature below.

James E. Kvott
DMACC Carroll Campus Executive Dean

4-29-98
DATE

CARROLL CAMPUS BUDGET
COMPARISON SHEET

<u>BUDGET LINE</u>	<u>BUDGET 97-98</u>	<u>BUDGET 98-99</u>	<u>+/-</u>
Class Education	\$ 600.00	\$ 640.00	+ 40.00
Leadership	500.00	835.00	+ 335.00
Conference	2150.00	3340.00	+1190.00
Social Gatherings	1400.00	1400.00	- 0.00
Publication/Advert.	400.00	150.00	- 250.00
Student Projects	\$1850.00	175.00	-1675.00
Student Activities	2300.00	2300.00	- 0.00
Copier	0.00	360.00	+ 360.00
	<hr/>	<hr/>	<hr/>
TOTAL	\$9200.00	\$9200.00	-/+ 0.00

RECEIVED

MAY 6 1998

V.P. STUDENT SERVICES

Urban Campus Student Action Board

The Urban Campus Student Action Board has developed the following budget for fiscal year July 1, 1998 through June 30, 1999. The budget is based on activity fees collected of \$1.05 per semester credit hour.

All funds still remaining in the account for the USAB at the end of the fiscal year will be carried over for the benefit of the student body of the Des Moines Community College's Urban Campus.

The income from the student activity fees is based on projected enrollment for the 1998-1999 fiscal year. If enrollment does not reach projected levels, income will be proportionately less. Student government traditionally revises the yearly budget at the beginning of the spring semester to make allowances for lack or increase in student enrollment.

Ticket Sales		\$	4,000
Student Projects			10,500
Diversity Awareness Activities	\$3,000		
Winterfest	1,500		
Phi Theta Kappa	1,000		
Others	5,000		
Student Publications			500
Operating Costs			1,000
Conference Travel/Leadership			4,000
Peer Tutoring			5,000
Clubs			1,000
Club Travel (\$750 cap per club)			3,000
National Club Travel (\$250 cap per club)			1,000
Awards Banquet			<u>3,000</u>
TOTAL		\$	33,000

Urban Campus Student Action Board Summary

	1997-98	1998-99	+/-
Ticket Sales	4,000	4,000	0
Student Projects	11,500	10,500	-1,000
Student Publication	1,000	500	-500
Operating Costs	1,000	1,000	0
Conference Travel/ Leadership	4,000	4,000	0
Peer Tutoring	5,000	5,000	0
Clubs	1,000	1,000	0
Club Travel	3,000	3,000	0
National Club Travel	1,000	1,000	0
Awards Banquet	<u>3,000</u>	<u>3,000</u>	<u>0</u>
	\$ 34,500	\$ 33,000	-1,500

EXPLANATION OF ACCOUNTS

TICKET SALES (\$4,000): Funds in this account are to be used to subsidize the cost of tickets sold to Urban Campus students for Adventureland tickets, Whitewater University tickets, and MTA passes, Carmike Theaters, etc.

STUDENT PROJECTS (\$10,500): These funds are to be used for various projects and services decided on by the members of the Urban Campus Student Action Board. Examples of such projects are lectures and related honoraria and expenses; ice cream socials, picnics, feeds (taco, pizza, etc.) and related expenses; events sponsored for children of Urban students, (special events and ethnic celebrations), dances, banquets, and related expenses; bus trips and other activities. Diversity Awareness funds include, but are not limited to, African-American, Hispanic, Asian-American, Special Needs, and other population groups at Urban Campus. Funds are available on a first come, first serve basis, with a maximum of \$1,000 allowed per population group. Phi Theta Kappa is allotted \$1,000 to help defray membership costs for honorees.

STUDENT PUBLICATIONS (\$500): Funds in this account are to be used to pay for the College and/or campus student newspaper, and donation to the college's literary magazine -- Expressions, and Urban Voices, published by Student Support Services.

OPERATING COSTS (\$1,000): Funds in this account are to be used for expenses related to the operation and functioning of the Urban Campus Student Action Board, such as office supplies and materials, copying costs, election costs, etc. Funds in this account will also be used to promote positive staff and student relations with the Urban Student Action Board, such as social activities for students interested in running for the S.A.B. or for conducting faculty/staff recognition/appreciation events.

CONFERENCE TRAVEL/LEADERSHIP (\$4,000): This account will provide funds for Urban S.A.B. members/advisors to attend national, regional and local conventions, conferences, workshops which relate to the purposes, functions and responsibilities of student government. Included in this account would be the expenses of travel, lodging, food, registration, etc., related to attending such conventions, conferences, and workshops.

PEER TUTORING (\$5,000): Funds in this account will be used to assist students in the Arts and Science programs for which no tutoring monies are available through the institution.

CLUBS (\$1,000): Each club approved by the Urban S.A.B. is provided an annual grant, if requested, from student activity fees of up to \$100.00. This allotment is dependent on when the club's request is made. No grant is awarded for the summer semester. A formal written request must be submitted to the

Campus Life Committee of the Urban Campus Student Action Board in order to receive consideration for the yearly grant.

The following information must be submitted: (a) anticipated club expenditures, and (b) previous year's club expenditures, and (c) general list of planned fund-raising activities. Failure to provide the above information and substantiated appropriate rationales for use of the money will be taken into consideration by the Campus Life committee in their decision to award the grant.

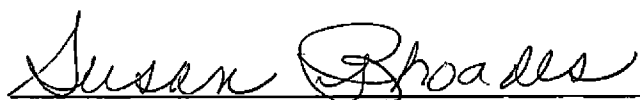
CLUB TRAVEL (\$3,000): This fund is allocated for DMACC Urban Campus Club students attending state skill contests or other kinds of travel deemed appropriate as recommended by the Professional Development Committee and the Urban Campus S.A.B. Consideration will be given, in approving these funds, to the efforts of the various clubs in fund raising projects to make the trip(s), and the club's budget. This fund is designated to be used for leadership workshop(s) to help Urban students learn to conduct meetings and the basics of parliamentary procedure, and generally to develop leadership skills to be effective members of the community. A cap of \$750 per club will be allowed.

NATIONAL CLUB TRAVEL (\$1,000): This fund is allocated for DMACC Urban Campus Club students attending national skill contests or other kinds of travel deemed appropriate by the Professional Development Committee and the Urban Campus S.A.B. Consideration will be given, in approving these funds, to the efforts of the various clubs in fund raising projects to make the trip(s), and the club's budget. This fund is designated to be used for leadership workshops, national skills competition, or national conferences in the club's interest area. A cap of \$250 per club will be allowed.

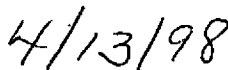
AWARDS BANQUET (\$3,000): Funds in this account are to be used for expenses related to this annual activity designed to recognize students and staff. Expenses such as food, contest prizes, rental of facility, plaques, entertainment, and related costs will come from this account.

I have reviewed the proposed budget for fiscal year 1998-99 for Des Moines Area Community College, Urban Campus Student Action Board (SAB).

My approval of said budget is indicated by my signature below.




Susan Rhoades, Educational Advisor
DMACC Urban Campus



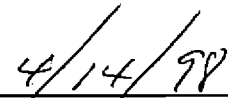
Date

I have reviewed the proposed budget for fiscal year 1998-99 for Des Moines Area Community College, Urban Campus Student Action Board (SAB).

My approval of said budget is indicated by my signature below.



Mary L. Chapman, Executive Dean
DMAACC Urban Campus



Date

On the 4th day of May, 1998, the DMACC Newton Polytechnic Campus Student Action Board unanimously approved the 1998-1999 Student Activities Budget herewith attached.



Student Action Board Vice-President

06/02/98
Date

**Student Activities Budget
DMACC Newton Polytechnic Campus
1998-1999**

The following student activities budget is established for DMACC Newton Polytechnic Campus effective July 1, 1998–June 30, 1999. Revenue for this budget is based on the \$1.05 activity fee per credit hour at the Newton campus. Budget allocations will be adjusted after final enrollment is figured in September, and likewise in January.

Campus Improvements	\$224
Clubs & Organizations	\$168
Community Service	\$112
Conferences	\$784
Emergency Loans	\$280
Food & Socials	\$1904
International Week	\$168
Office Supplies	\$56
Recognition Day	\$168
Tutoring	\$1120
Welcome Events	<u>\$672</u>
Total	\$5656

Campus Improvements (\$224) This allocation will be used to fund improvements to the Newton campus facility to better student life.

Clubs & Organizations (\$168) This fund will provide new and existing clubs money to support activities and events.

Community Service (\$112) This account will provide funding toward community requests for support and for sponsoring community service events

Conferences (\$784) This allocation funds fees associated with Student Action Board attendance at the State-wide Leadership Conference and the Legislative Conference.

Emergency Loans (\$280) This account will provide Newton Polytechnic students with small, one-time, short term loans.

Food & Socials (\$1904) These funds will be used for student events such as: Appreciation Days, Dances, Entertainers, and Special Lunches.

International Week (\$168) This money will used to support International Week activities.

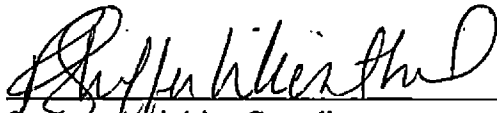
Office Supplies (\$56) This allocation will be used for the purchase of binders, paper, computer supplies, etc.

Recognition Day (\$168) This account will provide financial support for the spring student recognition day sponsored by student services.

Tutoring (\$1120) This money will be transferred into the Newton Polytechnic tutoring budget.

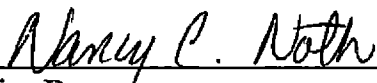
Welcome Events (\$672) These funds will provide financial support for fall & spring welcome days in conjunction with student services.

Carry-Over Funds All funds remaining in this account at the end of the fiscal year will be carried over for special projects and activities which benefit the student body of DMACC-Newton Polytechnic Campus.



Student Activities Coordinator

6-1-98
Date



Executive Dean

6-1-98
Date

Student Govt. Board Approved Budget - Boone Campus-1998-99

The Boone Campus SAB has developed and proposed the following budget for disbursement of fees collected fiscal year July 1, 1998 through June 30, 1999. All funds remaining at years end will rollover for student use.

The income from student fees will reflect the same dollar amount should enrollment figures fluctuate. It is based on the following percentages.

Phi Beta Lambda	6.8%
Campus Center	6.8%
Bear Facts	5.4%
Int. Club	2.7%
Rec. Club	5.4%
Athletics	40%
Nurs. Students United	2.7%
Arts Festival	6.8%
Drama	7.2%
Intramurals	6.8%

All remaining funds will be placed in the SAB account.

Groups will be allowed to request funds according to availability during the year.

The figures above are based on fees generated by enrollment. \$24,150 is an estimate only.

EXPLANATION OF ACCOUNTS

Campus Recreation:

Budget funds are available for special campus events open to all students and faculty. Special Campus activities include, but are not limited to, Burger feeds, or free pizza. These meals usually provide enough food to provide a couple free meals to approximately 350-400 students.

General Sports:

Budget funds are available for the purchase of replacement supplies and equipment for recreation events involving all students.

Clubs:

Each on-campus student organization is awarded a sum in terms of a specific percentage of student Activity fees of the allocated budget per semester when properly requested. This allotment is to serve as a "starter" and is intended for organization to promote total student body oriented activities. Additional funds are available to encourage the above. Clubs and organizations are further encouraged to represent the college in respective state and national organizations when possible.

Intercollegiate Athletics:

Funds for intercollegiate athletics are administered by an athletic director. Athletics, including men's and women's basketball, men's baseball and women's softball are funded under the athletic budget. Charges to the budget include those made in areas of transportation, meals, lodging, equipment, officials, insurance, scholarships, advertising, recruitment, rent, and postage. Intercollegiate athletics involves approximately 70 students who compete in nearly 130 contests annually.

Student Action Board:

The account is used for costs related to the operation of all activities sponsored by the student government on the Boone Campus. Included in the student government budget are certain special events sponsored by the student government including leadership conferences, Thanksgiving meal for 400+ students and speakers. Other social activities are sponsored by organizations other than the student government.

Bear Facts:

Allocation of funds to the account is for preparation of the student newspaper, the Bear Facts. Expenses include those for equipment, materials, and printing.

Drama:

All dramatic productions are partially funded under this budget. Expenditures from the account include royalties, scripts, costume rental, properties, and equipment replacement. Free student admission to Drama productions is encouraged.

SAB Members

Kara Kennedy
Kara Kennedy
Brian Calkins
Brian Calkins
Advisor Terry Jamieson
Terry Jamieson

Spike Craven
Spike Craven
Emily Schutt
Emily Schutt
Dean Kriss Phillips
Dean Kriss Phillips

Jaclyn Kelley
Jaclyn Kelley

AGENDA ITEM Human Resources Report

BACKGROUND

I. New Personnel

A. Derosier, Joan

Instructor, Sociology

Urban Campus

9 Months Per Year Position

Annual Salary: \$33,448

Effective: August 27, 1998

Continuing Contract with Faculty - Probationary

B. Greimann, David L.

Instructor, Computer Science/Information Technology

Newton Polytechnic Campus

9 Months Per Year Position

Annual Salary: \$33,998

Effective: August 27, 1998

Continuing Contract with Faculty - Probationary

C. Wolf, Laurie A.

Director, Enrollment Management

Ankeny Campus, Student Services

Annual Salary: \$56,000

Effective: August 24, 1998

Employment Agreement with Professional Staff

II. Contract Change

A. Kayser, Lori

Educational Advisor

Carroll Campus

FTE Change: From 1.00 to .785

Annual Salary: \$26,671

Effective: July 1, 1998

III. Resignation

- A. Westergard, Joanne E.**
Instructor, Health Care Administration
Ankeny Campus
Effective: May 8, 1998

IV. Reinstatements

- A. Boulware, Anna Marie**
Instructor, Business Administration
Carroll Campus
To reinstate 9-Month Continuing Contract with Faculty - Probationary,
Effective August 27, 1998
- B. Daly, Carin**
Instructional Assistant
Newton Polytechnic Campus
To reinstate Specially Funded Employment Agreement from July 1,
1998, through June 30, 1999
- C. Kelly-Benck, Lora**
Educational Advisor.
Urban Campus
To reinstate Specially Funded Employment Agreement from July 1,
1998, through June 30, 1999
- D. Leonardi, James**
Lab Assistant
Newton Polytechnic Campus
To reinstate Specially Funded Employment Agreement from July 1,
1998, through June 30, 1999
- E. Palmer, Howard**
Lab Assistant
Newton Polytechnic Campus
To reinstate Specially Funded Employment Agreement from July 1
1998, through June 30, 1999

- F. Schon, Renee**
Coordinator, Displaced Homemaker
Carroll Campus
To reinstate Specially Funded Employment Agreement from July 1,
1998, through June 30, 1999
- G. Slykhuis, Lynn**
Instructor, Correctional Education Program
Newton Polytechnic Campus
To reinstate Specially Funded Continuing Contract with Faculty
- H. Snowbarger, Amy**
Coordinator, Displaced Homemaker
Urban Campus
To reinstate Specially Funded Employment Agreement from July 1
1998, through June 30, 1999
- I. Stone, Margaret**
Coordinator, Displaced Homemaker
Boone Campus
To reinstate Specially Funded Employment Agreement from July 1
1998, through June 30, 1999
- J. Woodruff, Janet**
Instructor, Correctional Education Program
Newton Polytechnic Campus
To reinstate Specially Funded Continuing Contract with Faculty

V. Extensions of Specially Funded Continuing Contracts

- A. Brand, Sonja**
Instructor, Academic Achievement Center
Ankeny Campus
To extend Specially Funded Continuing Contract with Faculty from
July 1, 1998, to August 14, 1998
- B. Kenealy, Larry**
Counselor, Basics & Beyond
Newton Polytechnic Campus
To extend Specially Funded Continuing Contract with Faculty from
July 1, 1998, to August 14, 1998

C. Slykhuis, Lynn

Instructor, Correctional Education Program

Newton Polytechnic Campus

To extend Specially Funded Continuing Contract with Faculty from
July 1, 1998 to August 14, 1998

D. Woodruff, Janet

Instructor, Correctional Education Program

Newton Polytechnic Campus

To extend Specially Funded Continuing Contract with Faculty from
July 1, 1998. to August 14, 1998

VI. Informational Item

A. Schouten, Robert

Instructor, Mathematics

Carroll Campus

Passed Away June 17, 1998

RECOMMENDATION

It is recommended that the Board ratify the above listed personnel actions for the period June 25, 1998, through July 23, 1998.

Dr. Joseph Borgen, President

Report: FWRR040
 Date: 17-JUL-98
 Time: 09:42

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 07-JUL-98 to 17-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Community State Bank	98498	\$3,372.50	\$3,372.50	Mort Club	Other Materials and
Boddy Media Group	99139	\$3,500.00	\$3,500.00	School to Work Regio	Trade Accounts Payab
City Supply Corp	99153	\$3,641.47	\$1,440.00	Mechanical Maintenanc	Materials/Supplies f
			\$1,451.96	Mechanical Maintenanc	Materials/Supplies f
			\$749.51	Mechanical Maintenanc	Materials/Supplies f
Compucom	99156	\$3,612.00	\$3,612.00	Technology Equipment	Furniture, Machinery
Des Moines Asphalt	99159	\$24,000.00	\$24,000.00	Buildings Equipment	Maintenance of Groun
DMACC Student Accounts	99167	\$14,780.60	\$3,823.74	Project Self Suffici	Trade Accounts Payab
			\$2,106.62	Project Self Support	Trade Accounts Payab
			\$2,571.65	Project Self Suffici	Trade Accounts Payab
			\$5,595.19	Project Self Suffici	Trade Accounts Payab
			\$225.35	Project Self Support	Trade Accounts Payab
Garner Printing	99180	\$3,980.00	\$3,000.00	Office of the Dean,	Trade Accounts Payab
			\$980.00	Expressions	Trade Accounts Payab
Ikon Office Solutions	99194	\$11,495.00	\$11,495.00	Boone Campus Equip U	Furniture, Machinery
Kruck Plumbing and Heatin	99201	\$6,600.00	\$6,600.00	Boone Campus Equip U	Buildings and Fixed
MidAmerican Energy Co	99215	\$35,077.81	\$27,359.57	Utilities	Utilities
			\$1,434.28	Utilities	Utilities
			\$300.00	Project Self Suffici	Other Services
			\$5,983.96	Utilities	Utilities
Magic Solutions	99218	\$14,171.00	\$10,497.00	Technology Equipment	Computer Software
			\$3,674.00	Technology Equipment	Other Services
Norstan Communications In	99220	\$88,048.68	\$6,422.28	Communications	Other Services
			\$57,932.64	Communications	Other Services
			\$8,688.00	Communications	Other Services
			\$7,180.44	Communications	Other Services
			\$2,161.20	Communications	Materials/Supplies f
Schenkelberg Implement	99238	\$19,560.00	\$19,560.00	Equip Replacement Ph	Furniture, Machi
State of Iowa Department	99246	\$21,545.13	\$2,476.32	NCS Plastics Financi	Trade Accounts P
			\$1,190.00	Olson Mfg Financial	Trade Accounts P
			\$640.00	SoftForce Financial	Trade Accounts P
			\$1,505.00	Homestead Farms Fina	Trade Accounts P
			\$6,700.00	SoftForce Financial	Trade Accounts P

Regular Bd Mtg
 August 10, 1998
 Attachment #3

Report: FWRR040
 Date: 17-JUL-98
 Time: 09:42

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 07-JUL-98 to 17-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
State of Iowa Department	99246	\$21,545.13	\$622.50	New Com Tech Financi	Trade Accounts Payab
			\$312.83	Homestead Farms Fina	Trade Accounts Payab
			\$247.35	Olson Mfg Financial	Trade Accounts Payab
			\$181.35	MarketLink Financial	Trade Accounts Payab
			\$3,600.00	Merchandising Fronts	Trade Accounts Payab
			\$1,693.94	MarketLink Financial	Trade Accounts Payab
			\$1,500.00	New Com Tech Financi	Trade Accounts Payab
			\$451.00	Merchandising Fronts	Trade Accounts Payab
		\$424.84	NCS Plastics Financi	Trade Accounts Payab	
Iowa Comprehensive Human	99386	\$17,008.27	\$17,008.27	Enterprise Comm Cont	Other Services
Greater Des Moines Chambe	99387	\$6,165.11	\$6,165.11	Enterprise Comm Cont	Other Services
Mid City Vision Coalition	99388	\$10,874.17	\$10,874.17	Enterprise Comm Cont	Other Services
Fowler, Jeanna Deann.	99514	\$3,890.00	\$3,890.00		Due From Students
Mendenhall, Robert E.	99616	\$2,710.80	\$2,710.80		Due From Students
Community State Bank	99760	\$346,726.62	\$346,726.62		Checking-Payroll
Deere Community Credit Un	99763	\$3,300.50	\$3,300.50		Other Employee Deduc
IPERS	99778	\$24,822.99	\$24,822.99		IPERS Payable
Teachers Insurance and An	99800	\$5,032.62	\$5,032.62		Tax Sheltered Annuit
TIAA CREF College Retirem	99801	\$20,593.71	\$20,593.71		TIAA/CREF Payable
Community State Bank	99867	\$492,390.90	\$492,390.90		Tax Sheltered Annuit
Fidelity Management Trust	99878	\$2,756.66	\$2,756.66		Tax Sheltered Annuit
First Iowa Credit Union	99879	\$5,102.42	\$5,102.42		Other Employee Deduc
IPERS	99885	\$41,447.04	\$41,447.04		IPERS Payable
Teachers Insurance and An	99912	\$5,769.83	\$5,769.83		Tax Sheltered Annuit
TIAA CREF College Retirem	99914	\$23,675.69	\$23,675.69		TIAA/CREF Payable
Ames Community School	99945	\$3,675.00	\$3,675.00	Intructional Realloc	Rental of Buildings
Autodesk Inc	99963	\$40,000.00	\$40,000.00	Info Technologies Eq	Computer Software
Bay Networks	99968	\$39,745.00	\$39,745.00	WLAN Support	Other Services

Report: WRR040
 Date: 17-JUL-98
 Time: 09:42

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 07-JUL-98 to 17-JUL-98

Page:

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Compucom	99998	\$28,228.28	\$28,228.28	Technology Equipment	Furniture, Machinery
Cook Plumbing Corp	100005	\$3,421.00	\$3,421.00	806 SE Laurie Lane	Purchases for Resale
Des Moines Asphalt	100017	\$14,174.63	\$14,174.63	Buildings Equipment	Maintenance of Groun
Ebsco Subscription Servic	100032	\$3,509.29	\$3,509.29	Library	Periodicals
FBC Service Corporation	100042	\$19,862.00	\$15,810.00	Custodial	Custodial Services
			\$3,842.00	Maytag Leased Space	Custodial Services
			\$210.00	Office of the Dir, P	Maintenance/Repair o
Frandsen, Knapp and Assoc	100046	\$2,500.00	\$2,500.00	Administration & Mis	Consultant's Fees
Greater Des Moines Chambe	100057	\$20,000.00	\$20,000.00	New Programs	Other Professional S
IBM Corporation	100080	\$15,480.00	\$15,480.00	Data Processing	Software Service Agr
Leachman Lumber Company	100118	\$3,113.53	-\$39.04	806 SE Laurie Lane	Purchases for Resale
			\$103.84	806 SE Laurie Lane	Purchases for Resale
			\$30.06	806 SE Laurie Lane	Purchases for Resale
			\$39.04	806 SE Laurie Lane	Purchases for Resale
			-\$22.95	806 SE Laurie Lane	Purchases for Resale
			\$625.60	806 SE Laurie Lane	Purchases for Resale
			\$11.44	806 SE Laurie Lane	Purchases for Resale
			\$2,111.86	806 SE Laurie Lane	Purchases for Resale
			\$253.68	806 SE Laurie Lane	Purchases for Resale
MidAmerican Energy Co	100134	\$38,024.75	\$122.40	Project Self Suffici	Other Services
			\$120.82	Transportation Insti	Utilities
			\$33,526.46	Utilities	Utilities
			\$11.17	806 SE Laurie Lane	Purchases for Resale
			\$4,233.80	Utilities	Utilities
			\$10.10	Transportation Insti	Utilities
Midwest Library Service	100135	\$3,893.93	\$3,893.93	Equip Replacement Li	Library Books and Fi
Midwest Office Technology	100137	\$6,802.64	\$5.33	ASSET Auto/Ford	Maintenance/Repair o
			\$5.33	Ford Motor Company T	Maintenance/Repair o
			\$33.71	Bookstore - Ankeny	Maintenance/Repair o
			\$358.67	Executive Dean, Urba	Maintenance/Repair o
			\$47.28	Other General Instit	Maintenance/Repair o
			\$5.33	Heating/AC/Refrigera	Maintenance/Repair o
			\$7.51	ASEP Auto	Maintenance/Repair o
			\$120.00	Duplicating Services	Maintenance/Repair o
			\$66.80	Office of the Dean,	Maintenance/Repair o
			\$13.24	Copier	Maintenance/Repair o
			\$49.63	Copier	Maintenance/Repair o

Report: FWRR040
 Date: 17-JUL-98
 Time: 09:42

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 07-JUL-98 to 17-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Midwest Office Technology	100137	\$6,802.64	\$82.00	Adult Basic Educatio	Materials & Supplies
			\$56.42	Office of the Dean,	Maintenance/Repair o
			\$7.51	Auto Service	Maintenance/Repair o
			\$26.61	Heavy Equipment	Maintenance/Repair o
			\$5,495.00	Transportation Instl	Furniture, Machinery
			\$3.78	Welding	Maintenance/Repair o
			\$3.78	Graphic Arts	Maintenance/Repair o
			\$3.78	Auto Body	Maintenance/Repair o
			\$3.78	BSEP Auto Body/GM	Maintenance/Repair o
			\$3.98	Office of the Contro	Maintenance/Repair o
			\$33.12	Conference Center	Materials & Supplies
			\$5.33	Building Trades	Maintenance/Repair o
			\$5.33	Upholstery	Maintenance/Repair o
			\$33.12	Office of the Dean,	Maintenance/Repair o
			\$315.30	Business Office	Maintenance/Repair o
\$7.73	General Motors Train	Maintenance/Repair o			
\$3.24	Auto Service	Maintenance/Repair o			
Monarch Manufacturing Co	100141	\$4,001.21	\$731.25	Monarch Manufacturin	Other Services
			\$1,462.50	Monarch Manufacturin	Other Services
			\$772.46	Monarch Manufacturin	Other Services
			\$1,035.00	Monarch Manufacturin	Other Services
Hoodys Investors Service	100142	\$5,000.00	\$384.62	Barilla America Fina	Financial Serv Fees
			\$384.61	All State Ind Rubber	Financial Serv Fees
			\$384.61	American Packaging #	Financial Serv Fees
			\$384.61	Allied Group #5 Fina	Financial Serv Fees
			\$384.61	Access Air Inc Finan	Financial Serv Fees
			\$384.61	Sprint Spectrum LP F	Financial Serv Fees
			\$384.61	Deere Credit Serv #7	Financial Serv Fees
			\$384.62	Delavan Inc #3 Finan	Financial Serv Fees
			\$384.62	Engineering Animatio	Financial Serv Fees
			\$384.62	John Deere DM Works	Financial Serv Fees
			\$384.62	Pella Plastics #5 Fi	Financial Serv Fees
			\$384.62	Percival Scientific	Financial Serv Fees
\$384.62	Johnson/Higgins KVI	Financial Serv Fees			
PDI	100161	\$4,072.63	\$4,072.63	PDI Project #5	Other Services
Pinkerton Security & Inve	100166	\$6,956.33	\$4,895.83	Office of the Dir, P	Contracted Security
			\$2,060.50	Office of the Dir, P	Contracted Security
Polk County Auditor	100168	\$2,673.27	\$2,673.27	Project Self Suffici	Other Services
Prentice Hall Inc	100171	\$3,294.15	\$3,210.20	Story County Buildin	General Books
			\$83.95	Story County Buildin	General Books
Protex Central Inc	100173	\$3,450.00	\$3,450.00	Mechanical Maintenan	Maintenance/Repair o

Report: FWRR040
 Date: 17-JUL-98
 Time: 09:42

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 07-JUL-98 to 17-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
St Peters Church	100189	\$4,000.00	\$2,000.00	ESL	Other Services
			\$2,000.00	Adult Basic Educatio	Other Services
Student Assurance Service	100193	\$10,361.00	\$10,361.00	Non Tort Insurance	Insurance
Studer, Paula L.	100204	\$4,000.00	\$4,000.00	Upward Bound Year #6	Stipends
VanMeter Industrial Inc	100229	\$6,155.01	\$6,155.01	Transportation Insti	Buildings and Fixed
West Des Moines Schools	100242	\$3,900.00	\$3,900.00	Intruactional Realloc	Rental of Buildings
Wiese Corp	100246	\$3,669.48	\$550.00	Wiese Corp Job Speci	Other Services
			\$2,945.03	Wiese Corp Mgt/Super	Other Services
			\$174.45	Wiese Corp Training	Other Services

Report: FWR040
 Date: 24-JUL-98
 Time: 09:33

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 17-JUL-98 to 24-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Buildings Inc	99407	\$38,475.00	\$38,475.00	Transportation Instl	Buildings and Fixed
AMIC	100267	\$2,574.00	\$2,574.00	Iowa Energy Ctr Ener	Other Professional S
BCR	100287	\$25,000.00	\$25,000.00	Library	Other Services
Cisco Inc	100307	\$10,597.50	\$6,592.50	Office of the VP, St	Other Services
			\$4,005.00	Information Systems	Consultant's Fees
Community State Bank	100316	\$24,000.00	\$12,000.00	Bookstore - Ankeny	Purchases for Resale
			\$12,000.00	Bookstore - Urban Ca	Purchases for Resale
Des Moines Water Works	100340	\$5,018.89	\$38.51	Utilities	Utilities
			\$2,918.40	Utilities	Utilities
			\$1,685.69	Utilities	Utilities
			\$9.47	Utilities	Utilities
			\$22.75	Utilities	Utilities
			\$47.84	Utilities	Utilities
			\$47.84	Utilities	Utilities
			\$29.49	Utilities	Utilities
			\$11.76	Utilities	Utilities
			\$4.20	Horticulture	Utilities
			\$30.94	Utilities	Utilities
			\$95.66	Utilities	Utilities
			\$55.57	Utilities	Utilities
			\$20.77	Utilities	Utilities
DMACC Boone Bookstore	100343	\$13,000.00	\$13,000.00	Bookstore - Boone	Purchases for Resale
DMACC Carroll Bookstore	100344	\$6,500.00	\$6,500.00	Bookstore - Carroll	Purchases for Resale
Don Wyckoff Heating and C	100351	\$2,769.00	\$2,769.00	806 SE Laurie Lane	Purchases for Resale
Dorsey and Whitney LLP	100352	\$6,660.00	\$6,660.00	Office of the Vice P	Legal Fees
Executive Copy Systems	100365	\$2,850.00	\$2,850.00	Office of the Ex Dea	Maintenance/Repair o
FEH Associates Inc	100369	\$4,140.00	\$4,140.00	Iowa Energy Ctr Ener	Other Professional S
Gebauers Material Handling	100378	\$14,500.00	\$14,500.00	Equip Replacement Ph	Furniture, Machinery
Government Computer Sales	100383	\$4,856.33	\$2,771.10	Health/Public Serv E	Minor Equipment
			\$2,085.23	Office of the VP, Co	Furniture, Machinery
Graybar Electric Co Inc	100386	\$6,878.32	\$352.52	Communications	Materials/Supplies f
			\$1,722.50	Communications	Materials/Supplies f
			\$478.75	Communications	Materials/Supplies f
			-\$181.60	Communications	Materials/Supplies f

Report: FRR040
 Date: 24-JUL-98
 Time: 09:33

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 17-JUL-98 to 24-JUL-98

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Graybar Electric Co Inc	100386	\$6,878.32	\$241.78	Mechanical Mainten	Materials/Supplies f
			\$64.80	Communications	Materials/Supplies f
			\$498.84	Communications	Materials/Supplies f
			\$1,145.47	Communications	Materials/Supplies f
			\$85.00	Communications	Materials/Supplies f
			\$180.47	Communications	Materials/Supplies f
			\$88.79	Communications	Materials/Supplies f
			\$1,081.60	Communications	Materials/Supplies f
			\$504.64	Communications	Materials/Supplies f
			\$72.31	Communications	Materials/Supplies f
			\$308.00	Communications	Materials/Supplies f
			\$74.61	Communications	Materials/Supplies f
			\$159.84	Communications	Materials/Supplies f
Hawkeye Chapter	100394	\$3,991.70	\$3,991.70	Office Occupations	Other Services
Help Desk	100397	\$2,890.00	\$2,890.00	Office of the Dean,	Staff Development-In
Innovative Interfaces Inc	100413	\$37,260.00	\$37,260.00	Library Automation	Other Services
Iowa Department of Econom	100420	\$76,200.00	\$16,880.00	Engineering Animatio	HF623 State Administ
			\$430.00	Percival Scientific	HF623 State Administ
			\$3,840.00	American Packaging #	HF623 State Administ
			\$1,260.00	All State Ind Rubber	HF623 State Administ
			\$12,935.00	Access Air Inc Finan	HF623 State Administ
			\$5,285.00	Barilla America Fina	HF623 State Administ
			\$11,065.00	Deere Credit Serv #7	HF623 State Administ
			\$7,115.00	Johnson/Higgins KVI	HF623 State Administ
			\$1,495.00	John Deere DM Works	HF623 State Administ
			\$6,200.00	Allied Group #5 Fina	HF623 State Administ
			\$4,390.00	Sprint Spectrum LP F	HF623 State Administ
\$2,350.00	Pella Plastics #5 Fi	HF623 State Administ			
\$2,955.00	Delavan Inc #3 Finan	HF623 State Administ			
Johnson Controls Inc	100428	\$6,947.47	\$1,689.00	Iowa Energy Ctr Ener	Maintenance/Repair o
			\$3,090.00	Iowa Energy Ctr Ener	Maintenance/Repair o
			\$2,168.47	Iowa Energy Ctr Ener	Maintenance/Repair o
Kemin Industries	100434	\$83,511.31	\$73,726.85	Kemin Ind #3 Job Spe	Other Services
			\$9,784.46	Kemin Ind #3 Mgt/Sup	Other Services
Kirke Van Orsdel Incorpor	100437	\$35,484.80	\$35,434.80	Tort Insurance	Insurance
			\$50.00	Tort Insurance	Insurance
KJWW Engineering Consulta	100439	\$7,843.85	\$7,843.85	Iowa Energy Ctr Ener	Consultant's Fees
Laser Resources	100451	\$2,795.24	\$2,795.24	Duplicating Services	Maintenance/Repair o

Report: FWRR040
 Date: 24-JUL-98
 Time: 09:33

Des Moines Area Community College
 List of checks over \$ 2,500.00 from 17-JUL-98 to 24-JUL-98

Page: 3

VENDOR NAME	CHECK NUMBER	CHECK AMOUNT	TRANSACTION AMOUNT	INDEX TITLE	ACCOUNT TITLE
Legato Systems Inc	100455	\$9,750.00	\$1,000.00	WLAN Support	Other Services
			\$8,750.00	WLAN Support	Other Services
Merchandising Frontiers	100465	\$5,995.00	\$5,995.00	Merchandising Frontr	Other Services
MidAmerican Energy Co	100468	\$7,688.05	\$6,302.45	Utilities	Utilities
			\$58.12	Utilities	Utilities
			\$292.27	Utilities	Utilities
			\$1,035.21	Utilities	Utilities
Midwest Office Technology	100470	\$6,479.98	\$22.21	Perkins Horticulture	Maintenance/Repair o
			\$132.61	Office of the Dean,	Maintenance/Repair o
			\$120.00	Transportation Insti	Materials & Supplies
			\$77.87	Office of the VP, St	Maintenance/Repair o
			\$3.39	Recreation/Wellness	Maintenance/Repair o
			\$3.50	Conference Center	Materials & Supplies
			\$8.99	Recreation/Wellness	Maintenance/Repair o
			\$35.00	Commercial/Advertisi	Materials & Supplies
			\$23.12	Library Sales	Maintenance/Repair o
			\$99.00	Economic Development	Materials & Supplies
			\$5,795.00	Commercial/Advertisi	Furniture, Machinery
			\$43.00	Transportation Insti	Materials & Supplies
			\$114.51	Office of the Direct	Maintenance/Repair o
			\$1.78	Office of the Direct	Maintenance/Repair o
National Curriculum & Tra	100479	\$10,120.01	\$3,634.47	Driver Improvement B	Purchases for Resale
			\$2,421.48	Driver Improvement B	Purchases for Resale
			\$4,064.06	Driver Improvement B	Purchases for Resale
Networks Inc	100484	\$14,732.00	\$14,732.00	Technology Equipment	Other Services
North Central Association	100486	\$4,840.00	\$4,840.00	Other General Instit	Memberships
Pinkerton Security & Inve	100500	\$7,560.45	\$5,476.64	Office of the Dir, P	Contracted Security
			\$2,083.81	Office of the Dir, P	Contracted Security
Prevention Research Insti	100507	\$7,500.00	\$7,500.00	Driver Improvement B	Purchases for Resale
Ruan Transportation	100527	\$19,614.00	\$10,014.00	Ruan Transport Corp	Other Services
			\$9,600.00	Ruan Transport Corp	Other Services
Swaney Equipment Co	100547	\$2,745.23	\$2,745.23	Grounds	Maintenance/Repair o

DMACC ANNUAL FINANCIAL REPORT

JUNE 30, 1998

DMACC
DES MOINES AREA
COMMUNITY COLLEGE

Regular Board Mtg
August 10, 1998
Attachment #4

**DES MOINES AREA COMMUNITY COLLEGE
MONTHLY FINANCIAL REPORT
TABLE OF CONTENTS**

PAGE

BALANCE SHEET & ATTACHMENTS:

- 1 Balance Sheet - All Funds
- 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

Des Moines Area Community College
Balance Sheet
June 30, 1998

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholar- ship Fund 5	Loan Fund 6	Plant Fund 7	Total
ASSETS								
Current Assets								
Cash on Hand or in Banks	\$ 55,984	\$ -	\$ -	\$ 2,312	\$ -	\$ -	\$ -	\$ 58,296
Investments	4,439,565	24,607,156	1,015,078	1,051,608	73,505	24,811	1,051,412	32,263,135
Accounts Receivable	5,061,766	17,550,718	268,219	67,740	53,830	12,386	2,397	23,017,056
Student Loans	-	-	-	-	-	904,506	-	904,506
Deposits & Prepaid Expenses	94,539	190,686	-	-	-	-	873,971	1,159,196
Inventories	178,293	-	851,830	-	-	-	-	1,030,123
Due to/from Other Funds	-	-	-	-	-	-	-	-
Total Current Assets	9,830,147	42,348,560	2,135,127	1,121,660	127,335	941,703	1,927,780	58,432,312
Fixed Assets								
Land, Buildings & Improvements	-	-	-	39,785	-	-	54,693,193	54,732,978
Equipment, Leased Prop, Books & Films	-	-	-	193,996	-	-	23,004,651	23,198,647
Total Fixed Assets	-	-	-	233,781	-	-	77,697,844	77,931,625
TOTAL ASSETS	\$ 9,830,147	\$ 42,348,560	\$ 2,135,127	\$ 1,355,441	\$ 127,335	\$ 941,703	\$ 79,625,624	\$ 136,363,937
LIABILITIES AND FUND BALANCES								
Current Liabilities								
Current Liabilities	\$ 5,877,829	\$ 17,247,341	\$ (61,773)	\$ 11,250	\$ -	\$ -	\$ 17,599	\$ 23,092,246
Long Term Liabilities	-	23,868,271	-	-	-	-	5,289,497	29,157,768
Deposits Held in Custody for Others	13,905	-	-	1,344,191	-	-	-	1,358,096
Total Liabilities	5,891,734	41,115,612	(61,773)	1,355,441	-	-	5,307,096	53,608,110
Fund Balance								
Unrestricted	3,760,120	-	-	-	-	-	-	3,760,120
Restricted-Specific Purposes	178,293	1,232,948	2,196,900	-	127,335	941,703	1,927,780	6,604,959
Net Investment in Plant	-	-	-	-	-	-	72,390,748	72,390,748
Total Fund Balance	3,938,413	1,232,948	2,196,900	-	127,335	941,703	74,318,528	82,755,827
TOTAL LIABILITIES & FUND BAL	\$ 9,830,147	\$ 42,348,560	\$ 2,135,127	\$ 1,355,441	\$ 127,335	\$ 941,703	\$ 79,625,624	\$ 136,363,937

Des Moines Area Community College
Statement of Revenue, Expenditures and Changes in Fund Balances
June 30, 1998

	Unrestricted General Fund 1	Restricted General Fund 2	Auxiliary Fund 3	Agency Fund 4	Scholar- ship Fund 5	Loan Fund 6	Plant Fund 7	Total
Revenues and Other Additions:								
Tuition and Fees	\$ 15,864,567	\$ 789,135	\$ 55,180	\$ 221,632	\$ -	\$ -	\$ -	\$ 16,930,514
Local Support (Property Taxes)	4,238,444	887,961					3,689,674	8,816,079
State Support	19,345,759	1,792,882	543	500,000				21,639,184
Federal Support	801,547	1,356,128	906	71,453	3,773,231	12,000		6,015,265
Sales and Services	125,558	(23)	6,915,381	93,719				7,134,635
Training Revenue		5,909,826						5,909,826
Other Income	654,006	727,905	71,987	312,988	3,093	8,327	100,975	1,879,281
Expended for Plant Assets, Net	-	-	-	8,528	-	-	3,598,823	3,607,351
Total Revenue and Other Add	41,029,881	11,463,814	7,043,997	1,208,320	3,776,324	20,327	7,389,472	71,932,135
Expenditures and Other Deductions:								
Educational and General								
Instruction	23,226,059	7,605,146						30,831,205
Academic Support	5,074,237	150,958						5,225,195
Student Services	3,478,118	971,586						4,449,704
Institutional Support	5,739,268	1,633,868						7,373,136
Operation and Maintenance of Plant	2,837,176	388,056						3,225,232
Auxiliary Enterprise Expenditures			6,649,845					6,649,845
Scholarship Expense					3,997,741			3,997,741
Loan Fund Expense						9,104		9,104
Plant Fund Expense							4,850,584	4,850,584
Agency Fund Expense				957,327				957,327
Total Expenditures and Other Deduct	40,354,858	10,749,614	6,649,845	957,327	3,997,741	9,104	4,850,584	67,569,073
Transfer Among Funds: Add & Deduct								
Mandatory	(71,854)				67,854	4,000		-
Non-Mandatory	(387,292)	(1,308,182)	4,616	171,179	160,829		1,358,850	-
Net Increase (Decrease) for the Period	215,877	(593,982)	398,768	422,172	7,266	15,223	3,897,738	4,363,062
Fund Balance at Beginning of Year	3,722,536	1,826,930	1,798,132	922,019	120,069	926,480	70,420,790	79,736,956
Fund Balance at End of Period	\$ 3,938,413	\$ 1,232,948	\$ 2,196,900	\$ 1,344,191	\$ 127,335	\$ 941,703	\$ 74,318,528	\$ 84,100,018

Des Moines Area Community College
Investments
June 30, 1998

<u>Institution</u>	<u>Investment Type</u>	<u>Interest Rate</u>	<u>Unrestricted Current Fund 1</u>	<u>Restricted Current Fund 2</u>	<u>Auxiliary Fund 3</u>	<u>Agency Fund 4</u>	<u>Scholarship Fund 5</u>	<u>Loan Fund 6</u>	<u>Plant Fund 7</u>	<u>Total</u>
Community State Bank	Money Market	4.85%	\$ -	\$ -	\$ 759,820	\$ -	\$ -	\$ -	\$ -	\$ 759,820
Community State Bank	Investment Svgs	5.01%	281,704	-	255,258	-	73,505	24,811	1,051,412	1,686,690
Community State Bank	No Interest Acct	0.00%	-	73,300	-	-	-	-	-	73,300
Total Community State Bank			281,704	73,300	1,015,078	-	73,505	24,811	1,051,412	2,519,810
Brenton Bank	Business Chkg	1.80%	72,799	-	-	-	-	-	-	72,799
Brenton Bank	Money Market	5.20%	575,377	1,281,504	-	959,435	-	-	-	2,816,316
Total Brenton Bank			648,176	1,281,504	-	959,435	-	-	-	2,889,115
Firststar Bank	Money Market	5.21%	-	1,982,686	-	-	-	-	-	1,982,686
Norwest Trust	Trust Account	Variable	-	12,795,683	-	-	-	-	-	12,795,683
ISJIT	CD due 6/30/00	6.01%	-	1,842,847	-	-	-	-	-	1,842,847
First National Bank	Money Market	5.38%	-	1,778,361	-	-	-	-	-	1,778,361
First National Bank	CD due 5/26/98	5.30%	-	1,500,000	-	-	-	-	-	1,500,000
First National Bank	CD's due 4/4/99	5.35/5.05%	-	-	-	92,173	-	-	-	92,173
Total First National Bank			-	3,278,361	-	92,173	-	-	-	3,370,534
Bankers Trust	Money Market	5.09%	-	1,852,775	-	-	-	-	-	1,852,775
Bankers Trust	CD due 3/25/99	5.85%	-	500,000	-	-	-	-	-	500,000
Bankers Trust	CD due 7/13/98	5.50%	-	1,000,000	-	-	-	-	-	1,000,000
			-	3,352,775	-	-	-	-	-	3,352,775
Mercantile Bank	Money Market	5.12%	1,299,728	-	-	-	-	-	-	1,299,728
State Bank and Trust	CD due 4/1/99	6.00%	2,124,000	-	-	-	-	-	-	2,124,000
West Bank	Money Market	4.54%	85,957	-	-	-	-	-	-	85,957
Grand Totals			\$ 4,439,565	\$ 24,607	\$ 1,015,078	\$ 1,051,608	\$ 73,505	\$ 24,811	\$ 1,051,412	\$ 32,263,135

Des Moines Area Community College
Detail of Liabilities
June 30, 1998

	Unrestricted General <u>Fund 1</u>	Restricted General <u>Fund 2</u>	Auxiliary <u>Fund 3</u>	Agency <u>Fund 4</u>	Scholarship <u>Fund 5</u>	Loan <u>Fund 6</u>	Plant <u>Fund 7</u>	Total
Payables:								
Trade Accounts Payable	\$ 184,098	\$ 217,268	\$(145,540)	\$ 980	\$ -	\$ -	\$ 11,495	\$ 268,301
Long Term Payables (Bonds)		24,177,942					5,040,000	29,217,942
Unamortized Discount on Bonds		(309,671)					(32,555)	(342,226)
Leaseholds Payable							282,052	282,052
Accrued Liabilities:								
Payroll	2,508,217	54,376	22,492					2,585,085
Accrued Vacation	554,914	74,264	61,275				6,104	696,557
Other Accruals	705,949			6,725				712,674
Other Liabilities:								
Funds Held in Trust	13,905	280		150				14,335
Deferred Income	<u>1,924,651</u>	<u>16,901,153</u>	<u>-</u>	<u>3,395</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,829,199</u>
Total	<u>\$ 5,891,734</u>	<u>\$ 41,115,612</u>	<u>\$ (61,773)</u>	<u>\$ 11,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,307,096</u>	<u>\$ 52,263,919</u>

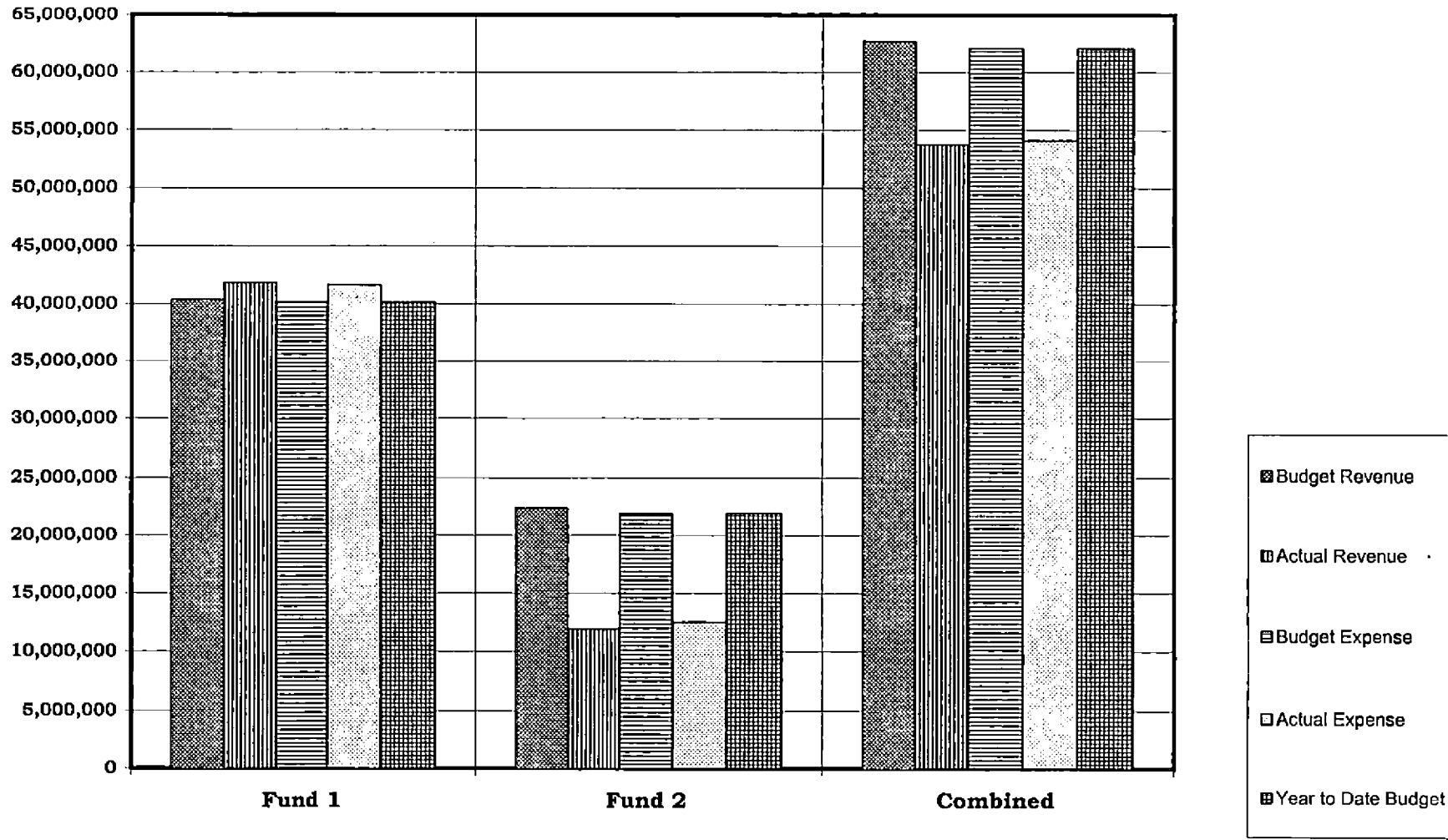
Des Moines Area Community College
 FY97-98 Budget Report
 Summary by Fund (All Funds)
 June 30, 1998

Fund Name	Fund Number	Board Approved Budget	Working Budget	Amount Received/ Expended	Budget Commitment	Working Budget Balance
Revenue						
Unrestricted Current	1	\$ 40,355,692	\$ 42,394,719	\$ 41,840,116		\$ 554,603
Restricted Current	2	22,371,218	23,184,684	11,915,182		11,269,502
Auxiliary	3	6,613,362	7,354,398	7,270,568		83,830
Agency	4	1,428,584	1,680,262	1,763,885		(83,623)
Scholarship	5	3,878,666	3,833,383	4,005,007		(171,624)
Loan	6	15,000	4,000	24,327		(20,327)
Plant (Note 1)	7	<u>4,627,691</u>	<u>5,158,691</u>	<u>5,246,594</u>		<u>(87,903)</u>
Total Revenue		<u>\$ 79,290,213</u>	<u>\$ 83,610,137</u>	<u>\$ 72,065,679</u>		<u>\$ 11,544,458</u>
Expenditures						
Unrestricted Current	1	\$ 40,144,591	\$ 42,191,562	\$ 41,624,238	\$ -	\$ 567,324
Restricted Current	2	21,935,025	23,902,865	12,509,164	-	11,393,701
Auxiliary	3	6,519,029	7,534,865	6,871,800	-	663,065
Agency	4	1,425,710	1,697,575	1,341,713	-	355,862
Scholarship	5	3,878,666	3,833,383	3,997,741	-	(164,358)
Loan	6	23,100	23,100	9,104	-	13,996
Plant (Note 1)	7	<u>5,898,389</u>	<u>6,414,339</u>	<u>5,471,539</u>	<u>-</u>	<u>942,800</u>
Total Expenditures		<u>\$ 79,824,510</u>	<u>\$ 85,597,689</u>	<u>\$ 71,825,299</u>	<u>\$ -</u>	<u>\$ 13,772,390</u>

Note 1: The Plant Fund is presented on a cash basis consistent with the published budget.

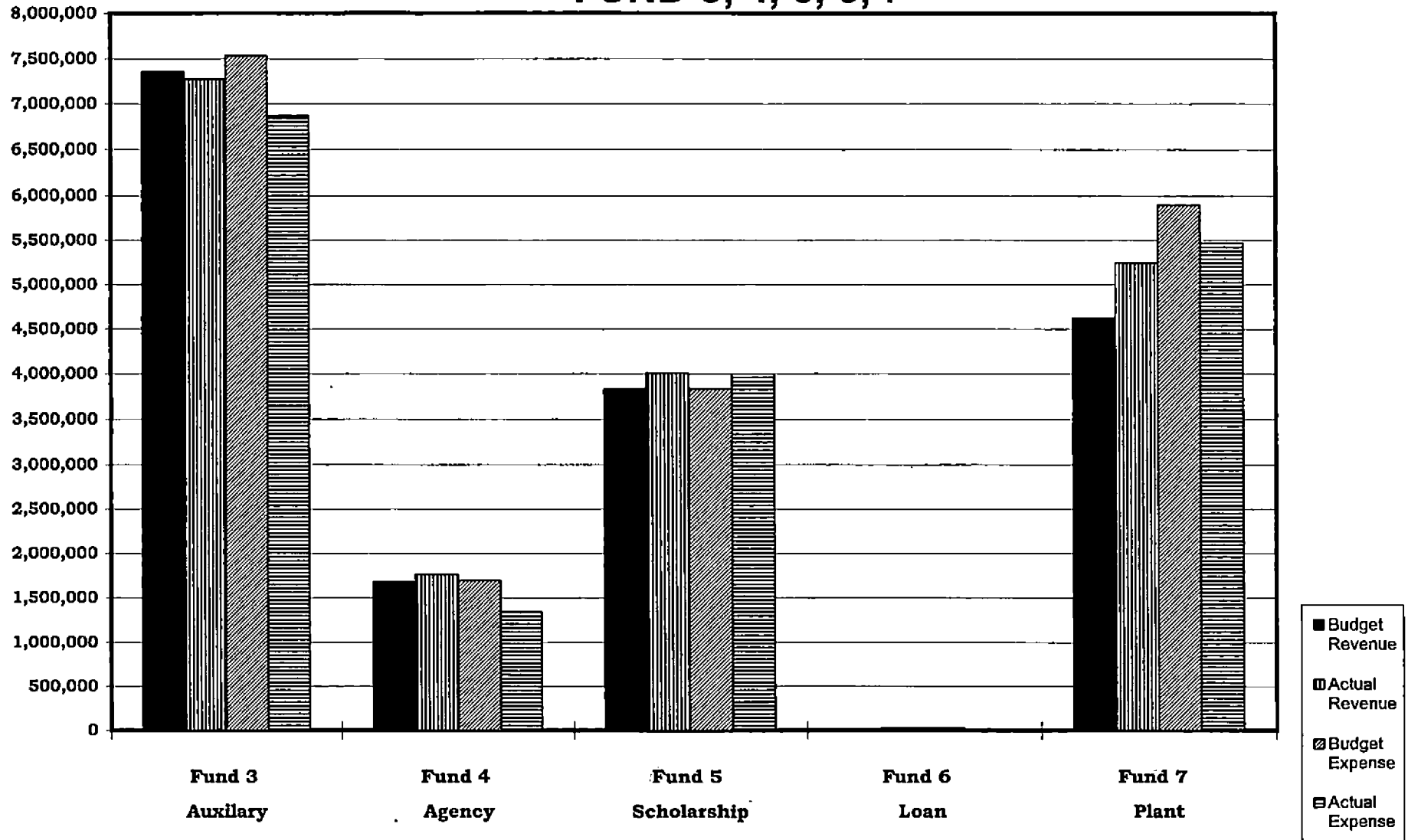
DMACC BUDGET STATUS

JUNE 30, 1998 FUNDS 1 & 2



DMACC BUDGET STATUS JUNE 30, 1998

FUND 3, 4, 5, 6, 7



DMACC REVENUE AND EXPENDITURES YEAR TO DATE JUNE 30, 1998

