Board of Directors Meeting Minutes

8-9-1976

Board of Directors Meeting Minutes (August 9, 1976)

DMACC

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MINUTES OF EXECUTIVE SESSION AT THE REGULAR BOARD MEETING
OF AUGUST 9, 1976

ROLL CALL: Members present: Max Kreager
Maurice Campbell
Murray Goodman
Don Rowen
Eldon Leonard
Walter Hetzel
Harold Welin
Harry Bloomquist
Cecil Galvin

Members absent: None

Others present: Paul Lowery, Superintendent
Joe Borgen, Vice President, Instruction
Kathleen Reimer, Attorney
Pauline Skarda, Acting Secretary

The purpose of the executive session was to discuss personnel matters relating to CIVEC staff.

ADJOURNMENT: It was moved by Don Rowen, seconded by Harold Welin, that the executive session be adjourned. Motion passed and the session was adjourned at 7:20 p.m.

PAULINE SKARDA, Acting Secretary

MAX KREAGER, President
The public hearing for the adoption of plans, specifications, and form of contract for the construction of Phase II-B, Part 7, Des Moines Area Community College, was held in Room 3115, Bldg. 31, Ankeny campus, 2006 S. Ankeny Boulevard, Ankeny, Iowa, as had previously been scheduled and advertised. The hearing was called to order by the Board President, Max Kreager, at 5:30 p.m.

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

Members absent: Cecil Galvin

Others present: Paul Lowery, Superintendent
Pauline Skarda, Acting Secretary
Don Zuck, Director, Plant Services
Jim Kimm, Veenstra & Kimm
Allen Munsterman, Veenstra & Kimm
Staff Members of DMACC and CIVEC

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 the construction of Phase II-B, Part 7, Des Moines Area Community College, Ankeny, Iowa, the Board 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 W. Hetzel introduced the following Resolution entitled "RESOLUTION APPROVING PLANS, SPECIFICATIONS, AND FORM OF CONTRACT OF PHASE II-B, PART 7," and moved that the same be adopted. Director M. Campbell seconded the motion to adopt. The roll was called and the following directors voted:

AYES: Max Kreager
Harry Bloomquist
Harold Welin
Eldon Leonard
Walter Hetzel
Don Rowen
Maurice Campbell
Murray Goodman

NAYS: None
Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION APPROVING PLANS, SPECIFICATIONS, AND FORM OF CONTRACT OF PHASE II-B, PART 7

WHEREAS, on the 12th day of July, 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 construction of Phase II-B, Part 7, at the Des Moines Area Community College, Ankeny, Iowa, and

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 the construction of Phase II-B, Part 7, at the Des Moines Area Community College.

PASSED AND APPROVED THIS 9th day of August, 1976.

Vince

President of the Board of Directors

of the aforesaid Community College

ATTEST:

[Signature]

Acting Secretary of the Board of Directors
of the aforesaid Community College

JOURNEMENT

It was moved by M. Goodman, seconded by D. Rowen, that the special meeting for the public hearing for the adoption of plans, specifications, and form of contract for the construction of Phase II-B, Part 7, be adjourned. Motion passed and the special meeting adjourned at 5:45 p.m.

[Signature]

PAULINE SKARDA, Acting Secretary

[Signature]

MAX KREAGER, President
The hearing, requested by the following CIVEC employees, based on previous board action to terminate their contracts, was called to order by Board President, Max Kreager, at 5:45 p.m.:

Rosemary R. Devine
Sharron Collier
Kay Marten
Cozetta S. Huhn
James Waters
Curtis Wilson
Margaret A. Hansen
Vernon A. Cadwell
James W. Quirk
Doreen L. Goolsby

Members present:
Max Kreager
Maurice Campbell
Murray Goodman
Eldon Leonard
Don Rowen
Walter Hetzel
Harold Welin
Harry Bloomquist
Cecil Galvin

Members absent: None

Others present:
Paul Lowery, Superintendent
James Sayre, Attorney
Kathleen Reimer, Attorney
Joe Borgen, Vice President, Instruction
Pauline Skarda, Acting Secretary
Dave Palmer, DMACC Instructor
Staff members of CIVEC and DMACC

Max Kreager, Board President, requested an indication from those desiring to be heard and whether they were represented by Mr. Sayre, or wanted to speak for themselves. Those who asked to be heard were as follows:

Cozetta S. Huhn - not represented by counsel because she does not belong to the Association. To this Mr. Sayre replied that his representation was not limited to those in the unit.
Warren Pitcher - represented by Sayre.
Sharron Collier - represented by Sayre.
Vernon Cadwell - represented by Sayre.
James W. Quirk - represented by Sayre.
Rosemary R. Devine - represented by Sayre.
Kay Marten - represented by Sayre.
James Waters - represented by Sayre.
Margaret A. Hansen - represented by Sayre.
Kenneth Collier - not represented by Sayre.
Mr. Sayre indicated he would be spokesman for the group; Kay Marten would be spokeswoman on one issue; and Dave Palmer would also be a part of the presentation.

Mr. Kreager then indicated that Supt. Lowery would present the position of the college, a copy of which is hereto attached and made a part of these minutes, with Dr. Borgen adding more detail.

In her presentation Kay Marten reported that the CIVESC staff were told the following: "Layoff was due to lack of funds to pay accumulated vacation in the event Ankeny should not get the bid for CIVESC services in the coming year and these would have to be paid..."

Cozetta Huhn and Kenneth Collier made brief comments concerning their position.

At the conclusion of Mr. Sayre's presentation, he was asked to present their position in writing. Mr. Sayre promised to do this by Friday, August 13. The position would then be reviewed by Kathleen Reimer, legal counsel for the college; who in turn would communicate with Supt. Lowery; who would in turn communicate with the Board.

EXECUTIVE SESSION

It was moved by D. Rowen, seconded by M. Campbell, that the Board go into executive session to discuss personnel matters. Motion passed and all visitors were excused from the meeting at 7:00 p.m.

PAULINE SKARDA, Acting Secretary

MAX KREAGER, President

REGULAR MEETING

RECESS OF MEETING

The regular board meeting reconvened at 7:20 p.m. It was moved by M. Goodman, seconded by E. Leonard, that the meeting recess for dinner break. Motion passed and the meeting recessed at 7:20 p.m.

RECONVENE OF MEETING

The regular board meeting reconvened at 8:15 p.m. at the same location as it had recessed.

ROLL CALL

Members present: Max Kreager, Eldon Leonard, Walter Hetzel, Harry Bloomquist, Cecil Galvin, Murray Goodman, Maurice Campbell, Don Rowen, Harold Welin

Members absent: None
It was moved by W. Hetzel, seconded by M. Campbell, that the minutes of the regular board meeting, held July 12, 1976, be approved as corrected. Motion passed. (Correction to show "Motion passed" at end of third item listed on page 4 of the minutes).

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Annual Salary</th>
<th>Eff. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. John Kleywegt</td>
<td>Program Chmn., Telecommunications</td>
<td>$15,971</td>
<td>8-1-76</td>
</tr>
<tr>
<td>Russell Priestly</td>
<td>Office Occupations, Ankeny</td>
<td>16,861</td>
<td>9-7-76</td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by W. Hetzel, seconded by D. Rowen, that the following contract change be approved as indicated:

Delbert Shepard — Industrial Marketing; from annual salary $16,268 to $16,862 for SDU credits earned.

Motion passed.

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

- Maralee Frazee, Financial Aid — 7½ days, July 1976
- Alberta Lee, Dental — July 19-23, 1976
- Barbara Allen, Nursing — July 19-23, 1976
- Rosemary Devine, Business Occupations — ½ day, July 12, 1976
- Frances Quick, Nursing — July 6-9, 1976
- Joan Adams, Nursing — July 12-16, 1976
- Donna Miller, Nursing — July 6-12, 1976
- Mary Jo Mcloch, Business Occupations — July 26 - September 3, 1976
- Lois Lehmkuhl, Nursing — July 23 - August 16 and September 7-24, 1976

Motion passed.

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

- Carroll E. Schwaderer, Business, May 28, 1976
- David York, Psychology, May 28, 1976
- Pete Chesebrough, Media Specialist, August 13, 1976
- Paul Miller, Media Specialist, August 13, 1976

Motion passed.
It was moved by D. Rowen, seconded by M. Goodman, that the subscription to ACCT-O-LINE be renewed in the amount of $10. This amount is needed to complete the payment of dues for FY77. Motion passed.

The Acting Board Secretary announced that bids had been received for construction of Phase II-B, Part 7, in accordance with approved plans and specifications, as follows:

<table>
<thead>
<tr>
<th>Contract 1</th>
<th>Contractors Name</th>
<th>Base Bid</th>
<th>Alternate Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paving</td>
<td>Iowa Road Builders</td>
<td>$124,512.00</td>
<td>$118,212.00</td>
</tr>
<tr>
<td></td>
<td>DM Asphalt &amp; Paving</td>
<td>127,360.00</td>
<td>124,945.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract 2</th>
<th>Contractors Name</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting</td>
<td>Marten's Electric</td>
<td>12,988.81</td>
</tr>
<tr>
<td></td>
<td>D. R. Hunnell Constr.</td>
<td>10,997.80</td>
</tr>
<tr>
<td></td>
<td>Brown Bros., Inc.</td>
<td>8,657.00</td>
</tr>
<tr>
<td></td>
<td>Beckley Electric</td>
<td>10,255.00</td>
</tr>
<tr>
<td></td>
<td>Marquis Electrical</td>
<td>9,587.00</td>
</tr>
<tr>
<td></td>
<td>Baker Electric</td>
<td>8,512.00</td>
</tr>
<tr>
<td></td>
<td>Glass &amp; Sons Electric</td>
<td>12,000.00</td>
</tr>
</tbody>
</table>

A motion was made by Eldon Leonard, seconded by Harold Welin, that contracts be awarded for the construction of Phase II-B, Part 7, to the low bidders as follows:

Contract 1 - Iowa Road Builders Alternate Bid $118,212.00
Contract 2 - Baker Electric Bid $8,512.00

and that the Board President and Secretary be authorized to sign said contracts; further, that bid security bonds be returned to unsuccessful bidders after contract is signed. Motion passed.

It was moved by E. Leonard, seconded by D. Rowen, that Duane Spicer, president of Ankeny National Bank, be appointed Treasurer, effective July 1, 1976. Motion passed.

It was moved by M. Goodman, seconded by C. Galvin, that Ankeny State Bank be named as depository bank for an amount not to exceed $5,000. This is to permit a special limited fund checking account for student loans to continue at Ankeny State Bank so as to avoid having to order new check forms and re-establish a new account at Ankeny National. Motion passed.

It was moved by C. Galvin, seconded M. Campbell, that institutional membership dues in North Central Accreditation Association in the amount of $940, for the period July 1, 1976 through June 30, 1977, be paid. Motion passed.

It was moved by E. Leonard, seconded by H. Welin, that members be appointed to the Career Education Advisory Committees as shown on the listings, copies of which are attached hereto and made a part of these minutes. Motion passed.
It was moved by D. Rowen, seconded by M. Campbell, authorizing the Board President, Secretary and Superintendent to sign agreements between the following local schools and DMACC for the purpose of providing pre-career and career educational offerings to high school students:

- United Community
- Carroll Community
- Carroll Community (Kuemper)
- Interstate 35
- Coon Rapids Community
- Gilbert Community
- Colo Community
- Nesco Community
- Ballard Community
- Roland-Story Community
- Grand Community
- Knoxville Community
- Panora-Linden Community
- Carroll Community (St. Bernard, Breda)
- Audubon Community
- Glidden-Ralston Community
- Melcher-Dallas Community
- Southeast Warren Community
- Yale, Jamaica, Bagley Community
- Winterset Community
- North Polk Community
- Bayard Community
- Manning Community
- Nevada Community

Motion passed.

It was moved by E. Leonard, seconded by D. Rowen, that the following lease be renewed for the period May 1, 1976 through April 30, 1979:

Classroom space in Manning, Iowa at an annual rental of $1,000, to be used to house the veterans ag class.

Motion passed.

It was moved by W. Hetzel, seconded by C. Galvin, that approval be given to renewal of a lease for a portion of the old Dowling building to house the bricklaying class at a rate of $490/mo. plus $24/mo. security charge, for the period September 1, 1976 through August 31, 1977. Motion passed.

It was moved by D. Rowen, seconded by E. Leonard, authorizing the Superintendent and Secretary to enter into an agreement with the Ankeny Community School District which provides facilities on the Ankeny campus for preschool handicapped children of the Ankeny School District on a one-half day basis. Motion passed.

It was moved by H. Welin, seconded by H. Bloomquist, that the revised Bylaws of the State Executive Committee for Area School Athletics, dated July 1976, as the general rules and regulations under which athletic programs at all campuses of DMACC shall henceforth be governed, copy of which is hereto attached and made a part of these minutes, be approved with the following exception:

"That baseball-softball (men and women) be permitted the same number of scholarships as basketball".

A roll call vote was taken as follows:

**AYES:** C. Galvin  H. Bloomquist  H. Welin  E. Leonard  M. Kreager

**NAYS:** W. Hetzel  D. Rowen  M. Campbell  M. Goodman

Motion passed.
Regular Meeting

6

August 9, 1976

It was moved by D. Rowen, seconded by E. Leonard, that the termination date for Assessment and Orientation employees under subcontract with CIRALG be extended as follows due to additional federal funds being received:

Dorothy Simms - from August 30 to September 30, 1976
Evelyn Severino - from September 13 to September 30, 1976
Edith Sharp - from September 17 to September 30, 1976
Mary Lowery - from September 23 to September 30, 1976
Jacqueline Bell - from September 10 to September 30, 1976
Janet Freerkson - from Noon, September 16 to September 30, 1976
Joseph Ellis - from Noon, September 15 to September 30, 1976
Dorothy Diggs - from August 31 to September 30, 1976
Moses Paloma - from September 2 to September 30, 1976.

Motion passed.

It was moved by D. Rowen, seconded by E. Leonard, that approval be given for the operation of the following new programs or expanded sections on the Ankeny campus, which have been operated in the past at the Skill Center. The operation of these programs on the Ankeny campus is dependent upon the negotiation of an agreement with CIRALG for the funding of the same.

<table>
<thead>
<tr>
<th>Expanded Sections</th>
<th>New Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Auto Body</td>
</tr>
<tr>
<td>Clerk Typist</td>
<td>Auto Service Mechanic</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Building Maintenance</td>
</tr>
<tr>
<td>Secretarial</td>
<td>Copy Reproduction</td>
</tr>
<tr>
<td>Welding</td>
<td>Machine Operations</td>
</tr>
<tr>
<td></td>
<td>Meat Cutting</td>
</tr>
<tr>
<td></td>
<td>Upholstery</td>
</tr>
</tbody>
</table>

Motion passed.

It was moved by D. Rowen, seconded by M. Campbell, that the termination date for CIVEC employees under subcontract with CIRALG be extended as follows due to an additional $10,106 being added to the project for this purpose:

Margaret Hansen - from August 13 to September 30, 1976
Warren F. Pitcher - from August 13 to September 30, 1976
James Waters - from August 13 to September 30, 1976

Motion passed.

It was moved by E. Leonard, seconded by H. Bloomquist, that the Claims and Accounts, as presented, be approved for payment. Motion passed.

The Board President noted acknowledgment of the receipt of a letter from Mike Perry, DMACCHEA president elect, indicating a desire to formally negotiate an amended and modified contract for FY78.
ADJOURNMENT

It was moved by C. Galvin, seconded by H. Welin, that the meeting adjourn. Motion passed and the meeting adjourned at 9:20 p.m. The next regular meeting was set for September 13. The quarterly meeting with Heartland Area Education Agency Board of Directors will commence at 5:30 p.m., followed by the regular meeting.

[Signature]
PAULINE SKARDA, Acting Secretary

[Signature]
MAX KREAGER, President
Board of Directors Meeting
Aug. 9, 1976

Present:

Donald Sheehy, Pres. Dir., DMACC

Terry Bickel, Dir., College Relations

Allen, Munsterman, Dr., Student Affairs

Peg Hansen, CIVEC

Kenneth Collins, CIVEC

William A. Russell, Treasurer

James L. Hayes, Attorney

Dave Evans, Instructor

Delinda Ross, Des Moines Tribune Report

Jennifer Stimson, CIVEC

S. Warren Buhm, CIVEC

Cezetta S. Hahn, CIVEC

Sharon A. Collins, CIVEC

Terrence A. Cadwell, CIVEC

Jim Smith, CIVEC

David Randazzo, CIVEC

Carol Kriz, CIVEC

George Nichols, CIVEC

R. Leeene, CIVEC

Kay Martin, CIVEC

Marge Verschoor, CIVEC

Nick Beilge, DMACC

Chet Lischer, DMACC

Chuck Rush, DMACC

Jim Vaise, CIVEC
W. Mitchell - CIVEC
Dan Shkar - DMACC
Leonard Bennett - DMACC
Carroll Lynch - CIVEC/DMACC
Camille Bennett - DMACC
Jane Roberts - DMACC
Terry Finic - DMACC
Ed Anderson - DMACC
Mike Perry - DMACC
Dennis Martin - DMACC
Suzy H. Kenne - DMACC
John Ramm - U & K
Don Yelick - District Plant Services
DES MOINES AREA COMMUNITY COLLEGE
Agenda
Regular Meeting - Monday, August 9, 1976
Bldg. #31 - Room 3115 - Ankeny Campus

30 P.M. PUBLIC HEARING ON PLANS AND SPECIFICATIONS OF PHASE II-B, PART 7 (Paving Project)

**    **    **

45 P.M. HEARING - CIVEC EMPLOYEES

**    **    **

1. CALL TO ORDER OF REGULAR MEETING.

2. APPROVAL OF MINUTES - July 12 Meeting.

3. REPORTS
(a) ICASB - Kreager.
(b) Mid-Iowa Computer Center - Hetzel.
(c) Area Supts. - Lowery.
(d) Financial - FY76.

4. COMMUNICATIONS

5. UNFINISHED BUSINESS

6. NEW BUSINESS
(a) New Personnel:
   (1) C. John Kleywegt, Program Chairperson, Telecommunications, Ankeny.

(b) Contract Change:
   (1) Delbert Shepard, Industrial Marketing, Ankeny.

(c) Leave of Absence Without Pay:
   (1) Maralee Frazee, Financial Aid, 7½ days, July 1976.
   (4) Rosemary Devine, Business Occupations, ½ day, July 12, 1976.
   (5) Frances Quick, Nursing, July 6-9, 1976.
   (7) Donna Miller, Nursing, July 6-12, 1976.

(d) Resignations:
   (3) Pete Chesebrough, Media Specialist, August 13, 1976.
   (4) Paul Miller, Media Specialist, August 13, 1976.
6. NEW BUSINESS (continued)

(e) Subscription renewal to ACCT-O-LINE in the amount of $10. This amount is needed to complete the payment of dues for FY77.

(f) Consideration of bids on Phase II-B, Part 7 (paving project).

(g) Appointment of Duane Spicer, president, Ankeny National Bank, as Treasurer, effective July 1, 1976 (to replace Dean Minor due to change in principle depository bank).

(h) Name Ankeny State Bank as a depository bank for an amount not to exceed $5,000. This is to permit a special limited fund checking account for student loans to continue at Ankeny State Bank so as to avoid having to order new check forms and re-establish a new account at Ankeny National. The prime depository account will remain Ankeny National as was board approved in December 1975.

(i) Institutional membership dues in North Central Accreditation Association in the amount of $940 for July 1, 1976 through June 30, 1977.

(j) Appointment of members to advisory committees in career education programs as per enclosed lists.

(k) Consideration of a joint contract under Chapter 28E of the Code between DMACC and the following local high schools for the purpose of providing pre-career and career educational offerings to high school students:

United Community
Carroll Community
Carroll Community (Kuemper)
Interstate 35
Coon Rapids Community
Gilbert Community
Colo Community
Nesco Community
Ballard Community
Roland-Story Community
Grand Community
Knoxville Community

United Community
Carroll Community
Carroll Community (Kuemper)
Interstate 35
Coon Rapids Community
Gilbert Community
Colo Community
Nesco Community
Ballard Community
Roland-Story Community
Grand Community
Knoxville Community
Panora-Linden Community
Audubon Community
Glidden-Ralston Community
Melcher-Dallas Community
Southeast Warren Community
Yale, Jamaica, Bagley Community
Winterset Community
North Polk Community
Bayard Community
Manning Community
Nevada Community

(l) Renewal of lease for classroom space in Manning, Iowa, to house the veterans ag class, for the period May 1, 1976 through April 30, 1979, at an annual rental of $1,000. This is a $250 increase over the previous year.

(m) Renewal of 1-year lease to house bricklaying class in Old Dowling building for $490/mo. plus $24/mo. security charge. This is the same rental as previous year.

(n) Consideration of agreement between DMACC and Ankeny Community School District for the purpose of providing classroom facility for preschool program for handicapped children.

(o) Consideration of area school athletics bylaws as the general rules and regulations under which athletic programs will be operating.

(p) Consideration of bids for purchase of student constructed house in Carroll.
7. OTHER
   (a) Graduation: September 2, 1976 - 7:30 p.m. - Veterans Auditorium, Des Moines.
   (b) Status of election candidates.
   (c) Legislative suggestions/recommendations as requested earlier.
   (d) Decisions concerning registration for ACCT convention in St. Louis on Sept. 29 - Oct. 2.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT
PERSONNEL RESUME'

C. John Kleywegt
42
Program Chairperson/Instructor - Telecommunications
Career Education
$15,971 annual
$14,456

Comparable
H.S. diploma; various short courses in telephone field
20 yrs. work; some part-time teaching

Telephone craft experience & has been pursuing teaching

career

August 1, 1976

Replacement for Gene Owens, who wanted to get out of

Teaching

contract Change

1) Delbert Shepard - Industrial Marketing; from annual salary of $16,268 to

$16,862 for SDU credits earned.
SUPERINTENDENT'S STATEMENT CONCERNING THE HEARING OF CERTAIN
CIRALG STAFF BEFORE THE BOARD
August 9, 1976

In the interest of improved communications and good personnel relations, the college is glad to grant the request of those individuals employed in the CIRALG project for a hearing before the Board of Directors of the college concerning their termination.

It is the position of the college that the Manpower Services Agreement entered into with Central Iowa Regional Association of Local Governments to provide educational opportunities for specific cliental is a separate project involving specific educational programs and would not be operated by the college except for the specific external funding provided for that purpose.

Prior to the ending of the FY76 agreement the college requested adequate funding ($219,231.00) to extend the CIVEC contract through the new fiscal year (fifth quarter) July 1, 1976 - September 30, 1976.

In a letter dated July 2, 1976 CIRALG denied this request and allocated $164,435.00 to extend the Central Iowa Vocational Education Center and $36,670.00 for Assessment and Orientation.

The letter further stated:

"You will be required to terminate operation of service or reduce level of service at such time as the allowable funds allocated above are expended under the obligations agreed to in the original contract and the fifth quarter extension of such contract.

This will necessitate a reduction in your present staff level and/or operational costs. You will receive more specific directions as to staff reduction in a letter to follow."

In another letter dated July 2, 1976 CIRALG stated the following:

"We requested that you immediately begin to reduce staff and terminate programs in: (1) food service, (2) distributive occupations, and (3) meat cutting within 45 days of this notice.

You should further reduce staffing levels according to the schedule below in order to operate within your fifth quarter budget allocation.

<table>
<thead>
<tr>
<th>Staff Positions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Education</td>
<td>2</td>
</tr>
<tr>
<td>Building and Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Business Occupations</td>
<td>3</td>
</tr>
<tr>
<td>Counselors</td>
<td>2</td>
</tr>
<tr>
<td>Custodial Staff</td>
<td>1</td>
</tr>
<tr>
<td>Secretaries (office support)</td>
<td>3</td>
</tr>
<tr>
<td>Tool Room Staff</td>
<td>1</td>
</tr>
<tr>
<td>Welding</td>
<td>2</td>
</tr>
</tbody>
</table>
|                                  | 15."
The college has no control over the funding level for the project and is therefore proceeding to comply with the above mentioned directives from CIRALG.

I am glad to be able to report that within the last few days and hours approximately $14,000 has been restored to the project by CIRALG. This funding will permit the continuation of employment of six (6) positions in the Assessment and Orientation project and four (4) positions in the CIVEC project through September 30, 1976.
30 P.M. PUBLIC HEARING ON PLANS AND SPECIFICATIONS OF PHASE II-B, PART 7 (Paving Project)

45 P.M. HEARING - CIVEC EMPLOYEES

1. CALL TO ORDER OF REGULAR MEETING. - 8:15
2. APPROVAL OF MINUTES - July 12 Meeting
3. REPORTS
   (a) ICASB - Kreager
   (b) Mid-Iowa Computer Center - Hetzel
   (c) Area Supts. - Lowery
   (d) Financial - FY76
4. COMMUNICATIONS
5. UNFINISHED BUSINESS
6. NEW BUSINESS
   (a) New Personnel:
      (1) C. John Kleywegt, Program Chairperson, Telecommunications, Ankeny
   (b) Contract Change:
      (1) Delbert Shepard, Industrial Marketing, Ankeny
   (c) Leave of Absence Without Pay:
      (1) Maralee Frazee, Financial Aid, 7 1/2 days, July 1976
      (2) Alberta Lee, Dental, July 19-23, 1976
      (3) Barbara Allen, Nursing, July 19-23, 1976
      (4) Rosemary Devine, Business Occupations, 1/2 day, July 12, 1976
      (5) Frances Quick, Nursing, July 6-9, 1976
      (6) Joan Adams, Nursing, July 12-16, 1976
      (7) Donna Miller, Nursing, July 6-12, 1976
      (8) Mary Jo Mloch, Business Occupations, July 26 - Sept. 3, 1976
      (9) Lois J. Lehmkuhl, Nursing, July 23 - Aug. 16 and Sept. 7-24, 1976
      (11) Raetta Kopaska, Duplicating Room Supervisor, August 18 - Sept. 30, 1976
   (d) Resignations:
      (1) Carroll E. Schwaderer, Business, May 28, 1976
      (2) David York, Psychology, May 28, 1976
      (3) Pete Chesbrough, Media Specialist, August 13, 1976
      (4) Paul Miller, Media Specialist, August 13, 1976
6. NEW BUSINESS (continued)

(e) Subscription renewal to ACCT-O-LINE in the amount of $10. This amount is needed to complete the payment of dues for FY77. Renew, Goodman.

(f) Consideration of bids on Phase II-B, Part 7 (paving project). lacey.

(g) Appointment of Duane Spicer, president, Ankeny National Bank, as Treasurer, effective July 1, 1976 (to replace Dean Minor due to change in principle depository bank). Leonard; Lowe.

(h) Name Ankeny State Bank as a depository bank for an amount not to exceed $5,000. This is to permit a special limited fund checking account for student loans to continue at Ankeny State Bank so as to avoid having to order new check forms and re-establish a new account at Ankeny National. The prime depository account will remain Ankeny National as was board approved in December 1975. Leonard; Lowe.

(i) Institutional membership dues in North Central Accreditation Association in the amount of $940 for July 1, 1976 through June 30, 1977. Helvin; Campbell.

(j) Appointment of members to advisory committees in career education programs as per enclosed lists. Leonard; Welin.

(k) Consideration of a joint contract under Chapter 28E of the Code between DMACC and the following local high schools for the purpose of providing pre-career and career educational offerings to high school students:

- United Community
- Carroll Community
- Carroll Community (Kuemper)
- Interstate 35
- Coon Rapids Community
- Gilbert Community
- Colo Community
- Nesco Community
- Ballard Community
- Roland-Story Community
- Grand Community
- Knoxville Community
- Panora-Linden Community
- Carroll Community (St. Bernard, Breda)
- Audubon Community
- Glidden-Ralston Community
- Melcher-Dallas Community
- Southeast Warren Community
- Yale, Jamaica, Bagley Community
- Winterset Community
- North Polk Community
- Bayard Community
- Manning Community
- Nevada Community

(l) Renewal of lease for classroom space in Manning, Iowa, to house the veterans ag class, for the period May 1, 1976 through April 30, 1979, at an annual rental of $1,000. This is a $250 increase over the previous year. Leonard; Lowe.

(m) Renewal of 1-year lease to house bricklaying class in Old Dowling building for $490/mo. plus $24/mo. security charge. This is the same rental as previous year. Heltge; Helvin.

(n) Consideration of agreement between DMACC and Ankeny Community School District for the purpose of providing classroom facility for preschool program for handicapped children. Lowe; Leonard.

(o) Consideration of area school athletics bylaws as the general rules and regulations under which athletic programs will be operating. Welin, Sas.

(p) Consideration of bids for purchase of student constructed house in Carroll. No bid rec'd.
7. OTHER
   (a) Graduation: September 2, 1976 - 7:30 p.m. - Veterans Auditorium, Des Moines. (Leonard, Campbell, Salvin, Hsersh will attend; Leonard & Hsersh possible)
   (b) Status of election candidates.
   (c) Legislative suggestions/recommendations as requested earlier.
   (d) Decisions concerning registration for ACCT convention in St. Louis on Sept. 29 - Oct. 2. (Campbell & Leonard will attend)

8. PRESENTATION OF CLAIMS AND ACCOUNTS - Leonard & Blomquist

9. ADJOURNMENT  9:20 p.m.
SUPPLEMENTAL AGENDA
August 9, 1976 Board Meeting

4. COMMUNICATIONS
(a) Letter from DMACCHEA indicating a desire to formally negotiate an amended and modified contract for fiscal year 77-78.

6. NEW BUSINESS
(a) New Personnel
(2) Russell N. Priestly, Office Occupations, Ankeny

(d) Resignation

(q) Change of termination date for Assessment & Orientation employees under subcontract with CIRALG - additional funds have been negotiated:
(1) Dorothy Simms - from August 30 to September 30, 1976.
(2) Evelyn Severino - from September 13 to September 30, 1976.
(3) Edith Sharp - from September 17 to September 30, 1976.
(4) Mary Lowery - from September 23 to September 30, 1976.
(7) Joseph Ellis - from Noon, September 15 to September 30, 1976.
(8) Dorothy Diggs - from August 31 to September 30, 1976.
(9) Moses Paloma - from September 2 to September 30, 1976.

(r) Consideration of approval for the operation of the following new programs or expanded sections on the Ankeny campus. These programs have been operated at the Skill Center in the past. One proposal to CIRALG is for the operation of the programs at the present location on Bell Avenue and alternate proposal is that these programs be operated on the Ankeny campus. Therefore we need board approval of these programs so that they can be submitted for State Board approval. Whether or not these programs are operated on the Ankeny campus will be dependent upon the negotiation of an agreement with CIRALG for the funding of the same.

<table>
<thead>
<tr>
<th>Expanded Sections</th>
<th>New Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>Auto Body</td>
</tr>
<tr>
<td>Clerk Typist</td>
<td>Auto Service Mechanic</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>Building Maintenance</td>
</tr>
<tr>
<td>Secretarial</td>
<td>Copy Reproduction</td>
</tr>
<tr>
<td>Welding</td>
<td>Machine Operations</td>
</tr>
<tr>
<td></td>
<td>Meat Cutting</td>
</tr>
<tr>
<td></td>
<td>Upholstery</td>
</tr>
</tbody>
</table>
SUPPLEMENT TO SUPPLEMENTAL AGENDA
August 9, 1976 Board Meeting

6. NEW BUSINESS

(a) Change of termination date for CIVEC employees under subcontract with CIRALG - additional $10,106 has been added to the project for this purpose:

(1) Margaret Hansen - from August 13 to September 30, 1976.
(3) James Waters - from August 13 to September 30, 1976.
PERSONNEL RESUME

C. John Kleywegt
42
Program Chairperson/Instructor - Telecommunications
Career Education
$15,971 annual
$14,456

Comparable
H.S. diploma; various short courses in telephone field
20 yrs. work; some part-time teaching

Telephone craft experience & has been pursuing teaching career

August 1, 1976
12 months
Replacement for Gene Owens, who wanted to get out of teaching

Contract Change

1) Delbert Shepard - Industrial Marketing; from annual salary of $16,268 to $16,862 for SDU credits earned.
Russell N. Priestly
42
Instructor - Office Occupations
Career Education
$16,861.25
$16,861.25
Comparable
B.S. and M.S. Business Education
3 yrs. work; 15 yrs. teaching
Transfer from another area
September 7, 1976
12 months
Replacement for Barbara Stennes, leaving due to pregnancy

**  **  **  **
STATE EXECUTIVE COMMITTEE FOR AREA SCHOOL ATHLETICS

REVISED BYLAWS - JULY, 1976

ARTICLE I - Financial Resources Available for Scholarships and Aids

Section 1: No monies available from tax, tuition, state aid, or any other general fund money may be used for scholarships and aids. The only money of such type that may be used would be the institution's matching amount for workstudy or other government aid programs or for work actually performed for the institution.

Section 2: These Bylaws shall not be construed in such a manner to conflict with regulations of federal assistance programs.

Section 3: The following resources are available for providing scholarships and aids to athletes:

a. Gate receipts for athletic events.

b. Activity and/or auxiliary fund accredited to athletic costs. The amount of such resources may not exceed the cost of student season tickets to sports for which admission to contests are included in the activity fee of students.

c. Outside sources such as money from organizations, trusts, donations, etc. This money must be given to the institution and handled in a manner approved by the board of directors of the institution. Under no circumstances can money be given directly to students. All transactions of this type must be certified by the institution to the Executive Committee as of June 30 each year. This certification must include all transactions within the fiscal year and shall be submitted within ten days of the close of the fiscal year.

ARTICLE II - Reports on Athletes

Section 1: All athletes receiving athletic scholarships, athletic work aids, and other work assistance from the college must be certified by the college to the Executive Committee by October 15 of each year.
Additions or subtractions to this certified list may be made during the year by separate certification after October 15. This certification must be signed by the coach of the sport, athletic director, superintendent and president of the area school board of directors. Certification must include name, legal residence, sport, scholarship aid, work aid (both workstudy and other school work aids including earnings per hour and number of hours worked per week), and any other aids received.

Section 2: Area school boards of directors must officially approve a certification list at the annual reorganization meeting the first Monday in October. Individual changes may be made after October 15 but at no time may the total number of scholarships and other aids exceed specific limits. Changes must be made at the beginning of a quarter or semester and be certified within ten days of date of beginning of quarter or semester for which the scholarship and aids are in force.

ARTICLE III - Regulations

Section 1: The category of residence for purposes of athletic participation is determined according to the following classifications.

**Category A** - Includes students who graduated from Iowa high schools or high schools within the geographic area and all students who graduated from high school more than two years prior to registration in the area schools.

**Category B** - Includes all students who graduated from high schools outside of Iowa and the geographic area within two years prior to registering in the area school.

All students shall remain in the same category of residence for purposes of athletic participation unless changed by the State Executive Committee for Area School Athletics through an appeal process as approved by the Executive Committee.
Section 2: Athletes may hold a scholarship and workstudy or other equivalent employment for the school. However, the monetary amount of direct employment with the institution cannot exceed the monetary value of workstudy employment based on a maximum of fifteen hours per week during the period the athlete is attending classes.

Section 3: All athletes on workstudy must meet all federal and institutional requirements for such employment.

Section 4: All athletes on any type of work assistance must perform a reasonable amount of required work and maintain reasonable work standards. In case of questions, the Executive Committee may approve or disapprove work standards. An athlete may hold outside employment, not school connected, during academic year of the athlete in addition to a scholarship or other aid received from the institution, but the athlete must give an adequate amount of work and performance for the money received.

Section 5: An athlete cannot receive room and board or funds to pay room and board from an outside source other than: parents, guardian, or from such other source as may be approved by the area school board of directors; loan process; or legitimate work from the college or outside work assignment. If a question arises, a student must certify he/she is not receiving money or gifts from an illegal source for room and board.

Section 6: Any employment during the non-academic months of the athlete must be legitimate employment. Institutional personnel cannot supervise or control money received for summer employment in any way. Certification and verification must be made by the college where any question arises concerning employment during non-academic months.
NOTIFICATION OF STUDENTS

Section 7: At the start of each year, it shall be the responsibility of the institution to adequately inform all athletes of the regulations concerning participation in athletics. A statement signed by each athlete acknowledging that he/she has been informed of all athletic regulations shall be kept on file by each institution.

STUDENT ELIGIBILITY

Section 8: All athletes must meet all eligibility requirements of the National Junior College Athletic Association. If an athlete becomes ineligible, drops or is dropped from squad for discipline reasons, all athletic scholarship assistance is automatically terminated at the end of the quarter or semester. However, the athlete may become eligible for reinstatement of the scholarship the following quarter or semester if the reason for ineligibility is removed.

SCHOLARSHIP CHANGE

Section 9: Change in scholarship status must be certified to the Executive Committee within ten days of date of change. The scholarship may be awarded to another athlete at the start of the next semester or quarter, providing all scholarship regulations are followed.

ARTICLE IV - Scholarships

Section 1: A scholarship which consists of resident tuition, fees (not to exceed $60.00 per year), and a $90.00 per year book allowance, (not to exceed $30.00 per quarter or $45.00 per semester), may be awarded to an athlete providing he/she participates in the sport for which the scholarship was awarded. The total value of a scholarship may be awarded in full or in part according to needs of individual athletes. However, if scholarships are provided in part, the total value of scholarship assistance may not exceed the total value of scholarships permitted for individual sports.
Section 2: Each campus center participating in sports may grant scholarships as follows:

(The number of scholarships for each sport will be changed in accord with the following schedule.)

<table>
<thead>
<tr>
<th>Sport</th>
<th>School Year</th>
<th>Number of Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>1975-76</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>1976-77</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>14</td>
</tr>
<tr>
<td>Basketball</td>
<td>1975-76</td>
<td>10</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1976-77</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>9</td>
</tr>
<tr>
<td>Wrestling</td>
<td>1975-76</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>1976-77</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>5</td>
</tr>
<tr>
<td>Baseball-Softball</td>
<td>1975-76</td>
<td>5</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1976-77</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>4</td>
</tr>
<tr>
<td>Track</td>
<td>1975-76</td>
<td>5</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1976-77</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>4</td>
</tr>
<tr>
<td>Golf</td>
<td>1975-76</td>
<td>2</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1976-77</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>2</td>
</tr>
<tr>
<td>Tennis</td>
<td>1975-76</td>
<td>2</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1976-77</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>2</td>
</tr>
<tr>
<td>Volleyball</td>
<td>1976-77</td>
<td>4</td>
</tr>
<tr>
<td>(Men and Women)</td>
<td>1977-78</td>
<td>3</td>
</tr>
</tbody>
</table>

Section 3: Part scholarships may be awarded but the total scholarships may not exceed the equivalent of the allowed scholarships per school year.

Section 4: Scholarships cannot be banked from one school year to the next.
ARTICLE V - Sport Participation

Section 1:

a. Institutional teams shall not participate in more than ten football games per season with a maximum of four against opponents outside of the geographic area and state in any one year. Institutional teams may participate in one postseason game per year providing such game is approved by the National Junior College Athletic Association.

b. Institutional teams shall not participate in more than twenty-six basketball games per season other than the National Junior College Athletic Association Tournament series. No more than seven games may be played against opponents outside of the geographic area and state in any one year.

c. Institutional teams shall not participate in more than fifteen wrestling meets and two tourneys other than the National Junior College Athletic Association Tournament per season. No more than seven dual meets may be against opponents outside of the geographic area and state in any one year. Open tournaments are not to be counted in the scheduling limitations if they meet the approval of the National Junior College Athletic Association.

d. Institutional teams shall not participate in more than two track meets per week.

e. Institutional teams shall not participate in more than 20 baseball/softball dates per season other than National Junior College Athletic Association tourneys. No more than 6 dates may be against opponents outside of the geographic area and state in any one year.

f. Institutional teams shall not participate in more than fourteen golf playing dates per season other than the National Junior College Athletic Association Tournaments. Institutional teams shall not participate in more than two playing dates per week. No more than five dates may be played against opponents outside of the geographic area and state in any one year.

g. Institutional teams shall not participate in more than fourteen tennis playing dates per season other than the National Junior College Athletic Association Tournament. Institutional teams shall not participate in more than two playing dates per week. No more than five dates may be played against opponents outside of the geographic area and state in any one year.

h. Institutional teams shall not participate in more than 20 volleyball playing dates per season other than the National Junior College Athletic Association tournaments. No more than 6 dates may be against opponents outside of the geographic area and state in any one year.
Section 2: Participation in other sports may be determined by the Executive Committee at a later date.

ARTICLE VI - Squad Certification

Section 1: Squad membership shall be certified in each sport by each institution to the Executive Committee and only athletes on the certified squad list may represent the institution in athletic participation.

Section 2: Football

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-76</td>
<td>20</td>
</tr>
<tr>
<td>1976-77</td>
<td>16</td>
</tr>
<tr>
<td>1977-78</td>
<td>12</td>
</tr>
</tbody>
</table>
b. All Category A athletes shall be certified at the beginning of the season.

c. Change of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athlete shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Football traveling squads shall not exceed forty players.

k. If a reserve schedule is played, the coach must hold out of reserve competition twenty-two certified athletes from his varsity.

l. Reserve teams can suit no more than ten Category B athletes. These athletes must be certified. Any additional Category B athletes that comprise the above ten that are not on the original list of twenty certified athletes shall be noted for reserve competition only.

m. No more than five reserve football games can be scheduled.

Section 3: Basketball (Men and Women)

BASKETBALL

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-76</td>
<td>7</td>
</tr>
<tr>
<td>1976-77</td>
<td>6</td>
</tr>
<tr>
<td>1977-78</td>
<td>5</td>
</tr>
</tbody>
</table>
b. All Category A athletes shall be certified at the beginning of the season.

c. Change of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athlete shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Basketball traveling squads shall not exceed fifteen players.

k. If a reserve schedule is played, the coach must hold out of reserve competition seven certified athletes from his varsity.

l. Reserve teams can suit no more than four Category B athletes. These athletes must be certified. Any additional Category B athletes that comprise the above four that are not on the original list of seven certified athletes shall be noted for reserve competition only.

m. No more than twelve reserve basketball games can be scheduled.

Section 4: Wrestling

a. Squad certification of a maximum of the following Category B athletes at any one time.
School Year | Maximum Number of Category B Athletes
--- | ---
1975-76 | 8
1976-77 | 6
1977-78 | 5

b. All Category A athletes shall be certified at the beginning of the season.

c. Change of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athlete shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Wrestling travel squads shall not exceed twelve players.

k. Athletes participating in reserve competition are subject to the same squad certification requirements as the varsity.

---

Section 5: Baseball - Softball (Men and Women)

a. Squad certification of a maximum of the following Category B athletes at any one time.

School Year | Maximum Number of Category B Athletes
--- | ---
1975-76 | 12
1976-77 | 10
1977-78 | 8
b. All Category A athletes shall be certified at the beginning of the season.

c. Change of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athlete shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Baseball traveling squads shall not exceed twenty-four players.

k. Athletes participating in reserve competition are subject to the same squad certification requirements as the varsity.

Section 6: Track (Men and Women)

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-76</td>
<td>12</td>
</tr>
<tr>
<td>1976-77</td>
<td>10</td>
</tr>
<tr>
<td>1977-78</td>
<td>8</td>
</tr>
</tbody>
</table>

b. All Category A athletes shall be certified at the beginning of the season.

c. Change of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.
d. Athlete shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Track traveling squads shall not exceed twenty-two players.

Section 7: Golf (Men and Women)

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-76</td>
<td>0</td>
</tr>
<tr>
<td>1976-77</td>
<td>2</td>
</tr>
<tr>
<td>1977-78</td>
<td>2</td>
</tr>
</tbody>
</table>

b. All Category A athletes shall be certified at the beginning of the season.

c. Changes of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athletes shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.
g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Golf traveling squads shall not exceed six players.

k. Athletes participating in reserve competition are subject to the same squad certification requirements as the varsity.

Section 8: Tennis (Men and Women)

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1975-76</td>
<td>0</td>
</tr>
<tr>
<td>1976-77</td>
<td>2</td>
</tr>
<tr>
<td>1977-78</td>
<td>2</td>
</tr>
</tbody>
</table>

b. All Category A athletes shall be certified at the beginning of the season.

c. Changes of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athletes shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.
Section 9: Volleyball (Men and Women)

a. Squad certification of a maximum of the following Category B athletes at any one time.

<table>
<thead>
<tr>
<th>VOLLEYBALL</th>
<th>School Year</th>
<th>Maximum Number of Category B Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1976-77</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1977-78</td>
<td>3</td>
</tr>
</tbody>
</table>

b. All Category A athletes shall be certified at the beginning of the season.

c. Changes of certified squad list of Category B athletes may be made on an individual basis at any time during sport season. Additional Category A athletes must be certified before competing.

d. Athletes shall be on certified squad at time of representing institution in competition.

e. Original squad certification shall be made two days prior to opening day of season.

f. Changes in certification shall be made two days prior to the day the Category B athlete represents the institution in competition.

g. Athletes dropped from the certified list cannot represent the institution in competition from the day of dating of the withdrawal or any time after that date unless re-certified.

h. If a maximum certified Category B squad is maintained, a withdrawal must be listed with each addition.

i. No athlete may dress for a home game who is not on the certified squad list.

j. Volleyball squads shall not exceed 15 players.

k. Athletes participating in reserve competition subject to the same squad certification requirements as the varsity.

l. A reserve squad schedule shall be limited to 12 events.
Section 16: An athlete may not compete on both men's and women's teams in the same sport; however,

a. A woman athlete may elect to be on the same team as men athletes if there is no separate team for women except in the sports of baseball, basketball, football and wrestling.

b. A man athlete may elect to be on the same team as women athletes if there is no separate team for men except in the sports of basketball, softball and volleyball.

Section 17: Squad certifications for other sports may be developed at a later date by the Executive Committee.

ARTICLE VII - Penalties

Section 1: An institution violating any regulation or participation restriction shall be subject to the following procedures and penalties at the discretion of the executive committee.

A. Procedure

1. The institution in question shall have the opportunity to appear before the executive committee for the purpose of a hearing regarding the alleged infraction. The request for such a hearing may be made by either the executive committee or the involved institution.

2. The executive committee shall make the final determination as to the innocence or guilt of the case in question.

If an institution is determined to be guilty of an infraction, the executive committee shall impose one or more of the following penalties. It is to be assumed that the severity of the penalty will be directly related to the nature of the infraction. In all such cases, the executive committee shall determine the beginning and ending dates of the penalty period and the appropriate penalty (penalties).

B. Penalty Options

1. A general warning to the involved campus and/or center.

2. Campus and/or center probationary status for a 12 month period in the sport in which the violation occurred.

3. Campus and/or center probationary status for a 12 month period and elimination from the Iowa Conference Championship in the sport in which the violation occurred.

4. Campus and/or center probationary status for a 12 month period, elimination from the Iowa Conference Championship standings and elimination from participation in the NJCAA post-season tournaments in the sport in which the violation occurred.
5. The extension of any and/or all of the above penalties to all competitive sports by the campus and/or center in violation of the regulations contained in the by-laws of the executive committee.

ATHLETE PENALTY

Section 2: Any athlete violating any regulation must be immediately suspended from all sports activity for the institution and a report made immediately to the Executive Committee stipulating the violation and the action by the institution. The Executive Committee may approve such action of the institution or indicate the action to be taken by the institution.

ARTICLE VIII - Assessment

AMOUNT OF ASSESSMENT

Section 1: An amount of fifty dollars ($50.00) shall be assessed annually against all member institutions.

ARTICLE IX - Implementation

IMPLEMENTATION

Section 1: In order to meet prior commitments by schools, the following exceptions shall be made to the regulations for the 1969-70 season; other than these exceptions, all other regulations are in force.

a. All contracts or game agreements made previous to January 1, 1969 shall be honored, but all contract or game agreements made after that date shall conform to the participation regulations as established. If due to unusual conditions this implementation regulation cannot be met, special permission must be granted by the Executive Committee.

b. All regulations will be in effect for the 1969-70 season. However, any unusual problems may be brought to the attention of the Executive Committee for special consideration.

Section 2: Newly-revised bylaws incorporating non-discriminatory bylaws will become effective during the 1976-1977 collegiate year.

a. Limitations on number of certified squad members, financial assistance, Category "B" participants, and allowable contests apply to each varsity team (men's and women's) when two such teams are representing an institution.
EXPLANATIONS

Community College: Shall mean either a community or junior college or an area vocational school.

Geographic Area: An area outside of the state but within a 75 mile radius of the campus center.

Tuition: May not exceed the Iowa resident tuition for each institution, for an Iowa resident, or the non-resident tuition rate for said institution for a non-Iowa resident. The non-resident tuition rate will proportionately reduce the number of allowable scholarships.
August Board Agenda

SPECIAL
1. Public Hearing on Plans & Specifications of Phase II-B, Part 7 (Paving Project). 5:30 p.m.

REGULAR
1. Consideration of bids on paving project.

2. Consideration of bids for purchase of student constructed house at Carroll.

3. Appoint Duane Spicer, President, Ankeny National Bank, as treasurer, effective July 1, 1976 to replace Dean Minor (due to change in principal depository bank).

4. Name Ankeny State Bank as a depository bank for an amount not to exceed $5,000.00. This requested to permit a special imprest fund checking account for student loans to continue at Ankeny State Bank so as to avoid having to order new check forms and re-establish a new account at Ankeny National. The prime depository account will remain Ankeny National as was board approved in December, 1975.
August 4, 1976

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

Attn: Mr. Don Zuck, Director
Physical Plant

Phase IIB - Part 7
Parking Lot J and Miscellaneous Work
Recommendation on Contract Awards

Dear Mr. Zuck:

Bids were received for the above work at 3:00 P.M., Monday, August 2, 1976. Fifteen copies of a Tabulation of Bids were mailed to Irv Steinberg on August 3 for distribution to the Board of Directors for its meeting of August 9.

The low bidder on Contract 1 - Parking Lot J and Miscellaneous Work for both the Base Bid and Alternate Bid was Iowa Road Builders Co. of Des Moines, Iowa. The bids of that company compared to our construction cost estimate were as follows:

<table>
<thead>
<tr>
<th></th>
<th>Engineer's Estimate</th>
<th>Iowa Road Builders Co.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$126,200</td>
<td>$124,512</td>
</tr>
<tr>
<td>Alternate Bid</td>
<td>121,300</td>
<td>118,212</td>
</tr>
</tbody>
</table>

The Base Bid for Contract 1 included the use of 6-inch reinforced Portland cement concrete for the following:

1. Extending two 12-foot lanes of pavement on Campus Drive a distance of 217 linear feet. This extension is from the point where the existing pavement changes from 4-lane to 2-lane to a point just past the entrance to Parking Lot J. This construction is shown on Contract Drawing 15214-4.

2. The Campus Directory Turnoff Area near the Main Entrance. This construction is shown on Contract Drawing 15214-5.

The remainder of the work in the Base Bid included using asphalt for all
Des Moines Area Community College
Attn: Mr. Don Zuck

August 4, 1976

other construction including Parking Lot J and its entrance, the taper lanes on Campus Drive to provide the transition from four lanes to two lanes, the handicapped Parking spaces near Building 31, and the Campus Directory Turnoff Area near the South Entrance.

In the Alternate Bid, all surfacing is of asphalt. Asphalt pavement with a 4\(\frac{1}{2}\)-inch base course and 1\(\frac{1}{2}\)-inch surface course is used in those areas where portland cement concrete was called for in the Base Bid.

The Alternate Bid is $6,300 lower than the Base Bid. This is due to the following quantities and unit prices for portland cement concrete and asphalt for paving the areas previously mentioned:

- **Portland Cement Concrete** - 700 SY @ $16.50 = $11,550
- **Asphalt** - 700 SY @ $7.50 = $5,250
- **Additional Cost for Portland Cement Concrete** - $6,300

It appears to us that the major reason for accepting the Base Bid would be if the widening of Campus Drive to four lanes is anticipated in the reasonably near future. The value of the asphalt in the extension under Contract 1 is 500 SY @ $7.50 = $4,350. This amount, plus cost of removal, would be lost if Campus Drive is widened with portland cement concrete sometime in the future.

Unless there are definite plans to widen Campus Drive in the reasonably near future, we recommend the Board accept the bid of Iowa Road Builders Co. for Contract 1 - Alternate Bid in the amount of $118,212.00.

The low bidder on Contract 2 - Lighting was Baker Electric, Inc. of Des Moines, Iowa. The bid of that company compared to our construction cost estimate was as follows:

<table>
<thead>
<tr>
<th>Engineer's Estimate</th>
<th>Baker Electric, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$8,512</td>
</tr>
</tbody>
</table>

We recommend that the Board accept the bid of Baker Electric, Inc. for Contract 2 in the amount of $8,512.
A summary of the low bids received compared to the construction cost estimates for both contracts is as follows:

<table>
<thead>
<tr>
<th>Contract</th>
<th>Engineer's Estimate</th>
<th>Low Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$126,200</td>
<td>$124,512</td>
</tr>
<tr>
<td>Alternate Bid</td>
<td>$121,300</td>
<td>$118,212</td>
</tr>
<tr>
<td>Total</td>
<td>$136,200</td>
<td>$133,024</td>
</tr>
</tbody>
</table>

Whether the Base Bid or Alternate Bid is selected for Contract 1, the total of the low bids will be within the construction cost estimate.

We will have contract documents for both the Base Bid and Alternate Bid for Contract 1 and the documents for Contract 2 at the meeting of the Board of Directors on August 9. The documents should be approved by the Board and executed so that the work can proceed immediately.

It is recommended that a preconstruction conference be held on Tuesday, August 10.

Yours very truly,

VEENSTRA & KIMM

By________________________________________

J. W. Kimm

JWK:jk
15214
August 4, 1976

Mr. Irv Steinberg  
Secretary of the Board of Directors  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021

RE: Staff Reductions at C.I.V.E.C.

Dear Mr. Steinberg:

This law firm is general counsel for both the Iowa State Education Association and the Iowa Higher Education Association and in that capacity and because of the designation of the I.H.E.A., as the collective bargaining representative for the instructors at the Des Moines Area Community College, we will be representing those instructors employed by the Des Moines Area Community College and assigned to C.I.V.E.C., who have received notices from you on behalf of the Board of the termination of their contracts effective August 15, 1976, at the hearing scheduled for August 9, 1976.

Your letter to the various instructors involved indicated that the hearing would be a regular Board meeting, commencing at 5:30 P.M. Because of the importance of this issue to the individual instructors, and because we are going to make a single presentation on behalf of all of the notified instructors, we would ask to be placed first on the Board agenda so as to take care of this particular item promptly, or, alternately, to be notified of the specific time this matter will come before the Board.

We have copies of sample contracts, the contract captioned "Specially Funded Contract". We also have copies of the notices and the reference to Paragraph IV D., as the contractual provision under which these terminations have been initiated.

Pursuant to the contract and the rights the instructors have thereunder, we would ask as their representatives that we be provided, in advance of the hearing, with the documentary evidence which shows or purports to show that adequate funding...
August 4, 1976

for each faculty member's position has been lost or become unavailable to the college and as a direct result, the college is unable to fund or underwrite the individual's position. We would also inform you that we are speaking of budgetary documentation specifically related to C.I.V.E.C., and also, budgetary documentation related to the college as a whole. We believe that under the terms of the contract and under existing law, you have the obligation to make this information available to us and to make this information available to us in advance of the hearing on August 9.

You also have the obligation at the time of the hearing to present the evidence supporting termination. While I realize the documentary evidence you will supply us will again be presented at the hearing, you do have the obligation to inform us of all individuals who will make any presentation to the Board. Accordingly, we would ask for the names of the individuals who will make any presentation to the Board concerning loss or unavailability of adequate funding to support the faculty members who have received termination letters.

Among other documentary material that we are requesting, we would ask for the following particular documents:

a) The existing contract between the Des Moines Area Community College and the Central Iowa Regional Association of Local Governments.

b) The current budget for the Central Iowa Vocational Education Association, including the period October 1, 1975 through September 30, 1976.

c) The total budget for the Des Moines Area Community College specifically including the period October 1, 1975 through September 30, 1976.

If for any reason there is a difficulty in complying with the request made in this letter, or any other problem related to the hearing or individuals effected, please feel free to have one of the administrative officers of the college or attorneys for the college contact me.

Sincerely yours,

[Signature]

James L. Sayre

mlh

ccl. Paul Lowery
    David Palmer
    Mrs. Kay Marten
    Miss Sharron Collier
    Ron Thompson
    Jim Sutton

CERTIFIED MAIL. 8006867
Des Moines Area Community College
2006 Ankeny Boulevard
Ankeny, Iowa 50021

Attn: Mr. Irv Steinberg

Bid Tabulations
Phase IIB - Part 7

August 3, 1976

Dear Mr. Steinberg:

Enclosed are 15 copies of a tabulation of bids received August 2, 1976, for the above project.

The low bidders are as follows:

**Contract 1 - Parking Lot J and Miscellaneous Work**

- **Base Bid** - Iowa Road Builders Co. $124,512.00
- **Alternate Bid** - Iowa Road Builders Co. $118,212.00

**Contract 2 - Lighting**

- Baker Electric, Inc. $8,512.00

We will have a recommendation to Don Zuck as to awards prior to the August 9 meeting of the Board of Directors.

Yours very truly,

VEENSTRA & KIMM

By

J. W. Kimm

JWK:jk
15214
Enclosures (15 copies of Bid Tabulation)
cc: Mr. Don Zuck
## DES MOINES AREA COMMUNITY COLLEGE
### PHASE IIB - PART 7
#### PARKING LOT J AND MISCELLANEOUS WORK
##### ANKENY, IOWA

**BID TABULATION**

**Base Bid**

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit and lump sum prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Unclassified Excavation</td>
<td>CY</td>
<td>2,600</td>
<td>$4.25</td>
<td>$11,050.00</td>
</tr>
<tr>
<td>1.2 Borrow Excavation</td>
<td>CY</td>
<td>1,500</td>
<td>$4.75</td>
<td>$7,125.00</td>
</tr>
<tr>
<td>1.3 Reinforced Portland Cement Pavement (6&quot;)</td>
<td>SY</td>
<td>700</td>
<td>16.65</td>
<td>$11,255.00</td>
</tr>
<tr>
<td>1.4 Asphalt Parking Lot</td>
<td>SY</td>
<td>12,300</td>
<td>$4.75</td>
<td>$58,806.00</td>
</tr>
<tr>
<td>1.5 Miscellaneous Asphalt Paving</td>
<td>SY</td>
<td>720</td>
<td>$4.75</td>
<td>$3,420.00</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>$120.00</td>
<td>1,800.00</td>
</tr>
</tbody>
</table>

**TOTAL BASE BID - CONTRACT 1** *(Items 1.1 - 1.6)*

$127,960.00

**Alternate Bid**

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Unclassified Excavation</td>
<td>CY</td>
<td>2,600</td>
<td>$4.25</td>
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</tr>
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<td>700</td>
<td>16.65</td>
<td>$11,255.00</td>
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<td>$58,806.00</td>
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<td>SY</td>
<td>720</td>
<td>$4.75</td>
<td>$3,420.00</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>$120.00</td>
<td>1,800.00</td>
</tr>
</tbody>
</table>

**TOTAL ALTERNATE BID - CONTRACT 1** *(Items 1.1 - 1.5)*

$126,465.00

**2. Unit Adjustment Prices:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Unit Adjustment Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Granular Subbase</td>
<td>Ton</td>
<td>$8.00</td>
</tr>
<tr>
<td>2.2 Lime Subgrade Treatment</td>
<td>Ton</td>
<td>90.00</td>
</tr>
</tbody>
</table>

**CONTRACT 2 - LIGHTING**

1. Furnish and install necessary fixtures, wiring, excavation and backfill and concrete foundations for lighting Parking Lot J and miscellaneous associated work, including clean-up for the lump sum of:

$12,982.81

Veenera & Kimm Engineers & Planners
**Base Bid**

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit and lump sum prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Unclassified Excavation</td>
<td>CY</td>
<td>2,600</td>
<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
</tr>
<tr>
<td>1.2 Borrow Excavation</td>
<td>CY</td>
<td>1,500</td>
<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
</tr>
<tr>
<td>1.3 Reinforced Portland Cement Pavement</td>
<td>SY</td>
<td>700</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
</tr>
<tr>
<td>1.4 Asphalt Parking Lot</td>
<td>SY</td>
<td>12,300</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
</tr>
<tr>
<td>1.5 Miscellaneous Asphalt Paving</td>
<td>SY</td>
<td>520</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**TOTAL BASE BID - CONTRACT 1 (Items 1.1 - 1.6)**

Alternate Bid

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Unit Price</th>
<th>Extended Price</th>
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<td>$............</td>
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<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
<td>$...........</td>
<td>$............</td>
</tr>
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<td>SY</td>
<td>12,300</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
</tr>
<tr>
<td>1.5 Miscellaneous Asphalt Paving</td>
<td>SY</td>
<td>1,220</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
<td>Bid</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**TOTAL ALTERNATE BID - CONTRACT 1 (Items 1.1 - 1.6)**

2. Unit Adjustment Prices:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Unit Adjustment Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Granular Subbase</td>
<td>Ton</td>
<td>$...........</td>
</tr>
<tr>
<td>2.2 Lime Subgrade Treatment</td>
<td>Ton</td>
<td>No</td>
</tr>
</tbody>
</table>

**Contract 2 - Lighting**

1. Furnish and install necessary fixtures, wiring, excavation and backfill and concrete foundations for lighting Parking Lot J and miscellaneous associated work, including clean-up for the lump sum of:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Unit Adjustment Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$8,657.00</td>
</tr>
</tbody>
</table>

**Veenstra & Kimm Engineers & Planners**
**CONTRACT 1 - PARKING LOT J AND MISCELLANEOUS WORK**

**Base Bid**

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit and lump sum prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Unclassified Excavation</td>
<td>CY</td>
<td>2,600</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.2 Borrow Excavation</td>
<td>CY</td>
<td>1,500</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.3 Reinforced Portland Cement Pavement (6&quot;)</td>
<td>SY</td>
<td>700</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.4 Asphalt Parking Lot</td>
<td>SY</td>
<td>12,300</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.5 Miscellaneous Asphalt Paving</td>
<td>SY</td>
<td>520</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Base Bid - Contract 1 (Items 1.1 - 1.6)**

**Alternate Bid**

1. Construct asphalt pavement on Parking Lot J and other miscellaneous paving work for the following unit prices:

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
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<td>12,300</td>
<td>$</td>
<td>No</td>
</tr>
<tr>
<td>1.5 Miscellaneous Asphalt Paving</td>
<td>SY</td>
<td>520</td>
<td>$</td>
<td>No</td>
</tr>
<tr>
<td>1.6 Striping</td>
<td>LS</td>
<td>xxxxx</td>
<td>$</td>
<td>No</td>
</tr>
</tbody>
</table>

**Total Alternate Bid - Contract 1 (Items 1.1 - 1.5)**

2. **Unit Adjustment Prices:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Unit Adjustment Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Granular Subbase</td>
<td>Ton</td>
<td>$</td>
</tr>
<tr>
<td>2.2 Lime Subgrade Treatment</td>
<td>Ton</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

2. **Unit Adjustment Prices:**

**CONTRACT 2 - LIGHTING**

1. Furnish and install necessary fixtures, wiring, excavation and backfill and concrete foundations for lighting Parking Lot J and miscellaneous associated work, including clean-up for the lump sum of:

   $12,000.00

I hereby certify that this is a true tabulation of bids received on August 2, 1976 by the Des Moines Area Community College.

[Signature]

James W. Kimm, P.E.
Iowa Reg. No. 2089

Veenstra & Kimm Engineers & Planners
August 3, 1976

Baker Electric, Inc.
615 Center Street
Des Moines, Iowa 50309

Attn: Mr. Britt Baker

Des Moines Area Community College
Phase IIB - Part 7
Contract 2 - Lighting

Gentlemen:

Enclosed herewith are four copies each of the Contract and Bond for the above project. The Board of Directors intends to award the contract on August 9, 1976.

Please sign all copies of the Contract and attest the signature as provided for on page C-3. Execute all copies of the Bond with proper signatures and attests as provided for on page B-3. This applies to the person signing for the surety as well. Attach to each Bond a current power of attorney for the person signing on behalf of the surety.

After completion, return all copies of each to us for inclusion in the specification book. We will then forward the copies to the Board for execution. One complete set of contract documents will be returned to you for your files following execution by the President and Secretary.

We request that you double check to see that all required signatures are made before returning to us. Omission of signatures delays execution of the Contract.

In addition to the above, please furnish three copies each of the necessary certificates of insurance made in favor of the Des Moines Area Community College, as follows:

1. Workmen's Compensation and occupational disease insurance.

2. Public liability and property damage liability insurance;
   a. Bodily injury or death: $500,000 for one person and $1,000,000 for each accident.
   b. Property damage: $500,000 for each accident.
3. Automobile liability insurance;

a. Public liability: $500,000 for one person and $1,000,000 for each accident.

b. Property damage: $500,000 for each accident.

Excess umbrella coverage may be provided in lieu of specified individual coverages as long as overall coverage is provided.

We will be contacting you at a later date regarding a preconstruction conference for this project.

Yours very truly,

VEENSTRA & KIMM

ORIGINAL SIGNED BY
By ____________________________
J. W. Kimm

JWK:jk
15214-2
Enclosures
cc: Mr. Don Zuck
Mr. Irv Steinberg
August 3, 1976

Iowa Road Builders Co.
1751 Hull Avenue
Des Moines, Iowa 50316

Attn: Mr. Dave Howard

Des Moines Area Community College
Phase IIB - Part 7
Contract 1 - Parking Lot J and Miscellaneous Work

Gentlemen:

Enclosed are four copies each of the Contract and Bond for the above project. Documents are enclosed for both the Base Bid in the amount of $124,512.00, and the Alternate Bid in the amount of $118,212.00. The Board of Directors will, on August 9, award a contract for either the Base or Alternate Bid. Since we do not definitely know now what the Board's selection will be, we are asking that you complete both sets of documents.

Please sign all copies of the Contracts and attest the signature as provided for on page C-3. Execute all copies of the Bonds with proper signatures and attests as provided for on page B-3. This applies to the person signing for the surety as well. Attach to each Bond a current power of attorney for the person signing on behalf of the surety.

After completion, return all copies of each to us for inclusion in the specification book. We will then forward the copies to the Board for execution of a contract for either the Base Bid or Alternate Bid. One complete set of contract documents will be returned to you for your files following execution by the President and Secretary.

We request that you double check to see that all required signatures are made before returning to us. Omission of signatures delays execution of the Contract.

In addition to the above, please furnish three copies each of the necessary certificates of insurance made in favor of the Des Moines Area Community College, as follows:

Iowa Road Builders Co.
Attn: Mr. Dave Howard

August 3, 1976

1. Workmen's Compensation and occupational disease insurance.

2. Public liability and property damage liability insurance:
   a. Bodily injury or death: $500,000 for one person and $1,000,000 for each accident.
   b. Property damage: $500,000 for each accident.

3. Automobile liability insurance:
   a. Public liability: $500,000 for one person and $1,000,000 for each accident.
   b. Property damage: $500,000 for each accident.

Excess umbrella coverage may be provided in lieu of specified individual coverages as long as overall coverage is provided.

We will be contacting you at a later date regarding a preconstruction conference for this project.

Yours very truly,

VEENSTRA & KIMM

By

J. W. Kimm

JWK:jk
15214-1
Enclosures
cc: Mr. Don Zuck
    Mr. Irv Steinberg
DATE Aug 4, 1976
TO Paul Lowery
FROM Irv Steinberg
RE: Staff Requesting Appeal Hearing on Terminations

Letters have been received from following terminated staff requesting an appeal hearing at the Aug 9, 76 Board Meeting:

1. Curtis Wilson
2. James Waters
3. C.S. Huhn - Crusader Associate
4. Kay Marten
5. Sharron Collier
6. Rosemary Devine
7. Reg Hanson

I have these letters on file in my Board Minutes Book.
July 30, 1976

REGISTERED MAIL

Irv Steinberg
Board Secretary
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, IA 50021

Dear Mr. Steinberg:

I hereby request a hearing with the Board of Directors of the Des Moines Area Community College, on August 9, 1976.

It is my understanding the meeting will be held in Room 3115 on the Ankeny campus at 5:30 p.m. I plan to attend this meeting.

At that time I will be prepared to present my evidence, and challenge my termination.

In addition, I was informed of my recourse regarding a hearing with the board, July 28, 1976, not with the certified letter informing me of my termination, received July 14. I filed a formal complaint with Carl Rolf, Director of CIVEC, July 22, 1976.

Sincerely yours,

[Signature]

Margaret A. (Peg) Hansen

cc William Shepherd - EOE Officer
Norman G. Jesse

RECEIVED
AUG 2 1976
July 29, 1976

Mr. Irv Steinberg  
DMACC Board Secretary  
2006 S. Ankeny Blvd.  
Ankeny, Iowa  50021  

Dear Mr. Steinberg:

In regards to your letter of July 27, 1976, I do hereby serve notice of my intention to appeal the termination of my employment. I shall attend the Board meeting on August 9, 1976 at 5:30 p.m.

Sincerely,

Curtis Wilson  
1922 10th Street  
Des Moines, Iowa  50314  

cc: Bill Shepherd, EEO Officer, CIRALG
July 30, 1976

Irv Steinberg
Board Secretary
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, IA 50021

Dear Mr. Steinberg:

I hereby request a hearing with the Board of Directors of the Des Moines Area Community College, on August 9, 1976.

It is my understanding the meeting will be held in Room 3115 on the Ankeny campus at 5:30 p.m. I plan to attend this meeting.

At that time I will be prepared to present my evidence, and challenge my termination.

Sincerely yours,

James Waters
Welding Instructor

smw

RECEIVED
AUG 2 1976
-NSAMH
July 30, 1976

CERTIFIED MAIL

TO: Irv Steinberg - Board Secretary

SUBJECT: Termination

As of July 23, 1976, (see attached copy) I filed a complaint jointly to meet with and have a hearing with the Board of Directors.

I was not aware that you were board secretary and should get a copy of all complaints. I was not informed of my rights in the Certified letter dated July 13, 1976, which I have not received because I was not in the State of Iowa until the 19th of July. My Director knew I had been in an accident and was not able to return to work.

I think he should have made you and all other persons involved in my termination aware of my absence, and that it would be for me to be advised of due process concerning my termination.

I have filed a complaint dated May 14, 1976, that I had fear of being terminated because of certain actions taken by DMAC C.

Thank you.

C. S. Huhn

cc Carl Rolf
William Shepherd
Carroll Bennett

RECEIVED
AUG 2 1976
DATE: July 23, 1976
TO: Carl Rolf, Director of CIVEC
SUBJECT: Terminations

This is to apprise you that the following people wish to file a formal complaint against you and the Des Moines Area Community College, charging discrimination in employment based on our terminations.

We request a hearing with the Board of Directors of the Area College as set forth in the DMACC faculty handbook.

We request an immediate response as to the date of a hearing and acknowledgment of this filing.

Names: 

Sharon A. Callies
Ray A. Martin
James H.d. Lynch
James B. Waters
Cezera S. Jurn
Margaret L. Hansen
Barbara L. Zooly

cc: Bill Shepherd, EOE Officer
Mr. Irv Steinberg  
Secretary of the Board  
Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, IA  50021  

Dear Mr. Steinberg:  

This letter is in response to your certified letter of July 27, 1976, regarding my anticipated termination from CIVEC.  

To comply with the procedures stated, I personally request a hearing before the Des Moines Area Community College Board of Directors to present my evidence and challenge my termination.  

I will attend the Board meeting on August 9, 1976, at 5:30 p.m. on the Ankeny campus.  

Sincerely,  

Kay Marten  
Basic Education Instructor
July 30, 1976

Mr. Irv Steinberg  
Board Secretary  
Des Moines Area Community College  
2006 South Ankeny Boulevard  
Ankeny, IA  50021  

CERTIFIED MAIL

Dear Mr. Steinberg:

I hereby request a hearing with the Board of Directors of the Des Moines Area Community College on August 9, 1976.

It is my understanding the meeting will be held in Room 3115 on the Ankeny campus at 5:30 P. M. I plan to attend this meeting.

In addition, I was informed of my recourse regarding a hearing with the Board on July 28, 1976, not with the certified letter informing me of termination, received July 14, 1976.

I filed a formal complaint with Carl Rolf, Director of CIVEC on July 22, 1976.

Sincerely yours,

[Signature]

Sharron Collier

CC: Bill Shepherd, EOE Officer
5247 Southwest 63 Street  
Des Moines, IA  50321  
July 30, 1976

Mr. Irv Steinberg  
Board Secretary  
Des Moines Area Community College  
2006 South Ankeny Boulevard  
Ankeny, IA  50021

CERTIFIED MAIL

Dear Mr. Steinberg:

As per your letter of July 27, 1976, please consider this a request for a hearing with the Board of Directors of the Des Moines Area Community College on August 9, 1976.

At that time I will be prepared to present my evidence and challenge my termination.

Please be advised that I was not informed of my recourse regarding a hearing with the Board until July 28, 1976. The letter informing me of my termination was received July 14, 1976.

Sincerely,

[Signature]

ROSEMARY R. DEVINE

RECEIVED  
AUG 2  1976  
PERSONNEL