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Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, Iowa 50021

REGULAR MEETING

8 SEPTEMBER 1980

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Ankeny Campus, Building 2, Room 15, on 8 September 1980. The meeting was called to order by Board President Eldon Leonard at 5:30 p.m.

ROLL CALL

Members Present:
Ray Clark
Georganne Garst
Murray Goodman
Walter Hetzel
Eldon Leonard
Theodore Nemmers
Donald Rowen (5:40)
Walter A. Stover, Jr.

Members Absent:
Jasper Risdal

Others Present:
Paul Lowery, Superintendent
Charles Wright, Board Secretary
Various other DMACC staff
and interested residents

APPROVAL OF TENTATIVE AGENDA

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

The motion was passed unanimously.

OPEN SPACES CONCEPT FOR OFFICES

The concept of open spaces in offices and illustrations of the use of open spaces in the Student Services and Support Services Buildings were presented by Bussard and Dikis.

APPROVAL OF MINUTES

It was moved by M. Goodman, seconded by T. Nemmers, that the minutes of the regular meeting of 11 August 1980 be approved.

The motion was passed unanimously.

DINNER RECESS

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

MONTHLY FINANCIAL REPORT

The monthly financial report was presented by Gene Snyders, Vice President, Business Management. A copy of the report is attached (Attachment #1) hereto and made a part of these minutes.

PERSONNEL

It was moved by W. Stover, seconded by D. Rowen, that contract changes be approved, as follows:
Contract Changes

E. R. BROWNLEE, Instructor, Diversified Occupations
Extended contract, 9 days @ $81.67 Daily Rate
Effective August 21, 1980 - September 3, 1980

RICHARD K. CHORLEY, JR., Instructor, Business
From Probationary Status to Full Status
Effective September 5, 1980

ROBERT J. HASKINS, Programmer, Data Systems
From Programmer ($17,481.00 annual) to Systems Programmer
($18,355.00 annual - subject to adjustment)
Effective August 1, 1980

THOMAS R. HORNBACK, Instructor, Bricklaying - I & T
From Probationary Status to Full Status
Effective September 5, 1980

FRANKLIN J. JORGENSEN, Instructor, Diversified Occupations
Extended contract, 9 days @ $76.38 Daily Rate
Effective August 21, 1980 - September 3, 1980

JAMES O. MARCUSEN, Instructor, Telecommunications - I & T
From Probationary Status to Full Status
Effective August 15, 1980

JON D. ROBINSON, Instructor, Basic Education - CETA
From 12 month Instructor, CETA Class Size Program ($22,409.00 annual) to 9 month Instructor, Related - I & T ($17,927.00 annual)
Lane 225-Level 9.5, Effective September 3, 1980

GERTRUDE SCHULTZE, Campus Nurse, Student Development
1980-1981 Salary from $13,638.00 annual to $14,408.00 annual
Effective July 1, 1980 (To reflect general increase in salary)

JEROLD A. WHALEN, Instructor, Diversified Occupations
Extended contract, 7 days @ $73.74 Daily Rate

The motion was passed unanimously.

Leave of Absence Without Pay

It was moved by W. Stover, seconded by M. Goodman, that CHERYL A. MIDDENDORF, Instructor, Nursing, be granted a leave of absence without pay from 3 October 1980 - 26 November 1980 -- 23 days.

The motion was passed unanimously.

SDU Lane Changes

It was moved by W. Stover, seconded by T. Nemmers, that Staff Development Unit Lane changes be approved, as follows:
JUDITH E. DOYLE, Instructor, Nursing  
From Lane 225-Level 9.0 ($22,052.00 annual) to  
Lane 248-Level 9.0 ($22,766.00 annual)  
Effective September 1, 1980

LYLA S. MAYNARD, Instructor, Developmental Disabilities  
From Lane 225-Level 7.0 ($16,499.00 annual) to  
Lane 248-Level 7.0 ($17,070.00 annual)  
Effective September 4, 1980

MARTHA J. SIMMERMAN, Instructor, Nursing  
From Lane 225-Leve 8.0 ($21,338.00 annual) to  
Lane 248-Level 8.0 ($22,052.00 annual)  
Effective September 1, 1980

The motion was passed unanimously.

Resignation  
It was moved by T. Nemmers, seconded by W. Stover, that the resignation of LARRY D. SAVILLE, Instructor/Chairperson, Financial Services, be accepted effective 29 August 1980.

The motion was passed unanimously.

New Personnel  
It was moved by W. Stover, seconded by D. Rowen, that new personnel be employed, as follows:

IVAN EUGENE BROWN, JR., Instructor/Chairperson, Labor Studies  
Lane 225-Level 1.0, Salary $13,071.00 annual, 9 months  
Effective September 4, 1980

MARIAN L. CAREW, Instructor, Fashion Merchandising  
Lane 180-Level 7.0, Salary $15,356.00 annual, 9 months  
Effective August 28, 1980

ALLAN L. READY, Instructor, Agriculture Equipment  
Lane 180-Level 6.0, Salary $14,785.00 annual, 9 months  
Effective September 2, 1980

MARY K. STOCKMAN, Instructor, Diversified Occupations  
Lane 180-Level 6.0, Salary $18,481.00 annual, 12 months  
Effective August 11, 1980

JAMES S. BENNETT, Programmer, Data Systems  
Salary $17,900.00 annual, 12 months  
Effective September 22, 1980

The motion was passed unanimously.

CAREER ED. AND PARAPROFESSIONAL ADVISORY COMMITTEES  
It was moved by M. Goodman, seconded by T. Nemmers, that appointments to the Career Education and Paraprofessional Advisory Committees for FY '81 as the Superintendent recommended, be approved.
The motion was passed unanimously. The Superintendent's recommendation is attached (Attachment #2) hereto and made a part of these minutes.

**LEASE WITH KINGSWAY MINISTRIES**

It was moved by W. Stover, seconded by R. Clark, that the lease with Kingsway Ministries, Inc., for space in the old Dowling building at a monthly rental of $1,400 for the period 15 September 1980 to 14 September 1981, to house the Office Occupations class (CIRALG), be approved.

The motion was passed unanimously. A copy of the lease is attached (Attachment #3) hereto and made a part of these minutes.

**NCAA MEMBERSHIP**

It was moved by R. Clark, seconded by D. Rowen, that the DMACC institutional membership in the North Central Accreditation Association, in the amount of $985, for the period 1 July 1980 to 30 June 1981, be renewed.

The motion was passed unanimously.

**REPRESENTATIVE TO IASB LEGIS. NETWORK**

It was moved by T. Nemmers, seconded by M. Goodman, that RAY CLARK be the Board's representative to the Iowa Association of School Board's legislative network.

The motion was passed unanimously.

**ALUMNI PLAN**

It was moved by D. Rowen, seconded by T. Nemmers, that the concept of an Alumni office as outlined in the Alumni Proposal and presented by Superintendent Paul Lowery, in coordination with Don Kerr, Dennis Krehbiel, and Leonard Bengtson, including staffing, operational and financing considerations, be approved, received and filed.

The motion was passed unanimously. A copy of the Alumni Proposal is attached (Attachment #4) hereto and made a part of these minutes.

**CLAIMS AND ACCOUNTS**

It was moved by T. Nemmers, seconded by R. Clark, that the Claims and Accounts be approved as submitted.

The motion was passed unanimously.

**ORGANIZATIONAL/REGULAR MEETING**

It was determined by Board President Leonard that there would not be a quorum of Board members at either the scheduled organizational meeting of 6 October or the regular meeting of 13 October. It was moved by D. Rowen, seconded by R. Clark, that the organizational meeting be held either 1 October or 20 October, depending on the legality of holding an organizational meeting before the statutorily determined date, and that the secretary, in consultation with the Board Attorney, E. Bittle, should notify the Board of the date selected. If the organizational meeting is to be the 20th of October, it should be combined with a regular Board meeting.
The motion was passed unanimously.

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

The motion was passed unanimously and the meeting was adjourned at 8:14 p.m.

ELDON LEONARD, President

CHARLES WRIGHT, Secretary
TO: Members of the Board of Directors

FROM: Paul Lowery, in coordination with Don Kerr, Dennis Krehbiel and Leonard Bengtson

RE: Alumni Proposal

Please find attached the Student Affairs alumni proposal, with staff and budget recommendations as follows:

In organizational chart, phase I, the chart depicts one individual who would head Student, Alumni and Legislative Affairs. It is proposed that this structure be retained until January 1, 1981, at which time a person will assume the role of Coordinator of Alumni Affairs/Secretary of Student Affairs, and a part-time secretary be employed to assist with legislation and alumni affairs. It is further recommended that as of July 1, 1981 the Coordinator of Alumni Affairs become a full-time position and the one part-time secretarial position become full time.

It is recommended that these positions be funded, in part, from the Student Affairs Auxiliary account, Student Union account, Student Government Association, the Foundation, and Auxiliary account.

The long-range plan for the alumni organization is found on organizational chart, phase II, attachment I (B). It is assumed that the part-time coordinators, a portion of the coordinator's salary, and a portion of the secretary's salary will be paid from funds generated from the Alumni Association. It is anticipated that it will be from three to five years before this level of sophistication is achieved.

Attachments
I. PURPOSE/GOAL

A. To develop Des Moines Area Community College graduate resources throughout the eleven county district for positive and visible promotion of the college's educational and community services.

B. To seek out, through these graduate resources, methods by which the college can improve educational offerings and services to communities.

C. To provide financial support to current students and college programs from those individuals who have benefited from their past educational experiences at DMACC.

II. OBJECTIVES

A. To increase the potential student enrollment in various college programs.
   1. By identifying "key" graduate(s) in each program and/or community, the Alumni Association can work with that person(s) to identify potential students through —
      a. Meetings with and identification of others by that key person(s).
      b. Word of mouth and personal contact.
      c. Newspaper articles regarding meetings, graduates, current students, and activities.

B. To provide a source of job placement opportunities.
   1. Through "key" graduates the Alumni Association will have the resources to receive feedback on the potential job market in a particular area. This information could be utilized by other areas in the college (Employer Relations, Counseling and Instruction) to assist in determining program needs as related to job markets in various geographical areas.
   2. Through "key" graduates and other area alumni as current employers searching for potential employees.

C. To provide financial support to students and college programs.
   1. Through regular contact with the "key" alumni of each program and/or community, the Coordinator will appraise that person of scholarship or program needs and solicit assistance in obtaining contributions through
      a. Alumni gifts
      b. Dinner meetings (provided by the college where invitations state that donations will be solicited)
      c. Fund raising activities
         1. Tours
         2. Special items such as glasses, pen sets, plaques, shirts
d. Dues (after alumni well established)
e. Work with the Foundation office on such fund raising methods as using the competitive aspect of matching personal contributions with business contributions
f. Work with "key" graduates from each community to designate dollars from other organizations in which they may be a member, i.e., Kiwanis, Jaycees, Jaycettes, etc.
g. Business contributions

D. To promote ongoing community support for the college and possible future needs.
   1. Through "key" alumni, the college will have an available positive information source in each community. If necessary, this "key" could be called on to speak to groups within their community on behalf of the college.
   2. Via appropriate positive media information, such as editorials, classified advertising, coordinated in cooperation with College Relations, radio programs and local newspaper articles could be co-coordinated by many of the alumni "keys."

E. To provide an avenue through which the college will receive feedback to insure that needed programs and community services are provided.
   1. By needs analysis, community surveys, and service club identification, these key alumni can appraise the college of the community services and educational programs desired by various communities and help in the rapid development of these requirements.
   2. By serving as an ombudsman in each and every community to insure immediate feedback for corrective action required and to serve as a link to the college in all areas of information required.

F. To provide a direct link for helping with the Legislative program to insure support and passage of needed legislation.
   1. Through "key" and other alumni, resources would be provided to assist and provide support for the passage of positive legislation.
   2. Through "key" and other alumni, the college would receive assistance in helping identify possible proposed legislation and community needs.

III. ORGANIZATION

The Alumni Affairs operation will be administered as a line function of the Student Affairs Department, and the current Coordinator of Student Affairs job description will be expanded to include these responsibilities with a new title of Director of Student, Alumni and Legislative Affairs. (This presupposes that the portion on Legislative Affairs to be covered later is adopted. If not, that portion of the title [Legislative Affairs] will be eliminated.)
A necessary position, Coordinator of Alumni Affairs, will be filled to assist the Director, with the coordination and implementation of the alumni function. This Coordinator will be charged with primary responsibility for the development of computer based alumni records and coordination of appropriate activities to insure the success and future expansion of this vital function.

Staffing requirements necessary to cover the objectives listed earlier are covered in attachment #1A and minimal target key alumni clubs are listed in attachment #2. Certain basic assumptions are used to assure that an effective operation will be realized. These assumptions are:

1. The President and Board are committed philosophically to a pioneering effort in community college alumni operations with reasonable, but adequate, resources to give staff a fighting chance for success -- a first class operation will be expected.
2. As shown in Attachments III and IV, the activities can be supported by the Auxiliary Enterprises Income account (authorized by the 1980 Legislature). However, short term use of limited other funds anticipate the generation of self supporting funding in a few years to replace them.
3. That economics prohibit immediate full-scale operation in all possible alumni locations,
4. That a testing period of two years will be required to insure that a comprehensive saleable program is possible.
5. Expansion of target areas will be a function of measurable success and satisfaction of the area alumni served.
6. Computer resources will be made available as required, and existing programs, such as Kirkwood Community College's alumni software package, will be utilized.
7. A reasonable, but minimal, allocation of new expenditures and services will be based on the effectiveness of the operation.

As the first step in implementation of a comprehensive alumni operation, it is anticipated that an Alumni Advisory Committee would be selected from current students, recent graduates, and graduates who have continued to show an interest in the college. The Coordinator of Alumni Affairs will be the advisor to this committee to insure that regular meetings are held, objectives and goals set, and ideas exchanged and implemented.
At the same time, there would be identification of "key" alumni in each of the pilot locations initially selected (see attachment #2). These would serve as a nucleus for expansion to other locations within the district. These locations would be identified based on groups of graduates now located in those areas and may be either by town or city, or groups of towns or cities, or by county, or any combination of these. In some instances, the location may be based on "program" graduates where a common bond has been formed and this association would cement an ongoing relationship beneficial to both the college and themselves. It is suggested that these individuals, who would basically serve as the backbone and spokesperson of their alumni groups, be called "Key Area Alumni" or "DMACC Keys." Through these "key" graduates, many doors will be opened to insure that the objectives and goals aforementioned are met. The "DMACC Key" will be identified either while a current student through the Student Government Association, campus clubs, or instructor's recommendation, or as an Alumni who has had past experience in leadership activities while a student at the college. Each "DMACC Key" will be appraised of his/her responsibility to the alumni function and the necessity of sincere interest and dedication. The Coordinator of Alumni Affairs will be in constant touch with the "DMACC Keys" in order to maintain interest and continuity. The Keys, in turn, will identify other graduates in his/her program or area who want to be involved. These graduates will have regular meetings (teas, coffees, etc.) where ideas, concerns and objectives will be discussed and plans of action developed. The Coordinator of Alumni Affairs will attend some of these meetings to appraise the alumni groups of any college needs and, in turn, will act as a sounding board for their views, concerns, ideas and needs. It is of utmost importance to establish a feeling of unity and association between these groups individually and as a total alumni association. To enhance this feeling of total unity, a large meeting will be held at least once a year when achievers will be specially recognized (perhaps a gourmet dinner or other appropriate appreciation event).

To reward and motivate the "DMACC Keys," a dinner to bring all the keys together should be held at least twice a year in addition to the total group meeting. These meetings would facilitate overall exchange of ideas regarding the Alumni Association, as well as the total college, programs, future or current needs and concerns.

It would be advisable for the "Keys" to be on the General Advisory Committee and, if possible, also the Program Advisory Committee of their respective program. This would serve as a direct link between the college, the alumni, and the communities in which they reside. The individuals who serve on the General Advisory Committee would not only have firsthand knowledge of the college, but they would also have input from their respective alumni service areas as to what people in their communities desire as educational program offerings and services from the college. Utilizing "Keys" on Program Advisory Committees would facilitate relating directly to possible curriculum revisions as they would have immediate knowledge.
of what is expected of them in their positions in that field of study and be thoroughly acquainted with the existing curriculums that are offered at the college. By having those "Keys" on the Program Advisory Committees, it would enhance the possibility of recruiting additional students into those program areas from their general alumni area. It would also serve as a source of placement for individuals graduating from the college as the "Keys" would have knowledge of any vacancies existing in their immediate area. The Alumni Affairs staff would assist these "Keys" in doing job analyses in their respective areas so that we could inform graduates of the job market in their own home areas versus the metropolitan areas of the state.

To provide a broadbase informational tool through which all alumni will be appraised and informed of current alumni events and upcoming activities, an Alumni Newsletter will be developed. Through this publication, outstanding alumni and areas in which they have achieved notoriety (elective offices, appointment to special committees) can be publicized. Alumni would also be kept informed of various college activities such as lectures, all-college dances and parties and given the opportunity to take part in planning and coordinating any of those activities. The newsletter would provide a tool to keep addresses of the alumni up-to-date and receive feedback of recommendations and ideas. Other departments on campus could also utilize the Alumni Newsletter; for example, Employer Relations could have an article listing areas where there is considerable demand for employment should alumni desire to look into other employment or wish to change their location. It is suggested that this publication, in the beginning, be quarterly with consideration given to having it published by or in cooperation with our Community Journalism Program and the Campus Chronicle. This would benefit the Chronicle in that the additional funds provided would make them less dependent on advertising and the Student Activities fee to fund their operation.

IV. FUTURE PLANS

As the initial pilot organizational structure matures and solidifies, the expansion into other areas of the college district will require more continuous administrative coordination and oversite. Thus, the proposed Phase II Organizational Chart, attachment I(B), will become a reality in approximately three to four years. As indicated under the organizational section above, part-time coordinators will be assigned to approximately 25 clubs each with a potential of 100 clubs. Thus, four (4) of these part-time coordinators will be needed to support these club operations. Reporting to the Coordinator of Alumni Affairs, they will be primarily responsible for the day-to-day coordination with the "Key" alumni to insure that the organization of and activities required are carried out. Agendas, meeting arrangements, support materials, minutes, etc. will be some of these responsibilities.
Development of expanded programs of work, agreement on ongoing needs, membership, additional benefits and numerous other priorities will evolve as time passes.

It is anticipated that these efforts would be merged with and in harmony any marketing program implemented by the college. These job descriptions and plans could be changed, if necessary, to be in harmony with a marketing program.

Since this approach to alumni operations is innovative, wide latitude and flexibility will be necessary for those charged with this responsibility. Given these tools, we, in the Student Affairs Department, are confident we can fulfill a vital requirement of the college by utilizing its most valuable constituents—its former student/graduates, its alumni—who will increase in numbers as a positive force as taxpayers and college advocates in the future. Given this solid base, the benefits will be tenfold.

We, therefore, ask for your acceptance of this proposal to insure a speedy implementation of an extremely exciting challenge. Let's move ahead with due haste while the enthusiasm and spirit are at a peak. For like the tax levy involvement, this challenge will be met with college-wide dedication.
DMACC ALUMNI ASSOCIATION

OBJECTIVES

FY 80/81

1. By December 1, 1980, a comprehensive Alumni Newsletter format will be developed for quarterly distribution.

2. By December 1, 1980, a survey will be conducted of other institutions' alumni operations regarding their organizational structure, philosophy of operation, policies, procedures and other appropriate information.

3. By January 1, 1981, a temporary Alumni Advisory Committee* will be developed with a minimum of eleven members.

4. By April 1, 1981, objectives and goals will be established for the 1981-82 academic year.

5. By April 1, 1981, complete plan, including design or acquisition of software, for the development of a data basis for alumni records required to implement the approved plan.

6. By May 1, 1981, "key" alumni will be identified in the pilot locations indicated on attachment.

7. By July 1, 1981, a procedure will be developed and implemented through which graduates of each program will be contacted regarding their interest in the Alumni Association.

8. By July 1, 1981, Student Life and Instructional Divisions will be involved to provide services to the alumni in such areas as job, recreational and social opportunities and courses to upgrade job skills or provide personal and educational enrichment.

*It is our intent to eventually propose an Alumni Association at which time the Executive Board of the Association would become the Advisory Committee along with three ex officio non-voting staff members of DMACC, appointed by the superintendent, and three current students who would also act as ex officio members.
This organizational structure will require some realignment of positions within the Student Affairs area to give responsibility for the functions of alumni and student affairs to subordinate positions. The main responsibility of legislative affairs will be assumed by the Director.
### INITIAL ALUMNI LOCATIONS

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
<th>Group C</th>
<th>Group D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Des Moines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Northwest (Hoover)</td>
<td>5. Ankeny</td>
<td>5. Winterset (Madison Co.)</td>
<td>5. Guthrie Center (Guthrie/Ad...</td>
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# PROPOSED ALUMNI BUDGET

January 1, 1981 - June 30, 1981

## Income

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<td>Student Union Account</td>
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<tr>
<td>Student Affairs (Auxiliary Account)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$14,500</strong></td>
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</tbody>
</table>

## Expenses

- Salary adjustment - Director of Student, Alumni & Legislative Affairs, depending upon rating given by uniform salary study plan (est.) $1,500
- Salary adjustment - Coordinator, Alumni Affairs/Secretary, Student Affairs, depending upon rating given by uniform salary study plan (est.) $2,000
- One (1) part-time secretary                    $2,500
- Supplies, duplicating, printing                $1,500
- Mailings (postage)                             $3,000
- Alumni functions                               $1,500
- Travel                                         $2,500

**TOTAL**                                          **$14,500**
PROPOSED
ALUMNI BUDGET
July 1, 1981 - June 30, 1982

**Income**

<table>
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**Expenses**

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<tr>
<td>Work study</td>
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<tr>
<td>Mailings (postage)</td>
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<tr>
<td>Alumni functions</td>
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<tr>
<td>Travel</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$35,000</td>
</tr>
</tbody>
</table>

*Donations through the Student Government Association, the Foundation, or other sources.*
LEASE—BUSINESS PROPERTY

FORM 17

OFFICE SUPPLIES, INC., Des Moines, Iowa

This Agreement, Made this 1st day of August, A.D. 1980

by and between KINGSWAY MINISTRIES, INC., of the City of

Des Moines, Polk... and State of Iowa, hereinafter called "lessee," and

DES MOINES AREA COMMUNITY COLLEGE

of the same place, hereinafter called "lessor.

WITNESSETH: That the lessor hereby leases to the lessee, the following described premises, situated in the City of... Des Moines .................................. County of Polk, Iowa, to-wit:

all classroom and office space on second floor of Boylan Hall, except
large room (old library) at east end of hall-located at 1000 College.

for the term of one year, from and after the

15th day of September, 1980, in consideration of the following

1. To pay to the lessor or assigns, at lessor's office in the City of Des Moines, in lawful money of the United States, for the use of said premises, the monthly rent of $1,475.00 plus Security Fee of $250.00=TOTAL RENT DUE $1,725.00

2. To use said premises for office and classroom space ..... and for no other purpose.

8. To keep said premises in a clean and presentable condition and not to allow any refuse or debris to accumulate upon said premises on completion of any renovations.

21. To pay to the lessor or assigns, at lessor's office in the City of Des Moines, for the use of said premises, the following monthly charges, including attorney's fees and costs, which may at any time become due from the lessee hereunder.

25. To place and keep and display in visible location a "For Rent" Card on said premises for a period of thirty days.

26. To use the premises for the purpose of conducting school business, including school functions and activities.

27. To keep said premises, including sidewalks, alley and streets adjoining the same, in a clean and presentable condition and not to allow any refuse or debris to accumulate upon said premises.

28. To pay to the lessor or assigns, at lessor's office in the City of Des Moines, for the use of said premises, the following monthly charges, including attorney's fees and costs, which may at any time become due from the lessee hereunder.

30. To use said premises for the purpose of conducting school business, including school functions and activities.

32. To use said premises for the purpose of conducting school business, including school functions and activities.

IN WITNESS WHEREOF, the parties hereto have subscribed their names the day and year first above written.

Dated: .........................

LESSEE.

Lessor.

See attached Addendum for additional agreements.
This Addendum includes additional conditions agreed upon by Lessee, DES MOINES AREA COMMUNITY COLLEGE, and Lessor, KINGSWAY MINISTRIES, INC., and becomes a part of the Lease dated August 1, 1980.

1. Lessor agrees to provide such electrical power, gas, steam or other fuels as shall be required for the proper heating and lighting of said premises.

2. Lessor will supply one garbage dumpster near Boylan Hall.

3. Lessee will be responsible for all building modifications to suit their needs for use of the building. Any major changes must be approved by Kingsway Ministries, Inc.'s Business Manager. At the termination of Lease, Lessee may remove all equipment installed by Lessee providing all damages to building because of this removal is completely repaired and restored.

4. Lessee will be responsible for all custodial services in leased area including hallways and one entry way.

5. The Lessee agrees to insure all personal property of said Lessee for fire or other damage and shall hold Lessor harmless for any liability for damage to said personal property. Lessee further agrees to maintain a liability insurance policy necessary to cover all persons in or upon the area leased to said Lessee and agrees to hold Lessor harmless for any injuries to any person in said leased area. Lessor reserves the right to require Lessee to furnish a copy of said insurance policy or other evidence that such insurance exists.

6. The Lessee may unilaterally cancel its obligations and vacate the property should federal funding for the Business Occupations portion of the Vocational Skills program become unavailable at any time during the term of the Lease.

7. Each party hereby releases the other from liability due to damage to property of each party and loss of rental values resulting from fire or other risks normally insured against. Such release extends to all insured risks regardless of negligence on the part of one of the parties, its agents, or employees.

8. All agreements to Lease signed by Des Moines Area Community College are subject to approval by the State Board of Public Instruction.

LESSEE: by

Des Moines Area Community College

LESSOR: by

Kingsway Ministries, Inc.

STATE OF IOWA
County of Polk

BE IT REMEMBERED, that on this __ day of ______________ 19 ___ before me, the undersigned, a Notary Public in and for Polk County, Iowa, personally appeared each being to me personally known, who being by me duly sworn did on oath, depose and say that they are the respectively, of ____________________________________________________________________ and acknowledge that the execution thereof to be their voluntary act and deed.

Notary Public

SEAL:
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company/Location</th>
<th>Contact Information</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Bill Green</td>
<td>Chevrolet Zone Service Manager</td>
<td>Chevrolet Zone Service Manager</td>
<td>818 5th Avenue, Des Moines, IA 50309</td>
<td>1-Year</td>
</tr>
<tr>
<td>Mr. Dennis Duncan</td>
<td>Gety Pontiac Service Manager</td>
<td>Gety Pontiac</td>
<td>604 E. 4th St. So., Newton, IA 50208</td>
<td>2-Year</td>
</tr>
<tr>
<td>Mr. John J. Stratman</td>
<td>District Service &amp; Parts Manager</td>
<td>Chrysler Corporation</td>
<td>13818 Birchwood Ave., Omaha, NE 68137</td>
<td>1-Year</td>
</tr>
<tr>
<td>Mr. Charles Gabus</td>
<td>District Service &amp; Parts Manager</td>
<td>Charles Gabus Ford</td>
<td>4545 Merle Hay Rd., Des Moines, IA 50310</td>
<td>3-Year</td>
</tr>
<tr>
<td>Mr. Wilbur Swindler</td>
<td>Service Manager</td>
<td>Harnold Robbins, Inc.</td>
<td>1313 Locust, Des Moines, IA 50309</td>
<td>1-Year</td>
</tr>
<tr>
<td>Mr. Bill Heitritter</td>
<td>Service Manager</td>
<td>Crescent Chevrolet</td>
<td>535 17th St., Des Moines, IA 50309</td>
<td>3-Year</td>
</tr>
<tr>
<td>Mr. Ray Lauterbach</td>
<td>Service Manager</td>
<td>Lauterbach Chevrolet &amp; Buick</td>
<td>805 Railroad, Perry, IA 50220</td>
<td>2-Year</td>
</tr>
<tr>
<td>Mr. Dennis L. Hammond</td>
<td>Service Manager</td>
<td>Iowa Auto Electrical Service</td>
<td>125 E. Walnut, Des Moines, IA 50309</td>
<td>3-Year</td>
</tr>
<tr>
<td>Mr. Lyle White</td>
<td>Service Manager</td>
<td>White's DX Station</td>
<td>R.R. #1, Kellogg, IA 50135</td>
<td>2-Year</td>
</tr>
<tr>
<td>Mr. Craig Wychoff</td>
<td>Service Manager</td>
<td>White's DX Station</td>
<td>1433 SW Payton, Des Moines, IA 50315</td>
<td>3-Year</td>
</tr>
</tbody>
</table>
Mr. Paul A. Deneson, Jr.
Vice President
Kohles and Company
1234 Harding Rd.
Des Moines, IA 50314
Business: 244-2181
Home:
Term: 1-Year

Mr. Bob Oltrogge
Schaal Furnace
3009 SW 9th St.
Des Moines, IA 50315
Business: 288-3631
Home:
Term: 1-Year

Mr. Bob Bell
Bell Bros. Htg. & Air Conditioning
2822 6th Avenue
Des Moines, IA 50313
Business: 244-8911
Home:
Term: 1-Year

Mr. Dennis R. Nemmers
Nemmers Heating and Air Conditioning
4807 Aurora
Des Moines, IA 50310
Business: 276-7750
Home:
Term: 2-Year

Mr. Kim West
Mitchell-West Furnace Co., Inc.
2203 E. Grand Avenue
Des Moines, IA 50317
Business: 265-0385
Home:
Term: 2-Year

Mr. Jack Zimmer
617 SW Railroad
Ankeny, IA 50021
Business: 964-3307
Home:
Term: 2-Year

Mr. Henry Van Haaften
Owner
Van Haaften Plumbing & Heating
Pella, IA 50219
Business: 628-3621
Home:
Term: 3-Year

Mr. Eugene Birlingmair
416 SE Wall
Des Moines, IA 50320
Business:
Home: 285-3465
Term: 3-Year

Mr. Eber Kappleman
Owner
Kappleman Refrigeration Service
Indianola, IA 50125
Business: 961-4500
Home:
Term: 3-Year

Mr. Lawrence Boyd
Cassaday Refrigeration Co.
5534 NE 14th
Des Moines, IA 50313
Business: 266-2196
Home:
Term: 3-Year
Mr. Max Buckley  
Maytag Company  
403 West Fourth St., N  
Newton, IA 50208  
Business: 792-7000  
Home:  
Term: 1-Year

Mr. Bob Myers  
Aid Insurance  
Box 974  
701 5th Ave.  
Des Moines, IA 50304  
Business: 280-4320  
Home:  
Term: 1-Year

Mr. Jon Prunty  
Polk-Des Moines Computer Serv.  
East First & Des Moines St.  
Des Moines, IA 50309  
Business: 283-4060  
Home:  
Term: 1-Year

Mr. Ernie Moore  
American Republic Ins. Co.  
6th & Keo Way  
Des Moines, IA 50309  
Business: 245-2330  
Home:  
Term: 1-Year

Mr. Dale Nelson  
State Comptrollers Office  
Lucas State Office Bldg.  
Des Moines, IA 50316  
Business: 281-5503  
Home:  
Term: 1-Year

Mr. Gerald Graff  
Central National Bank  
Locust at Sixth  
Des Moines, IA 50309  
Business: 245-7200  
Home:  
Term: 2-Year

Mr. Dave Kuskulis  
Fawn Engineering Co.  
8040 University  
Des Moines, IA 50311  
Business: 274-3641  
Home:  
Term: 1-Year

Mr. Tom Cox  
Dial Financial Corp.  
207 Ninth St.  
Des Moines, IA 50307  
Business: 243-2131  
Home:  
Term: 2-Year

Ms. Mary Pat Hayes  
Hawkeye Security Ins. Co.  
1017 Walnut  
Des Moines, IA 50309  
Business: 245-4060  
Home:  
Term: 1-Year

Mr. Robert Moorehead  
Continental Western Ins. Co.  
P.O. Box 1594  
Des Moines, IA 50306  
Business: 278-3205  
Home:  
Term: 2-Year
Mr. Ed Coffman  
Farm Bureau Life Ins. Co.  
5400 University  
West Des Moines, IA 50265  
Business: 225-5725  
Home:  
Term: 3-Year

Mr. Wayne O. Ostendorf  
Iowa State University  
Room #117, Pearson Hall  
Ames, IA 50010  
Business: 294-2126  
Home:  
Term: 3-Year

Mr. Loran Vanden Oever  
Rolscreen Company  
102 Main Street  
Pella, IA 50219  
Business: 628-1000  
Home:  
Term: 3-Year

Mr. Gary Bell  
1901 Bell  
Des Moines, IA 50315  
Business:  
Home: 247-2148  
Term: 3-Year
Mr. Robert Mayo  
Drafting Supervisor  
EMCO Industries, Inc.  
Box 864  
Des Moines, IA 50317  
Business: 265-6101  
Home:  
Term: 1-Year

Mrs. Tami Jacobson  
603 E Main, Apt. #7  
Marshalltown, IA 50158  
Business:  
Home: 753-4051  
Term: 2-Year

Mr. James Mack  
Senior Tool Engineer  
The Maytag Company  
Newton, IA 50208  
Business: 792-7000  
Home:  
Term: 1-Year

Mr. Dean Sanders  
Section Mgr.-Engr. Draft  
Sundstrand Corp.  
2800 E 13th  
Ames, IA 50010  
Business: 239-6000  
Home:  
Term: 3-Year

Mr. Francis Giehl  
Project Engineer Mgr.  
Economy Forms Corp.  
4301 NE 14th  
Des Moines, IA 50313  
Business: 266-1141  
Home:  
Term: 1-Year

Ms. Helen Lechelt  
Drafting Technician  
John Deere Des Moines Works  
P. O. Box 1595  
Des Moines, IA 50306  
Business: 283-3992  
Home:  
Term: 3-Year

Mr. Marvin King  
Design Engineer  
Delavan Mfg. Company  
811 - 4th Street  
West Des Moines, IA 50265  
Business: 274-1561  
Home:  
Term: 2-Year

Mr. Terry Lee  
Design Drafting  
AMF  
3811 McDonald  
Des Moines, IA 50309  
Business: 265-3461, Ext. 338  
Home:  
Term: 3-Year

Mr. Steve Vos  
Draftsman Illustrator  
Ver Meer Mfg.  
Box 200  
Pella, IA 50219  
Business: 628-3141  
Home:  
Term: 2-Year

Mr. Rick A. Hackett  
Project Draftsman  
General Filter  
N. Arrasmith Trail, Box 350  
Ames, IA 50010  
Business: 232-4121  
Home:  
Term: 3-Year
Mr. Dean Hammerstron
Drafting Technician
John Deere Des Moines Works
P. O. Box 1595
Des Moines, IA 50306
Business: 283-3831
Home:
Term: 3-Year
DES MOINES AREA COMMUNITY COLLEGE  
CRIMINAL JUSTICE ADVISORY COMMITTEE  
FALL 1980

Three Year Term

Thomas Hopewell  
Assistant Director  
Bureau of Criminal Investigation  
Lucas State Office Building  
Des Moines, IA 50309  
PH: 281-5138

Gary Ventling  
Chief Probation Officer  
Polk County Juvenile Court  
West 3rd & Court Avenue  
Des Moines, IA 50309  
PH: 284-6270

Ben Yarrington  
Assistant Director  
Iowa Law Enforcement Academy  
Johnston, IA 50131  
PH: 278-9357

Jeff Hanover, Clinical Psychologist  
Girls State Training School  
Mitchellville, IA 50169  
PH: 967-4236

Bob Rice, Sheriff  
Polk County Sheriff's Department  
Special Operations  
615 Cherry Street  
Des Moines, IA 50309  
PH: 284-6280

Jim Wacker, Assistant Director  
YMCA Boys Home  
Box 39  
Johnston, IA 50131  
PH: 276-3473

Beth Galetich  
1512 NW 9th  
Ankeny, IA 50021  
PH: 964-5225

Bob Rice, Sheriff  
Polk County Sheriff's Department  
Special Operations  
615 Cherry Street  
Des Moines, IA 50309  
PH: 284-6280

One Year Term

Captain William Zinzer  
Des Moines Police Department  
East First & Court Avenue  
Des Moines, IA 50309  
PH: 283-4853

Sheriff John Stark  
Story County Sheriff's Office  
Nevada, IA 50201  
PH: 382-6566

Colonel Edward Dickinson, Director  
Iowa Highway Patrol  
Lucas State Office Building  
Des Moines, IA 50309  
PH: 281-5824

Dennis Ballard, Chief  
Ankeny Police Department  
Ankeny, IA 50021  
PH: 964-4550
DES MOINES AREA COMMUNITY COLLEGE
FIRE SCIENCE ADVISORY COMMITTEE
FALL 1980

Three Year Term

Kenneth Danley
2706 Tiffin
Des Moines, IA 50317
PH: 265-4158
283-4240 (Fire Prevention Bureau)

Reynold Hentges
Assistant State Fire Marshall
9th and Mulberry
Des Moines, IA 50309
PH: 281-5821

Keith Royer (Ex Officio Member)
Fire Service Extension
Iowa State University
Ames, IA 50010

Beatrice Clupper
Instructional Services
Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319

Two Year Term

Reginald Gass
4333 Ashby
Des Moines, IA 50310
PH: 277-7684 (R)
243-0971 (B)

Douglas Smith, Assistant Dean
College of Continuing Education
Drake University
Des Moines, IA 50311
PH: 271-2181

R. J. Ruby
Property Underwriting Manager
Employers Mutual Companies
717 Mulberry
Des Moines, IA 50309
PH: 280-2576

Lee Williams, Fire Chief
Des Moines Fire Department
9th and Mulberry
Des Moines, IA 50309
PH: 283-4197

One Year Term

Richard Oggero
Weitz Company
607 Locust
Des Moines, IA 50309
PH: 245-7630

Jim Simmons
Marshalltown Fire Department
Marshalltown, IA 50158
PH: 754-5723
DES MOINES AREA COMMUNITY COLLEGE
HUMAN SERVICES ADVISORY COMMITTEE
FALL 1980

Three-Year Term

Geneva Hawk
Management and Planning
Iowa Department of Social Services
Hoover Building - 5th Floor
Des Moines, IA 50319

Two-Year Term

Barnett Devine
Alcohol Treatment Program
Veterans Administration Hospital
30th and Euclid
Des Moines, IA 50310

Max Schott
Personnel Officer
Woodward State Hospital-School
Woodward, IA 50276

Elizabeth Turner
3421 Clark
Des Moines, IA 50311

One-Year Term

Dr. Stan Haugland, Director
Alcoholism Treatment Program
Iowa Methodist Hospital
1200 Pleasant
Des Moines, IA 50308

Glenna L. Williams
1602 - 4th Street
Perry, IA 50220

Katy Gammack
6915½ Colby
Des Moines, IA 50311

Mark Haverland
7384 NW 16th
Ankeny, IA 50021

Alvera Stern
Shelter and Youth Services
712 Burnett
Ames, IA 50010

Karen Salter
843 - 40th Place
Des Moines, IA 50312

Jeanette Spencer
711 - 26th Street
Des Moines, IA 50312
Three-Year Term

Charles McKenna
International Rep.
United Auto Workers
2525 E. Euclid, #210
Des Moines, IA 50317
Ph: 265-9877

Paul Mann, President
Des Moines Ed. Assoc.
3116 Ingersoll Avenue
Des Moines, IA 50312
Ph: 277-6271

Harold Belken
D.M. Musicians 75
416 East Gray
Des Moines, IA 50315
Ph: 282-0871

Ruth Brassfield, President
Graphic Arts Int. 71B
P. O. Box 143
West Des Moines, IA 50265
Ph: 277-7498 or 284-2134

Frank Steinbach, President
U.A.W. 450
4598 - 6th Avenue
Des Moines, IA 50313
Ph: 283-1784 or 964-2925

Two-Year Term

Bill Powell
Business Manager
International Pressman
2000 Walker, Suite D
Des Moines, IA 50317
Ph: 265-1190

Lynn Feekin
Labor Center - University of Iowa
25 Phillips Hall
Iowa City, IA 52242
Ph: 319-335-5355

Perry Chapin, President
South Central Ia. Federation
Of Labor
2000 Walker
Des Moines, IA 50317
Ph: 265-1826 or 262-3229

Charles Gifford, President
State C.A.P. UAW
2525 East Euclid, #201
Des Moines, IA 50317
Ph: 265-9877

Mark Smith
Secretary/Treasurer
Iowa Federation of Labor
2000 Walker
Des Moines, IA 50317
Ph: 265-1826

One-Year Term

Max Tipton, President
U.A.W. 997
P. O. Box 278
Newton, IA 50208
Ph: 792-5005

Roger Millang
Labor Representative
Greater United Way
700 - 6th Avenue
Des Moines, IA 50309
Ph: 282-5200

Phil Langerman, Dean
Continuing Education
Drake University
2700 University
Des Moines, IA 50311
Ph: 271-2181

Jim Blanchard, Secretary-Treasurer
Business Agent Local 394
P. O. Box 6040
Des Moines, IA 50309
Ph: 262-9791
One-Year Term (Continued)

Clewis Walden, Impasse Specialist
Iowa State Education Association
4025 Tonawanda Drive
Des Moines, IA 50312
Ph: 279-9711 or 276-0362
DES MOINES AREA COMMUNITY COLLEGE
LEGAL ASSISTANT ADVISORY COMMITTEE
FALL 1980

Three Year Term

Marvin E. Duckworth  
Attorney at Law  
510 Central National Bank Bldg.  
Des Moines, IA 50309  
PH: 244-0111

James Twedt  
Attorney at Law  
523 Broad Street  
Story City, IA 50248  
PH: 733-4377

Sherry LeVine  
125 Grand Avenue  
P. O. Box 496  
West Des Moines, IA 50265  
PH: 274-0428

Two Year Term

Charlie Crook  
Attorney at Law  
2915 E. 25th  
Des Moines, IA 50317  
PH: 288-6572

Mary Weibel  
Industrial Commissioners Office  
Workers Compensation Service  
Farm Bureau Building  
Des Moines, IA 50309  
PH: 281-3964

Leslie Babich  
Attorney at Law  
944 - 37th  
Des Moines, IA 50311

Sandra Winters  
Union Story Bank  
405 Main  
Ames, IA 50010  
PH: 232-8200

David Morse  
Attorney General's Office  
State of Iowa  
Capitol Building  
Des Moines, IA 50309  
PH: 281-5164

One Year Term

Richard Baskerville  
Attorney at Law  
Swift, Brown & Winick  
1200 Register & Tribune Bldg.  
Des Moines, IA 50309  
PH: 283-2076

Amanda Dorr  
Attorney at Law  
U. S. Justice Department  
U. S. District Attorney  
E. 1st & Walnut  
Des Moines, IA 50309  
PH: 284-4400

W. K. Doran  
Attorney at Law  
Doran, Doran & Courter  
Security Bank Building  
809 - 8th Street  
Boone, IA 50036  
PH: 432-1355

Debra Freil  
Peddicord, Simpson & Sutphin Law Firm  
300 Fleming Bldg.  
Des Moines, IA 50309  
PH: 243-2100
DES MOINES AREA COMMUNITY COLLEGE
RECREATIONAL LEADERSHIP ADVISORY COMMITTEE
FALL 1980

Three Year Term

Gary Burkett
Activities Director
Work Activity Center
Boone, IA 50036

Dr. Dan McClean, Professor
Department of Leisure Services
Iowa State University
Ames, IA 50010

Marylin McGinty
RR #1
Rockwell City, IA 50579

Angie Anderson, Recreation Director
Younker's Rehabilitation Center
Iowa Methodist Hospital
Des Moines, IA 50308

Dr. Virginia Frye
Head of Leisure Services
Physical Education Department
Iowa State University
Ames, IA 50010

Carol Benson
Recreational Therapist
Dept. of Public Health
Des Moines, IA 50309

Two Year Term

Glen Thompson
Recreation Extension Sp.
Iowa State University
Ames, IA 50010

One Year Term

Malcolm Chamberlain
Director of Activities Therapy
Woodward State Hospital
Woodward, IA 50276

Dr. Mike Teague, Acting Head
Recreation Education Department
University of Iowa
Iowa City, IA 52240
DES MOINES AREA COMMUNITY COLLEGE
SENIOR MENTOR ADVISORY COMMITTEE
FALL 1980

Three Year Term

Mary Voorhees
Iowa Commission on Aging
415 - 10th Street
Des Moines, IA 50309

Mrs. George Irwin
Bagley,
IA 50026

Lois Vignovich
4600 Broadway
Des Moines, IA 50317

Two Year Term

A. E. Burton
516 E. 2nd Street, South
Newton, IA 50208

Earl Henderson
3900 Sherman Blvd.
Des Moines, IA 50310

One Year Term

Elaine Szymoniak
2116 - 44th Street
Des Moines, IA 50311

Dr. Emanuel Davis
730 - 27th Street
Des Moines, IA 50312

Mrs. Vern Coles
2170 NW 84th Avenue
Ankeny, IA 50021

Emma Hill
1321 - 13th Place
Des Moines, IA 50314
DES MOINES AREA COMMUNITY COLLEGE
PRE-TEACHER ASSOCIATE ADVISORY COMMITTEE
FALL 1980

Three Year Term

Karen Anderson
Norwalk High School
Norwalk, IA 50211

Frank Hildreth
6402 Northwest Drive
Des Moines, IA 50311

Helen Coe
Ames Public Schools
120 S. Kellogg
Ames, IA 50010

Pherrin C. Dowell
Asst. Director, Elementary Educ.
Des Moines Public Schools
1800 Grand
Des Moines, IA 50307

Two Year Term

Mary Lou Fritsch
Central Junior High School
6th and Clark
Ames, IA 50010

Lloyd Nelson
Director, Elementary Educ.
Ankeny Community Schools
420 School Street
Ankeny, IA 50021

Dr. Bill Clark
Assistant Superintendent
Heartland Education Agency
1932 SW 3rd Street
Ankeny, IA 50021

One Year Term

Judy Cort
5900 - 27th Avenue, NE
Altoona, IA 50009

Sally Drake
8108 Madison
Urbandale, IA 50322
DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
Monday, August 11, 1980
Building 2 - Room 15 - Ankeny Campus

AGENDA

5:30 P.M. CALL TO ORDER
6:30 P.M. DINNER - CAFETERIA

1. APPROVAL OF TENTATIVE AGENDA

2. PRESENTATION OF THE MASTER LANDSCAPING PLAN FOR THE CAMPUS - Jon Crose

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES - July 14 regular meeting

5. REPORTS
   a. ICASB - Rowen
   b. Funding formula & area supts. - Lowery
   c. Legislation - Kerr
   d. Monthly financial - Snyders

6. NEW BUSINESS
   a. Personnel report.

7. TERMINATION OF CERTAIN PERSONNEL UNDER SPECIALLY FUNDED CONTRACTS

8. REPLACEMENTS ON CAREER ED ADVISORY COMMITTEES

9. PRESENTATION OF CLAIMS AND ACCOUNTS

10. ADJOURNMENT