Call to Order - 5:30 p.m.

Roll Call.

Consideration of Tentative Agenda.

Presentation - A Dialogue From Public and Human Services.

Public Comments.


Consideration of Human Resources Report.

Receive and file Superintendent's recommendations for termination of teachers under Chapter 279, Code of Iowa.

Receive and file Superintendent's recommendations for employment termination of specially funded classified staff.

Consideration of Superintendent's recommendation for consideration of termination of specially funded administrator contracts.

Consideration of property purchase for Building Trades program.

Consideration of change order for Energy Conservation Project.

Review of proposed budget for FY83-84.

Approve for filing and publication, the proposed FY1983-84 general and plant fund budgets, and establish March 7, 1983, as date for the public hearing on said budget.

Consideration of tuition and fees recommendation to be effective Fall, 1983.


Presentation and consideration of payables.

Future Agenda Items.
   A. Report on telephone system.
   B. Consideration of Board Policy Revisions.

Closed Session for Collective Bargaining Strategy.

Adjournment.
ADDENDUM TO AGENDA

Please delete former item #12 from the agenda.

Move former item #19 to item #12.
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, 1983. The meeting was called to order by Board President, Eldon Leonard, at 5:35 p.m.

Members Present:
- DeVere Bendixen
- Eldon Leonard
- Jasper Risdal
- Donald Rowen

(arrived 7:15 p.m.)

Members Absent:
- Georganne Garst

Others Present:
- Joseph A. Borgen, President
- Eugene R. Snyders, Board Secretary
- Sara Matthews, Polk-Des Moines Taxpayer's Association
- Various other DMACC staff

It was moved by R. Clark, seconded by T. Nemmers, that the tentative agenda and addendum be approved. Motion passed unanimously.

"A Dialogue From Public and Human Services" was presented by Joanne Brown, Communications Chairperson; Richard Wagner, Social Sciences Chairperson; and Lyla Maynard, Community Services Chairperson; highlighting recent accomplishments and future directions in the department.

A motion to approve the minutes of the January 8, 1983, special meeting and the January 17, 1983, regular meeting was made by D. Shull, seconded by D. Bendixen. Motion passed unanimously.

J. Risdal made a motion that the Board approve the following personnel actions; R. Clark seconded the motion.
Contract Changes


Resignations
Frazee, James, Counselor, Student Development. Effective March 1, 1983.


Simmerman, Martha, Instructor-Nursing, Health Services & Sciences. Effective February 12, 1983.

Kapadia, Nancy, Instructor, Student Development. Effective February 21, 1983.

Leave Without Pay


Schulte, Debra, Instructor-Nursing, District Campus. Two days extension of previously approved Leave Without Pay.

New Personnel


Carlo, Edna Mae, Instructor, Business/Management (1/2 time). Annual salary $7,090. 9 months. Effective March 7, 1983. Continuing contract with certified faculty - probationary status.

Motion passed unanimously.

RECEIVE AND FILE RECOMMENDATIONS FOR STAFF TERMINATIONS UNDER CHAPTER 279

It was moved by T. Nemmers, seconded by R. Clark, that the Board receive and file the Superintendent's recommendations for termination of staff under the provisions of Chapter 279.15, Code of Iowa, copies of which are attached to these minutes as Attachment #1.

Motion passed unanimously.

RECEIVE AND FILE RECOMMENDATIONS FOR CLASSIFIED STAFF TERMINATIONS

A motion was made by H. Ritland, seconded by D. Shull, to receive and file the Superintendent's recommendations for termination of specially funded classified staff as included in Attachment #2 to these minutes.

Motion passed unanimously.

CONSIDERATION OF SPECIALLY FUNDED ADMINISTRATOR TERMINATIONS

R. Clark made a motion, D. Bendixen seconded, that the Board direct the Superintendent to send a Notice of Consideration of Termination of Administrators' Contract to Dennis Hiner, Cynthia Lunning, Donna Brugioni, and James Marmon. Copies of said Notices are included with these minutes as Attachment #3.

Motion passed unanimously.

PROPERTY PURCHASE FOR BUILDING TRADERS PROGRAM

A motion that the Board approve the purchase of lots 3, 4, and 5 in Henderson Plat #19, Ankeny, Iowa, for future student-constructed houses, at a price of $11,000.00 per lot was made by D. Bendixen, seconded by J. Risdal.

Motion passed unanimously.

RECESS

The Board recessed at 6:00 p.m.

RETURN TO SESSION

E. Leonard reconvened the meeting at 6:05 p.m.

CLOSED SESSION

J. Risdal made a motion, R. Clark seconded, 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.
RETURN TO OPEN SESSION

The Board returned to open session at 6:34 p.m.

DINNER RECESS

The Board recessed for dinner at 6:35 p.m. and reconvened at 7:15 p.m.

DIRECTOR ROWEN ARRIVES

Director D. Rowen arrived at 7:15 p.m.

APPROVAL OF FY1984 BUDGET FOR FILING AND PUBLICATION

Motion passed unanimously on a roll call vote and at 6:06 p.m. the Board convened in closed session.

It was moved by D. Rowen, seconded by D. Shull, that the Board approve the proposed FY1983-84 General and Plant Fund budgets for filing and publication, and that March 7, 1983, 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 #4.

Motion passed unanimously.

APPROVAL OF TUITION AND FEE STRUCTURE EFFECTIVE FALL, 1983

A motion by H. Ritland, seconded by J. Risdal, was made to approve the tuition and fees recommendation as follows:

CAREER EDUCATION AND COLLEGE PARALLEL

Tuition ceiling increased from 12 credits to 15 credits effective Fall, 1983; ceiling eliminated effective Fall, 1984.

Resident tuition rate - $27.00 per semester credit hour. Non-resident tuition rate to continue to be 200% of resident rate.

ADULT EDUCATION

Tuition in continuing & general adult education courses increased from $1.00 to $1.25 per contact hour.

Tuition rate for ESL students established at 25% per contact hour.

Tuition rate for career supplemental credit courses - $27.00 per credit hour.

Tuition rate for career supplemental non-credit courses - $1.50 per contact hour.

Tuition rate for High School Diploma program - 50% per contact hour.

Tuition rate for High School Equivalency program - 50% per contact hour.

ABE - no tuition charge.

Tuition rate for Drinking Drivers courses - $2.50 per contact hour.

Tuition rate for Driver Improvement courses - $2.85 per contact hour.
TUITION AND FEE STRUCTURE
(continued)

FEE STRUCTURE
Reduce admission fee from $50 to $25.
Combine the present registration fee, program fee (C.E.), lab fee (A&S), drop/add fee, a majority of current transcript fee, and the other half of the present admission fee into a single service/lab fee, to be charged at the rate of $3.00 per semester credit to a maximum of $45.00 (15 credits) per term.
Assess a standard activity fee to all credit students of 95¢ per semester credit, to a maximum of $14.25 per semester (15 credits).
An optional materials fee may be assessed in courses with extensive usage of materials which are not practical for students to individually obtain.
The graduation fee should continue to be assessed separately and should be increased from the present $15 to $20, in order to cover increasing costs.
The extra fee for receiving two diplomas simultaneously should be increased from $5.00 to $8.00.
The present Ankeny Campus parking fee schedule should be applied uniformly to all day and evening students enrolled in credit or non-credit classes on the Ankeny, Boone, and Urban Campuses.

Other special purpose fees such as the late registration fee and special admissions processing fee for foreign students will continue to be charged on an individual basis.

Fee structure summary:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service/Lab Fee</td>
<td>$3.00 per semester hour</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>.95 per semester hour</td>
</tr>
<tr>
<td>Admissions Fee</td>
<td>25.00 (one time fee)</td>
</tr>
<tr>
<td>Materials Fee</td>
<td>Varies</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>20.00 (one time fee)</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>5.00 per year</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>5.00</td>
</tr>
<tr>
<td>Foreign student proc.</td>
<td>100.00</td>
</tr>
</tbody>
</table>

FEE STRUCTURE (ADULT EDUCATION)
$3.00 per semester credit service/lab fee should be assessed to students enrolled in career supplemental credit courses.
Students enrolled in non-credit career supplemental and short-term preparatory courses, and campus-based courses in continuing and general adult education, should be assessed a service/lab fee of 15¢ per contact hour.
Charges for conferences and seminars operated through the Conference Center will be based upon the following principles:
TUITION AND FEE STRUCTURE (continued)

Tuition will be charged at the career supplemental rate.
Materials fee may be assessed to cover special costs involved.
The service/lab fee of $3.00 per credit hour or 15¢ per contact hour will be assessed.
The activity fee will not be assessed.
The present $1.00 per course registration fee should be discontinued in all areas of adult education.

All fees will continue to be non-refundable.

And further that the Superintendent/President be authorized to develop and implement a refund policy and two installment payment schedules.

Motion passed unanimously.

PRESENTATION OF FINANCIAL REPORT

Irv Steinberg, Controller, presented the Financial Report as detailed in Attachment #5 to these minutes.

APPROVAL OF PAYABLES

A motion to approve the payables as outlined in Attachment #6 to these minutes was made by T. Nemmers, seconded by D. Rowen.

Motion passed unanimously.

APPROVAL OF PERSONNEL TRANSFERS

It was moved by D. Rowen, seconded by D. Shull, that the Board approve the transfer of Carol Kay from Director, Evaluations, to Executive Assistant to the President, and the transfer of Delbert Shepard from Executive Vice President, Educational Services, to Manager, Human Resources, as recommended by the Superintendent.

Motion passed on a roll call vote. There was one dissenting vote.

ADJOURNMENT

A motion for adjournment was made by T. Nemmers, seconded by J. Risdal.

Motion passed unanimously and at 8:15 p.m. Board President Leonard adjourned the meeting.

ELDON LEONARD, Board President

EUGENE R. SNYDER, Board Secretary
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF

Barbara Meyer

pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Barbara Meyer, 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 on the reverse side hereof 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. Borghi, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Barbara Meyer

813 Ashworth Road

West Des Moines, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 Barbara Meyer, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reorganization and restructuring of curriculum which eliminates 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES-MOINES AREA COMMUNITY COLLEGE

Dr. Joseph A. Bolgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Maurice Arndt

pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Maurice Arndt, 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 on the reverse side hereof 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. Borgén, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Maurice Arndt

116 11th Street S.E.

Altoona, Iowa 50035

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Maurice Arndt, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reorganization and restructuring of curriculum which eliminates 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, Superintendent
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 on the reverse side hereof 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Linda Appelgate

2400 39th Street

Des Moines, Iowa 50310

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reorganization and restructuring of curriculum which eliminates 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgén, Superintendent
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 Sue Fontana, 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 on the reverse side hereof 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.

[Signature]

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Sue Fontana

1) 402 Southeast 11th Street

    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 a regular or special meeting held not later than March 31, 1983, 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 Sue Fontana ____________________, 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 1982-83 school year, ending May 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgén, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF

Marlowe Rummans

pursuant to Section 279.15, Code of Iowa, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ­
ment of Marlowe Rummans, 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 on the reverse side hereof 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 recom­
mendation 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Marlowe Rummans

P.O. Box 400

Berwick, Iowa 50032

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Marlowe Rummans, 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, ending August 19, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the 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.

This notice dated at Ankeny, Iowa, this 17th day of February 1983.

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, 1981, as amended

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 on the reverse side hereof 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Kim Linduska

1010 Curtiss

Ames, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF Thomas Hornback pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Thomas Hornback, 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 on the reverse side hereof 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. Borgon, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Thomas Hornback
7610 Southwest 11th Street
Des Moines, Iowa 50315

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Thomas Hornback, 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 1982-83 school year, ending May 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Discontinuance of the program in which you have been employed.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

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
Cheryl Middendorf
pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Cheryl Middendorf, 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 on the reverse side hereof 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Cheryl Middendorf

216 33rd Street

West Des Moines, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 Cheryl Middendorf, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

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 AND ASSIGNMENT

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 and assignment of Steven Fox, 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 and Assignment which has been served upon the employee is on the reverse side hereof and incorporated herein by reference.

It is the position of the Superintendent that the employee is not entitled to request a private hearing with the Board and that no hearing is necessary to terminate pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that employees may take the position that they are entitled to such a hearing and may request a hearing within five days of receipt of the written notice. In the event a hearing is requested, and in the event the Board decides to provide the employee with such a hearing, a private hearing will be held no sooner than ten days and no later than twenty days following receipt of the request unless the parties otherwise agree.

If a hearing is granted, the participants at the private hearing will 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 employee. Following the hearing, the Board will 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 will be in writing and will include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion or conclusion, it will convene in open meeting and by roll-call vote, determine the continuance or discontinuance of the employee's contract. If the employee 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.

Although it is the position of the Superintendent that a private hearing is not required, because of the questions that may be presented as to whether employees are entitled to a hearing before the Board, and to avoid litigation expense and protracted litigation over those questions, it is the Superintendent's recommendation that such a hearing be afforded if requested.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

2/18, 1983
NOTICE AND RECOMMENDATION TO TERMINATE
EMPLOYMENT AND ASSIGNMENT

TO: Steven Fox

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, that your employment and assignment be terminated effective at the end of the current school year following a decision of the Board of Directors. You have been employed during the 1982-83 service year and the employment to be terminated is your employment during that period.

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

Your assignment as a temporary employee does not continue beyond the 30th day of June, 1983, and your services will not be needed in the 1983-84 school year. Reorganization and restructuring of curriculum which eliminates your position has occurred.

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

This notice dated at Ankeny, Iowa, this 17th day of February, 1983.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borzen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Bill Petrone
pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Bill Petrone, 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 on the reverse side hereof 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. Borger, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: William Petrone

Rural Route #2 Dayton Park Road

Ames, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 William Petrone, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Discontinuance of the program in which you have been employed.

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.

This notice dated at Ankeny, Iowa, this 17th day of February 1983.

[Signature]
Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF Jim Giles
pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 Jim Giles, 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 on the reverse side hereof 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. Borger, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: James Giles

Rural Route #4

Indianola, Iowa 50125

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 James Giles, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reorganization and restructuring of curriculum which eliminates 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

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, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ­
ment 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 on the reverse side hereof 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 recom­
mendation 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Kay Marten

19 Northeast 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 a regular or special meeting held not later than March 31, 1983, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reorganization and restructuring of curriculum which eliminates 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

[Signature]
Dr. Joseph A. Borgen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Judy Ringe
pursuant to Section 279.15, Code of Iowa, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ­
ment of Judy 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 on the reverse side hereof 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 recom­
mendation 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. Borgem, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Judi Ringe
4815 Todd Drive
Ames, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 Ringe, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the 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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

By

Dr. Joseph A. Borgen, Superintendent

DES MOINES AREA COMMUNITY COLLEGE
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE TO TERMINATE EMPLOYMENT OF _______Eunice Schroeder_______
pursuant to Section 279.15, Code of Iowa, 1981, as amended

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 _______Eunice Schroeder_______, 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 on the reverse side hereof 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO:  Eunice Schroeder

1210 46th Street

Des Moines, Iowa 50311

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Eunice Schroeder, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

Dr. Joseph A. Borgen, Superintendent
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 Joan Adams, 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 on the reverse side hereof 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. Borger, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Joan Adams

8816 Northwest 35th Street

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 a regular or special meeting held not later than March 31, 1983, 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 Joan Adams, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borger, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF

Judy Doyle

pursuant to Section 279.15, Code of Iowa, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ­
ment of Judy Doyle, 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 on the reverse side hereof 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 recom­
modation 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Judith Doyle

Rural Route #2

Adel, Iowa 50003

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 that of Judith Doyle, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

By

Dr. Joseph A. Borgen, Superintendent

DES MOINES AREA COMMUNITY COLLEGE
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Eleanore Quick
pursuant to Section 279.15, Code of Iowa; '1981, as amended

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 Eleanore Quick, 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 on the reverse side hereof 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. Borgén, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Eleanor Quick

1909 66th Street

Des Moines, Iowa 50322

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Eleanor Quick, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgén, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Jeanette Smith
pursuant to Section 279.15, Code of Iowa, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ-
ment of Jeanette 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 on the reverse side hereof 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 recom-
mandation 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 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Jeanette Smith

4124 45th Street

Des Moines, Iowa 50310

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College at a regular or special meeting held not later than March 31, 1983, 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 Jeanette 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

By: Dr. Joseph A. Bougen, Superintendent
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE EMPLOYMENT OF
Bonnie Nelson
pursuant to Section 279.15, Code of Iowa, 1981, as amended

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the employ­
ment of Bonnie Nelson, 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 on the reverse side hereof 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 recom­
mendation 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. Bergin, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Bonnie Nelson

2555 Eisenhower

Ames, Iowa 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 a regular or special meeting held not later than March 31, 1983, 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 Nelson, 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 1982-83 school year, ending June 30, 1983.

THIS NOTICE IS GIVEN pursuant to the provisions of Section 279.15, Code of Iowa, 1981, as amended.

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

Curriculum changes and reorganization of program which requires reduction of your contract to a nine month contract.

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.

This notice dated at Ankeny, Iowa, this 17th day of Feb., 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, Superintendent
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT AND ASSIGNMENT AS TEMPORARY NONCERTIFICATED EMPLOYEE

TO: Donna Schreier

6743 Northwest 4th Street

Des Moines, Iowa 50313

YOU ARE HEREBY NOTIFIED that the Superintendent will recommend in writing to the Board of Directors of the Des Moines Area Community College that your employment and assignment be terminated effective at the end of the current school year following a decision of the Board of Directors. You have been employed as a temporary noncertificated employee during the 1982-83 service year and the employment to be terminated is your employment during that period.

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

Your assignment as a temporary noncertificated employee does not continue beyond the 30th day of May, 1983, and your services will not be needed in the 1983-84 school year. Reduction or elimination of funds which have been allocated to salaries require reduction in staff or elimination of the program.

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

This notice dated at Ankeny, Iowa, this 17th day of February, 1983.

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 AND ASSIGNMENT
AS TEMPORARY NONCERTIFICATED EMPLOYEE

THIS IS TO NOTIFY YOU of the Superintendent’s recommendation to the
Board of Directors of the Des Moines Area Community College that the em-
ployment and assignment of Donna Schreier, a temporary noncertifi-
cated employee, 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 and Assignment which has been served
upon the employee is on the reverse side hereof and incorporated herein by
reference.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT
AND ASSIGNMENT AS TEMPORARY NONCERTIFICATED EMPLOYEE

TO: Beverly Baer

306 N.E. 6th Street
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 that your employment and assignment be terminated effective at the end of the current school year following a decision of the Board of Directors. You have been employed as a temporary noncertificated employee during the 1982-83 service year and the employment to be terminated is your employment during that period.

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

Your assignment as a temporary noncertificated employee does not continue beyond the 30th day of June, 1983, and your services will not be needed in the 1983-84 school year. Reduction or elimination of funds which have been allocated to salaries require reduction in staff or elimination of the program.

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

This notice dated at Ankeny, Iowa, this 17th day of February, 1983.

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 AND ASSIGNMENT
AS TEMPORARY NONCERTIFICATED EMPLOYEE

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the
Board of Directors of the Des Moines Area Community College that the em­
ployment and assignment of Beverly Baer, a temporary noncertifi­
cated employee, 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 and Assignment which has been served
upon the employee is on the reverse side hereof and incorporated herein by
reference.

Respectfully submitted,

[Signature]
Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT
AND ASSIGNMENT AS TEMPORARY NONCERTIFICATED EMPLOYEE

TO: Mary Ocker
209 Southwest State
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
that your employment and assignment be terminated effective at the end of
the current school year following a decision of the Board of Directors.
You have been employed as a temporary noncertificated employee during the
1982-83 service year and the employment to be terminated is your employment
during that period.

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

Your assignment as a temporary noncertificated employee does not continue
beyond the 30th day of June, 1983, and your services will not be needed in
the 1983-84 school year. Reduction or elimination of funds which have been
allocated to salaries require reduction in staff or elimination of the program.

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

This notice dated at Ankeny, Iowa, this 17th day of February, 1983.

DES MOINES AREA COMMUNITY COLLEGE

BY
Dr. Joseph A. Borgen, Superintendent
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 and assignment of Mary Ocker, a temporary noncertificated employee, 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 and Assignment which has been served upon the employee is on the reverse side hereof and incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF CONTRACT OF

Donna Brugioni

pursuant to Section 279.24, Code of Iowa, 1981, as amended

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 Donna Brugioni, an administrator, effective at the end of the current school year.

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

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Donna Brugioni

605 N.E. 70th Avenue

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 Donna Brugioni, 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 1982-83, ending June 30, 1983.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the program.

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, not later than April 15, 1983, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 21st day of February, 1983.

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


pursuant to Section 279.24, Code of Iowa, 1981, as amended

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 Cynthia Lunning, an administrator, effective at the end of the current school year.

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

Respectfully Submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Cynthia Lunning

1841 9th Street Place

Nevada, IA 50201

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 Cynthia Lunning, 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 1982-83, ending June 30, 1983.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the program.

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, not later than April 15, 1983, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 21st day of February, 1983.

DESMOINES 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, 1981, as amended

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

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: James Marmon

1305 4th Avenue S.E.
Altoona, Iowa 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 1982-83, ending May 30, 1983.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the program.

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, not later than April 15, 1983, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 21st day of February, 1983.

DESMOINES 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, 1981, as amended

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 Dennis Hiner, an administrator, effective at the end of the current school year.

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

Respectfully submitted,

Dr. Joseph A. Borgen, Superintendent

February 21, 1983
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO:        Dennis Hiner

                          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 Hiner, 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 1982-83, ending June 30, 1983.

This notice is given pursuant to the provisions of Section 279.24, Code of Iowa, 1981, as amended.

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

Reduction or elimination of the special funds which have been allocated to salaries requires reduction in staff or elimination of the program.

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, not later than April 15, 1983, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 21st day of February, 1983.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, Superintendent
NOTICE OF PUBLIC HEARING

BUDGET ESTIMATE

Fiscal Year July 1, 1983 — June 30, 1984

MERGED AREA SCHOOL XI DES MOINES AREA COMMUNITY COLLEGE

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

Adair  Crawford  Jasper  Polk
Audubon  Dallas  Lucas  Poweshiek
Boone  Greene  Madison  Shelby
Carroll  Guthrie  Mahaska  Story
Case  Hamilton  Marion  Warren
Clarke  Hardin  Marshall

in Iowa will conduct a public hearing on the proposed 1983-84 Budget at

Ankeny Campus, Des Moines Area Community College, 2006 S. Ankeny Blvd., Ankeny, IA.
Building #1, Room 30
on — March — 2, 1983, beginning at — 5:30 — o'clock p.m.

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 any taxpayer

upon request.

February 21, 1983

/s/ Eugene R. Snyders, Secretary

BUDGET ESTIMATE SUMMARY

<table>
<thead>
<tr>
<th>FUNDS (Use Whole Dollars)</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<td>Estimated</td>
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<td></td>
<td>Actual</td>
<td>Fund</td>
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<td>Amount</td>
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<td></td>
<td>6-30-82</td>
<td>(7-1-84)</td>
<td>(7-1-84)</td>
<td>and</td>
<td>All Other</td>
<td>Necessary</td>
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<td></td>
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<td></td>
<td></td>
<td>Receipts</td>
<td>to</td>
<td>Be Raised</td>
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<td>a. General — Unrestricted</td>
<td>16,288,098</td>
<td>17,930,090</td>
<td>19,285,438</td>
<td>109,479</td>
<td>16,969,875</td>
<td>2,425,042</td>
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<td>b. General — Restricted</td>
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<td>1,581,682</td>
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<td>c. Unemployment Compensation</td>
<td>69,240</td>
<td>50,000</td>
<td>40,000</td>
<td>214,194</td>
<td>254,194</td>
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<td>d. Tort Liability</td>
<td>39,697</td>
<td>41,411</td>
<td>42,653</td>
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<td>2. Cash Reserve Levy</td>
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<td>XXXXXXXXXX</td>
<td>737,508</td>
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<td>3. Plant</td>
<td>3,893,656</td>
<td>2,938,125</td>
<td>2,969,518</td>
<td>201,263</td>
<td>745,739</td>
<td>2,425,042</td>
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<td>4. Bonds and Interest</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. TOTAL—All Purposes</td>
<td>21,075,676</td>
<td>22,541,308</td>
<td>23,759,508</td>
<td>1,262,444</td>
<td>19,760,461</td>
<td>5,261,491</td>
</tr>
</tbody>
</table>

TAXATION RATE PER $1,000 VALUATION — $—

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 — 1983, 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 2 — 1983 at — 5:30 — o'clock p.m., at
Des Moines Area Community College; Ankeny, Iowa in — Polk — County, Iowa.
The Secretary was directed to publish the required notices and estimate summary as required by law.

/s/  President  /s/  Secretary
MEMORANDUM

February 10, 1983

TO: Board Secretary

FROM: Irv Steinberg

Board Meeting, February 21, 1983

Our cash flow improved significantly as of January 28, 1983, with the receipt of our 2nd quarter FY 83 State General Aid, which allowed us to operate without the use of borrowed funds for the first time in several months. Monies received in excess of immediate needs were invested at an 8% interest rate, which is a slightly higher rate than available in recent weeks.

It is again noted that the General Fund Current Working Budget is in excess of Board Approved and Published Budget, and that Board action is required to amend this budget prior to effecting actual expenditures beyond existing published budget amounts. It is recommended that the public hearing for this budget amendment be set for the April Board meeting.
DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

January 31, 1983

CASH IN BANK:

Balance Forward Jan. 1, 1983 $ (10,460) $ 21,098
Plus January Receipts 3,963,554 150,348
Less January Disbursements 3,970,139 63,973
Cash Balance January 31, 1983 $ (17,045) $107,473

INVESTMENTS:

Savings Account $ 65,840

CD's

Various Rates and Due Dates

General Fund at Bankers Trust 1,460,000
General Fund at Ankeny State 1,730,000
Voted Tax/Sinking Fund 980,000
Plant Fund at Bankers Trust 972,400
8% due 5/3/83 (Arch. Draft. Club) 3,000
8.2% due 7-15-83 (Loan Fund) 25,000
8% due 2/1/83 (Telecom. Club) 3,000
7.9% due 4/11/83 (Alumni) 10,000
Total Investments 3,231,000 980,000 1,038,240

TOTAL CASH & INVESTMENTS $3,213,955 $1,087,473 $1,038,240

Footnotes:

1. General Fund must redeem anticipatory warrant plus interest expense for a total of $4,003,252 to be paid to Bankers Trust on 6/30/83.

2. Loan payment of $1,653,600 is due June 30, 1983 from Voted Tax Sinking Fund monies.

3. Deficit Cash Balance shown at Ankeny State Bank is offset by outstanding checks.
DES MOINES AREA COMMUNITY COLLEGE

BUDGET REPORT
SUMMARY BY FUND (ALL FUNDS)

January 31, 1983

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>FUND NO.</th>
<th>Board Approved 7-1-82 Budget</th>
<th>Working Budget</th>
<th>Amount Expended or Received</th>
<th>Amount Encumb.</th>
<th>Working Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund Current</td>
<td>1</td>
<td>17,432,782</td>
<td>17,699,030(E)</td>
<td>9,203,458</td>
<td>302,953</td>
<td>8,192,619</td>
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<tr>
<td>Restricted Current</td>
<td>2</td>
<td>979,016</td>
<td>1,656,848(F)</td>
<td>532,478</td>
<td>9,137</td>
<td>1,115,233</td>
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<tr>
<td>Auxiliary</td>
<td>3</td>
<td>1,773,118</td>
<td>1,762,189</td>
<td>1,311,425</td>
<td>34,211</td>
<td>416,553</td>
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<tr>
<td>Agency</td>
<td>4</td>
<td>328,722</td>
<td>459,422</td>
<td>452,197</td>
<td>3,131</td>
<td>4,094</td>
</tr>
<tr>
<td>Scholarship</td>
<td>5</td>
<td>1,097,696</td>
<td>1,097,696</td>
<td>1,297(A)</td>
<td></td>
<td>1,096,399</td>
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<tr>
<td>Loan</td>
<td>6</td>
<td>15,500</td>
<td>15,500</td>
<td>42,335(B)</td>
<td></td>
<td>(26,835)</td>
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<tr>
<td>Plant</td>
<td>8</td>
<td>2,938,125</td>
<td>2,938,125(C)</td>
<td>997,016</td>
<td></td>
<td>1,941,109</td>
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<tr>
<td>Total</td>
<td></td>
<td>$24,564,959</td>
<td>$25,628,810</td>
<td>12,540,206</td>
<td>349,432</td>
<td>$12,739,172</td>
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REVENUE:

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>FUND NO.</th>
<th>Board Approved 7-1-82 Budget</th>
<th>Working Budget</th>
<th>Amount Expended or Received</th>
<th>Amount Encumb.</th>
<th>Working Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Reserve</td>
<td>1</td>
<td>368,754</td>
<td>368,754</td>
<td>205,591</td>
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<td>163,163</td>
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<tr>
<td>General Fund Current</td>
<td>1</td>
<td>17,526,769</td>
<td>17,735,799</td>
<td>8,884,007</td>
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<td>8,851,792</td>
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<tr>
<td>Restricted Current</td>
<td>2</td>
<td>878,197</td>
<td>1,538,453(D)</td>
<td>194,822</td>
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<td>1,343,631</td>
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<tr>
<td>Auxiliary</td>
<td>3</td>
<td>1,876,845</td>
<td>1,886,345</td>
<td>1,332,554</td>
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<td>553,791</td>
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<tr>
<td>Agency</td>
<td>4</td>
<td>316,100</td>
<td>421,556</td>
<td>539,777</td>
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<td>(118,221)G</td>
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<tr>
<td>Scholarship</td>
<td>5</td>
<td>1,097,696</td>
<td>1,097,696</td>
<td>197,829</td>
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<td>899,867</td>
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<tr>
<td>Loan</td>
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<td>164,316</td>
<td>144,316</td>
<td>102,818</td>
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<td>41,498</td>
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<tr>
<td>Plant</td>
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<td>2,396,620</td>
<td>2,354,394</td>
<td>1,439,880</td>
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<td>914,514</td>
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<tr>
<td>Total</td>
<td></td>
<td>$24,605,297</td>
<td>25,547,313</td>
<td>12,897,278</td>
<td></td>
<td>$12,650,035</td>
</tr>
</tbody>
</table>

Footnotes:

(A) Expenditures in Scholarship Fund are charged to Financial Aids Accounts Receivable initially and closed out against Scholarship Fund Expense Accounts at year end as required by our system.

(B) Loans made to students are shown as an expense to Loan Fund when issued, and closed out to Loans Receivable Account at year end. This procedure is necessary to provide data for FISCOP Report submitted to Office of Education.

(C) Plant Fund Expenditure Budget includes payment on Loan of $1,653,600 due 6-30-83.

(D) Fund "2" Working Budget Revenue less than expenditures by $118,395, representing estimated non-funded CDC expenses.

(E) General Fund Working Expense Budget exceeds 7-1-82 Board approved budget primarily due to increase for interest expense on Anticipatory Warrant.

(F) Restricted Current Fund Working Expense Budget exceeds 7-1-82 Board approved budget by amount of special funded projects or programs added during the year.

(G) Budget revision pending for Agency Fund.