10-9-1978

Board of Directors Meeting Minutes (October 9, 1978)

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SPECIAL MEETING

OCTOBER 9, 1978

A special meeting of the Des Moines Area Community College Board of Directors was held on Monday, October 9, 1978, at the Boone Campus, 1125 Hancock Drive, Boone, Iowa, for the purpose of canvassing votes for the election of members to the Board of Directors of the Des Moines Area Community College. The meeting was called to order by Board President, Donald Rowen at 6:30 p.m.

ROLL CALL

Members present: Donald Rowen
Eldon Leonard
Maurice Campbell
Walter Hetzel
Murray Goodman
Max Kreager
Theodore Nemmers
Walter A. Stover, Jr.

Members absent: Harold Welin

Others present: Paul Lowery, Superintendent
Eugene Snyders, Board Secretary,
Vice President Business Management
Raymond Clark, New Board Elect
Various DMACC staff, students, and
interested community residents

CANVASS OF VOTES

A canvass of the votes cast at the regular school election held September 12, 1978 was made by review of Certified Abstract of Election received from Polk County Board of Supervisors, copies of which are attached hereto and made a part of these minutes, which indicates the following votes having been cast:

ELECTION OF BOARD MEMBERS:

District No. 6 - Eldon Leonard 3,147
District No. 2 - Raymond C. Clark 2,671
Harold F. Welin 1,713
District No. 9 - R. M. Goodman 2,285

TAX LEVY QUESTION

For the question 18,399
Against the question 20,341
It was moved by M. Goodman, seconded by M. Campbell, that the canvass of votes as indicated above, be made a matter of record. Motion passed.

ADJOURNMENT

It was moved by W. Hetzel, seconded by M. Goodman, that the special meeting for the canvassing of votes be adjourned. Motion passed and the meeting adjourned at 6:35 p.m.

**    **    **    **    **    **

ORGANIZATIONAL MEETING

OCTOBER 9, 1978

The organizational meeting of the Des Moines Area Community College Board of Directors was called to order by the Board Secretary, Eugene Snyders, immediately following the special meeting for the canvassing of votes.

ROLL CALL

All those present at the special meeting just concluded were also present for the organizational meeting.

OATH OF OFFICE TO DIRECTORS

The Board Secretary administered the Oath of Office to Raymond Clark, Eldon Leonard, and Murray Goodman, the newly elected directors of Districts 2, 6, and 9 respectively, after which certificates of election, prepared by the Polk County Auditor's office, were presented to the installed directors by the Board Secretary.

ELECTION OF PRESIDENT

The Board Secretary called for nominations for President of the Des Moines Area Community College Board of Directors. M. Goodman nominated Donald Rowen. W. Hetzel nominated Maurice Campbell. Secret ballots were cast, and after being counted by the Board Secretary, Maurice Campbell was named as President of the College Board of Directors for the ensuing year.

OATH OF OFFICE TO PRESIDENT

The Oath of Office was administered by the Board Secretary to Maurice Campbell, the newly elected Board President.

ELECTION OF VICE PRESIDENT

Board President Campbell called for nominations for Vice of the Des Moines Area Community College Board of Directors. D. Rowen nominated Eldon Leonard, and moved that nominations cease and that Eldon Leonard be unanimously elected as Vice President. W. Hetzel seconded the motion. A vote was taken, and the motion passed, with Eldon Leonard unanimously elected as Vice President of the College Board of Directors for the ensuing year.

OATH OF OFFICE TO VICE PRESIDENT

The Oath of Office was administered by the Board Secretary to Eldon Leonard, the newly elected Board Vice President.
APPOINTMENT OF BOARD SECRETARY

A motion was made by M. Kreager seconded by D. Rowen, that Eugene Snyders be reappointed Board Secretary. Motion passed.

APPOINTMENT OF BOARD TREASURER

A motion was made by E. Leonard, seconded by M. Kreager, that Dean Minor, Chairman of Board of Ankeny State Bank, be appointed School Treasurer. Motion passed.

ADJOURNMENT

It was moved by M. Goodman, seconded by T. Nemmers, that the organizational meeting be adjourned. Motion passed and the meeting was adjourned at 6:40 p.m.

Maurice Campbell, President

Eugene R. Snyders, Secretary
5:30 P.M. DINNER - BOONE GYM

6:30 P.M. SPECIAL MEETING FOR PURPOSE OF CANVASSING VOTES OF SEPTEMBER 12, 1978 ELECTION

1. Acceptance of canvass of votes cast at the regular school election held September 12, 1978 as received from Polk County Board of Supervisors as follows:

   Election of Board Members
   District No. 6 - Eldon Leonard 3,147
   District No. 2 - Raymond C. Clark 2,671
   - Harold Welin 1,713
   District No. 9 - R. M. Goodman 2,285

   Tax Levy Question
   For the question 18,399
   Against the question 20,341

ORGANIZATIONAL MEETING
1. Administer Oath of Office to newly elected directors
2. Issuance of Certificates of Election to new directors
3. Election of President
4. Election of Vice President
5. Administer Oath of Office to newly elected officers
6. Appointment of Board Secretary
7. Appointment of Treasurer
8. Adjournment

6:45 P.M. REGULAR MEETING
1. PUBLIC COMMENTS
2. APPROVAL OF MINUTES - September 11 regular meeting
3. REPORTS.
   A. ICASB - Kreager
   B. MIECC & Data Processing - Hetzel and Snyders
   C. ACCT convention
   D. Monthly financial

4. COMMUNICATION

5. UNFINISHED BUSINESS

6. NEW BUSINESS
   A. Personnel report.
   B. Appointment of representative and alternate to Iowa Council of Area School Boards.
   C. Appointment of board member to area school legislative team.
   D. Procedure for approving claims and accounts.
   E. Consideration of bids received for purchase of student constructed house at 734 SE 10th St., Ankeny.
   F. Consideration of proposed board meeting schedule.
   G. Consideration of amendment to secretarial/clerical base salary policy.
   H. Consideration of Student Rights and Responsibilities policy (new).
   I. Recommend approval of members to the following advisory committees:
      Bricklaying Human Services
      Labor Studies Recreational Leadership.
   J. Approval of plans for student constructed house at 730 SE 10th St., Ankeny.

7. OTHER
   A. ICASB annual convention will be held Friday, November 17, in Ottumwa, Area XV campus.
   B. Board Effectiveness Institute, "People Power...A Guide to Good Board Membership," to be held Wednesday, October 18, 8:30 a.m. to 4:00 p.m., at the Drake University Olmsted Center.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT
6. NEW BUSINESS
   A. Personnel report (additional).
   K. Consideration of new board policy #725, Sale of Student Constructed Houses.
   L. Proposed resolution concerning the sale of student constructed house located at 732 SE 10th, Ankeny.
The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 103, Academic Building, Boone Campus, Boone, Iowa, on October 9, 1978. The meeting, which was preceded by the Rotary Steak Fry Dinner, in the Boone Campus gym, a special Board meeting for the purpose of canvassing votes of the September 12, 1978 election and the Organization meeting of the new Board, was called to order by Board President Maurice Campbell at 6:41 p.m.

Members Present: Maurice Campbell
Raymond Clark
Murray Goodman
Walter Hetzel
Max Kreager
Eldon Leonard
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.

Members Absent: None

Others Present: Paul Lowery, Superintendent
Gene Snyders, Vice President,
Business Management and Board Secretary
Various other DMACC students, staff, and interested residents

It was moved by E. Leonard, seconded by M. Goodman, that the supplemental agenda be approved.

Representatives of the Ankeny Student Government, Mike Hummel, CeCe Zanti and Cyndy Troutman, expressed concern that priority be given to the Student Activities Building in the future Phase III construction projects by the Board.

It was moved by M. Kreager, seconded by W. Hetzel, that the minutes of the September 11 regular meeting be approved as presented.

Motion passed.

It was moved by E. Leonard, seconded by T. Nemmers that a five(s) minute limit be placed on the regular reports presented to the Board each month.

Motion passed.

The monthly financial report (attachment #1) was presented by Gene Snyders.
It was moved by M. Kreager, seconded by R. Clark, that employment be offered to the following for the positions indicated:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Haskins</td>
<td>Programmer, Data Systems</td>
<td>$14,117</td>
<td>9/27/78</td>
</tr>
<tr>
<td>Susan G. Johnson</td>
<td>Coordinator, Health Occ.</td>
<td>$16,440</td>
<td>11/1/78</td>
</tr>
<tr>
<td>Maynard E. Amdahl</td>
<td>Instructor, Tool &amp; Die</td>
<td>$19,076</td>
<td>10/23/78</td>
</tr>
<tr>
<td>Sharon K. Dutcher</td>
<td>Vocational Coordinator</td>
<td>$12,444</td>
<td>10/10/78</td>
</tr>
<tr>
<td></td>
<td>Student Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mitchelville Training School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by T. Nemmers, seconded by M. Goodman, that the following leaves of absence without pay be approved:


Larry Tyler, Welding Instructor, Career Ed., Ankeny, 10 months - starting September 1, 1978.

Motion passed.

It was moved by D. Rowen, seconded by M. Goodman that the following resignations be accepted:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Frazee</td>
<td>Director of Admissions</td>
<td>9/29/78</td>
</tr>
<tr>
<td></td>
<td>Student Life</td>
<td></td>
</tr>
<tr>
<td>Richard E. Horney</td>
<td>T &amp; I Instructor</td>
<td>10/13/78</td>
</tr>
<tr>
<td></td>
<td>Mobile CEC</td>
<td></td>
</tr>
<tr>
<td>Denis Branigan</td>
<td>Electronics Instructor</td>
<td>10/31/78</td>
</tr>
<tr>
<td></td>
<td>Career Education</td>
<td></td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by W. Hetzel, seconded by M. Kreager, that the following staff development unit advancement retroactive to September 5, 1978 be approved as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harriet Custer</td>
<td>Instructor/Chairperson</td>
<td>Lane 225</td>
<td>Lane 248</td>
</tr>
<tr>
<td></td>
<td>12 months</td>
<td>Level 8.0</td>
<td>Level 8.0</td>
</tr>
<tr>
<td></td>
<td>Adult Education</td>
<td>$19,079</td>
<td>$19,714</td>
</tr>
</tbody>
</table>

Motion passed.
It was moved by D. Rowen, seconded by W. Hetzel that based on additional evidence presented that the following status change be approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Hegarty</td>
<td>Instructor</td>
<td>Lane 293</td>
<td>Lane 315</td>
</tr>
<tr>
<td></td>
<td>Communications/Humanities</td>
<td>Level 2.0</td>
<td>Level 2.0</td>
</tr>
<tr>
<td></td>
<td>9 month</td>
<td>$13,728</td>
<td>$14,239</td>
</tr>
<tr>
<td></td>
<td>Arts and Sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by W. Stover, seconded by D. Rowen that, based on a thirty (30) day extension of the Indo-Chinese Federal Grant from October 2, 1978 through October 31, 1978, the contract of Khuyen Baccam, Information Services Specialist, Adult Education also be extended for the same period at a salary of $1,318.68.

Motion passed.

After a request from the Board Chairman for nominations, T. Nemmers nominated D. Rowen as Board representative to the Iowa Council of Area School Boards (ICASB).

It was moved by M. Kreager, seconded by M. Goodman, that nominations cease and that D. Rowen be appointed to ICASB with a unanimous vote.

Motion passed unanimously.

Then, the Board Chairman requested nomination for an alternate representative to ICASB. Whereupon, M. Goodman nominated W. Stover, Jr, as alternative Board representative to ICASB. D. Rowen moved, M. Goodman seconded, a motion that nominations cease and that W. Stover be appointed by unanimous vote of the Board.

Motion passed unanimously.

It was moved by E. Leonard, seconded by T. Nemmers, that D. Rowen be appointed as the DMACC Board member to the Area School Legislative Team.

Motion passed.

It was moved by W. Hetzel, seconded by D. Rowen, that one or more Board members be authorized to approve claims and accounts prior to regular Board meetings, and to authorize the release of payment to vendors, with said approval to be certified to the Board at the next regular meeting with official Board action to approve these payments to be made at that time.

Motion passed.
It was moved by D. Rowen, seconded by W. Stover, Jr., that
the Board Meeting Schedule as presented and included as
attachment #2 to these minutes with program presentations
to be presented prior to dinner recess each meeting be
approved.

Motion passed.

It was moved by W. Stover, Jr., seconded by D. Rowen, that
the proposal Board Policy #521 (attachment #3) on behavior
and discipline which requires a campus judicial board to
hold hearings, render judgments and set penalties in
appropriate discipline cases be approved.

Motion passed.

It was moved by D. Rowen, seconded by W. Hetzel, that
attachment #4 entitled Proposal Procedures on Student Rights,
Regulations, and The Judicial Process and which was submitted
as the administrative procedures to be used in implementing
Board Policy No. 521 be amended by changing a student to
either party in Section II.,A.,2b on page 5 and by deleting
item 2i on the same page.

Motion passed.

It was moved by D. Rowen, seconded by M. Goodman, that advisory
committees for Bricklaying, Labor Studies, Human Services and
Recreational Leadership programs for FY 79, as listed in attach­
ment #5 to these minutes, be approved.

Motion passed.

It was moved by E. Leonard, seconded by M. Kreager, that the
the proposed plans for a student constructed house at 730 S.E.
10th Street, Ankeny, consisting of a three bedroom home with
double attached garage with approximately 1568 sq. ft. of
living space, at an estimated cost of $61,000 (including lot),
and as detailed in attachment #6, be approved.

Motion passed.

It was moved by D. Rowen, seconded by E. Leonard, that
Don Zuck and Jordon Ball represent the College in carrying
out provisions of 28E agreement with the city of Des Moines
relative to the Urban Center.

Motion passed.

It was moved by E. Leonard, seconded by D. Rowen, that
T. Nemmers be appointed to represent the Board on the
Institutional Planning Committee.

Motion passed.
RD POLICY ON SALE OF
NT CONSTRUCTED HOUSES
E OF HOUSE AT
S.E. 10th STREET,
ENY

It was moved by W. Stover, Jr., seconded by D. Rowen, that proposed Board Policy #725 (attachment #7) entitled Sale of Student Constructed Houses (as authorized in 280A.23, subsection 7 of the Code of Iowa as amended by House File 2277, 67th G.A.) be approved.

Motion passed.

It was moved by D. Rowen, seconded by M. Kreager, that the student constructed house, located at 734 S.E. 10th Street, Ankeny, Iowa, previously offered for sale on a sealed bid basis through Select Realty, Inc., and with a list price of $77,000, be again offered for sale through the same named realtor and list price, at a time to be determined by the Superintendent, under the provisions as outlined in Board Policy No. 725.

Motion passed.

It was moved by M. Kreager, seconded by W. Stover, Jr., that the Board unanimously approve the resolution entitled "RESOLUTION OF APPRECIATION" included as attachment #8 to these minutes.

Motion passed unanimously.

It was moved by E. Leonard, seconded by T. Nemmers, that the Claims and Accounts as presented be approved. Copies attached hereto and made a part of these minutes (attachment #9).

Motion passed.

It was moved by E. Leonard, seconded by T. Nemmers, that the meeting be adjourned. Motion passed and the regular meeting adjourned at 8:55 p.m.

EUGENE R. SNYDER, SECRETARY

MAURICE CAMPBELL, PRESIDENT
CASH IN BANK:

1. Fwd. Sept. 1, 1978  $28.13 $2,989.29 $7,303.77
2. Receipts Sept. 1978  4.00 1,568,621.30 523,693.97
3. Disbursements Sept. 1978  
4. Cash in Bank 9-30-78  32.13 (28,664.01) 10,064.72

INVESTMENTS:

Certificates of Deposit:
- 25% Due 4-30-80 (Stud. Act.) 20,000.00
- 5% Due 7-16-79 175,000.00
- 1% Due 1-15-79 100,000.00
- 15% Due 6-15-79 175,000.00
- 3% Due 7-16-79 108,000.00
- 5% Due 4-16-79 210,000.00

Savings Accounts (5%)
- General Fund 88.64 112,353.25
- Student Activities 19,533.47
- Parking Fund
- 61,136.52

TOTAL INVESTMENTS 20,088.64 137,886.72 6,243,000.00 61,136.52

TOTAL CASH IN BANKS INVESTMENTS
- $20,116.78 $109,222.71 $6,253,064.72 $61,136.52

Footnotes:

1. Amount in Ankeny National Bank Checking and Savings accounts will be transferred to Ankeny State Bank in October after outstanding checks written on that bank are void.

2. Deficit balance shown in Ankeny State Bank checking account is offset by outstanding checks.
## GENERAL FUND DISBURSEMENTS:

<table>
<thead>
<tr>
<th>Category</th>
<th>Published &amp; Board Approved Budget</th>
<th>Working Budget</th>
<th>Amount Encumbered</th>
<th>Amount Expended or Received Budget</th>
<th>Working Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Science</td>
<td>$1,994,368</td>
<td>$2,003,784</td>
<td>$925,673</td>
<td>$289,065</td>
<td>$779,046</td>
</tr>
<tr>
<td>Career Education</td>
<td>4,561,911</td>
<td>4,518,377</td>
<td>2,418,596</td>
<td>867,133</td>
<td>1,232,648</td>
</tr>
<tr>
<td>Career Exploration</td>
<td>176,595</td>
<td>176,035</td>
<td>86,864</td>
<td>31,178</td>
<td>57,993</td>
</tr>
<tr>
<td>Mobile Career Explor. Center</td>
<td>84,900</td>
<td>84,900</td>
<td>54,186</td>
<td>8,445</td>
<td>22,269</td>
</tr>
<tr>
<td>Adult Education</td>
<td>1,538,414</td>
<td>1,552,394</td>
<td>482,703</td>
<td>293,840</td>
<td>775,851</td>
</tr>
<tr>
<td>Vice President-Instruction</td>
<td>103,654</td>
<td>103,654</td>
<td>65,637</td>
<td>28,617</td>
<td>9,400</td>
</tr>
<tr>
<td>Dean-Urban Campus</td>
<td>86,932</td>
<td>84,932</td>
<td>48,928</td>
<td>21,610</td>
<td>14,794</td>
</tr>
<tr>
<td>Administration</td>
<td>1,254,329</td>
<td>1,250,015</td>
<td>492,717</td>
<td>313,179</td>
<td>444,119</td>
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<tr>
<td>Student Life</td>
<td>1,148,365</td>
<td>1,165,835</td>
<td>677,970</td>
<td>289,260</td>
<td>198,603</td>
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<tr>
<td>Learning Resources</td>
<td>476,657</td>
<td>486,191</td>
<td>211,028</td>
<td>124,018</td>
<td>161,145</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>1,499,586</td>
<td>1,706,967</td>
<td>363,165</td>
<td>393,201</td>
<td>930,404</td>
</tr>
<tr>
<td>PSE Funded Accounts</td>
<td>$12,953,892</td>
<td>$13,143,084</td>
<td>$837,264</td>
<td>2,559,546</td>
<td>4,666,274</td>
</tr>
<tr>
<td>CETA/Vocational Skills</td>
<td>406,694</td>
<td>148,534</td>
<td>2,077</td>
<td>93,551</td>
<td>52,906</td>
</tr>
<tr>
<td>Indo China Project</td>
<td>39,881</td>
<td>102,372</td>
<td>337</td>
<td>31,124</td>
<td>70,911</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$13,372,266</td>
<td>$13,393,990</td>
<td>$839,678</td>
<td>2,789,813</td>
<td>4,784,499</td>
</tr>
<tr>
<td>Plus De-obligated Budget</td>
<td></td>
<td>10,488</td>
<td></td>
<td></td>
<td>10,488</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$13,372,266</td>
<td>$13,404,478</td>
<td>$839,678</td>
<td>2,789,813</td>
<td>4,774,987</td>
</tr>
</tbody>
</table>

## GENERAL FUND REVENUE:

<table>
<thead>
<tr>
<th>Category</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>$171,000</td>
<td>$171,000</td>
<td>$51,666</td>
<td>119,334</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>2,679,100</td>
<td>2,679,100</td>
<td>718,410</td>
<td>1,960,690</td>
<td></td>
</tr>
<tr>
<td>Property Taxes - Operation</td>
<td>1,724,421</td>
<td>1,681,611</td>
<td>61,584</td>
<td>1,620,027</td>
<td></td>
</tr>
<tr>
<td>Property Taxes - Tcrt</td>
<td>20,135</td>
<td>20,135</td>
<td>682</td>
<td>19,453</td>
<td></td>
</tr>
<tr>
<td>Property Taxes - Unemployment</td>
<td>36,412</td>
<td>36,412</td>
<td>867</td>
<td>35,545</td>
<td></td>
</tr>
<tr>
<td>State General Aid</td>
<td>5,539,337</td>
<td>5,539,337</td>
<td>1,398,459</td>
<td>4,140,878</td>
<td></td>
</tr>
<tr>
<td>State Vocational Aid</td>
<td>1,212,596</td>
<td>1,212,596</td>
<td>1,212,596</td>
<td>253,800</td>
<td></td>
</tr>
<tr>
<td>State Capital Outlay</td>
<td>253,800</td>
<td>253,800</td>
<td>253,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Aid</td>
<td>1,109,755</td>
<td>1,104,679</td>
<td>68,728</td>
<td>1,035,951</td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Services</td>
<td>13,000</td>
<td>13,000</td>
<td>12,205</td>
<td>6,295</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>31,000</td>
<td>22,981</td>
<td>22,981</td>
<td>10,001</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>$12,792,566</td>
<td>$12,750,152</td>
<td>2,335,582</td>
<td>10,414,570</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Fund Balance</td>
<td>579,700</td>
<td>654,326</td>
<td>654,326</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$13,372,266</td>
<td>$13,404,478</td>
<td>2,989,908</td>
<td>10,414,570</td>
<td></td>
</tr>
</tbody>
</table>

## PLANT FUND DISBURSEMENTS:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5,342,499</td>
<td>5,342,499</td>
<td></td>
</tr>
</tbody>
</table>

## PLANT FUND REVENUE:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,051,935</td>
<td>2,051,935</td>
<td></td>
</tr>
</tbody>
</table>

---

**Footnotes:**

1. General Fund Working Budget increased $216,240 to cover expenses for new telephone system.

2. Working Budget shown for CETA/Vocational Skills is for July thru September, or balance of funded year ending Sept. 30, 1978. Budget for new funded year starting Oct. 1, 1978 will be set up in October.

3. Indo China Working Budget revised to reflect balance of funding year. The project has an extended funding period to October 31, 1978.

4. It appears that Published Budget may need to be amended prior to fiscal year end; however a recommendation in this regard will be deferred until April, 1979.
## General Fund Interim Balance Sheet

**September 30, 1978**

### Assets

#### Cash & Investments

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.01</td>
<td>Cash in Bank - Checking</td>
<td>$(99,771)</td>
</tr>
<tr>
<td>.02</td>
<td>Petty Cash - Ankeny Checking</td>
<td>1,420</td>
</tr>
<tr>
<td>.03</td>
<td>Petty Cash - Boone Checking</td>
<td>5,000</td>
</tr>
<tr>
<td>.19</td>
<td>Cash in Bank - Payroll</td>
<td>10,017</td>
</tr>
<tr>
<td>.20</td>
<td>Returned Checks</td>
<td>5,719</td>
</tr>
<tr>
<td>.22</td>
<td>Petty Cash</td>
<td>2,095</td>
</tr>
<tr>
<td>.25</td>
<td>Cash Over or Short</td>
<td>(335)</td>
</tr>
<tr>
<td>.35</td>
<td>Investments in Savings Account</td>
<td>112,442</td>
</tr>
</tbody>
</table>

#### Accounts Receivables

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.45</td>
<td>Due From Federal</td>
<td>523,918</td>
</tr>
<tr>
<td>.46</td>
<td>Due from Others</td>
<td>8,047</td>
</tr>
</tbody>
</table>

#### Budgeted Revenue FY 78

- Budgeted Revenue: 12,750,152
- Less Amount Received: 2,335,582
- Balance to Receive: 10,414,570

#### Total Accounts Receivable

- **Total**: 10,946,535

#### Expendable Supplies, Inventory

- **Total**: 17,736

#### Auto Parts Inventories

- **Total**: 17,941

#### Construction Work in Progress

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>.61</td>
<td>Carroll House #3 - Sold - Late Charges</td>
<td>418</td>
</tr>
<tr>
<td>.62</td>
<td>Carroll House #4 - Lot Only</td>
<td>9,144</td>
</tr>
<tr>
<td>.63</td>
<td>Carroll House #5 - Lot Only</td>
<td>10,040</td>
</tr>
<tr>
<td>.64</td>
<td>Carroll House #6 - Lot Only</td>
<td>10,035</td>
</tr>
<tr>
<td>.65</td>
<td>Carroll House #7 - Lot Only</td>
<td>10,035</td>
</tr>
<tr>
<td>.66</td>
<td>Ankeny House #11 - Under Construction</td>
<td>52,338</td>
</tr>
<tr>
<td>.67</td>
<td>Ankeny House #12 - Under Construction</td>
<td>50,513</td>
</tr>
<tr>
<td>.68</td>
<td>Ankeny House #13 - Lot Only</td>
<td>8,100</td>
</tr>
<tr>
<td>.69</td>
<td>Ankeny House #14 - Lot Only (Down Payment)</td>
<td>500</td>
</tr>
</tbody>
</table>

#### Total Construction Work in Progress

- **Total**: 151,123

#### Total Assets

- **Total**: $11,169,922
## GENERAL FUND INTERIM BALANCE SHEET

**September 30, 1978**

### LIABILITIES & FUND BALANCE

#### Code 271 DEFERRED INCOME
- DFAFS Funds (HEW Funded Projects) $28,103
- Iowa Script Funds from Prior Year 7,166
- IPA Project 1,390

#### Code 201 ACCOUNTS PAYABLE
- Budgeted Expenditures 13,393,990
- Less Expended to Date 2,789,813
  - Balance to be Expended 10,604,177

#### Code 311 UNRESTRICTED FUND BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward, July 1, 1978</td>
<td>1,172,924</td>
</tr>
<tr>
<td>Revenue FY 79 to September 30, 1978</td>
<td>2,335,582</td>
</tr>
<tr>
<td>Disbursements FY 79 to September 31, 1978</td>
<td>2,789,813</td>
</tr>
<tr>
<td>Net Disbursements over Revenue</td>
<td>(454,231)</td>
</tr>
<tr>
<td>FUND BALANCE September 30, 1978</td>
<td>718,693</td>
</tr>
<tr>
<td>Working Budget Revenue FY 79</td>
<td>12,750,152</td>
</tr>
<tr>
<td>Less Amount Received to 9-30-78</td>
<td>2,335,582</td>
</tr>
<tr>
<td>Balance to be Received by 6-30-79</td>
<td>10,414,570</td>
</tr>
<tr>
<td>Working Budget Disbursements FY 79</td>
<td>13,393,990</td>
</tr>
<tr>
<td>Less Disbursed to 9-30-78</td>
<td>2,789,813</td>
</tr>
<tr>
<td>Balance to be Disbursed by 6-30-79</td>
<td>(10,604,177)</td>
</tr>
</tbody>
</table>

**PROJECTED FUND BALANCE June 30, 1979**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>529,086</td>
</tr>
</tbody>
</table>

**TOTAL LIABILITIES & FUND BALANCE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11,169,922</td>
</tr>
<tr>
<td>DATE</td>
<td>LOCATION</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| November 13, 1978 | Ankeny   | 1. Reception honoring retiring board member  
2. Regular Board Meeting                                                                                                               |
| December 11, 1978 | Ankeny   | 1. Heartland/DMACC Boards  
2. DMACC Board Meeting                                                                                                                 |
| January 8, 1979  | Ankeny   | 1. Career Education Presentation  
2. Regular Board Meeting                                                                                                                 |
| February 12, 1979 | Ankeny   | 1. Heartland/DMACC Boards - Mobile CEC Presentation  
2. Regular Board Meeting                                                                                                                 |
| February (date to be announced later) | Ankeny | 1. Special meeting to discuss budget                                                                                                     |
| March 12, 1979   | Ankeny   | 1. Arts & Science Programs  
2. Regular Board Meeting                                                                                                                 |
| April 9, 1979    | Carroll  | 1. Student Services  
2. Regular Board Meeting                                                                                                                 |
| May 14, 1979     | Ankeny   | 1. Heartland/DMACC Boards  
2. Regular Board Meeting                                                                                                                 |
| June 11, 1979    | Ankeny   | 1. Regular Board Meeting                                                                                                                 |
| July 9, 1979     | Ankeny   | 1. Adult Education Programs  
2. Regular Board Meeting                                                                                                                 |
| August 13, 1979  | Ankeny   | 1. Heartland/DMACC Boards  
2. Regular Board Meeting                                                                                                                 |
| September 10, 1979 | Urban | 1. Regular Board Meeting                                                                                                                 |
| October 8, 1979  | Boone    | 1. Organization of Board  
2. DMACC Board                                                                                                                             |
TITLE: Behavior and Discipline

Dismissal and/or Other Disciplinary Action

The power to reprimand, to require restitution, to temporarily or permanently dismiss a student from a class, an academic program, or the college for theft, violence, threat of violence, academic dishonesty, possession of fire arms, except in the case of peace officers, disregard for the safety of persons or property, or other good cause, is hereby conferred upon a judicial board responsible to the Executive Officer. Disciplinary action is effective as of the date of the judicial board decision. Following the decision, a student may petition the vice president of student life for review.

A student may generally continue to attend classes and activities prior to a judicial board determination. However, a student may be dismissed temporarily from a class(es), program, or the college pending a judicial board consideration of the case when such student poses a safety concern, or has engaged in conduct which substantially interferes with the academic process or college activities and the right of others to learn in an environment conducive to learning.
SECTION I

STUDENT RIGHTS AND REGULATIONS

A. Introduction

People enrolled in a class or organized activity sponsored by Des Moines Area Community College are considered college students. Students are given certain rights and, at the same time, are responsible to uphold regulations which are necessary to protect the educational processes at Des Moines Area Community College. It is the intent of this document to outline student rights and regulations and to state the procedures which will assure protection of individual students' rights as well as those of the entire college community.

If a student violates college regulations, the student is subject to disciplinary action by Des Moines Area Community College whether or not the student's conduct violates state or federal law. If the student's conduct violates both a college regulation and federal or state laws, the college may take disciplinary action independent of civil authorities.

B. Student Rights

Students at Des Moines Area Community College are guaranteed those rights and freedoms contained in the laws of the United States and the State of Iowa consistent with judicial decisions pertaining to educational bodies. More particularly, students will be granted their constitutional right to due process.

1) Appeal Process

When a student has a complaint or grievance concerning any matter, that student will first appeal to the staff member whose action precipitated the grievance or complaint. The various levels through which to appeal are as follows:

a) instructor
b) program chairperson
c) department director
d) divisional dean
e) vice-president
f) superintendent

Students placed upon academic warning or restricted status, or who are being withdrawn from the college due to academic deficiencies must use this appeal process. Academic action is not a subject within the jurisdiction of the campus judicial board. Academic warnings and withdrawals are governed by the warning/withdrawal procedure available in the Registrar's office.
The jurisdiction of the judicial board is limited to matters which involve alleged violations of the regulations listed in Section I(c). The appeal of campus traffic citations does not follow the usual chain-of-command procedure. All such appeals go directly to the Campus Traffic Appeals Committee, which has final jurisdiction over appeals regarding issuance of traffic citations.

2) Ombudsperson

The Des Moines Area Community College ombudsperson is available to students who seek to resolve student-related problems or grievances in an informal manner. Students with grievances, complaints, or personal problems in regard to college operations should contact the college ombudsperson. The college ombudsperson shall:

a) Provide information to students enabling them to seek other services.
b) Mediate complaints or grievances in an effort to achieve a fair solution.
c) Investigate complaints or grievances in an impartial manner.

C. Regulations

The following student conduct is prohibited on any Des Moines Area Community College campus or at any Des Moines Area Community College sponsored off-campus class or activity:

1) Using or possessing any drug which would subject the possessor to criminal or misdemeanor charges under federal or state law;

2) Using or possessing any dangerous weapon or firearm (except for students who are law enforcement officers required to carry such weapons at all times).

3) Using or possessing explosives or other dangerous materials.

4) Theft, damage, or destruction of Des Moines Area Community College property, or the property of any student, staff member or visitor.

5) Operating a motor vehicle recklessly.

6) Acting or failing to act in a manner which causes concern for the health and safety of oneself or others or poses a danger to property.

7) Engaging in a false alarm by verbally reporting one or by tampering with an alarm system or safety equipment.

8) Entering or using Des Moines Area Community College buildings, equipment, or facilities without authorization.

9) Using or possessing any alcoholic beverage on college property. Note: This restriction does not apply to off-campus college-sponsored social activities.
10) Refusing or failing to comply with the reasonable request of a properly identified Des Moines Area Community College staff member acting within the scope of his/her authority, under circumstances where such a refusal or non-compliance interferes with the proper performance of the staff member's duties.

11) Engaging in conduct which materially and substantially interferes with the educational process or with the requirements of appropriate discipline.

12) Failing or refusing to pay a lawfully-incurred debt owed to Des Moines Area Community College.

13) Altering, forging, or tampering with Des Moines Area Community College records.

14) Furnishing false or misleading statements orally or in writing to Des Moines Area Community College.

15) Failing to comply with the attendance policy of the student's program or department and that stated in the student handbook.

16) Engaging in conduct which constitutes academic dishonesty, defined as:

   a) Copying any work and submitting it as original work; engaging in any form of plagiarism, which is defined as the appropriation of and use of a composition of another person's writing, or the ideas or language of another person's writings, and passing them off as the product of one's own efforts.

   b) Using materials or collaborating with another person (or persons) during a test, or any other assignment, without authorization.

   c) Knowingly using, purchasing, selling, stealing, transporting or soliciting any portion of any test without the permission of the instructor.

   d) Substituting for another student, or permitting another person to substitute for oneself, to take an examination or test, or to provide the work for any assigned project.

   e) Dishonest conduct in academic affairs which has traditionally been viewed as cheating.

D. Sanctions

The college will take disciplinary action depending upon the particular facts involved, the particular regulation(s) violated, the severity of the violation, and other relevant factors. Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions and will be notified of the right to appeal.

1) Reprimand

   Written censure by the college. This written warning serves to remind the student that further violation of the regulations governing student conduct may result in more serious sanctions.

2) Restitution

   Reimbursement for damage to or appropriation of property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
3) Suspension

Dismissal from the college or certain courses for a specified period. Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program or the college. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the college. A suspended student may be prohibited from appearing on the campus, at attendance centers, at off-campus classes, or at any activity sponsored by the college.

4) Expulsion

Dismissal from the college without the privilege of readmission. An expelled student is prohibited from appearing on the campus, at attendance centers, at off-campus classes or activities sponsored by the college.

SECTION II

THE JUDICIAL PROCESS

A. Disciplinary Due Process

A student charged with a violation of Des Moines Area Community College regulations enumerated in Section I(C) is subject to the sanctions specified in Section I(D) of this policy.

A student who is subject to reprimand, restitution, suspension or expulsion is entitled to notice of the specific charges, an explanation of the evidence, and a hearing where the student may present his/her version of the facts.

Generally, notice of the charges and a hearing will be provided to a student prior to the imposition of disciplinary action. However, the college reserves the right to impose disciplinary action prior to notice or a hearing if the student's presence endangers persons or property or threatens disruption of any college class(es), program, or activity.

The chairperson of the campus judicial board shall schedule a hearing for the student charged with a disciplinary violation(s). The student may waive the right to a hearing by providing a written notice to the chairperson of the campus judicial board. The notice shall indicate that the student has intentionally relinquished the right to a hearing. In waiving a hearing, the student consents to whatever disciplinary action might be taken.

1) Composition of the Campus Judicial Board

The campus judicial board is composed of the following voting members:

a) The dean of student development is the chairperson.
b) Three student representatives are appointed by the student body president with the approval of the student senate. Two student alternates are similarly appointed.
c) Two faculty representatives are appointed by the vice president of instruction.
d) The director of counseling will serve or will appoint a member of the counseling staff.
e) The chairperson will appoint a substitute for any member when a conflict of interest disqualifies the member from board participation. A conflict of interest exists when a member of the judicial board is a complaining or defending party or eyewitness to the incident involved.

2) Operating Procedures

a) The chairperson of the judicial board will notify the student in writing of the specific charges. The student will be afforded at least one school day between notification and the hearing. A student may request a two school day extension from the chairperson conditioned upon non-attendance at class(es), program, or activities involved.
b) If a student elects not to appear at the hearing and elects not to sign a waiver, the hearing will be conducted in his/her absence. The judicial board will not infer guilt because of the student's absence but rather will make its determination upon the record at the hearing.
c) The proceeding may be private as allowed by 28A. Those in attendance will include members of the judicial board, the parties involved, a representative of the parties, and witnesses who will be called to testify.
d) The chairperson of the judicial board will notify the parties involved in writing of the meeting time of the judicial board.
e) Decisions of the judicial board are reached by a majority vote of the members, based on the evidence presented at the hearing.
f) The student is entitled to appear and present his/her version of the facts to the judicial board, and to have material witnesses.
g) The student is entitled to be accompanied by an advisor, who may be an attorney.
h) The college is entitled to be represented by a staff member or by an attorney.

i) The chairperson may direct the college ombudsman to make an investigation of the facts, to provide a list of appropriate witnesses to the board prior to the hearing, and to make a report at the hearing.
j) All judicial board members present at the hearing may ask questions of any witnesses who appear.
k) The chairperson will direct the proceeding, rule upon the admission of evidence, and rule upon the scope and manner of the questioning. Testimony must be germane to the charges.
l) The chairperson will have the power to call any member of the college community to testify at a hearing conducted by the judicial board. If a student wishes to have a specific person of the college community testify at a hearing, the student will request the chairperson to summon this person to appear.
m) The rules of evidence will not apply to judicial board proceedings.
n) A tape recording will be made of the proceeding. A transcript may be requested by either party and will be paid for by that party. The requesting party will also provide a copy of the transcript to other parties in interest.
o) The committee chairperson, within 24 hours of the decision, will convey the decision of the board to the student by registered mail. This letter will include the reasoning by which the decision was reached and the right of review. The action is effective upon notification.
p) A written request for review from a decision of the judicial board must be made to the vice president of student life within two school days after receiving written notification of the judicial board’s decision.

q) Upon the student's request for review, the written decision, tape of the proceedings, and other documents relating to the case will be forwarded to the vice president for student life who will review the proceedings and affirm, reverse, or modify the decision of the campus judicial board.

B. Emergency Suspension Policy

Des Moines Area Community College reserves the right to temporarily suspend a student for a period of up to ten days for a disciplinary violation(s) without a prior hearing. A temporary suspension without a hearing can be ordered when the supervising dean or designee determines that a student's conduct:

1) Substantially interferes with the educational process, or
2) Creates a danger to persons or property.

A student suspended under the emergency procedure may be barred from college class(es), program or activities. When the emergency provision is used, a hearing will be afforded the student as outlined in Section II, Level 3 of this policy, within a reasonable time following the suspension.

In case of emergency suspension, the following procedure will be followed:

1) The staff member, college official and/or department director will inform the supervisor to whom s/he is responsible of the student's disruptive conduct and state reasons for recommending suspension. The student will immediately be barred from further attendance in the class(es), program, or activity pending investigation by the dean in supervisory authority.

2) The student will be informed by the instructor and/or supervisor of the reasons upon which the emergency suspension is based and of the right to meet with the dean to give his/her version of the facts regarding the conduct in question.

3) The staff member will immediately prepare a written summary of the incident including any events that led to the suspension. The summary will be reviewed with the supervisor and forwarded to the dean.

4) The dean will investigate the incident and will prepare a written summary incorporating the student's version should the student elect to meet with the dean.

5) The dean will decide whether the suspension was appropriate and convey this decision in writing to the student and the staff member. The student will be informed of his/her right to appeal the matter to the judicial board.
DES MOINES AREA COMMUNITY COLLEGE
Bricklaying Advisory Committee
Fall 1978

**Three-Year Term**

Irvin Netcott
1002 Carroll Street
Ames, Iowa 50010
PH: 232-5316

Russell Dalton
Dalton & Sons Const.
Polk City, Iowa 50226
PH: 984-6258

Dennis Jones
1303 Burnham
Des Moines, Iowa
PH: 285-6208

**Two-Year Term**

Thomas W. Garton
3811 Lower Beaver Rd.
Des Moines, Iowa 50310
PH: 279-0679

Gene Block, Field Supt.
Seadorff Masonry
617 So. Ewing - RR2
Madrid, Iowa 50156
PH: 795-3879

David Wood
707 North Commerce
Monroe, Iowa 50170

**One-Year Term**

Bruce Paterson
Can-Tex Industries
Grimes Plant
P.O. Box 3510
Des Moines, Iowa 50322
PH: 986-3655

Ray Appling
Appling Masonry
5702 Ovid
Des Moines, Iowa 50310
PH: 276-3675

Jack Jones
5525 S. E. 66th Place
Avon Lake, Iowa
PH: 989-4270

REC'D VICE PRES
SEP 29 1978
INSTRUCTION
OKS MOLNKS ARKA COMMUNITY COLLEGE
LABOR STUDIES ADVISORY COMMITTEE
Fall, 1978

Three-Year Term

Les McKenna
National Rep.
United Auto Workers
E. Euclid, #201
Des Moines, IA 50317
Tel: 265-9877

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

Frank Steinbach
1st Vice President
U.A.W. 450
4598 - 6th Avenue
Des Moines, IA 50313
Tel: 283-1784 or 946-2925

Ruth Brassfield, Pres.
Graphic Arts Int. 71B
504 - 5th Street
P. O. Box 143
West Des Moines, IA 50265
Tel: 277-7493 or 284-9134

Paul Mann, Pres.
Des Moines Education Association
3116 Ingersoll
Des Moines, Iowa 50312
Tel: 277-6271

Two-Year Term

Montgomery
Business Manager
International Pressman
2nd, Suite D
Des Moines, IA 50317
Tel: 265-1190

Perry Chapin
United Rubber Workers 310
2909 East 38th Street
Des Moines, IA 50317
Tel: 288-9547
or 262-3229

Mark Smith
Center for Labor & Management
University of Iowa
Iowa City, IA 52240
Tel: (319) 333-4274

Jim Wengert
Secretary-Treasurer
Iowa Federation of Labor
2000 Walker
Des Moines, IA 50317
Tel: 262-9571

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

One-Year Term

Tipton, Pres.
W. 997
P. O. Box 278
Ankeny, IA 50017
Tel: 792-5005

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

Roger Millang
Brick Layers Local #2
3100 S.E. Watrous
Lot 38
Des Moines, IA 50317
Tel: 243-1731

Jim Blanchard
Secretary-Treasurer
Business Agent Local 394
P. O. Box 6040
E. Des Moines Station
Des Moines, IA 50309
Tel: 262-9791

Clewis Walden
Impasse Specialist
Iowa State Education Association
4025 Tonawanda Drive
Des Moines, IA 50312
Tel: 279-9711

Des Moines Area Community College Representatives

Rowen
Central Iowa, Chair
Arts and Humanities
Main Entrance
Ankeny, IA 50021
Tel: 964-6200

C. J. Kleywegt
Labor Studies Coordinator
DMACC, Building 6
2006 South Ankeny Blvd.
Ankeny, IA 50021
Tel: 964-6200
Members with Terms Expiring in 1979

Barnett Devine  
Day Treatment Center  
Veterans Administration Hospital  
30th and Euclid  
Des Moines, Iowa  50310

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

Elizabeth Turner  
University of Iowa School of Social Work  
2830 University  
Des Moines, Iowa  50311

Members with Terms Expiring in 1980

Geneva Hawk  
Division of Management & Planning  
Iowa Department of Social Services  
Farm Bureau Building, 8th Floor  
Des Moines, Iowa  50309

Home Address:  203 South Oak Park  
Colfax, Iowa

Members To Be Reappointed for Three-Year Terms--1978-1981

John Barber (DMACC Human Services Graduate)  
Quality Control  
Iowa Department of Social Services  
Farm Bureau Building, 8th Floor  
Des Moines, Iowa  50309

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

New Members To Be Appointed for Three-Year Terms--1978-1981

Ester Walter  
Director of Education  
Planned Parenthood of Iowa  
851 19th Street  
Des Moines, Iowa  50314
Recreational Leadership
Advisory Committee

Anie Anderson (Three-Year Term)
Recreation Director
Younker's Rehabilitation Center
Iowa Methodist Hospital
Des Moines, Iowa 50308

Dr. Virginia Frye (Three-Year Term)
Head of Leisure Services
Physical Education Dept.
Iowa State University
Ames, Iowa 50010

Carol Benson (Three-Year Term)
Recreational Therapist
Dept. of Public Health
Des Moines, Iowa 50309

Bart Johnson (Two-Year Term)
Director of Parks & Recreation
City Hall
Ames, Iowa 50010

Glen Thompson (Two-Year Term)
Recreation Extension Sp.
Iowa State University
Ames, Iowa 50010

Dr. John Nesbitt (Two-Year Term)
Department Chairman
Recreation Education
University of Iowa
Iowa City, Iowa 50126

Malcolm Chamberlain (One-Year Term)
Director of Activities Therapy
Woodward State Hospital
Woodward, Iowa 50276

Jon J. Born, Director (One-Year Term)
Parks & Recreation
Newton Park Commission
Newton, Iowa 50208

Dr. Denver Bennett (One-Year Term)
Instructor-Coordinator
Department of Leisure Services
Iowa State University
Ames, Iowa 50013
## House Estimate Breakdown

**Building Trades House No. 13**  
730 S. E. 10th

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>Excavation and Grading</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Foundation, Walls, Concrete, Sand and Block</td>
<td>4,150.00</td>
</tr>
<tr>
<td>House Structure - Lumber, Insulation, Windows, Brick &amp; Mortor, Storm Doors, Eavespouting, Fireplace, Garage Door &amp; Ceramic Tile</td>
<td>19,900.00</td>
</tr>
<tr>
<td>Electrical and Lighting Fixtures</td>
<td>1,700.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Heating, Air Conditioning, Humidifier, &amp; Hookup</td>
<td>3,900.00</td>
</tr>
<tr>
<td>Millwork (Including Hardware)</td>
<td>2,350.00</td>
</tr>
<tr>
<td>Appliances (Stove, Hood &amp; Dishwasher)</td>
<td>900.00</td>
</tr>
<tr>
<td>Carpet and Carpetlaying</td>
<td>2,100.00</td>
</tr>
<tr>
<td>Painting &amp; Decorating (Including Exterior Paint)</td>
<td>3,850.00</td>
</tr>
<tr>
<td>Misc - (Porta John, Telephone, Iowa Power, Mirrors, Shower Door, Storm Drain Grate, Publicity)</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Building Permit</td>
<td>613.00</td>
</tr>
<tr>
<td>Landscaping</td>
<td>1,300.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$54,163.00</strong></td>
</tr>
</tbody>
</table>
The Board of Directors will annually select a realtor in each of the Greater Des Moines and Carroll communities to handle the sale of student constructed houses in each of these areas.

When the house is ready for sale, the following actions will be taken:

1. The Secretary of the Board will deliver to the Superintendent a request to sell the house by Friday preceding the Tuesday mailing of the agenda for the next board meeting, provided the following information has been received:
   
   (a) Minimum of two (2) appraisals.
   
   (b) Cost estimates, including sod, shrubbery, and carpet.
   
   (c) Certificate of Occupancy or other appropriate documents.
   
   (d) Recommended listing price.

2. The Board will establish the listing price of the property for the multiple listing which will be the minimum acceptable selling price.

3. The Board Secretary will be authorized to accept, on behalf of the Board, any offer received for an amount equal to or exceeding the established listing price.

   Offers will be accepted by the Board Secretary in the order received. Once an offer is accepted, no other offers will be considered unless the accepted offer is not consummated for credit or other reasons.

   When an offer has been accepted by the Board Secretary, the Board will adopt a resolution at the next regular scheduled meeting specifically approving the sale of the property to the named buyer whose offer to buy was accepted.

4. Any offers to buy received by the Board Secretary for an amount less than the listing price will be submitted to the Board for consideration at the next regular scheduled meeting.

5. All sales are to be for cash, with a $500.00 down payment by certified or cashiers check to accompany offer to buy, with the balance of the acceptable offer to be paid in full at the time of closing, which must occur not more than thirty days after acceptance of offer to buy.

6. During the entire process the Board Secretary will ensure
   
   a) that appropriate insurance is maintained;
   
   b) that proper legal documents with appropriate signatures necessary to complete the transaction have been consummated;
   
   c) that net proceeds of the sale are deposited in the appropriate general fund account of the college.

BOARD ADOPTION: __________________________   LEGAL REFERENCE: 280A.23, subsection 7

________________________   as amended by HF 2277, 67th G.A.
"RESOLUTION OF APPRECIATION"

WHEREAS Harold F. Welin has faithfully and conscientiously served on the Des Moines Area Community College Board of Directors, representing Director District No. 2, from May 23, 1966 to October 9, 1978, the present Board of Directors of Des Moines Area Community College express their sincere gratitude to Harold F. Welin for his dedication and participation on the Board and service to the College.

PASSED AND APPROVED this 9th Day of October, 1978.

ATTEST:

MAURICE CAMPBELL, PRESIDENT

EUGENE R. SNYDER, SECRETARY