Board of Directors Meeting Minutes (March 8, 1982)

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Des Moines Area Community College

Regular Board Meeting
March 8, 1982
Ankeny Campus - Building 2 - Room 15

AGENDA

1. Tour of new buildings - immediately following budget hearing.
2. Call to Order - approximately 7:15 p.m.
3. Roll Call.
4. Approval of Tentative Agenda.
5. Public Comments.
7. Approve resolution to borrow monies from Bankers Trust using Certificates of Deposits or Repurchase Agreements as collateral, on an as needed basis.
8. Board consideration of personnel.
9. Receive and file Superintendent's recommendations for termination of specially funded staff under Chapter 279.
10. Approve 1982-83 College Calendar.
11. Approve resolution to transfer funds from General Fund to the Plant Fund for amortizing the replacement of computer equipment.
12. Approve advisory committee additions.
13. Approve Computer Science program on Boone campus.
15. Presentation and consideration of payables.
16. Information Items
   A. The next regularly scheduled Board Meeting will be held at the Ankeny Campus on April 19, 1982.
Information Items (continued)

B. Special Board Meeting to be held March 22nd or March 29th for the purpose of termination hearings.

C. The next General Advisory Committee meeting is scheduled for Wednesday, May 26, 1982.


E. AACJC Annual Convention in St. Louis - April 4-7, 1982.

F. Association of Community College Trustees Central Region Academy for Advanced Trusteeship in Milwaukee - April 29-May 1, 1982.

G. Meeting with Heartland Area Education Agency.

17. Future Agenda Items

A. Redistricting.

B. Hearing on terminations of specially funded staff.

C. Termination of continuing contracts for specially funded staff.

D. Re-employment of staff.

E. Renewal of Leases - First State Bank in Stuart (Vets Ag Program) Carroll Glass Company (Automotive, Building Trades and Administrative Offices)

18. Executive Session - evaluation of President.

19. Adjournment.
Des Moines Area Community College

Regular Board Meeting
March 8, 1982
Ankeny Campus - Building 2 - Room 15

ADDENDUM TO AGENDA

Please change the original agenda numbering as follows:

10. Recommendation to consider Administrator Terminations.

Move former item #10 to item #11.
Move former item #11 to item #12.
Move former item #12 to item #13.
Move former item #13 to item #14.
Move former item #14 to item #15.
Move former item #15 to item #16.
Move former item #16 to item #17.
Move former item #17 to item #18.
Move former item #18 to item #19.
Move former item #19 to item #20.
The regular meeting of the Des Moines Area Community College Board of Directors was held on the Ankeny Campus, Building 2, Room 15, on March 8, 1982. The meeting was called to order by Board President Eldon Leonard at 7:15 p.m.

Members Present:
DeVere Bendixen
Raymond Clark
Eldon Leonard

Members Absent:
Georganne Garst
Donald Rowen

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

It was moved by T. Nemmers, seconded by W. Stover, that the tentative agenda be approved.

Motion passed.

It was moved by H. Ritland, seconded by D. Bendixen, that the minutes of the February 15, 1982, Regular Board Meeting be approved as presented.

Motion passed.

It was moved by W. Stover, seconded by D. Bendixen, that the resolution authorizing the borrowing of funds from Bankers Trust Company of Des Moines using Certificates of Deposit or Repurchase Agreements as collateral for the purpose of maximizing interest income be adopted as included in Attachment #1.

The resolution was unanimously adopted with a roll call vote.

It was moved by T. Nemmers, seconded by R. Clark, that approval be given for the following personnel items:

Contract Changes
Robert L. Anderson, Instructor, Food Service, Career Education.
From 9 Month, Full-Time Contract, annual salary $17,023, to 12 Month, Full-Time Contract, annual salary $21,280.
REGULAR MEETING

MARCH 8, 1982

Effective Date January 4, 1982.
Continuing Contract with Certified Faculty - Full Status.

Ken Brown, Director, Plant Operations, Business Management.
From Grade 19, annual salary $30,018, to Grade 20, annual salary $31,519.
Effective Date October 23, 1981.
Contract with Administrative and Professional Staff.

Donald Kerr, Coordinator, Student Legislative and Alumni Affairs, Grade 18, annual salary $29,387, to Director, Western Attendance Center, Grade 19, annual salary $30,856.
Effective Date March 1, 1982.
Continuing Contract with Administrative and Professional Staff - Full Status.

Cynthia Lewis, Instructor, Arts and Sciences.
From 100% 9 Month Contract to 50% 9 Month Contract.
Effective Date September, 1982.
Continuing Contract with Certified Faculty - Full Status.

Jon McCracken, Chairperson, Food Service, Career Education, annual salary $23,154, to Director, Auxiliary Services, annual salary $24,312.
Effective Date October 23, 1981.
Continuing Contract with Administrative and Professional Staff - Full Status.

Ruth DeVries, Instructor, Business, Career Education.
Lane 203, Level 8, 9 Month Contract, annual salary $16,724.
Effective Date March 2, 1982.
Continuing Contract with Certified Faculty - Probationary Status.

Dian V. Ites, Instructor, CETA Class Size Program, Career Education.
Lane 180, Level 4, Specially Funded through September 30, 1982, annual salary $17,905.
Effective Date February 15, 1982.
Specially Funded Contract with Certified Faculty.

A copy of the complete Personnel Report is included as Attachment #2 to these minutes.

It was moved by D. Bendixen, seconded by J. Risdal, to receive and file the Superintendent's recommendations for termination of specially funded teachers and noncertified personnel. Copies of the recommendations are attached hereto (Attachment #3) and made a part of these minutes.

Motion passed.
R. Clark moved, H. Ritland seconded, that the Board direct the Superintendent to send a Notice to Terminate Specially Funded Administrators' Contracts to four administrators. Copies of these notices are attached hereto (Attachment #4) and made a part of these minutes. Motion passed.

It was moved by R. Clark, seconded by D. Bendixen, that the Board approve the calendars for 1982-'83 for the Boone, Ankeny and Urban Campuses as presented. Copies of the calendars are attached hereto (Attachment #5) and made a part of these minutes. Motion passed.

Director Donald Rowen arrived at 7:30 p.m.

Approval of the resolution to transfer funds from the General Fund to the Plant Fund for amortizing the replacement of computer equipment as stated in Attachment #6 was moved by W. Stover, seconded by T. Nemmers. The resolution was adopted unanimously with a roll call vote.

A motion to approve the Computer Science program at the Boone Campus as presented in Attachment #7 was made by R. Clark, seconded by D. Rowen. Motion passed.

The monthly Financial Report was presented by Irv Steinberg, Controller. A copy of this report is included as Attachment #8 to these minutes.

It was moved by D. Rowen, seconded by T. Nemmers, that the payables be approved as presented on listings attached hereto (Attachment #9) and made a part of these minutes. Motion passed.


D. Rowen presented a brief report on recent IACCT developments.
EVALUATION OF PRESIDENT

Board Secretary E. Snyders read a request for a closed session, Attachment #10 to these minutes, from Dr. Joseph A. Borgen for the purpose of evaluation.

It was moved by R. Clark, seconded by T. Nemmers, that the Board go into closed session for this purpose at 8:10 p.m.

Motion passed unanimously.

A tape recording of the closed session is in the custody of Eldon Leonard, Board President.

BOARD RETURNED TO OPEN MEETING

At 9:15 p.m. the Board reconvened in open session.

ADJOURNMENT

It was moved by T. Nemmers, seconded by D. Rowen, that the meeting be adjourned.

Motion passed and the meeting adjourned at 9:17 p.m.

ELDON LEONARD, President

EUGENE R. SNYDERS, Secretary
WHEREAS, Des Moines Area Community College has funds invested in Certificates of Deposit and Repurchase Agreements with varying maturity dates at Bankers Trust Co., Des Moines, Iowa, and

WHEREAS, the varying maturity dates were selected to coincide with projected cash flow requirements, and

WHEREAS, cash requirements are greater than earlier projected, and

WHEREAS, the college can borrow funds from said Bankers Trust Company using a corresponding Certificate of Deposit or Repurchase Agreement as collateral thereby preserving some of the anticipated interest income, then, therefore,

BE IT RESOLVED THAT the Board of Directors of Des Moines Area Community College does hereby authorize and direct the President and the Secretary of the Board of Directors to execute agreements to borrow funds from Bankers Trust Company of Des Moines using Certificates of Deposit or Repurchase Agreements as collateral for the purpose of maximizing interest income.

PASSED AND APPROVED THIS 8th day of March 1982.

Eldon Leonard, President

ATTEST

Eugene R. Snyders, Secretary
PERSONNEL REPORT

1. CONTRACT CHANGES

   From 9 Month, Full time Contract, annual Salary $17,023 To 12 Month
   Full time contract annual Salary $21,280.
   Effective Date January 4, 1982.
   Continuing Contract with Certified Faculty - Full Status

b. Ken Brown, Director, Plant Operations, Business Management.
   From Grade 19 annual Salary $30,018 To Grade 20 Annual Salary $31,519.
   Effective October 23, 1981.
   Contract With Administrative and Professional Staff.

c. Donald Kerr, Coordinator, Student Legislative and Alumni Affairs Grade 18
   Annual Salary $29,387 To Director, Western Attendance Center Grade 19
   Annual Salary $30,856.
   Effective March 1, 1982.
   Continuing Contract with Administrative & Professional Staff - Full Status

d. Cynthia Lewis, Instructor, Arts & Sciences To change from 100% 9 month
   Contract to 50% 9 month contract.
   Effective September 1982.
   Continuing Contract with Certified Faculty - Full Status

e. Jon McCracken, Chairperson, Food Service, Career Education
   annual salary $23,154 to Director, Auxilliary Services, annual Salary
   $24,312.
   Effective October 23, 1981.
   Continuing Contract with Administrative & Professional Staff - Full Status.
2. NEW PERSONNEL

a. Ruth DeVries, Instructor, Business, Career Education
   Lane 203, Level 8, 9 Month contract, Annual Salary $16,724.
   Effective March 2, 1982
   Continuing Contract with Certified Faculty -Probationary Status.

b. Dian V. Ites, Instructor, CETA Class Size Program, Career Education.
   Lane 180, Level 4, Specially Funded Through September 30, 1982.
   Annual Salary $17,905
   Effective February 15, 1982
   Specially Funded Contract with Certified Faculty.
## PERSONNEL RESUME

<table>
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<tr>
<th>Name:</th>
<th>Ruth M. DeVries</th>
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<tr>
<td>Position:</td>
<td>Instructor, Accounting</td>
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<td>Division:</td>
<td>Career Education</td>
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<td>Recommended Salary:</td>
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<td>Education:</td>
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<td></td>
<td>B.S. Degree, Education - Major in Business Drake University</td>
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<td>Experience:</td>
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<td>Length of Contract:</td>
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<td>Reason for Employment:</td>
<td>To replace Michael Chebuhar</td>
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<table>
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<tr>
<th>Name:</th>
<th>Dian V. Ites</th>
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<td>Position:</td>
<td>Instructor, CETA Class Size Program</td>
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<td>Division:</td>
<td>Career Education</td>
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<tr>
<td>Recommended Salary:</td>
<td>$17,905 Annually</td>
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<td>Education:</td>
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<td></td>
<td>B.S. in Education - Major in Business Drake University</td>
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<tr>
<td>Experience:</td>
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<td>Reason for Employment:</td>
<td>To replace Janet Klinker</td>
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Mr. Del Shepard  
Director of Personnel  
Des Moines Area Community College  
2006 S.W. Ankeny Blvd.  
Ankeny, Iowa 50021  

Re: Teacher and Administrator terminations  

Dear Mr. Shepard:  

In a separate letter, we have listed the noncertified specially-funded people who will be getting notices that their employment will be terminated. That letter specifies the procedures to be followed for those employees.

Enclosed with this letter are the Notices and Recommendations for the following people:

- Linda D. Appelgate  
- Maurice W. Arndt  
- Douglas R. Carr  
- James K. Giles  
- James F. Marmon  
- Dorothy L. Simms  
- Edward J. Keninger  
- Mary Ann Harpel  
- Madge Versteegh  
- Kim Jeanine Linduska  
- Kay A. Marten  
- Barbara A. Meyer  
- Diane Ites

The Notice and Recommendation to Terminate should be served on each of these people, either personally or by certified mail, before the board meeting on March 8. Because it is essential that they receive the Notice prior to the Board receiving the Recommendation, we suggest that these notices be personally handed to each of these people rather than being sent by certified mail. This is the only way we can be absolutely certain that they have the Notice on time.

On Monday evening, March 8, in a sealed envelope, the Board should be handed the Recommendation for each of the above-named people. A motion would be in order to receive and file the Recommendations.
We suggest that a separate file be established for each individual who is receiving a termination notice, and that these separate files be kept in a larger binder. If a hearing is requested, the request form should be immediately put into the file, and any other correspondence or pleadings related to this termination should then go into that separate file.

It is critical that all of this information be available at the time of any hearing that may be held.

You will notice that one of the copies of the Notice has attached to it a proof of service. This should be filled out by the person serving the Notice on the teacher, dated, notarized, and put into the above-mentioned files.

If a hearing is not requested within five days of receipt of the Notice, please notify us and we will prepare the resolution for the Board to adopt at its next meeting terminating the contracts, and the final Termination Notice for the teachers.

Enclosed also are Notices for administrators George Nichols and Dennis Hiner. These should be served the same as those for the teachers and other employees. You will note that the notices for the administrators are entitled, "Notice of Consideration of Termination of Administrator's Contract." Gene will have to add an addendum to the agenda entitled, "Recommendation to Consider Administrator Terminations." A motion that the Board direct the Superintendent to send a Notice to Terminate an Administrator's Contract is then in order. We will then prepare the notice of termination for Mr. Nichols and Mr. Hiner.

Also enclosed is a letter for you to send to Dave Palmer, the representative of the Des Moines Area Community College Higher Education Association.

If you have any questions, don't hesitate to call Pat or me.

Very truly yours,

AHLERS, COONEY, DORWEILER, HAYNIE & SMITH

By [Signature]

Edgar H. Bittle

EHB: js
Encs.
March 5, 1982

Faculty Association
Des Moines Area Community College
Arts & Science Building No. 2
2006 S. Ankeny Blvd.
Ankeny, IA 50021

To Whom It May Concern:

We have previously discussed with you the need to terminate the employment of those faculty that have been employed in the specially funded contract programs. This action is necessary because of the reduction or elimination of special funds that have been allocated to pay the salaries of these teachers.

It is the Superintendent's intention to give notice to these employees, and to submit his recommendation for termination of their employment at the meeting on March 8, 1982. Listed below are those individuals affected by this action:

Linda D. Appelgate
Maurice W. Arndt
James K. Giles
James F. Marmon
Edward J. Keninger
Mary Ann Harpel
Madge Versteegh
Kim J. Linduska
Kay A. Marten
Barbara A. Meyer
Dian Ites

Please let me know if there are any views or recommendations that you have concerning this action.

Very truly yours,

Del Shepard
Director, Human Resources
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
LINDA D. APPELGATE
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 contract of Linda D. 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Follow-
ing 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 contract. 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]
Superintendent

March 5, 1982
(date)
Eugene R. Snyders  
Secretary of the Board of Directors  
Merged Area XI  
School District  
Ankeny, Iowa 50021  

Dear Mr. Snyders:  

I have received notification from the Superintendent of the Merged Area XI School District that he will recommend in writing to the Board of Directors the termination of my continuing contract. 

I hereby request a private hearing with the Board of Directors of the Merged Area XI School District in accordance with the provisions of Section 279.15 and 279.16, Code of Iowa (1951). 

You are further advised that Charles H. Nadler, UniServ Director for the Iowa Higher Education Association UniServ Unit, is one of my representatives, with power to act for me, and with the same rights of access to my complete personnel file and any other information related to this termination matter as I have. I further request that copies of any written communications to me in connection with this matter shall be furnished to said representative at Post Office Box 640, Iowa City, Iowa 52244. 

Respectfully submitted,  

Linda D. Applegate  
Teacher  

Receipt of this Request for Hearing pursuant to statute is hereby acknowledged this 8th day of March, 1982.  

Eugene R. Snyders  
Secretary of the Board of Directors  
of the Merged Area XI  
School District
Agreement to Extension of Time

By mutual agreement, we, representing Teacher Linda D. Appelgate and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

March 22, 1982

March 18, 1982

Charles H. Nadler, UniServ Director

Edgar H. Bittle, Attorney for the Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
MAURICE W. 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 contract of Maurice W. 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 Contract which has been served upon the teacher is attached to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the superintendent is recommending termination of the contract, 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 contract. 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]
Superintendent of Schools

March 6, 1982
(date)
REQUEST FOR HEARING

Eugene R. Snyders
Secretary of the Board of Directors
Merged Area XI
School District.
Ankeny, Iowa, Iowa 50021

Dear Mr. Snyders,

I have received notification from the Superintendent of the Merged Area XI School District that he will recommend in writing to the Board of Directors the termination of my continuing contract.

I hereby request a private hearing with the Board of Directors of the Merged Area XI School District in accordance with the provisions of Section 279.15 and 279.16, Code of Iowa (1981).

You are further advised that Charles H. Madler, UniServ Director for the Iowa Higher Education Association UniServ Unit, is one of my representatives, with power to act for me, and with the same rights of access to my complete personnel file and any other information related to this termination matter as I have. I further request that copies of any written communications to me in connection with this matter shall be furnished to said representative at Post Office Box 640, Iowa City, Iowa 52244.

Respectfully submitted,

Maurice Arndt
Teacher
Merged Area XI
School District

Receipt of this Request for Hearing pursuant to statute is hereby acknowledged this 9th day of March, 1982.

Eugene R. Snyders
Secretary of the Board of Directors of the Merged Area XI School District

ISEA-H21A
(1851)
Agreement to Extension of Time

By mutual agreement, we, representing Teacher Maurice W. Arndt and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

March 22, 1982

Charles H. Nadler, UniServ Director

March 24, 1982

Edgar H. Bittle, Attorney for the Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
JAMES K. GILES
pursuant to Section 279.15, Code of Iowa, 1981, as amended

MARCH 8, 1982
Regular Meeting

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to
the board of directors of the Des Moines Area Community College that
the contract of James K. 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Fol-
lowing 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 contract. 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]
Superintendent

March 5, 1982
(date)
REQUEST FOR HEARING

MARCH 8, 1982
Regular Meeting

Eugene R. Snyders
Secretary of the Board of Directors

Merged Area XI
School District.

Ankeny, Iowa 50021

Dear Mr. Snyders

I have received notification from the Superintendent of the Merged Area XI School District that he will recommend in writing to the Board of Directors the termination of my continuing contract.

I hereby request a private hearing with the Board of Directors of the Merged Area XI School District in accordance with the provisions of Section 279.15 and 279.16, Code of Iowa (1981).

You are further advised that Charles H. Nadler, UniServ Director for the Iowa Higher Education Association UniServ Unit, is one of my representatives, with power to act for me, and with the same rights of access to my complete personnel file and any other information related to this termination matter as I have. I further request that copies of any written communications to me in connection with this matter shall be furnished to said representative at Post Office Box 640, Iowa City, Iowa 52244.

Respectfully submitted,

James K. Giles
Teacher

Receipt of this Request for Hearing pursuant to statute is hereby acknowledged this 8th day of March, 1982.

Eugene R. Snyders
Secretary of the Board of Directors of the Merged Area XI School District

ATTACHMENT #3, page 6a

(1851)
Agreement to Extension of Time

By mutual agreement, we, representing Teacher James K. Giles and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

March 22, 1982

March 16, 1982

Charles H. Nadler, UniServ Director

Edgar H. Bittle, Attorney for the Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
JAMES F. MARMON

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 contract of James F. Marmon, 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Follow-
ing 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 contract. 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]
Superintendent

March 5, 1982
(date)
March 24, 1982

Harold Gamm
Manager of Human Resources
Des Moines Area Community College
2006 S. W. Ankeny Bldg.
Ankeny, Iowa 50021

Dear Harold:

On Monday, March 22, we confirmed with Charles Nadler that the following people have agreed to extend the time and place for private hearing:

- Linda Appelgate
- Maurice Arndt
- James Giles
- Kay Marten
- Barbara Meyer

Mr. Nadler also confirmed that he was not representing Kim Linduska. Subsequent conversations with your office have confirmed that you are obtaining an agreement from her to extend the time.

According to our records, then, the following people have not requested hearings and the board may proceed to take action upon the superintendent's recommendation:

- James F. Marmon
- Edward J. Keninger
- Mary Ann Harpel
- Madge Versteegh
- Diane Ites

We suggest the following be put into the agenda to be acted upon prior to April 10:

The superintendent has recommended that the following teachers' contracts be terminated, effective at the end of the current school year: James F. Marmon, Edward J. Keninger, Mary Ann Harpel, Madge Versteegh, and Diane Ites.

These teachers have not requested a private hearing before the board and, accordingly, the board may proceed and make a determination upon the superintendent's recommendation.
The superintendent recommends that the foregoing teachers be terminated effective at the end of the current school year and that the secretary be authorized to notify these teachers in writing and mail notice of the board action to the teachers.

We have prepared the form of termination notice to be sent to the teacher on the day following board action.

Again, note that the board action must be taken on or before April 10.

Our notes also indicate that notices of consideration of termination of administrator's contract have been given to George Nichols, Dennis Hiner, Douglas R. Carr, and Dorothy L. Simms. Only Dennis Hiner has requested a hearing and a request has been made to the Professional Teaching Practices Commission for a list of hearing officers on that request. Accordingly, the following agenda item is in order as it relates to George Nichols, Douglas R. Carr and Dorothy L. Simms:

The board has voted to consider the termination of the administrators' contracts of George Nichols, Douglas R. Carr and Dorothy L. Simms. The administrators have not requested a private hearing, and the board may determine the continuance or discontinuance of the contracts.

This action should be taken at the same board meeting held prior to April 10.

Please advise if there are any questions about the procedure.

Very truly yours,

EHB:js
cc: Gene Snyders
Encs.
Dear Harold:

We have prepared and enclose Notice of Termination of Teacher's Continuing Contract for the following people whose terminations will be acted upon at the Board meeting Saturday, April 3:

James F. Marmon
Edward J. Keninger
Mary Ann Harpel
Madge Versteegh
Diane Ites

Please furnish us with copies of the notices as completed for our files.

Very truly yours,

AHLERS, COONEY, DORWEILER, HAYNIE & SMITH

By

Edgar H. Bittle

EHB:js
Encs.
cc: Gene Snyders
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
EDWARD J. KENINGER
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 contract of Edward J. Keninger, 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Follow-
ing 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 contract. 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,

Eugene A. Breytenbach
Superintendent

March 5, 1982
(date)
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
MARY ANN HARPEL
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 contract of Mary Ann Harpel, 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Follow-
ning 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 contract. 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]
Superintendent XXXX

March 5, 1982
(date)
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
MADGE VERSTEEGH
pursuant to Section 279.15, Code of Iowa, 1981, as amended

MARCH 8, 1982
Regular Meeting

THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the board of directors of the Des Moines Area Community College that the contract of MADGE VERSTEEGH, 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 Contract which has been served upon the teacher is attached to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the superintendent is recommending termination of the contract, 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 contract. 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]
Superintendent

[Date]
THIS IS TO NOTIFY YOU of the Superintendent's recommendation to the board of directors of the Des Moines Area Community College that the contract of Kim Jeanine 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 Contract which has been served upon the teacher is attached to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the superintendent is recommending termination of the contract, 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 contract. 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,

Superintendent

March 5, 1982
March 22, 1982

Eugene Snyder
Secretary to the Board of Directors
Des Moines Area Community College
2006 S. Ankeny Boulevard,
Ankeny, IA 50021

Dear Mr. Snyder:

This is to inform you that I will not be representing Ms. Lindutka as she has made no request to the Association for such representation under Chapter 279 of the Iowa Code. In addition, I am informed that though she is a member of the bargaining unit, she is not a member of the Association and so is not entitled to representation beyond the collective bargaining agreement.

Sincerely,

Charles H. Nadler
UniServ Director

CC/Ms. Kim Jeannine Lindutka
Edgar H. Bittle
Agreement to Extension of Time

By mutual agreement, I, Kim Linduska and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

3/22, 1982

Kim, Linduska

3/22, 1982

Edgar H. Bittle, Attorney for the
Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
KAY A. 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 contract of Kay A. 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 Contract which has been served upon the teacher is attached to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the superintendent is recommending termination of the contract, 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 contract. 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]
Superintendent

March 5, 1982
(date)
REQUEST FOR HEARING

MARCH 8, 1982
Regular Meeting

Eugene R. Snyders
Secretary of the Board of Directors
Merged Area XI
School District
Ankeny, Iowa 50021

Dear Mr. Snyders:

I have received notification from the Superintendent of the Merged Area XI School District that he will recommend in writing to the Board of Directors the termination of my continuing contract.

I hereby request a private hearing with the Board of Directors of the Merged Area XI School District in accordance with the provisions of Section 279.15 and 279.16, Code of Iowa (1951).

You are further advised that Charles H. Nadler, UniServ Director for the Iowa Higher Education Association UniServ Unit, is one of my representatives, with power to act for me, and with the same rights of access to my complete personnel file and any other information related to this termination matter as I have. I further request that copies of any written communications to me in connection with this matter shall be furnished to said representative at Post Office Box 640, Iowa City, Iowa 52244.

Respectfully submitted,

Kay Marten
Teacher

Receipt of this Request for Hearing pursuant to statute is hereby acknowledged this 9th day of March, 1982.

Eugene R. Snyders
Secretary of the Board of Directors
of the Merged Area XI
School District
Agreement to Extension of Time

By mutual agreement, we, representing Teacher Kay A. Marten and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

March 22, 1982

March 16, 1982

Charles H. Nadler, UniServ Director

Edgar H. Bittle, Attorney for the Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
BARBARA L. 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 contract of Barbara L. 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 Contract which has been served upon the teacher is attached
to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written
notice that the superintendent is recommending termination of the
contract, 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. Follow-
ning 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 contract. 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]
Superintendent

March 5, 1982
(date)
Eugene R. Snyders  
Secretary of the Board of Directors  
Merged Area XI  
School District  
Ankeny, Iowa 50021

Dear Mr. Snyders,

I have received notification from the Superintendent of the Merged Area XI School District that he will recommend in writing to the Board of Directors the termination of my continuing contract.

I hereby request a private hearing with the Board of Directors of the Merged Area XI School District in accordance with the provisions of Section 279.15 and 279.16, Code of Iowa (1981).

You are further advised that Charles H. Nadler, UniServ Director for the Iowa Higher Education Association UniServ Unit, is one of my representatives, with power to act for me, and with the same rights of access to my complete personnel file and any other information related to this termination matter as I have. I further request that copies of any written communications to me in connection with this matter shall be furnished to said representative at Post Office Box 640, Iowa City, Iowa 52244.

Respectfully submitted,

Barbara L. Meyer  
Teacher

Receipt of this Request for Hearing pursuant to statute is hereby acknowledged this 9th day of March, 1982.

Eugene Snyders  
Secretary of the Board of Directors  
of the Merged Area XI  
School District
By mutual agreement, we, representing Teacher Barbara L. Meyer and the Des Moines Area Community College, hereby agree to extend the time for private hearing to a date during the last two weeks of May or the first two weeks of June, 1982, at a date and time to be determined.

March 22, 1982

March 8, 1982

Charles H. Nadler, UniServ Director

Edgar H. Bittle, Attorney for the Des Moines Area Community College
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE CONTRACT OF
DIANE ITES
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 contract of Diane Ites, 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 Contract which has been served upon the teacher is attached to this Recommendation and incorporated herein by reference.

If the teacher, within five days of receipt of the written notice that the superintendent is recommending termination of the contract, 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 contract. 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]

[Date]
March 4, 1982

Del Shepard
Director of Personnel
Des Moines Area Community College
2006 S. W. Ankeny Blvd.
Ankeny, Iowa 50021

Re: Termination of Noncertified Staff

Dear Mr. Shepard:

Enclosed please find copies of the Notice and Recommendation for Termination for the following employees:

Diana Maxwell
Cynthia Lunning
Dorothy McCreary
Pamela Sufka
Donna Schreier

These employees have been classified as temporary, noncertificated employees. The notice they receive speaks of employment and assignment rather than contract as with the certificated people.

In addition to any rights stated on the employee's individual contract, (some of the above employees do not have a written contract), the Des Moines Area college policies and procedures provide these employee with additional rights. Those rights include the following:

1. Board Policy No. 432 pertains to the dismissal of classified personnel. The policy is somewhat confusing, however, as it appears to address only dismissals for cause.

2. Board Policy No. 488 governs staff reduction of college employees. That policy provides that the employer shall determine which employees will be terminated when, in the determination of the employer, it becomes necessary to reduce staff "due to inadequate funding for positions, decreasing enrollment, divisional, departmental or program requirements or restructuring, or any other circumstance related to the institutional goals of the institution."
3. Personnel Procedure No. P-600 provides for an employment termination interview.

4. Procedure No. P-615 provides in III,C, for a procedure for technical, auxiliary services and classified staff termination. That procedure provides for a pretermination conference, dismissal only by Superintendent, 21-day notice given, the termination is subject to the complaint procedure as outlined in Procedure P-500. The final step in the complaint procedure is the review by the Superintendent.

5. Procedure P-620 provides for staff reduction for technical, auxiliary services and classified staff. Item III,C, provides that before being terminated, the staff member will have the opportunity to apply for any existing vacancy in the district for which he/she is qualified. In addition, the procedure provides that an employee affected by staff reduction shall be accorded "due process procedures approved by the college, including adequate notice, hearing and right to appeal."

The Notice and Recommendation to Terminate should be served on each of these people, either personally or by certified mail, before the Board meeting on March 8. Because it is essential that they receive the notice prior to the Board receiving the Recommendation, we suggest that these notices be personally handed to each of these people rather than being sent by certified mail. This is the only way we know that we can be absolutely certain they have the notice on time.

On Monday evening, March 8, in a sealed envelope, the Board should be handed the Recommendation for each of the above-named people. A motion would be, in order to receive and file the Recommendations.

We suggest that a separate file be established for each individual who is receiving a termination notice, and that these separate files be kept in a larger binder. If a hearing is requested, the request form should be immediately put into the file, and any other correspondence or pleadings related to this termination should then go into that separate file.

It is critical that all of this information be available at the time of any hearing that may be held.

You will notice that one of the copies of the Notice has attached to it a Proof of Service. This should be filled out by the person serving the Notice on the employee, dated, notarized, and put into the above-mentioned files.

If a hearing is not requested within five days of receipt of the Notice, please notify us and we will prepare the resolution for the
Board to adopt at its next meeting terminating the contracts, and the final Termination Notice to the employees.

Very truly yours,

AHLERS, GOONEY, DORWEILER, HAYNIE & SMITH

By Edgar H. Bittle

EHB: js
Encs.
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 employment and assignment of Diana K. Maxwell, 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 attached to this Recommendation and incorporated herein by reference.

It is the position of the Superintendent that temporary noncertificated employees are not entitled to request a private hearing with the Board and that no hearing is necessary to terminate temporary noncertificated employees pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that temporary noncertificated employees may take the position that they are entitled to such a hearing and may request a hearing pursuant to the statute 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 pursuant to the statute, 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 a hearing is granted, 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 employee. 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 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, in the present state of the law, because of the questions that may be presented as to whether temporary noncertificated 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,

[Signature]

Dr. Joseph A. Bogen

March 5, 1982
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 employment and assignment of Pamela L. Sufka, 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 attached to this Recommendation and incorporated herein by reference.

It is the position of the Superintendent that temporary noncertificated employees are not entitled to request a private hearing with the Board and that no hearing is necessary to terminate temporary noncertificated employees pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that temporary noncertificated employees may take the position that they are entitled to such a hearing and may request a hearing pursuant to the statute 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 pursuant to the statute, 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 a hearing is granted, 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 employee. 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 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, in the present state of the law, because of the questions that may be presented as to whether temporary noncertificated 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,

March 5, 1982

Dr. Joseph A. Borgen

Eugene A. Borgen
ATTACHMENT #3, page 20
MARCH 8, 1982
Regular Meeting

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 employment and assignment of ________________, 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 attached to this Recommendation and incorporated herein by reference.

It is the position of the Superintendent that temporary noncertificated employees are not entitled to request a private hearing with the Board and that no hearing is necessary to terminate temporary noncertificated employees pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that temporary noncertificated employees may take the position that they are entitled to such a hearing and may request a hearing pursuant to the statute 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 pursuant to the statute, 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 a hearing is granted, 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 employee. 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 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, in the present state of the law, because of the questions that may be presented as to whether temporary noncertificated 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,

March 5, 1982

Dr. Joseph A. Borgen
ATTACHMENT #3, page 21
MARCH 8, 1982
Regular Meeting

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 employment and assignment of Donna Schreier, 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 attached to this Recommendation and incorporated herein by reference.

It is the position of the Superintendent that temporary noncertificated employees are not entitled to request a private hearing with the Board and that no hearing is necessary to terminate temporary noncertificated employees pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that temporary noncertificated employees may take the position that they are entitled to such a hearing and may request a hearing pursuant to the statute 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 pursuant to the statute, 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 a hearing is granted, 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 employee. 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 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, in the present state of the law, because of the questions that may be presented as to whether temporary noncertificated 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,

[Signature]

Dr. Joseph A. Borgen

March 5, 1982
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 employment and assignment of Dorothy R. McCreary, 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 attached to this Recommendation and incorporated herein by reference.

It is the position of the Superintendent that temporary noncertificated employees are not entitled to request a private hearing with the Board and that no hearing is necessary to terminate temporary noncertificated employees pursuant to notice of assignment given to the employee. However, the Superintendent recognizes that temporary noncertificated employees may take the position that they are entitled to such a hearing and may request a hearing pursuant to the statute 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 pursuant to the statute, 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 a hearing is granted, 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 employee. 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 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, in the present state of the law, because of the questions that may be presented as to whether temporary noncertificated 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,

March 5, 1982
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Douglas Carr

118 Northwest College
Ankeny, Iowa 50021

You are hereby notified that the board of Directors of the Des Moines Area Community College has voted to consider termination of your continuing contract, effective at the end of the current school year. The contract to be terminated is the contract between Douglas Carr, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 S.W. Ankeny Blvd., Ankeny, Iowa, for services rendered during the year 1981-82, ending June 30, 1982.

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

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 faculty 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 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 that April 15, 1982, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 8th day of March, 1982.

DES MOINES AREA COMMUNITY COLLEGE

[Signature]
Secretary, Board of Directors
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: DENNIS L. HINER

1405 - 6th 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 continuing contract, effective at the end of the current school year. The contract to be terminated is the contract between Dennis L. Hiner, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 S.W. Ankeny Blvd., Ankeny, Iowa, for services rendered during the year 1981-82, ending June 30, 1982.

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

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 faculty 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, 1982, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 8th day of March, 1982.

DES MOINES AREA COMMUNITY COLLEGE

By Eugene Apley
Secretary, Board of Directors
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: GEORGE H. NICHOLS

2608 Woodland

Des Moines, Iowa 50312

You are hereby notified that the Board of Directors of the Des Moines Area Community College has voted to consider termination of your continuing contract, effective at the end of the current school year. The contract to be terminated is the contract between George H. Nichols, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 S.W. Ankeny Blvd., Ankeny, Iowa, for services rendered during the year 1981-82, ending June 30, 1982.

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

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 faculty 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, 1982, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 8th day of March, 1982.

DES MOINES AREA COMMUNITY COLLEGE

By: [Signature]

Secretary, Board of Directors
NOTICE OF CONSIDERATION OF TERMINATION OF ADMINISTRATOR'S CONTRACT

TO: Dorothy L. Simms

127 Hull Avenue

Des Moines, Iowa 50313

You are hereby notified that the board of Directors of the Des Moines Area Community College has voted to consider termination of your continuing contract, effective at the end of the current school year. The contract to be terminated is the contract between Dorothy L. Simms, an administrator, and the Board of Directors of the Des Moines Area Community College, whose administrative offices are located at 2006 S.W. Ankeny Blvd., Ankeny, Iowa, for services rendered during the year 1981-82, ending June 30, 1982.

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

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 faculty 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 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 that April 15, 1982, may determine the continuance or discontinuance of your contract.

This notice dated at Ankeny, Iowa, this 8th day of March, 1982.

DES MOINES AREA COMMUNITY COLLEGE

BY [Signature]
Secretary, Board of Directors
### 1982-83 Calendar

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
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<td>6</td>
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<td>26</td>
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<td>148</td>
<td>149</td>
<td>150</td>
<td>151</td>
</tr>
</tbody>
</table>

### 9-MO. CONTRACTS (9/8-5/30)
- Holidays: 30 Days
- Student Contact Days: 223 Days
- In-Service Days: 9 Days
- Holidays: 7 Days
- Vacation: 7 Days
- Total: 261 Days

### 12-MO. CONTRACTS (Fiscal Year, 7/1-6/30)
- Student Contact Days: 166 Days
- In-Service Days: 16 Days
- Holidays: 16 Days
- Vacation: 16 Days
- Total: 280 Days

### QUARTERS (College Year)
- Fall: 56 Days
- Winter: 55 Days
- Spring: 55 Days
- Summer: 51 Days
- Total: 217 Days

### Dates
- **Fall Quarter:** July 1 - September 28
- **Winter Quarter:** September 29 - December 19
- **Spring Quarter:** December 20 - March 17
- **Summer Quarter:** March 18 - June 30
### 1982-83 Calendar

**DES MOINES AREA COMMUNITY COLLEGE**  
**BOONE CAMPUS**

**Board Approved 3/8/82**

<table>
<thead>
<tr>
<th>JULY - 1982</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY - 1983</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
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<td>6 7 8 9 10</td>
<td>11 12 13</td>
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<td>17 18 19 20</td>
<td>21 22 23 24</td>
<td>25 26 27 28</td>
<td>29 30</td>
<td>31</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8 9 10</td>
<td>11 12 13 14</td>
<td>15 16 17 18 19</td>
</tr>
</tbody>
</table>

**Legend**

- **Holidays**
- **Student Contact Days** - 166 Days
- **In-Service Days** - 9
- **Vacation** - 7
- **Holidays** - 7
- **Vacation**
- **In-Service Days**
- **Total** - 189 Days
- **Beginning of Quarter**
- **End of Quarter**
- **Quarters (College Year)**
  - **Fall** - 56 Days
  - **Winter** - 55 Days
  - **Spring** - 55 Days
  - **Summer** - 51 Days
  - **Total** - 217 Days
- **12-Mo. Contracts (Fiscal Year, 7/1-6/30)**
  - **Student Contact Days** - 223 Days
  - **In-Service Days** - 9
  - **Holidays** - 9
  - **Vacation** - 20
- **Total** - 261 Days

---

# Last day of Arts & Science summer classes.
RESOLUTION TO ESTABLISH FUNDS
FOR REPLACEMENT OF COMPUTER EQUIPMENT

WHEREAS the industry standard for computer obsolescence is approximately five to ten years;

WHEREAS the college will need the availability of funds for replacement of existing computer equipment;

WHEREAS the availability of these funds is best insured through providing a prorated amount each fiscal year and then accumulating these funds over a five to ten year period;

THEREFORE, be it resolved that the college provide $150,000 each year in the Data Systems budget for the purpose of computer equipment replacement and further be it resolved that each fiscal year the $150,000 be transferred from the General Fund (Fund 1) to the Plant Fund (Fund 8) and further be it resolved that these funds be held in the Plant Fund (Fund 8) until such time as computer equipment is replaced and that the equipment then be purchased with Plant Fund (Fund 8) monies.

PASSED AND APPROVED THIS 8TH DAY OF MARCH 1982.

Eldon Leonard, President

ATTEST

Eugene R. Snyder, Secretary
PROGRAM PROPOSAL FOR PRESENTATION TO
IOWA COORDINATING COUNCIL FOR POST-HIGH SCHOOL EDUCATION

Merged Area

Des Moines Area Community College
(Name of Merged Area School)

(Date Forwarded to Coordinating Council)

1. Computer Science Technology
(State Name of Program)

2. 14102102101010
(Taxonomy Number of Program)

3. Boone Campus - DMACC
(Location of Program)

4. Description of the Purpose of the Program:
DMACC has been training competent computer programmers and computer operators for many years. These curricula have provided excellent career skills but have not addressed the needs of students wishing to transfer to a four year institution in computer science. A computer science technology program would allow students to receive a blend of computer science and general education heretofore unavailable at DMACC or in the state. It could be used for direct entry into the job market at the technical level in business, industry, or government, or for transfer to a four year program in computer science.

5. 72 weeks
(Length of Program in Weeks)

6. A.S. Degree
(Award Presented to Students Upon Completion of Program)
7. Institutions in the State that Offer Identical or Similar Programs:

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Location</th>
<th>Name of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Iowa Community College</td>
<td>Davenport</td>
<td>Programmers</td>
</tr>
<tr>
<td>Indian Hills Community College</td>
<td>Ottumwa</td>
<td>Programmers</td>
</tr>
<tr>
<td>Kirkwood Community College</td>
<td>Cedar Rapids</td>
<td>Programmers</td>
</tr>
<tr>
<td>Iowa Western Community College</td>
<td>Council Bluffs</td>
<td>Programmers</td>
</tr>
<tr>
<td>Western Iowa Tech Comm College</td>
<td>Sioux City</td>
<td>Programmers</td>
</tr>
<tr>
<td>Des Moines Area Comm College</td>
<td>Ankeny</td>
<td>Computer Programming</td>
</tr>
</tbody>
</table>

(Add Additional Page, if necessary)

8. Possible Implications for Potential Duplication with Existing Programs in other Iowa Institutions:

None known

9. Complementarity of Proposed Program with Mission of the Institution (Please indicate the specific opportunity authorized by the Code of Iowa that this program will meet):

To provide vocational-technical training for entry level skills in an occupation and, also, for transfer of given students to four year institutions of higher learning in business or computer science.

10. Special Need for this Particular Program (Indicate the need identified):

The demand for specialized workers in computer science/programming continues to increase as computer/technology infiltrates every aspect of society. The U.S. Department of Labor reports that the number of jobs in the computer industry has doubled since the 1970's and is expected to double again by 1990.
Salaries for trained people have been excellent compared to graduates of other six quarter programs. Equipment costs are too high to allow inefficient performance and too high to allow total in-house training for most companies. DMACC - Boone Campus can efficiently provide the needed training.

11. Description of the Anticipated Student Demand for Program (Indicate result of student surveys):

There were 228 11-12th graders in merged Area XI and 1575 statewide that expressed strong interest in gaining competency and employability in this occupational area.

12. Employment Possibilities for Graduate of Program (Results of employment surveys):

Most will start as programmers. See attached minutes of Feb. 5 meeting and see manpower and population needs analysis.

13. Resources to Support New Program:

<table>
<thead>
<tr>
<th>Proposed Expenditures for First Year of Operation Fiscal Year 83</th>
<th>Proposed Expenditures for Total Program FY 84</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries 500-599</td>
<td>24,000</td>
</tr>
<tr>
<td>Contracted Services 600-629</td>
<td>12,000</td>
</tr>
<tr>
<td>Travel 643</td>
<td>1,000</td>
</tr>
<tr>
<td>Materials &amp; Supplies 632, 633, 642</td>
<td>3,000</td>
</tr>
<tr>
<td>Other Current Expenditures 650-699</td>
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<tr>
<td>Capital Outlay</td>
<td>21,824</td>
</tr>
<tr>
<td>Total</td>
<td>61,824</td>
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14. Anticipated Income to Support Program:

<table>
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<tr>
<th>Fees</th>
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<tr>
<td>Tuition 20 students</td>
</tr>
<tr>
<td>Local 3/4 Mill</td>
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<tr>
<td>State General Aid</td>
</tr>
<tr>
<td>Vocational Reimbursement (Federal &amp; State)</td>
</tr>
<tr>
<td>Other Federal Support</td>
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<tr>
<td>Sales and Service</td>
</tr>
<tr>
<td>Other Income</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
Memorandum

DATE March 2, 1982
TO Board Secretary
FROM Irv Steinberg

1. Cash Position:

As anticipated, the State Comptroller failed to release our FY 82 3rd Quarter State General Aid payment during February, which resulted in our need to utilize $1 Million of the $2.1 Million borrowed in Dec 81 under an anticipatory warrant arrangement. This state aid payment should be released prior to the end of March and should avoid the need for further use of borrowed funds during March.

Although a positive cash balance was on hand in General Fund at month end, this amount was used on March 1st, together with other funds received that date, to effect the approximate $500,000 transfer to Plant Fund for Feb 15, 82 Board Approved action for purchase of Computer Equipment.

2. Budget Balance/Balance Sheet:

The working budget as of Feb 28th indicates that revenue for the fiscal year may exceed expenses by $512,565 prior to considering the $600,000 transfer from General to Plant Fund for equipment purchases, which would require $87,435 of prior year fund balance to effect. A fiscal year end fund balance of $600,515 would still remain.
### General Fund Disbursements:

#### General Fund Current

<table>
<thead>
<tr>
<th>Category</th>
<th>Working Budget</th>
<th>Amount Expended or Received</th>
<th>Working Encumbered Balance</th>
<th>Working Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
<td>2,277,149</td>
<td>1,302,851</td>
<td>2,973</td>
<td>971,325</td>
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<tr>
<td>Career Education</td>
<td>5,014,658</td>
<td>3,078,971</td>
<td>68,242</td>
<td>1,867,445</td>
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<tr>
<td>Career Development Center</td>
<td>177,827</td>
<td>114,409</td>
<td>-0-</td>
<td>63,418</td>
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<tr>
<td>Adult Education</td>
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<td>1,139,780</td>
<td>6,827</td>
<td>827,372</td>
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<tr>
<td>Instructional Administration</td>
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<td>189,055</td>
<td>1,349</td>
<td>129,541</td>
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<td>General Administration</td>
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<td>485,231</td>
<td>5,484</td>
<td>180,079</td>
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<td>Student Services</td>
<td>1,408,541</td>
<td>943,726</td>
<td>3,467</td>
<td>461,348</td>
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<tr>
<td>Learning Resources</td>
<td>524,027</td>
<td>341,611</td>
<td>993</td>
<td>181,423</td>
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<td>Physical Plant</td>
<td>1,967,862</td>
<td>1,173,850</td>
<td>107,718</td>
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<td>General Institution</td>
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<td>965,356</td>
<td>97,028</td>
<td>765,398</td>
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<td>Estimated Salary Adjustment</td>
<td>250,000</td>
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</table>

Sub Total                          | 16,412,564     | 9,734,840                   | 294,081                   | 6,383,643              |

#### Restricted Current Fund *

<table>
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<tr>
<th>Category</th>
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<tbody>
<tr>
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<td>954,521</td>
<td>505,505</td>
<td>2,833</td>
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</tbody>
</table>

#### Total General & Restricted Fund Disbursements**

Grand Total General Fund Disbursement                          | 17,143,472 | 10,240,345 | 296,914 | 6,606,213 |

#### General Fund Revenue

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<td>Restricted Current Fund</td>
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<td>305,042</td>
<td>649,479</td>
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<td>17,879,650</td>
<td>9,535,257</td>
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<td>Fund Balance Revenue</td>
<td>(512,565)</td>
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<td>(512,565)</td>
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<td>17,367,085</td>
<td>9,535,257</td>
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#### Plant Fund Disbursements**

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<td>5,606,866</td>
<td>2,434,481</td>
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#### Plant Fund Revenue

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<th>Working Budget Balance</th>
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<tr>
<td></td>
<td>2,975,581</td>
<td>1,927,677</td>
<td>1,047,904</td>
</tr>
</tbody>
</table>

Footnotes:

* Detail of Restricted Current Fund on separate page.

** Published Budgets:

- General Fund: $18,008,774 (without Tort & Unemployment)
- Plant Fund: $5,606,866
### General Fund

**Detail of Revenue**

February 28, 1982

**General Fund Revenue**

<table>
<thead>
<tr>
<th></th>
<th>Working Budget</th>
<th>Amount Received</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition &amp; Fees:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Fees</td>
<td>$ 760,000</td>
<td>$ 400,946</td>
<td>$ 359,054</td>
</tr>
<tr>
<td>Tuition:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>1,783,744</td>
<td>1,330,841</td>
<td>452,903</td>
</tr>
<tr>
<td>Career Education</td>
<td>1,467,492</td>
<td>1,252,656</td>
<td>214,836</td>
</tr>
<tr>
<td>Adult Ed</td>
<td>748,764</td>
<td>516,140</td>
<td>232,624</td>
</tr>
<tr>
<td>Secondary</td>
<td>100,150</td>
<td>100,150</td>
<td>-0-</td>
</tr>
<tr>
<td><strong>Local Support:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes-Operation</td>
<td>2,110,256</td>
<td>1,130,243</td>
<td>980,013</td>
</tr>
<tr>
<td>Property Taxes-Unemployment</td>
<td>378,196</td>
<td>151,858</td>
<td>226,338</td>
</tr>
<tr>
<td>Property Taxes-Tort Liability</td>
<td>39,808</td>
<td>21,208</td>
<td>18,600</td>
</tr>
<tr>
<td><strong>State Support:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Aid</td>
<td>6,914,837</td>
<td>3,457,418</td>
<td>3,457,419</td>
</tr>
<tr>
<td>Energy Appropriation</td>
<td>66,900</td>
<td>18,630</td>
<td>48,270</td>
</tr>
<tr>
<td>Salary Adjustment</td>
<td>491,692</td>
<td>122,840</td>
<td>368,852</td>
</tr>
<tr>
<td>Vocational Aid</td>
<td>1,210,584</td>
<td>156,998</td>
<td>1,053,586</td>
</tr>
<tr>
<td><strong>Federal Support:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title II-Library</td>
<td>2,400</td>
<td>-0-</td>
<td>2,400</td>
</tr>
<tr>
<td>Vocational Aid</td>
<td>310,569</td>
<td>310,569</td>
<td>-0-</td>
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<tr>
<td>Workstudy</td>
<td>71,069</td>
<td>-0-</td>
<td>71,069</td>
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<tr>
<td>Special Needs-CDC</td>
<td>60,592</td>
<td>30,296</td>
<td>30,296</td>
</tr>
<tr>
<td>ABE</td>
<td>132,283</td>
<td>99,212</td>
<td>33,071</td>
</tr>
<tr>
<td>Other</td>
<td>4,655</td>
<td>-0-</td>
<td>4,655</td>
</tr>
<tr>
<td>Total &quot;2&quot; Fund</td>
<td>954,521</td>
<td>305,042</td>
<td>649,479</td>
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<tr>
<td><strong>Sales &amp; Services:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental of Facilities</td>
<td>40,000</td>
<td>11,361</td>
<td>28,639</td>
</tr>
<tr>
<td><strong>Other Income:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>150,000</td>
<td>76,603</td>
<td>73,397</td>
</tr>
<tr>
<td>Assessments</td>
<td>7,100</td>
<td>4,491</td>
<td>2,609</td>
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<tr>
<td>Miscellaneous</td>
<td>29,038</td>
<td>6,620</td>
<td>22,418</td>
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<tr>
<td>Sale of Fixed Assets</td>
<td>45,000</td>
<td>40,484</td>
<td>4,516</td>
</tr>
<tr>
<td>Bad Debt (Write Off)</td>
<td>(9,349)</td>
<td>(9,349)</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$17,879,650</td>
<td>$9,535,257</td>
<td>$8,344,393</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Working Budget</td>
<td>Amount Expended</td>
<td>Encumbered</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>Social Service Training</td>
<td>$ 5,760</td>
<td>$ 5,760</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Energy Asst. Grant</td>
<td>50</td>
<td>50</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Supplemental Coop Ed.</td>
<td>9,141</td>
<td>419</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Data Processing - A State Plan</td>
<td>4,635</td>
<td>4,635</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Nurse Capitation - FY 81 Ext.</td>
<td>24,821</td>
<td>16,312</td>
<td>42</td>
</tr>
<tr>
<td>STRIVE-LEA Project</td>
<td>53,577</td>
<td>28,650</td>
<td>42</td>
</tr>
<tr>
<td>Special Needs Coordinator</td>
<td>10,086</td>
<td>5,659</td>
<td>$ -0-</td>
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<tr>
<td>Teacher Aids - FY 82</td>
<td>9,374</td>
<td>6,381</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Special Needs-In Service</td>
<td>10,400</td>
<td>973</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Mitchellville-SN Project</td>
<td>5,879</td>
<td>5,230</td>
<td>649</td>
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<tr>
<td>Curriculum for Handicapped</td>
<td>16,192</td>
<td>16,192</td>
<td>$ -0-</td>
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<tr>
<td>Comp. Voc. Development Program</td>
<td>20,700</td>
<td>8,130</td>
<td>$ -0-</td>
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<tr>
<td>ESL #2 - DPI</td>
<td>59,617</td>
<td>58,658</td>
<td>96</td>
</tr>
<tr>
<td>ESL HMONG</td>
<td>3,036</td>
<td>2,997</td>
<td>$ -0-</td>
</tr>
<tr>
<td>ESL - FY 82</td>
<td>101,186</td>
<td>51,433</td>
<td>472</td>
</tr>
<tr>
<td>Construction Acquaintance</td>
<td>4,628</td>
<td>4,628</td>
<td>$ -0-</td>
</tr>
<tr>
<td>Homemakers Health - HHS</td>
<td>12,155</td>
<td>10,063</td>
<td>$ 2,092</td>
</tr>
<tr>
<td>Homemakers Health - DPI</td>
<td>2,280</td>
<td>1,163</td>
<td>$ 1,117</td>
</tr>
<tr>
<td>Computer Asst. - Linkage</td>
<td>33,356</td>
<td>1,946</td>
<td>1,684</td>
</tr>
<tr>
<td>DPI Software Project</td>
<td>31,482</td>
<td>31,485</td>
<td>(3)</td>
</tr>
<tr>
<td>Bus. &amp; Econ. Institute</td>
<td>61,348</td>
<td>13,229</td>
<td>$ 48,119</td>
</tr>
<tr>
<td>Minority Outreach</td>
<td>4,600</td>
<td>$ -0-</td>
<td>$ 4,600</td>
</tr>
<tr>
<td>Diesel Tractor Research</td>
<td>14,706</td>
<td>14,706</td>
<td>$ -0-</td>
</tr>
<tr>
<td>SDIP - Student Life</td>
<td>20,602</td>
<td>14,142</td>
<td>$ 6,460</td>
</tr>
<tr>
<td>SDIP - Instruction</td>
<td>40,560</td>
<td>17,076</td>
<td>$ 23,484</td>
</tr>
<tr>
<td>SDIP - R &amp; D</td>
<td>63,838</td>
<td>15,621</td>
<td>$ 48,217</td>
</tr>
<tr>
<td>CETA Educ. Research</td>
<td>16,309</td>
<td>765</td>
<td>$ 15,544</td>
</tr>
<tr>
<td>CETA - CLASS SIZE*</td>
<td>248,956</td>
<td>136,540</td>
<td>539</td>
</tr>
<tr>
<td>PSE</td>
<td>7,927</td>
<td><strong>8,274</strong></td>
<td><strong>(347)</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 954,521</strong></td>
<td><strong>$ 505,505</strong></td>
<td><strong>$ 2,833</strong></td>
</tr>
</tbody>
</table>

Footnote

* CETA Class Size Budget represents 75% of Federal Fiscal Year '82 Budget ($238,977 x 75% = 179,233) plus balance of previous year's budget expended this FY of $69,726 for total of $248,959.

** Represents Unemployment Compensation claims after project funding ended.
### GENERAL FUND INTERIM BALANCE SHEET

February 28, 1982

#### ASSETS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Cash in Bank - Checking</td>
<td>$(625,463)</td>
</tr>
<tr>
<td>102</td>
<td>Petty Cash - Ankeny Change Fund</td>
<td>431</td>
</tr>
<tr>
<td>103</td>
<td>Petty Cash - Boone Checking</td>
<td>7,711</td>
</tr>
<tr>
<td>119</td>
<td>Cash in Bank - Payroll</td>
<td>4,669</td>
</tr>
<tr>
<td>120</td>
<td>Returned Checks</td>
<td>7,043</td>
</tr>
<tr>
<td>122</td>
<td>Petty Cash - Change Funds</td>
<td>6,594</td>
</tr>
<tr>
<td>123</td>
<td>Registration Change Funds</td>
<td>187</td>
</tr>
<tr>
<td>125</td>
<td>Cash Over or Short</td>
<td>(316)</td>
</tr>
<tr>
<td>130</td>
<td>Investments</td>
<td>1,269,000</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CASH &amp; INVESTMENTS</strong></td>
<td><strong>$ 669,856</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>145</td>
<td>Due from Federal</td>
<td>474</td>
</tr>
<tr>
<td>146</td>
<td>Due from Others</td>
<td>380,063</td>
</tr>
<tr>
<td>148</td>
<td>Financial Aids Receivables</td>
<td>811,822</td>
</tr>
<tr>
<td></td>
<td><strong>Budget FY 82 - Revenue</strong></td>
<td><strong>$17,879,650</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Less Amount Received</strong></td>
<td><strong>9,535,257</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Balance to Receive</strong></td>
<td><strong>8,344,393</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ACCOUNTS RECEIVABLE</strong></td>
<td><strong>9,536,752</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>161</td>
<td>Expendable Supplies</td>
<td>47,159</td>
</tr>
<tr>
<td>162</td>
<td>Auto Parts</td>
<td>22,995</td>
</tr>
<tr>
<td>169</td>
<td>Student Houses &amp; Lots</td>
<td>362,608</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL INVENTORIES/HOUSES</strong></td>
<td><strong>432,762</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>10,639,370</strong></td>
</tr>
</tbody>
</table>
DESMOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
February 28, 1982

- - LIABILITIES & FUND BALANCE - -

CURRENT LIABILITIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipatory Warrants</td>
<td>$2,119,000</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>42,594</td>
</tr>
<tr>
<td>Budget Expenditures FY 82</td>
<td>$17,367,085</td>
</tr>
<tr>
<td>Less Expended to Date</td>
<td>10,240,345</td>
</tr>
<tr>
<td>Balance to be expended</td>
<td>7,126,740</td>
</tr>
</tbody>
</table>

TOTAL ACCOUNTS PAYABLE: $9,288,334

Deferred Income: $60,546

TOTAL LIABILITIES: $9,348,880

FUND BALANCE

Unrestricted

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward 7-1-81</td>
<td>687,950</td>
</tr>
<tr>
<td>FY 82 Budget Expenditures</td>
<td>17,367,085</td>
</tr>
<tr>
<td>Less FY 82 Budget Revenue</td>
<td>17,879,650</td>
</tr>
<tr>
<td>Net Revenue over Expenses</td>
<td>512,565</td>
</tr>
<tr>
<td>Projected Fund Balance 6-30-82</td>
<td>1,200,515</td>
</tr>
</tbody>
</table>

Restricted for Unemployment Compensation: $89,975

TOTAL FUND BALANCE: $1,290,490

TOTAL LIABILITIES & FUND BALANCE: $10,639,370
Des Moines Area Community College
Cash Position Report

February 28, 1982

General, Agency, Auxiliary, Scholarship & Loan Funds

<table>
<thead>
<tr>
<th>ANKENY NATIONAL</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash in Bank (Interest Bearing Checking):</strong></td>
<td></td>
</tr>
<tr>
<td>Bal. Fwd. February 1, 1982</td>
<td>$ (89,812)</td>
</tr>
<tr>
<td>Plus Receipts - February</td>
<td>2,432,499</td>
</tr>
<tr>
<td>Less Disbursements - February</td>
<td>2,217,454</td>
</tr>
<tr>
<td>Cash in Bank February 28, 1982</td>
<td>125,233</td>
</tr>
</tbody>
</table>

**INVESTMENTS:**

**Savings Accounts:**

- Sinking Fund $ 14,413

**CD's and Repurchase Agreements**

<table>
<thead>
<tr>
<th>CD's and Repurchase Agreements</th>
<th>ANKENY NATIONAL</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 1/2% due 3-31-82 (A)</td>
<td>108,743</td>
<td></td>
</tr>
<tr>
<td>Various/Arch. Draft. Club</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>13% due 3-1-82</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>12.55% due 6-30-82 (B)</td>
<td>1,119,000</td>
<td></td>
</tr>
<tr>
<td>14 1/2% due 3-15-82</td>
<td></td>
<td>250,000</td>
</tr>
<tr>
<td>15% due 3-15-82</td>
<td></td>
<td>190,000</td>
</tr>
<tr>
<td>13 1/2% due 4-15-82</td>
<td></td>
<td>320,000</td>
</tr>
<tr>
<td>8% due 12-15-82</td>
<td></td>
<td>205,000</td>
</tr>
<tr>
<td>12 3/8% due 5-14-82</td>
<td></td>
<td>750,000</td>
</tr>
<tr>
<td>14 1/2% due 6-30-82</td>
<td></td>
<td>156,376</td>
</tr>
<tr>
<td>Various due 6-30-82 (C)</td>
<td>1,092,000</td>
<td></td>
</tr>
</tbody>
</table>

**Total Investments**

<table>
<thead>
<tr>
<th>ANKENY NATIONAL</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,380,743</td>
<td>$ 1,871,376</td>
</tr>
</tbody>
</table>

**Total Cash & Investments**

<table>
<thead>
<tr>
<th>ANKENY NATIONAL</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,505,976</td>
<td>$ 1,893,772</td>
</tr>
</tbody>
</table>

Footnotes:

(A) CD for $108,743 includes following investments:

- Student Activities $39,443
- Student Union $44,000
- Eugene Young Loan Fund $25,300
- $108,743

(B) Represents Anticipatory Warrant Loan.

(C) Loan payment due 6-30-82 $1,583,325.
March 4, 1982

Mr. Eldon Leonard, President
Board of Directors
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50021

Dear Mr. Leonard:

I hereby request that the Board of Directors hold a closed session as provided by Chapter 28A.5(1)(i) of the Code of Iowa, to evaluate my professional competence to prevent needless and irreparable injury to my reputation.

Sincerely,

Joseph A. Borger, Ph.D.
President

jb
Des Moines Area Community College

Public Hearing on Proposed Budget for FY 83
March 8, 1982
Ankeny Campus - Building 2 - Room 15

AGENDA

1. Call to Order - 5:30 p.m.
2. Roll Call.
3. Approval of Tentative Agenda.
4. Acknowledgement by Board Secretary of how notice of hearing was made.
5. Requests to address the Board recognized.
6. Board consideration of proposed budget for FY 83.
7. Motion to adopt the proposed budget.
8. Adjournment.
A special meeting of the Board of Directors of Des Moines Area Community College was held at the Ankeny Campus in Building 2, Room 15, Ankeny, Iowa. The meeting was held to conduct the annual budget hearing on the proposed budget for FY 1983. The meeting was called to order by Board President Eldon Leonard at 5:35 p.m.

Members Present:
- DeVere Bendixen
- Theodore Nemmers
- Walter A. Stover, Jr.
- Raymond Clark
- Jasper Risdal
- Eldon Leonard
- Herbert Ritland

Members Absent:
- Georganne Garst
- Donald Rowen

Others Present:
- Joseph A. Borgen, President
- Eugene R. Snyders, Board Secretary
- William Engel, Chairman of the Metro Area Committee of the Polk-Des Moines Taxpayers Association
- Various other DMACC staff and interested residents

Board President Leonard asked how notice of this hearing was given to the public. The Board Secretary responded that a paid legal notice was published in the Des Moines Register on 22 February, 1982, in accordance with the requirements of the Code of Iowa, and notice was posted on the Board's official bulletin board. A copy of the paid legal notice is attached (Attachment #1) hereto and made a part of these minutes.

Board President Leonard asked the Board Secretary if written comments regarding the proposed budget had been received. The Board Secretary reported none had been received.

Board President Leonard asked if there were those present who wished to address the Board. There was one request to address the Board. Mr. William Engel of the Polk-Des Moines Taxpayers Association read a prepared statement. A copy of his statement is attached (Attachment #2) hereto and made a part of these minutes.
It was moved by W. Stover, seconded by R. Clark, that the proposed Fiscal Year 1982-'83 Budget Estimate, as published and documented on State Comptroller Forms, copies of which are attached (Attachment #3) hereto and which are made a part of these minutes, be adopted, and that the Board Secretary be directed to forward copies of this budget to county auditors and the State Department of Public Instruction as provided by law.

The motion passed unanimously with a roll call vote.

It was moved by T. Nemmers, seconded by H. Ritland, that the hearing be adjourned.

The motion passed unanimously. The hearing was adjourned by Board President Leonard at 5:41 p.m. with all persons attending invited to join a tour of the new buildings immediately following adjournment.
March 8, 1982  
Special Meeting

FOR BOARD MINUTES

STATE OF IOWA  
POLK COUNTY

Affidavit of Publication

Copy of Advertisement
Exhibit "A"

ATTACHMENT #1

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

DES MOINES REGISTER (Daily)

DES TRIBUNE (Daily)

DES SUNDAY REGISTER

In Iowa will conduct a public hearing on the proposed 1982-83 Budget at Building No. 2, Room 15, Ankeny, Des Moines Area Community College, 2006 5th. Ankeny Blvd., Ankeny, Iowa, on March 8, 1982, 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 data 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 10, 1982

/s/ Eugene R. Snyder, Secretary

BUDGET ESTIMATE SUMMARY

<table>
<thead>
<tr>
<th>FUNDS, (Use Whole Dollars),</th>
<th>EXPENDITURES</th>
<th>GENERAL</th>
<th>1. General</th>
<th>16,798,950</th>
<th>19,155,834</th>
<th>18,200,372</th>
<th>58,055</th>
<th>16,069,827</th>
<th>2,308,620</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. General</td>
<td></td>
<td></td>
<td></td>
<td>16,798,950</td>
<td>19,155,834</td>
<td>18,200,372</td>
<td>58,055</td>
<td>16,069,827</td>
<td>2,308,620</td>
</tr>
<tr>
<td>1a. Unemployment Compensation</td>
<td></td>
<td></td>
<td></td>
<td>16,798,950</td>
<td>19,155,834</td>
<td>18,200,372</td>
<td>58,055</td>
<td>16,069,827</td>
<td>2,308,620</td>
</tr>
<tr>
<td>1b. Tort Liability</td>
<td></td>
<td></td>
<td></td>
<td>32,342</td>
<td>39,808</td>
<td>41,466</td>
<td>0</td>
<td>41,466</td>
<td>0</td>
</tr>
<tr>
<td>1c. Cash Reserve Levy</td>
<td></td>
<td></td>
<td></td>
<td>32,342</td>
<td>39,808</td>
<td>41,466</td>
<td>0</td>
<td>41,466</td>
<td>0</td>
</tr>
<tr>
<td>2. Total</td>
<td></td>
<td></td>
<td></td>
<td>22,042,517</td>
<td>22,725,754</td>
<td>21,349,932</td>
<td>1,275,755</td>
<td>17,602,278</td>
<td>5,027,000</td>
</tr>
</tbody>
</table>

(Use Whole Dollars), EXPENDITURES, GENERAL, 1. General, 16,798,950, 19,155,834, 18,200,372, 58,055, 16,069,827, 2,308,620, 1a. Unemployment Compensation, 1b. Tort Liability, 1c. Cash Reserve Levy, 2. Total, 22,042,517, 22,725,754, 21,349,932, 1,275,755, 17,602,278, 5,027,000

Subscribed and sworn to before me by said affiant this 22nd day of February, 1982

Thelma B. Lent
Notary Public in and for Polk County, Iowa
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: __________________________

in said Des Moines Tribune (daily) the following dates: __________________________

February 22, 1982

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 22nd day of February 1982

Notary Public in and for Polk County, Iowa
Mr. President and Members of the Board of Directors:

The Polk-Des Moines Taxpayers Association has examined the budget prepared for the Des Moines Area Community College for 1982-83. On behalf of the Metro Committee and the Association, I would like to thank President Joseph Borgen; Gene Snyders, Vice President of Management Services; Don Zuck, Manager of Business Services; and Board Chairman Eldon Leonard for spending time with us during this budget review.

We are pleased with the selection of Dr. Borgen as the President of the Des Moines Area Community College. His decisive leadership has already become apparent in the operations of the college and in the preparation of this budget.

I am here tonight to announce our support for your proposed 1982-83 budget. The Taxpayers Association commends college officials, staff and the Board of Trustees for their work on this budget. Efforts to revitalize communications between various members of the college community, by encouraging participation in the budget making process, appear to have borne fruitful results.

Many resourceful ideas on ways to improve operations and increase efficiency have been proposed. New programs designed to stimulate Iowa's economy, and provide a highly trained workforce demonstrate a responsiveness to the needs of the communities you serve. Your decision not to increase student fees and tuition anticipates the potential cutbacks in federal funds for scholarships, endowments and student loans. We share your concern about the long-range effects of the lack of funds for equipment purchase and replacement.

Additionally, the Taxpayers Association endorses the reorganization of the College's management structure that will centralize planning and scheduling, eliminate dual supervision of employees, reduce the hierarchy of supervisors, and make programs more accessible to students. This is an enterprising way of dealing with a tight budget, that not only makes the best use of the fewer dollars available, but also strengthens the quality of existing programs.

Thank you for your consideration.
March 9, 1982

Mr. Jim Maloney
Polk County Auditor
2nd & Court
Des Moines, Ia.  50319

Dear Mr. Maloney:

Attached are two copies each of our FY 1982-83 Adopted Budget and Supplemental Detail and proof of publication, together with one additional Budget and Detail for each of our non-control counties for your further disposition as required by law.

Yours truly,

Irv Steinberg
Controller

cc: Eugene Snyders, Board Secretary
    Bob Yeager, Fiscal Officer, Department of Public Instruction
**ADOPTED BUDGET AND CERTIFICATE**

**MERGED AREA SCHOOL TAXES**

Fiscal Year July 1, 1982 - June 30, 1983

File two copies of Adopted Budget, two copies of Supplemental Detail and Proof of Publication together with one additional Budget and Detail for each non-controlling county with control County Auditor immediately after hearing and by March 15, 1982.

**MERGED AREA... XI**

**CONTROL COUNTY... Polk**

**NAME... Des Moines Area Community College**

**CERTIFICATION**

To: County Auditors and Board of Supervisors in the Counties of:

- Adair
- Clarke
- Audubon
- Crawford
- Boone
- Dallas
- Carroll
- Greene
- Cass
- Guthrie

**MERGED AREA...**

**NAME...** Des Moines Area Community College

**CONTROL COUNTY... Polk**

I do hereby certify that at a meeting of the Board of Directors, held as provided by law on March 8, 1982, the following budget was adopted and tax levies voted on all taxable property of this Area and that said estimates and levies were made after public hearing as provided by law.

/signature... Eugene R. Snyder.

Address... 2006 S. Ankeny Blvd.,
Ankeny, Iowa 50021

Telephone: Area Code (515) 964-6249

---

**ADVERTISED BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Description</th>
<th>PTE 4-30-81 Actual</th>
<th>PTE 4-30-82 Estimate</th>
<th>PTE 4-30-82 Proposed</th>
<th>COL 4-30-82 Estimated Final Budget Approval Date</th>
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</thead>
<tbody>
<tr>
<td>General</td>
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<td>17,185,564</td>
<td>18,320,392</td>
<td>16,069,827, 2,306,420</td>
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<tr>
<td>1a. General</td>
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<td>378,166</td>
<td>50,000</td>
<td>39,975</td>
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<td>1b. Special</td>
<td>34,388</td>
<td>39,888</td>
<td>41,096</td>
<td>368,754</td>
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<tr>
<td>2. Textbooks</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
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<tr>
<td>3. SchoolMate</td>
<td>7,210,294</td>
<td>5,111,866</td>
<td>812,971</td>
<td>1,442,746</td>
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<tr>
<td>4. Plant</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>5. Books and</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
<td>XXXXXXXX</td>
</tr>
<tr>
<td>TOTAL</td>
<td>23,062,517</td>
<td>22,725,754</td>
<td>21,349,923</td>
<td>17,602,278</td>
</tr>
</tbody>
</table>

**TAXABLE VALUATION...**

**AS OF JANUARY 1, 1982**

**Number of Taxable \$...**

**State Comptroller's Office**

**Budget Division**

**State Comptroller's Office**

**February 14, 1982**

**(To be submitted by Auditor)**

**County Auditor**

**Proof of Publication filed and recorded.**
ENTRY RECORD OF THE HEARING AND DETERMINATION OF THE ESTIMATE

Be It remembered that on this, the 8th day of March, 1982, the Board of Directors of the DES MOINES AREA COMMUNITY COLLEGE, met in session for the purpose of a hearing upon the budget estimate as filed with this board. There was present a quorum as required by law. Thereupon the board investigated and found that the notice of the time and place of hearing has, according to law and as directed by the board, been published in the Des Moines Register newspapers published at Des Moines, Iowa, of said counties; that the affidavits of publication thereof were on file with the county auditor. Thereafter and on said day the estimate was taken up and considered and taxpayers heard for and against said estimate as follows:

Mr. William Engel, Chairman of the Metro Committee of the Polk-Des Moines Taxpayers Association, read a prepared statement indicating his organizations support of the College's proposed 1982-83 budget, and commending the college staff and Board of Trustees for their work on this budget. The statement also included an endorsement of the College's reorganization of its management structure, and the associations pleasure with the selection of Dr. Joseph Borgen as the President of Des Moines Area Community College.

Thereafter and after hearing all taxpayers desiring to be heard, the board took up the estimate for final consideration and after being fully advised the board determined that said estimate be corrected and completed so that when completed it should be in words and figures as stated herein. The vote upon final adoption of the budget was as follows:

Ayes: DeVere Bixden, Jasper Riadal

Nays: None

The secretary was thereupon directed to forward the adopted budget and tax levy to the county auditors as provided by law.

I hereby certify the above to be a true and correct copy of the proceedings of the Board relating to the consideration and final adoption of the within budget of expenditures and levy of taxes on the 8th day of March, A.D., 1982.

[Signature]
Secretary
### 1. GENERAL FUND — General Account for Merged Area #111

**DES MOINES AREA COMMUNITY COLLEGE**

#### RESOURCES — RECEIPTS

<table>
<thead>
<tr>
<th>LINE</th>
<th>DESCRIPTION</th>
<th>(A) FYE June 30, 1981</th>
<th>(B) FYE June 30, 1982</th>
<th>(C) FYE June 30, 1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cash</td>
<td>489,475</td>
<td>288,783</td>
<td>224,648</td>
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<tr>
<td>2</td>
<td>Investments</td>
<td>288,783</td>
<td>2,264</td>
<td>64,887</td>
</tr>
<tr>
<td>3</td>
<td>Encumbrance Reserve</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Net Beginning Balance</td>
<td>(200,692)</td>
<td>2,264</td>
<td>64,887</td>
</tr>
<tr>
<td></td>
<td>Total Non-Tax Income</td>
<td>4</td>
<td>4</td>
<td>4</td>
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<tr>
<td>5</td>
<td>Student Fees</td>
<td>459,221</td>
<td>760,000</td>
<td>760,000</td>
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<tr>
<td>6</td>
<td>Tuition</td>
<td>3,533,061</td>
<td>4,082,000</td>
<td>4,082,000</td>
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<tr>
<td>7</td>
<td>General State Aid</td>
<td>6,914,838</td>
<td>6,914,837</td>
<td>7,248,257</td>
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<tr>
<td>8</td>
<td>Vocational State Aid</td>
<td>1,243,956</td>
<td>1,210,586</td>
<td>1,218,267</td>
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<tr>
<td>9</td>
<td>Other State Aid</td>
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<td>566,900</td>
<td>1,082,878</td>
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<tr>
<td>10</td>
<td>Federal Aid</td>
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<td>1,187,273</td>
<td>848,254</td>
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<tr>
<td>11</td>
<td>Sales — Service</td>
<td>23,330</td>
<td>40,000</td>
<td>50,000</td>
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<tr>
<td>12</td>
<td>Other</td>
<td>131,247</td>
<td>76,138</td>
<td>323,320</td>
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<td>13</td>
<td>Federal Vocational Aid</td>
<td>330,180</td>
<td>310,569</td>
<td>322,062</td>
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<td>14</td>
<td>Cash Reserve Levy</td>
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<td>1</td>
</tr>
<tr>
<td>15</td>
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<td>16</td>
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<td>17</td>
<td>Cash Reserve Levy</td>
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</tr>
<tr>
<td>18</td>
<td>Cash Reserve Levy</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>19</td>
<td>Cash Reserve Levy</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
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<tr>
<td>21</td>
<td>Cash Reserve Levy</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>22</td>
<td>S/T Non-Tax Income</td>
<td>14,040,041</td>
<td>15,148,251</td>
<td>16,004,940</td>
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</table>

#### REQUIREMENTS — EXPENDITURES AND RESERVE

<table>
<thead>
<tr>
<th>LINE</th>
<th>DESCRIPTION</th>
<th>(A) FYE June 30, 1981</th>
<th>(B) FYE June 30, 1982</th>
<th>(C) FYE June 30, 1983</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Liberal Arts, Sciences</td>
<td>2,360,874</td>
<td>2,393,596</td>
<td>2,593,243</td>
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<tr>
<td>27</td>
<td>Vocational and Technical</td>
<td>5,722,681</td>
<td>5,803,038</td>
<td>6,711,728</td>
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<tr>
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<td>Adult Education</td>
<td>2,154,002</td>
<td>2,230,574</td>
<td>2,405,439</td>
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<td>Administration</td>
<td>622,694</td>
<td>675,269</td>
<td>218,245</td>
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<tr>
<td>30</td>
<td>Student Services</td>
<td>5,737,306</td>
<td>1,504,915</td>
<td>1,562,542</td>
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<tr>
<td>31</td>
<td>Learning Resources</td>
<td>513,790</td>
<td>529,477</td>
<td>540,579</td>
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<tr>
<td>32</td>
<td>Physical Plant</td>
<td>1,470,222</td>
<td>1,598,912</td>
<td>2,275,305</td>
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<tr>
<td>33</td>
<td>General Institution</td>
<td>1,430,456</td>
<td>2,478,107</td>
<td>1,604,817</td>
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<tr>
<td>35</td>
<td>Less Non-Tax Included Above</td>
<td>(32,342)</td>
<td>(39,808)</td>
<td>(44,106)</td>
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<tr>
<td>36</td>
<td>Less Deprem. Comp. Inc. Above</td>
<td>(16,931)</td>
<td>(378,196)</td>
<td>(50,000)</td>
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<tr>
<td>41</td>
<td>S/T Expenditures</td>
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<td>18,320,392</td>
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<tr>
<td>42</td>
<td>Encumbrances</td>
<td>15,801,214</td>
<td>17,260,771</td>
<td>18,378,447</td>
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</tbody>
</table>

#### CLOSING BALANCE

<table>
<thead>
<tr>
<th>LINE</th>
<th>DESCRIPTION</th>
<th>(A) FYE June 30, 1981</th>
<th>(B) FYE June 30, 1982</th>
<th>(C) FYE June 30, 1983</th>
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</thead>
<tbody>
<tr>
<td>48</td>
<td>Cash</td>
<td>2,264</td>
<td>64,887</td>
<td>58,055</td>
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<tr>
<td>49</td>
<td>(Encumbrance Reserve)</td>
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<tr>
<td>50</td>
<td>Col. D — Reserve — Net Closing Balance</td>
<td>2,264</td>
<td>64,887</td>
<td>58,055</td>
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<tr>
<td>51</td>
<td>REQUIREMENTS</td>
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<td>17,260,771</td>
<td>18,378,447</td>
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</tbody>
</table>

* Column A and B for prior years
### 2. GENERAL FUND — Tort Liability Account

<table>
<thead>
<tr>
<th>RESOURCES — RECEIPTS</th>
<th>(A) FYE</th>
<th>(B) FYE</th>
<th>(C) FYE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>1</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Investments</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>(Encumbrance Reserve)</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Net Beginning Balance</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>5/T Non-Tax Income</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Col. E — Net Balance and Non-Tax</td>
<td>10</td>
<td>32,342</td>
<td>39,808</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>11</td>
<td>32,342</td>
<td>39,808</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>12</td>
<td>32,342</td>
<td>39,808</td>
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</tbody>
</table>

### 3. SCHOOLHOUSE FUND — Plant Account

<table>
<thead>
<tr>
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<th>(A) FYE</th>
<th>(B) FYE</th>
<th>(C) FYE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balances</td>
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<td></td>
</tr>
<tr>
<td>Cash</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Investments</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>(Encumbrance Reserve)</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Net Beginning Balance</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>5/T Non-Tax Income</td>
<td>8</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Col. E — Net Balance and Non-Tax</td>
<td>10</td>
<td>6,244,087</td>
<td>6,356,086</td>
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<tr>
<td>Col. F — Property Tax</td>
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<td>2,110,256</td>
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<tr>
<td>RESOURCES</td>
<td>12</td>
<td>10,705,055</td>
<td>6,466,382</td>
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### REQUIREMENTS — EXPENDITURES AND RESERVE

<table>
<thead>
<tr>
<th>REQUIREMENTS — EXPENDITURES AND RESERVE</th>
<th>(A) FYE</th>
<th>(B) FYE</th>
<th>(C) FYE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/T Expenditures Tort Insurance</td>
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<td>39,808</td>
</tr>
<tr>
<td>Encumbrances:</td>
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<td>18</td>
</tr>
<tr>
<td>5/T Encumbrances</td>
<td>19</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Col. C — Expenditures and Encumbrances</td>
<td>20</td>
<td>32,342</td>
<td>39,808</td>
</tr>
<tr>
<td>Closing Balances:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Encumbrance Reserve)</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. D — Reserve— Net Closing Balance</td>
<td>24</td>
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<td></td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>25</td>
<td>32,342</td>
<td>39,808</td>
</tr>
</tbody>
</table>

* Column A and B for prior years

*Col. A, Lines 15 & 20 below include following:
- Payment on loan principle $1,495,000
- Accounts Receivable 30,738
- Accounts Payable (13,000)

### Expenditures:

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Col. E — Net Balance and Non-Tax</td>
<td>10</td>
<td>6,244,087</td>
<td>6,356,086</td>
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<tr>
<td>Col. F — Property Tax</td>
<td>11</td>
<td>1,960,908</td>
<td>2,110,256</td>
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<tr>
<td>RESOURCES</td>
<td>12</td>
<td>10,705,055</td>
<td>6,466,382</td>
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* Column A and B for prior years
## Resources — Receipts

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
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</tr>
<tr>
<td>1a.</td>
<td><strong>Unemployment Compensation Fund</strong></td>
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<tr>
<td></td>
<td><strong>Beginning Balance:</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Cash</td>
<td>67,536</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Encumbrance Reserve)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Net Beginning Balance</td>
<td>67,536</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td><strong>Non-Tax Income:</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>67,536</td>
<td>89,975</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>S/T Non-Tax Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>67,536</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td><strong>Col. E — Net Balance and Non-Tax</strong></td>
<td>67,536</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td><strong>Col. F — Property Tax</strong></td>
<td>39,370</td>
<td>378,196</td>
</tr>
<tr>
<td></td>
<td><strong>Resources</strong></td>
<td>106,908</td>
<td>468,171</td>
</tr>
</tbody>
</table>

## Requirements — Expenditures and Reserve

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<tbody>
<tr>
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</tr>
<tr>
<td>1a.</td>
<td><strong>Expenditures:</strong></td>
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<td></td>
</tr>
<tr>
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<td>S/T Expenditures</td>
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<td>378,196</td>
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<td></td>
<td>Encumbrances</td>
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<tr>
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<td>S/T Encumbrances</td>
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<td>378,196</td>
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<tr>
<td></td>
<td><strong>Col. C — Expenditures and Encumbrances</strong></td>
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<td>378,196</td>
</tr>
<tr>
<td></td>
<td><strong>Closing Balance:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td>89,975</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Encumbrance Reserve)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Col. D — Reserve — Net Closing Balance</strong></td>
<td>89,975</td>
<td>89,975</td>
</tr>
<tr>
<td></td>
<td><strong>Requirements</strong></td>
<td>106,908</td>
<td>468,171</td>
</tr>
</tbody>
</table>

* Column A and B for prior years
# MERGED AREA SCHOOL

1. Ending 6-30-80 Actual general fund expenditures ........................................ 14,750,163
2. Multiply #1 by .05 .......................................................................................... 737,508
3. Divide #2 by 2 (Represents maximum amount that can be levied each year.) ........ 368,754
### CASH RESERVE

<table>
<thead>
<tr>
<th>Description</th>
<th>FYE 6-30-81</th>
<th>FYE 6-30-82</th>
<th>FYE 6-30-83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>(Encumbrance Reserve)</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Net Beginning Balance</td>
<td>XXXXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.T Non-Tax Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. E—Net Balance &amp; Non-Tax</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Col. F—Property Tax</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td>368,754</td>
</tr>
<tr>
<td>RESOURCES</td>
<td></td>
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<td>368,754</td>
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</tbody>
</table>

### REQUIREMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>FYE 6-30-81</th>
<th>FYE 6-30-82</th>
<th>FYE 6-30-83</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.T Expenditures</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.T Encumbrances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. C—Expenditures &amp; Encumbl</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>Closing Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>XXXXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Encumbrance Reserve)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. D—Reserve—Net Closing Bal</td>
<td>368,754</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td></td>
<td></td>
<td>368,754</td>
</tr>
</tbody>
</table>
Please rate the performance of the Superintendent as compared with your expectations and as compared to other superintendents in Iowa and others you may know.

Return your completed form to the President of the Board for tabulation.

1. Provides board members with sufficient quality information to make decisions.
   
2. Utilizes college staff to support and clarify issues being considered by board members.
   
3. Interprets and executes the intent of board policy.
   
4. Recruits, recommends, and assigns the best available personnel in terms of their competence.
   
5. Represents the interest and will of the board.
   
6. Coordinates the efforts of those responsible to him so that the organization operates at peak efficiency.
   
7. Keeps the college in the forefront by participating in national, state and local leadership positions.
   
8. Supports continued development and implementation of goals and objectives planning.
   
9. Presents a positive image of the college to the public.
   
10. Assumes the lead as chief executive in instilling an awareness for fiscal responsibility and accountability among members of the staff.

11. Recognizes the approved budget as the Board of Directors' expression of fiscal priorities and coordinates deviations from the budget prior to their implementation.
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>Maintains high standards of ethics, honesty and integrity in all personal and professional matters.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13.</td>
<td>Devotes his time and energy effectively to his job.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>14.</td>
<td>Has ability to make decisions in critical situations, even when unpopular; handles crises, incorporating the ideas of others in the process; and accepts responsibility for the decisions.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15.</td>
<td>Ability to face controversy; to remain true to convictions; and to live with a high pressure job.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16.</td>
<td>Gains respect and support of the community on the conduct of college operation.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>17.</td>
<td>Participates actively in community life and affairs.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>18.</td>
<td>Achieves status as a community leader in public education.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>19.</td>
<td>Delegates authority to staff members, appropriate to the position each holds.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>20.</td>
<td>Inspires others to highest professional standards.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMMENTS:**

Signed ________________________________ Date ____________________