AGENDA

1. Call to Order - 5:00 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public Comments.
5. Presentation - Carroll Nursing Program.
6. Slide/Tape - "Carroll: Growing First Class".
7. Consideration of minutes of July 18, 1983, regular meeting and August 8, 1983, special meeting.
9. Consideration of FY84 salary recommendations.
10. Consideration of program advisory committee appointments.
11. Consideration of membership in North Central Association of Colleges and Schools for FY84.
12. Consideration of offers to purchase property at 2340 Ashwood Drive, Carroll, Iowa.
13. Consideration of payables.
14. Presentation of financial report.
16. Board Members' Reports.
17. Closed Session.
18. Consideration of ratification of collective bargaining agreement.
19. Adjournment.
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 15, 1983. The meeting was called to order by Board President Eldon Leonard at 5 p.m.

Members Present:
Raymond Clark
Georganne Garst
Eldon Leonard
Theodore Nemmers

Members Absent:
DeVerre Bendixen

Others Present:
Joseph A. Borgen, President
Eugene R. Snyders, Board Secretary
Other interested staff and residents of the Carroll community

It was moved by G. Garst, seconded by T. Nemmers, that the tentative agenda be approved as presented.

Motion passed unanimously.

There were no requests to address the Board; however, Don Kerr, Director of the Western Attendance Center, introduced the Board to Denny Johnston, President of the Carroll Chamber of Commerce; Bill Van Tuyl, Vice President of Rollscreen Co.; Paul Barton of the Carroll Daily Times; Art Neu, Mayor of Carroll; Ron Schechtman of the Carroll Development Commission; Gary Martin, General Manager for General Electric; Kay Stock of the DMACC Nursing Staff in Carroll; and Janet Bryant, secretary in the DMACC office in Carroll.

Kay Stock of the DMACC Nursing Staff in Carroll commented to the Board of Directors on the successes and status of the Nursing Program there.

The slide/tape presentation entitled "Carroll: Growing First Class" was shown.

There was a motion by D. Rowen, second by D. Shull, that the Board approve the minutes of the July 18, 1983, regular meeting and the August 8, 1983, special meeting.

Motion passed unanimously.
J. Risdal made a motion which was seconded by T. Nemmers for approval of the following personnel items:

**Contract Changes**


- Hansen, Kristine, Educational Advisor, Student Development. From 9 months to 12 months for FY84 and FY85 only. Annual salary $13,365. Effective September 1, 1983. Contract with administrative/professional staff.

- Friederich, Teresa, Instructor - Medical Lab Technician, Health Services & Sciences. From 12 month (.750) to 9 month (1.00). Annual salary $19,137. Effective August 30, 1983. Continuing contract with certified faculty.

**Leave Without Pay**


**Resignations**

- Lenehan, Elizabeth, Instructor - Nursing, Boone Campus. Effective August 1, 1983.

**New Personnel**


APPROVAL OF FY84 SALARY RECOMMENDATIONS

A motion for approval of fiscal year 1984 salaries as detailed below was made by D. Shull, seconded by G. Garst.

ATTACHMENT #1 - Classified Staff Excluded From Bargaining Unit
ATTACHMENT #2 - Classified Bargaining Unit Staff
ATTACHMENT #3 - Administrative/Professional Staff
ATTACHMENT #4 - Administrative/Professional Staff Being Held on Salary for FY83
ATTACHMENT #5 - Unified Salary Schedule
ATTACHMENT #6 - Hourly Rate Schedule - Part-time Classified Staff
   (Effective Sept. 1, 1983)
ATTACHMENT #7 - Instructional Staff Part-time Rates
   (Effective Sept. 1, 1983)

Motion passed on a roll call vote.
Nays: T. Nemmers

The Board recessed for dinner at 5:50 and reconvened at 6:25.

APPROVAL OF ADVISORY COMMITTEES

J. Risdal made a motion for approval of Educational Services Advisory Committees for FY84 as detailed on Attachment #8; motion seconded by T. Nemmers.

Motion passed unanimously.

APPROVAL OF NCA MEMBERSHIP

It was moved by D. Rowen, seconded by R. Clark, that the Board of Directors approve institutional membership in the North Central Association of Colleges and Schools for FY84, and that the College be authorized to pay membership dues in the amount of $985.00.

Motion passed unanimously.

CONSIDERATION OF OFFERS TO PURCHASE PROPERTY IN CARROLL

There was a motion by D. Rowen, second by D. Shull, to reject the $75,000.00 offer to purchase College owned property at 2340 Ashwood Drive, Carroll, Iowa.

Motion passed unanimously.
A motion for approval of the payables as presented in Attachment #9 was made by T. Nemmers, seconded by G. Garst.

Motion passed unanimously.

The Financial Report as included in Attachment #10 was presented by Controller, Irv Steinberg.

Dr. Borgen reported a 9.9% growth in enrollment over Fall term of 1982 going into open registration. He also informed the Board of two policy review sessions scheduled for September 29 and October 5 and provided the information included as Attachment #11 regarding the Business & Economic Institute.

Director D. Rowen informed the Board that the Iowa Association of Community College Trustees will be moving to a new office. They are looking at a facility in West Des Moines which would provide meeting room space for about twenty individuals.

G. Garst made a motion which was seconded by T. Nemmers that the Board of Directors hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Code of Iowa.

Motion passed unanimously on a roll call vote and at 6:50 p.m. the Board recessed for five minutes prior to convening in closed session.

The Board returned to open session at 7:02 p.m.

There was a motion by D. Shull, second by D. Rowen, that the Board of Directors approve the Collective Bargaining Agreement with the Higher Education Association (included as Attachment #12) for contract year 1984 subject to ratification by the unit.

Motion passed unanimously.

G. Garst made a motion which was seconded by R. Clark that the meeting be adjourned.

Motion passed unanimously and at 7:05 p.m. Board President E. Leonard adjourned the meeting.

ELDON LEONARD, President

EUGENE R. SNYDERS, Secretary
### CLASSIFIED STAFF EXCLUDED FROM BARGAINING UNIT

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* Receiving a partial increase as their salary has reached the maximum of the salary grade.
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Coordinators and Supervisors

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### Coordinators and Supervisors

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## APPENDIX D

### LIST OF ADMINISTRATORS BEING HELD ON SALARY

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## APPENDIX E

**DES MOINES AREA COMMUNITY COLLEGE**

**UNIFIED SALARY SCHEDULE**

1983-1984

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<td>Supervisor, Inventory, Grants &amp; Contracts</td>
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<td></td>
<td>Operations Supervisor</td>
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<td>15</td>
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<td>$27,025</td>
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<td>Coordinator, Industry &amp; Technology</td>
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<td>Coordinator, Public &amp; Human Services</td>
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<td>Director, Grants &amp; Contracts</td>
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<td>Programmer/Analyst</td>
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<td></td>
<td>Director, Employee Relations</td>
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<td>Director, Instructional Development</td>
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<td>Director, Staff Development</td>
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<td>Director, Western Attendance Center</td>
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<td></td>
<td>Controller</td>
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<td>Director, External Studies</td>
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<td>Director, Health Services</td>
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<td>Director, Plant Operation &amp; Maintenance</td>
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<td></td>
<td>Manager, Research, Planning &amp; Reporting</td>
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<td>Manager, Human Resources</td>
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<td>Manager, Student Records &amp; Services</td>
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<td>22</td>
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<td>Dean, Health Services &amp; Sciences</td>
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<td>Dean, Industry &amp; Technology</td>
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<tr>
<td></td>
<td>Dean, Public &amp; Human Services</td>
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<td></td>
<td>Dean, Urban Campus</td>
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<td>Exec. V-President, Mgmt. Services</td>
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## APPENDIX F

**DES MOINES AREA COMMUNITY COLLEGE**

**HOURLY RATE SCHEDULE FOR PART-TIME CLASSIFIED PERSONNEL**

**1983-84**

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tr>
<td>Student</td>
<td>$3.40</td>
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<tr>
<td>Work Study Student</td>
<td>3.40</td>
<td>3.40</td>
</tr>
<tr>
<td>* Secretarial/Clerical</td>
<td>3.83</td>
<td>3.90</td>
</tr>
<tr>
<td>* Data Entry Operator/Key Punch</td>
<td>4.14</td>
<td>4.21</td>
</tr>
<tr>
<td>* Custodian - Casual</td>
<td>3.91</td>
<td>3.98</td>
</tr>
<tr>
<td>* Summer Grounds Help</td>
<td>3.62</td>
<td>3.69</td>
</tr>
<tr>
<td>* Snow Removal</td>
<td>6.81</td>
<td>6.88</td>
</tr>
<tr>
<td>Campus Nurse</td>
<td>6.90</td>
<td>7.00</td>
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<tr>
<td>STRIVE/Special Needs-Tutor Trainee</td>
<td>3.75</td>
<td>3.80</td>
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<td>STRIVE/Special Needs-Tutor Spec.</td>
<td>4.00</td>
<td>4.05</td>
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<tr>
<td>STRIVE/Lab Assistant</td>
<td>6.25</td>
<td>6.30</td>
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<tr>
<td>ABE Recruiters &amp; Aides</td>
<td>4.25</td>
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</table>

* Changed per Collective Bargaining Agreement.

**Rates effective September 1, 1983, with the exception of those rates negotiated as part of the Collective Bargaining Agreement. Those negotiated rates are effective July 1, 1983.**
## APPENDIX G
### DES MOINES AREA COMMUNITY COLLEGE

### PART-TIME RATES FOR INSTRUCTIONAL STAFF**

** Rates to become effective September 1, 1983.

### 1983 - 1984

<table>
<thead>
<tr>
<th>Role</th>
<th>Current</th>
<th>Proposed</th>
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<tr>
<td>Dentists (Dental)</td>
<td>$18.40</td>
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<td><strong>Credit Courses</strong></td>
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<tr>
<td>100 - 200</td>
<td>16.15</td>
<td>19.50/55 Min/Hr</td>
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<tr>
<td>300 - 400</td>
<td>14.00</td>
<td>17.00/55 Min/Hr</td>
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<tr>
<td>500 Non-credit</td>
<td>12.75</td>
<td>14.00/55 Min/Hr</td>
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<tr>
<td>700 - 800 Adult General</td>
<td>9.00</td>
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<tr>
<td><strong>Extension Center Supervisor</strong></td>
<td>9.00</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Clinical Supervisor</strong></td>
<td>9.00</td>
<td>11.00</td>
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<tr>
<td><strong>Basic Ed. Instructors/High School</strong></td>
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<tr>
<td>Completion Instructors &amp; Consultants (Start October 1, 1983)</td>
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<tr>
<td>Instructor</td>
<td>9.00</td>
<td>10.00</td>
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<tr>
<td>Master Instructor (2 years)</td>
<td>9.70</td>
<td>10.50</td>
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<tr>
<td>Master Instructor (5 years)</td>
<td>10.20</td>
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<tr>
<td><strong>Daily (Continuous) Clinical Instructors</strong></td>
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<td><strong>Honorariums</strong></td>
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<tr>
<td>1st Hour</td>
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<tr>
<td>2nd Hour</td>
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<tr>
<td>3rd Hour</td>
<td>$25.00</td>
<td>A Maximum of $200 per day could only be exceeded upon presentation of rationale for approval by the appropriate Dean or Vice President of Educational Services.</td>
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<tr>
<td>4th Hour</td>
<td>$25.00</td>
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<td>5th Hour</td>
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<tr>
<td>6th Hour</td>
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<tr>
<td>7th Hour</td>
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<tr>
<td>8th Hour</td>
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DES MOINES AREA COMMUNITY COLLEGE

FALL 1983

ADVISORY COMMITTEES

EDUCATIONAL SERVICES
**DES MOINES AREA COMMUNITY COLLEGE**

**BOARD OF DIRECTORS**

<table>
<thead>
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<th>DISTRICT NO.</th>
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<td>DeVere Bendixen</td>
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<tr>
<td>Raymond Clark</td>
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<td>Georganne Garst</td>
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<td>Eldon Leonard</td>
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<td>Theodore Nemmers</td>
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<td>Jasper Risdal</td>
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<td>Herbert Ritland</td>
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<td>Donald Rowen</td>
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<tr>
<td>Douglas Shull</td>
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</table>

**Dr. Joseph A. Borgen, President**

**Dr. Kenneth Shibata, Executive Vice President, Educational Services**
BOONE CAMPUS

KRIS PHILIPS, DEAN

NURSING PROGRAM

OFFICE OCCUPATIONS

RECREATIONAL LEADERSHIP - ANKENY & BOONE

(See Public & Human Services for a list)
Ms. Julie Mendell
215 Monona Street
Boone, IA 50036
Business: 432-3760

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. Marilyn Paulson
R.R. #3, Box 181
Ogden, IA 50212
Business: 432-1393
Home: 275-2106

Julie Van Cleave
Rural Route 2, Box 118
Perry, IA 50220
Business:
Home: 465-4064

Maura Peglar
504 Lynn
Ames, IA 50010
Business: 292-2109

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

Ms. Linda Ptack, R.N., BSN
Coordinator of Medical/Surgical Nursing
Mary Greeley Memorial Center
117 11th Street
Ames, IA 50010
Business: 239-2134
Home:

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

Ms. Jana Sodders, L.P.N.
1526 Kellogg
Ames, IA 50010
Business:
Home: 232-8962
Mrs. Sonja Bell  
Office Manager  
Family Practice Clinic  
527 Marshall  
Boone, IA 50036  
Business: 432-6060  
Home:  

Ms. Judy Kochel  
Steno Clerk  
Chicago & NW Trans. Co.  
915 1/2 Ninth Street  
Boone, IA 50036  
Business: 432-3943  
Home:  

Ms. Nadine Buss  
Executive Secretary  
Veterinary Medical Diagnostic Laboratory  
Iowa State University  
Ames, IA 50010  
Business: 294-1950  
Home: 233-1514  

Ms. Ilah Maron  
Certified Professional Secretary  
Iowa State University  
25 Curtiss Hall  
Ames, IA 50011  
Business: 294-2940  
Home:  

Mr. Don Chapman  
Farm & City Realty Inc.  
811 Keeler St.  
Boone, IA 50036  
Business: 432-3797  
Home:  

Mrs. Lois Mens, Accounting Supervisor  
Iowa State University  
Housing Department  
1000 University Village  
Ames, IA 50010  
Business: 294-5360  
Home:  

Mr. Don Chapman  
Farm & City Realty Inc.  
811 Keeler St.  
Boone, IA 50036  
Business: 432-3797  
Home:  

Mrs. Rhonda L. Coborn  
928 Lincoln  
Boone, IA 50036  
Business: 432-9927  
Home: 432-9927  

Ms. Barb Erickson  
Exec. Sec  
Emergencies Physican Surgeons  
Mercy Hospital  
6th & University  
Des Moines, IA 50314  
Business: 247-4445  
Home:  

James Nash, General Manager  
Merit Baking Company  
Box 40 Industrial Road  
Boone, IA 50036  
Business: 432-4084  
Home: 432-1237  

Ms. Barb Erickson  
Exec. Sec  
Emergencies Physican Surgeons  
Mercy Hospital  
6th & University  
Des Moines, IA 50314  
Business: 247-4445  
Home:
BUSINESS/MANAGEMENT

CARROLL BENNETT, DEAN

ACCOUNTING
AGRI-BUSINESS
BANKING
DATA PROCESSING
HOSPITALITY CAREERS
INDUSTRIAL MARKETING & MANAGEMENT
LEGAL SECRETARIAL
MEDICAL SECRETARIAL
OFFICE OCCUPATIONS
RETAIL & FASHION MERCHANDISING
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<th>Title</th>
<th>Company/Department</th>
<th>Address</th>
<th>Phone</th>
<th>Home</th>
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<td>Mr. Don Banning</td>
<td>Manager - Accounting</td>
<td>Dial Financial Center</td>
<td>Des Moines, IA 50307</td>
<td>243-2131</td>
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<td>Professor Quentin Gerber</td>
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<td>Drake University Business Administration</td>
<td>Des Moines, IA</td>
<td>271-33749</td>
<td>225-9682</td>
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<tr>
<td>Mr. Bentley DeMars</td>
<td>Controller &amp; Treasurer</td>
<td>Cadco</td>
<td>Des Moines, IA 50322</td>
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<tr>
<td>Mr. Jim Henkel</td>
<td></td>
<td></td>
<td>813 Keeler Street</td>
<td>432-8636</td>
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<td>Mr. Wendell Dickey</td>
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<td>State of Iowa Dept. of Revenue</td>
<td>Hoover Building</td>
<td>281-8020</td>
<td>276-3868</td>
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<td>Des Moines, IA 50319</td>
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<td>American Republic Insurance Co.</td>
<td>Des Moines, IA 50334</td>
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<td>Mrs. Nancy Eklov</td>
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<td>820 Keo Way</td>
<td>283-0101</td>
<td>833-2705</td>
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<td>Mr. Alan D. Opheim</td>
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<td>Royal B Wholesale Co.</td>
<td>108 5th Avenue SW</td>
<td>967-7633</td>
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<td>Altoona, IA 50009</td>
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<td>Mr. Roland Eppert</td>
<td></td>
<td>Central Tractor Co.</td>
<td>1515 E. Euclid</td>
<td>266-3101</td>
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<td>Des Moines, IA 50313</td>
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<tr>
<td>George Rosenbaum, Jr.</td>
<td></td>
<td>Deloitte, Haskins &amp; Sells</td>
<td>1200 Carriers Building</td>
<td>288-9723</td>
<td>223-5136</td>
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<tr>
<td></td>
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<td>Des Moines, IA 50309</td>
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</tbody>
</table>
Mrs. Barbara Schippers  
Hawkeye Security Insurance  
1017 Walnut Street  
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Business: 245-4043  
Home: 287-3264  

Mr. Clyde Varney  
Pester Corporation  
3rd & Keo  
Des Moines, IA 50309  
Business: 282-5000  
Home:
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Business Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Lewis Baer</td>
<td>Baer Agricultural Supply</td>
<td>987-4763</td>
<td></td>
</tr>
<tr>
<td>Mr. Charles Laverty</td>
<td>Laverty Elevator, Inc.</td>
<td>961-2505</td>
<td></td>
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<tr>
<td>Mr. Steve Birchmier</td>
<td>Maxwell, IA 50161</td>
<td>382-4834</td>
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<tr>
<td>Mr. Robert Lounsberry</td>
<td>Secretary of Agriculture</td>
<td>281-5321</td>
<td></td>
</tr>
<tr>
<td>Mr. Roger Davis</td>
<td>President</td>
<td>289-1600</td>
<td></td>
</tr>
<tr>
<td>Mr. Dan Murphy</td>
<td>Committee Chairman</td>
<td>283-2739</td>
<td></td>
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<tr>
<td>Mr. Chris Gilmore</td>
<td>Waukee Coop</td>
<td>987-4511</td>
<td></td>
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<tr>
<td>Mr. Lawrence E. Myers</td>
<td>Rt. 1</td>
<td>992-3004</td>
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<tr>
<td>Mr. Joe Krutsinger</td>
<td>% R. G. Dickinson &amp; Co.</td>
<td>274-0111</td>
<td></td>
</tr>
<tr>
<td>Mr. Sandy Sanderson</td>
<td>PPCS</td>
<td>282-9164</td>
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</tbody>
</table>
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DISTRICT CAMPUS

NICK BELLIZZI, DEAN

AUTO SERVICE - CARROLL
BUILDING MAINTENANCE, CETA
BUILDING TRADES - CARROLL
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ELECTRICAL TRADES - KNOXVILLE
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<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Business Phone</th>
<th>Home Phone</th>
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<tbody>
<tr>
<td>Mr. Virgil J. Baumhover</td>
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<td>712-792-1415</td>
<td>712-792-9831</td>
</tr>
<tr>
<td>Mr. Kevin Larsen</td>
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<td>712-792-5867</td>
</tr>
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<td>712-792-1134</td>
<td>712-792-1513</td>
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<td>Mr. Larry J. Lenz</td>
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<td>712-792-9788</td>
</tr>
<tr>
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</tr>
<tr>
<td>Mr. Don Mikkelsen</td>
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<td></td>
</tr>
<tr>
<td>Mr. Wayne D. Halbur</td>
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<td></td>
</tr>
<tr>
<td>Mr. Jack J. Rameekers</td>
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<td>712-792-4730</td>
</tr>
<tr>
<td>Mr. Louis P. Hinners</td>
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<td></td>
</tr>
<tr>
<td>Mr. Don L. Sporrer</td>
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</tbody>
</table>
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DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Conditioned Air Advisory Committee
FALL 1983

Mr. Bob Bell
Bell Bros. Htg. & Air Conditioning
2822 6th Avenue
Des Moines, IA 50313
Business: 244-8911
Home:

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

Mr. Lawrence Boyd
Cassaday Refrigeration Co.
5554 NE 14th
Des Moines, IA 50313
Business: 266-2196
Home:

Mr. Kim West
Mitchell-West Furnace Co., Inc.
2203 E. Grand Avenue
Des Moines, IA 50317
Business: 265-0385
Home:

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

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

Mr. Marion Free
1708 Rainbow Drive
Marshalltown, IA 50158
Business: 754-4285
Home: 752-0950
Mr. Randy Carlson  
Fuel Injection Technician  
American Diesel  
1637 East 17th  
Des Moines, IA  
Business: 245-2675  
Home:  

Mr. Dennis Stuve  
Shop Superintendent  
American Freight Systems Inc.  
5185 NE 22nd  
Des Moines, IA 50317  
Business: 265-6115  
Home:  

Mr. Dennis Croxell  
Training Director  
Gibbs-Cook Caterpillar Co.  
104th & Hickman Rd.  
Des Moines, IA 50322  
Business: 270-2800  
Home:  

Mr. Lou Williams  
Hicklin GM Power Company  
I-80 & 2nd Ave.  
Des Moines, IA 50333  
Business: 286-4826  
Home:  

Mr. Bill Gorman  
Shop Forman  
Cummins Great Plains Diesel, Inc.  
1680 NE 51st Ave.  
Des Moines, IA 50316  
Business: 262-9591  
Home:  

Mr. Arnold F. Schroeter  
Owner  
Specialties, Inc.  
3211 Delaware  
Des Moines, IA 50313  
Business: 265-7318  
Home:  

Mr. Ray Struthers  
Service Manager  
Des Moines Truck & Trailer  
4711 2nd Ave.  
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Business: 244-4293  
Home:
Ronald L. Cox  
Trinity Regional Hospital  
Biomed Department  
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Ft. Dodge, IA 50501  
Business: 573-3101  
Home:  

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

Richard Hack  
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Biomed Department  
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Home: 999-2265  

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Biomed Dept  
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Home: 961-4002

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Business: 243-3136  
Home: 964-8552

Mr. Robert Evans  
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Business: 281-3175  
Home: 285-3780

Mr. Jim Lyon  
Storage Technology  
102 - 4th N.E.  
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Business: 967-5550  
Home:

Mr. Bob Pink  
D.O.T. Radio Shop  
Ames, Iowa 50010  
Business:  
Home:
Mr. Don Anker
Fischer Control
Marshalltown, IA 50158
Business: 754-3982
Home:

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

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DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Machine Drafting Advisory Committee
FALL 1983

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Home:

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Western International
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Des Moines, IA 50309
Business: 265-3461, Ext. 338
Home:
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Company</th>
<th>Address</th>
<th>Business Phone</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Raymond Bricker</td>
<td>Marquardt Advertising</td>
<td>2901 Bell Ave.</td>
<td>244-6255</td>
<td>287-6726</td>
</tr>
<tr>
<td>Mr. Hollie Smith</td>
<td>Job Service of Iowa</td>
<td>150 Des Moines Street</td>
<td>281-8541</td>
<td></td>
</tr>
<tr>
<td>Mr. Bob DeBord</td>
<td>Bankers Life Insurance Company</td>
<td>711 High Street</td>
<td>247-5567</td>
<td></td>
</tr>
<tr>
<td>Mr. Tom Turner</td>
<td>Commercial Printing, Inc.</td>
<td>701 Keosauqua Way</td>
<td>284-5334</td>
<td></td>
</tr>
<tr>
<td>Mr. Don Heuss</td>
<td>Owner Heuss Printing Co.</td>
<td>911 N. 2nd St.</td>
<td>232-6710</td>
<td></td>
</tr>
<tr>
<td>Mr. Dale Webster</td>
<td>Dial Financial Corp.</td>
<td>207 - 9th Street</td>
<td>243-2131</td>
<td></td>
</tr>
<tr>
<td>Mr. Jerry Miller</td>
<td>Owner/Manager Acme Printing</td>
<td>66 Washington</td>
<td>244-1723</td>
<td></td>
</tr>
<tr>
<td>Mr. Larry Wood</td>
<td>Hansen Directory Service</td>
<td>Newton, IA 50208</td>
<td>792-2855</td>
<td>967-4967</td>
</tr>
<tr>
<td>Mr. Robert J. Ruths</td>
<td>Coordinator of Office Services</td>
<td>Des Moines Independent School Dist.</td>
<td>284-7911</td>
<td></td>
</tr>
</tbody>
</table>
DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Telecommunications Advisory Committee
FALL 1983

Mr. William R. Blakley
Dumont Telephone Co.
Box 218
Dumont, IA 50625
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Home:

Mr. Dale Mauer
Interstate 35 Telephone Co.
Afton, IA
Business:
Home:

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

Mr. Dick Mumma
Northwestern Bell
9th & High
Des Moines, IA 50309
Business:
Home:

Mr. Phil Garland
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Villisca, IA 50864
Business: 712-826-5841
Home:

Mr. Gordon Howe
Manager
Ringsted Telephone Company
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Home:

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Executive Secretary
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Mr. Ernie Arnold
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Home: 277-3575

Mr. Phillip M. Sams
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Home: 266-1612

Mr. Gene C. Barnes
Gene C. Barnes Tooling & Mfg. Company
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Home: 244-5010

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Home: 280-8133

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Home: 276-8324

Mr. Tom Grimes
Creative Engineering
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Ankeny 50021
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Home: 964-2472

Bob Moore
RR 2
Madrid, IA 50156
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Home: 795-2461
DES MOINES AREA COMMUNITY COLLEGE
Industrial & Technical
Upholstery Advisory Committee
FALL 1983

Mr. Rick Hatch
Matthews Hinsman Co.
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Kansas City, MO 64108
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Des Moines, IA 50313
Business:
Home: 282-7324

Mr. Labe Mendelsohn
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Des Moines, IA 50315
Business: 288-6001
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Mr. Ed Pensinger
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Business:
Home: 278-5768

Mrs. Cheryl Reichenbacker
R.R. 2 - Box 73
Runnells, Iowa 50237
Business: 967-4772
Home:
Mr. Bernard Cline  
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Norwalk, IA 50211  
Business: 244-3131  
Home: 981-0108  

Steven L. Smith  
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Woodward, IA 50276  
Business:  
Home: 438-2900  

Mr. Jeff A. George  
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Des Moines, IA 50310  
Business:  
Home: 278-9756  

Mr. George C. Sullivan  
1444 Richmond  
Des Moines, IA 50313  
Business:  
Home: 266-8256  

Mr. Jerry D. Kinion  
Kinion's Welding & Repair  
RR 2  
Monroe, IA 50170  
Business:  
Home: 259-2403  

Craig Sutherland  
General Filter Company  
Box 350  
Ames, IA 50010  
Business: 232-4121  
Home:  

Mr. Dick Ludwig  
Levine Co.  
4400 E. 14th Street  
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Business: 262-5613  
Home: 274-1377  

Mr. Ron Thompson  
Welding Engineering Supr.  
Waldinger Corp.  
P.O. Box 1612  
2601 Bell Avenue  
Des Moines, IA 50321  
Business: 284-1911  
Home:  

Mr. Eugene Smith  
Welding Technician  
John Deere D.M. Works  
Hwy 415 No.  
Ankeny, IA 50021  
Business: 283-3742  
Home: 289-1714
PUBLIC & HUMAN SERVICES

CARY ISRAEL, DEAN

CHILD CARE & DEVELOPMENTAL DISABILITIES
CRIMINAL JUSTICE
DIETETIC ASSISTANT
FIRE SCIENCE
HEALTH CARE ADMINISTRATION
HUMAN SERVICES
LEGAL ASSISTANT
PRE-TEACHER ASSOCIATE
RECREATIONAL LEADERSHIP - ANKENY & BOONE
Mr. Jack Cavanagh  
D.M. Public Schools  
2913 South Union  
Des Moines, IA 50315  
Business:  
Home: 277-6238

Ms. Susan Jacobson  
Child Development Department  
Iowa State University  
Ames, IA 50011  
Business: 294-6252  
Home: 233-4047

Ms. Janene Jensen  
Wallace Elementary  
1404 E. 13th Street  
Des Moines, IA 50316  
Business:  
Home: 265-5301 or 02

Ms. Kay Meginnis  
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Des Moines, IA 50312  
Business:  
Home: 274-2096
Ms. Peggy Olson-Jones  
1247 NE 51st Avenue  
Des Moines, IA 50313  
Business: 288-6059  
Home: 266-3615

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

Ms. Terri Stokes  
815 1st St. North  
Newton, Iowa 50208  
Business:  
Home: 792-9369

Ms. Cindy Thielman  
Convalescent Home for Children  
5900 Pioneer Parkway  
Johnston, IA 50324  
Business: 270-2205  
Home: 

Ms. Cathy Wheatcraft  
Iowa Lutheran Hospital Day Care  
University at Penn  
Des Moines, IA 50316  
Business:  
Home: 263-5166
Chief Dennis Ballard  
Ankeny Police Dept.  
Ankeny, IA  50021  
Business:  964-4550  
Home:  964-4550

Captain Albert Knight  
Des Moines Police Department  
East First & Court Ave.  
Des Moines, IA  50309  
Business:  283-4853  
Home:  283-4853

Mr. Timothy Briggs  
Identification Technician  
Des Moines Police Dept.  
East 1st & Court  
Des Moines, IA  50309  
Business:  283-4853  
Home:  283-4853

Ms. Lori K. Nelson  
Deputy Sheriff  
Story County Sheriff's Office  
Nevada, IA  50201  
Business:  382-6566  
Home:  382-6566

Colonel Edward Dickinson  
Director  
Iowa Highway Patrol  
Lucas State Office Bldg.  
Des Moines, IA  50309  
Business:  281-5824  
Home:  281-5824

Sheriff Bob Rice  
Polk County Sheriff's Dept.  
615 Cherry Street  
Des Moines, IA  50309  
Business:  286-3804  
Home:  286-3804

Mr. Thomas Hopewell  
Assistant Director  
Bureau of Criminal Investigation  
Lucas State Office Bldg.  
Des Moines, IA  50309  
Business:  281-5138  
Home:  281-5138

Mr. Curtis L. Scott  
Deputy Sheriff  
Dallas County Sheriff's Office  
808 Court  
Adel, IA  50003  
Business:  993-4567  
Home:  993-4567

Ms. Sharon L. Jacobson  
4673 NW 62nd Ave. #7  
Des Moines, IA  50324  
Business:  276-6632  
Home:  276-6632

Sheriff John Stark  
Story County Sheriff's Office  
Nevada, IA  50201  
Business:  382-6566  
Home:  382-6566
Mr. Gary Ventling  
Chief Probation Officer  
Polk County Juvenile Court  
West 3rd & Court Avenue  
Des Moines, IA 50309  
Business:  
Home: 286-3976

Mr. Jim Wacker  
Director  
YMCA Boys Home  
Box 39  
Johnston, IA 50131  
Business:  
Home: 276-3473

Mr. Ben Yarrington  
Assistant Director  
Iowa Law Enforcement Academy  
Johnston, IA 50131  
Business:  
Home: 278-9357
Mr. Larry Breeding  
Vice President  
Iowa Health Care Association  
Suite 5, 4010 Woodland Plaza  
P. O. Box 65236  
Des Moines, IA 50265  
Business: 255-0666  
Home:  

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

Chief John Buckley  
Iowa State Department of Health  
Division of Health Facilities  
Des Moines, Iowa 50319  
Business: 281-4115  
Home:  

Ms. Joanne Schreiber, R.N.  
Program Consultant  
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West Des Moines, IA 50265  
Business: 281-7036  
Home: 225-9407  

Ms. Mary Jo Fitzgerald  
Food Production Supervisor  
Mary Greeley Medical Center  
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Business: 239-2175  
Home:  

Ms. Jeanette Smith  
Instructor, Nursing  
Des Moines Area Community College  
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Home:  

Ms. Gladys M. Grabe  
Home Economics Consultant, Career Ed Division  
State Department of Public Instruction  
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Des Moines, IA 50319  
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Home:  

Mr. Jim Huss  
A.P. & Extension Specialist  
Department of Institution Management  
Iowa State University  
12 Mac Kay Hall  
Ames, IA 50011  
Business: 294-3527  
Home:
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Mike Blaser</td>
<td>Fire Chief</td>
<td>Woodward Fire Department, 208 S 4th Ave, Woodward, IA 50276</td>
<td>438-2188</td>
</tr>
<tr>
<td>Mr. Jim Hurd</td>
<td>Senior Engineering Rep.</td>
<td>Aetna Life &amp; Casualty, 611 5th Ave., Des Moines, IA 50309</td>
<td>245-5759</td>
</tr>
<tr>
<td>Mr. Michael R. Cherry</td>
<td>Risk Manager</td>
<td>Weitz Company, 800 2nd Ave., Des Moines, IA 50309</td>
<td>245-7630</td>
</tr>
<tr>
<td>Mr. Jay Murray</td>
<td>Fire Service Extension</td>
<td>Iowa State University, Ames, IA 50010</td>
<td>294-6817</td>
</tr>
<tr>
<td>Mr. Kenneth Danley</td>
<td></td>
<td>2706 Tiffin, Des Moines, IA 50317</td>
<td>265-4158</td>
</tr>
<tr>
<td>Mr. Doug Reynolds</td>
<td>Instructional Services</td>
<td>Dept. of Public Instruction, Grimes State Office Bldg., Des Moines, IA 50319</td>
<td>281-3634</td>
</tr>
<tr>
<td>Mr. Reginald Gass</td>
<td></td>
<td>4333 Ashby, Des Moines, IA 50310</td>
<td>277-7684</td>
</tr>
<tr>
<td>Mr. Jim Simmons</td>
<td>Marshalltown Fire Dept.</td>
<td>Marshalltown, IA 50158</td>
<td>754-5723</td>
</tr>
<tr>
<td>Mr. Reynold Hentges</td>
<td>Assistant State Fire Marshall</td>
<td>E 9th &amp; Grand, Des Moines, IA 50319</td>
<td>281-5821</td>
</tr>
<tr>
<td>Dr. Douglas Smith</td>
<td>Associate Dean</td>
<td>College of Continuing Education, Drake University, Des Moines, IA 50311</td>
<td>271-2181</td>
</tr>
</tbody>
</table>
Thomas Strait, Captain
Ankeny Fire Department
716 SW Third Street
Ankeny, IA 50021
Business: 964-5500
Home: 965-1774
The Rev'd. Harry Anderson  
Personnel Director  
Ev. Good Samaritan Society  
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Home:  

Ms. Priscilla Dorrian  
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Home: 266-1106  

Mr. Michael Bonello  
Administrator  
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Mr. Ted R. Ellis  
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Home:  

Mr. Edward W. Brazil  
Manager  
Nursing Home Group Mgmt.  
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Mrs. Jean Erickson  
President  
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Mr. Larry Breeding  
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Mr. Will Miller  
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Div. of Medicaid Medicare Sec.  
Hoover State Office Bldg.  
Dept. of Social Services  
Des Moines, IA 50310  
Business: 281-5691  
Home:  

Mr. William Dietch  
Iowa State Dept. of Health  
Lucas State Office Building  
Des Moines, IA 50319  
Business: 281-4226  
Home: 276-8246  

Dr. Terry L. Penniman, Adm.  
Convalescent Home for Children  
5900 Pioneer Parkway  
Des Moines, IA 50324  
Business: 270-2205  
Home: 964-5458
Mr. Lanny Ward
Administrator
Good Samaritan Center
708 S. Jefferson St.
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Business: 961-2596
Home:
Ms. Sherry Bradley  
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Home: 232-0225

Ms. Dee Hummel  
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Home: 278-1361

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Ms. Evelyn Morris  
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Home: 283-6255

Dr. Stan Haugland, Director  
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Iowa Methodist Hospital  
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Ms. Karen Salter  
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Mr. Mark Haverland  
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Business: 289-2171  
Home: 289-2171

Mr. Max Schott  
Personnel Officer  
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Business: 438-2600  
Home: 438-2600

Ms. Geneva Hawk  
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Iowa Dept. of Social Services  
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Ms. Jeanette Spencer  
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Public & Human Services
Legal Assistant Advisory Committee
FALL 1983

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Ms. Carol Coufal, Legal Assistant
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Home:

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Legal Assistant
Brierly, McCall, Girdner, Chalupa
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Holm & Timmons  
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Mr. James Twedt  
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Home:  

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Workers Compensation Service  
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Home:  

Mr. Paul Zoss  
Attorney at Law  
Myers, Knox and Hart  
600 Hubbell Bldg.  
Des Moines, IA  50309  
Business:  244-2329  
Home:
Mrs. Karen Anderson
Norwalk High School
English Department
Norwalk, IA 50211
Business: 
Home: 

Dr. Joe Millard
Heartland Education Agency
1932 SW 3rd St.
Ankeny, IA 50021
Business: 
Home: 

Mrs. Shirley Crawford
510 NW School
Ankeny, IA 50021
Business: 
Home: 

Mrs. Kathy Beth Mrizek
8816 Beechwood Drive
Urbandale, IA 50322
Business: 278-9618
Home: 

Mr. Pherrin C. Dowell
6515 Colby
Des Moines, IA 50311
Business: 
Home: 

Mrs. Jeannie Sheldon
310 Bel Aire
Waukee, IA 50263
Business: 
Home: 

Mrs. Sally Drake
8108 Madison
Urbandale, IA 50322
Business: 
Home: 

Mr. Frank Hildreth
6402 Northwest Drive
Des Moines, IA 50311
Business: 
Home:
Ms. Angie Anderson  
Recreation Director  
Younker's Rehabilitation Center  
Iowa Methodist Hospital  
Des Moines, IA 50308  
Business:  
Home: 283-6280

Mr. Glen Thompson  
Recreation Extension Sp.  
Iowa State University  
Ames, IA 50010  
Business:  
Home: 294-3760

Fred Chesney  
1125 Hancock Drive  
Boone, IA 50036  
Business:  
Home:

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

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

Dr. Dan McClean, Chairperson  
Dept. of Leisure Services  
Iowa State University  
Ames, IA 50010  
Business:  
Home: 294-4443

Dr. Mike Teaque  
Professor  
Recreational Education Dept.  
University of Iowa  
Iowa City, IA 52240  
Business:  
Home: 319-353-6808
ZACK HAMLETT, DEAN
LABOR STUDIES
Mr. Harold Belten  
President  
CWA Local 7102  
3612 SW 9th  
Des Moines, IA  50315  
Business:  
Home:  243-7501

Ms. Lynn Feekin  
Labor Center-Univ. of Iowa  
25 Phillips Hall  
Iowa City, IA  52242  
Business:  
Home:  319-353-5355

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

Ms. Judy Fitzgibbon  
Labor Staff Representative  
2000 Walker  
Suite F  
Des Moines, IA  50317  
Business:  
Home:  263-0077

Mr. Miles Brown  
President  
Des Moines Education Assn.  
3116 Ingersoll  
Des Moines, IA  50312  
Business:  
Home:  277-6271

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

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

Mr. Phil Langerman  
Dean Continuing Education  
Drake University  
2700 University  
Des Moines, IA  50311  
Business:  
Home:  271-2181

Mr. Robert C. Erickson  
Business Manager  
IBEW #347  
850 18th St.  
Des Moines, IA  50314  
Business:  
Home:  243-1924

Mr. Charles McKenna  
International Representative  
United Auto Workers  
#210  
2525 E. Euclid  
Des Moines, IA  50317  
Business:  
Home:  265-9877
Mr. Roger Millang  
Labor Representative  
Greater United Way  
700 - 6th Avenue  
Des Moines, IA 50309  
Business:  
Home: 282-5200

Mr. Frank Steinbach  
President  
U.A.W. - 450  
4598 - 6th Avenue  
Des Moines, IA 50313  
Business:  
Home: 283-1784

Mr. Gary Perkins  
Labor Staff Representative  
Greater United Way  
700 6th Ave.  
Des Moines, IA 50309  
Business:  
Home: 282-5200

Mr. Max Tipton  
International Rep.  
U.A.W.  
2525 E. Euclid, #210  
Des Moines, IA 50317  
Business:  
Home: 265-9877

Mr. Bill Powell  
Business Manager  
International Pressman  
2000 Walker, Suite D  
Des Moines, IA 50317  
Business:  
Home: 265-1190

Mr. Clewis Walden  
Impasse Specialist  
Iowa State Education Assn.  
4025 Tonawanda Drive  
Des Moines, IA 50312  
Business:  
Home: 279-9711

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

Mr. Mark Smith  
Secretary/Treasurer  
Iowa Federation of Labor  
2000 Walker  
Des Moines, IA 50317  
Business:  
Home: 262-9571
8-12-83

TO: Board Secretary

FROM: Irv Steinberg


A. July 31, 1983 Report

Due to modifications being made in the Computer Software, the July computer generated financial reports are not currently available for distribution.

As indicated by the Cash Position Report, $1.4 million of the $2.5 million Anticipatory Warrant borrowed funds was utilized during July, with $1.1 million left on hand and invested in CD's at Bankers Trust Co. Use of these borrowed funds was necessary since the State Comptroller has not yet released our 4th Quarter, FY 83 State Aid, which is expected prior to the end of August.

As shown on the Cash Position Report, a new bank account was established during the month for the DMACC Trust, to accumulate funds involving employee's insurances, under the self insurance plan effected in July.

B. June 30, 1983 Report

Summary financial reports for fiscal year ended June 30, 1983 are attached to include the following:

- Budget Balance for All Funds
- Detail of Revenue by Budget category for General Fund
- Detail by Cost Center of Expenditures for Restricted Current Fund
- Balance Sheet for General Fund
- Balance Sheet Summary for All Funds
- General Fund Revenue by category and function
- General Fund Expenditures by category and function
- Plant Fund Revenue by category
- Plant Fund Expenditures by category

As the reports denote, the General Fund Unrestricted Fund Balance is a negative $20,261, after separating an amount of fund balance which represents inventories. This negative fund balance resulted from a decrease made for $389,050 representing the amount required to be established as a liability (Accrued Vacation Payable) to cover employee's vacations earned but not taken as of June 30, 1983.

The actual expenditures for both General and Plant Funds were less than the Board Approved and Published budgets in each instance. The same is true for other funds except where transfer expenses between funds were involved.
CASH POSITION REPORT

July 31, 1983

<table>
<thead>
<tr>
<th>DMACC TRUST</th>
<th>COMBINED FUNDS</th>
<th>PLANT FUND</th>
<th>VOTED TAX SINKING FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankeny State</td>
<td>Bankers Trust</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CASH IN BANK**

<table>
<thead>
<tr>
<th>Description</th>
<th>DMACC TRUST</th>
<th>COMBINED</th>
<th>PLANT FUND</th>
<th>VOTED TAX SINKING FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward 7-1-83</td>
<td></td>
<td>5,907</td>
<td>$46,565</td>
<td></td>
</tr>
<tr>
<td>Plus July Receipts</td>
<td>148,780</td>
<td>2,224,388</td>
<td>161,861</td>
<td></td>
</tr>
<tr>
<td>Less July Disbursements</td>
<td>17,799</td>
<td>2,192,661</td>
<td>151,544</td>
<td></td>
</tr>
<tr>
<td>Cash Balance 7-31-83</td>
<td>$130,981</td>
<td>$37,634</td>
<td>$56,882</td>
<td></td>
</tr>
</tbody>
</table>

**INVESTMENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>DMACC TRUST</th>
<th>COMBINED</th>
<th>PLANT FUND</th>
<th>VOTED TAX SINKING FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD:s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fund at Bankers Trust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fund at Bankers Trust</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Fund at Ankeny State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Agency Fund at Ankeny State</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cash &amp; Investments</td>
<td>$130,981</td>
<td>$1,172,634</td>
<td>$1,225,882</td>
<td>$42,622</td>
</tr>
</tbody>
</table>

**Footnotes**

1. General Fund investments represents balance on hand of FY 84 Anticipatory Warrant of $2,500,000.
2. DMACC Trust account was established to effect the Self-Insurance Plan.
3. Payment on 3 year Plant Fund Loan from Sinking Fund will be due for $105,600 on 12-31-83 and $1,705,600 on 6-30-84.
### Summary By Fund (All Funds)

**June 30, 1983**

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Board Approved Budget (As Amended)</th>
<th>Working Budget</th>
<th>Amount Expended or Received</th>
<th>Working Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Current 1</td>
<td>$17,864,424</td>
<td>$17,913,639</td>
<td>$17,854,539</td>
<td>$59,100</td>
<td></td>
</tr>
<tr>
<td>Restricted Current 2</td>
<td>1,673,430</td>
<td>1,743,044</td>
<td>1,065,963</td>
<td>677,081</td>
<td></td>
</tr>
<tr>
<td>Auxiliary 3</td>
<td>2,060,071</td>
<td>2,060,071</td>
<td>1,992,348</td>
<td>67,723</td>
<td></td>
</tr>
<tr>
<td>Agency 4</td>
<td>752,250</td>
<td>752,250</td>
<td>721,373</td>
<td>30,873</td>
<td></td>
</tr>
<tr>
<td>Scholarship 5</td>
<td>1,097,696</td>
<td>1,097,696</td>
<td>898,907</td>
<td>198,789</td>
<td></td>
</tr>
<tr>
<td>Loan 6</td>
<td>15,500</td>
<td>15,500</td>
<td>6,738</td>
<td>8,762</td>
<td></td>
</tr>
<tr>
<td>Plant 8</td>
<td>3,272,581</td>
<td>3,272,581</td>
<td>1,573,273</td>
<td>1,699,308</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$26,735,952</td>
<td>$26,854,781</td>
<td>$24,113,145</td>
<td>$2,741,636</td>
<td></td>
</tr>
</tbody>
</table>

**Revenue:**

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Board Approved Budget (As Amended)</th>
<th>Working Budget</th>
<th>Amount Expended or Received</th>
<th>Working Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Reserve 1</td>
<td>368,754</td>
<td>368,754</td>
<td>380,184</td>
<td>(11,430)</td>
<td></td>
</tr>
<tr>
<td>General Fund Current 1</td>
<td>17,526,769</td>
<td>18,189,115</td>
<td>17,827,176</td>
<td>361,939</td>
<td></td>
</tr>
<tr>
<td>Restricted Current 2</td>
<td>878,197</td>
<td>1,634,249</td>
<td>940,543</td>
<td>693,706</td>
<td></td>
</tr>
<tr>
<td>Auxiliary 3</td>
<td>1,876,845</td>
<td>2,149,783</td>
<td>2,138,538</td>
<td>11,245</td>
<td></td>
</tr>
<tr>
<td>Agency 4</td>
<td>316,100</td>
<td>612,200</td>
<td>754,956</td>
<td>(142,756)</td>
<td></td>
</tr>
<tr>
<td>Scholarship 5</td>
<td>1,097,696</td>
<td>1,097,696</td>
<td>902,042</td>
<td>195,654</td>
<td></td>
</tr>
<tr>
<td>Loan 6</td>
<td>144,316</td>
<td>144,316</td>
<td>67,294</td>
<td>77,022</td>
<td></td>
</tr>
<tr>
<td>Plant 8</td>
<td>2,396,620</td>
<td>2,354,394</td>
<td>2,545,601</td>
<td>(191,207)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$24,605,297</td>
<td>$26,550,507</td>
<td>$25,556,334</td>
<td>$994,173</td>
<td></td>
</tr>
</tbody>
</table>

**Footnotes:**

A. Board approved amended General Fund budget (Funds 1 and 2 combined) of $19,537,854 exceeds actual expenditures by $617,352 due in part to a number of special funded programs which expended less than amount budgeted and/or which budgets continue on into FY 84.

B. Plant Fund board approved budget exceeds actual expenditures by $1,699,308; however, expenditure figure does not include the annual principal payment on 3 year loan of $1,500,000.

C. The above figures exclude transfers between funds as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Transfer Expense</th>
<th>Transfer Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Current</td>
<td>$ 94,434</td>
<td>$112,064</td>
</tr>
<tr>
<td>Restricted Current</td>
<td>5,723</td>
<td>100</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>53,276</td>
<td>138,527</td>
</tr>
<tr>
<td>Agency</td>
<td>328,363</td>
<td>243,174</td>
</tr>
<tr>
<td>Scholarship</td>
<td>150</td>
<td>3,941</td>
</tr>
<tr>
<td>Loan</td>
<td>16,134</td>
<td>17,634</td>
</tr>
<tr>
<td>Plant</td>
<td>125,506</td>
<td>61,293</td>
</tr>
</tbody>
</table>
## GENERAL FUNDS (FUNDS 1 & 2)
### DETAIL OF REVENUE
#### June 30, 1983

<table>
<thead>
<tr>
<th>OBJECT CODE</th>
<th>DESCRIPTION</th>
<th>WORKING BUDGET</th>
<th>AMOUNT RECEIVED</th>
<th>WORKING BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>401-407</td>
<td>Fees</td>
<td>$544,935</td>
<td>$524,596</td>
<td>$20,339</td>
</tr>
<tr>
<td>411</td>
<td>Tuition, Post Sec.</td>
<td>4,630,270</td>
<td>4,375,305</td>
<td>254,965</td>
</tr>
<tr>
<td>413</td>
<td>Tuition, Secondary</td>
<td>95,847</td>
<td>109,402</td>
<td>(13,555)</td>
</tr>
<tr>
<td>416</td>
<td>Tuitions &amp; Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>417</td>
<td>Property Taxes - Unemployment</td>
<td>50,000</td>
<td>25,406</td>
<td>24,594</td>
</tr>
<tr>
<td>419</td>
<td>Property Taxes - Tort</td>
<td>41,411</td>
<td>41,465</td>
<td>(54)</td>
</tr>
<tr>
<td>421</td>
<td>Local Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>426</td>
<td>General Aid</td>
<td>7,248,357</td>
<td>7,248,357</td>
<td>-0-</td>
</tr>
<tr>
<td>421</td>
<td>Salary Adjustment</td>
<td>1,015,828</td>
<td>1,015,828</td>
<td>-0-</td>
</tr>
<tr>
<td>424</td>
<td>Vocational Aid</td>
<td>1,215,876</td>
<td>1,198,562</td>
<td>17,314</td>
</tr>
<tr>
<td>429</td>
<td>Energy Appropriation</td>
<td>66,900</td>
<td>73,805</td>
<td>(6,905)</td>
</tr>
<tr>
<td>439</td>
<td>State Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>439</td>
<td>Guidance</td>
<td>7,923</td>
<td>7,923</td>
<td>-0-</td>
</tr>
<tr>
<td>446</td>
<td>Vocational Aid</td>
<td>220,819</td>
<td>220,819</td>
<td>-0-</td>
</tr>
<tr>
<td>446</td>
<td>Work Study</td>
<td>71,005</td>
<td>70,605</td>
<td>400</td>
</tr>
<tr>
<td>449</td>
<td>ABE</td>
<td>132,283</td>
<td>132,283</td>
<td>-0-</td>
</tr>
<tr>
<td>449</td>
<td>Other</td>
<td>7,590</td>
<td>5,882</td>
<td>1,708</td>
</tr>
<tr>
<td>453</td>
<td>Federal Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>453</td>
<td>Rental of Facilities</td>
<td>50,200</td>
<td>16,314</td>
<td>33,886</td>
</tr>
<tr>
<td>455</td>
<td>Sale of College Catalogs</td>
<td>500</td>
<td>1,233</td>
<td>(733)</td>
</tr>
<tr>
<td>471</td>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>471</td>
<td>Interest</td>
<td>344,000</td>
<td>429,748</td>
<td>(85,748)</td>
</tr>
<tr>
<td>477</td>
<td>Assessments</td>
<td>7,100</td>
<td>10,858</td>
<td>(3,758)</td>
</tr>
<tr>
<td>485</td>
<td>Miscellaneous</td>
<td>36,638</td>
<td>36,402</td>
<td>2,236</td>
</tr>
<tr>
<td>486</td>
<td>Sale of Fixed Assets</td>
<td>132,861</td>
<td>118,049</td>
<td>14,812</td>
</tr>
<tr>
<td>489</td>
<td>Sale of Fixed Assets</td>
<td></td>
<td>(11,846)</td>
<td>11,846</td>
</tr>
<tr>
<td>490</td>
<td>Bad Debts</td>
<td>378</td>
<td>41,459</td>
<td>(41,081)</td>
</tr>
<tr>
<td></td>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FUND "1"**
- $18,189,115
- $17,939,240
- $249,875

**TOTAL FUND "2"**
- $1,682,204
- $940,643
- $741,561

**GRAND TOTAL**
- $19,871,319
- $18,879,883
- $991,436

---

*ATTACHMENT #10, page 4*

Regular Meeting
August 15, 1983
### Account Specific Unit

<table>
<thead>
<tr>
<th>COST CENTER</th>
<th>WORKING BUDGET</th>
<th>AMOUNT EXPENDED</th>
<th>AMOUNT ENCumbered</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3301 DECA</td>
<td>18,000</td>
<td>17,996</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>3310 OEA</td>
<td>5,800</td>
<td>5,257</td>
<td>543</td>
<td></td>
</tr>
<tr>
<td>3620 VICA</td>
<td>20,000</td>
<td>21,071</td>
<td>(1,071)</td>
<td></td>
</tr>
<tr>
<td>8310 Title 2 Library/Ankeny</td>
<td>840</td>
<td>840</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>6105 Computer Asst. Instr. Linkage</td>
<td>18,864</td>
<td>18,864</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>6106 Computer Assist. - Est.</td>
<td>7,644</td>
<td>7,644</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>8527 Supplemental Coop. Ed.</td>
<td>5,169</td>
<td>5,169</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>4314 Retraining - Data Entry Operator</td>
<td>16,884</td>
<td>16,884</td>
<td>-0-</td>
<td></td>
</tr>
<tr>
<td>4314(93) Retraining - Data Entry Operator (2)</td>
<td>16,884</td>
<td>9,443</td>
<td>7,441</td>
<td></td>
</tr>
<tr>
<td>4301 ICIW Clerical-Equipment</td>
<td>17,000</td>
<td>16,508</td>
<td>492</td>
<td></td>
</tr>
<tr>
<td>4319 ICIW - Clerical**</td>
<td>36,281</td>
<td>12,700</td>
<td>23,581</td>
<td></td>
</tr>
<tr>
<td>3321 ICIW Sales</td>
<td>26,617</td>
<td>15,799</td>
<td>10,818</td>
<td></td>
</tr>
<tr>
<td>8543 Supplemental Coop Ed. - FY 83**</td>
<td>3,709</td>
<td>1,353</td>
<td>2,356</td>
<td></td>
</tr>
<tr>
<td>4646 Retraining - Diesel Fuel Injection</td>
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<td>3615 ICIW - Nurse Aid **</td>
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<td>8244 Comp. Voc. Devel. Newton</td>
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<td>38,700</td>
<td>23,764</td>
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<td>23,916</td>
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<td>8519 SDIP-Instruction</td>
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<td>8525 CETA Ed Research</td>
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<td>134,184</td>
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| Total | $1,743,044 | $1,071,686 | 671,358 |

*Represents 75% of Federal fiscal year budget of $191,816. **Funding continues into FY 84.
**DES MOINES AREA COMMUNITY COLLEGE**

**GENERAL FUND**

**BALANCE SHEET**

June 30, 1983

<table>
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<tr>
<th>Object Code</th>
<th>ASSETS</th>
<th>FUND &quot;1&quot;</th>
<th>FUND &quot;2&quot;</th>
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<tr>
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<td>Boone/Transfer Acct.</td>
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<tr>
<td>106</td>
<td>Carroll/Transfer Acct.</td>
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<td>Payroll Clearing Acct.</td>
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<td>120</td>
<td>Returned Checks</td>
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<td>122</td>
<td>Petty Cash</td>
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<td>145</td>
<td>Due from Federal</td>
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<td>250,040</td>
<td>344,501</td>
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<td>146</td>
<td>Due from Others</td>
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<td>Misc. Accts. Receivable</td>
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<td>148</td>
<td>Due from Financial Aids</td>
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<td>161</td>
<td>M&amp;S Inventory</td>
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<td>162</td>
<td>Auto Parts Inventory</td>
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<td>165</td>
<td>Physical Plant M&amp;S Inventory</td>
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<td>166</td>
<td>Student Constructed Houses</td>
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<td>475,919</td>
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<td>TOTAL ASSETS</td>
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<table>
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<th>LIABILITIES</th>
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<td>201</td>
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<td>205</td>
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<td>215</td>
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<td>271</td>
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**FUND BALANCE**

<table>
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<th>FUND BALANCE</th>
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<tbody>
<tr>
<td>311</td>
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<tr>
<td>313</td>
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<td>314</td>
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**TOTAL LIABILITIES & FUND BALANCE**

<table>
<thead>
<tr>
<th>TOTAL LIABILITIES &amp; FUND BALANCE</th>
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</thead>
<tbody>
<tr>
<td>$3,475,732</td>
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</tbody>
</table>

*Fund Balance considers $389,050 accrued vacation expense.*
**Area School Name: DES MOINES AREA COMMUNITY COLLEGE**

### Assets

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Auxiliary Fund</th>
<th>Agency Fund</th>
<th>Loan Fund</th>
<th>Scholarship Fund</th>
<th>Plant Fund</th>
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</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td>(11-13)</td>
<td>(14-23)</td>
<td>(24-33)</td>
<td>(34-43)</td>
<td>(44-53)</td>
<td>(54-63)</td>
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<tr>
<td>100 Cash on hand or in banks</td>
<td>(223,857)</td>
<td>84,633</td>
<td>290,153</td>
<td>1,396</td>
<td>(39,064)</td>
<td>47,039</td>
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<tr>
<td>130 Investments</td>
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<td>20,778</td>
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<td>150 Notes receivable</td>
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<td>155 Deposits and prepaid expenses</td>
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<td>160 Inventories</td>
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<td>674,257</td>
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### Fixed Assets

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<th>Agency Fund</th>
<th>Loan Fund</th>
<th>Scholarship Fund</th>
<th>Plant Fund</th>
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<tbody>
<tr>
<td>195 Leased Equipment</td>
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<td>918,270</td>
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<td>192 Buildings</td>
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<td>193 Other structures and improvements</td>
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<td>194 Furniture, machinery &amp; equipment</td>
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<td>196 Books and films</td>
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<td>1,059,823</td>
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<td>199 Accumulated Depreciation</td>
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<td>(10,918,093)</td>
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<td>197 Leased Buildings</td>
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<td>621,105</td>
<td>674,257</td>
<td>6,459</td>
<td>28,663,463</td>
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</table>

### Liabilities and Fund Balances

<table>
<thead>
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<th>Type of Liability</th>
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<th>Agency Fund</th>
<th>Loan Fund</th>
<th>Scholarship Fund</th>
<th>Plant Fund</th>
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<td>674,257</td>
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<td>315 Restricted for Cash Reserve</td>
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<td>621,105</td>
<td>674,257</td>
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*Includes Inventories of $475,919 and considers $389,050 accrued vacation.

Revised 8-11-83
### Annual Report - Fiscal Year 1982-83

#### General Fund - Revenue Statement AS-15

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<td>4030 Graduation</td>
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<td>4040 Transcripts</td>
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## ANNUAL Report - Fiscal Year 1982-83
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# ANNUAL Report - Fiscal Year 1982-83

## PLANT Fund - Revenue Statement AS-15 F

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

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**FEDERAL SUPPORT (Cont.)**

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**SALES AND SERVICE**

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**OTHER INCOME**

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**TOTAL REVENUE**

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### Total Disbursements

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1. Tax Sheltered Investment for DMACC Staff:
   - Date: January 28, 1982
   - Place: DMACC
   - No. Participants: DMACC staff
   - Purpose: Sponsored in cooperation with Human Resources to inform staff of the different tax shelters available to them.

2. Stress Management for Staff of Board of Regents:
   - Date: April 2, 1982
   - Place: DMACC
   - No. Participants: 10 - professional staff
   - Purpose: Learn awareness of their own stressors; specific skills for positive management of stress; understanding of the effect of stress upon the body.

3. Law Office Automation & Productivity Approved by Iowa Bar Association:
   - Date: April 16, 1982
   - Place: Hotel Savery
   - No. Participants: 56
   - Purpose: Emphasize the technology available for the legal profession; also focus on the use of systems & legal assistants. Had consultants from Washington, D.C. and the Greater Des Moines area.

4. Political Action Workshop for Job Service of Iowa:
   - Date: April 20-30, 1982 (1-1/2 days)
   - Place: DMACC
   - No. Participants: 20
   - Purpose: An understanding of the legislative process; organizing for political action; and an overview of lobbying action.

5. Dynamics of the Building Trades for Construction Trade's Union Business Agents:
   - Date: Jan. 20 - Feb. 23, 1982 (5 Wednesdays - 1:00 to 4:00)
   - Place: Urban Campus
   - No. Participants: 14
   - Purpose: To help those in the building trades unions better understand their history, structure, laws & collective bargaining.

6. Housing of the 80's for Private Contractors:
   - Date: February 26, 1982
   - Place: DMACC
   - No. Participants: 67
   - Purpose: Presentation of financing, design & energy trends for housing in the decade of the 80's and an introduction to DMACC construction trades program.
7. Personal Computers for Business - Sponsored by Small Business Administration:

- Date: April 17, 1982
- Place: DMACC
- No. Participants: 26
- Purpose: Presentation of hardware components of a micro-computer; basic operations and how programs work; tips on selection of microcomputers & software packages, including specific business applications.

8. Sharpening Management Skills - Co-sponsored with Northern Natural Gas:

- Date: April 6 - May 11, 1982
- Place: Boone Campus
- No. Participants: 55
- Purpose: A 5-week seminar (3 hrs/week) exploring areas of management, including assertive behavior of managers; values & business & personal relations; time management; productivity of the American economy & tax planning. Culminated with a banquet at which Dr. Borgen spoke on commitment in the free enterprise system.

9. Labor-Management Cooperation Symposium:

- Date: June 10, 1982
- Place: Hotel Savery
- No. Participants: 62
- Purpose: To explore the successful labor-management cooperation efforts apart from collective bargaining and their potential for enhancing economic stability & growth.

10. Stress Management for Staff of Board of Regents:

- Date: August 13, 1982
- Place: DMACC
- No. Participants: 7 - secretarial staff
- Purpose: Learn awareness of their own stressors; specific skills for positive management of stress; understanding of the effect of stress upon the body.

11. Flat Tax Rate Seminar:

- Date: August 11, 1982
- Place: DMACC
- No. Participants: 40
- Purpose: Presentation of the pros and cons of the flat rate tax proposals that are under consideration in the Congress. Packaged for commercial usage.

12. Dynamics of the Building Trades for Construction Trade's Union Business Agents:

- Date: Oct. 6 - Nov. 10, 1982 (5 Wednesdays 1:00 to 4:00)
- Place: Urban Campus
- No. Participants: 11
- Purpose: To help those in the building trades unions better understand their history, structure, laws & collective bargaining.
13. Improving Organizational Effectiveness - Co-sponsored with General Motors:

Date: October 5, 1982
Place: Hotel Savery
No. Participants: 54
Purpose: To examine critically the key elements & phases of any effective change/improvement process.

14. State of the Economy:

Date: October 13, 1982
Place: Ankeny Campus
No. Participants: DMACC staff & general public
Purpose: A two hour seminar presenting the latest state of the U.S. economy and predictions for future trends in the economy. Packaged for business usage.

15. Central Iowa Area Labor-Management Committee, Inc.:

Date: October 20, 1982
Place: Hotel Savery
No. Participants: 64
Purpose: To establish labor-management committees, educational programs and other activities to improve and maintain employer-employee relations and operational effectiveness.

16. Atlas Company Planning Seminar:

Date: October 22, 1982
Place: Atlas Company - Des Moines
No. Participants: 16
Purpose: Management planning seminar.

17. State of the Economy:

Date: November 17, 1982
Place: Urban Campus
No. Participants: DMACC staff & general public
Purpose: A two hour seminar presenting the latest state of the U.S. economy and predictions for future trends in the economy. Packaged for business usage.

18. Quality of Work Life for DMACC Staff:

a. All DMACC staff seminar on December 2, 1982 (p.m.). Presentation by Dr. Landen on the quality of work life process & the QWL survey.

b. Administration of QWL survey on December 3, 1982 to all DMACC staff (including contracted part-time) on Ankeny, Urban & Boone campuses.

19. Ag Oil Day In The Heartland:

Date: December 21, 1982
Place: Boone Campus
No. Participants: 327
Purpose: To bring community, commerce, industry and agriculture together for a common purpose - improving the total economy; saving with soybean oil - farmers learn how they can use their own product. Representatives from 15 states.
20. **QWL Survey Results - 11 Seminars:**

- **Date:** February, March, & April 1983
- **Place:** DMACC, Boone & Urban Campuses
- **No. Participants:** All DMACC staff
- **Purpose:** Initially interpret institutional QWL survey results.

21. **Manpower Skills Development:**

- **Date:** March 15, 1983
- **Place:** Boone Campus
- **No. Participants:** 69
- **Purpose:** Step-by-step procedures in the retail selling process.

22. **Registered Remodelers:**

- **Date:** January 10 - March 7, 1983
- **Place:** D.M. Home Builders Office in Des Moines
- **No. Participants:** 44
- **Purpose:** Presentations by experts in the areas of law, marketing, engineering, energy, finance & education for the purpose of forming a Remodelers Council.
1. Equitable of Iowa - Marketing Internship Program:
   In cooperation with Equitable of Iowa & the marketing department of DMACC, the Business & Economic Institute designed an insurance marketing training program. Originally four (4) students from DMACC participated in this program.

2. Pella Rolscreen - Assistance In 3 Year Skill Training:
   The Institute, in cooperation with Pella Rolscreen and the industrial technology department of DMACC, designed a three year on-site training program, to be conducted by DMACC instructors at the Pella Rolscreen facility, Pella, Iowa.

3. Pella Rolscreen, Farmland Industries, General Electric - Carroll, Iowa Pre-employment Training:
   In cooperation with Tom Guerdet and the above manufacturing plants, the Institute designed a preemployment training program, based on the needs the three industries identified as requirements for successful employment at their plants.

4. Atlas Industries - Management Planning:
   Participated in the first day of a 3-day management planning workshop. Presentations by Tom Flanders from Pella Rolscreen & Bob Mitchell, DMACC.

5. Massey Ferguson - QWL & Training Proposal:
   Training proposal for a new warehouse facility for Massey Ferguson; still in planning stage; confidential; and earliest projections of the start-up would be July 1, 1983.

6. General Motors - Broker for GM Courses & QWL Survey:
   Became second organization outside of General Motors to be licensed by them to share and present General Motors management development courses and the Quality of Work Life survey.

7. Hawkeye Banks - Training Proposal:
   Initial discussions with Hawkeye banks on developing and presenting training programs for the 32 banks in 70 locations. Hawkeye Bank's #1 commitment for 1983 is training of personnel.

8. Brenton National Bank - QWL & Training Proposal:
   Presented comprehensive training proposal for all levels of bank employees to help facilitate the merger of three Brenton banks in Des Moines; will know by the 15th of January as to the depth of training the college will be doing.

9. Des Moines Home Builders - $2,000 Scholarship and Remodeler's Certification Training:
   Remodelers certification program to begin on January 10, 1983 for 30 remodelers members of the Des Moines Home Builders Association.
10. **Tone Brothers and DMACC QWL Survey - Part of Title III:**

Will participate in training programs with Tone Brothers as a result of their QWL survey.

11. **American Productivity Center - Quarterly Network Meetings:**

To maintain and gain the latest knowledge in areas of productivity and quality of work life.

12. **International Association of Quality Circles - Iowa Chapter Monthly Meetings:**

Participate in monthly meetings to maintain better understanding of Quality Circles and participate in some of the pre-training and maintenance training for Association members.

13. **Title III Grant, "Improving Institutional Management":**

To provide training and consult on QWL productivity for DMACC and its clientele.

14. **Communication Workers of America:**

Training proposal to become a regional training center for CWA.

15. **Vernon Company, Newton, Iowa:**

Preparation and presentation of a one week sales training seminar for Vernon Company's national sales force.

16. **Central Iowa Area Labor-Management Committee:**


17. **Boone Chamber of Commerce:**

Participation in Iowa Development Commission existing industry tour. Tabulation and presentation of industry survey to Boone community.

18. **Ankeny Chamber of Commerce:**

Assist Ankeny Retail Committee with interpretation of survey results. Preparation of statistical report for Ankeny Industrial Committee.
A COLLECTIVE BARGAINING AGREEMENT

between

THE DES MOINES AREA COMMUNITY COLLEGE
HIGHER EDUCATION ASSOCIATION

and

THE BOARD OF DIRECTORS
OF DES MOINES AREA COMMUNITY COLLEGE

1983-84
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<td>III</td>
<td>Salary Schedule</td>
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ARTICLE I RECOGNITION

Section A. Recognition Clause

The Employer hereby recognizes the Des Moines Area Community College Higher Education Association for the term of their PERB certification as the exclusive and sole bargaining agent for the bargaining unit described as follows:

INCLUDED: All full-time and regular part-time professional faculty who occupy a position which meets all of the following conditions:

1. Are issued by the Employer a "continuing contract with certified faculty" full-time and regular part-time, or "specially funded contract" with certified full-time and regular part-time faculty.

2. Are certified by the Department of Public Instruction as professionals in all areas required by Iowa Code. Included also are regular full-time and regular part-time professional Adult Basic Education and Career Exploration Center faculty who do not require certification by the Department of Instruction.

3. Are issued an annual nine or twelve month contract (specified above) to work one-half time or more.

4. Are assigned by the Employer to a professional position as full and regular part-time instructors, program chairpersons, certified media specialists, certified librarians, certified counselors and Career Exploration faculty.

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

1. The Term "Employer" as used in this Agreement shall mean the Des Moines Area Community College's (merged Area XI) duly authorized representatives.

2. The term "Employee" as used in this Agreement shall mean all professional employees represented by the Association in the bargaining unit as defined by the Public Employment Relations Board. Full-time shall mean employees who are so designated in the Salary Classification book on file in the Personnel Office.

3. The term "Association" as used in this Agreement shall mean the Des Moines Area Community College Higher Education Association.

4. "Working day" shall mean any day on which an employee covered by this Agreement is required to carry out his/her duties exclusive of holidays and weekends.

5. "Seniority" is defined as the accumulated length of time an employee has fulfilled his/her duties in a position or positions listed in Article 1, Section A(4) of this Agreement.
   a. Employees who have been reduced or are on authorized leaves of absence without pay shall not be deemed to have interrupted service with the college.
   b. Time spent on reduced status or authorized leaves of absence without pay shall not be counted in figuring the total accumulated length of service.
   c. For employees hired on the same day, the date of application shall be controlling in seniority matters.

ARTICLE II CONTRACT GRIEVANCE PROCEDURE

Section A. Definition

A contract grievance is a claim by an employee, herein-after to be known as the grievant, of an alleged misinterpretation or misapplication of a specific article or section of this Agreement.
Section B. Procedures

1. Step One - Within fifteen (15) working days of the event (involving the grievant) giving rise to a grievance or within fifteen (15) working days from the date which the grievant should have had reasonable knowledge of the event, condition or act, the grievant will present the grievance to the immediate supervising administrator. The purpose of this step is to resolve the grievance via informal, verbal discussion with the immediate supervising administrator.

2. Step Two - If the grievance cannot be resolved in Step One, the grievant may submit a written statement of grievance to the appropriate Vice-President or designee with a copy to the Association and the College Personnel Office. This submission shall be within fifteen (15) working days from the date of the informal hearing. The written statement of grievance shall name the grievant, shall state the facts giving rise to the grievance, shall identify the specific section of this Agreement alleged to be violated, shall state the contention of the grievance with respect to the contract section, shall indicate the relief requested and shall be signed by the grievant. Within ten (10) working days of receipt of the written grievance, the grievant, an Association representative, and appropriate Vice-President or designee shall meet and ten (10) working days thereafter the appropriate Vice-President or designee shall make a decision on the grievance and file a response in writing to the grievant and the Association.

3. Step Three - If the grievance is not resolved in Step Two, the grievant may submit the written grievance to the Superintendent/President with notice to the Association. This submission shall be within five (5) working days of the written decision rendered in Step Two. Within ten (10) working days of the written decision, the grievant, an Association representative, and the Superintendent/President (and/or his designee) shall meet and the Superintendent/President shall ten (10) working days thereafter, render a written decision with copies to the grievant and the Association representative.

4. Step Four - If the grievance is not resolved in Step Three, the grievant and the Association will submit written notification simultaneously to the Superintendent/President and the American Arbitration Association within twenty (20) working days of the answer in Step Three, requesting a list of arbitrators. The arbitrator will review the grievance and render a final and binding decision. The expenses incurred
Section C. **Powers of the Arbitrator**

1. It shall be the function of the arbitrator to make decisions in grievances of alleged misinterpretation or misapplication of specific sections of this Agreement.

2. The arbitrator's powers will be limited to the extent that he/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

Section D. **Time Limits**

1. The failure of a grievant to act within the prescribed time limits will act as a bar to any further appeal.

2. The failure of an administrator to give a decision within the prescribed time limits shall permit the grievance to proceed to the next level.

3. Any grievance not appealed within the time limits shall be deemed settled on the basis of the Employer's last answer.

4. Time limits may be extended by mutual consent of the Employer and the grievant at which time the new date shall be controlling.

Section E. **Separate Grievance File**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participant.

**ARTICLE III SALARY SCHEDULE**

Section A. **Definition**

The salary schedule is a system for guiding the placement of new employees, the advancement of employees based upon
completion of pre-approved staff development activities, and the vertical movement of employees based upon rendering satisfactory service to the Employer. The schedule is intended to recognize that new employees have a variety of background and that employees development can occur via college course work, industry/business training and directly related work experience.

Section B. Guidelines and Procedures for Initial Placement of New Employees

1. Initial placement of new employees shall be made by the Employer following evaluation of new employee's professional experience, training received in industry, college credits earned, and directly related work experience. Evidence of professional experience, training received, work experience and college credit shall be documented as the Employer requires.

2. The procedure for initial lane placement of new employees shall be as follows:

a. Step One - New employees will be placed on Lane 180 if they, 1) have a baccalaureate degree, or 2) have professional registry, journeyman status, or its equivalent and 3) can be approved and certified by the Department of Public Instruction.

b. Step Two - Initial placement beyond Lane 180 may be granted for course work (beyond that credited in Step One) directly related to a new employee's assignment at the college by evaluating the course work and applying the following S.D.U. formula:

\[
\text{Number of S.D.U. - Number of Quarter Hours} \times 1 \\
\text{Number of S.D.U. - Number of Semester Hours} \times 1.5
\]

The number of S.D.U. for directly related course work to be granted (beyond Step One above) will be added to 180 S.D.U.

College work applicable for credit would be that contributing to a degree in a new employee's teaching field, or in educational methodology and theory. All credits and degrees must be
from a college or university that was regionally accredited at the time credits and/or degrees were earned. Beyond the last acceptable degree to be applicable for placement, all graduate credits must be given a "B" grade (or higher) and all undergraduate credits must have been given a "C" grade (or higher).

For institutions grading on a "Satisfactory" "Unsatisfactory" standard, the grades must be acceptable toward a degree at that university. Advanced research credit, in connection with an advanced degree, shall not be counted unless the research has been successfully completed and the degree awarded.

c. Step Three - Initial placement beyond Lane 180 may be granted for industrial/business training directly related to a new employee's assignment at the college by evaluating the industrial/business training and applying the following S.D.U. formula:

\[
\text{Number of S.D.U. - Number of Clock Hours in Industry/Business School ÷ 30}
\]

The number of S.D.U. for directly related industrial/business training to be granted (beyond Step One) will be added to 180 S.D.U. Training applicable for credit shall have been sponsored by a reputable organization, conducted by a qualified trainer, guided by clear objectives in a setting appropriate to formal training and received in the past eight years. Regular meetings and conventions of associations (or societies) and meetings called by the Department of Public Instruction are not considered in computing this credit. Workshops or seminars sponsored by schools during in-service periods are also not applicable. This provision applies only to new employees in the following two areas:

1. Career Education programs
2. Selected college parallel career option programs

d. Step Four - Initial placement beyond Lane 180 may be granted for work experience not credited in Step One directly related to a new employee's assignment at the college by evaluating the work experience and applying the following S.D.U. formula:
Number of S.D.U. - Number of Clock Hours of Approved Work Experience ÷ 177 for First Four Years, Beyond that Credited in Step One.

Work experience applicable for credit must have contributed substantially to the new development of competencies directly related to the new employee's assignment at the college, and be beyond that needed to achieve placement in Lane 180. This provision applies only to new employees in the following two areas:

1. Career Education programs
2. Selected college parallel career option programs

e. Step Five - Computations. The appropriate lane for initial placement of new employees will be determined by summing the S.D.U. totals determined by the Employer in Steps One through Four above. In no case shall a new employee be credited with more than a combination of 45 S.D.U. in Steps Three and Four.

3. The procedure for initial level placement of new employees shall be as follows:

a. Step One - The number of full years of directly related professional experience (teaching, counseling or media experience) on a regular contractual basis shall be evaluated for determining initial level placement. Teaching as a graduate assistant, part-time teacher (except at D.M.A.C.C.) or student teacher shall not be counted. Further, only up to a maximum of seven (7) years of professional experience may be credited. However, credit for such experience may only be given for that experience directly related to a new employee's primary assignment at Des Moines Area Community College.

b. Step Two - The number of full years of directly related work experience, not counted earlier in the provision, initial lane placement (Article III, Section B-2) shall be evaluated for determining initial level placement. Only that work experience directly related to a new employee's assignment shall be considered. Work experience applicable for consideration must be beyond that needed to be placed on Lane 180 (earned journeyman's status, professional registry, or its equivalent)
and Department of Public Instruction approval and certification. In any case, no more than seven (7) years of work experience may be considered for initial level placement. This provision applies only to new employees in the following two areas:

1. Career Education programs
2. Selected college parallel career option programs

c. Step Three - Computations. The initial level placement for new employees shall be determined by summing the level credit granted by the Employer in Step One and Step Two except that no more than a combination of seven (7) years of experience may be granted.

4. The employer may place a new employee above schedule in difficult to fill positions following a meeting with the Association to explain why placement above schedule is deemed necessary.

5. After initial level and lane placement of a new employee has been completed, the education, training, work experience, or other background received prior to the first date of the new employee's first individual contract, shall not be considered for advancing on the salary schedule.

Section C. Guidelines and Procedures for Advancement on the Salary Schedule

1. Advancement on the schedule is defined as horizontal change from one lane to another lane. Advancement will be granted upon earning staff development units (S.D.U.) for completing pre-approved work experience, attending pre-approved industry schools, and completing pre-approved courses.

2. Procedure for advancement on the salary schedule shall be as follows:

a. Step One - The employee shall submit an approval form for staff development unit consideration which shall include the course work, special industry/business training, and/or directly related work experience that the employee proposes to undertake for purposes of advancement.

b. Step Two - The Employer shall evaluate the plan using the following guidelines:
1) Consideration for Evaluating Occupational Training - In computing S.D.U. credit for occupational training, only training directly related to the employee's assignment shall be considered. Training applicable for credit shall have been sponsored by a reputable organization, conducted by a qualified trainer, guided by clear objectives and in a setting appropriate to formal training. Regular meetings and conventions of associations (or societies) and meetings called by the Department of Public Instruction will not receive S.D.U. credit. Workshops or seminars sponsored by the college during in-service periods are also not applicable. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of the pre-approved industry/business training.

   Number of S.D.U. - Number of Clock Hours in Industry/Business School ÷ 30

2) Considerations for Evaluating Work Experience - In computing S.D.U. credit for work experience, only that directly related to an employee's assignment shall be considered. Work experience applicable for credit must be beyond the learning or apprenticeship period (usually 3-5 years) appropriate to a given occupation. This provision applies only to employees in career and selected para-professional programs. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of pre-approved work experience.

   Number of S.D.U. - Number of Clock Hours of Approved Work Experience ÷ 40

3) Consideration for Evaluating College Course Work - In computing credit for college course work, only course work directly related to an employee's professional assignment at Des Moines Area Community College may be credited. College work applicable for credit would be that contributing to a degree in an employee's teaching field, or in educational methodology and theory. All credits and degrees must be from a college or university which was regionally accredited at the time credits and/or degrees are earned. All graduate credits must have been given a "B" grade (or higher) and all undergraduate credits must have been given a "C" grade (or higher). For institutions grading
on a "satisfactory/unsatisfactory" standard the grades must be acceptable toward a degree at that university. Advanced research credit, in connection with an advance degree, shall not be counted unless the research has been successfully completed and the degree awarded. (S.D.U. shall not be granted for any course work, industry schools or work experience completed or in progress before June 1, 1975). Courses taken in qualifying for full certification are specifically excluded from consideration for advancement. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of pre-approved college course work.

\[
\text{Number of S.D.U.} - \frac{\text{Number of Quarter Hours}}{1} \\
= \frac{\text{Number of S.D.U.}}{1.5}
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c. Step Three - The Employer (appropriate Vice President) may approve, disapprove, or modify the proposed individual staff development plan and notify the employee in writing within twenty (20) working days from the date of receipt by the Vice President.

d. Step Four - The employee may execute the approved plan, and upon satisfactory completion is responsible for presenting evidence of completing the development activity to the Personnel Office. Work experience hours must be documented by letters from former employers. Training in industry must be documented by certificates of completion and/or letters from the trainer which should specify the number of clock hours completed or other evidence judged adequate by the employer. Evidence of earned college credit must be in the form of official transcripts which bear the signature and seal of the college registrar.

e. Step Five - Advancement on the schedule by the employee shall be executed only once a year at the beginning of their contract year or the fall quarter. The beginning of the fall quarter of each year is the deadline for any employee who is seeking advancement to present evidence (the approval for any activity and evidence of completion) to the Personnel Office. The
responsibility for initiating advancement action is solely that of each employee. S.D.U. credit will not be awarded for activities for which the college has paid any expenses, tuition, fees, travel, lodging or meals.

Section D. Guidelines and Procedures for Movement on the Schedule

1. Movement on the Schedule is defined as vertical change from one level to another level.

2. Employees will progress one full level (1.0) as they complete each fiscal year of service to the college until they reach the top of their lane.

3. Part-time employees will progress one full level (1.0) as they complete each fiscal year of service to the college until they reach the top of their lane. However, when a part-time employee is employed on a full-time basis, he/she will be placed on a level consistent with the number of full years of Des Moines Area Community College experience which he/she has accumulated by summing the total part-time experience completed.

4. Movement on the schedule will be made annually (until an employee reaches maximum) by the Employer at the effective date of the employee’s individual contract. An employee hired during the contract year or an employee who for some period of the contract year has been on leave of absence without pay, shall be eligible for movement of one (1) full level if such employee has been on duty for six (6) months or more and worked more than half time during the contract year. Employees in the two categories above shall be eligible for movement one-half (½) level if they have worked half-time or less or have been on duty during less than six (6) months of the contract year. An employee who is not on duty during the contract year shall receive no level movement upon return to his/her assignment.

Section E. Salary Schedule Interpolation

Salary schedule interpolation from nine (9) month contracts to twelve (12) month contracts will be made by multiplying the nine (9) month schedule salary by 1.275.

Section F. Salary Schedule Format

The index formula for the salary schedule is 4.57% of the base (Lane 225 - Level 0) between full levels and between lanes as indicated in Appendix A.
ARTICLE IV  FRINGE BENEFITS

Section A.  Insurance Benefits

Term Life Insurance

1. On behalf of the employees the employer will participate in and pay all premiums for a double indemnity group insurance program providing coverage in the amount of two times employee's individually contracted salary rounded to the nearest thousand subject to the terms and conditions of the group contract with the insurer selected by the employer.

Disability Insurance

2. On behalf of the employees the employer will participate in and pay all premiums toward the present (or its equivalent) long term disability insurance program subject to the terms and conditions of the groups contract with the insurer selected by the employer. This program shall have a ninety (90) day waiting period.

3. Hospital and Surgical Insurance - The Board shall purchase group medical health coverage. For full-time employees who elect individual coverage under the medical group health plan, the Employer shall pay the full monthly premium. For full-time employees who elect family coverage under the group medical plan, the Employer shall pay a maximum of one hundred and twenty dollars ($120.00) per month toward the family plan premium with the remaining amount paid by the employee. For employees whose contracts are for less than full time, the Employer shall pay the full monthly premium for individual coverage or for those who elect family coverage, the Employer shall pay an amount over and above the single premium prorated on the basis of the length of their individual contracts.

4. Worker's Compensation - Each employee shall be covered by Worker's Compensation paid for by the Employer. Sick leave benefits paid to the employee shall be integrated with Worker's Compensation benefits paid, so that the total dollars received by the employee shall not exceed one hundred (100) percent of the employee's individually contracted base salary.

5. Life, disability, hospital and surgical coverage for a newly covered employee shall be effective the first day the he/she reports for work.
6. Optional Supplemental Life Insurance - An employee may elect to purchase optional supplemental life insurance in the increments allowed by the carrier. To be eligible employees must provide evidence of insurability as required by the insurer.

7. Optional Dependent Life Insurance - An employee may elect to purchase dependent life insurance for eligible dependents which provides two thousand ($2,000) dollars coverage for each child fourteen (14) days of age to age nineteen (19) years. A full-time employee may elect to purchase optional supplemental life insurance for a spouse in increments allowed by the carrier upon providing evidence of insurability as required by the insurer.

8. The Board shall purchase dental coverage. The Board shall contribute the cost of single employee premium. Employees who are eligible and elect dependent coverage shall pay the cost of the additional premium.

Section B. Leaves of Absence

1. Sick Leave - All full-time employees, after the effective date of the contract and having reported for duty, will accrue fifteen (15) days sick leave for personal illness or injury with full pay at the rate of one and one-fourth (1¼) days per month. The sick leave provisions only apply to personal illness or injury including that caused by illness of a member of the immediate family. Immediate family shall mean spouse, children, (including step-children) and parent. Unused days shall be cumulative to a maximum of one hundred (100) days.

A statement from a doctor of the employee's choice is required for absences due to illness beyond four (4) days. However, in determining sick or disabled status, the employer at employer expense reserves the right to require examination by a doctor selected by the employer. Sick leave for employees working at least one-half time, but less than full-time shall be prorated by a ratio based upon their individual contract. Sick leave will be integrated with Disability and Workmen's Compensation so that the total dollars received by the Employee shall not exceed one hundred (100) percent of the employee's individually contracted base salary.

2. Death in the Immediate Family - All full-time employees after the effective date of the contract and having reported for duty, may be granted up to five (5) days of leave annually at full pay to be used upon approval of the Employer, for attendance at funerals of members of the immediate family. Immediate family will include the spouse and related children, parents, brothers, sisters, grandparents, and mother and father in-laws.
Such leave will not be cumulative. Such leave for employees working at least one-half time, but less than full-time, shall be prorated by a ratio based upon their individual contract.

3. Maternity Leave - Disabilities to female employees caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are considered temporary disabilities or illnesses and will be treated as such under the sick leave provision. Those female employees desiring an extended leave prior to and/or following the period of disability due to pregnancy should refer to the leave of absence without pay provision in this Agreement.

4. Personal Business Leave - A full-time employee may be granted two (2) days (non-cumulative) for personal business leave each fiscal year. To be eligible for such leave, the employee shall have written approval from his/her supervising administrator. Personal business leave shall not be granted for a duty day immediately before or after a vacation or holiday. Such leave for employees working at least one-half, but less than full-time, shall be prorated by a ratio based upon their individual contract.

5. Jury Duty - When an employee is required to serve on a jury, the absence from work for this reason will be excused without loss of pay. The jury duty pay received by the employee must be turned into the Business Office or an equivalent amount deducted from the regular monthly wage. Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court.

6. Military Leave - Employees who are members of the National Guard, or any organized reserve of the Army, Navy, Marine Corps, Coast Guard, or Air Force which required periods of training are permitted to be absent from work for the purpose of receiving military training when ordered by proper authority to active state or federal service. Such absences are allowed in addition to regular vacation and will be taken without pay except for the first thirty (30) days as mandated by 29A of the Code of Iowa.

7. Leave of Absence Without Pay - With the Superintendent's/President's approval, a leave of absence without pay, not to exceed twelve (12) months, may be granted to full-time employees or regular contract part-time employees with at least three (3) consecutive years with the college for
purposes of professional development. Further, full-time and regular part-time employees with special personal or medical problems may be granted leave without pay not to exceed twelve (12) months. An employee desiring a leave of absence should make written application at least three (3) months prior to the time leave is to begin. For leaves of more than four (4) months duration, ninety (90) days prior (thirty (30) days prior in the case of shorter leaves) to the time of leave termination the employee shall notify the Superintendent/President in writing of his/her interest in returning. If notification does not occur, it shall be assumed that no return is planned.

The Employer, in granting a leave of absence, implies that it will return the employee to a position which in the determination of the Employer is the same or similar to that in which the employee formerly served if a vacancy exists for which he/she is qualified. The Employer will permit the employee to continue participation in the insurance programs at his/her own expense for a period of up to twelve (12) months, where so provided by such insurance policies and to the extent so provided, except when he/she enters other employment for pay during the leave. Upon return to employment, the accrued sick leave and experience credits earned prior to the leave shall be credited to the employee.

ARTICLE V TRAVEL EXPENSE

Section A. Upon approval by those representatives of the Employer listed on the expense report form, those Employees requested by the Employer to use their personal automobile in completion of work assignments will be reimbursed by the Employer at the rate of twenty-four (24) cents per mile or as per Board policy. The Employer shall not reimburse the Employee for mileage required to commute to and from their residence and primary place of assignment. The standard mileages on file in the Business Office will be used to compute mileage.
ARTICLE VI  DUES DEDUCTION

Section A. 1. The Association agrees to acquire and distribute to its members an authorization form advising the member that dues deduction is voluntary on the member's part and that the member also may terminate the dues deduction by notifying the Business Office on the appropriate form provided by the Association.

2. Deductions shall include only the regular uniform monthly amounts each employee pays as dues but shall not include initiation fees, special assessments, back dues, fines, or similar items.

3. Deduction shall only be made following presentation by the employee of a signed dues deduction authorization form presented to the Business Office.

4. Pursuant to a deduction authorization, the Business Office shall deduct one twenty-fourth (1/24) of total dues from the regular salary check of the employee. The Business Office will transmit to the Association the total deduction of dues once a month.

5. The Association agrees to indemnify and hold harmless the Board, each individual board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provisions of this Agreement.

ARTICLE VII  SAFETY

Section A. Responsibilities

The Employer shall endeavor to provide and maintain a safe place of employment. Employees shall endeavor in the course of performing professional duties associated with their employment to be alert to unsafe practices, equipment or conditions and report these to their immediate supervisor.

Section B. Referral

If the problem cannot be informally corrected by the immediate supervisor and the employee, it shall be
processed under the grievance procedure.

ARTICLE VIII IN-SERVICE

Section A. The In-Service days shall be designated on the calendar as adopted by the Board each year. For the 1983-84 year, nine (9) month employees shall have three (3) days devoted to staff development and six (6) days devoted to preparation. Twelve (12) month employees shall have four (4) days devoted to staff development and eight (8) days devoted to preparation. The employer shall determine the content and structure of the staff development days.

ARTICLE IX VOLUNTARY TRANSFER

Section A. Definition

A transfer is the permanent full-time movement of an employee to and from a unit position as described in Article 1, Section A(4) and to a division and/or campus other than that to which he/she is currently assigned.

Section B. Procedure

1. Job descriptions for unit vacancies which the Employer determines to fill will be posted at conspicuous locations on each campus. Each description shall indicate the final date for receiving applications.

2. An employee, to be considered for a vacant position, must file a written statement requesting a transfer, listing his/her current position, and indicating the specific vacant position for which he/she wishes to be considered. Applications for transfer must be received on or before the posted closing date for receiving applications.

3. In making a determination upon personnel to fill a vacancy the employer will choose among all applicants based upon ability, qualifications and seniority.
Seniority shall be a factor, but not an over-riding factor, when dealing with outside applicants. However, when the choice is between two or more employees who are judged by the Employer to have equal ability and qualifications then seniority shall be the controlling factor in the voluntary transfer.

4. The Employer will inform the employee, in writing, of the approval or denial of his/her transfer request and will meet, upon the employee's request, to discuss the matter. Such notification shall be made within thirty (30) days of the Board action filling such position.

ARTICLE X INVOLUNTARY TRANSFER

Section A. Definition

A transfer is the permanent full-time movement of an employee to and from a unit position as described in Article 1, Section A(4) and to a division and/or campus other than that to which he/she is currently assigned.

Section B. Procedures

1. Incumbent unit members who in the judgment of the Employer, possess qualifications equal to other applicants, and who have in writing requested to be transferred to unit positions, will be considered before an involuntary transfer is initiated.

2. The Employer will designate the division and campus where a transfer is required.

3. The Employer will inform the Association that a transfer is necessary and set a date to meet and discuss such transfer with the Association. The Association may present views and recommendations to the Employer at the meeting arranged for that purpose.

4. The Employer will consider the recommendations made and will determine the division or campus to which employees shall be transferred, those employees who shall be transferred, and the date upon which such transfer shall become effective.
5. The Employer will inform, in writing, the employee(s) who will be transferred and upon request will meet with an employee to discuss the transfer.

6. Generally, the Employer will give the transferee thirty (30) days notice in advance of the effective transfer date, except when the Employer determines that due to an emergency, a transfer must be effected immediately.

ARTICLE XI EMPLOYEE REDUCTION IN FORCE PROCEDURE

Section A. Procedure

1. The Employer shall designate the program(s) where an employee reduction in force is necessary. The Employer shall first accomplish such reduction by not replacing employees in the designated programs who voluntarily resign or who retire.

2. In the event reduction in staff within the designated programs cannot be completed through resignation or retirements, the Employer agrees to notify the Association in advance of reduction in force at which time the Association may make its views and recommendations known concerning implementation of employee reduction in force.

3. The Employer will determine the employees within designated program(s) to be laid off based upon ability, qualifications, and seniority. Seniority shall be the controlling factor in the lay off, within the designated program(s) after the Employer has judged ability and qualifications to be equal.

4. Employees on Specially Funded Contracts to be reduced will be notified at least thirty (30) days prior to the date upon which a reduction in force will take effect.

5. If the Employer determines to recall employee(s) for a designated program(s), the Employer will determine the employee(s) to be recalled based on ability, qualifications and seniority. Within the designated program(s), where employee ability and qualifications are judged by the Employer to be equal, seniority shall be a controlling factor in recall. Recalled employees shall retain all sick leave accrued prior to the date of reduction. Upon written request of the employee, the Employer will
consider recall until one of the following events occur:

a. A one (1) year lapse from the date of reduction.
b. The employee obtains other employment comparable in salary.
c. The employee's certification has lapsed.
d. The employee waives recall in writing.

ARTICLE XII SUPPLEMENTAL PAY

Section A. All Des Moines Area Community College full-time employees, during the term of their employment may enroll in Adult and Continuing Education courses (500, 600, 700 and 800 numbered courses) conducted at the Urban Center, Boone and Ankeny Campuses without payment of tuition under the following conditions:

1. There are an adequate number of tuition-paying students to justify the course operating.
2. Pay all special fees and charges (example - books and supplies).
3. The course is scheduled outside the employee's regular working hours.
4. The class has space available after all tuition-paying students have enrolled.

Coaching Duties (Boone)

Release time in lieu of compensatory pay for Athletic Director responsibilities and coaching responsibilities will be the employers first consideration. Release time shall be awarded at the following rate:

1. Six (6) semester hours of release time for mens and womens Athletic Director responsibilities.
2. Four (4) semester hours of release time for coaching mens basketball.
3. Four (4) semester hours of release time for coaching women's basketball.

4. Four (4) semester hours of release time for coaching men's baseball.

5. Four (4) semester hours of release time for coaching women's softball.

In the event the employer finds that release time for such duties is not possible or practical, athletic responsibilities and coaching responsibilities shall be compensated at the following rates:

1. Men and women Athletic Director... $3,000.00 per fiscal year.

2. Men's basketball coach... $2,100.00 per fiscal year extra duty pay.

3. Women's basketball coach... $2,100.00 per fiscal year extra duty pay.

4. Men's baseball coach... $2,100.00 per fiscal year extra duty pay.

5. Women's softball coach... $2,100.00 per fiscal year extra duty pay.

ARTICLE XIII COMPLIANCE AND DURATION

Section A. This Agreement shall remain in force and effect from July 1, 1983 until midnight June 30, 1984.

Section B. This Agreement shall automatically continue in force and effect for subsequent contract periods unless either party to the Agreement gives the other party written notice to terminate, amend, or modify such Agreement no less than 180 calendar days prior the Employer certified budget submission date, as established by the Code of Iowa, and appropriate for the year beginning July 1, 1983.
Section C. This Agreement constitutes the entire and complete agreement on articles contained within this document for the term and supercedes all previous agreements. Any amendment supplemental hereto shall not be binding on either party unless executed in writing by both parties. Neither party waives any section of the Code of Iowa, Chapter 20 by virtue of this section. Any alleged violation of Chapter 20 shall not be subject to Article II Grievance Procedure, but shall be resolved through application of procedures provided for in Chapter 20, Code of Iowa.

Section D. In the event that any article, section or portion of this Agreement is found to be contrary to state or federal law, then such article, section or portion shall be of no force and effect; but the remainder of this Agreement shall continue in full force and effect.

Section E. In witness whereof the parties hereto have caused this Agreement to be signed by their respective chief negotiators and their signature placed thereon, on this 31st day of August, 1983.

DES MOINES' AREA COMMUNITY COLLEGE

By

RATIFIED ON THIS DAY OF , 1983.

DES MOINES AREA COMMUNITY COLLEGE
HIGHER EDUCATION ASSOCIATION

By

RATIFIED ON THIS DAY OF , 1983.

By

Association President

RATIFIED ON THIS 15th DAY OF , 1983.

By

Board President
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