

Des Moines Area Community College

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Board of Directors Meeting Minutes

9-13-1976

Board of Directors Meeting Minutes (September 13, 1976)

DMACC

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

REGULAR MEETING

SEPTEMBER 13, 1976 The regular quarterly meeting between the Board of Directors of the Des Moines Area Community College and Heartland Area Education Agency was held on September 13, 1976, Bldg. #25, Room 2503B, Ankeny campus, Ankeny, Iowa. The meeting was called to order by the Des Moines Area Community College Board Vice President, Walter Hetzel, at 5:30 p.m.

ROLL CALL

Members present:

DMACC

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

Members absent:

DMACC

Max Kreager

Members present:

Heartland

Richard Lampshire
E. E. Andrews
Winifred Carr
Dean Cox
John McKee
Margaret Korshun
Robert Underhill
Mike Hall

Members absent:

Heartland

None

Others present:

Paul Lowery, Superintendent, DMACC
Irv Steinberg, Controller/Board Secretary, DMACC
Jordan Ball, Administrative Assistant, DMACC
Dennis Krehbiel, DMACC
Harold Gamm, "
Leonard Bengtson, "
Joe Borgen, "
Larry Wood, "
Tom Clarkson, "
Dorothy Gilliland, "
Vince Boozell, "
Rus Slicker, "
Rosalee Johnson, "
Mrs. Harold Welin
Barbara Purdue, Heartland
C. R. Snell, Heartland
K. W. Miller, Chief Administrator, Heartland

DISCUSSION
ITEMS

The following items were discussed:

1. State Plan for data processing and place of AREA XI in the plan.
2. DMACC involvement with career education for high school students.

ADJOURNMENT

It was moved by C. Galvin, seconded by H. Welin, that the meeting be adjourned. Motion passed and the meeting adjourned at 6:30 p.m.



IRV STEINBERG, DMACC Board Secretary

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

REGULAR MEETING

SEPTEMBER 13, 1976.

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held on September 13, 1976, Building #31, Ankeny Campus, Ankeny, Iowa. The meeting, which was preceded by a joint meeting with the Board of Directors of Heartland Area Education Agency, was called to order by the Board Vice President, Walter Hetzel, at 7:30 p.m.

ROLL CALL

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

Members absent: Max Kreager

Others present: Paul Lowery, Superintendent
Jordan Ball, Administrative Assistant
Irv Steinberg, Controller/Board Secretary
Various other DMACC staff

APPROVAL OF MINUTES

It was moved by M. Campbell, seconded by C. Galvin, that the minutes of the regular board meeting held August 9, 1976, and the special board meetings held August 17 and August 30, 1976, be approved as presented. Motion passed.

APPROVAL OF NEW PERSONNEL

It was moved by C. Galvin, seconded by M. Goodman, that employment be offered to the following personnel as indicated:

| <u>Name</u> | <u>Position</u> | <u>Salary</u> | <u>Eff. Date</u> |
|-------------------|-----------------------|---------------|------------------|
| Karen Heuer | Fashion Merchandising | \$11,826 | 9-13-76 |
| Leonard McBride | Insurance | 15,971 | 8-30-76 |
| Trudy Petrick | Media Specialist | 13,000 | 9- 1-76 |
| Therese Phares | Computer Programming | 14,782 | 9- 1-76 |
| Thomas Schleis | Chemistry | 9,925 | 9- 7-76 |
| Janet Simons | Psychology | 12,301 | 9- 7-76 |
| Beverly Stromberg | Accounting Specialist | 13,727 | 9- 7-76 |
| Thomas Voigt | Programmer | 12,625 | 9- 8-76 |

Motion passed.

RESIGNATIONS

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

Barbara Allen, Nursing, Ankeny, effective December 2, 1976
Pamela Bottorff, Nurse-Counselor, CIVEC, effective September 17, 1976
Janet Freerksen, Evaluator, CICOMP, effective August 27, 1976
Lynne Ross, Food Service, Ankeny, effective August 20, 1976
Jim Wertz, Coordinator, Short Courses, Ankeny, effective Sept. 30, 1976

Motion passed.

APPROVAL OF
LEAVE OF
ABSENCE WITHOUT
PAY

It was moved by E. Leonard, seconded by H. Welin, that the following leaves of absence without pay be approved.

Karen Allen, Health, 5 days, August 1976
 Francès Quick, Nursing, 1 day, July 2, 1976
 Alberta Lee, Nursing, 5 one-half days, August 16-20, 1976
 Shirley Muehlenthaler, Health, 10 days, August 16-27, 1976
 Mary Brucker, Adult Education, 4½ days, August 9-13, 1976
 Mary Jo Mlcoch, Secretarial/Clerical, 4 days, July 6-9, 1976
 Jack Zeller, Bookkeeping/Accounting, 1½ days, June 21-22, 1976
 Maralee Frazee, Financial Aid, 13½ days, July 16-August 15, 1976
 Claire Chalup, Banking, 1 day, September 3, 1976
 Dorothy Donovan, Nursing, 12 days, November 1-16, 1976
 Bill Buwalda, Conditioned Air, 1 day, September 21, 1976.

Motion passed.

CONTRACT
CHANGES

It was moved by H. Welin, seconded by E. Leonard, that approval be given to the following contract changes:

Julia Haggar - English instructor, from annual salary of \$13,965 to \$14,440 for SDU credits earned
 Myrna Maurer - Key Punch instructor, from annual salary of \$10,875 to \$11,351 for SDU credits earned
 Marilyn Burdick - Counselor, Urban Center, from annual salary of \$16,565 to \$17,159 for SDU credits earned.

Motion passed.

FINAL ACCEPTANCE
OF PHASE IIB,
PART 6,
CONSTRUCTION

It was moved by E. Leonard, seconded by H. Welin, that the contract for construction of Phase IIB, Part 6, with Breiholz Construction Company, Inc., be accepted as completed and that payment of \$56,146 be made to said construction company thirty (30) days from this date with a final payment of \$10,000 made after completion of the central control (JC/80) work for Building #25, in accordance with a letter of recommendation from Architects Wilkins, Bussard & Dikis, dated August 30, 1976, a copy of which is attached hereto and made a part of these minutes. Motion passed.

RESOLUTION TO
OFFER HOUSE
FOR SALE

Director M. Campbell introduced the following Resolution entitled "RESOLUTION TO OFFER HOUSE FOR SALE" and moved that same be adopted. Director C. Galvin 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 Ankeny, Polk County, State of Iowa, to-wit,

906 SE Wanda Drive

heretofore purchased by said Des Moines Area Community College for the purchase of providing a site for the construction project of the Building Trades class under the direction of said Des Moines Area

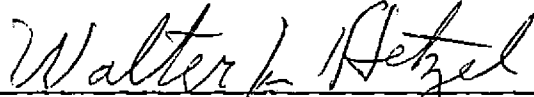
Community College, with a view toward resale upon completion, be offered for sale to the highest acceptable bidder submitting a sealed bid, with such bids to be received by a designated realtor on behalf of the Des Moines Area Community College on November 5, 1976, no later than 2:00 p.m., at which time bids will be opened publicly and read aloud in the office of the designated realtor.

The house is to be sold for no less than a list price of \$58,300, to include a realtor's fee, which is not to exceed 6%.

Bids will be acted upon by the board at its regular meeting on November 8, 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 November 30, 1976.

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 13th day of September, 1976.



 VICE PRESIDENT, Board of Directors

ATTEST:



 SECRETARY, Board of Directors

DESIGNATION OF
 REALTOR TO
 HANDLE SALE OF
 HOUSE AT 906 SE
 WANDA DRIVE

It was moved by C. Galvin, seconded by E. Leonard, that Lundstrom Realty, located at 104 E. First Street, Ankeny, Iowa, be designated as the realtor to handle the sale of the student constructed house at 906 SE Wanda Drive, Ankeny, Iowa, at a commission rate not to exceed 6%. Motion passed.

REDESIGNATED
 SELLING PRICE
 HOUSE AT
 CARROLL, IOWA

It was moved by D. Rowen, seconded by C. Galvin, that the selling price, to include a realtor's commission fee of \$1,500, for the student constructed house at 221 Kevin Street, Carroll, Iowa, be redesignated at \$44,950, with sealed bids to be received for the purchase of said house by the previously designated realtor, Fleshner Family Realty Company, Carroll, Iowa, on behalf of the college no later than 2:00 p.m. on November 5, 1976, at which time bids will be opened publicly and read aloud in the office of said realtor. Bids will be acted upon by the board at its regular meeting on November 8, 1976. Motion passed, with the Secretary of the Board directed to give notice of said bid letting as required by law.

AMENDMENT TO
 LECC FY77
 BUDGET

It was moved by E. Leonard, seconded by C. Galvin, that the proposed amendment to the Mid-Iowa Educational Computer Center FY77 budget, a copy of which is attached hereto and made a part of these minutes, be approved as presented. Motion passed.

APPROVAL FOR
STUDENT CON-
STRUCTED HOUSE
IN CARROLL,
IOWA

It was moved by D. Rowen, seconded by M. Campbell, that approval be given to construction of a house in Carroll, Iowa, by the building trades high school extension class under house plans to be submitted to Supt. Lowery and one board member for approval, with such plans limited to construction cost, together with cost of lot, between \$35,000 and \$38,000. Motion passed.

APPROVAL OF
LEASE FOR FARM
VETERANS PROGRAM
AT COLFAX, IOWA

It was moved by M. Goodman, seconded by E. Leonard, that approval be given to a one year lease with Mary E. Van Dusseldorf, effective September 1, 1976, for rental of space in the Interfaith Center, Colfax, Iowa, at an annual rental fee of \$900, to be used to house the Farm Veterans Ag class. Motion passed.

APPROVAL OF JOINT
CONTRACT WITH
LOCAL SCHOOLS
UNDER CHAPTER 28E

It was moved by M. Campbell, seconded by C. Galvin, that approval be given to entering into a joint contract with the Guthrie Center and Adair-Casey Community School Districts for the purpose of providing pre-career and career educational offerings to high school students at an annual cost of \$2,300 per school district, and that the Board President, Secretary, and Superintendent be authorized to sign said contracts. Motion passed.

APPROVAL TO
MODIFY CONTRACT
WITH DMACCHEA

It was moved by D. Rowen, seconded by C. Galvin, that approval be given to the proposed modification of Article I, Section A, Recognition Clause of the Contract with the Des Moines Area Community College Higher Education Association, concerning the employees to be included in the Collective Bargaining Unit, a copy of said proposed modification is attached hereto and made a part of these minutes. Motion passed.

DMACC FOUNDATION
BOARD OF DIRECTORS
APPOINTMENTS

It was moved by H. Bloomquist, seconded by M. Campbell, that the personnel shown on the listing attached hereto and made a part of these minutes, be appointed to the Des Moines Area Community College Foundation Board of Directors until October 1979, as indicated on the listing. 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.

DISCUSSION CON-
CERNING BARGAIN-
ING TEAM MEMBERSHIP

A discussion was held between board members and Supt. Lowery concerning the Superintendent's memorandum wherein members of the bargaining team were identified.

EXECUTIVE SESSION

It was moved by E. Leonard, seconded by H. Welin, that the Board go into executive session to discuss personnel matters. Motion passed and all non-board members were excused from the room, except Supt. Lowery, at 9:15 p.m.

RECONVENE OF
REGULAR MEETING

The regular board meeting reconvened at 9:30 p.m. at the same location as previously held with the same board members present. Also present were Supt. Lowery and Board Secretary Irv Steinberg.

JOURNMENT

It was moved by C. Galvin, seconded by E. Leonard, that the meeting be adjourned. Motion passed and the meeting adjourned at 9:35 p.m. Since it was determined that a quorum would not be present for the Organizational board meeting on October 4, 1976, this meeting, to be followed by a regular meeting, was set for October 11, 1976, Building #31, Ankeny campus.

Irvin Steinberg
IRV STEINBERG, Secretary

Walter L. Hetzel
WALTER HETZEL, Vice President

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

MINUTES OF THE EXECUTIVE SESSION AT THE REGULAR BOARD
MEETING OF SEPTEMBER 13, 1976

CALL

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

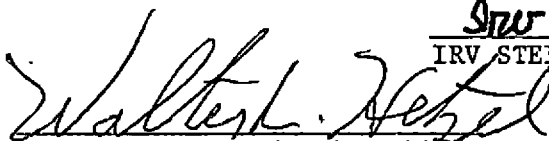
Members absent: Max Kreager

Others present: Paul Lowery, Superintendent

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

ADJOURNMENT

It was moved by C. Galvin, seconded by M. Goodman, that the executive session be adjourned. Motion passed and the session was adjourned at 9:25 p.m.


WALTER HETZEL, Vice President


IRV STEINBERG, Secretary

DES MOINES AREA COMMUNITY COLLEGE
Regular Meeting - Monday, September 13, 1976
Bldg. #31 - Room 3115 - Ankeny Campus
7:30 P.M.
Agenda

CALL TO ORDER

APPROVAL OF MINUTES - August 9 regular meeting; August 17 special meeting;
August 30 special meeting *M. CAMPBELL, 2d C. GALVIN*

REPORTS

- a. ICASB - Kreager
- b. Mid-Iowa Computer Center - Hetzel
- c. Financial
- d. New Budgeting Procedures - Lowery
- e. Area Superintendents - Lowery

COMMUNICATIONS

UNFINISHED BUSINESS

NEW BUSINESS

a. New Personnel:

- in action*
- (1) Karen Heuer, Fashion Merchandising, Ankeny
 - (2) Leonard A. McBride, Insurance, Ankeny
 - (3) Trudy Petrick, Media Specialist, Ankeny
 - (4) Theresa B. Phares, Computer Programming, Ankeny
 - (5) Thomas Schleis, Chemistry, Ankeny
 - (6) Janet Ann Simons, Psychology, Ankeny
 - (7) Beverly Stromberg, Accounting Specialist, Ankeny
 - (8) Thomas Eugene Voight, Programmer, Ankeny

b. Resignations:

- on*
- (1) Barbara J. Allen, Nursing, Ankeny, December 2, 1976
 - (2) Pamela Bottorff, Nurse-Counselor, CIVEC, September 17, 1976
 - (3) Janet Freerksen, Evaluator, CICOMP, August 27, 1976
 - (4) Lynne Ross, Program Chairperson, Food Service, Ankeny, August 20, 1976
 - (5) *see Suppl.*

c. Leave of Absence Without Pay:

- relia*
- (1) Karen Allen, Health, 5 days, August 1976
 - (2) Frances Quick, Nursing, July 2, 1976
 - (3) Alberta Lee, Nursing, 5 one-half days, August 16-20, 1976
 - (4) Shirley Muehlenthaler, Health, August 16-27, 1976
 - (5) Mary Brucker, Adult Education, 4½ days, August 9-13, 1976
 - (6) Mary Jo Mlcoch, Secretarial/Clerical, July 6-9, 1976
 - (7) Jack Zeller, Bookkeeping/Accounting, 1½ days, June 21-22, 1976
 - (8) Maralee Frazee, Financial Aid, 13½ days, July 16-August 15, 1976

9
10
11 } *Suppl.*

NEW BUSINESS (continued)

- ✓ d. Approval of sale of student constructed house at 906 Wanda Drive, Ankeny.
- ✓ e. Consideration of payment of \$56,146.30 of the final payment of construction contract (\$66,146.30) to Breiholz Construction Co., Inc. for Phase IIB, Part 6, Bldgs. #19 and 25A, with the amount of \$10,000 to be paid when work is completed.
- ✓ f. Consideration of bids for purchase of student constructed house in Carroll.
- g. Consideration of amendment to Mid-Iowa Educational Computer Center FY77 budget. E. Leonard, 2d C. Galvin
- ⓪ h. Consideration of house plans for Carroll High School Building Trades program, to be built during the '76-77 school year.
- i. Consideration of appointments and reappointments to the DMACC Foundation Board of Directors. H. Gloomquist, 2d ~~D. Rower~~ M. Campbell

→ D. Rower, 2d M. Campbell
 Supt & Bd Member select plan \$35 - \$37 M

OTHER

Pre-determine Oct 11th organ. meeting

PRESENTATION OF CLAIMS AND ACCOUNTS

E. Leonard, 2d
~~H. Gloomquist~~ C. Galvin

ADJOURNMENT

Discussion by Bd concerning
 Bargaining Team Membership - Memo

9:15 PM E. Leonard 2d H. Weber
 Personnel Matter Et Session.

SUPPLEMENTAL PERSONNEL RESUME'

6 j. Contract Changes

- (1) Julia Haggar - English instructor; from annual salary of \$13,965 to \$14,440 for SDU credits earned.
- (2) Myrna Maurer - Key Punch instructor, from annual salary of \$10,875 to \$11,351 for SDU credits earned.
- (3) Marilyn Burdick - Counselor, Urban Center; from annual salary of \$16,565 to \$17,159 for SDU credits earned.

lew

SUPPLEMENTAL AGENDA

September 13, 1976 Board Meeting

6. NEW BUSINESS

b. Resignation

- (5) Jim Wertz, Coordinator, Supplemental Short Courses, September 30, 1976

c. Leave of Absence Without Pay

- (9) Claire Chalup, Banking, September 3, 1976
- (10) Dorothy Donovan, Nursing, 12 days - November 1-16, 1976
- (11) Bill Buwalda, Conditioned Air, September 21, 1976

j. Contract Changes

- (1) Julia Hagggar, English, Ankeny
- (2) Myrna Maurer, Key Punch, Ankeny
- (3) Marilyn Burdick, Counselor, Urban Center

adm
admn
sum

- k. Consideration of new lease for space in the Interfaith Center, Colfax for the period September 1, 1976 through August 31, 1977 at an annual rental of of \$900, to be used to house veterans ag class.

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

Guthrie Center Community
Adair-Casey Community

Sampbell Galvin

- m. Consideration of modification of Article I, Section A, Recognition Clause, concerning the employees to be included in the collective bargaining unit,

D. Rowen, 2d C. Galvin per attached.

PERSONNEL RESUME'

Name: Karen Heuer
 Age: 28
 Position: Instructor, Fashion Merchandising
 Division: Career Education
 Recommended salary: \$11,826
 Most recent salary: Not available
 Salary in relation to staff w/similar qualifications: Similar
 Education: BS in merchandising
 Experience: 2 yrs. teaching, 3 yrs. work
 Reason for recommending this person: Prior teaching record with DMACC
 Beginning date of employment: September 13, 1976
 Length of contract: 9 months
 Reason for employment: Replacement for Judi Jarstad, who resigned to accept higher paying position.

** ** *

Name: Leonard A. McBride
 Age: 31
 Position: Instructor, Insurance
 Division: Career Education
 Recommended salary: \$15,971
 Most recent salary: Not available
 Salary in relation to staff w/similar qualifications: Similar
 Education: BBA - Insurance and Finance
 Experience: 7 years work
 Reason for recommending this person: Best qualified applicant
 Beginning date of employment: August 30, 1976
 Length of contract: 12 months
 Reason for employment: Replacement for David Wilson, who resigned to accept better employment.

** ** *

Name: Trudy Petrick
 Age: 26
 Position: Media Specialist
 Division: Media Services
 Recommended salary: \$13,000
 Most recent salary: Not available
 Salary in relation to staff w/similar qualifications: Same
 Education: Graduate student
 Experience: 2 years teaching
 Reason for recommending this person: Has flexibility to adapt to the job
 Beginning date of employment: September 1, 1976
 Length of contract: 12 months
 Reason for employment: Replacement for Peter Chesebrough, who is going to private business

(over)

Name: Theresa B. Phares
Age: 27
Position: Instructor, Computer Programming
Division: Career Education
Recommended salary: \$14,782
Most recent salary: Not available
Salary in relation to staff
w/similar qualifications: Similar
Education: BS and MS in Computer Science
Experience: 1 yr. teaching, 2 yrs. work
Reason for recommending this
person: Best qualified applicant
Beginning date of employment: September 1, 1976
Length of contract: 12 months
Reason for employment: Replacement for Kerry Jo Bruening, who went on
9 month contract

** ** *

Name: Thomas Schleis
Age: 24
Position: Instructor, Chemistry
Division: Arts and Science
Recommended salary: \$9,925
Most recent salary: \$415 month - Graduate Teaching Assistant
Salary in relation to staff
w/similar qualifications: Comparable
Education: 76 Qtr. Hrs (expects MS degree in fall '76)
Experience: 1 yr. Graduate Teaching Assistant
Reason for recommending this
person: Group decision
Beginning date of employment: September 7, 1976
Length of contract: 9 months
Reason for employment: Replacement for Joe Fernandes, who went to
private business.

** ** *

Name: Janet Ann Simons
Age: 27
Position: Instructor, Psychology
Division: Arts and Science
Recommended salary: \$12,301
Most recent salary: Not available
Salary in relation to staff
w/similar qualifications: comparable
Education: PhD. in Psychology
Experience: Graduate school teaching, research and counseling
Reason for recommending this
person: Best qualified from a nation-wide search of applic
Beginning date of employment: September 7, 1976
Length of contract: 9 months
Reason for employment: Replacement for Dave York, who moved out of state

Name: Beverly Stromberg
Age: 30
Position: Instructor, Accounting Specialist
Division: Career Education
Recommended salary: \$13,727
Most recent salary: \$19,386
Salary in relation to staff
w/similar qualifications: Similar
Education: B.S.
Experience: 9 yrs. work
Reason for recommending this
person: Excellent work experience background
Beginning date of employment: September 7, 1976
Length of contract: 9 months
Reason for employment: Replacement for Carrol Schwaderer, who accepted
better employment

** ** *

Name: Thomas Eugene Voight
Age: 25
Position: Programmer
Division: Planning and Management
Recommended salary: \$12,625
Most recent salary: \$12,000
Salary in relation to staff
w/similar qualifications: Similar
Education: BS Computer Science
Experience: 2 1/2 yrs. work
Reason for recommending this
person: Intelligent and innovative programmer
Beginning date of employment: September 8, 1976
Length of contract: 12 months
Reason for employment: New position

** ** *

Memorandum

DES MOINES AREA
COMMUNITY COLLEGE

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

DATE September 3, 1976.

TO Joe Borgen

Location

FROM Carroll Bennett

Location

RE: High School House Project

Attached is the recommended house plan for the high school Building Trades project. Our cost estimates are based on the best information available.

The following list reflects costs by category:

| | |
|--|----------|
| Lot | \$ 8,850 |
| Grading & Excavating | 400 |
| Foundation & Walls (includes block, mortar and durawall) | 1,870 |
| Concrete, Sand & Gravel | 1,700 |
| House Structure | 13,400* |
| Cabinets & Counter Top | 800 |
| Miscellaneous Structure | 800 |
| Brick Wall | 2,000 |
| Electrical | 1,800 |
| Plumbing, Heating & Air Conditioning | 4,400 |
| Carpeting - includes laying | 1,800 |
| Paint | 600 |
| Landscaping & Sod | 700 |
| Miscellaneous Labor | 300 |
| Miscellaneous (Porta-John, Utilities) | 800 |
| TOTAL | \$40,220 |

fireplace can be added for \$600.

Attachment

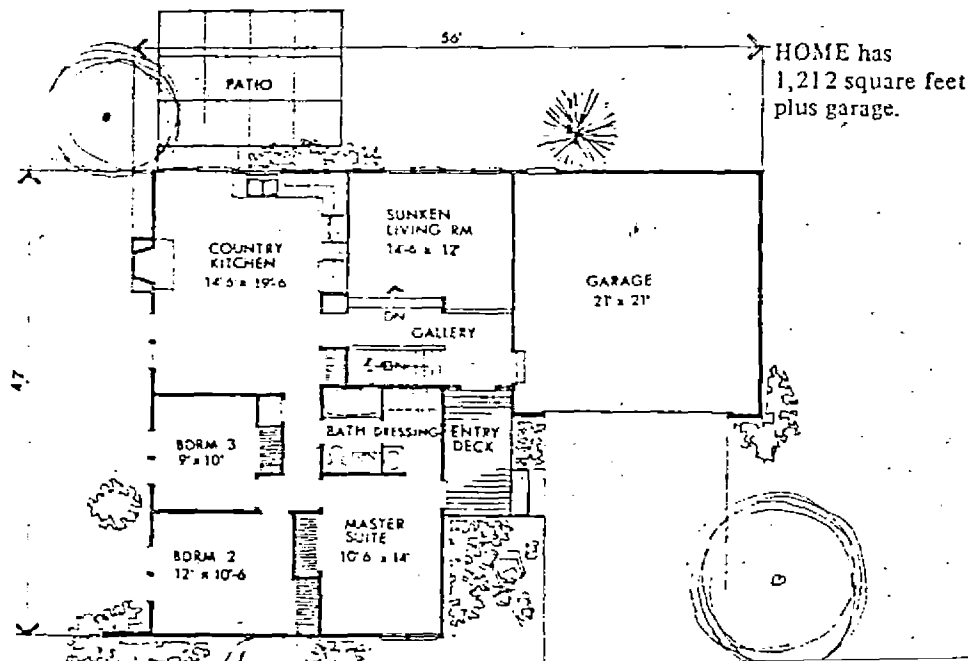
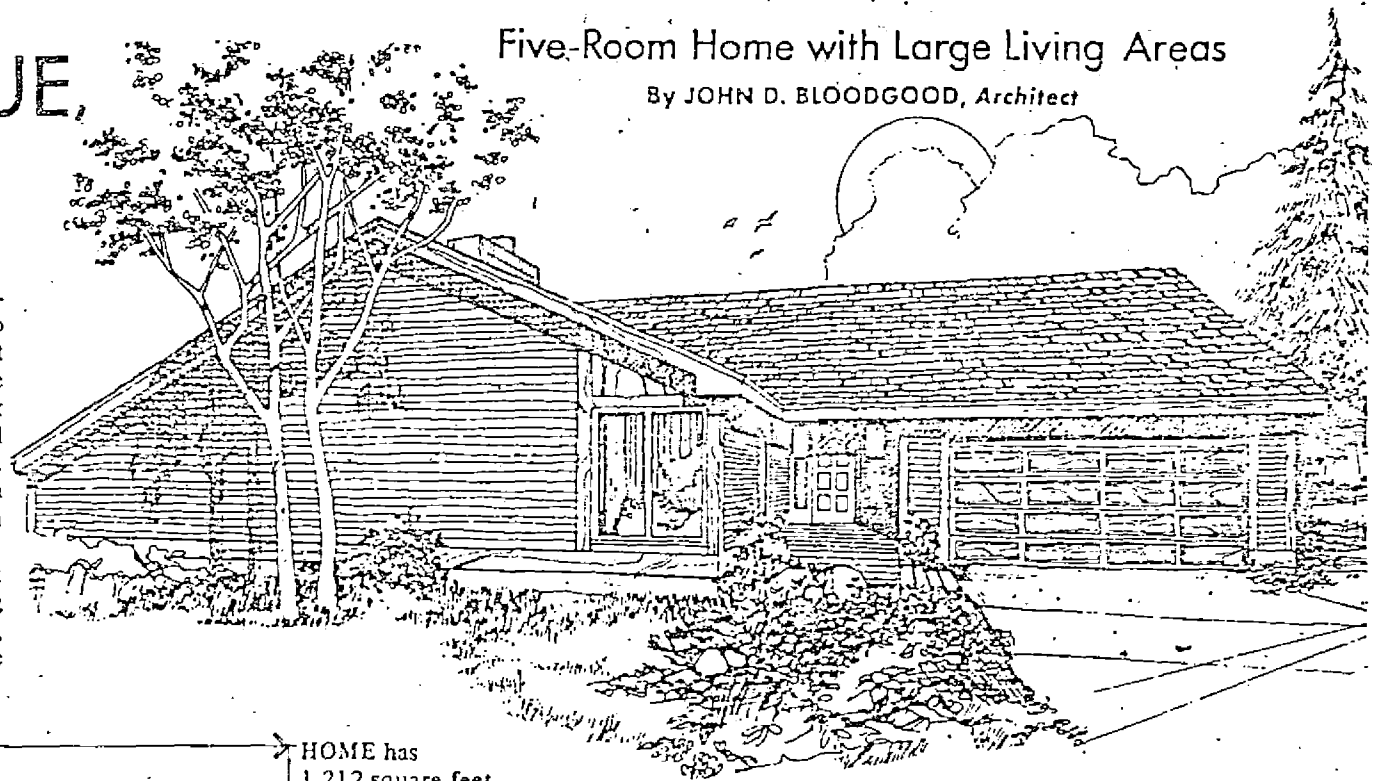
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SEP 3 1976
SUPT'S OFFICE

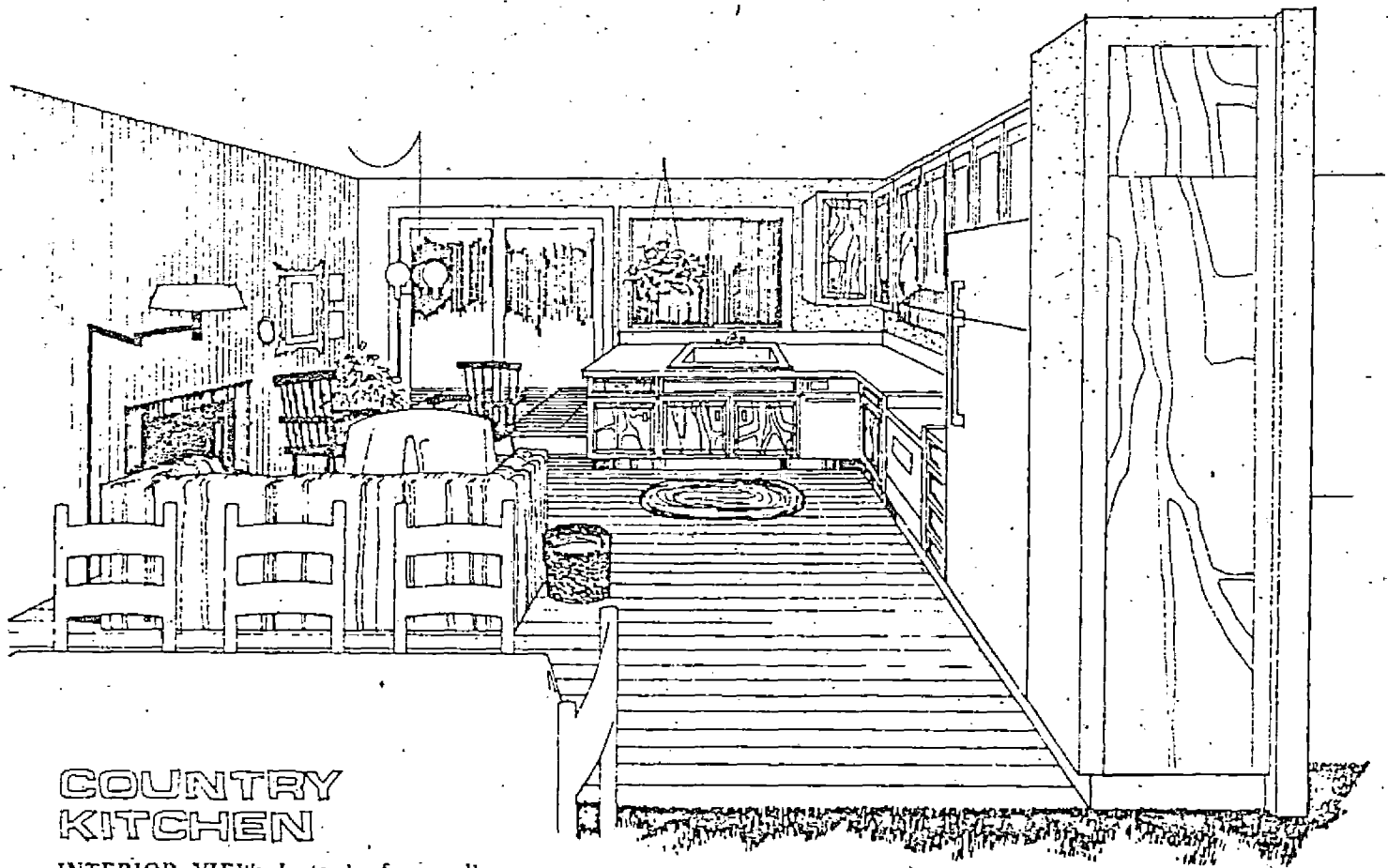
BIG IN VALUE, SMALL IN SIZE

HOUSE DESIGN 7547: The cozy comfort of traditional homes is planned into a small five-room house designed to suit today's simple life styles. At back, the country kitchen is a family room that serves for dining, TV, hobbies, informal living. Sliding glass doors lead to patio. Sunken living room, also at back, is a step down from entrance gallery, which has access to attached garage and stair to full basement. Three bedrooms, at front, include master suite with dressing room, private access to the main bath, and two wardrobe-size closets. Home has 1,212 square feet plus garage.

Five-Room Home with Large Living Areas

By JOHN D. BLOODGOOD, *Architect*





COUNTRY KITCHEN

INTERIOR VIEW: Instead of a small dining room, cramped kitchen, mini family room, this home combines all three areas in a spacious country kitchen (14' 6" x 19' 6") pictured at right. There's space for a dining table and for a seating area around the fireplace.

Sept. 13 Bd. Mt.

Memorandum

des moines area community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE September 1, 1976

TO Mr. Lowery

Location

FROM Don Zuck

Location

RE: September 13th Board Agenda
Phase IIB, Part 6, Buildings 19 and 25A

Attached is a letter from our architect certifying the subject work to be complete with the exception of some central control (JC/80) work in Building 25. They are recommending, and I concur, that we approve final payment with the exception of the \$10,000.

As further explanation, one sub-contractor, Johnson Control, has not completed some control work in Building 25 which has been estimated at approximately \$4,100 cost. We feel the \$10,000 withholding is in order to assure that pressure will be brought to bear on the contractor to finish the work. We do not feel though, that it is fair to withhold the entire 10%, which would amount to \$64,346.30.

The board will need to adopt a resolution approving final payment. Irv would have the format for this resolution from previous board meetings.

If there are any questions, please give me a call.

Don Zuck

DZ:mav
Attach.
cc: Irv Steinberg

| | |
|-----------------|-----------------------|
| Total Payment # | 66,146.30 |
| Withhold | 10,000.00 |
| | <hr/> |
| | \$56,146.30 - amt. to |

be approved at this meeting.

RECEIVED

SEP 1 1976

SUPT'S OFFICE

Wilkins Bussard Dikis Ltd.
Architects/Planners 414 Sixty-First Street Des Moines, Iowa 50312 (515) 274-4074

August 30, 1976

Board of Directors
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50010

Re: DMACC
Phase 2B, Part 6

Gentlemen:

We recommend a qualified final acceptance by resolution of the Board on the following contract:

Complete Construction Contract (General,
Mechanical, Electrical), Phase 2B, Part 6 -
Breiholz Construction Co., Inc.

Construction is complete with the exception of the central control (JC/80) work for Building 25. We recommend that \$10,000.00 be withheld from the 10% retainage to guarantee completion of this work.

All tax forms, warranties and as-built drawings have been received by the Owner and the completed work has been done in conformance with the Contract Documents.

Sincerely,



H. Kennard Bussard, AIA



MID-IOWA

Educational Computer Center

2124 GRAND AVENUE • DES MOINES, IOWA 50312 • PHONE (515) 288-1901

September 2, 1976

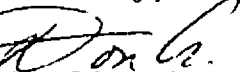
Mr. Irv Steinberg, Secretary
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50021

Dear Irv:

Since the by-laws of the Mid-Iowa Educational Computer Center requires that our budget be approved by the Boards of Directors of the three organizing bodies after it has been approved by the Board of Directors of Mid-Iowa Educational Computer Center, we believe that any amendment to our budget also should be approved by the Boards of Directors of the three organizing bodies. At the regular meeting of the Board of Directors of the Mid-Iowa Educational Computer Center held Thursday, August 26, they did approve an amendment to our budget. Copies of that board action are enclosed.

This amendment does not change the amount of money to be paid to Mid-Iowa by your agency. It simply enables us to expend some of the additional funds we currently have available because of the reasons set forth in the attachments. As explained in the attachments, expenditure of those funds at this time will save us considerable money in the future. We respectfully request that you submit this amendment to your Board of Directors with a recommendation that it be approved. We believe all the attachments are self-explanatory, but should you have any question whatsoever, please contact me.

Sincerely,


Donald E. Andrew
Director

DEA/pm

cc: Paul Lowery, President
Mr. Walter Hetzel

"Computer services for Central Iowa schools"

Board of Directors

Richard Lampshire, Pres.
Des Moines, Iowa
and AEA II

Mr. James Billings
Huxley, Iowa
Area XI Local Supts.

Mr. Walter Hetzel
Ames, Iowa
DM Area Comm. College

Dr. Clifford H. Stokes, Sec.
Stuart, Iowa
Area XI Local Supts.

Dr. George G. Caudill, Vice Pres.
Des Moines, Iowa
DM Indep. Comm. Schools

Item 9 - Request for Approval of Budget Amendment

At the time our budget for fiscal 1976-77 was approved on March 3, 1976, it was noted that we might request a change as regards delivery of materials to users if satisfactory arrangements could be made and also that we might request a change in the budget to reflect the replacement of IBM card handling equipment with a sheet scanner.

In addition, we estimated a cash and receivables balance of \$150,000 as of June 30, 1976, but actually had a balance of \$253,775.00. This is due to three things:

1. Purchase orders in the amount of \$7,076.87 for which we expected to receive the merchandise and pay for before June 30 did not clear by by fiscal year end.
2. We were able to dispose of more equipment than anticipated by June 30 and thus received cash for sold equipment in the amount of approximately \$99,000 instead of the approximately \$40,000 we had anticipated.
3. Expenditures during fiscal 75-76 were less than anticipated.

Also, since the budget was approved, we have contracted with the South Tama School District to do some programming and processing for them on a special project. The contract is in the amount of \$14,000 and calls for us to devote the time of one programmer to the project. The budget needs to be amended to reflect this additional revenue and the additional expenditure for a programmer's salary and fringe benefits.

The Director requests approval of the enclosed proposed amended budget which calls for expenditures of \$1,141,509.00 and Revenue of \$963,820.00 with \$177,789 to be expended from the operating balance and asks that the board direct him to submit this amended budget to the boards of directors of our three organizing bodies for their approval. In summary, the change is as follows:

| | Approved | Proposed Amended |
|---------------------------------------|--------------------|--------------------|
| Proposed 76-77 Cash Expenditures | \$1,022,643 | \$1,121,609 |
| Non Cash Exp. (Depr) | 14,000 | 20,000 |
| | <u>\$1,036,643</u> | <u>\$1,141,609</u> |
| Anticipated Revenue | 949,820 | 963,820 |
| To be expended from Operating Balance | 86,823 | 177,789 |
| | <u>\$1,036,643</u> | <u>\$1,141,609</u> |

EXPECTED CASH FLOW

| | | |
|--|-------------|-------------|
| Est. Balance of cash & Receivables 6/30/76 | \$150,000 | \$253,775 |
| Anticipated Rev. Fiscal 76-77 | 949,820 | 963,820 |
| TOTAL CASH AVAILABLE | \$1,099,820 | \$1,217,595 |
| Proposed Cash Exp. 76-77 | 1,022,643 | 1,121,609 |
| Anticipated Cash Bal. 6/30/77 | \$ 77,177 | \$ 95,986 |

Dr. Caudill moved that the budget be amended as proposed. Mr. Billings seconded the motion.

AYE: Billings, Caudill, Lampshire, Stokes

NAY: None.

Item 10 - Purchase of Building and Site

The Director has been informed that one of our organizing bodies has had our property appraised and is agreeable to purchasing it in accordance with the terms of the purchase option contained in our lease.

Our attorney, Mr. Edgar Bittle, informs us that the offer to buy must be tendered by Mid-Iowa to the owners and then our right, title and interest in the offer to buy must be assigned to the organizing body that wants to purchase the property.

Mr. Bittle has not had time to draw up the necessary papers but we understand they will be forthcoming within the very near future. In order that we will not have to call special board meetings to transact this business, the Director requests the board approve the following resolution:

"Be it resolved that the Board of Directors of the Mid-Iowa Educational Computer Center hereby authorizes its President, Dr. Richard H. Lampshire, and its Secretary, Dr. Clifford H. Stokes, to present and execute an Offer to Buy Pursuant to Option in Lease Dated June 13, 1975, to the 2124 Grand Corporation for the property occupied by Mid-Iowa Educational Computer Center at 2124 Grand Avenue in Des Moines, Iowa. Be it further resolved that the Board of Directors of Mid-Iowa Educational Computer Center hereby authorizes its president, Dr. Richard H. Lampshire, and its Secretary, Dr. Clifford H. Stokes, to assign all of Mid-Iowa Educational Computer Center's right, title, and interest in and to the Offer to Buy Pursuant To Option In Lease Dated June 13, 1975 to the organizing body that wishes to purchase the property and directs the officers or their designee to meet with such organizing body before delivering any offer to buy so that all details of the transaction may be discussed and resolved."

The Director further requests the board authorize him to secure the services of Mr. James Rogers, an attorney, to review all the documents connected with this transaction on behalf of Mid-Iowa Educational Computer Center since our attorney, Mr. Edgar Bittle, will be attending to the interests of the organizing body that will be purchasing the property.

If the property is owned by one of our organizing bodies, it will save us the expense of paying the taxes each year, since there will be none.

Mr. Billings moved that the resolution be adopted and the Director be authorized to secure the services of Mr. James Rogers. Dr. Stokes seconded the motion.

AYE: Billings, Caudill, Lampshire, Stokes

NAY: None.

ACTUAL EFFECT OF BUDGET AMENDMENT

| | Recurring Expense | Non-Recurring Expense |
|------------------------------|-------------------|-----------------------|
| Equipment | | 80,000 |
| Programmer's Salary & Fringe | | 11,605 |
| Postage | - 4,400 | |
| Reinstated Purchase Orders | | 6,215 |
| IBM Equip. Rental | - 6,204 | |
| IBM Maint. - Tab. & Comp. | | 1,900 |
| NCS Scanner Maint. | 5,000 | |
| Sorbus Equip. Maint. | - 2,150 | |
| Delivery Service | 7,000 | |
| Depreciation (non cash) | <u>6,000</u> | <u> </u> |
| | 5,246 | 99,720 |

Based on these changes, cash expenditures would reduce \$754 in fiscal '77-78 if all other items remained constant.

SUMMARY OF APPROVED BUDGET AND PROPOSED
 AMENDED BUDGET FOR MID-IOWA
 EDUCATIONAL COMPUTER CENTER

July 1, 1976 - June 30, 1977

| | Approved | Proposed Amended |
|---|-----------------------|-----------------------|
| Proposed 76-77 Expenditures - Cash | \$1,022,643.00 | \$1,121,609.00 |
| - Non Cash | | |
| (Equip. Depr.) | 14,000.00 | 20,000.00 |
| | <u>\$1,036,643.00</u> | <u>\$1,141,609.00</u> |
| <u>Anticipated Revenue</u> | | |
| Area Education Agency 11 (\$5.00 per student, K-12) | 600,000.00 | 600,000.00 |
| Area Education Agency 6 (\$3.00 per student, K-12) | 70,500.00 | 70,500.00 |
| Area Education Agency 4 | 51,000.00 | 51,000.00 |
| Area Education Agency 3 (\$2.50 per student, K-12) | 45,000.00 | 45,000.00 |
| Area Education Agency 5 | 5,000.00 | 5,000.00 |
| Area Education Agency 14 | 10,000.00 | 10,000.00 |
| Des Moines Area Community College | 73,000.00 | 73,000.00 |
| Des Moines Indp. Comm. School Dist.-Vocational | 26,000.00 | 26,000.00 |
| Des Moines Indp. Comm. School Dist.-Spec. Admin. | 25,000.00 | 25,000.00 |
| Additional Income from local districts in Area 3 | 12,000.00 | 12,000.00 |
| Additional Income from local districts in Area 4 | 7,400.00 | 7,400.00 |
| Dowling High School - Des Moines | 8,000.00 | 8,000.00 |
| Pella Christian - Pella | 100.00 | 100.00 |
| South Hamilton Community | 2,400.00 | 2,400.00 |
| Prairie Community | 2,400.00 | 2,400.00 |
| Corwith-Wesley | 350.00 | 350.00 |
| Valley of Elgin | 470.00 | 470.00 |
| Miscellaneous | 500.00 | 500.00 |
| Non-Contract Test Scoring | 200.00 | 200.00 |
| Sale of Supplies | 2,000.00 | 2,000.00 |
| Sale of Salvage Cards | 500.00 | 500.00 |
| Interest Income | 8,000.00 | 8,000.00 |
| South Tama County Comm. School District | -0- | 14,000.00 |
| TOTAL ANTICIPATED REVENUE | <u>\$949,820.00</u> | <u>\$963,820.00</u> |
| To Be Expended from Operating Bal. | <u>86,823.00</u> | <u>177,789.00</u> |
| | <u>\$1,036,643.00</u> | <u>\$1,141,609.00</u> |
| <u>EXPECTED CASH FLOW</u> | | |
| Estimated Balance of Cash & Receivables 6/30/76 | 150,000.00 | 253,775.00 |
| Anticipated Revenue Fiscal 76-77 | <u>949,820.00</u> | <u>963,820.00</u> |
| TOTAL CASH AVAILABLE | <u>\$1,099,820.00</u> | <u>\$1,217,595.00</u> |
| Proposed Cash Expenditures Fiscal 76-77 | <u>1,022,643.00</u> | <u>1,121,609.00</u> |
| Anticipated Cash Balance 6/30/77 | <u>\$ 77,177.00</u> | <u>\$ 95,986.00</u> |

Page 2 of Budget Amendment Proposed

| ACCT # | ACCOUNT NAME | APPROVED BUDGET 1976-77 | PROPOSED AMENDED BUDGET 1976-77 | DIFFERENCE | NOTE # |
|--------|---------------------------------------|----------------------------|------------------------------------|---------------------|--------|
| 112010 | Equipment (Capital Inv.) | \$ -0- | \$ 80,000.00 | + 80,000.00 | 1 |
| 141010 | Salaries-Professional | 219,100.00 | 229,300.00 | + 10,200.00 | 2 |
| 141020 | Salaries-Clerical | 145,300.00 | 145,300.00 | -0- | |
| 141030 | O.T. & Extra-Clerical | 7,000.00 | 7,000.00 | -0- | |
| 141040 | Part Time Help | 7,000.00 | 7,000.00 | -0- | |
| 141501 | FICA | 19,565.00 | 20,162.00 | + 597.00 | 2 |
| 141502 | IPERS | 15,445.00 | 15,930.00 | + 485.00 | 2 |
| 141503 | Hospital & Medical Ins. | 7,000.00 | 7,208.00 | + 208.00 | 2 |
| 141504 | Group Life Premium | 1,225.00 | 1,255.00 | + 30.00 | 2 |
| 141505 | Income Protection Premium | 2,300.00 | 2,385.00 | + 85.00 | 2 |
| 141506 | Workmen's Comp. Premium | 600.00 | 600.00 | -0- | |
| 142001 | Fire Insurance Premium | 1,459.00 | 1,459.00 | -0- | |
| 142100 | Employee Recruitments | 500.00 | 500.00 | -0- | |
| 142500 | Promotion & Publicity | 1,000.00 | 1,000.00 | -0- | |
| 142501 | Disseminatin & Printing | 1,800.00 | 1,800.00 | -0- | |
| 142502 | Postage | 8,000.00 | 3,600.00 | - 4,400.00 | 3 |
| 142503 | Data Processing Supplies | 36,000.00 | 42,000.00 | + 6,000.00 | 4 |
| 142504 | Office Supplies | 2,000.00 | 2,200.00 | + 200.00 | 4 |
| 142505 | Books & Prof. Magazines | 300.00 | 315.00 | + 15.00 | 4 |
| 143001 | Board Expense - Travel | 600.00 | 600.00 | -0- | |
| 143002 | Board Expense - Legal | 1,500.00 | 1,500.00 | -0- | |
| 143003 | Board Expense - Audit | 400.00 | 400.00 | -0- | |
| 143501 | Membership, Professional Org. | 350.00 | 350.00 | -0- | |
| 143502 | Travel & Educatio--Staff | 15,000.00 | 15,000.00 | -0- | |
| 144002 | Office Equipment | 400.00 | 400.00 | -0- | |
| 144003 | Transportation & Freight | 2,000.00 | 2,000.00 | -0- | |
| 144004 | Magnetic Disks | 4,000.00 | 4,000.00 | -0- | |
| 144511 | NW Bell - Local Charges | 3,480.00 | 3,480.00 | -0- | |
| 144512 | NW Bell - WATS Charges | 3,500.00 | 3,500.00 | -0- | |
| 144513 | NW Bell - Leased Lines | 14,670.00 | 14,670.00 | -0- | |
| 144514 | NW Bell - Long Distance | 360.00 | 360.00 | -0- | |
| 144521 | IBM Equipment-Rental | 10,104.00 | 3,900.00 | - 6,204.00 | 5 |
| 144522 | IBM Maint. (Tab & Comp.) | -0- | 1,900.00 | + 1,900.00 | 6 |
| 144523 | NCS Scanner Maint. | -0- | 5,000.00 | + 5,000.00 | 7 |
| 144525 | Computer Rental-Burroughs | 305,950.00 | 305,950.00 | -0- | |
| 144526 | Terminal & Modem Rental | 57,600.00 | 57,600.00 | -0- | |
| 144528 | Data Entry Rental-Univac | 21,432.00 | 21,432.00 | -0- | |
| 144530 | Sorbus Equip. Maint. | 2,600.00 | 450.00 | - 2,150.00 | 5 |
| 144540 | Postage Meter Rental | 125.00 | 125.00 | -0- | |
| 144560 | Delivery Service | -0- | 7,000.00 | + 7,000.00 | 3 |
| 144570 | Contracted Help | 2,500.00 | 2,500.00 | -0- | |
| 146000 | Contingency | 2,000.00 | 2,000.00 | -0- | |
| 146001 | Depreciation | 14,000.00 | 20,000.00 | + 6,000.00 | 8 |
| 147000 | Building Rental | 32,278.00 | 32,278.00 | -0- | |
| 147001 | Property Tax | 15,000.00 | 15,000.00 | -0- | |
| 147002 | Utilities | 26,000.00 | 26,000.00 | -0- | |
| 147003 | Maintenance | 6,000.00 | 6,000.00 | -0- | |
| 147004 | Payment on Leashold Improve- ments | 19,200.00 | 19,200.00 | -0- | |
| | | <u>\$1,036,643.00</u> | <u>\$1,141,609.00</u> | <u>\$104,966.00</u> | |

tes to Proposed Budget Amendment

This \$80,000 reflects the purchase of the new scanner instead of lease, the carry-over from fiscal 75-76 of outstanding purchase orders plus \$5,000 for replacement of photocopy equipment. We would expect to use the scanner at least 10 years and lease cost in 58 months would equal the purchase price so we will save \$78,300 over the ten-year use period by purchasing at this time.

These changes reflect the salary and fringe benefits of the programmer hired for the South Tama County School District special project.

These figures reflect a change from using the U.S. mail and bus lines services for delivery of materials to schools to using primarily the Purolator Courier service and some U. S. mail. Our users like the Purolator Courier service because it is much faster and more reliable than the U.S. mail.

These changes reflect a carry-over of purchase orders from fiscal 75-76 to the current year.

This reflects the release of IBM equipment due to the installation of the NCS scanner.

In order to assure the purchasers of the IBM equipment we sold that they would be able to keep the equipment under continuous IBM maintenance, it was necessary that we continue to pay maintenance contract costs on that equipment into the month of July. This was not anticipated at the time we prepared the original budget.

This will be the maintenance cost on the new scanner for fiscal 76-77.

This reflects the depreciation for fiscal 76-77 on the equipment we propose to purchase.



From The Desk Of
IRV STEINBERG

Note

Carroll House had
no bidders.

Flesher Realty suggests
reducing list price
from \$46,500 to
\$44,950.

Need
Board
Approval

cost

TOTAL INVESTMENT — \$46,247

| | |
|--------|----|
| 462.47 | CR |
| 449.50 | - |
| 12.97 | S |
| 15.00 | |
| 27.97 | * |

→ potential loss

2

Handwritten signature

JOINT MEETING OF BOARD OF DIRECTORS
OF
HEARTLAND AREA EDUCATION AGENCY
AND
DES MOINES AREA COMMUNITY COLLEGE

Monday, September 13, 1976
5:30 P.M. - Room 2503B - Bldg. #25

Agenda

5:30 P.M. CALL TO ORDER

1. ITEMS FOR DISCUSSION

- a. State Plan for Data Processing and Place of Area XI
in the Plan - K. W. Miller.
- b. DMACC Involvement with Career Education for High
School Students - Paul Lowery.

2. OTHER

3. ADJOURNMENT

*Leonard B.
Harold G.
Dennis K.*

6:30 P.M. DINNER - Room 2503B

UNIT MEMBERSHIP STIPULATION

On July 7, 1976 a meeting was held between the Des Moines Area Community College and Des Moines Area Community College Higher Education Association representatives and tentative agreement was reached on the names of people who would be added to the unit represented by the Association. Such a stipulation on personnel avoids the necessity of proceeding through a PERB hearing. At that time, it was agreed that the inclusion statement in Article I, Section A of the Collective Bargaining Agreement would be amended so that it would more clearly cover the people which have been agreed upon.

On Tuesday, September 7, 1976 the Des Moines Area Community College Higher Education Association ratified the amendment to the Collective Bargaining Agreement. Our tentative agreement is presented to you with the recommendation that you ratify such amendment of the agreement. A great deal of time and money has been saved by working this matter out between the parties and we feel the solution reached is equitable.

Those to be added to the unit are:

Adult Education 1/2 time - 12 mo.

Chong, Patricia
Henry, Betty
Manley, Sheila
Tomes, Cynthia
Wickham, Sue

Adult Education 3/4 time - 12 mo.

Rich, Roxanne
Tidwell, Janet

Career Exploration Center - full time - 12 mo.

Arndt, Maurice
Giles, James
Thompson, Carol
Watt, Margaret

Mobile Career Exploration Center - full time - 9 mo.

Halstead, Steve
Horney, Richard
Lempke, Janice

Counselor 2/3 time - 12 mo.

Sundling, Ron

PREAMBLE

The Des Moines Area Community College, hereinafter referred to as the "Employer", and Des Moines Area Community College Higher Education Association, hereinafter referred to as the "Association", seek to serve students in an environment conducive to learning and to this end seek to fulfill the public policy as stated in the Code of Iowa Section 280A.1.

ARTICLE I

Section A. Recognition Clause

The Employer hereby recognizes the Des Moines Area Community College Higher Education Association as the exclusive and sole bargaining agent for the bargaining unit as defined by the Iowa Public Employment Relations Board in amended order of certification (Case No. 360) issued by PERB on the 23rd day of February, 1976. The unit described in the above certification is as follows:

INCLUDED: All full-time and regular part-time faculty employed by the Board of Des Moines Area Community College on a continuing contractual agreement as certified teachers (including those on the contract with certified staff; and the specially funded employment contract), counselors, admissions counselors, program chairpersons, media specialists and librarians.

EXCLUDED: Department directors, supervisors, coordinators, administrators, classified staff (secretarial-clerical), support staff (para-professional), non-regular part-time faculty, all employees defined in Section 4 of the Public Employment Relations Act, and all other employees of the Des Moines Area Community College.

Section B. Definitions

1. The term "Employer" as used in this Agreement shall mean the Des Moines Area Community College's (Merged Area XI) duly authorized representatives.
2. The term "Employee" as used in this Agreement shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board. Full-time shall mean employees who:
 - a. in the Career programs teach nominally 25 clock hours per week.
 - b. in the CIVEC programs teach nominally 30 clock hours per week.
 - c. in the Arts and Science Division teach nominally 15 credit hours per week.
 - d. in the Adult Education Division teach nominally 35 hours per week.

Full-time counselor, librarian, media specialist and program chairperson employees are assigned professional service nominally 40 clock hours per week. Permanent part-time shall include those employees in the certified

MOBILE CAREER EXPLORATION SCHEDULE
1976-1977

| SCHOOL | COUNSELOR WEEK VISITATION | EXPLORATION UNIT | DATE |
|---------------------|---------------------------|--------------------------------|-------------------|
| St. Bernard (Breda) | 8-23-76 | Service Occupations | 9-13-76-9-17-76 |
| | | Business Occupations | 9-20-76-9-24-76 |
| | | Trade & Industrial Occupations | 9-27-76-10-1-76 |
| Kuemper (Carroll) | 8-23-76 | Business Occupations | 9-13-76-9-17-76 |
| | | Trade & Industrial Occupations | 9-20-76-9-24-76 |
| | | Service Occupations | 10-4-76-10-8-76 |
| Glidden-Ralston | 8-23-76 | Trade & Industrial Occupations | 9-13-76-9-17-76 |
| | | Service Occupations | 9-27-76-10-1-76 |
| | | Business Occupations | 10-4-76-10-8-76 |
| Carroll | 8-23-76 | Service Occupations | 9-20-76-9-24-76 |
| | | Business Occupations | 9-27-76-10-1-76 |
| | | Trade & Industrial Occupations | 10-4-76-10-8-76 |
| ----- | | | |
| Manning | 9-13-76 | Business Occupations | 10-11-76-10-15-76 |
| | | Service Occupations | 10-18-76-10-22-76 |
| | | Trade & Industrial Occupations | 10-25-76-10-29-76 |
| Audubon | 9-13-76 | Service Occupations | 10-11-76-10-15-76 |
| | | Trade & Industrial Occupations | 10-18-76-10-22-76 |
| | | Business Occupations | 10-25-76-10-29-76 |
| Coon Rapids | 9-13-76 | Trade & Industrial Occupations | 10-11-76-10-15-76 |
| | | Business Occupations | 10-18-76-10-22-76 |
| | | Service Occupations | 10-25-76-10-29-76 |
| ----- | | | |
| Y.J.B. | 10-4-76 | Service Occupations | 11-1-76-11-5-76 |
| | | Business Occupations | 11-8-76-11-12-76 |
| | | Trade & Industrial Occupations | 11-15-76-11-19-76 |
| Bayard | 10-4-76 | Business Occupations | 11-1-76-11-5-76 |
| | | Trade & Industrial Occupations | 11-8-76-11-12-76 |
| | | Service Occupations | 11-15-76-11-19-76 |
| Panora-Linden | 10-4-76 | Trade & Industrial Occupations | 11-1-76-11-5-76 |
| | | Service Occupations | 11-8-76-11-12-76 |
| | | Business Occupations | 11-15-76-11-19-76 |
| ----- | | | |

| SCHOOL | COUNSELOR WEEK VISITATION | EXPLORATION UNIT | DATE |
|---------------------------|---------------------------|---|--|
| THANKSGIVING WEEK | | OPEN | 11-22-76-11-26-7 |
| Guthrie Center | 10-25-76 | Service Occupations Trade & Industrial Occupations Business Occupations | 11-29-76-12-3-76 12-6-76-12-10-76 12-13-76-12-17-7 |
| Adair-Casey | 10-25-76 | Business Occupations Service Occupations Trade & Industrial Occupations | 11-29-76-12-3-76 12-6-76-12-10-76 12-13-76-12-17-7 |
| Winterset | 10-25-76 | Trade & Industrial Occupations Business Occupations Service Occupations | 11-29-76-12-3-76 12-6-76-12-10-76 12-13-76-12-17-7 |
| CHRISTMAS VACATION | | OPEN | 12-20-76-12-31-7 |
| Grand Community (Boxholm) | 11-29-76 | Service Occupations Business Occupations Trade & Industrial Occupations | 1-3-77-1-7-77 1-10-77-1-14-77 1-17-77-1-21-77 |
| Ogden | 11-29-76 | Trade & Industrial Occupations Service Occupations Business Occupations | 1-3-77-1-7-77 1-10-77-1-14-77 1-17-77-1-21-77 |
| United Community (Boone) | 11-29-76 | Business Occupations Trade & Industrial Occupations Service Occupations | 1-3-77-1-7-77 1-10-77-1-14-77 1-17-77-1-21-77 |
| Roland-Story | 12-13-76 | Trade & Industrial Occupations Business Occupations Service Occupations | 1-24-77-1-28-77 1-31-77-2-4-77 2-7-77-2-11-77 |
| Gilbert | 12-13-76 | Service Occupations Trade & Industrial Occupations Business Occupations | 1-24-77-1-28-77 2-7-77-2-11-77 2-14-77-2-18-77 |
| Ballard (Huxley) | 12-13-76 | Business Occupations Service Occupations Trade & Industrial Occupations | 1-24-77-1-28-77 1-31-77-2-4-77 2-14-77-2-18-77 |
| North Polk (Alleman) | 12-13-76 | Trade & Industrial Occupations Business Occupations Service Occupations | 1-31-77-2-4-77 2-7-77-2-11-77 2-14-77-2-18-77 |

| SCHOOL | COUNSELOR WEEK VISITATION | EXPLORATION UNIT | DATE |
|----------------------------------|---------------------------|---|--|
| NESCO | 1-17-77 | Trade & Industrial Occupations Business Occupations Service Occupations | 2-21-77-2-25-77 3-7-77-3-11-77 3-14-77-3-18-77 |
| Nevada | 1-17-77 | Business Occupations Service Occupations Trade & Industrial | 2-21-77-2-25-77 2-28-77-3-4-77 3-7-77-2-11-77 |
| Colo | 1-17-77 | Service Occupations Trade & Industrial Occupations Business Occupations | 2-21-77-2-25-77 2-28-77-3-4-77 3-14-77-2-18-77 |
| Mingo | 1-17-77 | Business Occupations Service Occupations Trade & Industrial Occupations | 2-28-77-3-4-77 3-7-77-3-11-77 3-14-77-3-18-77 |
| S. E. Warren (Liberty Center) | 2-14-77 | Business Occupations Service Occupations Trade & Industrial Occupations | 3-21-77-3-25-77 3-28-77-4-1-77 4-4-77-4-11-77 |
| Inter-State 35 (Truro) | 2-14-77 | Trade & Industrial Occupations Business Occupations Service Occupations | 3-21-77-3-25-77 3-28-77-4-1-77 4-4-77-4-6-77 4-12 & 13-77 |
| Melcher-Dallas | 2-14-77 | Service Occupations Trade & Industrial Occupations Business Occupations | 3-21-77-3-25-77 3-28-77-4-1-77 4-4-77-4-8-77 |
| Knoxville | 3-7-77 | Business Occupations Service Occupations Trade & Industrial Occupations | 4-18-77 4-18-77 4-18-77 |

| SCHOOL | COUNSELOR WEEK VISITATION | EXPLORATION UNIT | DATE |
|------------------------|---------------------------|---|--|
| Pleasantville | 3-14-77 | Business Occupations Service Occupations Trade & Industrial Occupations | 4-25-77-4-29-77 5-2-77-5-6-77 5-9-77-5-13-77 |
| New Monroe (Monroe) | 3-14-77 | Service Occupations Trade & Industrial Occupations Business Occupations | 4-25-77+4-29-77 5-2+5-6-77 5-9+5-13-77 |
| OPEN | | Trade & Industrial Occupations Business Occupations Service Occupations | 4-25+4-29-77 5-2+5-6-77 5-9+5-13-77 |

Memorandum

**des moines area
community college**

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE September 3, 1976

TO Mr. Lowery.

Location

FROM Rich Byerly

Location

RE: Foundation Board Ratification

The following Foundation Board members need renewal ratification from the Des Moines Area Community College Board of Directors. This renewal would run from October, 1976, to October, 1979.

1. Mr. Rex Devine
Iowa Power and Light Company
221 N.E. Third Street
Ankeny, Iowa 50021
2. Dr. Forrest Barnes, D.D.S.
1461 Broad
Story City, Iowa 50248
3. Mr. George Whitmer
3104 John Patterson Road
Des Moines, Iowa 50317
4. Mr. Max W. Kreager
American Federal Savings
and Loan
507 First Avenue E
Newton, Iowa 50208

The following persons are new members to the Foundation Board serving the Ankeny area until October, 1979:

1. Mr. Dave Dearing
Midwest Insurance Consultants
Ruan Building - Room 1004
Des Moines, Iowa 50309
2. Mr. Eldon Leonard
John Deere Des Moines Works
901 S.W. Second Street
Ankeny, Iowa 50021
3. Mrs. Lynn (Rod) Carlson
826 S.E. Sherman Drive
Ankeny, Iowa 50021

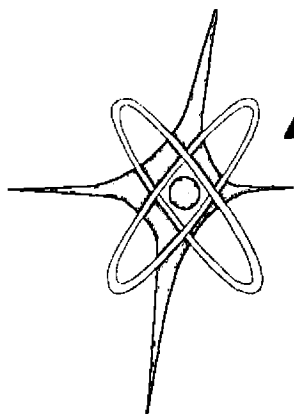
Boone Board members needing renewal ratification until October, 1979 are:

1. Mr. Michael Newbold
Cardinal Cleaners
909 Eighth Street
Boone, Iowa 50036

We are also recommending a new member to the Foundation Board serving the Carroll area through October, 1979:

1. Mrs. Louise (Gerald) Rettenmaier
1519 North Carroll
Carroll, Iowa 51401

nj



MID-IOWA

Educational Computer Center

2124 GRAND AVENUE . DES MOINES, IOWA 50312 . PHONE (515) 288-1901

September 2, 1976

Mr. Irv Steinberg, Secretary
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50021

RECEIVED

SEP 3 1976

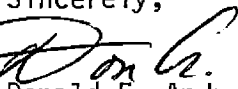
BUSINESS

Dear Irv:

Since the by-laws of the Mid-Iowa Educational Computer Center requires that our budget be approved by the Boards of Directors of the three organizing bodies after it has been approved by the Board of Directors of Mid-Iowa Educational Computer Center, we believe that any amendment to our budget also should be approved by the Boards of Directors of the three organizing bodies. At the regular meeting of the Board of Directors of the Mid-Iowa Educational Computer Center held Thursday, August 26, they did approve an amendment to our budget. Copies of that board action are enclosed.

This amendment does not change the amount of money to be paid to Mid-Iowa by your agency. It simply enables us to expend some of the additional funds we currently have available because of the reasons set forth in the attachments. As explained in the attachments, expenditure of those funds at this time will save us considerable money in the future. We respectfully request that you submit this amendment to your Board of Directors with a recommendation that it be approved. We believe all the attachments are self-explanatory, but should you have any question whatsoever, please contact me.

Sincerely,


Donald E. Andrew
Director

DEA/pm

cc: Paul Lowery, President
Mr. Walter Hetzel

"Computer services for Central Iowa schools"

Board of Directors

Richard Lampshire, Pres.
Moines, Iowa
tland A E A 11

Mr. James Billings
Huxley, Iowa
Area XI Local Supts.

Mr. Walter Hetzel
Ames, Iowa
DM Area Comm. College

Dr. Clifford H. Stokes, Sec.
Stuart, Iowa
Area XI Local Supts.

Dr. George G. Caudill, Vice Pres.
Des Moines, Iowa
DM Indep. Comm. Schools

Memorandum

des moines area
community college

2006 ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-0651

DATE September 1, 1976

TO Mr. Lowery

Location

FROM Don Zuck

Location

RE: September 13th Board Agenda
Phase IIB, Part 6, Buildings 19 and 25A

Attached is a letter from our architect certifying the subject work to be complete with the exception of some central control (JC/80) work in Building 25. They are recommending, and I concur, that we approve final payment with the exception of the \$10,000.

As further explanation, one sub-contractor, Johnson Control, has not completed some control work in Building 25 which has been estimated at approximately \$4,100 cost. We feel the \$10,000 withholding is in order to assure that pressure will be brought to bear on the contractor to finish the work. We do not feel though, that it is fair to withhold the entire 10%, which would amount to \$64,346.30.

The board will need to adopt a resolution approving final payment. Irv would have the format for this resolution from previous board meetings.

If there are any questions, please give me a call.

56,146.30

Don Zuck

DZ:mav

Attach.

cc: ✓Irv Steinberg

Wilkins Bussard Dikis Ltd.
Architects/Planners 414 Sixty-First Street Des Moines, Iowa 50312 (515) 274-4074

August 30, 1976

Board of Directors
Des Moines Area Community College
2006 Ankeny Blvd.
Ankeny, Iowa 50010

Re: DMACC
Phase 2B, Part 6

Gentlemen:

We recommend a qualified final acceptance by resolution of the Board on the following contract:

Complete Construction Contract (General,
Mechanical, Electrical), Phase 2B, Part 6 -
Breiholz Construction Co., Inc.

Construction is complete with the exception of the central control (JC/80) work for Building 25. We recommend that \$10,000.00 be withheld from the 10% retainage to guarantee completion of this work.

All tax forms, warranties and as-built drawings have been received by the Owner and the completed work has been done in conformance with the Contract Documents.

Sincerely,



H. Kennard Bussard, AIA

CIVEC Staff To Be Informed of Termination

as of 9-30-76

| | |
|--------------------|--------------------------------------|
| arpel, Mary Ann | Business Occupations |
| cobs, Gerald | Machine Shop |
| rsteegh, Madge | Basic Education |
| ette, Lloyd | Auto Body |
| tchell, Wayne | Business Occupations |
| binson, Jon | Basic Education |
| llier, Kenneth | Welding |
| rdekooper, Charles | Copy Reproduction |
| opp, Carol | Business Occupations |
| art, Charles | Upholstery |
| edham, William | Auto Service Station |
| chols, George | Assistant Director, Student Services |
| lf, Carl | Director |
| ller, Theodore | Custodian |
| ttorff, Pamela | Nurse/Counselor |
| ll, Olga | Bookkeeper |
| Creary, Dorothy | Secretary/Clerical |