

Des Moines Area Community College

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Board of Directors Meeting Minutes

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9-9-1974

### Board of Directors Meeting Minutes (September 9, 1974)

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

REGULAR MEETING

SEPTEMBER 9, 1974 The regular meeting of the Des Moines Area Community College Board of Directors was held in the Board Room, Ankeny Campus, 2006 Ankeny Blvd., Ankeny, Iowa, on September 9, 1974. The meeting was called to order by the Board President, Rolland Grefe, at 5:30 p.m.

ROLL CALL

Members present: Rolland Grefe  
Cecil Galvin  
Walter Hetzel  
Max Kreager  
Harry Bloomquist  
Rodney Carlson  
Harold Welin

Members absent: Maurice Campbell  
Ross Cramlet

Others present: Paul Lowery, Superintendent  
Jack Asby, Asst. Supt., Business Affairs  
Irv Steinberg, Business Manager/Board Secretary  
Curt Wiberg, Administrative Assistant  
Clair Fisher, Instructor, Ankeny campus  
Rick Chapman, Instructor, Ankeny campus

APPROVAL OF MINUTES

It was moved by C. Galvin, seconded by H. Bloomquist, that the minutes of the open hearing on the budget and regular meeting, both held August 12, 1974, be approved with correction noted on page 5 of said minutes. Motion passed.

APPROVAL OF NEW PERSONNEL

It was moved by M. Kreager, seconded by R. Carlson, 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>
Dan Goicoechea	Sociology, Urban Center	\$ 9,960	9- 3-74
Florence Loss	Psychology	11,709	9- 3-74
Brian Taylor	Media Technician, OSHA	8,500	8-19-74
Robert Jansen	Instructor in CLC	11,500	9- 3-74
Carl Henry	Counselor, CEC	12,200	9-16-74
Mary McNally	Coord., Health Short Courses	6,600 (3/5)	9- 3-74
Diane Schroeder	Dental Assistant Instr.	4,250 (1/2)	8-19-74
Thomas Turner	Accounting Specialist	12,000	9- 9-74
James Bishop	Counselor, Mobile Career Exp.	14,600	9- 3-74
James Sheaff	Criminal Justice	11,934	9- 3-74
L. Lynn Albrecht	Registrar	15,800	10- 1-74
Roslea Johnson	Human Services Program Chm.	15,000	9- 3-74
Jerry Kahrs	Graphic Artist	10,000	9-10-74
Donald Rhead	Personnel Director	18,000	10- 7-74
Dennis Dowell	Lab Asst., Bldg. Trades	8,000	9-16-74
Teresa Friederich	Med. Lab Technician	8,400 (3/4)	9-23-74
Kathy Jones	Office Occupations, DMSC	12,500	10- 1-74

Motion passed.

REASSIGNMENT OF  
PERSONNEL

It was moved by H. Bloomquist, seconded by R. Carlson, that personnel be reassigned as indicated below for position and salary indicated:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Eff. Date</u>
Burgess Shriver	Dept. Head Math/Sciences	17,500	9-3-74
Lloyd Miller	Dept. Head Social/ Behavioral Sciences	17,500	9-3-74
Darlene Falck	Coordinator, Short Course	10,250 (9mo.)	10-1-74
William Petrone	Apprentice Trng. Instr.	12,500	9-24-74

Motion Passed.

RESIGNATIONS OF  
PERSONNEL

It was moved by H. Welin, seconded by C. Galvin, that the resignations of the following personnel be accepted: Thomas Hunt, Coordinator, Mental Health, effective 9-6-74; Charles Raker, Lab Assistant, Building Trades, effective 8-30-74. Motion passed.

## LEAVE OF ABSENCE

It was moved by C. Galvin, seconded by H. Bloomquist, that a leave of absence be approved for Barbara Allen, Nursing instructor, for personal reasons, from October 1, 1974 through December 6, 1974. Motion passed.

RECESS OF  
MEETING

It was moved by M. Kreager, seconded by H. Welin, that the meeting be recessed for a dinner break. Motion passed and the meeting was recessed at 6:30 p.m..

RECONVENE OF  
BOARD MEETING

The regular board meeting for September was reconvened at 7:30 p.m. at the same location as it had been recessed. All those present prior to the recess were again present with the exception of Clair Fisher and Rich Chapman.

PRIVATE HEARING  
KATHY JONES

A private hearing was scheduled for 7:30 p.m. for Kathy Jones, however, this was cancelled since Miss Jones failed to show for said hearing.

STUDENT HEALTH  
EXAMINATION  
POLICY

It was moved by M. Kreager, seconded by H. Bloomquist, that the proposed student health examination policy, a copy which is attached hereto and made a part of these minutes, be approved. Motion passed.

RELATIVE  
EMPLOYMENT  
POLICY

It was moved by H. Bloomquist, seconded by R. Carlson, that the proposed relative employment policy, a copy which is attached hereto and made a part of these minutes, be approved. Motion passed.

EMPLOYEE  
GIFT POLICY

It was moved by M. Kreager, seconded by H. Bloomquist, that the proposed employee gift policy, a copy which is attached hereto and made a part of these minutes, be approved. Motion passed.

LEASE FOR  
BRICKLAYING  
PROGRAM

It was moved by C. Galvin, seconded by H. Bloomquist, that a one-year lease with King's Way Ministeries, Inc., be approved for the rental of 3,000 square feet of space at Kendall Hall, 1000 College, Des Moines, Iowa, to be used for the bricklaying program at a rental fee of \$400.00 per month plus \$24.00 per month for security of building, effective September 1, 1974. Motion passed.

RESOLUTION TO  
OFFER HOUSE  
FOR SALE

Director M. Kreager introduced the following Resolution entitled "RESOLUTION TO SALE OF HOUSE" and moved that same be adopted. Director H. Welin seconded the motion to adopt. A vote was taken and was carried unanimously. Whereupon, the President of the Board declared said Resolution duly adopted as follows:

RESOLUTION TO SALE OF HOUSE:

RESOLVED, that the following described real estate situated in the City of Ankeny, Polk County, State of Iowa, to wit

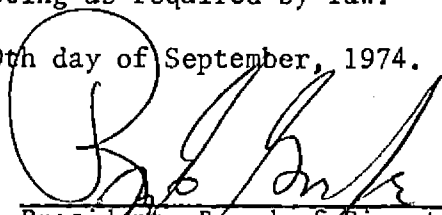
1209 Innsbruck

heretofore purchased by said Des Moines Area Community College for the purpose of providing a site for the construction project for the building trades class under the direction of said Des Moines Area Community College with a view toward resale upon completion be offered for sale to the highest acceptable bidder, submitting a sealed bid with such bids to be received until two o'clock p.m., November 8, 1974 by the Board Secretary, at which time said bids will be opened publicly and read aloud in the Board Room in the Administration Building, Des Moines Area Community College, Ankeny Campus.

Bids will be acted upon by the Board at its regular meeting November 11, 1974. Each bid is to be accompanied by a certified check in the amount of \$3,500.00 payable to Des Moines Area Community College, with the remainder of the accepted bid due and payable on or before November 29, 1974.

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

PASSED AND APPROVED, this 9th day of September, 1974.

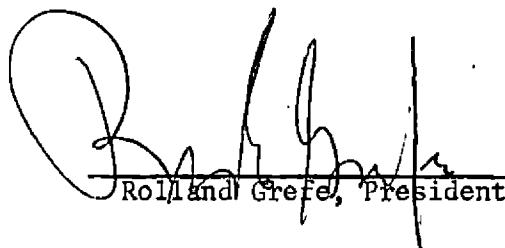


\_\_\_\_\_  
President, Board of Directors

ATTEST:

Law Steinberg  
Secretary, Board of Directors

- CLAIMS AND ACCOUNTS It was moved by C. Galvin, seconded by H. Welin, that the claims and accounts, as presented, be approved for payment. Motion passed.
- APPROVAL OF TELENETWORK SYSTEM It was moved by H. Welin, seconded by W. Hetzel, that ICASB proposed plan #1 of a telenetwork system be approved for one year, effective January 1, 1975, with a cost to Des Moines Area Community College not to exceed \$5,000.00. Motion passed.
- APPROVAL OF LAW FIRM FOR ICASB It was moved by W. Hetzel, seconded by M. Kreager, that approval be given to the employment of the law firm of Ahlers, Cooney, Dorweiler, Allbee & Haynie as counsel for the ICASB and to participate in two in-service workshops for area school board attorneys and administrative personnel. Total cost of this service would be prorated to each area school in the amount of \$333.33. Motion passed.
- EMPLOYMENT OF LAW FIRM FOR DMACC It was moved by R. Carlson, seconded by C. Galvin, that the law firm of Rogers & Phillips be employed as special labor counsel of Des Moines Area Community College. Motion passed.
- APPROVAL OF APPROPRIATIONS REQUEST It was moved by W. Hetzel, seconded by R. Carlson, that approval be given to the proposed appropriations request to the 66th General Assembly, which was approved by the ICASB at its September 6, 1974, meeting; and that future appropriations requests consider the following: (1) establishment of greater number of cost centers in the vocational programs; (2) allow for additional cost for branch campuses on basis of population; (3) study another method of subtracting average income from FTE earnings in adult education. Motion passed.
- LEGISLATIVE PLATFORM APPROVAL It was moved by W. Hetzel, seconded by R. Carlson, that the eight-point proposed legislative platform, formulated by ICASB, be approved for presentation to the 66th General Assembly. Motion passed.
- CONTINUATION OF BLANKET INSURANCE WITH JUHL INSURANCE CO. It was moved by H. Bloomquist, seconded by C. Galvin, that the blanket insurance for the college, previously held with Juhl Insurance Company, be continued for the current fiscal year ending June 30, 1975. Motion passed.
- DELEGATE TO ACCT CONVENTION It was moved by C. Galvin, seconded by H. Bloomquist, that Rolland Grefe be appointed delegate to the ACCT convention being held in Portland, Oregon, September 26-28, 1974. Motion passed.
- ADJOURNMENT It was moved by C. Galvin, seconded by H. Bloomquist, that the meeting be adjourned. Motion passed and the meeting was adjourned at 9:40 p.m.. It was determined that a quorum would not be available for the organizational meeting held on the first Monday in October, therefore, this meeting was set for 7:00 p.m., Monday October 14, 1974 on the Boone Campus.

  
Rolland Grefe, President

  
Irv Steinberg, Secretary

## IOWA COUNCIL OF AREA SCHOOL BOARDS

Board Briefs  
September 9, 1974

The following action was taken by the Iowa Council of Area School Boards at the September 6, 1974 meeting:

### ACTION REQUESTED

Please include the following items in your next area school meeting agenda for consideration and decision:

#### I. INSERVICE TRAINING

The Council recommended that each of the fifteen area school boards approve the employment of the law firm of Ahlers, Cooney, Dorweiler, Allbee & Haynie as counsel for the ICASB and to prepare all necessary materials and to participate in two in-service workshops for area school board attorneys and administrative personnel. Total cost of this service would be prorated to each area school in the amount of \$333.33. ~~The Council will take a final vote at the October meeting.~~

#### II. APPROPRIATIONS

The Council approved the concept of the proposed appropriations request to the 66th General Assembly, based on the information distributed at the September 6 meeting. Each area school board should reach a decision regarding the appropriations concept prior to the September 19 joint meeting of the State Board of Public Instruction and the ICASB.

#### III. LEGISLATIVE PROPOSAL

The Council delayed final approval of the legislative program until the October meeting with the understanding that each area school board would have the opportunity to reach a decision by the next Council meeting. Please discuss and reach a decision on these legislative items so that the final Council vote can be taken in October.

#### IV. TELENETWORK SYSTEM

The Council decided to recommend that each area school board review the telenetwork proposal at their next board meeting and reach a decision regarding the establishment and funding of the proposal. If the board votes in favor of the telenetwork system, please decide on the matter of optional terminal campus sites since the proposal provides for only one terminal for an area school. The cost per area school for one terminal would be approximately \$5,000 per year. The total cost for the system would be approximately \$75,000, including administrative costs. This amount would probably be sufficient to cover the cost of additional terminals at the DPI and the ICASB.

Legislative program attached.

MEMORANDUM

TO: Iowa Association of Area School Superintendents

FROM: Legislative Committee

DATE: September 3, 1974

RE: Legislative Program for First Regular Session of 66th G.A.

The Legislative Committee met on August 26 in Des Moines to formulate a proposed legislative program for FY 75. Consideration was given to over 40 issues which had been submitted by the Superintendents as well as other Area School groups. The following proposals are stated in a broad form and in some instances further refinement and clarification is needed.

PROPOSED PLATFORM

1. A significantly improved retirement program including the possibility of an alternative to IPERS.
2. Remove the limit on the Area School Superintendent's salary
3. Extend the time allowed for the 3/4 mill plant fund levy to 10 years.
4. Study the formula for computing FTEE's.
5. Support the recodification of Area School Laws.
6. Expand vocational-technical grants for Area School students.
7. Inclusion of Area Schools into the State Road Use Fund.
8. Reconstitution of the 1202 Commission.

DES MOINES AREA COMMUNITY COLLEGE  
Agenda - Regular Meeting  
Monday, September 9, 1974 - 5:30 p.m.  
Board Room - Bldg. #4 - Ankeny Campus

1. CALL TO ORDER

2. APPROVAL OF MINUTES - August 12, 1974 budget hearing and regular meeting

3. PERSONNEL

New

- a. Dan Goicoechea, Sociology, Urban Center
- b. Florence Loss, Psychology, Ankeny
- c. Brian Taylor, Media Technician, OSHA, Ankeny
- d. Robert Jansen, Comprehensive Learning Center, Ankeny
- e. ~~Louis Alley, Recreational Leadership, Boone~~ *White*
- f. Carl N. Henry, CEC counselor, Ankeny
- g. Mary McNally, Coordinator-Health Short Courses, Ankeny
- h. Diane Schroeder, Dental Assistant, Ankeny
- i. Thomas E. Turner, Accounting Specialist, Ankeny
- j. James Bishop, Mobile Career Exploration counselor, Ankeny
- k. James D. Sheaff, Criminal Justice/Community Corrections, Ankeny
- l. L. Lynn Albrecht, Registrar, Ankeny
- m. Roslea Johnson, Program Chairman, Human Services, Ankeny
- n. Jerry Kahrs, Graphic Artist, Ankeny
- o. Donald Rhead, Personnel Director, Ankeny
- p. Kathy Jones, Office Occupations, Skill Center

→ J. Dennis Dowell  
F. Teresa Friedrich

Moved:  
M. Kreager  
2d, R. Carlson

Reassignment

- a. Burgess Shriver, Department ~~Chairman~~, Mathematics/Science, Ankeny
- b. Lloyd Miller, Department ~~Chairman~~, Social & Behavioral Sciences, Ankeny
- c. Darlene Falck, Short Course Coordinator, Ankeny
- d. William Petrone, Apprentice Training instructor, Ankeny

H. Bloomquist  
2d R. Carlson

Resignation

- a. Thomas D. Hunt, Coordinator, Mental Health, September 6, 1974
- b. Charles Reker, Bldg Trades Lab Instr.

H. Welin, 2d  
C. Galvin

Leave of Absence

- a. Barbara Allen, Nursing, Ankeny - personal leave

→ Oct 1-74 - Dec 1974  
→ C. Galvin, 2d H. Bloomquist.

4. REPORTS

- a. ICASB - IACCVTI Planning Structure Committee - Kreager
- b. Mid-Iowa Educational Computer Center - Cramlet
- c. Area Superintendents - Lowery
- d. Financial
- e. Legislative Education Visitation Committee - Lowery
- f. Funding formula - Lowery and Kreager

5. COMMUNICATIONS

6. UNFINISHED BUSINESS



7. NEW BUSINESS

It was noted that ↓

7:30 - 8:00 P.M. Private hearing - Kathy Jones

did not show. so the scheduled private hearing at 7:30-8:00 P.M.

- a. Proposed student health examination policy. *Kraeger, 2d Bloomquist*
- b. Proposed relative employment and assignment policy. *Bloomquist, 2d R. Carlson.*
- c. Proposed employee gift policy. *Kraeger, 2d Bloomquist.*
- d. Renewal of lease for bricklaying program at Dowling site for same monthly rental plus \$24.00/month for security. *Sept - Sept* → *authorize Ins. & Security to sign GALVIN, 2d Bloomquist*
- e. Establish 2:00 p.m., November 8th, as the time and date deadline for receipt of bids for sale of house built by building trades students at 1209 Innsbruck, Ankeny, with said bids to be considered at the November 11th board meeting.

8. OTHER

- a. ACCT convention - *→* Portland, Oregon - September 26-28
- b. Meeting with State Board of Public Instruction - 6:00 p.m., September 19; dinner reservations for Lowery, Grefe and Kreager
- c. Rotary steak fry - Monday, October 14, 6:00 p.m., gymnasium, Boone campus

9. PRESENTATION OF CLAIMS AND ACCOUNTS

*Moved - C. Galvin, 2d Hwelin*

10. ADJOURNMENT

*9:40 PM C. Galvin  
leave at 5 PM*

*(Carlson out of town)*

### Personnel Resume'

Name: Dan Goicoechea  
Age: 25  
Position: Sociology instructor - Urban Center  
Division: Arts & Science  
Recommended salary: \$9,960.00 annually  
Most recent salary: \$15,000.00 annually  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: Will receive Masters degree from Drake  
Experience: 3 years at Boy's Club in Des Moines + part-time, 1 year,  
teaching at DMACC

Reason for recommending  
this person: A well qualified person and has good background for the  
position

Beginning date of employment: September 3, 1974  
Length of contract: 9 months  
Reason for employment: Addition

\*\* \*\* \*

Name: Florence Loss  
Age: 30  
Position: Psychology Instructor  
Division: Arts & Science  
Recommended salary: \$11,709 annually  
Most recent salary: \$12/hr. - part-time  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: Ed. D in Guidance and Counseling  
Experience: 3 yrs. elementary; 4 yrs. grad teaching; 1 yr. part-time  
DMACC

Reason for recommending  
this person: Very well qualified and has done extraordinary job with  
DMACC during the past year

Beginning date of employment: September 3, 1974  
Length of contract: 9 months  
Reason for employment: Addition

\*\* \*\* \*

Name: Brian Taylor  
Age: 22  
Position: Media Technician - OSHA  
Division: Career Education  
Recommended salary: \$8,500 annually  
Most recent salary: \$8,360 annually  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: DMACC Diploma in Commercial and Advertising Art  
Experience: Misc. jobs while attending college; also has done free-  
lance art work

Reason for recommending this  
person: Appears to have all qualifications necessary along with  
excellent references

Beginning date of employment: August 19, 1974  
Length of contract: 9 months  
Reason for employment: Replacement for Steve Trumm, who left for a higher paying  
job.

Name: Robert Jansen  
 Age: 34  
 Position: Comprehensive Learning Center Instructor  
 Division: Adult Education  
 Recommended salary: \$11,500 annually  
 Most recent salary: \$960/month  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: B.A. in math  
 Experience: 11 yrs. math instructor  
 Reasons for recommending  
 this person: Meets cert. requirements + 10 yrs. teaching experience  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reasons for employment: Replacement for Buddy Floor, who is returning to school

\*\* \*\* \*

*delete*  
 Name: Louis (Bill) Alley  
 Age: 31  
 Position: Recreational Leadership Instructor - Boone  
 Division: Arts & Science  
 Recommended salary: \$12,952 annually  
 Most recent salary: Not available  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: B.S. in recreation, M.A. in Therapeutic Recreation  
 Experience: 3 yrs credited experience in recreation; presently  
 rec. supervisor for mentally retarded.  
 Reason for recommending  
 this person: Very well qualified and is eager to add to the  
 program.  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reason for employment: Addition

\*\* \*\* \*

Name: Carl N. Henry  
 Age: 27  
 Position: CEC Counselor  
 Division: Student Personnel Services  
 Recommended salary: \$12,200 annually  
 Most recent salary: \$11,400 annually  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: M.S. in Education  
 Experience: 3 yrs voc. rehab. Counselor; 5 yrs. misc. exp. (station mgr  
 mechanic, greenskeeper)  
 Reason for recommending  
 this person: Experience, education, personal interview, references  
 Beginning date of employment: September 16, 1974  
 Length of contract: 12 months  
 Reasons for employment: Replacement for Vincent Boozell, who became Supervisor of  
 CEC program at DMACC

Name: Mary Kathryn McNally  
 Age: 34  
 Position: Coordinator - Health Short Courses  
 Division: Career Education  
 Recommended salary: \$6,600 (3/5ths)  
 Most recent salary: Part-time work - not available  
 Salary in relation to staff  
 w/similar qualifications: Comparable  
 Education: RN - Mercy Hospital School of Nursing, Cedar Rapids  
 Experience: 2 yrs. staff nurse; 12 yrs. clinical instructor  
 Reason for recommending  
 this person: Experience in curriculum development; qualifications;  
 perceives job as a challenge  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reasons for employment: Replacement for Linda Hietbrink, who moved out of state

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Name: Diane Schroeder  
 Age: 28  
 Position: Dental Assistant Instructor  
 Division: Career Education  
 Recommended salary: \$4,250 annually (½ time)  
 Most recent salary: \$6,000 annually  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: Diploma, DMACC - Dental Assisting Course + hrs. towards  
 certification  
 Experience: 10 yrs. working (8 yrs. of this as Certified Dental Asst.)  
 Reason for recommending  
 this person: Best qualified applicant  
 Beginning date of employment: August 19, 1974  
 Length of contract: 12 months  
 Reasons for employment: Addition

\*\* \*\* \*

Name: Thomas E. Turner  
 Age: 36  
 Position: Accounting Specialist Instructor  
 Division: Career Education  
 Recommended salary: \$12,000 annually  
 Most recent salary: \$11,400 annually  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: BS, minor in accounting  
 Experience: 10 yrs. work experience, progressive responsibility  
 Reason for recommending  
 this person: Best qualified applicant  
 Beginning date of employment: September 9, 1974  
 Length of contract: 9 months  
 Reasons for employment: Replacement of Don Huntoon, who is Business Occupations  
 Department Chairman

Name: James Bishop  
 Age: 34  
 Position: Mobile Career Exploration Counselor  
 Division: Student Personnel Services  
 Recommended salary: \$14,600 annually  
 Most recent salary: \$13,800 annually  
 Salary in relation to staff w/similar qualifications: Similar  
 Education: M.S. in Counseling and Guidance; plus vocational education  
 Experience: 2 yrs teaching and 8 yrs counseling  
 Reason for recommending this person: Experience and abilities as a counselor based on knowledge of him by Baugous and Bergstrom  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reason for employment: Addition

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Name: James D. Sheaff  
 Age: 31  
 Position: Criminal Justice-Community Corrections Instructor  
 Division: Arts & Science  
 Recommended salary: \$11,934 annually  
 Most recent salary: \$10,300 annually  
 Salary in relation to staff w/similar qualifications: Same  
 Education: M.A. plus hours toward Ph.D.  
 Experience: Part-time teaching experience; plus Asst. Training Director at Nebraska Penal and Correction Complex  
 Reason for recommending this person: Well qualified and has the desire to teach  
 Beginning date of employment: September 3, 1974  
 Length of contract: 9 months  
 Reason for employment: Addition

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Name: L. Lynn Albrecht  
 Age: 33  
 Position: Registrar  
 Division: Student Personnel Services  
 Recommended salary: \$15,800 annually  
 Most recent salary: \$14,300 annually  
 Salary in relation to staff w/similar qualifications: Comparable  
 Education: M.A.; plus has all course work completed for Ph.D.  
 Experience: 5 yrs teaching in High School; 1 yr community college teaching; 1½ yrs community college registrar.  
 Reason for recommending this person: Appropriate educational and experience background.  
 Beginning date of employment: October 1, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Lindley Hoyt, who is deceased

Name: Roslea Johnson  
 Age: 31  
 Position: Program Chairman Human Services  
 Division: Arts & Sciences  
 Recommended salary: \$15,000 annually  
 Most recent salary: \$14,400 annually  
 Salary in relation to staff  
 w/similar qualifications: Similar  
 Education: M.S. in Sociology, plus  
 Experience: Grad. teaching assistant, State Dept. of Health, and  
 Dept. of Social Services

Reason for recommending  
 this person: Well qualified in education and experience  
 Beginning date of employment: September 3, 1974  
 Length of contract: 12 months  
 Reason for employment: Replacement for Tom Hunt, who moved out of state.  
 \*\* \*\* \*\*

Name: Jerry Kahrs  
 Age: 31  
 Position: Graphic Artist  
 Division: Educational Media  
 Recommended salary: \$10,000 annually  
 Most recent salary: \$200 - \$300 /week, Self employed  
 Salary in relation to staff  
 w/similar qualifications: \$293 less than an instructor with similar and no  
 experience  
 Education: B.F.A. + 15 hours  
 Experience: 6 yrs experience  
 Reason for recommending  
 this person: Has the best abilities of applicants - good personality,  
 enthusiastic  
 Beginning date of employment: September 10, 1974  
 Length of contract: 12 months  
 Reason for employment: Addition  
 \*\* \*\* \*\*

Name: Donald Rhead  
 Age: 45  
 Position: Personnel Director  
 Division: Administration  
 Recommended salary: \$18,000 annual  
 Most recent salary: \$18,400 annual  
 Salary in relation to staff  
 w/similar qualifications: Equivalent  
 Education: Stout State University  
 Experience: 22 yrs. in personnel work  
 Reason for recommending this  
 person: Best qualified applicant; work experience  
 Beginning date of employment: October 7, 1974  
 Length of contract: 12 months  
 Reason for employment: Addition

Reassignment of DMACC personnel

Name: Burgess Shriver  
Position: Reassigned from Chemistry instructor to Department  
Chairman, Mathematics/Sciences.  
Division: Arts & Science  
Recommended salary: \$17,500 annually  
Most recent salary: \$15,262 annually  
Beginning date of employment: September 3, 1974  
Length of contract: 12 months  
Reason for reassignment: New position

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Name: Lloyd Miller  
Position: Reassigned from Anthropology, spanish, social sciences  
instructor to Department Chairman, Social &  
Behavioral Sciences  
Division: Arts & Science  
Recommended salary: \$17,500 annually  
Most recent salary: \$15,802 annually  
Beginning date of employment: September 3, 1974  
Length of contract: 12 months  
Reason for reassignment: New position

\*\* \*\* \*

Name: Darlene Falck  
Position: Reassigned from Secretarial/Clerical Instructor to  
Short Course Coordinator  
Division: Career Education  
Recommended salary: \$10,250 (9 months)  
Most recent salary: \$13,300 (12 months)  
Beginning date of employment: October 1, 1974  
Length of contract: 9 months  
Reason for reassignment: Replacement for Melody Powell, who was promoted to  
Supplemental Supervisor

\*\* \*\* \*

Name: William Petrone  
Position: Reassigned from Evaluator, Career Exploration Center to  
Apprentice Training Instructor  
Division: Career Education  
Recommended salary: \$12,500 annually  
Most recent salary: \$12,206 annually  
Beginning date of employment: September 24, 1974  
Length of contract: 12 months  
Reason for reassignment: New position

\*\* \*\* \*

Name: Kathy Jones  
Recommended salary: \$12,500 annual  
Kathy Jones was formerly employed at the Skill Center  
until terminated because of reduction. Now a vacancy  
has developed on the Ankeny campus whereby reassignments  
can be made to accommodate her in the Office Occupations  
program at the Skill Center.

Des Moines Area Community College  
September 4, 1974

PROPOSED RELATIVE EMPLOYMENT AND ASSIGNMENT POLICY

Employment of relatives may be considered only on the following basis:

1. No relative may be assigned within the same program or under the supervision, direct or indirect, of the relative.
2. No relative of a department head or higher level shall be eligible for employment except by approval of the superintendent.

Relatives Defined

Relatives shall be defined to include: spouse, children, father, mother, sisters, brothers, aunts, uncles, nieces, nephews, cousins, grandchildren, grandparents, and in-laws of the employee, whether the relationship be of whole or half blood, foster, or by marriage.



LEGISLATIVE COMMITTEE VISITATION  
August 30, 1974

Items requested by the Committee:

1. Reports of computer needs.
2. List of Arts & Science offerings common to the Urban Center, Ankeny Campus and Boone.
3. A value estimate on the college house at 9th & Trilein; and is there other staff receiving any type of "housing compensation"?

PROPOSED STUDENT HEALTH EXAMINATION POLICY

Those students applying for admission to health occupations programs must have the college's "Health and Medical Exam" form completed by a licensed physician.

In programs judged to be inherently dangerous due to hazardous equipment usage or unusual physical requirements, students will, upon enrollment, be required to complete the college's "Personal Health History" form.

Des Moines Area Community College  
September 4, 1974

PROPOSED EMPLOYEE GIFT POLICY

No member of the board or employee of the Des Moines Area Community College will accept gifts from any person, group, or entity doing, or desiring to do, business with the college; and all business-related gratuities are specifically prohibited, except nominal value advertising items widely distributed.

*Law Offices*

**LAWYER, LAWYER, DUNN & JACKSON**

VERNE LAWYER  
JAMES LAWYER  
MARTIN R. DUNN  
JAMES A. JACKSON

JOHN D. LLOYD

VIVIAN JURY LAWYER  
OF COUNSEL

FOURTH FLOOR FLEMING BUILDING  
DES MOINES, IOWA 50309  
AREA CODE 515  
TELEPHONE 298-2213

August 20, 1974

Mr. Rolland E. Grefe  
President, Board of Directors  
Des Moines Area Community College  
900 Hubbell Building  
Des Moines, Iowa 50309

Dear Mr. Grefe:

This is to advise you that the undersigned has been retained to represent Ms. Kathy Jones in the matter of the termination of her employment contract with the Des Moines Area Community College.

Pursuant to the terms of the employment contract here applicable, we are hereby formally requesting a meeting with the Board of Directors to review the reasons for termination.

In order to facilitate the smooth conduct of the meeting, we would appreciate some notice of the reasons for singling out Ms. Jones to be released in this funding cutback.

Thank you for your cooperation in this matter.

Very truly yours,

LAWYER, LAWYER, DUNN & JACKSON

  
Martin R. Dunn

lp

You will note that a meeting has been asked for, however, we are in the process of offering her continued employment at the Skill Center in Office Occupations. Therefore, we do not anticipate that she will go through with the hearing.

Paul Lowery

Supplemental Personnel Resume'

Name: Dennis Dowell  
Age: 19  
Position: Building Trades Lab Assistant  
Division: Career Education  
Recommended salary: \$8,000 annual  
Most recent salary: Student  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: Graduate of DMACC Building Trades Program  
Experience: 1 yr. part-time in building trades  
Reason for recommending  
this person: Best qualified applicant  
Beginning date of employment: September 16, 1974  
Length of contract: 12 months  
Reason for employment: Replacement for Charles Raker, who is self-employed

\*\* \*\* \*

Name: Teresa Friederich  
Age: 45  
Position: Medical Lab Technician  
Division: Career Education  
Recommended salary: \$8,400 annual (3/4th)  
Most recent salary: \$10,300 annual  
Salary in relation to staff  
w/similar qualifications: Similar  
Education: B.S. in chemistry  
Experience: 1½ yrs. teaching; 7 yrs. med. technologist & some  
teaching  
Reason for recommending this  
person: Best qualified applicant  
Beginning date of employment: September 23, 1974  
Length of contract: 12 months  
Reason for employment: Addition