

Des Moines Area Community College

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Board of Directors Meeting Minutes

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9-3-1982

### Board of Directors Meeting Minutes (September 3, 1982)

DMACC

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Sept. 3, 1982

Des Moines Area Community College  
Special Board Meeting  
September 3, 1982  
Veterans Auditorium - Urbandale Room  
Des Moines, Iowa

AGENDA

1. Call to Order - 6:00 p.m.
2. Roll Call.
3. Approval of tentative agenda.
4. Public comments.
5. Approval of Public Employment Relations Board Stipulation of Bargaining Unit.
6. Adjournment.

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

SPECIAL MEETING

3 SEPTEMBER 1982

A special meeting of the Des Moines Area Community College Board of Directors was held in the Urbandale Room of Veterans Auditorium in Des Moines, Iowa, on September 3, 1982. The meeting was called to order by Board President Eldon Leonard at 6:00 p.m. for the purpose of ratification of the Public Employment Relations Board Stipulation of Bargaining Unit for the proposed unit identified as "Des Moines Area Community College Educational Services".

ROLL CALL

Members Present:

DeVere Bendixen  
Raymond Clark (arrived at 6:05 p.m.)  
Eldon Leonard  
Theodore Nemmers  
Jasper Risdal  
Herbert Ritland

Members Absent:

Georganne Garst  
Donald Rowen  
Walter A. Stover, Jr.

Others Present

Joseph A. Borgen, President  
Eugene R. Snyders, Board Secretary  
Various other DMACC staff

APPROVAL OF  
TENTATIVE  
AGENDA

It was moved by T. Nemmers, seconded by D. Bendixen, that the tentative agenda be approved.

Motion passed unanimously.

DIRECTOR CLARK  
ARRIVES

At 6:05 p.m. Director R. Clark arrived.

APPROVAL OF  
PUBLIC EMPLOY-  
MENT RELATIONS  
BOARD STIPULA-  
TION OF BAR-  
GAINING UNIT

It was moved by D. Bendixen, seconded by T. Nemmers, that the Bargaining Unit Stipulation as presented in Attachment #1 to these minutes be approved.


Motion passed unanimously on a roll call vote.

ADJOURNMENT

A motion for adjournment was made by H. Ritland, seconded by T. Nemmers.

Motion passed unanimously and at 6:26 p.m. Board President E. Leonard adjourned the meeting.

  
EUGENE R. SNYDERS, Secretary

  
ELDON LEONARD, President

M E M O R A N D U M

DATE: August 27, 1982  
TO: Gene Snyders, Executive Vice Pres., Management Services  
FROM: *Harold Gamm*  
Harold Gamm, Manager, Human Resources  
RE: Unit Determination

The following is a brief chronology of the events leading up to the agreement for the stipulation of a bargaining unit with the new proposed unit called "Des Moines Area Community College Educational Services."

- I. A petition was filed with the Public Employment Relations Board known as PERB dated June 14, 1982.
- II. Administrators met with the organizers for the proposed unit to determine which employees would be excluded per chapter 20.4 of the code.
- III. The original list of proposed exclusions included 61 names.
- IV. After a series of meetings, the number of names was narrowed to 27. There appeared to be no way agreement could be reached to accept these 27 or where to compromise.
- V. A mediation session was conducted by the Public Employment Relations Board on August 18. Again, no compromise agreement was reached. Hearing dates to resolve these exclusions were set for August 26 and 27 by PERB.
- VI. In preparation for the hearings, one additional effort was made on August 24 to reach a compromise and avoid the time and cost of hearings. A compromise was reached and a stipulation signed by both parties. (see exhibit A)
- VII. A list of the 27 employees that were incontinent and whether they were excluded or included in the compromise settlement is attached. (see exhibit B)
- VIII. A tentative date for the election has been set. (see exhibit C)

DES MOINES AREA  
**DC**  
COMMUNITY COLLEGE

**ANKENY CAMPUS**  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021  
(515) 964-6200

**BOONE CAMPUS**  
1125 Hancock Drive  
Boone, Iowa 50036  
(515) 432-7203

**URBAN CAMPUS**  
1100 7th Street  
Des Moines, Iowa 50314  
(515) 244-4226

**WESTERN  
ATTENDANCE  
CENTER**  
229 N. Main Street  
Carroll, Iowa 51401  
(712) 792-1755

EXHIBIT A

STATE OF IOWA

PUBLIC EMPLOYMENT RELATIONS BOARD

STIPULATION OF BARGAINING UNIT

Pursuant to a Petition duly filed under the Public Employment Relations Act, and subject to the approval of the Public Employment Relations Board, the undersigned parties hereby AGREE AS FOLLOWS:

1. The employer is a public employer within the meaning of Section 3(1) of the Public Employment Relations Act.
2. The employee organization is an employee organization within the meaning of Section 3(4) of the Public Employment Relations Act.
3. The following constitutes an appropriate unit for purposes of collective bargaining within the meaning of Section 13 of the Public Employment Relations Act:

INCLUDED: All regular full-time and regular part-time secretarial/clerical, physical plant, and food service employees.

EXCLUDED: Head custodian Ankeny campus; food service supervisor; secretary to the president; secretary to the executive vice-president management services; secretary to the executive vice-president educational services; secretary to the vice-president development services; secretary to the manager business services; secretary to the manager student records and services; secretary to the manager human resources; all clerical staff in the human resource department (personnel); secretary to the dean of business and management; secretary to the dean industrial and technical; secretary to the dean health services and science; secretary to the dean public and human services; secretary to the dean Boone campus; secretary to the dean Urban campus; professional faculty; non-regular part-time\* secretarial/clerical, physical plant and food service employees; administrators; deans; managers; directors; coordinators-supervisors; non-certified professional staff; temporary employees\*\*; and all other employees excluded by Section 4 of the Act.

\*Non-regular part-time refers to those employees working less than four hours per day.

\*\*Temporary employees means those employees employed by the College for a period of four months or less.

Des Moines Area Community College

By J. H. Betty Attorney  
(Employer)

300 Liberty Building  
(Address)

By \_\_\_\_\_  
(Name and Title) (Date)

Tentative Approval:

For PERB:

By \_\_\_\_\_  
(Board Member) (Date)

Final Approval \_\_\_\_\_

For PERB:

By \_\_\_\_\_  
(Board Member)

Des Moines Area Community College  
Educational Services Association

By Charles E. Finkle Attorney  
(Petitioner)

200 Stephens Bldg.  
(Address)

By \_\_\_\_\_  
(Name and Title) (Date)

8/24/82  
(Date)

\_\_\_\_\_  
(Name of other Organization)


\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name and Title) (Date)

EXHIBIT B

MEMORANDUM

DES MOINES AREA  
  
 COMMUNITY COLLEGE

DATE: August 26, 1982  
 TO: Eugene Snyders  
 Executive Vice-President, Management Services  
 FROM:   
 Harold Gamm  
 Manager, Human Resources  
 RE: Bargaining Unit Determination

ANKENY CAMPUS  
 2006 S. Ankeny Blvd.  
 Ankeny, Iowa 50021  
 (515) 964-6200

BOONE CAMPUS  
 1125 Hancock Drive  
 Boone, Iowa 50036  
 (515) 432-7203

URBAN CAMPUS  
 1100 7th Street  
 Des Moines, Iowa 50314  
 (515) 244-4226

I am happy to report to you that on August 24, 1982 a stipulation of bargaining unit agreement was reached with the Des Moines Area Community College Education Services Association.

As a result of this agreement, I will give a list of those employees that are included and those that are excluded from the bargaining unit. The list that I am referring to is the twenty-seven employees that we had met several times about with the new proposed unit and with people from the PERB representatives.

The following staff are included in the bargaining unit:

Name	Position	Supervisor
Georgia Bach	Secretary, Dean of District Campus	Nick Bellizzi
Mary Gress	Secretary, College Relations	Tom Nelson
Ivadell Hayes	Supervisor, Snack Bar	Jon McCracken
Nancy Lehmkuhl	Secretary, Dean, Evening College	Dennis Krehbiel
Deanna Lenzini	Secretary, Manager Data Systems	Roger Raymond
Trudy Little	Secretary, Dean Instruction Services	Gary Wilcox
Beverly Mell	Supervisor, Snack Bar-Evenings	Jon McCracken
Millie Morris	Secretary, Manager Research Planning and Reporting	Leonard Bengtson
Rosena Russell	Assistant Supervisor Food Service	Jon McCracken
George Sturtz	Head Custodian, Boone	Jim Blair
William Young	Mechanical Maintenance Foreman	Max Arnburg
Carl Peterson	Mechanical Maintenance Evening Supervisor	Max Arnburg
Betty Treadway	Secretary, Student Development	Morris Johnson

WESTERN  
 ATTENDANCE  
 CENTER  
 229 N. Main Street  
 Carroll, Iowa 51401  
 (712) 792-1755



Eugene Snyders  
Page -2-  
August 26, 1982

The following people were excluded from the bargaining unit:

Name	Position	Supervisor
Meredith Amsden	Secretary, Dean Business and Management	Carroll Bennett
Gladys Calhoun	Secretary, Vice-President Development Services	Rich Byerly
Sandra Cutler	Secretary, Dean, Health Services and Sciences	Burgess Shriver Jim Blair
Dale Hartzel	Head Custodian	Del Shepard
Ardella Jones	Secretary, Vice-President Education Services	Carl Rolf Zack Hamlett
Linda Longnecker	Secretary, Dean Industrial and Technical	Joe Borgen Kriss Philips
JoAnn McElmuray	Secretary, Dean Urban Campus	Don Zuck
Helen Minor	Secretary, President	Lynn Albrecht
Donna Mae Peterson	Secretary, Dean Boone Campus	Harold Gamm
Guyana Priestley	Secretary, Manager, Business Services	Harold Gamm
Velma Stanley	Records Specialist Enrollment Services	Cary Israel
Shirley Willison	Records Specialist Human Resources	
Joyce Cheddie	Secretary, Human Resources	
Glenda Johnson	Secretary, Dean Public and Human Services	

bc

DES MOINES AREA




COMMUNITY COLLEGE

EXHIBIT C

M E M O R A N D U M

DATE: August 26, 1982

TO: Gene Snyder - Executive Vice President, Management Services

FROM:   
Harold Gamm - Manager, Human Resources

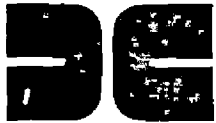
RE: Tentative Date For Union Election

I have received a telephone call from Sue Warner at the PERB Board regarding the next steps that will occur in the unit determination. She has indicated that she will probably have a document ready that would post the notice of the unit determination by approximately September 7. At that time she will allow ten days for anyone to file objections to this. Also, she will give notice of the tentative election date. She has set a date of Wednesday, September 29 for the election.

Details to be worked out would still include whether or not we would have agents go to both the Boone, Urban and Western Attendance Center. We would also need to decide how many polling places they need to have here on this campus. I will talk to Dutch and work out any additional details and get them back to Sue Warner.

pr

DES MOINES AREA



COMMUNITY COLLEGE

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CONFERENCE CENTER - BUILDING 7

DES MOINES AREA COMMUNITY COLLEGE  
BOARD OF DIRECTORS MEETING  
CARROLL, IOWA - SEPTEMBER 20, 1982

PURPOSE: 1.) Review of Construction Documents for Conference Center  
2.) Board Authorization (if required) to Proceed with Bidding

1. Project Construction Documents

2. Project Cost:

A. <u>Scheme F (8/11/82)</u>	\$174,812.00	
Scope of project reduced to match budget.		
B. Board approval to increase budget	\$275,000.00	
\$100,000.00 (8/16/82)		
C. <u>Scheme F Revised</u>		\$274,812.00
(entrance canopy for identity, registration desk, existing dining improvements, furnishings - dining, executive dining, food service equipment, vinyl fabric - conference rooms, upgrade finishes - small conference rooms - ADD \$100,000.00)		
<u>Construction added since 8/16/82</u>		+ \$ 11,500.00
1. Undercounter millwork - conference rooms		
2. Waste, water, vent to formal dining		
3. Formal dining - waitress area/storage 109		
<u>Deductive alternates</u>		- \$ 36,000.00
1. Undercounter millwork - conference rooms		
2. Substitute paint for vinyl fabric walls		
3. Substitute finish on folding walls		
4. Delete registration desk		
5. Delete all work in executive dining		
6. Delete banners - dining 117		
FINAL ESTIMATE OF PROBABLE COST =		\$250,312.00

BUSSARD/DIKIS ASSOCIATES LTD.  
ARCHITECTS  
INTERIOR & GRAPHIC DESIGNERS  
414 SIXTY-FIRST STREET  
DES MOINES, IOWA 50312  
(515) 274-4074

**CONFERENCE CENTER - BUILDING 7**  
**DES MOINES AREA COMMUNITY COLLEGE**  
September 20, 1982

3. **Schedule:**

- 9/16/82 - Final User Review
- 9/20/82 - Board of Directors Review
- 9/21/82-9/23/82 - Print Bid Documents
- 9/24/82 - Issue Bid Documents
- 10/14/82 - 2:00 p.m. Bids Due
- 10/18/82 - Hearing - Regular Board Meeting
- 10/18/82 - Board Approve Recommended Contractor
- 10/19/82 - Start Construction