

Des Moines Area Community College

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Board of Directors Meeting Minutes

10-31-1977

Board of Directors Meeting Minutes (October 31, 1977)

DMACC

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

SPECIAL MEETING

OCTOBER 31, 1977

A special meeting of the Des Moines Area Community College Board of Directors was held in Room 15, Building #2, Ankeny campus, Ankeny, Iowa, on October 31, 1977. The meeting was called to order by Board President, Donald Rowen, at 5:33 p.m.

ROLL CALL

Members Present: Donald Rowen
Murray Goodman
Walter L. Hetzel
Eldon Leonard
Walter A. Stover, Jr.
Theodore Nemmers
Harold F. Welin
Max W. Kreager, Arrived at 5:45

Member Absent: Maurice Campbell

Others Present: Paul Lowery, Superintendent
Eugene Snyders, Board Secretary
Various other DMACC staff and students and interested community residents

PRESENTATIONS
CONCERNING SALARY
ADJUSTMENTS AND
FRINGE BENEFITS

Presentations, shown as attachments below and attached to these minutes, were made concerning salary adjustments and fringe benefits for FY 79 as indicated below:

Administrative (attachment #1) - Burgess Shriver, Director, Math and Science, Arts & Science Division
Auxiliary Services (attachment #2) - Susan Stewart, Activities Assistant, Student Life Division
Food Service (attachment #3) - Jean Hinrichs, Cashier, Food Service
Plant Operations and Maintenance (attachment #4) - Dan Case, Storekeeper
Secretarial/Clerical (attachment #5) - Millie Morris, Executive Secretary, Student Life

DMACC/HEA (attachment #6) - Did not make a presentation but information concerning salary adjustments and fringe benefits was included in materials sent to the Board previously.

EXECUTIVE
SESSION

It was moved by H. Welin, seconded by E. Leonard, to go into executive session to discuss confidential reports relating to personnel matters and for exceptional reasons so compelling as to override the general public policy in favor of open meetings. Motion passed unanimously, and the Board went into executive session at 6:30 p.m.

RECESS

Board President Donald Rowen declared the special board meeting recessed at 6:30 p.m. for the purpose of a dinner break.

RECONVENE
EXECUTIVE
SESSION

The executive session of the special board meeting reconvened at 7:00 p.m. at the same location as previously held. All those present prior to the recess were again present at this time.

MEETING
RECONVENES

The special board meeting reconvened at the same location as previously held. All board members present prior to the executive session were again present. Meeting reconvened at 10:35 p.m.

ADJOURNMENT

It was moved by W. Stover, seconded by E. Leonard, that the meeting be adjourned. Motion passed, and the meeting adjourned at 10:45 p.m.

Donald P. Rowen

DONALD P. ROWEN, President

Eugene R. Snyder

EUGENE R. SNYDERS, Secretary

- Attachment #1 - Administrative presentation concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.
- Attachment #2 - Auxiliary Services presentation concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.
- Attachment #3 - Food Service presentation concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.
- Attachment #4 - Plant Operations and Maintenance presentation concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.
- Attachment #5 - Secretarial/Clerical presentation concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.
- Attachment #6 - Faculty Association information concerning salary adjustments and fringe benefits for FY 79, attached hereto and made a part of these minutes.

Memorandum

**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

DATE October 26, 1977
TO Members of the Board
FROM The Administrative Welfare Committee
RE: Proposal for Fiscal '79 Welfare

Attachment #1

Location

Location

I. Wages

- A. We recommend that the average wage increase for administrators be 11.27%. This is based on two factors:
- (1) The cost of living increased 6.7% from July '76 to July '77 (data from the consumer price index).
 - (2) The value of one additional year of experience has been negotiated to be 4.57% in the two previous master contracts with faculty.
 - (3) The base used for calculating the 11.27% increase should be the minimum salary of the grade in which the employee resides, as listed in the "Administrators and Professional Services Staff Salary Grade and Range Schedule (1977-1978)".
- B. The minimum and maximum for each grade should be raised by the cost of living increase, 6.7%.
- C. The total dollars for administrators should be distributed on a scale that favors higher per cent increases for those employees in the lower grade levels as follows:

GRADE	% INCREASE
0-3	12.17
4-5	11.97
6	11.77
7	11.57
8	11.37
9	11.17
10	10.97
11	10.77
12-13	10.57
14	10.37

II: Health Insurance

We recommend that the Board pay the full premium for the family health insurance plan.

Those administrators on the single coverage plan should receive a cash benefit equivalent to the difference between family and single premiums. Furthermore, this cash difference should not be used in calculating the maximum salary for the grade of the affected individuals. The result of this action would assure that all employees would be receiving the same amount of compensation from Board paid benefits.

The additional cost, based on the current premium, would be \$27.90 per month for each full-time administrator.

III. Administrative Fellowships

Administrators would propose projects or activities deemed to be directly beneficial to the college, including additional educational experiences. They could be allowed up to 6 months leave with full pay.

An annual budget of three percent of the administrative salary budget would be committed to Administrative Fellowships. After approval by the supervisor, Vice President and President, a committee could be established to evaluate and prioritize fellowship requests.

If additional educational experience is granted by a fellowship, some degree of benefit to the college should be assured.

- (1) If the employee should terminate of their own volition:
 - (a) within one year of fellowship, 2/3 of amount of fellowship would be reimbursed to the college.
 - (b) within two years of fellowship, 1/3 of amount of fellowship would be reimbursed to the college.

IV. Leased Cars

Three more leased cars should be provided by the Board for staff use.

Last year the college paid \$16,241.21 for 108,275 miles of travel in privately owned cars of administrators. The reimbursement rate was 15¢ a mile.

The college can currently lease a car for a cost of 13¢ a mile.

The AAA Motor Club of Iowa reports that a standard size car costs the private owner 18.5¢/mile in low cost areas and 28.2¢/mile in high cost areas. An intermediate size car runs 16.8¢/mile in a low cost area and 25.5¢/mile in a high cost area.

The college would save 2¢ for every mile that staff drive in leased cars. At the same time, staff would save money by driving a leased car.

V. Sick Leave

Unused days of sick leave should be allowed to accumulate to 120 days.

VI. Dental Insurance

The Board should select a group dental insurance plan (equivalent in quality to the Delta Dental Plan of Iowa) and pay the family premium.

Those administrators selecting a single coverage should receive a cash benefit equivalent to the difference between the family and single premium. This cash difference should not be used in calculating the maximum salary for the grade of the affected individuals.

The current cost of the Delta family plan is \$10.97/month per employee.

VII. Paid Holidays

A floating holiday should be implemented (to be added to the current 9 holidays).

Selection of the specific date would be determined by the employee and his/her supervisor with approval of the appropriate vice-president.

VIII. Benefits for Part-Time Administrators

We recommend that all part-time administrators with one-half time (or greater) contracts participate in prorated benefits of health insurance and college holidays.

1978-79 SALARY PROPOSAL FOR AUXILIARY SERVICES

The following items, drawn from the auxiliary service personnel on the Ankeny and Urban campuses, are submitted for your consideration:

- I. A 12% wage increase (7.43% base increase, 4.57% performance increment).

Base and performance awarded regardless of placement on salary grade.

Rationale: According to the Consumer Price Index information for a 13 month period, July 1976 through July 1977, the cost of living increased an average of 5.88%. Additional information on activity by the Joint Economic Committee and the Federal government indicates that money stock, which directly affects the rate of inflation, has grown 10-11% for the past two quarters. It is difficult to anticipate change in the Consumer Price Index one year from now, but we feel a request of 7.43% base increase is very reasonable.

The remaining 4.57% is the performance increment which has been set previously with some divisions on campus, and we feel this percentage should be 4.57%, or higher.

- II. Maintain and equalize employee benefits.

Maintain existing benefits of:

- A. Life Insurance
- B. Medical Insurance
- C. IPERS
- D. Social Security
- E. Workmen's Compensation

Equalize with faculty staff and administration:

- A. Vacation. 4 weeks (20 days) paid vacation accrued on the basis on 1 2/3 days per month. *3 weeks (15 days) currently*
- B. Professional leave. 6 weeks at end of a 3 year period for educational advancement.

- III. Paid family medical and dental benefits.

Rationale: Self-explanatory. Good benefits draw and keep good employees.

- IV. Comp Time - To be taken at employee/employer convenience or Option: Paid time and a half for overtime, based on standard 40 hour work week.

Rationale: There is no existing school policy concerning this matter, and employees should receive equal treatment in handling comp time.

- V. Additional holidays (3 days). 2 additional at Christmas and 1 additional for Memorial Day/Beginning of Spring break.

- VI. (1) Accumulation of 120 days sick leave, and (2) reimbursement of 50% of unused sick leave at the time of termination or retirement.

Rationale: Point 1. 96 days of accumulation is not sufficient to cover any severe illness or injury, and the amount of disability insurance is not adequate.

Point 2. Some reimbursement of sick leave would be a great incentive to employees if they knew, at termination, they would receive some compensation for their accumulated sick leave.

PROPOSED FOOD SERVICE SALARY SCHEDULE FOR FY 79

<u>FULLTIME</u>	<u>NAME</u>	<u>3-year SALARY RANGE</u>
Assistant Supervisor	Elaine Russell	3.55-5.75
Head Cook	David Dettman	3.50-5.75
Baker	Edna Betts	3.30-5.75
Salads	Karen Rand	2.70-4.50
Store Room Clerk and Part-time Cashier	Jean Hinrichs	3.00-4.95
Cashier	Dorothy LaFon	3.00-4.95
Evening Supervisor	Ivadeil Hayes	3.00-4.00
Salad Helper and Dish- room Helper	Dorothy Roush	2.95-4.75
Dishroom Helper	Steve Modtland	2.70-4.00
Kitchen Helper	Cheryl Russell	2.92-4.50
 <u>PARTTIME</u>		
Desserts	Pauline Cason	2.75-4.00

Other Benefits Proposed:

Cost of Living Raise--twice a year

Merit Raises

Dental Insurance

Furnish and clean head cook's uniforms

PLANT OPERATIONS AND MAINTENANCE PROPOSALS

FOR

FISCAL YEAR 1978-79

P.O.&M. Employees' Proposals For Fiscal Year 1978-79

On October 7, 1977, the P.O.&M. employees chose the following officers to represent the group:

Chairperson - Dan Case

Secretary - Bill Young

On October 11, 1977, the following P.O.&M. employees volunteered to be on a committee to work out specifics and wordings for the group's proposals:

Dan Case

Bill Young

Larry Thompson

Fred Deeds

George Sturtz

The group decided to cover the following three areas:

1. Salary Budget Distribution
2. Fringe Benefits
3. Personnel Procedures and Policies

The P.O.&M. employees' proposals for fiscal year 1978-1979 are as presented on the following pages.

A. Salary Budget Distribution Proposals

1. Step Schedule with the following points:

- a) An additional increase over and above what is granted to the college as a whole will be needed to produce a fair and acceptable step schedule.

Basic reasons for this point:

- 1) Pay increases in the past have been based on percentage only; no pay raise over base pay.
 - 2) Work load per person has increased because P.O.&M. employees has not increased in proportion to college growth.
 - 3) Base salaries were originally set too low.
- b) Step schedule shall not be of merit-type because:
- 1) There is not a just means of selection for merit.
 - 2) Would cause dissension and prejudice among employees.
- c) One step per six months.
- d) To be produced by a joint committee of both P.O.&M. employees (non-supervisory) and Administration.
- e) New employees shall receive one step per year of previous experience with a maximum of five steps.
- f) Present employees shall receive two steps per year of previous experience with the college, with no maximum number of steps.
- g) The amount increased in the P.O.&M. salary budget shall be evenly distributed across the step schedule.
- h) Step schedule shall be reviewed yearly by a joint committee like the one in point d above.

B. Fringe Benefits Proposals

1. Health Insurance Benefits

- a) College to pay all premiums and premium increases, including family plan.
- b) Add DXL (diagnostic, x-ray, laboratory) to present health insurance program.
- c) Add a dental and vision insurance program (college to pay all premiums and premium increases, including family plan).

2. Sick Leave Benefits

- a) An additional 5 days per year of sick leave to be given.
- b) No limit to the number of days sick leave that can be accumulated (i.e., no 96 day limit).
- c) Payment of all accumulated sick leave to be made upon termination.
NOTE: Payment to be based upon present termination salary, not pro-rated.
- d) If injured on the job, college to pay full wages and will not deduct time gone from sick leave on vacation leave.

3. Vacation and Business Day Benefits.

- a) An additional one day per year of business day leave to be given.
- b) All P.O.&M. employees shall receive 20 days vacation per year, retro-active for those who have received 15 days per year in the past.

4. Earned-Bonus Days

- a) Earn 1/2 day per three months if no time is lost during regular working hours and if no sick leave has been taken during the three month period.
- b) If injured on the job, still eligible for earned-bonus days.
- c) No penalization for taking earned bonus time during this three month period.

C. Personnel Procedures and Policies Proposals

1. Implementation of a program where each fiscal year projected P.O. & M. budget surplus be appropriated and spent on P.O. & M. capital outlay.

Basic reasons for this proposal are as follows:

- a) General safety conditions would be improved as obsolete equipment would be replaced more regularly than the current situation.
 - b) Working conditions would be upgraded.
 - c) This would reward P.O. & M. for its efficiency instead of making up for other departments' inefficiency.
 - d) This would give the P.O. & M. employees an incentive to try to save money which currently is not the case.
2. Salaries are to paid every other Friday.
 3. Overtime:
 - a) Any work done over a regular 8 hour shift within a 24 hour period shall be overtime (time-and-half).
 - b) Doubletime shall be paid for all work done on Sundays and holidays.
 4. Job descriptions shall be reviewed yearly by a joint committee of Administration and P.O. & M. employees (non-supervisory).
 5. Permanent establishment of an intra-department P.O. & M. grievance committee.
 6. Provide an opportunity to purchase U.S. Savings Bonds through the college.
 7. Orders to be given by immediate supervisors only.
 8. Provide an opportunity for payroll deductions to be made to any bank or any credit union upon approval of the employee.

CLOSING REMARKS

On October 22, 1977 a group meeting of all non-supervisory P.O. & M. employees was held. Final P.O. & M. proposal package for fiscal year 1978-79 passed unanimously by all non-supervisory employees. Those not present were represented by proxy vote.

The P.O. & M. non-supervisory group feels that they should not be compared to other educational institutions' benefits, salaries, and procedures as D.M.A.C.C. is a progressive educational institution and therefore should set its own policies to met the special problems and needs of this institution.

This group also feels that if Administration does not negotiate with them in good faith, they will be forced to seek outside counsel to represent them.

The P.O. & M. non-supervisory group requests that Administration present their views in writing on the P.O. & M. proposals for fiscal year 1978-79. This will permit the Administration's views to be brought before the entire P.O. & M. group.

MINUTES OF ALL P.O. & M. MEETINGS

MINUTES OF P.O. & M. MEETING

Date: October 11, 1977

Time: 4:00 p.m.

Attended by: All non-supervisory P.O. & M. employees

The following were not present:

Eric Sage

Ron Holdefer

Doug Craft

Bill Young-vacation

Charles Petersen-represented by George Sturtz

Willis Schwartz-- " " " "

The following left early:

Syd Redshaw -working; had to be dismissed at 5:00

Dennis Enga -- " " " " " "

Wilbur Harris - " " " " " "

Jim Blair-sick

Officers: Dan Case-Chairperson

Bill Young-Secretary

Discussed and rejected the idea of submitting on a per meeting basis a copy of the minutes to Don Miller and W. Von Mayr.

Proposed to cover three areas:

1. Salary Distribution

2. Fringe Benefits

3. Personnel Policies and Procedures

Set up a sub-committee to review and rewrite, if necessary, the proposals passed during each meeting. The following volunteered:

Dan Case

Bill Young

Larry Thompson

Fred Deeds

George Sturtz

Discussed idea of openly rejecting a straight percentage increase applied to individual salaries. Decided instead to list what we wanted.

Agreed that anyone wishing a copy of the minutes may have them. (Applies only to non-supervisory P.O. & M. staff)

Agreed to continue meeting beyond 5:00 without those who had to return to work. This was approved by those returning to work.

Meeting was adjourned at 6:00 p.m.

(A meeting of the above mentioned sub-committee was scheduled for October 12, 1977 at 4:00 p.m.)

Continued

The following proposals were passed UNANIMOUSLY by the Board of Trustees.

1. Equal distribution of the amount increased in Physical Plant salary budget.
2. Additional increase over and above what the rest of the college gets. Reasons for this were as follows:
 - a) No increase in pay over base, only a percentage increase.
 - b) Additional duties are assigned that are over and above job specifications.
 - c) Base salaries have always been too low.
 - d) No recognition for years of service for the college.
3. Any money saved from hiring new personnel at a lower salary than the worker being replaced shall be evenly distributed amongst all employees at the end of each fiscal year. Also all money accumulated from unpaid salaries shall be evenly distributed as mentioned above.
4. A step program (with the following points):
 - a) Mandatory. (not merit)
 - b) One step per 6 months.
 - c) To be set up by a committee of both P.O. & M. employees and administration.
 - d) Job descriptions shall not be rewritten or degraded.
 - e) One step per year of previous experience with a maximum of 5 steps.
 - f) Shall be revised yearly due to inflation.

Minutes of P.O. & M. Sub-committee Meeting

Date: October 12, 1977

Time: 4:00 p.m.

Sub-committee comprised of:

Dan Case
Bill Young (did not attend, vacation)
Fred Deeds
Larry Thompson
George Sturtz

Sub-committee recommends:

Proposal 1 become one of the points of a step schedule, as the equal distribution should be applied to the base salary rather than to the current salaries.

Proposal 2 also become one of the points of the step schedule, as additional funding will be needed to produce a fair and acceptable step schedule.

Proposal 3 become a part of our personnel policies and procedures, rather than in the area of salary budget distribution. Such a proposal may also be more acceptable if the money were spent on capital outlay rather than evenly distributed to the employees. Sub-committee also recommends that all money saved in all areas of the P.O. & M. budget be spent likewise. Restated proposal 3 as follows:

"On June 1 of each fiscal year all projected P.O. & M. budget surplus be appropriated and spent on P.O. & M capital outlay."

Basic reasons for this proposal are:

1. General safety conditions would be improved as obsolete equipment would be replaced more regularly than the current situation.
2. Working conditions would be upgraded.
3. This would reward P.O. for its efficiency instead of making up for the other departments' inefficiency.
4. This would give the P.O. & M. staff an incentive to try to save money, which currently is not the case.

Proposal 4 should be our basic proposal in the area of salary budget distribution. Recommended is a step schedule with the following points:

1. An additional increase over and above what is granted to the college as a whole will be needed to produce a fair and acceptable step schedule.

Basic reasons for this point:

- a) Pay increases in the past have been based on percentage only; base pay has never been readjusted.
- b) Work load per person has increased because P.O. & M. staff has not increased in proportion to college growth.

- c) Base salaries were originally set too low.
2. Step schedule shall not be of the merit-type because:
 - a) There is not a just means of selection for merit.
 - b) Would cause dissension and prejudice among employees.
3. One step per six months.
4. To be produced by a joint committee of both P.O. & M. staff (non-supervisory) and Administration.
5. New employees shall receive one step per year of previous experience with a maxium of 5 steps.
6. Present employees shall receive two steps per year of previous experience with the college, with no maxium number of steps.
7. Job descriptions shall not be degraded on the step schedule.
8. The amount increased in the P.O. & M. salary budget shall be evenly distributed across the step schedule.
9. Step schedule shall be reviewed yearly by a joint committee like the one in point 4.

The committee has scheduled meetings the following days:

1. October 18, 1977 4:00 p.m. Bldg. 20, room 5
 2. October 20, 1977 4:00 p.m. Bldg. 20, room 5
- THESE MEETINGS ARE FOR ALL NON-SUPERVISORY P.O. & M. STAFF.

Committee decided to check into IPERS benefits.

Adjorned at 7:00 p.m.

Minutes of P.O. & M. Meeting

Date: October 13, 1977

Time: 4:00 p.m.

The following were not present:

Rex Shelton
Doug Craft
Bill Young-vacation
Judy Smith-sick
Willis Schwartz-working; represented by George Sturtz
Charles Petersen-working; represented by George Sturtz

The following left early:

Syd Redshaw -working; had to be dismissed at 5:00 p.m.
Dennis Enga - " " " " " " " "
Wilbur Harris- " " " " " " " "

Officers:

Dan Case- Chairperson
Bill Young- Secretary

Discussed percentage payed by the employee into IPERS. Recommended that Richard Byerly could provide needed information on this matter.

The following possible policy changes were brought up and are to^{be} discussed when policy changes are brought up:

1. Job descriptions shall be reviewed yearly by a joint committee of Administration and P.O. & M. staff (non-supervisory).
2. Permanent establishment of an inter-department P.O. & M. grievance committee.
3. Provide an opportunity to purchase bonds through the college.

A motion was made to separate Security from the P.O. & M. department. Motion died for a lack of a second.

Sub-committee was asked to look into the college's funeral leave and doctor visit time policies.

The recommendations made by the sub-committee in their last meeting of October 12, 1977 were approved in full with only one change:

Item 1a of the step schedule should be rewritten as: "Pay increases in the past have been based on a percentage increase only; no pay raise has been given over base pay."

The following new benefits and changes in old benefits were sent to the sub-committee for review:

1. All Blue Cross & Shield premiums and premium increases paid for by the college. (family plan included) Also add DXL.
2. Upon termination, pay all accumulated sick days even over 96 days, to be payed on the day of termination.
3. An additional business day.
4. Payed twice monthly.
5. Payed Dental and Vision Insurance.
6. P.O. & M. shall get 4 weeks vacation.
7. An additional week of sick leave.

8. Funeral days:
 - a. relation-3 days
 - b. non-relation-1 day
9. Anything over regular 8 hours within a 24 hour time period will be considered overtime (time and a half).
10. Double time for Sundays.
11. Good-time leave.

Adjourned meeting at 5:30 p.m. .

Minutes of P.O. & M. Sub-committee Meeting

Date: October 17, 1977

Time: 4:00 p.m.

Sub-committee recommends that our fringe benefits proposals read as follows:

1. Health Insurance Benefits
 - a. College to pay all premiums and premium increases, including family plan.
 - b. Add DXL (diagnostic, x-ray, laboratory) to present health insurance program.
 - c. Add a dental and vision insurance program (college to pay all premiums and premium increases, including family plan).

2. Sick Leave Benefits
 - a. An additional 5 days per year of sick leave be given.
 - b. No limit to the number of days sick leave that can be accumulated (i.e., no 96 day limit).
 - c. Payment of all accumulated sick leave to be made upon voluntary termination.
NOTE: Payment to be based on present salary, not pro-rated.

3. Vacation and Business Day Benefits
 - a. An additional one day per year of business day leave.
 - b. An additional 5 days per year of vacation leave be given.
 - c. NOTE: This should be retroactive for those who were granted only 15 days vacation this past fiscal year.

4. Earned-bonus days
 - a. Earn $\frac{1}{2}$ day per three months if no time is lost during regular working hours and if no sick leave or no vacation has been taken during this three month period.
 - b. If injured on the job, still eligible for earned-bonus days.
 - c. Earned-bonus days can not be taken in conjunction with vacations.
 - d. No penalization for taking earned bonus time during this three month period.

Sub-committee decided that overtime and method of payment should be in the area of procedures and policies. Also decided that P.O. & M. hold a group meeting sometime this coming weekend to approve final package.

Sub-committee recommends the following procedures and policy proposals be made:

1. Implementation of a program where each fiscal year projected P.O. & M. budget surplus be appropriated and spent on P.O & M capital. Basic reasons for this proposal are as follows:
 - a. General safety conditions would be improved as obsolete equipment would be replaced more regularly than the current situation.

Minutes of P.O. & M. Sub-committee Meeting

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1. Implementation of a program where each fiscal year projected P.O. & M. budget surplus be appropriated and spent on P.O. & M. capital. Basic reasons for this proposal are as follows:
 - a. General safety conditions would be improved as obsolete equipment would be replaced more regularly than the current

Minutes of P.O.&M. Meeting

Oct. 18, 1977

A meeting of all non-supervisory P.O.&M. employees was called to order in Building 20 - Room 5 at 4:00 P.M. by President Dan Case. The purpose was to hear recommendations from the Sub-Committee to the entire group on:

- (A.) Salary Budget Distribution Proposals
- (B.) Fringe Benefits Proposals
- (C.) Personnel Procedures and Policies Proposals.

President Case announced the Thursday, Oct. 20, 1977 meeting was cancelled and a meeting was called for Saturday morning, Oct. 22, 1977 at 10:00 A.M.

The Sub-Committee report of Oct. 17, 1977 was read and corrections made as desired by P.O.&M. non-supervisory group. The corrections were to be taken back to the Sub-Committee for finalizing in their meeting of Oct. 19, 1977, for presentation at P.O.&M. meeting to be held Saturday, Oct. 22, 1977. The final report will have all corrections, additions and deletes as requested by Group and will be presented for approval.

Meeting adjourned at 5:20.

These minutes respectfully submitted by Bill Young, Sec.

Bill Young

**B
A**

DMACC BUSINESS ASSOCIATION

1978-79 SALARY PROPOSAL FOR SECRETARIAL/CLERICAL

A survey of association members was made several weeks ago to gain their input regarding a salary proposal for 1978-79. That survey resulted in the following items being voted on at the regular monthly meeting held September 12, 1977 as those they would like to have submitted. As representatives of the DMACC Business Association, we are presenting the following for your consideration:

- I. A 10% wage increase (5.43% base increase, 4.57% performance increment).

Rationale: According to the Consumer Price Index information available to us for a 13-month period, July '76 through July '77, the cost of living increased an average of 5.88%. You will note that the base rate increase we are asking is slightly below that (5.43%). It is difficult to anticipate the change in the Consumer Price Index one year from now, but we feel this request is very reasonable, and the base salary needs to be increased to remain competitive with similar positions in our geographical area.

The remaining 4.57% is the performance increment which was set at the time the 1976 salary base policy was developed. We feel this performance increment should remain at least at the 4.57% level.

- II. Performance increment for continuous part-time employees with one year or more service at an increase of 20¢ per hour.

Rationale: Some continuous part-time employees have been with DMACC for several years and are much more effective in their positions than a new employee who requires several weeks or months of training. Their knowledge of college procedures and experience in the department should reflect some compensation.

- III. Reimbursement of 50% of unused sick leave at the time of termination or retirement.

Rationale: Currently, employees may accumulate 96 days of sick leave. Some reimbursement of sick leave would be a great incentive to employees if they knew, at termination, they would receive some compensation for their accumulated sick leave.

Abuse of sick leave can place a hardship on other employees who are conscientious, and we feel an arrangement of this nature would be of benefit to the institution as well as an incentive for the employee.

- IV. When changing to a higher position, employees with one year or more service at DMACC should receive a performance increment raise on the new grade salary base, or, if salary is currently above this level, employee should receive a \$200 increase in salary, whichever would apply.

Rationale: These people should be rewarded monetarily for their knowledge, previous experience and added responsibility of the new position at the time of promotion. Currently, college employees advancing to a higher position start at the entry level the same as a person from outside who is new to the college.

For illustration of our request, the following examples are cited:

- (1) An employee with one or more years experience in grade level 3 (with salary at \$6900) receiving a promotion to grade level 4 with a base salary of \$6825, an increment raise of 4.57% of the grade 4 base (or \$312) would put the new salary at \$7136 instead of simply raising the grade level of the employee and having that person remain at the \$6900 salary as has been done in the past; or, (2) if the grade 3 salary were \$6700, by adding the 4.57% increment to the grade 4 base, the new salary would be \$7136; or, (3) if the grade 3 salary had been at \$7,000 and a flat amount of \$200 was added to the employee's salary, their salary for the new position would be \$7200 because the 4.57% is not as much as the \$200.

- V. All fringe benefits offered to other personnel.

(Self explanatory)

Respectfully submitted,

Gail VanPelt

President, DMACC BUSINESS ASSOCIATION

Salary Proposal Committee:

Millie Morris (Chairperson)

Dorothy Stanton

Mildred Garrison

Pat V. Mortensen

October 10, 1977

May, 1977

DES MOINES AREA COMMUNITY COLLEGE
SECRETARIAL/CLERICAL SALARY SCHEDULE - 1977-78

<u>SALARY GRADE</u>	<u>TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
1	Record Clerk I Clerk Typist I Cashier	5,870	8,218
2	Clerk Typist II Record Clerk II Mail Dispatcher Receiving/Supply Clerk	6,178	8,649
3	Clerk Typist III Clerk/Stenographer I Correspondence Secretary I Accounting Clerk	6,498	9,097
4	Clerk/Stenographer II Record Clerk III Dup. Machine Operator Information Specialist Data Entry Operator I	6,825	9,550
5	Secretary I Receptionist/Centrex Operator Inventory Control Clerk Accounts Payable Clerk Correspondence Secretary II	7,170	10,038
6	Secretary II Bookkeeper I Records Clerk IV Data Entry Operator II	7,471	10,459
7	Secretary III Bookkeeper II Records Specialist Facilities Specialist Senior Information Specialist Senior Correspondence Secretary	7,793	10,910
8	Office Assistant I	8,116	11,362
9	Office Assistant II	8,438	11,813
10	Executive Secretary I Office Assistant III	8,761	12,265

Board Approved 5-9-77

CONSUMER PRICE INDEX
INFORMATION

1976-77

1977

<u>MONTH</u>	<u>INDEX</u>
July	6.7
June	6.9
May	7.3
April	6.7
March	6.4
February	6.0
January	5.2

1976

December	4.8
November	5.0
October	5.3
September	5.2
August	5.6
July	5.4
Average	- 5.88%



**des moines area
community college**

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Paul Lowery, Superintendent

Board of Directors

Walter Hetzel, President

Harry Bloomquist

Maurice Campbell

Murray Goodman

Max W. Kreager

Eldon Leonard

Donald P. Rowen

Walter Stover

Harold F. Welin

**NOTICE OF SPECIAL BOARD MEETING
OF
DES MOINES AREA COMMUNITY COLLEGE BOARD OF DIRECTORS**

Monday, October 24, 1977

**Building #2 - Room 215
(Formerly Bldg. #31)
Ankeny Campus**

- 5:30 - 6:30 P.M. Presentation of proposed site and financial plan for the Urban Center by Des Moines city officials.**
- 6:30 - 7:00 P.M. Dinner**
- 7:00 - -- Consideration of proposal as made by Des Moines city officials and offer to buy Ruan building.**
- Method of contributing to unemployment compensation plan.**