

Des Moines Area Community College

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Board of Directors Meeting Minutes

12-13-1976

Board of Directors Meeting Minutes (December 13, 1976)

DMACC

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

REGULAR MEETING

DECEMBER 13, 1976

The regular quarterly meeting of the Board of Directors of the Des Moines Area Community College and Heartland Area Education Agency was held on December 13, 1976, Bldg. #25, Room 2503A, Ankeny campus, Ankeny, Iowa. The meeting was called to order by the Des Moines Area Community College Board President, Walter Hetzel, at 5:30 p. m.

ROLL CALL

Members present:

DMACC

Max Kreager
Harold Welin
Eldon Leonard
Walter Stover
Don Rowen
Murray Goodman
Walt Hetzel

Members absent:

DMACC

Maurice Campbell
Harry Bloomquist

Members present:

Heartland

Ralph Lynn
Robert Underhill
E. E. Andrews
Winifred Carr
Richard Lampshire
Dean Cox
Mike Hall

Members absent:

Heartland

John McKee
Joe Pratt

Others present:

Paul Lowery, Superintendent, DMACC
Jordan Ball, Administrative Asst., DMACC
Leonard Bengtson, DMACC
Tom Clarkson, "
Joe Borgen, "
Dr. Miller, Superintendent, Heartland
~~Mike Hall, Director, Heartland~~
Marvin Davis, Heartland
Barbara Purdue, Heartland
Margaret Korshum, Heartland
C. R. Snell, Heartland

Persons in attendance were introduced.

APPROVAL OF
MINUTES

It was moved by M. Goodman, seconded by Dr. Underhill, that the minutes of the September 13th meeting be approved with the following correction: Ralph Linn, Heartland Member, be indicated as absent. Motion passed.

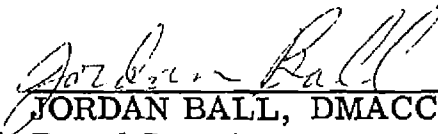
REPORTS

Data Processing Uses in Area XI: K. W. Miller presented a report on the information collected which shows that computer services were used by all but three schools in this district. Only four schools use any other computer services for a total cost of \$26,000.

Joint Efforts in the Area of Career Education on the Secondary Level: Joe Borgen reported that a meeting was held in November in Mr. Miller's office with college officials and superintendents from the area to determine how DMACC can assist secondary schools. Officials from Tech High proposed accepting students on a shared or part-time basis. Great interest was indicated in the proposal. The topic will be pursued at a December 15 meeting. DMACC has offered support in this area. AEA has offered to serve as catalyst. The Urbandale Superintendent will chair the group to determine the needs of the area through a survey.

ADJOURNMENT

It was moved by E. Leonard, seconded by D. Rowen, that the meeting be adjourned. Motion passed and the meeting adjourned at 6:30 p. m.


JORDAN BALL, DMACC Acting
Board Secretary

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

REGULAR MEETING

DECEMBER 13, 1976 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on December 13, 1976 in Room 3115, Building #31, Ankeny Campus, Ankeny, Iowa. The meeting, which was preceded by a joint meeting with the Board of Directors of Heartland Area Education Agency, was called to order by Board President Walter Hetzel at 7:30 p.m.

ROLL CALL

Members present: Max Kreager
 Harold Welin
 Walter Hetzel
 Eldon Leonard
 Walter Stover
 Don Rowen
 Murray Goodman

Members absent: Maurice Campbell
 Harry Bloomquist

Others present: Paul Lowery, Superintendent
 Jordan Ball, Admin. Asst. & Acting Secretary
 Various other DMACC staff and students

APPROVAL OF MINUTES

It was moved by H. Welin, seconded by D. Rowen, that the minutes of the November 8th special hearing and regular meeting be approved with the following correction on the minutes of the regular meeting: On page 2, under item RESOLUTION TO SELL HOUSE, paragraph 4, change to read "President" instead of Vice President. Motion passed.

APPROVAL OF NEW PERSONNEL

It was moved by E. Leonard, seconded by D. Rowen, that employment be offered to the following personnel as indicated:

<u>NAME</u>	<u>POSITION</u>	<u>ANNUAL SALARY</u>	<u>EFF. DATE</u>
Elizabeth Bryan	Reading Lab Instr., Urban	\$ 7,391 half time	11-15-76
Bette Samuels	Home Ec. Coord., Ankeny	6,200 half time	11-17-76
Barbara Pothast	Food Serv. Instr./Coord.	13,252	12- 2-76
Geraldine Diaz- Peterson	Latino Program Specialist	13,580	11-29-76
Carol Thompson,	First Yr. Nursing, Ankeny	13,000	12- 1-76

Motion passed.

RESIGNATIONS

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

Carl Henry, Counselor, CEC, November 30, 1976.
 Gerald D. Jacobs, Machine Shop, CIVEC, December 10, 1976.
 Rosemary Holland, Nursing, December 1, 1976.

Motion passed.

APPROVAL OF
LEAVES OF
ABSENCE
WITHOUT PAY

It was moved by W. Stover, seconded by M. Kreager, that the following leaves of absence without pay be approved:

Gary Nelson, Biology, 1 day, January 3, 1977.
Raetta Kopaska, Duplicating Room Supvr., 8 days, Nov. 10-19, 1976.
Ruth Aurelius, Speech, 1 day, December 3, 1976.
Candace K. Davis, 1½ days, December 29-30, 1976.
Carol J. Knopp, Business Occupations, CIVEC, 1 day, Nov. 17, 1976.
James Waters, Welding, CIVEC, 3½ days, November 18-24, 1976.
Edward Scruggs, Respiratory Therapy, 1 day, November 15, 1976.

Motion passed.

RE-OFFER OF
STUDENT BUILT
HOUSE FOR SALE

It was moved by W. Stover, seconded by M. Kreager, that all bids received on the student constructed house located at 906 SE Wanda Drive, Ankeny, be rejected, and that it be left with Lundstrom Realty for sale with a minimum price of \$55,000. Motion carried.

MIECC BOARD
DIRECTOR
APPOINTMENT

It was moved by M. Kreager, seconded by E. Leonard, that the Des Moines Area Community College Board of Directors cast its vote for Dale Hendricks, Superintendent, Roland-Story Community School District, for appointment to the Mid-Iowa Educational Computer Center Board of Directors, effective January 1977. Motion passed.

APPROVAL OF
SCHEDULE OF
REGULAR AND
SPECIAL BOARD
MEETINGS

It was moved by D. Rowen, seconded by E. Leonard, that the schedule of regular and special board meetings for the 1976-77 school year, a copy of which is attached hereto and made a part of these minutes, be approved. Motion carried.

APPROVAL OF
NEBIT
PROGRAMS

It was moved by E. Leonard, seconded by D. Rowen, that the following NEBIT programs be approved:

- a. Butler Manufacturing Company, Story City, Iowa, in the amount of \$7,503.65, for the training of 75 new employees.
- b. New Hope Village, Carroll, Iowa, in the amount of \$13,768.56, for the training of intermediate health care personnel.

Motion passed.

APPROVAL OF
SHORT TERM
CERTIFICATE
PROGRAMS

It was moved by M. Kreager, seconded by D. Rowen, that two new short term certificate programs be approved as follows:

Accounting Clerk - 48 weeks, half time.
Basic Bookkeeping - Record Keeper - 36 weeks, part time.

Motion passed.

APPROVAL OF
SALARY ADJUST-
MENT FOR IRV
STEINBERG

It was moved by M. Kreager, seconded by E. Leonard, that the salary of Irv Steinberg be adjusted to reflect the full increment increase for the 1976-77 school year. This amount is \$829 and is to be paid to him between now and June 30, 1977. Motion carried.

APPROVAL OF REINSTATEMENT POLICY FOR CIVEC AND A & O EMPLOYEES

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

REINSTATEMENT OF ACCRUED BENEFITS FOR RE-EMPLOYED CIVEC AND A & O EMPLOYEES

Those full-time employees of the college who were released from employment due to reduction in force at the CIVEC and the Assessment and Orientation Centers on September 30, 1976, and who were subsequently re-employed before November 30, 1976 in full-time positions, shall receive reinstatement of the sick leave and professional leave benefits accrued as of September 30, 1976.

Motion passed.

APPROVAL OF CONSULTANT TO EVALUATE AIDP PROJECT

It was moved by E. Leonard, seconded by D. Rowen, that approval be given to entering into a contract with Tim Wentling, Consultant, for the purpose of evaluating the AIDP project and developing an evaluation system for Des Moines Area Community College at a cost of \$22,300.00, and that the Superintendent be authorized to sign said contract. Motion carried.

PROPOSED COLLEGE OBJECTIVES FOR FY78

It was moved by W. Stover, seconded by M. Kreager, that consideration of the proposed College Objectives for FY78 be tabled until the next (January) regular meeting. Motion carried.

COMMENTS FROM URBAN CENTER STUDENTS

A statement prepared by the "Students for Action Committee" from the Urban Center was read by Mike Hansman, followed by a lengthy discussion with a number of students.

TIME RESERVED FOR PUBLIC COMMENTS

Board President Walter Hetzel asked the board members to consider a period of time set aside at each board meeting for public comments. The subject will be considered at the next (January) regular meeting.

CLAIMS AND ACCOUNTS

It was moved by E. Leonard, seconded by H. Welin, that the claims and accounts as presented be approved for payment. Motion passed.

EXECUTIVE SESSION

It was moved by E. Leonard, seconded by D. Rowen, that the Board go into executive session for a strategy meeting of a public employer to discuss confidential reports relating to employee negotiations which, if released, would give advantage to others and serves no public purpose, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed unanimously and the Board went into executive session at 9:50 p.m.

RECONVENE OF REGULAR MEETING

The regular board meeting reconvened at 11:20 p.m. at the same location as previously held with the same board members present. Also present were Supt. Lowery, Jordan Ball, and Don Rhead.

ADJOURNMENT

It was moved by E. Leonard, seconded by M. Goodman, that the meeting be adjourned. Motion passed and the meeting adjourned at 11:25 p.m.

Walter L. Hetzel
WALTER HETZEL, President

Jordan Ball
JORDAN BALL, Acting Secretary

SPECIAL BOARD MEETINGS
REPORTS ON COLLEGE OPERATIONS

PURPOSE To introduce board members to and develop board understanding of the instructional programs and administrative organization of Des Moines Area Community College.

FORMAT Presentations at three special board meetings called for the above purpose incorporating slides, transparencies, and lecture explanations.

A limited number of tours of selected buildings on the Ankeny campus. (A number of regular board meetings will be held at other sites throughout the district at which time a presentation of site operations will be given.)

SPECIAL MEETING #1

DATE Monday, December 20, 1976, 5:30 p.m.

- TOPICS: I. Administrative Structure
- a. Overview of organizational chart and administrative personnel.
 - b. Personnel Office functions.
 - c. College Relations Office
 - 1. News Services
 - 2. Publications
 - d. Research and Development
 - 1. Grants
 - 2. Foundation
 - 3. Alumni Association
 - e. Planning and Management
- II. Business Operations
- a. Physical Plant
 - b. Food Service
 - c. Bookstore
 - d. Security
 - e. Word Processing
 - f. Duplication

SPECIAL MEETING #2

DATE Monday, January 24, 1977, 5:30 p.m.

TOPIC: Instruction

- a. Overview of Divisional Structure of Instructional Area.
- b. Career Education Division
- c. Para-professional Programs
- d. Arts and Science Division
- e. Adult Education
- f. Special Instructional Considerations - Boone Campus and Urban Center

SPECIAL MEETING #3

DATE Monday, March 28, 1977, 5:30 p.m.

TOPIC: Student Services

- a. Overview of Structure of Student Services Area
- b. Admissions
- c. Counseling
- d. Registrar
- e. Financial Aid
- f. Veterans Affairs
- f. Career Exploration Center and Mobile Career Exploration Center
- h. Student Relations
- i. Placement

REGULAR BOARD MEETING SCHEDULE

Second Monday of Month

<u>DATE</u>	<u>LOCATION</u>	<u>PROGRAM</u>
November 8, 1976		
December 13, 1976	Heartland	1. Heartland Board 2. Meeting
January 10, 1977	Urban Center	1. Tour - Presentation of Organization of College and Business Office 2. Meeting
February 14, 1977	Ankeny	1. Heartland Board 2. Presentation of Student Services 3. Meeting
March 14, 1977	Ankeny	1. Presentation of the Instruction Areas in General and Career Education Programs Specifically 2. Meeting
April 11, 1977	Boone	1. Tour 2. Meeting
May 9, 1977	Heartland	1. Heartland Board 2. Meeting
June 13, 1977	Skill Center	1. Tour 2. Meeting
July 11, 1977	Ankeny	1. Presentation of Arts & Science and Para- professional Programs 2. Meeting
August 8, 1977	Ankeny	1. Heartland Board 2. Tour Media Center 3. Meeting
September 12, 1977	Ankeny	1. Meeting
October 10, 1977	Ankeny	1. Organization of Board 2. Meeting

JOINT MEETING OF BOARD OF DIRECTORS
OF
HEARTLAND AREA EDUCATION AGENCY
AND
DES MOINES AREA COMMUNITY COLLEGE

Monday, December 13, 1976
5:30 P.M. - Room 2503A - Building #25

Agenda

- 5:30 P.M. CALL TO ORDER
1. APPROVAL OF MINUTES - September 13, 1976
 2. ITEMS FOR DISCUSSION
 - a. Data from the Joint Data Processing Report
 submitted to the State for Area 11 -- K. W. Miller
 - b. Efforts to help Local Schools plan toward meeting
 requests for vocational-career education -- K. W.
 Miller, Paul Lowery
 3. OTHER
 4. ADJOURNMENT
- 6:30 P.M. DINNER - Room 2503A

DES MOINES AREA COMMUNITY COLLEGE
Regular Meeting
Monday, December 13, 1976
Bldg. #31 - Room 3115 - Ankeny Campus
7:30 P.M.
Agenda

1. CALL TO ORDER
2. APPROVAL OF MINUTES - November 8 special hearing and regular meeting
3. REPORTS
 - a. ICASB - Hetzel
 - b. Mid-Iowa Computer Center - Hetzel
 - c. Area superintendents - Lowery
 - d. Legislation
 - (1) Breakfast - 9:00 a.m., December 17, Ankeny campus
 - e. Monthly financial
 - f. Negotiations for school year 77-78
4. COMMUNICATION
5. UNFINISHED BUSINESS
6. NEW BUSINESS
 - a. New Personnel
 - (1) Elizabeth Bryan, Reading Lab instructor, Urban Center
 - (2) Bette Samuels, Home Economics Coordinator, Ankeny
 - (3) Barbara Pothast, Instructor/Coordinator, Food Service, Ankeny
 - (4) Geraldine Diaz-Peterson, Latino Program Specialist, Ankeny
 - (5) Carol Thompson, Nursing, Ankeny
 - b. Resignations
 - (1) Carl Henry, Counselor, CEC, November 30, 1976
 - (2) Gerald D. Jacobs, Machine Shop, CIVEC, December 10, 1976
 - (3) Rosemary Holland, Nursing, December 1, 1976
 - c. Leave of Absence Without Pay
 - (1) Gary Nelson, Biology, 1 day, January 3, 1977
 - (2) Raetta Kopaska, Duplicating Room Supervisor, 8 days, November 10-19, 1976
 - (3) Ruth Aurelius, Speech, 1 day, December 3, 1976
 - (4) Candace K. Davis, 1½ days, December 29-30, 1976
 - (5) Carol J. Knopp, Business Occupations, CIVEC, 1 day, November 17, 1976
 - (6) James Waters, Welding, CIVEC, 3½ days, November 18-24, 1976
 - (7) Edward Scruggs, Respiratory Therapy, 1 day, November 15, 1976
 - d. Consideration of bids for purchase of student constructed house located at 906 SE Wanda Drive, Ankeny.
 - e. Appointment of Dale Hendricks, Superintendent, Roland-Story Community School District, as Area XI representative on the Board of Directors of Mid-Iowa Educational Computer Center.

6. NEW BUSINESS (continued)

- f. Consideration of schedule for regular and special board meetings.
- g. Consideration of the following NEBIT proposals:
 - (1) Butler Manufacturing Company, Story City, Iowa, in the amount of \$7,503.65 for 66 hours of instruction for 75 new employees.
 - (2) New Hope Village, Carroll, Iowa, in the amount of \$13,768.56 for 312 hours of job related instruction in intermediate health care.
- h. Approval of two new short term certificate programs as follows:
 - (1) Accounting Clerk - 48 weeks, half time.
 - (2) Basic Bookkeeping - Record Keeper - 36 weeks, part time.
- i. Salary adjustment.
- j. Policy concerning retention of benefits for CIVEC and A & O employees who have been reinstated.

7. OTHER

- a. Urban Center students.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT

PERSONNEL RESUME'

Name: Elizabeth Bryan
Age: 40
Position: Reading Lab instructor - Learning Center - Urban Center
Division: Adult Education
Recommended salary: \$7,391 annual - half time
Most recent salary: Not available
Salary in relation to staff w/similar qualifications: Based on faculty salary schedule
Education: B.A. + 84 graduate semester hours
Experience: 13 yrs. work; part-time teaching
Reason for recommending this person: Best combination of knowledge of theory & current teaching experience with adults
Beginning date of employment: November 15, 1976
Length of contract: 12 months
Reason for employment: Replacement for Bob Mann who was released to work on the Right to Read proposal

** ** *

Name: Bette Samuels
Age: 38
Position: Home Economics Coordinator - Ankeny
Division: Adult Education
Recommended salary: \$6,200 annual - half time
Most recent salary: Not available
Salary in relation to staff w/similar qualifications: Similar
Education: B.A. Home Economics; M.S. Consumer Management
Experience: 3 yrs. work
Reason for recommending this person: Best qualified
Beginning date of employment: November 17, 1976
Length of contract: 9 months
Reason for employment: New position - allocation of vocational education funds for FY77

** ** *

Name: Barbara Pothast
Age: 31
Position: Instructor/Coordinator - Food Service - Ankeny
Division: Career Education
Recommended salary: \$13,252 annual
Most recent salary: \$14,500 annual
Salary in relation to staff w/similar qualifications: Similar
Education: M.S. Institution Management
Experience: 4 year teaching; 3 yrs. 8 mos. work
Reason for recommending this person: Best qualified - meets ADA requirements
Beginning date of employment: December 2, 1976
Length of contract: 9 months
Reason for employment: Replacement for Ann Hintz who resigned for personal reasons

Name: Geraldine Diaz-Peterson
 Age: 29
 Position: Latino Program Specialist - Special Services - Ankeny
 Division: Student Life
 Recommended salary: \$13,580 annual
 Most recent salary: \$13.00/hr.
 Salary in relation to staff
 w/similar qualifications: Same
 Education: M.A. Spanish
 Experience: 4 yrs. teaching; 2 yrs. work
 Reason for recommending this
 person: Command of Spanish language and knowledge of Latino
 population
 Beginning date of employment: November 29, 1976
 Length of contract: 6 months
 Reason for employment: New position - federal project

** ** **

Name: Carol Thompson
 Age: 41
 Position: First Year Nursing - Ankeny
 Division: Career Education
 Recommended salary: \$13,000 annual
 Most recent salary: \$11,676 annual
 Salary in relation to staff
 w/similar qualifications: Comparable
 Education: R.N. + 6 semester hours
 Experience: part-time nurse aide; 3½ yrs. full-time work; 15 yrs.
 part-time work
 Reason for recommending this
 person: Previous experience as clinical instructor - good
 performance
 Beginning date of employment: December 1, 1976
 Length of contract: 12 months
 Reason for employment: Replacement for Barbara Allen who resigned for family
 reasons

SPECIAL BOARD MEETINGS

REPORTS ON COLLEGE OPERATIONS

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SPECIAL MEETING #2

DATE Monday, January 24, 1977, 5:30 p.m.

TOPIC: Instruction

- a. Overview of Divisional Structure of Instructional Area.
- b. Career Education Division
- c. Para-professional Programs
- d. Arts and Science Division
- e. Adult Education
- f. Special Instructional Considerations - Boone Campus and Urban Center

SPECIAL MEETING #3

DATE Monday, March 28, 1977, 5:30 p.m.

TOPIC: Student Services

- a. Overview of Structure of Student Services Area
- b. Admissions
- c. Counseling
- d. Registrar
- e. Financial Aid
- f. Veterans Affairs
- f. Career Exploration Center and Mobile Career Exploration Center
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December 1976

DES MOINES AREA COMMUNITY COLLEGE
REINSTATEMENT OF ACCRUED BENEFITS
FOR RE-EMPLOYED
CIVEC AND A & O EMPLOYEES

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Memorandum

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE December 10, 1976

TO Paul Lowery

Location

FROM Irv Steinberg

Location

RE: Bids on House

In accordance with advertised procedure, the following bids were received this date for the purchase of the Student Constructed house at 906 Wanda, Ankeny:

1. \$49,100 (As is without Carpeting) -- STEVE MOULTON
2. \$47,500 (Without Carpeting) -- DONALD DAVIS
3. \$51,000 (With Carpeting or \$1,500 allowance) -- GREGORY AND MARILY MILLER

The slightly higher bid (item 3 above) is subject to financing being arranged by Jan 1, 77, which, at this time is not assured. Other bids are without restrictions.

If the high non-restricted bid of \$49,100 is accepted, it would allow approximately \$3,400 as net profit, after payment of Realtor and legal fees.

cc: Eugene Snyders



LUNDSTROM REALTY

104 East 1st Street Ankeny, Iowa 50021 (515)-964-1114

PURCHASE AGREEMENT

Date 12-10 1976

To Des Moines Area Community College Area #1, Iowa

I/We hereby offer to purchase through Lundstrom Realty, agent, your property in Iowa, located at, or briefly described as follows:

and legally described as: LOT 12 WAYWIN ACRES Plat 1

and agree to pay you therefor the sum of \$ 47,500- 906 Wanda / without carpet as follows:
\$ 500-, with this offer, \$ _____, upon acceptance of this offer.
\$ _____, when formal contract hereinafter referred to, is signed.
\$ 47,000-, upon delivery of warranty deed,
and the balance by,

(a) Executing a formal contract for the purchase of said property, in which I/We agree to pay \$ _____ at the rate of \$ _____, or more, per month including interest, plus 1/12 of the annual taxes and insurance, until the entire purchase price, together with interest at the rate of _____ % per annum, payable monthly, is paid, or until the amount due is reduced to the amount of the mortgage, now on or hereafter to be placed on said property. Monthly payments are to begin _____, 19____.

(b) Buyer ^{assuming} _{securing} a mortgage on said property of \$ _____ with note interest at _____ % and payable _____

In the event of a new mortgage, this offer is contingent upon a commitment for a new mortgage and the same shall be obtained not later than _____

1. All regular taxes on the property due and payable in 19____ as well as all unpaid taxes for prior years are to be paid by the Seller, or see attached addendum for settlement of real estate taxes.

2. The taxes due and payable in 19____ are to be pro-rated to the date of possession based upon taxes paid in 19____. PROVIDED, HOWEVER, if such taxes are not based upon a full assessment of the improvements upon the property as of the date hereof the proration shall be based upon the assessed valuation as shown on the Assessor's records as of the date hereof and the millage rate in effect as of such date, or see attached addendum for settlement of real estate taxes.

3. All special assessments now certified as lien on the auditor's books, or spread on the Treasurer's books are to be paid by Seller. All subsequent taxes and special assessments to be paid by Buyer.

4. In the event a new mortgage is executed _____ agrees to pay all costs involved therein. Seller agrees to pay a loan placement fee if necessary, not to exceed _____ % of the amount of the mortgage obtained by the Buyer.

5. Possession to be given on or about _____, 19____, and adjustments of interest and rents to be made of like date, settlement to be made upon approval of title but not later than date of possession. Sellers agree to maintain existing insurance until closing. Buyer may purchase additional insurance.

6. The Seller is to furnish and continue the abstract of title within a reasonable time from date of acceptance, to date of delivery of deed or formal contract, showing good and merchantable title, free and clear of all taxes, assessments, liens and encumbrances, other than those specified, except building restrictions, easements, mineral reservations made by former owners. In case we find that the abstract does not show good and merchantable title, we agree to submit to you in writing our objections and to give you reasonable time to perfect a merchantable title.

7. It is understood that no representations made by the agent in the negotiation of this sale are being relied upon unless incorporated herein in writing. Any agreement written on the back hereof, and there signed by the parties, shall be a part of this contract.

8. Shades, curtain rods, shutters, venetian blinds, awnings, storm sash, screens, showers, automatic heating equipment, central air conditioning, water heater, water softener, television aerial, electric and other attached fixtures _____

are to be left with the house including carpeting in the following rooms _____, unless excepted on the back of this contract and there signed by the parties.

9. If the Seller fails to fulfill this agreement he will pay to the agent the regular commission in full, and the Buyer shall have the right to have all payments returned, or to proceed by any action or actions at law or in equity, and the Seller agrees to pay costs and attorney fees, and a receiver may be appointed.

10. If the Buyer fails to fulfill his agreement, the Seller may forfeit the same as provided in the existing Code of Iowa, and all payments made herein shall be forfeited and to the extent of the commission it shall first be paid to the agent in full discharge of Seller's obligation for commission to the agent, and the balance, if any, shall be paid to and become the property of the Seller, or the Seller may proceed by any action or actions at law or in equity and the Buyer agrees to pay costs and attorney fees, including the agent's commission and any other expenses incurred by the Seller as liquidated damages, and a receiver may be appointed for all payments made herein to the extent of the commission shall be first paid to the agent in full discharge of the Seller's obligation for the agent's commission, and the balance, if any, shall be paid to and become the property of the Seller.

11. In the performance of each part of this agreement, time shall be of the essence.

12. All funds deposited hereunder as part payment as herein above set forth shall be held by Lundstrom Realty in trust pending acceptance of this offer, examination of the abstract and delivery of deed or formal contract and buyer authorizes the Company financing his purchase to pay all funds to Lundstrom Realty as agents for the Seller, and Seller authorizes Lundstrom Realty to accept same.

13. It is agreed that at time of settlement, funds of the purchase price may be used to pay taxes and other liens to comply with the above requirements, same to be handled under supervision of Lundstrom Realty, agent, and subject to approval of Buyer's attorney on title questions involved, and needed to produce merchantable title.

14. When accepted this offer shall become a binding contract for the sale and purchase of the above described premises and the Seller shall pay said agent seven percent (7%) commission on improved property or 7½% commission on vacant lots and 10% commission on business enterprises and inventories, payable in Des Moines, Iowa. Minimum commission shall be \$500. If this offer is not accepted by the Seller on or before _____, 19____, it shall become null and void and the initial payment shall be repaid to the Buyer without liability on the part of Lundstrom Realty, to either party.

15. THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.

1801 NW Prairie Ave #8 964-5017 _____
Address Phone Purchaser

I hereby accept the above offer this _____ day of _____, 19____ and agree to pay Lundstrom Realty, the commission for the sale as above provided.

Owner
Address Phone Owner
Salesman GENE LEEDON Mortgage or Abstract _____
Listing Salesman or Co. _____ Buyers Attorney _____



BID

LUNDSTROM REALTY

104 East 1st Street Ankeny, Iowa 50021 (515)-964-1114

PURCHASE AGREEMENT

Date Dec 10 1976

To Owner of Record, Iowa

I/We hereby offer to purchase through Lundstrom Realty, agent, your property in Iowa, located at, or briefly described as follows: 906 WANDA Ankeny, Ia

and legally described as: LOT 12 Wagon Acres #1

and agree to pay you therefor the sum of \$ 49,100.00 as follows: w/o carpet

\$ 500.00, with this offer, \$ _____, upon acceptance of this offer.

\$ _____, when formal contract hereinafter referred to, is signed.

\$ 48,600.00, upon delivery of warranty deed,

and the balance by,

(a) Executing a formal contract for the purchase of said property, in which I/We agree to pay \$ _____ at the rate of \$ _____, or more, per month including interest, plus 1/12 of the annual taxes and insurance, until the entire purchase price, together with interest at the rate of _____ % per annum, payable monthly, is paid, or until the amount due is reduced to the amount of the mortgage, now on or hereafter to be placed on said property. Monthly payments are to begin _____, 19____.

(b) Buyer ^{assuming} _{securing} a mortgage on said property of \$ _____ with note interest at _____ % and payable _____.

In the event of a new mortgage, this offer is contingent upon a commitment for a new mortgage and the same shall be obtained not later than _____.

1. All regular taxes on the property due and payable in 19____ as well as all unpaid taxes for prior years are to be paid by the Seller, or see attached addendum for settlement of real estate taxes.

2. The taxes due and payable in 19____ are to be pro-rated to the date of possession based upon taxes paid in 19____. PROVIDED, HOWEVER, if such taxes are not based upon a full assessment of the improvements upon the property as of the date hereof the proration shall be based upon the assessed valuation as shown on the Assessor's records as of the date hereof and the millage rate in effect as of such date, or see attached addendum for settlement of real estate taxes.

3. All special assessments now certified as lien on the auditor's books, or spread on the Treasurer's books are to be paid by Seller. All subsequent taxes and special assessments to be paid by Buyer.

4. In the event a new mortgage is executed, Buyer agrees to pay all costs involved therein. Seller agrees to pay a loan placement fee if necessary, not to exceed _____ % of the amount of the mortgage obtained by the Buyer.

5. Possession to be given on or about Jan 7, 1976, and adjustments of interest and rents to be made of like date, settlement to be made upon approval of title but not later than date of possession. Sellers agree to maintain existing insurance until closing. Buyer may purchase additional insurance.

6. The Seller is to furnish and continue the abstract of title within a reasonable time from date of acceptance, to date of delivery of deed or formal contract, showing good and merchantable title, free and clear of all taxes, assessments, liens and encumbrances, other than those specified, except building restrictions, easements, mineral reservations made by former owners. In case we find that the abstract does not show good and merchantable title, we agree to submit to you in writing our objections and to give you reasonable time to perfect a merchantable title.

7. It is understood that no representations made by the agent in the negotiation of this sale are being relied upon unless incorporated herein in writing. Any agreement written on the back hereof, and there signed by the parties, shall be a part of this contract.

8. Shades, curtain rods, shutters, venetian blinds, awnings, storm sash, screens, showers, automatic heating equipment, central air conditioning, water heater, water softener, television aerial, electric and other attached fixtures carpeting

are to be left with the house including carpeting in the following rooms _____, unless excepted on the back of this contract and there signed by the parties.

9. If the Seller fails to fulfill this agreement he will pay to the agent the regular commission in full, and the Buyer shall have the right to have all payments returned, or to proceed by any action or actions at law or in equity, and the Seller agrees to pay costs and attorney fees, and a receiver may be appointed.

10. If the Buyer fails to fulfill his agreement, the Seller may forfeit the same as provided in the existing Code of Iowa, and all payments made herein shall be forfeited and to the extent of the commission it shall first be paid to the agent in full discharge of Seller's obligation for commission to the agent, and the balance, if any, shall be paid to and become the property of the Seller, or the Seller may proceed by any action or actions at law or in equity and the Buyer agrees to pay costs and attorney fees, including the agent's commission and any other expenses incurred by the Seller as liquidated damages, and a receiver may be appointed for all payments made herein to the extent of the commission shall be first paid to the agent in full discharge of the Seller's obligation for the agent's commission, and the balance, if any, shall be paid to and become the property of the Seller.

11. In the performance of each part of this agreement, time shall be of the essence.

12. All funds deposited hereunder as part payment as herein above set forth shall be held by Lundstrom Realty in trust pending acceptance of this offer, examination of the abstract and delivery of deed or formal contract and buyer authorizes the Company financing his purchase to pay all funds to Lundstrom Realty as agents for the Seller, and Seller authorizes Lundstrom Realty to accept same.

13. It is agreed that at time of settlement, funds of the purchase price may be used to pay taxes and other liens to comply with the above requirements, same to be handled under supervision of Lundstrom Realty, agent, and subject to approval of Buyer's attorney on title questions involved, and needed to produce merchantable title.

14. When accepted this offer shall become a binding contract for the sale and purchase of the above described premises and the Seller shall pay said agent seven percent (7%) commission on improved property or 7½% commission on vacant lots and 10% commission on business enterprises and inventories, payable in Des Moines, Iowa. Minimum commission shall be \$500. If this offer is not accepted by the Seller on or before _____, 19____, it shall become null and void and the initial payment shall be repaid to the Buyer without liability on the part of Lundstrom Realty, to either party.

15. THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.

_____ X Steve R. Mullton Purchaser

_____ X 3945 _____ Purchaser

I hereby accept the above offer this _____ day of _____, 19____ and agree to pay Lundstrom Realty, the commission for the sale as above provided.

_____ Owner

_____ Address _____ Phone _____ Owner

Salesman Chuck Utter Mortgage or Abstract _____

Listing Salesman or Co. _____ Buyers Attorney _____

Amendment to Offer

906 WANDA
Property Address

Dec 10
Date

Arkona IA
City State

1. Seller will pay real estate tax payment due March 77.
2. Seller will pay real estate tax payment due Sept 77.
- Seller will pay _____ months of the real estate tax payment due _____.
4. Buyer will pay 6 ^{weeks} months of the real estate tax payment due March 78 and all tax payments due thereafter.

If tax information for said period is not available settlement shall be based on last known actual taxes. However, if such taxes are not based upon a full assessment of the present property improvements the proration shall be based on an estimate of the taxes payable using the assessed value shown on the assessor's records at the time of settlement.

All special assessments now a lien or spread on the treasurer's books are to be paid by seller. All subsequent taxes and special assessments are to be paid by buyer.

The above amendment is entered into by the parties in order to clearly stipulate the tax settlement between them. This is necessitated by a change in the law which provides for the collection of real estate taxes on the basis of a fiscal year beginning July 1. If the parties to this agreement do not understand the above tax settlement, they are urged to seek legal advice. The parties also relieve any lending institution and Lundstrom Realty Co. which follows the above terms in the closing of this transaction of any responsibility in relation thereto.

SELLER

Steve R. Moulton
BUYER

SELLER

BUYER

Iowa Title Company

515/288-3335

Includes earnest
subject to financing
by 1-1-77
(somewhat
questionable

Memorandum

**Des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE Nov 29, 1976

TO Paul Lowery

Location

FROM Irv Steinberg

Location

RE: Dec 13,76 Board Agenda Items

1. Consideration of Bids for Purchase of Student Constructed House at 906 SE Wanda Drive, Ankeny.
2. Vote on electing Mr. Dale Hendricks, Supt Roland-Story Comm School Dist, to the Board of Directors of Mid-Iowa Educational Computer Center.



LUNDSTROM REALTY

104 East 1st Street Ankeny, Iowa 50021 (515)-964-1114

PURCHASE AGREEMENT

Date 12-10 1976

To Des Moines Area Community College, Ankeny, Iowa, Iowa

I/We hereby offer to purchase through Lundstrom Realty, agent, your property in Iowa, located at, or briefly described as follows: 906 Wanda Ankeny, Iowa

and legally described as: Lot 12 Waywin Acres # 1

and agree to pay you therefor the sum of \$ 51,000 *includes carpet* as follows:

\$ 500, with this offer, \$ _____, upon acceptance of this offer.

\$ _____, when formal contract hereinafter referred to, is signed.

\$ 4600, upon delivery of warranty deed,

and the balance by,

(a) Executing a formal contract for the purchase of said property, in which I/We agree to pay \$ _____ at the rate of \$ _____, or more, per month including interest, plus 1/12 of the annual taxes and insurance, until the entire purchase price, together with interest at the rate of _____ % per annum, payable monthly, is paid, or until the amount due is reduced to the amount of the mortgage, now on or hereafter to be placed on said property. Monthly payments are to begin _____, 19____.

(b) Buyer ^{as agent} ~~securing~~ a mortgage on said property of \$ 45,900 with note interest at 9 1/4% and payable 30 years

In the event of a new mortgage, this offer is contingent upon a commitment for a new mortgage and the same shall be obtained not later than January 1, 1977

1. All regular taxes on the property due and payable in 19____ as well as all unpaid taxes for prior years are to be paid by the Seller, or see attached addendum for settlement of real estate taxes.

2. The taxes due and payable in 19____ are to be pro-rated to the date of possession based upon taxes paid in 19____. PROVIDED, HOWEVER, if such taxes are not based upon a full assessment of the improvements upon the property as of the date hereof the proration shall be based upon the assessed valuation as shown on the Assessor's records as of the date hereof and the millage rate in effect as of such date, or see attached addendum for settlement of real estate taxes.

3. All special assessments now certified as lien on the auditor's books, or spread on the Treasurer's books are to be paid by Seller. All subsequent taxes and special assessments to be paid by Buyer.

4. In the event a new mortgage is executed, Buyer agrees to pay all costs involved therein. Seller agrees to pay a loan placement fee if necessary, not to exceed _____ % of the amount of the mortgage obtained by the Buyer.

5. Possession to be given on or about January 31, 1977, and adjustments of interest and rents to be made of like date, settlement to be made upon approval of title but not later than date of possession. Sellers agree to maintain existing insurance until closing. Buyer may purchase additional insurance.

6. The Seller is to furnish and continue the abstract of title within a reasonable time from date of acceptance, to date of delivery of deed or formal contract, showing good and merchantable title, free and clear of all taxes, assessments, liens and encumbrances, other than those specified, except building restrictions, easements, mineral reservations made by former owners. In case we find that the abstract does not show good and merchantable title, we agree to submit to you in writing our objections and to give you reasonable time to perfect a merchantable title.

7. It is understood that no representations made by the agent in the negotiation of this sale are being relied upon unless incorporated herein in writing. Any agreement written on the back hereof, and there signed by the parties, shall be a part of this contract.

8. Shades, curtain rods, shutters, venetian blinds, awnings, storm sash, screens, showers, automatic heating equipment, central air conditioning, water heater, water softener, television aerial, electric and other attached fixtures _____

are to be left with the house including carpeting in the following rooms _____, unless excepted on the back of this contract and there signed by the parties.

9. If the Seller fails to fulfill this agreement he will pay to the agent the regular commission in full, and the Buyer shall have the right to have all payments returned, or to proceed by any action or actions at law or in equity, and the Seller agrees to pay costs and attorney fees, and a receiver may be appointed.

10. If the Buyer fails to fulfill his agreement, the Seller may forfeit the same as provided in the existing Code of Iowa, and all payments made herein shall be forfeited and to the extent of the commission it shall first be paid to the agent in full discharge of Seller's obligation for commission to the agent, and the balance, if any, shall be paid to and become the property of the Seller, or the Seller may proceed by any action or actions at law or in equity and the Buyer agrees to pay costs and attorney fees, including the agent's commission and any other expenses incurred by the Seller as liquidated damages, and a receiver may be appointed for all payments made herein to the extent of the commission shall be first paid to the agent in full discharge of the Seller's obligation for the agent's commission, and the balance, if any, shall be paid to and become the property of the Seller.

11. In the performance of each part of this agreement, time shall be of the essence.

12. All funds deposited hereunder as part payment as herein above set forth shall be held by Lundstrom Realty in trust pending acceptance of this offer, examination of the abstract and delivery of deed or formal contract and buyer authorizes the Company financing his purchase to pay all funds to Lundstrom Realty as agents for the Seller, and Seller authorizes Lundstrom Realty to accept same.

13. It is agreed that at time of settlement, funds of the purchase price may be used to pay taxes and other liens to comply with the above requirements, same to be handled under supervision of Lundstrom Realty, agent, and subject to approval of Buyer's attorney on title questions involved, and needed to produce merchantable title.

14. When accepted this offer shall become a binding contract for the sale and purchase of the above described premises and the Seller shall pay said agent seven percent (7%) commission on improved property or 7 1/2% commission on vacant lots and 10% commission on business enterprises and inventories, payable in Des Moines, Iowa. Minimum commission shall be \$500. If this offer is not accepted by the Seller on or before December 13, 1976, it shall become null and void and the initial payment shall be repaid to the Buyer without liability on the part of Lundstrom Realty, to either party.

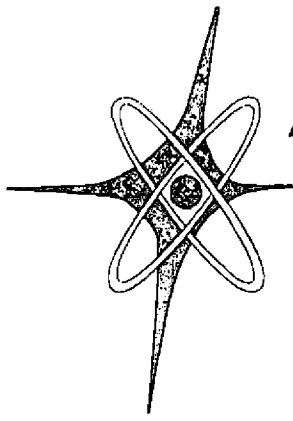
15. THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.

1713 NW Pine 964-5906.
Address Phone

Rogey J. Miller
Marilyn Miller
Purchaser Purchaser

I hereby accept the above offer this _____ day of _____, 19____ and agree to pay Lundstrom Realty, the commission for the sale as above provided.

Owner _____
Address Phone _____
Salesman Marge Matheny Mortgage or Abstract _____
Listing Salesman or Co. Lundstrom Buyers Attorney _____



MID-IOWA

Educational Computer Center

2124 GRAND AVENUE . DES MOINES, IOWA 50312 . PHONE (515) 288-1901

November 12, 1976

Mr. Irv Steinberg, Secretary
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50021

Dear Irv:

The term of office of Mr. James E. Billings, who represents the Area 11 Superintendents on the Mid-Iowa Educational Computer Center's board, expires in January 1977. We have been informed by Mr. Jim Billings, President of the Area 11 Superintendents Association, that the Association has nominated Mr. Dale Hendricks, Superintendent at Roland-Story Community School District, to be their representative on our board.

In accordance with the bylaws of the Center, it is the responsibility of your board to cast their vote for Mr. Hendricks and to inform us of that board action. We will appreciate it if you can get this item on the agenda of your next meeting in order that your board may take the necessary action.

Sincerely,

Donald E. Andrew
Director

DEA/pm

cc: Mr. Walter Hetzel

RECEIVED
NOV 15 1976
BUSINESS

"Computer services for Central Iowa schools"

Board of Directors

Dr. Richard Lampshire, Pres.
Des Moines, Iowa
Heartland A E A 11

Mr. James Billings
Huxley, Iowa
Area XI Local Supts.

Mr. Walter Hetzel
Ames, Iowa
DM Area Comm. College

Dr. Clifford H. Stokes, Sec.
Stuart, Iowa
Area XI Local Supts.

Dr. George G. Caudill, Vice Pres.
Des Moines, Iowa
DM Indep. Comm. Schools

Dec Bd Agenda item

copy went to PL 11-15-76

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11-15-76

CAMPUS GRAPHICS

I. History of Problem.

1. For several years we have recognized that we had a problem of communicating with people coming onto our campus who are not familiar with the layout. This communication problem was in terms of helping these people find parking, information, certain buildings, rooms or departments within buildings, etc.
2. In an effort to solve the problem, two years ago I placed \$25,000 in the general fund budget for each of two years. It was placed in the general fund budget because at that time it had appeared that we had spent all our schoolhouse budget. The planning and bid document preparation was paid for out of the physical plant general fund. We have now moved the cost of the project itself into the schoolhouse fund as new valuations prove that we do have money in the schoolhouse fund for this project.

II. Graphic Corporation Participation.

1. Studied the problem - how to adequately communicate with visitors, prospective students, first time students, short course groups, etc.
2. Committee selected for input.

Committee Members: Al Suby, Melody Powell, Don Bell, Quentin Preston, Ken Smith, Mary Lou Branstrator, Lynn Ross, Dorothy Gilliland, Don Kerr, and Ken Bussard.

Graphics Corporation interviewed these people plus students and visitors randomly selected on the campus.

3. Developed a graphic concept to solve the problem.
4. Concepts were developed into sign design, schedules were prepared and the bid documents completed.
5. (Tom Holtz,) Graphic Corporation, to explain their look at the problem and their solution.

III. Proceed with the Project.

1. Estimated cost \$77,000.
2. Request the board to set a date for a hearing and a bid receipt.