AGENDA

1. Call to Order - approximately 6:00 p.m.
2. Roll Call.
3. Consideration of Tentative Agenda.
4. Public Comments.
5. Consideration of minutes of the July 16, 1985, Public Hearings and Regular Board Meeting.
7. Consideration of Human Resources Report.
8. Consideration of Board Policies 3035 and 3040 - Human Resources.
9. Consideration of contract adjustment for designated faculty.
10. Consideration of preliminary plans for Phase IV construction project.
11. Consideration of ratification of DMACC Boone Foundation Board Member.
15. Consideration of Payables.
18. Board Members' Reports
19. Future Agenda Items:
   A. Board Policy Review
   B. Collective Bargaining
20. Information Items:
   A. August 28 - Legislative Reception - 4:30 p.m. - Conference Center
   B. September 10 - School Election
   C. September 12-14 - IACCT Conference - Waterloo
   D. September 15-17 - CNCCJC Fall Conference - Albuquerque, NM
   E. September 17 - Board Meeting - Ankeny
       Foundation Steak Fry - 5:00-8:00 p.m.
       Regional Coordinating Council (HF225) - DMACC
       Auditorium - 7:00 p.m.

The regular meeting of the Des Moines Area Community College Board of Directors was held in the Education Room of St. Anthony's Hospital, Carroll, Iowa, on August 27, 1985. The meeting was called to order by Board President Jasper Risdal at 6:05 p.m.

Members Present:
DeVere Bendixen
Susan Clouser
Eldon Leonard
Ted Nemmers
Jasper Risdal
Herbert Ritland
Don Rowen
Doug Shull

Members Absent:
Lloyd Courter

Others Present:
Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Don Zuck, Board Treasurer
Ken Bussard & Arnie Fisher, Bussard/Dikis Associates
Jesse Lewis, Crose-Gardner Associates
Mary Riche & Jennifer Locke, Riche, Thoren Associates
Other interested staff and residents of the Carroll community.

Ken Sibata, Dean, Carroll Campus, introduced Carroll residents and DMACC staff who were in attendance.

It was moved by E. Leonard, seconded by D. Rowen, that the tentative agenda be approved as presented.

Motion passed unanimously.

Mr. Nick DeGiacomo, Field Advisor for Tremco, Inc. addressed the Board to explain the Tremco Therm 200 Roof System.

Mr. Harlan Hansen, President of Central State Roofing, questioned the Board as to the reason contracts weren't issued for the re-roofing projects (Building 7 and Boone Auditorium). President Borgen responded that since those were proprietary specs, it was felt they didn't allow the competitive bids there should have been. With the help of the architects, new specs will be drawn up and brought back for the Board's consideration at a later date.
APPROVAL OF MINUTES
D. Rowen moved that the minutes of the July 16, 1985, Public Hearings and Regular Board Meeting be approved; second by T. Nemmers.

Motion passed unanimously.

APPROVAL OF MARKETING PLAN
A motion was made by E. Leonard, seconded by D. Shull, that the Board approve the marketing program as presented by Dr. Borgen, and that Riche, Thoren Associates, Inc. be engaged as consultant for services up to $99,000, effective this 27th day of August, 1985.

Motion passed on a roll call vote, with the dissenting votes cast by T. Nemmers and H. Ritland.

APPROVAL OF HUMAN RESOURCES REPORT
D. Rowen made a motion which was seconded by D. Bendixen, for approval of the personnel report as follows:

Contract Changes


Loss, Florence, Instructor-Psychology, Urban Campus. From full-time nine-months to 60% nine-months from August 27, 1985, through May 9, 1986. Effective August 27, 1985. Continuing contract with Certified Faculty-full status.


HUMAN RESOURCES REPORT (cont.)

Resignations


S.D.U. Lane Changes


New Personnel


Motion passed on a roll call vote, with the dissenting votes cast by T. Nemmers and R. Ritland.

There was a motion by E. Leonard, seconded by S. Clouser that Board Policies #3035 and #3040 be approved. They are Attachments #1 and #2 respectively to these minutes.

Motion passed unanimously.

There was a motion by T. Nemmers, seconded by D. Bendixen, that the Board approve a one-time adjustment of $150.00 each to designated faculty employed prior to September 1, 1984, and still employed at the beginning of the 1985-86 contract year. The list of employees is Attachment #3 to these minutes.

Motion passed unanimously on a roll call vote.

Following a presentation of Phase IV construction project plans by Bussard/Dikis Associates, Ltd., D. Rowen made a motion that the Board approve the preliminary plans for the Phase IV construction project and authorization be given to proceed with bidding documents; second by T. Nemmers.

Motion passed unanimously on a roll call vote.

A motion was made by E. Leonard, seconded by T. Nemmers, that the Board approve the appointment of Mr. Robert Flynn, Quam Insurance Agency, Boone, Iowa, to the DMACC Boone Foundation Board, with the term of office running from October, 1985, through September, 1988.

Motion passed unanimously.

E. Leonard made the motion that the Educational Services Advisory Committee members be approved as submitted; second by T. Nemmers. The list is Attachment #4 to these minutes.

Motion passed unanimously.

A motion for the approval of the Student Government Associations' FY1985-86 budgets (Ankeny, Boone, Carroll, and Urban Campuses) was made by D. Rowen, seconded by D. Bendixen. A detailed copy of the budgets is Attachment #5 to these minutes.

Motion passed unanimously on a roll call vote.
The Board was polled on August 12, 1985, and approved American Federal Savings & Loan Association, Des Moines, Iowa, as a DMACC depository bank. It was moved by D. Shull, seconded by D. Rowen, that the Board ratify this approval. A copy of the Resolution Naming Depositories is Attachment #6 to these minutes.

Motion passed unanimously on a roll call vote.

A motion for approval of the payables as presented in Attachment #7 to these minutes was made by J. Risdal, seconded by S. Clouser.

Motion passed unanimously.

Attachment #8 to these minutes is the FY1984-85 Financial Report Summary, which was reviewed by Gene Snyders, Executive Vice President, Management Services.

The July, 1985, Financial Report was presented by G. Snyders. A copy is Attachment #9 to these minutes.

Some activities which took place during the Yamanashi Prefecture delegation visit to Iowa and the DMACC Campus August 13-17, 1985, were discussed by Dr. Borgen, along with some future expected exchanges and joint endeavors.

Dr. Borgen stated that the need for a procurement office to help medium to small companies in our area prepare grants and contracts, and to encourage them to apply for such contracts, may be something we should consider. This could be staffed by one person and would be self supporting.

A motion for adjournment was made by E. Leonard, seconded by T. Nemmers.

Motion passed unanimously and at 8:00 p.m., Board President Risdal adjourned the meeting.

JASPER M. RISDAL, President

HELEN M. MINOR, Board Secretary
Permanent employees of the College, employed at least one-half time or more for a minimum of nine (9) months during the term of employment, may enroll in non-credit (500, 600, 700, and 800 numbered) courses conducted at the Urban, Boone, Ankeny and Carroll Campuses without payment of tuition under the following conditions:

1. There is an adequate number of tuition-paying students to justify the course operating.

2. The class has space available after all tuition-paying students have enrolled.

3. The staff member pays all special fees and charges (example - books and supplies).

4. The course is scheduled outside the employee's regular working hours.

Adopted: August 27, 1985
DATE: August 16, 1985

TO: Dr. Joseph A. Borgen, President

FROM: Eugene R. Snyder
Executive Vice President, Management Services

RE: Policy/procedure for employees taking courses and/or seminars/workshops

Attached are the Policies and Procedures that relate to the implementation of the College employee enrollment in credit or noncredit courses and/or seminars/workshops. In addition to the procedures outlined between the employee and the supervisor, the following will be required by Financial Aid, Student Records and Student Accounts:

1. Financial Aid will provide a list of all College employees enrolled, by term, to the Executive Vice President for Management Services at the end of each term.

2. Student Records will provide the Executive Vice President for Management Services, at the end of each term, a list of all employees who did not successfully complete courses and/or seminars/workshops covered under this policy.

3. Student Accounts will provide the Executive Vice President for Management Services a list of all employees who have not reimbursed the College.

4. It will be the responsibility of the internal auditor to verify that students who have not successfully completed courses and/or seminars/workshops under item 2 above have, in fact, reimbursed the College.

I believe this new policy will add sufficiently to the professional development of our staff.

cs

Attachments

cc: Eugene Boldt, Manager, Human Resources
    Don Zuck, Manager, Business Services
    Lynn Albrecht, Manager, Student Records & Services
The College may pay tuition (and applicable service, activity and instruction related fees) for permanent staff members employed at least one-half time or more for a minimum of nine (9) months who satisfactorily complete Des Moines Area Community College sponsored credit and non-credit courses and/or seminars/workshops under the following conditions:

1. There is an adequate number of tuition-paying students to justify the course operating.

2. The class has space available after all tuition-paying students have enrolled.

3. The staff member pays all fees and charges not related to instruction. Books, meals, supplies, materials and other non-instructional costs are the responsibility of the employee.

4. The courses and/or seminars/workshops are scheduled outside the employee's regular working hours.

5. Courses, seminars and workshops taken under this policy cannot be applied to S.D.U. Lane movement.

6. Prior approval of the immediate supervisor is required.

7. Proof of successful completion is required.

8. No more than two credit courses or 90 hours of non-credit courses and/or seminars/workshops per semester may be taken under this policy.

Adopted: August 27, 1985
TERMS OF EMPLOYMENT

Procedure: Employee Enrollment in Courses and/or Seminars/Workshops - Nonfaculty

Effective Date: September 1, 1985

Procedure Number: H 729

Board Policy Reference Number: 3040

I. Scope

To identify the approval process required for qualified staff to enroll in Des Moines Area Community College sponsored credit and non-credit courses and/or seminars/workshops.

II. Institutional Regulations

Administrative/professional and classified staff members who are employed at least one-half time for a minimum of nine (9) months can enroll in credit or noncredit courses and/or seminars/workshops with the College paying for tuition, activity fee, service fees and other specified fees, where appropriate, under the following conditions:

1. There must be an adequate number of tuition-paying students to justify the course and/or seminar/workshop offering.

2. The class must have space available after all tuition-paying students have enrolled.

3. Enrollment cannot exceed two credit courses or 90 hours of noncredit courses and/or seminars/workshops in any semester.

4. Attendance at courses and/or seminars/workshops under this procedure must be outside the employee’s normal working hours.

5. Employees must successfully complete the course(s) and/or seminars/workshops to be eligible for this provision. Successful completion is a C grade or better for credit courses or an S grade for noncredit courses.

6. Approval of the immediate supervisor will be required prior to registration.

7. Employees who have previously enrolled may not receive approval to change such a course from employee-paid to College-paid status.
III. Procedure

A. Staff members must complete the appropriate registration forms and the DMACC Employee Course Agreement Form obtained from the Student Records Office.

B. Registration and Agreement forms must include the departmental account number, and the signature of the immediate supervisor. If the supervisor is not the budget manager of the account, the budget manager’s signature must also be obtained. The expense object code is 394 (Employee Tuition).

C. The registration and Employee Agreement forms are to be presented in person to the Student Records Office on any of the four college campuses. Enrollment may be as follows:

1. Credit Enrollment - Staff may enroll during the designated late registration period only.

2. Noncredit Enrollment - Staff may enroll anytime on or after the day of the first class meeting as the registration schedule permits; or, if a one or two-day type seminar/workshop, staff may enroll two normal business days prior to the starting date.

D. Staff members are responsible for payment of nonwaived charges at the time of registration.

E. Staff members who drop courses and/or seminars/workshops before completion will reimburse the College for all costs up to the date of the drop.

1. These charges must be paid within two weeks of the drop date.

2. Outstanding indebtedness which is past due will be collected through a payroll deduction and may affect future benefits under this procedure.

F. Staff members must provide evidence of successful completion to their immediate supervisors.

G. Staff members will reimburse the College for all course and/or seminar/workshop costs if they fail to meet the minimum academic requirement (see II. F above).

1. These charges must be paid within two weeks of issuance of the final grade reports.

2. Outstanding indebtedness which is past due will be collected through a payroll deduction and may affect future benefits under this procedure.
H. Immediate supervisors are primarily responsible for insuring that their employees comply with these regulations and procedures.

1. The Student Records Office will notify the employee's supervisor when a class is dropped.

2. Supervisors are responsible for verifying the satisfactory completion of all coursework taken by their employees.

3. Supervisors will meet with employees to discuss reasons for the drop or failure to meet minimum academic requirements and outline procedures for payment of tuition, fees, and other charges.

4. If timely payment is not made, the supervisor will initiate the appropriate payroll deduction by notifying the Payroll Supervisor in writing of the past due charges.
DATE: August 1, 1985
TO: Dr. Joseph A. Borgen, President
FROM: Eugene R. Snyder, Executive Vice President
Management Services
RE: Board Agenda Item—August 27, 1985
Calendar Agreement with Faculty

As you are aware, considerable progress was made this
last fiscal year on several agreements related to the
academic calendars for 1985-86 and beyond. Thanks to
Leonard Bengtson, Gene Boldt, Dutch Kleywegt and faculty
members of his committee for sitting down with Harvey
Wiltsey and me and working out these compromises.

In most years hereafter, the beginning of classes will
be after Labor Day. We believe these start dates will be
more convenient for both students and staff since this
change moves DMACC's first instructional day to more nearly
coincide with those of other area colleges/universities and
local schools. Agreement on calendar definitions and
implementation and observance of professional days was also
reached. Another very important change was to begin the
collective bargaining agreement at the start of the academic
year rather than the fiscal year. This will eliminate the
splitting of pay for summer school between the new and old
contracts and allow more flexibility in the development of
future calendars to meet the needs of students. Training
periods for the Economic Development Group's services to
business and industry are also included.

As per the attached agreements, a one-time bonus of
$150 each to all faculty employed prior to September 1, 1984
and still employed at the beginning of the 1985-86 contract
year, should be approved by the Board of Directors. The
total liability is $32,250 for 215 faculty. A list of those
faculty involved is included.

I recommend the following timetable for the payment of
these amounts:

August 27, 1985--Board Meeting
(Approval of payment)

August 28, 1985--Payroll enters information
on payroll system.

September 6, 1985--Payday, include extra
separate check.
Most faculty will receive checks in the amount of $134 to $150 since FICA and IPERS must be deducted. The varying amounts depend on whether or not the faculty member has reached the maximum contribution level on one or both of these mandatory deductions. Federal and state withholding taxes is not required on this amount of payroll. Attached is a suggested letter that you might want to include in the paycheck envelope of September 6th.

On President's Day, August 27, 1985, you may want to announce that the September 6th paycheck will include this extra bonus. This would be a very positive action for the opening of school.

Attachments: Faculty List
Suggested Letter to Faculty
Two Letters of Understanding
Calendars for 1985-86 (Approved)
and 1986-87 (Proposed)
and 1987-88 (Proposed)

cc: Leonard Bengtson
    Gene Boldt
    Dutch Kleywegt
    Harvey Wiltsey
Dear

I realize that there have been many changes at the Des Moines Area Community College during the last three years, but none of the changes are as important as the curriculum revisions you completed when the college went from quarters to semesters. The enclosed check is a small appreciation for your excellent work on the massive project.

The HEA and Management bargained the amount you would be reimbursed, but I wanted to take this opportunity to personally thank you for a job well done.

All of us at Des Moines Area Community College wish you a good year, and I know I can count on you to continue to provide quality education at DMACC.

Sincerely,

Joseph A. Borgen, Ph.D.
President, Des Moines Area Community College

"An Equal Opportunity Employer"
TWELVE MONTH FACULTY

Adhav, Jagdeesh
Alley, Louis
Amdahl, Maynard
Anderson, Duane
Anderson, M. Robert
Anderson, Robert L.
Arbuckle, John
Bennett, James
Bierman, Susan
Bilder, Donna
Biner, Willard
Bowd, Leonard
Brown, Georgia
Caldwell, Rusty
Carpenter, Richard
Chalup, Claire
Clark, Getrude
Collier, Kenneth
Comstock, Anne
Cowman, Rick
Custer, Harriet
Dobbins, Willis
Dowis, Willis
Dunsmore, Thomas
Eckstrom, Sharon
Everett, Carleton
Fortner, Dolores
Freier, Ronald
Frette, Lloyd
Gaines, Peggy
Gartin, Richard
George, Kerry
Giudicessi, Richard
Goodwin, Vernon
Halverson, Patricia
Hann, Bruce
Harder, Eugene
Harris, John
Havens, Roy
Hendrick, William
Henry, Betty
Hilgers, Daniel
Hill, John
Huddleson, Guy
Jansen, Robert
Johnson, Dolores
Johnson, Roslea
Keefe, Edward
Keul, Ralph
Kleywegt, Dutch
Klinker, Janet
Lee, William
Leggett, Sandra
Linduska, Kim

Mann, Robert
Manning, Gerald
Marten, Dennis
Muehlethaler, Shirley
Myers, Douglas
Pardekooper, Charles
Peterson, Thomas
Pheares, Therese
Pitz, Jane
Powers, Dolores
Prager, Henry
Pratt, Ewa
Priestley, Russell
Putzier, Brian
Ragner, David
Ross, Kenneth
Rowe, Margaret
Scoville, Lewis
Scroggs, Richard
Seliger, Richard
Sharp, Dianne
Shlaes, Benjamin
Silver, Richard
Smart, Charles
Stiles, Betty
Taylor, Robert
Thorsheim, Rudolph
Tomes, Cynthia
Trower, Ronnie
Troy, Jane
Twedt, John
Wells, Venita
Wickham, Susan
Yarrow, Marvin
Young, Robert

LIBRARIANS

Messersmith, Diana
Petersen, Shirley

COUNSELORS

Abram, Mardelle
Anderson, Evelyn
Brown, Joyce
Burdick, Marilyn
Clark, Kenneth
Clauson, Larry
Meyer, Barbara
Perry, Michael
Silberhorn, George
Twedt, Arlen
Wagner, Dale
## NINE MONTH INSTRUCTORS

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LETTER OF UNDERSTANDING

Des Moines Area Community College agrees to pay a one time bonus of $150 each to all faculty employed prior to September 1, 1984 and still employed at the beginning of the 1985-86 contract year. This payment is made in appreciation of their fine and loyal contribution to the institution in assisting with the curricula transition from quarters to semesters.

For the contract year 1986-87, and all subsequent years, the collective bargaining agreement effective date will be August 15. Any salary and fringe benefit adjustments will be effective the first pay period of each new school year. For the 1985-86 school year the contract will be effective from July 1, 1985 through August 14, 1986.

For the Board

[Signature]

[Date: May 1, 1985]

For the Association

[Signature]

[Date: 5-8-85]
DEFINITIONS

Contractual Days: The total number of days a unit member is accountable to the college as indicated by his/her individual contract.

Student Contact Days: Contractual days during which time classes are scheduled within Fall Semester, Spring Semester, and/or Summer Term.

Professional Days: Contractual Days other than student contact days. The employer may designate up to a maximum of three (3) professional days during which attendance by unit members may be mandated.

Teaching Staff: Unit members who regularly teach classes and/or labs.

Non-teaching Staff: Unit members who perform educational services other than teaching on a regular basis; e.g., counselors and librarians.

IMPLEMENTATION/OBSERVATION

Teaching Staff will observe Professional Days as indicated on the board approved calendar.

Non-teaching staff will have professional days administered on the faculty activity unit policy (dated August 31, 1984) and the memo of understanding (dated July 1, 1983) regarding non-duty days.

Employees in their first two years of employment (Probationary) and/or Warning Status will be required to have approval for all contractual days.

For the Board

[Signature]

[Date] 9/17/1985

For the Association

[Signature]

[Date] 9/8/85
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**College Year**

- Total: 202 days

**Two-Semester Contracts (8-26 to 5-8)**

- Student Contact Days: 152
- Professional Days: 13

- Total: 165 days

---

**Holidays**

- January 1987
  - 2
- January 1987
  - 1
- January 1987
  - 1

**Regular Meeting**

- Page 9 of 10

- Regular Meeting
- August 27, 1987

---

**Calendar**

- July - 1986
  - 1
- August
  - 4
- September
  - 2
- October
  - 1
- November
  - 1
- December
  - 1
- January - 1987
  - 2
- February
  - 2
- March
  - 2
- April
  - 1
- May
  - 1
- June
  - 1
- July
  - 1
- August
  - 3
- September
  - 1

---

**Diagram**

- Monthly calendar with shaded days indicating holidays, professional days, and non-duty days.
<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
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<td>AUGUST-1987</td>
<td>3</td>
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<tr>
<td>SEPTEMBER</td>
<td>1</td>
<td>2</td>
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<td>NOVEMBER</td>
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<td>3</td>
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<td>5</td>
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<tr>
<td>FEBRUARY</td>
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<td>2</td>
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<td>MARCH</td>
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<td>APRIL</td>
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<td>5</td>
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<td>JUNE</td>
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<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>JULY</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>AUGUST</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>SEPTEMBER</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

- **Holidays**
- **Professional Days**
- **Non-duty Days**
- **Start of Term**
- **End of Term**

**College Year**
- Fall Semester: 75 days
- Spring Semester: 77 days
- Summer Term: 50 days

**Total: 202 days**

**Two-Semester Contracts**
- 8-26 to 5-6
- 152 Student Class Days
- 13 Professional Days
- Total: 165 days

**Twelve-Month Contracts**
- 8-15 to 8-14
- 202 Student Class Days
- 15 Professional Days
- Total: 217 days
## DES MOINES AREA COMMUNITY COLLEGE

### BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Term Expires</th>
<th>District No.</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeVere Bendixen</td>
<td>1987</td>
<td>9</td>
<td>O - 515-283-3765</td>
</tr>
<tr>
<td>37 Thirtieth Street</td>
<td></td>
<td></td>
<td>H - 515-282-3462</td>
</tr>
<tr>
<td>Des Moines, IA 50312</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Clouser</td>
<td>1985</td>
<td>3</td>
<td>O - 712-684-2241</td>
</tr>
<tr>
<td>RR3 - Box 205B</td>
<td></td>
<td></td>
<td>H - 712-684-5528</td>
</tr>
<tr>
<td>Coon Rapids, IA 50058</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lloyd Courter</td>
<td>1987</td>
<td>2</td>
<td>O - 515-432-1355</td>
</tr>
<tr>
<td>Doran, Courter &amp; Quinn</td>
<td></td>
<td></td>
<td>H - 515-432-1356</td>
</tr>
<tr>
<td>PO Box 216</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boone, IA 50036</td>
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<td></td>
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</tr>
<tr>
<td>Eldon Leonard</td>
<td>1987</td>
<td>6</td>
<td>O - 515-964-0685</td>
</tr>
<tr>
<td>901 SW 2nd Street Place</td>
<td></td>
<td></td>
<td>(Chamber)</td>
</tr>
<tr>
<td>Ankeny, IA 50021</td>
<td></td>
<td></td>
<td>H - 515-964-3289</td>
</tr>
<tr>
<td>Theodore Nemmers</td>
<td>1986</td>
<td>8</td>
<td>O - 515-265-0335</td>
</tr>
<tr>
<td>3322 East Jefferson</td>
<td></td>
<td></td>
<td>H - 515-266-6685</td>
</tr>
<tr>
<td>Des Moines, IA 50317</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jasper Risdal</td>
<td>1985</td>
<td>5</td>
<td>H - 515-792-3220</td>
</tr>
<tr>
<td>2200 N. Third Ave., E</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Newton, IA 50208</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Herbert L. Ritland</td>
<td>1986</td>
<td>1</td>
<td>H - 515-292-7659</td>
</tr>
<tr>
<td>703 Stanton</td>
<td></td>
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</tr>
<tr>
<td>Ames, IA 50010</td>
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<tr>
<td>Donald P. Rowen</td>
<td>1986</td>
<td>7</td>
<td>O - 515-262-9571</td>
</tr>
<tr>
<td>Iowa Federation of Labor</td>
<td></td>
<td></td>
<td>H - 515-274-2311</td>
</tr>
<tr>
<td>2000 Walker, Suite A</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Des Moines, IA 50317</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Douglas Shull</td>
<td>1985</td>
<td>4</td>
<td>O - 515-961-2571</td>
</tr>
<tr>
<td>901 Scott Felton Road</td>
<td></td>
<td></td>
<td>H - 515-961-6304</td>
</tr>
<tr>
<td>Indianola, IA 50125</td>
<td></td>
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</tr>
</tbody>
</table>
BOONE CAMPUS

KRIS PHILIPS, DEAN

NURSING

OFFICE OCCUPATIONS
Mrs. Marsha Benna
1043 Gaskill Avenue
Ames, IA 50010
Business: 292-9168
Home:

Ms. Laura Shaw
1220 S. Linn, Apt. 5A
Boone, IA 50036
Business: 432-8493
Home:

Mrs. Donna Bildner, Instructor
1222 7th Street
Boone, IA 50036
Business: 432-7203
Home:

Mrs. Penny A. Tiffany, R.N., BSN
Director of Nursing
Evangelical Free Church Home
112 W. 4th Street
Boone, IA 50036
Business: 432-1393
Home:

Mrs. Julie Burge
117½ Marshall Street
Boone, IA 50036-3623
Business:
Home: 432-9537

Ms. Monica Wells
Box 148
Boone, IA 50036
Business: 438-2600
Home: 275-4496

Ms. Pat Nystrom
623 W. 2nd Street
Boone, IA 50036
Business:
Home: 432-4021

Ms. Charlene Wilkening, R.N.
Coordinator of Medical/Surgical Nursing
Boone County Hospital
1015 Union Street
Boone, IA 50036
Business: 432-3140
Home:

Ms. Marilyn Polito, R.N.
Nurse Manager, E.R. Short Stay
Mary Greeley Medical Center
117 11th Street
Ames, IA 50010
Business: 239-2134
Home:
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
<th>Home</th>
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</thead>
<tbody>
<tr>
<td>Ms. Nadine Buss</td>
<td>Executive Secretary</td>
<td>Veterinary Medical Diagnostic Laboratory, Iowa State University, Ames, IA 50010</td>
<td>294-1950</td>
<td>233-1514</td>
</tr>
<tr>
<td>James Nash</td>
<td>General Manager</td>
<td>Merit Baking Company, Box 40 Industrial Road, Boone, IA 50036</td>
<td>432-4084</td>
<td>432-1237</td>
</tr>
<tr>
<td>Ms. Barb Erickson</td>
<td>Exec. Sec</td>
<td>Emergencies Physicians Surgeons, Mercy Hospital, Des Moines, IA 50314</td>
<td>247-4445</td>
<td></td>
</tr>
<tr>
<td>Mrs. Eileen Primmer</td>
<td>Employment Services Manager</td>
<td>Iowa Department of Transportation, 800 Lincoln Way, Ames, IA 50010</td>
<td>239-1277</td>
<td>769-2214</td>
</tr>
<tr>
<td>Ms. Ilah Maron</td>
<td>Certified Professional Secretary</td>
<td>Iowa State University, 25 Curtiss Hall, Ames, IA 50011</td>
<td>294-2940</td>
<td></td>
</tr>
<tr>
<td>Miss Christy Wessling</td>
<td></td>
<td>622 10th, Boone, IA 50036</td>
<td>733-4372</td>
<td>432-6166</td>
</tr>
<tr>
<td>Mrs. Helen McGehee, Cashier</td>
<td>Citizens National Bank, 724 Story Street, Boone, IA 50036</td>
<td>432-7611</td>
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<td></td>
</tr>
<tr>
<td>Miss Ramona Wierson</td>
<td>Sociology Department</td>
<td>Sociology Department, Iowa State University, Ames, IA 50011</td>
<td>294-8311</td>
<td>232-7168</td>
</tr>
<tr>
<td>Mrs. Lois Mens, Accounting Supervisor</td>
<td>Iowa State University, Housing Department, 1000 University Village, Ames, IA 50010</td>
<td>294-5360</td>
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</tbody>
</table>
BUSINESS & MANAGEMENT

CARROLL BENNETT, DEAN

ACCOUNTING
AGRI BUSINESS
DATA PROCESSING
FINANCIAL SERVICES
HOSPITALITY CAREERS
LEGAL SECRETARIAL
MARKETING
MEDICAL SECRETARIAL
OFFICE OCCUPATIONS
Mr. Bentley DeMars  
Controller & Treasurer  
Cadco  
10100 Douglas  
Des Moines, IA 50322  
Business: 276-5417  
Home:

Mr. Ron Morden  
American Republic Insurance Co.  
P.O. Box 1  
Des Moines, IA 50334  
Business: 245-2001  
Home:

Mr. Gerald Feitler  
Central Tractor Company  
1515 E Euclid  
Des Moines, IA 50313  
Business: 266-3101  
Home:

Mr. Alan D. Opheim  
P.O. Box 627  
Altoona, IA 50009  
Business: 967-7633  
Home:

Professor Quentin Gerber  
Drake University  
Business Administration  
Aliber Hall  
Des Moines, IA  
Business: 271-3749  
Home: 225-9682

Mr. Eric Torkelson  
Deloitte, Haskins & Sells  
1200 Carriers Building  
Des Moines, IA 50309  
Business: 288-9723  
Home:

Mr. Jim Henkel  
813 Keeler Street  
Boone, IA 50036  
Business: 432-8636  
Home:

Mr. Clyde Varney  
Pester Corporation  
303 Keo  
Des Moines, IA 50309  
Business: 282-5000  
Home:

Ms. Mary Mitchum  
Controller  
Ross Daniels, Inc.  
1720 Fuller Road  
West Des Moines, IA 50265  
Business: 225-6471  
Home:
Mr. Rich Albaugh  
207 Cypress  
Huxley, IA 50124  
Business: 233-4065  
Home: 597-2171  

Mr. Jack Nolin  
8155 Bluff Drive NE  
Bondurant, IA 50035  
Business: 967-5441  
Home:  

Mr. Lewis Baer  
Baer Agricultural Supply  
P. O. Box 299  
Waukee, IA 50263  
Business: 987-4763  
Home:  

Mr. Harold I. Richard  
President  
Agri Industries  
2829 Westown Parkway, Suite 100  
West Des Moines, IA 50265  
Business: 223-3720  
Home:  

Mr. Roger Kenkel  
Manilla Fertilizer Co.  
P. O. Box 356  
John St. & Ind Rd.  
Manilla, IA 51454  
Business: 712-654-2073  
Home: 712-654-8442  

Mr. Verle Sanderson  
1047 5th Avenue  
Des Moines, IA 50314  
Business: 243-4452  
Home:  

Mr. Dennis Landis  
Management Placement Manager  
Land 'O Lakes  
2827 8th Avenue S  
Fort Dodge, IA 50501  
Business:  
Home:  

Mr. Robert L. Skinner  
President  
Iowa Grain & Feed Association  
2882 106th Street  
Des Moines, IA 50322  
Business: 276-0066  
Home:  

Mr. Dan Murphy  
Committee Chairman  
Dan Murphy Company  
1533 Linden  
Des Moines, IA 50309  
Business: 283-2739  
Home:  

Mr. Mark Taylor  
Deputy Director  
Iowa Fertilizer & Chemical  
323 University Avenue  
Des Moines, IA 50314  
Business: 282-9659  
Home:  
Mr. Vic Vandehaar  
Alleman Cooperative Company  
Alleman, IA 50007  
Business: 685-3541  
Home:

Mr. Roger VanGorp  
Farmland Industries  
1661 East Aurora  
Des Moines, IA 50316  
Business: 266-2233  
Home:
Mr. Mark Beckwith  
Northwest Financial Information  
Systems Group  
207 Ninth Street  
Des Moines, IA 50307  
Business: 243-2131  
Home:  

Ms. Mary Peterson  
Programmer - Data Processing  
4928 Beech  
Des Moines, IA 50317  
Business: 263-5273  
Home: 262-9801  

Mr. Ed Coffman  
Farm Bureau Life Ins. Co.  
5400 University  
West Des Moines, IA 50265  
Business: 225-5725  
Home:  

Ms. Dyanne Schulze  
Meredith Corp.  
111 10th  
Des Moines, IA 50309  
Business: 284-2849  
Home:  

Mr. Charles C. Hilsenbeck, Mgr. D.P.  
Kirke - Van Orsdel Computer Services  
Capitol Square Bldg.  
400 Locust Street  
Des Moines, IA 50398  
Business: 243-1776  
Home: 262-6603  

Mr. Donald R. Stites  
Senior Systems Analyst  
Bankers Life  
Planning Dept.  
711 High  
Des Moines, IA 50307  
Business: 247-5413  
Home: 223-4170  

Mr. Ernie Moore  
American Republic Ins. Co.  
6th & Keo Way  
Des Moines, IA 50309  
Business: 245-2330  
Home:  

Mr. Loran Vanden Oever  
Rolscreen Company  
102 Main Street  
Pella, IA 50219  
Business: 628-1000  
Home:  

Mr. Bob Myers  
Aid Insurance  
Box 974  
701 5th Ave.  
Des Moines, IA 50304  
Business: 280-4320  
Home:
Mr. Mike Carley  
Assistant Branch Manager  
Hawkeye Capital Bank & Trust  
1025 N. Nickory  
Pleasant Hill, IA 50317  
Business: 263-8911  
Home: 263-8074

Ms. Mary Greco  
First Interstate Bank  
of Des Moines  
6th & Locust  
Des Moines, IA 50309  
Business: 245-7196  
Home:

Mr. Mark Kilian  
Internal Auditor  
Valley National Bank  
Walnut at Sixth  
Des Moines, IA 50309  
Business: 245-6146  
Home: 279-3032

Ms. Jane Klinkner  
Assistant Secretary & Branch Mgr  
American Federal Savings & Loan  
Locust Mall, 7th & Locust  
Des Moines, IA 50309  
Business: 243-2944  
Home:

Ms. Beth McGeough  
Assistant Vice President  
Warren County Brenton Bank & Trust Co.  
P. O. Box 157  
Indianola, IA 50125  
Business: 961-5321  
Home: 961-7252

Mr. Evan Oster, Vice President  
United Federal Savings Bank  
Capitol Square  
4th & Locust  
Des Moines, IA 50308  
Business: 247-4747  
Home:

Mr. Walter Pirnot  
Sr. VP of Commercial Banking  
Norwest Bank  
Financial Center Bldg, 7th & Walnut  
Des Moines, IA 50309  
Business: 245-3131  
Home:

Mr. John Thomsen Powell  
Director of Human Resources  
First Interstate Bank of Des Moines  
6th & Locust  
Des Moines, IA 50309  
Business: 245-7004  
Home: 244-5913

Mr. Jim Ross  
Vice President & Cashier  
Plaza State Bank  
Box 3660  
Des Moines, IA 50322  
Business: 278-1671  
Home:

Mr. Dennis Skelton  
Coordinator of Training  
Iowa Credit Union League  
3206 University Avenue  
Des Moines, IA 50311  
Business: 279-3641  
Home:
Mr. Gregg L. Bodenhamer  
General Manager  
Super 8 Lodge  
4755 Merle Hay Road  
Des Moines, IA 50323  
Business: 278-8858  
Home:  

Ms. Pam Finney  
Director of Sales  
Capitol Plaza Holiday Inn  
I-235 & 6th Avenue  
Des Moines, IA 50314  
Business: 281-0151  
Home:  

Mr. Jay Bohoja  
Owner/Manager  
Plaza Motel  
5626 Douglas  
Des Moines, IA 50310  
Business: 278-1601  
Home:  

Mr. Doug Good  
Club Manager  
Des Moines Club  
666 Grand Avenue  
Des Moines, IA 50309  
Business: 244-2177  
Home:  

Ms. Crystal Boykin  
Resident Manager  
Marriott Hotel  
700 Grand Avenue  
Des Moines, IA 50309  
Business: 245-5500  
Home:  

Ms. Connie Hagerman  
Sous Chef, Des Moines Club  
666 Grand Avenue  
Des Moines, IA 50309  
Business: 244-2177, ext. 11  
Home:  

Mr. Kim Burow  
Sous Chef  
Des Moines Golf & Country Club  
I-80 & Ashworth Road  
West Des Moines, IA 50265  
Business: 225-1148  
Home:  

Mr. Mike Hemry  
Kitchen Manager  
Bavarian Haus  
5220 NE 14th  
Des Moines, IA 50317  
Business: 266-1173  
Home:  

Mr. Les Davis  
Executive Secretary  
Iowa Restaurant Association  
415 Shops Building  
Des Moines, IA 50314  
Business: 282-8304  
Home:  

Mr. Ken Howard  
Assistant Manager  
Strawtown Inn  
P. O. Box 313  
Pella, IA 50219  
Business: 628-4043  
Home:
Mr. Bill Jess  
Food Service Director  
Saga Corporation  
717 Mulberry  
Des Moines, IA 50309  
Business: 280-2592  
Home:  

Mr. Bill Ohnemus  
Central Commissary Manager  
Drake University  
P. O. Box 369  
Waukee, IA 50263  
Business: 271-2261  
Home:  

Mr. Mike Laval  
Laval Ltd Catering  
3202 Grand Avenue  
Des Moines, IA 50312  
Business: 279-9399  
Home:  

Mr. Wayne Rohauer  
Food & Beverage Director  
Holiday Inn South  
2101 Fleur Drive  
Des Moines, IA 50315  
Business: 283-1711  
Home:  

Mrs. Virginia Lodge  
Des Moines Tech  
18th and Grand  
Des Moines, IA 50309  
Business: 284-7896  
Home: 225-1398  

Mr. Larry Scott  
General Manager  
Airport Hilton  
6111 Fleur Drive  
Des Moines, IA 50321  
Business: 287-2400  
Home:  

Mr. John McCollom  
Personnel Director  
Marriott Hotel  
700 Grand Avenue  
Des Moines, IA 50309  
Business: 245-5500  
Home:  

Ms. Vera Smith  
Director of Food Service  
Wesley Acres  
3520 Grand  
Des Moines, IA 50309  
Business: 274-3040  
Home:  

Mr. Leonard McMullen  
Executive Chef  
Marriott Hotel  
700 Grand Avenue  
Des Moines, IA 50315  
Business: 245-5500  
Home:  
Mr. Tom Bolton  
Iowa Assn. of Electrical Coop.  
Suite 48  
8525 Douglas Ave.  
Urbandale, IA 50322  
Business: 276-5350  
Home:  

Mrs. Deborah K. Ivis Borgen  
10570 Greenbelt Drive  
Des Moines, IA 50322  
Business:  
Home: 255-7872  

Ms. Barbara Czizek  
1137 44th St., #2  
Des Moines, IA 50311  
Business: 283-3184  
Home: 279-3602  

Mrs. Kathy Hamre  
Personnel Generalist  
Polk Co. Adm. Office Bldg.  
Second and Court  
Des Moines, IA 50309  
Business: 286-3200  
Home:  

Mrs. Kathy Ruble  
Brown, Winick, Graves, Donnelly & Baskerville  
1100 Carriers Bldg.  
Des Moines, IA 50309  
Business: 283-2076  
Home:  

Mrs. Ann Herteen  
Davis, Hockenberg, Wine, Brown & Koehn  
Personnel Department  
2300 Financial Center  
Des Moines, IA 50309  
Business: 243-2300  
Home:  

Ms. Patty Rae Kritchard, PLS  
Garten & Landess  
835 Insurance Exchange Bldg.  
Des Moines, IA 50309  
Business: 243-1249  
Home: 287-2393  

Ms. Sherry Levine  
2917 35th Street  
Des Moines, IA 50310  
Business:  
Home: 255-7175  

Ms. Barbara Czizek  
1137 44th St., #2  
Des Moines, IA 50311  
Business: 283-3184  
Home: 279-3602  

Ms. Kathy Ruble  
Brown, Winick, Graves, Donnelly & Baskerville  
1100 Carriers Bldg.  
Des Moines, IA 50309  
Business: 283-2076  
Home:  

Mrs. Darcy McConkey Sanford  
2433 Capitol  
Des Moines, IA 50317  
Business: 287-4490  
Home: 262-9439  

Mrs. True Sherman  
2904 Patricia Drive  
Des Moines, IA 50322  
Business:  
Home: 276-4218
Legal Secretarial
Page Two

Margaret Slyby, Office Manager
Peddicord & Sutphin
Attorneys at Law PC
300 Fleming Building
Des Moines, IA 50309
Business: 243-2100
Home:

Mrs. Lori Whipple
Nelson & Cahill, Attorneys
1015 Fifth Street, P. O. Box 88
Nevada, IA 50201
Business: 382-6571
Home: 388-4543
Ms. Connie S. Bever  
Director of Marketing  
American Media  
1454 30th Street  
West Des Moines, IA 50265  
Business: 224-0919  
Home:  

Mr. John Fonda  
Branch Manager  
John Day Company  
2475 NE 78th Street  
Ankeny, IA 50021-9761  
Business: 265-5374  
Home:  

Mr. Kenneth (Jim) J. Black  
Manager  
610 Davis  
Frontier Food Market  
Polk City, IA 50226  
Business: 984-6113  
Home: 984-6630  

Mr. Jon Franklin  
Buyer, Men's Clothing  
Younkers  
7th & Walnut  
Des Moines, IA 50309  
Business:  
Home:  

Mr. Walley B. Boe  
Nabisco, Incorporated  
Box 896  
Des Moines, IA 50304  
Business: 265-5369  
Home:  

Mr. Terry Shane  
John Deere Des Moines Works  
Box 1595  
Des Moines, IA 50306  
Business: 283-3887  
Home:  

Ms. Carole Chambers  
Sales Director  
Hotel Fort Des Moines  
11th & Walnut  
Des Moines, IA 50309  
Business: 243-1161  
Home:  

Mr. Dennis Williams  
Store Manager  
Plywood Minnesota  
5085 NE 17th Court  
Des Moines, IA 50313  
Business: 265-7304  
Home: 984-6304  

Mr. Richard M. Ervin  
President  
Iowa Machinery & Supply Co. Inc.  
1711 2nd Ave.  
Des Moines, IA 50314  
Business: 288-0123  
Home: 276-7568
Mrs. De Betts
4002 Ashworth Road
West Des Moines, IA 50265-3050
Business: 
Home: 

Mrs. Sue Hardy
Business Manager
Orthopedists Ltd
3716 Ingersoll Avenue
Des Moines, IA 50312
Business: 274-9291
Home: 277-5124

Mrs. Julie Bolejack, R.R.A.
Mercy Hospital
Medical Record Dept
6th & University Avenue
Des Moines, IA 50314
Business: 247-4140
Home: 964-2091

Dr. Mearl Kilmore
8409 Ridgemont Drive
Des Moines, IA 50322
Business: 271-1435
Home: 276-8289

Mrs. Dianne Costanzo
1309 Ashworth Road
West Des Moines, IA 50265
Business: 288-1097
Home: 223-6608

Mrs. Jean Kuskulis
Dr.'s Richard and Robinson
Suite 203
1212 Pleasant Street
Des Moines, IA 50309
Business: 244-8169
Home: 

Mrs. Betty Ehlert, CMA-A
Business Manager
Dr. A. Clemens
1039 5th Avenue
Des Moines, IA 50314
Business: 282-0566
Home: 

Ms. Pam Larsen
RR #2
Diagonal, IA 50865
Business: 464-3226
Home: 336-2465

Mrs. Maureen Hallett
Supervisor, Medical Secretaries
McFarland Clinic
12th & Douglas
Ames, IA 50010
Business: 239-4400
Home: 

Mr. Larry Leaverton
Small Business Administration, SCORE
110 51st Street
Des Moines, IA 50312
Business: 
Home: 274-3264
Ms. Patricia Monk
Business Manager
Internal Medical Clinic
2932 Ingersoll Avenue
Des Moines, IA 50312
Business: 288-2291
Home: 

Ms. Janice Palmer, R.R.A.
Assistant Director, Medical Records Dept
Iowa Methodist Medical Center
1200 Pleasant
Des Moines, IA 50309
Business: 283-6123
Home: 981-5005

Mrs. Donna Paris, ART
Boone County Hospital
Boone, IA 50036
Business: 432-3140
Home: 

Ms. Renita Pauley
Central Iowa Orthopedics
1301 Penn Ave., Suite 404
Des Moines, IA 50316
Business: 263-8000
Home: 

Mrs. Donna Rieck, R.R.A.
Director of Medical Record Dept.
Iowa Lutheran Hospital
University at Penn Avenue
Des Moines, IA 50316
Business: 263-5288
Home: 255-5283
Mrs. Joyce A. Baker  
Vice President  
United Federal Savings  
4th & Locust  
Des Moines, IA 50308  
Business: 247-4661  
Home: 967-3463

Ms. Melissa Brousseau  
Melissa Brousseau & Associates  
7700 University  
Office Plaza  
Des Moines, IA 50311  
Business: 277-8308  
Home:

Ms. Janet Christians  
Ankeny Police Department  
211 SW Walnut  
Ankeny, IA 50021  
Business: 964-4550  
Home:

Ms. Denise Crawford  
Norwest Bank  
6th & Walnut  
Des Moines, IA 50309  
Business: 245-8497  
Home:

Ms. Cindi Gardner  
Supervisor, Word Processing Center  
Iowa Department of Job Service  
1000 E. Grand  
Des Moines, IA 50319  
Business: 281-5160  
Home:

Mrs. Cheryl Greve  
P.O. Box 137  
Sabula, IA 52070-0137  
Business:  
Home:

Mrs. Gretchen Hamlett  
Commercial Marketing Admin. Mgr.  
Northwestern Bell  
6200 Aurora - 2nd Floor  
Des Moines, IA 50322  
Business: 270-5822  
Home: 282-1363

Ms. Anita Hatfield  
Dictaphone  
8345 University Blvd., Suite C  
Des Moines, IA 50311  
Business: 223-8405  
Home: 265-7096

Ms. Cindi Gardner  
Supervisor, Word Processing Center  
Iowa Department of Job Service  
1000 E. Grand  
Des Moines, IA 50319  
Business: 281-5160  
Home:
Mrs. Gretchen Hamlett  
Commercial Marketing Admin. Mgr.  
Northwestern Bell  
6200 Aurora - 2nd Floor  
Des Moines, IA 50322  
Business: 270-5822  
Home: 282-1363

Ms. Anita Hatfield  
Dictaphone  
8345 University Blvd., Suite C  
Des Moines, IA 50311  
Business: 223-8405  
Home: 265-7096

Ms. Laura Walker  
Iowa State Loan Liquidity Corp.  
424 10th St., Suite 305  
Des Moines, IA 50309  
Business: 243-5626  
Home:

Ms. Diane Webb  
Ruan Transport Corp.  
3100 Ruan Center  
666 Grand Avenue  
Des Moines, IA 50309  
Business: 245-2500  
Home:
CARROLL CAMPUS

KENNETH SHIBATA, DEAN

AUTO SERVICE
BUILDING TRADES
FIRST YEAR NURSING
GENERAL
Mr. Ray Beckman  
Parts Manager  
Koberg Chevrolet  
1908 N. Main  
Carroll, IA 51401  
Business: 712-792-9236  
Home: 712-792-2674

Mr. Dale Quandt  
Wilkins Auto Parts  
Hwy 30 West  
Carroll, IA 51401  
Business: 712-792-4381  
Home: 712-792-5586

Larry Demers  
Machine Shop Manager  
Wilkins Auto Parts  
Highway 30 West  
Carroll, IA 51401  
Business: 712-792-4381  
Home: 712-792-9980

Mr. Walley Rose  
Wittrock Motors  
218 West 6th  
Carroll, IA 51401  
Business: 712-792-9234  
Home: 712-792-4962

Denny Halder  
H & H Sports  
635 West 2nd Street  
Carroll, IA 51401  
Business: 712-792-1587  
Home: 712-792-1266

Mr. Tom Snyder  
Sieg Company  
711 Mockingbird Drive  
Carroll, IA 51401  
Business: 712-792-9286  
Home: 712-792-5239

Mr. Gerald Haubrich  
RR 3  
Carroll, IA 51401  
Business:  
Home: 712-669-3680

Mr. Jim Thielen  
Iowa Small Engines  
306 N Carroll  
Carroll, IA 51401  
Business: 712-792-2126  
Home: 712-792-5448

Mr. Allan Hunter  
Service Manager  
Griffith Ford Mercury  
Jct. Highway 71 & 30  
Carroll, IA 51401  
Business: 712-792-1505  
Home: 712-663-4425

Mr. Lou Walsh  
Walsh Motors  
Hwy 30 West  
Carroll, IA 51401  
Business: 712-792-4352  
Home: 712-792-4352
Building Trades - Carroll Advisory Committee
FALL 1985

Mr. Virgil J. Baumhover
Baumhover Construction Inc.
233 S. Court
Carroll, IA 51401
Business: 712-792-1415
Home: 712-792-9831

Mrs. Pat J. Beck
218 W 11th Street
Carroll, IA 51401
Business: 712-792-1134
Home: 712-792-1513

Mr. Clayton Broich
1742 Pike Avenue
Carroll, IA 51401
Business: 712-792-4261
Home:

Mr. Wayne D. Halbur
Halbur Realty Co.
225 West 4th
Carroll, IA 51401
Business: 712-792-2866
Home:

Mr. Kevin Larsen
115 S. Court
Carroll, IA 51401
Business: 712-792-6677
Home: 712-792-5867

Mr. Larry J. Lenz
1320 N. Grant Road
Carroll, IA 51401
Business: 712-792-5080
Home: 712-792-9788

Mr. Don Mikkelson
RR #1
Dedham, IA 51440
Business:
Home: 712-683-5661

Mr. Jack J. Ramaeker
Midwest Wholesale Bldg Products
324 N Court
Carroll, IA 51401
Business: 712-792-4581
Home: 712-792-4730

Mr. Roman J. Steffes
Steffes & Son Construction
120 S. Adams
Carroll, IA 51401
Business: 712-792-9346
Home: 712-792-5864

Mr. Larry Wolterman
RR #1
Arcadia, Iowa
Business:
Home: 712-689-2217
Mrs. Deb Collison, LPN  
R.R. 3  
Carroll, IA 51401  
Business:  
Home:  (712) 792-1452

Ms. Renee Rains, R.N.  
529 Troy Drive  
Carroll, IA 51401  
Business:  
Home:  712-792-4647

Ms. Pat Hogan, R.N.  
241 Perch  
Carroll, IA 51401  
Business:  
Home:  712-792-2042

Ms. Joan Schulte, R.N.  
Consumer  
Breda, IA 51436  
Business:  
Home:  712-673-2869

Mr. Gordon Larson  
Assistant Administrator  
St. Anthony Regional Hospital  
Carroll, IA 51401  
Business:  712-792-3581  
Home:

Mr. Roger Trachsel  
202 Hillcrest Drive  
Carroll, IA 51401  
Business:  
Home:  712-792-1278

Mr. Denny Ploeger, Counselor  
Glidden-Ralston Community Schools  
205 Minnesota  
Glidden, IA 51443  
Business:  712-659-2205  
Home:  712-659-3452

Ms. Carolyn Rabel  
Administrator, Carroll Health Center  
Westwood Knolls  
2239 N. West St.  
Carroll, IA 51401  
Business:  712-792-9284  
Home:
Mr. Jim Booy  
Plant Operations Manager  
Rolscreen Company  
Highway 30 East  
Carroll, IA 51401  
Business: 712-792-4616  
Home: 712-792-5022

Ms. Ann Burns, General Manager  
Carroll Daily Times Herald  
508 N. Court  
Carroll, IA 51401  
Business: 712-792-3573  
Home: 712-792-2735

Mr. Tim Campbell  
Executive Director  
Carroll Chamber of Commerce  
223 West 5th Street  
Carroll, IA 51401  
Business: 712-792-4383  
Home: 712-792-4157

Mr. Paul Collison  
General Manager  
Radio Stations KCIM & KKRL  
1119 E. Plaza Drive  
Carroll, IA 51401  
Business: 712-792-4321  
Home: 712-792-9996

Father Thomas Geelan  
Superintendent, Kuemper High School  
109 S. Clark  
Carroll, IA 51401  
Business: 712-792-3596  
Home: 712-792-3438

Mr. Hubert Hagemann, Jr.  
RR 2  
Carroll, IA 51401  
Business:  
Home: 712-792-2087

Ms. Karen Kauffman, Manager  
Employee & Community Relations  
General Electric Company  
1803 Radiant  
Carroll, IA 51401  
Business: 712-792-3550  
Home: 712-792-5819

Mr. Harold J. (Hip) Kienapfel  
Executive Director  
New Hope Village  
East 18th Street  
Carroll, IA 51401  
Business: 712-792-5500  
Home: 712-792-2242

Ms. Beth L. Lee  
Customer Service Officer  
Iowa Savings Bank  
Box 75  
Coon Rapids, IA 50058  
Business: 712-684-2271  
Home: 712-684-5583

Mr. Merle McCrea, Instructor  
Gliiden-Ralston Community School  
Gliiden, IA 51443  
Business: 712-659-2205  
Home: 712-659-3056
General Advisory Committee
Page Two

Mr. Dale Proctor
Superintendent
Carroll Public Schools
1026 N. Adams
Carroll, IA 51401
Business: 712-792-5540
Home: 

Mrs. Mary Beth Schechtman
111 Lois Avenue
Carroll, IA 51401
Business: 
Home: 712-792-9930

Ms. Gayle Schleisman
Smart Set Salon
325 West 5th
Carroll, IA 51401
Business: 712-792-9307
Home: 712-792-9972

Mr. John Sehnert, Manager
Iowa Public Service Company
804 N. Main
Carroll, IA 51401
Business: 712-792-3518
Home: 712-792-5009
Mrs. Ardith Forsyth, R.D.
Consultant
312 J
Nevada, IA 50201
Business: 382-4657
Home: 382-4657

Ms. LeEtta Krull
Dept. of Dietary Service
Mary Greeley Hospital
Ames, IA 50010
Business: 239-2011
Home: 233-1476

Ms. Gladys M. Grabe
Home Economics Consultant, Career Ed Division
State Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319
Business: 281-4705
Home: 274-0897

Mrs. Mildred McDaniel
Senior Account Consultant
Blue Cross-Blue Shield of Iowa
636 Grand Avenue
Des Moines, IA
Business: 245-5195
Home: 899-2257

Mr. Jim Huss
HRI Extension Specialist
Hotel, Restaurant & Institution Mgmt
Iowa State University
9E Mac Kay Hall
Ames, IA 50011
Business: 294-3527
Home: 

Mr. Rudy Michalek
Regional Supervisor
Beverly Enterprises
27 Heritage Place
Sioux City, IA 51106
Business: 712-274-7597
Home: 712-274-7122

Mrs. Helen Klein
Assistant Food Service Supervisor
Pella Community Hospital
Pella, IA 50219
Business: 628-3150
Home: 628-2271

Dr. Terry L. Penniman, Adm.
Convalescent Home for Children
5900 Pioneer Pkwy
Des Moines, IA 50324
Business: 270-2205
Home: 964-5458

Ms. Emily Krengel
Consultant Dietitian
1510 Chestnut
Atlantic, IA 50022
Business: 712-243-3421
Home: 712-243-4144

Dee Sandquist, R.D.
Division of Health Facilities
Iowa State Dept of Health
Lucas State Office Bldg
Des Moines, IA 50319
Business: 281-4115
Home: 337-5558
Mr. Mike Crosby  
102 Main  
Pella, IA 50219  
Business: 628-1000  
Home: 534-4124

Mr. Francis Spaur  
Spaur Electronics  
R.R. #1  
Knoxville, IA 50138  
Business:  
Home: 828-8613

Mr. Gary Kingery  
RR #1  
Knoxville, IA 50138  
Business: 828-8607  
Home:  

Mr. Richard Sullivan  
RR 5  
Knoxville, IA 50138  
Business: 842-2590  
Home: 842-2590

Mr. Rich Kline  
Supt. of Engineering  
Iowa Power and Light  
Box 71  
Knoxville, IA 50138  
Business: 842-3111  
Home: 484-3149

Mr. Bill Vaske  
Plant Engineer  
Hormel  
Knoxville, IA 50138  
Business: 842-6841  
Home: 842-6743

Mr. James Kozak  
Coordinator - Network Services  
Continental Telephone  
115 North Godfrey Lane  
Knoxville, IA 50138  
Business: 842-5911  
Home: 828-7275

Mr. Chuck Young  
Voc. Rehab. Specialist  
V.A. Medical Center  
Knoxville, IA 50138  
Business: 842-3101, ext. 415  
Home: 842-2030

Mr. Stan Peterson, Instructor  
Knoxville High School  
Knoxville, IA 50138  
Business: 842-2173  
Home: 842-6146

Mr. John Young  
City Electrical Inspector  
Knoxville, IA 50138  
Business: 842-4719  
Home: 943-2413
HEALTH SERVICES AND SCIENCES

BURGESS SHRIVER, DEAN

ASSOCIATE DEGREE NURSING
COMMERCIAL HORTICULTURE
DENTAL ASSISTANT
DENTAL HYGIENE
MEDICAL ASSISTANT
MEDICAL LABORATORY TECHNICIAN
PRACTICAL NURSING
RESPIRATORY THERAPY
SURGICAL TECHNOLOGIST
Ms. Mary Booth, R.N.  
1425 SE Virginia  
Des Moines, IA 50320  
Business: 265-9640  
Home: 280-1621

Ms. Suzanne Mains  
Asst. Dir. Nursing Education  
Mercy Hospital School of Nursing  
6th & University Avenues  
Des Moines, IA 50314  
Business: 247-3290  
Home: 274-4218

Ms. Pat Cole  
Associate Director of Nursing  
Broadlawns Medical Center  
18th & Hickman  
Des Moines, IA 50314  
Business: 282-2423  
Home: 262-9204

Ms. Donna Miller  
521 28th Street  
West Des Moines, IA 50265  
Business: 263-2800  
Home: 225-0540

Ms. Nici Ellis  
7140 NW 22nd Street  
Ankeny, IA 50021  
Business: 283-5142  
Home: 289-1267

Mrs. Jane Mozena  
509 NW Kimberly Lane  
Ankeny, IA 50021  
Business:  
Home: 964-5564

Ms. Margaret Granberg  
1390 South State, Farm Road  
West Des Moines, IA 50265  
Business:  
Home: 225-7133

Ms. Sandra Sellers  
617 45th Street  
West Des Moines, IA 50265  
Business: 263-2849  
Home: 225-3232

Ms. Terri Hockins, R.N.  
Apt. #57  
1854 82nd St.  
Des Moines, IA 50322  
Business: 247-3300  
Home: 278-0366

Mrs. Janet M. Thompson, R.N.  
1011 N.E. 60th Avenue  
Des Moines, IA 50317  
Business:  
Home: 282-8498
Mr. Michael Andresen  
3249 Kinsey  
Des Moines, IA 50317  
Business: 964-6269  
Home: 266-3818

Mr. John Ausen  
Golf Course Superintendent  
Hyperion Field Club  
7390 N.W. Beaver Drive  
Johnston, IA 50131  
Business: 276-0016  
Home: 278-2936

Mr. Ray Bair  
City Forester, City of Des Moines  
3012 Twana Drive  
Des Moines, IA 50310  
Business: 283-4194  
Home: 274-3084

Mr. Dave Berg, Manager  
Grass Roots Turf Equip Co.  
6143 SW 63rd  
Des Moines, IA 50321  
Business: 285-7620  
Home: 223-5980

Mr. Bill Byers, Supt.  
Des Moines Golf & Country Club  
Box 65520  
West Des Moines, IA 50265  
Business: 225-1140  
Home: 225-2813

Mr. Bill Coverdale  
4779 N.W. 62nd  
Johnston, Iowa 50131  
Business:  
Home: 276-7413

Mr. Mike Holub, President  
Holub Garden & Greenhouses, Inc.  
Rt. 2  
Ames, IA 50010  
Business: 232-1985  
Home:

Mr. Paul Liekweg  
324 S.W. 3rd  
Ankeny, IA 50021  
Business:  
Home: 964-7970

Mr. Jim Mason  
Country Landscapes  
RR 2  
Ames, IA 50010  
Business:  
Home: 232-6348

Mr. Vic Scott  
Heard's Garden  
5355 Merle Hay Rd.  
Des Moines, IA  
Business: 276-4533  
Home:
Mrs. Sandy Taylor
Manager
Plaza Florist
6535 Douglas
Des Moines, IA 50322
Business: 276-4951
Home: 965-1257

Mr. Dick Volkamer
Hawkins Greenhouse & Flower Shop
4270 N. 6th Avenue
Des Moines, IA 50314
Business: 288-4831
Home: 289-2809
DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Dental Assistant Advisory Committee
FALL 1985

Dr. Bruce Criswell
200 N. B Street
Indianola, IA 50125
Business: 961-8411
Home: 961-8210

Dr. Thomas C. Raymond, Jr.
1600 Army Post Rd.
Des Moines, IA 50315
Business: 285-3267
Home: 285-3838

Dr. Charles Farrell
1212 Duff
Ames, IA 50010
Business: 232-6830
Home: 292-4202

Mrs. Jill Reeves, C.D.A.
West Des Moines Dental Center
1701 22nd Street
West Des Moines, IA 50265
Business: 224-4867
Home:

Dr. Bruce Heilman
2214 Forest
Des Moines, IA 50310
Business: 277-4447
Home: 255-9049

Ms. Janet Sanders
7800 Iltis Drive
Urbandale, IA 50322
Business:
Home: 270-0021

Ms. Jackie Kruegar, C.D.A.
Broadlawns Dental Clinic
18th Hickman
Des Moines, IA 50314
Business: 282-2421
Home: 276-1475

Dr. Alan Swett
5765 Merle Hay Rd.
Des Moines, IA 50311
Business: 278-2379
Home: 270-1851

Ms. Denise Pierce, C.D.A.
% Dr. M. Hipp
4231 University
Des Moines, IA 50315
Business: 274-2511
Home: 276-9353

Ms. Tami Tordo, C.D.A.
Family Dental Specialty
1300 Cummins Road
Des Moines, IA 50315
Business:
Home: 287-6082
Dr. Phil Young  
2722 Douglas  
Des Moines, IA 50311  
Business: 274-3676 or 986-4381  
Home: 255-3781

Miss Linda Zwiefel, C.D.A.  
1212 Duff  
Ames, IA 50010  
Business: 232-2255  
Home:
Dr. Gary Amerman  
4080 Westtown Parkway  
West Des Moines, IA 50265  
Business: 223-9700  
Home: 225-9689

Dr. David Llewelyn  
701 13th  
West Des Moines, IA 50265  
Business: 223-1274  
Home: 225-8878

Mrs. Linda Baldwin, D.H.  
Dental Hygienist  
3124 46th  
Des Moines, IA 50310  
Business: 223-5225  
Home: 276-9408

Ms. Deborah Lutjen, RDH  
225 Lafayette  
Story City, IA 50248  
Business:  
Home: 733-2877

Dr. Grover Hahn  
1200 35th Street  
Suite 800  
West Des Moines, IA 50265  
Business: 223-8008  
Home: 225-9384

Mrs. Leona Martin  
217 SE 8th  
Ankeny, Iowa 50021  
Business:  
Home: 964-3941

Dr. Richard Hall  
1400 Woodland  
Des Moines, IA 50314  
Business: 243-7641  
Home: 

Mrs. Ellen Paulsen, R.D.H.  
2604 E. 28th St.  
Des Moines, IA 50317  
Business:  
Home: 262-9103

Dr. Dennis Langwith  
114 NW 5th  
Ankeny, IA 50021  
Business: 278-1110 or 964-1354  
Home: 

Mrs. Karen Peters, RDH  
1815 Warford  
Perry, IA 50220  
Business: 465-3437  
Home: 465-3437
Dr. George Robeson  
4080 West Town Parkway  
West Des Moines, Iowa 50265  
Business: 223-9700  
Home: unlisted

Ms. Nancy Schoen, RDH  
7009 Winston  
Urbandale, IA 50322  
Business: 223-8008  
Home: 276-9435

Ms. Virginia Wedemeyer  
1181 SE 68th  
Des Moines, IA 50317  
Business:  
Home: 266-2229

Dr. John Weigel  
306 Walnut  
Ankeny, IA 50021  
Business: 964-0621  
Home: 964-1072

Ms. Mary Beth Winkelmann, D.H.  
1304 E 10th St, Apt. 10B  
Atlantic, IA 50022  
Business: 712-243-5270  
Home: 712-243-3471
Dr. Jo Burnett  
Mercy Medical Center  
Merle Hay Tower Building  
Des Moines, IA 50310  
Business: 270-1177  
Home:  

Mr. Al McClatchey, P.A.  
Cardiology Associates  
933-18th Street  
Des Moines, IA 50314  
Business: 288-8573  
Home:  

Mr. Steve Dengle  
College of Osteopathic Med. & Sur  
3200 Grand  
Des Moines, IA 50312  
Business: 274-4861  
Home:  

Ms. Karmen Milligan  
Baxter Clinic  
411 South Main St.  
Baxter, IA 50028  
Business: 227-3636  
Home:  

Ms. Connie Duling  
401 So. Water  
Madrid, IA 50156  
Business: 795-2339  
Home:  

Ms. Debbie Schmitt  
Clinic of General Medicine  
4001 Ingersoll  
Des Moines, IA 50312  
Business: 274-1518  
Home:  

Dr. Jerrald King  
638 7th  
Nevada, IA 50201  
Business: 382-6522  
Home:  

Dr. Terry Van Ort  
306 S.W. Walnut  
Ankeny, IA 50021  
Business: 964-8993  
Home:  

Ms. Jean Kosmach  
3029 64th Street  
Des Moines, IA 50322-3517  
Business: 288-4511  
Home:  

Dr. Kurt VanderPloeg  
615 Washington  
Pella, IA 50216  
Business: 628-2222  
Home:
Dr. David Baridon, Jr., M.D.
Iowa Lutheran Hospital
716 Parnell Street
Des Moines, IA 50316
Business: 283-5122
Home:

Dr. R.M. Kotz, D.O.
Des Moines General Hospital
603 East 12th Street
Des Moines, IA 50316
Business: 263-4433
Home:

Mrs. Jan Beall, M.T. (ASCP)
Mary Greeley Hospital
117 Eleventh Street
Ames, IA 50010
Business: 239-2426
Home:

Mrs. Jan Laughlin, M.T. (HEW)
Marshalltown Area Comm. Hospital
3 South Fourth Ave.
Marshalltown, IA 50158
Business: 754-5080
Home:

Mrs. Sharon Borwick
Boone Co. Hospital
Laboratory
Boone, IA 50036
Business: 515-432-3140
Home:

Ms. Zona Merryman, M.T. (ASCP)
Broadlawns Medical Center
18th & Hickman
Des Moines, IA 50314
Business: 285-2230
Home:

Ms. Bonnie Butterfield
Laboratory Clinical Medicine
1150 – 6th Avenue
Des Moines, IA 50314
Business: 244-5075
Home:

Mrs. Jeanne Snider, M.T. (ASCP)
Veterans Adm. Medical Center
30th and Euclid Streets
Des Moines, IA 50310
Business: 255-2173
Home:

Mrs. Jeannette Daehler, M.T. (ASCP)
750 17th
Nevada, IA 50201
Business: 382-6788
Home:
Mr. Rickey E. Baker, L.P.N.
1438 11th
Des Moines, IA 50311
Business: 255-2173
Home:

Mrs. Lois Skinner, R.N.
P. O. Box 367
Altoona, IA 50009
Business:
Home: 967-2166

Mrs. Bonnie Ballard
Administrator
Sunny View Care Center
410 NW Ash Drive
Ankeny, IA 50021
Business: 964-1101
Home:

Miss Ramona Sweeney, R.N.
Associate Director Education
Veterans Adm. Medical Center
30th & Euclid
Des Moines, IA 50310
Business: 255-2173
Home:

Mrs. Mary Brune, R.N.
Staff Development Coordinator
Hillhaven Convalescent Center
233 University
Des Moines, IA 50314
Business: 284-1280
Home:

Mrs. Eleanore Thompson, R.N.
4104 Mary Lynn Drive
Des Moines, IA 50323
Business:
Home: 276-9686

Mrs. Gen Conley, Consumer
706 - 64th
Des Moines, IA 50312
Business:
Home:

Mrs. Helen Kelly, R.N.
Ex. Director Nursing Ser. of Iowa, P.C.
Medical Arts Building
110 11th Street
Ames, IA 50010
Business:
Home:
Mr. Larry Barrett, RRT  
Respiratory Therapy  
Iowa Methodist Medical Center  
1200 Pleasant  
Des Moines, IA 50309  
Business: 283-6207  
Home: 287-5042

Mr. Robert Lambuth, CRTT  
Technical Director  
Broadlawns Medical Center  
Respiratory Care Department  
18th and Hickman Road  
Des Moines, IA 50314  
Business: 282-2268  
Home: 987-1237

Dr. John Fieselmann, M.D.  
Chief of Medicine  
VA Medical Center  
30th & Euclid  
Des Moines, IA 50314  
Business: 255-2173  
Home: 287-5671

Mr. Terry Lehman, RRT  
Regional Health Services  
1221 Center Street  
Des Moines, IA 50309  
Business: 277-6111  
Home: 288-5458

Dr. Greg Hicklin, MD  
Internal Medicine  
Iowa Methodist Medical Center  
1200 Pleasant, % Powell Int Med  
Des Moines, IA 50308-1452  
Business: 283-6143  
Home:

Ms. Pat Leisy, RRT  
Education Coordinator, Resp. Care  
Iowa Methodist Medical Center  
1200 Pleasant  
Des Moines, IA 50308  
Business: 283-4460  
Home: 278-5749

Mr. Jeff Jutting, RRT  
Supervisor, Respiratory Care  
Mercy Hospital Medical Center  
6th and University Ave.  
Des Moines, IA 50314  
Business: 247-4083  
Home: 232-3134

Mr. Steve Mayer, RRT  
Director, Respiratory Care  
Iowa Methodist Medical Center  
1200 Pleasant  
Des Moines, IA 50309  
Business: 283-6207  
Home: 279-4211

Mrs. Jody Lambuth, RRT  
Educational Coordinator  
Iowa Lutheran Hospital  
University at Penn  
Des Moines, IA 50316  
Business: 263-5108  
Home: 987-1237

Ms. Jayne Motenson  
Director, Respiratory Care  
Charter Community Hospital  
48th & Franklin  
Des Moines, IA 50310  
Business: 271-6000  
Home:
Ms. Brents Oliphant, RRT  
4511 Wakonda Parkway  
Des Moines, IA 50315  
Business: 247-4295  
Home: 284-0624

Mrs. Janice Quigley  
Rural Route  
Yale, IA 50277  
Business:  
Home: 439-2330

Ms. Nona Russell, CRTT  
Chief Respiratory Therapist  
Veterans Adm. Medical Center  
30th and Euclid Ave.  
Des Moines, IA 50318  
Business: 255-2173  
Home: 279-3576

Mr. Jim VandeBerg, RRT  
Director, Cardiopulmonary Department  
Iowa Lutheran Hospital  
University at Penn  
Des Moines, IA 50316  
Business: 283-5108  
Home: 265-3121
Mrs. Judith A. Albaugh, R.N.
Nurse Manager in Operating Room
Iowa Lutheran Hospital
University at Penn
Des Moines, IA 50316
Business: 263-5633
Home:

Ms. Kathie Bailey, LVN, CST
Iowa Lutheran Hospital
University at Penn St.
Des Moines, IA 50316
Business: 283-5633
Home:

Mrs. Linda J. Blom, CST
Surgical Technologist
912 Brentwood
Pella, IA 50219
Business: 628-3150
Home: 628-1388

Mrs. Linda K. Bowman
405 NE 7th
Ankeny, IA 50021
Business: 964-2989
Home:

Dr. Thomas A. Carlstrom
1212 Pleasant
Des Moines, IA 50308
Business: 288-1317
Home:

Ms. Jan Collins, R.N.
Supervisor, Operating Room
Des Moines General Hospital
603 East 12th Street
Des Moines, IA 50316
Business: 265-9500
Home:

Ms. Betty Didio
Veterans Administration Medical Center
30th and Euclid Streets
Des Moines, IA 50309
Business: 255-2173
Home:

Dr. Edward J. Drew, M.D.
5335 Waterbury
Des Moines, IA 50312-1923
Business: 244-4208
Home:

Ms. Barb Easton, R.N.
Mercy Medical Center
6th and University Avenue
Des Moines, IA 50314
Business: 247-4100
Home:
Surgical Technologist
Page Two

Ms. Cindy Hendrickson, CST
Mercy Hospital Medical Center
6th & University Avenue
Des Moines, IA 50314
Business: 247-4100
Home:

Dr. Norman Rose
Rose Surgical Clinic PC
1440 E. Grand
Des Moines, IA 50316
Business: 265-1457
Home:

Ms. Joann Jones, R.N.
Operating Room Staff Nurse
Mercy Hospital Medical Center
6th and University Ave.
Des Moines, IA 50314
Business: 274-4100
Home:

Ms. Ruth Strathman, R.N.
Mercy Medical Center
6th & University Avenue
Des Moines, IA 50314
Business: 247-4095
Home:

Mrs. Ann Karras
1118 44th Street
Des Moines, IA 50300
Business:
Home: 279-2217

Ms. Melle Sutton, CST
Iowa Methodist Medical Center
1200 Pleasant Street
Des Moines, IA 50308
Business: 283-6212
Home:

Mrs. Jan Petersen (118-E)
Operating Room Supervisor
Veterans Admin Medical Center
30th & Euclid Streets
Des Moines, IA 50309
Business: 255-2173
Home:

Mrs. Mary Thompson, R.N.
Operating Room Supervisor
Iowa Methodist Medical Center
1200 Pleasant Street
Des Moines, IA 50308
Business: 283-6121
Home:

Ms. Aloris Ricketts, R.N.
Staff Nurse
Veterans Adm. Medical Center
30th and Euclid Streets
Des Moines, IA 50309
Business: 255-2173
Home:

Miss Cinde Zubradt, CST
Private Scrub, Dr. J. Stallings
2700 SW 9th St.
Des Moines, IA 50021
Business: 243-3091
Home: 964-4391
INDUSTRIAL & TECHNICAL

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AG EQUIPMENT TECH
ARCHITECTURAL DRAFTING
AUTO COLLISION REPAIR
AUTO MECHANICS
BUILDING TRADES
COMMERCIAL & ADVERTISING ART
CONDITIONED AIR
DIESEL EQUIPMENT MECHANICS
ELECTRONICS MAINTENANCE
G.M. A.S.E.P.
HIGH TECH-BIOMED EQUIPMENT TECHNOLOGY
HIGH TECH-COMPUTER TECHNOLOGY
HIGH TECH-ROBOTICS/PROCESS CONTROL
MACHINE DRAFTING
PRINTING
TELEPHONY
TOOL & DIE MAKING
UPHOLSTERY
WELDING
Mr. Joe Busch  
Brooks Equipment Co.  
Hwy 30 W & Montana Ave.  
Boone, IA 50036  
Business: 432-2815  
Home:  

Mr. Melvin Stukenberg  
Iowa Farm Equipment Ass'n Magazine  
2716 Grand  
Des Moines, IA 50312  
Business: 282-8384  
Home:  

Mr. Jerry L. Johnson  
Johnson Sales & Service  
Box 217  
Zearing, IA 50278  
Business: 487-3931  
Home:  

Mr. Keith Wilson  
Ewing Implement  
2901 S.E. Delaware  
Ankeny, IA 50021  
Business: 964-0611  
Home:  

Mr. Alvin L. Johnson  
Johnson Sales & Service  
Box 217  
Zearing, Iowa 50278  
Business: 487-3931  
Home:  

Mr. Donald Manson  
Training Manager  
Massey Ferguson Co.  
1901 Bell Ave.  
Des Moines, IA 50312  
Business: 247-2820  
Home:  

Mr. R. C. Salisbury  
District Service Manager  
International Harvester Ag Equip Div  
1452 29th St, Suite 109  
West Des Moines, IA 50265  
Business: 224-1587  
Home:  

Ms. Doris Tresch  
Industrial Tech Faculty  
Ag Equipment Tech Dept  
DES MOINES AREA COMMUNITY COLLEGE  
Industrial & Technical  
Ag Equipment Tech Advisory Committee  
FALL 1985  

ATTACHMENT #4  
Regular Meeting  
August 27, 1985  
Page 46 of 84
DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Architectural Drafting Advisory Committee
FALL 1985

Mr. Richard R. Balzer
Master Draftsman
614 Stipich
Polk City, IA 50226
Business: 984-6125
Home:

Mrs. Jean Sandstrom Norris
1629 34th Street
Des Moines, Iowa 50322
Business:
Home: 279-0860

Mr. Dean R. Betts
Vice President
Valley National Bank
2nd & Euclid Avenue
Des Moines, IA 50313
Business: 245-6252
Home:

Mr. Steve Pierce
Veenstra & Kimm Engineers & Planners
300 West Bank Bldg.
West Des Moines, IA 50265
Business: 225-8000
Home:

Mr. Robert Brierly
Architect
Porter - Brierly Assoc.
811 Keo Way
Des Moines, IA 50309
Business: 243-4480
Home:

Mr. Louis Rizzuti
Artistic Ornamental Iron Works
214 SE Hartford
Des Moines, IA 50315
Business: 282-1866
Home:

Mr. Arnie Fischer
Wilkins-Bussard-Dikis, Ltd.
303 Locust
300 Homestead Bldg.
Des Moines, IA 50309-1723
Business: 274-4074
Home:

Mr. Kenneth Taylor
Frank Pulley Assoc.
6567 University Ave.
Des Moines, IA 50311
Business: 274-4146
Home:

Mr. John S. Mikovec
Engineer
Cutler Corp.
640 SW 9th
Des Moines, IA 50309
Business: 243-4275
Home:
ATTACHMENT #4
Regular Meeting
August 27, 1985
Page 48 of 84

DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Auto Collision Repair Advisory Committee
FALL 1985

Mr. Whitey Alsted
Whitey's Body Shop
2924 Raccoon
Des Moines, IA 50317
Business: 265-4372
Home:

Mr. Douglas George
Shannon Frame & Alignment
812 E. 30th Street
Des Moines, IA 50317
Business: 262-8914
Home:

Mr. Tom Bales
Bales Garage & Body Shop
Milo, IA 50166
Business: 942-6219
Home:

Mr. Monte Knight
Shannon Frame & Alignment
812 E. 30th Street
Des Moines, IA 50317
Business: 262-8914
Home:

Mr. William Barden
Box 14
Cascade, IA 52033
Business: 319-852-3778
Home:

Mr. Gerald Lamb
3934 East 26th Street
Des Moines, IA 50317
Business: 262-7836
Home:

Mr. Eldon Emmack
D & E Auto Inspection
210 Broadway
Des Moines, IA 50313
Business: 244-5035
Home:

Mr. Dennis Lowry
Toy Farm Tractors & Implement
1143 - 46th St.
Des Moines, IA 50311
Business: 277-7589
Home:

Mr. Mike Feeley
Big A Auto Parts
3716 6th Avenue
Des Moines, IA 50309
Business: 282-0285
Home:

Mr. Wm. L. Parker, Jr.
6811 Prairie
Urbandale, IA 50322
Business: 276-5485
Home: 270-2384
Mr. Milan Sinclair  
314 SW Pleasant  
Ankeny, IA  50021  
Business:  964-1094  
Home:

Mr. Ivan K. Stoner  
1210 Southlawn Drive  
Des Moines, IA  50315  
Business:  
Home:  285-6995
Mr. Larry Carter  
RR, Box 226  
Dexter, IA 50070  
Business: 262-1036  
Home:

Mr. Wilbur Swindler  
2340 Des Moines St.  
Des Moines, IA 50317  
Business: 244-8156  
Home: 266-4510

Mr. Dennis Duncan  
604 E 4-1/2 St. S  
Newton, IA 50208  
Business: 792-8156  
Home:

Mr. Craig Wychoff  
1443 SW Payton  
Des Moines, IA 50315  
Business: 285-2448  
Home:

Mr. E. D. Elliot  
District Manager  
Ser. & Parts Div.-Chrysler  
3600 - 48th Place  
Des Moines 50310  
Business: 270-1472  
Home:

Mr. Bill Heitritter  
Service Manager  
Crescent Chevrolet  
555 17th St.  
Des Moines, IA 50309  
Business: 247-8020  
Home:

Mr. Michael D. Kirk  
5414 Ovid  
Des Moines, IA 50310  
Business: 243-5200  
Home: 276-2108
Mr. Fred Crawford  
Box 101  
Minburn, IA 50167  
Business:  
Home: 677-2680

Mr. Roger Eben  
6628 Forrest Court  
Des Moines, IA 50311  
Business: 278-8781  
Home: 274-9352

Mr. Eldon Nehring  
RFD  
Madrid, IA 50156  
Business:  
Home: 795-3331

Mr. Daniel F. Shaffer  
1418 Douglas  
Ames, IA 50010  
Business:  
Home: 232-0724

Mr. Sid Vander Ploeg  
206 N.E. Oak Drive  
Ankeny, IA 50021  
Business: 964-4211  
Home: 964-5101
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Business Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Linda Albery</td>
<td>Free Lance Designer</td>
<td>541 - 31st Street</td>
<td>Des Moines, IA 50312</td>
<td>282-4575</td>
<td>989-3337</td>
</tr>
<tr>
<td>Ms. Brenda Cort</td>
<td>Free Lance Artist</td>
<td>RR 5</td>
<td>Des Moines, IA 50317</td>
<td>284-3235</td>
<td>262-8772</td>
</tr>
<tr>
<td>Mr. Mark Baty</td>
<td>President</td>
<td>Baty Art and Sign, Inc.</td>
<td>Waukee, IA 50263</td>
<td>987-4829</td>
<td>987-4811</td>
</tr>
<tr>
<td>Mr. Frank Deitch</td>
<td>Free Lance Artist</td>
<td>541 31st St.</td>
<td>Des Moines, IA 50312</td>
<td>282-4575</td>
<td>262-6410</td>
</tr>
<tr>
<td>Ms. Jane Beyer</td>
<td>President</td>
<td>J-B &amp; Associates</td>
<td>Des Moines, IA 50311</td>
<td>277-7718</td>
<td>255-1566</td>
</tr>
<tr>
<td>Ms. Connie Gilliam,</td>
<td>Artist</td>
<td>Bopp Advertising, Inc.</td>
<td>Elkhart, IA 50073</td>
<td>367-5595</td>
<td>964-2118</td>
</tr>
<tr>
<td>Mr. Craig Bissell</td>
<td>Artist</td>
<td>Perfection Form Company</td>
<td>Des Moines, IA 50322</td>
<td>278-0133</td>
<td>277-4844</td>
</tr>
<tr>
<td>Mr. Bill Hansen</td>
<td>Free Lance Artist</td>
<td>5417 Autora</td>
<td>Des Moines, IA 50310</td>
<td>244-0128</td>
<td>276-2459</td>
</tr>
<tr>
<td>Mr. Dennis P. Clark</td>
<td>Advertising Director</td>
<td>The Perfection Form Company</td>
<td>Des Moines, IA 50322</td>
<td>278-0133</td>
<td>276-2713</td>
</tr>
<tr>
<td>Mr. Pat Harding</td>
<td>Artist</td>
<td>Plain Talk Publishing</td>
<td>Des Moines, IA 50310</td>
<td>282-0485</td>
<td>964-0076</td>
</tr>
</tbody>
</table>
Mr. Randy Kent, Owner
J. R. Kent Custom Signs
805 Gordon Avenue
Norwalk, IA 50211
Business: 981-0062
Home: 981-4315

Ms. Deetra F. Leech
Director-MPS Art
Meredith Corporation
1716 Locust
Des Moines, IA 50336
Business: 284-2664
Home: 964-3176

Mr. Kim I. Miller
Artist
Freeman Design/Display
2000 Easton Blvd
Des Moines, IA 50306
Business: 265-5601
Home: 277-2326

Mr. Steve Potter
Graphic Designer, Penguin Studio
1005 Insurance Exchange Bldg.
505 - 5th Avenue
Des Moines, IA 50309
Business: 243-3302
Home: 243-0779

Ms. Peggy Procyk
Associate Design Director
MPS Art Dept., Meredith Corp.
1716 Locust Street
Des Moines, IA 50336
Business: 284-2769
Home: 277-3778

Mr. Floyd L. Shepherd
Art Instructor
1201 Laurel St.
Des Moines, IA 50314
Business: 244-4226
Home: 280-3643

Ms. Penny J. Sullivan
Free Lance Designer
541 - 31st
Des Moines, IA 50312
Business: 282-4575
Home: 224-1611

Mr. Della Tapscott
Artist
Bob Allen Companies
214 SW Jackson
Des Moines, IA 50315
Business: 283-2191
Home: 287-2977

Mr. Brian Taylor
Taylor & Associates
8601 Urbandale Avenue
Des Moines, IA 50322
Business: 276-0992
Home: 276-0992

Mr. C.E. (Charlie) Townsend
Associate Professor
College of Design - I.S.U.
5602 Linden Circle
Johnston, IA 50131
Business: 294-3652
Home: 270-1756
Mr. Harry Watts, Committee Chairman  
Sr. Vice President - Art & Production  
Wesley Day Advertising  
2203 Grand Avenue  
Des Moines, IA 50312  
Business: 243-4135  
Home: 279-4869

Mr. Brian Wignall  
Graphic Designer  
Book Art Dept.  
The Meridith Corp.  
1716 Locust Street  
Des Moines, IA 50336  
Business: 284-3193  
Home: 225-1579
Mr. Randy Black  
5424 S.W. 18th  
Des Moines, IA  50315  
Business: 288-3631  
Home:  

Mr. Chuck Gassman  
Carrier Distributing  
3101 NW 104th Street  
Des Moines, IA  50322  
Business: 276-7757  
Home:  

Mr. Dennis Calhoun  
Bell Bros. Htg. & Air Cond.  
2822 - 6th Ave.  
Des Moines, IA  50313  
Business: 244-8911  
Home: 265-3612  

Mr. Matt Jesmer  
Major Appliance Parts, Inc.  
2800 Delaware  
Des Moines, IA  50317  
Business: 266-0107  
Home:  

Mr. Muri Campbell  
Iowa Supply Company  
107 SW 2nd  
Des Moines, IA  50305  
Business: 244-6291  
Home:  

Mr. Ivan Northway  
2025 Capital  
Des Moines, IA  50317  
Business:  
Home: 265-5805  

Mr. Wendell Fouche  
3009 SW 9th  
Des Moines, IA  50315  
Business: 288-3631  
Home: 276-7674  

Mr. Marion Free  
1700 Rainbow Drive  
Marshalltown, IA  50158  
Business: 754-4285  
Home: 752-0950
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Company</th>
<th>Address</th>
<th>Business Number</th>
<th>Home Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Craig Alcott</td>
<td>Service Manager</td>
<td>Herman M. Brown Co.</td>
<td>1st &amp; Sheridan, P.O. Box 995</td>
<td>282-0404</td>
<td></td>
</tr>
<tr>
<td>Mr. Rusty Hill</td>
<td>Maintenance Training Coordinator</td>
<td>Ruan Leasing Co.</td>
<td>408 SE 30th</td>
<td>263-2023</td>
<td></td>
</tr>
<tr>
<td>Mr. David Bennick</td>
<td>Equipment Manager</td>
<td>Mid-Seven Transportation Co.</td>
<td>2323 Delaware</td>
<td>266-5181</td>
<td></td>
</tr>
<tr>
<td>Mr. George Rowe</td>
<td>Service Manager</td>
<td>O'Halloran International</td>
<td>I-80 &amp; Hubbell Avenue</td>
<td>263-1278</td>
<td></td>
</tr>
<tr>
<td>Mr. Bred Burr</td>
<td>Training Instructor</td>
<td>Gibbs-Cook Equipment Co.</td>
<td>10315 Hickman Road</td>
<td>270-2800</td>
<td></td>
</tr>
<tr>
<td>Mr. Ray Struthers</td>
<td>Service Manager</td>
<td>Des Moines Truck &amp; Trailer</td>
<td>4711 2nd Ave.</td>
<td>244-4293</td>
<td></td>
</tr>
<tr>
<td>Mr. Randy Carlson</td>
<td>Fuel Injection Technician</td>
<td>American Diesel</td>
<td>512 SW 6th &amp; Tuttle</td>
<td>245-2675</td>
<td></td>
</tr>
<tr>
<td>Mr. Lou Williams</td>
<td>Shop Forman</td>
<td>Cummins Great Plains Diesel, Inc.</td>
<td>1680 NE 51st Ave.</td>
<td>262-9591</td>
<td></td>
</tr>
</tbody>
</table>
Mr. Ron Bigler
Gifford-Brown
1400 Walnut
Des Moines, IA 50306
Business: 243-1257
Home: 279-2608

Mr. Dave Malone
5022 - 38th Place
Des Moines, Iowa 50310
Business: 271-3762
Home: 278-0941

Mr. Jim Stodgill
Stodgill TV
4922 Franklin
Des Moines, IA 50310
Business: 274-4024
Home:

Mr. Ivan Strong
Strong Repairs
4344 Hickman Road
Des Moines, IA 50310
Business: 279-0694
Home: 276-9354

Mr. R. M. Traviss
Traviss TV
3621 Beaver
Des Moines, IA 50310
Business: 274-2546
Home:
Mr. Larry Ballard, Service Mgr.
Betts Cadillac
Locust at 17th
Des Moines, IA 50309
Business: 288-0265
Home:

Mr. Neil Merryman, Service Mgr.
Ramsey Pontiac
4th & Keo
Des Moines, IA 50309
Business: 282-0461
Home:

Mr. Pat Clemons - Dealer
Pat Clemons Chevrolet
1720 So. Marshall
Boone, IA 50036
Business: 432-5150
Home:

Mr. Charles Schelle
Service Manager
Lauterbach Chevrolet-Buick
P.O. Box 160
Perry, IA 50220
Business: 465-3564
Home:

Mr. Myron DeVore, Dealer
DeVore Motors
1003 North 18th
Centerville, IA 52544
Business: 437-4040
Home:

Mr. Leroy Sibenaller
Service Manager
Coover-Heubner
New Highway 30
Nevada, IA 50201
Business: 382-2148
Home:

Mr. Bill Heitritter, Service Mgr.
Crescent Chevrolet
17th & Ingersoll
Des Moines, IA 50309
Business: 247-8000
Home:

Mr. Phil Wheelock
Service Manager
George White Chevrolet
P.O. Box 845
Ames, IA 50010
Business: 233-2280
Home:

Mr. Jack Maples, Dealer
Maples Chevrolet
300 E. 17th S.
Newton, IA 50208
Business: 792-3289
Home:
Mr. John Armstrong  
RR 1, Box 177A  
Van Meter, IA 50261  
Business: 255-2173  
Home: 996-2776

Ronald L. Cox  
Trinity Regional Hospital  
Biomed Department  
South Kenyon Road  
Ft. Dodge, IA 50501  
Business: 573-3101  
Home:

Mr. Steve Foldes  
1712 Holly Drive  
Norwalk, IA 50211  
Business: 263-5471  
Home: 981-5064

Larry Goodmanson  
Mercy Hospital  
Biomed Department  
6th & University  
Des Moines, IA 50314  
Business: 247-3090  
Home: 964-5377

Richard Hack  
Iowa Methodist Hospital  
Biomed Department  
1200 Pleasant Street  
Des Moines, IA 50308  
Business: 283-6288  
Home: 999-2265

Tom Miller  
Sharecare Ltd, Mercy Hospital  
Biomed Dept  
6th & University  
Des Moines, IA 50314  
Business: 247-8370  
Home: 265-1701

Dave Parker  
Biomed Department  
1200 Pleasant Street  
Des Moines, IA 50308  
Business: 283-6771  
Home:
Tim Cross
Digital Equipment Corp.
625 E. 2nd
Des Moines, IA
Business: 282-0056
Home: 961-4002

Mr. Bob Pink
D.O.T. Radio Shop
Ames, Iowa 50010
Business:
Home:

Todd Deardorff
Wang Laboratories
600 E Court Avenue #H
Des Moines, IA 50309-2021
Business: 243-3136
Home: 964-8552

Mr. Robert Evans
Dept. of Public Safety-Comm. Div.
5912 2nd Ave.
Des Moines, IA 50313
Business: 281-3175
Home: 285-3780

Mr. Rick Fletchall
Omega Amtec Place
8515 Douglas, Suite 17
Des Moines, IA 50322
Business: 270-2480
Home: 281-5558

Mr. Jim Lyon
Storage Technology
102 - 4th N.E.
Bondurant, Iowa 50035
Business: 967-5550
Home:
ATTACHMENT #4
Regular Meeting
August 27, 1985
Page 61 of 84

DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
High Tech-Robotics/Process Control Advisory Committee
FALL 1985

Mr. Don Anker
Fischer Control
Marshalltown, IA 50158
Business: 754-3982
Home:

Mr. Doug Brooks
5 Morningside Drive
Pella, IA 50219-1858
Business: 628-1000, ext 411
Home: 828-8839

Mr. Ron Crow
Ia. St. Uni. (Eng. Ext.)
Ames, IA 50010
Business: 294-5060 (am) 294-1256 (pm)
Home:

Mr. Dave Huffman
1345 Williams Street
Des Moines, IA 50317
Business: 243-1211, ext 449
Home: 266-1759

Jerry Saltzman
Hettinga Corp.
2123 NW 111th Street
Des Moines, IA 50322-3756
Business: 224-1114
Home: 243-0586

Mr. Steve Yates
Armstrong-Engineering
2345 E. Market Street
Des Moines, IA 50317
Business: 265-9417
Home: 964-4966
Mr. Dean Anderson  
Project Engineer  
Townsend Engineering  
P. O. Box 1433  
Des Moines, IA 50305  
Business: 265-8181  
Home:

Mr. Barry O'Neel  
Drafting Technician  
John Deere DM Works  
P. O. Box 1595  
Des Moines, IA 50316  
Business: 283-3992  
Home:

Mr. David R. Backer  
Design Engineer  
Corn States Hybrid Service, Inc.  
P. O. Box 2706  
Des Moines, IA 50315  
Business: 285-3091  
Home:

Charles Pohar  
Drafting Supervisor  
Sundstrand Corp  
2800 E 13th Street  
Ames, IA 50010  
Business: 239-6000  
Home:

Mr. Jason Grimes  
Design Drafter  
Delavan Manufacturing Co.  
811 Fourth Street  
West Des Moines, IA 50265  
Business: 274-1561  
Home:

Mr. Mark Snowden  
Tool Engineer  
The Maytag Company  
Newton, IA 50208  
Business: 792-7000  
Home:

Mr. John Howard  
Product Design Manager  
Erickson Displays  
1917 Dean Ave.  
Des Moines, IA 50316  
Business: 265-6151  
Home:

Alan Woodruff  
Project Engineer  
EMCO Specialties  
P. O. Box 853  
Des Moines, IA 50304  
Business: 265-6101  
Home:

Mr. Tom Midkiff  
Design Engineer  
Western International  
Box 357  
Des Moines, IA 50302  
Business: 265-3461, ext. 424  
Home:
Mr. Raymond Bricker  
Marquardt Advertising  
2901 Bell Ave.  
Des Moines, IA 50321  
Business: 244-6255  
Home: 287-6726

Mr. Don Heuss, Chairman  
Heuss Printing Co.  
911 N. 2nd St.  
Box 487  
Ames, IA 50010  
Business: 232-6710  
Home:

Mr. Joe W. Cotton  
Stone Container Corporation  
Bag Division  
2201 Bell Avenue  
Des Moines, IA 50321  
Business: 283-2041  
Home: 282-1308

Mr. Brian McCollum  
Agri Industries  
2829 Westown Parkway  
Des Moines, IA  
Business: 223-3769  
Home:

Mr. Bob DeBord  
Bankers Life Insurance Company  
711 High Street  
Des Moines, IA 50309  
Business: 247-5567  
Home:

Mr. Hollie Smith  
Job Service of Iowa  
150 Des Moines Street  
Des Moines, IA 50309  
Business: 281-8541  
Home:

Mr. Jim Fry  
Executive Vice President  
Printing Industry of Iowa  
Box 1924  
Des Moines, IA 50306  
Business: 800-835-7427, ext. 359  
Home:

Mr. Andrew A. Swanson  
5701 Park Avenue  
P. O. Box 1394  
Des Moines, IA 50305  
Business: 284-3485  
Home: 277-2285

Ms. Jenni Grisso  
Sarcone Printing  
1166 6th Avenue  
Des Moines, IA 50314  
Business: 243-0099  
Home: 987-4064

Mr. Jon Watsabaugh  
Push-Pen Studios  
1707 High Street  
Des Moines, IA 50309  
Business: 244-1743  
Home:
Mr. Dale Webster  
Dial Financial Corp.  
207 - 9th Street  
Des Moines, IA 50307  
Business: 243-2131  
Home:
Mr. William R. Blakley  
Dumont Telephone Co.  
Box 218  
Dumont, IA  50625  
Business:  515-857-211  
Home:  

Mr. John Walker, Member  
Northwestern Bell Telephone Co  
1003 High St. - First Floor  
Des Moines, IA  50309  
Business:  286-7751  
Home:  

Mr. John Brady, Co-Chairman  
Keystone Farmers Coop Telephone Co  
86 Main Street  
Keystone, IA  52249  
Business:  319-442-3241  
Home:  

Mr. K. C. Elliot  
Co-Chairman  
Lehigh Valley Coop Telephone Assn.  
Lehigh, IA  50557  
Business:  359-2211  
Home:  

Mr. Phillip Garland  
Villisca Farmers Telephone Co.  
Villisca, IA  50864  
Business:  712-826-5841  
Home:  

Mr. Gordon Howe  
Manager  
Ringsted Telephone Company  
P. O. Box 187  
Ringsted, IA  50578  
Business:  712-866-1456  
Home:  
Mr. Ernie Arnold
2615 Boston
Des Moines, IA 50310
Business: 277-3575
Home: 277-3575

Mr. Phillip M. Sams
Jansen Machine & Gear
2021 E 17th
Des Moines, IA 50316
Business: 266-2017
Home: 266-1612

Mr. Jerome Butler
206 Mitchel, Box 295
Mitchellville, IA 50169
Business: 265-3461
Home: 967-5864

Bruce Wisehaar
Box 37
Reasnor, IA 50232
Business: 792-7000, X-8858
Home:

Mr. Darryel M. Cherry
Advanced Machine & Tool
4547 - 51st St., PO Box A
Des Moines, IA 50310
Business: 276-4528
Home: 276-8324

Mr. Tom Grimes
Creative Engineering
618 W Des Moines St.
Ankeny 50021
Business: 964-2675
Home: 964-2472

Bob Moore
RR 2
Madrid, IA 50156
Business: 283-3057
Home: 795-2461
Mr. Rick Hatch  
Matthews Hinsman Co.  
1609 Locust  
Kansas City, MO  64108  
Business:  800-821-3190  
Home:  

Mrs. Janet Routh  
1014 Johnson  
Des Moines, IA  50315  
Business:  
Home:  285-5667  

Mrs. Janet Lintz  
522 Broad Street  
Maxwell, IA  50161  
Business:  
Home:  387-8527  

Mr. John Routh  
1014 Johnson  
Des Moines, IA  50315  
Business:  
Home:  285-5667  

Mr. Leonard Lintz  
522 Broad Street  
Maxwell, IA  50161  
Business:  
Home:  387-8527  

Mr. Labe Mendelsohn  
Gilbreath Upholstery Supply  
2303 SE 14th St.  
Des Moines, IA  50315  
Business:  288-6001  
Home:  

Mr. Ed Pensinger  
5331 N.W. 57th Avenue, Apt. P  
Des Moines, IA  50323  
Business:  279-6467  
Home:  278-5768
<table>
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<tr>
<td>Mr. Lee Bernath</td>
<td>Air Products &amp; Chemicals, Inc.</td>
<td>P. O. Box 1633, Des Moines, IA 50306</td>
<td>Business: 243-8131, Home:</td>
</tr>
<tr>
<td>Mr. Kent Schmidt</td>
<td>Welding Engineer</td>
<td>John Deere Des Moines Works, P. O. Box 1595, Des Moines, IA 50306</td>
<td>Business: 964-3968, Home: 964-2214</td>
</tr>
<tr>
<td>Mr. Nathan Bunch</td>
<td>General Filter Company</td>
<td>600 Arrasmith Trail, Ames, IA 50010-9761</td>
<td>Business: 232-4121, Home:</td>
</tr>
<tr>
<td>Steven L. Smith</td>
<td></td>
<td>P. O. Box 93, Woodward, IA 50276</td>
<td>Business:</td>
</tr>
<tr>
<td>Mr. Bernard Cline</td>
<td></td>
<td>415 Main, Norwalk, IA 50211</td>
<td>Business: 244-3131, Home: 981-0108</td>
</tr>
<tr>
<td>Craig Sutherland</td>
<td>General Filter Company</td>
<td>600 Arrasmith Trail, Ames, IA 50010-9761</td>
<td>Business: 232-4121, Home:</td>
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<tr>
<td>Mr. Jerry D. Kinion</td>
<td>Kinion's Welding &amp; Repair</td>
<td>RR 2, Monroe, IA 50170</td>
<td>Business:</td>
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<td>Home: 259-2403</td>
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<tr>
<td>Mr. Jimmy J. McDowell</td>
<td></td>
<td>RR 2, Box 142, Adel, IA 50003</td>
<td>Business:</td>
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<td>Home: 993-3034</td>
</tr>
</tbody>
</table>
PUBLIC & HUMAN SERVICES

JOANNE BROWN, DEAN

CHILD CARE & DEVELOPMENTAL DISABILITIES

CRIMINAL JUSTICE

FIRE SCIENCE

HEALTH CARE ADMINISTRATION

HUMAN SERVICES

LEGAL ASSISTANT

LEISURE SERVICES

DEPARTMENT ADVISORS
Ms. Sandy Alexander
5210 SW 76th Street
Des Moines, IA 50321
Business: 285-6732
Home: 285-6732

Mr. Jack Cavanagh
D.M. Public Schools
2913 South Union
Des Moines, IA 50315
Business: 277-6238
Home: 277-6238

Ms. Ann Biermann
7212 Prairie Avenue
Urbandale, IA 50322
Business: 223-0738
Home: 276-3049

Ms. Pat Ellis
Convalescent Home for Children
5900 Pioneer Parkway
Johnston, IA 50327
Business: 270-2205
Home:

Ms. Patty Blunck
Director
LaPetite Learning Center
5708 SW 9th
Des Moines, IA 50315
Business: 285-6975
Home: 285-6975

Ms. Peggy Olson-Jones
1247 NE 51st Avenue
Des Moines, IA 50313
Business: 288-6059
Home: 266-3615

Mrs. Mike Boyd
3820 Urbandale Avenue
Des Moines, IA 50310
Business: 263-5166
Home: 274-9132

Ms. Sue Petersen
312 - 18th Place
West Des Moines, IA 50265
Business: 225-7475
Home: 225-7475

Ms. Laurie Campbell
614 W Nicholas Street
Ankeny, IA 50021
Business: 964-0846
Home:

Ms. Janene Reynolds
Wallace Elementary
1404 E. 13th Street
Des Moines, IA 50316
Business:
Home: 265-5301 or 02
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Agency/Location</th>
<th>Address</th>
<th>Business</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Dennis Ballard</td>
<td>Police Chief</td>
<td>Ankeny Police Dept.</td>
<td>Ankeny, IA 50021</td>
<td>964-4550</td>
<td></td>
</tr>
<tr>
<td>Ms. Lori K. Nelson</td>
<td>Deputy Sheriff</td>
<td>Story County Sheriff's Office</td>
<td>Nevada, IA 50201</td>
<td>382-6566</td>
<td></td>
</tr>
<tr>
<td>Mr. Timothy Briggs</td>
<td>Identification Section Officer</td>
<td>Des Moines Police Department</td>
<td>Des Moines, IA 50309</td>
<td>283-4811</td>
<td>283-4853</td>
</tr>
<tr>
<td>Mr. Curtis L. Scott</td>
<td>Sheriff</td>
<td>Dallas County Sheriff's Office</td>
<td>Adel, IA 50003</td>
<td>993-4567</td>
<td></td>
</tr>
<tr>
<td>Mr. Thomas Hopewell</td>
<td>Assistant Director</td>
<td>Bureau of Criminal Investigation</td>
<td>Lucas State Office Bldg.</td>
<td>281-5138</td>
<td></td>
</tr>
<tr>
<td>Sheriff John Stark</td>
<td>County Sheriff</td>
<td>Story County Sheriff's Office</td>
<td>Nevada, IA 50201</td>
<td>382-6566</td>
<td></td>
</tr>
<tr>
<td>Captain Albert Knight</td>
<td>Captain</td>
<td>Des Moines Police Department</td>
<td>Des Moines, IA 50309</td>
<td>283-4853</td>
<td></td>
</tr>
<tr>
<td>Mr. Gary Ventling</td>
<td>Chief Probation Officer</td>
<td>Polk County Juvenile Court</td>
<td>Des Moines, IA 50309</td>
<td>286-3976</td>
<td></td>
</tr>
<tr>
<td>Col. Frank Metzger</td>
<td>Director</td>
<td>Iowa State Patrol</td>
<td>Wallace State Office Bldg.</td>
<td>281-5124</td>
<td>277-0951</td>
</tr>
<tr>
<td>Mr. Ben Yarrington</td>
<td>Director</td>
<td>Iowa Law Enforcement Academy</td>
<td>Johnston, IA 50131</td>
<td>278-9357</td>
<td></td>
</tr>
</tbody>
</table>
Regular Meeting
August 27, 1985
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Mr. Mike Blaser
Fire Chief
Woodward Fire Department
P. O. Box 356
Woodward, IA 50276
Business: Home: 438-2188

Mr. Reginald Gass
4333 Ashby
Des Moines, IA 50310
Business: Home: 277-7684

Mr. Michael R. Cherry
Risk Manager
Weitz Company
800 2nd Avenue
Des Moines, IA 50309
Business: Home: 245-7630

Dr. Charles Greenwood
Associate Dean
College of Continuing Education
Drake University
Des Moines, IA 50311
Business: 265-1558

Mr. Mike Childs
Assistant Fire Chief
Ames Fire Department
Ames, IA 50010
Business: Home: 232-6711

Mr. Reynold Hentges
R. J. Hentges, Inc.
Investigation Consultant
P. O. Box 2209
Des Moines, IA 50310
Business: Home: 281-5821

Mr. Kenneth Danley
2706 Tiffin
Des Moines, IA 50317
Business: Home: 265-4158

Mr. Jim Hurd
Senior Engineering Rep.
Aetna Life & Casualty
500 E. Court Ave., #205
Des Moines, IA 50309-2019
Business: Home: 245-5759

Mr. Douglas Duncan
117 NW College Avenue
Ankeny, IA 50021
Business: Home: 964-7248

Mr. Jay Murray
Fire Service Extension
Iowa State University
Ames, IA 50010
Business: Home: 294-6817
Mr. Doug Reynolds  
Instructional Services  
Dept. of Public Instruction  
Grimes State Office Bldg.  
Des Moines, IA 50319  
Business:  
Home: 281-3634

Thomas Strait, Captain  
Ankeny Fire Department  
716 SW Third Street  
Ankeny, IA 50021  
Business: 964-5500  
Home: 965-1774
Mr. William K. Appelgate, President
Western Home
420 East 11th Street
Cedar Falls, IA 50316
Business: 319-277-2141
Home:

Mrs. Ardith Forsyth
312 J Street
Nevada, IA 50201
Business:
Home: 382-4657

Mr. Edward W. Brazil
Manager
Nursing Home Group Mgmt.
133 Linden Boulevard
Pleasant Hill, IA 50317
Business: 223-6064
Home: 262-8171

Mr. Paul G. Klus, Administrator
Heritage Nursing Center
501 South Kentucky
Mason City, IA 50401
Business: 423-2121
Home:

Mr. Larry Breeding
Executive Secretary
Iowa Health Care Assn.
950 12th Street
Des Moines, IA 50309
Business: 225-0666
Home:

Mr. Will Miller
Administrative Assistant
Lont-Term Care Section
Dept. of Social Services
Hoover State Office Bldg.
Des Moines, IA 50310
Business: 281-5691
Home:

Mr. Bob Conlon, Regional Supervisor
Beverly Enterprises
820 1st Street, Suite 200
West Des Moines, IA 50265
Business: 255-2320
Home:

Dr. Terry L. Penniman, Adm.
Convalescent Home for Children
5900 Pioneer Parkway
Johnston, IA 50131
Business: 270-2205
Home: 964-5458

Mrs. Jean Erickson
President
Residential Care Facility Assn.
Sunny Crest Home
1039 Harding Road
Des Moines, IA 50314
Business: 262-6149
Home: 243-4102

Ms. Judy Perrick, Executive Director
Iowa Assn. of Homes for the Aging
3839 Merle Hay Road
Suite 285
Des Moines, IA 50310
Business: 270-1198
Home:
Health Care Administration
Page Two

Mr. Paul Vanderburgh, Director
Long-Term Care Licensing & Cert.
Iowa State Health Dept
Lucas Building
Des Moines, IA  50319
Business: 281-4227
Home:

Sister Donna Venteicher
Administrator
Fort Madison Care Center
1702 41st Street
Fort Madison, IA  52627
Business: 319-372-8021
Home:

Mr. Lanny Ward
Administrator
Good Samaritan Center
708 S. Jefferson St.
Indianola, IA  50125
Business: 961-2596
Home:
Ms. Sherry Bradley
1311 Crescent Street
Ames, IA 50010
Business: 232-0255
Home:

Mr. Mark Haverland
3852 N.W. 90th
Polk City, IA 50226
Business:
Home: 964-4000

Ms. Jeanice Crowley
3218 48th Street
Des Moines, IA 50310
Business:
Home: 278-8348

Ms. Dee Hummel
4020 79th St.
Des Moines, IA 50322
Business:
Home: 278-1361

Mr. Barnett Devine
Alcohol Treatment Program
Veterans Administration Hospital
30th & Euclid
Des Moines, IA 50310
Business: 255-2173
Home:

Ms. Karen Salter
843 - 40th Place
Des Moines, IA 50312
Business: 25506308
Home: 255-6308

Ms. Julie Dornan
Training Director
Woodward State Hospital-School
Woodward, IA 50276
Business: 438-2600
Home:

Ms. Teresa Furneaux
Training Coordinator, Powell III
Iowa Methodist Medical Center
1111 Woodland
Des Moines, IA 50308
Business: 283-6255
Home:
Mrs. Marcia Brown  
200 SE Payton  
Des Moines, IA 50315  
Business: 224-0922  
Home: 285-9042

Mr. Stephen Hardy  
Attorney at Law  
Grefe & Sidney  
2222 Grand  
P.O. Box 10434  
Des Moines, IA 50306  
Business: 245-4300  
Home:

Ms. Carol Coufal, Legal Assistant  
Davis, Hockenberg, Wine, et. al.  
2300 Financial Center  
Des Moines, Iowa 50309  
Business: 243-2300  
Home:

Judge Louis Lavorato  
Polk County Courthouse  
500 Mulberry Street  
Des Moines, IA 50309  
Business: 286-3850  
Home:

Mr. Robert P. Ewald  
Assistant Attorney General  
Gen Counsel Div, Ia Dept of Trans  
800 Lincoln Way  
Ames, IA 50010  
Business: 239-1189  
Home:

Mr. Mark A. Otto  
Attorney at Law  
Brierly, McCall, Gridner, Chalupa, & McCall  
211 First Avenue West  
Newton, IA 50208  
Business: 792-4160  
Home:

Ms. Debra Freel, Legal Assistant  
Patternson, Lorentzen, Duffield, et. al. Law Firm  
729 Insurance Exch. Bldg  
Des Moines, IA 50309  
Business: 283-2147  
Home:

Mr. James Twedt  
Attorney at Law  
605 Penn  
Story City, IA 50248  
Business: 733-5131  
Home:

Mr. Jerry Hadenfeldt  
Law Department  
Meredith Corporation  
1716 Locust Street  
Des Moines, IA 50336  
Business: 284-3056  
Home:

Ms. Kennetha Van Dusseldorp  
Legal Assistant  
Brierly, McCall, Gridner, Chalupa, & McCall  
211 First Avenue West  
Newton, IA 50208  
Business: 792-4160  
Home:
Ms. Mary Weibel
Industrial Commissioner's Office
Workers Compensation Service
507 - 10th Street
Des Moines, IA 50309
Business: 281-3964
Home:

Mr. Paul Zoss
Attorney at Law
Adams, Howe, and Zoss
620 Hubbell Bldg.
Des Moines, IA 50309
Business: 246-1400
Home:
Ms. Angie Anderson  
Recreation Director  
Younker's Rehabilitation Center  
Iowa Methodist Hospital  
Des Moines, IA 50308  
Business: 283-6280

Dr. Mike Teaque  
Professor  
Recreational Education Dept.  
University of Iowa  
Iowa City, IA 52240  
Business: 319-353-6808

Dr. Carol Cooper  
Professor  
University of Northern Iowa  
Cedar Falls, IA 50614  
Business: 319-273-2601

Dr. Nick DeGrino  
Chair, Leisure Studies  
Iowa State University  
Ames, IA 50010  
Business: 294-4443

Mr. Glen Thompson  
33 Curtiss Hall  
Iowa State University  
Ames, IA 50011  
Business: 294-3760

Mr. Bob Hejkal  
Urban Program Director  
Y.M.C.A.  
101 Locust  
Des Moines, IA 50309  
Business: 288-0131

Mr. Don Tripp  
Director of Recreation  
Park and Recreation Dept.  
Depot Annex  
Ames, IA 50010  
Business: 232-6210

Mr. George Reed  
1940 N.W. 82nd, Apt. 14  
Des Moines, IA 50322  
Business: 
Home:

Dr. Carl Yoshioka  
Assistant Professor  
Iowa State University  
202 Beyer Hall  
Ames, IA 50010  
Business: 294-4443  
Home: 292-5466
### Department Advisors

#### FALL 1985

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Business</th>
<th>Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Florence Buhr</td>
<td>4127 30th, Des Moines, IA 50310</td>
<td></td>
<td>279-9025</td>
</tr>
<tr>
<td>Ms. Bonnie Campbell</td>
<td>2000 Westown Parkway, West Des Moines, IA 50265</td>
<td></td>
<td>223-4463</td>
</tr>
<tr>
<td>Mr. Arthur Davis</td>
<td>2880 Grand Avenue, #304, Des Moines, IA 50312</td>
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<td>255-2812</td>
</tr>
<tr>
<td>Ms. Julia Gentleman</td>
<td>2814 Forest Drive, Des Moines, IA 50312</td>
<td></td>
<td>283-0202</td>
</tr>
<tr>
<td>Ms. Betty Grundberg</td>
<td>224 Foster Drive, Des Moines, IA 50312</td>
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<td>279-7373</td>
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<tr>
<td>Mr. Jim Mackay</td>
<td>Aid Securities Corp., 380 Capitol Square, Des Moines, IA 50314</td>
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<tr>
<td>Ms. Peggy Patrick</td>
<td>537 16th Street, West Des Moines, IA 50265</td>
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<td>225-8980</td>
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<tr>
<td>Mr. Jim H. Sutton</td>
<td>4324 Kingman Blvd., Des Moines, IA</td>
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</tr>
</tbody>
</table>
URBAN CAMPUS

ZACK HAMLETT, DEAN

LABOR STUDIES
Mr. Jim Blanchard  
Asst. Business Agent  
Teamsters Local 147  
2425 Delaware  
Des Moines, IA 50317  
Business: 262-9711  
Home: 262-9711

Mr. Charles McKenna  
International Representative  
United Auto Workers  
#210  
2525 E. Euclid  
Des Moines, IA 50317  
Business: 265-9877  
Home:

Mr. Perry Chapin  
President  
South Central Ia. Fed. of Labor  
2000 Walker  
Des Moines, IA 50317  
Business:  
Home: 265-1862

Mr. Roger Millang  
Labor Representative  
Greater United Way  
700 - 6th Avenue  
Des Moines, IA 50309  
Business: 282-5200  
Home:

Ms. Judy Fitzgibbon  
Labor Representative  
Greater United Way  
700 - 6th Avenue  
Des Moines, IA 50309  
Business: 282-5200  
Home:

Mr. John Riddle  
402 Pleasant St.  
Colfax, IA 50054  
Business:  
Home: 674-3241

Mr. Howard Flatt  
Business Manager  
IBEW #347  
850 18th Street  
Des Moines, IA 50314  
Business: 243-1924  
Home:

Mr. Mark Smith  
Secretary/Treasurer  
Iowa Federation of Labor  
2000 Walker  
Des Moines, IA 50317  
Business: 262-9571  
Home:

Mr. Charles Gifford  
President  
State C.A.P. UAW  
#210  
2525 East Euclid  
Des Moines, IA 50317  
Business: 265-9877  
Home:

Mr. Frank Steinbach  
President  
U.A.W. - 450  
4589 - 6th Avenue  
Des Moines, IA 50313  
Business: 283-1784  
Home:
Ms. Mary Ann Stull, President
CWA Local 7102
3612 S.W. 9th
Des Moines, IA 50315
Business: 243-7501
Home:

Ms. Roberta Til-Retz
Labor Center, University of Iowa
N 251 OH
Oakdale, IA 52319
Business: 319-353-5355
Home:

Mr. Max Tipton
International Rep.
U.A.W.
2525 E. Euclid, #210
Des Moines, IA 50317
Business: 265-9877
Home:
The Urban Campus Student Government Association has developed the following budget for fiscal year July 1, 1985 through June 30, 1986. The budget is based on activity fees collected of $.95 per semester credit hour.

All funds still remaining in the account for the USGA at the end of the fiscal year will be carried over for the benefit of the student body of the Des Moines Area Community College's Urban Campus.

The income from student activity fees is based on projected enrollment for the 1985-86 fiscal year. If enrollment does not reach projected levels, income will be proportionately less. Student Government traditionally revises the yearly budget at the beginning of the spring semester to make allowances for lack of or increase in student enrollments.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket Sales</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>200.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Class Education</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Chronicle</td>
<td>600.00</td>
</tr>
<tr>
<td>Operating Cost</td>
<td>500.00</td>
</tr>
<tr>
<td>Special Emphasis</td>
<td>300.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>2,300.00</td>
</tr>
<tr>
<td>Participation Award</td>
<td>750.00</td>
</tr>
<tr>
<td>Writing/Photography</td>
<td></td>
</tr>
<tr>
<td>Contest</td>
<td>350.00</td>
</tr>
<tr>
<td>Clubs</td>
<td>300.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>400.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,000.00</strong></td>
</tr>
</tbody>
</table>

**Explanation of Accounts**

**Ticket Sales:** The money will be used as a subsidy for discount tickets sold out of the Student Services Offices for area concerts and performances.

**Lectures:** This account will be used to hire lecturers to bring to campus to speak on various topics/issues.

**Student Projects:** These funds will be used for miscellaneous projects, decided upon by students. Examples of these projects could be ice cream socials, community projects, picnics, rental of facilities, promotional expenses, dances, and the purchase of food and drink when needed for such activities.

**Class Education:** These funds will be available to faculty and staff upon request and approval of the Monetary Affairs Committee of the USGA, for programs of educational value, library housed periodicals and materials.
Carroll Campus has developed the following budget for fiscal year July 1, 1985 through June 30, 1986. The budget is based on activity fees collected of 95c per semester credit hour.

All funds still remaining in the account at the end of the fiscal year will be carried over for the benefit of the student body of the Des Moines Area Community College Carroll Campus.

The income from student activity fees is based on projected enrollment for the 1985-86 fiscal year. If enrollment does not reach projected levels, income will be proportionately less. The budget is traditionally revised at the beginning of the spring semester to make allowances for lack of or increase in student enrollments.

<table>
<thead>
<tr>
<th>Class Education</th>
<th>$300.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>300.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>150.00</td>
</tr>
<tr>
<td>Special Emphasis</td>
<td>150.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>400.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,200.00</strong></td>
</tr>
</tbody>
</table>

**Explanation of Accounts**

**Class Education:** These funds will be available to faculty and staff upon request and approval of the Student Government, for programs of educational value, library housed periodicals and materials.

**Lectures:** This account will be used to hire lecturers for campus to speak on various topics/issues.

**Leadership:** Monies in this account will be used early in the fall semester to provide a workshop for Student Government members to develop leadership skills—learn to conduct meetings, prepare agendas, use Parliamentary Procedure, and discover the subtleties of group dynamics.

**Special Emphasis:** These funds will be used for speaker honorariums, musical groups, films and video tapes, etc., used in conjunction with special projects. Examples: Pan American week, Handicapped Awareness, Black History month, a Women's History Week.

**Special Projects:** These funds will be used for miscellaneous projects, decided upon by students. Examples of these projects could be ice cream socials, community projects, picnics, rental of facilities, promotional expenses, dances, and the purchase of food and drink when needed for such activities.
INTERCOLLEGIATE ATHLETICS: Funds for intercollegiate athletics are administered by an athletic director. Athletics, including men's and women's basketball, men's baseball and women's softball are funded under the athletic budget. Charges to the budget include those made in areas of transportation, meals, lodging, equipment, officials, insurance, scholarships, advertising, recruitment, rent, and postage. Intercollegiate athletics involves approximately 100 students who compete in nearly 130 contests annually.

STUDENT GOVERNMENT: The account is used for costs related to the operation of and activities sponsored by the student government on the Boone Campus. Included in the student government budget are certain special events sponsored by the student government including a fall mixer (usually a picnic provided by and for students so that new students have a chance to meet one another and returning students), a Christmas Dance, a Homecoming Dance, and the annual Pig Roast. Other social activities are sponsored by organizations other than the student government.

CHEERLEADERS/DRILL TEAM: Funds for cheerleaders and the drill team are administered by an advisor. Charges to the budget include those made in areas of transportation, equipment, recruitment, and practice sessions including mini-workshops with the I.S.U. Pep Council Members.

REAR FACTS: Allocation of funds to the account is for operation of the student newspaper, the Rear Facts. Expenses include those for equipment, materials, and printing.

DRAMA: All dramatic productions are funded under this budget. Expenditures from the account include royalties, scripts, costume rental, properties, and equipment replacement.

PHI THETA KAPPA/HONORS SOCIETY: An honorary society requiring a cumulative grade point average of 3.25 and 3.50 respectively for full time students who have completed three semesters college work. Charges to the PTK budget are for honors pins and a recognition/initiation dinner.

CONTINGENCY: An emergency account used for items and/or projects not normally planned.

CHOIR: This account will be used for travel, upkeep of robes, sheet music, and tuning of the piano.
STUDENT SENATE APPROVED BUDGET
Boone Campus
1985-86

The Boone Campus Student Senate in conjunction with its Budget Committee, has developed and recommends the following proposed budget for disbursement of activity fees collected fiscal year July 1, 1985 through June 30, 1986. The numbers of activity fees collected from both full-time and part-time students determines the basis for the proposed budget.

All funds still remaining in the account at the end of the fiscal year will be carried over for the continued benefit of the total student body at the Boone Campus.

The income from student activity fees is based on projected enrollment for the 1985-1986 academic year. Should enrollment figures not reach or exceed the projected level, income will be proportionately lower or higher, the budget will reflect the same dollar.

<table>
<thead>
<tr>
<th>Campus Recreation/Intramural/Sports</th>
<th>$1,024.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center</td>
<td></td>
</tr>
<tr>
<td>Clubs:</td>
<td></td>
</tr>
<tr>
<td>Nursing Student United</td>
<td>438.90</td>
</tr>
<tr>
<td>Phi Reta Lambda</td>
<td>438.90</td>
</tr>
<tr>
<td>Recreation Club</td>
<td>438.90</td>
</tr>
<tr>
<td>Roteract</td>
<td>219.45</td>
</tr>
<tr>
<td>Athletics</td>
<td>6,876.10</td>
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<tr>
<td>Student Government</td>
<td>2,633.40</td>
</tr>
<tr>
<td>Cheerleader/Drill Team</td>
<td>658.35</td>
</tr>
<tr>
<td>Bear Facts</td>
<td>1,024.10</td>
</tr>
<tr>
<td>Drama</td>
<td>585.20</td>
</tr>
<tr>
<td>Phi Theta Kappa/Honors Society</td>
<td>73.15</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>146.30</td>
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<tr>
<td>Choir</td>
<td>73.15</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$14,630.00</td>
</tr>
</tbody>
</table>

Projected Income

460 Full time Students @ $14.25 ea/semester = $6,610.00
200 Part time students @ $ 3.80 ea/semester = $ 760.00

Explanation of Accounts

CAMPUS RECREATION & INTRAMURAL SPORTS/STUDENT CENTER: Budgeted funds are available for purchase or replacement of supplies and equipment for recreation, intramurals and equipment upkeep in the Student Center, for awards, for officials, wages and for special campus recreational events.

CLUBS: Each club or campus student organization is awarded a sum in terms of not more than 3% of the allocated budget per semester when properly requested allotment is to serve as a "starter" and is intended for organizations to promote total student body oriented activities. Additional funds are available to encourage the above. Clubs are further encouraged to represent the college in respective state and national organizations when possible.
LECTURES: This account will be used to hire lectures to speak on various issues. The funds will also be used for promotional costs regarding same.

ORGANIZATIONAL/OPERATIONAL COSTS: This account will be used for costs related to the operation of Student Government; meal costs for Student Government Appreciation dinner, special recognition to outstanding students, clubs and awards to Student Government persons, salary for Student Government secretary, lawyer fees, and travel costs for Student Government Officers.

POSTERS: This account will be used to pay for costs of posters that publicize Student Government activities.

PUBLICATIONS/SUPPLIES: To pay for expense of ads, billboards, monthly calendar, election edition, and publications for Student Government.

STUDENT PROJECTS: The funds available in this account will be used for miscellaneous projects submitted by students. Examples of these projects could be ice cream socials, community projects, barbecues, or other.

TICKET SALES: This money will be used as a subsidy for discount tickets sold out of the Student Activities Office to those who purchase activity tickets and alumni with paid alumni membership. According to our policy, sport events, musical events and movie-theatre-and activities entitle students to a 25% discount.

SGA SCHOLARSHIPS: These funds will be used for SGA scholarships. The criteria and selection winners will be done by a committee consisting of SGA members, faculty and staff. The SGA members, faculty and staff will be appointed by the President.

STUDENT HEALTH: These funds will be used to obtain the services of a physician, coordinated by the campus nurse. $500 will specifically be used for fitness testing, bloo screens, and Health Risk appraisals at a shared cost of a 50/50 split with the student.
CONTINGENCY: These funds will be used for emergency use to cover expenses for projects which arise that are additional expenses and not budgeted for in standard accounts. These funds will be used only for line items within this budget and will be allocated upon approval of SGA.

SGA COPY MACHINE: The funds will be used towards the maintenance and security of the copy machine. It will be used for supplies, and general maintenance.

CREATIVE WRITING: These funds will be used as tuition and cash awards to the winners of the annual creative writing contest. The criteria and judging process will be submitted to SGA for approval.

DANCES: This money will be used to hire talent, rent facilities, sound systems, pay for security, pay for promotional expenses, and other costs. The funds are used to pay for the services, to purchase food and drink, and other items.

DAY CARE CENTER: This fund will serve as a grant to the Day Care Center to be used for educational equipment, food, furniture, and other items. This grant will enable students who have paid activity fees to receive a discount of the fees charged by the Day Care Center. A financial report will be required each semester, including the total number of children served and the total number of students' children served. At least 75% of the children served by the Day Care Center must be children of currently enrolled students to remain eligible to receive the semester funding. If 75% cannot be reached, the Monetary Affairs Committee of the Student Government Association will be notified, and the $3,250 per semester allotment will be cut back to $2,800 per semester as long as 50% of the children are children of DMACC students. If the percentage drops below 50% all funding will be discontinued. The SGA recommends that if the price needs to be raised, that the staff price be increased before the price for students. Failure to report the percentages may cause for discontinuation of funds.

EXPRESSIONS: These funds will be used to offset the costs of publishing the Expressions magazine.

FILM SERIES: This money will be used to present a series of films each semester selected by the Student Life Committee with final approval of the Student Government Association for use in cooperation with instruction. A series will be offered fall and spring semesters.

LEADERSHIP PROGRAM: This money will be used for Student leadership conferences directed by Student Activities. It will provide lodging, food, transportation, supplies, promotion, and consultants.
*These accounts cannot be deleted or changed unless projections of anticipated 1985-86 income are not realized. At such a time all allocations will be reduced on a percentage basis.

Explanation of Accounts

ALUMNI: These funds will be transferred to the Alumni Association to be used for scholarships only.

CAMPUS CHRONICLE: These funds will be used to fund the operation of the student newspaper. Expenses include printing, typesetting, salaries, supplies, and equipment. A contract between the SGA and Campus Chronicle for fiscal years 1985-86 will be negotiated.

CLASS EDUCATION: These funds will be used by faculty to request money for a program of educational value. To receive funds, the program must serve an educational purpose consistent with the department area. The allocation of funds will be determined by the Monetary Affairs Committee. If more than $75.00 is requested, a written request needs to be submitted listing the value of program, the number of students it affects, speaker background, and other important information.

CLUBS: Each club approved by the Student Government Association is provided an annual grant from the student activity fee up to $100.00. The allotment reduces $50 per semester dependent on when the club's request is made. Additional funds are available for club projects from the Campus Projects account if proper application procedures are followed. A memo will have to be submitted to the Monetary Affairs Committee by each club to be considered for the yearly allocation. The following information must be submitted: (a) anticipated club expenditures, (b) previous year's club expenditures, and (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration on allocation of grants.

CLUB TRAVEL: This fund is an allocation for DMACC Ankeny students attending national, regional and/or local skill contests, seminars, and conferences. The fund will be divided among clubs based on location of conference and in accordance with the club funding procedure.

CONCERTS: This money will be used to hire talent, rent facilities, pay for security police, rent sound systems, pay for services needed in regard to equipment, purchase food and/or drink, and pay for promotional expenses, as posters, radio and televisions.

CONFERENCE TRAVEL: The account will provide money for delegates to attend the national, regional, and/or Statewide leadership conferences which relate to functions of Student Government. If the SGA decides to send more students, fund-raising activities may be planned to raise more money.
The Student Government Association Budget Committee has developed the following budget for fiscal year July 1, 1985 to June 30, 1986. The following budget is based on an activity fee of 95¢ per semester credit hour up to a 15 credit maximum. All students with 15 or more credits are charged $14.25.

Funds remaining in the Student Activities Account on June 30, 1986, will be carried over to be used for the benefit of the students and the campus community, i.e., student center, special programs, general campus improvements, etc. An amendment to the 1985-86 budget will be made at such time as the balance of 1985-86 carry-over is known and projects and needs identified.

Student Activities income is based on projected enrollment for fiscal year 1985-86. If enrollment does not reach expected levels, income will be proportionately less. Student Government traditionally revises the yearly budget at the beginning of spring semester to make allowances for lack or, increase in enrollment.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
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<tr>
<td>Campus Chronicle</td>
<td>8,000.00</td>
</tr>
<tr>
<td>Campus Recreation</td>
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<tr>
<td>Class Education</td>
<td>1,350.00</td>
</tr>
<tr>
<td>Clubs</td>
<td>4,850.00</td>
</tr>
<tr>
<td>Club Travel</td>
<td>19,327.00</td>
</tr>
<tr>
<td>Concerts</td>
<td>9,650.00</td>
</tr>
<tr>
<td>Conference Travel</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Contingency</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Copy Machine</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>900.00</td>
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<tr>
<td>Dances</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Day Care</td>
<td>6,500.00</td>
</tr>
<tr>
<td>Expressions</td>
<td>500.00</td>
</tr>
<tr>
<td>Film Series</td>
<td>3,600.00</td>
</tr>
<tr>
<td>Leadership</td>
<td>2,750.00</td>
</tr>
<tr>
<td>Lectures</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Lobbying</td>
<td>100.00</td>
</tr>
<tr>
<td>Operational Cost</td>
<td>3,000.00</td>
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<tr>
<td>Poster</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Pub/Supply</td>
<td>3,850.00</td>
</tr>
<tr>
<td>Student Health</td>
<td>3,500.00</td>
</tr>
<tr>
<td>Student Projects</td>
<td>10,048.00</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>4,000.00</td>
</tr>
<tr>
<td>SGA Scholarships</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

118,425.00
DATE: August 9, 1985

TO: Gene Snyders

FROM: Gail Wickham

Attached is the Ankeny Campus Student Activities Budget for 1985-86. The changes include:

<table>
<thead>
<tr>
<th></th>
<th>1984-85</th>
<th>1985-86</th>
<th>Increased</th>
<th>Decreased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
<td>+500.00</td>
<td></td>
</tr>
<tr>
<td>Class Education</td>
<td>$1,800.00</td>
<td>$1,350.00</td>
<td>-450.00</td>
<td></td>
</tr>
<tr>
<td>Clubs</td>
<td>$5,000.00</td>
<td>$4,850.00</td>
<td>-150.00</td>
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</tr>
<tr>
<td>Club Travel</td>
<td>$22,795.00</td>
<td>$19,327.00</td>
<td>-3468.00</td>
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</tr>
<tr>
<td>Concerts</td>
<td>$10,000.00</td>
<td>$9,650.00</td>
<td>-350.00</td>
<td></td>
</tr>
<tr>
<td>Conference Travel</td>
<td>$4,350.00</td>
<td>$4,000.00</td>
<td>-350.00</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>$1,125.00</td>
<td>$1,500.00</td>
<td>+375.00</td>
<td></td>
</tr>
<tr>
<td>Copy Machine</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
<td>-500.00</td>
<td></td>
</tr>
<tr>
<td>Creative Writing</td>
<td>$1,000.00</td>
<td>$900.00</td>
<td>-100.00</td>
<td></td>
</tr>
<tr>
<td>Day Care</td>
<td>$4,500.00</td>
<td>$6,500.00</td>
<td>+2000.00</td>
<td></td>
</tr>
<tr>
<td>Film Series</td>
<td>$4,000.00</td>
<td>$3,600.00</td>
<td>-400.00</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>$1,500.00</td>
<td>$2,750.00</td>
<td>+1250.00</td>
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</tr>
<tr>
<td>Lectures</td>
<td>$6,500.00</td>
<td>$5,000.00</td>
<td>-1500.00</td>
<td></td>
</tr>
<tr>
<td>Lobbying</td>
<td>$250.00</td>
<td>$100.00</td>
<td>-150.00</td>
<td></td>
</tr>
<tr>
<td>Posters</td>
<td>$2,000.00</td>
<td>$1,000.00</td>
<td>-1000.00</td>
<td></td>
</tr>
<tr>
<td>Publ &amp; Supplies</td>
<td>$4,980.00</td>
<td>$3,850.00</td>
<td>-1130.00</td>
<td></td>
</tr>
<tr>
<td>Student Health</td>
<td>$3,000.00</td>
<td>$3,500.00</td>
<td>+500.00</td>
<td></td>
</tr>
<tr>
<td>Student Projects</td>
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<td>Ticket Sales</td>
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<tr>
<td>SGA Scholarships</td>
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<td>$2,500.00</td>
<td>+2500.00</td>
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Net difference: $-4075.00

If you have questions, please let me know.

GW: kh
A comparison of the campus budgets are as follows:

<table>
<thead>
<tr>
<th></th>
<th>1984-85</th>
<th>1985-86</th>
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</thead>
<tbody>
<tr>
<td>Ankeny Campus</td>
<td>$122,500.00</td>
<td>$118,425.00</td>
</tr>
<tr>
<td>Boone Campus</td>
<td>$16,500.00</td>
<td>$14,630.00</td>
</tr>
<tr>
<td>Carroll Campus</td>
<td>$1,000.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Urban Campus</td>
<td>$10,000.00</td>
<td>$13,000.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$150,000.00</strong></td>
<td><strong>$147,255.00</strong></td>
</tr>
</tbody>
</table>

These budgets were adjusted to reflect the actual credit hours generated in 1984-85 as calculated by the Research Planning and Reporting Office. No projected increase is anticipated for fiscal 85-86 and, thus, these adjusted budgets.

Attached is the summary and the major changes of the Ankeny Campus Student Activities Budget as prepared by Gail Wickham, Coordinator of Student Activities.

After the process of budget building listed, I, on behalf of the administration, reviewed the budgets with Gail Wickham, Coordinator of Student Activities, and Lynn Albrecht, Manager of Student Records and Services. I, therefore, recommend that these budgets be approved by the President and the Board of Des Moines Area Community College.

cc: Lynn Albrecht
    Gail Wickham
DATE: August 16, 1985

TO: Joseph A. Borgen, President

FROM: Eugene Snyder, Executive Vice President
Management Services

RE: Board Agenda
Student Activity Budgets

Consistent with the Code of Iowa, Chapter 280A, Section 17, Preparation and Approval of Budgets, the budgets for the student governments at the four campuses of Des Moines Area Community College are forwarded for Board approval. Specifically, this section of the Code states:

"The expenditures of funds collected from students for activities shall be determined by the student government unit with administrative and board approval. Any increases in student fees for activities shall be determined by the student government unit with administrative and board approval."

The process of approvals of these budgets was:

1. Budget request forms were sent out to clubs, instructors, and staff in December. Notice of the budget request deadline was posted on bulletin boards and printed in the Campus Chronicle.

2. Budget hearings were held in February.

3. The budget requests were reviewed and a budget was developed by the monetary affairs committee of each campus.

4. Each campus Student Government Association approved their respective budgets as follows:

   - Ankeny Campus: June 19, 1985
   - Boone Campus: March 15, 1985
   - Carroll Campus: August 12, 1985
   - Urban Campus: April 4, 1985
Chronicle: A contract will be negotiated with the Campus Chronicle for issues that will be published in the 85-86 school year.

Operating Cost: This account will be used for costs related to the operation and functioning of the Urban Campus Student Government Association: materials, supplies, posters, etc.

Special Emphasis: These funds will be used for speaker honorariums, musical groups, films and video tapes, etc., used in conjunction with special projects of the USGA: examples, Pan American week, Handicapped Awareness, Black History month (week), and Women's History Week.

Conference Travel: This account will provide money for delegates of the USGA to attend national, regional and local conferences which relate to the functions of Student Government. Included in this account would be the expenses of travel, lodging, food, supplies and materials needed as a result of attendance to a conference or convention.

Participation Award: This account is set aside for student participation in the USGA and USGA activities by elected, as well as, persons volunteering in USGA sponsored activities. The monetary award is granted each semester to ten (10) persons at $25 each.

Writing/Photography Contest: This money is used for the annual Urban Campus SGA writing and photography contest. Three cash awards are granted in the amount of $100, $50 and $25 to the first, second, and third place prize winners.

Clubs: Each club approved by the USGA is provided an annual grant from student activity fees of up to $100. This allotment is dependent on when the club's request is made. The allotment reduces to $50 per semester according to the program making the request. Additional funds are available for club projects if proper application procedures are followed. A memo will have to be submitted to the Monetary Affairs Committee by each club to be considered for the yearly allocation. The following information must be submitted: (a) anticipated club expenditures, (b) previous year's club expenditures, (c) general list of planned fund-raising activities. Failure to do so will be taken into consideration on allocation of grants.

Club Travel: This fund is an allocation for DMACC Urban Campus Students attending national skill contests and ACT conference. The fund will be divided equally to all students attending national skill contests and the ACT conference according to an estimate of the previous three years number of participants. Examples of contests are VICA, DECA, OEA, or other nationally affiliated clubs that sponsor national skill contests.

Leadership: Monies in this account will be used early in the fall semester after the USGA election to provide a workshop for USGA members to develop leadership skills—learn to conduct meetings, prepare agendas, use Parliamentary Procedure, and discover the subtleties of group dynamics.
RESOLUTION NAMING DEPOSITORIES

A copy of this resolution must be on file with the Treasurer of State. Submit two copies; upon approval, one will be returned. The maximum deposit approved for each institution may not be increased without further approval of the Treasurer of State pursuant to Iowa Code §453.3 (1983), as amended by 1984 Iowa Acts, S.F. 2220, §7.

RESOLVED, that the BOARD OF DIRECTORS of DES MOINES AREA COMMUNITY COLLEGE in POLK, et. al. County, Iowa, approves the following list of financial institutions to be depositaries of the COLLEGE funds in conformance with all applicable provisions of Iowa Code Chapters 452 and 453 (1983), as amended by 1984 Iowa Acts, S.F. 2220. The COLLEGE TREASURER is hereby authorized to deposit the COLLEGE funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

<table>
<thead>
<tr>
<th>Depository Name</th>
<th>Location of Home Office</th>
<th>Maximum Balance in effect under prior resolution</th>
<th>Maximum Balance in effect under this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boone State Bank &amp; Trust</td>
<td>Boone, Iowa</td>
<td>$ 125,000.00</td>
<td>$ 125,000.00</td>
</tr>
<tr>
<td>Citizens National Bank</td>
<td>Boone, Iowa</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Ankeny State Bank</td>
<td>Ankeny, Iowa</td>
<td>7,000.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Bankers Trust Co.</td>
<td>Des Moines, Ia.</td>
<td>8,500,000.00</td>
<td>8,500,000.00</td>
</tr>
<tr>
<td>Hawkeye Bank &amp; Trust of DM</td>
<td>Des Moines, Ia.</td>
<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Commercial Savings Bank</td>
<td>Carroll, Ia.</td>
<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Hawkeye Savings &amp; Loan</td>
<td>Boone, Ia.</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>First National Bank</td>
<td>Ames, Ia.</td>
<td>10,800,000.00</td>
<td>10,800,000.00</td>
</tr>
<tr>
<td>American Federal Savings &amp; Loan</td>
<td>Des Moines</td>
<td>6,500,000.00</td>
<td>6,500,000.00</td>
</tr>
<tr>
<td>Association of Iowa</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION. I hereby certify that the foregoing is a true and correct copy of a resolution of the DES MOINES AREA COMMUNITY COLLEGE adopted at a meeting of said public body, duly called and held on the 12th day of August, 1985, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 12th day of August, 1985.

Helen Minor
(Secretary, clerk, or auditor)

Mailing Address: Des Moines Area Community College
2006 S. Ankeny Blvd.
Ankeny, Ia. 50021
Telephone: 964-6319

The amount authorized by this resolution is hereby approved.

MICHAEL L. FITZGERALD
Treasurer of State
Attached are financial reports which summarize fiscal year 1984-85 activities. Included are the following summaries:

1. Budget Status Graphs.
2. Consolidated Balance Sheet for all Funds.
3. Analysis of Current General Fund (Fund 1) Fund Balances compared to projections.
4. Cost Summary By Program.
5. Recap of Revenue & Expenditures by function and object code for General Fund (Funds 1 & 2 Combined) and Plant Fund (Fund 7).

Also attached are Budget Status Graphs and Cash Position Report for the month of July, '85.

During July we received $4.8 Million from issuance of an Anticipatory Warrant for FY86, of which approximately $800,000 was needed to cover expenses for the month. Funds which were not needed were invested with First National Bank, Ames who submitted the highest bid for interest on investments.

4th quarter FY85 State General Aid of $2,059,840 was received on Aug 7, '85, which allows us to operate for the time being without the use of borrowed funds.

Documentation has been received from DPI to denote monies we may expect for FY86 for State General Aid, Vocational Aid and ABE, all of which are somewhat less than budgeted. These reductions, together with a lessor Property Tax levy total approximately $411,000 which must be reduced from projected FY86 Revenue. Further appropriate reductions in budgeted expenditures will be determined after faculty salaries are settled.
NOTE: Plant Fund approved expenditures excludes $1,700,000 principle payment on 3 year loan and includes an increase of $1,027,000 Board approved 3-8-85.
### Annual Report Fiscal Year 1984-85

#### Balance Sheet AS-15 D

**DEPARTMENT OF PUBLIC INSTRUCTION**  
Area Schools Division  
Grimes State Office Building  
Des Moines, Iowa 50319

#### Area School Name: DES MOINES AREA COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>County 77</th>
<th>District XI</th>
<th>Area School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DES MOINES AREA COMMUNITY COLLEGE</td>
</tr>
</tbody>
</table>

#### Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on hand or in banks</td>
<td>(969,714)</td>
<td>838,308</td>
<td>(189,691)</td>
</tr>
<tr>
<td>Investments</td>
<td>986,222</td>
<td>1,700,286</td>
<td>216,219</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>2,889,608</td>
<td>1,084,006</td>
<td>101,096</td>
</tr>
<tr>
<td>Notes receivable</td>
<td></td>
<td></td>
<td>792,187</td>
</tr>
<tr>
<td>Deposits &amp; Prepaid Expenses</td>
<td>275,648</td>
<td>725,612</td>
<td>611</td>
</tr>
<tr>
<td>Inventories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from other funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loans outstanding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>3,181,764</td>
<td>3,622,600</td>
<td>574,354</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td></td>
<td></td>
<td>3,738</td>
</tr>
<tr>
<td>Buildings</td>
<td></td>
<td></td>
<td>24,957,876</td>
</tr>
<tr>
<td>Other Structures &amp; Improv.</td>
<td></td>
<td></td>
<td>10,268,866</td>
</tr>
<tr>
<td>Furniture, mach. &amp; improv.</td>
<td></td>
<td></td>
<td>1,244,995</td>
</tr>
<tr>
<td>Books and films</td>
<td></td>
<td></td>
<td>120,260</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td></td>
<td></td>
<td>1,954,134</td>
</tr>
<tr>
<td>Leased Property Under Capital Leases</td>
<td></td>
<td></td>
<td>41,901,491</td>
</tr>
<tr>
<td><strong>Total fixed assets</strong></td>
<td>0</td>
<td>0</td>
<td>241,449</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>3,181,764</td>
<td>3,622,600</td>
<td>574,354</td>
</tr>
</tbody>
</table>

#### Liabilities and Fund Balances

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current liabilities</strong></td>
<td>960,476</td>
<td>129,320</td>
<td>8,447</td>
</tr>
<tr>
<td><strong>Long term liabilities</strong></td>
<td>2,330,000</td>
<td>2,459,320</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>960,476</td>
<td>2,459,320</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance</td>
<td>1,945,640</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restricted &amp; V fixed assets</strong></td>
<td>275,648</td>
<td>185,363</td>
<td>574,354</td>
</tr>
<tr>
<td><strong>Restricted - spec purposes</strong></td>
<td>275,648</td>
<td>185,363</td>
<td>574,354</td>
</tr>
<tr>
<td><strong>Restricted - Unemployment comp.</strong></td>
<td>275,648</td>
<td>185,363</td>
<td>574,354</td>
</tr>
<tr>
<td><strong>Total Fund balance</strong></td>
<td>2,221,288</td>
<td>1,163,280</td>
<td>574,354</td>
</tr>
</tbody>
</table>

| **Total Liabilities & Fund Balance**| 3,181,764    | 3,622,600  | 574,354   |

---

*Note: Figures are approximate and rounded for readability.*
CURRENT GENERAL FUND (FUND 1)
ANALYSIS OF FUND BALANCES COMPARED TO PROJECTIONS
AS OF JUNE 30, 1985

<table>
<thead>
<tr>
<th></th>
<th>ESTIMATED</th>
<th>ACTUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND BAL JULY 1,84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNRESTRICTED</td>
<td>(275,705)</td>
<td>320,339</td>
</tr>
<tr>
<td>RESTRICTED FOR INVENTORIES</td>
<td>211,200</td>
<td>502,684</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>* (64,505)</td>
<td><strong>823,223</strong></td>
</tr>
<tr>
<td>REVENUE FY85</td>
<td>20,269,045</td>
<td>20,009,806</td>
</tr>
<tr>
<td>EXPENDITURES FY85</td>
<td>(19,657,296)</td>
<td>(18,630,164)</td>
</tr>
<tr>
<td>REVENUE OVER EXPENSES</td>
<td>611,749</td>
<td>1,379,642</td>
</tr>
<tr>
<td>ADJUSTMENTS</td>
<td></td>
<td>18,426</td>
</tr>
<tr>
<td><strong>FUND BALANCE JUNE 30,85</strong></td>
<td>547,244</td>
<td>2,221,291</td>
</tr>
</tbody>
</table>

| FUND BAL JUNE 30,85: |         |              |
| UNRESTRICTED        | 331,044  | 1,945,640    |
| RESTRICTED FOR INVENTORIES | 216,200 **| 275,648 **|
| **TOTAL**           | 547,244  | 2,221,288    |

**NOTE:** Actual Fund Bal is more than estimate due to variance in beginning of year balance and revenue recd in excess of expenditures. The materials and supplies inventory for Plant Services also shows an increase over original estimate.

*Estimated Fund Balance for July 1,84, excludes amounts for Unemployment Compensation, transferred to Fund 2; and Houses & Lots inventory, transferred to Fund 3.

**Actual Fund Balance for June 30,85 is adjusted to reflect Houses and Lots Inventory having been transferred to Fund 3 during the year.
## COST SUMMARY BY PROGRAM FOR FISCAL YEAR 1984-85

### ARTS & SCIENCES:

#### College Parallel

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Hours</th>
<th>接触</th>
<th>Total Cost PER Hr</th>
<th>Cost PER FTEE</th>
<th>Total COST WITH FTEE W/ DIRECT COST W/0 FTEE W/ DIRECT COST W/0 FTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankeny</td>
<td>667,398</td>
<td>1,139.36</td>
<td>$2,574,526</td>
<td>$3.86</td>
<td>$2,9,260</td>
</tr>
<tr>
<td>Boone</td>
<td>196,815</td>
<td>332.03</td>
<td>920,534</td>
<td>4.68</td>
<td>2,772</td>
</tr>
<tr>
<td>Western Attend Ctr</td>
<td>45,252</td>
<td>73.57</td>
<td>128,681</td>
<td>2.84</td>
<td>1,749</td>
</tr>
<tr>
<td>Urban</td>
<td>209,043</td>
<td>352.80</td>
<td>735,040</td>
<td>3.52</td>
<td>2,083</td>
</tr>
</tbody>
</table>

#### College Parallel Career Options

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Hours</th>
<th>Total Cost PER Hr</th>
<th>Cost PER FTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec Leadership-Ankeny</td>
<td>14,897</td>
<td>19.98</td>
<td>57,401</td>
</tr>
<tr>
<td>Rec Leadership-Boone</td>
<td>10,255</td>
<td>13.56</td>
<td>47,937</td>
</tr>
<tr>
<td>Computer Science-Boone</td>
<td>27,871</td>
<td>31.55</td>
<td>86,982</td>
</tr>
<tr>
<td>Health Care Adm/Res Care</td>
<td>71,865</td>
<td>98.65</td>
<td>262,007</td>
</tr>
<tr>
<td>Child Care Aid/Asst</td>
<td>10,266</td>
<td>17.21</td>
<td>39,530</td>
</tr>
<tr>
<td>Legal Assisting</td>
<td>74,001</td>
<td>127.16</td>
<td>285,389</td>
</tr>
<tr>
<td>Community Corr-Ankeny</td>
<td>63,992</td>
<td>109.12</td>
<td>246,856</td>
</tr>
<tr>
<td>Community Corr-Boone</td>
<td>1,354</td>
<td>2.01</td>
<td>6,344</td>
</tr>
<tr>
<td>Fire Science</td>
<td>6,535</td>
<td>11.87</td>
<td>25,250</td>
</tr>
<tr>
<td>Community Serv-Ankeny</td>
<td>36,426</td>
<td>61.72</td>
<td>140,573</td>
</tr>
<tr>
<td>Community Serv-Boone</td>
<td>621</td>
<td>1.05</td>
<td>2,917</td>
</tr>
<tr>
<td>Dev Disabilities Assoc</td>
<td>766</td>
<td>1.27</td>
<td>2,997</td>
</tr>
</tbody>
</table>

### CAREER EDUCATION TOTAL

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Hours</th>
<th>Total Cost PER Hr</th>
<th>Cost PER FTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Power Machinery Tech</td>
<td>11,879</td>
<td>15.99</td>
<td>148,935</td>
</tr>
<tr>
<td>Ag Business</td>
<td>38,576</td>
<td>53.57</td>
<td>164,990</td>
</tr>
<tr>
<td>Commercial Hort</td>
<td>37,960</td>
<td>47.69</td>
<td>169,254</td>
</tr>
<tr>
<td>Accounting Specialist</td>
<td>135,407</td>
<td>201.14</td>
<td>472,300</td>
</tr>
<tr>
<td>Bookkeeping-Ankeny</td>
<td>34,930</td>
<td>42.71</td>
<td>150,963</td>
</tr>
<tr>
<td>Bookkeeping-Boone</td>
<td>33,978</td>
<td>44.47</td>
<td>107,814</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>109,067</td>
<td>219.76</td>
<td>564,215</td>
</tr>
<tr>
<td>Cler &amp; Off Supr-Ankeny</td>
<td>30,106</td>
<td>42.58</td>
<td>120,183</td>
</tr>
<tr>
<td>Cler &amp; Off Supr-Boone</td>
<td>6,257</td>
<td>8.88</td>
<td>30,418</td>
</tr>
<tr>
<td>Legal Secretarial</td>
<td>60,691</td>
<td>84.55</td>
<td>286,263</td>
</tr>
<tr>
<td>Medical Secretarial</td>
<td>30,740</td>
<td>43.69</td>
<td>127,440</td>
</tr>
<tr>
<td>Secretarial Admin-Ankeny</td>
<td>33,384</td>
<td>46.62</td>
<td>159,004</td>
</tr>
<tr>
<td>Secretarial Admin-Boone</td>
<td>12,911</td>
<td>17.23</td>
<td>62,761</td>
</tr>
<tr>
<td>Correspondence Sec-Ankeny</td>
<td>31,436</td>
<td>41.43</td>
<td>108,493</td>
</tr>
<tr>
<td>Correspondence Sec-Boone</td>
<td>12,034</td>
<td>16.50</td>
<td>58,500</td>
</tr>
<tr>
<td>General Office Ck-Ankeny</td>
<td>42,591</td>
<td>55.14</td>
<td>113,652</td>
</tr>
<tr>
<td>Clerical-Boone</td>
<td>9,942</td>
<td>13.04</td>
<td>48,326</td>
</tr>
<tr>
<td>Clerical-Urban</td>
<td>36,981</td>
<td>50.78</td>
<td>180,735</td>
</tr>
<tr>
<td>Fashion Merchandising</td>
<td>38,635</td>
<td>55.48</td>
<td>131,339</td>
</tr>
<tr>
<td>Fin Serv Mkvtg Gen Bank</td>
<td>68,360</td>
<td>110.71</td>
<td>195,540</td>
</tr>
<tr>
<td>Gen Mktg Retail Mktg</td>
<td>24,057</td>
<td>32.29</td>
<td>68,047</td>
</tr>
</tbody>
</table>
### COST SUMMARY BY PROGRAM FOR FISCAL YEAR 1984-85

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CONTACT HOURS</th>
<th>FTEE</th>
<th>COST W/ CAP OILY</th>
<th>COST PER HR W/ CAP OILY</th>
<th>TOTAL W/0 CAP OILY</th>
<th>COST PER HR W/0 CAP OILY</th>
<th>TOTAL W0/ CAP OILY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Mise Spec Retail Mgt</td>
<td>44,219</td>
<td>63.95</td>
<td>$135,705</td>
<td>$3.07</td>
<td>$131,365</td>
<td>$2.97</td>
<td>$2,054</td>
</tr>
<tr>
<td>Ind Sales Spec Ind Mkgh</td>
<td>51,643</td>
<td>77.15</td>
<td>178,990</td>
<td>3.47</td>
<td>173,921</td>
<td>3.37</td>
<td>2,254</td>
</tr>
<tr>
<td>Electronic Tech High Tech</td>
<td>131,453</td>
<td>178.85</td>
<td>429,848</td>
<td>3.27</td>
<td>434,701</td>
<td>3.31</td>
<td>2,431</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>27,994</td>
<td>35.44</td>
<td>109,397</td>
<td>3.91</td>
<td>105,079</td>
<td>3.75</td>
<td>2,965</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>24,006</td>
<td>31.35</td>
<td>182,343</td>
<td>7.60</td>
<td>172,448</td>
<td>7.18</td>
<td>5,501</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>19,282</td>
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| CAREER EDUCATION TOTAL               | 2,202,975     | 3,006.50| $9,613,113      | $4.36                    | $9,078,058        | $4.12                    | $3,019              |
### DES MOINES AREA COMMUNITY COLLEGE

**COST SUMMARY BY PROGRAM FOR FISCAL YEAR 1984-85**

**Page 3 of 3**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CONTACT HOURS</th>
<th>CONTACT FTEE</th>
<th>TOTAL COST WITH FTEE</th>
<th>COST PER HR WITH FTEE W/ CAP OTLY</th>
<th>TOTAL COST W/O FTEE W/ CAP OTLY</th>
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<tr>
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### INDIRECT COSTS:

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<th>CONTACT HOURS</th>
<th>CONTACT FTEE</th>
<th>TOTAL COST WITH FTEE</th>
<th>COST PER HR WITH FTEE W/ CAP OTLY</th>
<th>TOTAL COST W/O FTEE W/ CAP OTLY</th>
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**ATTACHMENT #8**

Regular Meeting
August 27, 1985
## Annual Report Fiscal Year FYL984-85

**General Fund Revenue Statement AS-15 E**

**Combined (Funds 1 & 2)**

### Source of Revenue

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**Federal Support**

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| 432 Title III Dev Inst          |                                  |                              |                               |                     |                          |                               |                             |                          |                        |
| 433 Title IV SEOG               |                                  |                              |                               |                     |                          |                               |                             |                          |                        |
| 434 Title IV Workstudy          |                                  |                              |                               |                     |                          |                               |                             |                          |                        |

**DEPARTMENT OF PUBLIC INSTRUCTION**

**Area Schools Division**

Grimes State Office Building
Des Moines, Iowa 50319

**County**

77

**District**

XI

**Area School:** Des Moines Area Community College

**DES MOINES AREA COMMUNITY COLLEGE**
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<td>0</td>
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<tr>
<td>Total Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>760,013</td>
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<tr>
<td>TOTAL DISBURSEMENTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1,132,820</td>
</tr>
</tbody>
</table>
CASHPOS

DISK #1

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

JULY 31, 1985

- COMBINED FUNDS
  - PLANT FUND
  - VOTED TAX SF
  - DMACC TRUST
  - HF 623

CASH IN BANK:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Fwd July 1, '85</td>
<td>($284,505)</td>
</tr>
<tr>
<td>PLUS: July Receipts</td>
<td>3,372,701</td>
</tr>
<tr>
<td>LESS: July Disbursements</td>
<td>3,074,212</td>
</tr>
<tr>
<td>Cash Balance 7-31-85</td>
<td>$13,984</td>
</tr>
</tbody>
</table>

INVESTMENTS:

- Savings Accounts:
  - Ankeny State Bank $2,803
  - Bankers Trust 3,312
  - First Natl Bank/Ames 1,230,000
  - $2,803 3,312 1,230,000

- Certificates of Deposit:
  - HF623 at Bankers Tr $800,000
  - Gen Fd at First Natl 2,838,000
  - Early Retirement ASB 64,095
  - Loan Fd at ASB 22,000
  - Alumni at ASB 17,250
  - DMACC Trust at ASB 100,000
  - Boone Athl at HSL 10,295
  - Arch Drfg Clb at ASB 1,000
  - $4,202,739 $1,369,983 $31,688 $222,925 $866,323

FOOTNOTES:

1. HF623 account balance includes $34,045 Firestone, $17,660 for Equitable Life, $14,207 for Distinctive Packaging, $411 for B.W. Johnson, and $800,000 for Greyhound.

2. CD's shown above for Early Retirement represents Sinking Fund established for employees who elected the Early Retirement option.

3. Funds above shown invested in Savings and/or CD's with First Natl Bank, Ames represents amount of the $4.8 Million FY86 Anticipatory Warrant monies received and currently on hand (total of $4,068,000).
DMACC BUDGET STATUS JULY 31, 1985
(FUNDS 1 & 2)
DMACC BUDGET STATUS JULY 31, 1985
(FUNDS 3, 4, 5, 6, 7)
Human Resources Report
September 17, 1985

I. CONTRACT CHANGES

a. Dixon, Michael, Coordinator-College Publications, Development Services
   From Grade 13 to Grade 14. Annual Salary $32,093.
   Employment Agreement with Professional Staff.

b. Horsman, Tanya, Computer Operator, Data Services.
   To Senior Computer Operator, Grade 7. Twelve Month Contract.
   Employment Agreement with Professional Staff.

c. Nelson, Rebecca, Computer Operator, Data Services.
   To Senior Computer Operator, Grade 7. Twelve Month Contract.
   Employment Agreement with Professional Staff.

II. RESIGNATIONS


III. S.D.U. LANE CHANGES

a. Doyle, Judith, Instructor-Nursing, Health Services & Sciences.
   From Lane 293 Level 13.0 to Lane 315 Level 13.0.
   Effective August 27, 1985

IV. NEW PERSONNEL

   Annual Salary $19,249. Nine Month Contract.
   Effective August 27, 1985.
   Continuing Contract with Certified Faculty-Probationary.

b. Green, Mary Jane, Instructor-Office Occupations, Boone Campus.
   Annual Salary $22,900. Twelve month contract.
   Effective August 27, 1985.
   Continuing Contract with Certified Faculty-Probationary.

c. Mueller, Kay, Instructor-Speech, Boone Campus
   Effective August 27, 1985.
   Continuing Contract with Certified Faculty-Probationary.
d. Peter, Delbert, Supervisor, Building & Grounds, Boone Campus.
   Annual Salary $14,115. Twelve month contract.
   Employment Agreement with Professional Staff.

e. Polking, Clare, Instructor-Nursing, Boone Campus.
   Annual Salary $14,096. Nine Month Contract.
   Effective August 27, 1985.
   Continuing Contract with Certified Faculty-Probationary.

f. Rhoads, Sandra, Lab Asst-Child Care, Public & Human Services.
   Effective August 27, 1985.
   Employment Agreement with Professional Staff.
<table>
<thead>
<tr>
<th>Name:</th>
<th>Firouz Faridaidi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Instructor-Math/Science</td>
</tr>
<tr>
<td>Department:</td>
<td>Carroll Campus</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$19,249 Annually</td>
</tr>
<tr>
<td>Education:</td>
<td>M.A., University of Northern Iowa</td>
</tr>
<tr>
<td>Experience:</td>
<td>6 Years Teaching</td>
</tr>
<tr>
<td>Length of Contract:</td>
<td>9 Months</td>
</tr>
<tr>
<td>Reason for Employment:</td>
<td>New Position</td>
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</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mary Jane Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Instructor-Office Occupations</td>
</tr>
<tr>
<td>Department:</td>
<td>Boone Campus</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$22,900 Annually</td>
</tr>
<tr>
<td>Education:</td>
<td>B.A., Buena Vista College</td>
</tr>
<tr>
<td>Experience:</td>
<td>13 1/2 Years Teaching</td>
</tr>
<tr>
<td>Length of Contract:</td>
<td>Twelve Months</td>
</tr>
<tr>
<td>Reason for Employment:</td>
<td>To Replace Becky Hartstack</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Kay Mueller</th>
</tr>
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<tbody>
<tr>
<td>Position:</td>
<td>Instructor-Speech</td>
</tr>
<tr>
<td>Department:</td>
<td>Boone Campus</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$15,384 Annually</td>
</tr>
<tr>
<td>Education:</td>
<td>B.A., Iowa State University</td>
</tr>
<tr>
<td>M.A., Purdue University</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>1 Year Teaching</td>
</tr>
<tr>
<td>Length of Contract:</td>
<td>9 Months</td>
</tr>
<tr>
<td>Reason for Employment:</td>
<td>To Replace Jan Aurelius</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Delbert Peter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Supervisor, Building &amp; Grounds</td>
</tr>
<tr>
<td>Department:</td>
<td>Boone Campus</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$14,115 Annually</td>
</tr>
<tr>
<td>Education:</td>
<td>Engineer Certificate, Iowa State</td>
</tr>
<tr>
<td>Experience:</td>
<td>25 Years Working</td>
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<tr>
<td>Length of Contract:</td>
<td>12 Months</td>
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<tr>
<td>Reason for Employment:</td>
<td>To Replace Alan Fleshman</td>
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<table>
<thead>
<tr>
<th>Name:</th>
<th>Clare Polking</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Instructor-Nursing</td>
</tr>
<tr>
<td>Department:</td>
<td>Boone Campus</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$14,096 Annually</td>
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<tr>
<td>Education:</td>
<td>B.S.N., University of Iowa</td>
</tr>
<tr>
<td>M.S., University of Iowa</td>
<td></td>
</tr>
<tr>
<td>Experience:</td>
<td>1 Year Teaching</td>
</tr>
<tr>
<td>Length of Contract:</td>
<td>9 Months</td>
</tr>
<tr>
<td>Reason for Employment:</td>
<td>To Replace Audrey Cooper &amp; Paula Mottola</td>
</tr>
<tr>
<td>Name:</td>
<td>Sandra Rhoads</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Position:</td>
<td>Lab Assistant-Child Care</td>
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<tr>
<td>Department:</td>
<td>Public &amp; Human Services</td>
</tr>
<tr>
<td>Recommended Salary:</td>
<td>$10,221 Annually</td>
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<td>Education:</td>
<td>A.A., DMACC</td>
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<tr>
<td>Experience:</td>
<td>B.A., University of Northern Iowa</td>
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<tr>
<td>Length of Contract:</td>
<td>2 1/2 Years working</td>
</tr>
<tr>
<td>Reason for Employment:</td>
<td>To Replace Sheryl Walker</td>
</tr>
</tbody>
</table>
DATE: September 16, 1985

TO: Helen Minor - Board Secretary

FROM: Don Zuck - Manager, Business Services

RE: September 17 Board Agenda Item
Sale of Student Constructed House - Ankeny

The following house is ready to be placed on the market:

House #26
826 S. E. 10th Street, Ankeny
Size: 1,550 sq. ft.
DMACC Costs: Construction (including some estimates) $54,131
Lot 16,934
Realtor Fees 4,000
$75,065

(Above costs include a $2,400 carpet allowance which will be included as part of the listing price.)

The requested Board action will be to approve the listing price.

Appraisals: $81,000; $87,500; $92,512.

Additional information: The house next door, which is 100 sq. ft. smaller, listed at $87,000 and sold for $85,500. (DMACC house).

Recommended listing price: $88,000

sp
cc: Gene Snyders