AGENDA

1. Call to Order - 5:30 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public comments.
5. Presentation - Faculty Community Involvement - Shirley Muehlenthaler.
6. Consideration of minutes of the January 17, 1984, regular meeting and February 4, 1984, special meeting.
7. Consideration of Human Resources report.
8. Consideration of Superintendent's recommendation for program termination.
10. Consideration of Superintendent's recommendation for consideration of termination of administrator contracts.
12. Consideration of resolution directing sale of New Jobs Training certificates.
13. Consideration of sale of lot in Collison Addition, Carroll, Iowa, and set listing price.
14. Consideration of property purchase for Building Trades Program at Carroll, Iowa.
15. Consideration of early retirement.
16. Consideration of resolution to support the World Trade Center concept.
18. Approve for filing and publication, the proposed FY1984-85, general and plant fund budgets, and establish March 6, 1984, for the public hearing on said budget.

19. Consideration of Payables.


22. Board Members' Reports.

22.5 Board Member Resignation

23. Closed session - collective bargaining.

24. Information Items:
   A. Next Board Meeting - Tuesday, March 6, 1984, Ankeny.

25. Future Agenda Items:
   A. Board Policy Review.
   B. DMACC/Heartland cooperative use of facilities.

The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on February 21, 1984. The meeting was called to order by Board President Jasper Risdal, at 5:30 p.m.

Members Present:
- DeVere Bendixen
- Raymond Clark (arrived at 5:36 p.m.)
- Eldon Leonard
- Theodore Nemmers
- Jasper Risdal
- Herbert Ritland
- Donald P. Rowen
- Douglas Shull

Members Absent:
- Georganne Garst

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

A motion for approval of the tentative agenda, with the addition of Item 22.5, Board Member Resignation, was made by T. Nemmers, seconded by D. Shull.

Motion passed unanimously.

No requests were made to address the Board.

Director Ray Clark arrived at 5:36 p.m.

Shirley Muehlenthaler, President of DMACC Higher Education Association, gave a presentation on Faculty Community Involvement, and distributed the 1983/84 DMACC HEA Directory.

D. Bendixen moved that the minutes of the January 17, 1984, regular meeting and February 4, 1984, special meeting be approved. Second by R. Clark.

Motion passed unanimously.
APPROVAL OF HUMAN RESOURCES REPORT

D. Rowen made a motion, which was seconded by D. Shull, for the approval of the following personnel items:

Contract Changes


Mann, Robert L., Supervisor-Special Accounting, Business Management. From Grade 13 to Grade 14 as a result of position reevaluation. Annual salary $21,272. Effective October 1, 1983. Employment agreement with professional staff.


Resignation


New Personnel

Anderson, James, Programmer/Analyst, Iowa Educational Computer Consortium. Annual salary $15,000. Twelve months-specially funded. Effective February 6, 1984. Specially funded contract provided by IECC.


Murphy, Sharon, Programmer/Analyst, Iowa Educational Computer Consortium. Annual salary $15,000. Twelve months-specially funded. Effective February 6, 1984. Specially funded contract provided by IECC.


Motion passed unanimously.

It was moved by E. Leonard, seconded by D. Bendixen, that the Board of Directors terminate the Career Development Center, Extended Learning and Rehabilitation programs.

Motion passed unanimously on a roll call vote.
A motion for the Board of Directors to receive and file the Superintendent's recommendation for termination of thirteen teachers under Chapter 279.15, Code of Iowa, was made by R. Clark, seconded by T. Nemmers and is included as Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.

T. Nemmers made a motion, H. Ritland seconded, that the Board of Directors direct the Superintendent to send a Notice of Consideration of Termination of Administrator's Contract to, Lois Campbell, Norm Erbe, Dennis Hiner, William Howard, Carol Kay, James Marmon and Larry Saville, Copies of said Notices are included with these minutes as Attachment #2.

Motion passed unanimously on a roll call vote.

A motion was made by R. Clark, seconded by D. Shull, that the Board of Directors approve a new job training agreement and institute proceedings to take additional action for the authorization and issuance of new job training certificates. The resolution is attached to these minutes as Attachment #3 and the Agreement as Attachment #4.

Motion passed unanimously on a roll call vote.

E. Leonard made a motion, D. Bendixen seconded, that the Board approve the sale of one lot in Collison Addition, Carroll, Iowa, and set the listing price at $17,500.

Motion passed unanimously.

A motion that the Board approve the purchase of Lots 10 and 11, Block 5, First Replat of Alta Vista Addition to Carroll, Carroll County, Iowa, for future student-constructed houses, at a combined cost of $26,000, was made by R. Clark, seconded by H. Ritland.

Motion passed unanimously.

Superintendent Borgen presented the Board with a proposed Early Retirement Plan. Further discussion will be held at a subsequent meeting.

E. Leonard moved, D. Bendixen seconded, that the resolution included as Attachment #5, which supports the concept of a World Trade Center, be approved.

Motion passed.
The Board recessed for dinner at 6:30 p.m., and reconvened at 7:24 p.m.

The proposed general and plant fund FY1984-85 budget was reviewed and discussed.

It was moved by D. Shull, seconded by E. Leonard, that the Board approve the proposed FY1984-85 General and Plant Fund budgets for filing and publication, and that March 6, 1984, 5:30 p.m., Building 1, Room 30, Ankeny Campus, be established as the time and place for the public hearing on said budget. A copy of "Notice of Public Hearing and Budget Estimate" is included with these minutes as Attachment #6.

Motion passed unanimously

A motion for approval of the payables as presented in Attachment #7 was made by H. Ritland, seconded by R. Clark.

Motion passed unanimously.

The Financial Report as included in Attachment #8, was presented by Controller Irv Steinberg.

Superintendent Borgen reported that the FY1984-85 budget would be presented to the Polk-Des Moines Taxpayers Association on March 1, 1984. Regarding requests for hearings on teacher terminations, he stated that to stay within timelines, hearings would have to be held between March 9-20, 1984. A tentative date of March 13, 1984, 5:30 p.m., Building 1, Room 30, was set.

No reports from Board Members.

Board President Risdal read a letter received from Board Members Georganne Garst, in which she, because of health reasons, found it necessary to submit her resignation. This letter is included with these minutes as Attachment #9. A motion to accept the resignation of G. Garst was made by E. Leonard, seconded by D. Rowen.

Motion passed unanimously.

A motion to appoint Susan Clouser as the Director from District III to replace Georganne Garst, was made by D. Rowen, seconded by T. Nemmers.

Motion passed unanimously and at 7:55 p.m., Susan Clouser accepted the appointment and was issued the Oath of Office.
A motion to change the date of the regular April meeting of the Board from April 16, 1984, to April 17, 1984, and that the meeting be held at Coon Rapids, Iowa at 6:00 p.m. was made by E. Leonard, seconded by D. Rowen.

Motion passed unanimously.

It was moved by R. Clark, seconded by D. Shull, that the Board hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Iowa Code.

Motion passed unanimously on a roll call vote and at 7:58 p.m., the Board convened in closed session.

The Board reconvened in open session at 8:09 p.m.

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

Motion passed unanimously and at 8:13 p.m., Board President J. Risdal adjourned the meeting.

JASPER RISDAL, President

HELEN MINOR, Board Secretary
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
LINDA APPELGATE
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Linda Appelgate, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Linda Appelgate
2400 39th Street
Des Moines, Iowa 50310

YOU ARE HEREFORTH NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Linda Appelgate, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

- Reorganization of program which eliminates your position.
- Low enrollment in program.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
FRANK ANDERSON
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Frank Anderson, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

[Signature]

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Frank Anderson
207 Main Street
Slater, Iowa 50244

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Frank Anderson, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Lack of or declining enrollment makes it necessary to eliminate your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
David Cunningham
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to
the Board of Directors of the Des Moines Area Community College that
the employment of David Cunningham, a teacher, be terminated effective
at the end of the current school year following a decision of the Board
of Directors. A copy of the Notice and Recommendation to Terminate
Employment which has been served upon the teacher is attached and
incorporated herein by reference.

If the teacher, within five days of receipt of the written notice
that the Superintendent is recommending termination of employment,
requests in writing a private hearing with the Board, a private hearing
must be held no sooner than ten days and no later than twenty days
following receipt of the request unless the parties otherwise agree.
If the teacher requests a private hearing, the Secretary of the Board of
Directors will notify you in writing of the date, time, and location of
the private hearing.

The participants at the private hearing must include at least a
majority of the members of the Board who will sit as a hearing panel to
hear the recommendation of the Superintendent, and any cross-examination
and presentation which may be made by the teacher. Following the hearing,
the Board must meet in executive session to make a final decision upon
the recommendation and the evidence presented at the private hearing.
The decision of the Board must be in writing and shall include findings
of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it
must convene in open meeting, and, by roll-call vote, determine the
continuance or discontinuance of the teacher's employment. If the teacher
does not appear at the private hearing, the Board may proceed and make
a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borger, Superintendent

February 16, 1984
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: David Cunningham
3333 Grand Avenue #382
Des Moines, IA 50312

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between David Cunningham, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By
Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
JANET FRISBEE
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Janet Frisbee, a teacher, be terminated effective at the end of the current school year
following a decision of the Board of Directors. A copy of
the Notice and Recommendation to Terminate Employment which
has been served upon the teacher is attached and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, determine
the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO:  Janet Frisbee
      Box 513
      Lake View, Iowa  51450

YOU ARE HEREBY NOTIFIED that the Superintendent will recom-
mend in writing to the Board of Directors of the Des Moines Area
Community College at the regular meeting held on February 21,
1984, that your employment be terminated effective at the end
of the current school year following a decision of the Board
of Directors. The employment to be terminated is between
Janet Frisbee, a teacher, and the Board of Directors of the
Des Moines Area Community College, whose administrative
offices are located at 2006 South Ankeny Boulevard, Ankeny,
Iowa, for services rendered during the 1983-84 school year,
ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section
279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made
for the reasons that:

Curriculum changes, reorganization of program, and lack
of or low enrollment requires reduction of your contract
from 12 months to 9 months.

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

You are advised that within five days of receipt of this
written notice you may request a private hearing with the Board,
in writing, to the Secretary of the Board of Directors. A
listing of documents which may be presented to the Board at a
private hearing and names of persons who may address the Board in
support of the Superintendent's recommendation will be furnished
to you at least five days before any private hearing. If you
fail to timely request a private hearing, the Board may proceed
and make a determination upon the Superintendent's recommen-
dation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of


DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
DAN HILGER
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Dan Hilger, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

[Signature]

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Dan Hilger
825 S.E. Belaire
Ankeny, IA 50021

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Dan Hilger, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By
Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
KIM LINDUSKA
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Kim Linduska, a teacher, be terminated effective at the end of the current school year
following a decision of the Board of Directors. A copy of
the Notice and Recommendation to Terminate Employment which
has been served upon the teacher is attached and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Kim Linduska
    1010 Curtiss
    Ames, IA 50010

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Kim Linduska, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
KAY MARTEN
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Kay Marten, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Kay Marten
19 N.E. 70th Place
Ankeny, Iowa 50021

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Kay Marten, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

- Reorganization of program which eliminates your position.
- Low enrollment in program.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DESMOINES AREA COMMUNITY COLLEGE

By
Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
JUDI RINGE
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Judi Ringe, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Judi Ringe
4815 Todd Drive
Ames, IA 50010

YOU ARE HEREBY NOTIFIED that the Superintendent will recom­mend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Judi Rengi, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommen­dation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of

[Signature]

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF SONYA SIOSON pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the employment of Sonya Sioson, a teacher, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment which has been served upon the teacher is attached and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the Superintendent is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and no later than twenty days following receipt of the request unless the parties otherwise agree. If the teacher requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the Superintendent, and any cross-examination and presentation which may be made by the teacher. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and, by roll-call vote, determine the continuance or discontinuance of the teacher's employment. If the teacher does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

[Signature]

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE CONTRACT

TO: Sonya Sioson
269 Campus Avenue
Ames, IA 50010

You are hereby notified that the president will recommend in writing to the board of directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment and probationary teacher's contract be terminated effective at the end of the current school year following the decision of the board of directors. The contract to be terminated is the contract between Sonya Sioson, a probationary teacher, and the board of directors of the Des Moines Area Community College, located at Ankeny, Iowa, for services rendered during the 1983-84 school year ending _____June 30_______________, 1984.

This notice is given pursuant to the provisions of Iowa Code sections 279.19 and .15.

The recommendation to terminate your contract is being made for the reasons that:

Failure to meet college standards in teaching assigned courses, including, but not limited to:

1. Failure to teach to the level and content needed for allied health students.
2. Excessive number of students failing at mid-term or dropping out.
3. Lack of preparation and tardiness.
4. Lack of organization.

A listing of documents which may be presented to the board at a private hearing and names of persons who may address the board in support of the president's recommendations will be furnished to you at least five days before any private meeting.

You are advised that within five days of receipt of this written notice, you may request a private hearing with the board, in writing, to the secretary of the board of directors. If you fail to timely request a private hearing, the board may
proceed to make a determination upon the president's recommend-
dation at the March 6, 1984, Board meeting.

This notice is dated at Ankeny, Iowa, this 16th day of

DESMOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF ROSE SMITH pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the employment of Rose Smith, a teacher, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment which has been served upon the teacher is attached and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the Superintendent is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and no later than twenty days following receipt of the request unless the parties otherwise agree. If the teacher requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the Superintendent, and any cross-examination and presentation which may be made by the teacher. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and, by roll-call vote, determine the continuance or discontinuance of the teacher's employment. If the teacher does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Rose Smith
1520 Jefferson
Des Moines, IA 50314

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Rose Smith, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this \(\frac{16}{th}\) day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF KATHRYN STOCK pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the employment of Kathryn Stock, a teacher, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment which has been served upon the teacher is attached and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the Superintendent is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and no later than twenty days following receipt of the request unless the parties otherwise agree. If the teacher requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the Superintendent, and any cross-examination and presentation which may be made by the teacher. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and, by roll-call vote, determine the continuance or discontinuance of the teacher's employment. If the teacher does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Kathryn Stock
916 N.W. 19th Street
Carroll, Iowa 51401

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Kathryn Stock, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Curriculum changes, reorganization of program, and lack of or low enrollment requires reduction of your contract from 12 months to 9 months.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
BONNIE TUCKER
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Bonnie Tucker, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

[Signature]

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Bonnie Tucker
754 - 34th Place
West Des Moines, IA  50265

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Bonnie Tucker, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 15th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
TIM WEST
pursuant to Section 279.15, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation
to the Board of Directors of the Des Moines Area Community College
that the employment of Tim West, a teacher, be terminated
effective at the end of the current school year following a
decision of the Board of Directors. A copy of the Notice
and Recommendation to Terminate Employment which has been
served upon the teacher is attached and incorporated herein
by reference.

If the teacher, within five days of receipt of the written
notice that the Superintendent is recommending termination of
employment, requests in writing a private hearing with the Board,
a private hearing must be held no sooner than ten days and no
later than twenty days following receipt of the request unless
the parties otherwise agree. If the teacher requests a private
hearing, the Secretary of the Board of Directors will notify you
in writing of the date, time, and location of the private
hearing.

The participants at the private hearing must include at least
a majority of the members of the Board who will sit as a hearing
panel to hear the recommendation of the Superintendent, and any
cross-examination and presentation which may be made by the
teacher. Following the hearing, the Board must meet in executive
session to make a final decision upon the recommendation and the
evidence presented at the private hearing. The decision of the
Board must be in writing and shall include findings of fact and
conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion,
it must convene in open meeting, and, by roll-call vote, deter-
mine the continuance or discontinuance of the teacher's
employment. If the teacher does not request a private hearing or
does not appear at the private hearing, the Board may proceed and
make a determination upon the Superintendent's recommendation.

Respectfully submitted,

[Signature]

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Tim West
4121 Columbia
Des Moines, IA 50313

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting held on February 21, 1984, that your employment be terminated effective at the end of the current school year following a decision of the Board of Directors. The employment to be terminated is between Tim West, a teacher, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1983-84 school year, ending June 30, 1984.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1983.

The recommendation to terminate your employment is being made for the reasons that:

Funds used to pay your salary are insufficient to retain your position.

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

You are advised that within five days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the Superintendent's recommendation will be furnished to you at least five days before any private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the Superintendent's recommendation at the March 6, 1984, Board meeting.

This notice dated at Ankeny, Iowa, this 16th day of February, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE.
TO CONSIDER TERMINATION OF CONTRACT OF LOIS CAMPBELL
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider termination of the contract of Lois Campbell an administrator, effective at the end of the current school year.

A copy of the Notice of Consideration for Termination of Administrator's Contract is attached and incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION
OF ADMINISTRATOR'S CONTRACT

TO: Lois Campbell
2525 N.W. 71st Street Place
Ankeny, IA 50021

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between Lois Campbell, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

1. Reorganization and restructuring of program which eliminates your position.
2. Low enrollment in program.
3. Budget is insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this _______ day of ________________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF
NORM ERBE
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider termination of the contract of Norm Erbe, an administrator, effective at the end of the current school year.

A copy of the Notice of Consideration for Termination of Administrator's Contract is attached and incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Norm Erbe  
328 Greene St.  
Boone, IA 50036

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between Norm Erbe, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this ______ day of ________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF
DENNIS HINER
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommen­
dation to the Board of Directors of the Des Moines Area
Community College that the Board consider termination of the
contract of Dennis Hiner an administrator, effective at the
end of the current school year.

A copy of the Notice of Consideration for Termination of
Administrator's Contract is attached and incorporated herein
by reference.

Respectfully submitted,

[Signature]
Dr. Joseph A. Borgen, Superintendent

February 16, 1984
NOTICE OF CONSIDERATION OF TERMINATION
OF ADMINISTRATOR'S CONTRACT

TO: Dennis Biner
1405 6th Avenue, S.E.
Altoona, IA 50009

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between Dennis Biner, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this ______ day of __________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF
WILLIAM HOWARD
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommenda­
tion to the Board of Directors of the Des Moines Area
Community College that the Board consider termination of the
contract of William Howard an administrator, effective at
the end of the current school year.

A copy of the Notice of Consideration for Termination of
Administrator's Contract is attached and incorporated herein
by reference.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: William Howard
1609 N.W. 9th
Ankeny, IA 50021

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between William Howard, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this ______ day of ___________________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF
CAROL KAY
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider termination of the contract of Carol Kay, an administrator, effective at the end of the current school year.

A copy of the Notice of Consideration for Termination of Administrator's Contract is attached and incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Bogen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION
OF ADMINISTRATOR'S CONTRACT

TO: Carol Kay
3324 Harcourt
Ames, IA 50010

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between Carol Kay, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this ______ day of ________________________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF
JAMES MARMON
pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider termination of the contract of James Marmon an administrator, effective at the end of the current school year.

A copy of the Notice of Consideration for Termination of Administrator's Contract is attached and incorporated herein by reference.

Respectfully submitted,

[Signature]
Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: James Marmon
1305 4th Avenue, S.E.
Altoona, IA 50009

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between James Marmon, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this _____ day of __________________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO CONSIDER TERMINATION OF CONTRACT OF LARRY SAVILLE pursuant to Section 279.24, Code of Iowa, 1983.

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the Board of Directors of the Des Moines Area Community College that the Board consider termination of the contract of Larry Saville an administrator, effective at the end of the current school year.

A copy of the Notice of Consideration for Termination of Administrator's Contract is attached and incorporated herein by reference.

Respectfully submitted,

[Signature]
Dr. Joseph A. Borgen, Superintendent

February 16, 1984.
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Larry Saville
7680 N.W. 54th
Des Moines, Iowa 50324

YOU ARE HEREBY NOTIFIED that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your administrator's contract, effective at the end of the current school year. The contract to be terminated is the contract between Larry Saville, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the year 1983-84, ending June 30, 1984.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1983.

The reasons the Board has voted to consider termination of your contract are as follows:

Funds used to pay your salary are insufficient to retain your position.

You are advised that within five days after receipt of this notice that the Board has voted to consider termination of your contract, you may request in writing to the Secretary of the Board that the notification be forwarded to the professional teaching practices commission, along with a request that the professional teaching practices commission submit a list of five qualified hearing officers, and that a hearing be held before such hearing officer as may be selected. If you fail to timely request a hearing before a hearing officer of the professional teaching practices commission, the Board, on March 6, 1984, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this ______ day of ____________, 1984.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
Affidavit of Publication

STATE OF IOWA SS.

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)
THE 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
February 24, 1984

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
February 27, 1984.

[Signature]

[Notary Public in and for Polk County, Iowa]
NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: February 21, 1984

Time of Meeting: 5:30 p.m.

Place of Meeting: Des Moines Area Community College, Ankeny, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

- Resolution Approving New Job Training Agreement and Instituting Proceedings to Take Additional Action for the Authorization and Issuance of Not to Exceed $110,000 New Job Training Certificates and Providing for Publication of Notice Thereof.

Such additional matters as are set forth on the additional two page(s) attached hereto.

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.

 Secretary of the Board of Directors of Des Moines Area Community College
The Board of Directors of the Des Moines Area Community College, State of Iowa met in regular session, in the Board Room 30, Building 1, Ankeny, Iowa, at 5:30 o'clock p.m., on the above date. There were present President Jasper M. Risdal, in the chair, and the following named Board Members:

DeVeré Bendixen, Raymond Clark, Eldon Leonard,

Theodore Nemmers, Herbert Ritland, Donald Rowen,

Douglas Shull

Absent: Georganne Garst
Board Member Raymond Clark introduced the following Resolution entitled "RESOLUTION APPROVING NEW JOB TRAINING AGREEMENT AND INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION AND ISSUANCE OF NOT TO EXCEED $110,000 NEW JOB TRAINING CERTIFICATES AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Board Member Douglas Shull seconded the motion to adopt. The roll was called and the vote was,

AYES: D. Bendixen, R. Clark, E. Leonard, T. Nemmers,
J. Risdal, H. Ritland, D. Rowen, D. Shull

NAYS: none

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION APPROVING NEW JOB TRAINING AGREEMENT AND INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION AND ISSUANCE OF NOT TO EXCEED $110,000 NEW JOB TRAINING CERTIFICATES AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, the Area School is in need of funds to carry out a proposed new job training project as hereinafter described; and, it is deemed necessary that it should issue New Job Training Certificates to the amount of not to exceed $110,000 as authorized by House File 623, 1983 Iowa Acts, Chapter 171 enacted by the 70th General Assembly and effective July 1, 1983 (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a Statement of Intent has been presented to this Board providing for the establishment of a new job training program for approximately 101 workers in new jobs within the Merged Area; and

WHEREAS, the Statement of Intent was accepted on behalf of this Board by the Vice President of this Board on January 24, 1984; and

WHEREAS, a New Job Training Agreement has been negotiated with The Equitable Life Assurance Society of the United States, which Agreement sets out the final terms of the job training program to educate and train certain persons employed by The Equitable Life Assurance Society of the United States, in new jobs at its West Des Moines, Iowa plant within the
Merged Area and such Agreement is deemed to be beneficial to the Area School and to The Equitable Life Assurance Society of the United States; and

WHEREAS, before New Job Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to publish a notice of the proposal to issue the New Job Training Certificates and the right to appeal the decision of the Board of Directors in proposing to issue the certificates.

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

Section 1. That the acceptance of the Statement of Intent by the Vice President of this Board on January 24, 1984, is hereby approved, ratified and confirmed.

Section 2. That the New Job Training Agreement with The Equitable Life Assurance Society of the United States and the form thereof is hereby approved and the President and Secretary of this Board are authorized to sign the Agreement on behalf of the Area School.

Section 3. That this Board does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed $110,000 New Job Training Certificates (The Equitable Life Assurance Society of the United States Project), the proceeds of which certificates will be used to provide funds to pay costs of new jobs training by providing education and training of workers for new jobs at The Equitable Life Assurance Society of the United States in West Des Moines, Iowa.

Section 4. That the Secretary is hereby directed to cause at least one publication to be made of a notice of the action to issue the certificates in one legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the Merged Area.

Section 5. The notice of the action to issue the certificates shall be in substantially the following form:
NOTICE OF ACTION OF THE BOARD OF DIRECTORS OF
DES MOINES AREA COMMUNITY COLLEGE ON THE
MATTER OF THE PROPOSED ISSUANCE OF NOT TO EXCEED
$110,000 PRINCIPAL AMOUNT OF DES MOINES AREA
COMMUNITY COLLEGE NEW JOB TRAINING CERTIFICATES
( THE EQUITABLE LIFE ASSURANCE SOCIETY OF THE
UNITED STATES PROJECT )

Public Notice is hereby given that the Board of Directors
of Des Moines Area Community College has instituted proceedings
and taken additional action for the authorization and issuance
in the manner required by law of not to exceed $110,000 of
Des Moines Area Community College New Job Training Certificates
( The Equitable Life Assurance Society of the United States
Project ) to be issued for the purpose of providing education
and training of workers for new jobs at The Equitable Life
Assurance Society of the United States facilities in West
Des Moines, Iowa, within the merged area.

This Notice is given by order of the Board of Directors of
Des Moines Area Community College as provided by House File
623, 1983 Iowa Acts, Chapter 171 enacted by the 70th General
Assembly and effective July 1, 1983 (the "Act").

At any time within fifteen days after the publication of
this notice a person may by action in the District Court of a
County in the area within which the area school is located,
appeal the decision of the Board of Directors in proposing to
issue the certificates.

Dated at Ankeny, Iowa, this 21 day of February,
1984.

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

(End of Notice)
PASSED AND APPROVED this 21 day of February, 1984.

[Signature]
President

ATTEST:

[Signature]
Secretary
INDUSTRIAL NEW JOBS
TRAINING AGREEMENT

between

Des Moines Area Community College,
Ankeny, Iowa (the "Area School")

and

The Equitable Life Assurance Society
of the United States

Dated as of February 21, 1984

Relating to

$110,000

Des Moines Area Community College,
Ankeny, Iowa

Des Moines Area Community College
Job Training Certificates

(The Equitable Life Assurance Society
of the United States Project)

Series 1984
This Training Agreement (the "Agreement") made and entered into as of February 21, 1984 between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and The Equitable Life Assurance Society of the United States, a New York corporation (the "Employer"), under the following circumstances:

A. Pursuant to House File 623, 1983 Iowa Acts, Chapter 171 (the "Act"), enacted by the 70th General Assembly, the Area School has determined to enter into this Agreement with Employer for purposes 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 or conflict with 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 a New York 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 to enter into and carry out the transactions contemplated herein. Such execution, delivery and 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 the Agreement or to otherwise comply with its obligations contained in the Agreement.

(d) The employees to be covered by this Agreement have not commenced work for the Employer as of the date of the execution of the Statement of Intent, January 24, 1984, and those employees 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 "Training Proposal". Exhibit "A" is incorporated herein by reference. Exhibit "A" shows the number of employees, areas of training, training period and estimated costs. Attached hereto as Exhibit "B" 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 at 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 Exhibits A and B.

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.

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 in the resolution set forth.

The proceeds from the sale of the Certificates shall be paid to the Area School and deposited in the 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 of 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 of principal of (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 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 of 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 new jobs credit from withholding, as defined and described in Section 5 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

EVENTS OF DEFAULT AND REMEDIES

Section 4.1. Events of Default. Each of the following shall be an "event of default":

(a) The Employer shall fail to pay any 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 undischmissed 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 Company 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 subsisting, the Area School may take whatever action at law or in equity may appear necessary or desirable to collect the Payments 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 of 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

Larry Cooper, Vice President
Employer: Group Benefits Center
Equitable Life Assurance Society of United States
1501 50th St.
West Des Moines, IA 50265

Employer and the Area School may, by notice given hereunder, designate any further or different addresses to which subsequent notices, certificates, requests or other communications shall be sent.

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 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 of 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 of 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 of, 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 (or a letter-of-credit from a financial institution) 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 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.

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

THE EQUITABLE LIFE ASSURANCE SOCIETY OF THE UNITED STATES

By

(Seal)

ATTEST:

THE EQUITABLE LIFE ASSURANCE SOCIETY OF THE UNITED STATES

ATTEST:
A TRAINING PROGRAM

FOR

EQUITABLE LIFE ASSURANCE SOCIETY

OF THE UNITED STATES

Prepared By:
Charles Baugous
Harold Gamm
Clair Fisher
TO: Equitable Life Assurance Society of the United States
FROM: Des Moines Area Community College
        Institute for Business & Industry
RE: Training Program for the Regional Benefits Center

We are pleased to be part of a training program that creates new jobs for the Greater Des Moines area and congratulate Equitable Life Assurance Society of the United States on the selection of Greater Des Moines for locating and expanding their Regional Benefits Center. Equitable's investment in the central Iowa economy will be mutually beneficial to the company and the community. The 1983 Iowa Legislature's progressive legislation enables the Des Moines Area Community College and Equitable to jointly plan and deliver a training program that will be partially financed by revenue generated from the Iowa income tax generated from the new jobs created by Equitable's investment. House File 623 is an incentive for companies to create new jobs and we are pleased you are taking part in the incentive.

Through the joint efforts of Equitable personnel and Des Moines Area Community College training program specialists, we have generated the attached training program. The training program has the following objectives:

1. To acquaint and train 101 employees in claims approval and positions directly related to claims approval. The 101 positions are new to the Regional Benefits Center in West Des Moines, Iowa and represent 101 new jobs to the State of Iowa and are as follows:
   a. 50 benefits approvers
   b. 15 support clerks
   c. 8 technical assistants
   d. 4 section managers
   e. 2 administrative specialists
   f. 1 division manager.
   g. 21 co-op approvers

"An Equal Opportunity Employer"
2. Implement the BATE training program, which is a progressive ten week program to train new employees to become claims approvers, using the Equi-claim system.

3. Utilize a combination of theory and practice by trainers (instructors) presenting theory and coaches (experienced approvers) coaching the trainees in actual claims, reinforcing the previous instruction.

4. Maintain a ratio of three to a maximum of four trainees to one coach.

5. Orient new employees to Equitable, management personnel, work rules and organizational structure.

6. Stress the importance of accuracy balanced with minimum productivity standards.

7. Accomplish self-sufficiency of trainees to analyze and pay all claims by end of ten week training period.

These objectives will be met by utilizing the developed training program, training personnel from Equitable, DMACC staff where applicable, and funds generated under the provision of House File 623.

The attached training program details the training budget, catalog of training units, training unit descriptions, and provides a training timetable.

Des Moines Area Community College is pleased to be a part of this new jobs incentive training program. We look forward to developing further training with you as a part of your ongoing training program.

Attachments
TRAINING TIMETABLE

It is estimated that 101 new employees will have completed the necessary training for approvers and related positions between January 30, 1984 and July 31, 1984. The following is a list of the positions, the number to be hired, and the estimated beginning date of employment:

<table>
<thead>
<tr>
<th>Position</th>
<th>Number To Be Hired</th>
<th>Starting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits Approvers</td>
<td>50</td>
<td>January 30, 1984</td>
</tr>
<tr>
<td>Co-op Approvers</td>
<td>21</td>
<td>April 15, 1984</td>
</tr>
<tr>
<td>Support Clerks</td>
<td>15</td>
<td>April 15, 1984</td>
</tr>
<tr>
<td>Technical Assistants</td>
<td>8</td>
<td>April 1, 1984</td>
</tr>
<tr>
<td>Section Managers</td>
<td>4</td>
<td>June 1, 1984</td>
</tr>
<tr>
<td>Administrative Specialists</td>
<td>2</td>
<td>June 1, 1984</td>
</tr>
<tr>
<td>Division Manager</td>
<td>1</td>
<td>June 1, 1984</td>
</tr>
</tbody>
</table>

Benefits approvers, co-op approvers, technical assistants and support clerks will be trained in two groups of 50 and 44 respectively. Other positions will be trained as hired.
# CATALOG OF TRAINING UNITS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Orientation</td>
<td>Supervisor &amp; Management</td>
</tr>
<tr>
<td>2.</td>
<td>Core BATE</td>
<td>Trainers</td>
</tr>
<tr>
<td>3.</td>
<td>Core BATE Experience</td>
<td>Coaches</td>
</tr>
<tr>
<td>4.</td>
<td>Follow-up BATE</td>
<td>Trainers</td>
</tr>
<tr>
<td>5.</td>
<td>Follow-up BATE Experience</td>
<td>Coaches</td>
</tr>
<tr>
<td>6.</td>
<td>Advanced Health Care BATE</td>
<td>Trainers</td>
</tr>
<tr>
<td>7.</td>
<td>Advanced Health Care BATE Experience</td>
<td>Coaches</td>
</tr>
<tr>
<td>8.</td>
<td>Base Major BATE</td>
<td>Trainers</td>
</tr>
<tr>
<td>9.</td>
<td>Base Major BATE Experience</td>
<td>Coaches</td>
</tr>
<tr>
<td>10.</td>
<td>Coordination of Benefits BATE</td>
<td>Trainers</td>
</tr>
<tr>
<td>11.</td>
<td>Coordination of Benefits BATE Experience</td>
<td>Coaches</td>
</tr>
</tbody>
</table>
UNIT DESCRIPTIONS

UNIT 1 - ORIENTATION

The objective of this unit is to introduce trainees to management, personnel, training staff and other trainees. All trainee issues and concerns will be addressed at this time.

UNIT 2 - CORE BATE

This unit consists of learning the Equi-claims system; along with paying simple health care claims, i.e., drugs, office visits, standard psychiatric, inpatient hospital, medical supplies, uncomplicated surgeries, and outpatient hospital charges.

UNIT 3 - CORE BATE EXPERIENCE

This unit is designed to give trainees experience in paying actual claims, involving the theory taught in Unit 2.

UNIT 4 - FOLLOW-UP BATE

This unit is designed to acquaint the trainees with the health care claims, including charges for anesthesia, chiropractic and multiple surgeries.

UNIT 5 - FOLLOW-UP BATE EXPERIENCE

This unit is designed to give trainees experience in paying actual claims, involving the theory taught in Units 2 and 4.

UNIT 6 - ADVANCED HEALTH CARE BATE

The objective of this unit is to acquaint the trainees with the advanced health care claims, including stop loss, physiotherapy, lab/xray, supplemental accident, maternity, radiation therapy, acupuncture, and biofeedback charges.

UNIT 7 - ADVANCED HEALTH CARE BATE EXPERIENCE

This unit is designed to give trainees experience in paying actual claims, involving the theory taught in Units 2, 4, and 6.
UNIT 8 - BASE MAJOR BATE

This unit is designed to acquaint the trainees with the payment of all base major claims, including coordination of benefits.

UNIT 9 - BASE MAJOR BATE EXPERIENCE

This unit is designed to give trainees experience in paying claims, involving the theory taught in Units 2, 4, 6, and 8.

UNIT 10 - COORDINATION OF BENEFITS BATE

This unit is designed to acquaint the trainees with the coordination of benefits and consists of both base major and health care claims, including standard coordination of benefits, champus, champva and medicare.

UNIT 11 - COORDINATION OF BENEFITS BATE EXPERIENCE

The objective of this unit is to provide the trainees with experience in paying all actual medical claims submitted.
BUDGET NARRATIVE - Equitable Life Assurance Society of the United States

The training program and budget developed for Equitable Life Assurance Society of the United States Regional Benefits Center, West Des Moines, Iowa is based on the expansion of the Regional Benefits Center, which will generate a total of 101 new jobs. The source of training funds is derived from the Iowa income tax generated by these new jobs under the provisions of House File 623. The budget for this training program is $110,000.

The Des Moines Area Community College will reimburse the Regional Benefits Center of the Equitable Life Assurance Society for costs of training incurred by The Equitable up to and including $87,470. The costs eligible for this reimbursement are itemized on the estimated reimbursable budget as Instructional and Equipment Lease. This reimbursement will be in two equal installments of $43,735; the first paid on or about April 15, 1984 and the second on or about July 31, 1984. These reimbursements will be paid upon receipt of an invoice from The Equitable, detailing the trainers' salaries, trainer-coaches' salaries, and equipment lease costs incurred during the training of the new employees covered under the agreement.

The budget include direct instructional costs, equipment lease for training periods, administrative/development, certificate underwriting, and legal fees. The majority of funds generated will be expended on two training periods for benefits approvers, co-op approvers, support clerks, and technical assistants; one training period beginning January 30, 1984 and the second beginning April 15, 1984. Other related positions will be trained as the trainees are hired by Equitable, up to and including July 31, 1984. Instructional costs and equipment lease were provided by Equitable Life Assurance Society of the United States. All other costs were provided by Des Moines Area Community College. On-the-job training salary reimbursement for trainees is not a part of this budget proposal.
<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Costs</td>
<td>$68,128</td>
</tr>
<tr>
<td>Trainers Salaries</td>
<td></td>
</tr>
<tr>
<td>Session 1 - January 30, 1984</td>
<td>$17,201</td>
</tr>
<tr>
<td>Session 2 - April 15, 1984</td>
<td>$17,201</td>
</tr>
<tr>
<td>Trainer - Coaches Salaries</td>
<td></td>
</tr>
<tr>
<td>Session 1 - January 30, 1984</td>
<td>$16,863</td>
</tr>
<tr>
<td>Session 2 - April 15, 1984</td>
<td>$16,863</td>
</tr>
<tr>
<td>Other Indirect Costs</td>
<td>$32,744</td>
</tr>
<tr>
<td>Session 1 - January 30, 1984</td>
<td>$16,372</td>
</tr>
<tr>
<td>Session 2 - April 15, 1984</td>
<td>$16,372</td>
</tr>
<tr>
<td>Equipment Lease</td>
<td>$27,175</td>
</tr>
<tr>
<td>CRT Keyboards $50/month; Processors $1,000/month</td>
<td></td>
</tr>
<tr>
<td>CRT Processors $100/month</td>
<td></td>
</tr>
<tr>
<td>Session 1 - January 30, 1984</td>
<td>$14,025</td>
</tr>
<tr>
<td>25 CRT keyboards; 2 processors;</td>
<td></td>
</tr>
<tr>
<td>23 CRT Processors</td>
<td></td>
</tr>
<tr>
<td>Session 2 - April 15, 1984</td>
<td>$13,150</td>
</tr>
<tr>
<td>15 CRT keyboards; 2 Processors;</td>
<td></td>
</tr>
<tr>
<td>23 CRT Processors</td>
<td></td>
</tr>
<tr>
<td>Administrative/Developmental</td>
<td>$10,000</td>
</tr>
<tr>
<td>Certificate Underwriting</td>
<td>$5,000</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Total Estimated Costs</strong></td>
<td><strong>$146,047</strong></td>
</tr>
</tbody>
</table>
### Estimated Reimbursable Budget

**Under Provisions of House File 623**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional</td>
<td>$68,000</td>
</tr>
<tr>
<td>Equipment Lease</td>
<td>$19,470</td>
</tr>
<tr>
<td>Administrative/Developmental</td>
<td>$13,530</td>
</tr>
<tr>
<td>Certificate Underwriting</td>
<td>$5,000</td>
</tr>
<tr>
<td>Certificate Printing</td>
<td>$1,000</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Total Reimbursable Budget</strong></td>
<td><strong>$110,000</strong></td>
</tr>
</tbody>
</table>

Equitable Life Assurance Society of the United States will absorb the difference between the Total Estimated Costs and the Total Reimbursable Budget as their cost of training.
CERTIFICATE

STATE OF IOWA

COUNTY OF POLK

I, the undersigned Secretary of the Board of Directors of 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, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a 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 face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 21st day of February, 1984.

[Signature]

Secretary of the Board of Directors of 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
ITEM #16

WORLD TRADE CENTER RESOLUTION

WHEREAS, the Board of Directors of Des Moines Area Community College being cognizant of the role the College has to support and to promote industrial growth and economic development; and,

WHEREAS, a World Trade Center has been proposed for construction in the Greater Des Moines Area to be funded by cooperation between the public and private sectors; and,

WHEREAS, the construction and location of a World Trade Center in the State of Iowa would stimulate economic growth through the creation of jobs, tax revenues, new trade markets, sales for Iowa business people, and employment for our excellently trained graduates; and,

WHEREAS, Des Moines Area Community College through its Board of Directors approves the concept of a World Trade Center for enhancement of the opportunities available to the citizens of Iowa;

It is therefore approved and resolved that the Board of Directors of Des Moines Area Community College supports the idea of a World Trade Center to be constructed in the Greater Des Moines area and to be funded by a cooperative effort of the public and private sectors, and believes that a full determination of the viability of such a project should be undertaken.
NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE
Fiscal Year July 1, 1984 - June 30, 1985

MERGED AREA SCHOOL, DES MOINES AREA COMMUNITY COLLEGE

The Board of Directors of Merged Area School # XI in the counties of

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adair</td>
<td>Crawford</td>
<td>Jasper</td>
<td>Polk</td>
</tr>
<tr>
<td>Audubon</td>
<td>Dallas</td>
<td>Lucus</td>
<td>Poweshiek</td>
</tr>
<tr>
<td>Boone</td>
<td>Greene</td>
<td>Madison</td>
<td>Shelby</td>
</tr>
<tr>
<td>Carroll</td>
<td>Guthrie</td>
<td>Mahaska</td>
<td>Story</td>
</tr>
<tr>
<td>Cass</td>
<td>Hamilton</td>
<td>Marion</td>
<td>Warren</td>
</tr>
<tr>
<td>Clarke</td>
<td>Hardin</td>
<td>Marshall</td>
<td></td>
</tr>
</tbody>
</table>

in Iowa will conduct a public hearing on the proposed 1984-85 budget at Bldg. #1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa on March 6, 1984 beginning at 5:30 o'clock p.m. in Polk County, Iowa.

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budget receipts and expenditures on file with the Board Secretary. Copies of the Supplemental Detail (Schedule 633-A) will be furnished to any taxpayer upon request.

February 21_________ig84 (ig84/s/__________________________Helen Minor__________, Secretary

BUDGET ESTIMATE SUMMARY

<table>
<thead>
<tr>
<th>FUNDS (Use Whole Dollars)</th>
<th>A EXPENDITURES</th>
<th>B EXPENDITURES</th>
<th>C Estimated Fund Balance (Reserve)</th>
<th>D Estimated Balance and All Other Receipts</th>
<th>E Estimated Amount (C + D-E) Necessary To Be Raised By Taxation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FYE 6-30-83 Actual</td>
<td>FYE 6-30-84 Actual and Estimated</td>
<td>FYE 6-30-85 Proposed</td>
<td>(7-1-85)</td>
<td>FYE 6-30-85 Proposed</td>
</tr>
<tr>
<td>1. General</td>
<td>18,959,467</td>
<td>20,307,867</td>
<td>22,267,411</td>
<td>1,212,244</td>
<td>20,930,535</td>
</tr>
<tr>
<td>2. Unemployment Comp.</td>
<td>19,772</td>
<td>40,000</td>
<td>30,000</td>
<td>214,467</td>
<td>244,467</td>
</tr>
<tr>
<td>3. Tort Liability</td>
<td>41,465</td>
<td>42,653</td>
<td>42,653</td>
<td>-0--</td>
<td>-0--</td>
</tr>
<tr>
<td>4. Equipment Replacement</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>737,508</td>
<td>737,508</td>
</tr>
<tr>
<td>5. Cash Reserve</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>737,508</td>
<td>737,508</td>
</tr>
<tr>
<td>6. Standby</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>-0--</td>
<td>-0--</td>
</tr>
<tr>
<td>7. Plant</td>
<td>1,698,779</td>
<td>2,969,518</td>
<td>2,693,956</td>
<td>1,410,000</td>
<td>1544,836</td>
</tr>
<tr>
<td>8. Bonds &amp; Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Estimated Taxation Rate per $1,000 valuation $ .4384

INSTRUCTIONS
Only the notice and budget estimate summary are to be published. Schedule 633-A Supplemental Detail is to be completed before transferring details to Form 633 and to provide copies for any interested taxpayer and for attachment to certified budget copies. File one copy of proof of publication with the control county auditor. Amounts published in column C control expenditures and represent maximum expenditures authorized by law for certification.

ENTRY RECORD OF CONSIDERATION AND FILING OF ESTIMATE
On February 21, 1984, the Board of Directors of Merged Area # XI met to consider and approve for filing and publication the proposed budget for the ensuing year. A quorum was present. The Board of Directors fixed the time and place for the public hearing on March 6, 1984 at 5:30 o'clock p.m. at Rldg. #1, Room 30, Ankeny Campus, Ankeny in Polk County, Iowa.

The Secretary was directed to publish the required notices and estimate summary as required by law.

/s/ President /s/ Helen Minor  Secretary
February 14, 1984

TO: Board Secretary

FROM: Irv Steinberg

Board Meeting February 21, 1984

With the receipt of our second quarter, FY84 State General and Vocational Aid monies on January 26th, our cash position improved to the extent that $1,021,000 in excess of borrowed funds (anticipatory warrant monies) was on hand at month end.

A number of short term investments were made during the month with a maximum interest rate of 9%, down slightly from previous months high of 9.125%.

Working Budgets for the Auxiliary, Agency and Restricted Current Funds are currently in excess of the originally Board approved budgets. Recommendations to amend these budgets will be made later this year; however, it may not be necessary to amend the General or Plant funds in which case a public hearing for budget amendment may not be required.

No expenditures were made during the month against the Firestone HF623 Project, so that all monies received for this project, totalling $198,628, remained on deposit at month end.
## DES MOINES AREA COMMUNITY COLLEGE
### CASH POSITION REPORT

**January 31, 1984**

### CASH IN BANK

<table>
<thead>
<tr>
<th></th>
<th>COMBINED</th>
<th>PLANT Fund</th>
<th>Voted Tax SF</th>
<th>DMACC TRUST</th>
<th>HF623 Job Tng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Fwd</td>
<td>113863</td>
<td>47263</td>
<td></td>
<td>82274</td>
<td></td>
</tr>
<tr>
<td>PLUS: Jan Receipts</td>
<td>5802552</td>
<td>197856</td>
<td></td>
<td>56014</td>
<td></td>
</tr>
<tr>
<td>LESS: Jan Disbursements</td>
<td>5805122</td>
<td>209530</td>
<td></td>
<td>79668</td>
<td></td>
</tr>
<tr>
<td>Cash Balance 1-31-84</td>
<td>111293</td>
<td>35589</td>
<td></td>
<td>58620</td>
<td></td>
</tr>
</tbody>
</table>

### INVESTMENTS

- **Savings**
- **Cert of Deposits:**
  - Plant Fd at BT 839000
  - Sinking Fd at BT 1097000
  - Gen Fd at BT 1400000
  - Gen Fd at ASB 4810000
  - Loan Fd at ASB 25000
  - Alumni at ASB 15000
  - DMACC Trust at ASB

<table>
<thead>
<tr>
<th></th>
<th>COMBINED</th>
<th>PLANT Fund</th>
<th>Voted Tax SF</th>
<th>DMACC TRUST</th>
<th>HF623 Job Tng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash &amp; Investments</td>
<td>6361293</td>
<td>974589</td>
<td>1168822</td>
<td>220905</td>
<td>198628</td>
</tr>
</tbody>
</table>

**Footnotes:**

1. Payment on 3 year Plant Fund Loan will be due for $1,705,600 on 6-30-84.

2. Investments include monies recd from issuance of a $2.5 Million Antic Warrant on 7-1-83 and a $2.8 Million Antic Warrant on 11-22-83.

3. Proceeds from the sale of Certificates for the Firestone Job Tng Project (HF623), plus State WH Tax Recd to retire these certificates, are shown above and are on deposit in a Money Market Savings Account.
DMACC BUDGET STATUS JANUARY 31, 1984
(Funds 3, 4, 5, 6, 7)
February 16, 1984

Dear Board of Trustees and College Administration:

Very reluctantly I must submit my resignation from the Board of Trustees of Des Moines Area Community College. My health will no longer allow attendance at meetings.

Carroll, Iowa, is planning a school bond election in April. I feel it is necessary to have a board member from this region to be an interested bystander at that election. It would be far better to appoint a new woman board member from Coon Rapids rather than someone involved in the factionalism of the Carroll bond election. Therefore, I am introducing Susan Clouser to the Board as a capable replacement to my tenure on the Board. I certainly hope that you will nominate her to take my place until the appropriate election.

I truly enjoyed my years on the Board. I thank you for all the help, patience, and friendship you have offered to me. It has been a terrific and gratifying learning experience.

Sincerely,

Jo Garst

"An Equal Opportunity Employer"