

Des Moines Area Community College

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Board of Directors Meeting Minutes

6-9-1980

Board of Directors Meeting Minutes (June 9, 1980)

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Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, Iowa 50021 N

REGULAR MEETING

9 JUNE 1980

The regular meeting of the Des Moines Area Community College Board of Directors was held at the Urban Campus Auditorium, Fifth and College, Des Moines, Iowa, on 9 June 1980. The meeting was called to order by Board President Eldon Leonard at 6:30 p.m.

ROLL CALL

Members Present:

Ray Clark	Walter Hetzel	Jasper Risdal
Georganne Garst	Eldon Leonard	Don Rowen
Murray Goodman	Theodore Nemmers	Walter A. Stover, Jr.

Others Present:

Paul Lowery, Superintendent	Various other DMACC staff
Charles Wright, Board Secretary	and interested residents

REMARKS BY
MORRIS JOHNSON

Morris Johnson, Coordinator of Student Life and Evening Services at the Urban Campus, welcomed the Board and others present to the Urban Campus.

APPROVAL OF
TENTATIVE AGENDA

It was moved by D. Rowen, seconded by T. Nemmers, that action on the Superintendent's recommendation for termination of employees (item d) be made the second item on the agenda to enable the Board's attorney, Ed Bittle, to be with them during the decision, and that salaries for employees (items b and c) be made the last item on the agenda to accommodate greater discussion, and that the remainder of the tentative agenda be approved.

The motion was passed unanimously.

PUBLIC COMMENTS

There were no persons who wished to address the Board.

APPROVAL OF
MINUTES

It was moved by T. Nemmers, seconded by R. Clark, that the minutes of the regular meeting of 12 May 1980 and the hearings of 12 May 1980 be approved.

The motion passed unanimously.

MONTHLY
FINANCIAL REPORT

The monthly financial report was presented by Gene Snyders, Vice President, Business Management. A copy of the report is attached (Attachment #1) hereto and made a part of these minutes.

PERSONNEL REPORT

Contract
Changes

It was moved by D. Rowen, seconded by M. Goodman, that contract changes be approved as follows:

- 1) FRANK B. ANDERSON, Instructor, Social/Behavioral
From 12 months (\$23,837.00 annually) to 11 months
(\$22,247.86 annually)
Effective July 1, 1980
- 2) RICHARD L. BYERLY, Asst. to the President, R & D
From Leave Without Pay to Full-Time Status
Effective May 1, 1980
- 3) BRUCE F. HANN, Instructor, Communications/Humanities
From 12 months (\$28,835.00 annually) to 11 months
(\$26,912.66 annually)
Effective July 1, 1980
- 4) GERALD JACOBS, Instructor, Career Education
From 12 months (\$18,635.00 annually) to 9 months
(\$16,499.00 annually) (Reappointment)
Effective July 1, 1980 - March 27, 1981
- 5) DEBRA O. SCHULTE, Instructor/Chairperson, Nursing
From 12 months (\$16,696.00 annually) to 9 months
(\$13,357.00 annually)
Effective July 1, 1980
- 6) M. CHRISTINE VEST, Instructor, Nursing
From 4/5 - 9 months (\$8,932.00 annually) to Full-Time
9 months (\$12,500.00 annually)
Effective July 1, 1980

The motion was passed unanimously.

It was moved by T. Nemmers, seconded by R. Clark, that resignations and leaves of absence without pay be approved as follows:

Resignation

Joan Birkenholtz, Instructor, Adult Education
Effective May 30, 1980

Leaves of
Absence
Without Pay

- 1) RICHARD L. BYERLY, Asst. to the President, R & D
8 Days, May 12 - 21, 1980
- 2) DOLORES S. FORTNER, Instructor, Secretary/Clerical
3 Days, May 19, 20 and 21, 1980
- 3) Margaret Rowe, Instructor/Chairperson, Med. Lab.
5 Days, June 16 - 20, 1980
- 4) KATHRYN STOCK, Instructor, Nursing
2 Days, June 16 & 17, 1980

The motion was passed unanimously.

New
Personnel

It was moved by R. Clark, seconded by T. Nemmers, that new personnel be employed as follows:

- 1) JAGDEESH DAVID ADHAV, Instructor (1/2), Adult Ed., Learning Center
Lane 270-Level 0.0, Salary \$7,981.00 annual
Effective May 19, 1980
- 2) SANDRA JEAN CHACKO, Instructor, Career Ed., Nursing
Lane 225-Level 1.0, Salary \$13,071.00 annual
Effective June 9, 1980
- 3) CYNTHIA ANN CORY, Instructor, Career Ed., Nursing
Lane 180-Level 4.0, Salary \$13,643.00 annual
Effective June 9, 1980
- 4) ELEANOR LOUISE MOECKLY, Instructor, Career Ed., Nursing
Lane 180-Level 4.0, Salary \$13,643.00 annual
Effective June 9, 1980
- 5) MARY ANN RIESENBERG, Instructor, Career Ed., Nursing
Lane 180-Level 6.0, Salary \$14,785.00 annual
Effective July 7, 1980
- 6) GERTRUDE M. SCHULTZE, Campus Nurse, Student Life
Salary \$13,638.00 annual
Effective June 9, 1980
- 7) NANCY L. HANDLEY, Instructor, Career Ed., Nursing
Lane 180-Level 0.0, Salary \$8,519.00 annual
Effective June 9, 1980

The motion was passed unanimously.

Summer
Contracts

It was moved by D. Rowen, seconded by T. Nemmers, that summer contracts be approved as follows:

a. Arts and Sciences	
Ruth Aurelius	\$3,546.00
Rick Chapman	3,390.00
Tom Nelson	3,598.00
Curt Wiberg	3,910.00
Ted Clinkenbeard	3,910.00
Barbara Eastwood	3,390.00
Pat Garvey	3,130.00
Gary Nelson	2,974.00
Byron Strom	2,974.00
Frank Trumpy	3,390.00
Gerald Wisnieski	4,429.00
Bill Ryan	4,152.00
Mike Delaney	3,390.00
Terry Fairbanks	3,182.00
Rudy Harris	3,650.00

John Liepa	\$2,973.00
David Palmer	4,066.00
Jim Sheaff	3,598.00
Janet Simons	3,078.00
b. Career Education	
Anita Deitrick	\$2,026.00
Deborah DeJong	1,634.00
Chris Dencklau	2,027.00
Arlene Edmondson	2,348.00
Anita Ferguson	2,169.00
Nora Reid	1,848.00
M. Ann Riesenberg	1,848.00
Elaine Sullivan	940.00
M. Chris Vest	1,562.00
Barbara Waldron	2,027.00
Debra Schulte	729.00
Sandra Chacko	1,876.00
Eleanor Moeckly	1,958.00
Cynthia Cory	1,958.00
Nancy Handley	465.00
Clair Fisher	5,312.00
Richard Hamann	2,870.00
Patricia Moore	3,903.00
Carl Redding	3,286.00
Tom Turner	3,911.00
Richard Yach	3,338.00
Jack Zeller	5,181.00
Vivian Brandmeyer	2,022.00
Dennis Hansen	4,749.00

The motion was passed unanimously.

SUPERINTENDENT'S
RECOMMENDATION
FOR TERMINATION
OF EMPLOYEES

Schroeder
Wedemeyer

It was moved by W. Hetzel, seconded by J. Risdal, that the Board adopt the recommendation of the Superintendent to terminate the contracts of Diane Schroeder and Virginia Wedemeyer, effective at the end of the current school year, and that Diane Schroeder and Virginia Wedemeyer be furnished copies of the Board's Findings of Fact, Conclusions of Law and Decisions, and that the Secretary be ordered to immediately give notice to Diane Schroeder and Virginia Wedemeyer that their contracts with the Des Moines Area Community College are terminated effective at the end of the current school year.

The motion was passed by roll call vote with votes recorded as follows:

Ayes:

M. Goodman	E. Leonard	J. Risdal
W. Hetzel	T. Nemmers	D. Rowen

Nays:

None

Abstentions:

R. Clark G. Garst W. Stover

Henry

It was moved by M. Goodman, seconded by R. Clark, that the Board adopt the recommendation of the Superintendent to terminate the contract of Regina M. Henry, effective at the end of the current school year, and that Regina M. Henry be furnished a copy of the Board's Findings of Fact, Conclusions of Law and Decision, and that the Secretary be ordered to immediately give notice to Regina M. Henry that her contract with the Des Moines Area Community College is terminated effective at the end of the current school year.

The motion was passed by roll call vote with votes recorded as follows:

Ayes:

R. Clark M. Goodman T. Nemmers
G. Garst W. Hetzel J. Risdal
E. Leonard

Nays:

None

Abstentions:

D. Rowen W. Stover

Appelgate
Arndt
Giles
Marten

It was moved by R. Clark, seconded by G. Garst, that the Board adopt the recommendation of the Superintendent to terminate the contracts of Linda Appelgate, Maurice Arndt, James Giles and Kay Marten, effective at the end of the current school year, and that Linda Appelgate, Maurice Arndt, James Giles and Kay Marten be furnished copies of the Board's Findings of Fact, Conclusions of Law and Decisions, and that the Secretary be ordered to immediately give notice to Linda Appelgate, Maurice Arndt, James Giles and Kay Marten that their contracts with the Des Moines Area Community College are terminated effective at the end of the current school year.

The motion was passed by roll call vote with the votes recorded as follows:

Ayes:

R. Clark M. Goodman E. Leonard
G. Garst W. Hetzel J. Risdal

Nays:

None

Abstentions:

T. Nemmers D. Rowen W. Stover

STUDENT FEES

It was moved by R. Clark, seconded by W. Stover, that student fees be approved as follows:

Admission Fee: \$50.00

Science Lab Fee: \$10.00 per course in Arts and Science Division

Program Supply Fee: \$10.00 per quarter for full-time Career Education students; \$5.00 per quarter for part-time Career Education students

Registration and Records Fee: \$7.00 per quarter for full-time credit Arts and Science and Career Education students; \$4.00 per quarter for part-time credit Arts and Science and Career Education students

Course Add/Drop Fee: \$2.00 per course section change after initial registration

The motion was passed unanimously.

TUITION
INCREASE

It was moved by J. Risdal, seconded by G. Garst, that tuition be approved as follows:

Adult and Continuing Education

Supplemental (500's)	\$ 1.00 per contact hour
General Interest	.75 per contact hour
Nurse Aide	.55 per contact hour
Diploma Courses (Individualized)	25.00 per course

Arts and Science and Career Education

Part-time students	\$16.50 per credit hour
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The motion was passed unanimously.

NEW BOARD
POLICY: SAFETY

It was moved by D. Rowen, seconded by M. Goodman, that the first reading of proposed Board Policy No. 756: Insurance--Safety Program, be acknowledged and approved.

The motion was passed unanimously by roll call vote. A copy of the proposed policy is attached (Attachment #2) hereto and made a part of these minutes.

DISCONTINUE
MOBILE CAREER
EXPLORATION
CENTER

It was moved by T. Nemmers, seconded by R. Clark, that the Mobile Career Exploration Center (a.k.a. Mobile Career Exploration Program) be discontinued effective 30 June 1980 due to funding problems.

The motion was passed by roll call vote with votes recorded as follows:

Ayes:

M. Clark	W. Hetzel	J. Risdal
M. Goodman	E. Leonard	D. Rowen
	T. Nemmers	

Nays:

G. Garst	W. Stover
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STUDENT CON-
STRUCTED HOUSE
CARROLL, IA

There were no offers to purchase the student constructed house at 215 East Todd Terrace, Carroll, Iowa.

LIST PRICE
ESTABLISHED
1102 S.E. RIO

It was moved by W. Stover, seconded by W. Hetzel, that the student constructed house be listed for sale for \$85,500 including allowances of \$500 for stove, \$3,500 for floor covering, and \$1,500 for landscaping with \$80,000 being acceptable without the allowances.

The motion was passed unanimously.

TREASURER
APPOINTED
DUANE SPICER

It was moved by D. Rowen, seconded by M. Goodman, that Duane Spicer, President, Ankeny National Bank, be appointed Treasurer of Des Moines Area Community College, effective 1 July 1980.

The motion was passed unanimously. (T. Nemmers was absent for the vote.)

H. WILTSEY &
ASSOCIATES
RETAINED FOR
COLLECTIVE
BARGAINING

It was moved by D. Rowen, seconded by R. Clark, that the Board retain H. Wiltsey and Associates to provide services connected with collective bargaining on a PER DIEM basis.

The motion was passed unanimously. (T. Nemmers was absent for the vote.) A copy of the contract is attached (Attachment #3) hereto and made a part of these minutes.

CLAIMS AND
ACCOUNTS

It was moved by W. Hetzel, seconded by D. Rowen, that the claims and accounts be approved as submitted.

The motion was passed unanimously. The claims and accounts are attached (Attachment #4) hereto and made a part of these minutes.

PART-TIME &
DAILY RATE
INSTRUCTORS'
SALARIES SET

It was moved by D. Rowen, seconded by M. Goodman, that part-time and daily rate instructors' salaries be as follows:

Dentists (Dental Clinic)	\$17.50 per hour
Credit Courses	
100-200 (A & S)	15.15 per hour
200-300 (Career and Adult Supplemental, Credit)	13.00 per hour
500 (Adult Supplemental, Noncredit)	12.00 per hour
700-800 (Adult General Int.)	8.50 per hour
Extension Center Supervisor	8.50 per hour
Clinical Supervisor	8.50 per hour

Basic Education & High School Completion		
Cadet		\$ 7.50 per hour
Instructor		8.50 per hour
Master Instructor		9.10 per hour
Master with Longevity		9.60 per hour
Daily (Continuous) Career Education		
Instructor		58.50 per day
Honorariums		
1st Hour	\$30.00)	
2nd Hour	30.00)	
3rd Hour	25.00)	A maximum of \$200 per day could be exceeded only upon presentation of rationale for approval by Dean or Vice President for Instruction.
4th Hour	25.00)	
5th Hour	25.00)	
6th Hour	25.00)	
7th Hour	20.00)	
8th Hour	20.00)	

The motion was passed unanimously.

ESTABLISH SALARIES FOR ADMINISTRATORS/MANAGERS/SUPERVISORS/COORDINATORS/PROFESSIONAL SERVICES, AUXILIARY SERVICES, SECRETARIAL/CLERICAL, PHYSICAL PLANT, AND FOOD SERVICES EMPLOYEES

It was moved by D. Rowen, seconded by G. Garst, that the individual salaries for Administrators/Managers/Supervisors/ Coordinators/Professional Services, Auxiliary Services, Secretarial/Clerical, Physical Plant, and Food Services employees, with the exception of the Superintendent, be approved, effective 1 July 1980.

The motion was passed unanimously by roll call. A copy of the individual salaries is attached (Attachment #5) hereto and made a part of these minutes.

SUPERINTENDENT'S EVALUATION/ SALARY AND CONTRACT

It was moved by T. Nemmers, seconded by W. Hetzel, that the Board complete its evaluation of the Superintendent at its meeting on 14 July 1980 and establish his salary and consider his contract at that time.

The motion was passed unanimously.

ADJOURNMENT

It was moved by W. Stover, seconded by G. Garst, that the meeting be adjourned.

The motion was passed unanimously and the meeting was adjourned at 8:36 p.m.

Charles Wright

CHARLES WRIGHT, Secretary

Eldon Leonard

ELDON LEONARD, President

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
May 31, 1980

202

	General, Agency Auxiliary, Scholarship, and Loan Funds	Special Plant Fund	Voted Tax & Sinking Fund
	<u>ANKENY STATE</u>	<u>BANKERS TRUST</u>	<u>BANKERS TRUST</u>
<u>CASH IN BANK (CHECKING ACCOUNT):</u>			
Bal. Fwd. May 1, 1980	\$ (4,753.21)	\$ 2,976.64	
Plus Receipts May 1980	2,330,219.90	499,289.58	
Less Disbursements May 1980	<u>2,325,650.11</u>	<u>493,906.77</u>	
Cash in Bank May 31, 1980	\$ (183.42) (A)	8,359.45	
<u>INVESTMENTS:</u>			
<u>CERTIFICATES OF DEPOSIT:</u>			
8.0 % Due 6-30-80 (Ankeny-Student U.)	20,000.00		
8.0 % Due 6-16-80 (Urban Student U.)	6,368.18		
9.25 % Due 6-30-80	300,000.00		
6.62 % Due 6-30-80	375,000.00		
Various Interest and Due Dates (3 yr. loan)		4,800,000.00	
Various Interest and Due Dates (5 yr. loan)		1,167,000.00	
3.25 % Due 1-15-80		250,000.00	
6.25 % Due 2-17-81- 16.25%		100,000.00	
6.25 % Due 5-15-80- 9.25%		360,000.00	
0.5 % Due 7-17-80		335,000.00	
0.25 % Due 8-15-80		250,000.00	
1.5 % Due 9-15-80		340,000.00	
2.25 % Due 11-15-80		165,000.00	
Various Due 6-30-80			1,634,000.00
Savings Account/General	100,287.36		
Student Activities/Savings	5,804.33		
Sinking Fund/Savings			<u>20,691.72</u>
<u>TOTAL INVESTMENTS</u>	\$ 807,459.87	\$7,767,000.00	\$1,654,691.72
<u>TOTAL CASH IN BANK & INVESTMENTS</u>	\$ <u>807,276.45</u>	<u>\$7,775,359.45</u>	<u>\$1,654,691.72(B)</u>

Footnotes:

- (A) Deficient Balance represents outstanding checks.
- (B) Next loan payment from Sinking Fund due 6-30-80 for \$1,531,320.00.
Amount in excess of Loan Payment in Sinking Fund will be transferred to Special Plant Fund 6-30-80.

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
April 30, 1980

	Working Budget	Amount Encumbered	Amount Expended or Received	Working Budget Balance
GENERAL FUND DISBURSEMENTS:				
Arts & Science	\$ 2,145,555	\$ 7,289	\$ 1,529,570	\$ 608,696
Career Ed	4,829,984	91,362	3,662,821	1,077,801
Career Exploration Center	184,659	5,080	143,122	34,457
Mobile Career Explor. Center	75,600	708	63,150	11,742
Adult Ed	1,731,649	13,312	1,330,597	387,740
Administration (D)	636,357	1,011	517,025	118,321
Student Life	1,279,524	1,698	1,071,468	206,358
Learning Resources	507,366	4,836	429,890	72,640
Physical Plant	1,406,063	92,597	1,159,114	154,352
General Institutional (C)	1,125,794	110,090	950,538	65,166
Director Western Attend. Ctr.	43,329	2,300	39,086	1,943
Vice Pres. of Instruction	112,041	30	94,320	17,691
Dean Urban Campus	94,909	709	81,014	13,186
Sub Total Unrestricted	<u>\$14,172,830</u>	<u>\$331,022</u>	<u>\$11,071,715</u>	<u>\$2,770,093</u>
Title I Labor Counseling	13,415		9,308	4,107
Woodward Grant	44,948		13,131	31,817
CETA/Class Size	348,866		273,030	75,836
Alcohol Fuel Grant	10,000		6,358	3,642
Nursing Capitation Grant	25,340	8,963	2,835	13,542
Social Service Inservice Tng.	19,078		11,741	7,337
Homemaker Home Health Aide	10,745		2,143	8,602
ESL for Indo China Refugees	74,858		61,562	13,296
ESL for Indo Chinese	20,000		20,000	0
Teacher Aids Program	11,295		8,192	3,103
Special Needs Material & Equip.	399		399	0
Special Needs Video Equip.	1,788		1,788	0
Dev. Enhancing Aware Handicap	115		115	0
Comp. Vocational Devel. Program	49,810		21,817	27,993
Public Service Employment	22,063		22,063	0
Sub Total Restricted	<u>652,720</u>	<u>8,963</u>	<u>454,482</u>	<u>189,275</u>
Budget Deobligation	<u>(57,989)</u>			<u>(57,989)</u>
GRAND TOTAL GENERAL FUND DIS. (A)	<u>\$14,767,561</u>	<u>(B) \$339,985</u>	<u>\$11,526,197</u>	<u>\$2,901,379</u>
GENERAL FUND REVENUE: (E)	<u>\$14,319,032</u>		<u>\$12,226,765</u>	<u>\$2,092,267</u>
PLANT FUND DISBURSEMENTS: (F)	\$ 4,939,811		\$ 2,432,005	\$2,507,806
PLANT FUND REVENUE:	\$ 2,248,977		\$ 1,844,912	\$ 404,065

FOOTNOTES:

- A. Published Amended Budget (Hearing May 12, 1980) \$14,927,141.
- B. Payroll encumbrances omitted.
- C. General Institutional is a new function which includes:
R & D; Personnel; Data Processing; Communications College
Relations; Dean Facilities Management & Staff Development.
- D. Administration now includes following; Board; Supt; Business
Office; Purchasing; V.P. Bus. Mgt.
- E. Summary detail of revenue omitted since not yet received from
MSG Reports.
- F. Plant Fund published budget identical to working budget.

DES MOINES AREA COMMUNITY COLLEGE
BUDGET BALANCE REPORT
April 30, 1980

	Working Budget	Amount Encumbered	Amount Expended or Received	Working Budget Balance
GENERAL FUND DISBURSEMENTS:				
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Special Needs Material & Equip.	399		399	0
Special Needs Video Equip.	1,788		1,788	0
Dev. Enhancing Aware Handicap	115		115	0
Comp. Vocational Devel. Program	49,810		21,817	27,993
Public Service Employment	22,063		22,063	0
Sub Total Restricted	<u>652,720</u>	<u>8,963</u>	<u>454,482</u>	<u>189,275</u>
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GENERAL FUND REVENUE:	<u>(E) \$14,319,032</u>		<u>\$12,226,765</u>	<u>\$2,092,267</u>
PLANT FUND DISBURSEMENTS:	<u>(F) \$ 4,939,811</u>		<u>\$ 2,432,005</u>	<u>\$2,507,806</u>
PLANT FUND REVENUE:	<u>\$ 2,248,977</u>		<u>\$ 1,844,912</u>	<u>\$ 404,065</u>

FOOTNOTES:

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R & D; Personnel; Data Processing; Communications College
Relations; Dean Facilities Management & Staff Development.
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DES MOINES AREA COMMUNITY COLLEGE
GENERAL FUND INTERIM BALANCE SHEET
April 30, 1980

-----ASSETS-----

Code

CASH & INVESTMENTS

101 Cash in Bank - Checking	\$ 760,050	
102 Petty Cash - Ankeny Checking Change Fund	836	
103 Petty Cash - Boone Checking	7,500	
119 Cash in Bank - Payroll	57,415	
120 Returned Checks	3,517	
122 Petty Cash/Change Funds	3,876	
125 Cash Over or Short	345	
130 Investment in CD's	1,375,000	
131 Investment in Savings	<u>5,279</u>	
TOTAL CASH & INVESTMENTS		\$2,213,818

ACCOUNTS RECEIVABLE

145 Due from Federal	47,510	
146 Due from Others	8,522	
Budgeted Revenue FY 80	14,319,032	
Less Amount Received	<u>12,226,765</u>	
Balance to Receive	2,092,267	
TOTAL ACCOUNTS RECEIVABLE		\$2,148,299

INVENTORIES

161 Expendable Supplies	28,311	
162 Auto Parts	<u>16,658</u>	
TOTAL INVENTORIES		44,969

169 STUDENT HOUSES

Carroll House #5 Under Construction	51,894	
Carroll House #6 Lot Only	10,053	
Carroll House #7 Lot Only	10,035	
Ankeny House #14 Under Construction	65,105	
Ankeny House #15 Under Construction	61,702	
Ankeny House #16 Under Construction	13,876	
Ankeny House #17 Lot Only	13,121	
Ankeny House #18 Lot Only	<u>13,121</u>	
TOTAL HOUSES		<u>238,907</u>

TOTAL ASSETS

\$4,645,993

DES MOINES AREA COMMUNITY COLLEGE
 GENERAL FUND INTERIM BALANCE SHEET
 April 30, 1980

Code

CURRENT LIABILITIES

201 Trade Accounts Payable		30.	
201 Accounts Payable			
Budgeted Expenditures FY 80	14,767,561		
Less Expended to Date	<u>11,526,197</u>		
Balance to be expended		3,241,364	
203 Long Term Payable		<u>6,449</u>	
TOTAL CURRENT LIABILITIES			\$3,247,843

271 DEFERRED INCOME

CETA/CLASS SIZE (Advance)		17,000	
Auto Body Program		1,532	
DFAFS		694,195	
Iowa Script		1,353	
IPA Wastewater		6,183	
Total Deferred Income			<u>720,263</u>

TOTAL LIABILITIES \$3,968,106

----FUND BALANCE----

311 UNRESTRICTED			
Balance Forward 7-1-79		1,096,805	
FY 80 Budget Expenditures	14,767,561		
Less FY 80 Budget Revenue	14,319,032		
Net Expenditures Over Revenue		(448,529)	
Projected Fund Balance 6-30-80			648,276

314 RESTRICTED FOR UNEMPLOYMENT COMPENSATION 29,611

 Total Fund Balance 677,887

 TOTAL LIABILITIES & FUND BALANCE \$4,645,993

Proposed Board Policy

Series Number: 756

Title: Insurance
Safety Program

The Board of Directors believes that the safety of its students, employees, visitors, and operations is essential; intends that the college comply with all safety laws and ordinances; and desires to maintain neat, clean, attractive, and healthful working conditions.

To accomplish these intentions, the Chief Executive Officer will establish a Safety Committee that will conduct safety inspections and investigate accidents.

Board Adoption _____	Legal Reference <u>280A. 23.5</u>
_____	_____
_____	_____

DES MOINES' AREA COMMUNITY COLLEGE

FY 1980-81

INDIVIDUAL SALARY RECOMMENDATIONS
FOR
ADMINISTRATION, AUXILIARY SERVICES, SECRETARIAL/CLERICAL,
FOOD SERVICE & PHYSICAL PLANT

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>ADMINISTRATORS</u>							
Bengtson, Leonard E.	Vice President, Student Life	2-13-67	\$32,866	\$35,798	\$3,715	\$39,513	12 Mo.
Bennett, Carroll L.	Vice President, Instruction	6-19-67	32,500	35,406	3,677	39,083	12 Mo.
Byerly, Richard L.	Assistant to President, R & D	7-1-70	29,800	32,517	3,393	35,910	12 Mo.
Clarkson, Tommy G.	Director, College Relations	8-1-76	22,948	25,185	2,673	27,858	12 Mo.
Lowery, Paul J.	Superintendent/President	8-15-66	41,100	44,241	4,544	48,785	12 Mo.
Snyders, Eugene R.	Vice President, Business Affairs	11-16-76	32,846	35,776	3,713	39,489	12 Mo.
Von Mayr, Wilfred E.	Director, Personnel	10-3-77	28,809	31,457	3,289	34,746	12 Mo.
Wright, Charles K.	Assistant to the President	6-1-79	26,000	26,367	2,789	29,156	12 Mo.
<u>MANAGERS</u>							
Baugous, Charles E.	Dean, Enrollment Services	7-15-68	29,129	31,799	3,323	35,122	12 Mo.
Bellizzi, Nick	Dean, Adult & Continuing Ed.	9-1-67	29,629	32,334	3,375	35,709	12 Mo.
Gamm, Harold	Dean, Career Education	12-9-68	29,000	31,661	3,309	34,970	12 Mo.
Hamilton, Byron K.	Dean, Boone Campus	8-1-68	27,125	29,655	3,112	32,767	12 Mo.
Hamlett, Zack E.	Dean, Urban Campus	8-30-71	25,416	27,826	2,933	30,759	12 Mo.
Krehbiel, Dennis L.	Dean, Student Development	6-15-70	25,293	27,695	2,920	30,615	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>MANAGERS (Con't.)</u>							
Raymond, Roger	Director, Data Systems	3-12-79	\$27,500	\$29,602	\$3,107	\$32,709	12 Mo.
Rolf, Carl H.	Associate Dean, Career Ed.	8-4-75	24,498	27,844	2,934	30,778	12 Mo.
Steinberg, Irv	Controller	6-10-68	24,238	26,566	2,809	29,375	12 Mo.
Walton, Eldon F.	Dean, Educational Media	11-1-68	28,158	30,760	3,221	33,981	12 Mo.
Wilcox, Gary D.	Dean, Arts and Sciences	6-1-70	27,738	30,311	3,177	33,488	12 Mo.
Zuck, Donald C.	Dean, Facilities Management	3-3-69	30,376	33,133	3,454	36,587	12 Mo.
<u>SUPERVISORS/COORDINATORS</u>							
Albrecht, Lorenz Lynn	Registrar	10-1-74	22,204	24,389	2,595	26,984	12 Mo.
Arnburg, Max H.	Supervisor, Mechanical Maint.	3-17-69	17,412	19,262	2,092	21,354	12 Mo.
Bell, Donald R.	Coordinator, Community Services	12-1-67	22,954	24,775	2,633	27,408	12 Mo.
Blair, James A.	Supervisor, Custodial Services	12-1-68	14,932	16,127	1,784	17,911	12 Mo.
Boldt, Eugene W.	Director, Learning Centers	9-15-69	23,748	26,041	2,757	28,798	12 Mo.
Caldwell, Eva D.	Supervisor, Rec. & Student Acct.	4-5-76	14,117	15,736	1,745	17,481	12 Mo.
Campbell, Lois G.	Director, Comm. & Humanities	7-1-75	23,115	25,364	2,691	28,055	12 Mo.
Cole, Valerie A.	Coordinator, Enrollment Services	2-12-79	12,444	13,752	1,550	15,302	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>SUPERVISORS/COORDINATORS (Con't.)</u>							
Dobbins, Willis E.	Coordinator, Adult Education	7-1-70	\$20,352	\$22,408	\$2,400	\$24,808	12 Mo.
Dresback, Bobby E.	Operations Supervisor	9-10-75	15,877	18,500	2,017	20,517	12 Mo.
Finnestad, Richard A.	Coord., Stud. Serv., Stud. Life	8-1-71	23,934	26,240	2,777	29,017	12 Mo.
Frazee, Maralee M.	Director, Financial Aids	7-1-70	17,611	19,475	2,112	21,587	12 Mo.
German, Claudia	Coordinator, Health Occupations	8-1-77	16,887	18,700	2,036	20,736	12 Mo.
Halstead, Steven K.	Coord., Student Research & Assess.	8-14-74	17,397	23,899	2,547	26,446	12 Mo.
Hiner, Dennis L.	Coordinator, Special Needs	6-11-79	18,313	18,680	2,034	20,714	12 Mo.
Huntoon, Donald R.	Director, Business Occupations	8-31-70	24,501	26,847	2,836	29,683	12 Mo.
Johnson, Morris F.	Coordinator, Eve. & Stud. Serv.	3-1-74	19,776	21,791	2,340	24,131	12 Mo.
Johnson, Susan G.	Coordinator, Health Occupations	11-1-78	16,440	18,222	1,989	20,211	12 Mo.
Johnson, William E.	Director, Adult Basic Education	9-14-67	24,562	26,912	2,843	29,755	12 Mo.
Kerr, Donald R.	Coordinator, Student Affairs	7-15-69	24,135	24,775	2,633	27,408	12 Mo.
Kragenbrink, Melody	Director, Career Supplemental	12-11-67	23,808	26,106	2,764	28,870	12 Mo.
Longnecker, Beverly E.	Supervisor, Food Services	9-5-72	13,220	14,776	1,651	16,427	12 Mo.
Luiken, Norman A.	Director, I & T Career Education	6-26-72	24,501	26,847	2,836	29,683	12 Mo.
Mahlow, Jennifer L.	Supervisor, Word Processing	9-1-76	8,172	12,496	1,427	13,923	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>SUPERVISORS/COORDINATORS (Con't.)</u>							
Mann, Robert L.	Supervisor, Inv. Grants & Cont.	6-17-74	\$11,139	\$14,964	\$1,669	\$16,633	12 Mo.
McNally, Mary K.	Coordinator, Health Occupations	9-3-74	17,613	19,477	2,113	21,590	12 Mo.
Michael, Theo A.	Supervisor, Duplicating (acting)	8-20-79	--	10,357	1,217	11,574	12 Mo.
Michels, Leo W.	Purchasing Agent	2-27-68	17,611	19,475	--	19,475	12 Mo.
Miller, Lloyd J.	Director, Social & Behavioral	6-1-70	24,501	26,847	2,836	29,683	12 Mo.
Morr, Joseph C.	Bookstore Manager	5-18-70	16,386	18,164	1,994	20,158	12 Mo.
Neal, Wayne L.	Coordinator, Business Adult	3-1-76	18,505	20,431	2,206	22,637	12 Mo.
Nichols, George H.	Assistant Director, Stud. Serv.	12-1-67	23,039	25,283	2,683	27,966	12 Mo.
Niemeyer, John J.	Coordinator, CLC	7-19-71	23,556	24,775	2,633	27,408	12 Mo.
Phillips, Kriss W.	Director, Carroll Center	6-1-74	20,526	23,708	2,528	26,236	12 Mo.
Preston, Quentin F.	Supervisor, Trans., Sec. & Mail	11-1-72	16,795	18,602	2,027	20,629	12 Mo.
Rees, Merrill F.	Director, Libraries	7-1-69	24,049	26,363	2,789	29,152	12 Mo.
Rolinger, Jack L.	Director, School Operations	11-14-67	24,562	26,912	2,843	29,755	12 Mo.
Rowe, Gordon N.	Coordinator, Trade & Industry	9-23-74	19,545	21,544	2,116	23,660	12 Mo.
Shepard, Delbert A.	Director, Diversified Occupations	11-1-73	20,672	25,200	2,675	27,875	12 Mo.
Shriver, Burgess H.	Director, Mathematics & Sciences	8-31-70	24,501	26,847	2,836	29,683	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>SUPERVISORS/COORDINATORS (Con't.)</u>							
Simms, Dorothy L.	Director, Career Explor. Center	8-5-68	\$19,700	\$21,710	\$2,332	\$24,042	12 Mo.
Smith, Kenneth M.	Director, Career/Life Planning	8-16-71	24,500	26,846	2,836	29,682	12 Mo.
Vandivier, Alfred C. Jr.	Coordinator, Employer Relations	8-1-72	18,437	20,359	2,199	22,558	12 Mo.
Wright, William J.	Supervisor, General Accounting	11-8-71	16,981	18,801	2,046	20,847	12 Mo.
<u>PROFESSIONAL SERVICES</u>							
Allen, Constance L.	Personnel Officer I	7-21-69	12,495	14,964	1,669	16,633	12 Mo.
Bailey, Joanne M.	Veterans' Affairs Specialist	5-29-79	14,117	15,517	1,724	17,241	12 Mo.
Beltrame, David J.	Printer	9-7-71	12,900	14,434	1,617	16,051	12 Mo.
Cole, Eldon R.	Electronic Maint. Specialist	2-11-74	18,133	19,601	2,125	21,726	12 Mo.
Dixon, Michael L.	Publications Coordinator	3-22-76	17,937	19,824	2,147	21,971	12 Mo.
Frakes, Linda	Computer Operator	7-1-77	10,973	12,372	1,415	13,787	12 Mo.
Haskins, Robert J.	Programmer	9-27-78	14,117	15,736	1,745	17,481	12 Mo.
Jackson, Nedra	Coordinator, Development Services	5-29-74	14,100	15,718	1,744	17,462	12 Mo.
McClurg, Ronald B.	Research Analyst	4-15-68	21,584	23,726	2,530	26,256	12 Mo.
Mitchell, Maurice	Director, Instruct. Development	1-13-76	22,444	24,646	2,620	27,266	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>PROFESSIONAL SERVICES (Con't.)</u>							
Mitchell, Robert A.	Director, Staff Development	12-1-71	\$23,556	\$25,836	\$2,737	\$28,573	12 Mo.
Phares, Arthur J.	Programmer-Analyst	8-18-75	19,265	21,245	2,286	23,531	12 Mo.
Rhead, Donald J.	Personnel Officer II	10-7-74	21,249	23,367	2,495	25,862	12 Mo.
Schreurs, Christian C.	Assistant Registrar	8-6-73	14,686	16,345	1,805	18,150	12 Mo.
Suby, Allen A.	Supv., Career Prog. Planning	12-1-68	23,272	25,532	2,706	28,238	12 Mo.
Wilgenbush, Mary J.	Computer Operator	3-1-73	10,973	12,372	1,415	13,787	12 Mo.
Wright, Nancy J.	Admissions Representative	5-9-77	13,220	14,776	1,651	16,427	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
PROFESSIONAL AND ADMINISTRATIVE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>COORDINATORS - PART-TIME</u>							
Cutlip, Margaret S.	Coordinator, Home Economics (1/2)	8-11-70	\$ 3,693	\$ 4,091	\$ 445	\$ 4,536	9 Mo.
Gibbons, Sue A.	Coordinator, Office Occupations (1/2)	9-19-77	6,787	7,541	821	8,362	9 Mo.
Keating, Ardelle J.	Coordinator, Home Economics (1/2)	5-1-67	9,009	9,956	1,078	11,034	12 Mo.
Samuels, Bette J.	Coordinator, Home Economics (1/2)	11-15-76	7,180	7,962	862	8,824	9 Mo.

SALARY RECOMMENDATIONSFY 1980-81
AUXILIARY SERVICES

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Albertson, Marcia K.	Lab Assistant, Office Occupations	10-14-74	\$ 9,812	\$10,597	\$1,241	\$11,838	12 Mo.
Alcorn, Joyce	Assistant Bookstore Manager	3-1-79	8,368	9,071	1,091	10,162	12 Mo.
Brugioni, Donna M.	Dexterity Evaluation Specialist	8-9-73	9,818	10,604	1,241	11,845	12 Mo.
Carr, Arlys J.	Media Technician/Photographer	10-22-73	10,872	11,742	1,353	13,095	12 Mo.
Corwin, Deborah K.	Financial Aid Officer	12-11-72	11,460	12,377	1,415	13,792	12 Mo.
Field, Barbara A.	Lab Assistant, Child Development	9-4-79	--	7,633	950	8,583	9 Mo.
Freier, Sharon K.	Media Technician/Coordinator	8-15-73	11,717	12,654	1,443	14,097	12 Mo.
Heninger, Kay A.	Research Assistant	11-12-79	--	8,970	1,081	10,051	12 Mo.
Hermann, Regina	Ed. Advisor/Foreign Stud. Off.	2-5-79	10,042	10,770	1,258	12,028	12 Mo.
Jugenheimer, Homer M.	Lab Assistant, Auto Parts	9-7-71	12,278	13,260	1,502	14,762	9 Mo.
Monachino, Suzanne J.	Lab Assistant, Math Science	9-1-76	10,314	11,139	1,294	12,433	12 Mo.
Nelson, Joyce N.	Scheduling Specialist	2-13-74	10,707	11,564	1,336	12,900	12 Mo.
Peckum, Josephine	Lab Assist., Office Occupations	9-23-68	11,109	11,998	1,378	13,376	12 Mo.
Pogge, Mark	Audio Video Technician	1-2-70	9,200	9,936	1,176	11,112	12 Mo.
Schieffer, William A.	Lab Assistant, Building Trades	10-13-75	11,775	12,717	1,449	14,166	12 Mo.
Stetzel, Barbara L.	Media Technician, Graphic Arts	7-25-77	9,095	9,823	1,165	10,988	12 Mo.
Stewart, Susan J.	Activities Assistant	9-15-75	11,469	12,387	1,416	13,803	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
AUXILIARY SERVICES

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Torgerson, Marla M.	Admission Advisor/Tour Coord.	8-1-79	\$ --	\$10,695	\$1,250	\$11,945	12 Mo.
Tyson, Earnestine B.	Student Life Specialist	6-6-77	10,700	11,556	1,335	12,891	12 Mo.
Van Pelt, Gail L.	Activities Assistant	9-29-75	9,206	9,942	1,176	11,118	12 Mo.
Van Tuyl, Sharon L.	Educational Advisor	10-22-73	10,704	11,560	1,335	12,895	12 Mo.
Waugh, Harriett M.	Library Technician	10-10-77	8,560	9,245	1,108	10,353	12 Mo.
Weitzel, Carol L.	PCS/Orientation Coordinator	5-10-76	12,033	12,996	1,476	14,472	12 Mo.
Wells, Jerry L.	Commercial Artist	8-21-78	9,206	9,942	1,176	11,118	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
AUXILIARY SERVICES

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
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PART-TIME

Davis, Candace K.	Student Services Aid (½)	10-4-76	\$ 5,283	\$ 5,679	\$ 658	\$ 6,337	12 Mo.
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SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Alcock, Debra	Correspondence Secretary I	1-2-80	\$ —	\$ 7,762	\$ 481	\$ 8,243	12 Mo.
Amsden, Meredith	Secretary I	3-13-78	7,672	8,624	1,047	9,671	12 Mo.
Andersen, Beverly	Financial Aid Clerk II	1-2-79	--	8,646	1,029	9,675	12 Mo.
Apland, Betty	Clerk Typist II	8-14-79	--	7,560	942	8,502	12 Mo.
Baccam, Ha	Copy Center Operator	3-3-80	--	7,412	--	7,412	12 Mo.
Bach, Georgia	Secretary III	11-21-74	9,225	10,316	1,213	11,529	12 Mo.
Bachman, Dawn	Secretary III	10-23-79	--	8,838	1,068	9,906	12 Mo.
Blaskey, Sharon	Secretary II	1-2-73	8,844	9,867	1,169	11,036	12 Mo.
Bliss, Dolores	Secretary I	1-2-75	8,166	9,118	1,095	10,213	12 Mo.
Boley, Lucille	Registration Clerk I	9-12-73	7,792	8,725	1,057	9,782	12 Mo.
Brouwer, Barbara	Bookkeeper I	9-17-79	--	8,452	1,030	9,482	12 Mo.
Bryan, Janet	Secretary II	9-10-79	--	8,706	1,055	9,761	12 Mo.
Calhoun, Janet	Secretary II	12-1-77	8,201	9,224	1,106	10,330	12 Mo.
Carlson, Cheryl	Secretary II	5-25-70	8,844	9,867	1,169	11,036	12 Mo.
Carney, Christine	Bookkeeper I	7-1-77	8,508	9,531	1,136	10,667	12 Mo.
Carr, Shirley	Clerk Typist III	6-16-77	7,400	8,333	1,018	9,351	12 Mo.
Cheddie, Joyce	Secretary III	10-2-78	8,151	9,242	1,108	10,350	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Crees, Barbara	Secretary I	1-15-80	\$ --	\$ 8,649	\$ 525	\$ 9,174	12 Mo.
Cutler, Sandra	Clerk Typist III	5-15-78	6,797	7,730	959	8,689	12 Mo.
Dalton, Elizabeth	Secretary I	3-19-79	6,797	8,083	994	9,077	12 Mo.
Danaher, Dona	Secretary I	5-24-77	7,139	8,245	1,010	9,255	12 Mo.
Eriksen, Judy	Clerk/Steno II	3-13-78	7,302	8,246	1,010	9,256	12 Mo.
Fernandez, Linda	Bookkeeper II	9-7-71	8,875	9,966	1,179	11,145	12 Mo.
Gress, Mary	Office Assistant I	9-17-79	--	9,242	1,108	10,350	12 Mo.
Halverson, Barbara	Secretary I	8-3-78	7,139	8,245	1,010	9,255	12 Mo.
Hammer, Linda	Secretary I	7-14-75	8,488	9,440	1,127	10,567	12 Mo.
Hayden, Sheryl	Data Entry Operator I	7-23-79	--	7,730	959	8,689	12 Mo.
Henry, Gretta	Records Clerk II	10-18-77	6,757	7,687	955	8,642	12 Mo.
Hicklin, Kathy	Secretary II	5-10-76	8,488	9,826	1,165	10,991	12 Mo.
Hoad, Linda	Secretary II	2-15-78	7,815	8,838	1,068	9,906	12 Mo.
Hoover, Cynthia	Secretary I	9-4-79	--	8,083	994	9,077	12 Mo.
Hughes, Lois	Secretary I	8-2-68	9,130	10,082	1,190	11,272	12 Mo.
Husak, Sheryl	Secretary I	3-23-76	7,313	8,612	1,046	9,658	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Husted, Faune *	Records Specialist	11-7-67	\$ 6,030	\$ 6,712	\$ 784	\$ 7,496	12 Mo.
James, Lois	Clerk Typist II	8-23-76	7,035	7,965	982	8,947	12 Mo.
Johnson, Sandi	Office Assistant II	7-1-69	10,149	11,429	1,322	12,751	12 Mo.
Jones, Ardella	Secretary III	3-6-72	9,225	10,316	1,213	11,529	12 Mo.
Kappos, Connie	Receiving/Supply Clerk	6-26-75	8,893	9,837	1,166	11,003	12 Mo.
Knudsen, Delores **	Secretary I	4-1-77	8,875	7,622	923	8,545	9 Mo.
Krambeck, Juaneal	Secretary I	2-13-78	7,302	8,246	1,010	9,256	12 Mo.
Lea, Enola	Clerk Typist III	5-12-80	--	7,392	463	7,855	12 Mo.
Lenkuhl, Nancy	Secretary III	7-30-75	8,875	9,966	1,179	11,145	12 Mo.
Lenzini, Deanna	Clerk/Steno II	8-13-79	--	7,730	959	8,689	12 Mo.
Lewis, Bonnie	Secretary III	4-1-68	10,321	11,412	1,321	12,733	12 Mo.
Lewis, Mary	Office Assistant I	12-10-79	--	9,889	1,171	11,060	12 Mo.
Little, Trudy	Secretary III	1-24-72	10,231	11,322	1,312	12,634	12 Mo.
Lonsdale, Mary	Secretary III	1-25-77	8,875	9,966	1,179	11,145	12 Mo.
Lourens, Lillian	Secretary III	6-10-68	9,286	10,377	1,219	11,596	12 Mo.

* Works .625

** 9 Mo. F/T; 3 Mo. 1/2

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Lowe, Brenda	Records Clerk IV	11-19-79	\$ --	\$ 8,452	\$1,030	\$ 9,482	12 Mo.
Luke, Robin	Accounts Payable Clerk	5-29-79	--	8,083	994	9,077	12 Mo.
Malcom, Rebecca	Research Aide	1-16-80	--	7,392	--	7,392	12 Mo.
Marlow, Evelyn	Office Assistant I	10-16-74	9,607	10,712	1,252	11,964	12 Mo.
Martin, Brenda	Data Entry Operator I	7-1-77	7,465	8,409	1,026	9,435	12 Mo.
Maxey, Susan	Secretary II	4-23-80	--	9,044	544	9,588	12 Mo.
McCabe, Loretta	Information Specialist	4-13-78	7,139	8,091	995	9,086	12 Mo.
McCombs, Peggy	Records Specialist	10-13-78	8,151	9,242	1,108	10,350	12 Mo.
McClelland, Janice	Records Clerk IV	11-13-78	7,815	8,838	1,068	9,906	12 Mo.
McCreary, Dorothy	Office Assistant II	7-19-68	10,513	11,793	1,358	13,151	12 Mo.
Morris, Millie	Executive Secretary I	7-16-73	10,371	11,775	1,356	13,131	12 Mo.
Mortensen, Beth	Financial Aid Clerk I	1-2-80	--	8,117	499	8,616	12 Mo.
Mortensen, Patricia	Accounts Receivable Clerk	9-30-74	7,500	8,452	1,030	9,482	12 Mo.
Mosher, Bonita	Correspondence Secretary II	3-13-79	6,797	8,083	994	9,077	12 Mo.
Payton, Louise	Records Clerk III	9-3-74	6,657	7,365	923	8,288	9 Mo.
Pearson, Laura	Secretary I	7-23-79	--	8,083	994	9,077	12 Mo.
Pestotnik, Martha	Payroll Specialist	9-1-67	11,599	13,003	1,477	14,480	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Peterson, Donnae	Clerk/Steno II	2-16-71	\$ 8,047	\$ 8,991	\$1,083	\$10,074	12 Mo.
Pluckhahn, Jean *	Clerk Typist II	2-1-73	--	4,490	561	5,051	12 Mo.
Preston, Maxine	Office Assistant I	9-5-72	8,877	10,052	1,187	11,239	12 Mo.
Priestley, Guyana	Secretary II	10-6-78	7,500	8,452	1,030	9,482	12 Mo.
Ranney, Janese	Records Clerk II	2-12-79	6,462	7,392	926	8,318	12 Mo.
Raymond, Pamela	Secretary I	12-4-78	7,500	8,452	1,030	9,482	12 Mo.
Rohlf, Marge	Duplicating Machine Operator	1-2-80	--	7,730	480	8,210	12 Mo.
Ryan, Carolyn	Switchboard Console Operator	6-29-79	--	8,083	994	9,077	12 Mo.
Sanders, Eleanor	Circulation Clerk	8-18-75	7,400	8,686	1,053	9,739	12 Mo.
Sanderson, Constance	Clerk/Steno II	10-16-78	7,500	8,156	1,001	9,157	12 Mo.
Sandoval, Shirley	Senior Correspondence Secretary	4-1-75	9,225	10,316	1,213	11,529	12 Mo.
Schmadeke, Nyla	Secretary I	2-13-75	7,843	8,795	1,064	9,859	12 Mo.
Sexauer, Donna	Clerk Typist II	11-5-79	--	7,564	943	8,507	12 Mo.
Sherman, Wanda	Clerk Typist II	8-21-71	7,804	8,734	1,058	9,792	12 Mo.
Shultz, Marian	Executive Secretary I	1-30-67	11,676	13,080	1,484	14,564	12 Mo.
Skarda, Pauline	Secretary to Supt./President	4-3-68	15,545	16,956	1,865	18,821	12 Mo.

* Works 1/2 time

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Skeens, Karen	Senior Correspondence Secretary	8-12-74	\$ 8,876	\$ 9,967	\$1,179	\$11,146	12 Mo.
Sorensen, Kay	Cashier	1-2-80	--	7,392	463	7,855	12 Mo.
Spitzig, Kimberly	Registration Clerk II	3-31-80	--	7,730	480	8,210	12 Mo.
Stanley, Velma	Records Specialist	4-27-70	9,225	10,316	1,213	11,529	12 Mo.
Stanton, Beth	Executive Secretary I	6-20-77	9,164	10,568	1,238	11,806	12 Mo.
Taylor, Mary	Secretary II	3-1-76	8,488	9,511	1,134	10,645	12 Mo.
Thielman, Mary Ann	Accounts Receivable Clerk	8-1-79	--	8,083	994	9,077	12 Mo.
Thornton, Dorothy	Secretary II	7-8-74	8,508	9,511	1,134	10,645	12 Mo.
Treadway, Betty	Clerk/Steno II	1-3-78	7,302	6,184	757	6,941	9 Mo.
Volz, Mary Ann	Secretary III	7-1-69	10,379	11,470	1,326	12,796	12 Mo.
Wagner, Genevieve *	Records Clerk III	12-1-67	9,694	5,218	613	5,831	12 Mo.
Walser, Paige	Clerk/Steno II	3-20-78	6,610	8,083	994	9,077	12 Mo.
Weaver, Patti	Records Specialist	7-29-74	8,488	9,579	1,141	10,720	12 Mo.
Whetstone, Frances *	Clerk Typist	6-28-72	3,838	4,106	503	4,609	12 Mo.
Wilson, Ella	Secretary II	1-21-74	8,488	9,511	1,134	10,645	12 Mo.
Winter, Faye	Registration Clerk I	12-13-76	7,035	7,968	982	8,950	12 Mo.
Wurster, Sandra	Records Clerk III	8-1-75	8,079	9,023	1,086	10,109	12 Mo.

* Works 1/2 time

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Wurster, Susan	Clerk/Steno II	9-6-77	\$ 7,139	\$ 8,083	\$ 994	\$ 9,077	12 Mo.
Yarrow, Mildred	Secretary I	3-3-75	8,079	9,392	1,122	10,514	12 Mo.
Zelle, Pamela	Correspondence Secretary II	2-26-79	6,797	8,083	994	9,077	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
PART-TIME							
Abbott, Carol M.	Clerk (1/2)	8-8-77	\$3.20/hr.	\$3.40/hr.	\$ 282	\$3.67/hr.	12 Mo.
Barvincak, Charlotte	Clerk-Steno (1/2)	4-21-80	--	3.40/hr.	282	3.67/hr.	12 Mo.
Brady, Glenda	Bookstore Clerk (1/2)	2-1-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Eastman, Diane M.	Bookstore Clerk (1/2)	6-14-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Emmons, Geraldine H.	Clerk Typist (1/2)	6-18-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Fugere, Carol	Purchasing Clerk (1/2)	3-1-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Hanssen, Marlene F.	Accounts Payable Clerk (1/2)	7-24-78	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Hessel, Deborah A.	Purchasing Clerk (1/2)	6-14-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Hirman, Susan M.	Clerk (1/2)	6-21-76	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Jones, Judy E.	Clerk (1/2)	1-15-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Jones, Lawrence E.	Bookstore Clerk (1/2)	8-7-79	--	3.40/hr.	282	3.67/hr.	12 Mo.
Justice, Norma J.	Clerk Typist (1/2)	11-19-73	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
McBee, Bonnie	Clerk Typist (1/2)	5-1-80	--	3.40/hr.	282	3.67/hr.	12 Mo.
Miles, Sharon	Bookstore Clerk (1/2)	2-1-79	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Minor, Helen M.	Clerk-Steno II (1/2)	2-19-79	--	3.40/hr.	282	3.67/hr.	12 Mo.
Morr, Edythe I.	Rec. Room Supervisor (7/8)	8-15-77	3.20/hr.	3.40/hr.	493	3.67/hr.	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

SECRETARIAL/CLERICAL

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Peters, Patricia A.	Bookstore Clerk (1/2)	10-18-76	\$3.20/hr.	\$3.40/hr.	\$ 282	\$3.67/hr.	12 Mo.
Reynolds, Barbara J.	Accounting Clerk (1/2)	7-19-77	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Tuttle, Linda L.	Secretarial (1/2)	6-5-78	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Varian, Doris A.	Bookstore Clerk (1/2)	7-1-78	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.
Wagner, Karen K.	Secretarial (1/2)	8-29-78	3.20/hr.	3.40/hr.	282	3.67/hr.	9 Mo.
Wickman, Doris A.	Clerk Typist (1/2)	10-21-74	3.20/hr.	3.40/hr.	282	3.67/hr.	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PHYSICAL PLANT

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Bohling, Lynn E.	Mechanical Maintenance I	9-4-73	\$11,346	\$12,254	\$1,403	\$13,657	12 Mo.
Bueford, Phillip	Building Maintenance	7-24-78	10,708	11,565	1,336	12,901	12 Mo.
Byers, Robert W.	Auto Mechanic	9-3-74	12,601	13,609	1,536	15,145	12 Mo.
Cunningham, Marvin P.	Mechanical Maintenance I	5-10-79	10,708	11,702	1,349	13,051	12 Mo.
Duckstein, Dwight L.	Mechanical Maintenance II	10-11-79	--	13,114	1,488	14,602	12 Mo.
Hampton, Cindy D.	Mail Dispatcher	10-15-79	--	7,822	968	8,790	12 Mo.
Harris, Wilbur W.	Security Guard	2-21-77	7,505	8,105	996	9,101	12 Mo.
Houston, Jack A.	Bus Driver/Mover	2-1-79	8,354	9,326	1,116	10,442	12 Mo.
Huser, John F.	Head Groundskeeper	6-16-69	14,416	14,993	1,672	16,665	12 Mo.
Ihle, Nilus S.	Locksmith	2-25-74	13,218	13,747	1,550	15,297	12 Mo.
McDonald, James T.	Elec. Cont. Tech./Tele. Sys.	2-4-80	--	12,872	732	13,604	12 Mo.
Minor, Ronald L.	Maintenance Helper	10-1-79	--	9,212	1,105	10,317	12 Mo.
Nelson, Kenneth (Ted)	Maintenance Helper	7-20-78	9,212	9,949	1,177	11,126	12 Mo.
Schwartz, Willis L.	Custodian	6-20-77	8,570	9,256	1,109	10,365	12 Mo.
Shelton, Rex E.	Security Guard	10-7-74	7,861	8,490	1,034	9,524	12 Mo.
Shields, Richard W.	Security Guard	3-19-79	7,243	7,822	968	8,790	12 Mo.
Smith, Judy C.	Storekeeper	6-23-76	9,070	9,796	1,162	10,958	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81

PHYSICAL PLANT

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Sturtz, George N.	Head Custodian--Boone	7-1-69	\$13,353	\$14,421	\$1,616	\$16,037	12 Mo.
Thompson, Larry R.	Mechanical Maintenance I	8-18-75	11,567	12,492	1,427	13,919	12 Mo.
Turner, Robert D., Jr.	Head Custodian--Urban	12-26-78	12,143	12,490	1,427	13,917	12 Mo.
Walker, Donna L.	Custodian	1-6-75	8,909	9,622	1,145	10,767	12 Mo.
Walker, James A.	Custodian	1-6-75	10,944	11,382	1,318	12,700	12 Mo.
Woodsmall, Shirley M.	Mail Dispatcher	7-25-79	--	8,354	1,020	9,374	12 Mo.
Young, William H.	Mechanical Maintenance II	6-11-73	14,639	15,810	1,753	17,563	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
PHYSICAL PLANT

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>PART-TIME</u>							
Benna, Marilyn A.	Custodian (5/8)	4-28-80	\$ --	\$3.55/hr.	\$ 365	\$3.83/hr.	12 Mo.
Blair, Maxine E.	Custodian (3/4)	10-16-73	3.35/hr.	3.55/hr.	438	3.83/hr.	12 Mo.
Denny, Claybourn J., Jr.	Custodian (3/4)	9-24-79	--	3.55/hr.	438	3.83/hr.	12 Mo.
Jensen, Detlef W.	Custodian (3/4)	9-1-79	--	3.55/hr.	438	3.83/hr.	12 Mo.
Jensen, Permelia R.	Custodian (1/2)	9-1-79	--	3.55/hr.	292	3.83/hr.	12 Mo.
Reeves, Hubert E.	Custodian (1/2)	2-17-69	3.35/hr.	3.55/hr.	292	3.83/hr.	12 Mo.
Trager, Robert J.	Custodian (4/5)	4-1-77	3.35/hr.	3.55/hr.	467	3.83/hr.	12 Mo.
Wheeler, Bette	Custodian (3/5)	12-27-77	3.35/hr.	3.55/hr.	351	3.83/hr.	12 Mo.

SALARY RECOMMENDATIONSFY 1980-81
FOOD SERVICE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
Elliott, N. Francine	Baker	5-16-79	\$7,072	\$7,934	\$ 979	\$ 8,913	12 Mo.
Hayes, Ivadell M.	Evening Supervisor	11-1-75	7,114	8,978	1,082	10,060	12 Mo.
Hinrichs, Jean A.	Cashier/Kitchen Helper	9-8-72	5,274	5,873	777	6,650	9 Mo.
Lafon, Dorothy J.	Cashier	9-7-71	7,010	7,600	946	8,546	12 Mo.
Linthicum, Virginia	Head Cook	4-2-79	7,072	8,519	1,037	9,556	12 Mo.
Modtland, Steven	Dishroom Helper	8-2-76	6,240	6,765	864	7,629	12 Mo.
Roush, Dorothy E.	Kitchen Helper	10-1-73	6,656	7,224	909	8,133	12 Mo.
Russell, Cheryl	Swing Cook	5-2-77	6,594	7,579	944	8,523	12 Mo.
Russell, Rosina E.	Assistant Supervisor	9-9-74	7,987	9,417	1,125	10,542	12 Mo.

SALARY RECOMMENDATIONS

FY 1980-81
FOOD SERVICE

June, 1980

<u>Name</u>	<u>Title</u>	<u>Date of Employment</u>	<u>1978-79 Salary</u>	<u>1979-80 Salary</u>	<u>Amount of Increase</u>	<u>1980-81 Salary</u>	<u>Length of Contract</u>
<u>PART-TIME</u>							
Gannon, Barbara	Day Care Cook (1/2)	10-15-79	\$ --	\$3.00/hr.	\$ 251	\$3.24/hr.	9 Mo.
Roe, Evelyn N.	Kitchen Helper (3/5)	9-12-79	---	3.00/hr.	301	3.24/hr.	9 Mo.
Total for 239 full-time staff					<u>\$3,391,750</u>	<u>\$371,606</u>	<u>\$3,763,356</u>
Total increase for 37 part-time staff						<u>\$13,912</u>	

DES MOINES AREA COMMUNITY COLLEGE
Regular Board Meeting
Monday, May 12, 1980
Building 2, Room 15 - Ankeny Campus

AGENDA

5:30 P.M. CALL TO ORDER

APPROVAL OF TENTATIVE AGENDA

PUBLIC HEARING FOR ADOPTION OF PLANS AND SPECIFICATIONS FOR THE
CONSTRUCTION OF PHASE III-A, PARTS 5, 6, 7, 8 AND 10

5:45 P.M. PUBLIC HEARING TO AMEND THE FY 80 GENERAL FUND BUDGET FROM
\$14,521,462 TO \$14,927,141 TO COVER SPECIALLY FUNDED PROJECTS
ADDED DURING THE FISCAL YEAR, AND ADDITIONAL SALARY INCREASES
APPROVED AFTER THE MARCH 12, 1979 ADOPTED BUDGET

6:00 P.M. REQUESTED PRIVATE HEARING BY STAFF MEMBERS

6:30 P.M. DINNER - CAFETERIA

1. PUBLIC COMMENTS
2. APPROVAL OF MINUTES - April 14 regular meeting and April 28
special meeting
3. REPORTS
 - a. ICASB - Rowen
 - b. Legislation & funding formula - Lowery/Kerr
 - c. Monthly financial - Snyders
4. NEW BUSINESS
 - a. Personnel report.
 - b. Approval to place student constructed house, located at 215 East
Todd Terrace, Carroll, for sale and establish listing price.
 - c. Recommend approval of plans for house to be constructed by
students in the building trades program in Carroll during
school year 1980-81.
 - d. Consideration of offers to buy student constructed house located
1202 SE Reo, Ankeny.
 - e. Selection of realtor to handle the sale of student constructed
houses in Ankeny.
 - f. Recommend that mileage reimbursement rate be increased for DMACC
board members and employees to 20¢ per mile, consistent with
Senate File 499, as passed by the 68th General Assembly,
effective July 1, 1980.
 - g. Consideration of bad debt write off.

Posted
~~RECEIVED~~

MAY 7 1980

SUPT'S OFFICE

4. NEW BUSINESS (Cont'd)

- h. Renewal of lease with Carroll Glass Company, Carroll, for the period June 1, 1980 through May 31, 1981, at a monthly cost of \$987.50, to be used to house the automotive and building trades programs plus administrative office for director of Western Attendance Center. There is no change from last year's lease.
- i. Consideration of bids and award of contracts for the following:
 - Phase III-A, Part 5: General Construction -
Support Services Bldg. #1 and Student Services Bldg. #5
 - Phase III-A, Part 6: Mechanical Construction -
Support Services Bldg. #1 and Student Services Bldg. #5
 - Phase III-A, Part 7: Electrical Construction -
Support Services Bldg. #1 and Student Services Bldg. #5
 - Phase III-A, Part 8: Parking Lots and Drives
 - Phase III-A, Part 9: Space Partitions -
Support Services Bldg. #1 and Student Services Bldg. #5
 - Phase III-A, Part 10: Snack Bar Equipment & Furnishings -
Student Services Bldg. #5.
- j. Appointment of delegate and alternate delegate for 2-year term to the IASB delegate assembly, beginning June 1, 1980.
- k. Recommend approval of 1979-80 amended student activity budget for Ankeny/Urban.
- l. Recommend approval of student activity budgets for 1980-81 for Ankeny/Urban, and Carroll.
- m. Recommend approval of revised 1980-81 calendars for Boone and Ankeny/Urban.
- n. Recommend approval of 1981-82 calendars for Boone and Ankeny/Urban.
- o. Discontinuation of Community Journalism program, effective July 1, 1980, due to lack of enrollment.
- p. Consideration of change in length of data processing program, July 1, 1980, as follows:
 - Computer Programming - from 7 qtrs. to 6 qtrs.
 - Computer Operator - from 3 qtrs. to 2 qtrs.
- q. Establish date for Reduction in Force hearings which had been postponed to week of May 19.

5. OTHER

a. Term of office for the following directors will expire this year:

Walter Hetzel - District I
Donald Rowen - District VII
Ted Nemmers - District VIII

Nomination papers will be available from the Board Secretary's office and must be filed with the DMACC Board Secretary after July 3 and no later than 5:00 p.m., July 31. Election is September 9, 1980.

b. Spring graduation dates: May 21 - 7:30 p.m. - Veterans Auditorium
May 23 - 10:00 a.m. - Boone Auditorium

6. PRESENTATION OF CLAIMS AND ACCOUNTS

7. ADJOURNMENT