

Des Moines Area Community College

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Board of Directors Meeting Minutes

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11-8-1976

### **Board of Directors Meeting Minutes (November 8, 1976)**

DMACC

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

SPECIAL HEARING

NOVEMBER 8, 1976 The public hearing for the adoption of plans, specifications, and form of contract for signage was held in Room 3115, Bldg. #31, Ankeny campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, as had previously been scheduled and advertised. The hearing was called to order by the Board Vice President, Harold Welin, at 5:30 p.m.

ROLL CALL

Members present: Max Kreager  
Harold Welin  
Don Rowen  
Maurice Campbell  
Murray Goodman  
Walter Stover

Members absent: Walter Hetzel  
Harry Bloomquist  
Eldon Leonard

Others present: Paul Lowery, Superintendent  
Irv Steinberg, Board Secretary/Controller  
Jordan Ball, Admin. Asst. to Supt.  
Various other DMACC staff and students  
Jon Crose, Landscape Architect

HEARING  
PROCEEDINGS

This being the time and place fixed for a public hearing on the matter of the adoption of plans, specifications, and form of contract for signage, the Board Vice President called for any objections to the entering into of such contract, or to the adoption of the plans, specifications, and form of contract. No oral objections were offered and the Secretary reported that no written objections thereto had been filed.

Director Don Rowen introduced the following Resolution entitled "RESOLUTION APPROVING PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR SIGNAGE," and moved that the same be adopted. Director Max Kreager seconded the motion to adopt. The roll was called and the following directors voted:

AYES: Harold Welin  
Don Rowen  
Maurice Campbell  
Murray Goodman  
Max Kreager

NAYS: None

ABSTAIN: Walter Stover

WHEREUPON, the Vice President of the Board declared said Resolution duly adopted as follows:

RESOLUTION APPROVING PLANS, SPECIFICATIONS, AND FORM OF CONTRACT FOR SIGNAGE

WHEREAS, on the 11th day of October, 1976, plans, specifications, and form of contract were filed with the Secretary of the Board of Directors of the Des Moines Area Community College for the signage.

WHEREAS, notice of hearing on plans, specifications, and form of contract was published as required by law and action of this Board.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Des Moines Area Community College that said plans, specifications, and form of contract are hereby approved and adopted as the plans, specifications, and form of contract for signage.

PASSED AND APPROVED this 8th day of November, 1976.

Harold F. Welin  
VICE PRESIDENT of the Board of Directors of the aforesaid Community College

ATTEST:

Irvin Steinberg  
SECRETARY of the Board of Directors of the aforesaid Community College

ADJOURNMENT

It was moved by M. Campbell, seconded by D. Rowen, that the special meeting for the public hearing for the adoption of plans, specifications, and form of contract for signage be adjourned. Motion passed and the special meeting adjourned at 5:45 p.m.

Irvin Steinberg  
IRV STEINBERG, Secretary

Harold F. Welin  
HAROLD WELIN, Vice President

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

REGULAR MEETING

NOVEMBER 8, 1976 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on November 8, 1976, in Room 3115, Bldg. #31, Ankeny campus, immediately following the public hearing on plans, specifications, and form of contract for signage. All those who were present during the public hearing were again present for the regular board meeting.

APPROVAL OF MINUTES

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the regular and special board meetings held October 11, 1976, and the special board meeting held October 15, 1976 be approved as presented. Motion passed.

APPROVAL OF NEW PERSONNEL

It was moved by D. Rowen, seconded by M. Goodman, that employment be offered to the following personnel for the position and salary as indicated below:

<u>NAME</u>	<u>POSITION</u>	<u>ANNUAL SALARY</u>	<u>EFFECTIVE DATE</u>
Verle V. Smith	Auto Serv. Mech., CIVEC	\$15,971	11- 1-76
Kay Marten	Business Occup., CIVEC	14,782	11- 8-76
Edward J. Keninger	Bldg. Maint., CIVEC	13,000	11-15-76
Frank Severino	Coord., Career Supplemental	15,200	11- 8-76
Dorothy Simms	Coord., Special Serv., Urban	13,580	11- 1-76

Motion passed.

RESIGNATIONS

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

Edward Scruggs, Respiratory Therapy, November 30, 1976  
Rus Slicker, Vice President, Planning & Management, November 30, 1976  
Anne Hintz, Hotel & Restaurant Management, November 30, 1976  
Vernon Cadwell, Bldg. Maintenance, CIVEC, September 30, 1976.

Motion passed. Regret and appreciation for the years of conscientious service were expressed for Rus Slicker.

LEAVE OF ABSENCE WITHOUT PAY

It was moved by M. Campbell, seconded by D. Rowen, that the following leaves of absence without pay be approved:

Willie Martin, Evaluator, CEC, 11½ days, October 14-29, 1976  
Mary Ann Harpel, Business Occupations, CIVEC, 2 days, Oct. 21-22, 1976  
Charles Pardekooper, Copy Reproduction, CIVEC, 5 days, Oct. 18-22, 1976  
Maralee Frazee, Financial Aids, 4 days, September 1976  
Ed Scruggs, Respiratory Therapy, ½ day, October 4, 1976  
A. Jane Roberts, Pre-Teacher Associate, 4 days, February 22-25, 1977  
Wayne Mitchell, Business Occupations, CIVEC, 5 days, October 18-22, 1976.

Motion passed.

RESOLUTION TO  
SELL HOUSE

Director Max Kreager introduced the following Resolution entitled "RESOLUTION APPROVING SALE OF HOUSE" and moved that same be adopted. Director Maurice Campbell seconded the motion to adopt. A vote was taken. Motion carried. Whereupon, the Vice President of the Board declared said Resolution duly adopted as follows:

## RESOLUTION APPROVING SALE OF HOUSE


RESOLVED, that the following described real estate situated in the City of Carroll, Carroll County, State of Iowa, to-wit,

221 Kevin Street (Lot 1, Block 15, Applewood Knolls)


heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the building trades class under the direction of said Des Moines Area Community College, with a view toward resale upon completion of said construction project, at which time said real estate became surplus and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE, be and it is hereby resolved that said real estate shall be sold to Virgil A. Boell and Ida M. Boell, who submitted the high bid in response to said bidding, for the consideration of \$41,500.00 (the same representing said high bid). It is the opinion of the said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.

NOW THEREFORE, the Vice President and Secretary of this community college are hereby authorized, directed, and empowered to execute and deliver a warranty deed conveying said premises to the said Virgil A. Boell and Ida M. Boell upon receipt of said consideration. The Board Secretary is further authorized to return bid security checks to the unsuccessful bidders.

  
HAROLD WELIN, Vice President of the  
Board of Directors

ATTEST:

  
IRV STEINBERG, Secretary to the  
Board of Directors

**RE-OFFER OF  
STUDENT BUILT  
HOUSE FOR  
SALE**

It was moved by M. Kreager, seconded by D. Rowen, that the student constructed house, located at 906 SE Wanda Drive, Ankeny, Iowa, heretofore authorized by resolving during regular board meeting on September 13, 1976 to be sold to the highest bidder, be again offered for sale on the same basis, with sealed bids to be received on December 10, 1976, no later than 2:00 p.m., at which time they will be opened publicly and read aloud in the office of Lundstrom Realty, located at 104 E. First St., Ankeny, Iowa. The Secretary of the Board of Directors is further directed to give notice of said bid letting as required by law. Motion passed.

**AWARD OF  
CONTRACT FOR  
LANDSCAPE  
PLANNING &  
DESIGN**

A presentation was made by Jon F. Crose, representing the firm of Crose-Gardner Associates, Landscape Architects/Planners, concerning the proposed contract with his firm for landscape planning and design.

A motion was made by Don Rowen, seconded by M. Campbell, that approval be given to the proposed contract with Crose-Gardner Associated for landscape planning and design services for the Ankeny campus involving Phases I, II, and III, as noted in the contract, for a fee not to exceed \$15,600 for all three phases, and that the Board President and Secretary be authorized to sign said contract. Motion passed.

**APPROVAL TO  
UPDATE BOARD  
POLICIES**

It was moved by D. Rowen, seconded by M. Goodman, that in order to comply with Title IX and other changes that existing board policies be changed in accordance with changes so noted on the listing, a copy of which is attached hereto and made a part of these minutes. Motion passed.

**APPROVAL OF  
ICASB BUDGET  
AND DUES  
SCHEDULE FOR  
FY78**

It was moved by M. Kreager, seconded by M. Goodman, that the proposed budget for the Iowa Council of Area School Boards for FY78, with total expenses of \$172,500 and income of \$181,835, and the dues schedule, with dues for DMACC shown as \$11,690, be approved as presented. Motion passed.

**AWARD OF  
CONTRACT FOR  
SIGNAGE**

Board Secretary, Irv Steinberg, reported that bids had been received for Signage in accordance with approved plans and specifications and in manner in which had been advertised as directed by the Board at its regular meeting on October 11, 1976. The bids so received were further noted on a bid tabulation sheet, copies of which were distributed to the Board, and a copy of which is attached hereto and made a part of these minutes.

It was moved by M. Kreager, seconded by M. Campbell, that the contract for signage be awarded to the low bidder, Doors, Inc., with total base bid of \$89,890.35, and that bid security checks be returned to bidders upon issuance of said contract. Motion passed.

COMMENTS FROM  
URBAN CENTER  
STUDENT GROUP

A statement was read to the Board by Ethelene McCarrell, representing a group of students at the Urban Center referred to as "Concerned Students," expressing that group's intention to actively pursue efforts for an improved facility for the Urban Center. The Board took the comments under advisement and further requested copies of the statement that had been read to them.

EXECUTIVE  
SESSION

It was moved by M. Campbell, 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 7:00 p.m.

RECONVENE OF  
REGULAR MEETING

The regular board meeting reconvened at 8:00 p.m. at the same location as previously held. All those present prior to the executive session were again present.

APPOINTMENT  
TO CULINARY  
ARTS ADVISORY  
COMMITTEE

It was moved by D. Rowen, seconded by M. Goodman, that David Hutchins, Chef, Holiday Inn Downtown, be appointed to the Culinary Arts Advisory Committee for a one year term as an additional member. Motion passed.

APPROVAL OF  
ANKENY CAMPUS  
STUDENT SENATE  
SERVICES BUDGET

It was moved by M. Kreager, seconded by W. Stover, that the proposed Ankeny Campus Student Senate Services budget, totalling \$75,750.70, for the 1976-77 school year be approved. Motion passed.

APPROVAL OF  
ADDITIONAL  
SECTION OF  
2-YEAR  
ACCOUNTING  
SPECIALIST  
PROGRAM

It was moved by D. Rowen, seconded by M. Kreager, that approval be given to adding an additional section of the 2-year Accounting Specialist program, and that such approval be further requested from the Department of Public Instruction, as required. Motion passed.

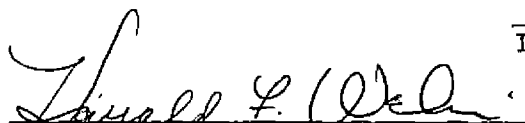
CLAIMS &  
ACCOUNTS

It was moved by D. Rowen, seconded by M. Campbell, that the claims and accounts as presented be approved for payment. Motion passed.

## ADJOURNMENT

It was moved by M. Goodman, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting adjourned at 8:15 p.m. The next regular board meeting was set for December 13, 1976, 5:30 p.m. at the Heartland Area Education Agency.

  
IRV STEINBERG, Secretary

  
HAROLD WELIN, Vice President

DES MOINES AREA COMMUNITY COLLEGE  
 CASH POSITION - FINANCIAL REPORT  
 October 31, 1976

	GENERAL & REVOLVING COMBINED FUNDS		BANKERS TRUST	
	Ankeny Ntl.	Ankeny State	Special Plant	Voted Tax & Sinking
<u>CASH IN BANK:</u>				
Balance Forward	\$ (755,670.32)	\$1,281.02	\$ 5,254.15	\$ 25,557.21
Plus Oct. Receipts	3,479,357.05		143,740.66	327,350.29
Less Oct. Disbmts.	3,468,778.90	2,504.58	146,796.76	
Less Journal Disbmts.	568.40 → <del>511.85</del>			200,000.00
Plus Journal Receipts				88.37
Plus Void Checks	741,061.98	1,223.56		
Cash Balance	<u>&lt; 4,598.59 &gt;</u>	<u>(<del>4,542.04</del>)</u>	<u>2,198.05</u>	<u>152,995.87</u>
<u>INVESTMENTS:</u>				
Savings Account (5%)	393,001.00			
6% C.D. Due 12-31-76				540,000.00
5½% C.D. Due 12-31-76				298,000.00
5½% C.D. Due 11-30-76	300,000.00			
Total Investments	\$ 693,001.00	\$	\$	\$ 838,000.00
TOTAL CASH & INVESTMENTS	\$ 688,458.96	\$ -0-	\$ 2,198.05	\$ 990,995.87

NOTES:

1. Plant Fund owes General Fund - \$610,000.00
2. Deficit shown in Ankeny National checking account off-set by outstanding checks



DES MOINES AREA COMMUNITY COLLEGE  
BUDGET BALANCE REPORT  
AS OF Oct. 31, 1976

GENERAL FUND EXPENDITURES:	Published	Working Budget	Current	Amount	Amount	Current Working
Function	Budget	Approved 6-1-76	Working Budget	Encumbered	Expended or Received	Budget Balance
State Loan Payback	\$	\$ 787,305	\$ 699,883	699,883	\$	\$ - 0 -
General Ed.	1,464,796	1,596,463	1,598,583	724,743	393,561	480,279
Career Ed	3,792,884	4,468,504	4,500,652	1,943,154	1,273,129	1,284,369
Adult Ed	1,543,100	1,650,329	1,570,064	442,490	428,250	699,324
Administration	1,815,405	1,179,925	1,199,127	410,429	423,430	365,268
Student Life	1,313,697	1,270,600	1,243,268	640,555	403,789	198,924
Learning Resources	424,480	475,858	483,805	140,380	141,834	201,591
Physical Plant	1,161,383	1,173,053	1,133,132	224,945	361,386	546,801
Organized Research	77,627					
Function Four	1,589,218					
Totals	<u>\$13,182,590</u>	<u>\$12,602,037</u>	<u>\$12,428,514</u>	<u>\$5,226,579</u>	<u>\$3,425,379</u>	<u>\$3,776,556</u>

GENERAL FUND RECEIPTS:

Student Fees	120,000	135,000	135,000		39,980	95,020
Tuition	2,175,000	2,343,000	2,343,000		640,802	1,702,198
General State Aid	4,553,243	4,553,243	4,553,243		2,276,621	2,276,622
Vocational State Aid	1,202,131	894,000	894,000		315,881	578,119
Other State Aid	265,000	225,000	269,570		44,561	225,009
Federal Aid	2,724,876	1,696,232	1,606,832		404,300	1,202,532
Sales & Service	15,000	10,000	10,000		557	9,443
Property Tax-Operations	1,295,035	1,295,035	1,295,035		437,653	1,557,265
Property Tax-Debt Service	787,305	787,305	699,883			
Property Tax-Tort	11,431	11,431	11,431		2,139	9,292
Other Income	45,000	97,000	97,000		20,354	76,646
Unrestricted Fund Bal.		554,791	846,413		846,413	-0-
Totals	<u>\$13,194,021</u>	<u>\$12,602,037</u>	<u>\$ 12,761,407</u>		<u>\$5,029,261</u>	<u>\$7,732,146</u>

PLANT FUND EXPENSE	\$ 2,409,831	\$ 2,409,831	\$ 2,409,831		\$ 352,276	\$2,057,555
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PLANT FUND RECEIPTS	\$ 2,409,831	\$ 2,408,831	\$ 2,409,831		\$ 351,553	\$2,058,278
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HARVEY FLESHNER-BROKER  
PHONE: 792-1513

FLESHNER FAMILY REALTY  
"Member Carroll Multiple Listing"  
403 WEST THIRD STREET  
CARROLL, IOWA 51401

11.5.76

PAT BECK-SALES  
HOME PHONE: 792-1134



Mr Irv Steinberg  
Secretary,  
Des Moines Area Comm. College  
2006 S.W. Ankeny Blve.  
Ankeny, Iowa 50021

Dear Mr Steinberg,

Find enclosed purchase agreement dated Oct 23,1976. It is for \$ 41,500 and a cash offer. No stipulations such as " subject to loan" or sale of another house or anything that would make it an option offer. ~~DELETED~~ Their name is Virgil A. Boell and Ida M. Boell, husband and wife.

I would strongly recommend that the board accept this offer. None of the other members of our Multiple listings have any offers. As I have told you before, your home is situated among a flock of " Kingsbury" homes being erected by Bierl Constn co Carroll. This tends to drag down the selling price of yours a little. However, the decision is yours.

As for the garbage disposal and window that I was telling you about. Drees Plumbing corrected the inoperable condition of the disposal. I don't anticipate any charge for it. The broken bedroom window will be fixed Saturday Nov 6. There will be a bill sent to you for that.

Please consider this purchase agreement and if acceptable, kindly sign on the line in left hand lower corner and date it. Please make a copy of it and return the original to me. After your meeting Monday night please phone me concerning your decision. I will need your abstract and I will go ahead with the necessary arrangements of closing and send you an itemized closing statement with the proceeds check. I am hoping for all concerned there will not be much delay.

*Sincerely, Harvey Fleshner*

# BOARD MEETING

NOV 8, 1976

## GUESTS

<u>NAME</u>	<u>Position / Representing</u>
Timothy Pelliland	News Committee, DMACC
* Adam Skupnikowicz	Lake Duck / DMACC
JOSEPH BORGEN	Vice Pres, INSTRUCTIONS / DMACC
Tom Clarkson	Director of College Relations / DMACC
Don Reed	PERSONNEL DIRECTOR / DMACC
Don Zuck	Dir Phy Rlt / DMACC
Jon Croze	CROZE-GARDNETZ ASSOC.
Ethelene McCarroll	Urban Center
Michael J. Hansman	Urban Center
Roger Bidwell	Student Body Pres / DMACC
Spethard	Urban Center / DMACC
Jane Roberts	President / Faculty Association
W Anderson	Counselor
Roslea Johnson	Human Services Prog.
* Adam Skupnikowicz II	Lake Duck / DMACC
Don Ford	DMACC
F.E. Butch Byler	DMACC - Criminal Justice
Elaine Jordan	DMACC student newspaper editor
Leonard Bengtson	DMACC
Detimier Lobowski	
Queenie LaRue	Hooker / COYOTE
MESIE HEFFERSLINGER	FARMERS DAUGHTER
Nazila Nurdinger	Supine / B's Bawdy House

SUPPLEMENTAL RESUME'

Name: Kay Marten  
 Age: 39  
 Position: Business Occupations instructor  
 Division: Career Education - CIVEC  
 Recommended salary: \$14,782 annual  
 Most recent salary: \$14,782 annual  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: 57 hrs. college work  
 Experience: 6 year teaching; 4 years work  
 Reason for recommending this person: Meets criteria for employment and retrenched from earlier layoff  
 Beginning date of employment: November 8, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Warren Pitcher who resigned to take employment in private business

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Name: Edward J. Keninger  
 Age: 25  
 Position: Building Maintenance instructor  
 Division: Career Education - CIVEC  
 Recommended salary: \$13,000 annual  
 Most recent salary: \$9,300 annual  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: Stationery Engineer degree from Northwestern Iowa Vocational School  
 Experience: 5 years work  
 Reason for recommending this person: Best qualified  
 Beginning date of employment: November 15, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Vernon Cadwell who left to take other employment

\*\* \*\* \*

Name: Frank Severino  
 Age: 35  
 Position: Coordinator - Industrial/Management - Career Suppl.  
 Division: Adult Education  
 Recommended salary: \$15,200 annual  
 Most recent salary: \$18,000 annual  
 Salary in relation to staff w/similar qualifications: Similar  
 Education: B.S. degree in Social Science  
 Experience: 9 years work  
 Reason for recommending this person: Best qualified; good practical work experience that will relate to this position  
 Beginning date of employment: November 8, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Jim Wertz who took employment with ABC Apprenticeship

Name: Dorothy Simms  
Age: 58  
Position: Coordinator, Special Services - Urban Center  
Division: Student Life  
Recommended salary: \$13,580 annual  
Most recent salary: \$17,871 annual  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: Master's Degree  
Experience: 2 years teaching; 8 yrs. work w/DMACC  
Reason for recommending this  
person: Experience and capabilities  
Beginning date of employment: November 1, 1976  
Length of contract: 7 months  
Reason for employment: Temporary position - funding from Special  
Services Grant, Consortium of Higher Education

STUDENT SENATE SERVICES BUDGET

Ankeny Campus  
1976-1977

INCOME

Full Time Activity Fees	\$64,387.50
Part Time Activity Fees	<u>11,363.20</u>
TOTAL	\$75,750.70

ACCOUNT

ALLOCATION

Clubs	\$ 4,600.00
Intramurals & Athletics	6,000.00
Concerts	9,000.00
Dances	3,000.00
Ticket Sales	7,500.00
Newspaper	8,500.00
Urban Campus	3,000.00
Student Projects	1,000.00
Day Care Center	2,900.00
Educational Programs	10,000.00
Student Center	2,500.00
Lobbying Committee	2,000.00
Publication & Poster Machine	2,500.00
Student Government Funds	8,600.00
Contingency	<u>4,650.70</u>
TOTAL	\$75,750.70

Any carry-over funds from the budget will be devoted to an interest-bearing account and directed to future Student Senate Services needs.

EXPLANATION OF ACCOUNTS

CLUBS: Each club approved by the Student Senate is provided an annual grant from student activity fees of \$125.00. For the 1976-77 fiscal year, 30 clubs are eligible to receive this \$125.00 grant. Additional funds are available for club projects from the Student Projects account if proper application procedures are followed. A statement of expenditures will have to be submitted to the monetary affairs committee at the beginning of each quarter. Failure to do so will be taken into consideration on allocation of grants in the future. Also included within this fund is an allocation of \$2,000 for national contest winners. This money will be used by VICA, OEA, DECA and other national affiliated clubs to help pay expenses of Ankeny Campus club members attending national skill contests.

INTRAMURALS & ATHLETICS: This money will be used to fund a number of expenses. Purchasing equipment needed for intramural sports and campus recreation, rental of facilities such as gymnasiums, paying referee salaries, improving existing on-campus recreation facilities such as outdoor basketball courts and softball diamonds, and developing possible new on-campus recreation facilities such as outdoor basketball courts and softball diamonds, and developing possible new on-campus recreation facilities. Also, funds to begin athletic clubs (i.e. golf, soccer, wrestling etc.) and cover expenses related to the club, as travel expenses, registration costs, etc. Reimbursement for travel for students to participate in Boone Campus interscholastic sports will be covered by this account.

CONCERTS: This money will be used to hire talent, rent facilities when needed, pay for security-police when needed, rent sound systems when needed, pay for promotional expenses such as posters, radio and television advertisements, pay for services needed in regard to equipment, purchase food and/or drink when needed and other expenses.

DANCES: This money will be used to hire talent, rent facilities, pay for security, rent sound systems when needed, pay for promotional expenses, facility rental if and when needed and other costs. The funds are used to pay for services needed, to purchase food and drink when needed and other items.

TICKET SALES: This money will be used as a subsidy for discounted tickets sold out of the Student Activities office to students. According to our present policy, sports events and activities entitle students to a 50% discount, \$4500 will be used, while tickets to musical events and movie-theatre passes entitle students to a 25% discount. \$3000 will be used toward movies.

NEWSPAPER: These funds will be used to fund the operation of the student newspaper. Expenses include printing, typesetting, salaries, supplies and equipment. The requirements for this grant will include having a reporter at every Senate meeting. Money will be allocated quarterly. Also, ad costs for Senate will be 1/2 price.

URBAN CAMPUS: These funds are provided for student activities to be planned and scheduled through the Activities Committee at the Urban Campus, including but not limited to lectures, concerts, dances, films, video, ticket sales (for tickets sold only at the Urban Campus) and other Urban Campus programs. The Urban Campus Activities Committee could apply to and receive funds (if justified and approved) from clubs, student projects and travel accounts. Any Urban Campus students participating in institutional athletics or intramurals would have the expense of the program absorbed by the intramural and athletic account.

When sharing the expense of programs sponsored by both the Ankeny and Urban campuses when contracting for the same program, the Urban Campus account would be responsible to pay for the additional expense beyond what the regular cost of one program would be.

STUDENT PROJECTS: The funds available in this account will be used for miscellaneous projects decided upon by students. Examples of these projects could be ice cream socials, community projects, barbeques or others.

DAY CARE CENTER: This fund will serve as a grant to the Day Care Center to be used for educational equipment, food, furniture and other items. This grant will enable students who have paid activity fees to receive a discount on the fees charged by the Day Care Center. A quarterly financial report will be required, including the total number of children served and the total number of student's children served. At least 60% of the children served by the Day Care Center must be children of currently enrolled students to remain eligible to receive the quarterly funding. \$200 for '76 summer and \$200 for '77 summer.

EDUCATIONAL PROGRAMS: This account will have three divisions: (1) Lectures \$7,000.00 will be used to hire lecturers to bring on campus to speak on various issues. The funds will also be used for promotional costs; (2) Video \$2000.00 will be used to rent video tape television educational and entertainment programs. These will be obtained on a weekly basis and serve as student center programming; (3) Class education \$1,000.00 will be used by faculty to request money for a program of educational value. To receive funds, the program must serve an educational purpose consistent with a departmental area. The allocation of funds will be determined by the Monetary Affairs Chairman.

STUDENT CENTER: This money will be used to purchase furniture and equipment for the present student lounge in 3106, the present student lounge in building 2, the student lounge in building 25 and the future student union to be built within a 4-year period. The funds can also be used towards improving or developing on campus recreation facilities, purchasing needed equipment, such as new pool tables and other equipment, and as an account for future projects. Also for the upkeep and maintenance for Senate office.

LOBBYING COMMITTEE: To be used for publicity, phone, travel and related expenses.

PUBLICATIONS: \$1,500.00 of this fund will be used for a poster making machine for student use. \$1,000.00 of this fund will go for expense of publications for student government activities.

STUDENT GOVERNMENT FUNDS: This account will have three divisions: (1) Travel - \$2,500.00 will be used by students to attend conferences pertaining to student government and student activities. This money will pay registration costs, travel expenses, lodging, etc; (2) Meeting and Management - \$2,000.00 for the Student Senate dinner meetings and special awards; (3) Government Salaries - \$4,100.00 used for salary expense, including comptroller and secretary.

CONTINGENCY: These funds will be used for emergency use or to cover expenses for projects which arise that are additional expenses and not budgeted for in standard accounts.

Expenditures of all Senate funds will be monitored by the Student Affairs Committee.



OCTOBER 13, 1976

\$ 9600

MR. DON ZUCK, DIRECTOR  
PHYSICAL PLANT  
DES MOINES AREA COMMUNITY COLLEGE  
2006 ANKENY BOULEVARD  
ANKENY, IOWA

RE: PROPOSAL FOR  
LANDSCAPE PLANNING AND DESIGN SERVICES  
DES MOINES AREA COMMUNITY COLLEGE  
ANKENY CAMPUS

DEAR MR. ZUCK:

BASED ON OUR RECENT MEETINGS AND DISCUSSIONS, WE ARE PLEASED TO SUBMIT FOR YOUR CONSIDERATION THIS PROPOSAL FOR PERFORMING LANDSCAPE PLANNING AND DESIGN SERVICES FOR THE DES MOINES AREA COMMUNITY COLLEGE, ANKENY CAMPUS.

ARTICLE 1. SCOPE OF SERVICES

1.1 PHASE ONE: UPDATE LONG-RANGE LAND USE PLAN

- A. ASSEMBLE AND REVIEW EXISTING LAND USE INFORMATION TO EVALUATE CURRENT PLANNING STATUS, LAND ALLOCATIONS AND LAND USE. DETERMINE, AS POSSIBLE, FUTURE DEVELOPMENT PLANS OF SURROUNDING LAND OWNERS AS THEY MAY AFFECT THE COLLEGE. I.E. JOHN DEERE, I.S.U. EXPERIMENTAL FARM.
- B. ASSEMBLE AND EVALUATE NATURAL AND MAN-MADE CONSIDERATIONS AND DEVELOPMENTS AS THEY RELATE TO FUTURE LAND USE PLANNING AND DEVELOPMENT OF THE COLLEGE. CONSIDERATIONS TO INCLUDE TOPOGRAPHY, SOILS, VIEWS, UTILITIES, CIRCULATION, GROWTH, ZONING, DOT RIGHT-OF-WAY, ETC.
- C. COORDINATE PLANNING EFFORTS WITH COLLEGE ADMINISTRATION, COUNTY AND CITY AGENCIES, ARCHITECTS AND ENGINEERS, TO PROVIDE CURRENT INPUTS TO LAND USE SITUATIONS. (I.E. HOUSING, RECREATION ACTIVITIES, LAKE, ETC.)
- D. PREPARE AN UP-DATED SCHEMATIC LONG-RANGE LAND USE AND MAJOR CIRCULATION SYSTEMS PLAN THAT REFINES AND REFLECTS CURRENT AND ANTICIPATED FUTURE NEEDS, OPPORTUNITIES AND GOALS.

1.2 PHASE TWO; MASTER LANDSCAPE PLAN

- A. BASED ON INFORMATION DEVELOPED IN PHASE ONE PREPARE A MASTER LANDSCAPE PLAN FOR THE CAMPUS. THIS PLAN WILL DEVELOP AND LOCATE MAJOR PLANT GROUPINGS AND TYPES AS TO OVERSTORY, UNDERSTORY, EVERGREEN.
- B. PREPARE A PLANT VOCABULARY THAT WILL SET OUT MAJOR PLANT VARIETIES WITH A SERIES OF RELATED ALTERNATIVES.
- C. THIS PLAN IS INTENDED TO SERVE AS A GUIDE TO THE FUTURE LANDSCAPE DEVELOPMENT OF THE CAMPUS AND NOT AS A DETAILED PLANTING DESIGN DOCUMENT.

1.3 PHASE THREE; CENTRAL CAMPUS LANDSCAPE DEVELOPMENT (SCHEMATICS AND DESIGN DEVELOPMENT PHASES)

- A. BASED ON INFORMATION AND PLANNING ASSEMBLED AND DEVELOPED IN PHASES ONE AND TWO AND DETAILED ARCHITECTURAL PLAN DEVELOPMENTS PREPARE SCHEMATIC AND DESIGN DEVELOPMENT DRAWINGS FOR THE CENTRAL CAMPUS SPACE.
- B. THESE DRAWINGS WILL CONSIDER PREVIOUS PLANNING CONCEPTS AND SPECIFICALLY ARTICULATE DETAILED WALK AND PAVING PATTERNS, LOCATIONS, MATERIALS AND DESIGNS, SITE FEATURES, SITE FURNITURE, LIGHTING AND PLANTINGS FOR THE CENTRAL CAMPUS AREA.
- C. PROVIDE PRELIMINARY COST ESTIMATES FOR THE CONSTRUCTION OF THE DESIGN SOLUTIONS PROPOSED.
- D. IT IS INTENDED THAT THESE DRAWINGS PROVIDE THE BASIS FOR THE CONTRACT DRAWING PHASE OF THE PROJECT.

1.4 PHASE FOUR; CENTRAL CAMPUS-CONTRACT DOCUMENTS AND CONSTRUCTION FOR PLANTING

- A. BASED ON THE DESIGN DEVELOPMENT DRAWINGS FROM PHASE THREE PREPARE WORKING DRAWINGS AND SPECIFICATIONS SETTING FORTH IN DETAIL THE REQUIREMENTS FOR PLANTING INCLUDING TREES, SHRUBS, GROUNDCOVER, SEEDING AND SODDING.
- B. DURING THE PLANTING PHASE OF THE PROJECT WE PROPOSE TO PROVIDE ON-SITE JOB OBSERVATION TO GENERALLY BECOME FAMILIAR WITH THE PROGRESS AND QUALITY OF THE WORK AND TO DETERMINE IN GENERAL IF THE WORK IS PROCEEDING IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

- C. IN ADDITION, WE PROPOSE TO REVIEW AND APPROVE SHOP DRAWINGS, SAMPLES AND OTHER SUBMISSIONS OF THE CONTRACTOR FOR THEIR CONFORMANCE WITH THE CONTRACT DOCUMENTS.
- D. WE ALSO PROPOSE TO CONDUCT ON-SITE JOB OBSERVATION TO DETERMINE THE DATES OF SUBSTANTIAL COMPLETION AND FINAL COMPLETION FOR THE PLANTING PORTION OF THE WORK.
- E. IT IS PROPOSED THAT THE DETAILED DRAWINGS AND SPECIFICATIONS FOR THE PLANTING BE INCORPORATED AS A PART OF THE ARCHITECTS CONTRACT DRAWINGS FOR THE BUILDING PROJECTS.

1.5 GENERAL

- A. WE PROPOSE TO COORDINATE ALL PHASES OF THE PLANNING AND DESIGN WITH THE APPROPRIATE COLLEGE STAFF AND ADMINISTRATIVE PERSONNEL AND THE ARCHITECTS TO ACHIEVE THE DESIRED AND REQUIRED DESIGN SOLUTIONS.
- B. WE PROPOSE THAT FINISHED DRAWINGS FOR ALL PHASES OF THE PLANNING BE IN A GRAPHIC FORM NECESSARY TO COMMUNICATE THE INTENTIONS OF THE PLANNING AND DESIGN.

ARTICLE 2. OWNERS RESPONSIBILITY

- 2.1 THE OWNER SHALL PROVIDE GENERAL BACKGROUND INFORMATION NEEDED FOR ANALYSIS AND GUIDELINES AS TO REQUIREMENTS FOR THE PROJECT.
- 2.2 FEES FOR SERVICES OF SPECIAL CONSULTANTS (ENGINEERING, HYDRAULIC, ARCHITECTURAL) IF REQUIRED BEYOND THE SCOPE OF SERVICES PROPOSED HEREIN, SHALL BE PAID FOR BY THE OWNER IF AUTHORIZED IN ADVANCE BY THEM, THIS FIRM SHALL DIRECT AND COORDINATE SAID CONSULTANTS SO AS TO MAINTAIN GENERAL PROJECT CONTINUITY AND CONTROL.
- 2.3 THIS PROPOSAL IS BASED ON USING EXISTING BASE, TOPOGRAPHIC AND UTILITY MAPS, MASTER PLANS, LAND OWNERSHIP RECORDS, BOUNDARY SURVEYS, ETC.
- 2.4 SHOULD ADDITIONAL INFORMATION CONCERNING PROPERTY LINES, EASEMENTS, TOPOGRAPHICAL CHARACTER OR ANY OTHER MAPPING FOR BASE MAP OR DEVELOPMENT PURPOSES BE REQUIRED OTHER THAN AS CITED ABOVE, THE OWNER SHALL FURNISH, OBTAIN, OR DIRECT THIS FIRM TO OBTAIN, AT THE OWNER'S EXPENSE, THIS ADDITIONAL SAID INFORMATION.
- 2.5 THE OWNER SHALL ARRANGE AND PAY FOR SUCH LEGAL, AUDITING OR APPRAISAL SERVICES AS MAY BE REQUIRED FOR THESE STUDIES IF AUTHORIZED IN ADVANCE BY THEM.

ARTICLE 3. TIME OF PERFORMANCE

- 3.1 WE PROPOSE TO COMPLETE THE WORK OUTLINED IN PHASES ONE AND TWO OF THE SCOPE OF SERVICES NOT LATER THAN MARCH 1, 1977.
- 3.2 IT IS OUR UNDERSTANDING THAT PHASES THREE AND FOUR AS OUTLINED IN THE SCOPE OF SERVICES SHOULD PROCEED ON A SCHEDULE COMPATIBLE WITH THE BUILDING CONSTRUCTION AND SITE DEVELOPMENT AND ANTICIPATED PROJECT COMPLETION DATE SO AS TO ALLOW AMPLE TIME FOR PREPARATION OF WORKING DRAWINGS AND CONTRACT NEGOTIATIONS AND COMPLETION OF THE PROJECT PRIOR TO THE ANTICIPATED SCHEDULE AND COMPLETION DATES.

ARTICLE 4. COSTS AND FEES

4.1 PHASES ONE AND TWO. WE PROPOSE TO PERFORM THE SERVICES AS OUTLINED IN SCOPE OF SERVICES ARTICLE 1.1 & 1.2 FOR A FEE FOR SERVICES NOT TO EXCEED \$9,600.00. FINAL DETERMINATION OF THIS FEE WILL BE BASED ON THE ACTUAL NUMBER OF HOURS EXPENDED ON BEHALF OF THE PROJECT AT THE FOLLOWING RATES:

- (1) FIRM PRINCIPALS (PARTNERS) \$30.00 PER HOUR
- (2) FIRM ASSOCIATES \$20.00 PER HOUR
- (3) LANDSCAPE ARCHITECTS \$16.00 PER HOUR
- (4) DRAFTSMEN \$12.00 PER HOUR

4.2 PHASE THREE. WE PROPOSE TO PERFORM THE SERVICES AS OUTLINED IN SCOPE OF SERVICES ARTICLE 1.3 FOR A FEE FOR SERVICES NOT TO EXCEED \$6,000.00. FINAL DETERMINATION OF THIS FEE WILL BE BASED ON THE ACTUAL NUMBER OF HOURS EXPENDED ON BEHALF OF THE PROJECT AT THE FOLLOWING RATES:

- (1) FIRM PRINCIPALS (PARTNERS) \$30.00 PER HOUR
- (2) FIRM ASSOCIATES \$20.00 PER HOUR
- (3) LANDSCAPE ARCHITECTS \$16.00 PER HOUR
- (4) DRAFTSMEN \$12.00 PER HOUR

4.3 PHASE FOUR. WE PROPOSE TO PERFORM THE SERVICES AS OUTLINED IN SCOPE OF SERVICES ARTICLE 1.4 ON AN HOURLY BASIS WITH THE TOTAL FEE FOR THIS PHASE TO BE NEGOTIATED AND AUTHORIZED BY THE OWNER AFTER COMPLETION OF PHASE THREE OUTLINED HEREIN AND PRIOR TO BEGINNING THIS PHASE FOUR. DETERMINATION OF THIS TOTAL TO BE BASED ON THE SCOPE AND COMPLEXITY OF THE PLANTING PROJECT TO BE UNDERTAKEN. THE HOURLY RATE SCHEDULE FOR THIS PHASE OF THE PROJECT WILL BE AS FOLLOWS:

- (1) FIRM PRINCIPALS (PARTNERS) \$30.00 PER HOUR
- (2) FIRM ASSOCIATES \$20.00 PER HOUR
- (3) LANDSCAPE ARCHITECTS \$16.00 PER HOUR
- (4) DRAFTSMEN \$12.00 PER HOUR

*Rt to Bid  
AMT TO BE  
DETERMINED*

4.4 EXPENSES DIRECTLY ACCESSIBLE TO THESE PROJECTS SHALL BE REIMBURSED AS FOLLOWS:

TRAVEL MILEAGE..\$ .15 PER MILE(MILEAGE FROM OFFICE TO CAMPUS NOT CHARGED)

PRINTING, LONG DISTANCE PHONE CALLS, LODGING & MEALS...AT COST.

ARTICLE 5. BASIS OF PAYMENT

- 5.1 PAYMENT FOR SERVICES, EXPENSES AND SPECIAL FEES OUTLINED TO BE MADE MONTHLY ON A PROPORTIONAL BASIS OF SERVICES PERFORMED, AS OUTLINED AND ITEMIZED ON STATEMENTS AS SUBMITTED BY THIS FIRM.
- 5.2 RECORDS OF THIS FIRMS DIRECT PERSONNEL COSTS PERTAINING TO THIS PROJECT SHALL BE KEPT ON A GENERALLY RECOGNIZED ACCOUNTING BASIS AND SHALL BE AVAILABLE TO THE OWNER AT MUTUALLY CONVENIENT TIMES.

ARTICLE 6. EXTRA WORK AND CONTINUATION OF SERVICES

- 6.1 IF, DURING THE PROGRESS OR UPON COMPLETION OF THE WORK OUTLINED IN THE SCOPE OF SERVICES IN THIS AGREEMENT THE OWNER FINDS IT NECESSARY OR DESIRABLE TO CAUSE THIS FIRM TO PERFORM ADDITIONAL SERVICES OTHER THAN THOSE OUTLINED IN THE SCOPE OF SERVICES, SUCH NEW ADDITIONAL FEES SHALL BE NEGOTIATED. THE HOURLY RATE SCHEDULE MAY BE USED OR A PROJECT FEE MAY BE NEGOTIATED.

ARTICLE 7. TERMINATION OF SERVICES

- 7.1 THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY UPON SEVEN (7) DAYS WRITTEN NOTICE SHOULD THE OTHER PARTY FAIL SUBSTANTIALLY TO PERFORM IN ACCORDANCE WITH ITS TERMS THROUGH NO FAULT OF THE OTHER. IN THE EVENT OF SUCH TERMINATION, THIS FIRM SHALL BE PAID FOR SERVICES AND EXPENSES TO DATE OF SUCH TERMINATION.

ARTICLE 8. INSURANCE

- 8.1 PROFESSIONAL LIABILITY INSURANCE: THIS FIRM HAS CURRENT PROFESSIONAL LIABILITY INSURANCE COVERAGE AND WILL FURNISH CERTIFICATE OF INSURANCE UPON REQUEST.
- 8.2 WORKMEN'S COMPENSATION: THIS FIRM SHALL TAKE OUT AND MAINTAIN WORKMEN'S COMPENSATION INSURANCE COVERING ALL EMPLOYEES WHO SHALL PERFORM ANY OF THE OBLIGATIONS OF THE WORK HEREUNDER, WHETHER OR NOT SUCH INSURANCE IS REQUIRED BY THE LAWS OF THE STATE GOVERNING THE EMPLOYMENT OF ANY SUCH EMPLOYEE.

IF ANY EMPLOYEE IS NOT SUBJECT TO THE WORKMEN'S COMPENSATION LAWS OF SUCH STATE, SUCH INSURANCE SHALL EXTEND TO SUCH EMPLOYEE VOLUNTARY COVERAGE TO THE SAME EXTENT AS THOUGH SUCH EMPLOYEE WERE SUBJECT TO SUCH LAWS. THE POLICY OF INSURANCE SHALL BE IN SUCH FORM AND ISSUED BY SUCH INSURER AS SHALL BE SATISFACTORY TO THE OWNER.

ARTICLE 9. SUCCESSORS AND ASSIGNMENTS

9.1 THE OWNER AND THIS FIRM EACH BINDS ITSELF, PARTNERS, SUCCESSORS, ASSIGNS AND LEGAL REPRESENTATIVES TO THE OTHER PARTY TO THIS AGREEMENT AND TO THE PARTNERS, SUCCESSORS, ASSIGNS, AND LEGAL REPRESENTATIVES OF SUCH OTHER PARTY IN RESPECT OF ALL COVENANTS OF THIS AGREEMENT.

9.2 NEITHER THE OWNER NOR THIS FIRM SHALL ASSIGN, SUBLET OR TRANSFER HIS INTEREST IN THIS AGREEMENT WITHOUT THE WRITTEN CONSENT OF THE OTHER.

ARTICLE 10. ARBITRATION

10.1 ARBITRATION OF ALL QUESTIONS IN DISPUTE UNDER THIS AGREEMENT SHALL BE AT THE CHOICE OF EITHER PARTY. THE AGREEMENT SHALL BE ENFORCEABLE UNDER THE PREVAILING ARBITRATION LAW AND JUDGMENT UPON THE AWARD RENDERED MAY BE ENTERED IN THE COURT OF THE COUNTY, STATE OR FEDERAL, HAVING JURISDICTION. THE DECISION OF THE ARBITRATORS SHALL BE A CONDITION PRECEDENT TO THE RIGHT OF ANY LEGAL ACTION.

ARTICLE 11. EQUAL OPPORTUNITY EMPLOYMENT

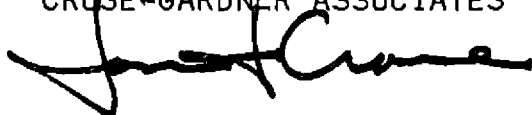
11.1 IT IS THE POLICY OF THIS FIRM TO PROVIDE EQUAL OPPORTUNITY IN EMPLOYMENT AND ADVANCEMENT OF ITS EMPLOYEES ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

ARTICLE 12. FORM OF AGREEMENT

12.1 TWO COPIES OF THIS PROPOSAL ARE SUBMITTED HEREWITH. THE RETURN OF ONE COPY SIGNED AND DATED IN THE SPACE PROVIDED WILL CONSTITUTE THE OWNERS ACCEPTANCE OF THE PROPOSAL AND PROVIDE AUTHORITY FOR PROCEEDING TO ACCOMPLISH THIS WORK.

VERY TRULY YOURS,

CROSE-GARDNER ASSOCIATES



JON F. CROSE, PARTNER  
LANDSCAPE ARCHITECT

ACCEPTED \_\_\_\_\_  
(DATE)

DES MOINES AREA COMMUNITY COLLEGE

BY \_\_\_\_\_

TITLE \_\_\_\_\_

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DES MOINES AREA COMMUNITY COLLEGE  
Regular Meeting  
Monday, November 8, 1976  
Bldg. #31 - Room 3115 - Ankeny Campus  
5:30 P.M.  
Agenda

1. CALL TO ORDER
2. PUBLIC HEARING ON PLANS AND SPECIFICATIONS FOR SIGNAGE
3. CONSIDERATION OF BIDS RECEIVED FOR SIGNAGE
4. APPROVAL OF MINUTES - October 11 regular meeting and October 15 special meeting
5. REPORTS
  - a. ICASB - Goodman & Kreager
  - b. Monthly Financial
  - c. Area Superintendents - Lowery
  - d. Public Works Act project
6. COMMUNICATIONS
7. UNFINISHED BUSINESS
8. NEW BUSINESS
  - a. New Personnel
    - (1) Verle V. Smith, Auto Service Mechanic instructor, CIVEC.
  - b. Resignations
    - (1) Ed Scruggs, Respiratory Therapy, November 30, 1976
    - (2) Rus Slicker, Vice President, Planning & Management, November 30, 1976
    - (3) Anne Hintz, Hotel & Restaurant Management, November 30, 1976
    - (4) Vernon Cadwell, Bldg. Maintenance, CIVEC, September 30, 1976
  - c. Leave of Absence Without Pay
    - (1) Willie Martin, Evaluator, CEC, 11½ days, October 14-29, 1976
    - (2) Mary Ann Harpel, Business Occupations, CIVEC, 2 days, October 21-22, 1976
    - (3) Charles Pardekooper, Copy Reproduction, CIVEC, 5 days, October 18-22, 1976
    - (4) Maralee Frazee, Financial Aids, 4 days, September 1976
    - (5) Ed Scruggs, Respiratory Therapy, ½ day, October 4, 1976
    - (6) A. Jane Roberts, Pre-Teacher Associate, 4 days, February 22-25, 1977
    - (7) Wayne Mitchell, Business Occupations, CIVEC, 5 days, October 18-22, 1976.
  - d. Consideration of contract with Crose-Gardner Associates for landscape planning and design.
  - e. Recommend appointment of David Hutchins, Chef, Holiday Inn Downtown, to Culinary Arts Advisory Committee for 1 year term. This is an addition.

## 8. NEW BUSINESS (continued)

- f. Consideration of bids for purchase of student built house located at 906 SE Wanda Drive, Ankeny.
- g. Consideration of bids for purchase of student built house located at 221 Kevin St., Carroll.
- h. Consideration of the updating of board policies to comply with Title IX and other changes.\*
- i. Recommend approval of 1976-77 student activities budget - Ankeny campus.
- j. Approval of additional section of the 2-year Accounting Specialist program.

## 9. OTHER

- a. Report of status of negotiations.
- b. Proposed 1977-78 budget for ICASB.

## 10. PRESENTATION OF CLAIMS AND ACCOUNTS

## 11. ADJOURNMENT

\*Please bring policy notebooks for updating



SUPPLEMENTAL AGENDA  
Regular Board Meeting  
November 8, 1976

6. COMMUNICATIONS

- a. Letter from Rev. R. C. Pfaltzgraff re: Urban Center

8. NEW BUSINESS

a. New Personnel

- (2) Kay Marten, Business Occupations instructor, CIVEC
- (3) Edward J. Keninger, Bldg. Maint. instructor, CIVEC
- (4) Frank Severino, Coordinator, Career Supplemental, Ankeny
- (5) Dorothy Simms, Coordinator, Special Services, Urban Center

PERSONNEL RESUME'

Name:	Verle V. Smith
Age:	48
Position:	Auto Service Mechanic instructor
Division:	Career Education - CIVEC
Recommended salary:	\$15,971 annual
Mos. recent salary:	\$13,594 annual
Salary in relation to staff w/similar qualifications:	Comparable
Education:	High School graduate
Experience:	23 years work experience
Reason for recommending this person:	Best qualified for position
Beginning date of employment:	November 1, 1976
Length of contract:	12 months
Reason for employment:	Replacement for Wm. Needham, Jr., who left to take other employment

## IOWA COUNCIL OF AREA SCHOOL BOARDS

1977 -78  
PROPOSED BUDGET

\*\*\*\*\*

BALANCE ON HAND- ICASB	\$ 21,335
BALANCE ON HAND- Tele-Network	- 0 -
BALANCE ON HAND- Legal Counsel & Consultant Fund	- 0 -

TOTAL BALANCE ON HAND (7-1-77)	\$ 21,335
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INCOME:

Membership	\$ 108,000
Meetings (reimbursed)	4,000
Tele-Network	45,000
Convention Registration	500
Interest Income	3,000
Other	- 0 -

TOTAL INCOME (including Balance on Hand)	\$ 181,835
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EXPENSES:

Salaries	\$ 64,500 ✓
FICA Taxes	3,000
Fed. & Unemployment Taxes	540
Parking	960
Meetings (reimbursed)	4,000
Meetings (workshops, convention, etc.)	3,000
Rent	7,700
Travel	5,280
Postage	2,530
Supplies	5,060
Telephone	4,750
Group Insurance	3,720
General Insurance	420
President's Expense	550
IASB Dues	2,340
Contingency for Special Project	1,500
Brochures & Promotion Materials	2,000
Equipment- Purchased	1,000
Equipment- Maintenance	2,000
Dues and Subscriptions	1,500
Tele-Network	45,000
Legal Counsel & Consultant Fund	- 0 -
Professional Fees	350
Miscellaneous	300
Depreciation Expense	1,000
ICASB Staff Retirement Plan	9,500

TOTAL EXPENSES	\$ 172,500
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BALANCE ON HAND (ending FY '77-78)	9,335
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PROPOSED DUES SCHEDULE  
FOR  
1977- 78

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<u>AREA</u>	<u>BASE</u>	<u>.00075+ FYE '76 EXPENDED BUDGET</u>	=	<u>1977- 78 TOTAL PROPOSED DUES</u>	<u>% INCREASE</u>
I	\$ 3,600	\$ 2,500	=	\$ 6,100	25
II	3,600	3,400	=	7,000	24
III	3,600	2,985	=	6,585	34
IV	3,600	1,330	=	4,930	17
V	3,600	3,785	=	7,385	27
VI	3,600	3,115	=	6,715	26
VII	3,600	3,530	=	7,130	23
IX	3,600	4,135	=	7,735	36
X	3,600	7,650	=	11,250	35
XI	3,600	8,090	=	11,690	25
XII	3,600	2,540	=	6,140	25
XIII	3,600	3,680	=	7,280	25
XIV	3,600	1,265	=	4,865	21
XV	3,600	3,545	=	7,145	27
XVI	<u>3,600</u>	<u>2,450</u>	=	<u>6,050</u>	23
TOTAL	\$ 54,000	\$ 54,000	=	\$ 108,000	

