Follow this and additional works at: https://openspace.dmacc.edu/boardminutes
The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on July 12, 1976, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa. The meeting was called to order at 5:30 p.m. by Board Vice President, Walter Hetzel.

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

Members absent: Max Kreager

Others present: Paul Lowery, Superintendent, Irv Steinberg, Controller/Board Secretary, Jordan Ball, Administrative Assistant, Joe Borgen, Vice President, Instruction, Don Rhead, Director, Personnel, Dorothy Gilliland, Coordinator, College Relations, Tom Clarkson, Director, College Relations, Leonard Bengtson, Vice President, Student Life, Evelyn Anderson, Counselor, Mike Perry, Counselor, Chris Schreurs, Assistant Registrar, Rick Chapman, Instructor, Warren Pitcher, Instructor, Rus Slicker, Vice President, Mgmt. & Planning, Jane Roberts, Instructor, Wayne Mitchell, Instructor, Carl Rolf, Director, CIVEC, Carol Knoop, Instructor, Melinda Voss, DM Register Reporter

It was moved by E. Leonard, seconded by M. Goodman, that the minutes of the regular board meeting of June 14, 1976 be approved as presented. Motion passed.

It was moved by H. Welin, seconded by D. Rowen 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>Carol Coats</td>
<td>Coord/Dir., Dental Hygiene</td>
<td>17,190</td>
<td>July 1, 1976</td>
</tr>
<tr>
<td>Susan Albrecht</td>
<td>ADN Prog. Chairperson</td>
<td>17,753</td>
<td>Aug. 2, 1976</td>
</tr>
<tr>
<td>Charles R. Lakin</td>
<td>Librarian, Boone</td>
<td>10,400</td>
<td>Sept 7, 1976</td>
</tr>
<tr>
<td>Tommy Clarkson</td>
<td>Dir., College Relations</td>
<td>20,000</td>
<td>Aug. 1, 1976</td>
</tr>
<tr>
<td>Roberta Shilane</td>
<td>Ref. Librarian, Ankeny</td>
<td>13,594</td>
<td>July 1, 1976</td>
</tr>
</tbody>
</table>
Name | Position | Salary  | Eff.
--- | --- | --- | ---
Daniel Vander Voort | Auto Parts, Ankeny | $15,376 | July 1,
Janet Huss | Coord., Special Services | 13,580 | July 6,
Karen Rose Brumley | Nursing, Boone | 15,376 | Aug. 1,
Patricia McCollom | ADN Instructor, Ankeny | 11,351 | Aug. 12

**Annual**

Motion passed.

**SUMMER SESSION**

**CONTRACT**

It was moved by M. Goodman, seconded by E. Leonard, that employment be offered to Kerry Jo Bruening as a Data Processing instructor for the period July 1, 1976 through September 3, 1976 at a salary of $2

Motion passed.

**CONTRACT CONTINUATIONS**

It was moved by E. Leonard, seconded by D. Rowen, contracts for the following OSHA Project staff be continued as indicated:

Brian Taylor, annual salary of $12,210, effective July 1, 1976.
Dean Airy, annual salary of $20,593, effective July 1, 1976.

Motion passed.

**CONTRACT CHANGES**

It was moved by H. Welin, seconded by C. Galvin, that the following contract changes be approved as indicated.

Willis Dobbins — Chairman, Branch Office, from annual salary of $16,565 to $17,159 for SDU Credits earned.
Jane Pitz — Adult Ed Instructor; from annual salary of $13,594 to $14,188 for SDU Credits earned.
Evelyn Anderson — Counselor, Student Life; from annual salary of $15,971 to $16,565, to correct computer print error.
Gene Harder — Curriculum Development Specialist; salary adjusted downward from $20,822 annual to $20,593, reached maximum on schedule.
Barbara Meyer — CEC Counselor; from $12,633 annual to $14,782; title changed from Evaluator to Counselor and salary adjusted accordingly.
Equilla Johnson — Counselor, Student Life; from annual salary of $14,130 to $15,376; title changed from CHESS Coordinator to Counselor and salary adjusted accordingly.

Motion passed.

**RESIGNATIONS**

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

Kerry Jo Bruening, Computer Programming, effective June 30, 1976
Joseph Fernandes, Chemistry, Boone, effective May 28, 1976
David Wilson, Insurance, Ankeny, effective June 30, 1976
W. Dianne Hockett, Office Occupations Coordinator, effective May 28,

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

Dorothy Franke, Assoc. Dean, Arts & Sciences, May 24-28, 1976
Evelyn Severino, Adult Ed Instructor, June 14-25, 1976
Karen Allen, Health, 5 days
Vernon Cadwell, Bldg. Maint, CIVIC, June 4-11, 1976

Motion passed.

It was moved by C. Galvin, seconded by H. Welin, that approval be given to entering into a joint contract under Chapter 28E of the Code with the school system of New Monroe Community School to provide pre-career educational offerings to high school students in the Knoxville area, and that the Board Vice President, Secretary, and Superintendent be authorized to sign said contract. Motion passed.

It was moved by H. Welin, seconded by E. Leonard, that approval be given to the Treasurer's Annual Report, and that in accordance with Section 291.15, Code of Iowa, 1975, one copy of said report be filed with the State Superintendent of Public Instruction and one copy with the Polk County Treasurer. Motion passed.

It was moved by E. Leonard, seconded by M. Campbell, that approval be given to the proposed Iowa Council of Area School Boards 1976-77 budget totaling $84,700, and dues schedule in the amount of $9,300 for Des Moines Area Community College for 1976-77. Motion passed.

It was moved by C. Galvin, seconded by H. Welin, that approval be given to the proposed Secretarial/Clerical Salary Schedule for 1976-77 and the placement of staff under this schedule, copy of said schedule and placement listing attached hereto and made a part of these minutes. Motion passed.

It was moved by D. Rowen, seconded by M. Goodman, that the Securities and Consumer Credit programs be discontinued due to lack of enrollment. Motion passed.

It was moved by D. Rowen, seconded by H. Bloomquist, that the meeting recess for a dinner break. Motion passed and the meeting was recessed at 6:30 p.m.
The regular board meeting reconvened at 7:30 p.m. at the same location as it had recessed. All those present prior to the recess were also present. Also present were Dennis Krehbiel, Don Zuck and Dave Pali.

**Extension of Contract with CIRALG**

It was moved by M. Campbell, seconded by E. Leonard, that approval given to the extension of Central Iowa Regional Association of Local Governments (CIRALG) contract to accommodate new federal fiscal year and that the Superintendent and Board Secretary be authorized to sign said contract. An amendment was made to this motion by D. Rowen, seconded by E. Leonard, that any available funds possible from this contract extension determined to be uncommitted will be used to extend contracts of staff being terminated due to lack of funding. The amendment passed unanimously. The original motion passed, with Don Rowen voting no.

**Termination of Employees Under Subcontract with CIRALG**

It was moved by H. Bloomquist, seconded by C. Galvin, that employees under subcontract with CIRALG as listed below, be terminated as indicated:

<table>
<thead>
<tr>
<th>Assessment and Orientation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Dorothy Simms, Coordinator</td>
<td>August 30, 1976</td>
</tr>
<tr>
<td>(2) Joe Ellis, ABE Evaluator</td>
<td>Noon, September 15, 1976</td>
</tr>
<tr>
<td>(3) Moses Paloma, Orientation-Evaluator</td>
<td>September 2, 1976</td>
</tr>
<tr>
<td>(4) Edith Sharp, JEVS Evaluator</td>
<td>September 17, 1976</td>
</tr>
<tr>
<td>(5) Jackie Bell, ABE Evaluator (½ time)</td>
<td>September 10, 1976</td>
</tr>
<tr>
<td>(6) Dorothy Diggs, JEVS Counselor/Evaluator</td>
<td>August 31, 1976</td>
</tr>
<tr>
<td>(7) Janet Frerker, ABE Evaluator</td>
<td>Noon, September 16, 1976</td>
</tr>
<tr>
<td>(8) Evelyn Severino, ABE Evaluator</td>
<td>September 13, 1976</td>
</tr>
<tr>
<td>(9) Mary Lowery, Clerk/Steno I</td>
<td>September 23, 1976</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CIVC</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Vernon Cadwell, Bldg. Maintenance</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(2) Sharron Collier, Basic Education</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(3) Rosemary Devine, Business Occupations</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(4) Geraldine Friest, Office Support</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(5) Doreen Goolsby, Office Support</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(6) Harry Hamilton, Meat Cutting</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(7) Margaret (Peg) Hansen, Counselor/Nurse</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(8) Cozetta Huhn, Student Service Aide</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(9) Kay Marten, Basic Education</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(10) James C. Niday, Welding</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(11) Elizabeth Olson, Food Service Associate</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(13) Russell Priestley, Business Occupations</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(14) James Quirk, Lab Assistant, Tool Room</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(15) Genevieve Wagner, Office Support</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(16) James Waters, Welding</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(17) Curtis Wilson, Lab Assistant, Tool Room</td>
<td>August 13, 1976</td>
</tr>
<tr>
<td>(18) Harold Wilson, Custodian</td>
<td>August 13, 1976</td>
</tr>
</tbody>
</table>

Motion passed.
Director D. Rowen introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR THE CONSTRUCTION OF PHASE II-B, PART 7, and moved its adoption. Director E. Leonard seconded the motion to adopt and the roll being called the vote was as follows:

AYES: H. Welin
H. Bloomquist
D. Rowen
E. Leonard
M. Campbell
C. Galvin
W. Hetzel
M. Goodman

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION ADOPTING PLANS & SPECIFICATIONS & FORM OF CONTRACT FOR THE CONSTRUCTION OF PHASE II-B, PART 7

Proposed plans, specifications and form of contract for construction of Phase II-B, Part 7, are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE that a meeting of the Board to be held at 5:30 p.m., on the 9th day of August, 1976, Room 3115, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, this Board will hold a public hearing on the matter of the adoption of plans, specifications, and form of contract now on file in the office of the Secretary of the Board of Directors.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said public hearing as required by law.

PASSED AND APPROVED this 12th day of July, 1976.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RESOLUTION ON RECEIPT OF BIDS FOR PHASE II-B PART 7

Director D. Rowen introduced the following resolution entitled RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR PHASE II-B, PART 7, and moved its adoption. Director E. Leonard seconded the motion to adopt and the roll being called, the vote was as follows:

AYES: H. Welin
      H. Bloomquist
      D. Rowen
      M. Campbell
      W. Hetzel
      C. Galvin
      M. Goodman
      E. Leonard

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION FIXING DATE FOR RECEIPT FOR BIDS FOR PHASE II-B, PART 7

RESOLVED: that the Des Moines Area Community College Board of Directors will receive bids until 3:00 p.m. in Room 3115, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, on August 2, 1976 for the construction of Phase II-B, Part 7, at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 12th day of July, 1976.

President, Board of Directors

Steinberg

Secretary, Board of Directors
Director D. Rowen introduced the following Resolution entitled "RESOLUTION TO OFFER HOUSE FOR SALE" and moved that same be adopted. Director M. Campbell seconded the motion to adopt. A vote was taken and carried unanimously. Whereupon, the Vice President of the Board declared said Resolution duly adopted as follows:

RESOLUTION TO OFFER HOUSE FOR SALE

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 of the building trades class under the direction of said Des Moines Area Community College, with a view toward resale upon completion, be offered for sale to the highest acceptable bidder, submitting a sealed bid with such bids to be received by the Fleshner Family Realty Company, Carroll, Iowa, on behalf of the Des Moines Area Community College, on Saturday, August 7, 1976, no later than 3:00 p.m., at which time bids will be opened publicly and read aloud in the office of the Fleshner Family Realty Company, Carroll, Iowa.

The house is to be sold for no less than a list price of $46,500, to include a Realtor's fee of $1,500.

Bids will be acted upon by the Board at its regular meeting on August 9, 1976. Each bid is to be accompanied by a certified check in the amount of $500, payable to Des Moines Area Community College, with the remainder of the accepted bid due and payable on or before August 31, 1976.

If no acceptable bid is received on August 7, 1976, the house will again be advertised for sale on the same basis up to another 60 day period.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said bid letting as required by law.

PASSED AND APPROVED this 12th day of July, 1976.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
It was moved by D. Rowen, seconded by C. Galvin, that a ten year celebration and open house activities be planned for October 17, 1976. Motion passed.

It was moved by C. Galvin, seconded by H. Bloomquist, that it be acknowledged that the Fiscal Year 1975 State Audit Report had been received during the past week by Board Members, Superintendent Treasurer, and Board Secretary. Motion passed.

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

The Board Vice President noted acknowledgment of the receipt of a letter from Mike Perry, DMACCHEA President, expressing concerns over termination of certain CIVEC staff.

It was moved by C. Galvin, seconded by M. Campbell, that the meeting be adjourned. Motion passed and the meeting adjourned at 9:00 p.m. The next regular Board Meeting was set for August 9, 1976, to be preceded by a Public Hearing on Plans, Specifications and Form of Contract for Phase II-B, Part 7, commencing at 5:30 p.m., Building #31, Ankeny Campus.

Irv Steinberg, Secretary

Walter Hetzel, Vice President
SUPPLEMENTAL AGENDA

July 12, 1976 Board Meeting

NEW BUSINESS

(a) New Personnel
   (9) Karen Rose Brumley, Nursing, Boone
   (10) Patricia McCollom, ADN, Ankeny.

(c) Contract Continuation
   (2) Dean Airy, Project Director, OSHA, from $19,633 annual salary to $20,593 annual salary.

(d) Contract Changes
   (6) Equilla Johnson, Counselor, Student Life, from annual salary of $14,130 to $15,376; title changed from CHESS Coordinator to Counselor and salary adjusted accordingly.

(e) Resignations

(m) Extension of Central Iowa Regional Association of Local Governments (CIRALG) contract to accommodate new federal fiscal year.

(o) Termination of employees under subcontract with CIRALG as follows:

   Assessment and Orientation
   (1) Dorothy Simms, Coordinator
   (2) Joe Ellis, ABE Evaluator
   (3) Moses Paloma, Orientation-Evaluator
   (4) Edith Sharp, JEVS Evaluator
   (5) Jackie Bell ABE Evaluator (½ time)
   (6) Dorothy Diggs, JEVS Counselor/Evaluator
   (7) Janet Freerkson, ABE Evaluator
   (8) Evelyn Severino, ABE Evaluator
   (9) Mary Lowery, Clerk/Steno I

   CIVEC
   (1) Vernon Cadwell, Bldg. Maintenance
   (2) Sharron Collier, Basic Education
   (3) Rosemary Devine, Business Occupations
   (4) Geraldine Friest, Office Support
   (5) Doreen Goolsby, Office Support
   (6) Harry Hamilton, Meat Cutting
   (7) Margaret (Peg) Hansen, Counselor/Nurse
   (8) Cozetta Huhn, Student Service Aide
   (9) Kay Marten, Basic Education
   (10) James C. Niday, Welding
   (11) Elizabeth Olson, Food Service Associate
   (12) Warren Pitcher, Business Occupations
   (13) Russell Priestley, Business Occupations
   (14) James Quirk, Lab Assistant, Tool Room
   (15) Genevieve Wagner, Office Support
   (16) James Waters, Welding
   (17) Curtis Wilson, Lab Assistant, Tool Room
   (18) Harold Wilson, Custodian
OTHER

(c) Consideration of date for 10-year celebration and open house—suggest October 16-17.

(d) Legislative program for the 67th General Assembly

Acknowledgement of letter from Mike Perry, DMAEHEA Pres. - Elect expressing concern over termination of certain CUEC staff. Discussion - Dave Pelman
CALL TO ORDER

APPROVAL OF MINUTES - June 14 regular meeting

REPORTS
(a) ICASB - Kreager
(b) Mid-Iowa Computer Center - Hetzel
(c) Financial
(d) Area Superintendents - Lowery
(e) Proposed funding formula

COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS
(a) New Personnel:
   (1) Douglas Sires, Program Chairman, Architectural Drafting, Ankeny
   (2) Carol Coats, Coordinator-Project Director, Dental Grant, Ankeny
   (3) Susan Albrecht, ADN Program Chairperson, Ankeny
   (4) Charles R. Lakin, Librarian, Boone
   (5) Tommy Clarkson, Director, College Relations, Ankeny
   (6) Roberta Shilane, Reference Librarian, Ankeny
   (7) Daniel Vander Voort, Auto Parts, Ankeny
   (8) Janet Huss, Coordinator, Special Services, Ankeny
   (9) See Supplemental
(b) Summer Session
   (1) Kerry Jo Bruening, Data Processing, Ankeny
(c) Contract Continuation
   (1) Brian Taylor, Project Staff, OSHA, Ankeny
   (2) See Supplemental
(d) Contract Changes
   (1) Willis Dobbins, Chairperson, Branch Office, Adult Education
   (2) Jane Pitz, Adult Ed. Instructor
   (3) Evelyn Anderson, Counselor, Student Life, Ankeny
   (4) Gene Harder, Curriculum Development Specialist, Ankeny
   (5) Barbara Meyer, Counselor, CEC
   (6) See Supplemental
(e) Resignations
   (1) Kerry Jo Bruening, Computer Programming, Ankeny, June 30, 1976
   (2) Joseph Fernandez, Chemistry, Boone, May 28, 1976
   (3) David Wilson, Insurance, Ankeny, June 30, 1976
   (4) See Supplemental
(f) Leave of Absence Without Pay
   (1) Dorothy Franke, Associate Dean, Arts & Sciences, May 24-28, 1976
   (2) Evelyn Severino, Adult Ed. Instructor, June 14-25, 1976
   (3) Karen Allen, Health, 5 days
   (4) Vernon Cadwell, Bldg. Maint., CIVEC, June 4-11, 1976
NEW BUSINESS (continued)

(g) Consideration of a joint contract under Chapter 28E of the Code with the school system of New Monroe Community School to provide pre-career educational offerings to high school students in the Knoxville area.

(h) Approval of Treasurer's annual report.

(i) ICASB 1976-77 proposed budget and dues schedule, copy of which is attached.

(j) Secretarial/clerical salary schedule for 1976-77

(k) Discontinuance of Securities and Consumer Credit programs due to lack of enrollment.

(l) Review plans and specifications for lot J paving project and set date for public hearing and bid opening. (Possible date of August 2, with alternate of August 9, 1976). Bids to be considered at board meeting immediately following public hearing.

OTHER

(a) The Area School Budget Review Sessions have been rescheduled for August 12 and 13

(b) Board election information: Term expires for Max Kreager, Cecil Galvin, and Maurice Campbell. Date of election is September 14, 1976.

PRESENTATION OF CLAIMS AND ACCOUNTS

ADJOURNMENT
July 6, 1976

Paul Lowery

Irv Steidberg

July 12, 1976 Board Agenda

1. Review plans and specifications for Lot "J" paving project and set date for public hearing and bid opening. (Possible date of Aug. 2, 1976, with alternate of Aug. 9, 1976) Bids to be considered at board meeting immediately following public hearing.

2. Approval of Treasurer's Annual Report
Director introduced the following resolution entitled RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR PHASE II-B, PART 7, and moved its adoption. Director seconded the motion to adopt and the roll being called, the vote was as follows:

AYES:  Kreager  
H. Weclin  
H. Bloomquist  
D. Rowen  
M. Campbell  
W. Hetzel  
C. Galvin  
M. Goodman  
E. Leonard  

NAYS:  None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION FIXING DATE FOR RECEIPT FOR BIDS FOR PHASE II-B, PART '7

RESOLVED: that the Des Moines Area Community College Board of Directors will receive bids until 3:00 p.m., in Room 3115, Building #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, on August 2, 1976 for the construction of Phase II-B, Part 7, at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED THIS 12th day of July, 1976.

Vice President, Board of Directors

ATTEST:

Secretary, Board of Directors
Director introduced the following Resolution entitled
RESOLUTION FIXING DATE FOR PUBLIC HEARING ON PLANS, SPECIFICATIONS, AND
FORM OF CONTRACT FOR THE CONSTRUCTION OF PHASE II-B, PART 7, and moved
its adoption. Director seconded the motion to adopt and the
roll being called, the vote was as follows:

AYES: M. Kreager
    H. Welin
    H. Bloomquist
    D. Rowen
    E. Leonard
    M. Campbell
    C. Galvin
    W. Hetzel
    M. Goodman

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution
duly adopted:

RESOLUTION FIXING DATE FOR PUBLIC HEARING ON PLANS, SPECIFICATIONS,
AND FORM OF CONTRACT FOR THE CONSTRUCTION OF PHASE II-B, PART 7,
(Parking Lot J and Miscellaneous Work)

WHEREAS, plans, specifications, and form of contract are now on file
in the office of the Secretary of the Board of Directors for the construction
of Phase II-B, Part 7, and before said plans and specifications may be
adopted it is necessary to hold a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES
AREA COMMUNITY COLLEGE that a meeting of this Board to be held at 5:30 p. m.,
on the 9th day of August, 1976, Room 3115, Building #31, Ankeny Campus,
2006 S. Ankeny Blvd., Ankeny, Iowa, this Board will hold a public
hearing on the matter of the adoption of plans, specifications, and form
of contract now on file in the office the the Secretary of the Board of
Directors.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give
notice of said public hearing as required by law.

PASSED AND APPROVED this 12th day of July, 1976.

[Signature]
Vice President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
<table>
<thead>
<tr>
<th>Person</th>
<th>Age (yrs)</th>
<th>Position</th>
<th>Institution</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Length of Employment</th>
<th>Salary</th>
<th>Salary Description</th>
<th>Similar Qualifications</th>
<th>Reason for Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Rose Brumley</td>
<td>32</td>
<td>Instructor Nursing</td>
<td>Boone Career Education</td>
<td>August 1, 1976</td>
<td>August 12, 1976</td>
<td>12 months</td>
<td>$15,376.25</td>
<td>$9,600 (9 mo)</td>
<td>No one with similar qualifications on staff</td>
<td>Replacement for Marilyn Hutton, who resigned due to excessive workload.</td>
</tr>
<tr>
<td>Patricia McCollom</td>
<td>31</td>
<td>Nursing</td>
<td>Ankeny Career Education</td>
<td>August 1, 1976</td>
<td>August 12, 1976</td>
<td>9 months plus 40 days</td>
<td>$11,351</td>
<td>$11,393</td>
<td>Similar</td>
<td>Best candidate for the position</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Replacement for Carole Spicer, who resigned for personal reasons.</td>
</tr>
</tbody>
</table>
**LETTERS RECEIVED FROM REALTORS**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>PERCENT CHARGED</th>
<th>PERCENT TO COLLEGE</th>
<th>PERCENT TO REALTOR</th>
<th>MULTIPLE LISTING ASSOCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leon Real Estate</td>
<td>6%</td>
<td>1%</td>
<td>5%</td>
<td>Member</td>
</tr>
<tr>
<td>1am Real Estate</td>
<td>5%</td>
<td>0%</td>
<td>15%</td>
<td>Non-member</td>
</tr>
<tr>
<td>Lesner Family Realty</td>
<td>about 3%</td>
<td>0%</td>
<td>about 3%</td>
<td>Member</td>
</tr>
<tr>
<td>$1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mes Real Estate</td>
<td>3% to 5% or cost of operation</td>
<td>0%</td>
<td>3% to 5% or cost of operation</td>
<td>Member</td>
</tr>
</tbody>
</table>

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

**PERCENT LISTING FIGURE**

<table>
<thead>
<tr>
<th></th>
<th>PERCENT</th>
<th>LISTING FIGURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected Cost</td>
<td>6%</td>
<td>$43,792</td>
</tr>
<tr>
<td>$2,628</td>
<td></td>
<td>$46,420</td>
</tr>
<tr>
<td>Test Investment Figure</td>
<td>$45,067</td>
<td>$2,704</td>
</tr>
<tr>
<td>$47,771</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

At the May 27, 1976 board meeting, Home Federal Savings and Loan appraisal stated the estimated selling range of the house was $41,000 - $44,000.
## Project Schedule

### 1. Board Approval to Proceed w/Project
- 014

### 2. Prepare Plans & Specifications

### 3. Board - Approve Plans; Set Date for Hearing, Bid Receipt, & Contract Award
- 012

### 4. Advertise - Bid & Hearing
- Bid Only
- 15°
- 22°

### 5. Bid Period

### 6. Receive & Open Bids

### 7. Board - Hearing, Award Contract
- 09

### 8. Construction Period

### 9. Fall Quarter Classes Start

**Copies:** V-K, J. Ball, J. Steinburg, J. Asby, Mr. Lowery
IOWA COUNCIL OF AREA SCHOOL BOARDS

1976-77
PROPOSED BUDGET
(Revised)

REVENUE:

Membership $ 84,700

EXPENSES:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel &amp; Meeting Expense</td>
<td>$ 7,700</td>
</tr>
<tr>
<td>Rent</td>
<td>5,775</td>
</tr>
<tr>
<td>Telephone</td>
<td>3,300</td>
</tr>
<tr>
<td>Postage</td>
<td>1,650</td>
</tr>
<tr>
<td>Supplies</td>
<td>4,400</td>
</tr>
<tr>
<td>Equipment</td>
<td>2,750</td>
</tr>
<tr>
<td>**Salaries</td>
<td>45,400</td>
</tr>
<tr>
<td>Social Security</td>
<td>2,825</td>
</tr>
<tr>
<td>Insurance</td>
<td>2,750</td>
</tr>
<tr>
<td>Unemployment Tax</td>
<td>330</td>
</tr>
<tr>
<td>President's Expense</td>
<td>550</td>
</tr>
<tr>
<td>IASB Fee</td>
<td>2,340</td>
</tr>
<tr>
<td>* Brochures &amp; Promotion Materials</td>
<td>2,000</td>
</tr>
<tr>
<td>* Audit</td>
<td>275</td>
</tr>
<tr>
<td>Contingency for Special Project</td>
<td>1,500</td>
</tr>
<tr>
<td>Subscriptions &amp; Dues</td>
<td>880</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>275</td>
</tr>
<tr>
<td>**Total</td>
<td>$ 84,700</td>
</tr>
</tbody>
</table>

* New budget item
  as adjusted to present staff

NOTE: As adopted at the November 14, 1975 Council Meeting
# DUES SCHEDULE
## 1976-77

<table>
<thead>
<tr>
<th>AREA</th>
<th>BASE</th>
<th>.0006 OF FY 76 BUDGET</th>
<th>76-77 PROPOSED TOTAL DUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$3,200</td>
<td>$1,700</td>
<td>$4,900</td>
</tr>
<tr>
<td>II</td>
<td>3,200</td>
<td>2,100</td>
<td>5,300</td>
</tr>
<tr>
<td>III</td>
<td>3,200</td>
<td>1,700</td>
<td>4,900</td>
</tr>
<tr>
<td>IV</td>
<td>3,200</td>
<td>1,000</td>
<td>4,200</td>
</tr>
<tr>
<td>V</td>
<td>3,200</td>
<td>2,600</td>
<td>5,800</td>
</tr>
<tr>
<td>VI</td>
<td>3,200</td>
<td>2,100</td>
<td>5,300</td>
</tr>
<tr>
<td>VII</td>
<td>3,200</td>
<td>2,600</td>
<td>5,800</td>
</tr>
<tr>
<td>IX</td>
<td>3,200</td>
<td>2,500</td>
<td>5,700</td>
</tr>
<tr>
<td>X</td>
<td>3,200</td>
<td>5,100</td>
<td>8,300</td>
</tr>
<tr>
<td>XI</td>
<td>3,200</td>
<td>6,100</td>
<td>9,300</td>
</tr>
<tr>
<td>XII</td>
<td>3,200</td>
<td>1,700</td>
<td>4,900</td>
</tr>
<tr>
<td>XIII</td>
<td>3,200</td>
<td>2,600</td>
<td>5,800</td>
</tr>
<tr>
<td>XIV</td>
<td>3,200</td>
<td>800</td>
<td>4,000</td>
</tr>
<tr>
<td>XV</td>
<td>3,200</td>
<td>2,400</td>
<td>5,600</td>
</tr>
<tr>
<td>XVI</td>
<td>3,200</td>
<td>1,700</td>
<td>4,900</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$48,000</td>
<td>$36,700</td>
<td>$84,700</td>
</tr>
</tbody>
</table>
Memorandum

DATE June 28, 1976
TO Mr. Lowery
FROM Don Zuck
RE: Parking Lot J, Phase IIIB, Part 7

The July 12th Board Meeting agenda should provide for the following concerning the subject project:

1. Approve plans and specifications.
2. Establish dates for:
   a. Bid opening
   b. Public hearing
   c. Contract award

I will recommend precise dates for the above three items prior to July 12th.

Please let me know if there is something further that you need prior to the July 12th board meeting.

Don Zuck

DZ: may
cc: Jack Asby
    Zrv Steinberg
PERSONNEL RESUME

Douglas R. Sires
29
Instructor/Program Chairman
Career Education
$15,376
$15,000
Comparable
Master of Architecture
3 years work
Registered Architect and some teaching experience
Replacement for Roy Berger, who resigned to go into private practice.

Carol Coats
29
Coordinator-Project Director: Dental Grant
Adult Education
$17,190
$15,431
Similar
AAS Dental Hygiene - B.S. Allied Health Education
Teacher 4 years, 5 years work
Best qualified and currently employed at DMACC
Carol was terminated since the HEW Grant was uncertain - we now have funding through June 30, 1977.

Susan Albrecht
32
ADN Program Chairperson
Career Education
$17,753
$19,004
Similar
B.S., M.A.
Teacher 5 years, 4 2/3 years work
Best candidate for the position
Replacement for Theresa Neofotist, who accepted a position with Grand View College
<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Position</th>
<th>Division</th>
<th>Recommended salary</th>
<th>Most recent salary</th>
<th>Salary in relation to staff w/similar qualifications</th>
<th>Education</th>
<th>Experience</th>
<th>Reason for recommending this person</th>
<th>Beginning date of employment</th>
<th>Length of contract</th>
<th>Reason for employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles R. Lakin</td>
<td>31</td>
<td>Librarian, Boone Campus</td>
<td>Media Services</td>
<td>$10,400</td>
<td>Not available</td>
<td>Comparable</td>
<td>M.S. Library Science</td>
<td>3 years work</td>
<td>Good credentials - Faculty Committee recommendation</td>
<td>September 7, 1976</td>
<td>9 months</td>
<td>Replacement for Jack Tillson, who is retiring.</td>
</tr>
<tr>
<td>Tommy G. Clarkson</td>
<td>31</td>
<td>Director, College Relations</td>
<td>Administration</td>
<td>$20,000</td>
<td>Not available</td>
<td>Comparable</td>
<td>B.S. in history and political science</td>
<td>4 years work</td>
<td>Has qualifications necessary for position</td>
<td>August 1, 1976</td>
<td>12 months</td>
<td>Replacement for Mearle Griffith, who left to do church</td>
</tr>
<tr>
<td>Roberta Susan Shilane</td>
<td>27</td>
<td>Reference Librarian</td>
<td>Educational Media</td>
<td>$13,594</td>
<td>Not available</td>
<td>Similar</td>
<td>M.A. Library Science</td>
<td>1 year work</td>
<td>Has a good educational background, applicable work experience, and pleasing personality.</td>
<td>July 1, 1976</td>
<td>12 months</td>
<td>Replacement for Jeanine Freeman, who left to attend law school.</td>
</tr>
</tbody>
</table>
Daniel R. Vander Voort
38
Auto Parts Instructor
Career Education
$15,376
$12,000 +

Comparable
Automotive Service Schools
15 years work

Good experience background and highly recommended
July 1, 1976
12 months
Replacement for Richard Cooper, who is starting his own business.

Janet Huss
29
Coordinator - Special Services
Student Life
$13,580
$15,500

Below where a counselor starts
Masters Degree in guidance and counseling
7 years teaching and related work

Education, experience and enthusiastic personality
July 6, 1976
12 months
Replacement for Equilla Johnson, who transferred to counseling.

Session
Jo Bruening - Data Processing, for the period 7-1-76 through 9-3-76 at a salary of $2,518.07.

Taylor - Project Staff, OSHA; current salary $11,000; recommended salary $12,210; effective date 7-1-76.

Changes
Hillis Dobbins - Chairman, Branch Office; from annual salary of $16,565 to $17,159 for SDU credits earned.

Jane Pitz - Adult Ed. instructor; from annual salary of $13,594 to $14,188 for SDU credits earned.

Evelyn Anderson - Counselor, Student Life; from annual salary of $15,971 to $16,565; was listed on wrong level on printout.

Barbara Meyer - CEC Counselor; from $12,633 annual to $14,782; title changed from Evaluator to Counselor and salary adjusted accordingly.
July 6, 1976

Paul Lowery

Irv. Steinberg

1976 School Board Election

It is suggested that DMACC Board of Directors, Max Kreager, Maurice Campbell, and Cecil Galvin be alerted that their terms of office expire October, 1976, and directors for their districts will be elected at the regular school election, September 14, 1976.

Nomination papers should be submitted to DMACC board secretary July 12, 1976 and no later than 5:00 p.m., August 5, 1976.

Attached is information, together with nomination papers for each of the incumbents.

I am in the process of coordinating the election procedure with county auditors involved.
ADVERTISEMENT FOR BIDS

TIME AND PLACE OF LETTING

Sealed proposals will be received by the Des Moines Area Community College until 3:00 P.M., in Room 3115, Building 31, 2006 Ankeny Boulevard, Ankeny, Iowa, on August 2, 1976. Proposals will be acted upon by the Board of Directors at 5:30 P.M. August 9, 1976.

Proposals received after the time set forth hereinbefore will not be accepted. All interested parties are invited to attend. Proposals will be opened publicly and read aloud.

NATURE OF LETTING

The work to be done is as follows:

**CONTRACT 1 - PARKING LOT J AND MISCELLANEOUS WORK**

Construct asphalt pavement on Parking Lot J, and other miscellaneous paving work as shown on the plans and specifications including earthwork and grading, preparation of subgrade as required and miscellaneous associated work, including clean-up.

**CONTRACT 2 - LIGHTING**

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

TYPES OF PROPOSALS

Sealed proposals on Form of Proposal enclosed in specifications or exact facsimile thereof.

PREFERENCE FOR MATERIALS

By virtue of statutory authority, a preference will be given to products and provisions grown, and coal produced within the State of Iowa, and preference will be given to Iowa domestic labor in the construction of the improvements.
Advertisement for Bids

EXAMINATION AND PROCUREMENT OF DOCUMENTS

Specifications and plans may be examined in the office of VEESTRA & KIMM, Engineers & Planners, 300 West Bank Building, 1601 22nd Street, West Des Moines, Iowa 50265. Bonafide bidders may purchase proposal and plans and specifications at the Engineer's office for the sum of Ten Dollars ($10.00). No refund will be made.

BID SECURITY

Bid security will be required in the following sums as set out in INSTRUCTIONS TO BIDDERS:

<table>
<thead>
<tr>
<th>Contract</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$7,500</td>
</tr>
<tr>
<td>2</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

CONSIDERATION OF PROPOSALS

The Board of Directors reserves the right to reject any or all bids received, to waive irregularities, and to accept the proposal which appears to be for the best interest of the Community College.

TIME OF COMPLETION

CONTRACT 1

The work shall commence on or before August 12, 1976, and shall be completed by September 3, 1976. Contractor shall coordinate various phases of work so as to eliminate conflicts and delays with work in progress.

CONTRACT 2

The work shall commence on or before August 12, 1976, and shall be completed by October 1, 1976. Completion time of Contract 2 - Lighting may be extended subject to delivery of electrical equipment and fixtures.

The Board reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) days from the date of public hearing.
PERFORMANCE-MAINTENANCE BOND

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the Board of Directors, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and the maintenance of said improvements in good repair for not less than four (4) years for Contract 1 and one (1) year for Contract 2 from the time of acceptance of the said improvements by the Board.

PAYMENT

Payment to the Contractor will be made in cash received from such funds as may be legally used for such purposes on the basis of a final estimate for completed work as outlined in INSTRUCTIONS TO BIDDERS.

Published upon order of the Board of Directors, Des Moines Area Community College.

DES MOINES AREA COMMUNITY COLLEGE

By __________ Max W. Kreager __________
President

ATTEST:

______________ Irv Steinberg __________
Secretary

AB-3

15214
NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

A public hearing will be held on the 9 day of August, 1976, at 5:30 o'clock P.M., by the Board of Directors of the Des Moines Area Community College in Room 3115, Building 31, 2006 Ankeny Boulevard, Ankeny, Iowa, in relation to the proposed plans, specifications, form of contract and estimate of cost for construction of the following public improvements:

PHASE IIB, PART 7 - PARKING LOT J AND MISCELLANEOUS WORK

at which time and place any interested persons may appear and file objections to said proposed plans, specifications, form of contract, or the cost of such public improvements.

Said Board of Directors will then hear said objections and any evidence for or against the same, and forthwith enter of record its decision thereon.

Dated this 3th day of July, 1976.

DES MOINES AREA COMMUNITY COLLEGE

By ________Max W. Kreager________
President

ATTEST:

_____________________
Irv Steinberg
Secretary

NH-1
15214
Mr. Irv Steinberg, Secretary  
Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021  

Dear Mr. Steinberg:

Last week we discussed over the telephone the proposed financing of a project to be conducted in the fiscal year which commences July 1, 1976, and which is to be funded from the School House Fund voted under the provisions of Section 288.22 of the Code of Iowa. You recognize that under the terms of the Loan Agreement dated July 9th, 1973, all of such School House Funds are to be accumulated and on December 31st of this year paid on the loan to the extent of $1,039,000.00. This arrangement does not coordinate well with the present fiscal year. Because of the increase in valuations and also because the coming fiscal year will be the transition year in which you will levy and collect for eighteen months of the authorized levy in a twelve month period, you will have substantial School House Fund collections in excess of the required payment on the note. Under the terms of the Loan Agreement you are entitled to use the surplus remaining after satisfaction of the note.

It is thus apparent that during the course of the coming fiscal year the College will receive funds sufficient to make the loan payments due on December 31, 1976, and December 31, 1977, as well as substantial funds in addition thereto. Because of the requirement to accumulate those funds, the substantial surplus generated in the School House Fund will not become available to the College until late in the fiscal year.

Assuming that you have budgeted the expenditure of the full School House Fund levy in the coming fiscal year, at such time as the sinking fund has been accumulated to the point where the full amount due under the terms of the loan is on deposit, the College will be entitled to the use of surplus collections.
You may anticipate the surplus School House Fund collections by the issuance of warrants pursuant to Code Section 74.8. Since you have on hand adequate operating funds, it would also appear proper to make a temporary transfer to the School House Fund. The transfer would be repaid either from surplus collections of the School House Fund tax, as referred to above, or from the proceeds of warrants issued at a later date under the provisions of Section 74.8. If you have any hesitation concerning the use of a transfer, approval of the State Comptroller could be sought.

Your expenditures for the fiscal year must be consistent with and within the amount budgeted and levied with respect to the General Fund and the School House Fund. Since expenditures will not necessarily coincide with the receipt of tax funds, you are permitted to overcome this problem by the use of warrants or temporary transfers.

Very truly yours,

AHLERS, COONEY, FORWEILER, HAYNIE & SMITH

By

KHH:rc –
DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION - FINANCIAL REPORT
June 30, 1976

ASH IN BANK:

<table>
<thead>
<tr>
<th>ASH IN BANK:</th>
<th>ANKENY STATE BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bal. Forward 6/1/76</td>
<td>$ (319,880.36)</td>
<td>$ 718.56</td>
</tr>
<tr>
<td>Plus June Receipts</td>
<td>1,668,604.46</td>
<td>17,000.00</td>
</tr>
<tr>
<td>Less June Disbursements</td>
<td>1,857,698.34</td>
<td>16,818.41</td>
</tr>
<tr>
<td>Less Disb. by Journal</td>
<td>173.48</td>
<td>-</td>
</tr>
<tr>
<td>Plus Void Checks</td>
<td>256,502.72</td>
<td>-</td>
</tr>
<tr>
<td>CASH BALANCE</td>
<td>$ (252,645.00)</td>
<td>$ 900.15</td>
</tr>
</tbody>
</table>

Payroll Clearing Account               10,000.00

INVESTMENTS

<table>
<thead>
<tr>
<th>INVESTMENTS</th>
<th>ANKENY STATE BANK</th>
<th>BANKERS TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Account (5%)</td>
<td>4,348.80</td>
<td></td>
</tr>
<tr>
<td>6% C.D. Due 12/31/76</td>
<td></td>
<td>540,000.00</td>
</tr>
<tr>
<td>5½% C.D. Due 12/31/76</td>
<td></td>
<td>98,000.00</td>
</tr>
<tr>
<td>TOTAL INVESTMENTS</td>
<td>4,348.80</td>
<td>900.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>639,442.41</td>
</tr>
</tbody>
</table>

TOTAL CASH & INVESTMENTS               $ (238,296.20) $ 900.15 $ 639,442.41

OTES:
1. Plant Fund owes General Fund $347,000.00
2. As of 6/30/76 Ankeny State Bank is holding a "stamped" warrant for $236,000.00 which covers deficit balance shown above, plus working capital needed for July checks.
3. Voted Tax & Sinking Fund deposits are made directly to savings account as that entire balance of account represents investments.
DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION - FINANCIAL REPORT
June 30, 1976

ANKENY STATE BANK
General & Revolving
Combined Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bal. Forward 6/1/76</td>
<td>$ (319,880.36)</td>
</tr>
<tr>
<td>Plus June Receipts</td>
<td>$ 1,668,604.46</td>
</tr>
<tr>
<td>Less June Disbursements</td>
<td>$ 1,857,698.34</td>
</tr>
<tr>
<td>Less Disp. by Journal</td>
<td>$ 128.00</td>
</tr>
<tr>
<td>Plus Void Checks</td>
<td>$ 256,502.72</td>
</tr>
<tr>
<td>CASH BALANCE</td>
<td>$ (252,599.52)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Clearing Account</td>
<td>$ 10,000.00</td>
</tr>
</tbody>
</table>

BANKERS TRUST
Special
Voted Tax
Plant
& Sinking Fund

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 718.56</td>
</tr>
<tr>
<td></td>
<td>$ 21,100.52</td>
</tr>
<tr>
<td></td>
<td>$ 17,000.00</td>
</tr>
<tr>
<td></td>
<td>$ 29,473.58</td>
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<tr>
<td></td>
<td>$ 16,818.41</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Account (5%)</td>
<td>$ 1.00</td>
</tr>
<tr>
<td>6% C.D. Due 12/31/76</td>
<td>$</td>
</tr>
<tr>
<td>5½% C.D. Due 12/31/76</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL INVESTMENTS</td>
<td>$ 1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 540,000.00</td>
</tr>
<tr>
<td></td>
<td>$ 98,000.00</td>
</tr>
<tr>
<td></td>
<td>$ 900.15</td>
</tr>
<tr>
<td></td>
<td>$ 638,000.00</td>
</tr>
</tbody>
</table>

TOTAL CASH & INVESTMENTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (242,598.52)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$ 900.15</td>
</tr>
<tr>
<td></td>
<td>$ 638,574.10</td>
</tr>
</tbody>
</table>

NOTE: Plant Fund owes General Fund $347,000.00

As of 6/30/76 Ankeny State Bank is holding a "stamped" warrant for $326,000.00 which covers deficit balance shown above, plus working capital needed for July checks.
June 18, 1976

Bierl Development Corp.
Hwy. 30 E.
Carroll, IA  51401

Dear Sirs:

As you may or may not be aware, the Des Moines Area Community College operates building trades programs at several sites throughout the Area XI District, i.e., Ankeny, Knoxville, Carroll. As a part of the instructional program the students build a house over the year. We are required by law to sell such houses by sealed bid and in the past have attempted to handle the advertisement and promotion of such sale through the administrative offices of the college. This procedure is deemed unsatisfactory for several reasons:

1. Valuable time of college personnel is spent in activities unrelated to instruction.
2. The monies received have generally been below the competitive real estate market.
3. The procedure in a small way puts us into competition with Realtors, a situation with which we are not happy.

In an effort to solve the three above stated difficulties the enclosed procedure has been developed. The salient features of the procedure are that we will work through Realtors and at the same time satisfy the requirements of the law on selling by bid. We feel that the plan can be of advantage to the college in that we would expect to realize more from each sale by dealing in the mainstream of the real estate market.

We, as a public institution, would like to enlist your aid in contributing to our general college program, and our Building Trades program in particular by supporting the presentation of this proposal to your respective Board of Realtors or multiple listing association. We would like to ask your board or association to handle the listing and make some sort of commission split among buyer and seller Realtors and return a portion of a six percent commission to the college in the form of scholarships or foundation grants.
As it may take some time to work out details with the boards or associations concerned, we must proceed to implement our new procedure to sell the student built house at 221 Kevin Street in Carroll through individual Realtors. The board has set an acceptable selling price for this house at an amount equal to the construction costs. The house will list at construction costs plus six percent. We are asking for your rapid reply as to whether you can work with us under the open commission plan described in the procedure and what your lowest maximum commission percentage would be.

We look forward to working closely with the Realtors in Carroll, and hope that you can render the assistance the college so dearly needs. We feel that the proposal offers an opportunity for you to make a real contribution to the college and still receive financial benefit for the time and effort you are being asked to invest.

Sincerely,

Jordan Ball
Administrative Assistant

JB/cil

Enclosure
DES MOINES AREA COMMUNITY COLLEGE  
STUDENT CONSTRUCTED HOUSE  

ADDRESS: 221 KEVIN STREET, CARROLL, IOWA  

COST OF MATERIALS, LOT, & CONTRACTED SERVICES: $43,792.00  

DESCRIPTION OF HOUSE:  

The house can be described as a three bedroom, ranch type with 1 1/2 baths, with fireplace in living room, semi-finished basement and double attached garage.  

It has 1,150 square feet of living space, forced air natural gas furnace with air conditioning. The stove and dryer are natural gas or electric service. There is interior stonework; Anderson welded glass windows with one 8 ft and one 6 ft sliding glass doors. It has birch interior doors and custom birch cabinets throughout.  

The house is placed on a large corner lot with underground services.
Bierl Development Corp.
Hwy 30 E
Carroll, Iowa

Comes Real Estate
627 N. West
Carroll, Iowa

Mr. John Drees
211 W. Bluff
Carroll, Iowa

Fleshner Family Realty
403 W. 3
Carroll, Iowa

Mr. John Gnam
207 W. 4th
Carroll, Iowa

Greteman Agency, Inc.
523 N. Main
Carroll, Iowa

Noack & Johnson Ins. & Real Estate
Westside
Carroll, Iowa

Pudenz Real Estate & Insurance
217 W. 4th
Carroll, Iowa

Mr. Lambert J. Thelen
523 N. Main
Carroll, Iowa

Wilson Real Estate & Insurance
723 CICO
Carroll, Iowa

Bill Comito Realty
Pringle Bldg.
322 E. 6th
Carroll, Iowa
THE OWNER AGREES:
1. To, and by this agreement does, give said Realtor for a period of three (3) years the sole and exclusive right to sell the real estate known as **221 KEVIN ST. CARROLL** for the sum of $36,000.00, or any other price or terms that may be acceptable to said Owner. The exclusive character of this agreement is hereby granted until midnight on **31st** of **May**, 1975.
2. To give possession **30 days** after sale is completed.
3. To furnish a warranty deed and an abstract showing good and merchantable title.
4. That the earnest money downpayment shall be deposited in escrow account with the selling Realtor pending approval of title and execution of final papers.
5. To pay the Realtor the regular Real Estate Board Commission of 3% of the sales price. The commission shall be payable whether the real estate shall be sold by the Realtor or members of Multiple Listing Service by the Owner or by any other person during the period of this contract, or within three months after the expiration thereof to any person, firm or corporation introduced to this property by the Realtor or any member of Multiple Listing Service or owner during the term of this listing contract.
6. That an exchange shall be considered a sale within the meaning of this contract.
7. To refer all inquiries to the listing Realtor immediately.
8. To permit the showing of the property at all reasonable hours at the request of the Realtor or any member of the Multiple Listing Service.

THE REALTOR AGREES:
1. To endeavor diligently to procure a purchaser according to the terms hereof.
2. To list this property with Carroll Multiple Listing Service.
3. To furnish at all times any data requested by any member of the Multiple Listing Service and to assist them in any way to complete the sale of this property.

Executed at Carroll, Iowa, this **31st** day of **July**, 1975.

**Henry L. Zimmer**
Realtor

**Fleshner Family Realty**
Wife or Husband