

Des Moines Area Community College

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Board of Directors Meeting Minutes

7-15-1974

Board of Directors Meeting Minutes (July 15, 1974)

DMACC

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

REGULAR MEETING

July 15, 1974 The regular meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Administration Bldg., Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on July 15, 1974. The meeting was called to order by the Board President, Rolland Grefe, at 5:30 P.M.

ROLL CALL

Members Present: Rolland Grefe
Harry Bloomquist
Cecil Galvin
Maurice Campbell
Ross Cramlet
Max Kreager
Walter Hetzel
Harold Welin

Members Absent: Rodney Carlson

Others Present: Paul Lowery, Superintendent
Jack Asby, Asst. Supt., Business Affairs
Irv Steinberg, Business Manager/Board Secretary
Russ Slicker, Asst. Superintendent, Mgt. & Planning
Jerry Heth, Reporter, R&T

APPROVAL OF
MINUTES

It was moved by M. Kreager, seconded by R. Cramlet, that the minutes of the regular board meeting held June 10, 1974, be approved as presented. Motion passed.

APPROVAL OF NEW
PERSONNEL

It was moved by W. Hetzel, seconded by H. Welin that employment be offered to the following for position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Edward Scruggs	Respiratory Therapy Coord.	\$13,500	8-15-74
Karleene Smith	Nursing Instructor, Boone	39/day	7-23-74
Kenneth King	HSC Instructor, Branch Office	7,280	6-17-74
Jane Roberts	Prog. Chairman, Teacher Assoc.	13,019	9-03-74
Richard Needham	Economics Instr. Ank.	12,000	9-09-74
Richard Needham	Econ. Instr., Summer Session	2,200	7-08-74

Motion passed.

RESIGNATIONS It was moved by C. Galvin, seconded by R. Cramlet, that resignations of the following named staff be accepted:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jeane Burk	Clinical Instr., Boone	May 31, 1974
Joel Schaaf	Physics/Math Instr., Boone	May 31, 1974
Joyce A. Fey	Business Occup., Skill Center	August 9, 1974
Linda Hietbrink	Health Coord. Ank.	June 28, 1974
Mary Scott	JEVS Evaluator	June 30, 1974
Karen Heuer	Fashion Mdse. Instr., Ankeny	May 31, 1974
Margery McCardell	Psychology Instr., Ankeny	May 31, 1974
Tom Broderick	CEC Supv. Ankeny	July 31, 1974

Motion passed.

LEAVE OF
ABSENCE

It was moved by M. Kreager, seconded by C. Galvin, that approval be given for a one year leave of absence to Evelyn Severino, Adult Education instructor, Branch Office, effective June 14, 1974. Motion passed.

RECESS OF
MEETING

It was moved by W. Hetzel, seconded by M. Campbell, that the board meeting be recessed for a dinner break. Motion passed and the meeting was recessed at 6:45 p.m.

RECONVENE OF
BOARD MEETING

The regular board meeting for July reconvened at 7:45 p.m. at the same location as it had been recessed. All those present prior to the recess were again present in addition to Joe Borgen, Asst. Supt., Instr., & Jackie Barnes, student.

LEASE OF SABIN
ELEMENTARY
SCHOOL

It was moved by H. Welin, seconded by R. Cramlet, that approval be given to a three year lease of the Sabin Elementary School from the Des Moines Independent Community School District at an annual rent of \$15,000.00, with said lease containing a lease purchase option to apply 3 year annual rental payment toward total purchase price of \$45,000. This location to be used for the Urban Center. Motion passed.

STUDENT
INDEBTEDNESS
POLICY

It was moved by W. Hetzel, seconded by R. Cramlet, that the proposed Student Indebtedness policy, a copy of which is attached hereto and made a part of these minutes, be adopted, effective July 15, 1974. Motion passed.

AGREEMENT
FOR VO REHAB
COUNSELOR

It was moved by W. Hetzel, seconded by H. Welin, that approval be given to the proposed agreement between DMACC and DPI for professional services of one Vocational Rehabilitation Counselor and one Secretary to be housed on the Ankeny campus with DMACC contributing \$6,000.00 toward the expenses of said services for the period July 1, 1974 thru June 30, 1975, and that the Board

President and Secretary be authorized to sign said agreement.
Motion passed.

FY75 BUDGET
PUBLIC
HEARING

It was moved by C. Galvin, seconded by W. Hetzel, that approval be given to a General Fund Budget for FY75, totalling \$10,112,304, and to a Plant Fund Budget, totalling \$1,588,000, and that the public hearing on said budget be held August 12, 1974 at 5:30 P.M. in the Board Room, Ankeny campus, 2006 Ankeny Blvd., Ankeny, Iowa, and that the Board Secretary be directed to publish the budget and notice of hearing as required by law. Motion passed.

TREASURERS
ANNUAL REPORT

It was moved by H. Bloomquist, seconded by W. Hetzel, that the Treasurer's Annual Report of FY74 be approved as presented and that the Board Secretary be instructed to file a copy of same with the Superintendent of Joint County School System of Polk and Story, as required by Section 291.15, Code of Iowa. Motion passed.

RETURN OF
DOWN PAYMENT
ON STUDENT
BUILT HOUSE

It was moved by H. Bloomquist, seconded by C. Galvin, that the down payment of \$3,500.00 made by Bruce Hann for the house at 1209 Cortina Street, Ankeny, Iowa, be returned to Mr. Hann since the house was destroyed by the tornado which hit the Ankeny area on June 18, 1974. Motion passed.

RESPIRATORY
THERAPY
ADVISORY
COMMITTEE

A motion was made by W. Hetzel, seconded by H. Welin, that members be appointed to the Respiratory Therapy Advisory Committee as indicated on listing attached hereto and which is made a part of these minutes. Motion passed.

SALARY ADJUSTMENT
FOR OSHA
PERSONNEL

It was moved by M. Campbell, seconded by R. Cramlet, that approval be given for a 10.5% salary adjustment for OSHA personnel for the period July 1, 1974 thru Sept. 30, 1974. Motion passed.

ICASB
DUES

A motion was made by C. Galvin, seconded by W. Hetzel, that approval be given to the payment of \$6,700.00 dues to the Iowa Council of Area Schools Boards for 1974-75. Motion passed.

ACCT
DUES

It was moved by M. Campbell, seconded by R. Cramlet, that approval be given to the payment of \$450.00 dues to the Association of Community College Trustees for 1974-75. Motion passed.

RECOGNITION
OF SAICC

It was moved by H. Bloomquist, seconded by H. Welin, that recognition be given by the DMACC Board of Directors to the Student Association of Iowa Community Colleges. Motion passed.

CLAIMS AND
ACCOUNTS

It was moved by R. Cramlet, seconded by H. Welin, that the Claims and Accounts as presented be approved for payment. Motion passed.

APPROVAL TO
EMPLOY SDL
AND ERNST &
ERNST

It was moved by M. Kreager, seconded by H. Bloomquist, that approval be given to the employment of SDL for a sum not to exceed \$38,000, for the development of management information systems; and Ernst & Ernst, for a sum not to exceed \$55,000, for the development of management by objectives, subject to approval by HEW. Motion passed.

AGREEMENT WITH
MELCHER DALLAS
COMMUNITY
SCHOOL DISTRICT

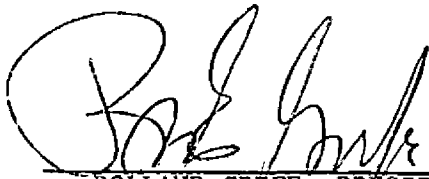
It was moved by C. Galvin, seconded by M. Campbell, that approval be given to an agreement as stated in Chapter 28E & 280A.1, subsection 5, Code of Iowa, 1971, between DMACC and Melcher Dallas Community School District, and that the Board President and Secretary be authorized to sign said agreement. Motion passed.

SUPERINTENDENT'S
CONTRACT

It was moved by H. Welin, seconded by M. Campbell, that the proposed contract with Supt. Paul Lowery, a copy of which is attached hereto and made a part of these minutes, be approved. Motion passed.

ADJOURNMENT

It was moved by C. Galvin, seconded by W. Hetzel, that the meeting be adjourned. Motion passed and the meeting was adjourned at 10:00 P.M. The next regular meeting was set August 12, 1974 to be preceded by the public hearing on the FY75 budget at 5:30 p.m. Board Room, Ankeny campus.



ROLLAND GREFE, PRESIDENT



IRV STEINBERG, SECRETARY

Des Moines Area Community College
July 1974

PROPOSED STUDENT INDEBTEDNESS POLICY

No student may register in any new quarter who has a prior unsettled indebtedness to the college, nor during the period in which the indebtedness remains unsettled may any evidence of attendance or other official credentials be obtained from the college.

Indebtedness shall include tuition and fees, library and parking charges, and any other charges incurred by the student and owed to the college.

DES MOINES AREA COMMUNITY COLLEGE

Contract with Superintendent

THIS CONTRACT is entered into by and between Paul J. Lowery, a duly qualified teacher and superintendent, hereinafter called the Superintendent, and the Board of Directors, hereinafter called the Board, of the Des Moines Area Community College, Merged Area XI District, located at Ankeny, County of Polk, State of Iowa.

WITNESSETH, that the said Paul J. Lowery agrees to serve as superintendent of the Des Moines Area Community College for the school years 1974-75, 1975-76 and 1976-77, each consisting of twelve (12) calendar months, commencing July 1, 1974, and will faithfully perform the duties of superintendent of the college according to law and the rules now or hereafter legally established for the governance thereof, including the exercise of due diligence in the preservation of the school buildings, grounds, furniture, apparatus, and other school property.

IN CONSIDERATION of said services, the Des Moines Area Community College agrees to pay said Superintendent at the annual rate of not less than Twenty-Seven Thousand Five Hundred Dollars (\$27,500.00), payable each year in twelve (12) equal installments, on or about the last of each calendar month, except as herein otherwise provided.

This contract is tendered and accepted under the following terms and conditions:

1. The Superintendent shall during the term of this contract have in force and effect any certificates required by law or the State Department of Public Instruction authorizing him to serve as superintendent of the college.

2. The Superintendent shall:

- (a) Serve as executive officer of the board of directors of the college.
- (b) Give full working time to the district and will engage in no other gainful work without prior consent of the board.
- (c) Supervise the educational programs of the district.
- (d) Prepare and supervise the administration of the budget.
- (e) Perform all duties necessary as superintendent.
- (f) As a further condition of employment, and in order to insure efficient operation and management of the Des Moines Area Community College, be required to reside in the house owned by the Des Moines Area Community College located at 9th and Trilein Streets, Ankeny, Iowa, and to pay a nominal rental therefor of \$50.00 per month, with the college to pay telephone, other utilities, insurance, taxes and special assessments, if any.
- (g) Be bound by all rules and regulations now or hereafter adopted by the board, not in conflict with provisions contained herein.
- (h) Meet all requirements of the board.

3. The Superintendent shall be entitled to twenty (20) days vacation per year and other "leaves of absence" provided by policy as exists or to be established by the board, including those days designated as legal holidays.

4. For the purpose of determining deductions from salary in case of absence from or discontinuance of service, a school year shall be understood to consist of two hundred sixty (260) days, spread throughout fifty-two (52) weeks. All days designated as holidays by the board are to be regarded as days of service rendered, subject to the rules governing payment for such days as established by the board. The deduction for absence for which pay is not allowed shall be made at the rate of 1/260ths of the annual salary for each day of such absence. If the superintendent for any reason is in the service of the district for less than two hundred sixty (260) days in any

school year, he shall receive a total amount equal to as many 260ths of the annual salary as is the number of days of service rendered by him during the school year, as defined above.

5. The board may only terminate this contract for incompetency, inattention to duty, a violation of any of the terms and conditions of this contract, or any good cause.

6. Since the college endeavors to provide opportunities for employees to participate in one or more retirement systems:

IT IS AGREED that the superintendent shall become a member of such a retirement system or systems as may be required by the laws of the State of Iowa and rules of the board.

IT IS FURTHER AGREED that the superintendent shall pay into such retirement system or systems at the time of receiving each installment of his compensation, a contribution according to the per centum of that installment required by the rules of the said system or systems.

IT IS ALSO AGREED that the superintendent shall file in the office of the Secretary of the Board such records of qualifications as may be required, and will from time to time submit to such physical examination as may be required by the board.

7. The superintendent shall be provided access to an automobile for his use in conducting the affairs of the college, or be allowed .15 cents per mile for the use of his personal car when conducting school business.

Executed in duplicate this 15 day of July, 1974.

Paul J. Lawrence
Superintendent

Paul E. Hoff
President, Board of Directors
Des Moines Area Community College

DMACC
Agenda - Regular Meeting
Monday, July 15, 1974 - 5:30 p.m.
Board Room - Ankeny Campus

1. CALL TO ORDER

2. APPROVAL OF MINUTES - June 10 regular meeting

M. Kreager, 2d R. Cramlet

3. PERSONNEL

New

- a. Edward Scruggs, Respiratory Therapy Coordinator, Ankeny Campus
- b. Karleene Smith, Nursing Instructor, Boone Campus
- c. Kenneth King, High School Completion Instructor, Branch Office
- d. Jane Roberts, Program Chairman, Teacher Associate, Ankeny Campus
- e. Richard Needham, Economics Instructor, Ankeny Campus

*W. Hetzel
H. Welin - 2d*

Summer Session

- a. Richard Needham, Economics Instructor, Ankeny Campus

Resignations

- a. Jeane Burk, Clinical Instructor, Boone, May 31, 1974
- b. Joel Schaaf, Physics/math Instructor, Boone, May 31, 1974
- c. Joyce A. Fey, Business Occupations, Skill Center, August 9, 1974
- d. Linda Hietbrink, Health Coordinator, Ankeny, June 28, 1974
- e. Mary Scott, JEVS Evaluator, June 30, 1974
- f. Karen Heuer, Fashion Merchandising Instructor, Ankeny, May 31, 1974
- g. Margery McCardell, Psychology Instructor, Ankeny, May 31, 1974
- h. ~~Tom Broderick~~, CEC, 7-31-74

*C. GALVIN
2d R. CRAMLET*

Leave of Absence

- a. Evelyn Severino, Adult Education Instr., Branch Office, ^{att} June 14, 1974 *for one year.*
M. Kreager, 2d C. GALVIN

4. REPORTS

- ✓ a. ICASB - Kreager
- ✓ b. Mid-Iowa Educational Computer Center - Cramlet
- ✓ c. AACJC Board of Directors Meeting - Lowery - ON EXECUTIVE COMMITTEE
- ✓ d. Area Superintendents Meeting - Lowery
- ✓ e. Financial
- ✓ f. Employee negotiations conference sponsored by IASB, to be held in Des Moines on Wednesday, August 14
- ✓ g. Donations to Lindley Hoyt Memorial Fund at DMACC have exceeded \$1200.
- ✓ h. IBM Data Processing Seminar - Lowery

5. COMMUNICATIONS

- ✓ a. Letter from former Agri-business student and newsletter item regarding same

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. Consideration of lease agreement with Des Moines School District for use of Sabin Elementary School as Urban Center *with lease purchase option 3 yrs @ 15M per year, commencing 8/1/74* *subject to approval of DM Bd.*
- b. Proposed student indebtedness policy (Exhibit A) *subject to approval of DM Bd.* *H. Welin, 2d R. Cramlet*
- c. Agreement between DMACC and DPI for professional services as one VA counselor and one secretary for the period July 1, 1974 - June 30, 1975 *DM* *W. Hetzel, 2d H. Welin*
- d. Establish date for public hearing on FY74-75 budget (August 12, 5:30 p.m., Board Room, Ankeny Campus) *L. Galvin, 2d W. Hetzel*

*AUTHORIZE
Bd Secy
& Pres*

W. Hetzel, 2d H. Welin

H. Bloomquist, W. Hetzel

- e. Approval of Treasurer's Annual Report
- f. Return down payment on student constructed house to Bruce Hann in the amount of \$3,500. This house was destroyed in the tornado. H. Bloomquist, 2d C. Galvin
- g. Appointment of members to Respiratory Therapy Advisory Committee (Exhibit B)
- h. Proposed 10.5% salary adjustment for OSHA personnel for the period July 1, 1974 - September 30, 1974 M. CAMPBELL, 2d R. CRAMLET
- i. Consideration of ICASB dues for 1974-75 in the amount of \$6,700 - C. GALVIN 2d W. Hetzel
- j. Consideration of Assn. of Community College Trustee dues from July 1974 through June 1975 in the amount of \$450 M. CAMPBELL, R. CRAMLET
- k. Recognition of SAICC (Student Assn. of Iowa Community Colleges) (Exhibit C)
- l. Consideration of SDL for the development of management information systems, and Ernst & Ernst for the development of management by objectives (Exhibit D)

spell out

need copy

M. Kreager, 2d H. Bloomquist approval be given to employment of — subject to approval of HEW.

Need invoices

move recognition of SAICC by DMACC Bd H. Bloomquist 2d H. Welin

8. OTHER

- a. DMACC Campus Ministry by-laws

9. PRESENTATION OF CLAIMS AND ACCOUNTS — R. CRAMLET, H. Welin

10. ADJOURNMENT

10PM

C. GALVIN, 2d W. Hetzel

SUPPLEMENTAL AGENDA

Chapter 28E
§ 280A.1 sub-section 5,
code of Iowa, 1971

3. PERSONNEL

Resignations

- ✓ h. Tom Broderick, CEC supervisor, Ankeny, July 31, 1974

7. NEW BUSINESS

- m. 28E Agreement between DMACC and Melcher Dallas Community School
- n. Revision of superintendent's contract

→ C. Galvin, rd M. Campbell & Sect 5 approval be given to
* he be authorized to sign said agreement

H. Wain, rd M. Campbell - new contract - for copy attached
here
need copy

8. OTHER

- b. Letter to Governor Ray

STUDENT ASSOCIATION OF IOWA COMMUNITY COLLEGES

SAICC is an organization to provide students of Community Colleges and Area Schools with representation on a state-wide basis, serving as a forum for opinions and problems of students and with help in solving those problems where ever possible.

SAICC had its beginning last year when Kirkwood and Iowa Lakes Community Colleges met and decided to try to get an organization started among Iowa Community Colleges and Area Schools. There was, at first, little response to the invitations. However, in November of last year nine campuses met and formed the temporary constitution of SAICC.

Since then six area school student governments have approved joining SAICC and another six are in the process of approval. The DMACC (Ankeny Campus) student senate gave approval of SAICC in January. Dues for the organization, (10¢ per full time student) are being paid from the Student Senate budget.

The money collected from dues will be used for SAICC operational expenses, mailings, collecting legislative data and conducting surveys and also in a civil suit against the State of Iowa concerning the Iowa Tuition Grant. The court suit is being handled through the Iowa Civil Liberties Union and was approved by the SAICC general assembly at their last meeting, March 16.

Personnel Resume'

Name: Edward Scruggs
Age: 25
Position: Respiratory Therapy instructor/coordinator - Ankeny campus
Division: Career Education
Recommended salary: \$13,500 annual
Most recent salary: \$11,100 + annual evaluation to be made before 8-1-74
Salary in relation to staff w/similar qualifications: Similar
Education: B.S. with major in zoology; minor in chemistry; also completed post graduate work at Univ. of Chicago in respiratory therapy
Experience: 3 yrs. respiratory therapist
Reason for recommending this person: Education & experience
Beginning date of employment: August 15, 1974
Length of contract: 12 months
Reason for employment: New program

** ** *

Name: Karleene Smith
Age: 37
Position: Nursing instructor - Boone campus
Division: Career Education
Recommended salary: \$39/day
Most recent salary: \$400 mo.
Salary in relation to staff w/similar qualifications: Similar
Education: RN + 1 yr. college
Experience: 4 yrs. RN
Reason for recommending this person: Best qualified applicant
Beginning date of employment: July 23, 1974
Length of contract: 12 months
Reason for employment: Replacement for Jeane Burk, who resigned because of distance she had to drive to work

** ** *

Name: Kenneth King
Age: 24
Position: High School Completion instructor - Branch Office
Division: Adult Education
Recommended salary: \$7,280 annual
Most recent salary: \$42/wk for 8 hrs. per week
Salary in relation to staff w/similar qualifications: Comparable
Education: B.A.
Experience: 4½ yrs. part-time assistant instructor for DMACC at Branch Office; 1 yr. substitute for DM Public Schools
Reason for recommending this person: Experience
Beginning date of employment: June 17, 1974
Length of contract: 12 months
Reason for employment: Replacement for Evelyn Severino, who is taking a leave of absence

Name: Jane Roberts
 Age: 52
 Position: Program Chairman - Teacher Associate
 Division: Arts and Sciences
 Recommended Salary: \$13,019 (nine months)
 Most Recent Salary: \$12.50 per hour
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: Doctorate in Education with Psychology background
 Experience: Has been in private reading practice past few years,
 has done similar work at Harvard, has teaching experience.

Reason for recommending this
 person: Excellent capabilities, pleasant personality, eager to
 make the program go.

Beginning date of employment: September 3, 1974
 Length of contract: 9 months
 Reason for employment: Addition

** ** **

Name: Richard Needham
 Age: 39
 Position: Economics instructor - Ankeny campus
 Division: Career Education
 Recommended salary: \$12,000 annual
 Most recent salary: \$12,000
 Salary in relation to staff
 w/similar qualifications: Similar
 Education: BA in Economics - Juris Doctor - Law
 Experience: 12 yrs. as attorney
 Reason for recommending this
 person: Education & work experience provide a good background
 for business related courses

Beginning date of employment: September 9, 1974
 Length of contract: 9 mos.
 Reason for employment: Replacement for Bob Mitchell, who is now supplemental
 coordinator in career education

** ** **

Summer Session

Name: Richard Needham (see resume' above)
 Position: Economics instructor - Ankeny campus
 Recommended salary: \$2,220
 Beginning date of employment: July 8, 1974
 Length of contract: July 8, 1974 - August 30, 1974
 Reason for employment: Replacement for Bob Mitchell

DES MOINES AREA COMMUNITY COLLEGE
RESPIRATORY THERAPY ADVISORY COMMITTEE

Summer, 1974

Three-Year Term

Mr. Robert Lambuth, Director
Inhalation Therapy Department
Broadlawns Polk County Hospital
18th and Hickman Road
Des Moines, IA 50314
Telephone: 283-2061

Mr. Bill Dyer, Manager
Iowa TB & RD Association
Southcentral Region
1818 High Street
Des Moines, IA 50309
Telephone: 243-1225

Miss Veronica Abrick~~a~~, Director
Technical Services
Mercy Hospital
Sixth Avenue and University
Des Moines, IA 50314
Telephone: 284-3491

Two-Year Term

Dr. Rafael Ortiz, Medical Director
Inhalation Therapy & Pulmonary Lab.
Iowa Lutheran Hospital
700 E. University
Des Moines, IA 50316
Telephone: 283-0618

Mr. Ron Eagan, RPT
Director, Physical and
Respiratory Therapies
Mary Greeley Hospital
Ames, IA 50010
Telephone: 239-2011

Mr. Tom Richter, AB
Chief Respiratory Therapy
Boone County Hospital
Boone, IA 50036
Telephone: 432-3140

One-Year Term

Mr. David Brown, Administrator
Des Moines General Hospital
603 E. 12th
Des Moines, IA 50316
Telephone: 262-8251

Mr. Ed Scruggs, Director
Respiratory Therapy Dept.
Des Moines General Hospital
603 E. 12th
Des Moines, IA 50316
Telephone: 262-8251

Dr. Elizabeth Proctor
Iowa Department of Health
Chronic Illnesses
Iowa State Lucas Building - - - -
East 12th and Walnut
Des Moines, IA 50319
Telephone: 281-5442

Merged Area School Budget Estimate

EXTENDED PERIOD JANUARY 1, 1974 - JUNE 30, 1975

In compliance with Chapter 1020, Acts of 64th—2nd General Assembly as amended

NOTICE: The Board of Directors of DES MOINES AREA COMMUNITY COLLEGE

(Merged Area XI) in the Counties of Boone, Guthrie, Dallas, Jasper, Marion, Shelby,

Story, Warren, Polk, Madison, Carroll, Crawford, Audubon, Adair, Clarke, Mahaska, Cass,

Poweshiek, Lucas, Marshall, Hardin, Hamilton, & Greene, Iowa,

Board Room, Bldg. #4

will meet August 12, 1974 at 5:30 P.M. at 2006 Ankeny Blvd., Ankeny, Iowa

Taxpayers will be heard at that time for or against the following Budget Estimate. This is a summary of the Supporting Detail of Budget Receipts and Expenditures on file with the Board Secretary. Copies of the Supplemental Detail (Schedule 633-A) will be furnished any taxpayer upon request. Taxes will be computed in compliance with Chapter 1020 (64-2 G.A.) as amended.

/s/ Irv. Steinberg Secretary

FUNDS (Use Whole Dollars)	EXPENDITURES FOR YEAR			D Estimated Cash Reserve	E Estimated Balance and All Other Receipts	F Estimated Amount (C + D - E) Necessary To Be Raised By Taxation
	A July 1, 1972 to June 30, 1973 Actual	B July 1, 1973 to June 30, 1974 Actual	C July 1, 1974 to June 30, 1975 Proposed			
GENERAL						
General	6,706,432	8,112,947	10,112,304	1,693,049	10,444,353	1,250,000
2. Tort Liability		8,493	8,354	-	-	8,354
SCHOOLHOUSE						
3. Plant	993,721	3,148,378	1,588,000	-	338,000	1,250,000
4. Bonds & Interest						
5. Total — All Purposes	7,700,153	11,269,818	11,708,658	1,693,049	10,893,353	2,508,354

ESTIMATED TAXES PER \$1,000 ASSESSED VALUATION \$.....

INSTRUCTIONS

Only Form 633 is to be published. Schedule 633-A Supplemental Detail is to be completed before transferring details to Form 633. Schedule 633-A must be prepared for any interested taxpayer and for attachment to certified budget copies.

Round all figures to the nearest dollar. Data will be keypunched for computer processing. Inclusion of cents could shift decimals two places, thereby distorting computations and analysis.

Columns A-F must be completed for a tax levy. Columns A-E are to be completed if an expenditure is proposed not requiring a tax levy. The amounts published in Column C control expenditures and represent maximum expenditures authorized by law.

INSTRUCTIONS AS TO PUBLICATION OF NOTICE

Publication in Newspaper Necessary: Levies are void unless notice is published in a newspaper. The newspaper publisher will go over each estimate submitted to him with care and it is hoped that he will advise the local board of any errors which he may discover so that they may be corrected prior to printing. The form will be set up two columns wide and will include only the matter beginning with the words "AREA VOCATIONAL SCHOOLS OR AREA COMMUNITY COLLEGE" and ending with the word "INSTRUCTIONS" immediately following the columnar forms.

Newspapers Defined: Section 24.9 of the Code, provides as follows: "Each municipality shall file with the secretary or clerk thereof the estimates required to be made in sections 24.3 to 24.8 inclusive, at least twenty days before the date fixed by law for certifying the same to the levying board and shall forthwith fix a date for a hearing thereon, and shall publish such estimates and any annual levies previously authorized as provided in section 76.2, with a notice of the time when and place where such hearing shall be held at least ten days before the hearing.

For multi-counties, such publication shall be in the official newspapers thereof.

For any other municipality such publication shall be in a newspaper published therein, if any, if not, then in a newspaper of general circulation therein.

An attorney general opinion (7-14-66) provides for merged area districts to publish the budget estimate in a newspaper of general circulation.

Levies Void: Unless notice is published: Section 24.10 of the Code provides that "the verified proof the publication of such notice in a newspaper shall be filed in the office of the county auditor and preserved by him. No levy shall be valid unless and until such notice is published and filed.

ENTRY RECORD OF THE HEARING AND DETERMINATION OF THE ESTIMATE

Be it remembered that on this, the 15th day of August, 1974, the board of directors of DES MOINES AREA COMMUNITY COLLEGE Area Vocational School or Area Community College

County, Iowa, met in session for the purpose of filing and considering the estimate for the local budget of said school district. There was present a quorum as required by law. Thereafter and on said day there was filed the foregoing estimate.

Thereafter said estimate was duly considered by the board. The board being fully advised finds that a date of hearing on said estimate should be fixed and it does fix the 12th day of August, A. D. 1974, at the hour of 5:30 P.M. or said day as the date of hearing, said hearing to be had at the Bldg. #4, Ankeny Blvd. (2006) in Ankeny, Iowa Polk County, Iowa.

The secretary was directed to publish the estimate and the notice of hearing as required by law, in the Des Moines Register newspapers published at Des Moines, Iowa of said counties. Publication to be for one insertion at least ten days prior to the date set for hearing.

President.

Sw. Steinberg

Secretary.

BUDGET ESTIMATE AND RECORD OF FILING

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County, Iowa.

Year 19

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19

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