

Des Moines Area Community College

## Open SPACE @ DMACC

---

Board of Directors Meeting Minutes

---

10-9-1978

### **Board of Directors Meeting Minutes (October 9, 1978)**

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

---

DES MOINES AREA COMMUNITY COLLEGE  
2006 S. Ankeny Boulevard  
Ankeny, Iowa 50021

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.

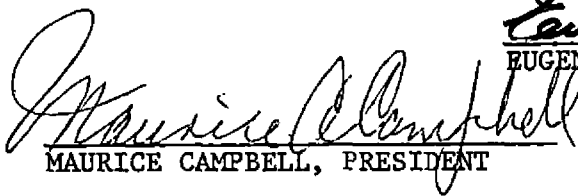
APPOINTMENT OF  
BOARD TREASURER

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.

  
EUGENE R. SNYDERS, SECRETARY

  
MAURICE CAMPBELL, PRESIDENT

DES MOINES AREA COMMUNITY COLLEGE  
Organizational and Regular Meetings  
Monday, October 9, 1978  
Room 103 - Boone Campus - Boone, Iowa  
Agenda

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

*State Plan  
MIECC Budget  
Letter to Governor*

## 4. COMMUNICATION

## 5. UNFINISHED BUSINESS

## 6. NEW BUSINESS

- A. Personnel report.
- B. Appointment of representative and alternate to Iowa Council of Area School Boards. *Harvey*
- C. Appointment of board member to area school legislative team. *Kreager*
- D. Procedure for approving claims and accounts.
- E. Consideration of bids received for purchase of student constructed house at 734 SE 10th St., Ankeny. *Stoner*
- 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

*Snyder*

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting  
October 9, 1978

Supplemental Agenda

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.

DES MOINES AREA COMMUNITY COLLEGE  
2006 S. Ankeny Boulevard  
Ankeny, Iowa 50021

ULAR MEETING

BER 9, 1978

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.

L CALL

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

PROVAL OF AGENDA

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

BLIC COMMENTS

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.

PROVAL OF MINUTES

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.

ME LIMIT ON REPORTS

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.

NTHLY FINANCIAL REPORT

The monthly financial report (attachment #1) was presented by Gene Snyders.



PERSONNEL

It was moved by M. Kreager, seconded by R. Clark, that employment be offered to the following for the positions indicated:

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Robert Haskins	Programmer, Data Systems Business Management	\$14,117	9/27/78
Susan G. Johnson	Coordinator, Health Occ. Adult Ed, Suppl.	\$16,440	11/1/78
Maynard E. Amdahl	Instructor, Tool & Die Career Education	\$19,076	10/23/78
Sharon K. Dutcher	Vocational Coordinator Student Life Mitchelville Training School	\$12,444	10/10/78

Motion passed.

LEAVES OF ABSENCE  
WITHOUT PAY

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

Teresa Friedrich, Medical Lab Instructor, Career Ed.,  
Ankeny, 5 days - August 18-25, 1978.  
Ann M. Gragg, Nursing Instructor, Career Ed.,  
Ankeny, 8 weeks - Starting September 6, 1978.  
Larry Tyler, Welding Instructor, Career Ed.,  
Ankeny, 10 months - starting September 1, 1978.

Motion passed.

RESIGNATIONS

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

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jim Frazee	Director of Admissions Student Life	9/29/78
Richard E. Horney	T & I Instructor Mobile CEC Student Life	10/13/78
Denis Branigan	Electronics Instructor Career Education	10/31/78

Motion passed.

PROMOTIONS AND ADVANCEMENTS

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:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Harriet Custer	Instructor/Chairperson 12 months Adult Education	Lane 225 Level 8.0 \$19,079	Lane 248 Level 8.0 \$19,714

Motion passed.

STATUS CHANGE

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

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
George Hegarty	Instructor	Lane 293	Lane 315
	Communications/Humanities	Level 2.0	Level 2.0
	9 month	\$13,728	\$14,239
	Arts and Sciences		

Motion passed.

CONTRACT EXTENSION

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.

ICASB REPRESENTATIVES

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.

APPOINTMENT TO AREA SCHOOL LEGISLATIVE TEAM

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.

APPROVAL PROCEDURE FOR CLAIMS & ACCOUNTS

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.

RD MEETING SCHEDULE

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.

STUDENT RIGHTS & RESPONSIBILITIES POLICY

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.

CHANGE TO ADMINISTRATIVE PROCEDURES ON STUDENT RIGHTS, REGULATIONS, AND THE JUDICIAL PROCESS

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.

REMOVAL OF ADVISORY COMMITTEES

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 attachment #5 to these minutes, be approved.

Motion passed.

APPROVAL OF STUDENT CONSTRUCTED HOUSE PLANS ANKENY

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.

ADMINISTRATIVE COMMITTEE FOR 28E AGREEMENT WITH CITY OF DES MOINES

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.

STANDARD REPRESENTATIVE TO INSTITUTIONAL PLANNING COMMITTEE

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

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.

E OF HOUSE AT  
S.E. 10th STREET,  
ENY

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.

OLUTION OF APPRECIATION  
HAROLD F. WELIN

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.

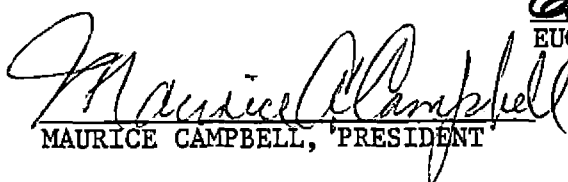
MS AND ACCOUNTS


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.

JOURNMENT

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.

  
MAURICE CAMPBELL, PRESIDENT

  
EUGENE R. SNYDERS, SECRETARY

DES MOINES AREA COMMUNITY COLLEGE  
 CASH POSITION REPORT  
 September 1978

Attachment #1

	General, Agency, Auxiliary Scholarship & Loan Funds <u>ANKENY NAT'L, ANKENY STATE</u>	Special Plant Fund <u>BANKERS TRUST</u>	Voted Tax & Sinking Fund <u>BANKERS TRUST</u>
<u>CASH IN BANK:</u>			
1. Fwd. Sept. 1, 1978	\$ 28.13	\$ 2,989.29	\$ 7,303.77
us Receipts Sept. 1978	4.00	1,568,621.30	523,693.97
ss Disbursements Sept. 1978		<u>1,600,274.60</u>	<u>520,933.02</u>
sh in Bank 9-30-78	32.13	(28,664.01)	10,064.72
<u>INVESTMENTS:</u>			
<u>Certificates of Deposit:</u>			
25% Due 4-30-80 (Stud. Act.)	20,000.00		
Due 6-16-79 (Stud. Act.)		6,000.00	
arious Dates			5,205,000.00
11% Due 1-15-79			100,000.00
Due 5-15-79			210,000.00
15% Due 6-15-79			175,000.00
Due 4.16-79			270,000.00
33% Due 7-16-79			108,000.00
5% Due 7-16-79			175,000.00
<u>Savings Accounts (5%)</u>			
neral Fund	88.64	112,353.25	
udent Activities		19,533.47	
inking Fund			<u>61,136.52 *</u>
TOTAL INVESTMENTS	20,088.64	137,886.72	6,243,000.00
TOTAL CASH IN BANKS			
INVESTMENTS	<u>\$20,116.78</u>	<u>\$109,222.71</u>	<u>\$6,253,064.72</u>
			<u>\$61,136.52</u>

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 off-set by outstanding checks.

\* 125,882.50 Int 12-31-78

DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT  
September 30, 1978

	PUBLISHED & BOARD APPROVED BUDGET	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
<b>GENERAL FUND DISBURSEMENTS:</b>					
Arts & Science	\$ 1,994,368	\$ 2,003,784	\$ 935,673	\$ 289,065	\$ 779,046
Career Education	4,561,911	4,518,377	2,418,596	867,133	1,232,648
Career Exploration	176,595	176,035	86,864	31,178	57,993
Mobile Career Explor. Center	84,900	84,900	54,186	8,445	22,269
Adult Education	1,538,414	1,552,394	482,703	293,840	775,851
Vice President-Instruction	103,654	103,654	65,637	28,617	9,400
Dean-Urban Campus	86,932	84,932	48,528	21,610	14,794
Administration	1,254,329	1,250,015	492,717	313,179	444,119
Student Life	1,148,365	1,165,835	677,970	289,260	198,605
Learning Resources	476,637	496,191	211,028	124,018	161,145
Physical Plant	1,499,586	1,706,967	363,362	393,201	950,404
Sub Total	<u>\$12,925,691</u>	<u>13,143,084</u>	<u>5,837,264</u>	<u>2,659,546</u>	<u>4,646,274</u>
PSE Funded Accounts				5,592	(5,592)
CETA/Vocational Skills	406,694	148,534	2,077	93,551	52,906
Indo China Project	39,881	102,372	337	31,124	70,911
Sub Total	<u>\$13,372,266</u>	<u>13,393,990</u>	<u>5,839,678</u>	<u>2,789,813</u>	<u>4,764,499</u>
Plus De-obligated Budget		10,488			10,488
<b>GRAND TOTAL</b>	<u><u>13,372,266</u></u>	<u><u>13,404,478</u></u>	<u><u>5,839,678</u></u>	<u><u>2,789,813</u></u>	<u><u>4,774,987</u></u>
<b>GENERAL FUND REVENUE:</b>					
Student Fees	171,000	171,000		51,666	119,334
Tuition	2,679,100	2,679,100		718,410	1,960,690
Property Taxes - Operation	1,724,431	1,681,611		61,584	1,620,027
Property Taxes - Trct	20,135	20,135		682	19,453
Property Taxes - Unemployment	36,412	36,412		867	35,545
State General Aid	5,539,337	5,539,337		1,398,459	4,140,878
State Vocational Aid	1,212,596	1,212,596			1,212,596
State Capital Outlay	253,800	253,800			253,800
Federal Aid	1,109,755	1,104,679		68,728	1,035,951
Sales & Services	15,000	18,500		12,205	6,295
Other Revenue	31,000	32,982		22,981	10,001
Sub Total	<u>\$12,792,566</u>	<u>12,750,152</u>		<u>2,335,582</u>	<u>10,414,570</u>
Unrestricted Fund Balance	579,700	654,326		654,326	-0-
<b>GRAND TOTAL</b>	<u><u>\$13,372,266</u></u>	<u><u>13,404,478</u></u>		<u><u>2,989,908</u></u>	<u><u>10,414,570</u></u>
<b>PLANT FUND DISBURSEMENTS:</b>	<u>\$ 5,342,499</u>	<u>5,342,499</u>		<u>590,779</u>	<u>4,751,720</u>
<b>PLANT FUND REVENUE:</b>	<u>\$ 2,051,935</u>	<u>2,051,935</u>		<u>115,591</u>	<u>1,936,344</u>

**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.

DES MOINES AREA COMMUNITY COLLEGE  
GENERAL FUND INTERIM BALANCE SHEET  
September 30, 1978

-----ASSETS-----

Code

<u>CASH &amp; INVESTMENTS</u>			
01	Cash in Bank - Checking	\$ (99,771)	
02	Petty Cash - Ankeny Checking	1,420	
03	Petty Cash - Boone Checking	5,000	
19	Cash in Bank - Payroll	10,017	
20	Returned Checks	5,719	
22	Petty Cash	2,095	
25	Cash Over or Short	(335)	
35	Investments in Savings Account	<u>112,442</u>	
	TOTAL CASH & INVESTMENTS		\$ 36,587
<u>ACCOUNTS RECEIVABLES</u>			
45	Due From Federal	523,918	
46	Due from Others	8,047	
	Budgeted Revenue FY 78	12,750,152	
	Less Amount Received	<u>2,335,582</u>	
	Balance to Receive	10,414,570	
	TOTAL ACCOUNTS RECEIVABLE		10,946,535
61	<u>EXPENDABLE SUPPLIES, INVENTORY</u>		17,736
62	<u>AUTO PARTS INVENTORIES</u>		17,941
69	<u>CONSTRUCTION WORK IN PROGRESS</u>		
	Carroll House #3 - Sold - Late Charges	418	
	Carroll House #4 - Lot Only	9,144	
	Carroll House #5 - Lot Only	10,040	
	Carroll House #6 - Lot Only	10,035	
	Carroll House #7 - Lot Only	10,035	
	Ankeny House #11 - Under Construction	52,338	
	Ankeny House #12 - Under Construction	50,513	
	Ankeny House #13 - Lot Only	8,100	
	Ankeny House #14 - Lot Only (Down Payment)	<u>500</u>	
	TOTAL CONSTRUCTION WORK IN PROGRESS		<u>151,123</u>
	TOTAL ASSETS		<u>\$11,169,922</u>

DES MOINES AREA COMMUNITY COLLEGE  
 GENERAL FUND INTERIM BALANCE SHEET  
 September 30, 1978

-----LIABILITIES & FUND BALANCE-----

Code

271	<u>DEFERRED INCOME</u>			
	DFAFS Funds (HEW Funded Projects)	\$	28,103	
	Iowa Script Funds from Prior Year	-	7,166	
	IPA Project		<u>1,390</u>	\$ 36,659
201	<u>ACCOUNTS PAYABLE</u>			
	Budgeted Expenditures		13,393,990	
	Less Expended to Date		<u>2,789,813</u>	
	Balance to be Expended			10,604,177
	TOTAL LIABILITIES			\$10,640,836
311	<u>UNRESTRICTED FUND BALANCE</u>			
	Balance Forward, July 1, 1978			1,172,924
	Revenue FY 79 to September 30, 1978		2,335,582	
	Disbursements FY 79 to September 31, 78		<u>2,789,813</u>	
	Net Disbursements over Revenue			<u>(454,231)</u>
	FUND BALANCE September 30, 1978			718,693
	Working Budget Revenue FY 79		12,750,152	
	Less Amount Received to 9-30-78		<u>2,335,582</u>	
	Balance to be Received by 6-30-79			10,414,570
	Working Budget Disbursements FY 79		13,393,990	
	Less Disbursed to 9-30-78		<u>2,789,813</u>	
	Balance to be Disbursed by 6-30-79			(10,604,177)
	PROJECTED FUND BALANCE June 30, 1979			<u>529,086</u>
	TOTAL LIABILITIES & FUND BALANCE			<u>11,169,922</u>



## Proposed Board Meeting Schedule

## Regular Meeting - Second Monday of Month

DATE	LOCATION	PROGRAM
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.

BOARD ADOPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGAL REFERENCE: 280A.23(6)  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED PROCEDURE  
ON  
STUDENT RIGHTS, REGULATIONS, AND THE JUDICIAL PROCESS

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.
- Student Concern* → i) The chairperson may direct the college ombudsperson 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

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

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

Two-Year Term

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

David Wood  
707 North Commerce  
Monroe, Iowa 50170

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

One-Year Term

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

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

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

REC'D VICE PRES

SEP 29 1978

INSTRUCTION

DES MOINES AREA 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  
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  
D Walker, 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  
Des Moines, IA 50208  
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  
North Central Iowa  
Association of Labor  
Walker  
Des Moines, IA 50317  
265-1862

Lois Campbell, Director  
Arts and Humanities  
DMACC, Building 2  
2006 South Ankeny Blvd.  
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

DES MOINES AREA COMMUNITY COLLEGE  
ADVISORY COMMITTEE TO THE HUMAN SERVICES PROGRAM  
1978-1979

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

Wendy Anderson (Three-Year Term)

Recreation Director  
Yunker'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 Chamberlian (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

Lot	\$6900.00
Excavation and Grading	1000.00
Foundation, Walls, Concrete, Sand and Block	4150.00
House Structure - Lumber, Insulation, Windows, Brick & Mortar, Storm Doors, Eavespouting, Fireplace, Garage Door & Ceramic Tile.	19,900.00
Electrical and Lighting Fixtures	1,700.00
Plumbing	4,000.00
Heating, Air Conditioning, Humidifier, & Hookup	3,900.00
Millwork (Including Hardware)	2,350.00
Appliances (Stove, Hood & Dishwasher)	900.00
Carpet and Carpetlaying	2,100.00
Painting & Decorating (Including Exterior Paint)	3,850.00
Misc - (Porta John, Telephone, Iowa Power, Mirrors, Shower Door, Storm Drain Grate, Publicity)	1,500.00
Building Permit	613.00
Landscaping	<u>1,300.00</u>
	\$ 54,163.00

TITLE: Income

Sale of Student Constructed Houses

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 NO. 78-17

"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. SNYDERS, SECRETARY