

Des Moines Area Community College

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Board of Directors Meeting Minutes

5-10-1971

Board of Directors Meeting Minutes (May 10, 1971)

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

REGULAR MEETING

MAY 10, 1971

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Administration Building, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on Monday, May 10, 1971. The meeting was called to order by the Board President, Rolland Grefe, at 7:30 p.m.

ROLL CALL

Members present: Rolland Grefe
Harry Bloomquist
Ross Cramlet
David Longnecker
Harold Welin
Cecil Galvin
Max Kreager
Robert Lounsberry

Members absent: William Price

Others present: Paul Lowery, Superintendent
Jack Asby, Asst. Supt., Administrative Services
Irv Steinberg, Business Manager/Board Secretary
David Palmer, Instructor, Ankeny Campus
Phil Langerman, Asst. Supt., Instructional Services

APPROVAL
OF
MINUTES

A motion was made by R. Cramlet, seconded by H. Welin, that the minutes of the regular board meeting of April 19, 1971 be approved as presented. Motion passed.

PERSONNEL

It was moved by H. Welin, seconded by H. Bloomquist, that employment be offered to the following for the position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Jack Mastrofski	Comm. & Adv. Art Instr.	\$ 10,100	9- 1-71
Arthur Miller	Veterans Farm Coop. Instr.	11,000	5-13-71
Darlene Falck	Sec./Clerical Instr.	10,000	6- 7-71
Arthur Glynn	Food Service Instr.	12,250	7-15-71
Kenneth Clark	Day-Evening Counselor	13,000	7- 1-71

Motion passed.

RESIGNATIONS

A motion was made by M. Kreager, seconded by R. Cramlet, that the resignations of the following personnel be accepted:

Melvin Tullis, Automotive instructor, effective May 31, 1971
Larry Hughes, Physical Education instructor, effective May 31, 1971
William Buse, Copy Reproduction instructor, MDTA, effective May 31, 1971.

Motion passed.

MATERNITY
LEAVE

A motion was made by H. Welin, seconded by D. Longnecker, that a maternity leave be granted to Cheryl Goodrich, Data Processing instructor, effective June 1, 1971. Motion passed.

APPROVAL OF
LEASE FOR
MODEL CITIES
BRANCH OFFICE

A motion was made by H. Welin, seconded by H. Bloomquist, that approval be given to the renewal of a one year lease with the American Legion Lincoln Post #126 for the rental of space at 8th and Washington, Des Moines, Iowa, at a monthly fee of \$325.00. This lease is to continue until January 31, 1972 and the Board President and Secretary be authorized to sign said lease. Motion passed.

APPROVAL OF
ADVANCED
PLACEMENT
POLICY

A motion was made by M. Kreager, seconded by D. Longnecker, that the Advanced Placement Policy approved April 19, 1971 be amended as it pertains to transfer students. A copy of said amendment is attached hereto and made a part of these minutes. Motion passed.

APPROVAL TO
PAY FOR
RANDTRIEVER

A motion was made by H. Welin, seconded by M. Kreager, that approval be given to pay Sperry-Rand Corporation a 90% progress payment in the sum of \$100,500.00 for the randtriever, in accordance with the terms of the contract. Motion passed.

CURRICULUM
CHANGE IN
MARKETING
PROGRAM

It was moved by R. Lounsberry, seconded by D. Longnecker, that the curriculum for the Retail Marketing and Industrial Marketing Programs be changed as indicated on the sheets which are attached hereto and made a part of these minutes. The change would qualify the graduates for an Associate in Applied Science Degree in lieu of the Diploma previously issued. Motion passed.

CONTRACT FOR
MEDIA CENTER
EQUIPMENT

A motion was made by M. Kreager, seconded by R. Lounsberry, that contracts for the Media Center equipment and furniture, totaling \$44,636.13, be awarded to suppliers indicated on the attached list. Motion passed.

AWARD OF CONTRACT
FOR FOOD SERVICES
EQUIPMENT

It was moved by R. Lounsberry, seconded by H. Welin, that contracts for food service utensils and furniture, totaling \$25,342.82, be awarded to the suppliers indicated on the attached list. Motion passed.

SCHEDULE OF FEES
FOR RENTAL OF
BOONE FACILITIES

A motion was made by D. Longnecker, seconded by C. Galvin, that the proposed fee schedule for rental of Boone facilities by outside groups, a copy of which is attached hereto and made a part of these minutes, be approved. Motion passed.

AGREEMENT WITH
DPI RE VOCATIONAL
REHABILITATION
COUNSELOR

A motion was made by R. Lounsberry, seconded by M. Kreager, that approval be given for the continuation of an agreement with the Division of Rehabilitation Education and Services, Iowa State Department of Public Instruction, to provide matching funds in the amount of \$6,000 for one full-time vocational rehabilitation counselor and one secretary, and that the Board President and Secretary be authorized to sign said agreement. Motion passed.

APPROVAL OF
IOWASCRIP
PROJECT

It was moved by C. Galvin, seconded by M. Kreager, that approval be given to a 3-year project to provide occupational information to eleven selected high schools throughout the community college district, and that further approval be given to the Advisory Board members listed on the attached sheet; said project to be known as IOWAscript. Motion passed.

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

REGULAR MEETING

MAY 10, 1971

The regular monthly meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Administration Building, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on Monday, May 10, 1971. The meeting was called to order by the Board President, Rolland Grefe, at 7:30 p.m.

ROLL CALL

Members present: Rolland Grefe
Harry Bloomquist
Ross Cramlet
David Longnecker
Harold Welin
Cecil Galvin
Max Kreager
Robert Lounsberry

Members absent: William Price

Others present: Paul Lowery, Superintendent
Jack Asby, Asst. Supt., Administrative Services
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David Palmer, Instructor, Ankeny Campus
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APPROVAL
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PERSONNEL

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<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Jack Mastrofski	Comm. & Adv. Art Instr.	\$ 10,100	9- 1-71
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Arthur Glynn	Food Service Instr.	12,250	7-15-71
Kenneth Clark	Day-Evening Counselor	13,000	7- 1-71

Motion passed.

RESIGNATIONS

A motion was made by M. Kreager, seconded by R. Cramlet, that the resignations of the following personnel be accepted:

Melvin Tullis, Automotive instructor, effective May 31, 1971
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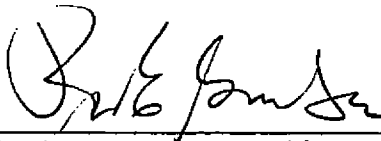
Motion passed.

CLAIMS AND
ACCOUNTS

It was moved by R. Cramlet, seconded by C. Galvin, that the claims and accounts, as presented, be approved for payment. Motion passed.

ADJOURNMENT

It was moved by R. Lounsberry, seconded by C. Galvin, that the meeting be adjourned. Motion passed and the meeting was adjourned at 10:15 p.m. The next regular meeting was set for June 14, 1971 at 7:30 p.m.



ROLLAND GREFE, President



IRV STEINBERG, Secretary

The Des Moines Area Community College accepts credits transferred from other accredited colleges and universities in which passing grades have been received. Courses which correspond to that equivalent course at the Des Moines Area Community College are transferred at face value and may be used to fulfill all major requirements. Courses for which there is no equivalent will be designated as electives. When a question exists as to the equivalency of courses, a request will be made for a description of that course from the college at which that course was taken.

DES MOINES AREA COMMUNITY COLLEGE

ADVANCED PLACEMENT POLICY
(Credit by Evaluation)

Board Approved
April 19, 1971
May 10,

The Des Moines Area Community College recognizes that many students, by virtue of previous educational preparation, military service, or employment experience, already possess the necessary skills and knowledges to successfully meet the minimum requirements of many of the basic courses included in their program of study.

In order to provide these students with the opportunity to enrich or to accelerate their educational experiences, an advanced placement policy has been developed by the College.

Here are a number of ways in which advanced placement can be attained. There is no charge for credit granted by evaluation.

TRANSFER STUDENTS

The Des Moines Area Community College accepts credits transferred from other accredited colleges and universities in which a "C" or above grade has been achieved. Courses which correspond to an equivalent course at the Des Moines Area Community College are transferred at face value and may be used to fulfill all major requirements. Courses for which there is no equivalent course will be designated as electives. When a question exists as to the equivalency of courses, a request will be made for a description of the course from the college at which that course was taken.

Students transferring from other colleges and universities will be permitted to transfer a maximum of sixty quarter hours of academic credit toward fulfillment of degree programs at the Des Moines Area Community College. All prior credits earned will be evaluated by the Registrar.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

The Des Moines Area Community College participates in the College Level Examination Program (CLEP) and will grant credit in areas comparable to courses listed in the College catalog. The College will also grant advanced placement and, where appropriate, college credit to those students who have taken college-level courses in high school and who have received a satisfactory score on the Advanced Placement Test of the College Examination Board.

The granting of credit and/or advanced placement will be determined following an evaluation of the examination by the Registrar and will be placed on the student's permanent records after he has completed a minimum of eighteen quarter hours of residence credit.

ATTENDANCE OF SELECTED HIGH SCHOOL STUDENTS

The Des Moines Area Community College offers the opportunity for selected high school students to attend credit courses when recommended and approved by the

(Over)

student's parents, guidance counselor, principal and the College. Students selected may enroll for one or two courses at the beginning of any term provided they follow the regular admissions, registration and counseling procedures and adhere to the regulations of the College. These courses are to be considered as additions to the student's total academic program rather than replacements for high school graduation requirements.

A high school student enrolled in any course will be required to meet the same standards as any other student and will be awarded the same credit for courses successfully completed. Records of credits will be maintained and may be applied against college requirements at the Des Moines Area Community College or at any other institution in which that student enrolls. Students who have not completed high school must insure an amount equal to his tuition is paid to the College by the school district in which he resides.

UNITED STATES ARMED FORCES INSTITUTE (USAFI) AND OTHER MILITARY SCHOOLS

The Des Moines Area Community College will recognize and grant credit to veterans for educational training completed in the Armed Forces and for college work completed through the United States Armed Forces Institute (USAFI), provided such credit is not a duplication of work previously taken.

Veterans must petition the Registrar for such credit and present authentic military service and training records. The recommendation of the American Council on Education, A Guide to the Evaluation of Education Experiences in the Armed Forces, will be used in evaluating military service school training. A copy of the serviceman's separation papers, DD Form 214, should be submitted to the Admission's Office.

USAFI college level credit courses taken by correspondence or by extension through another accredited college are accepted under regular transfer credit provisions. Official reports of the educational achievement must be mailed directly to the College from USAFI, Madison, Wisconsin.

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Members absent: William Price

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Arthur Glynn	Food Service Instr.	12,250	7-15-71
Kenneth Carr	Counselor, day-evening	13,000	7-1-71

Motion passed.

RESIGNATIONS

A motion was made by M. Kreager, seconded by R. Cramlet, that the resignations of the following personnel be accepted. Melvin Tullis, automotive instructor, effective *May 31*; Larry Hughes, physical education instructor, effective *May 31*; William Buse, DM Skill Center instructor, effective *May 31*. Motion passed.

maternity
MATERNITY LEAVE

A motion was made by H. Welin, seconded by D. Longnecker, that a ²maternity leave be granted to Cheryl Goodrich, data processing instructor, effective June 1, 1971. Motion passed.

APPROVAL OF LEASE
FOR MODEL CITIES
BRANCH OFFICE

A motion was made by H. Welin, seconded by H. Bloomquist, that approval be given to ^{the} renewal of a 1-year lease with the American Legion Lincoln Post #126 for the rental of space at 8th & Washington Streets, Des Moines, Iowa, at a monthly fee of \$325.00. This lease is to continue until January 31, 1972 and ~~that~~ the board president and secretary be authorized to sign said lease. Motion passed.

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CURRICULUM CHANGE
MARKETING PROGRAM

It was moved by R. Lounsberry, seconded by D. Longnecker, that the curriculum for the ^{and Industrial Marketing} Retail Marketing Programs be changed as indicated in the sheets ^{are} which is attached hereto and made a part of these minutes. ~~The~~ and that the program be changed from that of a diploma to applied science degrees. ^{Change would qualify the graduates for an Associate in Applied Science Degree in place of the diploma previously issued.}

CONTRACT FOR
MEDIA CENTER
EQUIPMENT

A motion was made by M. Kreager, seconded by R. Lounsberry, that contracts for the Media Center equipment and furniture, totaling \$44,636.13, be awarded to suppliers indicated on the attached list. Motion passed.

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FOR FOOD SERVICES
EQUIPMENT

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SCHEDULE OF FEES
FOR RENTAL OF
BOONE FACILITIES

A motion was made by D. Longnecker, seconded by C. Galvin, that the proposed fee schedule for rental of Boone facilities, ^{by individual groups} a copy of which is attached hereto and made a part of these minutes, be approved. Motion passed.

AGREEMENT WITH
DPI RE VOC REHAB
COUNSELOR

A motion was made by R. Lounsberry, seconded by M. Kreager, that approval be given for the continuation of an agreement with the Division of Rehabilitation Education and Services, Iowa State Department of Public Instruction, to provide matching funds in the amount of \$6,000.00 for one full-time Voc-Rehab counselor and one secretary, and that the board president and secretary be authorized to sign said agreement. Motion passed.

APPROVAL OF IOWA
SCRIPT PROJECT

It was moved by C. Galvin, seconded by M. Kreager, that approval be given to a 3-year project to provide occupational information to high school counselors, which will be referred to as Iowa Script; ^(Copy) and that further approval be given to placing on the Iowa Script Advisory Board those who are listed on the attached sheet. Motion passed.

CLAIMS AND
ACCOUNTS

It was moved by R. Cramlet, seconded by C. Galvin, that the claims and accounts, as presented, be approved for payment. Motion passed.

ADJOURNMENT

It was moved by R. Lounsberry, seconded by C. Galvin, that the meeting be adjourned. Motion passed and the meeting was adjourned at 10:15 p.m. The next regular meeting was set for June 14, 1971, at 7:30 p.m.

IRV STEINBERG, Secretary

ROLLAND GREEFE, President

ADVISORY BOARD - CONTACTED

Dr. Marvin Davis, Director
Regional Resource Center
112 - 116 11th Street
Des Moines, Iowa 50309

Mr. Don Bennink
Director of Guidance
Boone High School
Boone, Iowa

Mr. Carl T. Miles
Superintendent of School
Knoxville, Iowa

Mr. Bill Stewart
Tool & Die Program Chairman
Des Moines Area Community College

Mr. Rus Slicker
Director of General Education
Des Moines Area Community College

Mr. Ed Ranney
Consultant, Guidance Services
Department of Public Instruction
Grimes Building
Des Moines, Iowa

DES MOINES AREA COMMUNITY COLLEGE

Agenda

Monday, May 10, 1971 - 7:30 P.M.

Board Room - Ankeny Campus

1. CALL TO ORDER

2. APPROVAL OF MINUTES - April 19, 1971 Meeting

Cranlet, 2d Welin?

3. PERSONNEL

New:

- a. Jack Mastrofski, Commercial & Advertising Art instr., Ankeny
- b. Darlene Falck, Secretarial-Clerical instr., Ankeny
- c. Arthur Glynn, Food Service instr., Ankeny
- d. Arthur Miller, Veterans Farm Coop instr., Carroll
- e. Kenneth **CARR**, Counselor - # 13,000

Welin, 2d Bloomquist?

Resignations:

- a. Mel Tullis, Automotive instr., Ankeny
- b. Larry Hughes, P.E. instr., Boone
- c. William **BUSE**, DM Skill Center, Instructor

Kreager, 2d Cranlet

4. COMMUNICATIONS

- d. Cheryl Goodrich - Maturity Leave *ESS June 1st*

Welin, 2d Longnecker

5. REPORTS

- ✓ a. Ankeny graduation, May 28, 7:30 p.m., North High with Congressman Neal Smith as speaker. *208 GRADUATE*
- ✓ b. Boone graduation, May 28, 10:00 a.m., Boone. *Goedon GAMACK 95-42*
- ✓ c. Progress on redistricting - Jack Asby.
- ✓ d. Legislation - Max Kreager and Paul Lowery.
- ✓ e. Iowa Council of Area School Boards - Max Kreager.
- ✓ f. Regional Computer Center - W. Price. *title 3 - Phil knows about.*
- ✓ g. Consortium that will provide \$30,000 to the institution for staff development and in-service training in cooperation with Ellsworth Community College, Mankato State College; and Ottumwa Heights College with Southern Illinois University.
- ✓ h. Presentation of a program titled "A capsule picture of an area school" by our staff to the DPI staff at their monthly meeting on Monday, May 10.
- ✓ i. Volunteer Workshop at San Francisco and Denver.
- ✓ j. Report on meeting with Governor's Educational Advisory Committee.

6. UNFINISHED BUSINESS

22 M^(t) cumulative enrollment to date.

7. NEW BUSINESS

- ✓ a. Renewal of lease for one year for Model Cities facility on 8th and Washington, Des Moines. *\$325⁰⁰ Month from 8/1/75 1-31-72*
- ✓ b. Approval of Advanced Placement policy as per paragraph change under "Transfer Student." (Enclosed).
- ✓ c. Approval of 90% progress payment to Library Bureau for Randtriever in the amount of \$100,500.
- ✓ d. Curriculum change in Marketing Program from diploma to applied science degree (old and new curriculum enclosed).
- ✓ e. Awarding of contracts for Media Center equipment.
- ✓ f. Awarding of contracts for Food Service furniture & kitchen utensils and table service.
- ✓ g. Schedule of charges for use of college facilities by outside groups at Boone.
- ✓ h. Continuation of agreement to provide matching funds in the amount of \$6,000 for full-time rehabilitation counselor on campus.

Info ONLY Already Accomplished

8. OTHER ACTIVITIES

a. General Advisory Committee

9. PRESENTATION AND APPROVAL OF CLAIMS (Enclosed)

2d
Cramlet, Galvin

10. ADJOURNMENT

Resume^t of New Personnel

Name: Jack Mastrofski
 Age: 47
 Position: Commercial & Advertising Art instructor
 Division: Career Education
 Recommended salary: \$10,100 annual
 Most recent salary: \$9,150 (9 mos.) + summer
 Salary in relation to staff w/similar qualifications: Similar
 Education: B.F.A. - Drake University
 Experience: 6 yrs. teaching; 15 years in commercial art field
 Reason for recommending this person: Diverse practical background and teaching experience
 Beginning date of employment: September 1, 1971
 Length of contract: 9 mo.
 Reason for employment: Addition

** ** *

Name: Arthur Miller
 Age: 37
 Position: Veterans Farm Coop instructor
 Division: Career Education
 Recommended salary: \$11,000 annual
 Most recent salary: \$800/mo.
 Salary in relation to staff w/similar qualifications: Similar
 Education: B.S. in Agriculture
 Experience: 4 yrs. teaching; 9 yrs. related agriculture business
 Reason for recommending this person: Combination of teaching & related agriculture experience
 Beginning date of employment: May 13, 1971
 Length of contract: 12 mo.
 Reason for employment: Addition

** ** *

Name: Darlene Falck
 Age: 25
 Position: Secretarial-Clerical instructor
 Division: Career Education
 Recommended salary: \$10,000 annual
 Most recent salary: Student
 Salary in relation to staff w/similar qualifications: Similar
 Education: B.S. & M.S. in Business Education
 Experience: 4 yrs. of work experience as secretary; internship in college teaching
 Reason for recommending this person: Practical experience & educational background
 Beginning date of employment: June 7, 1971
 Length of contract: 12 month
 Reason for employment: Replacement for True Sherman for summer session
 Addition commencing with fall term

Name: Arthur Glynn
Age: 40
Position: Food Service instructor
Division: Career Education
Recommended salary: \$12,250 annual
Most recent salary: \$11,400
Salary in relation to staff
w/similar qualifications: Similar
Education: B.S. in Food Administration
Experience: Worked since 1959 in various areas of food service
supervision; limited teaching at Iowa State & Ottumwa
Reason for recommending this
person: Best qualified of persons interviewed
Beginning date of employment: July 15, 1971
Length of contract: 12 mo.
Reason for employment: Addition

Kenneth Carr -- day-evening counselor

PROPOSED FEE SCHEDULE FOR RENTAL OF BOONE FACILITIES

AUDITORIUM RENTAL:

I. Community Groups Where No Admission is Charged.

\$25 for a maximum of three hours. Each hour or fraction thereof in excess of three hours will be at the rate of \$6/hr.

II. Commercial or Community Group Where Admission is Charged.

\$40 for a maximum of three hours. Each hour or fraction thereof in excess of three hours will be at the rate of \$8/hr.

III. Special Contract.

The Boone Community School class plays, including four practices and one presentation, will be \$25 per play. Additional practice sessions will be assessed a fee of \$5.00 per practice.

GYM RENTAL:

I. Community Group Usage for Athletic-Type Activities.

Adults or adult supervised groups where no admission is charged will be \$10.00/hr.

II. Commercial Adult Group Usage for Athletic-Type Activities.

Adult or adult supervised groups where admission is charged will be \$20.00/hr.

III. Special Contract.

The Boone Community School athletic events will be \$8.00/hr. with custodial services provided by the College. If spectators are involved, supervisory staff are to be furnished by the Boone Community School. Time of practice periods and date of games subject to College schedule.

The above fees to include all utilities and custodial services unless rental period extends beyond 10:00 P.M. or occurs on weekends. If activities occur after hours, weekends or require unusual cleaning by school staff, additional charges will be assessed to cover the salary of staff performing the service.

SUMMARY OF RECOMMENDATIONS FOR AWARDED CONTRACTS
FOR FOOD SERVICE UTENSILS AND FURNITURE

May 10, 1971

Bolton & Hay	\$ 16,326.33
Hockenberg	3,784.24
Republic Steel Corp.	801.05
Fandrei, Inc.	37.00
Toledo Scale Company	1,274.00
Des Moines Cash Register	1,782.00
Ahern Pershing	<u>1,338.20</u>
Total Cost	\$ 25,342.82

SUMMARY OF RECOMMENDATIONS FOR AWARDING CONTRACTS
FOR MEDIA CENTER EQUIPMENT AND FURNITURE

May 10, 1971

Midwest Visual, Des Moines, Iowa	\$ 5,099.05
Fondrei, Inc., Des Moines, Iowa	5,516.41
Latta's, Inc., Cedar Falls, Iowa	1,171.80
Treck Photographic, Des Moines, Iowa	3,367.50
Iowa State Industries, Fort Madison, Iowa	327.80
Ahern Pershing, Des Moines, Iowa	8,494.27
Sears, Roebuck and Company, Des Moines	74.90
Triangle School Supply, Sioux Falls, South Dakota	19,107.00
Pigott, Inc., Des Moines, Iowa	219.00
IBM, Des Moines, Iowa	<u>1,258.40</u>
Total Cost:	\$44,636.13

Midwest Visual

	<u>Bid Item #'s</u>	<u>Description</u>	<u>Cost</u>
1.	1 - 13	P.A. System, L.G.I.	\$ 3,142.25
2.	54	16mm Projector, L.G.I.	1,241.60
3.	55	Slide Projector, L.G.I.	479.20
4.	56	Filmstrip Projector, L.G.I.	236.00

Fandref, Inc.

1.	14 - 17	Drapes and Curtains	2,640.00
2.	101	Tables for Copy Cameras	40.00
3.	105	Classroom Tables	2,252.25
4.	107	Folding Chairs	192.48
5.	108	Folding Chairs W/Tablet Arm	391.68

Latta's, Inc.

1.	21	Projection Carts	115.80
2.	22	Projection Carts	262.00
3.	23 - 26	McNeff Furniture	630.10
4.	103	Typing Tables	163.90

Track Photographic

1.	27 - 29	Enlarging Counters	1,613.00
2.	30 - 32	Darkroom Sink, Complete	736.50
3.	33	Chem. Mixer	248.00
4.	34	Print Washer	315.00
5.	35	Timers, Wall Mounted	280.00
6.	37 - 38	Safelights	175.00

Iowa State Industries

1.	110	Lecterns	327.80
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Ahexn Pershing

1.	16 - 19	Drawing Tables/w Drawers	391.90
2.	20	Stools	47.00
3.	75 - 81	Coat Racks	438.76
4.	82	Steno Chairs	352.38
5.	83	Secretarial Desks	697.28
6.	86	Side Chairs	226.35
7.	87	Bookcases	288.95
8.	88	Banks - Office	366.72
9.	90	Two-Drawer File Cabinet	46.04

Ahem Parshing (Continued)

	<u>Bid Item #'s</u>	<u>Description</u>	<u>Cost</u>
10.	91	Four-Drawer File Cabinets	\$ 197.04
11.	92	Conference Chairs with Casters	2,684.88
12.	93	Conference Chairs - No Casters	297.15
13.	94	Conference Tables	209.92
14.	95	Instructor's Chairs	146.28
15.	96	Folding Table (Mitchell - Saturne)	316.50
16.	97	Folding Table (Mitchell - Saturne)	55.40
17.	98	Folding Table (Mitchell - Saturne)	280.00
18.	99	Folding Table (Mitchell - Saturne)	355.50
19.	102	Desks	277.22
20.	109	Classroom Folding Tables	819.60

Sears

1.	61 - 62	Sink	22.00
2.	63	Sink	52.90

Pigott, Inc.

1.	89	Office Chairs	219.00
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Triangle

1.	39	Steel Cabinets	206.20
2.	40 - 45	Steel Shelving	2,883.00
3.	46 - 53	Display Equipment	395.80
4.	60	Projection Screens, L. G. I.	1,410.00
5.	100	Student Chairs W/Book Racks	752.25
6.	104	Student Chairs	2,128.00
7.	106	Student Chairdesks	11,331.75

IBM

1.	84	Card Typewriters	418.40
2.	85	Selectric Typewriters	840.00

DES MOINES AREA COMMUNITY COLLEGE

ADVANCED PLACEMENT POLICY
(Credit by Evaluation)

Board Approved
April 19, 1971

The Des Moines Area Community College recognizes that many students, by virtue of previous educational preparation, military service, or employment experience, already possess the necessary skills and knowledges to successfully meet the minimum requirements of many of the basic courses included in their program of study.

In order to provide these students with the opportunity to enrich or to accelerate their educational experiences, an advanced placement policy has been developed by the College.

Here are a number of ways in which advanced placement can be attained. There is no charge for credit granted by evaluation.

TRANSFER STUDENTS

The Des Moines Area Community College accepts credits transferred from other accredited colleges and universities in which passing grades have been received. Courses which correspond to that equivalent course at the Des Moines Area Community College are transferred at face value and may be used to fulfill all major requirements. Courses for which there is no equivalent will be designated as electives. When a question exists as to the equivalency of courses, a request will be made for a description of that course from the college at which that course was taken.

Students transferring from other colleges and universities will be permitted to transfer a maximum of sixty quarter hours of academic credit toward fulfillment of degree programs at the Des Moines Area Community College. All prior credits earned will be evaluated by the Registrar.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) AND COLLEGE ENTRANCE EXAMINATION BOARD (CEEB)

The Des Moines Area Community College participates in the College Level Examination Program (CLEP) and will grant credit in areas comparable to courses listed in the College catalog. The College will also grant advanced placement and, where appropriate, college credit to those students who have taken college-level courses in high school and who have received a satisfactory score on the Advanced Placement Test of the College Examination Board.

The granting of credit and/or advanced placement will be determined following an evaluation of the examination by the Registrar and will be placed on the student's permanent records after he has completed a minimum of eighteen quarter hours of residence credit.

ATTENDANCE OF SELECTED HIGH SCHOOL STUDENTS

The Des Moines Area Community College offers the opportunity for selected high school students to attend credit courses when recommended and approved by the

(Over)

student's parents, guidance counselor, principal and the College. Students selected may enroll for one or two courses at the beginning of any term provided they follow the regular admissions, registration and counseling procedures and adhere to the regulations of the College. These courses are to be considered as additions to the student's total academic program rather than replacements for high school graduation requirements.

A high school student enrolled in any course will be required to meet the same standards as any other student and will be awarded the same credit for courses successfully completed. Records of credits will be maintained and may be applied against college requirements at the Des Moines Area Community College or at any other institution in which that student enrolls. Students who have not completed high school must insure an amount equal to his tuition is paid to the College by the school district in which he resides.

UNITED STATES ARMED FORCES INSTITUTE (USAFI) AND OTHER MILITARY SCHOOLS

The Des Moines Area Community College will recognize and grant credit to veterans for educational training completed in the Armed Forces and for college work completed through the United States Armed Forces Institute (USAFI), provided such credit is not a duplication of work previously taken.

Veterans must petition the Registrar for such credit and present authentic military service and training records. The recommendation of the American Council on Education, A Guide to the Evaluation of Education Experiences in the Armed Forces, will be used in evaluating military service school training. A copy of the serviceman's separation papers, DD Form 214, should be submitted to the Admission's Office.

USAFI college level credit courses taken by correspondence or by extension through another accredited college are accepted under regular transfer credit provisions. Official reports of the educational achievement must be mailed directly to the College from USAFI, Madison, Wisconsin.

RETAIL MARKETING CURRICULUM

NEW

May 3, 1971

QUARTER I

	<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
121:101 English I	3	35		
241:110 Principles of Accounting I	3	35	22	
217:231 Introduction to Business	3	35		
217:573 Psychology & Human Relations	3	57		
217:552 Salesmanship	3	35	22	
217:531 Business Mathematics	2	35	11	
	<u>17</u>	<u>232</u>	<u>55</u>	<u>287</u>

QUARTER II

138:101 Economics I	3	35		
241:111 Principles of Accounting II	3	35	22	
241:185 Business Law	3	57		
217:522 Marketing Office Procedures	3	22	35	
217:242 Principles of Marketing	3	46		
138:151 Speech	3	35		
	<u>18</u>	<u>230</u>	<u>57</u>	<u>287</u>

QUARTER III

138:102 Economics II	3	35		
217:572 Business Communications	2	35		
217:559 Physical Distribution	2	46		
211:533 Retail Product Analysis I	3	35	22	
211:513 Retailing I	5	70	44	
	<u>15</u>	<u>221</u>	<u>66</u>	<u>287</u>

QUARTER IV

211:594 Retail Field Experience	15	Minimum of 300 hours		
211:593 Field Training Seminar	2	36	300	
	<u>17</u>	<u>36</u>	<u>300</u>	<u>336</u>

QUARTER V

211:515 Retailing II	3	35	35	
217:525 Supervisory Development	2	35	11	
211:535 Retail Product Analysis II	3	35	22	
211:595 Retail Field Experience II	7	Minimum of 144 hours		
	<u>15</u>	<u>105</u>	<u>212</u>	<u>317</u>

RETAIL MARKETING

QUARTER VI

	<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
211:545 Retail Management Problems I	2	46		
217:523 Advertising and Sales Promotion	3	57		
211:527 Buying and Mdse. Control	2	35		
211:596 Retail Field Experience III	7	Minimum of 144 hours		
217:537 Data Processing for Business	2	35		
	<hr/> 16	<hr/> 173	<hr/> 144	<hr/> 317

QUARTER VII

241:243 Office Management	3	35		
211:547 Retail Management Problems II	2	35		
211:528 Buying and Mdse. Control II	3	35	35	
* Social Science Elective	3	35		
211:597 Retail Field Experience	7	Minimum of 144 hours		
	<hr/> 18	<hr/> 140	<hr/> 179	<hr/> 319

*To be selected from Social Science Departments #135 or #136.

OLD

DEPARTMENT STORE MARKETING

The Department Store Marketing program is designed to prepare the student to enter and be successful in the field of retail mid-management. The program is organized to give the student a foundation in business and retail marketing and then to build the management skills of supervision and merchandise control upon this. The curriculum is implemented with classroom, laboratory, and field experience. A boutique merchandising laboratory complements the instructional program. Upon completion of the program a student will be prepared for successful employment in the following occupations: fashion merchandising, assistant manager, assistant buyer, department head, division head, manager of a specialty store or shop, proprietor of a retail store.

PROGRAM OF STUDY

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
<u>FIRST QUARTER</u>					
299:011	Orientation	R	10		10
217:581	Speech	3	40	28	68
217:521	Economics	3	57		57
217:511	Accounting I	4	50	32	82
217:571	Business Math	3	40	28	68
217:531	Introduction to Business	3	40	17	57
		<u>16</u>	<u>220</u>	<u>105</u>	<u>342</u>
<u>SECOND QUARTER</u>					
217:522	Marketing Office Practices	2	10	26	36
217:572	Communication Skills	3	57		57
217:512	Accounting II	4	50	28	78
217:542	Principles of Marketing	3	50	7	57
217:552	Salesmanship I	3	30	27	57
217:562	Business Law	3	57		57
		<u>18</u>	<u>254</u>	<u>88</u>	<u>342</u>
<u>THIRD QUARTER</u>					
211:513	Retailing I	7	80	60	140
217:523	Advertising and Sales Promotion	3	40	17	57
211:533	Retail Product Analysis I	4	50	38	88
217:573	Industrial Relations	3	57		57
		<u>17</u>	<u>227</u>	<u>115</u>	<u>342</u>
<u>FOURTH QUARTER</u>					
211:594	Retail Field Experience I	16	Minimum of 360 hrs.		
<u>FIFTH QUARTER</u>					
211:545	Retail Management Problems I	3	40	17	57
217:525	Supervisory Development	3	40	27	67
211:515	Retailing II	3	40	17	57
211:535	Retail Product Analysis II	3	30	27	57
211:595	Retail Field Experience II	7		144	144
		<u>19</u>	<u>150</u>	<u>232</u>	<u>382</u>
<u>SIXTH QUARTER</u>					
211:596	Retail Field Experience III	16	Minimum of 360 hrs.		

Department Store Marketing - 2

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
<u>SEVENTH QUARTER</u>					
211:547	Retail Management Problems II	3	30	37	67
211:527	Merchandising and Control	6	75	46	121
217:537	Data Processing for Business	2	40	7	47
217:559	Physical Distribution	3	40	31	71
135:567	American Institutions	3	36		36
		<u>17</u>	<u>221</u>	<u>121</u>	<u>342</u>

Total Credit Hours - 119
Total Contact Hours - 2470

COURSE DESCRIPTIONS

FIRST QUARTER

- 299:011 Orientation Credits - Required
- This required course is designed to acquaint the new student with the Des Moines Area Community College and vocational-technical education; including the role and responsibility of career educationally trained workers in our present society.
- 217:581 Speech Credits - 3
- Includes a study of the principles of the different purposes and forms of oral communications used in the business world. Application of these principles will be made through video taped student presentations.
- 217:521 Economics Credits - 3
- Presents economics as the framework in which the individual business must operate. It emphasizes the understanding of macro-economic conditions which will enable the businessman to make subjective management decisions.
- 217:511 Accounting I Credits - 4
- Emphasizes the understanding of how an accounting system operates. Emphasis is placed on accounting for marketing type businesses.
- 217:571 Business Math Credits - 3
- Mathematics as it relates to business operations is studied. Emphasis is placed on quantitative problem solving relating to credit, finance, and merchandising.
- 217:531 Introduction to Business Credits - 3
- A basic understanding of how the individual business functions is developed. Organizational and operative techniques are emphasized.

SECOND QUARTER

217:522 Marketing Office Practices Credits - 2

Prepares the student with an employable proficiency in the techniques and operation of the typewriter, calculator, adding machine, and filing.

217:572 Communication Skills Credits - 3

Oral and written communications to enable the student to prepare himself for meeting job requirements and needs in the business world. Basic subject material includes business letters, job applications, proper use of business forms, basic speech, and oral communications.

217:512 Accounting II Credits - 4

Quantitative analysis of financial statements is presented. Emphasis is placed on inventory control methods and statements. Prerequisite: Accounting I.

217:542 Principles of Marketing Credits - 3

Presents an institutional approach to the study of marketing. Retail, wholesale, and manufacturer marketing activities are studied in depth.

217:552 Salesmanship I Credits - 3

The fundamentals of persuasive communications as applied to successful selling are presented. Practical application of these principles is made through extensive use of video taped simulated sales presentations.

217:562 Business Law Credits - 3

To familiarize students with various situations in which the businessman becomes involved with legal implications in business transactions. Case problems are used to practically relate the principles that are introduced.

THIRD QUARTER

211:513 Retailing I Credits - 7

Operative principles and methods of the retail store are studied. Retail salesmanship, display, cash register, credit, and stockroom procedures are applied. In the retail lab, fashion merchandising concepts are introduced and applied with a simulated fashion merchandising business game.

217:523 Advertising and Sales Promotion Credits - 3

Examines the various sales promotion media and their application. The mechanics, cost, and timing of advertising are studied and applied through student organized simulated advertising campaigns.

211:533 Retail Product Analysis I

Credits - 4

Examines and identifies the basic technology concerning textile materials and their application to retail fashion and staple merchandising. Emphasis is placed on the student's application of this product knowledge in the retail product analysis lab.

217:573 Industrial Relations

Credits - 3

To give the student a practical working knowledge of human relations in business and industry. Special emphasis is placed upon the understanding of the causes of behavior and its effects upon the employee in industry.

FOURTH QUARTER

211:594 Retail Field Experience I

Credits - 16

Consists of twelve weeks of full-time successful introductory on-the-job training in a cooperating retail training station. Emphasis is placed on stock room procedures and retail salesmanship techniques. Development and supervision of a training plan will be made by a retail teacher-coordinator.

FIFTH QUARTER

211:545 Retail Management Problems I

Credits - 3

Presents a problem solving approach to the operative principles and methods of the retail store. Management decision making is emphasized through the use of case problems.

217:525 Supervisory Development

Credits -3

The principles and methods of supervision are studied. Special emphasis is placed on motivation, control, and training of employees. Application of these principles is made with video taped simulated supervisory presentations.

211:515 Retailing II

Credits - 3

Management principles and methods of the retail store are studied. Location and layout, equipment and facilities, and merchandising concepts are studied and applied in the retail store lab. Principles and methods of managing fashion and staple merchandise departments are studied in depth. Prerequisite: Retailing I.

211:535 Retail Product Analysis II

Credits - 3

Examines and identifies the basic technology concerning the hard line merchandise found in the typical retail store. Emphasis is placed on the student's application of this product knowledge in the retail product analysis lab. Prerequisite: Retail Product Analysis I.

211:595 Retail Field Experience II Credits - 7

Consists of retail training of the level prescribed in the individual training plan. Exposure will be given to fall merchandising techniques. The training will be scheduled two days a week in an approved cooperating training station. Supervision of the training plan will be made by the retail teacher-coordinator. Prerequisite: Retail Field Experience I.

SIXTH QUARTER

211:596 Retail Field Experience III Credits - 16

Consists of twelve weeks of full-time on-the-job training of the level prescribed in the individual training plan. Exposure will be given to Christmas merchandising, merchandise control, and supervision. Supervision of the training plan will be made by the retail teacher-coordinator. Prerequisite: Retail Field Experience II.

SEVENTH QUARTER

211:547 Retail Management Problems II Credits - 3

Presents a problem solving approach to the management principles and methods of the retail store. Emphasis is placed on effective management decision making in advisory group situations. Prerequisite: Retail Management Problems I.

211:527 Merchandising and Control Credits - 6

Controlling the right quantity and quality of merchandise for a fashionable and staple goods department is studied. Emphasis is placed on the concept of maximizing profits with a minimum of merchandise investment. Actual control systems are developed in the retail store lab. Simulated experience is given with an inventory control business game.

217:537 Data Processing for Business Credits - 2

An introduction to the field of data processing. Present and future applications of data processing to business operation is emphasized, and applied with a business game.

217:559 Physical Distribution Credits - 3

Transportation and warehousing as a function of the marketing process is examined. The principles and methods of physical distribution is studied in depth.

135:567 American Institutions Credits - 3

An integrated approach to the study of American political, economic and social institutions. Emphasis will be placed upon the structures and processes of the contemporary systems.

INDUSTRIAL MARKETING CURRICULUM

May 3, 1971

QUARTER I

	<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
121:101 English I	3	35		
241:110 Principles of Accounting I	3	35	22	
217:231 Introduction to Business	3	35		
217:573 Psychology & Human Relations	3	57		
217:552 Salesmanship	3	35	22	
217:531 Business Mathematics	2	35	11	
	<u>17</u>	<u>232</u>	<u>55</u>	<u>287</u>

QUARTER II

138:101 Economics I	3	35		
241:111 Principles of Accounting II	3	35	22	
241:185 Business Law	3	57		
217:522 Marketing Office Procedures	3	22	35	
217:242 Principles of Marketing	3	46		
138:151 Speech	3	35		
	<u>18</u>	<u>230</u>	<u>57</u>	<u>287</u>

QUARTER III

138:102 Economics II	3	35		
217:572 Business Communications	3	35		
217:559 Physical Distribution	2	46		
217:523 Advertising and Sales Promotion	3	57		
217:553 Industrial Marketing	3	35	22	
217:543 Industrial Product Analysis	3	35	22	
	<u>17</u>	<u>243</u>	<u>44</u>	<u>287</u>

QUARTER IV

217:594 Industrial Field Experience I	15	Minimum of 300 hours		
217:593 Field Experience Seminar	2	36		
	<u>17</u>	<u>36</u>	<u>300</u>	<u>336</u>

QUARTER V

217:545 Industrial Prod. Analysis II	3	35	22	
217:513 Manufacturing Processes I	3	35	22	
217:525 Supervisory Development	3	35	22	
217:595 Industrial Field Experience II	7	Minimum of 144 hours		
	<u>16</u>	<u>105</u>	<u>210</u>	<u>315</u>

QUARTER VI

217:536 Industrial Electrical Product Analysis	3	35	22	
217:516 Manufacturing Processes II	3	35	22	
217:526 Purchasing	3	35	22	
217:596 Industrial Field Experience III	7	Minimum of 144 hours		
	<u>16</u>	<u>105</u>	<u>210</u>	<u>315</u>

INDUSTRIAL MARKETING

QUARTER VII

		<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
217:557	Advanced Industrial Sales	3	35	22	
241:243	Office Management	3	35		
*	Social Science Elective	3	35		
217:537	Data Processing for Business	2	35		
217:597	Industrial Field Experience IV	7	Minimum of 144 hrs.		
		18	140	166	306

*To be selected from Social Science Departments #135 or #136.

INDUSTRIAL MARKETING CURRICULUM

May 3, 1971

QUARTER I

	<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
121:101 English I	3	35		
241:110 Principles of Accounting I	3	35	22	
217:231 Introduction to Business	3	35		
217:573 Psychology & Human Relations	3	57		
217:552 Salesmanship	3	35	22	
217:531 Business Mathematics	2	35	11	
	<hr/> 17	<hr/> 232	<hr/> 55	<hr/> 287

QUARTER II

138:101 Economics I	3	35		
241:111 Principles of Accounting II	3	35	22	
241:185 Business Law	3	57		
217:522 Marketing Office Procedures	3	22	35	
217:242 Principles of Marketing	3	46		
138:151 Speech	3	35		
	<hr/> 18	<hr/> 230	<hr/> 57	<hr/> 287

QUARTER III

138:102 Economics II	3	35		
217:572 Business Communications	3	35		
217:559 Physical Distribution	2	46		
217:523 Advertising and Sales Promotion	3	57		
217:553 Industrial Marketing	3	35	22	
217:543 Industrial Product Analysis	3	35	22	
	<hr/> 17	<hr/> 243	<hr/> 44	<hr/> 287

QUARTER IV

217:594 Industrial Field Experience I	15	Minimum of 300 hours		
217:593 Field Experience Seminar	2	36		
	<hr/> 17	<hr/> 36	<hr/> 300	<hr/> 336

QUARTER V

217:545 Industrial Prod. Analysis II	3	35	22	
217:513 Manufacturing Processes I	3	35	22	
217:525 Supervisory Development	3	35	22	
217:595 Industrial Field Experience II	7	Minimum of 144 hours		
	<hr/> 16	<hr/> 105	<hr/> 210	<hr/> 315

QUARTER VI

217:536 Industrial Electrical Product Analysis	3	35	22	
217:516 Manufacturing Processes II	3	35	22	
217:526 Purchasing	3	35	22	
217:596 Industrial Field Experience III	7	Minimum of 144 hours		
	<hr/> 16	<hr/> 105	<hr/> 210	<hr/> 315

INDUSTRIAL MARKETING

QUARTER VII

	<u>QTR. HRS.</u>	<u>CLASS HRS.</u>	<u>LAB HRS.</u>	
217:557	3	35	22	
241:243	3	35		
*	3	35		
217:537	2	35		
217:597	7	Minimum of 144 hrs.		
	<u>18</u>	<u>140</u>	<u>166</u>	<u>306</u>

*To be selected from Social Science Departments #135 or #136.

INDUSTRIAL MARKETING

The Industrial Marketing program is designed to prepare the student to enter and be successful in the field of industrial sales and marketing. The program is organized to give the student a foundation in business and marketing and then to build the industrial marketing concept upon this. Manufacturing processes and industrial product knowledge is also emphasized. The curriculum is implemented with classroom, laboratory, and field training. Upon completion of the program a student will be prepared for successful employment in the following occupations: manufacturing, representative, sales representative, industrial distributor salesman, purchasing, customer service and order desk salesman.

PROGRAM OF STUDY

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
<u>FIRST QUARTER</u>					
299:011	Orientation	R	10		10
217:581	Speech	3	40	28	68
217:521	Economics	3	57		57
217:511	Accounting I	4	50	32	82
217:571	Business Math	3	40	28	68
217:531	Introduction to Business Management	3	40	17	57
		<u>16</u>	<u>237</u>	<u>105</u>	<u>342</u>
<u>SECOND QUARTER</u>					
217:522	Marketing Office Procedures	2	10	26	36
217:572	Communication Skills	3	57		57
217:512	Accounting II	4	50	28	78
217:542	Principles of Marketing	3	50	7	57
217:552	Salesmanship I	3	30	27	57
217:562	Business Law	3	57		57
		<u>18</u>	<u>254</u>	<u>88</u>	<u>342</u>
<u>THIRD QUARTER</u>					
217:513	Manufacturing Process I	4	50	28	78
217:543	Industrial Product Analysis I	4	50	32	82
217:553	Industrial Marketing I	3	40	17	57
217:523	Advertising and Sales Promotion	3	40	28	68
217:573	Industrial Relations	3	57		57
		<u>17</u>	<u>237</u>	<u>105</u>	<u>342</u>
<u>FOURTH QUARTER</u>					
217:594	Industrial Field Experience I	16		360	360
<u>FIFTH QUARTER</u>					
217:545	Industrial Product Analysis II	4	50	27	77
217:555	Industrial Marketing II	4	40	37	77
217:525	Supervisory Development	3	40	27	67
217:595	Industrial Field Experience II	9		178	178
		<u>20</u>	<u>130</u>	<u>269</u>	<u>399</u>

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
<u>SIXTH QUARTER</u>					
217:536	Industrial Electrical Product Analysis	4	50	27	77
217:526	Purchasing	3	40	27	67
217:516	Manufacturing Processes II	4	50	27	77
217:596	Industrial Field Experience III	9		178	178
		<u>20</u>	<u>140</u>	<u>259</u>	<u>399</u>
<u>SEVENTH QUARTER</u>					
217:557	Advanced Industrial Salesmanship	3	30	37	67
217:517	Physical Distribution Management	3	40	31	71
217:537	Data Processing for Business	2	40	7	47
135:527	American Institutions	3	36		36
217:597	Industrial Field Experience IV	9		178	178
		<u>20</u>	<u>146</u>	<u>253</u>	<u>399</u>

Total Credit Hours - 120
Total Contact Hours - 2223

COURSE DESCRIPTIONS

FIRST QUARTER

- 299:011 Orientation Credits - Required
- This required course is designed to acquaint the new student with the Des Moines Area Community College and vocational-technical education, including the role and responsibility of career educationally trained workers in our present society.
- 217:581 Speech Credits - 3
- Includes a study of the principles of the different purposes and forms of oral communications used in the business world. Application of these principles will be made through video taped student presentations.
- 217:521 Economics Credits - 3
- Presents economics as the framework in which the individual business must operate. It emphasizes the understanding of macro-economic conditions which will enable the businessman to make subjective management decisions.
- 217:511 Accounting I Credits - 4
- Emphasizes the understanding of how an accounting system operates. Emphasis is placed on accounting for marketing type businesses.
- 217:571 Business Math Credits - 3
- Mathematics as it relates to business operations. Emphasis is placed on quantitative problem solving relating to credit, finance, and merchandising.
- 217:531 Introduction to Business Management Credits - 3
- A basic understanding of how the individual business functions; organizational and operative techniques are emphasized.

SECOND QUARTER

- 217:522 Marketing Office Procedures Credits - 2
Prepares the student with an employable proficiency in the techniques and operation of the typewriter, calculator, adding machines, and filing.
- 217:572 Communication Skills Credits - 3
Oral and written communications to enable the student to prepare himself for meeting job requirements and needs in the business world. Basic subject material includes business letters, job applications, proper use of business forms, basic speech, and oral communications.
- 217:512 Accounting II Credits - 4
Quantitative analysis of financial statements is presented. Emphasis is placed on inventory control methods and statements.
Prerequisite: Accounting I.
- 217:542 Principles of Marketing Credits - 3
Presents an institutional approach to the study of marketing. Retail, wholesale, and manufacturer marketing activities are studied in depth.
- 217:552 Salesmanship I Credits - 3
The fundamentals of persuasive communications as applied to successful selling. Practical application of these principles is made through extensive use of video taped simulated sales presentations.
- 217:562 Business Law Credits - 3
The various situations in which the businessman becomes involved with legal implications in business transactions is presented. Case problems are used to practically relate the principles that are introduced.

THIRD QUARTER

- 217:513 Manufacturing Process I Credits - 4
Introduces and examines the production processes and techniques of those businesses in which the industrial marketing or purchasing personnel work.
- 217:543 Industrial Product Analysis I Credits - 4
The industrial commodity approach to industrial marketing is studied. An examination of products typically handled by the industrial distributor is made in the industrial product analysis lab.
- 217:553 Industrial Marketing I Credits - 3
Introduces and investigates the functional areas of industrial marketing. Industrial distributor and manufacturer marketing principles and methods are examined. Industrial Marketing simulated experiences will be given through an Industrial Marketing business game.

- 217:523 Advertising and Sales Promotion Credits - 3
- Examines the various sales promotion media and their application. The mechanics, cost, and timing of advertising are studied, and applied through student organized simulated advertising campaigns.
- 217:573 Industrial Relations Credits - 3
- To give the student a practical working knowledge of human relations in business and industry. Special emphasis is placed upon the understanding of the causes of behavior and its effects upon the employee in industry.
- FOURTH QUARTER
- 217:594 Industrial Field Experience I Credits - 16
- Consists of twelve weeks of full-time successful introductory on-the-job training in a cooperating industrial training station. Weekly business training sessions are held. Development and supervision of a training plan will be made by an industrial marketing teacher-coordinator.
- FIFTH QUARTER
- 217:545 Industrial Product Analysis II Credits - 4
- Indepth studies of industrial marketed commodities are made. Application of these studies will be made in the industrial product analysis lab. Simulate purchasing and sales presentation will be made in the sales and purchasing labs. A Thomas Micro-Catalog system will be used extensively in this course. Prerequisite: Industrial Product Analysis I.
- 217:555 Industrial Marketing II Credits - 4
- Operative principles and methods of industrial marketing institutions are presented. Decision making skills are developed through problem solving of case studies. Prerequisite: Industrial Marketing I.
- 217:525 Supervisory Development Credits - 3
- The principles and methods of supervision are studied. Special emphasis is placed on motivation, control, and training of employees. Application of these principles is made with video taped simulated supervisory presentations.
- 217:595 Industrial Field Experience II Credits - 9
- Consists of field training of the level prescribed in the individual training plan. The training is scheduled in an approved cooperating industrial marketing training station from 12:30 to approximately 4:30 each day. The training plan will be supervised by the Industrial Marketing teacher-coordinator. Pre requisite: Industrial Field Experience I.
- SIXTH QUARTER
- 217:536 Industrial Electrical Product Analysis Credits - 4
- Industrial marketed electrical products are studied. Application of the study of these products and equipment will be made in the product analysis lab.

- 217:526 Purchasing Credits - 3
Presents the purchasing function and its relationship in the manufacturing and distributor type industrial businesses. Purchasing systems are studied, developed and applied in the simulated purchasing lab.
- 217:516 Manufacturing Processes II Credits - 4
Indepth studies of the production process is made. Production control and the application of new products and processes are emphasized. Application is made in the industrial lab, and with field trips.
Prerequisite: Manufacturing Processes I.
- 217:596 Industrial Field Experience III Credits - 9
Consists of field training of the level scheduled in the individual field training plan. The training is scheduled from 12:30 to approximately 4:30 each day. The training plan will be supervised by an Industrial Marketing teacher-coordinator. Prerequisite: Industrial Field Experience II.
- SEVENTH QUARTER
- 217:557 Advanced Industrial Salesmanship Credits - 3
Order desk, counter, and outside salesmanship principles are studied in depth. Application of these principles will be made in the industrial marketing lab with video taped simulated sales situations. The acquired industrial product knowledge will also be applied in these presentations. A sales management organization game will introduce sales management principles and techniques.
- 217:517 Physical Distribution Management Credits - 3
Transportation and warehousing as a function of the marketing process is examined. The principles and methods of physical distribution in depth.
- 217:537 Data Processing for Business Credits - 2
An introduction to the field of data processing. Present and future applications of data processing to business operation is emphasized, and applied with a business game.
- 135:527 American Institutions Credits - 3
An integrated approach to the study of American political, economic and social institutions. Emphasis will be placed upon the structures and processes of the contemporary systems.
- 217:597 Industrial Field Experience IV Credits - 9
This unit of instruction will complete training activities in all areas of marketing in the cooperating training station. The training is scheduled from 12:30 to approximately 4:30 each day. The training plan will be supervised by an Industrial Marketing teacher-coordinator.
Prerequisite: Industrial Field Experience III.

BILLS TO BE BOARD APPROVED

May 3, 1971

*Combined
total*

Mr. Edwin Acala	Services	25.60
Addressograph Multigraph Corp	Service	34.90
Agronomy Publications	Book	6.35
Ahern Pershing	Equipment	68.93
Ahern Pershing	Supplies	18.90
Ahern Pershing	Equipment	307.65
Ahern Pershing	Supplies	53.80
Ahern Pershing	Equipment	46.00
Ahern Pershing	"	89.73
Ahern Pershing	"	5.90
Air Products	Supplies	66.54
Allied Radio Shack	"	3.55
Frances Andahl	Service	6.00
Americana Annual Corp.	Book	7.95
American Assoc. of School Adm'n.	Book	8.00
American Assn. for Voc. Instr.	Book	20.81
American Oil Co.	Expenses for Supt's Car	8.95
American Rubber Stamp Co.	Supplies	1.75
American Technical Soc.	"	7.48
American Vocational Assoc.	Book	1.75
Ankeny Ben Franklin	Supplies	3.55
Ankeny Concrete Block, Inc.	"	8.50
Ankeny Motors, Inc.	Equipment	3350.00
Ankeny Paint & Wallpaper	Supplies	1.71
Ankeny Ready-Mix, Inc.	"	20.25
Ankeny Ready-Mix, Inc.	"	12.65
John Swearer Company	Service	28.00
Beaverdale Photo Supplies	"	29.63
Birmingham & Prosser	Supplies	168.82
Baker Machinery Co.	"	44.55
Barton Solvents, Inc.	"	57.00
Beaverdale Photo Supplies	Service	87.77
Bill Plate Sharpening Serv.	"	1.30
Clyde Black & Son	Supplies	16.20
Block & Co., Inc.	Supplies	6.32
Boone Community Schools	Services	256.53
Boone County Hospital	Supplies	3.50
R. R. Bowker Co.	Subscription	16.75
Dr. Eli Bower, Professor	Service	100.00
Brandon Films, Inc.	Film	32.35
Jane Brown	Service	6.00
Building Maint.	Service	2078.00
Bureau of Business Prac.	Subscription	25.92
Burgess Publishing Co.	Books	12.30
Caedmon	Books	16.19

600.91

117.40



Combined total

Capitol Printing Ink, Inc.	Supplies		\$	(4.15)
Capital Sanitary Supply	"			109.31
Capital Supply	"	332. ⁰¹		203.83
"	"			18.81
Capitol Printing Ink	"	276. ⁸⁹		(223.99)
Capitol Printing Ink	"			(48.75)
Russell Carlson	Service			6.00
Carpenter Paper Co.	Supplies			221.36
Arnold Carson, Ph.D.	Service			390.00
Cenco	Supplies			31.89
Cenco	"	254. ³⁷		129.03
Central Scientific Co.	"			93.45
Century Supply Co., Inc.	"			28.41
Chek-Chart	Book			51.84
Chemstores	Supplies			4.57
Clarendon Press	Books			12.02
Colwell Co.	Supplies			41.85
Coon Rapids Comm. Schools	Reimbursement			63.40
Cory's Inc.	Supplies		30. ⁷⁰	23.86
Cory's Inc.	Supplies			6.84
Council of Planning Librarians	Book			8.00
Crescent Elec. Supply Co.	Supplies		295. ⁸¹	11.67
Crescent Elec. Supply	"			284.14
CUPA	"			17.50
Dr. Milton Dakovich	Service			90.00
Dallas Comm. Schools	Reimbursement			163.45
Data Business Equipment Inc.	Service			38.25
Data Supplies	Supplies			536.80
Mr. Forrest DeFrance	Refund			2.00
Deluxe Uniform Rental	Service			48.64
George DeMoss Construction Co.	Supplies			342.01
Wayne Dennis Supply Co.	"			13.05
Dept. of Business Education	"			195.00
Dept. of Public Instruction	Reimbursement			105.00
DMACC - Boone Campus	"		200. ⁰⁰	100.00
"	"			100.00
DMACC Revolving Account	"			304.22
"	"			55.55
"	"			125.00
"	"			11.00
"	"			30.47
"	"			17.13
"	"			5.00
"	"			8.50
"	"			9.45
"	"			668.50
"	"			8.25
				1,387. ⁷⁹
DMACC Revolving Acct.	Reimbursement		\$	35.40
"	"			4.55
"	"			5.25
"	"			4.00
"	"			1.90
"	"			27.02
"	"			43.50
"	"			21.10

APPROVED

L. Howard & C. J. [Signature]
BOARD MEMBER

BOARD MEMBER

Des Moines Clean Towel
 Dictaphone Corp.
 Electronic Calculator
 DME Corp.
 DME Corp.
 Educational Filmstrips
 Ted Ellgaard
 Elox Inc.
 Elview Const. Co.
 Elview Construction Co.
 Engle Welding Equipment Co.
 Fal'on Tool Co.
 Fandrai
 Farmer's Supply Co., Inc.
 F. W. Faxon Co.
 F. W. Faxon Co.
 F. W. Faxon Co.
 F. W. Faxon Co.
 F & H Printing Co.
 Fox Printing Co.
 Friden Incorporated
 Dr. From
 Mrs. Martha Fuller
 Gale Research Co.
 Gannon Publishing Co.
 General Radio Co.
 General Press
 Costetner
 Gibbs-Cook Equipment Co.
 Globe Machinery
 Golden Harvest, Inc.
 Dr. David Gordon
 Graybar Electric
 Graybar Elec.
 Dr. Charles Gutenkauf
 Hacker Art Books
 Hamilton Hardware, Inc.
 Handburry Sheet Metal
 Hawkeye Auto Supply Inc.
 Hawkeye Auto
 "

Service 6.84
 Service 26.16
 Equipment 427.50
 Supplies 513.98 { 52.98
 Equipment 461.00
 Tapes 122.50
 Services 76.80
 Supplies 198.05
 " 1,013.90 { 350.00
 " 663.90
 " 118.59
 " 56.46
 Equipment 61.20
 Supplies 486.00
 Subscription 13.00
 Supplies 100.50 { 17.00
 " 14.50
 " 56.00
 Services 13.50
 Advertising 19.50
 Supplies 9.98
 Services 90.00
 " 6.00
 Books 70.00
 Service & supplies 4466.75
 Supplies 8.25
 Service 21.00
 Supplies 9.60
 " 26.36
 " 81.00
 Books 9.00
 Service 30.00
 Supplies 45.22 { 42.72
 " 2.50
 Service 60.00
 Books 58.02
 Supplies 18.42
 " 21.00
 Service 838.19 { 29.00
 Supplies 20.19
 Equipment 789.00



Combined Total

Hawkeye Launderers & Dry Cleaners	Service	\$ 60	21.75
Hawkeye Launderers	Service	44	22.85
Henry Hayes	Service		6.00
Mahlon Henderson Real Estate	Advertising		67.50
Hertz Corp.	Truck Rental		20.82
Hillyard Sales Co.	Supplies	339.54	145.35
Hillyard Sales Co.	"		194.19
Holbrook Plumbing & Heating Co.	Service	144.31	73.10
Holbrook Plumbing	"		71.21
Nancy Holmes	Service		12.00
Holt, Rinehart & Winston Inc.	Supplies		4.14
Hopkins Sporting Goods	"		51.65
Hospital Research & Edu.	Book		10.00
Howard Imprinting Machine	Supplies		5.60
Hunt Mfg. Co.	Book		1.75
Industrial Janitor Service, Inc.	Service		534.62
IBM	Service		21.85
IBM	Maint. agreement		1873.25
IBM	Service	2,051.64	17.10
IBM	"		19.45
IBM	"		15.39
IBM	"		17.60
IBM	"		16.50
IBM	"		16.50
IBM	Equipment		54.00
Institutional Objectives Exchange	Book		8.16
Instructional Objectives Exchange	"	57	48.96
Interstate Printers & Publishers	Supplies		4.68
Iowa Dental Supply Co.	"		6.00
Iowa Industrial Products	Equipment		27.84
Ia. Machinery & Supply	"		42.15
Iowa Medical Society	Supplies		4.00
Iowa State Surplus Properties	"	14.50	2.00
"	Equipment		12.50
Ia. State Univ.	Film		55.47
ISEA Services, Inc.	Books		9.13
Wes Jarnagin Painting, Inc.	Service	379.00	328.00
Wes Jarnagin, Inc.	"		51.00
Dr. Dennis Kelly	"		30.00
Kernahan Chemical Supply	Supplies		19.75
Michael Kinkade	Service		15.00
Knight's Typography	Supplies		11.70
Knoxville Coma. Schools	Reimbursement		114.70
Koch Brothers	Equipment	28.94	3.15
Koch Brothers	Supplies		22.84
Koch Brothers	"		2.95
Lab Aids, Inc.	"		76.03
Langan Paper Co.	"		16.80
Langan Paper Co.	"	81.00	18.75
Langan Paper Co.	"		12.00
Langan Paper Co.	"		33.45

APPROVED

 BOARD MEMBER

 BOARD MEMBER

		\$	
Latta & Son	Equipment	10.39	
Leachman Lumber Co.	Supplies	170.00	
Iowa Seed & Garden Center	"	8.00	
Paul Lowery	Reimbursement	49.65	
Jon Luethje	Supplies	5.00	
Jo McClain	Service	12.00	
Dr. Neil McGarvey	"	30.00	
M & M Sales	Supplies	313.75	838.97
M & M Sales	"	469.03	
M & M Sales	Service	56.19	
Manning Comm. Schools	Reimbursement	142.85	
Dennis Marten	"	2.39	
Adelbert Martin	Service	6.00	
M B & R Enterprises	Supplies	6.00	
Media & Methods	Subscription	12.00	
Medical Economics Inc.	Book	11.00	
<i>SM</i> Medical Products Division	Equipment	1095.00	
<i>SM</i> Midland Auto Wash, Inc.	Equipment	736.07	
Mid-State Distributing Co.	Supplies	6.64	
Mid West Carbon Co.	Stock	88.65	
Mid West Library Serv.	Books	6112.91	7,676.17
Mid West Library Serv.	"	1558.40	
Mid West Library Service	"	4.86	
Mid West Visual Edu. Serv.	Service	9.45	
"	"	55.00	123.06
"	Supplies	22.56	
Midwest Visual Edu. Serv.	"	36.05	
David Miller	Service	7.50	
Edw. Miller & Assoc.	Book	7.00	
Raymond Moeckly	Service	6.00	
Yale Noeller	"	6.00	
Monroe International	"	36.10	
Moore Business Forms, Inc.	Supplies	258.98	
Mosler Co.	Supplies	4.25	
Municipal Supply Co.	Supplies	4.50	31.28
Municipal Supply Co.	Equipment	16.92	
Municipal Supply Co.	"	9.86	
National Audiovisual Center	Supplies	17.50	
National Cash Register	"	308.34	
National School Boards Assoc.	"	2.00	
NCR	"	17.85	
National Safety Council	Book	3.00	
National School Public Relations	"	2.00	
Nations	Supplies	9.00	
NESCO Comm. Schools	Reimbursement	15.00	
NLN Evaluation Service	Supplies	35.00	
Richard Norton	Reimbursement	12.00	
Office Machine Service Co.	Service	10.00	

APPROVED

 BOARD MEMBER
 BOARD MEMBER

*Combined
total*

Office Supplies	Supplies	\$	40.24
"	"		19.00
"	"		16.64
"	"	243.48	24.60
"	"		52.77
"	"		86.39
"	"		3.84
Olcott Forward Inc.	"		73.42
Olson Graphics	"		127.69
Opto Inc.	"		6.76
Overhead Door Co.	Service	117.50	14.50
Overhead Door Co.	Supplies		103.00
Parker Publishing Co.	Books		10.24
Pearless Supply, Inc.	Supplies	49.28	15.98
Pearless Supply	"		33.30
Pella Comm. Schools	Reimbursement		129.00
Dr. Hubert Peterson	"		30.00
Phillips Petroleum Co.	Expenses for Supt's car.		12.84
Physicians & Hospitals	Supplies	296.90	236.70
"	"		60.20
Pitney Bowes Inc.	Service		48.00
Pittsburgh Des Moines Steel	Supplies		32.50
Pritchard Bros., Inc	Supplies		7.23
Puckett Electric	"	38.51	4.63
"	"		33.88
R & R Welding	"	125.40	76.20
R & R Welding	"		49.20
Radio Trades	"		3.29
Readers Choice	"		5.56
Reedholm O.K. Hdwa, Inc.,	"		1.12
Roland-Story Comm. Schools	Reimbursement		142.32
R & R Welding	Supplies		30.78
Raymond Russell	Service		25.00
Cecil Rhoads	Service		6.00
Satterlee Co.	Equipment		20.86
Warren Schloat Productions, Inc.	Cassettes		391.15
School & Society Books	Book		8.80
Science Research Assoc.	Supplies		31.16
Service Photoprint	"		28.20
Shell Oil Co.	"		83.50
Sherwin Williams	"		151.80
Sierra Engineering Co.	Equipment		11.00
Silver Burdett Co.	Books		6.35
Dr. Robert Smith	Service		30.00
Dr. Herman Smith	Service		30.00
V. W. Smith Oils, Inc.	Gasoline	161.45	87.36
V. W. Smith Oils, Inc.	Gasoline		74.09
Southeast Polk Comm. Schools	Reimbursement		790.30



APPROVED
[Signature]
 BOARD MEMBER
 BOARD MEMBER

Southwest Museum	Book	2.00
Southwest Tech. Product Corp.	Supplies	11.36
O. W. Sparland	Service	10.00
Speedy-Way Disposal Service	Service	37.50
Spoken Arts	Book	6.80
William Stout	Service	3.30
Stuart Reynolds Productions, Inc.	Air-Insurance	9.29
Student Supply Book Store	Books	14.67
Sun Electric Corporation	Service	69.37
Sun Electric Corp.	Equipment	1750.00
Mary Swanson	Freight or postage	13.50
Tarsch Paper Co.	Supplies	231.90
Thomas Publishing Co.	"	44.75
Town & Country Office Machines	Service	14.00
Louise Traangen	Reimbursement	16.75
Trek Photographic Inc.	Supplies	25.23
Turf Supply Co.	"	129.40
United Way of America	Publication	2.00
Univ. Lab.	Supplies	200.90
Univ. Microfilms	Book	76.75
Van Horn Plastics	Supplies	23.52
Vernon Company	"	157.74
J. Weston Walch, Publisher	Book	12.42
Wallace Homestead Co.	Supplies	219.90
Walters Sanitary System	Service	30.00
Warners Hardware Inc.	Supplies	18.73
Welch Scientific	"	101.25
J. Weston Walch, Publisher	"	48.60
Wickes Lumber	"	2.38
Wickes Lumber	"	2.59
White Central Concrete	"	2.60
H. W. Wilson Co.	Book	20.00
World Wide Travel Agency	Air flights	947.00
"	"	612.00
"	"	142.00
Kerox Corporation	Supplies	344.78
Trek Photographic Inc.	Service	80.36

Combined total

1819.37

4.97

1,501.00

TOTAL

\$ 46,078.71

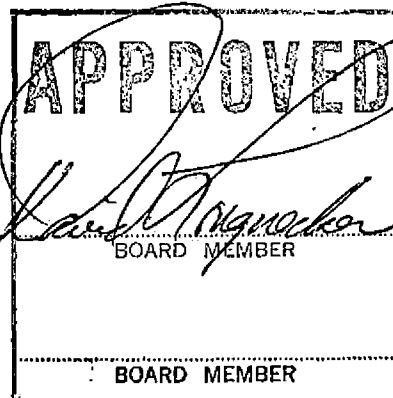


1501.00

DES MOINES SKILL CENTER

A-1 Rubbish		\$ 121.60
Air Products & Chemicals		60.75
Air Products		65.28
Air Products		142.45
Baker Plumbing & Heating		16.13
Clark Sanitary Supply		136.50
Delmar Publishers		32.45
Duncan Sanitary Products		116.91
Filby Photo Serv.		10.60
IBM		16.94
IBM	110.27	78.44
IBM		14.89
Langan Paper		21.60
Ohrings		59.85
Peerless Supply Inc.		43.90
Pittsburgh Des Moines Steel		529.18
R & R Welding Supply		25.67
R & C Office Supplies		111.50
Royal Typewriter		15.75
Royal Typewriter	33.75	18.00
School Shop		8.00
Sidles Co.		120.20
Sidles Co.	137.75	17.55
Southwestern Publishing		184.66
Spilman Auto Parts		54.90
Standard Oil		99.00
State Wide Petroleum Maint. Co.		140.00
Western Auto Supply Co.		37.50

TOTAL \$ 2,300.20



BILLS PAID PRIOR TO BOARD APPROVAL

12979	Evalotte Berl	Reimbursement	\$ 24.66
12980	Betty Carman	"	15.00
12981	Maxine Clemens	Refund tuition	12.00
12982	Petty Cash DMACC	Reimbursement	13.23
12983	Chris Hand	Refund	2.00
12984	IPALCO	Service for Center I	174.48
12985	NW Bell	Service for Campus	1592.97
12986	Rike Way Trucking	Freight Charge	20.06
12987	Sink Paper Co.	Supplies	504.50
12988	Mrs. Leslie Vangness	Refund Tuition	72.75
13035	DMACC Petty Cash	Reimbursement	32.46
13036	DM Skill Center	Petty Cash	47.50
13104	DMACC Payroll Account	Payroll	330743.93
13105	Calif. Sightseeing Tours	Tours	220.00
13106	Hotel Sir Francis Drake	Rooms, etc.	1030.92
13107	Northwestern Bell	Service for Boone	323.76
13108	John Bremer	Expenses	501.00
13109	Graybar Electric Co.	Supplies	48.87
13110	George Mills	Books	6.10
13111	Buzak & Poor Publishers	"	6.50
13112	Des Moines Water Works	Service for 105 E. Grand	4.70
13114	IPALCO	Service	6797.91
13115	IPALCO	Supplies	10.00
13116	Doone Water Works	Service	128.72
13118	Art Michael	Refund Tuition	25.00
13119	Rex Dusenbery	Refund Supply Fee	1.00
13120	Mr. James Pigg	Refund	1.00
13121	Mr. John Peary	Refund	2.00
13122	Mr. Russell Morine	Refund	3.00
13123	Mr. Fred McWhorter	"	3.00
13124	Mr. Dean Lipps	"	2.00
13125	Mr. Bret Stocke	"	2.50
13126	Samuel Ensauro	"	4.50
13127	Clifford Welling	Rent for 105 East Grand	527.95
13128	Robert Webber	Rent for Planned Parenthood	175.00
13129	Mirasie Mile Shopping Center	Rent for Center I	1041.67
13130	Ball Avenue Realty	Rent for 2403 Ball Ave.	5132.68
13131	Mid America Realty Co.	Rent for 2600 Ball Ave.	10616.00
13132	Friedman's Leasing Corp.	Rent for Supt. Car.	22.28

TOTAL

\$ 359,898.70

APPROVED

Robert H. Laundry
BOARD MEMBER

BOARD MEMBER

BILLS TO BE BOARD APPROVED

Ankeny Ben Franklin	Supplies	\$	1.10
Ankeny Concrete Block, Inc.	"		5.95
Ankeny Paint & Wallpaper Co.	"		269.53
Ankeny Ready Mix, Inc.	"		141.95
Ankeny Walgreen	"		29.28
Associated Publishers	Book		49.28
Adult Ed Assn. of the U.S.A.	"		15.23
Ahern Pershing	Supplies		49.82
Air Products	"		44.00
Air Products	"		11.50
Audio Visual Ctr., Univ. of Ia.	Film Rental		172.95
Baker Machinery Co.	Supplies		2.88
John Z. Beamer Co.	Service		3.00
Beaverdale Photo Supplies	Service		35.20
Berry-Myron Business Machines	Supplies		8.40
Book Store	"		6.28
Boone Elec. Motor Service	Service		4.30
Building Maint. Serv.	"		2536.50
Capital Sanitary Supply	Supplies		93.65
Carlson Oil Co.	Gas,		28.57
Carmody Elec.	Service		769.15
Carpenter Paper Co.	Supplies		60.60
Arnold Carson	Service		362.50
Cenco	Supplies		172.02
Cenco Instruments Corp.	Service		37.64
Charles Merrill Books, Inc.	Supplies		56.76
Charles Scribner's & Sons	Books		20.73
Class National Publishing Co.	"		9.70
Coast to Coast Stores	Supplies		2.26
Cold Springs Bio. Lab.	Books		20.00
Color Incorporated	Service		28.63
Commodity Research Bureau Inc.	Books		20.25
Congressional Quarterly Inc.	"		15.00
Cook's	Supplies		112.10
Cory's	"		.66
Cory's	"		1.39
Cory's	"		26.14
Council of Planning Librarians	"		6.00
Crescent Elec. Supply	"		68.85
Greatline Pub. Co.	Books		13.45
Donald Curtis	Services		21.20
Data Proc. Management Assoc.	Books		9.75
F. A. Davis Co.	"		2.25
George DeMoss Constr. Co.	Service		4488.96
Dennis Supply Co.	Service		62.06
Dennis Supply	Supplies		9.82



Denniston & Partridge	Supplies	\$ 5.04
Denniston & Partridge	"	9.80
Denver City Park Dept.	Books	4.09
Department of Adult Ed.	Reimbursement	39.91
Des Moines Indep. Co.	Rental film	18.50
DM Industrial Towel	Service	300.28
DM Industrial Towel	"	35.13
DM Photocopy	Supplies	37.10
DM Rental Sales & Serv.	Rental	63.00
DMACC Revolving Account	Reimbursement	121.88
"	"	102.32
Doughten Auto Supply	Supplies	23.83
Dunn & Co.	Equipment	17.95
Edu. Tech. Publications Inc.	Books	54.95
Elec. Wholesale Co.	Supplies	60.48
T. J. Ellgaard	Service	152.70
T. J. Ellgaard	"	16.50
Engineering Model Assoc.	Supplies	14.00
F. W. Faxon Co.	"	37.00
Fidelity Products Co.	Equipment	2758.00
Firm of Robert Vandevanter	Service	28.00
Forman Ford & Co.	Service	13.15
Garner Publishing Co.	Printing	455.00
Nelson Goodman	Service	24.80
Guthrie Center Comm. Schools	Reimbursement	16.50
Harry Volk Art Studio	Book	35.45
Hertz Co.	Service	26.08
Hopkins Sporting Goods	Supplies	43.75
Hy-Vee Stores	Supplies	12.78
IBM	Service	19.55
IBM	"	14.40
Industrial Supplies	Supplies	28.50
Interstate 35 Comm. Schools	Reimbursement	52.50
Ia. Dental Supply Co.	Service	15.50
Ia. Dental	Supplies	107.82
Wes Jarnagin, Inc.	Service	36.23
Johns Hopkins Press	Books	7.68
Kansas State Teachers College	"	2.00
Kernahan Chemical & Supply	Supplies	2.75
Koch Brothers	Supplies	3.97
Koch Brothers	Equipment	14.65
McGraw Hill Book Co.	Supplies	175.94
M & M Sales Co.	Service	14.50
M & M	Supplies	218.91
Mackinaw Geological Supply	"	55.81
MacMillan Co.	"	13.06
John Maguire	Expenses	144.83
M B & R Enterprises	Supplies	162.80
M B & R Enterprises		187.24



Marshall's Decorating Store	Supplies	\$ 5.58
M.E. Maxwell	Supplies	3.09
Medi-Visual Inc.	"	148.95
Melody Powell	Expenses	3.50
Midwest Visual Edu. Serv.	Service	5.24
"	Equipment	2192.15
"	Supplies	40.09
Modesto City Schools	Books	3.75
Mogul-Ed	Supplies	138.71
Kelly Morgan	Reimbursement	24.90
C. V. Mosby Co.	Book	5.30
Mosler	Supplies	4.25
Municipal Supply Co.	Supplies	31.35
National Business Edu. Assoc.	"	15.69
Nelson Advertising Co.	Advertising	467.67
Office Supplies	Supplies	33.69
Olivetti Corp. of America	Service	28.00
Perry Comm. Schools	Reimbursement	309.44
Peters Construction Co.	Supplies	14.23
Physicians & Hospital Supply Co.	Supplies	198.50
Pildie Hardware	"	2.65
Plumb Supply	"	5.74
Plumb Supply	"	36.59
Folk Co. Legal Sec. Assoc.	Fees	107.50
Puckett Elec. Tools	Supplies	12.33
Radio Trade Supply	"	1.62
R & R Welding	"	36.72
R & R Welding	Demurrage	1.80
Sargent Welch Scientific	supplies	42.63
Service Engraving Inc.	Service	24.66
Standard Bearings Co.	Supplies	21.00
Steel Warehousing, Inc.	"	25.20
Stewart Garrett, Heartney, Jones & Watts	Service	17.00
Stitzell Elec. Co.	Supplies	55.67
Storage Systems, Inc.	Equipment	343.80
Storey Kenworthy	"	11.15
TAB Books	Books	318.99
Timberland DX Service	Vehicle expense	7.66
Treck Photographic Inc.	Supplies	44.58
Treck Photographic Inc.	"	21.05
Triangle School	Stock	51.95
Triangle School Supply & Equip.	Equipment	3739.80
United States Pub. Assn.	Books	4.27
Univ. Microfilms	Books	88.50
Univ. of Texas	Books	36.25
Vernon Co.	Supplies	132.45

APPROVED

Thurall & Co.

BOARD MEMBER

BOARD MEMBER

Walters Sanitary System	Service	30.00
Water Information Center Inc.	Books	28.00
Whitay's Town & Country	Gas	11.38
Bob Smith	CHESS	35.00
Jason Smith	"	29.75
Patricia Lengill	"	14.86
Edward Udrovich, Jr.	"	12.25
John Orthaus	"	40.24
Joy Gusler	"	8.75
Roberta Kerr	"	12.25
Keith DeVries	"	12.25
Steve Francisco	"	6.54
Mrs. Julie Roths	"	2.61
Dennis Lee	"	19.25
Geralde Booth	"	7.00
DMACC Auto Revolving	Reimbursement	7.85

TOTAL \$ 24,636.07

Schoolhouse, 1-A:

Baker Electric Inc.	Service	\$ 110.00
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Schoolhouse, 1-B:

Des Moines Blue Print Co.	Service	\$ 27.20
Des Moines Photo Copy Co.	"	195.84

TOTAL \$ 223.04

APPROVED

Ross C. Crumb
BOARD MEMBER

BOARD MEMBER

Corwin Cleaners	\$	17.16
DM Industrial Towel		367.86
A. B. Dick		135.00
Economica Press, Inc.		4.20
Electric Equipment Co., Inc.		99.40
L. H. Kurtz Co.		25.24
New York Times		87.75
Peerless Supply, Inc.		86.40
R & R Welding Supply Co.		17.85
R & R Welding Supply Co.		12.10
Sidles Automotive Co.		84.64
Spilman Auto Parts		52.64

\$ 989.44

PAID PRIOR TO BOARD APPROVAL

13211	Robert Mackey	Refund	72.00
13212	Petty Cash	Reimbursement	28.81
13213	Janet Nobla	Refund	7.50
13214	James McCarthy	Refund	102.00
13215	Felix Gary Martinez	"	60.00
13216	Robert E. Fosse	"	36.00
13217	Virgil Fowles, Jr.	"	60.00
13218	Gary West	"	60.00
13219	Harold Boles	"	60.00
13220	Emmanuel Thomas	"	15.00
13221	Ken Warren	"	6.00
13222	Jane Anne Cannon	"	60.00
13223	Craig Bjorgren	"	4.00
13224	Ann Shaw	"	15.00
13225	Gene Musselman	"	80.00
13226	IPAICO	Service	1603.22
13227	"	"	1667.37
13228	Northwestern Bell	"	46.64

TOTAL

\$ 4,251.27

