Board of Directors Meeting Minutes (September 20, 1982)

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Des Moines Area Community College
Regular Board Meeting
September 20, 1982
Carroll, Iowa - St. Anthony's Hospital
Conference Room

AGENDA

1. Call to Order - 6:30 p.m.
2. Roll Call.
3. Approval of tentative agenda.
4. Public Comments.
5. Board consideration of minutes of August 16, 1982, regular meeting and September 3, 1982, special meeting.
7. Approval of Constitution and By-Laws for the Western Attendance Center Student Government Association.
8. Approval of the student activities budget for 1982-83 for the Western Attendance Center.
9. Approval of Dietary Service Specialist III program.
10. Approval of additions to Advisory Committees.
11. Approval of Statement of Understanding between DMACC and the Iowa Department of Public Instruction for Vocational Rehabilitation services on the DMACC Campus.
12. Approval of acceptance of offer to purchase property at 214 East Todd Terrace, Carroll, Iowa.
13. Consideration of offers to purchase property at:
   901 S.E. Trilein, Ankeny, Iowa
   1110 S.E. Rio, Ankeny, Iowa
14. Approval of Schedule of Charges for use of College facilities and equipment.
16. Presentation of Plans and Specifications for the Remodeling of Building 7 into a Conference Center.
17. Approval of resolution adopting proposed plans, specifications, and form of contract for Phase IIIA, Part 16 - Conference Center.
18. Approval of resolution fixing date for receipt of bids for Phase IIIA, Part 16 - Conference Center.


20. Presentation and consideration of payables.

21. Information Items:
   A. Next Board meeting will be the Organizational Meeting - October 4, 1982, at 5:30 p.m. in the Ankeny Campus Board Room.
   B. The regular October meeting will be October 18, 1982, at 7:00 p.m. in Room 103 of the Boone Campus Academic Building.

22. Future Agenda Items:
   A. Reorganization of Board; appointment of Treasurer and Secretary.
   B. Elect representative to Iowa Association of Community College Trustees.
   C. Appointment of representatives to General Advisory Committee.
   D. Discussion of Goals and Objectives for FY1984.

23. Adjournment.
Des Moines Area Community College

Regular Board Meeting

September 20, 1982
Carroll, Iowa - St. Anthony's Hospital Conference Room

ADDENDUM TO AGENDA

Please add the following item to your original agenda as #11-1.

#11-1. Approval of Joint Agreement between Des Moines Area Community College and Faith Baptist Bible College for instructional services.
Des Moines Area Community College  
2006 South Ankeny Boulevard  
Ankeny, Iowa  50021

REGULAR MEETING

20 SEPTEMBER 1982

The regular meeting of the Des Moines Area Community College Board of Directors was held in the Conference Room of St. Anthony's Hospital in Carroll, Iowa, on September 20, 1982. The meeting was called to order by Board President Eldon Leonard at 6:30 p.m.

ROLL CALL

Members Present:
DeVerne Bendixen  
Raymond Clark  
Georganne Garst  
Eldon Leonard
Theodore Nemmers  
Herbert Ritland  
Donald Rowen  
Walter A. Stover, Jr. (arr. 7:07 p.m.)

Members Absent:  
Jasper Risdal

Others Present:  
Joseph A. Borgen, President  
Eugene R. Snyders, Board Secretary  
Harold (Hip) Kienapfel, Executive Director of New Hope  
Jim Booy, Plant Operations Manager of Pella Rollscreen  
Various other DMACC staff and interested residents

APPROVAL OF TENTATIVE AGENDA

A motion to approve the tentative agenda and addendum as presented with the exception of moving item #15 between items #18 and #19 was made by R. Clark, seconded by D. Rowen.

Motion passed unanimously.

PUBLIC COMMENTS

Board President Leonard stated that there was a request to address the Board from Director Walter A. Stover, Jr. He was not present at the time item #4 of the agenda came before the Board; however, the Board agreed to return to Public Comments upon Mr. Stover's arrival.

APPROVAL OF MINUTES

G. Garst made a motion, H. Ritland seconded, that the Board approve the minutes of the August 16, 1982, regular meeting and the September 3, 1982, special meeting.

Motion passed unanimously.

APPROVAL OF PERSONNEL REPORT

A motion to approve the following personnel items was made by G. Garst, seconded by H. Ritland:

New Personnel
Anne Comstock, Instructor, Surgical Technology, Health Services and Sciences, Annual Salary $20,823.00, 12 month contract, Effective August 30, 1982, Continuing contract with certified faculty, probationary status.
New Personnel (continued)

Robert McNair, Instructor, Sociology and Anthropology, Boone Campus, Annual salary $18,518.00, 9 month contract, Effective September 8, 1982, Continuing contract with certified faculty, probationary status.

Douglas Myers, Instructor, Data Processing, Business and Management, Annual salary $20,049.00, 12 month contract, Effective September 8, 1982, Continuing contract with certified faculty, probationary status.

Garry Cox, Instructor, Legal Assistant Program, Public and Human Services, Annual salary $11,111.00 (3/5 time), 9 month contract, Effective September 13, 1982, Continuing contract with certified faculty, probationary status.

Kimberly Wiser, Lab Assistant-Paralegal, Public and Human Services, Annual salary $13,102.00, 12 month contract, Effective September 13, 1982, Employment agreement with professional non-certified staff.

S.D.U. Lane Changes

Marilyn Burdick, Counselor, Urban Campus, From lane 293, level 11.0 to lane 315, level 11.0, Annual salary $28,569.00, Effective September 8, 1982, Continuing contract with certified faculty.

Teresa Friederich, Instructor, Medical Lab Tech, Health Services and Sciences, From lane 225, level 9.0 (.750) to lane 248, level 9.0 (.750), Annual salary $18,522.00, Effective September 8, 1982, Continuing contract with certified faculty.

Arlen Tweedt, Counselor, Career Development, From lane 270, level 10.5 to lane 293, level 10.5, Annual salary $27,408.00, Effective September 8, 1982, Continuing contract with certified faculty.

Motion passed unanimously.

APPROVAL OF WACSGA CONSTITUTION AND BY-LAWS

It was moved by R. Clark, seconded by T. Nemmers, that the Board approve the Constitution and By-Laws for the Western Attendance Center Student Government Association as presented in Attachment #1 to these minutes.

Motion passed unanimously.

APPROVAL OF WACSGA STUDENT ACTIVITIES BUDGET

D. Bendixen moved, D. Rowen seconded, that the Board approve the proposed Student Activities Budget for the Western Attendance Center Student Government Association as detailed in Attachment #2 to these minutes.

Motion passed unanimously.
<table>
<thead>
<tr>
<th>Approval Type</th>
<th>Description</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Dietary Service Specialist III Program</td>
<td>A motion to approve the College offering the Dietary Service Specialist III program was made by H. Ritland, seconded by T. Nemmers.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Approval of Advisory Committee Additions</td>
<td>A motion for approval of the Advisory Committee additions as shown in Attachment #3 was made by G. Garst, seconded by R. Clark.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Approval of Voc Rehab Agreement with DPI</td>
<td>R. Clark moved, D. Bendixen seconded, that the Board approve the Statement of Understanding (Attachment #4) with the Iowa Department of Public Instruction which provides services of a Vocational Rehabilitation representative on the DMACC Campus for the period July 1, 1982, through June 30, 1983.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Approval of Agreement with Faith Baptist Bible College</td>
<td>It was moved by T. Nemmers, seconded by H. Ritland, that the Board approve the joint agreement as Attachment #5 with Faith Baptist Bible College. This outlines details for part-time enrollment of Faith Baptist Bible College students in DMACC classes.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Approval of Acceptance of Offer to Purchase Property at 214 East Todd Terrace, Carroll</td>
<td>T. Nemmers made a motion, D. Rowen seconded, that the Board approve acceptance of the offer to purchase house #7 at 214 East Todd Terrace, Carroll, Iowa, made by Dominic C. M. and Veronica J. Kam in the amount of $73,500.00 and that the Board President and Secretary be authorized to sign the Warranty Deed.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Approval of Acceptance of Offer to Purchase Property at 1110 SE Rio, Ankeny</td>
<td>A motion that the Board approve acceptance of an offer to purchase college owned property at 1110 S.E. Rio, Ankeny, Iowa made by Gregg Sunner in the amount of $88,500.00, with DMACC to pay a maximum of 10 points or $6,750.00, and that the Board President and Secretary be authorized to sign the Warranty Deed was made by T. Nemmers, seconded by R. Clark.</td>
<td>Motion passed unanimously.</td>
</tr>
<tr>
<td>Schedule of Charges Tabled</td>
<td>R. Clark made a motion that was seconded by D. Rowen that the Board table the Schedule of Charges for use of college facilities and equipment pending further study.</td>
<td></td>
</tr>
<tr>
<td>Director Stover Arrives</td>
<td>Director W. Stover arrived at 7:07 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC COMMENTS
As agreed earlier in the meeting, the Board returned to Public Comments and heard remarks from Director W. Stover regarding his inability to serve on the Des Moines Area Community College Board of Directors for the period October 4, 1982, through October, 1985. The text of Mr. Stover's address to the Board is included with these minutes as Attachment #6.

A motion to accept the resignation of W. Stover was made by R. Clark, seconded by D. Bendixen.

Motion passed unanimously.

PLANS FOR CONFERENCE CENTER
Ken Bussard of Bussard/Dikis Associates, Ltd. made a presentation of proposed final plans for the remodeling of Building 7 into a Conference Center. Projected costs and timeline for the bidding and beginning construction are detailed in Attachment #7.

APPROVAL OF RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS FOR CONFERENCE CENTER
H. Ritland made a motion, R. Clark seconded, to adopt the resolution included as Attachment #8 to these minutes which adopts the proposed plans, specification, and form of contract for Phase IIIA, Part 16, Conference Center.

Motion passed unanimously.

APPROVAL OF RESOLUTION FIXING DATE FOR BID RECEIPT FOR CONFERENCE CENTER
A motion to approve the resolution which sets October 14, 1982, as the date for receiving bids for the proposed construction identified as Phase IIIA, Part 16, Conference Center, was made by T. Nemmers, seconded by D. Bendixen. The resolution is attached to these minutes as Attachment #9.

Motion passed unanimously.

AWARD OF CONTRACT FOR CONFERENCE CENTER PARKING LOT
A motion that the Board of Directors award a contract for construction of Phase IIIA, Part 15, Conference Center Parking Lot Project, to McAninch Corporation, with a base bid of $213,637.50 less deductive alternate bid No. 1 in the amount of $4,430.00; and less deductive alternate bid No. 2 in the amount of $1,000.00; giving a net contract amount of $208,207.50; and that the Board President and Secretary be authorized to sign said contract was made by T. Nemmers, seconded by D. Rowen. Bid notice and summary are Attachments #10-11.

The motion passed on a roll call vote. There was one dissenting vote.

PRESENTATION OF FINANCIAL REPORT
The Board reviewed the Financial Report for the month of August, included as Attachment #12.

APPROVAL OF PAYABLES
It was moved by D. Rowen, seconded by T. Nemmers, that the payables as detailed in Attachment #13 to these minutes be approved.

Motion passed unanimously.
ADJOURNMENT  

W. Stover made a motion that the meeting be adjourned. Board President E. Leonard informed him that he could not accept the motion because the Board had accepted Mr. Stover's resignation. Mr. Stover informed the Board President that he had not resigned, but only notified the Board that he would be unable to accept his elected position for the next three-year term.

E. Leonard accepted a motion for adjournment from D. Rowen; motion seconded by T. Nemmers. The motion passed unanimously and at 7:50 p.m. Board President Leonard adjourned the meeting.

ELDON LEONARD, Board President

EUGENE R. SNYDER, Secretary
We, the students at Western Attendance Center, District Campus, have chosen to establish a government known as Student Government Association to provide and maintain the voice, to establish an effective working relationship with administration and faculty, and to improve college-community relations. We hereby establish this constitution.

ARTICLE I

NAME

Section 1

The Western Attendance Center Student Government Association, hereinafter referred to as WACSGA, shall be bound by this constitution and the rules and regulations of Des Moines Area Community College, hereinafter referred to as DMACC.

Section 2

The objectives of this organization shall be to (1) represent the students in all matters of student life (2) determine policy for the association (3) deal with issues concerning the betterment of the students.

Section 3

Affiliation

A. The WACSGA shall cooperate in every way with all other branch sites of DMACC.

ARTICLE II

MEMBERSHIP

Section 1

Eligibility of membership to the WACSGA shall be in accordance with the by-laws.

ARTICLE III

OFFICERS, REPRESENTATIVES, AND ADVISORS

Section 1

The elected members of the WACSGA will be known as the executive committee.

A. Officers

1. President
2. Vice President
3. Secretary/Treasurer
4. One faculty representative appointed by the faculty to act in an advisory capacity.
Constitution

B. Representatives

1. All students with paid activity fees shall be representatives

ARTICLE IV

MEETINGS

Section 1
A quorum will consist of one-half plus one WACSGA membership.

Section 2
The current revised edition of ROBERT'S RULES OF ORDER shall govern proceedings at all meetings of the WACSGA.

Section 3
The WACSGA shall hold a regular meeting at least monthly.

Section 4
Meeting times and places of the WACSGA shall be determined at the first WACSGA meeting of fall term. Special meetings may be called in accordance with the by-laws.

A. The WACSGA faculty advisor will establish the first meeting of the fall term.
ARTICLE I

Section 1

The by-laws of the Western Attendance Center Student Government Association hereinafter referred to as WACSGA, shall be consistent with the constitution in all specific articles. Amendments to the by-laws will be proposed according to the guidelines set forth in Article III of the by-laws.

ARTICLE II

RATIFICATION

Section 1

The constitution and any amendments to the constitution shall be approved for ratification by receiving approval of the following groups in the following order.

a) The WACSGA in accordance with the procedures in Article III.

b) The College Superintendent
   1) The acting Superintendent upon the absence of the Superintendent.

c) The College Board of Directors

ARTICLE III

AMENDMENTS

Section 1

Procedures

A. A written draft of the amendment(s) to either the constitution or by-laws shall be proposed by a member of the student body. This is to be presented to the vice-president at least five (5) days before the next regular WACSGA meeting.

B. At the first WACSGA meeting following submittal, the Vice President will present the proposed amendment. The amendment will be handed out in written form, read, discussed, and voted on with a 2/3 majority vote required to pass.

C. All proposed amendments that receive 2/3 vote will be placed into effect immediately upon approval as set forth in Article III.
Section 2  A proposed amendment to the constitution or by-laws may be changed by a proposal from a member of the WACSGA and approved by a 2/3 majority vote at the WACSGA meeting where said proposed amendment is being read and discussed.

ARTICLE IV

Section 1  Executive Board

A. The executive board will consist of the President, Vice President, Secretary/Treasurer, and one advisor.

B. The advisor will be appointed by the faculty.

Section 2  President

A. To be elected at large by the students in the fall of each year.

B. Responsibilities

1. To preside over following meetings
   a) executive council with full voting procedures
   b) WACSGA meetings with the President voting in case of a tie.

2. To notify the vice president when unable to attend a meeting and the vice president will preside in his/her absence.

3. To be the primary liason between the administration and the WACSGA.

4. To appoint a replacement for vacant offices with approval of WACSGA.

Section 3  Vice President

A. To be elected at large by the students in the fall of each year.

B. Responsibilities

1. To attend meetings of executive board and WACSGA
2. To recommend amendments to the WACSGA constitution and by-laws and the implementation thereof.

3. To plan and coordinate all activities and programs.

4. To preside at meetings in the absence of the President.

Section 4

Secretary/Treasurer

A. To be elected at large by the students in the fall of each year.

B. Responsibilities

1. To record attendance at each meeting.
2. To record the activities of the organization at each meeting.
3. To approve all funding requests.

Section 5

Representatives

A. All students who have a paid activity card will have full voting privileges.

B. Responsibilities

1. To attend all WACSGA meetings.
2. To offer any motion that is pertinent to the WACSGA.
3. To explain or discuss that motion or any matter properly brought before the meeting.
4. To be appointed by the President to serve on committees.
5. To WACSGA has the right to repeal an executive board decision if the majority are in disagreement with the board's decision.
6. To vote on all appointments made by the President.
7. To vote on the removal of officers or representatives for violations of the constitution, by-laws, or for failure to carry out the responsibilities and duties of their office.
By-Laws

ARTICLE V

ELECTIONS

Section 1 Qualifications to be elected and hold office.
A. Be a student carrying college level courses.
B. Not be on disciplinary action.
C. Have a paid activity fee.

Section 2 Procedures for nomination
A. Must meet all qualifications in Article V, Section 1.
B. To comply with all election committee rules and regulations.

Section 3 Elections
A. Elections are to be held each fall.
B. The election committee shall preside and be responsible for all election policies and procedures.
C. Results of the election will be made public immediately after the ballots have been counted, under supervision of the advisor and validated by the election committee.

Section 4 Summer Term Elections
A. Elections will be held for only those offices which have been vacated by students who have advanced into the second level of their education.
B. Elections will be conducted as outlined in Article V, Sections 2 and 3.

Section 5 Voting
A. Any member with a current activity card may vote.

ARTICLE VI

STANDING COMMITTEES

Section 1 The WACSGA standing committees are:
A. Executive Committee
   1. To develop a projected budget for the WACSGA in the spring of each year for the following fiscal year to be submitted and approved by WACSGA.

Section 2 Temporary committees will be appointed by the President with goals and objectives and will function only for the period of time required.
By-Laws

ARTICLE VII

REMOVAL FROM OFFICE

Section 1

Reasons for removal or impeachment

A. Officers

1. Failure to perform the duties of the office as set forth in the by-laws.
2. Attempts to undermine the WACSGA by direct or indirect actions.
3. Missing three (3) consecutive WACSGA meetings or six (6) accumulative absences of said WACSGA meetings. Absences will be taken under consideration due to ex-tenuating circumstances.

Section 2

Removal Procedures

A. Impeachment

1. A formal written accusation will be submitted at a regular executive board meeting.
2. The Vice President will review the accusation and present his findings to the executive board within two (2) weeks. At this time the issue will be placed on the agenda at the next regular WACSGA meeting.
3. The issue will be brought to the WACSGA and an announcement of the charges read. If the committee has found any data supporting said charges, a hearing date will be set for no later than seven (7) calendar days.
4. The hearing will be presided over by one of the advisors of the WACSGA. The Vice President will present his/her findings to support the charges, and the defendant will have an opportunity to present his/her side of the issue.
5. The WACSGA with the exception of the Vice President and the defendant, will act as jury. A 2/3 vote is required to impeach a member.
6. All impeachments are effective immediately.
7. The defendant may have outside representation.

A. Said representation must follow rules in accordance with the WACSGA.

ARTICLE VIII

WACSGA MEETINGS

Section 1

Special Meetings

A. Special meetings may be called in the following ways:
By-Laws

1. The executive board upon majority vote.
2. The WACSGA with majority vote
3. The members of the WACSGA may petition special meetings with signatures from 1/3 of the members of the students stating the reason for calling a special meeting.

B. All specially called meetings must proceed on only the reason stated.
The students in the Western Attendance Center have developed the following budget for the fiscal year July 1, 1982 through June 30, 1983. The following budget is based on full-time activity fee for students at $7.50 per quarter.

Funds remaining in the Student Activity account at the end of the fiscal year will be carried forward for continued benefit of the students.

Student Activities income is based on projected enrollment for fiscal year 1982-83. If enrollment does not meet expected levels, income will be proportionately less.

Orientation Picnic $60.00
Halloween Party 60.00
Christmas Dinner 190.00
Christmas Tea 30.00
Decorations 20.00
Group Picture 180.00
ADN Party 60.00
Graduation Party 130.00
Appreciation Coffee 70.00
Contingency 85.00

TOTAL $885.00

Projected Income

1st Quarter - 35 students @ $7.50 each $262.50
2nd Quarter - 32 students @ $7.50 each 240.00
3rd Quarter - 30 students @ $7.50 each 225.00
4th Quarter - 21 students @ $7.50 each 157.50

TOTAL $885.00

Explanation of Accounts

Food is purchased for the following activities and from the corresponding accounts:

- Orientation Picnic
- Halloween Party
- Graduation Party
- ADN Party
- Christmas Dinner

CHRISTMAS TEA: A gift exchange is planned for the students, the expense for refreshments is paid out of this account.
DECORATIONS: This money pays for materials and supplies for a Christmas tree and special bulletin board.

GROUP PICTURE: This money is used to buy one group picture for each student.

APPRECIATION COFFEE: This account is established to buy coffee and rolls for the hospital staff.

CONTINGENCY: These funds will be used for emergency use to cover expenses for projects which arise that have not been budgeted for in standard accounts. They may be applied to the student's graduating picture.
DATE: September 13, 1982

TO: Board of Directors

FROM: Del Shepard

RE: Advisory committee additions

I wish to submit additional names for your approval to serve in the capacity of advisory members for FY83. They are:

Richard Bushey for a 1-year term on the Hospitality Careers committee. He is from Des Moines and is a supervisor.

Pete Hubschmitt for a 1-year term on the Hospitality Careers committee. He is from Des Moines and is a supervisor.

Ron Morden for a 3-year term on the Accounting committee. He is from Des Moines and is a supervisor.

The following are names submitted for a special committee set up for the Dietary Service Specialist III certificate program. The following people are selected for 1-year terms: John Buckley, Peggy Cutlip, Gladys Grabe, Mary Jo Fitzgerald, Emily Krengel, Jim Huss, Joanne Schreiber, Jeanette Smith and Larry Breeding.

Thank you for your consideration.

DS/aj
John Buckley, Chief  
Division of Health Facilities  
Iowa State Department of Health  
Des Moines, Iowa 50319  
Business: 281-4115  
Home:  
Term: 1-year

Joanne Schreiber, R.D.  
Program Director (Program Consultant)  
3213 Saundra Circle  
West Des Moines, Iowa 50265  
Business: 281-7036  
Home: 225-9407  
Term: 1-year

Peggy Cutlip  
Coordinator, Home Economics/Service  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021  
Business: 964-6365  
Home:  
Term: 1-year

Jeanette Smith, R.N.  
Instructor, Nursing  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021  
Business: 964-6365  
Home:  
Term: 1-year

Gladys M. Grabe  
Home Economics Consultant  
Career Education Division  
State Department of Public Instruction  
Grimes State Office Building  
Des Moines, Iowa 50319  
Business: 281-4705  
Home:  
Term: 1-year

Larry Breeding, Vice President  
Iowa Health Care Association  
Suite 5, P.O. Box 65236  
4010 Woodland Plaza  
Des Moines, Iowa 50265  
Business: 255-0666  
Home:  
Term: 1-year

Mary Jo Fitzgerald  
Food Production Supervisor  
President, Iowa HEIFSS  
Mary Greeley Medical Center  
117 - 11th Street  
Ames, Iowa 50010  
Business: 239-2175  
Home:  
Term: 1-year

Emily Krengel, R.D.  
Consultant Dietitian  
1510 Chestnut  
Atlantic, Iowa 50022  
Business: 712-243-4144  
Home:  
Term: 1-year

Jim Huss, A.P. and Extension Specialist  
Department of Institution Management  
Iowa State University  
12 Mac Kay Hall  
Ames, Iowa 50011  
Business: 294-3527  
Home:  
Term: 1-year
STATEMENT OF UNDERSTANDING

AGREEMENT:
This constitutes an agreement between the Area XI -- Des Moines Area Community College
located at Ankeny, Iowa; and the Rehabilitation Education and Services Branch of the State Department of Public Instruction, Des Moines.

This agreement covers the period of July 1, 1982, through June 30, 1983. It may be amended at any time during this period by mutual consent of the parties involved. In the event that either party desires to make substantial revisions or to cancel this agreement for the following year, it is agreed that notice of such intent will be given to the other party prior to April 1, 1983.

PURPOSE:
This agreement is to encourage mutual efforts to provide a comprehensive array of vocational rehabilitation services to disabled students in Iowa's schools. Also, it should clearly establish a linkage to such services for students as they leave the school program. It is intended that all such services should augment rather than supplant educational programs and services available to disabled students through the schools.

GENERAL PROVISIONS:
1. Access to Staff and Students -- It is expected that all school and RESB staff working on occupationally-related evaluation, adjustment, or skill development of disabled students within the school will have access to one another and to disabled students. Such access is vital to a useful exchange of information, referral of students for services, joint program planning, and effective counseling.

2. Confidentiality -- Privileged information will be used by all staff solely for the purpose of establishing an individual's eligibility for services, determining rehabilitation needs, developing Individual Written Rehabilitation Program (IWRP), developing Individual Educational Programs (IEP), monitoring an individual's progress, placement into suitable training or employment, or for research.

3. Suitability of Staff -- Staff employed and assigned to this cooperative program will be continued in such work setting and assignments only so long as they conduct themselves and perform their duties in a manner acceptable to the Area Superintendent or Administrator and to the Department of Public Instruction.

Staff employed by the vocational rehabilitation agency and serving the school will be acceptable to the Area Administrator (or Area School Superintendent) and shall comply with all rules, policies, and schedules required of them by the school within the limits of applicable collective bargaining agreements. Such staff will attend pertinent meetings for in-service training or professional development as designated by officials of either
the school or the rehabilitation agency. Such meetings designated by either party are estimated not to exceed a total of 20 working days per year.

4. Records and Reports — Both the school and the RESB will continue to maintain reports required by applicable federal and state laws and regulations. Any other program information or statistical data relating to vocational rehabilitation will not be released to professional publications, the press, etc., without the review and consent of the other party. All audio-visual materials explaining vocational rehabilitation developed for presentation to lay or professional groups will also be with the knowledge and consent of both parties. Evaluation of the joint efforts will be done at least annually with the participation of both parties. Periodic reports from the RESB data collection system will be provided as they are available.

5. Civil Rights -- Both parties to the agreement will continue to be in compliance with the Civil Rights Act of 1964.

VOCATIONAL REHABILITATION RESPONSIBILITIES:

1. Qualified Staff — The personnel of the Rehabilitation Education and Services Branch, as employees of the State Department of Public Instruction, will meet the educational and other requirements as set forth in the STATE PLAN FOR THE ADMINISTRATION OF VOCATIONAL REHABILITATION IN IOWA. Such personnel will work within the Area as an integral part of the school educational team to bring to the rehabilitation resources of the area the special vocational rehabilitation skills and services necessary to successfully train and otherwise prepare eligible handicapped persons for suitable employment. Only handicapped individuals determined to be eligible for vocational rehabilitation services will be included in this cooperative program.

2. Staff Support — The Rehabilitation Education and Services Branch will also make available to each vocational rehabilitation counselor, supplies and travel funds within the provisions of state statutes to carry out his professional responsibilities in cooperation with the school program.

The Branch will also provide each vocational rehabilitation professional and clerical staff member with essential office equipment only in the event such equipment cannot conveniently be provided by the area or school.

Toll charges in connection with long-distance telephone calls authorized by the vocational rehabilitation counselor to carry out his functions will be paid by the vocational rehabilitation agency (when WATS line facilities are not locally available).

3. Rehabilitation Services — Within the limits of current funding, all services covered by the STATE PLAN FOR THE ADMINISTRATION OF VOCATIONAL REHABILITATION IN IOWA will be made available to eligible handicapped students through individual plans developed by the vocational rehabilitation counselor in cooperation with appropriate school and other resources. Such services, which may need to precede or be provided simultaneously with (or subsequent to) regular educational and vocational training, will vary according to individual circumstances but might include: (a) medical, psychiatric and other diagnostic studies; (b) treatment to reduce or limit the handicapping condition; (c) artificial appliances, wheelchairs, glasses and other special aids to
facilitate training or employment; (d) maintenance (board, room, etc.), transportation, supplies, and equipment while undergoing training and placement; (e) on-the-job training costs; (f) appropriate cooperative employment guidance and job placement assistance; and (g) appropriate post-employment services.

RESPONSIBILITIES OF THE SCHOOL:
1. Office Space -- In order to facilitate close coordination of counseling, planning, and student service activities, the educational facility will provide, whenever possible, the vocational rehabilitation staff with adequate interviewing and office quarters equipped with a telephone.

2. Education and Related Services -- Students who become applicants or clients of the Rehabilitation Education and Services Branch will continue to be eligible for all other evaluation, training, or ancillary services provided by the school for which they might otherwise be eligible.

3. Examinations and Reports -- It is expected that the school will secure and share all audiological, visual, social work, academic, psychological, or other examinations which are necessary in order to develop suitable Individual Educational Programs (IEP), or Individual Written Rehabilitation Programs (IWRP).

4. Case Finding -- In the interest of providing occupationally-related services needed by its students, the school, in coordination with RESB staff, will assume responsibility for screening and identifying potential clients for referral to RESB. They will also help interpret the purposes of RESB to students, parents, faculty, and administrators.

FOR THE SCHOOL SYSTEM:

Eldon Leonard
(Signature of Board President) 21 Sept. 1982 (Date)

George H. Snyder
(Signature of Board Secretary) September 20, 1982 (Date)

FOR THE IOWA STATE DEPARTMENT OF PUBLIC INSTRUCTION:

Robert L. Beuth
(Signature of State Superintendent) 10/12/82 (Date)
JOINT AGREEMENT
between
DES MOINES AREA COMMUNITY COLLEGE
and
FAITH BAPTIST BIBLE COLLEGE

THIS AGREEMENT, made and entered into this 4th day of
October, 1982, by and between the Des Moines Area
Community College and the Faith Baptist Bible College;

WITNESSETH:

WHEREAS, the Des Moines Area Community College is a school
corporation pursuant to Chapter 280A of the Code of Iowa; and

WHEREAS, the Faith Baptist Bible College is a private agency
organized as a not-for-profit corporation pursuant to the provisions
of Chapter 504A of the Code of Iowa; and

WHEREAS, the Des Moines Area Community College and Faith
Baptist Bible College are both located in the City of Ankeny, Iowa;
and

WHEREAS, the Des Moines Area Community College facilities
and programs are accessible to the Faith Baptist Bible College, and
students at Faith Baptist Bible College have from time to time enrolled
in courses at Des Moines Area Community College or have expressed an
interest in enrolling in courses at the Des Moines Area Community
College; and

WHEREAS, the Des Moines Area Community College is desirous
of expanding the accessibility of its programs and maximizing facility
utilization; and

WHEREAS, the Des Moines Area Community College has available
the personnel, classrooms, laboratories, equipment and facilities
necessary to administer programs desired by and which will be bene-
ficial to students attending Faith Baptist Bible College,
and it is in the best interests of the Des Moines Area Community
College to make its facilities and programs readily accessible to
students at Faith Baptist Bible College; and

WHEREAS, the parties hereto have now determined that their
needs in this regard can best be met cooperatively by agreement; and

WHEREAS, the provisions of Chapter 28E of the Code of Iowa
provide a means to make efficient use of the Des Moines Area Community
College personnel, classrooms, laboratories, equipment and facilities,
and it is in the best interests of both parties to this agreement to
cooperate to their mutual advantage by taking this cooperative action;
NOW, THEREFORE, THE PARTIES AGREE as follows:

1. The purpose of this Agreement is to provide a means by which the parties hereto may jointly and cooperatively proceed under the provisions of Chapter 28E of the Code of Iowa to enroll students from Faith Baptist Bible College in various instructional programs at the Des Moines Area Community College. All policies, provisions, and priorities of the Des Moines Area Community College are applicable to this Agreement unless specifically exempted in this Agreement.

2. Faith Baptist Bible College students may be enrolled in existing sections or special course sections at the option of the Des Moines Area Community College. Although the Des Moines Area Community College will attempt to schedule classes at hours suggested by Faith Baptist Bible College, no times are guaranteed. These students will be registered at Des Moines Area Community College less than full-time each quarter. If a Faith Baptist Bible College student enrolls full-time at the Des Moines Area Community College, such students are excluded from this Agreement.

3. Tuition and all fees, including the Des Moines Area Community College's activity fee, will be processed for each student based on current college practices. An admission fee will be assessed when the individual student has accumulated twenty-four (24) quarter credit hours at Des Moines Area Community College.

4. Faith Baptist Bible College students will register for Des Moines Area Community College classes at Faith Baptist Bible College. The Faith Baptist Bible College shall identify the residency status on the admission application and class schedule for each student's initial registration. Faith Baptist Bible College shall forward the admissions application (only first term of enrollment) and class schedule (each term of enrollment) to the manager of student records and services at Des Moines Area Community College for processing.

5. For purposes of federal and state financial aid programs, Faith Baptist Bible College will be designated the primary institution for students enrolled under this Agreement. These students will be classified full-time at Faith Baptist Bible College with a combination of total credit hours from each institution equalling full-time.

6. Des Moines Area Community College student accounts receivable will bill Faith Baptist Bible College after the fourth week of each quarter for all charges (tuition and fees) due and payable from Faith Baptist Bible College to Des Moines Area Community College for students under this agreement. Faith Baptist Bible College agrees to reimburse Des Moines Area Community College for the total costs for these students in line with Des Moines Area Community College's refund policy.
7. Faith Baptist Bible College agrees that the tuition and fees charged its students for courses taken at the Des Moines Area Community College will not exceed the cost of tuition/fees charged by the Des Moines Area Community College.

8. Des Moines Area Community College shall have no responsibility for submitting Des Moines Area Community College final grades, or any other student records, to Faith Baptist Bible College, and will not release any student records to Faith Baptist Bible College unless authorized in writing by the student. The student shall be responsible for submitting Des Moines Area Community College's final grades each quarter to the Faith Baptist Bible College registrar.

9. The Des Moines Area Community College has no responsibility for transporting students to or from campus, nor for providing a program or classes to Faith Baptist Bible College students, other than those which are ordinarily available, at the discretion of the Des Moines Area Community College.

10. This Agreement may be terminated at any time upon sixty (60) days written notice by either party.

DES MOINES AREA COMMUNITY COLLEGE

By Eldon Leonard, Board President

ATTEST:

Eldon Leonard, Board President

FAITH BAPTIST BIBLE COLLEGE

Gordon L. Shipp, President

ATTEST:

Eldon L. Shipp, Secretary

Gordon L. Shipp, President

Secretary
STATE OF IOWA )
       SS: 
COUNTY OF POLK )

On this 4th day of October, 1982, before me, a Notary Public in and for said county and state aforesaid, personally appeared Eldon Leonard and Eugene Snyders, to me personally known to be the president of the Board of Directors and secretary of the Board of Directors, respectively, of the Des Moines Area Community College, the public corporation described in and which executed the within and foregoing instrument, and who, being by me severally sworn, did say that he, Eldon Leonard, is president, and he, Eugene Snyders, is secretary of said Des Moines Area Community College Board of Directors, that the corporation has no seal, and that said instrument was executed and signed on behalf of said public corporation by authority of its Board of Directors; and the said Eldon Leonard and Eugene Snyders each acknowledged the execution of said instrument to be the free and voluntary act and deed of said public corporation by it voluntarily executed.

Witness my hand and notarial seal this 4th day of October, 1982.

[Signature]
Notary Public

STATE OF IOWA )
COUNTY OF POLK )

On this 13th day of October, 1982, before me, a Notary Public in and for said county and state aforesaid, personally appeared Gordon L. Shipp and Greg Cook, to me personally known to be the president and secretary, respectively, of the Faith Baptist Bible College, the said corporation described in and which executed the within and foregoing instrument to which this is attached; that the said corporation has no seal, and that said instrument was executed and signed on behalf of said corporation by authority of its Board of Directors; and that the said Gordon L. Shipp and Greg Cook, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.

Witness my hand and notarial seal this 13th day of October, 1982.

[Signature]
Notary Public
This Joint Agreement has been submitted to the Iowa State Board of Public Instruction which has reviewed the agreement, and by the signature of its __________________________, hereby acknowledges its approval.

             (date)             

IOWA STATE BOARD OF PUBLIC INSTRUCTION

By______________________________
October 14, 1982

Mr. Charles Moench
Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319

Dear Mr. Moench:

Enclosed are two original copies of the Joint Agreement between Des Moines Area Community College and Faith Baptist Bible College regarding DMACC instructional services for Faith Baptist students. This is the arrangement that we discussed a few weeks ago.

The Agreement was approved by our Board in September, and has been signed by appropriate DMACC and Faith Baptist personnel.

Please complete the last page of both copies and return to me. Thank you for your assistance.

Sincerely,

JoAnn Bailey, Coordinator
Management Services

enclosures
September 20, 1982

Board of Directors DMACC
Residents of IV District of DMACC
Public at Large

I wish to address some issues this evening that are of importance to the college and my availability to continue to function as a member of this Board of Directors.

Several independent events should be placed in order for you.

First: Throughout my teaching career I have always kept fairly current with business opportunities outside the education field. Four or five times I have chosen to continue teaching rather than accept other employment.

Secondly: I own the family farm near Sheffield and spend considerable time there each summer. I frequently have traveled from there back to the Des Moines Area to attend board meetings or other board functions.

Thirdly: This past summer has been a particular difficult summer for me. For personal reasons, I decided to withdraw my participation from most voluntary functions. Simply put, I needed the time for me. Personal trauma, a divorce, preparing to teach for a year and other pressures prompted me to seek a one year leave of absence from teaching. This decision had been under consideration most of the summer but was made August 2nd. The Board of Education and school administration in Carlisle are fully aware of the nature of that request. No further comments are necessary.

Fourth: I decided that I would run for re-election to the board and filled my petition on the last day, Aug. 5th.

Fifth: On August 10th the Carlisle School Board granted my leave request. As of that day I was without a means of income and began to actively pursue some employment opportunities, some locally, some within the state, some out of state.

Sixth: During the last week in August and the first week of September I decided to accept a very lucrative position. Friends close to me knew of this opportunity and were aware of its development.

Seventh: Soon after this decision I called the chairman of the Board, Eldon Leonard, and a meeting was scheduled with Mr. Leonard, Dr. Borgan and myself to discuss the best procedure to handle my departure from the board. I was, and still am, interested in the well being of this college. The consensus was that the best interest of the college would be served if I maintained my residence in Carlisle until after the election, address the board at the September meeting and stated formally my intentions. This brings us to this evening.
As I speak to you this evening it may be the last time as a member of this board. I want you to know that I am extremely proud to have been a teacher-board member. It has been no secret, nor should it be, that I was approached and encouraged to run for this position by my colleagues in education. It is they who elected me and then stayed out of the way to let me do my job. I thank them for a truly professional relationship.

We have seen the Urban Campus move from a frustrating dream into a beautiful reality. We have witnessed and grieved through budget cuts. But through the pain we watched and listened to the citizens and business community of Carroll speak on behalf of the college programs. Today the college and the Carroll Community enjoy an even stronger relationship then before.

We have watched the campus in Ankeny grown and reach nearly a completed state.

This college has a staff and facility with National Leadership Recognition.

I have always received invitations to the Boone Activities. I know they understand that I could not attend because of my own teaching conflict. I am sorry for that, but I know of their excellent programs. They make me proud.

In short I know I have had a small part of the most dynamic educational movement in America, the Community College Movement. I know I have been a small part of the best community college in that movement, DMACC and that makes me proud.

In the future I expect this college, its Board of Directors, Administration, Faculty, Staff and Students to maintain a program of excellence in every discipline and in every conduct.

I would like to see the college continue to work with the Carroll Community School Board and Supt. Harlin Else to strengthen the education programs in that community for all concerned. We should improve our educational opportunities on the east side of the district as well. Too long have these gone unimproved or unattended.

I would like to see my dream of Little League Baseball and A.S.A. Girls Softball Tournaments being played on the Ankeny Campus become a reality. A strong cooperative effort with these organizations should do the trick. Certainly the college can find a way for some ball fields to be lighted and get some parking closer to the ball fields. The new YMCA needs support so that it can be built on the Ankeny campus, and soon.

The new convention center plans are excellent— even if that will move the golf course. I hope this as well as other efforts with business will strengthen our ties there.

We should strongly oppose the placement of an airport adjacent to the Ankeny Campus. The noise and safety factors are clearly in conflict with any educational environment and more especially of ours. They certainly are not consistent with the past efforts of this board to provide the type of physical plant that has
been built—to say nothing of the quality educational environment that exists.

Do not let up for a moment on the pressure for proper funding for this college. Especially funds necessary for maintaining proper up-to-date equipment of all kinds.

Let me conclude by sharing the event of my greatest pride. There can be no doubt that bringing Dr. Borgan back to DMACC as President will prove to be a dynamic positive educational decision. I am well aware of his style of leadership. It certainly is new in education, but long over due. Dr Borgan's own words describe the situation best. "I believe that people-institutions—Society as a whole—tend to move in the direction of their expectations."

I believe that. I expect a lot too.

Our faculty and staff are our only resource and our best public relations network

We need their full support and their expertise. We need to say to them we are proud of you—You make DMACC what it is.

It is with deep sorrow that I make this my final request of you fellow board members. Please consider this letter as my official notification that I will be unable to accept my re-elected position on the DMACC Board. By the time of the organization meeting, I will be both employed and living outside the district.

I thank you for the privilege to have served with each of you on this Board. You have taught me a great deal. I only hope that my humble performance has measured up to the quality of service and level of excellence established by your expectations.

Walter A. Stover Jr.
CONFERENCE CENTER - BUILDING 7
DES MOINES AREA COMMUNITY COLLEGE
BOARD OF DIRECTORS MEETING
CARROLL, IOWA - SEPTEMBER 20, 1982

PURPOSE: 1.) Review of Construction Documents for Conference Center
2.) Board Authorization (if required) to Proceed with Bidding

1. Project Construction Documents

2. Project Cost:

   A. Scheme F (8/11/82) $174,812.00
      Scope of project reduced to
      match budget.

   B. Board approval to increase budget $275,000.00
      $100,000.00 (8/16/82)

   C. Scheme F Revised $274,812.00
      (entrance canopy for identity, registration desk,
      existing dining improvements, furnishings - dining,
      executive dining, food service equipment, vinyl
      fabric - conference rooms, upgrade finishes - small
      conference rooms - ADD $100,000.00)

      Construction added since 8/16/82 + $11,500.00
      1. Undercounter millwork - conference rooms
      2. Waste, water, vent to formal dining
      3. Formal dining - waitress area/storage 109

      Deductive alternates - $36,000.00
      1. Undercounter millwork - conference rooms
      2. Substitute paint for vinyl fabric walls
      3. Substitute finish on folding walls
      4. Delete registration desk
      5. Delete all work in executive dining
      6. Delete banners - dining 117

      FINAL ESTIMATE OF PROBABLE COST = $250,312.00

BUSSARD/DIKIS ASSOCIATES LTD.
ARCHITECTS
INTERIOR & GRAPHIC DESIGNERS
414 SIXTY-FIRST STREET
DES MOINES, IOWA 50312
(515) 274-4074
CONFERENCE CENTER - BUILDING 7
DES MOINES AREA COMMUNITY COLLEGE
September 20, 1982

3. Schedule:

9/16/82  -  Final User Review
9/20/82  -  Board of Directors Review
9/21/82-9/23/82  -  Print Bid Documents
9/24/82  -  Issue Bid Documents
10/14/82  -  2:00 p.m. Bids Due
10/18/82  -  Hearing - Regular Board Meeting
10/19/82  -  Board Approve Recommended Contractor
10/19/82  -  Start Construction
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS
AND FORM OF CONTRACT FOR PHASE III A, PART 16 -
CONFERENCE CENTER

RESOLVED, that proposed plans, specifications, form of contract, and estimated costs, for the construction of Phase III A, Part 16 - Conference Center, are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE that at a meeting of the Board to be held at 7:00 p.m., on the 18th day of October, 1982, at Boone, Iowa, this Board will hold a Public Hearing on the matter of the adoption of plans and specifications, form of contract, and estimated costs now on file in the office of the Secretary of the Board of Directors.

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

PASSED AND APPROVED THIS 20TH DAY OF SEPTEMBER, 1982.

President, Board of Directors

ATTEST:

Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECIPIENT OF BIDS FOR
PHASE III A, PART 16 - CONFERENCE CENTER

RESOLVED, that sealed proposals for the construction of Phase III A, Part 16 - Conference Center, will be received at Building No. 1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Daylight Savings Time, October 14, 1982, at which time and place said bids will be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 20TH DAY OF SEPTEMBER, 1982.

Ellen Leonard
President, Board of Directors

ATTEST:

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

R-577 NOTICE TO BIDDERS

Sealed proposals for the construction of Phase IIIA, Part 1 of the Conference Center Parking Lot, Des Moines Area Community College, will be received in Building 1, Room 205, 2006 Ankeny Boulevard, Ankeny, Iowa, until 5:30 P.M., Central Daylight Time, on September 15, 1982.

Proposals received after the time set forth hereinbefore will not be accepted. All interested parties are invited to attend. Proposals will be opened publicly and read aloud.

Proposals will be acted upon by the Board of Directors at its regular board meeting, September 20, 1982, immediately following the public hearing scheduled for 5:30 P.M., Central Daylight Time at Carroll, Iowa.

The work includes construction of new parking lot and drive including excavation, grading, storm sewers, asphalt paving, asphalt curb, concrete curb and gutter, concrete sidewalk, parking lot and drive lighting and miscellaneous associated work, including clean-up.

Each proposal shall be made on a prepared proposal form furnished by the Owner and must be accompanied by bid security, as follows: a certified or cashier’s check, drawn on a solvent Iowa bank or a bank chartered under the laws of the United States, in an amount equal to ten percent (10%) of the bid or a bid bond executed by a corporation authorized to do business in the State of Iowa in a penal sum of ten percent (10%) of the bid.

By virtue of statutory authority, a preference will be given to Iowa domestic labor in the construction of the improvements.

The Board retains the right to reject any or all bids received, to waive irregularities, and to accept the proposal which appears to be for the best interest of the Community College.

The work shall commence on or before September 27, 1982, and shall be completed by November 10, 1982. The Board reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) days from the date of public hearing, such deferral will result in extension of the completion date.

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the Board of Directors, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and the maintenance of said improvements in good repair for not less than four (4) years from the time of acceptance of the said improvements by the Board.

Payment to the Contractor will be made in cash received from such funds as may be legally used for such purposes as outlined in INSTRUCTIONS TO BIDDERS.

Copies of said plans, specifications and form of contract for construction of the proposed improvements may be purchased from Veenstra & Kimme, Inc., Engineers & Planners, 300 West Bank Building, 1601 22nd Street, West Des Moines, Iowa 50265, upon payment of Ten Dollars ($10.00) for each set. No refund will be made.

Published upon order of the Board of Directors, Des Moines Area Community College.

(5) Eldon Leonard
President, Board of Directors

Affidavit of Publication

STATE OF IOWA

POLK COUNTY

The undersigned, being first duly sworn, on oath states that he is the Auditing Department Manager of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of THE DES MOINES REGISTER (Daily), DES MOINES TRIBUNE (Daily), DES MOINES SUNDAY REGISTER newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa; and that an advertisement, a printed copy of which is hereto annexed as Exhibit "A" and made a part of this affidavit, was printed and published in said The Des Moines Register (daily) the following dates

August 25, September 1, 1982

in said Des Moines Tribune (daily) the following dates

in said Des Moines Sunday Register on...

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

Subscribed and sworn to before me by said affiant this 1st day of September, 1982

Thelma B. Lett

Notary Public in and for Polk County, Iowa
## Base Bid

Construct parking lots and drive including excavation, grading, storm sewers, concrete curb and gutter, concrete sidewalk, asphalt paving, asphalt curb, parking lot and drive lighting and miscellaneous associated work for the following unit and lump sum prices:

<table>
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<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<tbody>
<tr>
<td>1.1 Stripping, Stockpiling, and Respreading Topsoil</td>
<td>CY</td>
<td>3,600</td>
<td>$1.90</td>
<td>$6,840.00</td>
<td>$2.25</td>
<td>$8,100.00</td>
<td>$3.50</td>
<td>$12,600.00</td>
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<td>1.2 Unclassified Excavation</td>
<td>CY</td>
<td>5,500</td>
<td>$1.86</td>
<td>$10,230.00</td>
<td>$2.20</td>
<td>$12,100.00</td>
<td>$1.55</td>
<td>$6,825.00</td>
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<td>1.3 Subgrade Preparation</td>
<td>SY</td>
<td>10,700</td>
<td>$0.56</td>
<td>$5,992.00</td>
<td>$0.65</td>
<td>$6,955.00</td>
<td>$0.60</td>
<td>$6,420.00</td>
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<td>$235.00</td>
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<td>$350.00</td>
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<td>1.5 Rip-Rap</td>
<td>Tons</td>
<td>20</td>
<td>$26.59</td>
<td>$747.32</td>
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<td>$756.00</td>
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<td>1.6 Storm Sewer Pipe In Place</td>
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<td>1.6.1 12&quot; RCP</td>
<td>LF</td>
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<td>1.7 Intakes</td>
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<td>1.7.1 Curb Intake, Type A</td>
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<td>$300.00</td>
<td>$1,800.00</td>
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<td>1.9 Benches</td>
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<td></td>
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</tr>
</tbody>
</table>
## Conference Center Parking Lot

### Bid No. 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Concrete Sidewalk</td>
<td>SF</td>
<td>10,100</td>
<td>$2.04</td>
<td>$20,604</td>
<td>$1.55</td>
<td>$15,555</td>
<td>$2.04</td>
<td>$20,604</td>
<td>$1.55</td>
<td>$15,555</td>
</tr>
<tr>
<td>1.2 Steps</td>
<td>LS</td>
<td>xxx</td>
<td>$3,550</td>
<td>$10,625</td>
<td>$4,120</td>
<td>$12,360</td>
<td>$4,120</td>
<td>$12,360</td>
<td>$4,120</td>
<td>$12,360</td>
</tr>
<tr>
<td>1.3 Asphalt Paving</td>
<td>SY</td>
<td>8,750</td>
<td>$10.42</td>
<td>$91,175</td>
<td>$9.70</td>
<td>$84,075</td>
<td>$10.42</td>
<td>$91,175</td>
<td>$9.70</td>
<td>$84,075</td>
</tr>
<tr>
<td>1.4 Asphalt Curb</td>
<td>LF</td>
<td>680</td>
<td>$1.90</td>
<td>$1,292</td>
<td>$2.25</td>
<td>$1,530</td>
<td>$1.90</td>
<td>$1,292</td>
<td>$2.25</td>
<td>$1,530</td>
</tr>
<tr>
<td>1.5 Striping</td>
<td>LS</td>
<td>xxx</td>
<td>$863.35</td>
<td>$1,000</td>
<td>$1,060</td>
<td>$925</td>
<td>$863.35</td>
<td>$1,000</td>
<td>$1,060</td>
<td>$925</td>
</tr>
<tr>
<td>1.6 Parking Lot and Drive Lighting</td>
<td>LS</td>
<td>xxx</td>
<td>$48,800</td>
<td>$64,000</td>
<td>$64,000</td>
<td>$925</td>
<td>$48,800</td>
<td>$64,000</td>
<td>$64,000</td>
<td>$925</td>
</tr>
</tbody>
</table>

**Conference Center Parking Lot**

**Total Base Bid** (Items 1.1 - 1.16)

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Total Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$231,493.07</td>
</tr>
<tr>
<td>2</td>
<td>$242,516.00</td>
</tr>
<tr>
<td>3</td>
<td>$213,637.50</td>
</tr>
</tbody>
</table>

### Alternate Bids

In the event any of the following Alternate Bids are accepted, the Bidder agrees to make the following deductive adjustments to the Base Bid. Failure to complete this section of the proposal will constitute disqualification of the entire bid.

#### 2.1 Alternate Bid No. 1 - Site Light Bollard Fixtures

For deleting twelve site light bollard fixtures, bases, wiring, conduit and all associated work, DEDUCT, the lump sum of:

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Lump Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$4,430.00</td>
</tr>
<tr>
<td>2</td>
<td>$8,300.00</td>
</tr>
<tr>
<td>3</td>
<td>$4,430.00</td>
</tr>
</tbody>
</table>

#### 2.2 Alternate Bid No. 2 - Concrete Sidewalk

For deleting 2,160 SF of 4' concrete sidewalk and substituting 2,160 SF of 4' asphalt sidewalk and all associated work, DEDUCT, the lump sum of:

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Lump Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,710.00</td>
</tr>
<tr>
<td>2</td>
<td>$500.00</td>
</tr>
<tr>
<td>3</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
### Alternate Bid No. 3 - North Parking Lot

For deleting the north parking lot and all associated work, DEDUCT, the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1 Subgrade Preparation</td>
<td>SY</td>
<td>2,700</td>
<td>$0.56</td>
<td>$1,512.00</td>
<td>$0.65</td>
<td>$1,755.00</td>
<td>$0.60</td>
<td>$1,620.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.2 Concrete Sidewalk</td>
<td>SF</td>
<td>2,400</td>
<td>2.04</td>
<td>4,896.00</td>
<td>1.55</td>
<td>3,720.00</td>
<td>1.85</td>
<td>4,440.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.3 Steps</td>
<td>LS</td>
<td>xxx</td>
<td>3,550.00</td>
<td>xxxxxxxxxx</td>
<td>4,120.00</td>
<td>xxxxxxxxxx</td>
<td>1,200.00</td>
<td>xxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.4 Asphalt Paving</td>
<td>SY</td>
<td>2,400</td>
<td>10.42</td>
<td>25,008.00</td>
<td>9.70</td>
<td>23,280.00</td>
<td>8.67</td>
<td>20,808.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.5 Asphalt Curb</td>
<td>LF</td>
<td>600</td>
<td>1.90</td>
<td>1,292.00</td>
<td>2.25</td>
<td>1,530.00</td>
<td>1.60</td>
<td>1,088.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.6 Striping</td>
<td>LS</td>
<td>xxx</td>
<td>282.27</td>
<td>xxxxxxxxxx</td>
<td>330.00</td>
<td>xxxxxxxxxx</td>
<td>260.00</td>
<td>xxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.7 North Parking Lot</td>
<td>LS</td>
<td>xxx</td>
<td>5,300.00</td>
<td>xxxxxxxxxx</td>
<td>7,000.00</td>
<td>xxxxxxxxxx</td>
<td>5,300.00</td>
<td>xxxxxxxxxx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternate No. 3 - North Parking Lot
Total Deduct (Items 2.3.1 - 2.3.7)  

\[
\begin{align*}
\text{Bid No. 1} & : 41,840.27 \\
\text{Bid No. 2} & : 41,735.00 \\
\text{Bid No. 3} & : 34,716.00 \\
\end{align*}
\]

I hereby certify that this is a true tabulation of bids received on September 15, 1982, by Des Moines Area Community College, Ankeny, Iowa.

\[\text{A. R. Munsterman} \]
A. R. Munsterman, P.E.
Iowa Registration No. 7055
MEMORANDUM

9-10-82

MEMO TO: Board Secretary
FROM: Irv Steinberg

Although considerable tuition and fees were received during the month, it was necessary to use some additional borrowed (anticipatory warrant) funds to cover expenses for the month, with a total of $1,324,161 of these monies being currently used. This financial deficit is not likely to be alleviated until release of our first quarter FY 83 State General Aid payment, anticipated by the end of September.

Interest rates on short term investments have declined to a low of 8%, although have risen slightly during the first of September.

As annotated on the Budget Balance Report, the Restricted Current Fund current Working Expense Budget exceeds the Board approved and published budget due to the addition of several funded projects, and the General Fund Current Expense Working Budget was similarly increased to cover interest expense for anticipatory warrant. An amendment to this budget will be recommended later in the year, when a more exacting amount required is determined.

The Budget Balance Report submitted was prepared to include all college funds, rather than just the General and Plant Funds for which property taxes are assessed.
### CASH POSITION REPORT

**August 31, 1982**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Ankeny State</th>
<th>Ankeny National</th>
<th>Bankers Trust</th>
<th>Bankers Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL, AGENCY, FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Forward Aug. 1, 1982</td>
<td>$90,421</td>
<td></td>
<td>$4,231</td>
<td>$40,564</td>
</tr>
<tr>
<td>Plus August Receipts</td>
<td>2,554,378</td>
<td></td>
<td>1,373</td>
<td>335,487</td>
</tr>
<tr>
<td>Less August Disbursements</td>
<td>2,644,838</td>
<td></td>
<td></td>
<td>303,827</td>
</tr>
<tr>
<td>Cash Balance August 31, 1982</td>
<td>$(39)</td>
<td>$5,604</td>
<td>$72,224</td>
<td></td>
</tr>
<tr>
<td><strong>INVESTMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savings Account</td>
<td></td>
<td></td>
<td></td>
<td>42,274</td>
</tr>
<tr>
<td><strong>CD's</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various Rates and Due Dates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund at Bankers Trust</td>
<td>1,763,839</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund at Ankeny State</td>
<td>572,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund at Bankers Trust</td>
<td></td>
<td></td>
<td>1,590,000</td>
<td></td>
</tr>
<tr>
<td>13.04% due 1-14-83 (Loan Fund)</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.23% due 1-10-83 (Alumni)</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Investments</td>
<td>$2,370,839</td>
<td>$1,590,000</td>
<td>42,274</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CASH &amp; INVESTMENTS</strong></td>
<td>$2,370,800</td>
<td>$5,604</td>
<td>$1,662,224</td>
<td>$42,274</td>
</tr>
</tbody>
</table>

**Footnotes:**

1. General Fund monies invested represents amount of Anticipatory Warrant proceeds not currently being used.

2. Ankeny National Bank balance will be transferred to Ankeny State Bank after outstanding checks are cleared.
## EXPENDITURES:

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>FUND NO.</th>
<th>7-1-82 Budget</th>
<th>8-31,82</th>
<th>Amount Expended or Received</th>
<th>Amount Encumb.</th>
<th>Working Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) General Fund Current</td>
<td>1</td>
<td>17,432,782</td>
<td>17,770,507</td>
<td>2,636,395</td>
<td>329,946</td>
<td>14,804,166</td>
</tr>
<tr>
<td>(B) Restricted Current</td>
<td>2</td>
<td>979,016</td>
<td>1,456,670</td>
<td>166,404</td>
<td>4,967</td>
<td>1,285,299</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>3</td>
<td>1,773,118</td>
<td>1,762,189</td>
<td>193,934 (C)</td>
<td>41,044</td>
<td>1,527,211</td>
</tr>
<tr>
<td>Agency</td>
<td>4</td>
<td>328,722</td>
<td>328,722</td>
<td>43,881 (C)</td>
<td>284,841</td>
<td></td>
</tr>
<tr>
<td>Scholarship</td>
<td>5</td>
<td>1,097,696</td>
<td>1,097,696</td>
<td>200 (C)</td>
<td>1,097,496</td>
<td></td>
</tr>
<tr>
<td>Loan</td>
<td>6</td>
<td>15,500</td>
<td>15,500</td>
<td>12,486</td>
<td>3,014</td>
<td></td>
</tr>
<tr>
<td>Plant</td>
<td>8</td>
<td>2,938,125</td>
<td>2,938,125</td>
<td>181,315 (D)</td>
<td>2,756,810</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>24,564,959</td>
<td>25,369,409</td>
<td>3,234,615</td>
<td>375,957</td>
<td>21,758,837</td>
</tr>
</tbody>
</table>

**Footnotes:**

(A) General Fund Current Disbursement Working Budget increased from Published Budget by amount of interest expense on Anticipatory Warrant.

(B) Restricted Current Fund Disbursement & Revenue Working Budgets increased by amount of funded programs added. Budgeted revenue for this fund is $118,395 less than budgeted disbursements, representing non-funded Career Development Center expenses.

(C) The expenditures shown for the Auxiliary, Agency and Scholarship Funds thru August 31, 1982 are minimal as compared to the budget since these activities are directly related to student involvement, which does not become significant until the start of fall quarter in September.

(D) Plant Fund budget expenditures consider payments due Bankers Trust for 3 year loan of $153,600 due December 31, 1982 and $1,653,600 due June 30, 1983.

(E) The Cash Reserve Fund is accounted for in a separate coding within the General Fund Current (1 Fund).

(F) General Fund Current Revenue Working Budget shows a net increase from the Published Budget to reflect the following adjustments:

- Property Taxes: ($42,226)
- Vocational Aid: (125,007)
- Student Fees: (20,000)
- Interest: 329,077
- Miscellaneous: 383
- **Total Net Increase**: $142,227
Des Moines Area Community College
Public Hearing on Conference Center Parking Lot
September 20, 1982
Carroll, Iowa - St. Anthony's Hospital
Conference Room

AGENDA

1. Call to Order - 5:30 p.m.

2. Roll Call.

3. Acknowledgement by Board Secretary of how notice of hearing was made.

4. Requests to address the Board recognized.

5. Approve resolution adopting proposed plans, specifications, form of contract, and estimated costs for Phase IIIA, Part 15 - Conference Center Parking Lot.

6. Adjournment.
CONSTRUCTION HEARING
SPECIAL MEETING

20 SEPTEMBER 1982

A special meeting of the Des Moines Area Community College Board of Directors was held in the Conference Room of St. Anthony's Hospital in Carroll, Iowa, on September 20, 1982. The meeting was called to order by Board President Eldon Leonard at 5:30 p.m. for the purpose of conducting a public hearing in relation to the proposed specifications and form of contract for the construction of the Conference Center Parking Lot.

ROLL CALL

Members Present:
DeVere Bendixen
Raymond Clark
Georganne Garst
Eldon Leonard

Theodore Nemmers
Herbert Ritland
Donald Rowen

Members Absent:
Jasper Risdal
Walter A. Stover, Jr.

Others Present:
Joseph A. Borgen, President
Eugene R. Snyders, Board Secretary
Various other DMACC staff and interested residents

HEARING NOTICE

Board President Leonard asked how notice of this hearing was given to the public. The Secretary responded that the notice of the time and place of this hearing was, according to law and as directed by the Board, published in the Des Moines Register newspaper on the 25th of August, 1982, and posted on the official Des Moines Area Community College bulletin board. A copy of the paid public announcement is Attachment #1 to these minutes.

WRITTEN COMMENTS

Board President Leonard asked the Secretary if written comments had been received for Board consideration. The Secretary reported that no written comments had been received.

ORAL COMMENTS

In response to Board President Leonard's question as to whether requests to address the Board had been submitted, Secretary Snyders reported that no requests for oral comments had been received.

APPROVAL OF RESOLUTION REGARDING THE CONFERENCE CENTER PARKING LOT

A motion to adopt the resolution which adopts plans, specifications, form of contract, and estimated cost for the construction of the Conference Center Parking Lot, Phase IIIA, Part 15, was made by T. Nemmers, seconded by D. Rowen. The resolution is included as Attachment #2 to these minutes.

The motion was adopted unanimously on a roll call vote.
ADJOURNMENT

A motion to adjourn the meeting was made by D. Rowen, seconded by R. Clark.

The motion passed unanimously and at 5:36 p.m. Board President Leonard adjourned the hearing.

ELDON LEONARD, President

EUGENE R. SNYDERS, Secretary
R-678 NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

A public hearing will be held on September 20, 1982, at 5:30 P.M., Central Daylight Time, by the Board of Directors of the Des Moines Area Community College at St. Anthony's Hospital, Carroll, Iowa, in relation to proposed plans, specifications, form of contract and cost for the construction of the following improvement:

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15 - CONFERENCE CENTER PARKING LOT

at which time and place any interested persons may appear and file objections to the said proposed plans, specifications, form of contract or the cost of such improvement.

The Board of Directors will then hear said objections and any evidence for or against the same, and forthwith enter of record its decision thereon.

Des Moines Area Community College
/\ President, Board of Directors
/\ Eilrud Leonard
/\/ Secretary, Board of Directors

STATE OF IOWA

POLK COUNTY

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

THE DES MOINES REGISTER (Daily)
DES MOINES TRIBUNE (Daily)
DES MOINES SUNDAY REGISTER

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

August 25, 1982

in said Des Moines Tribune (daily) the following dates

in said Des Moines Sunday Register on

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

Subscribed and sworn to before me by said affiant this 25th day of

August, 1982.

Notary Public in and for Polk County, Iowa
RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATED COST FOR CONSTRUCTION OF PHASE III A, PART 15

WHEREAS, on the 16th day of August, 1982, plans, specifications, form of contract, and estimated cost were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the project.

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

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, form of contract and estimated cost are hereby approved and adopted as the plans, specifications, from of contract, and estimated cost for Phase IIIA, Part 15 - Conference Center Parking Lot.

PASSED AND APPROVED this 20th day of September, 1982.

Ellen Leonard
President of the Board of Directors of the aforesaid Community College

ATTEST:

Eugene Bregman
Secretary of the Board of Directors of the aforesaid Community College