Board of Directors Meeting Minutes

6-12-1991

Board of Directors Meeting Minutes (June 12, 1991)

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AGENDA

1. Call to order - 4 p.m.

2. Roll call.

3. Consideration of tentative agenda.

4. Public comments.

5. Consideration of minutes of May 8, 1991, public hearings and regular board meeting.

6. Consideration of resolution adopting proposed plans, specifications and form of contract for alterations to restroom facilities at the Boone Campus.

7. Consideration of resolution fixing date for receipt of bids for the alterations to restroom facilities at the Boone Campus.

8. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (Donnelley Marketing project) in the amount of $15,846.

9. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (Steelworks, Inc. project) in the amount of $25,520, and an amendment to retraining loan agreement.

10. Consideration of 28E Agreement between DMACC and the Carroll Community Schools, to provide Automotive Technology and Construction Trades classes for Carroll High School students for the 1991-92 school year.


12. Consideration of membership and payment of annual dues to the Association of Community College Trustees (ACCT) for FY1991-92.


15. Consideration of President's recommendation to withdraw the recommendation for termination of specially funded teacher contract.

17. Consideration of charge-off of outstanding accounts receivables to bad debt account.

18. Consideration of resolution directing the sale of anticipatory warrants in the aggregate principal amount of $5,000,000.

19. Consideration of resolution authorizing issuance of $5,000,000 anticipatory warrants of Des Moines Area Community College for the 1991-92 fiscal year.

20. Consideration of Payables.


22. President's report.

23. Board members' reports.


25. Information items:
   A. July 4 - HOLIDAY
   B. July 8 - First day to file nomination petitions for Board of Directors election
   C. July 9 - 4 p.m. - Board Meeting - At Heartland Area Education Agency
             - 5 p.m. - Joint Board Meeting - DMACC/Heartland

ADDENDUM TO AGENDA

June 12, 1991 Regular Board Meeting

14.1 Consideration of Board Policy - Faculty Oral Communication Competency.
The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on June 12, 1991. The meeting was called to order at 4:00 p.m., by Board President Susan Clouser.

Members Present:
Harold Belken
DeVere Bendixen
Sue Clouser
Lloyd Courter

Members Absent:
Dick Johnson
Gerry Pecinovsky

Others Present:
Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Keith Hopkins, Evensen Dodge, Inc.
Arnie Fisher, RDG Bussard Dikis Architects
Other interested DMACC staff and area residents

E. Leonard asked that Items 18 and 19, pertaining to the sale and issuance of anticipatory warrants, be moved for action immediately following approval of the minutes since representatives of Evensen Dodge had another engagement.

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

Motion passed unanimously.

None.

E. Leonard moved that the minutes of the May 8, 1991 public hearings and regular board meeting be approved as presented. Second by H. Belken.

Motion passed unanimously.

A motion was made by E. Leonard, seconded by D. Bendixen, that the board approve the resolution directing the sale of anticipatory warrants in the aggregate principal amount of $5,000,000. A copy of said resolution and the bid analysis is Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.
N. Wolf moved that the board approve the resolution authorizing issuance of $5,000,000 anticipatory warrants of Des Moines Area Community College for the 1991-92 fiscal year. Second by D. Bendixen. A copy of said resolution is Attachment #2 to these minutes.

Motion passed unanimously on a roll call vote.

A motion was made by L. Courter, seconded by H. Belken, that the board approve the resolution adopting the proposed plans, specifications, and form of contract for alterations to the restroom facilities at the Boone Campus. A copy of said resolution is Attachment #3 to these minutes.

Motion passed unanimously.

It was moved by H. Belken that the board approve the resolution fixing date for receipt of bids for the alterations to the restroom facilities at the Boone Campus. Second by D. Bendixen. Attachment #4.

Motion passed unanimously.

Items 8 and 9 were considered as one consent agenda item. L. Courter made the motion that the board approve the following resolutions; second by D. Bendixen. Motion passed unanimously on a roll call vote.

Approval of resolution approving the form and content, execution and delivery of a retraining loan agreement (Donnelley Marketing project) in the amount of $15,846. A copy of said resolution is on file in the Community Education office, Building 20.

Approval of resolution approving the form and content, execution and delivery of a retraining loan agreement (Steelworks, Inc. project) in the amount of $25,520, and an amendment to retraining loan agreement. A copy of the resolution is on file in the Community Education office, Building 20.

A motion for approval of a 28E Agreement between DMACC and the Carroll Community Schools, to provide Automotive Technology and Construction Trades classes for Carroll High School students for the 1991-92 school year, was made by L. Courter, seconded by N. Wolf. Attachment #5.

Motion passed unanimously.
N. Wolf made a motion that the board approve the Statement of Understanding between DMACC and the Division of Vocational Rehabilitation Services of the State Department of Education for FY1991-92. This agreement is to encourage mutual efforts to provide comprehensive planning and provision of educational and vocational rehabilitation services to students with disabilities. Second by D. Bendixen.

Motion passed unanimously.

It was moved by E. Leonard, seconded by N. Wolf, that the board approve membership in and payment of dues to the Association of Community College Trustees (ACCT) for FY1991-92. Annual institutional membership dues is $1,640.

Motion passed unanimously.

A motion was made by L. Courter, seconded by D. Shull, that the board approve the Student Action Board FY1991-92 budgets for the Ankeny and Urban campuses. Attachments #7 and #8 respectively.

Motion passed unanimously.

E. Leonard moved that the Academic Calendar for 1992-93 be approved as presented in Attachment #9 to these minutes. Second by D. Bendixen.

Motion passed unanimously.

It was moved by L. Courter that the board approve Board Policy #4013, Oral Communication Competence, as shown in Attachment #10 to these minutes. Second by D. Shull.

Motion passed unanimously.

Notification has been received of the Carl Perkins allocation to DMACC for FY1991-92. D. Bendixen made a motion that the board approve the recommendation of Dr. Borgen to withdraw the recommendation for termination of a specially funded teacher contract, and the board secretary notify the teacher (Carol Grimm) of this action. Second by L. Courter.

Motion passed unanimously.
APPROVAL OF HUMAN RESOURCES REPORT

It was moved by N. Wolf, seconded by D. Bendixen, that the board approve the following personnel items:

**Nine-month Contract Changes**
- Strom, Byron - 53 days - from 72.7% to 100%
- Meredith, Sharon - 53 days - from 72.7% to 100%
- Woods, Nancy - 53 days - to 72.7%
- Aurelius, Ruth - 53 days - from 100% to no contract
- Bennett, Virginia - 53 days - from 100% to no contract

**Reinstatements**
- Beyer, Darlene; DeWitt, Andrea; McCormick, Evan; VanDorin, Robert - Instructional Facilitators, Indianola Learning Center, Academic Achievement. To reinstate specially funded nine-month contracts. Specially funded contracts with licensed faculty - probationary.
- Kliegl, Corrine, Tutor/Lab Assistant Coordinator. To reinstate specially funded employment agreement from July 1, 1991 to June 30, 1992. Employment agreement with professional staff.
- Reimers, David, Placement Specialist. To reinstate specially funded employment agreement from July 1, 1991, to June 30, 1992. Employment agreement with professional staff.

**Extensions- Specially Funded Contracts**
- Brand, Dennis, Counselor, Basics and Beyond. To extend specially funded contract from July 1, 1991 through August 16, 1991.
- Marmon, James, Instructor, Automotive. To extend specially funded contract from July 1, 1991 through August 16, 1991.

**Lane & Level Adjustment**

**Short Term Leave Without Pay**
- Fortner, Dolores - Instructor/Chair, Office Occupations. To begin May 28, 1991 and to end August 7, 1991.

**New Personnel**

Motion passed unanimously.

APPROVAL OF CHARGE-OFF OF OUTSTANDING RECEIVABLES TO BAD DEBT ACCOUNT

It was moved by E. Leonard, seconded by N. Wolf, that receivables totaling $27,392.60 be charged off to the bad debt account. Details of these receivables is Attachment #11 to these minutes.

Motion passed unanimously.

APPROVAL OF PAYABLES

Approval of the payables as presented in Attachment #12 to these minutes was made by E. Leonard, seconded by D. Bendixen.

Motion passed unanimously.

FINANCIAL REPORT

The May 31, 1991, Financial Report was presented by Darrell Roberts, Vice President of Business Services. A copy of said report is Attachment #13 to these minutes.

A letter from Linda Schatz, Iowa Public Television, was distributed, regarding the statewide telecommunications project. Attachment #14.

CLOSED SESSION

BARGAINING

None.

ADJOURNMENT

A motion for adjournment was made by D. Shull, seconded by N. Wolf.

Motion passed unanimously and at 4:55 p.m., Board President Clouser adjourned the meeting.

SUSAN J. CLUSER, President

HELEN M. HARRIS, Board Secretary
TO: Ms. Susan Clouser, Board President and Members of the Board and Dr. Joseph Borgen, President

FROM: FINANCIAL CONSULTANT
David M. Dirks, Senior Vice President

SUBJECT: BIDS FOR FY '92 ANTICIPATORY WARRANTS

Attached hereto is a tabular, comparative analysis of the results of bids received for the College's '92 Anticipatory Warrants.

7 bids were received with a range of Net Interest Rate (NIR) of 5.051% to 5.79907%. The bids are reflective of current conditions in the tax exempt credit markets and the low bid of 5.051% from FIRSTAR BANK OF DES MOINES is recommended for award.

We appreciate the opportunity to serve the College and look forward to being of service in the future.
### TABULAR ANALYSIS: ANTICIPATORY WARRANT

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Address</th>
<th>($) Net Interest Cost</th>
<th>(% Net Interest Rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRSTSTAR BANK</td>
<td>DES MOINES</td>
<td>273,625</td>
<td>5.051</td>
</tr>
<tr>
<td>OPPENHEIMER INC</td>
<td>NEW YORK</td>
<td>276,129</td>
<td>5.097</td>
</tr>
<tr>
<td>A. H. WILLIAMS</td>
<td>PHILADELPHIA</td>
<td>276,802.17</td>
<td>5.110</td>
</tr>
<tr>
<td>HARRIS TRUST</td>
<td>CHICAGO</td>
<td>292,245</td>
<td>5.395</td>
</tr>
<tr>
<td>PRUDENTIAL BACHE</td>
<td>NEW YORK</td>
<td>306,041.70</td>
<td>5.65</td>
</tr>
<tr>
<td>PIPER JAFFRAY</td>
<td>MINNEAPOLIS</td>
<td>308,100</td>
<td>5.6886</td>
</tr>
<tr>
<td>CHARLES HEIDER</td>
<td>OMAHA</td>
<td>314,116.67</td>
<td>5.79907</td>
</tr>
</tbody>
</table>

100 Court Avenue, Suite 215
Des Moines, Iowa 50309
515/282-6138    FAX 515/282-0252
OFFICIAL BID FORM

Members of the Board of Directors
Des Moines Area Community College
(Merged Area XI), State of Iowa

Members of the Board of Directors:

For the principal amount of $5,000,000 General Obligation Anticipatory Warrants of your College, legally issued and as described in the Notice of Sale, we will pay the College $2010,750 (not less than $5,000,000) plus accrued interest on the total principal of $5,000,000 to date of delivery, provided the Warrants bear interest at the rate of 5.25%.

Said interest is payable at maturity.

In making this offer we accept the terms and conditions as defined in the Notice of Sale published in the Official Statement dated June 4, 1991. All blank spaces of this offer are intentional and are not to be construed as an omission. Our good faith deposit in the amount of $50,000 is enclosed or will be wired to the College immediately following the opening of bids if we are the successful bidder.

NOT PART OF THIS BID:

Explanatory Note: According to our computation, this bid involves the following:

\[
\begin{align*}
\text{Net Interest Cost} & \quad 273,625 \\
\text{Net Interest Rate} & \quad 5.051 \%
\end{align*}
\]

Respectfully submitted,

TyStar, Des Moines

Syndicate Manager

By: Andeil Hobi Agent

(A list of the firms associated with us in this bid is on the reverse side of this proposal.)

The foregoing offer is hereby accepted by and on behalf of the Des Moines Area Community College, Ankeny, Iowa, this 12th day of June, 1991.

(Title) ____________________________ (Title) ____________________________

I hereby acknowledge receipt of the above-described good faith deposit ____________________________
Ankeny, Iowa
June 12, 1991

The Board of Directors of the Des Moines Area Community College of the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, met in regular session on the 12th day of June, 1991 at four o'clock p.m., in the Board Room at the College in Ankeny, Iowa. The meeting was called to order and there were present President Susan Clouser in the chair and the following named Board Members:

Harold Belken, Devere Bendixen, Lloyd Courter, Eldon Leonard,

Doug Shull, Nancy Wolf

Absent: Dick Johnson, Gerry Pecinovsky

This being the time and place for the consideration of bids for the sale of $5,000,000 in aggregate principal amount of Anticipatory Warrants of the College (the "Warrants"), the President opened the meeting for the acceptance of the best bid for the Warrants. The following sealed bids had been received in the office of the President of the College prior to 11:00 a.m. on the date of the sale and were referred to the Board and filed:

Harris Trust
Lehman Brothers
Piper Jaffray
A.H. Williams
Firstar Bank Des Moines N.A.
Prudential Bache
Oppenheimer, Inc.

The best sealed bid was as follows:

Name & Address of Bidder: Firstar Bank Des Moines, N.A., Des Moines, IA

Net Interest Rate: 5.051%

Net Interest Cost: $273,625

Whereupon, Director E. Leonard introduced and caused to be read a Resolution entitled "Resolution Directing the Sale of Anticipatory Warrants in the Aggregate Principal Amount of $5,000,000" and moved its adoption. Director D. Bendixen seconded the motion to adopt, and after due consideration of said Resolution by the Board, the roll was called and the vote was as follows:

Ayes: Belken, Bendixen, Clouser, Courter, Leonard, Shull, Wolf

Nays: NONE
Whereupon, the President declared the Resolution, a copy of which is attached hereto, duly adopted and signed her approval thereto.

*********

Upon motion and vote, the meeting adjourned.

[Signature]
President, Board of Directors

Attest:

[Signature]
Secretary, Board of Directors
RESOLUTION

RESOLUTION DIRECTING THE SALE OF ANTICIPATORY WARRANTS
IN THE AGGREGATE PRINCIPAL AMOUNT OF $5,000,000

WHEREAS, the Des Moines Area Community College (hereinafter referred to as the "College"), of the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, (the Counties served by the College being hereinafter referred to as the "Merged Area"), is an area college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 74 of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue Warrants in anticipation of the revenues of its general fund for a fiscal year; and

WHEREAS, the College has determined that the amount necessary to fund its cash flow deficit and provide the amount reasonably required by the College as a cash balance on hand at all times for the 1991-1992 fiscal year, will require the issuance by the College of not to exceed $5,000,000 aggregate principal amount of its Anticipatory Warrants pursuant to the provisions of the Act; and

WHEREAS, it is proposed to issue $5,000,000 aggregate principal amount of Anticipatory Warrants of the College (the "Warrants"); and

WHEREAS, the Warrants have been offered for sale pursuant to notice published as required by law and bids have been received for the purchase of the Warrants; and

WHEREAS, the Board has determined that the most favorable bid received was from Firstar Bank Des Moines, N.A. of Des Moines, Iowa (the "Purchaser"), and that the terms of said bid are as follows:

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Principal Amount</th>
<th>Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 1992</td>
<td>$5,000,000</td>
<td>5.25%</td>
</tr>
</tbody>
</table>

Price: $5,010,750
Net Interest Cost: $273,625
Net Interest Rate: 5.051%
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF 
THE DES MOINES AREA COMMUNITY COLLEGE AS FOLLOWS:

Section 1. That the bid received from the Purchaser is 
determined to be the most favorable bid received by the College 
and the sale of the Warrants to the Purchaser upon the terms set 
forth in the bid, a copy of which is attached hereto, is hereby 
approved.

Section 2. That the form of bid for the purchase of the 
Warrants by the Purchaser is hereby approved and ratified, and 
the President of the Board of Directors is authorized to execute 
the bid form and to proceed with the arrangements and to execute 
such other documents as the officers of the College deem neces­
sary to complete the sale of the Warrants to the Purchaser.

Section 3. That the notice of the sale of the Warrants and 
all acts of the Secretary done in furtherance of the sale of the 
Warrants are hereby ratified and approved.

Section 4. That the Board of Directors hereby ratifies and 
confirms the preparation, distribution to prospective purchasers, 
and use of the Official Statement in connection with the sale of 
the Warrants, and further authorizes the information contained 
therein to be used in connection with the sale of the Warrants.

Section 5. That all Resolutions and parts thereof in con­
flict herewith are hereby repealed to the extent of such con­
flict.

Passed and approved this 12th day of June, 1991.

Attest:

Secretary of the Board of 
Directors

President of the Board of 
Directors

Attest:

Secretary of the Board of 
Directors
STATE OF IOWA )
COUNTY OF POLK )

I, Helen Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on June 12, 1991, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 12 day of June, 1991.

[Signature]
Secretary of the Board of Directors

SE3:E2012201.90
The Board of Directors of the Des Moines Area Community College (Merged Area XI) in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, state of Iowa met in regular session on the 12th day of June, 1991 at four p.m., in the Board Room at the College in Ankeny, Iowa. The meeting was called to order and there were present Susan Clouser President of the Board, in the chair, and the following named Board Members:

Harold Belken, Devere Bendixen, Lloyd Courter, Eldon Leonard, Doug Shull, Nancy Wolf

Absent: Dick Johnson, Gerry Fecinovsky

Matters were discussed concerning issuance of Anticipatory Warrants of the College for the 1991-1992 fiscal year. Following a discussion of the proposal, Board Member N. Wolf introduced and caused to be read a resolution entitled "Resolution Authorizing the Issuance of $5,000,000 of Anticipatory Warrants of Des Moines Area Community College For the 1991-1992 Fiscal Year"; and moved its adoption. The motion was seconded by Board Member D. Bendixen. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

Ayes: Belken, Bendixen, Clouser, Courter, Leonard, Shull, Wolf

Nays: NONE

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

* * * * * * *

Susan Clouser, President of the Board of Directors

Helen Harris, Secretary of the Board of Directors
RESOLUTION AUTHORIZING THE ISSUANCE OF $5,000,000 OF ANTICIPATORY WARRANTS OF DES MOINES AREA COMMUNITY COLLEGE FOR THE 1991-1992 FISCAL YEAR

WHEREAS, the Des Moines Area Community College (hereinafter referred to as the "College"), of the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, (the Counties served by the College being hereinafter referred to as the "Merged Area"), is an area community college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 74 of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue Warrants in anticipation of the revenues of its general fund for a fiscal year; and

WHEREAS, the College has determined that the amount necessary to fund its cash flow deficit and provide the amount reasonably required by the college as a cash balance on hand at all times during the 1991-1992 fiscal year will require the issuance by the College of not to exceed $5,000,000 aggregate principal amount of its Anticipatory Warrants pursuant to the provisions of the Act; and

WHEREAS, it is proposed to issue $5,000,000 aggregate principal amount of Anticipatory Warrants of the College (the "Warrants"); and

WHEREAS, the Warrants have been offered for sale and sold pursuant to notice in accordance with the law and the Board of Directors is ready to proceed with issuance of the Warrants;

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

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by implication requires otherwise:

(a) "Act" shall mean Chapter 74 of the Code of Iowa, as amended;

(b) "Authenticating Agent" shall mean Norwest Bank Iowa, National Association, or such successor as shall be approved by the College;

(c) "Board" shall mean the Board of Directors of the College, or its successor in function;
(d) "College" or "Issuer" shall mean Des Moines Area Community College, Ankeny, Iowa;

(e) "Current General Fund Revenues" means the revenues of the General Fund in the 1991-1992 Fiscal Year, including all taxes and revenues which are required by law to be deposited in the General Fund for the 1991-1992 Fiscal Year;

(f) "Fiscal Year" shall mean the twelve months' period beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve month period adopted by the Board or by law as the official accounting period of the College;

(g) "General Fund" means the General Fund of the College;

(h) "Independent Auditor" shall mean an independent firm of Certified Public Accountants or the Auditor of State;

(i) "Original Purchaser" shall mean the purchaser or purchasers of the Warrants from the College at the time of their original issuance;

(j) "Paying Agent" shall mean either Norwest Bank Iowa, National Association, Des Moines, Iowa, or Norwest Trust Company, New York, New York, or such successor or successors as may be approved by the College as prescribed herein and who shall carry out the duties prescribed herein as the College's agent to provide for the payment of principal of and interest on the Warrants as the same shall become due;

(k) "President" shall mean the President of the Board or such other officer of a successor governing body as shall be charged with substantially the same duties and responsibilities;

(l) "Registrar" shall mean Norwest Bank Iowa, National Association of Des Moines, Iowa or such successor as may be approved by the College as provided herein and who shall carry out the duties prescribed herein with respect to maintaining a registrar of the owners of the Warrants. Unless otherwise specified, the Registrar shall also act as Transfer Agent for the Warrants;

(m) "Secretary" shall mean the Secretary of the Board or such other officer of a successor governing
body as shall be charged with substantially the same duties and responsibilities with respect to the execution and delivery of the Warrants issued hereunder;

(n) "Treasurer" shall mean the College Treasurer or such other officer as shall succeed to the same duties and responsibilities with respect to the payment of the Warrants issued hereunder; and

(o) "Warrants" shall mean the $5,000,000 Des Moines Area Community College Anticipatory Warrants authorized to be issued by this Resolution.

Section 2. Authorization and Purpose. There are hereby authorized to be issued pursuant to the Act and in compliance with the laws and Constitution of the State, the Warrants in the aggregate principal amount of $5,000,000 for the purpose of funding the cash flow deficit of the College during the 1991-1992 Fiscal Year and providing the amount reasonably required by the College as a cash balance at all times.

Section 3. Source of Payment. As provided and required by the Act, the Warrants and interest thereon shall be payable solely from the General Fund.

The College hereby pledges to the payment of the Warrants the Current General Fund Revenues and any General Fund revenues in the one month period ending July 31, 1992, including any earnings thereon and the unexpended proceeds of the Warrants and any other amounts in the General Fund, or otherwise legally available to the College, to the extent necessary to pay the principal and interest on the Warrants as the same becomes due.

Section 4. Warrant Details, Execution and Redemption.

(a) Warrant Details. The Warrants shall be dated July 1, 1991 and bear interest from the date thereof, until payment thereof, at the principal office of the Paying Agent, said interest being payable on maturity and computed on the basis of a 360-day year of twelve 30-day months and actual days elapsed.

The Warrants shall be executed by the facsimile signature of the President and attested by the facsimile signature of the Secretary. The Warrants shall be issued in fully registered form and shall be payable as to both principal and interest at the office of either of the Paying Agents. The Warrants are not subject to redemption prior to maturity. The Warrants shall be in the denomination of $5,000 each or any integral multiple thereof. The Warrants shall mature and bear interest as follows:
Section 5. Registration of Warrants; Appointment of Registrar; Transfer; Ownership; Delivery; and Cancellation.

(a) Registration. The ownership of Warrants may be transferred only by making of an entry upon the books kept for the registration and transfer or ownership of the Warrants, and in no other way. Norwest Bank Iowa, National Association is hereby appointed as Registrar under the terms of this Resolution and under the provisions of a separate agreement with the College. The Registrar shall maintain the books of the College for the registration of ownership of the Warrants for the payment of principal of and interest on the Warrants as provided in this Resolution. All Warrants shall be negotiable as provided in Article 8 of the Uniform Commercial Code subject to the provisions for registration and transfer contained in the Warrants and in this Resolution.

(b) Transfer. The ownership of any Warrant may be transferred only upon the Registration Books kept for the registration and transfer of Warrants and only upon surrender thereof at the principal office of the Registrar together with an assignment duly executed by the holder or his duly authorized attorney in fact in such form as shall be satisfactory to the Registrar, along with the address and social security number or federal employer identification number of such transferee (or, if registration is to be made in the name of multiple individuals, of all such transferees). In the event that the address of the registered owner of a Warrant (other than a registered owner which is the nominee of the broker or dealer in question) is that of a broker or dealer, there must be disclosed on the Registration Books the information pertaining to the registered owner required above. Upon the transfer of any such Warrant, a new fully registered Warrant, of any denomination or denominations permitted by this Resolution in aggregate principal amount equal to the unmatured and unredeemed principal amount of such transferred fully registered Warrant, and bearing interest at the same rate and maturing on the same date or dates shall be delivered by the Registrar.

(c) Registration of Transferred Warrants. In all cases of the transfer of the Warrants, the Registrar shall register, at the earliest practicable time, on
the Registration Books, the Warrants, in accordance with the provisions of this Resolution.

(d) Ownership. As to any Warrant, the person in whose name the ownership of the same shall be registered on the Registration Books of the Registrar shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of or on account of the principal of any such Warrants and the interest thereon shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Warrant, including the interest thereon, to the extent of the sum or sums so paid.

(e) Cancellation. All Warrants which have been redeemed shall not be reissued but shall be cancelled by the Registrar. All Warrants which are cancelled by the Registrar shall be destroyed and a certificate of the destruction thereof shall be furnished promptly to the College; provided that if the College shall so direct, the Registrar shall forward the cancelled Warrants to the College.

(f) Non-Presentment of Warrants. In the event any payment check representing payment of interest on the Warrants is returned to the Paying Agent or a Warrant is not presented for payment of principal at the maturity or redemption date, if funds sufficient to pay such interest or principal on Warrants shall have been made available to the Paying Agent for the benefit of the owner thereof, all liability of the College to the owner thereof for such interest or for the payment of such Warrants shall forthwith cease, terminate and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds without liability for interest thereon, for the benefit of the owner of such Warrants who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Resolution or on, or with respect to, such interest or principal on Warrants. The Paying Agent's obligation to hold such funds shall continue for a period equal to six months following the date on which such interest or principal became due, whether at maturity, or at the date fixed for redemption thereof, or otherwise, at which time the Paying Agent, shall surrender any remaining funds so held to the College, whereupon any claim under this Resolution by the holder of such Warrants of whatever nature shall be made upon the College.
(g) **Registration and Transfer Fees.** The Registrar shall furnish to each owner, at the College's expense, one Warrant. The Registrar shall furnish additional Warrants in lesser denominations (but not less than the minimum denomination) to an owner who so requests and pays to the Registrar the cost of issuance thereof determined to be two dollars per additional Warrant.

Section 6. **Reissuance of Mutilated, Destroyed, Stolen or Lost Warrants.** In case any outstanding Warrant shall become mutilated or be destroyed, stolen or lost, the College shall at the request of the Registrar authenticate and deliver to the Registrar a new Warrant of like tenor and amount as the Warrant so mutilated, destroyed, stolen or lost, in exchange and substitution for each mutilated Warrant, upon surrender of such mutilated Warrant, or in lieu of and substitution for the Warrant destroyed, stolen or lost, upon filing with the Registrar evidence satisfactory to the Registrar and College that such Warrant has been destroyed, stolen or lost and proof of ownership thereof, and upon furnishing the Registrar and College with satisfactory indemnity and complying with such other reasonable regulations as the College may prescribe and paying such expenses as the College may incur in connection therewith.

Section 7. **Payment.** Payments of principal and interest, upon full redemption, made in respect of any Warrant, shall be made by either of the Paying Agents upon presentation of the Warrant to the registered holder thereof or to their designated agent as the same appear on the books of the Registrar on the maturity date. All such payments shall fully discharge the obligations of the College in respect of such Warrants to the extent of the payments so made. Payment of principal and interest shall only be made upon surrender of the Warrant to one of the Paying Agents.

Section 8. **Execution, Authentication and Delivery of the Warrants.** Upon the adoption of this resolution, the President and Secretary shall execute and deliver the Warrants to the Authenticating Agent who shall authenticate the Warrants and deliver the same to or upon order of the Original Purchaser. No Warrant shall be valid or obligatory for any purpose or shall be entitled to any right or benefit hereunder unless the Authenticating Agent shall duly endorse and execute on such Warrant a certificate herein set forth. Such certificate upon any Warrant executed on behalf of the College shall be conclusive evidence that the Warrant so authenticated has been duly issued under this Resolution and that the holder thereof is entitled to the benefits of this Resolution.
No Warrants shall be authenticated and delivered by the Authenticating Agent unless and until there shall have been provided the following:

1. A certified copy of the resolution of the College authorizing the issuance of the Warrants;

2. A written order of College signed by the Treasurer directing the authentication and delivery of the Warrants to or upon the order of the Original Purchaser upon payment of the purchase price as set forth therein; and

3. The approving opinion of Davis, Hockenberg, Wine, Brown, Koehn & Shors, P.C., Bond Counsel, concerning the validity and legality of all the Warrants.

Section 9. Warrant Form. The form and content of the Warrants shall be substantially as follows:

FORM OF WARRANT
(Front)

No.____________ $____________

UNITED STATES OF AMERICA
STATE OF IOWA
DES MOINES AREA COMMUNITY COLLEGE
ANTICIPATORY WARRANT

Rate  Maturity  Warrant Date  Cusip No.
____%  July 31, 1992  July 1, 1991

REGISTERED HOLDER:

PRINCIPAL SUM:
The Des Moines Area Community College in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa (the "College"), for value received, promises to pay from the sources and as hereinafter provided, on the maturity date indicated above, to the Registered Holder shown above or registered assigns, the principal sum shown above, with interest on said sum from the date hereof until payment of principal at the rate per annum specified above, in lawful money of the United States of America, only upon presentation and surrender hereof, at the principal office of Norwest Bank Iowa, National Association, Des Moines, Iowa, Paying Agent and Registrar of this issue, or at the principal office of Norwest Trust Company, New York, New York, Co-Paying Agent, or their successors.

Interest and principal shall be paid to the registered holder of the Warrant as shown on the records of ownership maintained by the Registrar. This Warrant is not redeemable prior to its stated date of maturity.

This Warrant is one of a series of warrants in the aggregate principal amount of $5,000,000 issued pursuant to the provisions of Chapter 74 of the Code of Iowa, as amended, and a resolution duly adopted by the Board of Directors of the College on June 12, 1991 (the "Resolution"), for the purpose of funding the College's cash flow deficit for the 1991-1992 fiscal year and providing the amount reasonably required by the College as a cash balance on hand at all times.

This Warrant is payable from and secured solely by revenues of the General Fund of the College in the fiscal year ending June 30, 1992 and in the one month period ending July 31, 1992 including the unexpended Warrant proceeds, if any, and investment earnings on the General Fund, which amounts have been pledged therefor pursuant to the Resolution. The Warrants may also be paid from the issuance of anticipatory Warrants issued in anticipation of revenues for the 1992-1993 Fiscal Year, or from any other legal source available to the College.

For a more complete statement for the basis upon which this Warrant has been issued, reference is made to the Resolution of which notice is hereby given and is hereby made a part hereof.

Notice hereunder may be given by registered mail to the owner of record of the Warrant at the address shown on the books of the Registrar and shall be deemed complete upon mailing.

Ownership of this Warrant may be transferred only by transfer upon the books kept for such purpose by, Norwest Bank Iowa, National Association, the Registrar. Such transfer on the books
shall occur only upon presentation and surrender of this Warrant at the principal office of the Registrar, together with an assignment duly executed by the owner hereof or his duly authorized attorney in such form as shall be satisfactory to the Registrar. The College reserves the right to substitute the Registrar and Paying Agent but shall, however, give 60 days' notice to registered Warrantholders of such change. All Warrants shall be negotiable as provided in Article 8 of the Uniform Commercial Code, subject to the provisions for registration and transfer contained in the Resolution.

IT IS HEREBY CERTIFIED, RECITED AND DECLARED that all conditions, acts and things required by the Constitution and laws of the State of Iowa to exist, to have happened, and to have been performed precedent to and in the issuance of this Warrant do exist, have happened and have been performed in due time, form and manner as required by law; that this Warrant and the series of which it forms a part, are payable from and secured by a pledge of the General Fund revenues of the College; and that the issuance of this Warrant and the issue of Warrants of which this Warrant is one does not violate any constitutional or statutory limitation of indebtedness.

This Warrant shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the certificate of authentication hereon shall have been signed by the Registrar.

IN TESTIMONY WHEREOF, the College by its Board of Directors, has caused this Warrant to be signed by the facsimile signature of the President of its Board of Directors and attested by the facsimile signature of the Secretary of its Board of Directors, and to be authenticated by the manual signature of an officer of the Registrar.

Dated: ____________________
This is one of the Warrants described in the within mentioned resolution.

DES MOINES AREA COMMUNITY COLLEGE
BY: (President's facsimile signature)
President of the Board of Directors of the Des Moines Area Community College

Norwest Bank Iowa, National Association

Attest: (Secretary's facsimile signature)
Secretary of the Board of Directors of the Des Moines Area Community College

By __________________________
Authorized Officer
-11-

(Back of Warrant)

It is certified that the following is a correct and complete copy of the opinion of bond counsel issued as of the date of delivery of the issue of which this Warrant is a part.

(Secretary's facsimile signature)
Secretary of the Board of Directors of the Des Moines Area Community College

[Insert Opinion of Bond Counsel]
(Continuation of Back of Warrant)

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto __________________________ the within Warrant and does hereby irrevocably constitute and appoint __________________________ Registrar, attorney in fact to transfer the said Warrant on the books kept for registration of the within Warrant, with full power of substitution in the premises.

Dated __________________________.

(Signature of registered owner(s))

(Person(s) executing this Assignment sign(s) here)

SIGNATURE )
GUARANTEED )

IMPORTANT - READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or warrant(s) in every particular without alteration or enlargement or any change whatever. Signature guarantee should be made by a member or member organization of the New York Stock Exchange, members of other Exchanges having signatures on file with transfer agents or by a commercial bank or trust company.
INFORMATION REQUIRED FOR REGISTRATION OF TRANSFER

Name of Transferee(s)___________________
Address of Transferee(s)________________
Social Security or Tax Identification Number of Transferee(s)_________________________
Transferee is a(n):
Individual*_________________ Corporation________________
Partnership_________________ Trust____________________

*If the certificate is to be registered in the names of multiple individual owners, the names of all such owners and one address and social security number must be provided.

The following abbreviations, when used in the inscription on the face of this certificate, shall be construed as though written out in full according to applicable laws or regulations:

TEN COM - as tenants in common
TEN ENT - as tenants by the entireties
JT TEN - as joint tenants with right of survivorship and not as tenants in common

UNIF GIFT MIN ACT - ............Custodian............
(Cust) (Minors)
under Uniform Gifts to Minors Act...........................
(State)

(End of Warrant)
Section 10. Right to Name Substitute Paying Agent or Registrar. The College reserves the right to name a substitute or successor Paying Agent or Registrar upon giving 60 days' written notice to each registered Warrantholder.

Section 11. Non-Arbitrage Covenants. The College reasonably expects and covenants that no use will be made of the proceeds from the issuance and sale of the Warrants which will cause any of the Warrants to be classified as arbitrage bonds within the meaning of Section 148 of the Internal Revenue Code of 1986, and that throughout the term of the Warrants it will comply with all requirements of said statute and any regulations issued thereunder.

The College, in compliance with Section 148 (f)(4)(c) of the Internal Revenue Code of 1986, specifically covenants that:

(i) it has general taxing powers,

(ii) none of the Warrants are private activity bonds within the meaning of Section 141 of the Internal Revenue Code of 1986,

(iii) 95 percent or more of the net proceeds of the Warrants will be used for qualified activities of the College, and

(iv) the aggregate face amount of all tax-exempt securities issued by the College (other than private activity bonds) during the 1991 calendar year is not reasonably expected to exceed $5,000,000.

To the best knowledge and belief of the College, there are no facts or circumstances that would materially change the foregoing statements or the conclusion that it is not expected that the proceeds of the warrants will be used in a manner that would cause the Warrants to be arbitrage bonds. The Treasurer is hereby directed to deliver a certificate at the time of issuance of the Warrants to certify as to the reasonable expectations of the College at that date.

Section 12. Remedies of Warranholders. Except as herein expressly limited the holder or holders of the Warrants shall have and possess all the rights of action and remedies afforded by the common law, the Constitution and statutes of the State, and of the United States of America, for the enforcement of payment of their Warrants, and of the pledge of the revenues made hereunder, and of all covenants of the College hereunder.

Section 12. Discharge and Satisfaction of Warrants. The covenants, liens and pledges entered into, created or imposed pursuant to this Resolution may be fully discharged and satisfied
with respect to the Warrants in any one or more of the following ways:

(a) By paying the Warrants when the same shall become due and payable; and

(b) By depositing in trust with the Treasurer, or with a corporate trustee designated by the Board for the payment of said obligations and irrevocably appropriating exclusively to that purpose an amount in cash or direct obligations of the United States the maturities and yield of which shall be sufficient to retire at maturity all of the Warrants together with the interest thereon to maturity.

Upon such payment or deposit of money or securities, or both, in the amount and manner provided by this Section, all liability of the College with respect to the Warrants shall cease, determine and be completely discharged, and the holders thereof shall be entitled only to payment out of money or securities so deposited.

Section 14. Authorization of Warrants. In order to assure the prompt payment of the Warrants, the Board of Directors hereby authorizes the issuance and sale of anticipatory warrants issued in anticipation of and payable from General Fund revenues of the College for the 1992-1993 Fiscal Year.

Section 15. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the College and the holder or holders of the Warrants, and after the issuance of any of the Warrants no change, variation or alteration of any kind in the provisions of this Resolution shall be made in any manner which would be adverse to the interests of the holders of the Warrants.

Section 16. Designation of Warrants as Qualified Obligations. The College hereby designates the Warrants as "qualified tax-exempt obligations" within the meaning of Section 265(b) of the Code (relating to pro rata allocation of interest expense of financial institutions to tax-exempt interest).

Section 17. Severability. It is hereby declared that the sections, clauses, sentences and parts of this Resolution are severable, and are not matters of mutually essential inducement, it being the intention of the College to comply in all respects with the Constitution and statutes of the State of Iowa, and if any one or more sections, clauses, sentences or parts or this Resolution shall for any reason be questioned in any court or shall be judged unconstitutional or invalid, such judgment shall not impair or invalidate the remaining provisions of this Resolution, and shall be confined in its operation to the specific
provision or provisions so held unconstitutional or invalid and the inapplicability or invalidity of any section, clause, sentence or part of this Resolution in any one or more instances shall not be taken to affect or prejudice its applicability or validity in any other instance.

Section 18. Further Action. The officers of the College are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

Section 19. Repeal of Conflicting Ordinances or Resolutions and Effective Date. All other ordinances, resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed; and this Resolution shall be in effect from and after its adoption.

PASSED AND APPROVED this 12th day of June, 1991.

[Signature]
President of the Board of Directors

ATTEST:

[Signature]
Secretary of the Board of Directors
STATE OF IOWA
)
COUNTY OF POLK
)

I, Helen Harris, Secretary of the Board of Directors of the Des Moines Area Community College (Merged Area XI) in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on June 12, 1991, which proceedings remain in full force and effect, have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the fact sheet of said agenda being attached hereto) pursuant to the rules of the Board and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

Dated this 12 day of June, 1991.

Secretary of the Board of Directors of the Des Moines Area Community College

SE6:E6114003.91
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR ALTERATIONS TO RESTROOM FACILITIES, BOONE CAMPUS

RESOLVED, that proposed plans and specifications, form of contract, and estimated costs for the alterations to restroom facilities, Boone Campus, are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, that at a meeting of the Board to be held at 4 p.m., on the 9th day of July, 1991, at the Heartland Area Education Agency 11, 6500 Corporate Drive, Johnston, Iowa, this Board will hold a Public Hearing on the matter of the adoption of plans and specifications, form of contract, and estimated costs now on file in the office of the Secretary of the Board of Directors.

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


[Signature]
President, Board of Directors

[Signature]
Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECEIPT OF BIDS
FOR THE ALTERATIONS TO RESTROOM FACILITIES,
BOONE CAMPUS

RESOLVED, that sealed proposals for the alterations to restroom facilities, Boone Campus, will be received at Building 1, Room 30, Ankeny Campus, 2006 South Ankeny Boulevard, Ankeny, Iowa, until 2 p.m. Central Time, July 2, 1991, 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.


[Signature]
President, Board of Directors

[Signature]
Secretary, Board of Directors
28E AGREEMENT

AUTOMOTIVE TECHNOLOGY AND CONSTRUCTION TRADES

WHEREAS, it is the mutual desire of Des Moines Area Community College and Carroll Community School to provide youth (residents) of Merged Area XI with an opportunity to enroll in Automotive Technology and Construction Trades; and

WHEREAS, jointly we can provide these opportunities and do so in a manner so as to avoid duplication of efforts, equipment, services and costs, and offer a degree of flexibility to make it possible to offer Automotive Technology and Construction Trades classes; and

WHEREAS, the parties hereto, in accordance with the provisions of Chapter 28E and Chapter 280A.1, subsection 5, Code of Iowa, 1971, desire to enter into an agreement to make available to youth (residents) in Merged Area XI the aforesaid opportunities provided by DMACC (the receiving party)."
NOW, THEREFORE, it is mutually agreed by and between the parties as follows:

1. This joint contract (agreement) shall take effect on the 1st day of July, 1991, and shall be operative for the school year 1991–92, after having been approved by both Boards of Directors.

2. Upon termination of the agreement, any materials or equipment purchased in connection with this activity will remain the property of the party that funded the original purchase.

3. The responsibilities of Des Moines Area Community College are as follows:

   a. To initiate and administer Automotive Technology and Construction Trades.
   
   b. To make available to students the necessary books, equipment, and supplies.
   
   c. To provide the sending institution housing for the planned program.
   
   d. To provide insurance coverage for assigned students and administration in a manner consistent with usual practice.
   
   e. To ensure that students participating in the program obtain all appropriate rights and privileges and abide by the rules of the institution.
   
   f. To cooperate with the sending institution in evaluating the program.
4. The responsibilities of the Carroll Community Schools are as follows:
   a. To select and employ certified instructional staff for both programs.
   b. To supervise, evaluate, discipline, and, if necessary, discharge the staff.
   c. To provide admission, registration, and advisement services at a mutually agreed time and place.
   d. To select students.

5. For the services rendered by DMACC, Carroll Community Schools agree to reimburse the parties based on the attached proposed budgets.

6. Under this joint contract, no separate entity is being created, and boards of directors participating in the contract shall jointly and cooperatively act pursuant to the authority contained in Chapter 28E, Code of Iowa, 1966, jointly to which they are separately entitled under such legislative acts. Nothing contained herein shall prevent any party hereto from applying separately for any benefit to which it may believe itself to be entitled under any act.
Approved and executed at Ankeny, Iowa, the 10th day of June, 1991.

DES MOINES AREA COMMUNITY COLLEGE

[Signature]
President of the Board

[Signature]
Secretary of the Board

[Signature]
President/Superintendent

CARROLL COMMUNITY SCHOOLS

[Signature]
President of the Board

[Signature]
Secretary of the Board

[Signature]
President/Superintendent
# Budget Proposal for Construction Trades Program

## 1991-92

### Anticipated Revenue

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>413</td>
<td>Secondary tuition to offset operating costs</td>
<td>$7,332</td>
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### Estimated Expenditures

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<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>510</td>
<td>Indirect Costs</td>
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#### Salaries and Related Payroll Costs

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<th>Code</th>
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<tr>
<td>520</td>
<td>Instructional (1/2 of instructor's salary)</td>
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<tr>
<td>540</td>
<td>Secretarial</td>
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<tr>
<td>592</td>
<td>FICA (7.51) Fringe Benefits:</td>
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<tr>
<td>593</td>
<td>IPERS 20% of $ Salary</td>
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<td>Insurance (7.0)</td>
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<tr>
<td>597</td>
<td>Unemployment Compensation</td>
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<td>572</td>
<td>Other Wages (Overload + Extra Days)</td>
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#### Subtotal

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### Contractual Services

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<td>606</td>
<td>Maintenance and Repair of Equipment</td>
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<td>615</td>
<td>Telephone</td>
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<tr>
<td>619</td>
<td>Utilities</td>
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<tr>
<td>621</td>
<td>Rental (900 sq. ft. at 1.89 per sq. ft. includes utilities, custodial, maintenance, telephone (1/2 day for 10 months)</td>
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<tr>
<td>622</td>
<td>Equipment</td>
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<td>623</td>
<td>Postage and Freight</td>
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#### Subtotal

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### Supplies, Materials and Travel

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<td>750</td>
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#### Subtotal

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#### Total

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<td>$7,332</td>
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### BUDGET PROPOSAL FOR AUTOMOTIVE TECHNOLOGY PROGRAM

#### 1991-92

### ANTICIPATED REVENUE

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<th>Code</th>
<th>Description</th>
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<tr>
<td>413</td>
<td>Secondary tuition to offset operating costs</td>
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### ESTIMATED EXPENDITURES

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#### SALARIES AND RELATED PAYROLL COSTS

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<th>Code</th>
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<td>Unemployment Compensation</td>
<td></td>
</tr>
<tr>
<td>590</td>
<td>Insurance (7.0)</td>
<td></td>
</tr>
<tr>
<td>572</td>
<td>Other Wages (Overload + Extra Days)</td>
<td>Subtotal 2,306</td>
</tr>
</tbody>
</table>

#### CONTRACTUAL SERVICES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>603</td>
<td>Custodial</td>
<td></td>
</tr>
<tr>
<td>606</td>
<td>Maintenance and Repair of Equipment</td>
<td>601</td>
</tr>
<tr>
<td>615</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>619</td>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>621</td>
<td>Rental (1200 sq. ft. at 1.89 per sq. ft. includes utilities, custodial, maintenance, telephone (1/2 day for 10 months)</td>
<td>2,486</td>
</tr>
<tr>
<td>622</td>
<td>Equipment</td>
<td>1,976</td>
</tr>
<tr>
<td>623</td>
<td>Postage and Freight</td>
<td>546</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>5,607</td>
</tr>
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</table>

#### SUPPLIES, MATERIALS AND TRAVEL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</tr>
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<tbody>
<tr>
<td>632</td>
<td>Instructional Supplies</td>
<td>2,177</td>
</tr>
<tr>
<td>641</td>
<td>Janitorial Supplies</td>
<td></td>
</tr>
<tr>
<td>648</td>
<td>Travel (In-State)</td>
<td>520</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td>2,697</td>
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</table>

TOTAL $10,612
STATEMENT OF UNDERSTANDING  
(Merged Area Schools)

AGREEMENT:  This constitutes an agreement between the Des Moines Area Community College 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, 1991 through June 30, 1992. 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, 1992, 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 to 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 individual 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

[Signature]

(Date)

FOR THE IOWA STATE DEPARTMENT OF EDUCATION

[Signature]

(Date)
DATE: April 18, 1991

TO: Lynn Albrecht, Dean, Student Services and Records

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

RE: Student Activities Budget for FY1992

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 28OA, Section 1F, Preparation and Approval of Budgets which states:

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

The 1991-92 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 during the week of February 4-8.

3. The Finance Committee researched and reviewed all requests for funds during the months of February and March. After deliberation, the Finance Committee developed a Student Activities Budget for 1991-92.

4. The budget was submitted by the Finance Committee to the Student Action Board on Wednesday, March 27, 1991. The Student Action Board approved the budget for 1991-92 by a unanimous vote.
**DES MOINES AREA COMMUNITY COLLEGE**
**PROJECTED STUDENT ACTIVITY INCOME**
**FOR FISCAL YEAR 1991-92**

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>*ESTIMATED TOTAL &quot;ACTIVITY FEE CREDITS&quot;</th>
<th>ACTIVITY FEE</th>
<th>PROJECTED INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankeny</td>
<td>146,159</td>
<td>x .95</td>
<td>138,851.05</td>
</tr>
<tr>
<td>Boone</td>
<td>22,931</td>
<td>x .95</td>
<td>21,784.45</td>
</tr>
<tr>
<td>Carroll</td>
<td>9,858</td>
<td>x .95</td>
<td>9,365.10</td>
</tr>
<tr>
<td>Urban</td>
<td>35,362</td>
<td>x .95</td>
<td>33,593.90</td>
</tr>
</tbody>
</table>

"Activity fee credits" do not include credits for which a student enrolls in excess of 15 credits for a given term.

A comparison of the DMACC campus budgets, as prepared for FY 1992, is as follows:

<table>
<thead>
<tr>
<th></th>
<th>1990-91</th>
<th>1991-92</th>
<th>%of Total for 90-91</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankeny</td>
<td>138,840.00</td>
<td>138,850.00</td>
<td>68%</td>
</tr>
<tr>
<td>Boone</td>
<td>19,460.00</td>
<td>21,784.00</td>
<td>11%</td>
</tr>
<tr>
<td>Carroll</td>
<td>10,680.00</td>
<td>9,365.00</td>
<td>4.5%</td>
</tr>
<tr>
<td>Urban</td>
<td>34,455.00</td>
<td>33,594.00</td>
<td>16.5%</td>
</tr>
<tr>
<td>Totals</td>
<td>$203,435.00</td>
<td>$203,592.00</td>
<td>100%</td>
</tr>
</tbody>
</table>

Budget amounts for each campus are based on the number of "activity fee credits" for which students will enroll during the two semesters and summer term of fiscal year 1991-92 as conservatively projected by Leonard Bengtson, Manager of Research, Planning and Reporting.
The Finance Committee voted to budget at $138,850.00 for FY 92 based on
confirmed income for fall and spring semesters and a conservative
projection for FY1992 "Enrollment projections for Allocation of Student
Activity Funds" as reported by Leonard Bengtson, Manager of Research,
Planning and Reporting.

After working with the Finance Committee to prepare the 1991-92 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.
The Student Action Board of the Des Moines Area Community College Ankeny Campus, in conjunction with its Finance Committee, has approved the recommends the following budget for fiscal year July 1, 1991 to June 30, 1992. The budget is based on activity fees collected at $.95 per semester credit hour incorporating at 15 credit maximum. All students with 15 or more credits are charged $14.25.

Student Activities income is based on the projected number of "activity fee credits" for which students will enroll during fiscal year 1991-92. "Activity fee credits" do not include credits for which a student enrolls in excess of 15 credits for a given term. 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, 1992 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 specific, selected accounts at the close of FY '91 will be carried forward to FY '92 and used for a designated purpose as outlined in the budget. These accounts include Check Cashing, and Copy Machine, and Art Project.

I, hereby, submit for Administrative and Board approval the 1991-92 Ankeny Campus Student Activities Budget.

JoAnn Barten
President, Student Action Board

Lynn Albrecht
Dean, Student Services and Records

Mary Longsdale
Coordinator, Student Activities

Curt Vandivier
Vice President, Ankeny Campus
### 1991-92 STUDENT ACTIVITIES BUDGET
**ANKENY CAMPUS**

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Alumni</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Awards and Recognition</td>
<td>2500.00</td>
</tr>
<tr>
<td>* Campus Chronicle</td>
<td>6280.00</td>
</tr>
<tr>
<td>* Campus Recreation</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Chemical Dependency</td>
<td>600.00</td>
</tr>
<tr>
<td>* Club Funding</td>
<td>5000.00</td>
</tr>
<tr>
<td>* Club Travel</td>
<td>14,000.00</td>
</tr>
<tr>
<td>* Committee for the Concerns of Persons with Disabilities (CCDP)</td>
<td>180.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>8975.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>1000.00</td>
</tr>
<tr>
<td>* Counseling Activities</td>
<td>1698.00</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>675.00</td>
</tr>
<tr>
<td>Dances/Concerts</td>
<td>8,500.00</td>
</tr>
<tr>
<td>* Day Care Center</td>
<td>5000.00</td>
</tr>
<tr>
<td>Emergency Auto Service</td>
<td>2500.00</td>
</tr>
<tr>
<td>* Expressions</td>
<td>500.00</td>
</tr>
<tr>
<td>* Film Series</td>
<td>130.00</td>
</tr>
<tr>
<td>Hub Entertainment</td>
<td>14,437.00</td>
</tr>
<tr>
<td>* International Week</td>
<td>500.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>6000.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>8000.00</td>
</tr>
<tr>
<td>Organization/Operation</td>
<td>5600.00</td>
</tr>
<tr>
<td>* Peer Tutoring</td>
<td>4000.00</td>
</tr>
<tr>
<td>Posters</td>
<td>250.00</td>
</tr>
<tr>
<td>Publications/Promotions</td>
<td>8800.00</td>
</tr>
<tr>
<td>Budget Line</td>
<td>Budget Amount</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Socials</td>
<td>1375.00</td>
</tr>
<tr>
<td>* Student Health</td>
<td>4750.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>4400.00</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>7700.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>138,850.00</strong></td>
</tr>
</tbody>
</table>

*Denotes accounts that cannot be deleted or changed unless anticipated income for 1991-92 is lower than projected. In this case, all budget lines may be reduced on a percentage basis.
Explanation of Accounts

ALUMNI: ($2000.00) The Board will transfer two thousand dollars ($2000.00) to the Alumni Association for student scholarships. This money is contingent on matching funds from the DMACC foundation.

AWARDS AND RECOGNITION: ($2500.00) 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.

CAMPUS CHRONICLE: ($6280.00) The Board will help offset the costs of operating the student newspaper by allocating four thousand two hundred dollars ($4200.00) for the printing costs of fourteen issues, and the purchase of equipment and supplies. In addition, the Board will purchase at least two thousand eighty dollars ($2080.00) of advertising fall and spring semesters combined. A contract between the Board and the Chronicle will be negotiated for fiscal year 1991-92.

CAMPUS RECREATION: ($13,500.00) The Board will transfer thirteen thousand five hundred dollars ($13,500.00) 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 1991-92.

CLUB FUNDING ($5000.00) 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 from January to the first Wednesday in April 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: ($14,000.00) 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 trip per fiscal year.

CCPD: ($180.00) Money from this account will be used by the College's Committee for the Concerns of Persons with Disabilities to purchase supplies and equipment for disabled students in need.
CONFERENCE TRAVEL: ($8975.00) This account provides money for student delegates and one advisor to attend four conferences and one seminar. 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 ($1698.00) The Board will transfer one thousand six hundred and ninety-eight dollars to the Counseling, Advising and Placement Department. This money will be used to purchase refreshments for Adult Student Day, Evening and Weekend Student Information Night, and Coffee, Cookies and Counseling. 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.

CREATIVE WRITING: ($675.00) This allocation will be used for tuition scholarship money to the winners/runner-ups of the annual Creative Writing contest.

DANCES: ($8,500.00) Monies from this account will be used to hire talent and security, rent facilities and sound systems, and purchase promotional materials and supplies for campus-wide parties, dances and concerts.

DAY CARE CENTER: ($5000.00) The Board will transfer five thousand dollars ($5000.00) 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: ($2500) This money will be used to provide various emergency auto services to students on campus grounds and at Campus View Apartments. A contract will be negotiated between the Student Action Board and a local service station.

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

FILM SERIES: ($130.00) These funds will be used to purchase one-sheets of movies in the DMACC film series (26 times @ $5.00=$130.00). One-sheets help promote the series to the DMACC student population.

HUB ENTERTAINMENT: ($14,437.00) This money will be used to hire talent for building 5, including at least one fine arts act per year, and pay for promotional expenses associated with advertising events in the Student Center.
INTERNATIONAL WEEK: ($500.00) The Board will allocate one five hundred dollars ($500.00) to the sponsorship of an International Student Luncheon to enhance International Week activities.

LEADERSHIP PROGRAM: ($6000.00) This money will be used for a recognition luncheon, an administrative-SAB get-acquainted coffee in the fall, and two DMACC SAB leadership conferences. Leadership conference expenses include lodging, meals, transportation, supplies and guest speaker fees.

LECTURES: ($8600.00) This money ($8000.00) will be used to hire and promote lectures for the campus community and fund the campus-wide Chemical Dependency Awareness Day ($600.00)

ORGANIZATIONAL/OPERATIONAL: ($5600.00) Monies in this account will be used for the organizational /operational costs of the Student Action Board. Costs many include materials and supplies, mailings, copyright license fees, local travel reimbursements, and computer software.

PEER TUTORING: ($4000.00) The Board will transfer four thousand dollars to the Academic Achievement Department to help offset the costs associated with the Peer Tutoring Program such as textbooks, supplies and salaries for tutors.

POSTERS: ($250.00) The money in this account will be used to pay for posters to publicize Board events.

PUBLICATIONS/PROMOTIONS: ($8800.00) This money will be used to pay for Student Action Board and Student Activities promotion and awareness projects. Projects include orientation folders and pencils ($2200.00), home mailings ($2100.00), combination datebook-student organization handbook ($2000.00), Student Action Board promotional items ($2200.00), and SAB brochure ($300.00).

SOCIALS: ($1375.00) Monies in this account will be used to provide food-related activities for the day, evening, and Saturday students.

STUDENT HEALTH: ($4750.00) 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: ($4400.00) This money will be used to host special events such as an on-campus residents' party, International student activities, theme days, holiday parties, and activities cosponsored with Recreation/Wellness Services. Two thousand dollars of this amount is restricted to special summer activities as determined by the Programming Board.

TICKET SALES: ($7700.00) 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. Eighteen hundred dollars is set aside for DMACC Day at Adventureland event.
Accounts Carried Forward

ART: ($500.00) The Board will allocate five hundred dollars ($500.00) to purchase one work of art from a local or regional artist. This piece shall be displayed at DMACC Ankeny Campus. The Campus Life Board will oversee this project.

Check Cashing: (Balance as of 3-31-91 is $119.00) 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 $10.00.

Copy Machine: (Balance as of 3-31-91 is $14,552.00) 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.
<table>
<thead>
<tr>
<th>BUDGET LINE</th>
<th>BUDGET 88-89</th>
<th>BUDGET 89-90</th>
<th>BUDGET 90-91</th>
<th>BUDGET 91-92</th>
<th>INCREASE/DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALUMNI</td>
<td>1500</td>
<td>1500</td>
<td>1500</td>
<td>2000</td>
<td>500</td>
</tr>
<tr>
<td>ASAP</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>500 carry forward</td>
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<tr>
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<td>2500</td>
<td>2500</td>
<td>2500 SAME</td>
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</tr>
<tr>
<td>CHRONICLE</td>
<td>8300</td>
<td>8480</td>
<td>8080</td>
<td>6280</td>
<td>-1800</td>
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<tr>
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<tr>
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<td>600</td>
<td>600</td>
<td>600 SAME</td>
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</tr>
<tr>
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<td>650</td>
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<td>4700</td>
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<td>CLUB TRAVEL</td>
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<td>13722</td>
<td>14000</td>
<td>14000 SAME</td>
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<tr>
<td>CCPD</td>
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<tr>
<td>CONF. TRAVEL</td>
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<td>10410</td>
<td>8975</td>
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</tr>
<tr>
<td>CONTINGENCY</td>
<td>1000</td>
<td>1000</td>
<td>1000</td>
<td>1000 SAME</td>
<td></td>
</tr>
<tr>
<td>COPY MACHINE</td>
<td>600 CARRY FORWD.</td>
<td>CARRY FORWD.</td>
<td>CARRY FORWD.</td>
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<tr>
<td>COPYRIGHT</td>
<td>0</td>
<td>700</td>
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<tr>
<td>COUNSELING</td>
<td>1262</td>
<td>1465</td>
<td>1513</td>
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DATE: May 20, 1991
TO: Don Zuck
   VP, Operations

FROM: Mary L. Chapman
      Executive Dean, Urban Campus

RE: Urban Campus Student Action Board FY 1991-92 Budget

Attached you will find the approved Budget for Urban Campus Student Action Board fiscal year 1991-92. Please arrange to place on the June 12, 1991, Board Agenda. If you have any questions, please advise.

Thanks.

mv

Approved for Board Agenda

Don /Zuck

5/21/91
I have reviewed the proposed budget for fiscal year 1991-92 for Des Moines Area Community College, Urban Campus Student Action Board (SAB). My approval of said budget is indicated by my signature below.

[Signature]
DMACC Urban Campus Executive Dean

5/20/91
Date
DATE: May 8, 1991

TO: Mary L. Chapman
Executive Dean, Urban Campus

FROM: Janice E. Woods
Associate Dean, Urban Campus

RE: Urban Campus Student Action Board Budget 1991-1992

Attached please find a copy of the 1991-92 Urban Campus Student Action Board Budget. This budget is based on a projected $33,594 for student activity fees for the 1991-92 academic year.

The Urban Campus Student Action Board reviewed the expenditures and the specific line item amounts used for the current academic year to make projected changes for the 1991-92 year and approval the attached budget.

[Signatures]
Marque Strother, Vice President
Urban Campus Student Action Board

Janice E. Woods, Advisor
Urban Campus Student Action Board
The Urban Campus Student Action Board has developed the following budget for fiscal year July 1, 1991 through June 30, 1992. The budget is based on activity fees collected of $.95 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 Area Community College's Urban Campus.

The income from the student activity fees is based on projected enrollment for the 1991-1992 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.

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<td>Student Projects</td>
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<td>Student Publications</td>
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<td>Operating Costs</td>
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<td>Conference Travel</td>
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<td>Peer Tutoring</td>
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</tr>
<tr>
<td>Clubs</td>
<td>800.00</td>
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<tr>
<td>Club Travel/Leadership</td>
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<tr>
<td>Awards Banquet</td>
<td>2,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33,594.00</strong></td>
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</table>
EXPLANATION OF ACCOUNTS

Ticket Sales ($1,000): Funds in this account are to be used to subsidize the cost of tickets sold to Urban Campus students for Civic Center performances, Adventureland tickets, as well as tickets to Worlds of Fun and Oceans of Fun, etc.

Student Projects ($11,794): 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, feed (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.

Student Publications ($2,500): 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.

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. In addition, funds will be used to show the Urban S.A.B.'s sensitivity and caring by sending flowers, plants, or cards to students experiencing tragedies like the death of a student, serious illness, or accidents.

Conference Travel ($6,500): 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.

Clubs ($800): 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. The allotment reduces to $50.00 for the year should the request come during the spring semester. No grant is awarded for the summer semester. A formal written request must be submitted to the Finance 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 substantiate appropriate rationales for use of the money will be taken into consideration by the Finance Committee in their decision to award the grant.

Club Travel/Leadership ($1,500): This fund is allocation for DMACC, Urban Campus Club students attending national skill contests, or other kinds of travel deemed appropriate for use by the Monetary Affairs Committee and the Urban Campus S.A.B. Consideration will be given, in granting these funds, to the efforts of the various clubs in fund raising projects to make the trip(s), and the clubs' budget. This fund is designated to be used for leadership workshop(s) to be held early in the fall 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.

Peer Tutoring ($6,000): 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.

Awards Banquet ($2,500): Funds in this account are to be used for expenses related to this annual activity designed to recognize staff and students. Expenses such as food, contest prizes, rental of facility, plaques, entertainment, and related costs will come from this account.
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<thead>
<tr>
<th>Item</th>
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<th>1991-92</th>
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<tr>
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<td><strong>Total</strong></td>
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DATE: May 10, 1991

TO: Helen Harris, Board Secretary

FROM: Leonard Bengtson, Manager
Research, Planning & Reporting

RE: Agenda Item for June 12, 1991 Meeting of Board of Directors

The Academic Calendar for 1992-93 as recommended by the Calendar Committee has been approved by the Executive Council and Dr. Borgen, and is now ready for submission to the Board of Directors for their review and approval.

A copy of the proposed Academic Calendar is attached, together with the resultant Training Term Calendar, identifying time periods when regular classes are not in session and facilities may be utilized for special contract training sessions for business and industry.

The proposed 1992-93 calendar maintains the same basic structure as the current calendar and the 1991-92 calendar approved last year by the Board.
# Academic Calendar

**Des Moines Area Community College**

### 1992-93 Calendar

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<th>W</th>
<th>T</th>
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### Important Dates

- **Beginning of Regular Terms**
- **Beginning of Eight Week Summer Term**
- **End of Terms**
- **MidTerm Dates** (Regular Terms)
- **Holidays**
- **College Offices Closed**
- **Faculty Non-Duty Days**
- **Professional Days**
- **President's Days**
- **Faculty Staff Development Day (One additional day to be designated later by DMACCHEA.)**

### Two-Semester Contracts

- **Fall Semester:** 77 days
- **Spring Semester:** 77 days
- **Professional Days:** 10 days

**Total:** 164 days

### Twelve-Month Contracts

- **Fall Semester:** 77 days
- **Spring Semester:** 77 days
- **Summer Term:** 51 days
- **Professional Days:** 12 days

**Total:** 217 days

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**Notes:**

- Board Approved June 12, 1991
- Graduation Date: 1993
**WEEKEND CLASS CALENDAR**

1992-93

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<td>11 12</td>
<td>18 19</td>
<td>25 26</td>
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- **Beginning of Term**
- **End of Term**
- **No Classes**

*Note: Evening classes will not meet on the Wednesday night prior to Thanksgiving.*
## TRAINING TERM CALENDAR

**DES MOINES AREA COMMUNITY COLLEGE**

### 1992-93 Calendar

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- **Training Term**
- **Beginning of Academic Term**
- **End of Academic Term**
- **Holiday**
- **President's Day**
It is the policy of Des Moines Area Community College (DMACC) that all persons who provide instruction to students attending DMACC credit classes exhibit competence in oral communication. In the context of this policy, oral communication competence is understood to be the ability to communicate appropriately in the language of instruction to students attending DMACC.

This policy is intended to apply to all instructors employed by DMACC whose primary assignment is classroom/laboratory teaching of credit classes during the relevant academic year. In the context of this policy, instructors are defined as those persons with teaching assignments on a permanent, probationary, or adjunct basis.

Each instructor will be evaluated for oral communication competence by the end of each academic year in which he or she has sufficient direct contact with students to render such evaluation meaningful. This policy does not mandate evaluation for persons whose teaching responsibilities do not involve enough direct oral communication with students to provide a basis for meaningful evaluation of oral communication competence. The nature and scope of the evaluation of oral communication competence may vary with the discipline, instructional setting, and material being communicated. In all cases, however, the evaluation procedure will incorporate a mechanism for evaluation by students at the end of each academic year.

Adopted: June 12, 1991
Memorandum
Des Moines Area Community College

Date: 5-31-91

To: Irv Steinberg
From: Bob Mann
Supervisor, Special Accounting

Re: Board Agenda Item for June 12, 1991 meeting.

Item: Charge-off $27,392.60 in outstanding receivables to the bad debt account.

Rationale: This represents outstanding indebtedness of a year or older for which collection efforts have been unsuccessful.

Note: Following is a summary of requested charge-offs and a comparison to the prior year.

Student Registration Tuition/Fees (Attachment A)

Note: Current year request is for FY89-90 school year.

<table>
<thead>
<tr>
<th></th>
<th>Prior Year Charge-Offs</th>
<th>Current Year Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring '88-89</td>
<td>$0.00</td>
<td>$258.31</td>
</tr>
<tr>
<td>Fall '89-90</td>
<td>$5,117.08</td>
<td>$7,299.85</td>
</tr>
<tr>
<td>Spring '89-90</td>
<td>$5,351.37</td>
<td>$5,273.83</td>
</tr>
<tr>
<td>Summer '89-90</td>
<td>$2,921.71</td>
<td>$2,729.46</td>
</tr>
<tr>
<td>Totals =</td>
<td>$13,390.16</td>
<td>$15,561.45</td>
</tr>
</tbody>
</table>

Returned Checks (Attachment B)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,428.53</td>
<td>$3,515.33</td>
</tr>
<tr>
<td>Totals =</td>
<td>$4,428.53</td>
<td>$3,515.33</td>
</tr>
</tbody>
</table>

Loans (Attachment C)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,604.44</td>
<td>$7,495.85</td>
</tr>
<tr>
<td>Totals =</td>
<td>$4,604.44</td>
<td>$7,495.85</td>
</tr>
</tbody>
</table>

Invoices

(Attachment D)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$614.72</td>
<td>$253.27</td>
</tr>
<tr>
<td>Totals =</td>
<td>$614.72</td>
<td>$253.27</td>
</tr>
</tbody>
</table>

Approved for Board agenda
Bankruptcies (Attachment E)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$45.50</td>
</tr>
<tr>
<td></td>
<td>$391.70</td>
</tr>
</tbody>
</table>

Totals = $45.50 $391.70

Deaths (Attachment E)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$267.57</td>
</tr>
<tr>
<td></td>
<td>$175.00</td>
</tr>
</tbody>
</table>

$267.57 $175.00

Grand Totals = $23,350.92 $27,392.60

Suggested Form of Motion:

It was moved by ____________________ , seconded by ____________________ that receivables totaling $27,392.60 be charged-off to the bad debt account. Detail of these receivables is attached hereto and identified as Attachment No.(s) ____________________.
DATE: June 3, 1991

TO: Darrell Roberts

FROM: Irv Steinberg


Cash flow improved in May, as anticipated, with the receipt of our 3rd quarter FY91 State Aid and Personal Property Tax Replacement monies totalling $3,945,039. As of month end, approximately $2.6 Million was on hand in excess of our $5 Million Anticipatory Warrant borrowed funds.

Payments on bonded indebtedness interest and principal were made on June 3rd of $54,575 for Health Insurance Bond, $729,987 on Plant Fund Capital Loan Note, and $4,128,659 for NJTP Certificates. Principal amounts remaining on these debts is $100,000 Health Insurance, $2,875,000 Plant Fund, and $26,493,000 NJTP for a total Long Term Debt of $29,468,000.

Proceeds from the sale of NJTP Certificates for Multiple Project XIV of $2,115,000 will be received June 5th. Bids for our FY92 Anticipatory Warrant of $5 Million are due on June 12th, with proceeds of this sale to be paid on July 1st.

[Signature]
D. Roberts
### Cash Position Report

#### May 31, 1991

<table>
<thead>
<tr>
<th>Combined Funds</th>
<th>Plant Fund</th>
<th>New Job Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Funds 1, 2, 3, 4, 5, &amp; 6)</td>
<td>(Fund 7)</td>
<td>(Fund 2)</td>
</tr>
<tr>
<td><strong>Cash In Bank/Checking:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Forward May 1, 91</td>
<td>($4,933)</td>
<td>$0</td>
</tr>
<tr>
<td>PLUS: May Receipts</td>
<td>4,103,044</td>
<td>1,256,345</td>
</tr>
<tr>
<td>LESS: May Disbursements</td>
<td>4,104,098</td>
<td>1,256,345</td>
</tr>
<tr>
<td>Cash Balance May 31, '91</td>
<td>($5,987)</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Investments:

<table>
<thead>
<tr>
<th>Item</th>
<th>223,701</th>
<th>426,179</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Accounts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Natl Bank/Ames</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments at Norwest for NJTP</td>
<td>223,701</td>
<td>426,179</td>
</tr>
<tr>
<td>Investments at La Trust Ed</td>
<td>6,333,845</td>
<td>1,077,729</td>
</tr>
<tr>
<td>Certificates of Deposit:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Fd at WestBank</td>
<td>1,057,958</td>
<td></td>
</tr>
<tr>
<td>Early Retirement FNB</td>
<td></td>
<td>7,817</td>
</tr>
<tr>
<td>Alumni at HAWKEYE B&amp;T</td>
<td>33,000</td>
<td></td>
</tr>
<tr>
<td>Plant Fund at First Natl Bk</td>
<td></td>
<td>300,000</td>
</tr>
<tr>
<td>Boone Athlet at Haw Fed</td>
<td></td>
<td>20,985</td>
</tr>
<tr>
<td>Total Cash/Investments</td>
<td>$7,671,319</td>
<td>$1,803,908</td>
</tr>
</tbody>
</table>

#### Footnotes:

1. 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.

3. Deficit cash balance shown for Combined Funds off-set by outstanding checks.
## BUDGET REPORT
### SUMMARY BY FUND (ALL FUNDS)
#### MAY 31, 1991

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>BOARD NO.</th>
<th>AMOUNT BUDGET</th>
<th>WORKING BUDGET</th>
<th>AMOUNT EXPENDED/ RECEIVED</th>
<th>AMOUNT ENCUMBERED</th>
<th>WORKING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$29,283,011</td>
<td>$29,785,725</td>
<td>$27,044,117</td>
<td>2,741,608</td>
<td></td>
</tr>
<tr>
<td>RESTRICTED CURR</td>
<td>2</td>
<td>21,957,383</td>
<td>22,099,846</td>
<td>11,206,078</td>
<td>10,893,768</td>
<td></td>
</tr>
<tr>
<td>AUXILLIARY</td>
<td>3</td>
<td>5,381,717</td>
<td>5,868,010</td>
<td>4,975,973</td>
<td>892,037</td>
<td></td>
</tr>
<tr>
<td>AGENCY</td>
<td>4</td>
<td>803,631</td>
<td>777,477</td>
<td>741,258</td>
<td>36,219</td>
<td></td>
</tr>
<tr>
<td>SCHOLARSHIP</td>
<td>5</td>
<td>3,591,123</td>
<td>3,636,011</td>
<td>3,623,534</td>
<td>12,477</td>
<td></td>
</tr>
<tr>
<td>LOAN</td>
<td>6</td>
<td>131,984</td>
<td>136,984</td>
<td>66,299</td>
<td>70,685</td>
<td></td>
</tr>
<tr>
<td>PLANT</td>
<td>7</td>
<td>3,159,364</td>
<td>3,071,933</td>
<td>3,028,628</td>
<td>(11,435)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$64,308,213</td>
<td>$65,321,246</td>
<td>$50,685,887</td>
<td></td>
<td>$14,635,359</td>
</tr>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$29,283,011</td>
<td>$29,785,725</td>
<td>$26,025,916</td>
<td>1,114,877</td>
<td>$2,644,932</td>
</tr>
<tr>
<td>RESTRICTED CURR</td>
<td>2</td>
<td>30,237,952</td>
<td>30,808,276</td>
<td>8,773,334</td>
<td>135,373</td>
<td>21,899,569</td>
</tr>
<tr>
<td>AUXILLIARY</td>
<td>3</td>
<td>5,312,436</td>
<td>6,027,852</td>
<td>5,655,268</td>
<td>100,423</td>
<td>262,161</td>
</tr>
<tr>
<td>AGENCY</td>
<td>4</td>
<td>779,163</td>
<td>774,146</td>
<td>601,660</td>
<td>16,465</td>
<td>156,021</td>
</tr>
<tr>
<td>SCHOLARSHIP</td>
<td>5</td>
<td>3,691,123</td>
<td>3,736,011</td>
<td>3,601,145</td>
<td>134,866</td>
<td></td>
</tr>
<tr>
<td>LOAN</td>
<td>6</td>
<td>43,365</td>
<td>48,365</td>
<td>15,585</td>
<td>0</td>
<td>32,780</td>
</tr>
<tr>
<td>PLANT</td>
<td>7</td>
<td>3,246,975</td>
<td>3,287,274</td>
<td>1,759,372</td>
<td>256,420</td>
<td>1,271,482</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$72,594,025</td>
<td>$74,457,649</td>
<td>$46,432,280</td>
<td>$1,623,558</td>
<td>$26,401,811</td>
</tr>
</tbody>
</table>
DOUARS DMACC BUDGET STATUS MAY 31, 1991
(FUNDS 3, 4, 5, 6, & 7)

*BUDGET is Current Working Budget for Funds 3, 4, 5 & 6, and Published Budget for Fund 7.
June 10, 1991

Dr. Joe Borgen, President
Des Moines Area Community College
Building 20
2006 South Ankeny Blvd.
Ankeny, IA 50021

Dear Dr. Borgen:

Thank you for meeting with me Wednesday regarding the statewide telecommunications project. This letter will serve to summarize our discussion.

On Friday, May 31, Governor Branstad line-item vetoed the deauthorization of funds for FY 1992 which had been passed by both the House and Senate, thereby allowing the project to move forward. The 1989 general assembly had authorized funding for the project at $50 million dollars—$10 million dollars a year for five years; the 1990 general assembly, because of year-end budget constraints, changed the funding level to $30 million dollars—$5 million dollars a year for six years through FY 1996. The governor's veto restored the funding for FY 1992, but the level was cut to $3 million dollars.

The contract with the low bidder, Kiewit Network Technologies, Inc., was signed on April 15, 1991. With funding approved, the project is now ready to move forward.

As we discussed, because of the routing and fiber deployment schedule designed by Kiewit, the DMACC campus will be one of the first areas where fiber will be trenched. In addition, Adel and Newton will also be two of the first county sites. In order to facilitate the trenching, there are several items of information which we need to obtain. Those include the location at the sites for the telecommunications classrooms and equipment rooms where the fiber optic terminal equipment will be placed, heating and cooling requirements, the location of utilities corridors, etc. We will be sending a site visit team to review these items with the person which you designate as project contact. Immediately following the site team visit, personnel from Kiewit will also visit the sites as they prepare to begin trenching the fiber and making arrangements for equipment installation.
Dr. Borgen  
June 10, 1991  
Page 2

The appropriation legislation, as you may recall, called for the state to fund Part I of the network 100%. This includes the connections to the 15 regional centers at the community colleges, the 3 regent institutions, Iowa Public Television, Camp Dodge and the Lucas state office building. For Part II of the network, the connections to the remaining 84 counties, the legislation calls for the state to fund 80% to be matched by 20% from the merged area schools. For Part III, the connections from the county points-of-presence to the areas surrounding each point, the legislation calls for the state to fund 80% to be matched by 20% from the local schools which may be met through a cooperative arrangement with the merged area schools.

The costs for classroom equipment i.e. cameras, microphones, TV monitors, etc. will be the responsibility of the local area. In addition, a master control facility would be required at the DMACC campus for Area 11. Costs for master control typically range from $100,000 — $200,000. The community college operational requirements for the regional system will include staffing needs as well as maintenance costs associated with the classroom and master control equipment.

The cost information we have for the Part II connections was based on the generic locations of county seat towns rather than the specific county sites subsequently identified by DMACC. Those preliminary costs for Merged Area 11 totaled $5,612,559. Twenty percent would be $1,122,512. Costs based on the actual sites have been requested and we will forward that information to you as soon as it is available.

We look forward to working with you and the staff at DMACC as the state moves forward with this exciting project.

Sincerely,

Linda Schatz  
Director, Narrowcast Telecommunications