Board of Directors Meeting Minutes

6-17-1986

Board of Directors Meeting Minutes (June 17, 1986)

DMACC

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

1. Call to Order - 5:00 p.m.
2. Roll Call.
3. Approval of tentative agenda.
4. Acknowledgement by Board Secretary of how Notice of Hearing was made.
5. Requests to address the Board recognized.
6. Consideration of Resolution approving plans, specifications, form of contract and estimated cost for alterations of Building 9, Ankeny Campus.
7. Adjournment.
PUBLIC HEARING
17 JUNE 1986

A special meeting of the Des Moines Area Community College Board of Directors was held in Room 30, Building 1, Ankeny Campus, on June 17, 1986, for the purpose of conducting a public hearing for the adoption of the resolution approving plans, specifications, form of contract and estimated cost for the alterations of Building 9, Ankeny Campus. The meeting was called to order at 5:00 p.m., DST, by Board President Jasper Risdal.

ROLL CALL

Members Present:
DeVeré Bendixen
Susan Clouser
Ted Nemmers
Jasper Risdal
Herb Ritland
Don Rowen*
Doug Shull

Members Absent:
Lloyd Courter
Eldon Leonard

Others Present:
Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Don Zuck, Board Treasurer
Other interested DMACC staff and area residents

APPROVAL OF TENTATIVE AGENDA

A motion to approve the tentative agenda as presented was made by T. Nemmers, seconded by D. Bendixen.

Motion passed unanimously.

ACKNOWLEDGEMENT OF HEARING NOTICE

Board Secretary H. Minor, reported that the notice of the time and place of this hearing was, according to law and as directed by the Board, published in the Des Moines Register newspaper on May 30, 1986, and posted on the official Des Moines Area Community College bulletin board. A copy of said notice is included as Attachment #1 to these minutes.

There were no requests to address the Board.

*DIRECTOR ROWEN ARRIVED

ADOPTION OF RESOLUTION

It was moved by D. Shull, seconded by D. Bendixen, that the Board approve the resolution included as Attachment #2 to these minutes, which approves plans, specifications, form of contract and estimated costs for the alterations of Building 9, Ankeny Campus.

Motion passed unanimously on a roll call vote.
ADJOURNMENT

A motion for adjournment was made by H. Ritland, seconded by T. Nemmers.

Motion passed unanimously and at 5:03 p.m., Board President Risdal adjourned the meeting.

JASPER M. RISDAL, President

HELEN M. MINOR, Board Secretary
COPY OF ADVERTISEMENT
Exhibit "A"

STATE OF IOWA

POLK COUNTY

The undersigned, being first duly sworn, on oath states that he/she is the
Classified Auditing Supervisor
of Des Moines Register and Tribune Company, a corporation duly organized and
existing under the laws of the State of Iowa, with its principal place of business in
Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines,
Polk County, Iowa; and that an advertisement, a printed copy of which is attached
as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates

May 30, 1986

in Des Moines Sunday Register on

The affiant states that all of the facts set forth in the foregoing affidavit are
true as he/she verily believes.

Subscribed and sworn to before me by said affiant this 23 day of
June

Mary F. Bradley

Notary Public in and for Polk County, Iowa
WHEREAS, on the 20th. day of May, 1986, plans, specifications, form of contract, and estimated cost were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project.

WHEREAS, notice of hearing on plans, specifications, form of contract, and estimated cost was published as required by law and action of the Board.

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, form of contract, and estimated cost are hereby approved and adopted as the plans, specifications, form of contract, and estimated cost for the alternations of Building 9, Ankeny Campus.

PASSED AND APPROVED this 17th. day of June, 1986.

[Signature]
President of the Board of Directors of the aforesaid Community College

ATTEST:

[Signature]
Secretary of the Board of Directors of the aforesaid Community College
1. Call to Order – immediately following Public Hearing.

2. Roll Call.

3. Consideration of tentative agenda.


5. Consideration of ratification of offer to purchase property located at 902 SE 10th Street, Ankeny.

6. Consideration of offers to purchase property located at 727 San Salvador, Carroll.

7. Consideration of award of contract for alterations to Building 9, Ankeny Campus.

8. Consideration of resolution adopting proposed plans and specifications for partial reroofing of Building 2, Ankeny Campus, and establish hearing date for July 15, 1986, 5:00 p.m., DST.

9. Consideration of resolution fixing date for receipt of bids for the partial reroofing of Building 2, Ankeny Campus.

10. Consideration of resolution adopting proposed plans and specifications for reroofing the gymnasium, Boone Campus, and establish hearing date for July 15, 1986, 5:00 p.m., DST.

11. Consideration of resolution fixing date for receipt of bids for the reroofing of gymnasium, Boone Campus.

12. Consideration of resolution adopting proposed plans and specifications for paving the northeast parking lot, Boone Campus, and establish hearing date for July 15, 1986, 5:00 p.m., DST.

13. Consideration of resolution fixing date for receipt of bids for paving Northeast parking lot, Boone Campus.

14. Consideration of final five-percent payment to Allied Roofing Company for the partial reroofing of the Academic Building, Boone Campus.

15. Consideration of final five-percent payment to Central States Roofing for reroofing Building 7, Ankeny Campus.

17. Consideration of Industrial New Jobs Training Agreements.


19. Consideration of Board Policies, Business Services Section.

20. Consideration of Student Activities Budgets for Ankeny, Boone, Carroll and Urban Campuses.

21. Consideration of expenditures from Student Activities carry-over monies.

22. Consideration of proposed Board Policy #3013, Human Resources/Personnel section.

23. Consideration of termination of administrator's contract under Chapter 279, Code of Iowa.


25. Consideration of Human Resources report.


27. Consideration of Resolution directing the sale of Anticipatory Warrants.

28. Consideration of Resolution authorizing the issuance of Anticipatory Warrants of DMACC for the 1986-87 fiscal year.

29. Consideration of transfer of monies from General to Loan Fund for NDSL institutional match.

30. Consideration of Payables.


32. Superintendent's Report.

33. Board Member's Reports.

34. Closed Session - Collective Bargaining.

35. Future Agenda Items:
   A. Collective Bargaining
   B. Board Policy Review

36. Information Items:
   A. July 7, 1986 - First day to file nomination papers for Board election
   B. July 15, 1986 - Next Board Meeting
   C. July 31, 1986 - Last day to file nomination papers - 4:30 p.m.

37. Adjournment.
ADDENDUM TO AGENDA

19.1 Consideration of 1986-1987 College Calendar.
The regular meeting of the Des Moines Area Community College Board of Directors was held in Room 30, Building 1, Ankeny Campus, on June 17, 1986. The meeting was called to order by Board President Jasper Risdal, at 5:03 p.m., DST.

Members Present:
- DeVere Bendixen
- Susan Clouser
- Ted Nemmers
- Jasper Risdal

Members Absent:
- Lloyd Courter
- Eldon Leonard

Others Present:
- Joseph A. Borgen, President
- Helen M. Minor, Board Secretary
- Don Zuck, Board Treasurer
- Jesse Lewis, Crose-Gardner Associates
- Arnie Fischer, Bussard/Dikis Associates
- Other interested DMACC staff and area residents

It was moved by D. Bendixen, seconded by T. Nemmers, that the tentative agenda and addendum be approved as presented.

Motion passed unanimously.

D. Rowen moved that the minutes of the May 20, 1986, Public Hearings and regular meeting be approved; second by H. Ritland.

Motion passed unanimously.

There was a motion by D. Rowen, seconded by D. Bendixen, that the Board ratify the offer to purchase the student constructed house located at 902 S.E. 10th Street, Ankeny, in the amount of $89,500; and further that the Board President and Secretary be authorized to sign the warranty deed.

Motion passed unanimously.

No offers to purchase have been received for the property located at 727 San Salvador, Carroll.

A motion was made by H. Ritland, seconded by T. Nemmers, that a contract for alterations to Building #9, Ankeny Campus, be awarded to Ankeny Construction Company, with a base bid of $95,101, and that the Board President and Secretary be authorized to sign said contracts. Bid Tally sheet is Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.
D. Shull moved that the Board approve the Resolution adopting proposed plans and specifications for partial re-roofing of Building #2, Ankeny Campus, and that a Public Hearing be held July 15, 1986, 5:00 p.m., DST, in Building 1, Room 30, Ankeny Campus; second by D. Bendixen. Resolution is Attachment #2 to these minutes.

Motion passed unanimously on a roll call vote.

It was moved by T. Nemmers, seconded by D. Shull, that the Board approve the Resolution included as Attachment #3 to these minutes, which establishes July 10, 1986, 2:00 p.m., DST, as the date and time for receipt of bids for the partial re-roofing of Building #2, Ankeny Campus.

Motion passed unanimously.

D. Shull moved that the Board approve the Resolution adopting proposed plans and specifications for re-roofing the gymnasium, Boone Campus, and that a Public Hearing be held July 15, 1986, 5:00 p.m., DST, in Building 1, Room 30, Ankeny Campus; second by D. Rowen. Resolution is Attachment #4 to these minutes.

Motion passed unanimously on a roll call vote.

It was moved by D. Bendixen, seconded by H. Ritland, that the Board approve the Resolution included as Attachment #5 to these minutes, which establishes July 10, 1986, 2:00 p.m., DST, as the date and time for receipt of bids for the roofing of the gymnasium, Boone Campus.

Motion passed unanimously.

D. Bendixen moved that the Board approve the Resolution adopting proposed plans and specifications for paving the northeast parking lot, Boone Campus, and that a Public Hearing be held July 15, 1986, 5:00 p.m., DST, in Building 1, Room 30, Ankeny Campus; second by D. Rowen. Resolution is Attachment #6 to these minutes.

Motion passed unanimously on a roll call vote.

It was moved by H. Ritland, seconded by T. Nemmers, that the Board approve the Resolution included as Attachment #7 to these minutes, which establishes July 10, 1986, 1:30 p.m., DST, as the date and time for receipt of bids for the paving of the northeast parking lot, Boone Campus.

Motion passed unanimously.
APPROVAL OF FINAL 5% PAYMENT--ALLIED ROOFING

A motion was made by D. Shull, seconded by D. Bendixen, that the Board approve the final five percent payment to Allied Roofing Company in the amount of $1,306.25 for the partial re-roofing of the Academic Building, Boone Campus.

Motion passed unanimously.

APPROVAL OF FINAL 5% PAYMENT--CENTRAL STATES ROOFING

S. Clouser made a motion that the Board approve the final five percent payment to Central States Roofing in the amount of $2,387.50 for the re-roofing of Building #7, Ankeny Campus; second by T. Nemmers.

Motion passed unanimously.

APPROVAL TO PROCEED--LAND USE STUDY--STUDENT HOUSING

A presentation was made by Jesse Lewis, Crose-Gardner Associates, on a land use study concerning the best location for student housing. Following a discussion, a motion was made by D. Shull, seconded by D. Rowen, that the Board approve to proceed with the concept of student housing and that the following documents be prepared: 1) site drawing, 2) survey, 3) legal description, 4) appraisals, if needed, and 5) legal documents such as Board resolution, publications (bid ads), contract.

Motion passed on a roll call vote with the dissenting vote cast by Director Ritland.

APPROVAL OF RESOLUTION RE: HF623--DEERE CREDIT SERVICES, INC.

It was moved by D. Bendixen, seconded by D. Rowen, that the Board approve the resolution instituting proceedings for the taking of additional action for the issuance of New Jobs Training Certificates and directing the publication of a Notice of Intention to Issue not to exceed $571,000 aggregate principal amount of New Jobs Training Certificates (Deere Credit Services, Inc. project) of the Des Moines Area Community College and approving the form and content and execution and delivery of a New Jobs Training Agreement and providing for the division of taxes levied on property where new jobs are created as a result of a New Jobs Training program. Said resolution is Attachment #8 to these minutes and the Training Agreement is Attachment #9.

Motion passed unanimously on a roll call vote.

APPROVAL OF ACCT MEMBERSHIP

A motion was made by D. Rowen, seconded by T. Nemmers, that payment in the amount of $1,050 be made to the Association of Community College Trustees for the annual membership dues (July 1, 1986-June 30, 1987).

Motion passed unanimously.
D. Shull made a motion which was seconded by D. Rowen, that the Board approve the Business Services section of the Board Policies (6001-6027); a copy of said policies is Attachment #10 to these minutes.

Motion passed unanimously.

A motion for approval of the 1986-1987 Academic Calendar was made by D. Rowen, seconded by D. Shull. A copy of said calendar is Attachment #11 to these minutes.

Motion passed unanimously.

It was moved by D. Bendixen, seconded by D. Rowen, that the 1986-1987 Student Activities Budgets for the Ankeny, Boone, Carroll and Urban campuses be approved as presented in Attachment #12 to these minutes.

Motion passed unanimously.

A motion was made by T. Nemmers, seconded by D. Rowen, that the Board approve the following expenditures of Student Activities carry-over monies:

<table>
<thead>
<tr>
<th>Date</th>
<th>SAB</th>
<th>Approved Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-26-86</td>
<td>SAB</td>
<td>One year maintenance &amp; supplies for four typewriters in Library designated for free student use.</td>
<td>$ 600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ty Boyd lecture (In-service speaker for staff with a 10:00 a.m. session for students.</td>
<td>1,000.00</td>
</tr>
<tr>
<td>3-11-86</td>
<td>SAB</td>
<td>Free weights for weight room.</td>
<td>2,287.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Re-order T-shirts &amp; sweatshirts.</td>
<td>958.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Frames &amp; matting to display students' work in hall of library.</td>
<td>200.00</td>
</tr>
<tr>
<td>4-1-86</td>
<td>SAB</td>
<td>Display case for the art &amp; photography classes which will be located in library hall.</td>
<td>685.00</td>
</tr>
<tr>
<td>4-15-86</td>
<td>SAB</td>
<td>Medical Lab Club travel to state meet in Waterloo ($10/student)</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chronicle partial funding for special edition</td>
<td>112.50</td>
</tr>
<tr>
<td>4-28-86</td>
<td>SAB</td>
<td>Twenty-year birthday party funding</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2500 duo-tang folders, 2000 pencils with Student Action Board logo for orientation.</td>
<td>1,418.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement of existing materials &amp; promotion for SAB-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brochure &amp; art work</td>
<td>561.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stationary</td>
<td>309.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td>$9,252.02</td>
</tr>
</tbody>
</table>
Motion passed unanimously.

APPROVAL OF BOARD POLICY #3013
OVERTIME COMPENSATION

A motion was made by T. Nemmers, seconded by D. Rowen, that the Board approve Board Policy #3013, Overtime Compensation; a copy of said policy is Attachment #13 to these minutes.

Motion passed unanimously.

APPROVAL OF TERMINATION OF ADMINISTRATOR CONTRACT

It was moved by H. Ritland, seconded by D. Bendixen, that the Board of Directors terminate the administrative contract of Maurice Mitchell, effective June 30, 1986.

Motion passed unanimously.

APPROVAL OF TERMINATION OF TEACHER CONTRACT

T. Nemmers made a motion which was seconded by D. Bendixen, that the Board terminate the teacher's contract of Edward Perry effective at the end of said individual's current employment contract.

Motion passed unanimously.

APPROVAL OF HUMAN RESOURCES REPORT

A motion was made by D. Rowen, seconded by S. Clouser, that the Board approve the following personnel items:

Contract Changes

Twelve-Month Contract Extension
Trower, Ronnie, Instructor-Automotive, Industrial & Technical. Extension of 12-month contract from July 1 to August 14, 1986. Total extended contract $3,444. Specially funded contract with Certified Faculty; full status.

Resignations


Wickham, Gail, Coordinator-Student Activities, Student Records & Services. Effective July 7, 1986.

Nine-Month Contract Extension Changes for Summer

<table>
<thead>
<tr>
<th>Business &amp; Management</th>
<th>Days</th>
<th>Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamann, Richard</td>
<td>52 Days</td>
<td>100%</td>
</tr>
<tr>
<td>Redding, Carl</td>
<td>52 Days</td>
<td>100%</td>
</tr>
</tbody>
</table>

Public & Human Services

| Drinnin, Beverly      | 52 Days | 100%      |
| Hann, Sharon          | 52 Days | 54.5%     |
| Stick, James          | 52 Days | 54.5%     |
Approval of Charge-Off of Outstanding Receivables to Bad Debt Account.

It was moved by T. Nemmers, seconded by D. Rowen, that receivables totaling $24,222.55 be charged off to the Bad Debt account. Details of these receivables is Attachment #14 to these minutes.

Motion passed unanimously.

Approval of Resolution Directing Sale of Anticipatory Warrants

A motion was made by D. Shull, seconded by H. Ritland, that the Board approve the Resolution directing the sale of anticipatory warrants in the aggregate principal amount of $4,800,000; Attachment #15 to these minutes. Ehrlich-Bober & Co., Inc., New York, NY, submitted the most favorable bid; net interest rate: 4.638% and net interest cost $221,805.33.

Motion passed unanimously on a roll call vote.

Approval of Resolution Authorizing Issuance of Anticipatory Warrants

D. Shull made a motion, seconded by D. Rowen, that the Board approve the resolution authorizing the issuance of $4,800,000 anticipatory warrants of Des Moines Area Community College for the 1986-1987 fiscal year. Attachment #16.

Motion passed unanimously on a roll call vote.

Approval of Monies Transfer for NDSL Institutional March

It was moved by D. Shull, seconded by T. Nemmers, that approval be given to the transfer of $10,802.38 from General to Loan Fund to cover previous years' institutional march for the National Direct Student Loan Account.

Motion passed unanimously on a roll call vote.

Approval of Payables

A motion for approval of the payables as presented in Attachment #17 to these minutes was made by D. Bendixen, seconded by H. Ritland.

Motion passed unanimously.
Don Zuck, Vice President for Business Services, presented the May 31, 1986, Financial Report, a copy of which is included as Attachment #18 to these minutes.

No closed session for bargaining was held.

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

Motion passed unanimously and at 6:20 p.m., Board President Risdal adjourned the meeting.

JASPER M. RISDAL, President

HELEN M. MINOR, Board Secretary
June 16, 1986

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

Dear Ken:

DMACC Child Care Relocation/Building 9 — Construction  
Contract Recommendation

Attached is the bid tabulation for General Contract — DMACC  
Child Care Relocation which shows Ankeny Construction  
submitted the low base bid ($95,101.00) for a combined single  
contract construction. They have advised us the mechanical  
and electrical subcontractor would be L.A.Fulton and Sons,  
Inc. This bid proposal exceeds our statement of probable  
construction cost submitted at the previous meeting of the  
Board of Directors. However we feel this is a fair proposal  
in consideration of the following changes that were made to  
contract documents subsequent to noted cost statement:

Additional items required by Building Code officials:

- Exterior exit doors from each activity space.
- Fire rated occupancy separation wall between Child Care  
  and remainder of building 9.
- Smoke detectors in all corridors of building 9.

Additional items added to project:

- Window blinds  
- Additional cabinets

We recommend approval of the low base bid proposal and  
rejection of all three deductive alternates.

Ankeny Construction is an Iowa corporation founded in 1979.  
Their business address is: 213 North Ankeny Blvd, Ankeny,  
Iowa 50021. Their telephone number is (515) 964-3449.

Ankeny Construction is an open shop general contractor.  
Their previous work has been primarily commercial, light  
industrial and multi-family construction in the state of
Iowa. A list of projects is attached.

I have contacted Curt Ferguson and Larry Carnes, President, of Ankeny Construction and they have advised me they are prepared to sign an agreement for the amount proposed. We recommend approval of Ankeny Construction as General Contractor for the DMACC Child Care Relocation.

Sincerely,

Craig D. Bullis, AIA

Enclosure
<table>
<thead>
<tr>
<th>Bidders</th>
<th>Bid Security</th>
<th>Addendum</th>
<th>Base Bid</th>
<th>Alternate 1</th>
<th>Alternate 2</th>
<th>Alternate 3</th>
<th>Deduct</th>
<th>Deduct</th>
<th>Deduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brothers Construction</td>
<td>✓</td>
<td>✓</td>
<td>14,890</td>
<td>4,300</td>
<td>4,350</td>
<td>1,960</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betts &amp; Beer Const.</td>
<td>✓</td>
<td>✓</td>
<td>125,500</td>
<td>3,800</td>
<td>4,160</td>
<td>2,250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harold Pike Const.</td>
<td>✓</td>
<td>✓</td>
<td>104,000</td>
<td>4,000</td>
<td>4,400</td>
<td>950</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R.H. Grabau Const.</td>
<td>✓</td>
<td>✓</td>
<td>104,378</td>
<td>4,160</td>
<td>4,483</td>
<td>1,300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ankeny Const.</td>
<td>✓</td>
<td>✓</td>
<td>95,101</td>
<td>4,482</td>
<td>4,100</td>
<td>1,865</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H &amp; S Builders.</td>
<td>✓</td>
<td>✓</td>
<td>116,820</td>
<td>4,000</td>
<td>4,000</td>
<td>1,865</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS
AND FORM OF CONTRACT FOR PARTIAL REROOFING
BUILDING 2, ANKENY CAMPUS

RESOLVED, that proposed plans, specifications, form of contract, and estimated costs, for the Partial reroofing of Building 2, Ankeny 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 5:00 p.m., Central Time, on the 15th day of July, 1986, at Des Moines Area Community College, Building I, Board Room, 2006 S. Ankeny Blvd., Ankeny, 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.

PASSED AND APPROVED THIS 17TH DAY OF JUNE, 1986.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECEIPT OF BIDS
FOR PARTIAL RE-ROOFING BUILDING 2,
ANKENY CAMPUS

RESOLVED, that sealed proposals for the Partial Re-roofing of
Building 2, Ankeny Campus will be received at Building 1, Room 30,
Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m.
Central Time, July 10, 1986, at which time and place said bids will
be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 17TH. DAY OF JUNE, 1986.

President, Board of Directors

ATTEST:

Secretary, Board of Directors
Copy of Advertisement
Exhibit "A"

STATE OF IOWA

POLK COUNTY

SS.

The undersigned, being first duly sworn, on oath states that he/she is the

Classified Auditing Supervisor

of Des Moines Register and Tribune Company, a corporation duly organized and
existing under the laws of the State of Iowa, with its principal place of business in
Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines,
Polk County, Iowa; and that an advertisement, a printed copy of which is attached
as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates

June 20, 27, 1986

in Des Moines Sunday Register on

The affiant states that all of the facts set forth in the foregoing affidavit are
true as he/she verily believes.

__________________________
Scott Ward

Subscribed and sworn to before me by said affiant this 27th day of
June 19, 1986

__________________________
Mary J. Bradley

Notary Public in and for Polk County, Iowa
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS
AND FORM OF CONTRACT FOR REROOFING GYMNASIUM
BOONE CAMPUS

RESOLVED, that proposed plans, specifications, form of
contract, and estimated costs, for the Reroofing Gymnasium,
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 5:00 p.m., Central Time, on the 15th
day of July, 1986, at Des Moines Area Community College,
Building 1, Board Room, 2006 S. Ankeny Blvd., Ankeny, 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.

PASSED AND APPROVED THIS 17TH DAY OF JUNE, 1986.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECEIPT OF BIDS
FOR RE-ROOFING GYMNASIUM, BOONE CAMPUS

RESOLVED, that sealed proposals for the Re-roofing of Gymnasium, Boone Campus will be received at Building No. 1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m. Central Time, July 10, 1986, at which time and place said bids will be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 17TH. DAY OF JUNE, 1986.

President, Board of Directors

ATTEST:

Secretary, Board of Directors
NOTICE TO BIDDERS
Proposal for the Re-roofing Gymnasium, Boone Campus of the Des Moines Area Community College will be received at Building 1, Room 302, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m. Central Time on July 10, 1986. Said bids will be publicly opened and read aloud at 2:00 p.m. All bidding documents may be examined at the office of Bussard/Dikis Associates, Ltd., Architects and Planners, 303 Locust Street, Des Moines, Iowa 50309. The Certified Checks or Bid Bonds of the three lowest bidders will be retained until a Contract is entered into or all Bids are rejected, but in no event longer than 30 days after the date of the opening of bids. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa and preference will be given to Iowa domestic labor. The Board of Directors reserves the right to reject any and all bids received.

Jasper Risdal, President
ATTEST: Helen Minor, Secretary

STATE OF IOWA

POLK COUNTY

The undersigned, being first duly sworn, on oath states that he/she is the

Classified Auditing Supervisor

of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates

June 20, 27, 1986

in Des Moines Sunday Register on

Subscribed and sworn to before me by said affiant this 27th day of

June 1986

Mary F. Bradley
Notary Public in and for Polk County, Iowa.
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS
AND FORM OF CONTRACT FOR NORTHEAST PARKING LOT
PAVING, BOONE CAMPUS

RESOLVED, that proposed plans, specifications, form of contract, and estimated costs, for the Northeast Parking Lot Paving, 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 5:00 p.m., Central Time, on the 15th day of July, 1986, at Des Moines Area Community College, Building 1, Board Room, 2006 S. Ankeny Blvd., Ankeny, 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.

PASSED AND APPROVED THIS 17TH DAY OF JUNE, 1986.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR NORTH EAST PARKING LOT PAVING, BOONE CAMPUS

RESOLVED, that sealed proposals for the North East Parking Lot Paving, Boone Campus will be received at Building No. 1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 1:30 Central Time, July 10, 1986, at which time and place said bids will be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 17TH. DAY OF JUNE, 1986.

President, Board of Directors

ATTEST:

Secretary, Board of Directors
COPY OF ADVERTISEMENT
Exhibit "A"

STATE OF IOWA

POLK COUNTY

The undersigned, being first duly sworn, on oath states that he/she is the Classified Auditing Supervisor of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in The Des Moines Register (daily) the following dates:

June 20, 27, 1986

in Des Moines Sunday Register on ________________________________

The affiant states that all of the facts set forth in the foregoing affidavit are true as he/she verily believes.

Subscribed and sworn to before me by said affiant this 27th day of June 1986

Mary F. Bradley

Notary Public in and for Polk County, Iowa
The Board of Directors of the Des Moines Area Community College met in regular session on the 17th day of June, 1986, at 5:03 o'clock p.m., in the Board Room of the Administration Building on the College Campus in Ankeny, Iowa. The meeting was called to order and there were present Jasper M. Risdal, President of the Board, in the chair, and the following named Board Members:

DeVerne Bendixen, Susan Clouser, Ted Nemmers, Herbert Ritland

Don Rowen, Doug Shull

Absent: Lloyd Courter, Eldon Leonard

Matters were discussed concerning a new jobs training program involving the College and Deere Credit Services, Inc. Following a discussion of the proposal, Board Member D. Bendixen introduced and caused to be read a resolution entitled "A Resolution Instituting Proceedings for the Taking of Additional Action for the Issuance of New Jobs Training Certificates and Directing the Publication of a Notice of Intention to Issue Not to Exceed $571,000 Aggregate Principal Amount of New Jobs Training Certificates (Deere Credit Services, Inc. Project) of the Des Moines Area Community College and Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement and Providing for the Division of Taxes Levied on Property Where New Jobs are Created as a Result of a New Jobs Training Program"; and moved its adoption. The motion was seconded by Board Member D. Rowen. 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: Bendixen, Clouser, Leonard, Nemmers, Risdal, Ritland, Rowen, Shull

Nays: NONE

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

* * * * * *

Attest:

President of the Board of Directors

Secretary of the Board of Directors
RESOLUTION

A RESOLUTION INSTITUTING PROCEEDINGS FOR THE TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES AND DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED $571,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (DEERE CREDIT SERVICES, INC. PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE AND APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT AND PROVIDING FOR THE DIVISION OF TAXES LEVIED ON PROPERTY WHERE NEW JOBS ARE CREATED AS A RESULT OF A NEW JOBS TRAINING PROGRAM.

WHEREAS, The Des Moines Area Community College (hereinafter referred to as the "College"), 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 280B of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue New Jobs Training Certificates and use the proceeds from the sale of said Certificates to defray all or a portion of the cost of a "New Jobs Training Program" as that term is defined in the Act, including the program costs, the purpose of which is to encourage industry and trade to locate and expand within the State of Iowa (the "State") in order to create jobs and employment opportunities and to improve the economic welfare of the residents of the State; and

WHEREAS, the College has undertaken negotiations with respect to a New Jobs Training Program with Deere Credit Services, Inc. (hereinafter referred to as the "Company"), pursuant to the provisions of the Act for the purpose of establishing a job training program (hereinafter referred to as the "Project") to educate and train workers for new jobs with the Company at its facilities located or to be located in the merged area served by the College, which Project will be beneficial to the Company and the College; and

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the project, including necessary expenses incidental thereto, will require the issuance by the College of not to exceed $571,000 aggregate principal amount of its New Jobs Training Certificates pursuant to the provisions of the Act; and

WHEREAS, it is proposed to finance the cost of the Project through the issuance of not to exceed $571,000 New Jobs Training Certificates (Deere Credit Services, Inc. Project) of the College (the "Certificates"); and

WHEREAS, the College has entered into a Preliminary Industrial New Jobs Training Agreement which provides that the Certificates shall be partially payable from and secured by incremental property taxes to be paid by the owner of the property where the Company will be located as provided by Section 280B.4 of the Iowa Code; and
WHEREAS, an Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, has been negotiated by the College under the terms of which the College agrees, subject to the provisions of such Agreement, to provide a new jobs training program for the Company; and

WHEREAS, in order to provide for a division of taxes levied on the taxable business property where the Project will be located, the Board of Directors of the College must adopt a resolution to that effect; and

WHEREAS, the Project will be located, and the new jobs will be created, at the real property which is legally described on Exhibit "B" attached hereto and hereby incorporated herein;

WHEREAS, before the Certificates may be issued, it is necessary to publish a notice of the proposal to issue new jobs training certificates and the right to appeal the decision of the Board of Directors of the College to issue the Certificates pursuant to the provisions of the Act, all as required and provided for by Section 280B.6 of the Act;

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

Section 1. That the Secretary of the Board of Directors is hereby directed to give notice of intention to issue the Certificates, stating the amount and purpose thereof, and the project for which the certificates are to be issued, by publication at least once in two legal newspapers, printed in the English language published at least once weekly and having a general circulation within the merged area served by the College. The notice shall be in substantially the following form:
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(DEERE CREDIT SERVICES, INC. PROJECT)
OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $571,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Deere Credit Services, Inc. Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Deere Credit Services, Inc. in West Des Moines, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the authorization and issuance of the certificates.

A person may, within fifteen days after the publication of this notice by action in the district court of a county in the area within which the Des Moines Area Community College is located, appeal the decision of the board of directors in proposing to issue the certificates. The action of the board of directors in determining to issue the certificates is final and conclusive unless the district court finds that the board of directors has exceeded its legal authority. An action shall not be brought which questions the legality of the certificates, the power of the board of directors to issue the certificates, the effectiveness of any proceedings relating to the authorization of the project, or the authorization and issuance of the certificates from and after fifteen days from the publication of this notice.

This notice is published pursuant to the provisions of Chapter 280B of the Iowa Code.

By Order of the Board of Directors
of Des Moines Area Community College

Secretary of the Board of Directors
Section 2. That this Board does hereby institute proceedings and take further and additional action for the authorization and issuance in the manner required by law of not to exceed $571,000 of New Jobs Training Certificates (Deere Credit Services, Inc. Project), the proceeds of which Certificates will be used to provide funds to pay costs, including program costs, of new jobs training by providing education and training of workers for new jobs at the Company.

Section 3. That the Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, be and the same is hereby approved and the President of the Board of Directors is hereby approved and the President of the Board of Directors is hereby authorized to execute said Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Industrial New Jobs Training Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 4. That all taxes levied on the portion of the taxable business property to be leased by Company located on and including the real property legally described on Exhibit "B" attached hereto each year shall be divided as provided in Section 403.19 of the Iowa Code, subsections 1 and 2, in the same manner as if the business property was taxable property in an urban renewal project and this resolution was an ordinance within the meaning of those subsections, all in accordance with the provisions of the Act.

Section 5. That the County Auditor of the County where the property described on Exhibit "B" is located shall after the date of the adoption of this Resolution make the allocations provided for herein.

Section 6. The taxes received by this board of directors shall be allocated to and when collected be paid into a special fund of the College and shall be irrevocably pledged by the College to pay the principal of and interest on the Certificates issued by the College to finance the Project.

Section 7. That the Secretary of the Board of Directors shall certify a copy of this Resolution to the County Auditor of the County where the property described on Exhibit "B" is located.

Section 8. That officials 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 9. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
Passed and approved this 17th day of June, 1986.

Attest:

[Signature]

Secretary of the Board of Directors

[Signature]

Chairman of the Board of Directors
I, Helen Minor, 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 17, 1986, 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 17th day of June, 1986.

[Signature]

Secretary of the Board of Directors
Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $571,000 aggregate principal amount of Debt Service Certificates (Deere Credit Services, Inc., Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Deere Credit Services, Inc., in West Des Moines, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Deere Credit Services, Inc., in West Des Moines, Iowa.

By Order of the Board of Directors of Des Moines Area Community College

Helen M. Minor, Secretary of the Board of Directors

STATE OF IOWA

POLK COUNTY

ss.

The undersigned, being first duly sworn, on oath states that he/she is the Classified Auditing Supervisor of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in The Des Moines Register (daily) the following dates:

June 23, 1986

in Des Moines Sunday Register on

The affiant states that all of the facts set forth in the foregoing affidavit are true as he/she verily believes.

Subscribed and sworn to before me by said affiant this 27th day of June, 1986.

Mary F. Bradley
Notary Public in and for Polk County, Iowa
STATE OF IOWA, County of Polk, ss.

NOTICE OF INTENTION TO ISSUE NEW JOBS TRAINING CERTIFICATES (DEERE CREDIT SERVICES, INC. PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $571,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Deere Credit Services, Inc. Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Deere Credit Services, Inc. in West Des Moines, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the authorization and issuance of the certificates.

A person may, within fifteen days after the publication of this notice by action in the district court of a county in the area within which the Des Moines Area Community College is located, appeal the decision of the board of directors in proposing to issue the certificates. The action of the board of directors in determining to issue the certificates is final and conclusive unless the district court finds that the board of directors has exceeded its legal authority. An action shall not be brought which questions the legality of the certificates, the effectiveness of any proceedings relating to the authorization of the project, or the authorization and issuance of the certificates from and after fifteen days from the publication of this notice.

This notice is published pursuant to the provisions of Chapter 280B of the Iowa Code.

By Order of the Board of Directors of Des Moines Area Community College
Helen M. Minor
Secretary of the Board of Directors
Published in the Business Record on June 30, 1986.

I, ______________________, on oath deposite and say that I am publisher of the Des Moines Daily Business Record, a newspaper of general circulation having a bona fide paid circulation recognized by the Postal Laws of the United States; established and published regularly and wholly in the English language and mailed through the post office of current entry for more than two years in the City of Des Moines, Polk County, Iowa; and that the attached notice was published in said newspaper on:

JUNE 30, 1986

Connie Wimer

Subscribed and sworn to before me by ______________________

Connie Wimer

this 30TH day of JUNE, A.D. 1986

Helen Minor
Notary Public in and for Polk County, Iowa

Statutory Publication Fee, $29.14

Paid by ______________________

Date ______________________ DES MOINES DAILY BUSINESS RECORD

By ______________________
INDUSTRIAL NEW JOBS
TRAINING AGREEMENT

between

Des Moines Area Community College
Ankeny, Iowa

and

Deere Credit Services, Inc.

Dated as of June 17, 1986

Relating to

Des Moines Area Community College
Job Training Certificates
This Training Agreement (the "Agreement") made and entered into as of June 17, 1986 between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and Deere Credit Services, Inc. an Delaware corporation (the "Employer"), under the following circumstances:

A. Pursuant to Chapter 280B of Code of Iowa, as amended (the "Act"), the Area School has determined to enter into this Agreement with Employer for the purpose of establishing a new jobs training program to educate and train certain persons employed by Employer in new jobs.

B. The Area School and the Employer each have full right and lawful authority to enter into this Agreement and to perform and observe the provisions hereof on their respective parts to be performed and observed.

NOW, THEREFORE, in consideration of the premises and the mutual representations and agreements hereinafter contained, the parties hereto agree as follows:

ARTICLE I

REPRESENTATIONS

Section 1.1. Representations of the Area School. The Area School represents and covenants that: (a) it is duly organized and validly existing under the laws of the State of Iowa; (b) it is not in violation of any provisions of the laws of the State which would impair its ability to carry out its obligations hereunder; (c) it is empowered to enter into the transactions contemplated by this Agreement; and (d) it will do all things in its power required of it in order to maintain its existence or assure the assumption of its obligations hereunder by any successor public body.

Section 1.2. Representations and Covenants of the Employer. The Employer represents and covenants that:

(a) It is an Delaware corporation.

(b) It has full power and authority to execute, deliver and perform this Agreement and all other instruments given by the Employer to secure the Certificates (hereinafter described and referred to herein as the "Certificates") and to enter into and carry out the transactions contemplated herein. Such execution, delivery of performance are not in contravention of law.
or Employer's articles of incorporation, by-laws or any indenture, agreement, mortgage, lease, undertaking or any other restriction, obligation or instrument to which the Company is a party or by which it is bound. This Agreement has by proper action been duly authorized, executed and delivered by the Employer and all steps necessary have been taken to constitute this Agreement a valid and binding obligation of the Employer.

(c) There is no litigation or proceeding pending, or to the knowledge of the Employer threatened, against the Employer or any other person affecting in any manner whatsoever the right of the Employer to execute this Agreement or to otherwise comply with its obligations contained in this Agreement.

(d) The employees to be covered by this Agreement had not commenced work for the Employer as of the date of the execution of the Preliminary Industrial New Jobs Training Agreement between the Area School and the Employer (the "Preliminary Agreement"), and those employees are or will be employed in new jobs in connection with the expansion of the Employer's business operations.

(e) The Employer is engaged in interstate/intrastate commerce for the purpose of providing services in interstate commerce.

ARTICLE II
PROJECT; PROGRAM SERVICES

Section 2.1. The "Project" shall consist of the program services described and the on-the-job training program described on Exhibit "A" entitled "New Jobs Training Program". Exhibit "A" is incorporated herein by reference. Exhibit "A" shows the number of employees, areas of training, training period and estimated costs of the Project. Included as a part of Exhibit "A" and incorporated by reference is a copy of the proposed budget of the Area School and the Employer relating to the Project.

Section 2.2. The Employer represents and agrees that the Program Services are for the purpose of providing education and training services to persons to be employed as a part of the Project.

Section 2.3. The Area School agrees to provide the Program Services. It is understood and agreed that the Employer and the Area School will cooperate in the coordination and programming of the specific expenditures and operation of the Project within the guidelines set out in Exhibit A.
Section 2.4. The Employer agrees to pay or cause to be paid all necessary and incidental costs of the Project including principal and interest on the Certificates. The costs shall be paid from new jobs credit from withholding with respect to persons employed at the Project and the incremental property taxes produced by the property in which the Employer will be located at the location described on Exhibit B hereto.

Section 2.5. The term of this Agreement shall be for not to exceed ten (10) years and shall coincide with the period of time over which the Certificates mature and the Project costs are deferred.

Section 2.6. The Area School may revise the training curriculum from time to time with the consent of the Employer; provided that no revision shall be made which would change the Project to other than purposes permitted by the Act; provided, however, that this Agreement shall not terminate until the Certificates have been paid in full.

Section 2.7. The Certificates will be issued pursuant to a resolution adopted by the Board of Directors of the Area School in the aggregate principal amount, bearing interest, maturing and being redeemable as set forth in such resolution.

The proceeds from the sale of the Certificates shall be paid to the Area School and deposited in a Project Fund established by the Area School. Pending disbursement, the proceeds so deposited in the Project Fund, together with any investment earnings thereon, shall be subject to a lien in favor of the holders of the Certificates as provided in the resolution authorizing the Certificates.

Section 2.8. In the event that moneys in the Project Fund are not sufficient to pay all costs of the Project, the Employer will, nonetheless, pay all costs of such Project in full from its own funds. If the Employer should pay any portion of such costs, it shall not be entitled to any reimbursement therefor from the Area School; nor shall it be entitled to any abatement, diminution or postponement of the payments required to satisfy the debt service requirements on the Certificates. Provided, however, that the Employer will be entitled to reimbursement of its own funds from the Project Fund when a surplus is attained in such fund and not needed to satisfy the debt service requirements on the Certificates.

ARTICLE III
PAYMENTS; SECURITY

Section 3.1. The Employer shall make, or cause to be made, payments on or before each principal and interest payment date
until the principal and premium, if any, and interest on the Certificates shall have been paid, by paying, or causing to be paid, to the Area School, as payments hereunder, an amount equal to the amount payable as installments or principal (whether at maturity or by redemption) and premium, if any, and interest on the Certificates on such principal and interest payment date.

In any event, the sum of all payments under this Agreement shall be sufficient to pay the total amount due with respect to such principal of and interest and any premium of the Certificates as and when due.

Section 3.2. The Employer (or the employers landlord) shall make, or cause to be made, from the sources described in Section 2.4 hereof, all payments directly to the Area School at its principal office for application to the payment of the corresponding installments of principal and premium, if any, and interest on the Certificates. The parties shall agree upon a payment schedule prior to the issuance of Certificates.

Section 3.3. The obligation of the Employer to make payments shall be absolute and unconditional upon issuance of the Certificates, and the Employer shall make such payments without abatement, diminution or deduction regardless of any cause or circumstances whatsoever including, without limitation, any defense, set-off, recoupment or counterclaim which the Employer may have or assert against the Area School or any other person.

Section 3.4. To secure the payment by the Employer of the payments and compliance by the Employer with all the terms, provisions and conditions hereof, Employer agrees that the new jobs credit from withholding, as defined and described in Section 5 of the Act, and the incremental property taxes to be paid by the Employers landlord, as defined and described in Section 4 of the Act, shall be pledged for payment of the principal of and premium, if any, and interest on the Certificates. To the extent required by the Act, the Employer further agrees that the payments required to be made by it hereunder are a lien upon the Employer's business property in the State of Iowa until paid and have equal precedence with ordinary taxes and shall not be divested by a judicial sale. Property subject to this lien may be sold for sums due and delinquent at a tax sale, with the same forfeitures, penalties and consequences as for the nonpayment of ordinary taxes. The purchaser at any such tax sale shall obtain the property subject to the remaining payments.

ARTICLE IV

EVENT OF DEFAULT AND REMEDIES

Section 4.1. Events of Default. Each of the following shall be an "event of default" hereunder:
(a) The Employer shall fail to pay any required payment on or prior to the date on which such payment is due and payable and continuing for more than five (5) business days thereafter.

(b) The Employer shall fail to observe and perform any other agreement, term or condition contained in this Agreement, if such failure continues for a period of thirty (30) days after notice of such failure is given to the Employer by the Area School, or for such longer period as the Area School may agree to in writing; provided, that if the failure is other than the payment of money and is of such nature that it cannot be corrected within the applicable period, such failure shall not constitute an event of default so long as the Employer institutes curative action within the applicable period and diligently pursues such action to completion.

(c) The Employer shall: (i) admit in writing its inability to pay its debts generally as they become due; (ii) have an order for relief entered in any case commenced by or against it under the federal bankruptcy laws, as now or hereafter in effect; (iii) commence a proceeding under any other federal or state bankruptcy, insolvency, reorganization or other similar law, or have such a proceeding commenced against it and either have an order of insolvency or reorganization entered against it or have the proceeding remain undismissed and unstayed for 90 days; (iv) make an assignment for the benefit of creditors; or (v) have a receiver or trustee appointed for it or for the whole or any substantial part of its property.

(d) Any representation or warranty made by the Employer herein or any statement in any report, certificate, financial statement or other instrument furnished in connection with this Agreement or with the sale of the Certificates shall at any time prove to have been false or misleading in any material respect when made or given.

The declaration of an event of default under Subsection (c) above, and the exercise of remedies upon any such declaration shall be subject to any applicable limitations of federal bankruptcy law affecting or precluding such declaration or exercise during the pendency of or immediately following any bankruptcy, liquidation or reorganization proceedings.

Section 4.2. Whenever an event of default shall have happened and be continuing, the Area School may take whatever action at law or in equity may appear necessary or desirable to collect
the payments due and other amounts then due and thereafter to become due, or to enforce performance and observance of any other obligation or agreement of the Employer under this Agreement. Notwithstanding the foregoing, the Area School shall not be obligated to take any step which in its opinion will or might cause it to expend time or money or otherwise incur liability unless and until a satisfactory indemnity bond has been furnished to the Area School at no cost or expense to the Area School. Any amounts collected as payments or applicable to payments and any other amounts which would be applicable to payment of principal and premium, if any, and interest on the Certificates collected pursuant to action taken under this Section shall be paid to the holders of the Certificates for application to such payment.

Section 4.3. No remedy conferred upon or reserved to the Area School by this Agreement is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Area School to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than such notice as may be expressly required herein.

Section 4.4. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

ARTICLE V

MISCELLANEOUS

Section 5.1. All notices, certificates, requests or other communications hereunder shall be in writing and shall be deemed to be sufficiently given when mailed by registered or certified mail, postage prepaid, addressed to the appropriate notice address as follows:

Area School: Joseph A. Borgen, Ph.D.
President
Des Moines Area Community College
2006 S. Ankeny Blvd.
Ankeny, Iowa 50021
Section 5.2. All covenants, stipulations, obligations and agreements of the Area School contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, stipulation, obligation or agreement shall be deemed to be a covenant, stipulation, obligation or agreement of any present or future member, officer, agent or employee of the Area School or the Board of Directors other than in his official capacity, and neither the members of the Board of Directors nor any official executing the Certificates shall be liable personally on the Certificates or be subject to any personal liability or accountability by reason of the issuance thereof or by reason of the covenants, stipulations, obligations or agreements of the Area School contained in this Agreement.

Section 5.3. This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the Area School, the Employer and their respective permitted successors and assigns provided that this Agreement may not be assigned by the Employer and may not be assigned by the Area School except as may otherwise be necessary to enforce or secure payment of the principal or premium, if any, and interest on the Certificates.

Section 5.4. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

Section 5.5. If any provision of this Agreement, or any covenant, stipulation, obligation, agreement, act, or action, or part thereof made, assumed, entered into or taken thereunder or any application thereof, is for any reason held to be illegal or invalid, such illegality or invalidity shall not affect any other provision or any other covenant, stipulation, obligation, agreement, act or action or part thereof, made, assumed, entered into, or taken, each of which shall be construed and enforced as if such illegal or invalid portion were not contained herein. Nor shall such illegality or invalidity or any application thereof affect any legal and valid application thereof, and each such provision, covenant, stipulation, obligation, agreement, act or action, or part shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.
Section 5.6. This Agreement shall be governed exclusively by and construed in accordance with the laws of the State of Iowa.

Section 5.7. To further secure the payment of principal or premium, if any, and interest on the Certificates, the Employer shall, prior to the sale and issuance of the Certificates, cause to be provided to the Area School a guarantee of such payments by the Employer in form and content acceptable to the Area School.

Section 5.8. The Area School and the Employer agree to use their best efforts to sell and issue the Certificates and the Employer will cooperate with the Area School to provide necessary financial information in connection with the sale of the Certificates. The parties shall agree upon a repayment schedule prior to the issuance of Certificates. It is understood and agreed that should the Certificates not be marketed or marketable within a reasonable time that this Agreement shall terminate and the Project shall be terminated by mutual agreement of the parties.

Section 5.9. The Employer covenants that it shall take such action or shall refrain from taking any action as shall be necessary to maintain the exemption from Federal income taxes of the interest on the Certificates.

Section 5.10. The Employer agrees to keep the facilities for which the Project has been established continuously insured in an amount at least equal to the total amount of the Certificates outstanding insuring the facilities against loss or damage by fire, lightning, such other perils as are covered by standard "extended coverage" endorsements, vandalism and malicious mischief and containing customary loss deductible provisions. If loss or damage occurs and the Employer determines not to rebuild or restore the facilities to their former condition, the Employer agrees to cause the insurance proceeds to be applied to the payment of principal and interest on the Certificates.

Section 5.11. This Agreement shall supplement the Preliminary Agreement which, except as modified herein, is hereby ratified and confirmed and together this Agreement and the Preliminary Agreement shall constitute one agreement between the Employer and the Area School with respect to the Project.

IN WITNESS WHEREOF, the Area School and the Employer have caused this Agreement to be duly executed in their respective names, all as of the date hereinabove written.

DES MOINES AREA COMMUNITY COLLEGE

By ____________________________
ATTEST:

[Signature]

(SEAL)

ATTEST:

[Signature]

DEERE CREDIT SERVICES, INC.

By

[Signature]
BUSINESS SERVICES

SECTION 6000

Definitions
Financial Accounting System................................6001
Banking Services..............................................6002
Annual Audit ...............................................6003
Insufficient Funds Checks ................................6004
Adoption of Annual Budget .................................6005
Cash Receipts Processing ................................6006
Income .........................................................6007
Investment of College Funds ...............................6008
Anticipatory Warrants ....................................6009
Sale of Student Constructed Houses ......................6010
Payment of Claims ..........................................6011
Expenditures for College Business-Related Activities 6012
Budget Expenditures .......................................6013
Expense Accounts .........................................6014
Payroll Deductions ........................................6015
Sites and Buildings .......................................6016
Maintenance Program ....................................6017
Equipment Inventory ....................................6018
Safety and Insurance ....................................6019
Rental of College Facilities ..............................6020
Restricted Use of College Resources ...................6021
Parking and Traffic Regulations ..........................6022
Emergency Closing of the College .......................6023
Purchasing ..................................................6024
Sale of Surplus Equipment ...............................6025
Internal Auditing ..........................................6026
Recruitment Expenses ....................................6027
SECTION 6000: DEFINITIONS

ACCOUNT NUMBER - an eighteen-digit number consistent with the Uniform Accounting Manual, assigned to identify revenue/expenditures by source, purpose, and object. The account number at the College is structured as follows:

Digit Position

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

1. Organization Unit
   a. Fund X
   b. Function X
   c. Unique Identifier X X
   D. Specific Unit (Cost Center) X X X X

2. Site X X

3. Optional
   a. Special Emphasis X X
   b. Organizational Structure X X X

4. General Ledger Classification
   a. General Ledger Classification X
   b. Object Code X X

BOARD SECRETARY - a College officer appointed annually by the Board of Directors as identified in Section 1000 of this Manual.

BUDGET - a plan for the control of revenue and expenditures, for all College funds, projected for the fiscal year. Budgets for each individual cost center show planned expenditures by object code for the activities included within the cost center.

COST CENTER - the structure for providing a unique service or activity. Each cost center operates within an individual expenditures budget.
DEFINITIONS (continued)

DISTRICT VENDOR - a vendor whose business is located within the boundaries of Area XI.

STATE VENDOR - a vendor whose business is located within the boundaries of the state of Iowa.

FISCAL YEAR - the accounting year for the College which begins on the first day of July of each year and ends on the following thirtieth day of June.

FUNCTIONAL CODES - major areas within a fund that provide a similar service. The functions that may be included within any fund are as follows:

1. Arts and Science Education
2. Vocational-Technical Education
3. General Adult Education
4. Co-operative Programs or Services
5. General administration
6. Student Services
7. Learning Resources
8. Physical Plant
9. General Institution

FUND - the largest division within the accounting structure. Each fund budget shows the fund resources, expenditures by cost center, and fund equity. The funds established by the College are as follows:

1. Current General Fund
2. Restricted Current General Fund (includes Cash Reserve Fund)
3. Auxiliary Fund
4. Agency Fund
5. Scholarship Fund
6. Loan Fund
7. Plant Fund
8. Endowment Fund
DEFINITIONS (continued)

INVENTORY AGENT - an employee of the College, as designated by the Chief Executive Officer, who has responsibility for management of inventory records, inventory audit, and the processing of inventory additions or deletions.

MANAGEMENT PROCEDURES - a manual of operating procedures covering the Management Services areas. The procedures carry out, in detail, the Board policies. An annual update of the procedures is performed.

OBJECT CODE - specific classifications indicating the sources of assets, liabilities, or revenues and types of expenditures as provided in the Financial Accounting Manual for Area Schools.

PURCHASING AGENT - an employee of the College, as designated by the Chief Executive Officer, who has authority to make purchase agreements with vendors as agent of the College consistent with established Board policy and approved procedures.

STATE OF IOWA CONTRACT - a contract negotiated and extended to the College by the state purchasing department.

TREASURER - a College officer appointed annually by the Board of Directors as identified in Section 1000 of this Manual.

VENDOR - an individual or business who qualifies to conduct business with the College by supplying a product or service.
The College shall follow the Uniform Financial Accounting System for Area Schools and shall comply with such requirements for recordkeeping as are prescribed by Federal agencies. Additionally, the College shall follow accounting principles and procedures as prescribed by the State Auditor.

Changes and modifications of the accounting system recommended in the annual audit shall be given consideration by the Chief Executive Officer. Additional monetary and personnel costs shall be weighed against benefits derived from such recommendations.

Adopted: June 17, 1986
Bids:

The College Treasurer shall obtain bids from Merged Area XI banking institutions meeting the specifications established by the Treasurer for furnishing routine banking services for the College. Bids shall be obtained every three year.

Depository of Funds:

The Board shall designate by resolution the name and location of the bank or banks selected as the official Des Moines Area Community College depository. The combined amount of deposits and investments in any bank shall not exceed 50% of the bank's capital stock and surplus as exhibited in the most recent "Report of Condition" submitted by that bank. This restriction will not apply in those cases where the bank pledges securities through the State Treasurer's Office to stand behind the deposits and investments.

A report of condition will be sent quarterly to the College by the bank selected as the depository for the College's funds.

A copy of the Resolution Naming Depository Banks will be submitted to the Treasurer, State of Iowa, at such frequency required to keep current the list of Depositories and the maximum balances in effect.

Adopted: June 17, 1986
The Board shall utilize the state auditor's office to conduct an annual audit of the financial affairs of the College. When deemed advisable, it may also employ a private auditing agency, certified and registered in the State of Iowa, to conduct an audit or render other professional services.

Such annual audit reports shall remain on permanent file in the administrative office of the College.

Adopted: June 17, 1986
Persons who write "insufficient funds" checks in payment of obligations to the College are in violation of Iowa Code Chapter 714.1(6) (1985), and, depending on the dollar amount of the check, are subject to prosecution for committing a misdemeanor or felony.

Students who write "insufficient funds" checks in payment of tuition shall not be considered to have completed the registration process and shall automatically be dropped from class rolls, unless the check is redeemed within a period of time designated in the Management Services Procedures Manual. In addition, the Student Indebtedness Policy #5011 restricts students from future registration and denies requests for evidence of attendance or other official credentials until all financial obligations are settled.

The College Treasurer is authorized to eliminate from the books as uncollectible insufficient funds checks after all appropriate and productive collection activities and legal remedies have been exhausted. The Treasurer shall report such actions to the Board.

Adopted: June 17, 1986
Preparation:

The preparation of the formal annual budget document shall be the responsibility of the Chief Executive Officer. The Chief Executive Officer shall present a detailed budget proposal to the Board at its regular meeting in January or February. Such budget proposal shall present the financial needs for all funds of the College for the ensuing fiscal year.

Publication & Public Review:

The Board shall preliminarily adopt the budget and shall establish and publish the time and the place for a public hearing on the budget. The public hearing shall be held not later than the 14th day of March with at least ten days prior notice of the hearing.

The Board shall adopt an approved budget which shall be filed with the Secretary of the Board and submitted to the Polk County Auditor prior to March 15 each year.

Verified proof of the public hearing notice publication shall be filed with the Polk County Auditor.

Adoption:

The Board shall adopt the final budget after the public hearing.

Following certification by the President of the Board, the budget shall be submitted to the Polk County Auditor not later than March 15 annually.

NOTE: The public hearing, the notice of hearing, and the filing with the Polk County Auditor shall apply to funds 1, 2, and 7 only.

Adopted: June 17, 1986
The Chief Executive Officer shall direct that all monies due the College be accounted for under generally accepted accounting principles and procedures, with internal controls established under the direction of the Chief Executive Officer to ensure monies are properly safeguarded.

Adopted: June 17, 1986
All income received by the College shall be classified by the College staff consistent with the Uniform Financial Accounting System for Area Schools and placed in the hands of the College Controller to be deposited into an official College depository.

Collection of any funds for College activities must be deposited with the College Business Office.

Adopted June 17, 1986
The College Treasurer shall invest and secure funds not currently needed in accordance with the statutes of the State of Iowa.

When the term and amount of the investment are one year or more and $100,000 or more, at least ten competitive quotations will be solicited from Merged Area XI financial institutions. The requirement will also apply to reinvesting the proceeds from the sale of Certificates, Anticipatory Warrants, or Capital Loan Notes, regardless of the length of the term. The quotations shall state the interest rates for the term of the investment specified by the Treasurer. Funds shall then be invested by the Treasurer based upon the highest quoted interest rate received for the term specified by the Treasurer, unless otherwise approved by the Board.

When the term or amount is less than stated above, but sufficient in the Treasurer's judgment, at least three competitive quotations will be solicited from Merged Area XI financial institutions.

Other short-term investments will be at the discretion of the Treasurer.

The combined amount of investments and deposits in any financial institution shall not exceed 50% of the capital stock and surplus as exhibited in the most recent "Report of Condition" submitted by that financial institution. This restriction will not apply in those cases where the financial institution pledges securities through the State Treasurer's Office to stand behind the deposits and investments. A "Report of Condition" will be sent quarterly to the College by the financial institution selected as the investment institution for the College's funds.

Adopted: June 17, 1986
The Board may direct that anticipatory warrants be issued to have cash available to meet financial obligations during periods of cash shortfall. The terms and conditions and procedures for sale of any such anticipatory warrants shall be as directed by the Board and in accordance with the requirements of the Iowa Code.

Adopted: June 17, 1986
Sales of student constructed houses shall be processed in accordance with procedures approved by the Chief Executive Officer.

When appropriate, the Board may select a realtor to handle the sale of student constructed houses. Any such selection shall follow a recommendation by the Chief Executive Officer.

If the house cannot be sold at a price sufficient to offset the total construction and lot costs incurred by the College, an alternate sale price may be considered by the Board.

Adopted: June 17, 1986
All requests for payments must be fully supported by appropriate documents, which include, but are not limited to, invoices and receiving documents. Payments may be made when properly approved by College personnel directly responsible for the cost center charged and additionally approved as follows:

1. The Board of Directors shall have payments issued for all just claims against Des Moines Area Community College upon audit and allowance by the Board. The Secretary of the Board is authorized to issue payments prior to Board approval for salaries pursuant to the terms of a written contract, expenses for freight, drayage, express, postage, printing, utilities including electricity, water, waste collection, heating, air conditioning, telephone and telegraph, any Auxiliary, Agency, Scholarship or Loan Fund Accounts, and refunds to students for tuition and fees. All payments which have been issued prior to audit and allowance by the Board shall be allowed by the Board at the next regular Board Meeting.

2. For all other payments the Board may authorize one or more Board members to approve Accounts Payable on a weekly basis prior to Board meetings and to authorize the release of payment to vendors; said approval to be certified to the Board at the next regular Board meeting when official Board ratification will occur.

Adopted: June 17, 1986
The Chief Executive Officer shall delegate to certain employees the authority to incur business-related public interest expenses for activities which are directly related to the business of the College.

The public purposes for these expenditures must be as follows:

1. To inform businesses and industries of the College services and programs relating to business and industry.

2. To convince businesses and industries to utilize the College's programs and services relating to business and industry.

3. To acquire and maintain contacts with business and industry representatives to assure the continued usefulness of the College's existing programs and determine the need for new programs.

4. To investigate and determine labor needs and resources in the community relating to the College's current or anticipated programs.

5. To recruit and consult with community advisory members regarding current or anticipated College programs.

6. To secure contracts between the College and businesses and industries for services to be rendered and programs to be conducted by the College.

Types of appropriate expenditures included are as follows:

1. Meals (no reimbursement of alcohol)

2. Lodging

3. Transportation

An appropriate reimbursement procedure shall be included in the Management Services Procedures Manual which shall require adequate documentation of persons involved, business transacted at the activity, time, date, place, and expense.

Adopted: June 17, 1986
Board adoption of the certified budget conveys authority to the Chief Executive Officer to approve all expenditures within the budget during the fiscal year. Such expenditures shall be made within the law, Board policy, and sound business practices. Overall expenditures during the fiscal year that exceed the final certified budget for Funds 1, 2, and 7 shall be made only in accordance with procedures specified in the Iowa Code.

The Board, prior to giving final approval of an amended budget shall file and publish the same and give notice of a public hearing to be held no sooner than ten days after the publication of the notice.

Adopted: June 17, 1986
Expense Account Policy:

Reasonable expenses incurred by employees or Board Members for approved meetings and travel on behalf of the College shall be reimbursed upon submission of an Employee Expense Report and appropriate attachments. Under special circumstances, where in the judgment of the Chief Executive Officer a public purpose is served, the expenses of spouses of Board Members and employees may be reimbursed providing prior written approval is given by the Chief Executive Officer. The Chief Executive Officer shall establish regulations and guidelines for allowable costs, reimbursement, and other pertinent aspects related to this policy.

Adopted: June 17, 1986
Mandatory Deductions:

Payroll deductions shall consist of federal income tax withholding, Iowa income tax withholding, social security (FICA), and the Iowa Public Employee's Retirement System (IPERS).

Voluntary Deductions:

Payroll deductions may be authorized by permanent employees for optional programs which have been approved by the Chief Executive Officer.

Part or all of this policy may be superseded by collective bargaining agreements, as needed, for specific groups of employees.

Other Deductions:

Deductions for amounts owed to the College may be withheld in accordance with procedures approved by the Chief Executive Officer.

Adopted: June 17, 1986
Site & Building Specifications:

The Board shall accept as minimum standards such site and building specifications as issued by the Iowa State Department of Public Instruction (DPI), and all other governing bodies having jurisdiction. The Board may adopt additional standards over and above the specifications issued by the DPI as it deems necessary and beneficial to the College.

Acquisition of Sites & Buildings:

The Chief Executive Officer shall present for Board approval the acquisition of all sites and buildings prior to any action concerning the same.

Selection of Architect:

Architects shall be selected by the Board with the counsel and recommendation of the Chief Executive Officer and other administrative staff members for each specific project.

Upon employment by the Board, the architects shall be under the supervision of the Chief Executive Officer or designated representative.

Construction of Buildings & Sites:

All buildings and construction work funded with Plant Fund monies in the amount of $25,000 or more must be approved by the Board in compliance with the procedures required by the Iowa Code. All other buildings and construction work shall be in accordance with procedures approved by the Chief Executive Officer.

Adopted: June 17, 1986
The Chief Executive Officer shall ensure that a program for the general care and housekeeping of all buildings, equipment, and grounds of the College is established.

Adopted: June 17, 1986
The Chief Executive Officer shall ensure that a centralized up-to-date equipment inventory system and record is maintained for the purposes of internal accountability and audit compliance, insurance recovery, and equipment replacement.

Adopted: June 17, 1986
Safety:

A comprehensive safety program for students, employees, visitors, and operations shall be maintained in compliance with safety laws and ordinances in order to maintain neat, clean, attractive, and healthful working conditions.

The Chief Executive Officer shall establish a Safety Committee consisting of members appointed by the Chief Executive Officer. The Safety Committee shall conduct safety inspections and investigate accidents.

Accidents and College Liability:

College employees shall make no public statements concerning the liability of the College in the event of an accident or injury. Liability and payment of compensation for injury shall be determined by the insuring agent of the College in consultation with and with the concurrence of the College. Nothing herein shall be interpreted as preventing the College from contesting any claim.

Bonds for Officers and Employees:

The Secretary and Treasurer of the Board shall each be bonded in such amount as the Board may require, but in no case less than five hundred thousand dollars ($500,000) and with sureties to be approved by the Board. All other employees shall be covered by a blanket bond in the amount of one hundred thousand dollars (100,000).

Insurance Program:

The Chief Executive Officer will maintain a comprehensive insurance program that will provide adequate coverage for public and personnel liability, and adequate coverage in the event of loss and/or damage to College buildings, contents, and other equipment, and other kinds of appropriate insurance.

An independent appraisal and/or insurance consultant may be retained by the Board upon the recommendation of the Chief Executive Officer for services to enable the Board to maintain a comprehensive insurance program.

The insurance program of the College shall be reviewed periodically to insure adequate coverage of the program. Such review may be made annually but must be made at least once every five (5) years and reported to the Board by the Chief Executive Officer.
The Chief Executive Officer, after consultation with other administrative personnel, the College's appraisal and/or insurance consultant, and/or insurance agency; shall provide data and make recommendations to the Board concerning the College's insurance program.

Adopted: June 17, 1986
Physical plant facilities are established, maintained and operated by funds largely provided by local taxes. The College shall make its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, educational, welfare or recreational activities which do not infringe upon nor interfere with the operation and best interests of the College.

Activities for which facilities shall not be used may be, but are not limited to:

1. Any purpose in conflict with College activities.

2. Fund-raising campaigns except as permitted by Board policy or special action of the Board.

3. Activities which are discriminatory in the legal sense.

4. Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.

5. Any activity that may be injurious to the buildings, grounds or equipment.

6. Activities which, in the opinion of the administration, present the possible danger of disruption or damage to the campus physical plant or to the orderly operation of the College.

Approval and Fees:

The Chief Executive Officer shall approve and publish a schedule of fees for use of College facilities and equipment. Administrative procedures for rental and scheduling the use of said facilities and equipment shall also be established. Such schedule and procedures shall provide for appropriate protection for the College in the form of damage or other deposits and appropriate kinds and amounts of insurance.

Adopted: June 17, 1986
Employees or students are specifically prohibited from using College owned facilities, equipment, vehicles, tools, energy, or any other assets or services for personal use unless authorized in accordance with approved administrative procedures. College resources are to be used only for activities consistent with the College's objectives and service to the community.

Adopted: June 17, 1986
The Code of Iowa authorizes the establishment of parking and traffic regulations on lots and roadways which are owned and maintained by the College.

The Chief Executive Officer shall establish such parking/traffic regulations as deemed necessary to ensure the best possible arrangement for students, staff, and visitors. Such regulations will include, but will not be limited to the use of institutional roads, driveways, and grounds; registration of vehicles and bicycles; the designation of parking areas; the erection and maintenance of signs designating prohibitions or restrictions; and the installation and maintenance of parking control devices. Such regulations shall be published by the College and made generally available to students and staff. The Chief Executive Officer shall recommend to the Board for approval fines and penalties deemed necessary to enforce such regulations.

Nonpayment of fines shall result in denied registration, withholding of transcripts, and/or towing of the student’s vehicle (at owner’s expense) until the financial obligation to the College is cleared. Staff members in violation may be subject to payroll deduction, consistent with procedures established in Board Policy 6015, or towing of the vehicle (at owner’s expense).

Individuals charged with a violation of vehicle regulations may appeal said violation and the fine or penalty imposed by filing a written appeal as prescribed in the regulations.

College Security shall be instructed to use tact and diplomacy at all times when enforcing traffic and parking regulations.

Security shall ensure sufficient warning to acquaint individuals with the vehicle regulations. Violation tickets shall be issued as necessary.

Adopted: June 17, 1986
The Chief Executive Officer, or designee, shall have the authority to temporarily suspend all or a portion of College operations due to extreme weather or other emergency conditions for the length of time such emergency exists as determined by the Chief Executive Officer or designee.

College closings shall be publicly announced via available mass communication media.

Adopted: June 17, 1986
General:

The College shall purchase products and services using competitive procedures through a centralized purchasing agent. The purchasing agent shall have the sole authority, within established policy and administrative procedures, to order supplies and materials, and to obligate the College for contractual services. College employees may not order products or services by letter, telephone, telegraph, or in any other manner except as provided in the Purchasing Procedures or upon permission of the Purchasing Agent. The College shall only assume obligations authorized by the Purchasing Agent in accordance with the Purchasing Procedures contained within the Management Services Procedures.

Contracts and purchase orders shall be awarded without prejudice or favoritism. Contracts shall be awarded to the lowest responsible bidder complying with specifications and other stipulated bidding conditions.

Intent of Purchasing Policies:

1. To procure products and services as economically and conveniently as possible.

2. To consolidate purchases of like or common items to obtain maximum economical benefits.

3. Where appropriate, State of Iowa contracts shall be utilized, provided price and specifications are advantageous to the College.

4. To procure products and services from District and Iowa vendors so long as price, quality or service are not sacrificed.

5. To give preference to Iowa Products pursuant to Iowa Code Chapter 73.

6. To promote good vendor-College business relationships between vendors and the College.

All contracts and suppliers of goods shall comply with the spirit and intent of all applicable laws governing Equal Employment Opportunity and Affirmative Action.

Adopted: June 17, 1986
The Chief Executive Officer or designee shall establish procedures, including public notice of sale, for disposal of surplus equipment.

Adopted: June 17, 1986
The Chief Executive Officer shall designate an internal auditor who shall report to the Chief Executive Officer, or hi/her designee, and shall provide an independent appraisal of College functions. This activity shall serve as a managerial control which measures and evaluates the effectiveness of established standards and procedures.

The objective of internal auditing shall be to assist all members of management in the effective discharge of their responsibilities, by furnishing them with analyses, appraisals, recommendations, and pertinent comments concerning the activities reviewed. The internal auditor shall be concerned with any phase of business activity where he or she can be of service to management. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review. The attainment of this overall objective involves such activities as:

Reviewing and appraising the soundness, adequacy, and application of accounting, financial, and other operating controls, and promoting effective control at reasonable cost.

Ascertaining the extent of compliance with established policies, plans, and procedures.

Ascertaining the extent to which College assets are accounted for and safeguarded from losses of all kinds.

Ascertaining the reliability of management data developed within the organization.

Appraising the quality of unit or program performance in carrying out assigned responsibilities.

Recommending operating improvements.

The internal auditor shall have no direct responsibility for, nor authority over any of the activities which he or she reviews. Therefore, the internal audit review and appraisal shall not in any way relieve other persons in the organization of assigned responsibilities.

Adopted: June 17, 1986
The College will reimburse expenses incurred, including travel, lodging, and meals, by candidates and their spouses being interviewed for the positions of President, Vice President, Dean, or Manager. Reimbursement of expenditures for other positions will be at the discretion of the Chief Executive Officer.

Moving expenses incurred by the new employee in relocating from his/her previous employment location to the College location will be paid by the College for the following positions: President, Vice President, and other positions reporting directly to the President.

Adopted: June 17, 1986
**ACADEMIC CALENDAR**

**1986-87 Calendar**

**College Year**
- Fall Semester: 77 days
- Spring Semester: 77 days
- Summer Term: 51 days
- Total: 205 days

**Holidays**
- Official registration days for state enrollment reporting.
  (Registration also occurs on many other days.)

**Beginning of Semester or Summer Term**

**End of Semester or Summer Term**

**Training Terms**

**College Offices Closed**
DATE: May 12, 1986
TO: Jerry Moskus
FROM: Gail Wickham

Attached are the four Student Activities budgets for the respective campuses.

There are a few changes, but nothing significant. Each campus has included a memo describing their process. I have included a summary sheet of last year's budget compared to this year's projected one. Here is a quick overview.

If you have questions, I would be happy to meet with you as I would like to get all four budgets on the Board agenda for approval. Thanks for your help!

GW:kh
Enc.

DATE: May 30, 1986
TO: Joseph Borgen
FROM: Jerry Moskus
RE: Student Activities Budgets

I have discussed the attached budgets with Gail and recommend their approval.

aj
Attachment
DATE: April 24, 1986

TO: Jerry Moskus

FROM: Kelli Confer, Chair
       Ankeny Campus Student Action Board

Attached is the 1986-87 Student Activities Budget for the Ankeny Campus.

The following process was used for approval:

1. Budget request forms were sent out to clubs, instructors and staff in January. Notice of the budget request deadline was posted and printed in the Chronicle.

2. Budget hearings were held in February.

3. The budget requests were reviewed, a budget was developed by the Finance Committee.

4. The budget was approved by the Student Action Board on April 15, 1986.

If you have any questions, please let me know.

KC: kh
STUDENT ACTION BOARD
ANKENY CAMPUS
1986-87

The Student Action Board Budget Committee has developed, the following budget for fiscal year July 1, 1986 to June 30, 1987. The following budget is based on an activity fee of 95¢ per semester credit hour up to a 15 credit maximum. All students with 15 or more credits are charged $14.25.

Funds remaining in the Student Activities Account on June 30, 1987, will be carried over to be used for the benefit of the students and the campus community, i.e. student center, special programs, general campus improvements, etc. An amendment to the 1986-87 budget will be made at such time as the balance of 1985-86 carry-over is known and projects and needs identified.

Student Activities income is based on projected enrollment for fiscal year 1986-87. If enrollment does not reach expected levels, income will be proportionately less. Student Action Board traditionally revises the yearly budget at the beginning of spring semester to make allowances for lack or, increases in enrollment.

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Campus Chronicle</td>
<td>9,480.00</td>
</tr>
<tr>
<td>Campus Recreation</td>
<td>15,000.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Clubs (no growth)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>18,750.00</td>
</tr>
<tr>
<td>Concerts</td>
<td>11,600.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>4,150.00</td>
</tr>
<tr>
<td>Copy machine</td>
<td>900.00</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>650.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Dances</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Day Care Center</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Expressions</td>
<td>500.00</td>
</tr>
<tr>
<td>Film Series</td>
<td>3,200.00</td>
</tr>
<tr>
<td>Leadership Program</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Lobbying</td>
<td>290.00</td>
</tr>
<tr>
<td>Organization/Oper.</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Posters</td>
<td>700.00</td>
</tr>
<tr>
<td>Publications/Supply</td>
<td>3,980.00</td>
</tr>
<tr>
<td>Student Health</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>8,300.00</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Board Awards &amp; Recognition</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

Total $123,000.00

*These accounts cannot be deleted or changed unless projections of anticipated 1986-87 income are not realized. At such a time all allocations will be reduced on a percentage basis.
Explanation of Accounts

ALUMNI: These funds will be transferred to the Alumni Association to be used for scholarships only and contingent on matching funds from the DMACC Foundation.

CAMPUS CHRONICLE: These funds will be used to fund the operation of the student newspaper. Expenses include printing, typesetting, salaries, supplies, and equipment. A contract between the Board and Campus Chronicle for fiscal years 1986-87 will be negotiated.

CAMPUS RECREATION: This account will provide funds for the operation of the intramural program, open recreation, tournaments for students during the fiscal year 1986-87. Equipment replacement and supplies are also funded from this account. A contract between the Board and Campus Rec for fiscal year 1986-87 has been negotiated for services as provided.

CLASS EDUCATION: These funds will be used by faculty to request money for a program of educational value. To receive funds, the program must serve an educational purpose consistent with a departmental area. The allocation of funds will be determined by the Professional Development Board based on $50 per semester per instructor. If more than $50 is requested, a written request needs to be submitted listing value of program, the number of students it affects, speaker background, and other important information. A request over $50 must be presented to the Student Action Board for approval.

CLUBS: Each club approved by the Student Action Board is provided an annual grant from the student activity fee up to $100.00. The allotment reduces $50 per semester dependent on when the club's request is made. The following information must be submitted: (a) anticipated club expenditures, (b) previous year's club expenditures. (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration for allocation of grants.

CLUB TRAVEL: This fund is an allocation for DMACC Ankeny students attending national skill contests, seminars, and conferences. The fund will be divided among clubs based on location of conference in accordance with the club funding procedure.

CONCERTS: This money will be used to hire talent, rent facilities, pay for security, police, rent sound systems, pay for promotional expenses such as posters, radio and television advertisements, pay for services needed in regard to equipment, purchase food and/or drink and other expenses.

CONFERENCE TRAVEL: The account will provide money for delegates to attend the conferences which relate to functions of the Student Action Board. If the Board decides to send more students, fund-raising activities may be planned to raise more money.
CONTINGENCY These funds will be used for emergency use to cover expenses for projects which arise that are additional expenses and not budgeted for in standard accounts. These funds will be used only for line items within this budget, and will be allocated upon approval of the Board.

COPY MACHINE: These funds will be used towards maintenance and security of the copy machine. It will be used for supplies, and general maintenance.

CREATIVE WRITING: These funds will be used as cash awards to the winners of the annual creative writing contest. A plan of the criteria and judging will be submitted to the Board for approval. The cash awards include: Overall best writer $150; Overall runner-up $100; Best story $100; Best story runner-up $50; Best poem $100; Best poem runner-up $50; Awards luncheon $100. The Urban and Boone campuses should contribute to this activity if it continues to be a district-wide contest. The publicity must state that the Student Action Board funds the contest.

DANCES This money will be used to hire talent, rent facilities, pay for security, rent sound systems, pay for promotional expenses, facility rental, and other costs. The funds are used to pay for the services needed, to purchase food and drink and other items.

DAY CARE CENTER: This fund will serve as a grant to the Day Care Center to be used for educational equipment, food, furniture, and other items. This grant will enable students who have paid activity fees to receive a discount on the fees charged by the Day Care Center. A financial report will be required each semester, including the total number of children served and the total number of students' children served. At least 75% of the children served by the Day Care Center must be children of currently enrolled students to remain eligible to receive the semester funding. If 75% cannot be reached, the Finance Committee of the Student Action Board will be notified, and the $3,500 per semester allotment will be cut back to $3,000.00 per semester as long as 50% of the children are children of DMACC students. If the percentage drops below 50% all funding will be discontinued. The Board allocation is dependent on the student rate being $5.00 lower than the staff rate. Failure to report the percentages may cause for discontinuation of funds.

EXPRESSIONS: These funds will be used to offset the costs of publishing the Expressions magazine.

FILM SERIES: This money will be used to present a series of films each semester selected by the Programming Board with final approval of the Student Action Board for use in cooperation with instruction. A series will be offered fall and spring semesters.

LEADERSHIP PROGRAM: This money will be used for weekend conferences directed by Student Activities. The conferences will include 40-50 students, and will provide lodging, food, transportation, supplies, promotion, scholarships, and consultants.

LOYBING To be used for publicity, phone, travel and related legislative expenses.
LECTURE: This account will be used to hire lecturers to speak on various issues. The funds will also be used for promotional costs.

ORGANIZATIONAL/OPERATION COSTS: This account will be used for costs related to the operation of the Student Action Board. Salaries for Student Action Board secretary, lawyer fees, and travel costs for Student Action Board Officers.

POSTERS: This account will be used to pay for costs of posters that publicize Student Action Board activities.

PUBLICATIONS/SUPPLIES: Will go for expense of ads, bill boards, monthly calendar, election edition, Campus Update and publications for Student Action Board.

STUDENT HEALTH: These funds will be used to obtain the services of a nurse.

STUDENT PROJECTS: The funds available in this account will be used for miscellaneous projects submitted. Example of these projects are ice cream socials, community projects, barbeques, or other.

TICKET SALES: This money will be used as a subsidy for discount tickets sold out of the Student Activities Office to those who purchase activity tickets and alumni with paid alumni memberships. According to our policy, sports events, musical events and movie-theatre and activities entitle students to a 20% discount.

STUDENT ACTION BOARD SCHOLARSHIPS: These funds will be used for Student Action Board scholarships. The criteria and selection of winners will be done by a committee consisting of Student Action Board members faculty and staff. The Student Action Board members will be appointed by the Chair.
STUDENT ACTION BOARD APPROVED BUDGET

Boone Campus
1986-1987

The Boone Campus Student Action Board in conjunction with its Budget Committee, has developed and recommends the following proposed budget for disbursement of activity fees collected fiscal year July 1, 1986 through June 30, 1987. The numbers of activity fees collected from both full-time and part-time students determines the basis for the proposed budget.

All funds still remaining in the account at the end of the fiscal year will be carried over for the continued benefit of the total student body at the Boone Campus.

The income from student activity fees is based on projected enrollment for the 1985-1986 academic year. Should enrollment figures not reach or exceed the projected level, income will be proportionately lower or higher, the budget will reflect the same dollar.

<table>
<thead>
<tr>
<th>Campus Recreation/Intramural/Sports</th>
<th>$ 1243.55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center</td>
<td></td>
</tr>
<tr>
<td>Clubs</td>
<td></td>
</tr>
<tr>
<td>Nursing Student United</td>
<td>438.90</td>
</tr>
<tr>
<td>Phi Beta Lambda</td>
<td>438.90</td>
</tr>
<tr>
<td>Recreation Club</td>
<td>438.90</td>
</tr>
<tr>
<td>Roteract</td>
<td>219.45</td>
</tr>
<tr>
<td>Athletics</td>
<td>6876.10</td>
</tr>
<tr>
<td>Student Action Board</td>
<td>2779.70</td>
</tr>
<tr>
<td>Cheerleader/Drill Team</td>
<td>438.90</td>
</tr>
<tr>
<td>Bear Facts</td>
<td>731.50</td>
</tr>
<tr>
<td>Drama</td>
<td>731.50</td>
</tr>
<tr>
<td>Phi Theta Kappa/Honors Society</td>
<td>73.15</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>146.30</td>
</tr>
<tr>
<td>Choir</td>
<td>73.15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$14,630.00</strong></td>
</tr>
</tbody>
</table>

Projected Income

460 Full time students @ $14.25 ea/semester = $6,610.00
200 Part time students @ $3.80 ea/semester = $760.00

Explanation of Accounts

CAMPUS RECREATION & INTRAMURAL SPORTS/CAMPUS CENTER: Budgeted funds are available for purchase/or replacement of supplies and equipment for recreation events.

CLUBS Each club or campus student organization is awarded a sum in terms of not more than 3% of the allocated budget per semester when properly requested allotment is to serve as a "starter" and is intended for organizations to promote total student body oriented activities. Additional funds are available to encourage the above. Clubs are further encouraged to represent the college in respective state and national organizations when possible.
INTERCOLLEGIATE ATHLETICS: Funds for intercollegiate athletics are administered by an athletic director. Athletics, including men's and women's basketball, men's baseball and women's softball are funded under the athletic budget. Charges to the budget include those made in areas of transportation, meals, lodging, equipment, officials, insurance, scholarships, advertising, recruitment, rent, and postage. Intercollegiate athletics involves approximately 100 students who compete in nearly 130 contests annually.

STUDENT ACTION BOARD: The account is used for costs related to the operation of and activities sponsored by the student government on the Boone Campus. Included in the student government budget are certain special events sponsored by the student government including a fall mixer (usually a picnic provided by and for students so that new students have a chance to meet one another and returning students), a Christmas Dance, a Homecoming Dance, and the annual Pig Roast. Other social activities are sponsored by organizations other than the student government.

CHEERLEADERS/DRILL TEAM: Funds for cheerleaders and the drill team are administered by an advisor. Charges to the budget include those made in areas of transportation, equipment, recruitment, and practice sessions including mini-workshops with the I.S.U. Pep Council Members.

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

DRAMASON: All dramatic productions are funded under this budget. Expenditures from the account include royalties, scripts, costume rental, properties, and equipment replacement.

PHI THETA KAPPA/HONORS SOCIETY: An honorary society requiring a cumulative grade point average of 3.25 and 3.50 respectively for full time students who have completed three semesters college work. Charges to the PTK budget are for honors pins and a recognition/initiation dinner.

CONTINGENCY: An emergency account used for items and/or projects not normally planned.
## Budget

### 1986-1987 Year

<table>
<thead>
<tr>
<th>ORGANIZATIONS</th>
<th>PERCENTAGE</th>
<th>YEAR TOTAL</th>
<th>SEMESTER TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center/Rec.-Intramurals</td>
<td>8.5%</td>
<td>1,243.55</td>
<td>621.79</td>
</tr>
<tr>
<td>Nursing Student United</td>
<td>3%</td>
<td>438.90</td>
<td>219.45</td>
</tr>
<tr>
<td>Phi Beta Lambda</td>
<td>3%</td>
<td>438.90</td>
<td>219.45</td>
</tr>
<tr>
<td>Recreation Club</td>
<td>3%</td>
<td>438.90</td>
<td>219.45</td>
</tr>
<tr>
<td>Athletics</td>
<td>47%</td>
<td>6,876.10</td>
<td>3,438.05</td>
</tr>
<tr>
<td>Student Action Board</td>
<td>19%</td>
<td>2,779.70</td>
<td>1,389.85</td>
</tr>
<tr>
<td>Cheerleader/Drill Team</td>
<td>3%</td>
<td>438.90</td>
<td>219.45</td>
</tr>
<tr>
<td>Bear Facts</td>
<td>5%</td>
<td>731.50</td>
<td>365.75</td>
</tr>
<tr>
<td>Drama Club</td>
<td>5%</td>
<td>731.50</td>
<td>365.75</td>
</tr>
<tr>
<td>Phi Theta Kappa/Honors Society</td>
<td>.5%</td>
<td>73.15</td>
<td>36.57</td>
</tr>
<tr>
<td>Choir</td>
<td>.5%</td>
<td>73.15</td>
<td>36.57</td>
</tr>
<tr>
<td>Roteract</td>
<td>1.5%</td>
<td>219.45</td>
<td>109.72</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>1%</td>
<td>146.30</td>
<td>73.15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
<td><strong>$14,630.00</strong></td>
<td><strong>$7,315.00</strong></td>
</tr>
</tbody>
</table>

The contingency fund will be used by those organizations needing extra funds during the 1986-1987 year.

Submitted
1986 Student Action Board

Lynn Lawson
Secretary
MEMORANDUM

April 25, 1986

TO: Jerry Moskus, Vice-President - Educational Services
FROM: Mary Bilstad, Educational Advisor - Carroll Campus
Richard Loeffler, President of Student Body
RE: 1986-87 Student Action Board Budget - Carroll Campus

With the expansion of the Carroll Campus, more student fees and involvement are expected. The Student Action Board 1986-87 Budget was developed using information from previous Student Action Board Budgets from Ankeny and Student Activities Budget from Carroll along with expectations of what we hope to see happen.

This coming year will have more students serving on Boards; therefore, leadership and conference travel monies are needed.

We will also be getting students actively involved in supporting the new facility. With this in mind, allocations for awards/recognition, publicity, student newsletter, and student projects are needed.

This new facility will be housing a section in the Library designed to be a college and career center. Resource materials will be needed in this area.

These accounts are in accordance with the Des Moines Area Community College Student Action Board - Carroll Campus Constitution.

MB: jkp
cc: Ken Shibata
Carroll Campus has developed the following budget for fiscal year July 1, 1986 through June 30, 1987. The budget is based on activity fees collected at 95¢ per semester credit hour up to a 15 credit maximum. All students with 15 or more credits are charged $14.25.

All funds still remaining in the account 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 Carroll Campus.

The income from student activity fees is based on projected enrollment for the 1986-87 fiscal year. If enrollment does not reach projected levels, income will be proportionately less. The budget is traditionally revised at the beginning of the spring semester to make allowances for lack of or increase in student enrollments.

<table>
<thead>
<tr>
<th>Awards/Recognition</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career/Educational Materials</td>
<td>150.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>450.00</td>
</tr>
<tr>
<td>Leadership Travel</td>
<td>500.00</td>
</tr>
<tr>
<td>Publicity</td>
<td>200.00</td>
</tr>
<tr>
<td>Student Newsletter</td>
<td>250.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>750.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2400.00</strong></td>
</tr>
</tbody>
</table>

**Explanation of Accounts**

**Awards and Recognition:** These funds will be used for Student Action Board awards and recognitions. Criteria and a selection process will be used for all recipients.

**Career/Educational Materials:** To add educational reference or professional growth books to the library.

**Conference Travel:** The account will provide money for delegates to attend the conferences which relate to functions of the Student Action Board.

**Leadership:** Monies in this account will be used early in the fall semester to provide a workshop for Student Action Board members to develop leadership skills—learn to conduct meetings, prepare agendas, use Parliamentary procedure, and discover the subtleties of group dynamics.

**Publicity:** Will be used for expenses of ads, posters, fliers that publicize Student Action Board activities.

**Student Newsletter:** These funds will be used for the publication of an informational student newsletter.

**Special Projects:** These funds will be used for miscellaneous projects, decided up by students. Examples of these projects could be ice cream socials, community projects, picnics, rental of facilities, promotional expenses, dances, and the purchase of food and drink when needed for such activities.
TO: Dr. Jerry Moskus
FROM: Winston Black
DATE: May 1, 1986
RE: Urban Campus Student Action Board Budget 1986-87

Attached please find a copy of the 1986-87 Urban Campus Student Action Board Budget. This budget is based on a projected $14,000.00 from student activity fees for the 86-87 academic year.

A budget committee of the Urban Campus Student Action Board was formed to review the expenditures and the specific line item amounts used for the current academic year to make projected changes for the 86-87 year. The budget committee's recommendations were taken to the total Urban Campus Student Action Board and approved by the group.

Rose McGregor, President, Urban Campus SAB
Winston Black Jr., Advisor, Urban Campus SAB
Zack Hamlet, Dean, DMACC-Urban Campus
### URBAN CAMPUS

<table>
<thead>
<tr>
<th></th>
<th>1985-86</th>
<th>1986-87</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket Sales</td>
<td>$400.00</td>
<td>$500.00</td>
<td>+$100.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>200.00</td>
<td>500.00</td>
<td>+$300.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>4,500.00</td>
<td>5,500.00</td>
<td>+$1,000.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>2,000.00</td>
<td>500.00</td>
<td>-1,500.00</td>
</tr>
<tr>
<td>Chronicle</td>
<td>600.00</td>
<td>700.00</td>
<td>+ 100.00</td>
</tr>
<tr>
<td>Operating Cost</td>
<td>500.00</td>
<td>500.00</td>
<td>- 00.00</td>
</tr>
<tr>
<td>Special Emphasis</td>
<td>300.00</td>
<td>00.00</td>
<td>- 300.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>2,300.00</td>
<td>1,000.00</td>
<td>-1,300.00</td>
</tr>
<tr>
<td>Participation Award</td>
<td>750.00</td>
<td>500.00</td>
<td>- 250.00</td>
</tr>
<tr>
<td>Writing/Fine Arts Contest</td>
<td>350.00</td>
<td>1,000.00</td>
<td>+ 650.00</td>
</tr>
<tr>
<td>Clubs</td>
<td>300.00</td>
<td>500.00</td>
<td>+ 200.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>400.00</td>
<td>1,500.00</td>
<td>+1,100.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>400.00</td>
<td>1,300.00</td>
<td>+ 900.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$13,000.00</td>
<td>$14,000.00</td>
<td>+1,000.00</td>
</tr>
</tbody>
</table>

### CARROLL CAMPUS

<table>
<thead>
<tr>
<th></th>
<th>1985-86</th>
<th>1986-87</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards &amp; Recognition</td>
<td>-</td>
<td>100.00</td>
<td>+ 100.00</td>
</tr>
<tr>
<td>Career Educational materials</td>
<td>-</td>
<td>150.00</td>
<td>+ 150.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>-</td>
<td>450.00</td>
<td>+ 450.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>150.00</td>
<td>500.00</td>
<td>+ 350.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>300.00</td>
<td>-</td>
<td>- 300.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>300.00</td>
<td>-</td>
<td>- 300.00</td>
</tr>
<tr>
<td>Publicity</td>
<td>-</td>
<td>200.00</td>
<td>+ 200.00</td>
</tr>
<tr>
<td>Special Emphasis</td>
<td>150.00</td>
<td>-</td>
<td>- 150.00</td>
</tr>
<tr>
<td>Student Newsletter</td>
<td>-</td>
<td>250.00</td>
<td>+ 250.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>400.00</td>
<td>750.00</td>
<td>+ 350.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,300.00</td>
<td>$2,400.00</td>
<td>+1,100.00</td>
</tr>
</tbody>
</table>

### ANKENY CAMPUS

<table>
<thead>
<tr>
<th></th>
<th>1985-86</th>
<th>1986-87</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Chronicle</td>
<td>8,000.00</td>
<td>9,480.00</td>
<td>+1,480.00</td>
</tr>
<tr>
<td>Campus Chronicle</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>00.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>1,350.00</td>
<td>1,000.00</td>
<td>-350.00</td>
</tr>
<tr>
<td>Clubs</td>
<td>4,850.00</td>
<td>5,000.00</td>
<td>+150.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>19,327.00</td>
<td>18,750.00</td>
<td>-577.00</td>
</tr>
<tr>
<td>Concerts</td>
<td>9,650.00</td>
<td>11,600.00</td>
<td>+1,950.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>4,000.00</td>
<td>4,150.00</td>
<td>+150.00</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>1,000.00</td>
<td>900.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>900.00</td>
<td>650.00</td>
<td>-250.00</td>
</tr>
<tr>
<td>Category</td>
<td>1985-86</td>
<td>1986-87</td>
<td>Increase/Decrease</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Contingency</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Dances</td>
<td>5,000.00</td>
<td>4,000.00</td>
<td>-1,000.00</td>
</tr>
<tr>
<td>Day Care</td>
<td>6,500.00</td>
<td>7,000.00</td>
<td>+500.00</td>
</tr>
<tr>
<td>Expressions</td>
<td>500.00</td>
<td>500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Film Series</td>
<td>3,600.00</td>
<td>3,200.00</td>
<td>-400.00</td>
</tr>
<tr>
<td>Leadership Program</td>
<td>2,750.00</td>
<td>4,000.00</td>
<td>+1,250.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>5,000.00</td>
<td>8,000.00</td>
<td>+3,000.00</td>
</tr>
<tr>
<td>Lobbying</td>
<td>100.00</td>
<td>290.00</td>
<td>+190.00</td>
</tr>
<tr>
<td>Organization/Operational</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Posters</td>
<td>1,000.00</td>
<td>700.00</td>
<td>-300.00</td>
</tr>
<tr>
<td>Publication/Supply</td>
<td>3,850.00</td>
<td>3,980.00</td>
<td>+130.00</td>
</tr>
<tr>
<td>Student Health</td>
<td>3,500.00</td>
<td>4,000.00</td>
<td>+500.00</td>
</tr>
<tr>
<td>Student projects</td>
<td>$10,048.00</td>
<td>8,300.00</td>
<td>-1,748.00</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Board Awards &amp; Recognition</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$118,425.00</strong></td>
<td><strong>$123,000.00</strong></td>
<td><strong>+4,575.00</strong></td>
</tr>
</tbody>
</table>

**BOONE CAMPUS**

<table>
<thead>
<tr>
<th>Category</th>
<th>1985-86</th>
<th>1986-87</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Rec/Intramural Sports/Student Center</td>
<td>$1,024.10</td>
<td>1,243.55</td>
<td>+219.45</td>
</tr>
<tr>
<td>Clubs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Student United</td>
<td>438.90</td>
<td>438.90</td>
<td>-</td>
</tr>
<tr>
<td>Phi Beta Lambda</td>
<td>438.90</td>
<td>438.90</td>
<td>-</td>
</tr>
<tr>
<td>Recreation Club</td>
<td>438.90</td>
<td>438.90</td>
<td>-</td>
</tr>
<tr>
<td>Roteract</td>
<td>219.45</td>
<td>219.45</td>
<td>-</td>
</tr>
<tr>
<td>Athletics</td>
<td>6,876.10</td>
<td>6,876.10</td>
<td>-</td>
</tr>
<tr>
<td>Student Action Board</td>
<td>2,633.40</td>
<td>2,779.70</td>
<td>+146.30</td>
</tr>
<tr>
<td>Cheerleader/Drill Team</td>
<td>658.35</td>
<td>438.90</td>
<td>-219.45</td>
</tr>
<tr>
<td>Bear Facts</td>
<td>1,024.10</td>
<td>731.50</td>
<td>-292.60</td>
</tr>
<tr>
<td>Drama</td>
<td>585.20</td>
<td>731.50</td>
<td>+146.30</td>
</tr>
<tr>
<td>Phi Theta Kappa/Honors Society</td>
<td>73.15</td>
<td>73.15</td>
<td>-</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>146.30</td>
<td>146.30</td>
<td>-</td>
</tr>
<tr>
<td>Choir</td>
<td>73.15</td>
<td>73.15</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,630.00</strong></td>
<td><strong>$14,630.00</strong></td>
<td><strong>-0-</strong></td>
</tr>
</tbody>
</table>
The Urban Campus Student Action Board has developed the following budget for fiscal year July 1, 1986 through June 30, 1987. 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 student activity fees is based on projected enrollment for the 1986-87 fiscal year. If enrollment does not reach projected levels, income will be proportionately less. Student Action Board traditionally revises the yearly budget at the beginning of the spring semester to make allowances for lack of or increases in student enrollments.

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket Sales</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>500.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>5,500.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>500.00</td>
</tr>
<tr>
<td>Chronicle</td>
<td>700.00</td>
</tr>
<tr>
<td>Operating Cost</td>
<td>500.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Participation Award</td>
<td>500.00</td>
</tr>
<tr>
<td>Writing/Fine Arts Contest</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Clubs</td>
<td>500.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>1,300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,000.00</strong></td>
</tr>
</tbody>
</table>

**Explanation of Accounts:**

**Ticket Sales:** The money will be used as a subsidy for discount tickets sold out of the Student Services offices for area concerts and performances.

**Lectures:** This account will be used to hire lecturers to bring to campus to speak on various topics/issues.

**Student Projects:** These funds will be used for miscellaneous projects, decided upon by students. Examples of these projects could be ice cream socials, community projects, picnics, rental of facilities, promotional expenses, dances, and the purchase of food and drink when needed for such activities.
Class Education: These funds will be available to faculty and staff upon request and approval of the Finance Committee of the SAB, for programs of educational value, library housed periodicals and materials.

Chronicle: A contract will be negotiated with the Campus Chronicle for papers that will be published in the 86-87 school year.

Operating Cost: This account will be used for costs related to the operation and functioning of the Urban Campus Student Action Board materials, supplies, posters, etc.

Conference Travel: This account will provide money for delegates of the SAB to attend national, regional and local conferences which relate to the functions of the Student Action Board. Included in this account would be the expenses of travel, lodging, food, supplies and materials needed as a result of attendance to a conference or convention.

Participation Award: This account is set aside for student participation in the USAB And USAB activities by elected, as well as, persons volunteering in USAB sponsored activities. The monetary award is granted Fall and Spring Semesters to ten (10) persons at $25.00 each.

Writing/Fine Arts Contest: This money is used for the annual Urban Campus SAB writing and Fine Arts contest. Seventeen cash awards in different categories are granted in the amount of $100, $50 and $25 to the first, second, and third place prize winners.

Clubs: Each club approved by the USAB is provided an annual grant from student activity fees of up to $100. This allotment is dependent on when the club's request is made. The allotment reduces to $50 per semester according to the program making the request. Additional funds are available for club projects if proper application procedures are followed. A memo will have to be submitted to the Finance Committee by each club to be considered for the yearly allocation. The following information must be submitted: (2) anticipated club expenditures, (b) previous year's club expenditures, (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration of allocation of grants.

Club Travel: This fund is an allocation for DMACC Urban Campus students attending national skill contests and ACT conference. The fund will be divided equally to all students attending national skill contests and the ACT conference according to an estimate of the previous three years number of participants. Examples of contests are VICA, DECA, OEA, or other nationally affiliated clubs that sponsor national skill contests.
Leadership: This fund is designated to be used for a leadership workshop to be held early in the fall to help Student Action Board members learn to conduct meetings and the basics of parliamentary procedure.
MEMORANDUM

DATE: May 12, 1986

TO: Jerry Moskus

FROM: Gail Wickham

As a matter of procedure the following expenditures from carryover monies needs to be approved by the Board of Directors. All the items have been approved by the Student Action Board on the dates noted below.

2-26-86 one year maintenance and supplies for the four typewriters in the Library designated for free student use. $600.00

Ty Boyd lecture (Inservice speaker for staff with a 10:00 a.m. session for students.) $1,000.00

3-11-86 Free Weights for Weight Room $2,287.10

Re-order T-shirts ($489.60) Sweatshirts ($468.00) $958.60

3-11-86 Frames and matting to display student's work in hallway of library $200.00

4-1-86 Display case for the art and photography classes which will be located in library hallway $685.00

4-15-86 Medical lab Club travel to state meeting in Waterloo ($10/Student) 120.00
Chronicle partial funding for special edition $112.50

4-28-86 Twenty year Birthday party Funding $1,000.00

2500 Duo-Tang Folders ($1,150.00 and 2000 pencils ($268.00) with Student Action Board logo for orientation $1,418.00

Replacement of existing materials and promotion for Student Action Board:

Brochure and artwork $561.40
Stationary (4000 pieces) 309.42
Total $9,252.02

The carryover balance from previous approved expenditures plus these will be $9,899.12

GW:kh
Required service that exceeds the regularly scheduled forty (40) hour week shall be compensated by compensatory time off where possible. Payment at the appropriate daily/hourly rate may be made subject to regulations established by the Chief Executive Officer and the Fair Labor Standards Act.

Adopted:
DATE: 6-6-86

TO: Helen Minor
Board Secretary

FROM: Bob Mann
Supervisor, Special Accounting

RE: Board Agenda Items for June 17, 1986 meeting

ITEM: Charge-off $24,222.55 of outstanding receivables to the bad debt account.

RATIONALE: This represents outstanding indebtedness of a year or older for which collection efforts have been unsuccessful. Detail listings of names and amounts are attached. A summary of amounts by category is as follows:

Student Registration Tuition/Fees -

Note: Current charge-off is for the FY'85 school term which totals $19,590.12. These outstanding receivables are categorized below and compared to the prior year charge-off.

FY'84 FY'85
--- ---
Fall Credit Courses $7,017.10 $6,045.70
Fall Non-Credit Courses $5,034.67 $1,109.29
Spring Credit Courses $10,416.85 $9,648.08
Spring Non-Credit Courses $2,711.45 $1,463.80
Summer Credit Courses $1,811.00 $724.25
Summer Non-Credit Courses $831.75 $599.00
Interim Credit Courses $64.20 $0.00
Interim Non-Credit Courses $112.00 $0.00

Totals = $27,999.02 $19,590.12

Returned Checks -

Ankeny Campus $383.68

Totals = $383.68

Emergency Loans -

Ankeny/Urban Campuses $675.00

Totals = $675.00

Financial Aid Overcharges

All Campuses $1,033.16

Totals = $1,033.16
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid Agency Billings</td>
<td></td>
</tr>
<tr>
<td>All Campuses</td>
<td>$241.22</td>
</tr>
<tr>
<td>Totals</td>
<td>$241.22</td>
</tr>
<tr>
<td>Non-Financial Aid Agency Billings</td>
<td></td>
</tr>
<tr>
<td>All Campuses</td>
<td>$1,804.83</td>
</tr>
<tr>
<td>Totals</td>
<td>$1,804.83</td>
</tr>
<tr>
<td>Cashier Receivables</td>
<td></td>
</tr>
<tr>
<td>Ankeny Campus</td>
<td>$494.54</td>
</tr>
<tr>
<td>Totals</td>
<td>$494.54</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$24,222.55</td>
</tr>
</tbody>
</table>

Suggested Form of Motion:

It was moved by __________________, seconded by __________________ that receivables totaling $24,222.55 be charged off to the bad debt account. Detail of these receivables is attached hereto and identified as Attachment No. ______________.
### Returned Checks

"Write-Offs"

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>SSN</th>
<th>YR, MO, DA</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Windy Oaks Farm</td>
<td>84-09-05</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Darr, Jonie</td>
<td>478-90-8539</td>
<td>84-09-14</td>
<td>$5.00</td>
</tr>
<tr>
<td>3</td>
<td>Darr, Jonie</td>
<td>478-90-8539</td>
<td>84-09-15</td>
<td>$9.08</td>
</tr>
<tr>
<td>4</td>
<td>Robb, Jeff</td>
<td>478-58-8689</td>
<td>84-11-24</td>
<td>$39.35</td>
</tr>
<tr>
<td>5</td>
<td>Mikell-Harvey, Renee</td>
<td>357-46-1811</td>
<td>85-01-02</td>
<td>$20.00</td>
</tr>
<tr>
<td>6</td>
<td>Namanny, Craig</td>
<td>481-96-2663</td>
<td>85-01-05</td>
<td>$91.55</td>
</tr>
<tr>
<td>7</td>
<td>Fitzwater, Paula</td>
<td>478-82-0582</td>
<td>85-02-07</td>
<td>$4.00</td>
</tr>
<tr>
<td>8</td>
<td>Fitzwater, Paula</td>
<td>478-82-0582</td>
<td>85-02-07</td>
<td>$2.00</td>
</tr>
<tr>
<td>9</td>
<td>Larson, Theresa</td>
<td>345-64-9891</td>
<td>85-04-10</td>
<td>$3.00</td>
</tr>
<tr>
<td>10</td>
<td>Lewis, Linda</td>
<td>85-05-29</td>
<td>$199.70</td>
<td></td>
</tr>
</tbody>
</table>

**Total = $383.68**
<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>SSN</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Butler, Paul</td>
<td>481-70-4979</td>
<td>82-09-23</td>
<td>$25.00</td>
</tr>
<tr>
<td>2.</td>
<td>Jones, Cathy</td>
<td>480-78-4326</td>
<td>84-09-05</td>
<td>$25.00</td>
</tr>
<tr>
<td>3.</td>
<td>Clay, James</td>
<td>483-88-1400</td>
<td>84-09-06</td>
<td>$25.00</td>
</tr>
<tr>
<td>4.</td>
<td>Joyce, Brenda</td>
<td>484-78-7374</td>
<td>84-09-12</td>
<td>$25.00</td>
</tr>
<tr>
<td>5.</td>
<td>Burden, Kathleen</td>
<td>485-90-2034</td>
<td>84-10-12</td>
<td>$25.00</td>
</tr>
<tr>
<td>6.</td>
<td>Frasier, Jeffrey</td>
<td>479-02-1642</td>
<td>84-10-16</td>
<td>$25.00</td>
</tr>
<tr>
<td>7.</td>
<td>Gruis, Matthew</td>
<td>480-94-9716</td>
<td>84-10-18</td>
<td>$25.00</td>
</tr>
<tr>
<td>8.</td>
<td>Winters, Diana</td>
<td>484-66-1011</td>
<td>84-11-12</td>
<td>$25.00</td>
</tr>
<tr>
<td>9.</td>
<td>Beardsley, Susie</td>
<td>480-84-6060</td>
<td>84-11-19</td>
<td>$25.00</td>
</tr>
<tr>
<td>10.</td>
<td>Coolidge, Edward</td>
<td>482-54-7450</td>
<td>84-11-26</td>
<td>$25.00</td>
</tr>
<tr>
<td>11.</td>
<td>Irlbeck, James</td>
<td>479-96-9711</td>
<td>84-11-28</td>
<td>$25.00</td>
</tr>
<tr>
<td>12.</td>
<td>Foreman, John</td>
<td>485-70-1749</td>
<td>84-11-29</td>
<td>$25.00</td>
</tr>
<tr>
<td>13.</td>
<td>Lankford, John</td>
<td>484-50-2240</td>
<td>85-01-29</td>
<td>$25.00</td>
</tr>
<tr>
<td>15.</td>
<td>Howorth, David</td>
<td>484-84-5915</td>
<td>85-03-09</td>
<td>$25.00</td>
</tr>
<tr>
<td>16.</td>
<td>Hughes, Lee</td>
<td>478-42-0504</td>
<td>85-03-21</td>
<td>$25.00</td>
</tr>
<tr>
<td>17.</td>
<td>Phillips, Allen</td>
<td>479-70-6931</td>
<td>85-03-25</td>
<td>$25.00</td>
</tr>
<tr>
<td>18.</td>
<td>Sims, Carla</td>
<td>479-86-1864</td>
<td>85-03-28</td>
<td>$25.00</td>
</tr>
<tr>
<td>19.</td>
<td>Esprit, Joseph</td>
<td>449-80-8718</td>
<td>85-04-01</td>
<td>$25.00</td>
</tr>
<tr>
<td>20.</td>
<td>Robinson, Andre</td>
<td>486-72-7211</td>
<td>85-04-01</td>
<td>$25.00</td>
</tr>
<tr>
<td>21.</td>
<td>Hove, Brian</td>
<td>483-82-3942</td>
<td>85-04-17</td>
<td>$25.00</td>
</tr>
<tr>
<td>22.</td>
<td>Moorehead, Laurie</td>
<td>478-78-3962</td>
<td>85-04-23</td>
<td>$25.00</td>
</tr>
<tr>
<td>23.</td>
<td>Hanson, Victor</td>
<td>413-94-0150</td>
<td>85-05-21</td>
<td>$25.00</td>
</tr>
<tr>
<td>25.</td>
<td>Graham, Tammie</td>
<td>483-88-8656</td>
<td>85-06-04</td>
<td>$25.00</td>
</tr>
<tr>
<td>27.</td>
<td>Anderson, David</td>
<td>484-82-0653</td>
<td>85-06-27</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

$675.00
# Financial Aid Overcharges

## "Write-Offs"

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>SSN</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Graham, Rachel</td>
<td>483-48-9159</td>
<td>81-2</td>
<td>$270.95</td>
</tr>
<tr>
<td>2</td>
<td>Blanchard, Jerry</td>
<td>479-70-555</td>
<td>83-2</td>
<td>$101.47</td>
</tr>
<tr>
<td>3</td>
<td>Blum, Mary Beth</td>
<td>480-94-8079</td>
<td>83-2</td>
<td>$98.55</td>
</tr>
<tr>
<td>4</td>
<td>Brimson, Carla</td>
<td>479-76-2344</td>
<td>84-2</td>
<td>$101.42</td>
</tr>
<tr>
<td>5</td>
<td>Bryant, David</td>
<td>478-68-3201</td>
<td>84-3</td>
<td>$80.41</td>
</tr>
<tr>
<td>6</td>
<td>Jenkins, Sharon</td>
<td>484-66-1585</td>
<td>84-2</td>
<td>$216.50</td>
</tr>
<tr>
<td>7</td>
<td>Lanzarotta, Allison</td>
<td>484-78-7659</td>
<td>84-2</td>
<td>$88.35</td>
</tr>
<tr>
<td>8</td>
<td>Prim, Betty</td>
<td>483-70-5246</td>
<td>84-3</td>
<td>$75.51</td>
</tr>
</tbody>
</table>

**Total:** $1,033.16
## FINANCIAL AID AGENCY BILLINGS

**"WRITE-OFFS"**

<table>
<thead>
<tr>
<th>NO.</th>
<th>AGENCY/STUDENT</th>
<th>TERM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bankers Trust Co./Regina Eischeid</td>
<td>84-1</td>
<td>$57.85</td>
</tr>
<tr>
<td>2.</td>
<td>Mitchellville Corrections/Jeannie Whitt</td>
<td>84-1</td>
<td>$18.00</td>
</tr>
<tr>
<td>3.</td>
<td>ICMS-Polk/Janice Maxwell</td>
<td>84-2</td>
<td>$17.34</td>
</tr>
<tr>
<td>4.</td>
<td>1st Nat'l of W. Des Moines/Kathy Hart</td>
<td>84-2</td>
<td>$56.50</td>
</tr>
<tr>
<td>5.</td>
<td>Voc. Rehab./Sheryl Bancroft</td>
<td>84-3</td>
<td>$0.55</td>
</tr>
<tr>
<td>6.</td>
<td>Voc. Rehab./Randy Coady</td>
<td>84-3</td>
<td>$4.08</td>
</tr>
<tr>
<td>7.</td>
<td>Voc. Rehab./Henry Claytor</td>
<td>84-3</td>
<td>$3.90</td>
</tr>
<tr>
<td>8.</td>
<td>Voc. Rehab./Arnold Torney</td>
<td>85-2</td>
<td>$25.00</td>
</tr>
<tr>
<td>9.</td>
<td>Voc. Rehab./Mark Thomas</td>
<td>85-2</td>
<td>$0.50</td>
</tr>
<tr>
<td>10.</td>
<td>Voc. Rehab./William Cloninger</td>
<td>85-2</td>
<td>$5.00</td>
</tr>
<tr>
<td>11.</td>
<td>Voc. Rehab./Perry Fischer</td>
<td>85-2</td>
<td>$25.00</td>
</tr>
<tr>
<td>12.</td>
<td>Voc. Rehab./Beth Fortmann</td>
<td>85-2</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**Total = $241.22**
## NON-FIN.AID AGENCY BILLINGS

### "WRITE-OFFS"

<table>
<thead>
<tr>
<th>NO.</th>
<th>INV.#</th>
<th>NAME</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>G4934</td>
<td>CETA</td>
<td>82-11-24</td>
<td>$50.00</td>
</tr>
<tr>
<td>2.</td>
<td>G4935</td>
<td>CETA</td>
<td>82-11-24</td>
<td>$35.00</td>
</tr>
<tr>
<td>3.</td>
<td>G4936</td>
<td>CETA</td>
<td>82-12-22</td>
<td>$35.00</td>
</tr>
<tr>
<td>4.</td>
<td>G4961</td>
<td>CETA</td>
<td>83-03-28</td>
<td>$70.00</td>
</tr>
<tr>
<td>5.</td>
<td>G5583</td>
<td>CETA</td>
<td>83-01-26</td>
<td>$265.83</td>
</tr>
<tr>
<td>6.</td>
<td>G5591</td>
<td>Rehabilitation Ed Services</td>
<td>83-03-28</td>
<td>$40.45</td>
</tr>
<tr>
<td>7.</td>
<td>G5594</td>
<td>CETA</td>
<td>83-03-28</td>
<td>$0.10</td>
</tr>
<tr>
<td>8.</td>
<td>G5598</td>
<td>Rehabilitation Ed Services</td>
<td>83-04-11</td>
<td>$36.20</td>
</tr>
<tr>
<td>9.</td>
<td>G5605</td>
<td>CETA</td>
<td>83-05-19</td>
<td>$90.00</td>
</tr>
<tr>
<td>10.</td>
<td>G5606</td>
<td>CETA</td>
<td>83-05-19</td>
<td>$5.00</td>
</tr>
<tr>
<td>11.</td>
<td>G5612</td>
<td>CETA</td>
<td>83-06-20</td>
<td>$35.00</td>
</tr>
<tr>
<td>12.</td>
<td>G5617</td>
<td>CETA</td>
<td>83-07-26</td>
<td>$105.00</td>
</tr>
<tr>
<td>13.</td>
<td>G5622</td>
<td>CETA</td>
<td>83-08-17</td>
<td>$70.00</td>
</tr>
<tr>
<td>14.</td>
<td>G5627</td>
<td>CETA</td>
<td>83-09-26</td>
<td>$224.70</td>
</tr>
<tr>
<td>15.</td>
<td>G5628</td>
<td>CETA</td>
<td>83-09-26</td>
<td>$90.00</td>
</tr>
<tr>
<td>16.</td>
<td>G6668</td>
<td>Rehabilitation Ed Services</td>
<td>84-01-27</td>
<td>$85.00</td>
</tr>
<tr>
<td>17.</td>
<td>S1761</td>
<td>Corp. of Engineers</td>
<td>83-02-04</td>
<td>$511.10</td>
</tr>
<tr>
<td>18.</td>
<td>S1894</td>
<td>Bonnie Townsend</td>
<td>83-10-31</td>
<td>$25.00</td>
</tr>
<tr>
<td>19.</td>
<td>S1962</td>
<td>Stanley Quick</td>
<td>83-03-12</td>
<td>$31.45</td>
</tr>
</tbody>
</table>

Total = $1,804.83
<table>
<thead>
<tr>
<th>NO.</th>
<th>INV.#</th>
<th>NAME</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>G4481</td>
<td>ALTA - % Ray Bordon</td>
<td>82-02-19</td>
<td>$137.54</td>
</tr>
<tr>
<td>2.</td>
<td>G5514</td>
<td>Brad's 6th Ave. Saloon</td>
<td>83-01-19</td>
<td>$100.00</td>
</tr>
<tr>
<td>3.</td>
<td>G5498</td>
<td>Inspiration Point</td>
<td>83-01-19</td>
<td>$60.00</td>
</tr>
<tr>
<td>4.</td>
<td>G5500</td>
<td>Smokey's</td>
<td>83-01-19</td>
<td>$72.00</td>
</tr>
<tr>
<td>4.</td>
<td>G5500</td>
<td>Debbie Campbell</td>
<td>84-12-01</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

Total = $494.54
Ankeny, Iowa
June 17, 1986

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 17th day of June, 1986 at 5:03 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 Jasper Risdal in the chair and the following named Board Members:

DeVere Bendixen, Susan Clouser, Ted Nemmers, Herbert Ritland, Don Rowen,

Doug Shull

Absent: Lloyd Courter, Eldon Leonard

This being the time and place for the consideration of bids for the sale of $4,800,000 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:

Ehrlich-Bober, New York
Prudential-Bache, New York
Morgan Stanley, New York
Northern Trust, Chicago
First National-Chicago, Chicago
Shearson/Lehman Bros., Chicago

The best sealed bid was as follows:

Name & Address of Bidder: Ehrlich-Bober & Co., Inc., New York, NY
Net Interest Rate: 4.6338%
Net Interest Cost: $221,805.33

Whereupon, Director D. Shull introduced and caused to be read a Resolution entitled "Resolution Directing the Sale of Anticipatory Warrants in the Aggregate Principal Amount of
§ 4,800,000 and moved its adoption. Director H. Ritland 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: Bendixen, Clouser, Nemmers, Risdal, Ritland, Rowen, Shull

Nays: NONE

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

* * * * * * *

Upon motion and vote, the meeting adjourned.

Attest:

[Signature]
President, Board of Directors

[Signature]
Secretary, Board of Directors
RESOLUTION

RESOLUTION DIRECTING THE SALE OF ANTICIPATORY WARRANTS IN THE AGGREGATE PRINCIPAL AMOUNT OF $4,800,000

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 1986-1987 fiscal year, will require the issuance by the College of not to exceed $4,800,000 aggregate principal amount of its Anticipatory Warrants pursuant to the provisions of the Act; and

WHEREAS, it is proposed to issue not to exceed $4,800,000 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 Ehrlich-Bober & Co., Inc. of New York, NY (the "Purchaser"), and that the terms of said bid are as follows:

Maturity (July 1) Principal Amount Interest Rate
1987 $4,800,000 4.70%

Price: $4,803,168
Net Interest Cost: $221,805.33
Net Interest Rate: 4.6338%
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
necessary to complete the sale of the Warrants to the Purchaser.

Section 3. That the notices of the sale of the Warrants in
the form attached hereto as Exhibit A heretofore given, including
the modifications to the form of the notice of sale approved pre­
viously by the Board, 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
conflict herewith are hereby repealed to the extent of such
conflict.

Passed and approved this 17th day of June, 1986.

[Signature]
President of the Board of
Directors

Attest:

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

I, Helen Minor, 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 17, 1986, 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 17th day of June, 1986.

[Signature]
Secretary of the Board of Directors

D.35/10-14
Ankeny, Iowa
June 17, 1986

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 17th day of June, 1986 at 5:03 p.m., in the Board Room at the College in Ankeny, Iowa. The meeting was called to order and there were present Jasper Risdal, President of the Board, in the chair, and the following named Board Members:

DeVerne Bendixen, Susan Clouser, Ted Nemmers, Herbert Ritland, Don Rowen, Doug Shull

Absent: Lloyd Courtney, Eldon Leonard

Matters were discussed concerning issuance of Anticipatory Warrants of the College for the 1986-1987 fiscal year. Following a discussion of the proposal, Board Member D. Shull introduced and caused to be read a resolution entitled "A Resolution Authorizing the Issuance of $4,800,000 Anticipatory Warrants of Des Moines Area Community College For the 1986-1987 Fiscal Year"; and moved its adoption. The motion was seconded by Board Member D. Rowen. 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: Bendixen, Clouser, Nemmers, Risdal, Ritland, Rowen, Shull

Nays: NONE

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

***

Jasper Risdal, President of the Board of Directors

Attest:

Helen Minor, Secretary of the Board of Directors
RESOLUTION AUTHORIZING THE ISSUANCE OF $4,800,000 ANTICIPATORY WARRANTS OF DES MOINES AREA COMMUNITY COLLEGE FOR THE 1986-1987 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, will require the issuance by the College of not to exceed $4,800,000 aggregate principal amount of its Anticipatory Warrants pursuant to the provisions of the Act; and

WHEREAS, it is proposed to issue not to exceed $4,800,000 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 Des Moines, 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 with respect to the operation and control of the Project;

(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 1986 - 1987 Fiscal Year, including all taxes and revenues which are required by law to be deposited in the General Fund for the 1986 - 1987 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) "H.R. 3838" shall mean the tax bill designated as H.R. 3838 adopted by the United States House of Representatives, 99th Cong., 1st Sess.

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

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

(k) "Paying Agent" shall mean Norwest Bank Des Moines, National Association, or such successor 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;

(l) "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;
(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 $4,800,000 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 $4,800,000 for the purpose of funding the cash flow deficit during the 1986-1987 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, 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 2, 1986 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 as 359 days on the basis of a 360-day year.
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 bearer form and shall be payable as to both principal and interest at the office of the Paying Agent. 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:

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Principal Amount</th>
<th>Maturity (July 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.70%</td>
<td>$4,800,000</td>
<td>1987</td>
</tr>
</tbody>
</table>

Section 5. Non-Presentment of Warrants. In the event any payment check representing payment of the Warrants is returned to the Paying Agent or a Warrant is not presented for payment at the maturity date, if funds sufficient to pay such 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 two years and 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.

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 Paying Agent authenticate and deliver 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 to Authenticating Agent, upon surrender of such mutilated Warrant, or in lieu of and substitution for the Warrant destroyed, stolen or lost, upon filing with the Authenticating Agent evidence satisfactory to the Authenticating Agent and College that such Warrant has been destroyed, stolen or lost and proof of ownership thereof, and upon furnishing the Authenticating Agent 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 to the bearer thereof. 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 the Paying Agent.

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 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, 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 1, 1987 July 2, 1986

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 bearer of this Warrant, the principal sum shown above in lawful money of the United States of America, on the maturity date shown above, only upon presentation and surrender hereof at the principal office of Norwest Bank Des Moines, National Association, Paying Agent of this issue, or its successor, with interest on said sum from the date hereof until payment of principal at the rate per annum specified above. This Warrant is not redeemable prior to its state date of maturity.

This Warrant is one of a series of warrants in the aggregate principal amount of $4,800,000 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 17, 1986 (the "Resolution"), for the purpose of funding the College's cash flow deficit for the 1986-1987 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, 1987 and in the one month period ending July 31, 1987 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 1987-1988 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.
And it is hereby represented and certified that all acts, conditions and things requisite, according to the laws and constitution of the State of Iowa, to exist, to be had, to be done, or to be performed precedent to the lawful issue of this Warrant, have been existent, had, done and performed 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 the total indebtedness of the College including this Warrant, does not exceed the constitutional or statutory limitations.

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 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 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 Authenticating Agent.

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 Authenticating Agent.

Dated: _________________________ DES MOINES AREA COMMUNITY COLLEGE

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

Norwest Bank Des Moines, National Association, Authenticating Agent

By: (President's facsimile signature)

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

Attest: (Secretary's facsimile signature)

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

By: _________________________ Authorized Officer
(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]

(End of Warrant)
Section 10. Right to Name Substitute Paying Agent. The College reserves the right to name a substitute or successor Paying Agent upon giving 60 days' notice to each Warrantholder by publication one time in a newspaper of general circulation in Polk County, Iowa.

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 103(c) of the Internal Revenue Code of 1954, as amended, and that throughout the term of the Warrants it will comply with all requirements of said statute and any regulations issued thereunder.

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 Warrantholders. 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 13. 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 1987 - 1988 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. Warrants as Qualified Obligations. The College hereby agrees to take all necessary action and file all necessary statements, certificates and other documents necessary to effectively designate the Warrants as "qualified tax-exempt obligations," meaning that the Warrants shall, for purposes of Section 265(b) and 291(e)(1)(B) of the Internal Revenue Code of 1954, as amended, be treated as if acquired by a bidder before January 1, 1986, pursuant to Section 802(c)(3) of H.R. 3838.

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 Reso-
lution, 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, sen-
tence 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 17th day of June, 1986.

JASPER M. LEWIS
President of the Board of Directors

ATTEST:

HELEN M. MINOR
Secretary of the Board of Directors
STATE OF IOWA )
COUNTY OF POLK )

I, Helen Minor, 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 17, 1986, 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 17th day of June, 1986.

[Signature]

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

D.35/167-180
MEMORANDUM

DATE: June 9, 1986
TO: Board Secretary
FROM: Irv Steinberg
RE: Financial Report for June, 86 Board Meeting

The receipt of 3rd quarter FY86 State General and Vocational Aid on May 7th enhanced our cash position during the month. Monies are currently on hand sufficient to cover payment of our FY86 Anticipatory Warrant and anticipated expenses thru June 30, 86.

It will be necessary, however, to utilize borrowed funds to cover expenses expected the first few months of FY87, which can be provided from proceeds of our pending FY87 Anticipatory Warrant.

Interest rates on short term investments of up to 60 days increased from a previous high of 6.25% to 6.50% as of May 30th and up to 6.625% on June 6th.
### CASH POSITION REPORT

**MAY 31, 1986**

<table>
<thead>
<tr>
<th>COMBINED FUNDS (Funds 1,2,3, 4,5, &amp; 6)</th>
<th>PLANT FUND (Fund 7)</th>
<th>VOTED TAX FUND (Fund 7)</th>
<th>DMACC TRUST (Fund 4)</th>
<th>HF 623 (Fund 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH IN BANK:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Fwd May 1, '86</td>
<td>$173,937</td>
<td></td>
<td>$29,503</td>
<td></td>
</tr>
<tr>
<td>PLUS: May Receipts</td>
<td>6,168,794</td>
<td></td>
<td>98,120</td>
<td></td>
</tr>
<tr>
<td>LESS: May Disbursements</td>
<td>6,340,166</td>
<td></td>
<td>99,859</td>
<td></td>
</tr>
<tr>
<td>Cash Balance 5-31-86</td>
<td>$2,565</td>
<td>$27,764</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### INVESTMENTS:

<table>
<thead>
<tr>
<th>Savings Accounts:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankeny State Bank</td>
<td>$3,156</td>
<td>$22,858</td>
<td>$3,864</td>
<td></td>
</tr>
<tr>
<td>First Natl Bank/Ames</td>
<td>7,268</td>
<td>285,575</td>
<td>414,961</td>
<td></td>
</tr>
<tr>
<td>American Fed S &amp; L</td>
<td>2,500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Certificates of Deposit:               |                      |                        |                     |                |
| Gen Fd at 1st Natl Bk                  | 5,343,000            |                        |                     |                |
| Gen Fd at Bankers Tr                   | 1,275,000            |                        |                     |                |
| Gen Fd at Amer Fed                     | 1,200,000            |                        |                     |                |
| HF623 at 1st Natl Bk                   | 1,200,000            |                        |                     |                |
| HF623 at Amer Fed                      | 315,000              |                        |                     |                |
| Early Retirement ASB                   | 93,757               |                        |                     |                |
| Alumni at ASB                          | 17,050               |                        |                     |                |
| DMACC Trust at Amer Fed                | 100,000              |                        |                     |                |
| Loan Fd at ASB                         | 22,000               |                        |                     |                |
| Unexp Pit at Amer Fed S&L              | 5,000,000            |                        |                     |                |
| Sinking Fd at First Natl               | 800,000              |                        |                     |                |

**Total Cash/Investments:**

$7,963,796  $5,288,075  $800,000  $150,622  $1,933,825

**FOOTNOTES:**

1. HF623 account balance includes the following:

   - 280,392 Armstrong
   - 49,048 Firestone
   - 8,494 Equitable
   - 32,842 Dist Pkg
   - 114,739 Greyhound
   - 6,572 B.W. Johnson
   - 37,952 Mid Central
   - 350,661 3M
   - 68,881 Arrow Signs
   - 65,817 Wells Mfg
   - 285,575 Gen Fd at 1st Natl Bk
   - 104,299 Commtron
   - 37,588 EMCO
   - 69,865 Sernetts
   - 486,338 Garst
   - 14,909 Green-Land
   - 177,490 Midland Int
   - 27,938 Farner Bocken

2. Unexpended Plant Fund investments include monies recd 8-12-85 for ten year Plant Fund Levy loan ($6Million).

3. Combined Funds Account includes Funds 1 thru 6 except for Fund 4 Trust Account and Fund 2 HF623 Account both of which are maintained in separate bank accounts and shown separately.

4. Voted Tax SF (Sinking Fund) investments of $800,000 represents FY86 Plant Fund Property Tax revenue set aside for June 1, 86' payment due on ten year Plant Fund Loan.
### Summary by Fund (All Funds)

#### May 31, 1986

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>EXPENDITURES</th>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FUND NO.</td>
<td>BOARD AMOUNT</td>
</tr>
<tr>
<td></td>
<td>APPROVED BUDGET</td>
<td>WORKING BUDGET</td>
</tr>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$20,660,048</td>
</tr>
<tr>
<td>RESTRICTED CURRENT</td>
<td>2</td>
<td>6,341,278</td>
</tr>
<tr>
<td>AUXILLIARY</td>
<td>3</td>
<td>3,391,373</td>
</tr>
<tr>
<td>AGENCY</td>
<td>4</td>
<td>1,711,372</td>
</tr>
<tr>
<td>SCHOLARSHIP</td>
<td>5</td>
<td>2,643,268</td>
</tr>
<tr>
<td>LOAN</td>
<td>6</td>
<td>15,500</td>
</tr>
<tr>
<td>PLANT</td>
<td>7</td>
<td>5,909,131</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$40,671,970</strong></td>
</tr>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$20,660,048</td>
</tr>
<tr>
<td>RESTRICTED CURR</td>
<td>2</td>
<td>6,341,278</td>
</tr>
<tr>
<td>AUXILLIARY</td>
<td>3</td>
<td>3,497,035</td>
</tr>
<tr>
<td>AGENCY</td>
<td>4</td>
<td>1,773,593</td>
</tr>
<tr>
<td>SCHOLARSHIP</td>
<td>5</td>
<td>2,643,268</td>
</tr>
<tr>
<td>LOAN</td>
<td>6</td>
<td>92,189</td>
</tr>
<tr>
<td>PLANT</td>
<td>7</td>
<td>2,842,844</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$37,850,255</strong></td>
</tr>
</tbody>
</table>
DMACC BUDGET STATUS MAY 31, 1986
(FUNDS 1 & 2)
DMACC BUDGET STATUS MAY 31, 1986
(FUNDS 3, 4, 5, 6, 7)