

Des Moines Area Community College

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Board of Directors Meeting Minutes

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7-12-1977

### Board of Directors Meeting Minutes (July 12, 1977)

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

ULAR MEETING

y 12, 1976

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.

L CALL

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

PROVAL OF  
UTES

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.

PROVAL OF  
PERSONNEL

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Eff. Date</u>
Douglas Sires	Prog. Chmn., Arch. Drafting	\$15,376	Aug. 2, 1976
Carol Coats	Coord/Dir., Dental Hygiene Grant	17,190	July 1, 1976
Susan Albrecht	ADN Prog. Chairperson	17,753	Aug. 2, 1976
Charles R. Lakin	Librarian, Boone	10,400	Sept 7, 1976
Tommy Clarkson	Dir., College Relations	20,000	Aug. 1, 1976
Roberta Shilane	Ref. Librarian, Ankeny	13,594	July 1, 1976

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Eff.</u>
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

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.

APPROVAL OF  
LEAVES OF ABSENCE  
WITHOUT PAY

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, CIVEC, June 4-11, 1976

Motion passed.

JOINT CONTRACT  
WITH NEW MONROE  
COMMUNITY SCHOOL DISTRICT

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.

APPROVAL OF  
TREASURER'S  
ANNUAL REPORT

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.

BUDGET 1976-77  
SCHEDULE  
AND DUES

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.

APPROVAL OF  
SECRETARIAL/CLERICAL  
SALARY SCHEDULE  
AND PLACEMENT

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.

DISCONTINUANCE  
OF PROGRAMS

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.

RECESS OF  
MEETING

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.

RECONVENE OF MEETING

The regular board meeting reconvened at 7:30 p.m. at the same local as it had recessed. All those present prior to the recess were again present. Also present were Dennis Krehbiel, Don Zuck and Dave Palmer.

EXTENSION OF CONTRACT WITH CIRALG

It was moved by M. Campbell, seconded by E. Leonard, that approval be 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:

Assessment and Orientation

- |   |                     |
|---|---------------------|
| (1) Dorothy Simms, Coordinator              | August 30, 1976     |
| (2) Joe Ellis, ABE Evaluator                | Noon, September 15, |
| (3) Moses Paloma, Orientation-Evaluator     | September 2, 1976   |
| (4) Edith Sharp, JEVS Evaluator             | September 17, 1976  |
| (5) Jackie Bell, ABE Evaluator (½ time)     | September 10, 1976  |
| (6) Dorothy Diggs, JEVS Counselor/Evaluator | August 31, 1976     |
| (7) Janet Freerkson, ABE Evaluator          | Noon, September 16, |
| (8) Evelyn Severino, ABE Evaluator          | September 13, 1976  |
| (9) Mary Lowery, Clerk/Steno I              | September 23, 1976  |

CIVIC

- |  |                 |
|--|-----------------|
| (1) Vernon Cadwell, Bldg. Maintenance        | August 13, 1976 |
| (2) Sharron Collier, Basic Education         | August 13, 1976 |
| (3) Rosemary Devine, Business Occupations    | August 13, 1976 |
| (4) Geraldine Friest, Office Support         | August 13, 1976 |
| (5) Doreen Goolsby, Office Support           | August 13, 1976 |
| (6) Harry Hamilton, Meat Cutting             | August 13, 1976 |
| (7) Margaret (Peg) Hansen, Counselor/Nurse   | August 13, 1976 |
| (8) Cozetta Huhn, Student Service Aide       | August 13, 1976 |
| (9) Kay Marten, Basic Education              | August 13, 1976 |
| (10) James C. Niday, Welding                 | August 13, 1976 |
| (11) Elizabeth Olson, Food Service Associate | August 13, 1976 |
| (12) Warren Pitcher, Business Occupations    | August 13, 1976 |
| (13) Russell Priestley, Business Occupations | August 13, 1976 |
| (14) James Quirk, Lab Assistant, Tool Room   | August 13, 1976 |
| (15) Genevieve Wagner, Office Support        | August 13, 1976 |
| (16) James Waters, Welding                   | August 13, 1976 |
| (17) Curtis Wilson, Lab Assistant, Tool Room | August 13, 1976 |
| (18) Harold Wilson, Custodian                | August 13, 1976 |

Motion passed.

NOTION  
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&  
IFICATIONS  
ING DATE  
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ING

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:

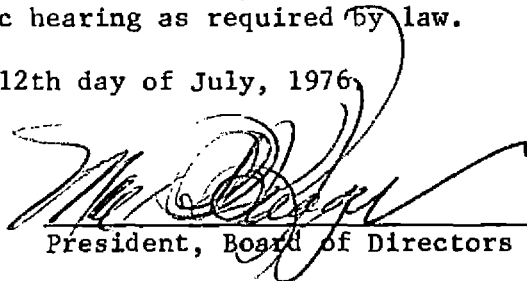
RESOLUTION ADOPTING PLANS & SPECIFICATIONS & FORM OF CONTRACT FOR THE CONSTRUCTION OF PHASE II-B, PART 7

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,



\_\_\_\_\_  
President, Board of Directors

ATTEST:



\_\_\_\_\_  
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

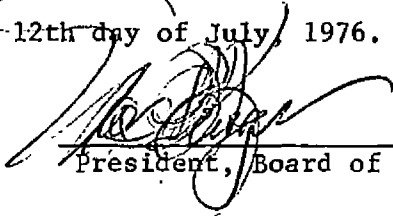
WHEREUPON, the President of the Board declared the following Resolution duly adopted:


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

  
\_\_\_\_\_  
Secretary, Board of Directors

OLUTION TO  
ER HOUSE  
SALE

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.

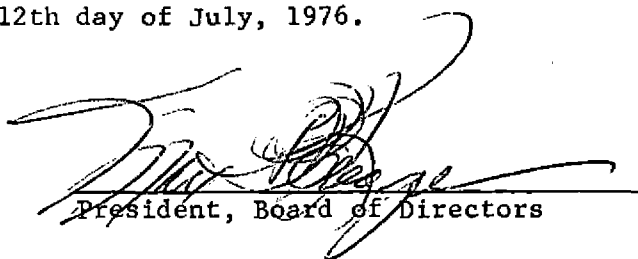
The house is to be sold for no less than a list price of \$46,500, to include a Realtor's fee of \$1,500.

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.

  
President, Board of Directors

ATTEST:

  
Secretary, Board of Directors



TEN YEAR  
CELEBRATION  
AND OPEN  
HOUSE

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.

STATE AUDIT  
REPORT  
ACKNOWLEDGEMENT

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.

CLAIMS AND  
ACCOUNTS

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

LETTER FROM  
DMACCHEA

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.

ADJOURNMENT

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  
Irv Steinberg, Secretary

Walter Hetzel  
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 CHES Coordinator to Counselor and salary adjusted accordingly.

(e) Resignations

- (4) W. Dianne Hockett, Office Occupations Coordinator, May 28, 1976.

(m) Extension of Central Iowa Regional Association of Local Governments (CIRALG) contract to accommodate new federal fiscal year. *- to 9.30 M. Campbell, 2d E. Leonard authorize Supt & Bd Sec'y to sign - Passed with O. Cowan voting no.*

(n) Establish selling price for student built house at Carroll.

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

Assessment and Orientation

*H. Bloomquist, 2d C. Galvan authorize*

- |   |                      |  |
|---|----------------------|--|
| (1) Dorothy Simms, Coordinator              | August 30, 1976      | <i>terminating as proposed</i><br>↓<br><i>Passed</i> |
| (2) Joe Ellis, ABE Evaluator                | Noon, Sept. 15, 1976 |  |
| (3) Moses Paloma, Orientation-Evaluator     | September 2, 1976    |  |
| (4) Edith Sharp, JEVS Evaluator             | September 17, 1976   |  |
| (5) Jackie Bell ABE Evaluator (½ time)      | September 10, 1976   |  |
| (6) Dorothy Diggs, JEVS Counselor/Evaluator | August 31, 1976      |  |
| (7) Janet Freerkson, ABE Evaluator          | Noon, Sept. 16, 1976 |  |
| (8) Evelyn Severino, ABE Evaluator          | September 13, 1976   |  |
| (9) Mary Lowery, Clerk/Steno I              | September 23, 1976   |  |

CIVEC

- |  |                 |
|--|-----------------|
| (1) Vernon Cadwell, Bldg. Maintenance          | August 13, 1976 |
| (2) Sharron Collier, Basic Education           | August 13, 1976 |
| (3) Rosemary Devine, Business Occupations      | August 13, 1976 |
| (4) Geraldine Friest, Office Support           | August 13, 1976 |
| (5) Doreen Goolsby, Office Support             | August 13, 1976 |
| (6) Harry Hamilton, Meat Cutting ✓             | August 13, 1976 |
| (7) Margaret (Peg) Hansen, Counselor/Nurse     | August 13, 1976 |
| (8) Cozetta Huhn, Student Service Aide         | August 13, 1976 |
| (9) Kay Marten, Basic Education                | August 13, 1976 |
| (10) James C. Niday, Welding                   | August 13, 1976 |
| (11) Elizabeth Olson, Food Service Associate ✓ | August 13, 1976 |
| (12) Warren Pitcher, Business Occupations      | August 13, 1976 |
| (13) Russell Priestley, Business Occupations   | August 13, 1976 |
| (14) James Quirk, Lab Assistant, Tool Room     | August 13, 1976 |
| (15) Genevieve Wagner, Office Support          | August 13, 1976 |
| (16) James Waters, Welding                     | August 13, 1976 |
| (17) Curtis Wilson, Lab Assistant, Tool Room   | August 13, 1976 |
| (18) Harold Wilson, Custodian                  | August 13, 1976 |

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2 D. Roemer, 2d C. Galvin

OTHER

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

(d) Legislative program for the 67th General Assembly

*student Built house legal requirements*

Acknowledgment of letter from  
Mike Perry DMACHES Pres. - Elect  
expressing concerns over termination of certain  
CIVEC staff. Discussion - Dave Palmer

DES MOINES AREA COMMUNITY COLLEGE  
Agenda  
Regular Meeting - Monday, July 12, 1976  
Bldg. #31 - Room 3115 - Ankeny Campus  
5:30 P.M.

CALL TO ORDER

APPROVAL OF MINUTES - June 14 regular meeting

*E. Leonard, 2d M. Goodman.*

REPORTS

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

*Acknowledge  
Receipt &  
State Audit  
Report*

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) (10) - see Supplemental

*H. Welin  
2d D. Rowen*

- (b) Summer Session
  - (1) Kerry Jo Bruening, Data Processing, Ankeny

*M. Goodman, E. Leonard  
E. Leonard, 2d D. Rowen*

- (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

*H. Welin  
2d, E. Galvin*

- (e) Resignations
  - (1) Kerry Jo Bruening, Computer Programming, Ankeny, June 30, 1976
  - (2) Joseph Fernandes, Chemistry, Boone, May 28, 1976
  - (3) David Wilson, Insurance, Ankeny, June 30, 1976
  - (4) supplemental

*D. Rowen  
2d  
M. Goodman*

- (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

*D. Rowen  
2d M. Goodman*

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.

*authorize Ed Chasin to sign said contract*

*C. Galvin  
rd  
H. Welin*

(h) Approval of Treasurer's annual report. *→ H. Welin, rd E. Leonard.*

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

*proposed E. Leonard, rd M. Campbell*

(j) Secretarial/clerical salary schedule for 1976-77 *→ C. Galvin, rd H. Welin*

*& Placement of Staff is adopted*

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

*D. Bowen, rd M. Goodman*

*Recess*

(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 *E. Leonard, rd C. Galvin*

ADJOURNMENT *C. Galvin 9 PM*

*moved C. Galvin, rd H. Bloomingfield to acknowledge receipt of State Audit Report.*

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

RESOLUTION ON  
RECEIPT OF BIDS  
FOR PHASE II-B  
PART 7

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 adapt  
and the roll being called, the vote was as follows:

AYES: Kreager  
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.

*Walter L. Hetzel*  
Vice President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

ION  
DATE  
LIC  
ON  
I-B

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.

*Walter L. Hetzel*  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



SUPPLEMENTAL  
PERSONNEL RESUME'

on: Karen Rose Brumley  
on: 32  
ended salary: Instructor Nursing, Boone  
recent salary: Career Education  
\$15,376.25  
\$ 9,600 (9 mo)  
in relation to staff  
ilar qualifications: No one with similar qualifications on staff  
ion: M.A. in Educational Psychology, College Counseling  
ence: 2 years teaching, 2 years work  
for recommending  
person: Education and experience  
ing date of employment: August 1, 1976  
of contract: 12 months  
for employment: Replacement for Marilyn Hutton, who resigned due to  
excessive workload.

\*\*                      \*\*                      \*\*

on: Patricia McCollom  
on: 31  
ended salary: Nursing, Ankeny  
recent salary: Career Education  
\$11,351  
\$11,393  
in relation to staff  
ilar qualifications: Similar  
ion: B.A. (August 1976)  
ence: 3½ years teaching, 1½ years work  
for recommending  
person: Best candidate for the position  
ing date of employment: August 12, 1976  
of contract: 9 months plus 40 days  
for employment: Replacement for Carole Spicer, who resigned for personal  
reasons.

*Start with 46,500*

*Don Rowen, re M. Campbell*

July 12, 1976

*deadline Aug 7*

LETTERS RECEIVED FROM REALTORS

<u>COMPANY</u>	<u>PERCENT CHARGED</u>	<u>PERCENT TO COLLEGE</u>	<u>PERCENT TO REALTOR</u>	<u>MULTIPLE LISTING ASSOCIATION</u>
lson Real Estate	6%	1%	5%	Member
am Real Estate	5%	0%	5%	Non-member
esner Family Realty	about 3½% \$1,500	0%	about 3½% \$1,500	Member
mes Real Estate	3% to 5% or cost of operation	0%	3% to 5% or cost of operation	Member

\*\*\*\*\*

	<u>PERCENT</u> <u>6</u>	<u>LISTING</u> <u>FIGURE</u>
otod Cost	\$43,792	\$46,420
est Investment Figure	\$45,067	\$47,771

*recommended list figure*

*465*

*46,067*

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

6/15/76  
Don Zuck

	WEEK BEGINNING												
	JUN			JUL			AUG			SEP			
	14	21	28	5	12	19	26	2	9	16	23	30	6
1. BOARD APPROVAL TO PROCEED W/PROJECT	14												
2. PREPARE PLANS & SPECIFICATIONS	X	X	X	X									
3. BOARD - APPROVE P&S; SET DATE FOR HEARING, BID RECEIPT, & CONTRACT AWARD					12								
4. ADVERTISE - BID & HEARING - BID ONLY					15		22						
5. BID PERIOD				X	X	X							
6. RECEIVE & OPEN BIDS								30	31				
7. BOARD - HEARING, AWARD CONTRACT								9					
8. CONSTRUCTION PERIOD									X	X	X	X	
9. FALL QUARTER CLASSES START													9

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:

Travel & Meeting Expense	\$ 7,700
Rent	5,775
Telephone	3,300
Postage	1,650
Supplies	4,400
Equipment	2,750
**Salaries	45,400
Social Security	2,825
Insurance	2,750
Unemployment Tax	330
President's Expense	550
IASB Fee	2,340
* Brochures & Promotion Materials	2,000
* Audit	275
Contingency for Special Project	1,500
Subscriptions & Dues	880
Miscellaneous	275
TOTAL	\$ 84,700

new budget item  
as adjusted to present staff

NOTE: As adopted at the November 14, 1975 Council Meeting

DUES SCHEDULE  
1976-77

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

# Memorandum

*JW S.*  
des moines area  
community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

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

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

- 1. <sup>Review of</sup> Approve plans and specifications.
  - 2. Establish dates for -
    - a. Bid opening → *Aug 2*
    - b. Public hearing → *AUG 9*
    - c. Contract award → *option AUG 2*
- Room 3115-3PM → 5:30*

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*  
Don Zuck

DZ:mav  
cc: Jack Asby  
~~Erv~~ Steinberg

PERSONNEL RESUME'

: Douglas R. Sires  
 29  
 tion: Instructor/Program Chairman  
 sion: Career Education  
 mended salary: \$15,376  
 recent salary: \$15,000  
 ry in relation to staff  
 imilar qualifications: Comparable  
 ation: Master of Architecture  
 rience: 3 years work  
 on for recommending  
 s person: Registered Architect and some teaching experience  
 nning date of employment: August 2, 1976  
 th of contract: 12 months  
 on for employment: Replacement for Roy Berger, who resigned to go into private practice.

\*\* \*\* \*

: Carol Coats  
 29  
 tion: Coordinator-Project Director: Dental Grant  
 sion: Adult Education  
 mended salary: \$17,190  
 recent salary: \$15,431  
 ry in relation to staff  
 imilar qualifications: Similar  
 ation: AAS Dental Hygiene - B.S. Allied Health Education  
 rience: Teacher 4 years, 5 years work  
 on for recommending  
 s person: Best qualified and currently employed at DMACC  
 nning date of employment: July 1, 1976  
 th of contract: 12 months  
 on for employment: Carol was terminated since the HEW Grant was uncertain - we now have funding through June 30, 1977.

\*\* \*\* \*

: Susan Albrecht  
 32  
 tion: ADN Program Chairperson  
 sion: Career Education  
 mended salary: \$17,753  
 recent salary: \$19,004  
 ry in relation to staff  
 imilar qualifications: Similar  
 ation: B.S., M.A.  
 rience: Teacher 5 years, 4 2/3 years work  
 on for recommending  
 s person: Best candidate for the position  
 nning date of employment: August 2, 1976  
 th of contract: 12 months  
 on for employment: Replacement for Theresa Neofotist, who accepted a position with Grand View College

Name: Charles R. Lakin  
Age: 31  
Position: Librarian, Boone Campus  
Division: Media Services  
Recommended salary: \$10,400  
Most recent salary: Not available  
Salary in relation to staff  
w/similar qualifications: Comparable  
Education: M.S. Library Science  
Experience: 3 years work  
Reason for recommending  
this person: Good credentials - Faculty Committee recommendation  
Beginning date of employment: September 7, 1976  
Length of contract: 9 months  
Reason for employment: Replacement for Jack Tillson, who is retiring.

\*\* \*\* \*

Name: Tommy G. Clarkson  
Age: 31  
Position: Director, College Relations  
Division: Administration  
Recommended salary: \$20,000  
Most recent salary: Not available  
Salary in relation to staff  
w/similar qualifications: Comparable  
Education: B.S. in history and political science  
Experience: 4 years work  
Reason for recommending  
this person: Has qualifications necessary for position  
Beginning date of employment: August 1, 1976  
Length of contract: 12 months  
Reason for employment: Replacement for Mearle Griffith, who left to do church

\*\* \*\* \*

Name: Roberta Susan Shilane  
Age: 27  
Position: Reference Librarian  
Division: Educational Media  
Recommended salary: \$13,594  
Most recent salary: Not available  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: M.A. Library Science  
Experience: 1 year work  
Reason for recommending  
this person: Has a good educational background, applicable work  
experience, and pleasing personality.  
Beginning date of employment: July 1, 1976  
Length of contract: 12 months  
Reason for employment: Replacement for Jeanine Freeman, who left to attend  
law school.



Daniel R. Vander Voort  
 38  
 Auto Parts Instructor  
 Career Education  
 Recommended salary: \$15,376  
 Present salary: \$12,000 +  
 Pay in relation to staff  
 Similar qualifications: Comparable  
 Education: Automotive Service Schools  
 Experience: 15 years work  
 Reason for recommending  
 this person: Good experience background and highly recommended  
 Starting date of employment: July 1, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Richard Cooper, who is starting his own  
 business.

\*\* \*\* \*

Janet Huss  
 29  
 Coordinator - Special Services  
 Student Life  
 Recommended salary: \$13,580  
 Present salary: \$15,500  
 Pay in relation to staff  
 Similar qualifications: Below where a counselor starts  
 Education: Masters Degree in guidance and counseling  
 Experience: 7 years teaching and related work  
 Reason for recommending  
 this person: Education, experience and enthusiastic personality  
 Starting date of employment: July 6, 1976  
 Length of contract: 12 months  
 Reason for employment: Replacement for Equilla Johnson, who transferred to  
 counseling.

\*\* \*\* \*

Transfer Session

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

\*\* \*\* \*

Contract Continuation

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

\*\* \*\* \*

Contract Changes

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;  
 was listed on wrong level on printout.

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.

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 fascimile 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 VEENSTRA & 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:

CONTRACT 1:     \$7,500  
CONTRACT 2:     \$1,000

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.

Advertisement for Bids

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

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 <sup>12</sup>~~1~~th day of July, 1976.

DES MOINES AREA COMMUNITY COLLEGE

By Max W. Kreager  
President

ATTEST:

Irv Steinberg  
Secretary

NH-1

15214

ARPENTER  
 RED  
 LERS  
 AS GOONEY  
 ORWEILER  
 HAYNIE  
 SMITH  
 RAMBECK  
 KINNEY, JR.  
 ROCK  
 SANTI  
 NSON  
 PPOCK

**AHLERS, GOONEY, DORWEILER, HAYNIE & SMITH**  
**LAWYERS**

920 LIBERTY BUILDING  
 SIXTH AND GRAND  
 DES MOINES, IOWA 50309

June 21, 1976

RECEIVED

JUN 22 1976

BUSINESS

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.

Mr. Irv Steinberg, Secretary

Page 2

June 21, 1976

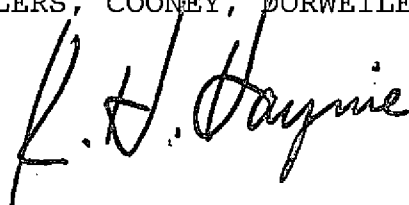
You may anticipate the surplus School House Fund collections by the issuance of warrants pursuant to Code Section 74.8. Since you have on hand adequate operating funds, it would also appear proper to make a temporary transfer to the School House Fund. The transfer would be repaid either from surplus 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, DORWEILER, HAYNIE & SMITH

By

A handwritten signature in cursive script, appearing to read "R. H. Haynie". The signature is written in dark ink and is positioned to the right of the word "By".

KHH:rc



DES MOINES AREA COMMUNITY COLLEGE  
CASH POSITION - FINANCIAL REPORT  
June 30, 1976

	ANKENY STATE BANK General & Revolving Combined Funds		BANKERS TRUST Special Plant & Voted Tax & Sinking Fund
<b>CASH IN BANK:</b>			
Bal. Forward 6/1/76	\$ (319,880.36)		\$ 718.56      \$ 21,100.52
Plus June Receipts	1,668,604.46		17,000.00      30,341.89
Less June Disbursements	1,857,698.34		16,818.41      -
Less Disb. by Journal	173.48		-      50,000.00
Plus Void Checks	256,502.72		-      -
CASH BALANCE	\$ (252,645.00)		\$ 900.15      \$ 1,442.41
Payroll Clearing Account	10,000.00		
<b>INVESTMENTS</b>			
Savings Account (5%)	4,348.80		
6% C.D. Due 12/31/76			540,000.00
5½% C.D. Due 12/31/76			98,000.00
TOTAL INVESTMENTS	4,348.80		900.15      639,442.41
<b>TOTAL CASH. &amp; INVESTMENTS</b>	\$ ( 238,296.20)		\$ 900.15      \$ 639,442.41

**NOTES:**

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.

→ \$ 326,000<sup>00</sup>

DES MOINES AREA COMMUNITY COLLEGE  
 CASH POSITION - FINANCIAL REPORT  
 June 30, 1976

	<u>ANKENY STATE BANK</u> General & Revolving Combined Funds		<u>BANKERS TRUST</u> Special Plant      Voted Tax & Sinking Fund	
<u>CASH IN BANK</u>				
Bal. Forward 6/1/76	\$ (319,880.36)		\$ 718.56	\$ 21,100.52
Plus June Receipts	1,668,604.46		17,000.00	29,473.58
Less June Disbursements	1,857,698.34		16,818.41	-
Less Disb. by Journal	128.00		-	50,000.00
Plus Void Checks	256,502.72		-	-
CASH BALANCE	\$ (252,599.52)		\$ 900.15	\$ 574.10
Payroll Clearing Account	10,000.00			
<u>INVESTMENTS</u>				
Savings Account (5%)	1.00			
6% C.D. Due 12/31/76				540,000.00
5½% C.D. Due 12/31/76				98,000.00
TOTAL INVESTMENTS	1.00		900.15	638,000.00
<u>TOTAL CASH &amp; INVESTMENTS</u>	<u>\$ (242,598.52)</u>		<u>\$ 900.15</u>	<u>\$ 638,574.10</u>

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.

Bierl Development Corp.

Page two

June 18, 1976

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

# CARROLL MULTIPLE LISTING SERVICE

Des Moines Area Community College PRICE \$ 46,500.00  
(Jordan Hall Admin Assistant)

BDMS 3

Room	Size Down	Size Up	Taxes	H. C.
221 Kevin St. Liv	18'x10'	C	Sol	Net
Number 515 964.6200 Din			Mortgage Balance	
Vocant Klt	15'x10'	C	Mortgagee	
you Fam			Monthly Payment	
Bath	7x6	C	Interest Rate	
BdM	12x9	C	Type Loan	
BdM	11x11	C	Escrow	
BdM			Insurance Amount	
BdM			Legal Description	
Heat C-Carpet - H-Hardwood				I 1, B 15 Applewood Knolls
Water I-Inlaid - T-Tile - O-Other				
Owned ( ) Rented ( )	Drapes	no	Plaster	
Asphalt (two st)	Fireplace	no	Dry Wall	
Birch	Dishwasher	no	Paint	Possession Date Co or about 8.15.76
Birch	Stove	no	Paper	
Double Porcelain	Disposal	yes	Comb Wind	Square Feet 1150 plus 350 in bot
Full	Air Cond. (CorW)	yes	Pave St	Listing Number 702-644-1513
	TV Ant	no	Curb	Electron Family Realty
	Well		Insulated	Extras
Double 22'x24"	Water	city yes	220 Elec	Coming in in bot, cptd
Concrete	Shower		Patio	Birch bar in bot

Electric or Gas choice for appliances. Andersen welded glass window lot. Two-out side docks (one 16'x26' oth 12'x26') sliding glass door. Birch interior doors (Actual College Investment of this home \$45067.00).  
Brokers Multi-Listg Svc. If you receive an offer for this property, place it in a sealed envelope, to be opened in our office on Aug 7, 76, 5:30 pm, and given to agency of Des Moines Area Community College on Aug 9, 76.

THE OWNER AGREES:  
1. To, and by this agreement does, give said Realtor for a period of 30 DAYS the sole and exclusive right to sell the real estate known as 221 KEVIN ST., CARROLL for the sum of \$46,500.00 or any other price or terms that may be acceptable to said owner. The exclusive character of this agreement is hereby granted until midnight AUGUST 17, 1976 ON OR AFTER 3 days after sale is completed.  
2. To give possession ON OR AFTER 3 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 5.100.00 LUMP SUM COMMISSION of the sales price. The commission shall be payable whether the real estate shall be sold by the Realtor or member 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 relist 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 17 day of JULY, 1976.  
Des Moines Area Community College  
John D. Swenson  
John D. Swenson  
John D. Swenson  
ELECTRON FAMILY REALTY  
Realtor