

Des Moines Area Community College

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Board of Directors Meeting Minutes

9-30-1976

Board of Directors Meeting Minutes (September 30, 1976)

DMACC

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

SPECIAL MEETING

SEPTEMBER 30, 1976

A special meeting of the Des Moines Area Community College Board of Directors was held in Bldg. #31, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa on September 30, 1976. The meeting was called to order by Vice President Walter Hetzel at 5:30 p.m.

ROLL CALL

Members present: Cecil Galvin
Walter Hetzel
Murray Goodman
Eldon Leonard
Harold Welin

Members absent: Max Kreager
Harry Bloomquist
Don Rowen
Maurice Campbell

Others present: Paul Lowery, Superintendent
Irv Steinberg, Controller/Board Secretary
Jordan Ball, Administrative Assistant
Carroll Bennett, Dean, Career Ed
Carl Rolf, Director, CIVEC
Tom Clarkson, Director, College Relations
Dorothy Gilliland, Coordinator, College Relations
Don Rhead, Director, Personnel
Charles Bulloch

CONTINUATION OF
CIVEC ON 30 DAY
INTERIM BASIS

Superintendent Lowery presented the Board with a letter received from Mr. Dennis Harney, Executive Director of Central Iowa Regional Association of Local Governments (CIRALG) which stated that excess funds from FY76 will be available to operate Title I CETA programs for at least thirty days, which would include the CIVEC operation.

It was moved by C. Galvin, seconded by E. Leonard, that as recommended by Superintendent Lowery, letters of agreement be sent to twenty-one (21) CIVEC staff personnel offering continuation of employment beginning October 1, 1976, on a day to day basis through the month of October or until federal funds allocated to the CIVEC project are granted to DMACC for the 1976-77 federal government fiscal year, whichever occurs first, and that the Board President be authorized to sign said letters. Form of letter and listing of twenty-one personnel referred to above is attached hereto and made a part of these minutes. Motion passed.

MINUTE

It was moved by C. Galvin, seconded by E. Leonard, that the meeting be adjourned. Motion passed and the meeting adjourned at 5:50 p.m.

Irv Steinberg
IRV STEINBERG, Secretary

Walter Hetzel
WALTER HETZEL, Vice President

CIVEC STAFF TO RECEIVE LETTER OF AGREEMENT

September 30, 1976

NAME	TITLE	PROGRAM
Harpel, Mary Ann	Instructor	Business Occupations
Jacobs, Gerald	Instructor	Machine Shop
Versteegh, Madge	Instructor	Basic Education
Frette, Lloyd	Instructor	Auto Body
Mitchell, Wayne	Instructor	Business Occupations
Robinson, Jon	Instructor	Basic Education
Collier, Kenneth	Instructor	Welding
Pardekooper, Charles	Instructor	Copy Reproduction
Knopp, Carol	Instructor	Business Occupations
Smart, Charles	Instructor	Upholstery
Nichols, Geroge	Asst. Director	Student Services
Rolf, Carl	Director	
Miller, Theodore	Custodian	
Hill, Olga	Bookkeeper I	
McCreary, Dorothy	Office Asst. II	
Wilson, Harold	Custodian	
Cadwell, Vernon	Instructor	Building Maintenance
Devine, Rosemary	Instructor	Business Occupations
Waters, James	Instructor	Welding
Wagner, Genevieve	Records Clerk III	
Wilson, Curtis	Lab. Asst., Toolroom	



CENTRAL IOWA REGIONAL ASSOCIATION OF LOCAL GOVERNMENTS

4 1/2 East Locust Street

Des Moines, Iowa 50309

515 / 244-3257

MR. REMO (RAY) NIZZI
Chairman

J. TERRY SMITH
Executive Director

EXECUTIVE COMMITTEE: Councilman Dan Tomelich (Norwalk), Vice Chairman: Mayor C. D. Millsap (Windsor Heights), Treasurer; MEMBERS-
AT-LARGE: Supervisor Richard "Red" Brannan (Polk County), Supervisor Johnnie Hammond (Story County), Councilman Jim Hurley
(Altoona), Mayor Richard Olson (Des Moines)

September 29, 1976

Dr. Paul Lowery
DMACC
2006 Ankeny Blvd
Ankeny, Iowa

Dear Dr. Lowery:

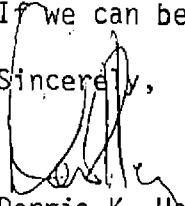
This letter comes in response to your request for information regarding funds available for operating CIRALG Title I CETA programs as of October 1, 1976.

Per communications from the Department of Labor, funds for the FY '77 grant are not currently available. Region VII DOL anticipates that FY '77 funds will be forthcoming on or about October 1, 1976.

In the interim, CIRALG will operate the Title I CETA Programs with excess funds available from FY '76 funds. Sufficient money is available to operate all programs for at least thirty (30) days.

If we can be of further assistance, please advise.

Sincerely,


Dennis K. Hamney
Executive Director

DKH/cs

RECEIVED
SEP 29 1976
SUPT'S OFFICE

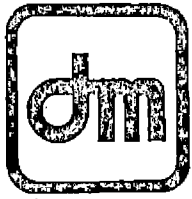
Amendment # 1
to
Manpower Services Agreement
between
Central Iowa Regional Association of Local Governments
and
Des Moines Area Community College

Des Moines Area Community College as DELEGATE agrees to employ one instructor to provide English language instruction to eligible Spanish-speaking residents of the Central Iowa Regional Association of Local Governments area. This instruction will be conducted as one component providing services under the FY '77 Employability Development Section. The applicants desiring enrollment in this class will be referred from and selected by the Adult Employability Services intake staff. The instructor shall interview applicants under consideration and shall render an opinion to the Adult Services staff as to the applicant's potential for further training and/or job placement following the English instruction. The purpose of this instruction is to instruct Spanish-speaking persons in the English language to enable either further vocational training or for direct job placement after completion of the instruction. The SPONSOR shall reimburse the DELEGATE for the instructor's salary, fringe benefits and associated instructional supplies.

The adoption of this Amendment is agreed to on this _____ day of _____, 1976.

Des Moines Area Community College

Central Iowa Regional Association of
Local Governments



**des moines area
community college**

2006 S. ANKENY BLVD., ANKENY, IOWA 50021

PHONE 964-6200

Paul Lowery, Superintendent
Board of Directors
Max W. Kreager, President
Harry Bloomquist
Maurice Campbell
Cecil R. Galvin
Murray Goodman
Walter Hetzel
Eldon Leonard
Donald P. Rowen
Harold F. Welin

September 30, 1976

Dear .

As you are probably aware, the Central Iowa Regional Association of Local Governments (CIRALG) has not received federal funding from the U. S. Department of Labor for the Central Iowa Vocational Education Center (CIVEC) project, and Des Moines Area Community College (DMACC) has not yet entered into a contract to implement the CIVEC project for the 1976-77 U. S. government fiscal year. DMACC and CIRALG have, however, entered into an interim agreement effective October 1, 1976, on a day to day basis for the period of thirty (30) consecutive days or until federal funds allocated to the CIVEC project are granted to DMACC for the 1976-77 government fiscal year, whichever date occurs first.

Accordingly, we are offering you employment as an _____ for the same period beginning October 1, 1976, for thirty (30) consecutive days or until federal funds allocated to the CIVEC project are granted to DMACC for the 1976-77 government fiscal year, whichever date occurs first. You will be compensated at the rate of \$ _____ per month paid on a day by day basis for each duty day worked.

Due to the timing and the uncertainty of the specially funded process, it is mutually understood and agreed that your employment is only for the time period specified above, and is not automatically renewable. It is further mutually agreed and understood that procedures for termination, renewal and continuation of contracts as specified in Section 279.13, 1976 Code of Iowa are not applicable to this agreement.

If these arrangements meet with your approval, please sign your name to the enclosed duplicate copy of this communication and return it to this office.

Sincerely,

Max W. Kreager
President, Board of Directors

Employee Signature Date

ms

CIVEC STAFF TO RECEIVE LETTER OF AGREEMENT

September 30, 1976

<u>NAME</u>	<u>TITLE</u>	<u>PROGRAM</u>
Harpel, Mary Ann	Instructor	Business Occupations
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Versteegh, Madge	Instructor	Basic Education
Frette, Lloyd	Instructor	Auto Body
Mitchell, Wayne	Instructor	Business Occupations
Robinson, Jon	Instructor	Basic Education
Collier, Kenneth	Instructor	Welding
Pardekooper, Charles	Instructor	Copy Reproduction
Knopp, Carol	Instructor	Business Occupations
Smart, Charles	Instructor	Upholstery
Nichols, George	Asst. Director	Student Services
Rolf, Carl	Director	
Miller, Theodore	Custodian	
Hill, Olga	Bookkeeper I	
McCreary, Dorothy	Office Asst. II	
Wilson, Harold	Custodian	
Cadwell, Vernon	Instructor	Building Maintenance
Devine, Rosemary	Instructor	Business Occupations
Waters, James	Instructor	Welding
Wagner, Genevieve	Records Clerk III	
Wilson, Curtis	Lab. Asst., Toolroom	



CENTRAL IOWA REGIONAL ASSOCIATION OF LOCAL GOVERNMENTS

1/2 East Locust Street

Des Moines, Iowa 50309

515 / 244-3257

SERVING: BOONE-DALLAS-JASPER-MADISON-RAWLINS-POKES-COUNTY-STORY-WARRICK

R. REMO (RAY) NIZZI
Chairman

J. TERRY SMITH
Executive Director

EXECUTIVE COMMITTEE: Councilman Dan Tometich (Norwalk), Vice Chairman; Mayor C. D. Millsap (Windsor Heights), Treasurer; MEMBERS-AT-LARGE: Supervisor Richard "Red" Brannan (Polk County), Supervisor Johnie Hammond (Story County), Councilman Jim Hurley (Altoona), Mayor Richard Olson (Des Moines)

September 29, 1976

Dr. Paul Lowery
DMACC
2006 Ankeny Blvd
Ankeny, Iowa

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If we can be of further assistance, please advise.

Sincerely,

Dennis K. Hamney
Executive Director

DKH/cs

RECEIVED

SEP 29 1976

SUPT'S OFFICE

Amendment # 1
to
Manpower Services Agreement
between
Central Iowa Regional Association of Local Governments
and
Des Moines Area Community College

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The adoption of this Amendment is agreed to on this _____ day of _____, 1976.

Des Moines Area Community College

Central Iowa Regional Association of
Local Governments

MANPOWER SERVICES AGREEMENT

between

CENTRAL IOWA REGIONAL ASSOCIATION
OF LOCAL GOVERNMENTS

and

DES MOINES AREA COMMUNITY COLLEGE

September 28, 1976

This Agreement is entered into by and between the Central Iowa Regional Association of Local Governments, hereinafter called the SPONSOR, and Des Moines Area Community College, hereinafter called DELEGATE.

WITNESSETH THAT:

WHEREAS, the SPONSOR has entered into a contract with the United States Department of Labor, said contract numbered _____ and known as the prime contract, to provide substantial employment and employment training opportunities for residents of a selected area comprising the counties of Boone, Dallas, Jasper, Madison, Marion, Polk, Story, and Warren; and

WHEREAS, this Agreement is a subordinate agreement under the prime contract to provide vocational training and related support services (as specified in the program functional section of the Employability Development Section (EDS) Plan) with an interrelated group of manpower services essential to the performance of the prime contract; and,

WHEREAS, the DELEGATE understands and is well-qualified to provide and desires to provide vocational training and related support services;

NOW THEREFORE

IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

I. GENERAL CONTRACT PROVISIONS:

1. PRIME CONTRACT. That the DELEGATE will abide by all terms and conditions imposed and required by the aforementioned contract between the SPONSOR and the United States Department of Labor, known as the prime contract, and, further, will abide by all D.O.L. required revisions and modifications to it.

2. STATEMENT OF WORK. The DELEGATE will perform the function set forth in the definitive statement of work incorporated as Appendix 1 to this Agreement, and subsequent revisions and modifications of this Agreement, that are mutually acceptable to the SPONSOR and DELEGATE. This work will be done in the manner therein described, commencing not sooner than OCTOBER 1, 1976.

3. SUBCONTRACTS. That none of the work or services required under this Agreement shall be subcontracted by the DELEGATE without the prior written approval to subcontract by the SPONSOR.

4. ASSIGNMENT OF INTEREST. That neither this Agreement or any interest therein nor claim thereunder shall be assigned or transferred by the DELEGATE to any other party or parties.

5. PERFORMANCE OF FUNCTIONS. That DELEGATE will perform the functions set forth in the attached statement of work as components fully integrated into a larger system of resources made available by the CIRALG Employability Development Section (EDS) to eligible residents; that the purpose of the EDS is to help these individuals take advantage of the opportunity to receive an uninterrupted flow of services and training, selected in collaboration with them individually, that will most effectively heighten their full-time, self-sufficient employability; and further that the purpose of the EDS system is to help individuals so served to find full-time, meaningful employment in fields of work for which they are trained.

1. RIGHTS AND RESPONSIBILITIES OF THE PARTIES:

1. The SPONSOR agrees that the DELEGATE shall retain whatever rights and authority are necessary to effectively and efficiently carry out its responsibilities for executing this Agreement. The Board of Directors of the

Des Moines Area Community College, through its chief administrative officers, reserves final authority in the selection, assignment and supervision of all personnel employed by the DELEGATE.

2. PERSONNEL QUALIFICATIONS. All of the work and services required hereunder will be performed by the DELEGATE or under his supervision and all DELEGATE personnel engaged in the work shall be fully qualified, competent and shall be authorized as needed under state and local law to perform such services.

3. SUBSTANDARD PERFORMANCE - CORRECTION. That performance as set forth in this Agreement is essential to the life of this Agreement; and furthermore, that if performance by the DELEGATE, as measured against goals and performance standards incorporated into the statement of work, constitutes non-compliance with the terms of this Agreement, it is the responsibility of the SPONSOR to give written notification of the specific item of substandard performance to the Contract Supervisor immediately on receiving the monthly performance report. Further, within ten (10) working days after this notification, the SPONSOR will permit the DELEGATE to present a plan for corrective action including the date on which results of the corrective action may be expected, or to present reasons for modification of the goal or performance standard. The corrective action or consent of the SPONSOR to modification shall normally be made within ten (10) days of the SPONSOR'S receipt of the plan for corrective action. However, should a misunderstanding or misinterpretation of the D.O.L. regulations pertaining to this Agreement arise between the parties, the Region VII Department of Labor will be asked to render an opinion to resolve the differences.

4. REPORTS.

A. The DELEGATE will submit, at least four weeks after the end of each calendar quarter, a written analysis of administrative and operational difficulties encountered and achievements gained in the performance of this Agreement. Included in this written report shall be proposed means of improvement or avoidance of difficulties encountered.

B. That DELEGATE shall prepare and submit reports as specified in the statement of work and shall prepare and submit such additional reports as the SPONSOR'S Executive Director may from time to time require to satisfy the requirements of the SPONSOR, summarizing data from the records required for operation of the program and set forth in the statement of work.

5. EVALUATION. The DELEGATE will prepare a comprehensive program evaluation plan for adoption upon mutual consent of DELEGATE and SPONSOR. All data necessary to the monitoring review process will be made accessible to the SPONSOR and the Department of Labor or their representatives.

6. CALENDAR. The DELEGATE will observe the calendar and holidays contained in Appendix II of this Agreement.

7. The DELEGATE shall provide a single representative, called the Contract Supervisor, who will be fully responsible in his official capacity as representative of the DELEGATE for the delivery of services agreed upon in the proposal. The SPONSOR shall have the authority to monitor this Agreement for compliance with all provisions.

8. WORKING ACCOUNTABILITY. The DELEGATE agrees, upon the written request of the SPONSOR, to provide the SPONSOR with documentation of the weekly attendance and leave of absences of DELEGATE employees assigned to

2600 Bell Avenue.

9. All visitors of the DELEGATE who visit 2600 Bell Avenue shall sign in and out on proper forms at the receptionist desk.

10. All employees of the DELEGATE shall take breaks at a time and in an area stipulated in Appendix IV.

11. That this Agreement in no way affects the DELEGATE'S and SPONSOR'S obligations to comply with all applicable laws, ordinances and codes of the Federal, State and Local Governments.

12. That DELEGATE will cooperate fully in program replanning called for under the prime contract.

13. COORDINATED EDS STAFF MEETINGS. That the DELEGATE Supervisor and/or his designee(s) shall attend EDS called staff meetings or staff training meetings as required during the DELEGATE'S regular working days.

III. BUDGET AND PROPERTY:

1. That for the performance of functions or services under this Agreement during the life of this Agreement and the settlement of termination claims, DELEGATE will be reimbursed by the SPONSOR for all allowable costs in amounts not exceeding the amounts set forth in the budgets attached hereto in Appendix III.

2. That budget line items may be modified by mutual consent of SPONSOR and DELEGATE.

3. That DELEGATE will record all costs incurred in the discharge of this Agreement, as incurred, and report these costs to the SPONSOR monthly, on or before the fifteenth (15th) of the subsequent month, all in conformance with applicable Federal requirements. However, should extenuating circumstances require, a monthly estimate will be submitted followed by a true and accurate report within thirty (30) days. Payment for incurred expenses shall

be made by the SPONSOR within thirty (30) days following approval of DELEGATE'S monthly claims.

4. ADVANCEMENT OF FUNDS. That funds, if available, will initially be advanced thirty (30) days and thereafter shall be reimbursed from the SPONSOR to the DELEGATE subject to accounting of expenditures for each month.

5. OBLIGATION OF FUNDS. The DELEGATE shall have the authority to obligate and expend funds in this Agreement for the purposes specified within the guidelines and regulations of the Department of Labor, but in no case shall any funds be handled, obligated or spent in a manner contrary to any applicable Federal, State or local statute or regulation.

6. AUDIT EXCEPTIONS. The DELEGATE shall be responsible for assuring that all funds spent and all program activities included in this Agreement are performed and expended in complete conformance with D.O.L. guidelines and regulations supplied in writing by the SPONSOR to the DELEGATE. The DELEGATE shall accept responsibility for any audit exceptions noted in subsequent audits resulting from the DELEGATE'S action or lack thereof.

7. INTEREST EARNED ON FEDERAL FUNDS. Any interest earned on contract funds shall be reported in the required closeout documents for the contract and shall be returned by check payable to the SPONSOR.

8. TERMINATION. In the event the Department of Labor terminates in whole or in part its prime contract with the SPONSOR or reduces the funding level of Manpower Services or if CIRALG and the Department of Labor mutually agree to amend the CIEDP Plan before the expiration date of this Agreement, and by so doing makes necessary the termination of this Agreement, the SPONSOR will provide forty-five (45) days written notice by registered mail. The SPONSOR agrees to negotiate fair and reasonable closing out costs, including but not limited to accrued vacation of DELEGATE employees, moving costs,

restoring facilities, etc.

9. PROPERTY. That a list of all property provided by the SPONSOR under this Agreement will be provided to the DELEGATE by the SPONSOR'S property manager. SPONSOR'S property used by the DELEGATE shall be accounted for by the DELEGATE, and may not be disposed of by the DELEGATE without written authorization of the SPONSOR.

10. PROPERTY. That the SPONSOR will provide all property, except in-kind DELEGATE property, set forth in the property list attached hereto as Appendix V; and further states:

- A. Said property shall be utilized, maintained and accounted for in accordance with the provisions of this Agreement.
- B. Said property will be safeguarded and insured by the DELEGATE and any property lost, stolen or otherwise destroyed shall be replaced with comparable property or value by the DELEGATE. Insurance coverage shall be at least as extensive as that carried by the DELEGATE on DELEGATE property.

IV. DURATION AND COMPLIANCE:

1. That the DELEGATE, Des Moines Area Community College, reaffirms its policy to provide equal opportunity in employment and advancement of its employees on the basis of merit and fitness and without discrimination because of race, color, religion, sex or national origin and except when a bona fide occupational qualification exists on the basis of age, or physical or mental disability of the Des Moines Area Community College not to discriminate against any employee or applicant for employment of the protected classes. Further, it is the policy of the College to require all its contractors, subcontractors and suppliers with whom they contract, to adopt and carry out similar policies.

There is expected from this Affirmative Action Plan, those matters that must be done of business necessity in order to insure a sufficient curriculum and efficient operation and management of the College and to maintain and protect the physical plant, equipment and other property of the College.

Accordingly, the objectives of the Des Moines Area Community College Affirmative Action Plan are to assure continued compliance with such policies and laws and pursuant to the mandates of Title VI and VII of the Civil Rights Act of 1964 (42 USCA, Section, 2000 et seq), Executive Orders 11246 and 11375 non-discrimination under federal contracts Title 41 CFR, Chapter 60 and Chapter 601A.5 of the Iowa Code as amended (1973), the Iowa Civil Rights Act.

2. CONTRACT COVERAGE. That this Agreement contains the entire Agreement between the parties and any statements, inducements or promises not contained herein shall not be binding upon said parties. This Agreement shall inure to the benefit of, and be binding upon the successors in office of the respective parties. That this Agreement in no way affects the DELEGATE'S obligation to comply with all applicable laws, ordinances and codes of the Federal, State and Local Governments.

If any of the provisions herein shall be in conflict with the laws of the State of Iowa, or shall be declared to be invalid by any court of record of this state, such invalidity shall be construed to affect only such portions as declared invalid or in conflict with the law and such remaining portion or portions of the Agreement shall remain in effect and shall be construed as if such invalid or conflicting portion of such Agreement were not contained herein.

3. LENGTH. This Agreement shall remain in full force and effect from October 1, 1976 and continue in effect through September 30, 1977.

4. This Agreement may continue in force and effect for subsequent contract periods if both parties to the Agreement agree to extend, amend or modify such Agreement prior to August 15 of each year.

5. This Agreement supersedes all previous agreements between the SPONSOR and the DELEGATE and any amendment supplemental hereto shall not be binding on either party unless executed in writing by the parties hereto.

6. In witness whereof the parties hereto have caused this Agreement to be signed by their respective Executive Officers and their signature placed thereon, on this _____ day of _____, 1976.

DES MOINES AREA COMMUNITY COLLEGE

CENTRAL IOWA REGIONAL ASSOCIATION OF LOCAL GOVERNMENTS

SUPERINTENDENT

EXECUTIVE DIRECTOR

RATIFIED ON THIS _____ DAY OF _____, 1976.

BY _____
BOARD PRESIDENT
DES MOINES AREA COMMUNITY COLLEGE

RATIFIED ON THIS _____ DAY OF _____, 1976.

BY _____
CHAIRMAN, CENTRAL IOWA REGIONAL
ASSOCIATION OF LOCAL GOVERNMENTS

APPENDIX I

STATEMENT OF WORK

The Des Moines Area Community College has subcontracted with CIRALG to provide vocational training for those individuals who qualify for manpower service. This training will occur in facilities at the Des Moines Area Community College Campus, Ankeny, Iowa and at the CIRALG leased facility at 2600 Bell Avenue, Des Moines, Iowa. Vocational training will be provided in the eight specified areas and at the slot level designated in the FY77 Employment Development Plan.

<u>Training Area</u>	<u>Slot Level</u>	<u>No. of Wks. in Training</u>	<u>Hrs./Wk. in Training</u>	<u>Total Hours in Training</u>	<u>Hours When Training Occur</u>
Auto Body	13	30	35	1050	8:00AM-3:30PM
Auto Service	13	26	35	910	8:00AM-3:30PM
Buidling Maintenance	12	17	35	595	8:00AM-3:30PM
Business Occupations	61	26	35	910	8:00AM-3:30PM
Copy Reproduction	10	26	35	910	8:00AM-3:30PM
Machine Shop	13	26	35	910	1:30PM-9:00PM
Upholstery	10	30	35	1050	8:00AM-3:30PM
Welding	27	17	35	595	7:00AM-6:00PM

The CIRALG vocational training student, upon successful completion of training, will be awarded a certificate for the DOT level to which ability has been demonstrated.

Trainees will be accepted into the occupational training areas approximately every two weeks. The number of open training slots in any given occupational training area will determine the maximum number of referrals into that particular area for each scheduled intake date. (See Appendix II - Calendar.) Training shall be conducted in all training areas for the 52 weeks covered by this agreement.

The College will strive to attain an 80% job ready completion rate of those individuals who enter training. This completion rate will reflect only those individuals enrolled after October 1, 1976. For computational purposes the student will be counted beginning the third week of his/her enrollment.

The College will accept those individuals into the training areas who have met the minimum acceptable standards as presented in Appendix V - Minimum Entry Level Requirements.

APPENDIX I (con't)

The responsibilities of the SPONSOR and DELEGATE for the relocation of instructional equipment currently used in the training programs to the Ankeny Campus and/or to the 2600 Bell Avenue facility are defined in the Memo of Understanding (Appendix VI), and includes responsibilities for returning some machine shop equipment to the federal government.

DMACC will use existing inventories of supplies and materials which were purchased under the FY76 contract with CIRALG.

The responsibility for recruiting, assessment and evaluation, support services, stipend payment and travel allowance, and job placement is with a different subcontractor, not the responsibility of this delegate.

CIRALG will provide the College with Summary data on each program completion rate, and training and non-training placement information within 30 days after the end of each quarter.

DMACC staff will record all students' actual hours of class participation for purposes of allowance payments, and will forward these time sheets to the proper Adult Employability Services staff member.

	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>					
OCTOBER 1976					1	4	5	6	7	8	●11	12	13	14	15	18	19	20	21	22	● <input checked="" type="checkbox"/> 25	26	27	28	29
NOVEMBER	1	2	3	4	5	●8	9	10	11	12	15	16	17	18	19	●22	23	24	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 26	29	30			
DECEMBER			1	2	3	●6	7	8	9	10	13	14	15	16	17	●20	21	22	23	<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 27	<input checked="" type="checkbox"/> 28	<input checked="" type="checkbox"/> 29	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31
JANUARY 1977	3	4	5	6	7	●10	11	12	13	14	17	18	19	20	21	●24	25	26	27	28	31				
FEBRUARY		1	2	3	4	●7	8	9	10	11	14	15	<input checked="" type="checkbox"/> 16	17	18	●21	22	23	24	25	28				
MARCH		1	2	3	4	●7	8	9	10	11	14	15	16	17	18	●21	22	23	24	25	28	29	30	31	
APRIL					1	●4	5	6	7	8	11	12	<input checked="" type="checkbox"/> 13	14	15	●18	19	20	21	22	25	26	27	28	29
MAY	●2	3	4	5	6	9	10	11	12	13	●16	17	18	19	20	23	24	25	26	27	● <input checked="" type="checkbox"/> 30	31			
JUNE			1	2	3	6	7	8	9	10	●13	14	15	16	17	20	21	22	23	24	●27	28	29	30	
JULY					1	<input checked="" type="checkbox"/> 4	5	6	7	8	●11	12	13	14	15	18	19	20	21	22	●25	26	27	28	29
AUGUST	1	2	3	4	5	●8	9	<input checked="" type="checkbox"/> 10	11	12	15	16	17	18	19	●22	23	24	25	26	29	30	31		
SEPTEMBER 1977				1	2	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 6	7	8	9	●12	13	14	15	16	19	20	21	22	23	●26	27	28	29	30

- LEGEND
- Holidays
 - In-Service or Professional Workshop Days
 - New Students Admitted
 - Vacation (no school)

- LEGAL HOLIDAYS
- Oct. 25 - - - - - Veterans Day
 - Nov. 25 & 26 - - - - - Thanksgiving
 - Dec. 24 - - - - - Christmas
 - Dec. 31 - - - - - New Years Day
 - May 30 - - - - - Memorial Day
 - July 4 - - - - - Independence Day
 - Sept. 5 - - - - - Labor Day
 - 1 holiday to be identified

APPENDIX III

CIVEC BUDGET FY77
10/1/76 - 9/30/77

<u>LINE NO.</u>	<u>DESCRIPTION</u>	<u>GRAND TOTAL</u>
501	Administration Salary	\$ 28,531
510	Professional Non-instructional Salary	16,272
520	Instructional Salary	274,433
521	Part-time Instructional Salary	9,100
540	Secretarial/Clerical Salary	28,410
541	Part-time Secretarial/Clerical Salary	1,620
550	Service Staff Salary	16,997
551	Part-time Service Staff Salary	900
590	DMACC Paid Insurance & Benefits	12,601
592	FICA - \$16,100 @ 5.85%	20,032
593	IPERS 4.75%	<u>16,865</u>
	Sub Total	\$ 425,761
606	Maintenance & Repair of Equipment	7,500
620	Rental of Materials	3,000
622	Rental of Equipment	1,000
623	Postage	600
626	Contracted Services	20,000
632	Instructional Supplies	34,500
633	Office Material & Supplies	2,000
634	Subscriptions	350
641	Janitorial Material & Supplies (3 months)	900
642	Vehicle Supplies	700
646	Other Supplies	1,000
647	Travel - In-state	4,020
648	Travel/In-service - Out-of-state	3,380
710	Educational Furniture & Equipment	16,320
720	Office Furniture & Equipment	1,000
750	Library Books & Film	<u>1,000</u>
	Sub Total	\$ 97,270
	TOTAL	\$ 523,031

APPENDIX IV

CIVEC BREAK-TIME

9:45 A.M. - 10:00 A.M.

Business Occupations

10:00 A.M. - 10:15 A.M.

Auto Body
Auto Service
Building Maintenance
Copy Reproduction

APPENDIX V

Program Entrance Requirements:

These requirements are being updated at the present time and will be added when they are completed and both parties to this Agreement mutually accept the updated requirements.

APPENDIX VI

MEMORANDUM OF UNDERSTANDING

between

DES MOINES AREA COMMUNITY COLLEGE

and

CENTRAL IOWA REGIONAL ASSOCIATION OF LOCAL GOVERNMENTS

The purpose of this memorandum is to specify the intent of the parties concerning certain moving and remodeling costs in conjunction with program relocations from 2403 Bell Avenue, Des Moines, Iowa.

As a general principle CIRALG agrees to pay all moving and remodeling costs for movement from 2403 Bell to 2600 Bell. CIRALG also agrees to pay moving costs on program relocation to other campuses of DMACC. In addition, the costs of moving equipment from programs which were operated in FY 76 and have been discontinued will also be paid by CIRALG. DMACC agrees to pay remodeling costs at its campuses which will permit accommodation of training courses to be held at facilitator other than 2600 Bell Avenue.

EXPENSES ASSUMED BY CIRALG TO MOVE PROGRAMS FROM 2403 BELL TO 2600 BELL:

Move Building Maintenance Program	\$ 300
Move Office Equipment	1,040
Move Classroom and Photo Areas	445
Move Lockers and Cabinets	3,036
Move Business Instructional Equipment	816
Other Miscellaneous	<u>210</u>
	\$5,847

Remodeling of 2600 to accommodate these programs is to be assumed by CIRALG.

EXPENSES ASSUMED BY CIRALG TO MOVE PROGRAMS FROM 2403 BELL to DMACC CAMPUSES:

Move Welding Equipment	1,735
Move Machine Shop Equipment	2,610
Move Upholstery Equipment	1,287
Move Meat Cutting Equipment	2,100
Move Food Service Equipment	<u>3,698</u>
	\$11,430

In addition, it is estimated that \$12,000 will be expended in returning machine shop equipment to the Federal government.

SEPT 13, 76