SPECIAL MEETING

OCTOBER 11, 1976

A special meeting of the Des Moines Area Community College Board of Directors was held on Monday, October 11, 1976, in Room 3115, Bldg. #31, Ankeny Campus, for the purpose of canvassing votes for the election of members to the Board of Directors of the Des Moines Area Community College. The meeting was called to order by Board President, Max Kreager, at 5:30 p.m.

ROLL CALL

Members present: Harold Welin
                Harry Bloomquist
                Don Rowen
                Eldon Leonard
                Maurice Campbell
                Walter Hetzel
                Murray Goodman
                Max Kreager

Members absent: Cecil Galvin

Others present: Paul Lowery, Superintendent
                Irv Steinberg, Controller/Board Secretary
                Jordan Ball, Administrative Assistant
                Charles Bullard, DM Register
                Melinda Voss, DM Tribune
                Wm. Babcock, Polk-DM Taxpayers Association
                Walter Stover, new Board member elect
                Other DMACC staff
                Mrs. Max Kreager
                Mrs. Harold Welin

CANVASS OF VOTES

A canvass of the votes cast at the regular school election held September 14, 1976 for the purpose of electing a director each from Districts 3, 4, and 5 was made by the Board. The total votes cast were ascertained as indicated on the Abstract of Election and as certified by the Polk County Board of Supervisors, a copy of which is attached hereto and made a part of these minutes, which indicates the following votes cast:

ELECTION OF BOARD MEMBERS

| District No. 3 | Maurice Campbell | 4,657 |
|               | Scattered        | 43    |

| District No. 4 | Hiram E. Miller  | 1,405 |
|                | Walter A. Stover, Jr. | 1,518 |
|                | Scattered          | 3     |

| District No. 5 | Patrick L. Jennings | 2,085 |
|                | Max W. Kreager      | 2,512 |
|                | Scattered           | 12    |
A motion was made by M. Goodman, seconded by D. Rowen, that the canvassing of votes, as indicated on the attached sheets, be made a matter of record. Motion passed.

ADJOURNMENT

A motion was made by E. Leonard, seconded by M. Campbell, that the special meeting for the canvassing of votes be adjourned. Motion passed and the meeting was adjourned at 5:40 p.m.

** ** ** ** ** **

ORGANIZATIONAL MEETING

OCTOBER 11, 1976

The organizational meeting of the Des Moines Area Community College Board of Directors was called to order by the Board President, Max Kreager, immediately following the special meeting for the canvassing of votes.

ROLL CALL

All those present at the special meeting just concluded were also present for the organizational meeting.

OATH OF OFFICE TO DIRECTORS

The Board Secretary administered the Oath of Office to Maurice Campbell, Walter Stover, and Max Kreager, the newly elected directors of Districts 3, 4, and 5 respectively, after which certificates of election, prepared by the Polk County Auditor's office, were presented to the installed directors by the Board President.

ELECTION OF PRESIDENT

Nominations were open for President of the Des Moines Area Community College Board of Directors. M. Campbell nominated Walter Hetzel. M. Goodman seconded the nomination. M. Campbell moved that nominations cease and that Walter Hetzel be unanimously elected President. M. Goodman seconded the motion and the motion passed, with Walter Hetzel unanimously elected Board President.

ELECTION OF VICE PRESIDENT

Nominations were open for Vice President of the Des Moines Area Community College Board of Directors. H. Bloomquist nominated Harold Welin; seconded by M. Goodman. H. Welin nominated Harry Bloomquist; seconded by M. Campbell. M. Campbell moved that nominations be closed seconded by M. Goodman. A secret ballot was taken and M. Campbell was appointed to act as teller to assist the Board Secretary in tallying the results. By majority vote, Harold Welin was declared Board Vice President.

OATH OF OFFICE TO NEWLY ELECTED BOARD OFFICERS

The Oath of Office was administered by the Board Secretary to Walter Hetzel and Harold Welin, the newly elected Board President and Vice President respectively.

APPOINTMENT OF BOARD SECRETARY

A motion was made by D. Rowen, seconded by M. Goodman, that Irv Steinberg be reappointed Board Secretary. Motion passed.

APPOINTMENT OF BOARD TREASURER

A motion was made by E. Leonard, seconded by H. Bloomquist, that Dus Spicer, President, Ankeny National Bank, be appointed School Treasurer. Motion passed.

ADJOURNMENT

It was moved by M. Campbell, seconded by M. Goodman, that the organizational meeting be adjourned. Motion passed and the meeting was adjourned at 6:10 p.m.
The regular monthly meeting of the Des Moines Area Community College Board of Directors was called to order at 6:15 p.m. by the newly elected Board President, Walter Hetzel, at the same location as the organizational meeting was held.

All who were present at the organizational meeting were also present at the regular meeting.

It was moved by M. Campbell, seconded by E. Leonard, that the minutes of the September 13, 1976 regular meeting and the September 30, 1976 special meeting be approved as presented. Motion passed.

It was moved by D. Rowen, seconded by H. Bloomquist, that the meeting recess for a dinner break. Motion passed and the meeting was recessed at 6:30 p.m.

The regular board meeting reconvened at 7:15 p.m. at the same location as it had recessed. All those present prior to the recess were again present.

It was moved by M. Kreager, seconded by E. Leonard that a % time, 9 month position of Coordinator-Short Courses, Ankeny, be offered to Marianna Tuttle, effective October 1, 1976, at an annual salary of $6,000. Motion passed.

It was moved by M. Goodman, seconded by D. Rowen, that the following resignations be accepted:

F. Warren Pitcher, Business Occupations, CIVEC, effective September 30, 1976

Motion passed.

It was moved by E. Leonard, seconded by M. Goodman, that the following leaves of absence without pay be approved:

Jane Troy, Respiratory Therapy, 1 day, September 3, 1976
Jack Zeller, Bookkeeping/Accounting, 5 days, August 23-27, 1976
Cheryl Middendorf, Nursing, 5 days, October 4-8, 1976
Maralee Frazee, Financial Aids, 15 days, August 16 – September 15, 1976
Raetta Kopaska, Duplicating Room Supervisor, 21 days, October 1-31, 1976

Motion passed.

It was moved by M. Kreager, seconded by H. Welin, that the contract for Kenneth Pritchard, Sociology instructor, Urban Center, be changed from Lane 225, Level 0.0, at $10,400 annual salary to Lane 225, Level 1.0, at $10,875 annual salary, on a 9 month salary schedule. Motion passed.
It was moved by M. Kreager, seconded by D. Rowen, that contract change due to the inclusion of fifteen (15) additional personnel in the collective bargaining unit be made as indicated on the listing, a copy of which is attached hereto and made a part of these minutes. Motion passed.

APPROVAL OF JOINT CONTRACT WITH LOCAL SCHOOLS

It was moved by H. Welin, seconded by M. Campbell, that approval be given to entering into a joint contract with the Ogden and Pleasantville Community School Districts for the purpose of providing pre-career and career educational offerings to high school students at an annual cost of $2,300 per school district, and that the Board President, Secretary, and Superintendent be authorized to sign said contracts, pursuant to Chapter 28E, Code of Iowa, 1966. Motion passed.

APPOINTMENT TO ADVISORY COMMITTEE

It was moved by D. Rowen, seconded by E. Leonard, that Teresa Conroy, Cherokee, Iowa, be appointed to the Recreational Leadership Advisory Committee as an additional member. Motion passed.

BOARD MEETING SCHEDULE

It was moved by M. Campbell, seconded by E. Leonard, that the regular board meetings continue to be scheduled at 5:30 p.m. on the second Monday of each month. Motion passed.

APPROVAL OF HOUSE PLANS

It was moved by D. Rowen, seconded by E. Leonard, that the proposed house plans for a split level, four bedroom, 1-3/4 bath, containing approximately 1,232 sq. ft., with family room, fireplace, and double garage, be approved for the next Building Trades (Ankeny) project for the 1976-77 school year, with an estimate cost of construction of $42,320. The house to be built on a lot located at 806 SE 10th Street, Ankeny, Iowa. Motion passed.

DESIGNATION OF LEGAL COUNSEL FOR LAW SUIT FILED BY TELECOMMUNICATIONS STUDENTS

It was moved by D. Rowen, seconded by M. Kreager, that the law firm of Grefe and Sidney be employed to defend the Des Moines Area Community College in the suit filed by the Telecommunications students. Motion passed.

APPROVAL OF CIRALG CONTRACT AND CIVEC STAFF

It was moved by M. Goodman, seconded by D. Rowen, that the proposed contract with Central Iowa Regional Association of Local Governments (CIRALG) for operation of CIVEC for year commencing October 1, 1976, a copy of which is attached hereto and made a part of these minutes, be approved, subject to funding by CIRALG, and that individual contracts for this period be approved and issued to CIVEC staff members upon verification of receipt of said funding, in accordance with amounts shown on the listing, a copy of which is attached hereto and made a part of these minutes. Motion passed.

APPOINTMENT OF REPRESENTATIVE TO ICASB

It was moved by D. Rowen, seconded by E. Leonard, that Max Kreager be appointed as the DMACC representative to the Iowa Council of Area School Boards, with Murray Goodman appointed alternate. Motion passed.
It was moved by D. Rowen, seconded by E. Leonard, that Max Kreager be appointed as the DMACC representative to the Area School Advisory Committee on State General Aid. Motion passed.

It was moved by M. Kreager, seconded by H. Welin, that the proposed budget for the Boone Campus Student Activities, totalling $12,000, be approved. Motion passed.

Director H. Welin introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR SIGNAGE," and moved its adoption. Director M. Campbell seconded the motion to adopt and the roll being called, the vote was as follows:

AYES: H. Welin
H. Bloomquist
D. Rowen
E. Leonard
M. Campbell
W. Stover
W. Hetzel
M. Goodman
M. Kreager

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION ADOPTING PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR SIGNAGE

Proposed plans, specifications, and form of contract for signage are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE that at a meeting of the Board, to be held at 5:30 p.m., on the 8th day of November, 1976, Room 3115, this Board will hold a public hearing on the matter of the adoption of plans, specifications and form of contract now on file in the office of the Secretary of the Board of Directors.

BE IT FURTHER RESOLVED that the Secretary of the Board of Directors give notice of said public hearing as required by law.

PASSED AND APPROVED this 11th day of October, 1976.

ATTEST:

Walter Hetzel
PRESIDENT, Board of Directors

Sam Steinberg
SECRETARY, Board of Directors
Regular Meeting

October 11, 1976

RESOLUTION ON RECEIPT OF BIDS FOR SIGNAGE

Director H. Welin introduced the following Resolution entitled "RESOLUTION FIXING DATE OF RECEIPT OF BIDS FOR SIGNAGE," and moved its adoption. Director M. Campbell seconded the motion to adopt and the roll being called, the vote was as follows:

AYES: H. Welin
    H. Bloomquist
    D. Rowen
    M. Campbell
    W. Hetzel
    W. Stover
    M. Goodman
    E. Leonard
    M. Kreager

NAYS: None

WHEREUPON, the President of the Board declared the following Resolution duly adopted:

RESOLUTION FIXING DATE FOR RECEIPT FOR BIDS FOR SIGNAGE

RESOLVED, that the Des Moines Area Community College Board of Directors will receive bids until 3:00 p.m. in Room 3115, Bldg. #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, on November 1, 1976, for the purchase of signage, at which time and place said bids will be publicly opened and read aloud.

BE IT FURTHER RESOLVED, that the Secretary of the Board of Directors give notice of said letting as required by law.

PASSED AND APPROVED this 11th day of October, 1976.

ATTEST: [Signature]
SECRETARY, Board of Directors

FINAL ACCEPTANCE OF PHASE IIB, PART 7, CONSTRUCTION

It was moved by E. Leonard, seconded by D. Rowen, that the contract for construction of Phase IIB, Part 7, with Iowa Road Builders Company be accepted as completed and that final payment of $11,821.00 be made to said construction company thirty days from this date, in accordance with a letter of recommendation from Veenstra & Kimm, dated September 14, 1976, a copy of which is attached hereto and made a part of these minutes. Motion passed.

CLAIMS AND ACCOUNTS

It was moved by E. Leonard, seconded by H. Welin, that the Claims and Accounts as presented be approved for payment. Motion passed.

SALARY PROPOSAL BY SECRETARIAL/CLERICAL GROUP

It was moved by E. Leonard, seconded by M. Goodman, that the FY78 salary proposal, as presented by the DMACC Secretarial/Clerical group, be taken under consideration. Motion passed.

SPECIAL BOARD MEETING SET

After taking a poll of board members able to be present for a special board meeting later in the week, Board President Hetzel designated...
Friday, October 15, 1976, 5:30 p.m., Bldg. #31, Room 3115, Ankeny campus, as the time and place for a special board meeting to consider negotiations for school year 1977-78.

ADJOURNMENT

It was moved by E. Leonard, seconded by D. Rowen, that the meeting be adjourned. Motion passed and the meeting adjourned at 9:15 p.m.

IRV STEINBERG, Secretary

WALTER HETZEL, President
5:30 P.M. SPECIAL MEETING

1. Canvass votes of September 14th election - Districts 3, 4, and 5.

5:40 P.M. ORGANIZATIONAL MEETING

1. Issuance of Certificates of Election to newly elected directors.
2. Administer oath of office to newly elected directors
3. Election of president.
4. Election of vice president.
5. Administer oath of office to newly elected officers.
6. Appointment of board secretary (Irv Steinberg).
7. Appointment of board treasurer (Duane Spicer, President, Ankeny National).
8. Adjournment

6:00 P.M. REGULAR MEETING

1. CALL TO ORDER

2. APPROVAL OF MINUTES - September 13 regular meeting and September 30 special meeting

3. REPORTS
   a. ICASB - Hetzel and Goodman
   b. Mid-Iowa Computer Center - Hetzel
   c. Monthly financial
   d. ACCT convention - Campbell and Rowen
   e. Urban Center
   f. Progress report on 10-year birthday celebration and open house - Clarkson
   g. Area superintendents - Lowery
   h. Negotiations for school year 77-78

4. COMMUNICATIONS

5. UNFINISHED BUSINESS

6. NEW BUSINESS
   a. New Personnel -
      (1) Marianna Tuttle, Coordinator-Short Courses, Ankeny.
   b. Resignations
6. NEW BUSINESS (continued)

c. Leave of Absence Without Pay
   (1) Jane Troy, Respiratory Therapy, 1 day, September 3, 1976.
   (2) Jack Zeller, Bookkeeping/Accounting, 5 days, Aug. 23-27, 1976.
   (3) Cheryl Middendorf, Nursing, 5 days, October 4-8, 1976.

d. Contract Change
   (1) Kenneth Pritchard, Sociology, Urban Center

   Contract changes due to the inclusion of additional personnel (15) in the collective bargaining unit. M. Kreager, 2d. D. Rowen

f. Recommend the approval of plans and specifications for campus graphics, and set dates for public hearing and for receipt of bids.

g. Recommend the acceptance of Parking Lot J project (Phase IIB, Part 7, Contract 1) and authorization of final payment in the sum of $11,821 to Iowa Road Builders 30 days after date of acceptance and completion of punch list. E. Leonard, 1d. D. Rowen

h. Appointment of representative and alternate to ICASB. D. Rowen, 2d. E. Leonard - that Max Kreager be rep. & Murray Goodman

i. Appointment of representative to Area School Advisory Committee on State General Aid. D. Rowen, 2d. E. Leonard - appoint Max Kreager.


k. Recommend approval of a joint contract under Chapter 28E of the Code between DMACC and the following high schools for the purpose of providing pre-career and career educational offerings to high school students:

   Ogden Community Schools
   Pleasantville Community Schools.

l. Recommend the appointment of Teresa Conroy, Cherokee, Iowa (former DMACC student) to Recreational Leadership Advisory Committee. This is an addition. D. Rowen, 2d. E. Leonard

m. Schedule of board meetings for 1976-77 school year.

n. Recommendation of plans for house to be built by students in building trades program during 1976-77 school year. This is located at 806 SE 10th, Ankeny. D. Rowen, 2d. E. Rowen

   Est. cost $42,320. Split level - 3 BR upper level; 1 BR lower level.

o. Legal counsel to defend the college in the suit filed by telecommunications students.

   D. Rowen, 2d. M. Kreager that he be employed to represent DMACC in the suit filed by telecommunications students.
7. OTHER
   a. Salary proposal by secretarial/clerical group for 1977-78 school year.

8. PRESENTATION OF CLAIMS AND ACCOUNTS

9. ADJOURNMENT

9:15
6. NEW BUSINESS

- Approval of CIRALG contract and standby authority to issue contracts to CIVEC staff upon notification of receipt of funds.

7. c. Newspaper articles re Urban Center.
POLK COUNTY IOWA
ABSTRACT OF ELECTION

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for POLK County, do hereby certify the following to be a true and correct abstract of the affirmative and negative votes cast in said county at the REGULAR SCHOOL AREA COMMUNITY COLLEGE Election of the DES MOINES AREA COMMUNITY COLLEGE held on the 14th day of September, 1976, for the various candidates who ran for the office of DIRECTOR District #3-District #5 of the Counties of: Adair, Audubon, Carroll, Dallas, Guthrie, Madison, Marion, Polk, Warren, as shown by the Official Returns from the several townships and election precincts: Jasper, Story.

TOTAL VOTE CAST: 4,700

For the office of DIRECTOR-3 YEAR TERM-District #3-- Counties of: Adair, Audubon, Carroll, Dallas, Guthrie, Madison

MAURICE A. CAMPBELL, received 4,657 votes
Eugene Kading (Write-In), received 2 votes
Elinor Walters (Write-In), received 1 vote
Robert Bass (Write-In), received 1 vote
Irma Jordan (Write-In), received 1 vote
John Gorman (Write-In), received 1 vote
Leola May Harmon (Write-In), received 1 vote
Charles Beeler (Write-In), received 1 vote
William Mitchell (Write-In), received 1 vote
Dan Paulin (Write-In), received 1 vote
Wilbur Mills (Write-In), received 1 vote
Dennis Warren (Write-In), received 1 vote
Wanda Knight (Write-In), received 1 vote
Ray Russell (Write-In), received 1 vote
Henry Stuchel (Write-In), received 1 vote
Maxine Rozeboom (Write-In), received 1 vote
Robert Kuhns (Write-In), received 1 vote
Joyce Price (Write-In), received 1 vote
Nancy Corkrean (Write-In), received 1 vote
Earl Potteroff (Write-In), received 1 vote
John Hart (Write-In), received 1 vote
Richard Kellogg (Write-In), received 1 vote
Max Johnson (Write-In), received 1 vote
Bill Price (Write-In), received 1 vote
Caroline Reynolds (Write-In), received 1 vote
Norman Hougham (Write-In), received 1 vote

(write-ins continued on next page for District #3) TOTAL VOTE CAST: 3,661

For the office of DIRECTOR-3 YEAR TERM-District #4 Counties of: Marion, Polk, Warren

HIRAM E. MILLER, received 1,405 votes
WALTER A. STOVER, JR., received 1,518 votes
Donald Smith (Write-In), received 2 votes
Robert Snyder (Write-In), received 1 vote

(continued on next page)
For the office of DIRECTOR-DISTRICT #5—Counties of Jasper, Polk, Story.

**PATRICK L. JENNINGS**, received 2,085 votes

**MAX W. KREAGER**, received 2,512 votes

Deloris Fuller (Write-In), received 1 vote

Dorothy Thornton (Write-In), received 1 vote

James Bowersox (Write-In), received 1 vote

Don DeMouth (Write-In), received 1 vote

George Goode (Write-In), received 1 vote

William Miklus (Write-In), received 1 vote

Herb Randels (Write-In), received 1 vote

Merle Griffith (Write-In), received 1 vote

Jim Wertz (Write-In), received 1 vote

Bob Wilkins (Write-In), received 2 votes

James Blaney (Write-In), received 1 vote

For the office of (Write-Ins continued for Director District #3)

Darwin Thede (Write-In), received 1 vote

Tom Brown (Write-In), received 1 vote

R.Y. Taylor (Write-In), received 1 vote

Roger Tallman (Write-In), received 1 vote

Clyde Davis (Write-In), received 1 vote

Larry Brandt (Write-In), received 1 vote

Stephen Patterson (Write-In), received 1 vote

Scott Gonzales (Write-In), received 1 vote

Jerry Palmer (Write-In), received 2 votes

Jeanette Cripe (Write-In), received 1 vote

(1 spoiled)

IN TESTIMONY WHEREOF, We have hereunto set our hands and caused this to be attested by the Clerk of the Board of Supervisors, with the seal of said County.

Done at Des Moines, the county seat of said county, this 27th day of September A.D., 1976.

[Signature]

Chairman

[Seal]

Members of the Board of Supervisors and ex-officio County Board of Canvassers.

[Signature]

ATTEST:

[Signature]

County Auditor and Commissioner of Elections
# Percent Trend of Salaries to Total Budget

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<th>Total Budget</th>
<th>Salaries &amp; FB</th>
<th>Percent of Budget</th>
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*includes only $3,455,45 capital outlay
& $48,538 debt service

$1,792,265 capital outlay
& 253,036 rent of site
## Des Moines Area Community College

### Percent of Budget Allocated

To

Salaries and Fringe Benefits

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<th>Salaries &amp; FB</th>
<th>Percent of Budget</th>
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* State Auditor’s Report – FY 1975
Guest List
Oct 11, 76 Board Meeting

NAME
Mary Ann Oly
Tiel Van Pelt
Barbara Cane
Maureen Carlson
Wilda Yarrow
Kathy Hocklin
Elaine Frick
(Tricia Stevenson)
Millie Morris
Jane Roberts
Ray Clark
Keith Magee
Terri Bergsten
Butch Smyth
Don Beadle

Charles Bullard, My Register Reporter
Deinda Corrigan, 550 Dry Tribune Reporter
Bee Bodee, Taxpayers Assoc
Don Peece
Tom Holle, Graphics Corp.
Don Jemka
Recommended Timetable - Graphics Project

October 11  Board Meeting: Explain Graphics Project
           Board to set date for Hearing

October 14  Advertise - Bids and Hearing

October 21  Advertise - Bids only

November 1  Open Bids

November 8  Board Meeting: Public Hearing
           Award Contract

Don Zuck
10/1/76

Copies:  Mr. Lowery
         Irv Steinberg
         Don Zuck

RECEIVED
OCT 05 1976
BUS. OFF. Accts. Pay.
CIVEC STAFF TO RECEIVE CONTRACTS
FOR FEDERAL FISCAL YEAR 1976-77 (OCT. 1, 1976-SEPT. 30, 1977)

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<td>$17,753</td>
</tr>
<tr>
<td>Mitchell, Wayne</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$17,753</td>
</tr>
<tr>
<td>Robinson, Jon</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$16,268</td>
</tr>
<tr>
<td>Collier, Kenneth</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$16,566</td>
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<tr>
<td>Pardakooper, Charles</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$17,159</td>
</tr>
<tr>
<td>Knopp, Carl C.</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$15,377</td>
</tr>
<tr>
<td>Smart, Charles</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$16,566</td>
</tr>
<tr>
<td>Nichols, George</td>
<td>Asst. Director</td>
<td>Specially Funded-Admin. Staff</td>
<td>$20,043</td>
</tr>
<tr>
<td>Col, Carl</td>
<td>Director</td>
<td>Specially Funded-Admin. Staff</td>
<td>$21,346</td>
</tr>
<tr>
<td>Miller, Theodore</td>
<td>Custodian</td>
<td>Classified Staff</td>
<td>$12,042</td>
</tr>
<tr>
<td>Hill, Olga</td>
<td>Bookkeeper I</td>
<td>Classified Staff</td>
<td>$8,600</td>
</tr>
<tr>
<td>McCrea, Dorothy</td>
<td>Office Asst. II</td>
<td>Classified Staff</td>
<td>$9,044</td>
</tr>
<tr>
<td>Wilson, Harold</td>
<td>Custodian</td>
<td>Classified Staff</td>
<td>$9,452</td>
</tr>
<tr>
<td>Devine, Rosemary</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$15,977</td>
</tr>
<tr>
<td>Waters, James</td>
<td>Instructor</td>
<td>Specially Funded-Cert. Staff</td>
<td>$18,941</td>
</tr>
<tr>
<td>Wagner, Genevieve</td>
<td>Records Clerk III</td>
<td>Classified Staff</td>
<td>$8,531</td>
</tr>
<tr>
<td>Wilson, Curtis</td>
<td>Lab. Asst., Toolroom</td>
<td>Auxiliary Services</td>
<td>$9,566</td>
</tr>
</tbody>
</table>
Memorandum

DATE October 5, 1976
TO Board of Directors
FROM Paul Lowery
RE: Board Meeting - October 11

Enclosures and Information Concerning Items on Agenda for Regular Meeting:

1. Agenda.

2. Minutes of the September 13 and September 30 meetings.

3. Copies of newspaper articles and editorial written by Paul Stanfield regarding the Urban Center.

4. Item 3 h. Negotiations for school year 77-78: We will have ready for distribution at the meeting copies of the proposal from the Faculty Association and recommendations from which decisions can be made giving the college negotiations team parameters within which to negotiate.

5. Personnel resume and contract change explanation.

6. Information pertaining to contract changes due to the inclusion of additional personnel (15) in the collective bargaining unit.

7. Item 6 f. Campus graphics: As you probably recall, an outside firm has developed a proposed plan of a signage or graphics system for the entire campus, both external and internal. A representative will be available to make a presentation of his recommendation. The need for this has been evident for several years and has received much consideration and thought by the entire staff of the college. The plan contains the needed flexibility to accommodate additional buildings as they are constructed. Enclosed information concerning the physical plant budget shows there are ample funds to complete this project during this fiscal year. Therefore, I am recommending that we proceed with this project.

8. Item 6 g. Parking Lot J: This was completed prior to the beginning of classes for the fall quarter; however, on peak days if there are meetings on campus which bring in more than 35 additional cars, students and/or visitors are forced to park on the grass areas.

9. Item 6 j. Student activities budget - Boone campus: The student activities budget for the Ankeny campus is not ready for presentation and will be brought up at the November meeting.
10. Item 6 k. Joint contract under Chapter 28E: These are the last of the schools, making a total of 30 local school districts, cooperating with the college by using the mobile career exploration units.

11. Projected house (#9) costs.

12. Item 6 o. Suit filed by telecommunications students: Enclosed is a copy of the Petition filed by eleven students of the telecommunications class which gives in detail the charges being leveled. Included with the Petition is a copy of the report the DPI made at the request of the VA as a result of the complaints of veterans in the class, as well as a copy of a newspaper article. Upon consultation with Mr. Hetzel and Mr. Kreager, the firm of Grefe and Sidney has been selected to defend the college.


ps

Enclosures
Urban Center students object to Ankeny plan

By Melinda Voss

While students of the Des Moines Area Community College's Urban Center have to attend classes in a deteriorated, inadequate facility, college officials are considering construction of a new administration building at the Ankeny campus, an Urban Center student claims.

Ray Wessel, 32, of 4317 S.E. Eighth St., a liberal arts student at the Urban Center in Des Moines, said, "We just question why they (new administrative offices) should be built before a new Urban Center. We can't afford to wait two, three or four years from now. We've got problems."

Supt. Paul Lowery said officials are considering construction of more office space at Ankeny, but also may purchase or build a new Urban Center in Des Moines.

"Tired of run-around"

Wessel said the present Urban Center, housed in the former Sabin Elementary School at Fifth and College Avenues, is rat-infested, has poor acoustics and has insufficient restrooms, student lounge areas and library facilities.

"We're tired of the run-around, promises and lies," said Wessel. "There is no doubt in our minds that in the near future there will be no Urban Center."

"I personally feel Paul Lowery is just saying what he has to say to keep us students from causing a disturbance."

"Although Lowery said in an interview that no decision has been made on how to spend the $5 million that will be available to the college for construction over the next five years, he said the first priority is building additional facilities for vocational programs."

And, he said, college officials also believe there will be enough of that $5 million for construction or purchase of a new Urban Center as well as new administrative offices at the Ankeny campus.

"When we talk about administration, we are talking about space for registration, counseling and the business office," he said.

New construction to house those services is being considered to make them more convenient for students, he said.

Students now have to walk "a half-mile or so" now to reach them, he said.

Lowery said officials expect to make some recommendations to the nine-member governing board in 60 to 90 days.

Lowery did not dispute that the Urban Center is inadequate.

"We agree with the students that the facilities are not what we would like to see and that every effort will be made to provide better facilities," he said.

Petition drive

When asked whether a new Urban Center is more important than new administrative offices, Lowery would only say: "Let's say we think there's enough money to provide some of both and neither will be ideal."

Additional office space for administration, he said, could be an addition to an existing building or a new building.

Lowery said college officials are considering placing the Urban Center in existing facilities.

Wessel said students have launched a petition drive to attempt to influence Lowery and the college's board.

As of Monday, he said, he had collected about 140 signatures.

"All we want is a commitment from Paul Lowery and the board of directors. We can put up with what we have if we know something is going to happen," he said.
Urban Center students petition for new building

By CHARLES BULLARD
Register Staff Writer

Students at the Des Moines Area Community College's Urban Center are circulating petitions in an effort to persuade the college's board of directors to build a new center.

Ray Wessel, 32, of 4317 S.E. Eighth St., a leader of the petition drive, said the center, which is housed in the former Sabin Elementary School at Fifth Street and College Avenue:

- Is infested with rats.
- Is deteriorating.
- Doesn't have enough restrooms.
- Has an "atrocious" student lounge.
- Has poor acoustics.
- Has an inadequate library and bookstore.
- Is located in a high-crime neighborhood.

"I think the darn thing ought to be torn down," said Wessel.

Paul Lowery, college superintendent, agreed that the Urban Center should be replaced but said there won't be any money available for new buildings until July 1.

"I guess if I were down there I would feel about the same way they do," said Lowery. "They feel they should have better facilities and we certainly agree with them, but the facts are that the college does not have the money at this time."

Replied Wessel: "All we want is a commitment from Paul Lowery and the board of directors. We can put up with what we have if we know that something is going to happen."

Wessel charged that Lowery will not commit himself one way or the other.

"He does everything he can to avoid the issue," said Wessel.

Lowery said the college is studying the situation and said a decision will be made within 60 to 90 days.

He said the college needs time to determine how to use the $8 to $9 million it expects to receive during the next five years from a property tax levy earmarked for new construction. The levy is being used to finance construction on the college's main campus in Ankeny and no money will be available for other purposes until July 1, he said.

"Somebody has to wait," Lowery explained.

He denied that rats inhabit the building or that the facility — built in 1890 with additions in 1910 and 1925 — is unsafe or a health hazard.

"For a building its age, it isn't too bad," he said.

Lowery said the college has spent more than $100,000 to renovate the structure, which was closed by the Des Moines School Board because of declining enrollment and its age.

Lowery defended the college for using the Sabin building.

"We made the decision that it is better to provide the services that are there than not to provide them at all," said Lowery.

Lowery said there just hasn't been enough money to establish a new campus at Ankeny and a separate campus in Des Moines.

"I think the students look out at the Ankeny campus and think they are as good as those students and they deserve new facilities, too," said Lowery. "They feel they are being treated like second-class citizens."

Lowery said the five-year-old center serves mainly Des Moines residents, many of whom are minority persons from the inner city.

The center formerly was housed in old Dowling High School but was moved to Sabin because there was more room.

Lowery said the college serves about 2,600 students in Des Moines. Most are part-time students who take courses in the evening.
Building needed

Students at the Des Moines Area Community College (DMACC) Urban Center, a four-year-old project serving 2,400 students in an 86-year-old building, are circulating petitions demanding a new facility. They need and deserve a better building, and no one is more aware of this need than DMACC Supt. Paul Lowery and members of the college board to whom the petition is addressed.

They have been looking for a better building ever since they launched the Urban Center. Always it has been a question of what space was available that the college could afford. The Legislature has refused a capital appropriation, and the last building fund levy was committed to keeping up with demand for new facilities at the main DMACC campus at Ankeny.

Most of the new levy approved by voters in the 22 counties within the DMACC area last fall also will go to meet that demand, but Lowery says the $8 million the levy will raise should provide for a new Urban Center in Des Moines as well. But none of the money will be available until July, 1977.

There will not be enough money for land and new buildings. There should be enough to buy and renovate one of several sound buildings which already are, or soon will be, available. These include downtown office buildings as well as Des Moines school buildings that may be closed because of declining enrollment.

When the center was moved from its original site, in the one-time Dowling High School complex, to its present building (the former Sabin Elementary School) two years ago, some students objected to suggestions that it be located downtown. They wanted it kept in the north-side neighborhood where many of them live. But circulators of the most recent petition want a new location; they call the present one "a high-crime neighborhood."

The superintendent’s and board’s commitment to the Urban Center has been so strong that the criticism of them implied in the petition is unwarranted. Without their interest, there would be no Urban Center in any kind of building today.

Last year there were 735 Urban Center students enrolled in college courses, 1,150 in adult education and 285 in vocational courses. Most are part-time evening students, so the total enrollment is the equivalent of 400 full-time students — only a small portion of the almost 7,000 (full-time equivalent) students served by the college last year, most of them at the main Ankeny campus, a small number at Boone.

Most of the Urban Center students could not reach the Ankeny campus because of the cost and time involved in travel. The Urban Center has proved its value in temporary and inadequate quarters. It deserves better, and soon.
PERSONNEL RESUME

Name: Marianna Tuttle
Age: 25
Position: Coordinator, Short Courses - Ankeny Adult Education
Division: Adult Education
Recommended salary: $6,000 (½ time - 9 months)
Most recent salary: $7,200
Salary in relation to staff w/similar qualifications: Similar
Education: 3 years college (Speech Communications and Business Education)
Experience: Best qualified
Reason for recommending this person: October 1, 1976
Beginning date of employment: 9 months
Length of contract: Replacement for Dianne Hockett, who resigned to accept employment with private consulting firm.
Reason for employment:

**  **  **

Contract Change
(1) Kenneth Pritchard - Sociology: Urban Center; Corrected level change from Lane 225-Level 0.0 @ $10,400 annual salary to Lane 225-Level 1.0 @ $10,875 annual salary - on 9 month salary schedule.
<table>
<thead>
<tr>
<th>NAME</th>
<th>ASSIGNMENT/DEPARTMENT</th>
<th>FULL TIME OR PART TIME</th>
<th>CURRENT SALARY</th>
<th>FY 77 SALARY</th>
<th>LANE</th>
<th>LEVEL</th>
<th>DIFFERENCE</th>
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<td>Peg Watt</td>
<td>Instructor, CEC</td>
<td>F/T-12 Mo.</td>
<td>$11,115</td>
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<td>Ronald Sundling</td>
<td>Counselor, Student Life</td>
<td>2/3 - 12 Mo.</td>
<td>$9,459</td>
<td>$9,459</td>
<td>225</td>
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<td>Maurice Arndt</td>
<td>Instructor, CEC</td>
<td>F/T-12 Mo.</td>
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<td>180</td>
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<td>Carol Thompson</td>
<td>Instructor, CEC</td>
<td>F/T-12 Mo.</td>
<td>$11,676*</td>
<td>11,812</td>
<td>180</td>
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<td>Janice Lemke</td>
<td>Instructor, MCEC</td>
<td>F/T-9 Mo.</td>
<td>$10,875</td>
<td>11,113</td>
<td>180</td>
<td>3.5</td>
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<td>Steven Halstead</td>
<td>Instructor, MCEC</td>
<td>F/T-9 Mo.</td>
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<td>14,202</td>
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<td>Richard Horney</td>
<td>Instructor, MCEC</td>
<td>F/T-9 Mo.</td>
<td>$11,351</td>
<td>11,588</td>
<td>203</td>
<td>3.5</td>
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<tr>
<td>Betty Henry</td>
<td>Instructor, Adult, Urban</td>
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<td>7,243</td>
<td>7,688</td>
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<td>Pat Chong</td>
<td>Instructor, Adult, Urban</td>
<td>1/2-12 Mo.</td>
<td>6,500</td>
<td>6,500</td>
<td>203</td>
<td>1.0</td>
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<td>Cynthia Tomes</td>
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<td>Shelah Manley</td>
<td>Instructor, Adult, Urban</td>
<td>1/2-12 Mo.</td>
<td>5,906</td>
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<td>Roxanne Rich</td>
<td>Instructor, Adult, Urban</td>
<td>3/4-12 Mo.</td>
<td>9,750</td>
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<td>Janet Tidwell</td>
<td>Instructor, Adult, Branch</td>
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<td>9,305</td>
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<td>Sue Wickham</td>
<td>Instructor, Adult, CLC</td>
<td>1/2-12 Mo.</td>
<td>6,500</td>
<td>7,094</td>
<td>203</td>
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TOTAL $4,320
## Budget Estimate - Campus Graphics

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<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Cost</th>
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<tr>
<td><strong>Item 1</strong></td>
<td>Exterior</td>
<td>$47,200</td>
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<tr>
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<td>A, B, C, D, E</td>
<td>$37,200</td>
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<tr>
<td></td>
<td>KIOSKS</td>
<td>10,000</td>
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<tr>
<td><strong>Item 2</strong></td>
<td>Labor to install exterior</td>
<td>9,000</td>
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<tr>
<td><strong>Item 3</strong></td>
<td>Interior</td>
<td>18,800</td>
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<tr>
<td></td>
<td>F, G, H, I, J, K</td>
<td>14,800</td>
</tr>
<tr>
<td></td>
<td>Vinyl Letters</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Item 4</strong></td>
<td>Labor to install interior</td>
<td>2,000</td>
</tr>
</tbody>
</table>

| Total      | $77,000                   |
| Less Install | -11,000                |
| Material Only | $66,000                  |

10/1/76
I. Position of Fund as of October 1, 1976

1. Cash in bank (special plant) $5,254
2. Cash in bank (voted tax) 0
   Investments 663,557
   
3. Total cash & investments $668,811
4. Amount due General Fund (467,000)
5. Loan (including interest)
   Due December 31, 1976 $1,039,000
   Due December 31, 1977 1,033,542
   Loan Total $(2,072,542)
6. Fund net deficit (Items 3, 4, and 5) (1,870,731)

II. Present Commitments & Proposed Expenditures through June 30, 1977

1. Rent
   Bldg. 6 & 7 - Mar. 1977 $119,232
   Boone - Oct. 1976 87,448
   Total Rent $206,680

2. Balance to be paid on contracts
   Phase IIB, Part 6 (Bldg. 25A & 19) $66,146
   Phase IIB, Part 7 (Parking Lot J) 32,833
   Total Balance to be paid on contracts $98,979

3. Proposed Expenditures (Estimates)
   Master Landscaping Plan $10,000
   Graphics 77,000
   Architect & Payroll 190,000
   Total Proposed Expenditures $277,000

4. Total present commitments & proposed expenditures $582,659

III. Projected Income

1. 3/4 Mill Tax Levy
   Due October 1976 $1,180,973
   Due April 1977 $1,180,973
   Total Taxes $2,361,946

2. Interest Subsidy (plus 27,915) $27,915

3. Title VIII Grant Balance $25,373

4. Projected Interest $27,000

Total Income $2,442,234

IV. Summary

1. Total Income to be received through June 30, 1977 $2,442,234
2. Less: Fund Net Deficit 10/1/76 $1,870,731
   Proposed Commitments & Proposed Expenditures 582,659
3. Balance (11,156)

Prepared by Don Zuck
10/1/76
### STUDENT ACTIVITIES BUDGET

**BOONE CAMPUS**

**1976-77 Academic Year**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
<th>Amount (1976-77)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Athletics</td>
<td>50%</td>
<td>$6,000</td>
</tr>
<tr>
<td>All DMACC students are admitted with I.D./Activity Card and no additional charge to athletic events, except tournaments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Student Senate</td>
<td>16%</td>
<td>$1,920</td>
</tr>
<tr>
<td>Sponsor for student programs, activities, and campus recreation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Nursing Students United*</td>
<td>2%</td>
<td>$240</td>
</tr>
<tr>
<td>4. Phi Beta Lambda*</td>
<td>2%</td>
<td>$240</td>
</tr>
<tr>
<td>5. Recreation Club*</td>
<td>2%</td>
<td>$240</td>
</tr>
<tr>
<td>*Additional funds are available, on request, for club sponsored total student body oriented activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Publications - 10 issues of Bear Facts.</td>
<td>16%</td>
<td>$1,920</td>
</tr>
<tr>
<td>7. Drama</td>
<td>6%</td>
<td>$720</td>
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<tr>
<td>Programs are open to all students at Boone Campus. No admission charge with I.D./Activity Card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Music Department.</td>
<td>1%</td>
<td>$120</td>
</tr>
<tr>
<td>Programs are open to all students at Boone Campus. No admission charge with I.D./Activity Card.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Commencement/Phi Theta Kappa</td>
<td>1%</td>
<td>$120</td>
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<tr>
<td>All students at the Boone Campus may participate in commencement exercises.</td>
<td></td>
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<tr>
<td>10. Intramurals/Student Center</td>
<td>4%</td>
<td>$480</td>
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<tr>
<td>Total</td>
<td></td>
<td>$12,000</td>
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Note: The dollar amounts listed above are based on a projected enrollment that would produce $12,000.00 in activity fees.

**RECEIVED**

SEP 22, 1976

ADM. ASSIST.
BUILDING TRADES

HOUSE COSTS

House #5
Innsbruck
Square Feet - - - - 1640
Lot Cost - - - - $5121.00
Construction Cost - $38,737.17 ($23.62 per sq. ft.)
TOTAL $43,358.17

House #6
802 SE 10th
Square Feet - - - - 1700
Lot Cost - - - - $6930
Construction Cost - $38,293.00 ($22.53 per sq. ft.)
TOTAL $45,328.00

House #7
301 SE 10th
Square Feet - - - - 1558
Lot Cost - - - - $8310
Construction Cost - $37,773.70 ($24.25 per sq. ft.)
TOTAL $45,373.70

House #8
906 Panda
Square Feet - - - - 1536
Lot Cost - - - - $3230
Construction Cost - $36,220.00 ($23.55 per sq. ft.)
TOTAL $44,450.00

PROJECTED COSTS

House #9
Square Feet - - - - 1232
Lot Cost - - - - $6930
(EST) Construction Cost - $31,810.00 ($25.02 per sq. ft.)
(EST) TOTAL $39,740.00
*Option
3,580.00
(EST) Total with Option $43,320.00

* Option - Complete lower level to include (358 addition sq. ft. @ $10.00 per sq. ft.)

Family room with fireplace
One (1) bedroom
3/4 Bath
Unfinished utility room

Rationale - To allow enough learning experiences for 18-20 students.
TO THE ABOVE NAMED DEFENDANT: President Max W. Kreager Irv Steinberg
418 N.E. Ave. E. or 2006 S. Ankeny Blvd.
Newton, Iowa 50208 Ankeny, Iowa

You are hereby notified that there is now on file in the office of the clerk
of the above court, a petition in the above-entitled action, a copy of which petition
is attached hereto. The plaintiff's attorney is George A. Wilson, III of Dreher,
Wilson, Adams & Jensen whose address is 500 Stephens Building, Des Moines, Iowa 50309.

You are further notified that unless you appear thereto and defend in the
Iowa District Court for Polk County, at the county courthouse in Des Moines, Iowa,
within 20 days after the service of this original notice upon you, judgment by default
will be rendered against you for the relief demanded in the petition.

CLERK OF THE ABOVE COURT

Des Moines, Iowa 50309
IN THE DISTRICT COURT OF THE STATE OF IOWA
IN AND FOR POLK COUNTY

GARY BEAMAN, LARRY HODNE, LINNAY KAY SMITH, REYNEA JOHNK, DAVID HEUTON, DAVE GRIMSMAN, JOHN WINTERS, BOB DAVIDSON, JIM WIAND, SHANNON MACK, and GARY WESTON GROW,

Plaintiffs,

vs.

DES MOINES AREA COMMUNITY COLLEGE,

Defendant.

DIVISION I

Plaintiff, Gary Beaman, states:

1. That the Plaintiff is a tuition paying student at the Des Moines Area Community College, enrolled in the course titled "Basic Telecommunications."

2. That the Defendant Des Moines Area Community College (hereinafter referred to as DMACC) is an area community college located at Ankeny, Polk County, Iowa.

3. That the Defendant DMACC is organized and operating under the provisions of Chapter 280A of the Code of Iowa (1975).

4. That the Defendant DMACC is receiving State Aid pursuant to Chapter 286A of the Code of Iowa (1975) and is subject to the provisions of said Chapter.

5. That pursuant to Sections 280A.33, 286A.3 and 286A.6 of the Code of Iowa (1975) the Department of Public Instruction has adopted Administrative Rule 670-4.7 (286A) which provides:

"Catalog and announcements. The catalog of the junior college shall be the official publication of the college. The catalog shall present factual information on courses offered, available curricula, staff data, college rules and regulations, cost information, philosophy and objectives of the institution and other information of a general nature. A catalog shall be published at least every other year. In general, material of an advertising or publicity nature shall be published separately from the catalog."

6. That the Catalog of the DMACC describing the course of Basic Telecommunications states:
"BASIC TELECOMMUNICATIONS:

This four-quarter program prepares the student for employment in the telephone industry as a craftsman. The common job title for the graduate of this program is telephone combination man. The learning experiences in classroom and laboratory instruction provide a knowledge of telephone electrical circuitry, central office equipment and total outside plant.

The student will learn to perform the basic manipulative skills involved in installation, servicing and troubleshooting for the total outside plant. The student will also have a basic knowledge of central office equipment.

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7. That a course handout describing the areas of study for the four quarters provides:

"FIRST QUARTER COURSE DESCRIPTIONS"

D.C. and A.C. Fundamentals 8 Credits
An introductory course in D.C. and A.C. principles to include D.C. fundamentals required to analyze basic series and parallel circuits, and A.C. fundamentals as applied to inductance and capacitance.

Related Math 3 Credits
Mathematics related to Ohm's Law, power and other basic electronic and telephony principles coinciding with the D.C. and A.C. fundamentals course.
Basic Telephony Practices 5 Credit
A laboratory course covering basic telephone instrumentation and testing, an introduction to wire preparation, termination, soldering and other basic skills, such as pole climbing and aerial construction.

SECOND QUARTER COURSE DESCRIPTIONS

Electronic Device Fundamentals I 4 Credits
A basic course covering the characteristics and functions of electronic devices such as diodes, transistors, zener diodes, SCR's, vacuum tubes, rectifiers, oscillators, etc.

Blueprint Reading 3 Credits
A basic course to give the student comprehension of telephone (electronic/electrical) symbols and drafting terminology. Will further allow students to trace the design, instrumentation and hook-up of telephone circuits and read and understand specifications.

Applied Telephony Practices I 8 Credits
A laboratory course covering standard telephony practices including basic instrument switching, exchange cable characteristics, dedicated outside plant, construction prints and buried construction. Includes practical experience on live operating equipment where possible to arrange.

Related Telephony I 2 Credits
Basic course including exposure to telephone office procedures and record keeping requirements. Bookkeeping and tariff computations will be learned.

THIRD QUARTER COURSE DESCRIPTIONS

Electronic Device Fundamentals II 4 Credits
A continuation of electronic devices Fundamentals I with emphasis on application and testing of these electronic devices. Accompanying laboratory work will enable the student to measure and examine the properties of these devices.

Communication Skills 3 Credits
Review communicative usage and mechanics of standard expression. Students apply communications skills through oral and written composition exercises.

Applied Telephony Practices II 8 Credits
A laboratory course covering standard telephony practices in protection and grounding, line and station maintenance/trouble shooting, multi-line (key) telephone installations and subscriber line carrier installations/testing. Includes practical experience on line operating equipment where possible to arrange.

Related Telephony II 2 Credits
Exposure to the management considerations and total plant requirements in the customer relations will be included.

FOURTH QUARTER COURSE DESCRIPTIONS

Human Relations and Personal Attitudes 3 Credits
A course to provide a foundation in acceptable personal and business behavior traits, intro-personal relationships and personality characteristics with relation to fellow employees.

Applied Telephony Practices III 11 Credits
A laboratory course covering standard telephony practices in coin station function and installation, all facets of switching, signaling.
carrier principles and relays relations and adjustments. Practical
experience on live operating equipment will be arranged where possible.

**Related Telephony III**
2 Credits
Awareness of the telephone sales and promotional methods and exposure
to the total state, national and world-wide telephone networks. Re-
cognition of individual responsibility in total telephony field will
be stressed.

8. That the original instructor of the course titled "Basic Telecommunications"
was Gene Owens.

9. That Gene Owens left DMACC at the end of the fiscal year ending June 31,
1976, for other employment.

10. That the first quarter ran from March 8, 1976 to May 31, 1976 and that the
second quarter ran from June 20, 1976 to August 27, 1976.

11. That Gene Owens taught the entire first quarter and the second quarter until
June 31, 1976.

12. That at no time in the first quarter or in the second quarter prior to
terminating as instructor did Gene Owens teach D.C. and A.C. Fundamentals.

13. That Carl Linfor, a retired Northwestern Bell Telephone employee, was
hired to replace Gene Owens until a new permanent instructor could be hired.

14. That Carl Linfor had been retired from the Bell System for eight years.

15. That Carl Linfor did not hold an academic degree qualifying him as a post-
secondary instructor, and the basis for his qualification was his general background
experience.

16. That Gene Owens did not hold an academic degree qualifying him as a post-
secondary instructor, and the basis for his qualification was his general background
experience.

17. That pursuant to Sections 280A.33, 286A.3 and 286A.6 of the Code of Iowa
(1975) the Iowa Department of Public Instruction has promulgated the following
standards for certification of non-degree instructors in the Iowa Administrative Code,
Section 670-4.21 (286A), to-wit:

"Instructors in nontransfer courses. The instructor in any course
which is not usually included in programs leading to the bachelors
degree in accredited colleges and universities shall have had
appropriate preparation or competence for each course taught as
determined by the official in the Department of Public Instruction
who supervises junior colleges

18. That pursuant to the above quoted section in paragraph 17, the State
Department of Public Instruction, Teacher Education and Certification Division has
adopted in July of 1976 the following Guidelines for the Preparation and Qualifications of Career Education Staff, to-wit:

"TRADE and INDUSTRIAL (secondary/postsecondary)

Qualifications shall include the following:

Regular or simulated programs

completion of an approved baccalaureate-degree program at a recognized institution approved for the preparation of career education teachers. The approved program must provide for an option of demonstration of occupational competence by performance and written examination and/or a supervised internship to gain practical occupational experience in the specialty area of approval.

or

A minimum of 6,000 hours or three years of recent, practical trade experience above the formal learning level in the subject to be taught and career teacher education courses outlined under professional education. In assessing the occupational experience, consideration should be given to the quality, relevancy, and diversity of such experience."

19. That Gene Owens did not have the necessary minimum hours in, recent practical experience or an academic degree to qualify him to teach D.C. and A.C. Fundamentals.

20. That Carl Linfor did not have the necessary minimum hours in, recent practical experience or an academic degree to qualify him to teach D.C. and A.C. Fundamentals and Electronic Device Fundamentals.

21. That pursuant to Sections 280A.33, 286A.3 and 286A.6 of the Code of Iowa (1975), and the Administrative Regulations published pursuant thereto, the DMACC is required to meet standards specified in the Iowa Administrative Code Section 670-4.29 (286A), which provides:

"Equipment, laboratories and supplies. The junior college shall provide adequate equipment, laboratories and supplies in relation to the courses offered. Annual budgetary provisions shall be adequate to keep instructional material, equipment and facilities up to date."

22. That the equipment was inadequate, to-wit:

a. That no basic electricity sets were provided for D.A. and A.C. Fundamentals;

b. That the only telephones provided for Basic Telephony Practices or other subjects were obsolete or not in working condition;

c. That no test sets were available for Basic Telephony Practice or any other subjects;

d. That no volt-ohmmeters were available for any subjects;
e. That no blueprints were available for the design, instrumentation and hook-up of telephone circuits;

f. That no diodes, transistors, zener diodes, SCR's, vacuum tubes or oscillators were available for Electronic Device Fundamentals I.

23. That the DMACC was negligent in the following respects:

a. That the Defendant hired Gene Owens to teach D.C. and A.C. Fundamentals, a course for which he had not met the appropriate qualifications as established by the State Department of Public Instruction.

b. That the Defendant hired Carl Linfor to teach D.C. and A.C. Fundamentals and Electronic Device Fundamentals, courses for which he had not met the appropriate qualifications as established by the State Department of Public Instruction.

c. That the equipment provided was inadequate to meet the minimum standards prescribed by the catalog of the DMACC for the class of Basic Telecommunications.

24. That the negligence was the proximate cause of the damages described in paragraph 25.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, lost the benefits he is entitled to as a Veteran under the Veteran's Administration education programs, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendants, the Plaintiff has been injured in the sum of $5,959.23.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $5,959.23 with interest at 7% per annum from this date and the costs of this action.

DIVISION II

Plaintiff Larry Hodne states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and
for the period during which the equipment was inadequate, failed to receive benefits for
his tuition payments and failed to receive an education as represented in the Catalog of
the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and
car maintenance required in commuting to and from DMACC, paid tuition for which he has
not received an education, lost the benefits he is entitled to as a Veteran under the
Veteran's Administration education programs, and suffered a loss of earnings for the
time he was in school and not working.

26. That by reason of said negligence of the Defendants, the Plaintiff has
been injured in the sum of $5,275.23.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $5,275.23
with interest at 7% per annum from this date and the costs of this action.

DIVISION III

Plaintiff, Linda Kay Smith, states:

1. That the Plaintiff was a tuition paying student at the DMACC enrolled in
the course titled "Basic Telecommunications" for the first and second quarters of the
1976 year.

2. Plaintiff hereby incorporates and states herein all of the allegations
numbered 2 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed
to meet the minimum criteria established by the Department of Public Instruction, and
for the period during which the equipment was inadequate, failed to receive benefits
for her tuition payments and failed to receive an education as represented in the Catalog
of the DMACC. That because of this failure the Plaintiff has incurred expenses for
gas and car maintenance required in commuting to and from DMACC, paid tuition for which
she has not received an education, and suffered a loss of earnings for the time she was
in school and not working.

26. That by reason of said negligence of the Defendants, the Plaintiff has
been injured in the sum of $4,069.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $4,069.05
with interest at 7% per annum from this date and the costs of this action.
DIVISION IV

Plaintiff, Reynea Johnk, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for her tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which she has not received an education, and suffered a loss of earnings for the time she was in school and not working.

26. That by reason of said negligence of the Defendants, the Plaintiff has been injured in the sum of $2,780.43.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $2,780.43 with interest at 7% per annum from this date and the costs of this action.

DIVISION V

Plaintiff, David Helton, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $2,719.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $2,719.05 with interest at 7% per annum from this date and the costs of this action.
DIVISION VI

Plaintiff, Dave Grimsman, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $3,448.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $3,448.05 with interest at 7% per annum from this date and the costs of this action.

DIVISION VII

Plaintiff, John Winters, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $3,070.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $3,070.05 with interest at 7% per annum from this date and the costs of this action.
DIVISION VIII

Plaintiff, Bob Davidson, states:

1. That the Plaintiff was a tuition paying student at the DMACC enrolled in the course titled "Basic Telecommunications" for the first and second quarters of the 1976 year.

2. Plaintiff hereby incorporates and states herein all of the allegations numbered 2 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure, the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $3,178.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $3,178.05 with interest at 7% per annum from this date and the costs of this action.

DIVISION IX

Plaintiff, Shannon Mack, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure, the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $5,500.05.
WHEREFORE, the Plaintiff prays judgment against the Defendant for $5,500.05 with interest at 7% per annum from this date and the costs of this action.

DIVISION X

Plaintiff Gary Weston Grow, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.

26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $3,016.05.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $3,016.05 with interest at 7% per annum from this date and the costs of this action.

DIVISION XI

Plaintiff, Jim Wiand, states:

1. Plaintiff hereby incorporates and states herein all of the allegations numbered 1 through 24 of Division I of this Petition.

25. That the Plaintiff, during the period during which the instructors failed to meet the minimum criteria established by the Department of Public Instruction, and for the period during which the equipment was inadequate, failed to receive benefits for his tuition payments and failed to receive an education as represented in the Catalog of the DMACC. That because of this failure the Plaintiff has incurred expenses for gas and car maintenance required in commuting to and from DMACC, paid tuition for which he has not received an education, and suffered a loss of earnings for the time he was in school and not working.
26. That by reason of said negligence of the Defendant, the Plaintiff has been injured in the sum of $3,086.55.

WHEREFORE, the Plaintiff prays judgment against the Defendant for $3,086.55 with interest at 7% per annum from this date and the costs of this action.

DREHER, WILSON, ADAMS & JENSEN

GEORGE A. WILSON, III
500 Stephens Building
Des Moines, Iowa 50309
Telephone: (315) 288-0247

ATTORNEYS FOR THE PLAINTIFFS
Extension of Class

The telecommunication program will not be extended beyond the scheduled completion date for this class. It was determined by interviews with the students that the majority wished to complete this program as initially scheduled. Mr. C. John Kleywegt, the present instructor, and Mr. Norman Luiken, the Department Head, have assured the Department of Public Instruction that the students in the present class will be taught the necessary competencies to reach the objective of the program in time for the students to graduate on March 2, 1977.

Curriculum and Inadequate Instruction

It was determined that the curriculum as approved and currently outlined in the catalog is being followed. Certain courses, such as basic electricity and blueprint reading, may not have been covered to the satisfaction of all students. However, the content of these courses were reviewed toward the end of the summer quarter, and the content will be reviewed again during this quarter.

Mr. Gene Owens, the first instructor, resigned effective July 1, 1976. Mr. Carl Linfor was hired as a substitute instructor to replace Mr. Owens for the period of time from July 1, 1976 to July 30, 1976. Mr. Owens informed Mr. Linfor that he felt more emphasis should be placed on circuitry (blueprint reading). Mr. Linfor started teaching circuitry, assuming the students had a satisfactory foundation in basic electricity which is essential for learning blueprint reading. Mr. Linfor discovered later that the students did not have a satisfactory understanding of basic electricity. Mr. John Winters II, a student in this program, asked if he could assist the class in the understanding of basic electricity, and Mr. Linfor said this would be permissible providing Mr. Norman Luiken, the Director of Industry and Technology, gave his permission. Mr. Linfor stated that Mr. Winters had introduced some electronics to the students just prior to Mr. Owens departure. The students also had visited the Elkhorn plant near Atlantic that has all-electronic switching. The students inferred from this field experience that they needed advanced electronics. The students inference regarding the need for advanced electronics was a false assumption, according to the Program Advisory Committee. These factors contributed to a breakdown of communication between the students and the administration. The new instructor, Mr. C. John Kleywegt, the school administration, and the Program Advisory Committee have made it very clear to the students that the objectives of this program are to teach the basics of telephony. Electronics is an advanced part of the telecommunications field and would only be touched upon in a program of this type.

The Qualification of the Instructors

Mr. Gene Owens, the initial program instructor, was certified by the Department of Public Instruction to teach in this program.
Mr. Carl Linfor, who was employed as a substitute teacher during the month of July until a permanent replacement was available, appears to be well-qualified based on his experience of 40 years with Northwestern Bell Telephone Company. Mr. Linfor previously taught short courses in basic electricity and telephone circuitry at Des Moines Area Community College and meets the requirements of the Department of Public Instruction for certification in this program.

Mr. John Winters II, a student in the program, came to Mr. Luiken during the week of July 12 through the 16th and offered to serve as an educational aide to the students to aid them in understanding basic electrical concepts. Mr. Luiken stated that John had attained much of this knowledge through his own efforts and was willing to assist students to better grasp Mr. Linfor's instruction. Mr. Luiken agreed to allow Mr. Winters to help, because, based on previous experiences, students often are able to relate well to fellow students.

C. John Kleywegt, the present instructor, is certified by the Department of Public Instruction.

Equipment Move

A major allegation raised by the students is a move of equipment from Building #5 to Building #21 during the last two weeks (June 21, 1976 to July 1, 1976) of Mr. Owen's instruction. School records indicated the move lasted from June 23, 1976 to June 25, 1976, and the school maintains that a learning experience for students was planned in the dismantling and setting up of the program equipment. The students alleged that the period of time for this move varied from 4 to 10 days, and they felt very little training occurred during this time. Apparently the students moved the equipment and supplies. They did not move tables and chairs. Dismantling and setting up program equipment would have been a better learning situation if it had been more structured. In addition, since many students seemed to be unaware of the educational intent, the school should have explained the educational objectives of the move as clearly as possible to the students prior to the actual move.

Lack of Equipment - Texts and Materials

Apparently the school expected more equipment to be provided by independent telephone companies than the school actually received. Mr. Owen did not like the school's procedure for requisitioning equipment and supplies. He considered it cumbersome and became disgruntled over this and did not apparently order materials in the appropriate time sequence when he should have.

The students alleged that the switching equipment did not work initially and still does not work. The Program Advisory Committee indicated this piece of switching equipment is not essential in learning basic telephony but can be useful. If this equipment is considered necessary in
the future, it is recommended that it be functional. If it is not necessary, it is recommended that it be removed from the premises to avoid further confusion.

At times there may have been a lack of textbooks, workbooks, and handouts. However, this situation did not appear to be a major problem. It should also be noted that training manuals from independent telephone companies are not readily accessible. This problem is being corrected.

The expenditure for equipment for fiscal year 1975 was $1,725. The projected budget for fiscal year 1977 is $14,006.

Scheduling, Testing and Grades

Students appear to have had appropriate class schedules, test periods and grades. Some students did elect to take incompletes for blueprint reading for the summer quarter. After further review of this course material in the fall quarter, Mr. Kleywegt will give grades for blueprint reading within six weeks of the beginning of the fall quarter.

Conclusions and Recommendations

The graduates of the first class and the supervisors of these graduates surveyed are generally well satisfied with the training from this program at Merged Area XI. They did have some constructive criticism that focused mainly on teaching more basics such as basic electricity, installation and repair, trouble shooting and circuitry.

The school now has a very qualified full-time instructor in Mr. C. John Kleywegt. The Program Advisory Committee has indicated a willingness to help in obtaining equipment and materials. The school has increased the projected budget for equipment for fiscal year 1977 to $14,006. The school has also assured the Department of Public Instruction that the students will graduate on time and will be well qualified in the basics necessary to be hired in the field of telephony.

Based on our review of the telecommunication program, we recommend that the approval be continued.

A consultant from the Career Education Division of the Department of Public Instruction will be assigned to assist with further development of this program.

Clare Barrett, Consultant
Veterans Education Section
Area college probe finds poor teaching claim unfounded

By Melinda Voss

An investigation of complaints by some Des Moines Area Community College students about poor instruction basically has exonerated the college, a federal official said Wednesday.

Phillips Stevens, education liaison representative with the Veterans Administration (VA), said a probe of the college's telecommunications program by the State Department of Public Instruction (DPI) did not turn up any major problems.

Many of the program's 14 students are receiving veterans benefits and some of them complained to the VA in August about poor instruction and inadequate instructional equipment.

Eleven of the students filed a lawsuit Tuesday against the college charging it was negligent and seeking a total of $42,100 for lost expenses.

The telecommunications program teaches students to repair and maintain equipment for rural independent telephone companies.

The DPI investigation, conducted at the request of the VA, recommended the federal agency continue listing the college and that program as approved.

If an educational institution is not approved by the VA, veterans who attend that school are not eligible for benefits.

The report says: "It was determined that the curriculum as approved and currently outlined in the catalog is being followed. Certain courses, such as basic electricity and blueprint reading, may not have been covered to the satisfaction of all students." "However, the content of these courses was reviewed toward the end of the summer quarter, and the content will be reviewed again during this quarter."

Students had complained some basic instruction had not been covered in the early part of the year-long course, and in August college officials offered to extend the course beyond the March, 1977, completion date on a tuition-free basis if necessary.

The students were not satisfied with that offer because college officials would not commit themselves to reimbursing students for additional expenses, such as commuting to and from the college if the program were extended.

In the report, however, college officials said "students in the present class will be taught the necessary competencies to reach the objective of the program in time to graduate on Mar. 2, 1977."

The students also questioned the qualifications of a temporary instructor, Carl Linfor, who took the class in July after Gene Owens resigned.

The report said Linfor, a retired Northwestern Bell Telephone Co. employee, was "well qualified based on his experience of 40 years" and "meets the requirements of the DPI for certification in this program."

The students made a "false assumption" that they needed instruction in advanced electronics after visiting an all-electronic switching system at Elkhorn, the report said.

"These factors contributed to a breakdown in communication between the student and the administration," the report said.

Regarding complaints about inadequate instructional equipment, the report said:

"At times there may have been a lack of textbooks, workbooks and handouts. However, this situation did not appear to be a major problem. It should also be noted that training manuals from independent rural telephone companies are not readily accessible. This problem is being corrected."

Stevens said he doubted whether the VA would take further action in light of the three-page report.

"We're in no position to do much of anything but rely on the DPI. We rely on them to know about these things. In a quick review, I don't see anything they have obviously glossed over and grossly misrepresented. It is not an obvious coverup of the situation," he said.
DATE September 30, 1976

TO  Paul Lowery, Supt.

FROM Secretarial/Clerical Salary Proposal Committee

RE: 1977-78 Salary Proposal

1. $200.00 to be added to the 1976-77 salaries of all those employed by June 30, 1976, to compensate for insufficient funds available to bring the base salaries up to the 1976-77 survey average of the surrounding area. (See attachments "B" and "C")

2. 12% increase computed as per attached formula. (See attachment "A")

3. Fringe benefit improvements the same as granted to certified staff.

4. Permanent part-time Secretarial/Clerical staff be given a 15¢ per hour increase.

Secretarial/Clerical Salary Proposal Committee:

Dorothy Thornton, Chairman
Elaine Nicol
Kathy Hicklin
Vicki Stevenson
Mary Ann Volz
12% increase computed as follows:

1976-77 entrance rate (base salary)* + Adjustment determined by Personnel Director's survey x 4.57% performance increment** = 

plus (+)

1976-77 adjusted salary*** x 7.43% Base structure adjustment (Cost of Living)**** = 

.12% = 

* See attachment "B"
** See base salary policy page 6, Item 6.3, attachment "D"
*** See attachment "E"
**** See attachment "F"
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ATTACHMENT "C"
1.0 Introduction and Purpose

The Base Salary Program for Secretarial/Clerical employees has been designed to provide an orderly and equitable means of establishing salary levels (grades) and granting salary increases that will be fair and appropriate to the College and its employees.

The program has several major objectives which are fundamental to sound and progressive employee relations:

- Establish a salary structure at a level sufficient to attract, retain and motivate highly qualified employees.
- Establish appropriate internal value relationship among the various secretarial/clerical positions in the College.
- Establish a system for the administration and maintenance of the Program to insure maximum consistency and fairness in base salary recommendations and decisions and to insure that it has continued applicability and correctness which respond to changing internal and external marketplace conditions.

2.0 Delineation of Responsibilities

2.1 Salary Committee: Administrative responsibility for the Secretarial/Clerical Base Salary Program shall be delegated to the Superintendent/President who shall appoint a Salary Committee, which is to operate under his direction and within policies established by the Board of Directors. The Committee shall be composed of the Director, Personnel; Administrative Assistant to the Superintendent; Director, Career Supplemental; Dean, Special Services; and four representatives of the DMACC Business Association.

The Committee shall have the following responsibilities:

A. Discuss, formulate and recommend new and revised policies relating to the base salary program.

B. Evaluate published and surveyed salary and cost of living data and recommend annual salary adjustments.

C. Within budgets and guidelines established by the Board of Directors, recommend annual salary adjustments.

D. Develop operational procedures and provide overall guidance and direction to the base salary program.

Attachment "D"
E. Evaluate positions and recommend appropriate salary grades as delineated in the following sections.

F. Monitor overall salary actions on a division and department basis for adherence to established budgetary and administrative guidelines.

2.2 Director: Personnel: The Director, Personnel shall be responsible for the day-to-day administration and continuity of the base salary program. Responsibilities of the Director shall include:

A. Serve as a member of the Salary Committee.

B. Direct administrators in the preparation of new or modified position descriptions ensuring the completeness and accuracy of such descriptions.

C. Maintain a position description file for all positions in the college.

D. Review existing positions to determine that position descriptions and the assigned salary grades are appropriate and recommend action to the Salary Committee regarding identified inequities.

E. Co-ordinate the Salary Committee in the evaluation and salary grade assignment of all new and modified positions.

F. Maintain salary and position information for all employees and all other related personnel records and documents.

G. Conduct annual salary surveys and review available published salary data to ascertain that the base structure remains at an appropriate level to competitiveness.

H. Prepare recommendations for the Salary Committee regarding changes to the base salary structure for its consideration.

I. Advise and direct all administrators in compliance to official employment policies, practices, and salary guidelines.

J. Review and monitor proposed salary increases to insure compliance with approved policies and budgetary guidelines, advising the Salary Committee of exceptions to established policies and the cumulative effect of approved salary actions.

3.0 Position Descriptions

3.1 Purpose and Rationale: One of the keys to an effective base salary program is a current position description for each distinct position. The description should accurately document the duties and responsibilities of the position. Position descriptions are a prerequisite for the fair and equitable evaluation of employee positions and subsequent pay administration for incumbents.
3.2 Description Format: Position information shall be organized and documented in a standard position description format. The following guidelines shall be followed when writing a position description:

A. The position description must stand-alone. It should not make reference to any other position descriptions.

B. The description should be specific and should clearly establish all principal responsibilities of the position.

C. The description should show the essential differences in kinds of work done at different organizations levels within an organizational component.

3.3 Position Description Development: The necessity for a new or revised position description typically arises because of these situations:

A. The head of a function, division, or department, or the incumbent in a position, judges that the duties and responsibilities are significantly different from those stated in the current approved description.

B. Organizational changes which result in the creation of new positions or significant realignment of duties and responsibilities in existing positions.

When any of these two conditions occur, it is the responsibility of the Director, Personnel to examine or direct a study of the situation. These procedures will be followed:

Step 1 -- The Director, Personnel will secure detailed information about the position utilizing a Position Description Questionnaire.

Step 2 -- Using the above data, the Director, Personnel will develop a revised preliminary position description.

Step 3 -- The preliminary position description will be reviewed by both the incumbent and the immediate supervisor. When general agreement on the accuracy of the description has been reached, the description will be given approval signature by the incumbent and the immediate supervisor.

Step 4 -- The proposed description, in final format, will be submitted to the Salary Committee for final approval and signature.
Step 5 -- The final approved position description shall then be retained by the Director, Personnel and included in a master description file. Additional copies of the description shall be supplied to the incumbent, the immediate supervisor, and the unit administrator, as requested.

3.4 Position Description Maintenance: The Director, Personnel shall be responsible for auditing, on a regular basis, the master file of position descriptions. The Director shall also monitor the efforts of unit administrators as they prepare new and revised descriptions and audit their unit's position descriptions for timeliness, accuracy, and completeness.

4.0 Position Evaluation Process

4.1 Introduction: An effective base salary administration program is a dynamic system, requiring periodic modifications and adjustments. As new positions are created, they must be evaluated and assigned to an appropriate salary grade. Similarly, as the content of current positions change, these positions must be reevaluated for possible reassignment of salary grade.

4.2 Appeal of Incumbent Grade Placement (1975-76 only): All incumbent employees will be assigned to an appropriate salary grade based upon evaluation of the Position Description Questionnaire; consideration of past institutional practices; and, relationships to external labor markets.

Should an individual employee wish to appeal for a change in the initial salary grade placement, this concern should be resolved in the following manner:

Step 1 -- Within ten (10) working days after official announcement of the base salary program, the employee shall file a letter of appeal with the Director, Personnel for submission to the Salary Committee. A copy of the appeals letter should also be submitted to the employee's immediate supervisor. If appeals are not filed in the Personnel Office within this time, they are considered waived.

Step 2 -- The Salary Committee will re-examine the original evaluation data and consider any new information presented in the appeals letter. The decision of the Salary Committee will be transmitted to the employee in writing within fifteen (15) working days of the final appeals date.

Step 3 -- If resolution is not achieved in Step 2, the employee may appeal to the Superintendent, or his appointed designee, in writing within five (5) working days after the Step 2 recommendation. The Salary Committee's recommendation and the employee's appeal information will be submitted to the Superintendent, or his appointed designee, in writing. The Superintendent, or his appointed designee, will notify the employee in writing of his decision within ten (10) working days from the date he receives the appeal and this decision will be final. If this appeal is not filed with the Superintendent within the time, it is considered waived.
Step 4 -- Any base salary adjustment which may accrue due to reassignment of the salary grade through the appeal process will become effective July 1, 1976 as determined by the approved 1976-77 salary schedule.

4.3 Evaluation Procedures: When a position is either established or changed, documentation shall be made of the duties and responsibilities of that position as described in Section 3. The responsibility for assuring that an evaluation is made will be that of the Director, Personnel. These procedures will be followed:

Step 1 -- Using the approved point evaluation plan, the Director, Personnel will evaluate the position and assign a preliminary point total value.

Step 2 -- The Director, Personnel will then submit the preliminary point total value to the Salary Committee for review and approval.

Step 3 -- The Salary Committee shall present its recommendation to the Superintendent for approval.

Step 4 -- Once the point total value has been approved, the position will be assigned to the appropriate salary grade.

Step 5 -- The Director, Personnel will record and file the detailed evaluation record and salary grade assignment.

Step 6 -- The Director, Personnel will notify the incumbent and the unit administrator of the evaluation results.

4.4 Evaluation Maintenance: In order to maintain the College's position evaluation system, it is the policy of the College to re-evaluate approximately 25% of all positions each year. This means that all positions will be re-evaluated at least once every four years.

5.0 Base Salary Structure

5.1 Salary Grade Development: All secretarial/clerical positions were grouped into a series of salary grades. The purpose of this grouping process was to place positions of the same general value into the same salary grade and conversely to insure that positions of distinctly different value are assigned to different salary grades. Based upon regular and acceptable personnel practices, salary grades were established for the College and are identified in Exhibit I.
5.2 Salary Limits Determination (1975-76): To insure that competitive relationships are established with the College's various external labor markets, survey comparisons will be conducted on a regular basis.

Data for the initial development of the salary limits was requested from published salary reports of the Administrative Management Society, Iowa Merit System, Polk County, Des Moines Public Schools, Board of Regents, City of Des Moines, Heartland Area Education Agency, Drake University, Kirkwood Community College, and Eastern Iowa Community College. Using comparable "benchmark" positions between the College and the survey data, the salary limits in Exhibit I were deemed appropriate.

5.3 Maintenance of Base Salary Structure: To insure that the base salary structure remains at an appropriate level of competitiveness, it shall be the responsibility of the Director, Personnel to conduct a salary survey of the external labor markets on no less than an annual basis.

6.0 Base Salary Determination Guidelines

6.1 Placement of Incumbents (1975-76 only): Placement of incumbents on the base salary program will occur in the following manner:

Step 1 -- All incumbents will be assigned to an appropriate salary grade. This placement is determined by both position evaluation and relationship of comparable positions in the external market.

Step 2 -- The current salary of each incumbent will be compared to the minimum salary recommendation for their respective salary grade.

Step 3 -- All incumbents whose current salary is less than the recommended minimum salary for their grade will be given a salary adjustment up to the minimum salary recommendation. Employees completing less than a full year of employment in the assigned salary grade will be eligible for a proration of the adjustment based upon their actual term of employment calculated to the nearest whole month.

6.2 Placement of New Employees: Normally, the established minimum salary of the position shall be assigned to a new employee who meets all minimum employment criteria.

6.3 Movement in the Salary Range: Movement in the salary range is defined as horizontal increments within the salary range.

An increment is computed as 4.57% of the current minimum salary in each salary grade for each of the employees assigned to that grade.
6.4 Salary Structure Adjustments: On an annual basis, the College shall adjust the base salary structure to maintain an appropriate level of competitiveness.

The salary structure adjustment is calculated by multiplying the percent of structure increase times the minimum salary of each salary grade range. The resultant product becomes the base structure increase for all incumbents within that salary grade.

6.5 Satisfactory Performance: Movement increments are predicated on the concept of satisfactory performance. Individual incumbent salaries may be held or be subject to a limited increase level based upon evidence substantiated in an annual employee performance appraisal.

6.6 Partial Increments: New employees completing less than a full year of employment at the College will be eligible for a proration of the movement increment based upon their actual term of employment calculated to the nearest whole month.

Employees will be eligible for full base salary structure adjustments regardless of date of employment.

6.7 Above Maximum Salaries: Employees having a base salary at the maximum for their assigned salary grade are not eligible for additional movement increments.

Such employees will, however, be eligible for base salary structure adjustments.
This salary proposal committee feels that since our 1976-77 Base Structure was $200.00 lower than the average, as determined by the survey taken of surrounding schools and industry, it would be unfair to figure our percent of increase for 1977-78 without first making the proper adjustment to bring this base structure up to the average for 1976-77.
CONSUMER PRICE INDEX
INFORMATION
1975-76.

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(Des Moines and the Surrounding Area)

10-1-76
MEMO TO: Paul Lowery
FROM: Irv Steinberg
RE: October 11, 76 Board Agenda

1. 5:30 p.m. Special Meeting for Canvass of Votes of Election

2. ORGANIZATIONAL MEETING
   - Issuance of Certificates of Election to Newly Elected Directors
   - Oath of Office to Newly Elected Directors
   - Election of Board President
   - Election of Board Vice President
   - Oath of Office to Newly Elected Board Officers
   - Appointment of Board Secretary
   - Appointment of Board Treasurer (Duane Spicer, Pres, Ankeny National Bank)
   - Adjournment

3. REGULAR MEETING
   - Acceptance of Construction of Parking Lot J as completed & authorize final payment 11/82 to
     Campus Graphics
Memorandum

DATE September 30, 1976
TO Mr. Lowery
FROM Don Zuck
RE: Possible Board Agenda Item
Campus Graphics

The completed specifications, a copy of which is attached, were delivered by the Graphics Corporation September 29th. The next step is to obtain bids. I have put together an estimate, a copy of which is attached, using some figures from sign companies, some figures from the Graphic Corporation, and some judgment on my own part. The estimate totals $77,000.

The Iowa Code states that for expenditures of over $5,000 for construction or repair of school buildings the board must set a date for and conduct a public hearing, approve plans and specifications, advertise for bids in the newspaper, etc. This is the same procedure we use for our construction projects. There is a technical question if the graphics project would fall into the above category, but Jordan and I feel the safe route would be to follow the above formal procedure. The other route would be for us to obtain three bids without advertisement and then present the low bid to the board for their approval.

I have also updated our Schoolhouse Fund Projection, a copy of which is attached. As you will note, I have looked at income and expenditures only through June 30, 1977, which is the conclusion of the present five year collection period. Of course, we recognize that beginning July 1, 1977, we will receive $8-10 million in the following five years.

Assuming you feel this project requires board action, could we get this on the October 11 agenda?

Don Zuck

DZ: mav
Attachs.
cc: Irv Steinberg
# Estimate - Campus Graphics

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**Total** $77,000

**Less Installation** $11,000

**Material Only** $66,000

10/1/76
I. Position of Fund as of October 1, 1976

1. Cash in bank (special plant) $ 5,254
2. Cash in bank (voted tax) 0
3. Total cash & investments $ 663,557
4. Amount due General Fund (467,000)
5. Loan (including interest)
   Due December 31, 1976 $ 1,039,000
   Due December 31, 1977 1,033,542
   Loan Total $(2,072,542)
6. Fund net deficit (Items 3, 4, and 5) (1,870,731)

II. Present Commitments & Proposed Expenditures through June 30, 1977

1. Rent
   Bldg. 6 & 7 - Mar. 1977 $119,232
   Boone - Oct. 1976 87,448
   Total Rent $ 206,680
2. Balance to be paid on contracts
   Phase IIB, Part 6 (Bldg. 25A & 19) $ 66,146
   Phase IIB, Part 7 (Parking Lot J) 32,833
   Total Balance to be paid on contracts $ 98,979
3. Proposed Expenditures (Estimates)
   Master Landscaping Plan $ 10,000
   Graphics 77,000
   Architect & Payroll 190,000
   Total Proposed Expenditures $ 277,000
4. Total present commitments & proposed expenditures $ 582,659

III. Projected Income

1. 3/4 Mill Tax Levy
   Due October 1976 $ 1,180,973
   Due April 1977 1,180,973
   Total Taxes $ 2,361,946
2. Interest Subsidy (plus 27,915) $ 27,915
3. Title VIIA Grant Balance 25,373
4. Projected Interest 27,000
   Total Income $ 2,442,234

IV. Summary

1. Total Income to be received through June 30, 1977 $ 2,442,234
2. Less: Fund Net Deficit 10/1/76
   Proposed Commitments & Proposed Expenditures 582,659
   Balance ( 11,156)

Prepared by Don Zuck
10/1/76
Memorandum

DATE: September 27, 1976
TO: Mr. Lowery
FROM: Don Zuck
RE: Item for Board Agenda
Final acceptance of Contract for Parking Lot J Construction

At the next official board meeting we should ask the board for a resolution accepting the Parking Lot J Project (Phase II, Part 7, Contract I). Irv will have the format of the resolution that the board will need to pass. Thirty days following the board resolution we will be required to make the final payment of $11,821 to the contractor, Iowa Road Builders. All of this is in accordance with Veenstra & Kimm's letter dated September 14, 1976, attached hereto.

If there are any questions, please give me a call.

Don Zuck

DZ: mav
Attach. cc: Irv Steinberg
Des Moines Area Community College  
2006 Ankeny Boulevard  
Ankeny, Iowa 50021

Attn: Mr. Don Zuck, Director  
Plant Services

Gentlemen:

Enclosed are two copies of Partial Payment Estimate No. 1 (Final) for the above project. This estimate is for work in accordance with the contract between Iowa Road Builders Company and the Des Moines Area Community College, dated August 9, 1976.

The above estimate shows the installed quantities of the completed work. We recommend payment to the Contractor, now, in the amount of $106,391.00.

We hereby certify the work to be complete and in substantial accordance with the plans and specifications. We recommend that the Board of Directors, Des Moines Area Community College, accept the work.

Forty days after the date of acceptance, the final 10% in the amount of $11,821.00 is due and payable provided the Contractor furnishes the College with two copies of Iowa Department of

573.14

30 days explain a/c code for phone conversation  
W/ Bob Erickson, V&K, 9/21/76.  
Do, just  
9/27/76

H.R. Veenstra – J.W. Kimm  
ASSOCIATES: R.F. Erickson – R.G. Glenn
Revenue Form "ST-172", duly executed, to show taxes paid on materials and equipment incorporated into the work. Also provided, that the Contractor furnish the College with [Waivers of] Lien from all suppliers and subcontractors for work, materials and equipment incorporated in the work.

By copy of this letter, we hereby notify Iowa Road Builders Company of the above requirements.

Yours very truly,

VEENSTRA & KIMM

By [Signature]

R. F. Erickson

BGR:m
15214-1
Enclosures

cc: Iowa Road Builders Company w/1 copy of enclosure
    Resident Inspector w/1 copy of enclosure