

Des Moines Area Community College

## Open SPACE @ DMACC

---

Board of Directors Meeting Minutes

---

8-31-1984

### **Board of Directors Meeting Minutes (August 31, 1984)**

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

---

Aug. 31, 1984

Des Moines Area Community College  
Special Board Meeting

August 31, 1984  
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to Order - 12:00 noon.
2. Roll Call.
3. Consideration of Tentative Agenda.
4. Consideration of Preliminary Industrial New Jobs Training Agreement.
5. Closed Session.
6. Consideration of ratification of collective bargaining agreement.
7. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE  
2006 South Ankeny Blvd.  
Ankeny, Iowa

SPECIAL MEETING

31 AUGUST 1984

A special meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus on August 31, 1984. The meeting was called to order by Board President Jasper Risdal at 12:00 noon.

ROLL CALL

Members Present:

Eldon Leonard  
Ted Nemmers  
Jasper Risdal  
Herbert Ritland  
Don Rowen

Members Absent:

DeVere Bendixen  
Ray Clark  
Susan Clouser  
Douglas Shull

Others Present:

Joseph A. Borgen, President  
Helen M. Minor, Board Secretary  
Don Zuck, Board Treasurer  
Various other DMACC Staff

APPROVAL OF  
TENTATIVE AGENDA

A motion to approve the tentative agenda as presented was made by T. Nemmers; seconded by D. Rowen.

Motion passed unanimously.

DIRECTOR BENDIXEN  
ARRIVES

APPROVAL OF RESO-  
LUTION APPROVING  
NEW JOBS TRAINING  
AGREEMENT

It was moved by D. Bendixen, seconded by E. Leonard, to adopt the resolution included as Attachment #1 to these minutes, which approves the preliminary industrial new jobs training agreement with Greyhound Lines, Inc. The Agreement is Attachment #2 to these minutes.

Motion passed unanimously on a roll call vote.

CLOSED SESSION

A motion was made by D. Rowen, seconded by T. Nemmers, that the Board of Directors hold a closed session to conduct a strategy meeting of a public employer concerning employees covered by a collective bargaining agreement as provided in section 20.17(3) of the Code of Iowa.

Motion passed unanimously on a roll call vote and at 12:05 p.m., the Board convened in closed session.

Board of Directors  
Special Meeting  
August 31, 1984  
Page 2

RETURN TO OPEN  
SESSION

The Board returned to open session at 12:08 p.m.

COLLECTIVE  
BARGAINING AGREE-  
MENT RATIFICATION

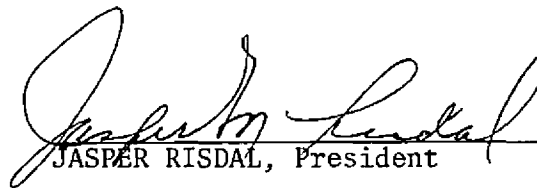
A motion to ratify the collective bargaining agreement between the Des Moines Area Community College Board of Directors and the Des Moines Area Community College Higher Education Association for 1984-86, a copy of which is included as Attachment #3 to these minutes, was made by E. Leonard, seconded by D. Rowen.

Motion passed unanimously.

ADJOURNMENT

T. Nemmers made a motion which was seconded by D. Rowen that the meeting be adjourned.

Motion passed unanimously and at 12:09 p.m., Board President J. Risdal adjourned the meeting.

  
JASPER RISDAL, President

  
HELEN M. MINOR, Board Secretary

(This Notice to be posted)

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: August 31, 1984

Time of Meeting: 12:00 noon

Place of Meeting: Des Moines Area Community College, Ankeny, Iowa.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Industrial New Jobs Training Certificates (Greyhound Lines, Inc. Project)

- Resolution Approving Preliminary Industrial New Jobs Training Agreement

Such additional matters as are set forth on the additional one page(s) attached hereto.  
(number)

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.



Secretary of the Board of  
Directors of Des Moines Area  
Community College

August 31, 1984

The Board of Directors of Des Moines Area Community College met in special session, at the Ankeny Campus, Building 1, Room 30 Ankeny, Iowa, at twelve o'clock P.M., on the above date. There were present President Jasper Risdal, in the chair, and the following named Board Members:

DeVere Bendixen, Eldon Leonard, Ted Nemmers,

Herbert Ritland, Don Rowen, Doug Shull

Absent: Ray Clark, Susan Clouser, Doug Shull

\* \* \* \* \*

Board Member DeVere Bendixen introduced the following Resolution entitled "RESOLUTION APPROVING THE PRELIMINARY INDUSTRIAL NEW JOBS TRAINING AGREEMENT", and moved that the same be adopted. Board Member Eldon Leonard seconded the motion to adopt. The roll was called and the vote was,

AYES: DeVere Bendixen, Eldon Leonard, Ted Nemmers,

Jasper Risdal, Herbert Ritland, Don Rowen

NAYS: NONE

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION APPROVING THE PRELIMINARY INDUSTRIAL  
NEW JOBS TRAINING AGREEMENT

WHEREAS, the Area School is in need of funds to carry out a new jobs training project as hereinafter described; and, it is deemed necessary that it should issue Job Training Certificates in an amount to be determined upon completion of the budget for the project as authorized by Chapter 280B, Code of Iowa, 1983, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, a Preliminary Industrial New Jobs Training Agreement (the "Agreement") has been negotiated with Greyhound Lines, Inc., which Agreement establishes a new jobs training program to educate and train certain persons employed by Greyhound Lines, Inc. in new jobs and such Agreement is deemed to be beneficial to the Area School and to Greyhound Lines, Inc.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before Industrial New Jobs Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to approve the execution of the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DES MOINES AREA COMMUNITY COLLEGE:

Section 1. That the Preliminary New Jobs Training Agreement with Greyhound Lines, Inc. and the form thereof are

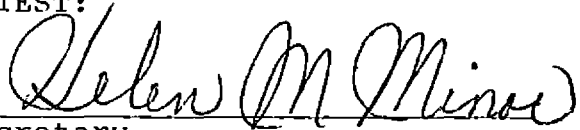


hereby approved and the President and Secretary are authorized to sign the Agreement on behalf of the Area School.

Section 2. That the Secretary is hereby directed to immediately file with the Iowa Development Commission and the Iowa Department of Revenue a Notice of Agreement for Jobs Training Program.

PASSED AND APPROVED this 31 day of August, 1984.

  
\_\_\_\_\_  
President

ATTEST:  
  
\_\_\_\_\_  
Secretary


AS-1  
12-83

CERTIFICATE

STATE OF IOWA                    )  
                                      ) SS.  
COUNTY OF POLK                 )

I, the undersigned Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 31 day of  
August, 1984.

  
Secretary of the Board of Directors of the  
Des Moines Area Community College in the  
Counties of Adair, Audubon, Boone, Carroll,  
Cass, Clarke, Crawford, Dallas, Greene,  
Guthrie, Hamilton, Hardin, Jasper, Lucas,  
Madison, Mahaska, Marion, Marshall, Polk,  
Poweshiek, Shelby, Story and Warren, State  
of Iowa

---

PRELIMINARY  
INDUSTRIAL NEW JOBS  
TRAINING AGREEMENT

between

Des Moines Area Community College,

and

Greyhound Lines, Inc.

Dated as of September 1, 1984

---

Relating to

Des Moines Area Community College,

Des Moines, Iowa

Des Moines Area Community College  
Industrial New Jobs Training Certificates

( Greyhound Lines, Inc. Project )

Series 1984

PRELIMINARY  
INDUSTRIAL NEW JOBS  
TRAINING AGREEMENT

This Preliminary Training Agreement (the "Agreement") made and entered into as of September 1, 1984 between Des Moines Area Community College (Merged Area XI), Des Moines, Iowa (the "Area School") and Greyhound Lines, Inc. (the "Employer"), under the following circumstances:

A. Pursuant to Chapter 280B Code of Iowa, 1983, as amended, (the "Act"), enacted by the 70th General Assembly, the Area School and Employer have determined to enter into this Agreement for purposes of establishing a new jobs training program to educate and train certain persons employed by Employer in new jobs within the Merged Area.

B. The Area School and the Employer each have full right and lawful authority to enter into this Agreement and to perform and observe the provisions hereof on their respective parts to be performed and observed.

NOW, THEREFORE, in consideration of the premises and the mutual representations and agreements hereinafter contained, the parties hereto agree as follows:

ARTICLE I

PROJECT; PROGRAM SERVICES

Section 1.1. The "Project" shall consist of the program services to be provided by the Area School to employees of the Company in new jobs. The Program Services shall include but shall not be limited to job related instruction, skill testing and assessment, lease of training facilities and equipment, on-the-job training, administrative services and other necessary and incidental costs of providing program services.

Section 1.2. The Employer represents and agrees that the Program Services are for the purpose of providing education and training services to persons to be employed at the Employer's new facilities in West Des Moines, Iowa.

Section 1.3. The Area School agrees to provide the Program Services to the extent of funds available from the source described in Section 1.4 of this Agreement. It is understood and agreed that the Employer and the Area School will cooperate in the coordination and programming of the specific program services and expenditures and operation of the

Project within guidelines to be established and set out in a permanent job training agreement including a specific training proposal (including the number of employers, areas of training, training period and cost estimate) and budget.

Section 1.4. The Area School and Employer agree that all necessary and incidental costs of the project, including but not limited to program services and training, legal and underwriting fees, on-the-job training, college administrative costs and related costs may be paid from one or a combination of the following sources: (a) new jobs credit from withholding to be received or derived with respect to persons employed at the Project, (b) incremental property taxes to be received or derived from the Employer's business property described on Exhibit "A" attached hereto and where the new jobs are to be created as a result of the Project. Such funds shall be placed in a special fund of the Area School to be used exclusively for purposes of the Project.

Section 1.5. The Area School and Employer agree that the new jobs credit from withholding the incremental property taxes and the special fund into which the same are paid may be irrevocably pledged by the Area School for the payment of the principal of and interest on Industrial New Jobs Training Certificates (the "Certificates") to be issued by the Area School to finance or refinance the Project, in whole or in part. The Parties shall agree upon a certificate payment schedule prior to the issuance of certificates.

Section 1.6. The term of the permanent Agreement shall be for not to exceed ten (10) years and shall coincide with the period of time over which the Certificates mature and the Project costs are deferred.

Section 1.7. The Area School may revise or expand the Training curriculum from time to time with the consent of the Employer; provided that no revision shall be made which would change the Project to other than purposes permitted by the Act; provided, further, that this Agreement shall not terminate until any Certificates issued in connection with the Project shall have been paid in full.

Section 1.8. The Certificates will be issued pursuant to a resolution adopted by the Board of Directors of the Area School in the aggregate principal amount, bearing interest, maturing and being redeemable as in the resolution set forth.

The proceeds from the sale of the Certificates shall be paid to the Area School and deposited in the Project Fund established by the Area School. The Project Fund shall be used only for purposes of the Project. Pending disbursement, the proceeds so deposited in the Project Fund, together with any investment earnings thereon, shall be subject to a lien in favor of the holders of the Certificates as provided in the resolution authorizing the Certificates.

Section 1.9. In the event that moneys in the Project Fund are not sufficient to pay all costs of the Project, the Employer will, nonetheless, pay all costs of such Project in full from its own funds. Provided, however, that the Employer will be entitled to reimbursement of its own funds from the Project Fund when a surplus is attained in such fund and not needed to satisfy the debt service requirements on the Certificates.

## ARTICLE II

### PAYMENTS; SECURITY

Section 2.1. The Employer shall cooperate in causing the necessary payments to be made into the special fund of the Area School.

Section 2.2. The Area School agrees that the sources of payment described in Section 1.4 hereof shall be pledged for payment of the principal of and premium, if any, and interest on the Certificates. To the extent required by the Act, the Payments required to be made by the Employer hereunder are a lien upon the Employer's business property in the State of Iowa until paid and have equal precedence with ordinary taxes and shall not be divested by a judicial sale. Property subject to this lien may be sold for sums due and delinquent at a tax sale, with the same forfeitures, penalties and consequences as for the nonpayment of ordinary taxes. The purchaser at any such tax sale shall obtain the property subject to the remaining payments.

Section 2.3. The Employer and Area School agree that this Preliminary Agreement is entered into upon the expectation that the number of new jobs created and the construction of facilities where new jobs are created will create an amount sufficient to fund the Project. Employer and the Area School will design the project to fit within the cash available from the sources of payment.

ARTICLE III

MISCELLANEOUS

Section 3.1. This Preliminary Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

Section 3.2. If any provision of this Preliminary Agreement, or any covenant, stipulation, obligation, agreement, act, or action, or part thereof made, assumed, entered into or taken thereunder or any application thereof, is for any reason held to be illegal or invalid, such illegality or invalidity shall not affect any other provision or any other covenant, stipulation, obligation, agreement, act or action or part thereof, made, assumed, entered into, or taken, each of which shall be construed and enforced as if such illegal or invalid portion were not contained herein. Nor shall such illegality or invalidity of any application thereof affect any legal and valid application thereof, and each such provision, covenant, stipulation, obligation, agreement, act, or action, or part shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.

Section 3.3. This Agreement shall be governed exclusively by and construed in accordance with the laws of the State of Iowa.

Section 3.4. The Area School and Employer agree to use their best efforts to complete the details of a training program and enter into a permanent training agreement as soon as possible.

IN WITNESS WHEREOF, the Area School and the Employer have caused this Agreement to be duly executed all as of the date hereinabove written.

DES MOINES AREA COMMUNITY COLLEGE

By

*Joseph M. Leedal*

ATTEST:

*John M. Minor*

GREYHOUND LINES, INC.

By

*Ernest J. Quinn*

(Seal)

ATTEST:

*Carol Kates*



State of Iowa )  
 ) SS:  
County of Polk )

On this 31 day of August, 1984, before me, a Notary Public in and for the State of Iowa, personally appeared Jasper Risdal and Helen M. Minor, to me personally known, who, being by me duly sworn, did say that they are the President of the Board of Directors and the Secretary, respectively, of Des Moines Area Community College, Ankeny, Iowa, that the foregoing Agreement was signed by authority of the Board; and Jasper Risdal and Helen M. Minor, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of said Community College by it and by them voluntarily executed.

Given under my hand and seal of office, this 31st day of August, 1984.

(Seal)

Bruce A. Little  
Notary Public

State of Arizona )  
 ) SS:  
County of Maricopa )

On this 12 day of September, 1984, before me, a Notary Public in and for the State of Arizona, personally appeared Amato David and Carol Kotek, to me personally known, who, being by me duly sworn, did say that they are the VP Controller and the Asst Secretary, respectively, of Greyhound Lines, Inc., a California corporation; that the foregoing Agreement was signed on behalf of said corporation by authority of its Board of Directors; and Amato David and Carol Kotek, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation by it and by them voluntarily executed.

Given under my hand and seal of office, this 12 day of September, 1984.

(Seal)

Beverly A. Heitzman  
Notary Public

My Commission Expires Apr. 29, 1988



August 30, 1984

Dr. Joseph A. Borgen  
President  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021

Dear Dr. Borgen:

This is to inform you that the Des Moines Area  
Community College Higher Education Association  
has ratified the proposed 1984-85 contract.

Sincerely,

A handwritten signature in cursive script that reads "Shirley A. Muehlenthaler".

Shirley A. Muehlenthaler  
President 1983-84 DMACCHEA

ATTACHMENT #3  
SPECIAL MEETING  
AUGUST 31, 1984

**A Collective  
Bargaining Agreement**

**between**

**The Des Moines Area  
Community College  
Higher Education  
Association**

**and**

**The Board  
of Directors of  
Des Moines Area  
Community College**

**1984 - 86**

A COLLECTIVE  
BARGAINING AGREEMENT

between

THE DES MOINES AREA  
COMMUNITY COLLEGE  
HIGHER EDUCATION  
ASSOCIATION

and

THE BOARD OF DIRECTORS  
OF DES MOINES AREA  
COMMUNITY COLLEGE

1984-86

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE(S)</u>
I	Recognition	1-2
II	Contract Grievance Procedure	2-4
III	Salary Schedule	4-11
IV	Fringe Benefits	
	Insurance	12-13
	Leaves of Absence	13-15
V	Travel Expense	15-16
VI	Dues Deduction	16
VII	Safety	16-17
VIII	Voluntary Transfer	17-18
IX	Involuntary Transfer	18
X	Employee Reduction in Force Procedure	19
XI	Supplemental Pay	20-21
XII	Compliance and Duration	21-22

## ARTICLE I RECOGNITION

### Section A. Recognition Clause

The Employer hereby recognizes the Des Moines Area Community College Higher Education Association for the term of their PERB certification as the exclusive and sole bargaining agent for the bargaining unit described as follows:

INCLUDED: All full-time and regular part-time professional faculty who occupy a position which meets all of the following conditions:

1. Are issued by the Employer a "continuing contract with certified faculty" full-time and regular part-time, or "specially funded contract" with certified full-time and regular part-time faculty.
2. Are certified by the Department of Public Instruction as professionals in all areas required by Iowa Code. Included also are regular full-time and regular part-time professional Adult Basic Education and Career Exploration Center faculty who do not require certification by the Department of Instruction.
3. Are issued an annual nine or twelve month contract (specified above) to work one-half time or more.
4. Are assigned by the Employer to a professional position as full and regular part-time instructors, program chairpersons, certified media specialists, certified librarians, certified counselors and Career Exploration faculty.

EXCLUDED: Department directors, supervisors, coordinators, administrators, classified staff (secretarial-clerical), support staff (auxiliary), non-regular part-time faculty, all employees defined in Section 4 of the Public Employment Relations Act, and all other employees of the Des Moines Area Community College.

**Section B. Definitions**

1. The Term "Employer" as used in this Agreement shall mean the Des Moines Area Community College's (merged Area XI) duly authorized representatives.
2. The term "Employee" as used in this Agreement shall mean all professional employees represented by the Association in the bargaining unit as defined by the Public Employment Relations Board. Full-time shall mean employees who are so designated in the Salary Classification book on file in the Human Relations Office.
3. The term "Association" as used in this Agreement shall mean the Des Moines Area Community College Higher Education Association.
4. "Working day" shall mean any day on which an employee covered by this Agreement is required to carry out his/her duties exclusive of holidays and weekends.
5. "Seniority" is defined as the accumulated length of time an employee has fulfilled his/her duties in a position or positions listed in Article 1, Section A(4) of this Agreement.
  - a. Employees who have been reduced or are on authorized leaves of absence without pay shall not be deemed to have interrupted service with the college.
  - b. Time spent on reduced status or authorized leaves of absence without pay shall not be counted in figuring the total accumulated length of service.
  - c. For employees hired on the same day, the date of application shall be controlling in seniority matters.

**ARTICLE II CONTRACT GRIEVANCE PROCEDURE**

**Section A. Definition**

A contract grievance is a claim by an employee, herein after to be known as the grievant, of an alleged misinterpretation or misapplication of a specific article or section of this Agreement.

Section B. Procedures

1. Step One - Within fifteen (15) working days of the event (involving the grievant) giving rise to a grievance or within fifteen (15) working days from the date which the grievant should have had reasonable knowledge of the event, condition or act, the grievant will present the grievance to the immediate supervising administrator. The purpose of this step is to resolve the grievance via informal, verbal discussion with the immediate supervising administrator.
2. Step Two - If the grievance cannot be resolved in Step One, the grievant may submit a written statement of grievance to the appropriate Vice-President or designee with a copy to the Association and the Human Resources Office. This submission shall be within fifteen (15) working days from the date of the formal hearing. The written statement of grievance shall name the grievant, shall state the facts giving rise to the grievance, shall identify the specific section of this Agreement alleged to be violated, shall state the contention of the grievance with respect to the contract section, shall indicate the relief requested and shall be signed by the grievant. Within ten (10) working days of receipt of the written grievance, the grievant, an Association representative, and appropriate Vice-President or designee shall meet and ten (10) working days thereafter the appropriate Vice-President or designee shall make a decision on the grievance and file a response in writing to the grievant and the Association.
3. Step Three - If the grievance is not resolved in Step Two, the grievant may submit the written grievance to the Superintendent/President with notice to the Association. This submission shall be within five (5) working days of the written decision rendered in Step Two. Within ten (10) working days, the grievant, an Association representative, and the Superintendent/President (and/or his designee) shall meet and the Superintendent/President shall ten (10) working days, thereafter, render a written decision with copies to the grievant and the Association representative.
4. Step Four - If the grievance is not resolved in Step Three, the grievant and the Association will submit written notification simultaneously to the Superintendent/President and the American Arbitration Association within twenty (20) working days of the answer in Step Three, requesting a list of arbitrators. The arbitrator will review the grievance and render a final and binding decision. The expenses incurred



by the arbitrator and any mutual fees for arbitration services will be shared equally by the Employer and the Association, but each party will pay the fees incurred in the presentation of its case. Whenever possible grievance hearings will be scheduled after 5 p.m.

**Section C. Powers of the Arbitrator**

1. It shall be the function of the arbitrator to make decisions in grievances of alleged misinterpretation or misapplication of specific sections of this Agreement.
2. The arbitrator's powers will be limited to the extent that he/she shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this Agreement.

**Section D. Time Limits**

1. The failure of a grievant to act within the prescribed time limits will act as a bar to any further appeal.
2. The failure of an administrator to give a decision within the prescribed time limits shall permit the grievance to proceed to the next level.
3. Any grievance not appealed within the time limits shall be deemed settled on the basis of the Employer's last answer.
4. Time limits may be extended by mutual consent of the Employer and the grievant at which time the new date shall be controlling.

**Section E. Separate Grievance File**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participant.

**ARTICLE III SALARY SCHEDULE**

**Section A. Definition**

The salary schedule is a system for guiding the placement of new employees, the advancement of employees based upon

completion of pre-approved staff development activities, and the vertical movement of employees based upon rendering satisfactory service to the Employer. The schedule is intended to recognize that new employees have a variety of background and that employees development can occur via college course work, industry/business training and directly related work experience.

Section B. Guidelines and Procedures for Initial Placement of New Employees

1. Initial placement of new employees shall be made by the Employer following evaluation of new employee's professional experience, training received in industry, college credits earned, and directly related work experience. Evidence of professional experience, training received, work experience and college credit shall be documented as the Employer requires.
2. The procedure for initial lane placement of new employees shall be as follows:
  - a. Step One - New employees will be placed on Lane 180 if they, 1) have a baccalaureate degree, or 2) have professional registry, journeyman status, or its equivalent and 3) can be approved and certified by the Department of Public Instruction.
  - b. Step Two - Initial placement beyond Lane 180 may be granted for course work (beyond that credited in Step One) directly related to a new employee's assignment at the college by evaluating the course work and applying the following S.D.U. formula:

$$\begin{array}{l} \text{Number of S.D.U. - Number of Quarter Hours} \\ \quad \times 1 \\ \text{Number of S.D.U. - Number of Semester Hours} \\ \quad \times 1.5 \end{array}$$

The number of S.D.U. for directly related course work to be granted (beyond Step One above) will be added to 180 S.D.U.

College work applicable for credit would be that contributing to a degree in a new employee's teaching field, or in educational methodology and theory. All credits and degrees must be

from a college or university that was regionally accredited at the time credits and/or degrees were earned. Beyond the last acceptable degree to be applicable for placement, all graduate credits must be given a "B" grade (or higher) and all undergraduate credits must have been given a "C" grade (or higher).

For institutions grading on a "Satisfactory" "Unsatisfactory" standard, the grades must be acceptable toward a degree at that university. Advanced research credit, in connection with an advanced degree, shall not be counted unless the research has been successfully completed and the degree awarded.

- c. Step Three - Initial placement beyond Lane 180 may be granted for industrial/business training directly related to a new employee's assignment at the college by evaluating the industrial/business training and applying the following S.D.U. formula:

Number of S.D.U. - Number of Clock Hours  
in Industry/Business School : 30

The number of S.D.U. for directly related industrial/business training to be granted (beyond Step One) will be added to 180 S.D.U. Training applicable for credit shall have been sponsored by a reputable organization, conducted by a qualified trainer, guided by clear objectives in a setting appropriate to formal training and received in the past eight years. Regular meetings and conventions of associations (or societies) and meetings called by the Department of Public Instruction are not considered in computing this credit. Workshops or seminars sponsored by schools during in-service periods are also not applicable. This provision applies only to new employees in the following two areas:

1. Career Education programs
2. Selected college parallel career option programs

- d. Step Four - Initial placement beyond Lane 180 may be granted for work experience not credited in Step One directly related to a new employee's assignment at the college by evaluating the work experience and applying the following S.D.U. formula:

Number of S.D.U. - Number of Clock Hours  
of Approved Work Experience - 177 for  
First Four Years, Beyond that Credited in  
Step One.

Work experience applicable for credit must have contributed substantially to the new development of competencies directly related to the new employee's assignment at the college, and be beyond that needed to achieve placement in Lane 180. This provision applies only to new employees in the following two areas:

1. Career Education programs
  2. Selected college parallel career option programs
- a. Step Five - Computations. The appropriate lane for initial placement of new employees will be determined by summing the S.D.U. totals determined by the Employer in Steps One through Four above. In no case shall a new employee be credited with more than a combination of 45 S.D.U. in Steps Three and Four.
3. The procedure for initial level placement of new employees shall be as follows:
- a. Step One - The number of full years of directly related professional experience (teaching, counseling or media experience) on a regular contractual basis shall be evaluated for determining initial level placement. Teaching as a graduate assistant, part-time teacher (except at D.M.A.C.C.) or student teacher shall not be counted. Further, only up to a maximum of seven (7) years of professional experience may be credited. However, credit for such experience may only be given for that experience directly related to a new employee's primary assignment at Des Moines Area Community College.
  - b. Step Two - The number of full years of directly related work experience, not counted earlier in the provision, initial lane placement (Article III, Section B-2) shall be evaluated for determining initial level placement. Only that work experience directly related to a new employee's assignment shall be considered. Work experience applicable for consideration must be beyond that needed to be placed on Lane 180 (earned journeyman's status, professional registry, or its equivalent)

and Department of Public Instruction approval and certification. In any case, no more than seven (7) years of work experience may be considered for initial level placement. This provision applies only to new employees in the following two areas:

1. Career Education programs
  2. Selected college parallel career option programs
- c. Step Three - Computations. The initial level placement for new employees shall be determined by summing the level credit granted by the Employer in Step One and Step Two except that no more than a combination of seven (7) years of experience may be granted.
4. The employer may place a new employee above schedule in difficult to fill positions following a meeting with the Association to explain why placement above schedule is deemed necessary.
  5. After initial level and lane placement of a new employee has been completed, the education, training, work experience, or other background received prior to the first date of the new employee's first individual contract, shall not be considered for advancing on the salary schedule.

Section C. Guidelines and Procedures for Advancement on the Salary Schedule

1. Advancement on the schedule is defined as horizontal change from one lane to another lane. Advancement will be granted upon earning staff development units (S.D.U.) for completing pre-approved work experience, attending pre-approved industry schools, and completing pre-approved courses.
2. Procedure for advancement on the salary schedule shall be as follows:
  - a. Step One - The employee shall submit an approval form for staff development unit consideration which shall include the course work, special industry/business training, and/or directly related work experience that the employee proposes to undertake for purposes of advancement.
  - b. Step Two - The Employer shall evaluate the plan using the following guidelines:

- 1) Consideration for Evaluating Occupational Training - In computing S.D.U. credit for occupational training, only training directly related to the employee's assignment shall be considered. Training applicable for credit shall have been sponsored by a reputable organization, conducted by a qualified trainer, guided by clear objectives and in a setting appropriate to formal training. Regular meetings and conventions of associations (or societies) and meetings called by the Department of Public Instruction will not receive S.D.U. credit. Workshops or seminars sponsored by the college during in-service periods are also not applicable. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of the pre-approved industry/business training.

Number of S.D.U. - Number of Clock Hours  
in Industry/Business School ÷ 30

- 2) Considerations for Evaluating Work Experience - In computing S.D.U. credit for work experience, only that directly related to an employee's assignment shall be considered. Work experience applicable for credit must be beyond the learning or apprenticeship period (usually 3-5 years) appropriate to a given occupation. This provision applies only to employees in career and selected para-professional programs. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of pre-approved work experience.

Number of S.D.U. - Number of Clock Hours  
of Approved Work Experience ÷ 40

- 3) Consideration for Evaluating College Course Work - In computing credit for college course work, only course work directly related to an employee's professional assignment at Des Moines Area Community College may be credited. College work applicable for credit would be that contributing to a degree in an employee's teaching field or in educational methodology and theory. All credits and degrees must be from a college or university which was regionally accredited at the time credits and/or degrees are earned. All graduate credits must have been given a "B" grade (or higher) and all undergraduate credits must have been given a "C" grade (or higher). For institutions grading

on a "satisfactory/unsatisfactory" standard the grades must be acceptable toward a degree at that university. Advanced research credit, in connection with an advance degree, shall not be counted unless the research has been successfully completed and the degree awarded. (S.D.U. shall not be granted for any course work, industry schools or work experience completed or in progress before June 1, 1975). Courses taken in qualifying for full certification are specifically excluded from consideration for advancement. The following formula will be used to calculate S.D.U. to be awarded upon successful completion of pre-approved college course work.

Number of S.D.U. - Number of Quarter Hours  
x 1

Number of S.D.U. - Number of Semester Hours  
x 1.5

- c. Step Three - The Employer (appropriate Vice President) may approve, disapprove, or modify the proposed individual staff development plan and notify the employee in writing within twenty (20) working days from the date of receipt by the Vice President.
- d. Step Four - The employee may execute the approved plan, and upon satisfactory completion is responsible for presenting evidence of completing the development activity to the Personnel Office. Work experience hours must be documented by letters from former employers. Training in industry must be documented by certificates of completion and/or letters from the trainer which should specify the number of clock hours completed or other evidence judged adequate by the employer. Evidence of earned college credit must be in the form of official transcripts which bear the signature and seal of the college registrar.
- e. Step Five - Advancement on the schedule by the employee shall be executed only once a year at the beginning of their contract year or the fall semester. The beginning of the fall semester of each year is the deadline for any employee who is seeking advancement to present evidence (the approval for any activity and evidence of completion) to the Human Resources Office. The responsibility for initiating

advancement action is solely that of each employee. S.D.U. credit will not be awarded for activities for which the college has paid any expenses, tuition, fees, travel, lodging or meals.

**Section D. Guidelines and Procedures for Movement on the Schedule**

1. Movement on the Schedule is defined as vertical change from one level to another level.
2. Employees will progress one full level (1.0) as they complete each fiscal year of service to the college until they reach the top of their lane.
3. Part-time employees will progress one full level (1.0) as they complete each fiscal year of service to the college until they reach the top of their lane. However, when a part-time employee is employed on a full-time basis, he/she will be placed on a level consistent with the number of full years of Des Moines Area Community College experience which he/she has accumulated by summing the total part-time experience completed.
4. Movement on the schedule will be made annually (until an employee reaches maximum) by the Employer at the effective date of the employee's individual contract. An employee hired during the contract year or an employee who for some period of the contract year has been on leave of absence without pay, shall be eligible for movement of one (1) full level if such employee has been on duty for six (6) months or more and worked more than half time during the contract year. Employees in the two categories above shall be eligible for movement one-half ( $\frac{1}{2}$ ) level if they have worked half-time or less or have been on duty during less than six (6) months of the contract year. An employee who is not on duty during the contract year shall receive no level movement upon return to his/her assignment.

**Section E. Salary Schedule Interpolation**

Salary schedule interpolation from nine (9) month contracts to twelve (12) month contracts will be made by multiplying the nine (9) month schedule salary by 1.275.

**Section F. Salary Schedule Format**

The index formula for the salary schedule is 4.57% of the base (Lane 225 - Level 0) between full levels and between lanes as indicated in Appendix A.



## ARTICLE IV FRINGE BENEFITS

### Section A. Insurance Benefits

#### 1. Term Life Insurance

On behalf of the employees the employer will participate in and pay all premiums for a double indemnity group insurance program providing coverage in the amount of two times employee's individually contracted salary rounded to the nearest thousand subject to the terms and conditions of the group contract with the insurer selected by the employer.

#### 2. Disability Insurance

On behalf of the employees the employer will participate in and pay all premiums toward the present (or its equivalent) long term disability insurance program subject to the terms and conditions of the groups contract with the insurer selected by the employer. This program shall have a ninety (90) day waiting period.

#### 3. Hospital and Surgical Insurance

The Board shall purchase group medical health coverage. For full-time employees who elect individual coverage under the medical group health plan, the Employer shall pay the full monthly premium. For full-time employees who elect family coverage under the group medical plan, the Employer shall pay a maximum of one hundred and forty-three dollars (\$143.00) per month toward the family plan premium with the remaining amount paid by the employee. For employees whose contracts are for less than full time, the Employer shall pay the full monthly premium for individual coverage or for those who elect family coverage, the Employer shall pay an amount over and above the single premium prorated on the basis of the length of their individual contracts.

#### 4. Workmen's Compensation

Each employee shall be covered by Workmen's Compensation paid for by the Employer. Sick leave benefits paid to the employee shall be integrated with Workmen's Compensation benefits paid, so that the total dollars received by the employee shall not exceed one hundred (100) percent of the employee's individually contracted base salary.

5. Optional Supplemental Life Insurance

An employee may elect to purchase optional supplemental life insurance in the increments allowed by the carrier. To be eligible employees must provide evidence of insurability as required by the insurer.

6. Optional Dependent Life Insurance

An employee may elect to purchase dependent life insurance for eligible dependents which provides two thousand (\$2,000) dollars coverage for each child fourteen (14) days of age to age nineteen (19) years. A full-time employee may elect to purchase optional supplemental life insurance for a spouse in increments allowed by the carrier upon providing evidence of insurability as required by the insurer.

7. Dental Insurance

The Board shall purchase dental coverage. The Board shall contribute the cost of single employee premium. Employees who are eligible and elect dependent coverage shall pay the cost of the additional premium.

8. General Provisions

Life, disability, hospital and surgical coverage for a newly covered employee shall be effective the first day that he/she reports for work.

Benefits under the life, disability, dental and hospital/surgical insurance programs shall not be less than those provided in the 1983-84 work year.

Section B. Leaves of Absence

1. Sick Leave

All full-time employees, after the effective date of the contract and having reported for duty, will accrue fifteen (15) days sick leave for personal illness or injury with full pay at the rate of one and one-fourth (1 $\frac{1}{4}$ ) days per month. The sick leave provisions only apply to personal illness or injury including that caused by illness of a member of the immediate family. Immediate family shall mean spouse, children, (including step-children) and parent. Unused days shall be cumulative to a maximum of one hundred (100) days.

A statement from a doctor of the employee's choice is required for absences due to illness beyond four (4)

days. However, in determining sick or disabled status, the employer at employer expense reserves the right to require examination by a doctor selected by the employer. Sick leave for employees working at least one-half time, but less than full-time shall be prorated by a ratio based upon their individual contract. Sick leave will be integrated with Disability and Workmen's Compensation so that the total dollars received by the Employee shall not exceed one hundred (100) percent of the employee's individually contracted base salary.

2. Death in the Immediate Family

All full-time employees after the effective date of the contract and having reported for duty, may be granted up to five (5) days of leave annually at full pay to be used upon approval of the Employer, for attendance at funerals of members of the immediate family. Immediate family will include the spouse and related children, parents, brothers, sisters, grandparents, and mother and father in-laws.

Such leave will not be cumulative. Such leave for employees working at least one-half time, but less than full-time, shall be prorated by a ratio based upon their individual contract.

3. Personal Business Leave - A full-time employee may be granted two (2) days (non-cumulative) for personal business leave each fiscal year. To be eligible for such leave, the employee shall have written approval from his/her supervising administrator. Personal business leave shall not be granted for a duty day immediately before or after a vacation or holiday. Such leave for employees working at least one-half, but less than full-time, shall be prorated by a ratio based upon their individual contract.
4. Jury Duty - When an employee is required to serve on a jury, the absence from work for this reason will be excused without loss of pay. The jury duty pay received by the employee must be turned into the Business Office or an equivalent amount deducted from the regular monthly wage. Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court.
5. Military Leave - Employees who are members of the National Guard, or any organized reserve of the

Army, Navy, Marine Corps, Coast Guard, or Air Force which required periods of training are permitted to be absent from work for the purpose of receiving military training when ordered by proper authority to active state or federal service. Such absences are allowed in addition to regular vacation and will be taken without pay except for the first thirty (30) days as mandated by 29A of the Code of Iowa.

6. Leave of Absence Without Pay - With the Superintendent's/President's approval, a leave of absence without pay, not to exceed twelve (12) months, may be granted to full-time employees or regular contract part-time employees with at least three (3) consecutive years with the college for purposes of professional development. Further, full-time and regular part-time employees with special personal or medical problems may be granted leave without pay not to exceed twelve (12) months. An employee desiring a leave of absence should make written application at least three (3) months prior to the time leave is to begin. For leaves of more than four (4) months duration, ninety (90) days prior (thirty (30) days prior in the case of shorter leaves) to the time of leave termination the employee shall notify the Superintendent/President in writing of his/her interest in returning. If notification does not occur, it shall be assumed that no return is planned.

The Employer, in granting a leave of absence, implies that it will return the employee to a position which in the determination of the Employer is the same or similar to that in which the employee formerly served if a vacancy exists for which he/she is qualified. The Employer will permit the employee to continue participation in the insurance programs at his/her own expense for a period of up to twelve (12) months, where so provided by such insurance policies and to the extent so provided, except when he/she enters other employment for pay during the leave. Upon return to employment, the accrued sick leave and experience credits earned prior to the leave shall be credited to the employee.

#### ARTICLE V TRAVEL EXPENSE

Section A. Upon approval by those representatives of the Employer listed on the expense report form, those Employees requested by the Employer to use their personal automobile

in completion of work assignments will be reimbursed by the Employer at the rate of twenty-four (24) cents per mile or as per Board policy. The Employer shall not reimburse the Employee for mileage required to commute to and from their residence and primary place of assignment. The standard mileages on file in the Business Office will be used to compute mileage.

#### ARTICLE VI DUES DEDUCTION

- Section A.
1. The Association agrees to acquire and distribute to its members an authorization form advising the member that dues deduction is voluntary on the member's part and that the member also may terminate the dues deduction by notifying the Business Office on the appropriate form provided by the Association.
  2. Deductions shall include only the regular uniform monthly amounts each employee pays as dues but shall not include initiation fees, special assessments, back dues, fines, or similar items.
  3. Deduction shall only be made following presentation by the employee of a signed dues deduction authorization form presented to the Business Office.
  4. Pursuant to a deduction authorization, the Business Office shall deduct one twenty-fourth (1/24) of total dues from the regular salary check of the employee. The Business Office will transmit to the Association the total deduction of dues once a month.
  5. The Association agrees to indemnify and hold harmless the Board, each individual board member, and all administrators against any and all claims, costs, suits, or other forms of liability and all court costs arising out of the application of the provisions of this Agreement.

#### ARTICLE VII SAFETY

Section A. Responsibilities

The Employer shall endeavor to provide and maintain a safe place of employment. Employees shall endeavor in

the course of performing professional duties associated with their employment to be alert to unsafe practices, equipment or conditions and report these to their immediate supervisor.

Section B. Referral

If the problem cannot be informally corrected by the immediate supervisor and the employee, it shall be processed under the grievance procedure.

ARTICLE VIII VOLUNTARY TRANSFER

Section A. Definition

A transfer is the permanent full-time movement of an employee to and from a unit position as described in Article 1, Section A(4) and to a department and/or campus other than that to which he/she is currently assigned.

Section B. Procedure

1. Job descriptions for unit vacancies which the Employer determines to fill will be posted at conspicuous locations on each campus. Each description shall indicate the final date for receiving applications.
2. An employee, to be considered for a vacant position, must file a written statement requesting a transfer, listing his/her current position, and indicating the specific vacant position for which he/she wishes to be considered. Applications for transfer must be received on or before the posted closing date for receiving applications.
3. In making a determination upon personnel to fill a vacancy the employer will choose among all applicants based upon ability, qualifications and seniority.

Seniority shall be a factor, but not an overriding factor, when dealing with outside applicants. However, when the choice is between two or more employees who are judged by the Employer to have equal ability and qualifications then seniority shall be the controlling factor in the voluntary transfer.

4. The Employer will inform the employee, in writing, of the approval or denial of his/her transfer request and will meet, upon the employee's request, to discuss the matter. Such notification shall be made within thirty (30) days of the Board action filling such position.

#### ARTICLE IX INVOLUNTARY TRANSFER

##### Section A. Definition

A transfer is the permanent full-time movement of an employee to and from a unit position as described in Article I, Section A(4) and to a department and/or campus other than that to which he/she is currently assigned.

##### Section B. Procedures

1. Incumbent unit members who in the judgment of the Employer, possess qualifications equal to other applicants, and who have in writing requested to be transferred to unit positions, will be considered before an involuntary transfer is initiated.
2. The Employer will designate the department and campus where a transfer is required.
3. The Employer will inform the Association that a transfer is necessary and set a date to meet and discuss such transfer with the Association. The Association may present views and recommendations to the Employer at the meeting arranged for that purpose.
4. The Employer will consider the recommendations made and will determine the department or campus to which employees shall be transferred, those employees who shall be transferred, and the date upon which such transfer shall become effective.
5. The Employer will inform, in writing, the employee(s) who will be transferred and upon request will meet with an employee to discuss the transfer.
6. Generally, the Employer will give the transferee thirty (30) days notice in advance of the effective transfer date, except when the Employer determines that due to an emergency, a transfer must be effected immediately.

ARTICLE X EMPLOYEE REDUCTION IN FORCE PROCEDURE

Section A. Procedure

1. The Employer shall designate the program(s) where an employee reduction in force is necessary. The Employer shall first accomplish such reduction by not replacing employees in the designated programs who voluntarily resign or who retire.
2. In the event reduction in staff within the designated programs cannot be completed through resignation or retirements, the Employer agrees to notify the Association in advance of reduction in force at which time the Association may make its views and recommendations known concerning implementation of employee reduction in force.
3. The Employer will determine the employees within designated program(s) to be laid off based upon ability, qualifications, and seniority. Seniority shall be the controlling factor in the lay off, within the designated program(s) after the Employer has judged ability and qualifications to be equal.
4. Employees on Specially Funded Contracts to be reduced will be notified at least thirty (30) days prior to the date upon which a reduction in force will take effect.
5. If the Employer determines to recall employee(s) for a designated program(s), the Employer will determine the employee(s) to be recalled based on ability, qualifications and seniority. Within the designated program(s), where employee ability and qualifications are judged by the Employer to be equal, seniority shall be a controlling factor in recall. Recalled employees shall retain all sick leave accrued prior to the date of reduction. Upon written request of the employee, the Employer will consider recall until one of the following events occur:
  - a. A one (1) year lapse from the date of reduction.
  - b. The employee obtains other employment comparable in salary.
  - c. The employee's certification has lapsed.
  - d. The employee waives recall in writing.



## ARTICLE XI SUPPLEMENTAL PAY

Section A. All Des Moines Area Community College full-time employees during the term of their employment may enroll in Adult and Continuing Education courses (500, 600, 700 and 800 numbered courses) conducted at the Urban Center, Boone, Western Attendance Center at Carroll and Ankeny Campuses without payment of tuition under the following conditions:

1. There are an adequate number of tuition-paying students to justify the course operating.
2. Pay all special fees and charges (example - books and supplies)
3. The course is scheduled outside the employee's regular working hours.
4. The class has space available after all tuition-paying students have enrolled.

### Coaching Duties (Boone)

Release time in lieu of compensatory pay for Athletic Director responsibilities and coaching responsibilities will be the employers first consideration. Release time shall be awarded at the following rate:

1. Six (6) semester hours of release time for mens and womens Athletic Director responsibilities.
2. Four (4) semester hours of release time for coaching mens basketball.
3. Four (4) semester hours of release time for coaching womens basketball.
4. Four (4) semester hours of release time for coaching mens baseball.
5. Four (4) semester hours of release time for coaching womens softball.

In the event the employer finds that release time for such duties is not possible or practical, athletic responsibilities and coaching responsibilities shall be compensated at the following rates:

1. Men and women Athletic Director....\$3,000.00 per fiscal year.
2. Mens basketball coach....\$2,100.00 per fiscal year extra duty pay.
3. Womens basketball coach....\$2,100.00 per fiscal year extra duty pay.
4. Mens baseball coach....\$2,100.00 per fiscal year extra duty pay.
5. Womens softball coach....\$2,100.00 per fiscal year extra duty pay.

ARTICLE XII COMPLIANCE AND DURATION

Section A. This Agreement shall remain in force and effect from July 1, 1984 until midnight June 30, 1986.

Section B. This Agreement shall automatically continue in force and effect for subsequent contract periods unless either party to the Agreement gives the other party written notice to terminate, amend, or modify such Agreement no less than 180 calendar days prior the Employer certified budget submission date, as established by the Code of Iowa, and appropriate for the year beginning July 1, 1984. Using the aforementioned procedure either party may reopen negotiations for 1985-86 contract year on Article III (Wages) and/or Article IV Section (A) (Insurance).

Section C. This Agreement constitutes the entire and complete agreement on articles contained within this document for the

term and supercedes all previous agreements. Any amendment supplemental hereto shall not be binding on either party unless executed in writing by both parties. Neither party waives any section of the Code of Iowa, Chapter 20 by virtue of this section. Any alleged violation of Chapter 20 shall not be subject to Article II Grievance Procedure, but shall be resolved through application of procedures provided for in Chapter 20, Code of Iowa.

Section D. In the event that any article, section or portion of this Agreement is found to be contrary to state or federal law, then such article, section or portion shall be of no force and effect, but the remainder of this Agreement shall continue in full force and effect.

Section E. In witness whereof the parties hereto have caused this Agreement to be signed by their respective chief negotiators and their signature placed thereon, on this 1<sup>ST</sup> day of October, 1984.

DES MOINES AREA COMMUNITY COLLEGE

DES MOINES AREA COMMUNITY COLLEGE  
HIGHER EDUCATION ASSOCIATION

By Harvey F. Wiltsey

By Jane A. Pitz

RATIFIED ON THIS 30<sup>th</sup> DAY OF August, 1984.

By Shirley G. McClinton  
Association President

RATIFIED ON THIS 31<sup>st</sup> DAY OF August, 1984.

By James H. Lindell  
Board President

1984-85  
DES MOINES AREA COMMUNITY COLLEGE  
FACULTY SALARY SCHEDULE

9 MONTH

LEVEL	LANE 180	LANE 203	LANE 225	LANE 248	LANE 270	LANE 293	LANE 315
0.0	12,808	13,452	14,096	14,740	15,384	16,029	16,673
0.5	13,130	13,774	14,418	15,062	15,706	16,351	16,995
1.0	13,452	14,096	14,740	15,384	16,029	16,673	17,317
1.5	13,774	14,418	15,062	15,706	16,351	16,995	17,639
2.0	14,096	14,740	15,384	16,029	16,673	17,317	17,961
2.5	14,418	15,062	15,706	16,351	16,995	17,639	18,283
3.0	14,740	15,384	16,029	16,673	17,317	17,961	18,605
3.5	15,062	15,706	16,351	16,995	17,639	18,283	18,927
4.0	15,384	16,029	16,673	17,317	17,961	18,605	19,249
4.5	15,706	16,351	16,995	17,639	18,283	18,927	19,572
5.0	16,029	16,673	17,317	17,961	18,605	19,249	19,894
5.5	16,351	16,995	17,639	18,283	18,927	19,572	20,216
6.0	16,673	17,317	17,961	18,605	19,249	19,894	20,538
6.5	16,995	17,639	18,283	18,927	19,572	20,216	20,860
7.0	17,317	17,961	18,605	19,249	19,894	20,538	21,182
7.5	17,639	18,283	18,927	19,572	20,216	20,860	21,504
8.0	17,961	18,605	19,249	19,894	20,538	21,182	21,826
8.5	18,283	18,927	19,572	20,216	20,860	21,504	22,148
9.0	18,605	19,249	19,894	20,538	21,182	21,826	22,470
9.5	18,927	19,572	20,216	20,860	21,504	22,148	22,793
10.0	19,249	19,894	20,538	21,182	21,826	22,470	23,115
10.5	19,572	20,216	20,860	21,504	22,148	22,793	23,437
11.0	19,894	20,538	21,182	21,826	22,470	23,115	23,759
11.5	20,216	20,860	21,504	22,148	22,793	23,437	24,081
12.0	20,538	21,182	21,826	22,470	23,115	23,759	24,403
12.5	20,860	21,504	22,148	22,793	23,437	24,081	24,725
13.0	21,182	21,826	22,470	23,115	23,759	24,403	25,047
13.5	21,504	22,148	22,793	23,437	24,081	24,725	25,369
14.0	21,826	22,470	23,115	23,759	24,403	25,047	25,691
14.5	22,148	22,793	23,437	24,081	24,725	25,369	26,013
15.0	22,470	23,115	23,759	24,403	25,047	25,691	26,336
15.5	22,793	23,437	24,081	24,725	25,369	26,013	26,658
16.0	23,115	23,759	24,403	25,047	25,691	26,336	26,980
16.5	23,437	24,081	24,725	25,369	26,013	26,658	27,302
17.0	23,759	24,403	25,047	25,691	26,336	26,980	27,624

1984-85  
DES MOINES AREA COMMUNITY COLLEGE  
FACULTY SALARY SCHEDULE

LEVEL	12 MONTH						
	LANE 180	LANE 203	LANE 225	LANE 248	LANE 270	LANE 293	LANE 315
0.0	16,330	17,151	17,972	18,794	19,615	20,437	21,259
0.5	16,741	17,562	18,383	19,204	20,025	20,848	21,669
1.0	17,151	17,972	18,794	19,615	20,437	21,258	22,079
1.5	17,562	18,383	19,204	20,025	20,848	21,669	22,490
2.0	17,972	18,794	19,615	20,437	21,258	22,079	22,900
2.5	18,383	19,204	20,025	20,848	21,669	22,490	23,311
3.0	18,794	19,615	20,437	21,258	22,079	22,900	23,721
3.5	19,204	20,025	20,848	21,669	22,490	23,311	24,132
4.0	19,615	20,437	21,258	22,079	22,900	23,721	24,542
4.5	20,025	20,848	21,669	22,490	23,311	24,132	24,954
5.0	20,437	21,258	22,079	22,900	23,721	24,542	25,363
5.5	20,848	21,669	22,490	23,311	24,132	24,954	25,775
6.0	21,258	22,079	22,900	23,721	24,542	25,365	26,186
6.5	21,669	22,490	23,311	24,132	24,954	25,775	26,597
7.0	22,079	22,900	23,721	24,542	25,365	26,186	27,007
7.5	22,490	23,311	24,132	24,954	25,775	26,597	27,418
8.0	22,900	23,721	24,542	25,365	26,186	27,007	27,828
8.5	23,311	24,132	24,954	25,775	26,597	27,418	28,239
9.0	23,721	24,542	25,365	26,186	27,007	27,828	28,649
9.5	24,132	24,954	25,775	26,597	27,418	28,239	29,060
10.0	24,542	25,365	26,186	27,007	27,828	28,649	29,471
10.5	24,954	25,775	26,597	27,418	28,239	29,061	29,882
11.0	25,365	26,186	27,007	27,828	28,649	29,472	30,293
11.5	25,775	26,597	27,418	28,239	29,061	29,882	30,704
12.0	26,186	27,007	27,828	28,649	29,472	30,293	31,115
12.5	26,597	27,418	28,239	29,061	29,882	30,703	31,526
13.0	27,007	27,828	28,649	29,472	30,293	31,114	31,935
13.5	27,418	28,239	29,061	29,882	30,703	31,524	32,346
14.0	27,828	28,649	29,472	30,293	31,114	31,935	32,757
14.5	28,239	29,061	29,882	30,703	31,524	32,345	33,168
15.0	28,649	29,472	30,293	31,114	31,935	32,756	33,579
15.5	29,061	29,882	30,703	31,524	32,345	33,167	33,990
16.0	29,472	30,293	31,114	31,935	32,756	33,578	34,401
16.5	29,882	30,703	31,524	32,345	33,167	33,989	34,812
17.0	30,293	31,114	31,935	32,756	33,578	34,400	35,223

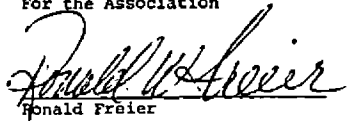
LETTER OF UNDERSTANDING

It is hereby agreed by the parties that those four quarter (12 month) employees at the Ankeny/Urban Campus who are affected in the 1983-84 year by the transition from the quarter to the semester system shall take five (5) days of the prep days (non-student contact days) in each of the 1983-84 and 1984-85 school years as paid days off. Arrangements to take such days shall be by mutual agreement of the employee and his/her supervisor.

For the Board

  
Harvey F. Wiltsey

For the Association

  
Ronald Freier

July 21, 1983

TA 8-7-84  
JP  
HW

SIDE AGREEMENT

The parties agree that the College shall have the right to require the Association to meet with it during the course of the contract to discuss possible methods of cost containment in regards to the group insurance program.

For the College

For the Des Moines Area  
Community College Higher  
Education Association

Thomas J. Wittig

Jane A. Pitz

Dated June 15 , 1984

YAKED 8/18/84  
JP

SIDE AGREEMENT

The Des Moines Area Community College Board of Directors and the Des Moines Area Community College Higher Education Association hereby agree that if the State of Iowa, either through the legislature and/or the Governor's office, reduces the general fund and/or salary appropriations monies of the community colleges for the 1984-85 school year, an adjustment will be made in the salaries of the wages of the employees represented by the Higher Education Association.

The adjustment will be based upon the amount of the reduction. It shall be as follows:

1. Up to 2.0% budget cut - no reduction in wages.
2. Any reduction over 2.0% will be split 50% by the College and 50% by the employees.
3. The maximum reduction in employees salaries under this formula would be 1.0%.

The reduction shall be determined as follows:

Salary X percentage decrease = Reduction for  
the year

Example: 20,000 X .01 = \$200 reduction

Should the reduction occur after the beginning of the contract year the above formula will be applied and then the amount prorated over the remaining pay periods in the year.

This agreement is conditioned upon the fact that all employees employed by the Des Moines Area Community College having the same reduction applied to them.

For the Board of Directors

For the Des Moines Area Community  
College Higher Education Association

*Henry F. Wittberg*

*Jane A. Pitz*

Date June 15, 1984

8/7/84  
TA JP

8/7/84  
TA HW



LETTER OF UNDERSTANDING

The parties hereby agree that the following items were a part of settlement of the 1984-86 collective bargaining agreement.

1. Salary and schedule

- a. Employees on the seventeenth step in 1983-84 shall receive the amount of the new seventeenth step in the 1984-85 salary schedule plus \$282 (9 month employees) or \$360 (12 month employees).
- b. Employees who were off the schedules for the 1983-84 contract year shall receive the amount of the new seventeenth step on the 1984-85 salary schedules plus \$564 (9 month employees) or \$720 (12 month employees).
- c. An employee on the 16.5 step in 1983-84 shall receive in 1984-85 the amount of the new 17th step plus \$140 (9 month employees) or \$180 (12 month employees).

2. Summer Pay Rates

The summer daily pay rates shall be calculated as in the past.

This adjustment will continue through the summer term of 1985.

3. Side Agreement (attached)

Meeting on cost containment on group insurance.

4. Side Agreement (attached)

Adjustments due to reduction in funding.

For the College



Dated

August 7, 1984

For the Des Moines Area  
Community College High  
Education Association

