

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

REGULAR MEETING

DECEMBER 12, 1977 The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in Room 15, Building 2, Ankeny campus, Ankeny, Iowa, on December 12, 1977. The meeting, which was preceded by the quarterly joint meeting with Heartland Area Education Agency and a dinner break, was called to order by Board President Donald Rowen at 7:10 p.m.

ROLL CALL

Members present: Maurice Campbell
Murray Goodman
Walter Hetzel
Theodore Nemmers
Donald Rowen
Walter Stover, Jr.
Harold Welin

Members absent: Max Kreager
Eldon Leonard

Others present: Paul Lowery, Superintendent
Gene Snyders, Board Secretary
Various other DMACC students and staff
and interested residents

PUBLIC COMMENTS

Clay Robertson addressed the Board with concerns about the student activities account.

APPROVAL OF
MINUTES

It was moved by M. Campbell, seconded by M. Goodman, that the minutes of the November 14 regular meeting and the November 28 special meeting be approved as presented.

Motion passed.

FINANCIAL REPORT

The monthly financial report was presented by Gene Snyders. A copy of the report is attached (Attachment #1) hereto and made a part of these minutes.

NEW PERSONNEL

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

<u>Name</u>	<u>Position</u>	<u>Annual Salary</u>	<u>Effective Date</u>
Arlin Dempster	Machine Shop	\$16,554	December 1, 1977
Anita Deitrick	Associate Degree Nursing	12,751	January 30, 1978

Motion passed.

RESIGNATION

It was moved by W. Stover, Jr., seconded by H. Welin, to accept the resignation of Eldon Bergstrom, Student Life Specialist with AIDP project, effective November 30, 1977.

Motion passed.

LEAVES OF ABSENCE
WITHOUT PAY

It was moved by W. Stover, Jr., seconded by T. Nemmers, that the following leaves of absence without pay be approved:

Joan Adams, Nursing, 1/2 day, November 23, 1977
Virjama Hamilton, English, Boone, one day, January 3, 1978

Motion passed.

CONTRACT WITH
I.D.O.T.

It was moved by M. Campbell, seconded by M. Goodman, to accept the contract as amended with the Department of Transportation for disposal of 18 acres of Ankeny campus land within right-of-way for Highway #415, shown as Attachment #2 to these minutes. A roll call vote was taken as follows:

AYES: M. Campbell
M. Goodman
H. Welin
D. Rowen
T. Nemmers
W. Hetzel

NAYS: W. Stover, Jr.

Motion passed.

PHASE IIIA, PART
I, PARKING LOT
PROJECT - FINAL
ACCEPTANCE

It was moved by W. Stover, Jr., seconded by T. Nemmers, that Phase IIIA, Part I, Parking Lot Project, be accepted as final and that final payment to Iowa Road Builders of \$16,588.69, which represents ten percent of the total contract amount, be paid forty days from this date.

Motion passed.

RESOLUTION TO
OFFER STUDENT
CONSTRUCTED
HOUSE FOR SALE

It was moved by W. Stover, Jr., seconded by W. Hetzel, to adopt the RESOLUTION TO OFFER HOUSE FOR SALE (905 S.E. Wanda Drive, Ankeny) Attachment #3, and establish a "listing" price of \$72,000 for same.

Motion passed.

DMACC BOARD
REPRESENTATIVE
TO MIECC BOARD

It was moved by T. Nemmers, seconded by H. Welin, that Walter Hetzel be appointed as DMACC board representative to the MIECC Board to serve for a three-year term with Gene Snyders serving as an alternate.

Motion passed.

LEVEL ADJUSTMENT
CRITERIA

It was moved by W. Stover, Jr., seconded by T. Nemmers, to approve the level adjustment criteria for personnel, list attached (Attachment #4) hereto and made a part of these minutes.

Motion passed.

BOARD MEETING
SCHEDULE

It was moved by W. Stover, Jr., seconded by M. Campbell, to approve the proposed board meeting schedule, copy attached (Attachment #5) hereto and made a part of these minutes.

Motion passed.

OVERTIME
COMPENSATION

It was moved by H. Welin, seconded by W. Stover, Jr., to approve the board policy concerning overtime pay for classified, support, and administrative personnel, copy attached (Attachment #6) and made a part of these minutes.

CLAIMS AND
ACCOUNTS

It was moved by W. Hetzel, seconded by M. Campbell, that the Claims and Accounts be approved as presented, copies attached (Attachment #7) hereto and made a part of these minutes.

EXECUTIVE
SESSION

It was moved by W. Stover, Jr., seconded by T. Nemmers, that the Board go into executive session for a strategy meeting of a public employer to discuss confidential reports relating to employee negotiations which, if released, would give advantage to others and serves no public purpose, and for exceptional reasons so compelling as to override the general public policy in favor of open meetings.

A roll call vote was taken as follows:

AYES: W. Stover, Jr.
T. Nemmers
D. Rowen
W. Hetzel
M. Goodman
M. Campbell
H. Welin

Motion passed unanimously, and the Board went into executive session at 8:45 p.m.


MEETING
RECONVENES

The special board meeting reconvened at the same location as previously held. All board members present prior to the executive session were again present. Meeting reconvened at 9:50 p.m.

ADJOURNMENT

It was moved by W. Stover, Jr., seconded by T. Nemmers, that the meeting be adjourned. Motion passed, and the meeting adjourned at 9:55 p.m.


EUGENE R. SNYDERS, Secretary


DONALD P. ROWEN, President

DES MOINES AREA COMMUNITY COLLEGE
 CASH POSITION - FINANCIAL REPORT
 November 30, 1977

	<u>ANKENY NATIONAL BANK</u> General, Agency, Auxiliary Scholarship & Loan Funds	<u>BANKERS TRUST</u> Special Plant Fund	<u>Voted Tax & Sinking Fund</u>
<u>CASH IN BANK</u>			
Balance Forward Nov. 1, 1977	\$ (5,334.40)	\$ 7,495.93	
Plus Receipts - Nov.	2,270,330.79	40,191.37	
Less Disbursements - Nov.	<u>2,299,118.14</u>	<u>35,357.74</u>	
Cash in Bank Nov. 30, 1977	*\$ (34,121.75)	\$ 12,329.56	
<u>INVESTMENTS</u>			
C.D. - 6 1/2% due 1-3-78			\$ 150,000.00
C.D. - 6.875% due 6-30-78			300,000.00
C.D. 6 1/2% due 1-3-78			1,035,000.00
C.D.'s Various maturities		6,920,000.00	
Savings Account 5%	297,997.18		88,370.85
C.D. 6 1/4% due 12-30-77	650,000.00		
C.D. 6 1/8% due 12-30-77	<u>200,000.00</u>		
TOTAL CASH & INVESTMENTS	<u>\$1,113,875.43</u>	<u>\$6,932,329.56</u>	<u>\$ 1,573,370.85</u>

Footnote:

* Deficit Cash Balance in checking
 account offset by outstanding
 checks released at month end.

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
November 30, 1977

----ASSETS----

Code

CASH & INVESTMENTS

101	Cash in Bank - Checking	\$ 278,441	
102	Petty Cash - Ankeny Checking	5,020	
103	Petty Cash - Boone Checking	4,984	
119	Cash in Bank - Payroll	10,000	
120	Returned Checks	8,380	
122	Petty Cash	1,405	
125	Cash Over or Short	(4,069)	
130	Investments in CD's	850,000	
135	Investments in Savings Account	<u>297,997</u>	
	TOTAL CASH & INVESTMENTS		\$1,452,158

ACCOUNTS RECEIVABLES

145	Due from Federal	28,509	
146	Due from Others	1,977	
	Budgeted Revenue FY 78	\$12,613,517	
	Less Amount Received	<u>4,982,982</u>	
	Balance to Receive	<u>7,630,535</u>	
	TOTAL ACCOUNTS RECEIVABLE		7,661,021

161	<u>EXPENDIBLE SUPPLIES, INVENTORY</u>		23,885
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169	CONSTRUCTION WORK IN PROGRESS		
	Carroll House #3 - Under Construction	25,624	
	Carroll House #4 - Lot only	8,902	
	Ankeny House #10 Under Construction	39,194	
	#11 Under Construction	9,145	
	#12 Lot Only	6,930	
	#13 Lot Only	8,100	
	TOTAL CONSTRUCTION WORK IN PROGRESS		97,895

	TOTAL ASSETS		9,234,959
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DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 November 30, 1977

-----LIABILITIES & FUND BALANCE-----

Code		
271	DEFERRED INCOME	\$ 369,640
201	<u>ACCOUNTS PAYABLE</u>	
	Budgeted Expenditures	12,830,222
	Less Expended to Date	<u>4,545,063</u>
	Balance to be Expended	8,285,159
	 TOTAL LIABILITIES	 \$ 8,654,799
311	UNRESTRICTED FUND BALANCE	
	Balance Forward, July 1, 1977	796,865
	Revenue FY 78 to Nov. 30, 77	4,982,982
	Disbursements FY 78 to Nov. 30, 77	<u>4,545,063</u>
	Net Revenue Over Disbursements	<u>437,919</u>
	FUND BALANCE November 30, 1977	1,234,784
	Working Budget Revenue FY 78	12,613,517
	Less Amount Received to 11-30-77	<u>4,982,982</u>
	Balance to be Received by 6-30-78	7,630,535
	Working Budget Disbursements FY 78	12,830,222
	Less Disbursed to Nov. 30, 1977	<u>4,545,063</u>
	Balance to be Disbursed by 6-30-78	(8,285,159)
	 PROJECTED FUND BALANCE June 30, 1978	 <u>580,160</u>
	 TOTAL LIABILITIES & FUND BALANCE	 \$ 9,234,959

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
November 30, 1977

	PUBLISHED & BOARD APPROVED BUDGET March 14, 1977	WORKING BUDGET	AMOUNT ENCUMBERED	AMOUNT EXPENDED OR RECEIVED	WORKING BUDGET BALANCE
GENERAL FUND DISBURSEMENTS:					
Arts & Sciences	\$ 1,878,117	\$ 1,833,228	\$ 662,969	\$ 539,074	\$ 631,185
Career Education	3,962,851	4,245,974	1,820,205	1,492,290	933,479
Career Exploration Center	158,605	158,865	70,318	60,018	28,529
Mobile Career Exploration Cent.	80,992	84,520	40,878	27,282	16,360
Adult Education	1,726,671	1,515,129	368,458	511,083	635,588
Vice President-Instruction	169,379	169,379	48,042	38,696	82,641
Administration	1,245,294	1,238,860	457,590	533,494	247,776
Student Life	1,123,708	1,163,068	513,928	478,429	170,711
Learning Resources	491,230	473,660	155,385	178,381	139,894
Physical Plant	1,362,595	1,356,700	225,128	484,192	647,380
Sub Total	<u>\$12,199,442</u>	<u>\$12,239,383</u>	<u>\$ 4,362,901</u>	<u>\$ 4,342,939</u>	<u>\$ 3,533,543</u>
CETA/Vocational Skills	578,899	431,314	10,556	197,633	223,125
Indo China Project	-	159,525	6,508	4,491	148,526
Sub Total	<u>12,778,341</u>	<u>12,830,222</u>	<u>4,379,965</u>	<u>4,545,063</u>	<u>3,905,194</u>
Plus de-obligated Budget		101,194			101,194
GRAND TOTAL	<u>\$12,778,341</u>	<u>12,931,416</u>	<u>4,379,965</u>	<u>4,545,063</u>	<u>4,006,388</u>
GENERAL REVENUE:					
Student Fees	171,000	174,200		71,095	103,105
Tuition	2,679,100	2,683,000		1,215,122	1,467,878
Property Taxes-Operations	1,685,354	1,628,595		418,746	1,209,849
Property Taxes-Tort	18,367	18,367		4,575	13,792
State General Aid	5,035,761	5,035,761		2,517,881	2,517,880
State Vocational Aid	1,074,814	1,074,764		357,125	717,639
Other State Support	-	55,581		55,581	-
State Capital Outlay	253,800	253,800		-	253,800
Federal Aid	1,444,766	1,537,405		209,134	1,328,271
Sales and Service	29,000	29,000		3,669	25,331
Other Revenue	107,000	123,044		130,054	(7,010)
Sub Total	<u>\$12,498,962</u>	<u>12,613,517</u>		<u>4,982,982</u>	<u>7,630,535</u>
Unrestricted Fund Balance	279,379	216,705		216,705	-
GRAND TOTAL	<u>\$12,778,341</u>	<u>12,830,222</u>		<u>\$ 5,199,687</u>	<u>7,630,535</u>
PLANT FUND EXPENDITURES:	<u>\$ 2,748,354</u>	<u>\$ 2,748,354</u>		<u>360,265</u>	<u>2,388,089</u>
PLANT FUND REVENUE:	<u>\$ 1,714,354</u>	<u>\$ 2,714,354</u>		<u>\$ 451,374</u>	<u>\$2,262,980</u>

Footnote:

As noted on October Report, due to addition to Budget of Indo-China Project, working Budget is in excess of Published Budget, and unless other Budget changes offset this excess, Board approval to amend the Budget will be requested in April for public hearing in May 1978.

IOWA DEPARTMENT OF TRANSPORTATION
CONTRACT
PARTIAL TAKE

Parcel No. A County Polk
Project No. FN-415-1(9)--21-77 Road No. 415

For ref. only, From Sta. _____ to sta. _____ on the _____ side
From Sta. _____ to sta. _____ on the _____ side

THIS AGREEMENT made and entered into this 12th day of DECEMBER, A.D. 19 77, by and between

Des Moines Area XI Community College

Seller, and Iowa Department of Transportation, acting for the State of Iowa, Buyer.

1. In consideration of the agreements, covenants and provisions herein contained, Seller hereby agrees to sell and furnish to the Buyer a deed of conveyance to the State of Iowa on form(s) furnished by the Buyer, and Buyer agrees to buy the following real estate hereinafter referred to as the premises situated in
of ~~XXXXXX~~ SE $\frac{1}{2}$ SE $\frac{1}{2}$ of Sec. ~~(XXXX)~~ 27 and parts of $\frac{1}{4}$ $\frac{1}{4}$ Sec. ~~(XXXX)~~ SWSW, SESW~~XXXX~~, SWSE, SESE
26 in Twp. ~~XXXXXX~~ 80N Rge. ~~XXXXXX~~ 24W County ~~(XXXX)~~ of Polk

State of Iowa, as hereinafter described, including all rights of access to and from said road from Sta. 331+34 \pm West Property Line to Sta. 381+85 \pm East Property Line reserving to Seller a Type "B" entrance at Sta. 340+50 North side, ~~XXXX~~ a Type "A" entrance at Sta. 351+63 North side and a Type "C" entrance at Sta. 368+40 North side, (See paragraph 13 of this agreement).

The premises include all estates, rights, title and interests in the real estate specified, including all easements, whether temporary or permanent, together with the provisions of their description and as shown on ~~XXXXXX~~ attached hereto, and by this reference made a part hereof. The premises also include all rights, title, interest and leasehold in all advertising devices and the right to erect such devices as are located thereon. It is understood that the area of the premises shown herein may vary based on final survey. No adjustment in the agreed lump sum shall be made should the area of the premises be subsequently determined as either more or less than shown herein. Seller consents to the proposed establishment, realignment and/or any change of grade of said highway and hereby accepts payment under this contract for any and all damages arising therefrom.

2. This contract shall apply to and bind the legal successors in interest of the Seller and Seller further agrees to pay all liens and assessments against the premises, including all taxes assessed and payable at the time of delivery of the conveyance and agrees to warrant good and sufficient title. If title to this property becomes an asset of any estate, trust, conservatorship or guardianship, Seller agrees to obtain court approval of this contract if deemed necessary by the Buyer's attorney. Names and addresses of lienholders are None

If requested to do so, Seller will furnish and deliver to Buyer at Iowa Department of Transportation, Office of Right of Way, Title Unit, Ames, Iowa 50010 an abstract of title continued to date hereof showing merchantable title to the premises in Seller and to make all necessary abstract corrections and Buyer agrees to pay the cost of continuing the same. Buyer agrees to return the abstract to Seller. In addition to the Lump Sum, Buyer agrees to pay costs necessary and incident to transferring the premises to the Buyer, i.e., abstracting, mortgage prepayment penalties, mortgage release payments, documentary stamps, recording fees and similar fees and costs but not attorney fees. Claims for such payments shall be made on forms furnished by Buyer and paid in amount supported by paid receipts or signed bills. In addition, Buyer agrees to pay \$25.00 for the cost of abstracting this transaction.

4. Seller warrants that there are no tenants on the premises holding under lease except None

Buyer shall take the premises subject to the rights of the tenant. Subject to the payment of the lump sum, Seller does hereby assign his rights under the terms of said lease to so much of the leased premises as is the subject of this contract.

- 5. By signing this agreement Seller does not jeopardize his right to relocation assistance benefits for which he may be eligible under law.
- 6. Possession of the premises is the essence of this contract and Buyer may take immediate possession of the premises per the terms of this contract for purposes set forth herein. Seller may at his option surrender possession of the premises, or building, or improvement, or any part thereof located thereon prior to the time at which he has hereinafter agreed to do so. Seller agrees to give Buyer ten (10) days notice of Seller's intention to vacate the premises to Iowa Department of Transportation, Office of Right of Way, Property Management Section, Ames, Iowa 50010. Upon the Seller's vacation of the premises, Buyer may enter and may assume full possession, use and enjoyment of the same.
- 7. Buyer agrees to pay and Seller agrees to grant the right of possession, convey title and to surrender physical possession of the premises as shown on or before the Schedule listed below.

Payment Amount	Scheduled Performance	Date
\$ <u>Not Applicable</u> on right of possession		<u>Not Applicable</u>
\$ <u>See Paragraph 21</u> on conveyance of title		<u>On or before June 1, 1978</u>
\$ <u>Not Applicable</u> on surrender of possession		<u>Immediate</u>
\$ <u>Not Applicable</u> on possession and conveyance		<u>Not Applicable</u>
\$ <u>See Paragraph 21</u> TOTAL LUMP SUM		

BREAKDOWN
 Land by fee 16.14 (acres) including 4.16 (acres) in presently established highway shading slopes entrances, pedestrian walkway and ditching
 Permanent Easement for 0.2 (acres). Temporary Easement for _____ (acres).
 Buildings None Other Improvements including fence _____
 Access Control _____ Damages to remainder _____

- 8. Claims for all lump sum payments are certain and due and payable on or before the dates specified herein. Buyer may include mortgagees, lienholders, encumbrancers and taxing bodies as payees on warrants for contract payments.
- 9. This written contract constitutes the entire agreement between the parties and it is understood that there is no agreement to do or not to do any act or deed except as specifically provided for herein. All provisions on the reverse side and each of the attachments are by this reference made part hereof and the entire agreement consists of 4 pages.

SELLER'S ACKNOWLEDGEMENT

STATE OF IOWA:ss
On (this _____ day) of _____, 19 _____ before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____

to me known to be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.

Notary Public in and for the State of Iowa

IOWA DEPARTMENT OF TRANSPORTATION-BUYER
Recommended December 15, 1977
By Virgil S. McKee
Project Right of Way Agent

Approved: _____
By _____
Right of Way Director

SELLER - CLAIMANT

Upon due approval and execution by the Right of Way Director of the Iowa Department of Transportation, we the undersigned claimants certify the lump sum payment shown herein is just and unpaid.

Des Moines Area XI Community College

X Eugene R. Snyder
Eugene R. Snyder, Secretary

X Donald P. Rowen
Donald P. Rowen, President

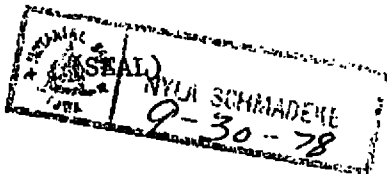
2006 S. Ankeny Blvd.
Ankeny, Iowa 50021

10. If and only if, the Seller, immediately preceding this sale, holds the title to the premises in joint tenancy, and such joint tenancy is not later destroyed by operation of law or by acts of the Seller, then the proceeds of this contract, and any continuing and/or recaptured rights of Seller in said real estate, shall be and continue in Seller as joint tenants with rights of survivorship and not as tenants in common; and Buyer, in the event of the death of either of such joint tenants, agrees to pay any balance of the proceeds of this contract to the surviving Seller and to accept deed solely from him.
11. It is agreed Buyer may enter on the premises, upon Sellers signing the contract, if necessary for the purpose of obtaining field information.
12. Buyer also agrees that any farm field drain tile lines or farm field tile outlets, which are located within the premises and are damaged or destroyed by highway construction, shall be repaired or replaced at no expense to Seller. Where, by the terms of this contract Buyer specifically agrees to construct and maintain fence, the same shall be constructed and maintain no expense to the Seller. Buyer shall have the right of entry upon Seller's remaining property along the right of way line as necessary for the purpose of connecting said field tile lines and constructing and maintaining said fence. Seller may pasture against said fence at his own peril, and Buyer will be held blameless and without liability for fencing private property or maintaining the same to restrain livestock.
13. It is understood and agreed that any and all existing entrances not specifically reserved to Seller in Paragraph 1 of this agreement will be closed. It is also understood and agreed the Type "B" entrance reserved to Seller north of Station 340+50 and the Type "A" entrance reserved to Seller north of Station 351+63 will be constructed by Buyer at the time of highway construction. Buyer is granted a temporary easement as necessary at both locations for the purposes of connecting said entrances. Surfacing on the Type "A" entrance will be either asphaltic concrete, if available, or Portland Cement Concrete at the discretion of the Department of Transportation Construction Engineer. Surfacing on the Type "B" entrance at Station 340+50 is the responsibility of the Seller. It is also understood and agreed the Type "C" entrance at Station 368+40 will not be constructed at the time of highway construction, but is reserved for the Seller's future use. Seller assumes responsibility for future construction of this entrance.

ACKNOWLEDGMENT

STATE OF IOWA, POLK COUNTY, ss:

On this 12th day of December A.D. 1977, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Donald P. Rowen and Eugene R. Snyders to me personally known, who, being by me duly sworn did say that they are the President and Secretary of the Board of Directors of said Des Moines Area XI Community College, duly organized under the laws of the State of Iowa, and that they are authorized to executed said instrument on behalf of said Des Moines Area XI Community College by authority of its Board of Directors; and the said Donald P. Rowen and Eugene R. Snyders acknowledge the execution of said instrument to be the voluntary act and deed of said Board by it voluntarily executed.



Nyla Schmadeke
Notary Public in and for the State of Iowa

Parcel No. A
Project No. FN-415-1(9)--21-77

County Polk
Road No. 415

SELLER Des Moines Area XI Community College

From Sta. <u>331+34±PL</u>	to Sta. <u>334+00</u>	a strip <u>125</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>334+00</u>	to Sta. <u>PC335+01.04</u>	a strip <u>125-150</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>PC335+01.04</u>	to Sta. <u>338+00</u>	a strip <u>150-160</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>338+00</u>	to Sta. <u>340+00</u>	a strip <u>160-120</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>340+00</u>	to Sta. <u>351+00</u>	a strip <u>120</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>351+00</u>	to Sta. <u>354+00</u>	a strip <u>120-140</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>354+00</u>	to Sta. <u>359+15</u>	a strip <u>140-125</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>359+15</u>	to Sta. <u>359+60</u>	a strip <u>125-75</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>359+60</u>	to Sta. <u>364+25</u>	a strip <u>75-68</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>364+25</u>	to Sta. <u>364+70</u>	a strip <u>68-120</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>364+70</u>	to Sta. <u>376+00</u>	a strip <u>120</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>376+00</u>	to Sta. <u>378+00</u>	a strip <u>120-130</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>378+00</u>	to Sta. <u>381+85±PL</u>	a strip <u>130-105</u>	ft. wide <u>North</u>	side, <u>North</u>
From Sta. <u>331+34±PL</u>	to Sta. <u>356+00±</u>	a strip <u>All Land</u>	ft. wide <u>South</u>	side, <u>South</u>
From Sta. <u>relocated</u>	to Sta. <u>XXXXXX</u>	a strip	ft. wide	side,

As measured from centerline of ~~proposed~~ relocated Highway as shown on plans for said highway.

14. It is understood and agreed Seller will also convey all of Seller's underlying fee title to existing Highway 415 (NW 78th St., Oralabor Road) to Buyer between Seller's west and east property lines south to the centerline of the existing road.
15. Buyer is granted a permanent easement for the purpose of constructing and maintaining a culvert at Sta. 361+45±. Said permanent easement is described as follows: From Sta. 361+35 to Sta. 362+00, a strip 130 feet wide North side.
16. Buyer is also granted permanent easements as follows for the purpose of constructing and maintaining culverts.
From Sta. 359+15 to Sta. 359+85, a strip 125 feet wide North side and
From Sta. 364+00 to Sta. 364+70, a strip 120 feet wide North side.
17. Buyer is granted the right to pond water to an elevation of 920.0 ft.± northerly and easterly from the culvert located at Sta. 361+45± and as shown on the plans for this highway project. Seller grants Buyer a temporary easement as necessary to construct the lake caused by the ponding. Buyer is also granted the right to remove material from said lake area as necessary for the purpose of obtaining roadway fill material. Said temporary easement right shall terminate upon completion of this highway project.
18. Buyer is granted a temporary easement over the following described area for the purpose of constructing slopes and berms. The ten foot berm shown on the plans for this project between Sta. 359+15 and Sta. 364+70 will serve as a pedestrian walkway for Seller's use. Said temporary easement is described as follows: From Sta. 359+85 to Sta. 362+00, a strip 125 ft. - 160 ft. North side. From Sta. 362+00 to Sta. 364+00, a strip 160 Ft. - 120 ft. North side.
Said temporary easement right shall terminate upon completion of this highway project.
19. Buyer is granted a temporary easement, as necessary to ditch the inlet of the culvert located at Sta. 336+36±. Said easement right shall terminate upon completion of this highway project.
20. Buyer is granted a temporary easement for the purpose of shaping slopes over an area described as follows: From Sta. 376+00 to Sta. 377+00, a strip 120 ft. to 160 ft. North side. From Sta. 377+00 to Sta. 378+00, a strip 160 ft. to 130 ft. North side. Said easement right shall terminate upon completion of this highway project.
21. Seller agrees to convey the premises described herein to the State of Iowa for the future construction and improvement of Highway No. 415. Payment for the premises will be made at a later date and will be made on the basis of appraisals prepared and reviewed by the Iowa Department of Transportation. If payment agreement cannot be reached, value shall be determined by eminent domain procedures. It is understood and agreed that possession is the essence of this contract and seller agrees to grant buyer immediate possession of the premises. If payment agreement is reached without eminent domain procedures, payment will be made by buyer to seller on conveyance of title on or before June 1, 1978. If payment agreement is reached by eminent domain procedures, payment will be made by buyer to seller upon conclusion of the eminent domain procedures. If payment agreement is determined through eminent domain procedures, buyer will initiate those procedures June 1, 1978, or as soon thereafter as reasonable.

22. Seller hereby acknowledges awareness of the provisions of the 1970 Uniform Federal Acquisition and Relocation Act and voluntarily waives all rights to notice, possession and right to payment prior to conveyance under the provisions of said Act.
23. Seller agrees to obtain all necessary approvals of this sale in accord with Iowa Code provisions governing the sale and conveyance of Area Community College lands.
24. It is understood and agreed that all references to Stations and distances refer to the proposed relocated centerline of Highway 415. It is also understood and agreed the following abbreviations contained within this contract have the following meanings:

P.L. = Property Line
Sta. = Station
N/A = Not Applicable
Ft. = foot or feet

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,

905 S. E. Wanda Drive

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 Lundstrom Realty, 104 E. First Street, Ankeny, Iowa, on behalf of the Des Moines Area Community College, on January 6, 1978, until 2:00 p.m., at which time and place bids will be opened publicly and read aloud.

The house is to be listed for a selling price of no less than \$72,000.

Bids will be acted upon by the Board at its regular meeting on January 9, 1978. Each bid is to be accompanied by a certified check in the amount of \$500.00, payable to Lundstrom Realty Trust Account, with the remainder of the accepted bid due and payable on or before June 30, 1977.

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 December, 1977



PRESIDENT, BOARD OF DIRECTORS

ATTEST:



SECRETARY, BOARD OF DIRECTORS

LEVEL ADJUSTMENT CRITERIA

1. Add years of prior full-time work experience and years of prior full-time teaching experience.
2. Determine difference between years of education required to qualify for lane 180 (4 years) and actual years of educational background.
3. Subtract difference determined (#2) from total prior experience (#1).
4. If an employee hired prior to 7/1/75 does not have MA, subtract 4 years from total remaining prior experience (#3).
5. Add total remaining allowable experience to DMACC experience. A maximum of six (6) years is allowed if prior experience was exclusively teaching. A maximum of six (6) years is allowed if experience was exclusively work. For persons with both teaching and work experience, a maximum of seven (7) years combined total is allowed.
6. Employees earning more than \$20,000 annually are ineligible for adjustment.
7. Individuals whose levels compare least favorable with the above calculation will be adjusted.
8. Adjustments will be graduated so that the less favorable the comparison, the greater the dollar adjustment.

	Present Lane	Present Level	Present Salary	New Level	New Salary	Dollar Adjustment
Arlan Twedt	270	5.0	\$ 17,786	5.5	\$ 18,094	\$ 308
Maurice Arndt	180	5.0	15,322	5.5	15,630	308
Anita Ferguson (9 mo)	203	6.0	13,243	6.5	13,490	247
Delores Fortner	225	7.0	17,786	7.5	18,094	308
Ken Johnson (9 mo)	225	7.0	14,229	7.5	14,475	246
Edward Keefe	248	6.0	17,786	6.5	18,094	308
Myrna Mauer (9 mo)	203	5.0	12,751	5.5	12,997	246
Barbara Meyer	225	4.0	15,938	4.5	16,246	308
Louise Miller (9 mo)	203	5.0	12,751	5.5	12,997	246
Charles Pardekooper	225	8.0	18,401	8.5	18,709	308
Jane Pitz	248	2.0	15,322	2.5	15,630	308
Robert Russell	225	7.0	17,786	7.5	18,094	308
Louis Scoville	225	10.0	19,633	10.5	19,941	308
Richard Scroggs	225	8.0	18,401	8.5	18,709	308
Mardelle Abram	270	5.5	18,094	6.0	18,401	307
Arthur Miller	225	9.5	19,325	10.0	19,633	308
James M. Patrick	270	6.5	18,709	7.0	19,017	308
Virginia Wedemeyer	225	6.5	17,478	7.0	17,786	308
Evelyn Anderson	225	8.0	18,401	9.0	19,017	616
Martha Anderson	225	4.0	15,938	5.0	16,554	616
Joyce Brown	225	8.0	18,401	9.0	19,017	616
Arlene Edmondson (9 mo)	225	5.0	13,243	6.0	13,736	493
Melvin Holthus	225	5.0	16,554	6.0	17,170	616
Ronald Kerr	225	7.0	17,786	8.0	18,401	615
Sharon Moore	225	9.0	19,017	10.0	19,633	616
Bonnie Nelson	225	6.0	17,170	7.0	17,786	616
Charles Rousch (9 mo)	225	12.0	16,692	13.0	17,184	492
George Silberhorn	225	8.0	18,401	9.0	19,017	616
Charles Smart	225	7.0	17,786	8.0	18,401	615
Betty Vandenberg	225	9.0	19,017	10.0	19,633	616
Thomas Young	225	6.0	17,170	7.0	17,786	616
Joan Adams	225	4.5	16,246	6.0	17,170	924
Deloris Benning	225	9.5	19,325	11.0	20,249	924
Mayvor Dockendorf (½ time)	225	5.5	8,431	7.0	8,893	462
Judith Doyle	225	4.5	16,246	6.0	17,170	924
Ronald Freier	270	3.5	16,862	5.0	17,786	924
Robert Jansen	225	4.5	16,246	6.0	17,170	924

	<u>Present Lane</u>	<u>Present Level</u>	<u>Present Salary</u>	<u>New Level</u>	<u>New Salary</u>	<u>Dollar Adjustment</u>
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Kathryn Stock	225	5.5	\$ 16,862	7.0	\$ 17,786	\$ 924
Gertrude Clark	248	7.0	18,401	9.0	19,633	1,232
Rosemary Devine(9 mo)	203	7.0	13,736	9.0	14,721	985
Nancy Johnson	225	3.0	15,322	5.0	16,554	1,232
Wayne Mitchell	225	9.0	19,017	12.0	20,865	1,848
Russell Priestly	248	8.0	19,017	10.0	20,249	1,232
William Petrone	225	7.0	17,786	10.0	19,633	1,847
Frances Quick	225	7.0	17,786	10.0	19,633	1,847
Margaret Rowe	225	9.0	19,017	12.0	20,865	1,848
Eunice Schroeder	225	6.5	17,478	10.0	19,633	2,155
True Sherman(9 mo)	225	9.5	15,460	13.0	17,184	1,724
Dorothy Donovan	225	6.5	17,478	10.0	19,633	2,155
Jeanette Smith	225	6.0	17,170	10.0	19,633	2,463

\$39,629

Proposed Board Meeting Schedule

Regular Meeting - Second Monday of Month

DATE	LOCATION	PROGRAM
December 12, 1977	Ankeny	1. Heartland Board 2. DMACC Board
January 9, 1978	Ankeny	1. Reception honoring retiring board member 2. Regular Board Meeting
January 23, 1978	MIECC	1. Special meeting of DMACC and MIECC Boards
February 13, 1978	Ankeny	1. Heartland Board - Presentation of Career Education Programs 2. DMACC Board
February (date to be announced later)	Ankeny	1. Possible special meeting to discuss budget
March 13, 1978	Ankeny	1. Presentation of Arts & Science Programs 2. DMACC Board (budget approval)
April 10, 1978	Carroll	1. Tour of nursing facility 2. DMACC Board
May 8, 1978	Heartland	1. Heartland Board 2. DMACC Board
June 12, 1978	Urban Center	1. Presentation of Adult Education Programs 2. DMACC Board
July 10, 1978	Ankeny	1. DMACC Board
August 14, 1978	Ankeny	1. Heartland Board 2. DMACC Board
September 11, 1978	Ankeny	1. DMACC Board
October 9, 1978	Boone	1. Organization of Board 2. DMACC Board

TITLE: College Employees - Classified, Support and Administrative Personnel
Overtime Compensation

Regular overtime hours worked may be compensated either in cash at the regular rate or in compensatory time, on the basis of one hour per each hour worked.

Emergency overtime hours will be compensated at the rate of one and one half times the regular hourly rate of pay of the employee.

Procedures for the orderly implementation of this policy shall be developed by the Director of Personnel.

BOARD ADOPTION: _____

LEGAL REFERENCE: _____

