Board of Directors Meeting Minutes (Jun 10, 1974)

DMACC

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REGULAR MEETING

June 10, 1974 The regular meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, St. Anthony's Hospital, Carroll, Iowa, on June 10, 1974. The meeting was called to order by the Board President, Rolland Grefe, at 5:30 p.m.

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

Members absent: Rodney Carlson

Others present: Paul Lowery, Superintendent
            Jack Asby, Asst. Supt., Business Affairs
            Irv Steinberg, Business Manager/Board Secretary
            Curt Wiberg, Administrative Assistant
            Rus Slicker, Director, AIDP

APPROVAL OF MINUTES

It was moved by H. Bloomquist, seconded by R. Cramlet, that the minutes of the regular board meeting held May 13, 1974, and the special meeting held May 23, 1974, be approved as presented. Motion passed.

PERSONNEL

NEW

It was moved by M. Kreager, seconded by C. Galvin, that employment offers be made as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Eff. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coleen Larson</td>
<td>ADN Instructor, Ankeny</td>
<td>10,200</td>
<td>8-5-74</td>
</tr>
<tr>
<td>Jane Jinkinson</td>
<td>Dental Hygiene Instr., Ankeny</td>
<td>14,200</td>
<td>7-1-74</td>
</tr>
<tr>
<td>Mary Jo Mlcoch</td>
<td>Sec/Cler. Instr., Ankeny</td>
<td>11,500</td>
<td>7-8-74</td>
</tr>
<tr>
<td>James McCulloch</td>
<td>Horticulture Instr.</td>
<td>12,500</td>
<td>6-17-74</td>
</tr>
<tr>
<td>Vivian Brandmeyer</td>
<td>Sec/Cler. Instr., Boone</td>
<td>12,000</td>
<td>9-3-74</td>
</tr>
<tr>
<td>Kriss Philips</td>
<td>Coordinator, Extension &amp; Off Campus Classes</td>
<td>14,500</td>
<td>6-10-74</td>
</tr>
<tr>
<td>Georgia Brown</td>
<td>Instructor, Urban Campus</td>
<td>9,900</td>
<td>7-1-74</td>
</tr>
<tr>
<td>Robert Mitchell</td>
<td>Supplemental Coordinator,</td>
<td>15,000</td>
<td>6-17-74</td>
</tr>
<tr>
<td></td>
<td>Ankeny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ron McClurg</td>
<td>Research Analyst, Ankeny</td>
<td>14,500</td>
<td>7-1-74</td>
</tr>
<tr>
<td>Debra Brown</td>
<td>ADN Instructor, Ankeny</td>
<td>6,335</td>
<td>8-5-74</td>
</tr>
</tbody>
</table>

(3/5ths)

Motion passed.
Regular Meeting

June 10, 1974

EMPLOYMENT OF
ASST. SUPT.,
INSTRUCTION

It was moved by C. Galvin, seconded by M. Kreager, that the position of Asst. Supt., Instruction be offered to Joseph Borgen, effective July 1, 1974 at an annual salary of $24,000.00. Motion passed.

EMPLOYMENT OF
DEAN, BOONE
CAMPUS

It was moved by M. Campbell, seconded by W. Hetzel, that the position of Dean, Boone Campus, be offered to Byron Hamilton, effective July 1, 1974, at an annual salary of $19,500.00. Motion passed.

CONTRACTS FOR
SUMMER SESSION

It was moved by C. Galvin, seconded by R. Cramlet, that the personnel listed below be offered a contract for the summer term as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Aurelius</td>
<td>2,681</td>
</tr>
<tr>
<td>Richard Chapman</td>
<td>2,369</td>
</tr>
<tr>
<td>Margery Clark</td>
<td>2,158</td>
</tr>
<tr>
<td>Theodore Clinkenbeard</td>
<td>2,903</td>
</tr>
<tr>
<td>Michael Delaney</td>
<td>2,366</td>
</tr>
<tr>
<td>Barbara Eastwood</td>
<td>2,412</td>
</tr>
<tr>
<td>Dorothy Franke</td>
<td>3,156</td>
</tr>
<tr>
<td>Donald Kaesser</td>
<td>2,283</td>
</tr>
<tr>
<td>David Palmer</td>
<td>3,129</td>
</tr>
<tr>
<td>Burgess Shriver</td>
<td>2,690</td>
</tr>
<tr>
<td>Frank Trumpy</td>
<td>2,536</td>
</tr>
<tr>
<td>Gerald Wisnieski</td>
<td>3,504</td>
</tr>
<tr>
<td>David York</td>
<td>2,429</td>
</tr>
<tr>
<td>Clair Fisher</td>
<td>2,863</td>
</tr>
<tr>
<td>Robert Young</td>
<td>2,825</td>
</tr>
<tr>
<td>Jack Zeller</td>
<td>3,050</td>
</tr>
</tbody>
</table>

Motion passed.

RESIGNATIONS

It was moved by R. Cramlet, seconded by C. Galvin, that the resignation of Robert Surran, Law Enforcement instructor, effective May 31, 1974, and Phil Millard, Basic education instructor, Des Moines Skill Center, effective June 30, 1974, be accepted. Motion passed.

APPROVAL OF
FY 74-75

It was moved by M. Kreager, seconded by M. Campbell, that the proposed general fund budget for FY 74-75, totaling $10,112,304.00, be approved. Motion passed.

APPROVAL OF
AFFIRMATIVE
ACTION PLAN

It was moved by H. Bloomquist, seconded by H. Welin, that the proposed Affirmative Action Plan, a copy which is attached here-to and made a part of these minutes, with amendments, be approved. Motion passed.

RECESS OF
MEETING

It was moved by W. Hetzel, seconded by M. Kreager, that the board meeting be recessed for a dinner break. Motion passed and the meeting recessed at 6:30 p.m. A tour of the Carroll PN and Farm Veterans program facilities was taken prior to dinner, with a discussion held with the instructors involved - Joan Schulte and Art Miller.
The regular board meeting reconvened at 7:15 p.m. at the same location as it had recessed. All those present prior to recess were present.

It was moved by H. Welin, seconded by W. Hetzel, that the proposed Student Activities Budget for the Boone Campus, totaling $13,940.12, and the Ankeny Campus totaling $74,000.00, a copy which is attached hereto and made a part of these minutes, be approved. Motion passed.

It was moved by H. Welin, seconded by M. Kreager, that approval be given to pay $125.00 to the North Central Association of Colleges and Secondary Schools as additional membership dues for FY74. Motion passed.

It was moved by H. Welin, seconded by M. Kreager, that approval be given to pay $125.00 to the North Central Association of Colleges and Secondary Schools as additional membership dues for FY74. Motion passed.

It was moved by H. Welin, seconded by H. Bloomquist, that the proposed rental agreement between Des Moines Area Community College and Boone Community School District regarding the rental of Boone Campus gym facilities for high school varsity and sophomore basketball be approved. Motion passed.

It was moved by H. Welin, seconded by H. Bloomquist, that a proposed 10% salary adjustment for clinical supervision nurses be approved. Motion passed.

It was moved by M. Campbell, seconded by H. Welin, that the proposed 7.5% salary adjustment for Des Moines Skill Center personnel, except secretarial/clerical, for the 3 month period, July 1 thru September 30, 1974, per attached listing, be approved. Motion passed.

It was moved by M. Kreager, seconded by H. Welin, that the board pay the revised single contract premium rate of $14.74 per month for health insurance, effective July 1, 1974, for those employees being covered under the single rate plan. Motion passed.

It was moved by W. Hetzel, seconded by H. Bloomquist, that Dennis Lewis, Innkeeper, Holiday Inn, Merle Hay, Des Moines, Iowa, be appointed to serve the remaining term of Earl Webster, Holiday Inn, Merle Hay, Des Moines, Iowa, on the food service advisory committee. Motion passed.

It was moved by H. Bloomquist, seconded by C. Galvin, that the Dental Auxiliary and Dietetic Technician Advisory Committees, as indicated on the attached listings be approved. Motion passed.

It was moved by H. Welin, seconded by H. Bloomquist, that the proposed budget for AIDP, totaling $938,747.00, for the three year period, commencing July 1, 1974, be approved, together with the proposed project summary, and the Board President be authorized to sign said project proposal for submission to HEW for final approval. Motion passed.
APPROVAL OF
REVISED
ORGANIZATIONAL
STRUCTURE
It was moved by H. Welin, seconded by C. Galvin, that the revised proposed organizational structure, as indicated on the organizational charts attached hereto and made a part of these minutes, be approved. Motion passed.

POLICY CONCERNING WORKMEN'S COMPENSATION/SICK LEAVE BENEFITS
It was moved by H. Bloomquist, seconded by W. Hetzel, that effective July 1, 1974, the Des Moines Area Community College policy concerning renumeration to personnel when workmen's compensation is involved be as follows: "Sick leave benefits paid to the employee will be integrated with workmen's compensation benefits paid, so the total amount received by the employee will not exceed 100% of his/her current salary." Motion passed.

RESOLUTION TO SELL HOUSE
It was reported by the board secretary that in accordance with prior resolution by the board to offer the student constructed house at 1209 Cortina, Ankeny, Iowa for sale, that the following sealed bids were received and had been publicly opened at 2:00 p.m. on June 10, 1974:

$36,789 Bruce & Diane McGuire
40,000 Bruce Hann

Director R. Cramlet introduced the following Resolution entitled "RESOLUTION APPROVING SALE OF HOUSE" and moved that the same be adopted. Director H. Bloomquist seconded the motion to adopt. A vote was taken and was carried. Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION APPROVING SALE OF HOUSE
RESOLVED that the following described real estate situated in the City of Ankeny, Polk County, State of Iowa, to wit,

1209 Cortina

heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the Building Trades Class under the direction of said Des Moines Area Community College and with a view toward resale upon completion of said construction project at which time said real estate became surplus, and duly advertised for sale pursuant to the provisions of Iowa Code, Section 297.23, is hereby declared to be surplus property, having no further school purpose.

NOW THEREFORE be and it is hereby resolved that said real estate shall be sold to Bruce Hann, Des Moines, Iowa, who submitted the high bid in response to said bidding, for the consideration of $40,000.00, the same representing said high bid and being equal to the fair market value of said real estate. It is the opinion of said Board that such sale is in the best interest of and for the benefit of said Des Moines Area Community College.
NOW THEREFORE, the President and Secretary of this Community College are hereby authorized, directed and empowered to execute and deliver a warranty deed conveying said premises to the said Bruce Hahn upon receipt of said consideration.

ROLLAND GREFE, President of the Board of Directors

ATTEST:

IRV STEINBERG, Secretary of the Board of Directors

CLAIMS & ACCOUNTS
It was moved by H. Bloomquist, seconded by W. Hetzel, that the claims and accounts as presented be approved for payment. Motion passed.

RECLASSIFICATION OF PART-TIME EMPLOYEE
It was moved by H. Bloomquist, seconded by C. Galvin, that Maxine Preston, Accounting Clerk II, Business Office, be redesignated from a 3/4ths time employee to full-time for the period July 1, 1974 through September 30, 1974, with monthly salary adjusted accordingly. Motion passed.

GROUP DISCUSSION WITH LOCAL SCHOOL OFFICIALS
A group discussion was held with several local school superintendents, principals, and board members, within the Audubon and Carroll county areas concerning program offerings of Des Moines Area Community College and other related matters.

ADJOURNMENT
It was moved by W. Hetzel, seconded by C. Galvin, that the meeting be adjourned. Motion passed and the meeting was adjourned at 11:00 p.m. An indication was made by board members present that a quorum of members would not be available for a board meeting on July 8, 1974, the date designated as the July meeting date required under Section 279.30, Code of Iowa, therefore, the July meeting date was set for July 15, 1974, at 5:30 p.m., Board Room, Ankeny Campus.

IRV STEINBERG, Secretary

ROLLAND GREFE, President
Personnel Resume

Name: Coleen Larson
Age: 48
Position: ADN instructor - Ankeny campus
Division: Career Education
Recommended salary: $10,200 for 10½ months
Most recent salary: $5.00/hour
Salary in relation to staff w/similar qualifications: Comparable
Education: Diploma - Iowa Methodist Hospital School of Nursing
Experience: Staff nurse; supervisor; asst. director of nursing
Reason for recommending this person: Has had 5 yrs. experience in psychiatric facilities. Poised, gracious, knowledgeable
Beginning date of employment: August 5, 1974
Length of contract: 10½ months
Reason for employment: Replacement for Debra Brown. Debra is changing assignments and will be working 3/5ths time.

Name: Jane Jinkinson
Age: 35
Position: Dental Hygiene instructor - Ankeny campus
Division: Career Education
Recommended salary: $14,200 annual
Most recent salary: $14,100
Salary in relation to staff w/similar qualifications: Similar
Education: BA, MA & Certificate in Dental Hygiene
Experience: 4 yrs. as dental hygienist; 5 yrs. teaching
Reason for recommending this person: Best qualified applicant
Beginning date of employment: July 1, 1974
Length of contract: 12 months
Reason for employment: Addition

Name: Mary Jo Mlcoch
Age: 27
Position: Secretarial/Clerical instructor - Ankeny campus
Division: Career Education
Recommended salary: $11,500 annual
Most recent salary: $10,300
Salary in relation to staff w/similar qualifications: Similar
Education: B.S. in Business
Experience: 2½ yrs. teaching; office
Reason for recommending this person: Qualifications & experience
Beginning date of employment: July 8, 1974
Length of contract: 12 months
Reason for employment: Replacement for Rosemary Devine, who resigned due to personal and family commitments
Name: James McCulloch
Age: 33
Position: Commercial Horticulture instructor
Division: Career Education
Recommended salary: $12,500 annual
Most recent salary: $990/month
Salary in relation to staff w/similar qualifications: Similar
Education: BS in horticulture
Experience: 3 yrs. in landscaping & horticulture; 1 yr. teaching
Reason for recommending this person: Best qualified applicant
Beginning date of employment: June 17, 1974
Length of contract: 9 months
Reason for employment: Replacement for George Rogers. George is on a medical leave of absence

Name: Vivian Brandmeyer
Age: 28
Position: Secretarial/Clerical instructor - Boone campus
Division: Career Education
Recommended salary: $12,000 annual
Most recent salary: $9,764 - 9 mos.
Salary in relation to staff w/similar qualifications: Similar
Education: B.A. in Business Education
Experience: 6 yrs. teaching
Reason for recommending this person: Education; experience; excellent recommendations
Beginning date of employment: September 3, 1974
Length of contract: 12 months
Reason for employment: Replacement for Sally Jo Bürgin, who moved out of state

Name: Kriss Philips
Age: 37
Position: Coordinator - Extension & Off campus classes - Ankeny Arts & Science
Division: Comparable
Recommended salary: $14,500 annual
Most recent salary: $15,219
Salary in relation to staff w/similar qualifications: MA in Administration + other graduate work
Education: 6 yrs. principal; 6 yrs. counselor & adult education coordinator
Experience: Well qualified in both educational & experience background; received very good recommendations
Beginning date of employment: June 17, 1974
Length of contract: 12 months
Reason for employment: Addition
Name: Georgia Brown
Age: 25
Position: Instructor - Urban Center
Division: Adult Education
Recommended salary: $9,900 annual
Most recent salary: $8,840 (7 hr. day)
Salary in relation to staff w/similar qualifications: Comparable
Education: B.A. in Elementary Education
Experience: 9 mos. teaching remedial reading; 3 yrs. clerical
Reason for recommending this person: Employed part-time at Urban Center since August 1971; feel there is a need for full-time instructor now
Beginning date of employment: July 1, 1974
Length of contract: 12 months
Reason for employment: Changed from part-time to full-time

Name: Robert Mitchell
Age: 31
Position: Supplemental Coordinator
Division: Career Education
Recommended salary: $15,000 annual
Most recent salary: $12,434 for 9 mos.
Salary in relation to staff w/similar qualifications: Comparable
Education: BA in Economics
Experience: 7 yrs. in various supervisor roles; also experience in Dale Carnegie courses and insurance sales
Reason for recommending this person: Ability to work with and relate to people
Beginning date of employment: June 17, 1974
Length of contract: 12 months
Reason for employment: Replacement for Jerry Bravard, who went into private business

Summer Session: Extension of Contract from 9 to 12 Months

<table>
<thead>
<tr>
<th>Name</th>
<th>9 Month Salary</th>
<th>Extension</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruth Aurelius - Speech</td>
<td>$10,722 x .25</td>
<td>$2,681</td>
<td>$13,403</td>
</tr>
<tr>
<td>Richard Chapman - English</td>
<td>$9,474 x .25</td>
<td>$2,369</td>
<td>$11,843</td>
</tr>
<tr>
<td>Margery Clark - Biology</td>
<td>$8,632 x .25</td>
<td>$2,158</td>
<td>$10,790</td>
</tr>
<tr>
<td>Theodore Clinkenbeard - Math</td>
<td>$11,610 x .25</td>
<td>$2,903</td>
<td>$14,513</td>
</tr>
<tr>
<td>Michael Delaney - Sociology</td>
<td>$9,464 x .25</td>
<td>$2,366</td>
<td>$11,830</td>
</tr>
<tr>
<td>Barbara Eastwood - Biology</td>
<td>$9,646 x .25</td>
<td>$2,412</td>
<td>$12,058</td>
</tr>
<tr>
<td>Dorothy Franke - Biology</td>
<td>$12,623 x .25</td>
<td>$3,156</td>
<td>$15,779</td>
</tr>
<tr>
<td>Donald Kaesser - Psychology</td>
<td>$9,132 x .25</td>
<td>$2,283</td>
<td>$11,415</td>
</tr>
<tr>
<td>David Palmer - History</td>
<td>$12,517 x .25</td>
<td>$3,129</td>
<td>$15,646</td>
</tr>
<tr>
<td>Burgess Shriver - Chemistry</td>
<td>$10,761 x .25</td>
<td>$2,690</td>
<td>$13,451</td>
</tr>
<tr>
<td>Frank Trumpy - Physics</td>
<td>$10,145 x .25</td>
<td>$2,536</td>
<td>$12,681</td>
</tr>
<tr>
<td>Gerald Wisnieski - Math</td>
<td>$14,014 x .25</td>
<td>$3,504</td>
<td>$17,518</td>
</tr>
<tr>
<td>David York - Psychology</td>
<td>$9,717 x .25</td>
<td>$2,429</td>
<td>$12,146</td>
</tr>
<tr>
<td>Clair Fisher - Related</td>
<td>$11,450 x .25</td>
<td>$2,863</td>
<td>$14,313</td>
</tr>
</tbody>
</table>
Des Moines Area Community College

Bruce and Dianne McQuire hereby submit a bid of

$36,789.00

for the purchase of the Split-Foyer home, located on Cortina Street, Ankeny, Iowa.

Bruce McQuire

June 11, 74

Return of Certified Check for $3500.00 is acknowledged.
Board Meeting  June 10th  Carroll

Hospital Adm:  Bob Blincow
    712-792-3581

Nursing Chm:  Joan Schulte
    712-792-1424

Meeting Room:  Hospital Bd Room & Auditorium class

307 Carroll Bennett  OK  Ant Mr. 797-3972

Superintendent

John J. Dulcy
Richard P. Paulsen  
Theodore J. Keith  
Lydia A. Tenold

Audubon County  Courthouse  50025
Audubon Comm S.D.  50025
Extra Comm S.D.  50076

Carroll County  51401
Carroll Ind S.D.  51401
Coom Rapids C.S.D.  50058
Glidden-Ralston C.S.D.  51443
Manning C.S.D.  51455

Dutchess County  Dutchess Center  50115
Alma - Casey Comm S.D.  50002
Bayard Comm S.D.  50029
Dutchess Center C.S.D.  50115
Ganora - Linden C.S.D.  50216
Stuart - Menlo C.S.D.  50250
Yale - Jamaica - Bagley C.S.D.  50026

Schedule
5:30 - 6:30 pm  Meeting - Business
    incl Joan Schulte
7:00 - 9:00 pm  Dinner  Cafeteria
8:00 pm  Dinner  Cafeteria

Allen H. Stroh
Douglas G. Anderson  
J. Arnold Hjelle
Paul Bjorkgren
Joe A. Barker

Richard D. Shockey
Merdle R. Sharp  
Harley Merritt  
Roy E. Reeves  
Clifford H. Stokes  
Tamaro Huchott  


Irv Steinberg, Board Secretary
Des Moines Area Community College
Ankeny, Iowa 50021

Dear Sir:

I hereby bid $40,000 on the student-built house at 1209 Cortina, Ankeny, Iowa 50021. I also enclosed a certified check from Des Moines Savings and Loan for $3,500. I understand that the rest of the accepted bid will be due and payable on or before June 25, 1974.

If there is any reason to contact me before June 17, please call Paul M. Hann, Winterset, Iowa (462-1003) or Art Reeves, Four Hills Development, Albuquerque, New Mexico (That is where we will be vacationing) (505-294-2505 Reeves' phone).

Sincerely,

Bruce Hann
1. CALL TO ORDER

2. APPROVAL OF MINUTES - May 13 regular meeting and May 23 special meeting

3. PERSONNEL
   New
   a. Coleen Larson, ADN Instructor, Ankeny campus, August 5, 1974
   b. Jane Jinkinson, Dental Hygiene Instructor, Ankeny campus, July 1, 1974
   c. Mary Jo Mcloch, Secretarial/Clerical Instructor, Ankeny campus, July 8, 1974
   d. James McCulloch, Commercial Horticulture, Ankeny campus, June 17, 1974
   e. Vivian Brandmeyer, Secretarial/Clerical, Boone campus, September 3, 1974
   f. Kris Philips, Coordinator for Extension & Off Campus classes, Ankeny campus, June 14, 1974
   g. Georgia Brown, Instructor, Urban Center, July 1, 1974
   h. Robert Mitchell, Supplemental Coordinator, Ankeny campus, June 17, 1974

   Summer Session
   a. Ruth Aurelius, Speech
   b. Richard Chapman, English
   c. Margery Clark, Biology
   d. Theodore Clinkenbeard, Math
   e. Michael Delaney, Sociology
   f. Barbara Eastwood, Biology
   g. Dorothy Franke, Biology
   h. Donald Kaasser, Psychology
   i. David Palmer, History
   j. Burgess Shriver, Chemistry
   k. Frank Trumpy, Physics
   l. Gerald Wisnieski, Math
   m. David York, Psychology
   n. Clair Fisher, Related

   Resignations
   b. Phil Millard, Basic Education, Skill Center, July 1, 1974

4. REPORTS
   a. TCASB - Kreager
   b. Urban Center (enrollment report enclosed) - Alternate facility
   c. Mid-Iowa Educational Computer Center - Cramlet
   d. Financial

5. COMMUNICATIONS
   a. Letter from George White, Ames, regarding caliber of DMACC auto mechanics graduates

6. UNFINISHED BUSINESS
   a. Consideration of budget for 1974-75 school year
   b. Consideration of affirmative action plan

(Handwritten notes and signatures are present on the document.)
7. NEW BUSINESS
   a. Student Activities budgets for 1974-75 school year for Ankeny and Boone campuses (copies enclosed).

   b. Additional membership due in the amount of $125 for current fiscal year 1974
      in North Central Association of Colleges & Secondary Schools. This is as a result of
      being voted into membership recently.

   c. Approval of rental agreement between DMACC, Boone campus, and Boone Community
      School District, to be used for high school varsity & sophomore basketball.

   d. Approval of agreement between DMACC and the Joint County School System of
      Polk & Story for use of bookmobile.

   e. Proposed 10% salary adjustment for clinical supervision nurses.


   g. Increase in medical and hospital insurance rates as follows:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Current Rate</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single contract</td>
<td>$12.31</td>
<td>$14.74</td>
</tr>
<tr>
<td>Family contract</td>
<td>43.63</td>
<td>52.87</td>
</tr>
</tbody>
</table>

   h. Appointment of Dennis Lewis, Innkeeper, Holiday Inn, Merle Hay, Des Moines, to serve
      remaining term of Earl Webster, Holiday Inn, Merle Hay, Des Moines, on the Food Service
      Committee.

   i. Appointment of two new advisory committees as follows: Dental Auxiliary; Dietetic
      Technician. (Lists enclosed)

   j. Consideration of AIDP proposed project and budget.

   k. Consideration of revised organizational structure.

   l. Consideration of the policy concerning remuneration to personnel when workmen's
      compensation is involved, effective July 1, 1974, as follows:

      "Sick leave benefits paid to the employee will be integrated with workmen's compensation
      benefits paid, so the total amount received by the employee will not exceed 100% of his/her
      current salary."  - Moved

   m. House Sale: 31.500 = Paid
      250 = Compl.

8. OTHER
   a. Office of Community College Affairs Newsletter

   b. Board Election Information: Nominations open Friday, July 5, 1974
      Nominations close Thursday, August 1, 1974 - 5:00 P.M.
      Election Tuesday, September 10, 1974
      Term Expires for Walter Hetzel, Ross Cramlet, and Harry Bloomquist

   c. AACJC Board of Directors meeting in Washington, June 21-23

   d. Group auto insurance for employees

9. PRESENTATION OF CLAIMS AND ACCOUNTS

10. ADJOURNMENT
<table>
<thead>
<tr>
<th>Name:</th>
<th>Ron McClurg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>31</td>
</tr>
<tr>
<td>Position:</td>
<td>Research Analyst</td>
</tr>
<tr>
<td>Division:</td>
<td>Research &amp; Development</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$14,500 annual</td>
</tr>
<tr>
<td>Most recent salary:</td>
<td>$11,750 annual</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Comparable</td>
</tr>
<tr>
<td>Education:</td>
<td>M.S. in Agri. Education &amp; Guidance; presently in Ph.D. program at ISU (Administration of Higher Education) 6 yrs. as Counselor at DMACC</td>
</tr>
<tr>
<td>Experience:</td>
<td>6 yrs. as Counselor at DMACC</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Qualifies for position</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>July 1, 1974</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>12 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>New position</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Joseph Borgen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>33</td>
</tr>
<tr>
<td>Position:</td>
<td>Asst. Supt., Instruction</td>
</tr>
<tr>
<td>Division:</td>
<td>Career; Adult &amp; Continuing; General</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$24,000 annual</td>
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<tr>
<td>Most recent salary:</td>
<td>$23,400+annual</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Comparable</td>
</tr>
<tr>
<td>Education:</td>
<td>B.S. in Industrial Education; M.S. in Vocational Education; Ph.D. in Vocational Education</td>
</tr>
<tr>
<td>Experience:</td>
<td>4½ yrs. Dean of Occupational-Technical Studies; 2 yrs. Asst. Dean of Technical-Vocational Instruction; 2 yrs. instructor of Architectural Technology; 5 yrs. technical employment in building construction</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>July 1, 1974</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>12 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>Replacement for Phil Langerman, who is now with Drake University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Byron Hamilton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age:</td>
<td>52</td>
</tr>
<tr>
<td>Position:</td>
<td>Dean - Boone Campus</td>
</tr>
<tr>
<td>Division:</td>
<td>General Education</td>
</tr>
<tr>
<td>Recommended salary:</td>
<td>$19,780 annual</td>
</tr>
<tr>
<td>Most recent salary:</td>
<td>$18,400 annual</td>
</tr>
<tr>
<td>Salary in relation to staff w/similar qualifications:</td>
<td>Comparable</td>
</tr>
<tr>
<td>Education:</td>
<td>B. Aero Eng. degree from Univ. of Minn.; 1 yr. at Drake Univ.; 1 yr. at Iowa State</td>
</tr>
<tr>
<td>Experience:</td>
<td>2½ yrs. director @ Skill Center; 3 yrs. Ind. Marketing instructor at DMACC; 20 yrs. in sales, marketing; management, etc.</td>
</tr>
<tr>
<td>Reason for recommending this person:</td>
<td>Qualifications</td>
</tr>
<tr>
<td>Beginning date of employment:</td>
<td>July 1, 1974</td>
</tr>
<tr>
<td>Length of contract:</td>
<td>12 months</td>
</tr>
<tr>
<td>Reason for employment:</td>
<td>Replacement for Emil Stadel, who has resigned</td>
</tr>
</tbody>
</table>
Debra Brown
24
ADN instructor, Ankeny
Career Education
$6,353 annual - 3/5ths time
$10,586 for 10½ mos.

Comparable
AAS in Nursing; Short courses at Univ. of Iowa; 1 yr. at Drake
Full-time instr. at DMACC 5 mos.; taught short courses 4 mos.; ADN 5 mos. Staff nurse in Ia. City, Mpls., & Des Moines
Was able to assume responsibility for assignments as full-time instructor the past 5 mos.

August 5, 1974

Extension of Contract from 9 to 12 Months

<table>
<thead>
<tr>
<th>Name</th>
<th>9 Month Salary</th>
<th>Extension</th>
<th>Total Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Young, Accounting</td>
<td>$11,300 x .25</td>
<td>$2,825</td>
<td>$14,125</td>
</tr>
<tr>
<td>Jack Zeller, Accounting</td>
<td>12,200 x .25</td>
<td>3,050</td>
<td>15,250</td>
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</table>
3. PERSONNEL

New
i. Ron McClurg, Research Analyst, Ankeny, July 1, 1974
j. Joseph Borgen, Asst. Supt., Instruction, July 1, 1974
k. Byron Hamilton, Dean, Boone Campus, July 1, 1974
l. Debra Brown, ADN Instructor, Ankeny, August 5, 1974

Summer Session
o. Robert Young, Accounting
p. Jack Zeller, Accounting

4. REPORTS

e. Status of construction project

5. COMMUNICATIONS

b. Letter from instructor

7. NEW BUSINESS

j. Consideration of bids for house constructed by building trades program.

Moved to reject both bids, H. Welni and M. Campbell and to complete time prior to additional proposal as to selling of house.
## STUDENT ACTIVITY BUDGET
Boone Campus
1974-1975

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>1974-75 REQUEST</th>
<th>1973-74 REQUEST</th>
<th>% 1974-75</th>
<th>% 1973-74</th>
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<tbody>
<tr>
<td>Athletics</td>
<td>$9,720.00</td>
<td>$8,490.00</td>
<td>54%</td>
<td>50%</td>
</tr>
<tr>
<td>Phi Beta Lambda</td>
<td>962.50</td>
<td>842.50</td>
<td>5%</td>
<td>6%</td>
</tr>
<tr>
<td>Drama</td>
<td>786.50</td>
<td>773.50</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Nursing Student United</td>
<td>1,210.00</td>
<td>1,395.00</td>
<td>3%</td>
<td>4%</td>
</tr>
<tr>
<td>Bear Facts</td>
<td>627.12</td>
<td>-</td>
<td>5%</td>
<td>4%</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>174.00</td>
<td>-</td>
<td>1.5%</td>
<td>3%</td>
</tr>
<tr>
<td>Student Senate</td>
<td>-</td>
<td>3,000.00</td>
<td>15%</td>
<td>13%</td>
</tr>
<tr>
<td>Cub</td>
<td>-</td>
<td>-</td>
<td>10%</td>
<td>15%</td>
</tr>
<tr>
<td>Cosmopolitan Club</td>
<td>460.00</td>
<td>-</td>
<td>1.5%</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13,940.12</strong></td>
<td></td>
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</tr>
</tbody>
</table>
STUDENT ACTIVITY BUDGET
Ankeny Campus
1974-1975

Income

I. Student Activity Fee @$5.00/quarter $41,000.00
   (for full-time students - estimate)

II. Funds invested in DMACC Foundation 15,000.00

III. Carry-over funds from previous year 18,000.00

    $74,000.00

Expense

I. Dances $4,500.00

II. Sports Events
   Drake Football and Basketball 3,000.00
   Capitol Hockey 3,250.00
   Iowa Oaks Baseball 400.00

   $6,650.00

III. Intramurals
    Basketball $3,000.00
    Softball 250.00
    Bowling 150.00
    Golf 1,500.00
    Football 325.00

   $5,225.00

IV. Movies $3,000.00

V. Lectures & Concerts $6,000.00

VI. Newspaper $10,000.00

VII. Travel $1,000.00

VIII. Clubs $5,000.00

IX. Student Center $20,000.00

X. Contingency $6,565.00

XI. Salaries (4 quarters-Executive Board) $2,560.00

XII. Day Care Program $3,500.00

$74,000.00
## DES MOINES SKILL CENTER

### 7.5% Salary Adjustment

July 1, 1974 — September 30, 1974

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>PRESENT 12 MO. SALARY</th>
<th>7.5% ADJUSTMENT 12 MONTHS</th>
<th>3 MONTHS</th>
<th>REVISED 12 MONTH SALARY</th>
</tr>
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<tbody>
<tr>
<td>Hamilton, Byron</td>
<td>Director</td>
<td>$18,400</td>
<td>$1,380</td>
<td>$345</td>
<td>$19,780</td>
</tr>
<tr>
<td>Nichols, George</td>
<td>Supervisor, Instruction</td>
<td>14,800</td>
<td>1,110</td>
<td>277</td>
<td>15,910</td>
</tr>
<tr>
<td>Miller, Theodore</td>
<td>Bldg. Maintenance Man</td>
<td>9,000</td>
<td>675</td>
<td>168</td>
<td>9,675</td>
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<tr>
<td>Webb, Joseph</td>
<td>Custodian</td>
<td>7,600</td>
<td>570</td>
<td>142</td>
<td>8,170</td>
</tr>
<tr>
<td>Wilson, Harold</td>
<td>Custodian</td>
<td>7,000</td>
<td>525</td>
<td>131</td>
<td>7,525</td>
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<tr>
<td>Hansen, Margaret</td>
<td>Counselor</td>
<td>14,300</td>
<td>1,072</td>
<td>268</td>
<td>15,372</td>
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<tr>
<td>Huhn, Cozetta</td>
<td>Counselor, Associate</td>
<td>7,500</td>
<td>562</td>
<td>140</td>
<td>8,062</td>
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<tr>
<td>Gossen, Verlynn</td>
<td>Nurse/Counselor</td>
<td>9,600</td>
<td>720</td>
<td>180</td>
<td>10,320</td>
</tr>
<tr>
<td>Quirk, James</td>
<td>Tool Room</td>
<td>7,800</td>
<td>585</td>
<td>146</td>
<td>8,385</td>
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<tr>
<td>Wilson, Curtis</td>
<td>Tool Room</td>
<td>7,000</td>
<td>525</td>
<td>131</td>
<td>7,525</td>
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<tr>
<td>Hawthorne, Michael</td>
<td>Food Service Associate</td>
<td>6,500</td>
<td>487</td>
<td>121</td>
<td>6,987</td>
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<tr>
<td>Miller, Betty</td>
<td>Food Service Associate</td>
<td>5,200</td>
<td>390</td>
<td>97</td>
<td>5,390</td>
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<tr>
<td>Collier, Sharon</td>
<td>Basic Education Instructor</td>
<td>7,900</td>
<td>592</td>
<td>148</td>
<td>8,492</td>
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<tr>
<td>Marten, Kay</td>
<td>Basic Education Instructor</td>
<td>9,300</td>
<td>697</td>
<td>174</td>
<td>9,997</td>
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<tr>
<td>Robinson, Jon</td>
<td>Basic Education Instructor</td>
<td>11,300</td>
<td>847</td>
<td>211</td>
<td>12,147</td>
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<tr>
<td>Versteegh, Madge</td>
<td>Basic Education Instructor</td>
<td>15,000</td>
<td>1,125</td>
<td>281</td>
<td>16,125</td>
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<tr>
<td>Badger, Lawrence</td>
<td>Basic Education Instructor</td>
<td>9,600</td>
<td>720</td>
<td>180</td>
<td>10,320</td>
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<tr>
<td>Frette, Lloyd</td>
<td>Auto Body Instructor</td>
<td>13,200</td>
<td>990</td>
<td>247</td>
<td>14,190</td>
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<tr>
<td>White, Joseph</td>
<td>Auto Body Instructor</td>
<td>11,300</td>
<td>847</td>
<td>211</td>
<td>12,147</td>
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<tr>
<td>Sanders, Donald</td>
<td>Auto Mechanic Instructor</td>
<td>13,300</td>
<td>997</td>
<td>249</td>
<td>14,297</td>
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<tr>
<td>Southwick, Harlan</td>
<td>Auto Mechanic Instructor</td>
<td>11,300</td>
<td>847</td>
<td>211</td>
<td>12,147</td>
</tr>
<tr>
<td>Saunders, Clarence</td>
<td>Auto Mechanic Instructor</td>
<td>10,700</td>
<td>802</td>
<td>200</td>
<td>11,502</td>
</tr>
<tr>
<td>Harpel, Mary Ann</td>
<td>Business Occupations Instr.</td>
<td>12,800</td>
<td>960</td>
<td>240</td>
<td>13,760</td>
</tr>
<tr>
<td>Hunt, Alta</td>
<td>Business Occupations Instr.</td>
<td>10,400</td>
<td>780</td>
<td>195</td>
<td>11,180</td>
</tr>
<tr>
<td>Jones, Kathy</td>
<td>Business Occupations Instr.</td>
<td>11,400</td>
<td>855</td>
<td>213</td>
<td>12,255</td>
</tr>
<tr>
<td>Knopp, Carol</td>
<td>Business Occupations Instr.</td>
<td>11,600</td>
<td>870</td>
<td>217</td>
<td>12,470</td>
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<tr>
<td>Mitchell, Wayne</td>
<td>Business Occupations Instr.</td>
<td>12,300</td>
<td>922</td>
<td>230</td>
<td>13,222</td>
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<tr>
<td>Pardekooper, Chas.</td>
<td>Business Occupations Instr.</td>
<td>12,200</td>
<td>915</td>
<td>228</td>
<td>13,115</td>
</tr>
<tr>
<td>Pitcher, F. Warren</td>
<td>Business Occupations Instr.</td>
<td>11,300</td>
<td>847</td>
<td>211</td>
<td>12,147</td>
</tr>
<tr>
<td>Priestley, Russell</td>
<td>Business Occupations Instr.</td>
<td>12,500</td>
<td>937</td>
<td>234</td>
<td>13,437</td>
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<tr>
<td>Roush, Charles</td>
<td>Business Occupations Instr.</td>
<td>14,600</td>
<td>1,095</td>
<td>273</td>
<td>15,695</td>
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<tr>
<td>Fey, Joyce</td>
<td>Business Occupations Instr.</td>
<td>9,900</td>
<td>742</td>
<td>185</td>
<td>10,642</td>
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<tr>
<td>Meech, Mary-Jo</td>
<td>Business Occupations Instr.</td>
<td>10,300</td>
<td>772</td>
<td>193</td>
<td>11,072</td>
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<tr>
<td>Wertz, Bonnie</td>
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<td>787</td>
<td>196</td>
<td>11,287</td>
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<tr>
<td>Johnson, Kenneth</td>
<td>Food Service Instructor</td>
<td>10,600</td>
<td>795</td>
<td>198</td>
<td>11,395</td>
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<tr>
<td>Gogerty, John</td>
<td>Meat Cutting Instructor</td>
<td>12,400</td>
<td>930</td>
<td>232</td>
<td>13,330</td>
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<tr>
<td>Jacobs, Gerald</td>
<td>Machine Shop Instructor</td>
<td>14,200</td>
<td>1,065</td>
<td>266</td>
<td>15,265</td>
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<tr>
<td>Collier, Kenneth</td>
<td>Welding Instructor</td>
<td>12,000</td>
<td>900</td>
<td>225</td>
<td>12,900</td>
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<tr>
<td>Niday, J. C.</td>
<td>Welding Instructor</td>
<td>13,800</td>
<td>1,035</td>
<td>258</td>
<td>14,835</td>
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<tr>
<td>Waters, James</td>
<td>Welding Instructor</td>
<td>14,300</td>
<td>1,072</td>
<td>268</td>
<td>15,372</td>
</tr>
<tr>
<td>Smart, Charles</td>
<td>Upholstery Instructor</td>
<td>11,400</td>
<td>855</td>
<td>213</td>
<td>12,255</td>
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<tr>
<td>Cadwell, Vernon</td>
<td>Bldg. Maintenance Instructor</td>
<td>10,700</td>
<td>802</td>
<td>200</td>
<td>11,502</td>
</tr>
</tbody>
</table>
DES MOINES AREA COMMUNITY COLLEGE

DENTAL AUXILIARY ADVISORY COMMITTEE

Winter, 1974

Three-Year Term

Ms. Diane Schroeder, C.D.A.
c/o Dr. Eugene Young
2722 Douglas
Des Moines, IA 50310
Telephone: 274-3676

Dr. Jay Rosenberger
105 Eighth Street, S.E.
Altoona, IA 50009
Telephone: 967-4211

Dr. Forrest Barnes
523 Grand
Story City, IA 50248
Telephone: 733-4441

Dr. Clement O'Meara
530 - 39th
Des Moines, IA 50312
Telephone: 274-4637

Dr. Vincent Mancuso
4217 University
Des Moines, IA 50311
Telephone: 279-9746

Two-Year Term

Ms. Ellen Paulson, R.D.H.
c/o Dr. Eugene Young
2722 Douglas
Des Moines, IA 50310
Telephone: 274-3676

Dr. Jerry Larsen
821 Summit
Winterset, IA 50273
Telephone: 462-4474

Dr. Eugene Young
2722 Douglas
Des Moines, IA 50310
Telephone: 274-3676

Dr. James Rundle
108 W. Clinton
Indianola, IA 50125
Telephone: 961-3311

One-Year Term

Dr. David Llewelyn
701 - 13th
West Des Moines, IA 50265
Telephone: 274-3889

Dr. John Hurley
2901 Beaver
Des Moines, IA 50310
Telephone: 277-6413

Dr. Phillip Boyle
6100 S.W. Ninth
Des Moines, IA 50315
Telephone: 285-6830

Mrs. Jean McLaughlin
2005 Vine Street
West Des Moines, IA 50265
Telephone: 225-6497

Dr. Thomas Schémme1
V.A. Dental Clinic
30th and Euclid
Des Moines, IA 50310
Telephone: 255-2173
DES MOINES AREA COMMUNITY COLLEGE

DIETETIC TECHNICIAN ADVISORY COMMITTEE

Fall, 1973

Three-Year Term

Mrs. Anna Katherine Jernigan, R.D.
Director, Nutrition & Dietary Management
Iowa State Department of Health
Lucas State Office Building
Des Moines, IA 50319
Telephone: 281-5781

Mrs. Eleanor Kapfer, R.D.
Chief Dietitian
Iowa Methodist Hospital
1200 Pleasant
Des Moines, IA 50309
Telephone: 283-6430

Robert Sheeder, Administrator
Grinnell General Hospital
Grinnell, IA 50112
Telephone: 236-7511

Two-Year Term

Mrs. Jane Judge, R.D.
Food and Nutrition
Iowa State University
Ames, IA 50010
Telephone: 294-2062

Mrs. Ednamae Erbe, R.D.
Chief Dietitian
Boone County Hospital
Boone, IA 50036
Telephone: 432-3140

Marc Ihm, Administrator
Skiff Memorial Hospital
Newton, IA 50208
Telephone: 792-1273

One-Year Term

Arthur J. Glynn, R.D.
Chief Dietitian
Broadlawns Polk County Hospital
18th and Hickman Road
Des Moines, IA 50314
Telephone: 283-2061

Rev. Charles Terrill
Administrator
Lutheran Home
613 W. North
Madrid, IA 50156
Telephone: 795-3007

Mrs. Barb Kiefer, R.D.
2605 - 47th Street
Des Moines, IA 50310
Telephone: 279-4330
### Non-duplicated Enrollments

<table>
<thead>
<tr>
<th>School Year</th>
<th>Ethnic Groups</th>
<th>Adult Education</th>
<th>Arts &amp; Science</th>
<th>Career Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>1971-72</td>
<td>Blacks</td>
<td>175</td>
<td>(not operational)</td>
<td>(not operational)</td>
</tr>
<tr>
<td>(8th &amp; Washington)</td>
<td>Whites</td>
<td>264</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mexican-Am</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>1</td>
<td></td>
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<td>1972 Total = 450</td>
<td></td>
<td>450</td>
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<td>NA</td>
</tr>
<tr>
<td>1972-73</td>
<td>Blacks</td>
<td>335</td>
<td>141</td>
<td>11</td>
</tr>
<tr>
<td>(920 Washington)</td>
<td>Whites</td>
<td>515</td>
<td>79</td>
<td>92</td>
</tr>
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<td></td>
<td>Mexican-Am</td>
<td>6</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>10</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>1973 Total = 1201</td>
<td></td>
<td>866</td>
<td>230</td>
<td>105*</td>
</tr>
<tr>
<td>1973-74</td>
<td>Blacks</td>
<td>413</td>
<td>165</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Whites</td>
<td>539</td>
<td>151</td>
<td>156</td>
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<tr>
<td></td>
<td>Mexican-Am</td>
<td>26</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>5</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Total to May only</td>
<td></td>
<td>983</td>
<td>340</td>
<td>187**</td>
</tr>
<tr>
<td>Est. Summer - New Enrollees</td>
<td></td>
<td>275</td>
<td>35</td>
<td>20</td>
</tr>
<tr>
<td>1974 Est. Total = 1840</td>
<td></td>
<td>1258</td>
<td>375</td>
<td>207</td>
</tr>
</tbody>
</table>

* 5 sections of Nurses Aide/Orderly

** 147 9 sections Nurse Aide/Orderly
11 1 section Emergency Care
12 1 section Ward Secretary
10 Secretarial
7 Bricklaying
187

SPS 5/74