

Des Moines Area Community College

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Board of Directors Meeting Minutes

8-16-1982

Board of Directors Meeting Minutes (August 16, 1982)

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August 16,
1982

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Des Moines Area Community College

Regular Board Meeting

August 16, 1982

Ankeny Campus - Building 1 - Room 30

AGENDA

1. Tour of Word Processing Facilities - 5:30 p.m.
(Meet in Board Room.)
2. Call to Order - 6:00 p.m.
3. Roll Call.
4. Approval of tentative agenda.
5. Public Comments.
6. Board consideration of minutes of July 19, 1982, public hearing, and July 19, 1982, regular meeting.
7. Board consideration of Personnel.
8. Approval of contract for 1982-83 to retain Harvey F. Wiltsey as collective bargaining consultant for the College.
9. Presentation of preliminary plans for the Conference Center.
10. Approval of resolution adopting proposed plans, specifications, and form of contract for Conference Center Parking Lot project.
11. Approval of resolution fixing date for receipt of bids for Conference Center Parking Lot project.
12. Approval of lease renewal with Theodore L. Clapper, Jr. and John E. Lundstrom for Bricklaying program facility.
13. Approve acceptance of contract completion identified as Re-roofing Building 9, Central States Roofing.
14. Approve acceptance of contract completion identified as Chain Link Fencing and Dugouts for the DMACC Recreation Fields.
15. Approval of acceptance of offer to purchase property at 1110 S.E. Rio, Ankeny, Iowa.
16. Consideration of offers to purchase properties at:
 901 S.E. Trilein, Ankeny, Iowa
 214 East Todd Terrace, Carroll, Iowa
17. Approval of membership in North Central Association of Colleges and Schools for 1982-83.

18. Approval of Educational Services Advisory Committees for 1982-83.
19. Approval of addition to DMACC Foundation Board of Directors.
20. Approval of Academic Calendars for 1983-84.
21. Policy decision concerning awarding full student aid packages in lieu of federal budget decision.
22. Board consideration of Financial Report for June/July.
23. Presentation and consideration of payables.
24. Information Items:
 - A. Next Board meeting will be September 20, 1982, in Carroll, Iowa - 5:30 p.m. at St. Anthony's Hospital.
 - B. First Gourmet Dinner will be September 29, 1982.
25. Future Agenda Items:
 - A. Reorganization of Board; appointment of Treasurer and Secretary.
 - B. Elect representative to Iowa Association of Community College Trustees.
26. Adjournment.

Des Moines Area Community College
Regular Board Meeting
August 16, 1982
Ankeny Campus - Building 1 - Room 30

ADDENDUM TO AGENDA

Please amend the original agenda as follows:

Add item #2A - Appointment of Acting Secretary.

Add Item #7A - Closed session for performance evaluation.

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

REGULAR MEETING

16 August 1982 The regular meeting of the Des Moines Area Community College Board of Directors was held on the Ankeny Campus, Building 1, Room 30, on August 16, 1982. The meeting was called to order by Board President Eldon Leonard at 6:00 p.m. following a demonstration and review of Word Processing functions and features by Jenny Mahlow, Shirley Sandoval, Debra Sassman, and Karen Skeens.

APPOINTMENT OF ACTING SECRETARY It was moved by T. Nemmers, seconded by R. Clark, that the Board appoint JoAnn Bailey as Acting Secretary of the Board of Directors in the absence of Eugene R. Snyders.

Motion passed unanimously.

ROLL CALL

Members Present:

Raymond Clark
Georganne Garst
Eldon Leonard
Theodore Nemmers
Jasper Risdal
Herbert Ritland
Walter A. Stover, Jr. (arrived at 6:56 p.m.)

Members Absent:

DeVere Bendixen
Donald Rowen

Others Present:

Joseph A. Borgen, President
Various other DMACC staff and interested residents

APPROVAL OF TENTATIVE AGENDA AND ADDENDUM

Board President Leonard reported that the addendum item falls under the category of personnel in item 7 of the tentative agenda and that it was impossible or impractical to include the item in the tentative agenda prepared last week.

It was moved by R. Clark, seconded by H. Ritland, that the tentative agenda and addendum be approved.

Motion passed unanimously.

PUBLIC COMMENTS

Attachment #1 to these minutes is the text of a statement made by David Palmer regarding recent problems in the Criminal Justice program.

APPROVAL OF MINUTES

G. Garst made a motion that was seconded by J. Risdal to approve the minutes of the July 19, 1982, regular meeting and the July 19, 1982, public hearing.

Motion passed unanimously.

APPROVAL OF PERSONNEL REPORT A motion to approve the following personnel items was made by T. Nemmers, seconded by R. Clark:

Contract Changes James Marmon, Auto Project Assistant, Industry & Technology GM Project; Annual Salary \$18,518.00; 9 month contract plus extra days; Effective August 2, 1982; Specially funded contract, Administrative and professional services.

Shirley Petersen, Reference Librarian, Instructional Support Services; From Lane 225, Level 5.75 to Lane 225, Level 6.0; Annual Salary \$21,598.00; Effective July 1, 1982; Continuing contract with certified faculty.

Lloyd Miller, Educational Services, Public & Human Services; From one-half time faculty and one-half time administration to full-time faculty, 9 months; Lane 315; Level 15.5 - Annual salary \$25,644.00; Effective September 8, 1982; Continuing contract with certified faculty

S.D.U. Lane Changes Diane Vanderploeg, Instructor, Health Services & Sciences; From Lane 203, Level 9.0 to Lane 225, Level 9.0; 9 months; Annual salary \$19,137.00; Effective September 8, 1982; Continuing contract with certified faculty.

Dolores Johnson, Instructor, Commercial Art, Educational Services; From Lane 293, Level 17.0 to Lane 315, Level 17.0; 12 months; Annual salary \$33,218.00; Effective September 8, 1982; Continuing contract with certified faculty.

New Employees Melvin Allen, Associate Dean, Urban Campus, Educational Services; Annual salary \$30,625.00; 12 months; Effective August 17, 1982; Continuing contract with administrative staff.

Linda Lee Shook, Instructor, Office Occupations, Business/Business Management; Annual salary \$16,658.00; 9 months; Effective September 8, 1982; Continuing contract with certified faculty - probationary status.

Jeanette Aurelius, Instructor, Speech & Drama, Educational Services, Boone Campus; Annual salary \$14,180.00; 9 months; Effective September 8, 1982; Continuing contract with certified faculty - probationary status.

Lavern Houseman, Instructor, Computer Science/Math, Educational Services, Boone Campus; Annual salary \$18,518.00; 9 months plus 13 days; Effective September 8, 1982; Continuing contract with certified faculty - probationary status.

Resignations Lawrence Snyder, Instructor, Criminal Justice, Human Services; Effective August 31, 1982.

Stanlie Jackson, Instructor, Educational Services, Public & Human Services; Effective August 13, 1982.

Motion passed unanimously.

CLOSED
SESSION

G. Garst made a motion, J. Risdal seconded, that the Des Moines Area Community College Board of Directors hold a closed session as authorized by Iowa Code section 28A.5(1)(i) to evaluate the professional competency of individuals whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to the individuals' reputation, and those individuals have requested a closed session.

Motion passed unanimously on a roll call vote.

Board President Leonard stated, "the Board has now voted by roll call vote to go into closed session under Iowa Code section 28A.5(1)(i) to evaluate the professional competency of individuals whose appointment, hiring, performance, or discharge is being considered. The Board finds that a closed session is necessary to prevent needless and irreparable injury to the individuals' reputation. The Board also finds that each individual has requested, in writing, a closed session."

After a ten minute break the Board convened in closed session at 6:40 p.m. A copy of the minutes of the closed session and a tape recording of the session are in the custody of E. Leonard, Board President.

DIRECTOR STOVER
ARRIVES

Director W. Stover arrived at 6:56 p.m.

RETURN TO OPEN
SESSION

The Board returned to open session at 7:15 p.m.

APPROVAL OF
CONTRACT WITH
H. WILTSEY FOR
COLLECTIVE
BARGAINING
SERVICES

It was moved by J. Risdal, seconded by H. Ritland, that the Board of Directors approve awarding a contract to Harvey F. Wiltsey for collective bargaining consulting services for FY1983 and that the Board President and Secretary be authorized to sign said contract. A copy of the contract is attached to these minutes as Attachment #2.

Motion passed unanimously.

PRESENTATION OF
PRELIMINARY
PLANS FOR
CONFERENCE
CENTER

Ken Bussard of Bussard/Dikis Associates, Ltd. presented the Board with preliminary plans for the Conference Center to be constructed in Building 7 and distributed the probable cost sheet included as Attachment #3 to these minutes. A motion that Bussard/Dikis Associates be authorized to proceed with the preparation of bid documents for the Conference Center Project, and that the budget for the project be increased from the original amount of \$175,000.00 to a revised amount of \$275,000.00 was made by W. Stover, seconded by G. Garst.

Motion passed unanimously.

APPROVAL OF
RESOLUTION RE-
GARDING CONFER-
ENCE CENTER
PARKING LOT

W. Stover moved, G. Garst seconded, that the resolution included as Attachment #4 which adopts proposed plans, specifications, form of contract, and sets September 20, 1982, as the date for public hearing on the Conference Center Parking Lot project be adopted. A copy of these proposed plans, specifications, and form of contract is Attachment #5 to these minutes.

Motion passed unanimously.

APPROVAL OF
RESOLUTION FIXING
DATE FOR RECEIPT
OF BIDS

A motion to approve the resolution fixing September 15, 1982, as the date for receipt of bids for the Conference Center Parking Lot Project as outlined in Attachment #6 was made by W. Stover, seconded by T. Nemmers.

Motion passed unanimously.

APPROVAL OF
BRICKLAYING
PROGRAM FACILITY
LEASE

It was moved by H. Ritland, seconded by J. Risdal, that the Board approve renewal of the lease with Theodore L. Clapper, Jr. and John E. Lundstrom for the facility housing the Brick-laying program at 1439 S.E. Cortina, Ankeny, Iowa, for the period August 16, 1982, through December 31, 1982, as detailed in Attachment #7.

Motion passed unanimously.

APPROVAL OF CON-
TRACT COMPLETION
FOR RE-ROOFING
BUILDING 9

It was moved by J. Risdal, seconded by H. Ritland, that the Board approve acceptance of contract completion identified as Re-roofing Building #9, Central States Roofing and Home Improvement. Final payment of \$6,333.00 is to be made 30 days following the date of this Board meeting.

Motion passed unanimously.

APPROVAL OF CON-
TRACT COMPLETION
FOR CHAIN LINK
FENCING

G. Garst made a motion, T. Nemmers seconded, that the Board approve acceptance of contract completion identified as Chain Link Fencing and Dugouts for the Des Moines Area Community College Recreation Fields, American Fence Co., Inc. Final payment of \$951.30 is to be made 30 days following the date of this Board meeting.

Motion passed unanimously.

ACCEPTANCE OF
OFFER TO PURCHASE
HOUSE AT 1110
S.E. RIO,
ANKENY

It was moved by T. Nemmers, seconded by G. Garst, that the Board approve acceptance of the offer to purchase house #17 at 1110 S.E. Rio, Ankeny, Iowa, made by Jack L. Hollrah in the amount of \$85,000.00 and that the Board President and Secretary be authorized to sign the Warranty Deed.

Motion passed unanimously.

CONSIDERATION OF
OFFERS TO PUR-
CHASE OTHER
PROPERTIES

The Acting Board Secretary reported that no offers had been received to purchase College owned properties at 901 S.E. Trilein, Ankeny, Iowa, or at 214 East Todd Terrace, Carroll, Iowa.

APPROVAL OF
MEMBERSHIP IN
NORTH CENTRAL
ASSOCIATION
OF COLLEGES
AND SCHOOLS

It was moved by G. Garst, seconded by H. Ritland, that the Board approve the 1982-83 membership for Des Moines Area Community College in the North Central Association of Colleges and Schools and further that the College be authorized to pay membership dues of \$985.00 for the period July 1, 1982, through June 30, 1983.

Motion passed unanimously.

APPROVAL OF
ADVISORY
COMMITTEES

A motion to approve the Advisory Committees as presented in Attachment #8 to these minutes was made by H. Ritland, seconded by J. Risdal.

Motion passed unanimously.

APPROVAL OF
ADDITION TO
DMACC FOUNDATION
BOARD OF
DIRECTORS

A motion to approve the recommendation of Warren Claussen as an addition to the DMACC Foundation Board of Directors for the period October, 1982, to October, 1985, was made by W. Stover, seconded by H. Ritland.

Motion passed unanimously.

APPROVAL OF
ACADEMIC CALEN-
DARS FOR 83-84

J. Risdal made a motion, H. Ritland seconded, that the Board approve the 1983-84 academic calendars for the Ankeny-Urban campuses and the Boone-Carroll campuses as presented in Attachment #9.

Motion passed unanimously.

APPROVAL OF
AWARDING FULL
STUDENT AID
PACKAGES IN
LIEU OF FEDERAL
BUDGET DECISION

W. Stover made a motion that was seconded by H. Ritland that the Board approve implementation of the student aid package recommendation as contained in Attachment #10 to these minutes.

Motion passed unanimously.

PRESENTATION OF
FINANCIAL REPORT

Irv Steinberg presented the Board with the Financial Report which is included as Attachment #11 to these minutes.

APPROVAL OF
PAYABLES

A motion was made by T. Nemmers, seconded by J. Risdal, to approve the payables as presented in Attachment #12 to these minutes.

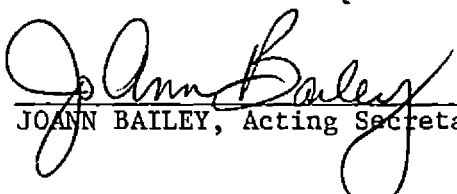
Motion passed unanimously.

ADJOURNMENT

A motion for adjournment was made by W. Stover, seconded by T. Nemmers.

The motion passed unanimously and at 8:37 p.m. Board President E. Leonard adjourned the meeting.


ELDON LEONARD, President


JOANN BAILEY, Acting Secretary

Mr. Chairman, Members of the Board, Ladies and Gentlemen, I am David Palmer, an instructor in history and a sometimes leader of the faculty union.

I wish to briefly speak as an individual faculty member concerning the unfortunate events of the last several weeks.

In all the clamor and media hype surrounding the problems in the Criminal Justice Program, I feel that some serious distortions have occurred. We have an excellent faculty and staff and we have served thousands of students in this district for fifteen years. We have been an open, honest institution that has responded to every conceivable kind of need and we have directed our offerings at every segment of society.

I bitterly and personally resent any kind of implication that I have spent the last twelve years in some kind of den of iniquity. In the specific case of the Criminal Justice Program, it has enjoyed outstanding instructors who have educated thousands of students since 1970.

I do not presume to pass judgement on my colleague Lawrence "Butch" Snyder, particularly since the official reports from the Auditors Office and the DCI have not yet been issued. I must say that I was terribly distressed at some of the recent news coverage that I feel indulged in outrageous half-truths and smears. Regardless of the controversy surrounding him, Butch has been an extremely diligent and capable program chairman and his 12 years have enhanced the lives of a great many students.

In conclusion, I respect the public's right to know. As an historian, however, I insist that truth only exists in a context. In this situation we seem to have the case of some very bad personal judgement by an individual who has otherwise rendered fine service to this college and to the community college district. Set against fifteen years service to over half a million students by several thousand staff, I think that the general context is a very positive statement for this college.

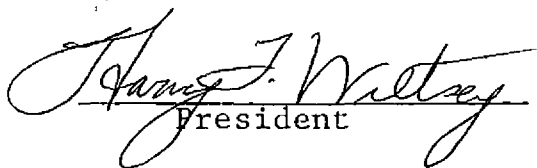
tinuing account of hours. Should the Board exceed the 100 hours, the monthly statement will reflect the additional charges and expenses in addition to the basic cost.


The services and fees listed above apply to the one certified bargaining unit in existence. Preliminary work relative to an additional bargaining unit, up to a request for a unit determination hearing, will be provided under the terms of the basic agreement. Should a unit seek certification an additional thirty seven hundred and fifty dollars (\$3,750) will be added to the fee. Services will then be provided up to one hundred and fifty (150) hours for both units. For hours in excess of the 150, the Board will pay Wiltsey \$60 per hour plus expenses.

This contract shall be effective July 1, 1982 and continue until July 1, 1983.

H. WILTSEY & ASSOCIATES

FOR BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE


President

By 

Title Board of Directors President

Address Des Moines Area Comm. College

Ankeny, IA 50021

Dated August 19 1982

SERVICES AGREEMENT

This agreement made this 1st day of July, 1982 between The Board of Directors of Des Moines Area Community College hereinafter referred to as the "Board" and H. Wiltsey & Associates, hereinafter referred to as "Wiltsey" provides as follows:

WHEREAS the Board agrees to retain Wiltsey as its agent to provide all services connected with collective bargaining including:

1. Negotiating strategy meetings with Board and administration.
2. Preparation for negotiations.
3. Act as chief negotiator at table including factfinding and arbitration.
4. Representation issue arbitration.
5. Representation prohibited practice cases.
- *6. Representation teacher dismissal cases.
- *7. Representation unit determinations before P.E.R. Board.
8. Provide contract administration to the district.
9. Consultation in any related area.

Such services shall be provided by Wiltsey for both on and off site work. For services provided on site a minimum of a three (3) hour charge will be made. For off site work, actual hour(s) will be charged.

The cost to the Board for such services shall be \$7,500 plus telephone and copy expense incurred by Wiltsey in servicing the Board. For this amount, Wiltsey agrees to furnish one hundred (100) hours of service to the Board. For hours in excess of 100, the Board shall pay Wiltsey \$60 per hour plus expenses.

Payment for such services shall be \$625 per month plus telephone and copy expenses for twelve months, due and payable the first of each month beginning July 1, 1982. Each month the Board shall receive a statement reflecting the services provided and con-

* Will assist legal counsel in these matters.

SCHEMATIC DESIGN - STATEMENT OF PROBABLE COST

PROJECT: DMACC Conference Center - Building 7

DATE: August 16, 1982

A. BUILDING CONSTRUCTION/IMPROVEMENTS (Bussard/Dikis Associates, Ltd.)	<u>SCHEME D</u> (8/4/82)	<u>SCHEME F</u> (8/11/82)
General Contractor:		
Exterior Work	\$ 96,896	\$ 17,948
Interior Work	196,367	80,582
Mechanical	46,000	21,032
Electrical	36,150	17,250
Signage	<u>12,174</u>	<u>8,000</u>
	\$387,587	\$144,812
Furnishings	<u>66,000</u>	<u>30,000</u>
	SUBTOTAL . . .	\$453,587
		\$174,812
<u>BUDGET: \$175,000</u>		
B. PARKING, DRIVES, WALKS, EXTERIOR LIGHTING (Veenstra & Kimm, Inc.)		
Main Parking Lot and Drives (101 Spaces)	\$170,000	\$170,000
Overflow Parking (63 Spaces)	<u>35,000</u>	<u>35,000</u>
	SUBTOTAL . . .	\$205,000
		\$205,000
	<u>SCHEME D</u>	<u>SCHEME F</u>
C. TOTAL PROJECT COST	\$658,587	\$379,812

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

RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS
AND FORM OF CONTRACT FOR PHASE III A, PART 15 -
CONFERENCE CENTER PARKING LOT

RESOLVED, that proposed plans, specifications, form of contract, and estimated costs, for the construction of Phase III A, Part 15 - Conference Center Parking Lot, are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE that at a meeting of the Board to be held at 5:30 p.m., on the 20th Day of September, 1982, at Carroll, Iowa, this Board will hold a Public Hearing on the matter of the adoption of plans and specifications, form of contract, and estimated costs now on file in the office of the Secretary of the Board of Directors.

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

PASSED AND APPROVED THIS 16TH DAY OF AUGUST, 1982.



President, Board of Directors

ATTEST:



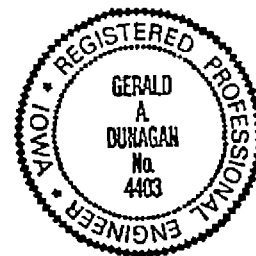
Secretary, Board of Directors

SPECIFICATIONS
FOR
DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

I hereby certify that these plans and specifications were prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Iowa:

Signed:

Date:



G. A. Dunagan
G. A. Dunagan, P.E.
Iowa Registration No. 4403

August 16, 1982

Prepared by
VEENSTRA & KIMM, INC.
Engineers & Planners
West Des Moines,
Iowa

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DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

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NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

A public hearing will be held on September 20, 1982, at 5:30 P.M., Central Daylight Time, by the Board of Directors of the Des Moines Area Community College at St. Anthony's Hospital, Carroll, Iowa, in relation to proposed plans, specifications, form of contract and cost for the construction of the following improvement:

DES MOINES AREA COMMUNITY COLLEGE-PHASE IIIA, PART 15 - CONFERENCE CENTER PARKING LOT

at which time and place any interested persons may appear and file objections to the said proposed plans, specifications, form of contract or the cost of such improvement.

Said Board of Directors will then hear said objections and any evidence for or against the same, and forthwith enter of record its decision thereon.

Des Moines Area Community College

/s/ Eldon Leonard
President, Board of Directors

ATTEST:

/s/ Eugene R. Snyders
Secretary, Board of Directors

NOTICE TO BIDDERS

Sealed proposals for the construction of Phase IIIA, Part 15 - Conference Center Parking Lot, Des Moines Area Community College, will be received in Building 1, Board Room, 2006 Ankeny Boulevard, Ankeny, Iowa, until 2:00 P.M., Central Daylight Time, on September 15, 1982.

Proposals received after the time set forth hereinbefore will not be accepted. All interested parties are invited to attend. Proposals will be opened publicly and read aloud.

Proposals will be acted upon by the Board of Directors at its regular board meeting, September 20, 1982 immediately following the public hearing scheduled for 5:30 P.M., Central Daylight Time at Carroll, Iowa.

The work includes construction of new parking lot and drive including excavation, grading, storm sewers, asphalt paving, asphalt curb, concrete curb and gutter, concrete sidewalk, parking lot and drive lighting and miscellaneous associated work, including cleanup.

Each proposal shall be made on a prepared proposal form furnished by the Owner and must be accompanied by bid security, as follows: a certified or cashier's check, drawn on a solvent Iowa bank or a bank chartered under the laws of the United States in an amount equal to ten percent (10%) of the bid or a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa in a penal sum of ten percent (10%) of the bid.

By virtue of statutory authority, a preference will be given to products and provisions grown, and coal produced within the State of Iowa, and preference will be given to Iowa domestic labor in the construction of the improvements.

The Board of Directors reserves the right to reject any or all bids received, to waive irregularities, and to accept the proposal which appears to be for the best interest of the Community College.

The work shall commence on or before September 27, 1982, and shall be completed by November 1, 1982.

The Board reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) days from the date of public hearing; such deferral will result in extension of the completion date.

The successful bidder will be required to furnish a bond in an amount equal to one hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the Board of Directors, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and the maintenance of said improvements in good repair for not less than four (4) years from the time of acceptance of the said improvements by the Board.

Notice to Bidders

Payment to the Contractor will be made in cash received from such funds as may be legally used for such purposes as outlined in INSTRUCTIONS TO BIDDERS.

Copies of said plans and specifications and form of contract for construction of the proposed improvements may be purchased from VEENSTRA & KIMM, INC., Engineers & Planners, 300 West Bank Building, 1601 22nd Street, West Des Moines, Iowa 50265, upon payment of Ten Dollars (\$10.00) for each set. No refund will be made.

Published upon order of the Board of Directors, Des Moines Area Community College.

Des Moines Area Community College

/s/ Eldon Leonard
President, Board of Directors

ATTEST:

/s/ Eugene R. Snyders
Secretary, Board of Directors

INSTRUCTIONS TO BIDDERS

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

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| 6. QUALIFICATIONS OF BIDDERS | 15. PAYMENT |
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| 9. BID SECURITY | |

1. DEFINITION OF TERMS

- 1.1 "Owner", shall mean the Board of Directors of Des Moines Area Community College.
- 1.2 "Person" shall mean any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee or referee, whether appointed by a court or otherwise, and any combination of individuals.
- 1.3 "Bidder" shall mean any person who submits a proposal to furnish the work described in the Contract Documents.
- 1.4 "Contractor" shall mean the person(s) with whom the Owner may enter into contract(s) for the execution of the work specified.
- 1.5 "Subcontractor" shall mean the person supplying materials, labor, equipment and appurtenances for the work, such person having contractual relations with the Contractor(s), but not with the Owner.
- 1.6 "Engineer" shall mean the engineering consultants who have been employed by the Owner for this work, or their duly authorized agents, or Owner's authorized field representative at the project site.
- 1.7 "Standard Drawings" shall mean construction detail drawings bound with these specifications.
- 1.8 "Work" shall mean the work to be done and the equipment, supplies and materials to be furnished under the contract, unless some other meaning is indicated by the context.

Instructions to Bidders

1.9 "Station, "Sta." shall mean one hundred (100) linear feet measure.

2. CONTRACT DOCUMENTS

2.1 Contract Documents, sometimes referred to as the "plans and specifications", shall mean and include the following parts as used herein:

- 2.1.1 Notice of Hearing
- 2.1.2 Notice to Bidders
- 2.1.3 Instructions to Bidders
- 2.1.4 Proposal
- 2.1.5 Contract
- 2.1.6 Bond
- 2.1.7 General Conditions
- 2.1.8 Special Conditions
- 2.1.9 Detailed Specifications
- 2.1.10 Plans and drawings as listed in subsequent paragraphs
- 2.1.11 Numbered addenda issued to the foregoing.

3. PLANS

3.1 Work shall conform to the following drawings and the Standard Drawings which constitute the "plans" and are an integral part of the Contract Documents:

<u>Title</u>	<u>Drawing Number</u>	<u>Revision Number</u>
Index and Title Sheet	15240-1	
Site Plan	15240-2	1
Grading Plan	15240-3	1
Paving Plan	15240-4	1
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Buried Lug Detail	Std. 2.14	
Curb Intake - Type A	Std. 2.18	
Curb Intake - Type B	Std. 2.19A	

4. EXAMINATION OF WORK

4.1 Bidders shall familiarize themselves with specifications and with all conditions which affect construction. It will be assumed that bidders have made a personal examination of the job and physical conditions affecting the work. Submission of a bid implies that this instruction has been complied with.

5. METHOD OF BIDDING

5.1 Bidders shall submit unit or lump sum prices, as required, for the work covered by the plans and specifications. Prices shall cover complete work and include all costs incidental thereto, unless indicated otherwise.

5.2 Bidders must submit bids for both Base Bid and Alternate Bids. Owner reserves right to award contract on basis of lowest base bid or lowest combined bid, consisting of the base bid and any combination of the alternate deductive bids.

5.3 Bids will be computed using quantities shown on proposal. Unit price quantities are approximate and only for comparison of bids. Engineer retains right to change location, quantities and combination of units as may be required during progress of construction. Compensation due Contractor will be computed on basis of final quantities of completed work.

5.3.1 In the event of discrepancies between unit prices and unit price extensions listed in bidder's proposal, unit prices shall govern and unit price extensions shall be corrected, as necessary, for agreement with unit prices.

5.4 Unit prices for payment items included in the specifications, but not listed in the PROPOSAL, will be negotiated, if needed.

6. QUALIFICATIONS OF BIDDERS

6.1 Bidders shall be prepared to satisfy Owner as to integrity, experience, adequacy of equipment and personnel, and financial ability to perform work specified.

6.2 If successful bidder is a non-Iowa corporation, he shall submit proof to Owner prior to execution of contract that he has been authorized by Secretary of State to do business in Iowa.

Instructions to Bidders

7. SUBMISSION OF BIDS

7.1 Submit bids in duplicate on proposal form included herewith. Submit in a sealed envelope. Envelope shall bear return address of the Bidder and shall be addressed as follows:

To:

Des Moines Area Community College Ankeny, Iowa 50021

Proposal for: PHASE IIIA, Part 15 - Conference Center Parking Lot.

7.2 Bids shall be signed by a legally authorized representative of the bidder.

8. WITHDRAWAL OF BIDS

8.1 A bidder may withdraw his bid at any time prior to scheduled closing time for a receipt of bids, but no bid shall be withdrawn for a period of 30 calendar days thereafter.

9. BID SECURITY

9.1 Each bid must be accompanied by bid security, as follows: a certified or cashier's check, drawn on a solvent Iowa bank or a bank chartered under the laws of the United States in an amount equal to ten percent (10%) of the bid or a bid bond executed by a corporation authorized to contract as a surety in the State of Iowa in a penal sum of ten percent (10%) of the bid.

9.2 The bid security should be made payable to TREASURER - DES MOINES AREA COMMUNITY COLLEGE. The bid security must not contain any conditions either in the body or as an endorsement thereon.

9.3 Bid security shall be enclosed in the sealed envelope with the bid.

9.4 Bid security shall be forfeited and become the property of the Owner in case the Bidder fails or refuses to enter into contract and to furnish bond within 10 calendar days after his proposal shall have been accepted.

9.5 Bid security of the unsuccessful bidders will be returned as soon as the successful bidder is determined or within 30 calendar days, whichever is sooner; bid security of successful bidder will be returned upon execution of contract and furnishing of bond.

9.6 Bidders shall use bid bond form included with specifications.

Instructions to Bidders

10. EVALUATION OF BIDS

- 10.1 Owner may consider such factors as bid price, methods of construction, experience and responsibility of bidder and similar factors in determining which bid it deems to be in its best interest.
- 10.2 Owner may reject any or all bids, waive informalities or technicalities in any bid, and accept bid which it deems to be in the best interest of Board of Directors.

11. EXECUTION OF CONTRACT

- 11.1 Successful bidder shall enter into a written contract with the Owner within 10 days after acceptance of his proposal on contract form included with these specifications.
- 11.2 The contract, when executed, shall be deemed to include the entire agreement between the parties hereto, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by any representative of the Owner or any other person.

12. CONTRACT TERMINATION

- 12.1 Provisions of law, as contained in Chapter 573A of the Code of Iowa shall apply to and be a part of this contract. Chapter 537A provides for termination of contracts for construction of public improvements when construction or work thereon is stopped because of a national emergency. Provisions of Chapter 573A shall include subcontractors and sureties upon any bond given or filed in connection therewith.

13. TAXES

- 13.1 Contractor shall pay all Iowa Sales and Use taxes on materials and devices used in the performance of his contract. Responsibility for determining applicable taxes and amounts due rest with the Contractor and no extra payment will be made in case of any omission.
 - 13.1.1 All suppliers and subcontractors will be responsible for determining and paying all applicable taxes and no extra payment will be made in case of an omission.
 - 13.1.2 Include all payments of Iowa Sales and Use taxes in bid.

Instructions to Bidders

- 13.2 Contractor must prepare final and complete sworn statement concerning Sales and Use taxes paid on materials and equipment used in the construction. Forms for making such report will be furnished to Contractor by Owner's Representative. Report shall state the following for every taxable item incorporated in the project.
- 13.2.1 Source from which it was procured with name and address of supplier.
 - 13.2.2 Contractor's purchase price of the material.
 - 13.2.3 Amount of Sales and Use taxes paid by the Contractor on such material and devices used.
 - 13.2.4 To whom such Sales and Use taxes were paid and the date thereof.
 - 13.2.5 Report must be filed in approvable manner on or about date of making request for payment on Contract. No final settlement on Contract can be made prior to receipt of Report.
- 13.3 Successful bidder is subject to payment of Iowa income tax on income from this work in amounts prescribed by law. If successful bidder is a non-Iowa partnership, individual, or association, he shall furnish evidence, prior to execution of contract, that bonds or securities have been posted with State Department of Revenue in the amount required by law.

14. PREFERENCE FOR LABOR AND MATERIALS

- 14.1 Contractor shall observe the laws of the State of Iowa with regard to preference for labor and materials. So far as may be done under the law, Contractor shall give preference to labor residing in Iowa and to local concerns in purchase of materials, insurance and bonds.

15. PAYMENT

- 15.1 Payment will be made in cash.
- 15.2 Payment will be made on the basis of estimates prepared by Contractor and approved by Engineer, solely for the purpose of payment; approval by Engineer shall not be deemed approval of workmanship or materials.
- 15.3 Payment will be made as follows:
- 15.3.1 Ninety-five percent (95%) of value of the work done each month, including equipment and materials delivered.

Instructions to Bidders

15.3.2 Final five percent (5%) of value of work shall be payable 31 days after final acceptance of work by Owner.

16. PERIOD OF GUARANTEE AND BOND

16.1 Contractor shall guarantee work for a period of four (4) years from date of final acceptance. The surety bond furnished by Contractor shall run for a like period.

17. SOIL BORINGS

17.1 Soil borings have not been made; obtain permission of Owner prior to making soil borings.

PROPOSAL

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

Name of Bidder _____

Address of Bidder _____

To: Des Moines Area Community College
Board of Directors
Ankeny, Iowa 50021

The undersigned bidder submits herewith bid security amounting to ten percent (10%) of the total amount of the bid which shall become the property of the Des Moines Area Community College should the undersigned fail or refuse to execute a contract and to furnish bond as called for in the specifications within the time provided.

The undersigned bidder, having examined the Contract Documents, and having familiarized himself with the nature and location of the work to be done and the conditions under which the work will be performed, and having personally inspected the site and reviewed the plans to determine scope of work, hereby proposes to provide the required labor, services, and materials and to perform the work described in the specifications, and addenda _____, _____, _____, _____, and _____, within the time and for the sum or sums stated hereinafter on attached proposal schedule; which proposal schedule is hereby made a part of this proposal.

The undersigned bidder certifies that this proposal is made in good faith, without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this proposal is made in conformity with the specifications and agrees that in the event of any discrepancies or differences between any conditions of his proposal and the specifications prepared by VEENSTRA & KIMM, INC., that the provisions of the latter shall prevail.

Bidder _____

By _____

Title _____

PROPOSAL SCHEDULE
CONFERENCE CENTER PARKING LOT

1. Base Bid

Construct parking lots and drive including excavation, grading, storm sewers, concrete curb and gutter, concrete sidewalk, asphalt paving, asphalt curb, parking lot and drive lighting and miscellaneous associated work for the following unit and lump sum prices:

<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.1 Stripping, Stockpiling, and Respreading Topsoil	CY	3,600	\$ _____	\$ _____
1.2 Unclassified Excavation	CY	5,500	_____	_____
1.3 Subgrade Preparation	SY	10,700	_____	_____
1.4 Manhole Adjustment	Ea.	4	_____	_____
1.5 Rip-Rap	Tons	28	_____	_____
1.6 Storm Sewer Pipe in Place				
1.6.1 12" RCP	LF	65	_____	_____
1.6.2 15" RCP	LF	50	_____	_____
1.6.3 18" RCP	LF	130	_____	_____
1.7 Intakes				
1.7.1 Curb Intake, Type A	Ea.	3	_____	_____
1.7.2 Curb Intake, Type B	Ea.	3	_____	_____
1.8 Tree Grates	Ea.	6	_____	_____
1.9 Benches	Ea.	3	_____	_____
1.10 Concrete Curb and Gutter	LF	2,900	_____	_____
1.11 Concrete Sidewalk	SF	10,100	_____	_____
1.12 Steps	LS	xxx	xxxxxxxxxx	_____

<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Proposal</u>	
			<u>Unit Price</u>	<u>Extended Price</u>
1.13 Asphalt Paving	SY	8,750	\$ _____	\$ _____
1.14 Asphalt Curb	LF	680	_____	_____
1.15 Striping	LS	xxx	xxxxxxxxxxx	_____
1.16 Parking Lot and Drive Lighting	LS	xxx	xxxxxxxxxxx	_____
CONFERENCE CENTER PARKING LOT TOTAL BASE BID (Items 1.1 - 1.16)			\$ _____	

2. Alternate Bids

In the event any of the following Alternate Bids are accepted, the Bidder agrees to make the following deductive adjustments to the Base Bid. Failure to complete this section of the proposal will constitute disqualification of the entire bid.

2.1 Alternate Bid No. 1 - Site Light Bollard Fixtures

For deleting twelve site light bollard fixtures, bases, wiring, conduit and all associated work, DEDUCT, the lump sum of _____ Dollars (\$ _____).

2.2 Alternate Bid No. 2 - Concrete Sidewalk

For deleting 2,160 SF of 4" concrete sidewalk and substituting 2,160 SF of 4" asphalt sidewalk and all associated work, DEDUCT, the lump sum of _____ Dollars (\$ _____).

Proposal

2.3 Alternate Bid No. 3 - North Parking Lot

For deleting the north parking lot and all associated work, DEDUCT, the following:

<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
2.3.1 Subgrade Preparation	SY	2,700	\$ _____	\$ _____
2.3.2 Concrete Sidewalk	SF	2,400	_____	_____
2.3.3 Steps	LS	xxx	xxxxxxxxxx	_____
2.3.4 Asphalt Paving	SY	2,400	_____	_____
2.3.5 Asphalt Curb	LF	680	_____	_____
2.3.6 Striping	LS	xxx	xxxxxxxxxx	_____
2.3.7 North Parking Lot Lighting	LS	xxx	xxxxxxxxxx	_____
Alternate No. 3 - North Parking Lot Total Deduct (Items 2.3.1 - 2.3.7)			\$ _____	

3. The work shall commence on or before September 27, 1982 and shall be completed by November 1, 1982, subject to delivery of electrical equipment and fixtures.

BID BOND

KNOW ALL MEN BY THESE PRESENTS: That we, _____

_____ of _____,

as Principal, and _____

_____ of _____,

as Surety, are held and firmly bound unto _____, hereinafter defined as Obligee, in the penal sum of ten percent (10%) of the total amount of the bid (\$ _____), for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to _____ a certain bid, and hereby made a part hereof to enter into a contract in writing, for: _____

NOW THEREFORE, if the said bid by said Principal be accepted, and the Principal shall enter into a contract with the Obligee in accordance with the terms of such bid, and give such bond as may be specified in the contract documents with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void or in the event of the failure of the Principal to enter such contract and give such bond, the Principal shall pay to the Obligee the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this _____ day of _____, 19____.

Countersigned by:

Principal

Resident Commission Agent as
Prescribed by Chapter 515.53,
Iowa Code

By _____
Contractor's Signature

(Required only if Attorney-in-Fact
is not also an Iowa Resident
Commission Agent.)

Surety

By _____
Attorney-in-Fact

CONTRACT

THIS AGREEMENT, made and entered into this _____ day of _____, 19____, by and between the _____ party of the first part, hereinafter referred to as the "Owner", and _____ party of the second part, hereinafter referred to as the "Contractor".

WITNESSETH: THAT WHEREAS, the Owner has heretofore caused to be prepared certain plans, specifications and proposal blanks, dated the _____ day of _____, 19____, for _____

_____ under the terms and conditions therein fully stated and set forth, and,

WHEREAS, said plans, specifications and proposal blanks accurately and fully describe the terms and conditions upon which the Contractor is willing to perform the work specified:

NOW, THEREFORE, IT IS AGREED:

1. That the Owner hereby accepts the proposal of the Contractor for the work, as follows:

Contract

2. That this contract consists of the following component parts which are made a part of this agreement and contract as fully and absolutely as if they were set out in detail in this contract:

2.1 Contract Documents, including:

- 2.1.1 Notice of Hearing
- 2.1.2 Notice to Bidders
- 2.1.3 Instructions to Bidders
- 2.1.4 Proposal
- 2.1.5 Bond
- 2.1.6 General Conditions
- 2.1.7 Special Conditions
- 2.1.8 Detailed Specifications
- 2.1.9 Plans and drawings listed in Instructions to Bidders
- 2.1.10 Addenda issued to the foregoing.

2.2 This Instrument.

2.3 The above components are complementary and what is called for by one shall be as binding as if called for by all.

3. That payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the documents made a part of this contract.

4. That this contract is executed in quintuplicate.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hand and seals the date first written above.

CONTRACTOR:

By _____

Title _____

DES MOINES AREA COMMUNITY COLLEGE

By _____
President, Board of Directors

ATTEST:

Title _____

ATTEST:

Secretary, Board of Directors

BOND

KNOW ALL MEN: That we, _____,
of _____, hereinafter called the Principal, and
_____, hereinafter called the Surety,
are held and firmly bound unto _____,
hereinafter called the Owner, in the sum of _____,
Dollars (\$ _____), for the payment
whereof the Principal and the Surety bind themselves, their heirs,
executors, administrators, successors and assigns, jointly and severally,
firmly, by these presents.

WHEREAS, the Principal has, by means of a written Agreement dated _____,
19__ , entered into a Contract with the Owner for _____,
_____ , which Agreement includes a guarantee
of all work against defective workmanship and materials for a period of
four (4) years from the date of final acceptance of the work by the Owner, a
copy of which Agreement is by reference made a part hereof;

Now Therefore, the condition of this Obligation is such that, if the Principal
shall faithfully perform the Contract on his part and shall fully indemnify
and save harmless the Owner from all cost and damage which he may suffer by
reason of failure so to do and shall fully reimburse and repay the Owner all
outlay and expense which the Owner may incur in making good any such default,

And Further, that if the Principal shall pay all persons who have contracts
directly with the Principal for labor or materials, failing which such persons
shall have a direct right of action against the Principal and Surety under
this Obligation, subject to the Owner's priority,

Then this Obligation shall be null and void, otherwise it shall remain in full
force and effect.

Provided, however, that no suit, action or proceeding by reason of any default
whatever shall be brought on this Bond after five (5) years from the date of
final acceptance of the work.

And Provided, that any alterations which may be made in the terms of the
Contract, or in the work to be done under it, or the giving by the Owner of
any extension of time for the performance of the Contract, or any other
forbearance on the part of either the Owner or the Principal to the other
shall not in any way release the Principal and the Surety, or either of them,
their heirs, executors, administrators, successors or assigns from their
liability hereunder, notice to the Surety of any such alteration, extension or
forbearance being hereby waived.

And Further Provided, the Principal and Surety on this Bond hereby agree to
pay all persons, firms, or corporations having contracts directly with the
Principal or with subcontractors all just claims due them for labor performed
or material furnished, in the performance of the Contract on account of which

Bond

this Bond is given, when the same are not satisfied out of the portion of the contract price which the Owner shall retain until completion of the improvements, but the Principal and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portions of the contract price shall have been established as provided by law.

The Surety on this Bond shall be deemed and held, any contract to the contrary not withstanding, to consent without notice:

- a. To the extension of time to the Principal in which to perform the Contract.
- b. To changes in the plans, specifications, or Contract, when such changes do not involve an increase of more than twenty percent (20%) of the total contract price, and shall then be released only as to such excess increase.
- c. That no provision of this Bond or of any other contract shall be valid which limits to less than five (5) years from the date of final acceptance of the work the right to sue on this Bond for defects in workmanship or materials not discovered or known to the Owner at the time such work was accepted.

The Bond is executed in quintuplicate.

Signed and Sealed this ____ day of _____, 19__.

Principal

By _____

Title _____

Surety

By _____

Attorney-in-Fact
(as per attached Power of Attorney)

Countersigned:

Resident Commission Agent as Prescribed by
Chapter 515.53, Iowa code (Required only if
Attorney-in-Fact is not also an Iowa Resident
Commission Agent.)

GENERAL CONDITIONS

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1. CONTRACT DOCUMENTS

- 1.1 All documents listed or identified as part of contract are each and all essential and component parts of agreement between Owner and Contractor.
- 1.2 Contract Documents shall be signed in triplicate by Owner and Contractor.
- 1.3 Contract Documents are complementary, and what is called for by any one shall be as binding as if called for by all. The intention of documents is to include all labor and materials, equipment and transportation necessary for proper execution of work. It is not intended that materials or work not covered by or properly inferable from any heading, branch, class or trade of the specifications shall be supplied unless distinctly noted. Materials or work described in words, which have a well known technical or trade meaning, shall be held to refer to such recognized standards.

2. SURETY BOND

- 2.1 Contractor shall furnish a good and sufficient surety bond in full amount of contract prior to signing contract. Surety bond shall guarantee faithful performance of all provisions of contract and payment of all bills and obligations arising from said contract. Should surety become irresponsible during time contract is in force, Owner may require additional and sufficient sureties. Contractor shall furnish said additional sureties to satisfaction of Owner within ten (10) days after written notice to do so. In default thereof, contract may be suspended as hereinafter provided.

3. CONTRACTOR'S RESPONSIBILITY

- 3.1 Contractor shall assume full responsibility for safekeeping of all materials and equipment and for all unfinished work until final acceptance by Owner. Materials and equipment which are damaged or destroyed from any cause shall be replaced at Contractor's expense.
- 3.2 Contractor shall indemnify and save harmless Owner against any liens filed for non-payment of Contractor's bills in connection with contract work. Contractor shall furnish Owner satisfactory evidence that all persons who have done work or furnished materials, equipment, or service of any type, under this contract have been fully paid prior to acceptance of work by Owner.
- 3.3 Contractor shall erect and maintain such barriers and lights as will prevent accidents as a consequence of his work. He shall indemnify and save harmless the Owner and his agents from all suits brought against Contractor for any injuries received or sustained by any person or persons by or through Contractor, his servants, or agents, in construction of work, or by or in consequence of any acts or omissions or negligence in performing contract work.

4. SUBCONTRACTS

- 4.1 Contractor shall not assign, sub-let or transfer the whole or any part of work herein specified without written consent of Owner. Assignment, sub-letting or transfer shall not relieve Contractor from his responsibilities set forth herein.
- 4.2 Detailed specifications are separated into titled parts for convenience of reference and to facilitate letting of contracts and subcontracts. Such arrangement shall not obligate Engineer to establish limits or contracts between Contractors and subcontractors.

5. CONTRACTOR'S EMPLOYEES

- 5.1 Contractor shall personally supervise his work or provide a capable superintendent satisfactory to Engineer. Superintendent shall be authorized to receive instructions from Engineer.
- 5.2 Incompetent or incorrigible employees shall be dismissed by the Contractor or his representative when requested by Engineer. Such dismissed persons shall not be permitted to return to work without written consent of Engineer.
- 5.3 Contractor shall give preference to local labor in execution of this contract, insofar as is practicable.

6. PERMITS AND REGULATIONS

- 6.1 In execution of work specified herein, Contractor shall conform to regulations and ordinances of any governmental body which may apply in execution of specified work. Contractor shall obtain such permits and licenses as may be required for construction of work.

7. PATENTS

- 7.1 All fees or royalties for patented inventions, equipment or arrangements used in construction or erection of work, or any part thereof, shall be included in contract price. Contractor shall protect and hold harmless Owner against any and all claims or litigation by reason of infringement of any patent rights on any materials, equipment or construction furnished by Contractor.

8. GUARANTEE

- 8.1 Contractor shall guarantee all work against faulty workmanship and materials for a period of two (2) years after date of final acceptance of work by Owner unless otherwise set out in "SPECIAL CONDITIONS" or "INSTRUCTIONS TO BIDDERS". Contractor shall repair or replace any defective workmanship and materials in a manner acceptable to Owner, without expense to Owner, within ten (10) days after written notification by Owner of such defect. If said repairs or replacements are not made within ten (10) days, Owner shall make said repairs or replacements and charge the cost to Contractor.
- 8.2 Contractor shall provide Owner with an acceptable maintenance bond at time of final acceptance. Maintenance bond shall run for two (2) years from time of acceptance to protect Owner from faulty workmanship and materials as outlined in preceding paragraph.

9. SHOP DRAWINGS

- 9.1 Contractor shall provide Engineer with drawings, data and information regarding materials or equipment specified, or as may be called for by Engineer, for his approval, within a reasonable time after award of contract. Engineer shall return to Contractor one copy with his approval or objections within a reasonable time after receipt.
- 9.2 Fabrication and shipment of materials or equipment prior to Engineer's approval of drawings, data and information mentioned above shall be at Contractor's risk.

10. THE ENGINEER

- 10.1 Engineer shall make general observation of work as agent of Owner. Engineer shall have authority to direct construction insofar as proper execution of contract is affected.

11. PLANS AND SPECIFICATIONS

- 11.1 Engineer shall provide Contractor with five sets of plans and specifications after execution of contract. If additional plans and specifications are required, Contractor shall compensate Engineer for costs of printing.
- 11.2 Engineer shall provide Contractor with additional and supplemental plans as may be required to show details of construction after approval of manufacturers' drawings and data on materials and equipment.
- 11.3 Engineer will provide Contractor with such revised plans and specifications as may be required to show any authorized changes or extra work.

12. INTERPRETATION OF PLANS AND SPECIFICATIONS

- 12.1 Plans and specifications shall be interpreted by Engineer. His decision shall be final and binding on all parties concerned.
- 12.2 Contractor will not be allowed to take advantage of errors or omissions in plans and specifications. Engineer will provide full instructions when errors or omissions are discovered.

13. LINE AND GRADE

- 13.1 Contractor shall obtain line and grade from bench marks, base lines and other reference points established by Engineer and shall provide competent men and tools, stakes and other materials as required to establish temporary or permanent reference marks in connection with the work. Contractor shall perform such detailed measurements and transfer elevations as required to properly lay out and construct work.
- 13.2 Contractor shall carefully preserve all stakes and reference points against destruction and shall promptly notify Engineer of any stakes which have been disturbed. In case of willful or careless destruction, Contractor will be charged for expense and damage from such destruction.

14. DECISIONS BY ENGINEER

- 14.1 Engineer shall make decisions, in writing, on claims between Contractor and Owner within a reasonable time after presentation. Such decisions shall be regarded as final except that recourse to arbitration may be had as hereinafter provided.

15. WORKMANSHIP AND MATERIALS

- 15.1 All work done and all materials and equipment furnished by Contractor shall conform to plans and specifications. Competent labor and tradesmen shall be used on all work. Experienced manufacturers' representatives shall be used to supervise installation of equipment.
- 15.2 In absence of detailed specifications in other sections, all materials shall conform to standards of American Society for Testing Materials.
- 15.3 Wherever items of materials or equipment are specified by a manufacturer's name and type, or approved equal, it is the intent that materials or equipment of other manufacturers, equal in quality and performance, may be substituted. Such substitutions may be made only with written approval of Engineer.
- 15.4 Wherever items of materials or equipment are specified by a manufacturer's name and type, or approved equal, and additional features of items are specifically required by specifications, additional features specified shall be provided whether or not they are normally included in standard manufacturer's items listed.
- 15.5 Wherever items of materials or equipment are specified by a manufacturer's name and type, or approved equal, and specified items are or become obsolete and no longer available, Contractor shall provide approved equal items which are currently available at no change in contract price.
- 15.6 When proposing "or approved equal" items or substitutions, Contractor shall furnish general arrangement drawings, full descriptive data, manufacturer's specifications and such performance data as required to satisfy Engineer that materials or equipment proposed are equal to that specified. Burden of proof of equality shall be responsibility of Contractor.
- 15.7 Contractor shall abide by Engineer's decision when proposed substitutes of material or equipment are deemed to be unacceptable and in such an event Contractor shall furnish items of equipment or material specified.
- 15.8 Engineer reserves right to consider such factors as overall project arrangement, overall project cost, and similar factors in determining whether proposed substitutions will be acceptable.

16. OBSERVATION

- 16.1 All materials used and all work done by Contractor shall be subject at all times to observation, tests and approval by Engineer. Contractor shall furnish samples of materials for observation and tests as requested by Engineer. Contractor shall furnish any information required concerning nature or source of any proposed materials or equipment.
- 16.2 Construction, fabrication and manufacture of equipment or materials specified herein may be observed by Engineer at plant or factory.
- 16.3 Materials, equipment or work which do not satisfactorily meet specifications may be condemned by Engineer by written notice to Contractor. Condemned materials, equipment or work shall be promptly removed and replaced.
- 16.4 Defective materials, equipment or work may be rejected by Engineer at any time prior to final acceptance by Owner even though said defective items may have been previously overlooked.

17. RESIDENT ENGINEER AND/OR ENGINEER TECHNICIANS

- 17.1 Resident engineer and/or engineer technicians may be appointed by Engineer or Owner to insure that work is performed in accordance with plans and specifications.
- 17.2 Resident engineer and/or engineer technicians shall have authority to suspend work which is not being properly performed and, subject to final decision of Engineer, to condemn and reject defective work and materials.
- 17.3 Resident engineer and/or engineer technicians shall have no authority to permit deviation from plans and specifications and Contractor shall be liable for any deviations made without written order from Engineer.

18. TESTS

- 18.1 Tests shall be performed by Contractor upon materials and equipment specified, to determine if the materials and equipment meet requirements of specifications, conditions of operation and guarantees of Contractor.
- 18.2 Equipment shall be subject to factory tests specified herein. Certified evidence of tests shall be furnished when requested by Engineer.
- 18.3 Tests shall be in accordance with standards of American Society of Mechanical Engineers, Institute of Electrical and Electronic Engineers, American Society for Testing Materials, and other recognized standards.

19. TIME

- 19.1 Contractor shall commence work within fifteen (15) days after award of contract, unless otherwise provided for in specifications, and shall complete work within time specified in contract.

20. DELAYS

- 20.1 Delays caused by injunction or legal actions, damages by elements, or other causes beyond control of Contractor (of which Owner shall be sole judge) shall entitle Contractor to a reasonable extension of time within which to complete work.
- 20.2 Application for extension of time shall be made to Owner by Contractor and shall state reasons for request for extension of time.
- 20.3 No extension of time shall be valid unless made in writing by Owner.

21. CHANGES

- 21.1 Engineer shall have the right to make changes in location and quantities of work as may be deemed advisable with consent of Owner and without notice to sureties on Contractor's bond.
- 21.2 No changes shall be made under this paragraph which will increase or decrease total contract amount more than twenty percent (20%) of original contract price and no changes shall be made in plan of improvement that would necessitate additional or different construction processes and equipment.
- 21.3 Amount due Contractor shall be adjusted for changes in following manner:
 - 21.3.1 Where unit prices have been bid, these unit prices shall be used to compute adjustment in compensation.
 - 21.3.2 Where no such unit prices have been bid, Engineer shall determine a reasonable adjustment in Contractor's compensation.
 - 21.3.3 No changes shall be authorized unless they are shown on revised plans or in written instructions of Engineer.
 - 21.3.4 Authorized changes which require additional time to complete shall entitle Contractor to proportionate extension of time of completion which shall be determined by Engineer.

22. EXTRA WORK

- 22.1 Required extra work not specified under this contract shall be done at an agreed price satisfactory to Contractor and Owner, or on basis of actual cost of work plus fifteen percent (15%). Actual cost shall include expense for equipment, materials and labor and shall include no overhead items or profit. Where extra work is done by a subcontractor, with approval of Owner, there may be included in actual and necessary expense, ten percent (10%) for subcontractor's profit.
- 22.2 The term "extra work" as used herein shall not be construed to apply to changes described in 21. CHANGES.
- 22.3 No compensation shall be allowed Contractor for extra work unless such work has been authorized in writing by Engineer and approved by Owner.
- 22.4 Contractor shall submit a statement of costs to Engineer for approval when extra work is performed on an actual cost plus basis. After such a statement is approved, Engineer shall certify its correctness to Owner.

23. PAYMENTS

- 23.1 Payments shall be made as set forth in "INSTRUCTIONS TO BIDDERS".

24. OWNERSHIP OF MATERIALS

- 24.1 All materials and work covered by partial payments shall become sole property of Owner, but this provision shall not be construed as relieving Contractor from sole responsibility for all materials and work for which payments have been made, for restoration of damaged work, or as a waiver of rights of Owner to require fulfillment of all terms of contract.

25. OTHER CONTRACTS

- 25.1 Owner reserves right to let other contracts in connection with this work. Contractor shall afford other contractors reasonable opportunity for introduction and storage of their materials and execution of their work, and shall properly connect and coordinate his work with theirs.
- 25.2 When proper execution of Contractor's work depends upon work of another contractor, he shall inspect other work and report any defects to Engineer. Contractor's failure to inspect and report shall constitute an acceptance of other contractor's work except for defects which may develop in work after completion.
- 25.3 To insure proper execution of his subsequent work Contractor shall measure work already in place and shall at once report to the Engineer any discrepancy between the executed work and drawings.

26. OWNER'S RIGHT TO DO WORK

26.1 If Contractor neglects to prosecute work properly or fails to perform any provision of this contract, Owner, after three (3) days' written notice to Contractor, may, without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor, provided, however, that Engineer shall approve both such action and amount charged to Contractor.

27. OWNER'S RIGHT TO TERMINATE CONTRACT

27.1 Owner, upon certification of Engineer that there is sufficient cause to justify termination of contract, may, without prejudice to any other right or remedy, and after giving Contractor seven (7) days' notice may terminate employment of Contractor for any of following reasons:

27.1.1 Contractor makes a general assignment for benefit of his creditors, or is adjudged a bankrupt.

27.1.2 Receiver is appointed on account of Contractor's insolvency.

27.1.3 Contractor persistently or repeatedly fails or refuses, except when extension of time to complete is granted, to provide enough skilled workmen or proper materials.

27.1.4 Contractor fails to make prompt payment to subcontractors for material or labor.

27.1.5 Contractor persistently disregards laws and ordinances or instructions of Engineer.

27.1.6 Contractor violates a provision of contract.

27.2 If Owner terminates employment of Contractor, he shall take possession of premises and all materials, tools and appliances thereon. He shall finish work by whatever method he may deem expedient. In such case Contractor shall not be entitled to receive any further payment until work is finished.

27.3 If unpaid balance of contract price exceeds expense of finishing the work including compensation for additional managerial and administrative services, excess shall be paid to Contractor. If expense exceeds unpaid balance, Contractor shall pay difference to Owner. Expense incurred by Owner as herein provided, and damage incurred through Contractor's default, shall be certified by Engineer.

28. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT

28.1 If Engineer fails to issue any certificate for payment within seven (7) days after it is due, or if Owner fails to pay to Contractor within seven (7) days of its maturity and presentation, any sum certified by Engineer or awarded by arbitrators, then Contractor may, upon seven (7) days simultaneous written notice to Owner and Engineer, stop work or terminate this contract. If Contractor elects to stop work by written notice, work shall be resumed promptly upon payment by Owner. If Contractor elects to terminate this contract by written notice he shall recover from Owner payment for all work executed to date of notice and any loss sustained upon any plant or materials plus a reasonable profit.

29. PAYMENTS WITHHELD

29.1 Engineer may withhold or nullify the whole or a part of payment certificate, on account of subsequently discovered evidence, to such extent as may be necessary to protect Owner from loss on account of:

29.1.1 Defective work not remedied.

29.1.2 Claims filed or reasonable evidence indicating probable filing of claims.

29.1.3 Failure of Contractor to make payments properly to subcontractors or for materials or labor.

29.1.4 A reasonable doubt that contract can be completed for balance then unpaid.

29.1.5 Damage to another contractor.

29.2 Payments shall be made for amounts withheld when above grounds are removed.

30. ACCEPTANCE AND FINAL PAYMENT

30.1 When work has been substantially and satisfactorily completed, Engineer will certify Contractor's final estimate stating that work has been completed in accordance with terms and conditions thereof with qualifications, if any, as stated. Balance found to be due Contractor according to the terms of payment shall be paid by Owner as provided in contract, provided, however, that any state laws which designate manner of final payment shall be followed in lieu of manner of final payment outlined above. Prior to receipt of final payment, Contractor shall file with Owner a receipt in full from each manufacturer, subcontractor, and dealer for all equipment and materials used on the work and a complete release of all liens, including tax liens, which may have arisen from this contract. In lieu thereof, Owner, at his option, may accept from Contractor a statement showing balance due on all accounts.

30.2 Making and acceptance of final payment shall constitute a waiver of all claims by Owner, except those arising from unsettled liens, from faulty work or materials appearing after final payment or from requirements of the specifications, and of all claims by Contractor, except those previously made and still unsettled.

30.3 If work has been partially but substantially completed to extent that all adjustments in the contract sum may be made as specified under "PROPOSAL" and 21. CHANGES or 22. EXTRA WORK, Engineer may, if delay of completion date is anticipated or if otherwise deemed in the interest of work, file a final estimate. Engineer shall provide for retaining cost of unfinished work, in addition to other requirements which may be specified under 23. PAYMENTS. Such payment shall be made under terms and conditions governing final payment except that it shall not constitute a waiver of claims.

31. SUSPENSION OF WORK

31.1 Owner may suspend the work, or any part thereof, at any time, by giving ten (10) days' written notice to Contractor. The work shall be resumed by Contractor within ten (10) days after date fixed in written notice from Owner to Contractor to do so.

31.2 If work, or any part thereof, shall be suspended and if Owner does not give written notice to Contractor to resume work within one (1) year of date of suspension, Contractor may abandon suspended portion of work. Contractor will be entitled to estimates and payments for all work done on the portions so abandoned, if any.

32. ARBITRATION

- 32.1 All questions subject to arbitration under this contract shall be submitted to arbitration at choice of either party to dispute.
- 32.2 Contractor shall not cause a delay of work during arbitration proceedings, except by agreement with Owner.
- 32.3 In case of an appeal from Engineer's decision, demand for arbitration shall be filed in writing with Engineer within ten (10) days of its receipt. In any other case, demand for arbitration shall be filed within a reasonable time after cause thereof and in no case later than time of final payment, except as otherwise expressly stipulated in the contract. If Engineer fails to make a decision within a reasonable time, an appeal to arbitration may be filed as if his decision had been rendered against the party appealing.
- 32.4 No one shall act as an arbitrator who is in any way financially interested in this contract or in business affairs of either the Owner, Contractor or Engineer.
- 32.5 Unless otherwise provided by controlling statutes parties may agree upon one arbitrator; otherwise there shall be three, one named by each party to this contract and third chosen by two arbitrators so selected. If two arbitrators fail to select a third within fifteen (15) days then third shall be chosen by any District Judge, to whom application in writing is made, of Judicial District in which work is to be performed. Should party demanding arbitration fail to name an arbitrator within ten (10) days of his demand his right to arbitration shall lapse. Should other party fail to choose an arbitrator within said ten (10) days the party seeking arbitration shall make application in writing to any District Judge of the Judicial District in which work is to be performed for appointment of a second arbitrator. If two arbitrators so chosen shall fail to select a third within fifteen (15) days then upon application of either of them to any District Judge of the Judicial District in which work is to be performed said third arbitrator shall be designated by said Judge.
- 32.6 Should either party refuse or neglect to supply arbitrators with any papers or information demanded in writing, the arbitrators are empowered by both parties to proceed ex parte.
- 32.7 If there be one arbitrator, his decision shall be binding; if three, the decision of any two shall be binding. Such decision shall be a condition precedent to any right of legal action, and wherever permitted by law it may be filed in Court to carry it into effect.
- 32.8 Arbitrators shall be authorized to award to party whose contention is sustained such sums as they shall deem proper for time, expense and trouble incident to appeal and, if appeal was taken without reasonable cause, damages for delay. Arbitrators shall fix their own compensation, unless otherwise provided by agreement, and shall assess costs and charges of arbitration upon either or both parties.
- 32.9 Award of arbitrators shall be in writing and it shall not be open to objection on account of form of proceeding or award, unless otherwise provided by controlling statutes.
- 32.10 In event specified procedure on any matter covered by this article conflicts with provisions of statutes, method of procedure throughout and legal effect of the award shall be wholly in accordance with said statutes. It is intended hereby to lay down a principle of action to be followed, leaving its local application to be adapted to legal requirement of jurisdiction having authority over arbitration. For the purposes of this paragraph jurisdiction having authority over the arbitration shall be county and state in which the work to be performed under this contract is to be done.

33. CLEANING UP

- 33.1 Contractor shall keep premises free from accumulations of waste material or rubbish caused by his employees or work. After completion of work he shall remove all his rubbish and all his tools, scaffolding and surplus materials from work site. He shall leave his work "broom clean" or its equivalent, unless more exactly specified. In case of dispute the Owner may remove rubbish and charge cost to Contractor as Engineer shall determine to be just.

SPECIAL CONDITIONS

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

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1. INTENT

1.1 To supplement the provisions of the GENERAL CONDITIONS by outlining special conditions applicable to project.

1.2 To outline special procedures to be followed during construction.

2. LOCATION

2.1 Work is located on campus of Des Moines Area Community College in the City of Ankeny, Iowa.

2.2 Transportation facilities:

2.2.1 Chicago and North Western Transportation Company.

2.2.2 Fort Dodge, Des Moines and Southern Railway.

2.2.3 U.S. Highway 69 and Interstate Highway I-35.

3. RIGHT-OF-WAY

3.1 All work is located on community college property.

3.2 Confine movements of equipment and personnel, storage of materials, excavation, spoil banks and all other construction operations within designated construction areas.

4. ORDER OF CONSTRUCTION

4.1 Provide Engineer with proposed schedule of construction showing dates of starting and completing various portions of work.

Special Conditions

- 4.2 Coordinate work with Owner and Engineer to assure orderly and expeditious progress of work.
 - 4.3 Contractor shall establish schedule of working hours for construction, subject to approval of Engineer.
 - 4.4 Schedule construction to minimize use of street barricades and detours; clean up each portion of work as it is completed.
 - 4.5 Coordinate work with that of other Contractors to minimize stoppages or delays of work on any contract.
5. INTERRUPTIONS TO SERVICE
- 5.1 Existing utilities shall remain in substantially continuous operation during construction.
6. SERVICE FACILITIES
- 6.1 Water, electricity, compressed air and other services shall be furnished by Contractor to meet his own requirements.
7. STORAGE OF MATERIALS AND EQUIPMENT
- 7.1 Storage space for materials and equipment will be available on site.
 - 7.2 Storage area shall be subject to approval of Engineer.
 - 7.3 Store materials and equipment in manner which will preserve quality and fitness.
8. CONSTRUCTION FACILITIES BY CONTRACTOR
- 8.1 Provide suitable storage facilities necessary for proper storage of materials and equipment.
 - 8.2 Provide a telephone at which Contractor can be reached by Owner or Engineer at all times during the working day; provide liaison between telephone and construction personnel for expeditious handling of messages.
 - 8.2.1 Provide Owner and Engineer with at least two telephone numbers where responsible representatives of Contractor can be reached on weekends and holidays in event of emergency.

Special Conditions

- 8.3 Location of all construction facilities, including project construction plant and yard subject to approval by Engineer; remove all construction facilities upon completion of work.
- 8.4 Provide and maintain suitable sanitary facilities for construction personnel for duration of work; remove upon completion of work.
- 8.5 Provide fence, barricades, and/or watchmen to prevent access of unauthorized persons to site where work is in progress.

9. INSURANCE BY CONTRACTOR

- 9.1 Provide and maintain insurance throughout construction period in the following minimum amounts:
 - 9.1.1 Workmen's compensation and occupational disease insurance in accordance with laws of the State of Iowa covering all employees who perform any obligations assumed under the contract.
 - 9.1.2 Public liability and property damage liability insurance covering all operations under the contract; limits for bodily injury or death not less than \$500,000 for one person and \$1,000,000 for each accident; for property damage, not less than \$500,000 for each accident.
 - 9.1.3 Automobile liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 for each accident; property damage limit of \$500,000 for each accident.
 - 9.1.4 Umbrella excess liability insurance may be used to provide coverage limits stated above.
- 9.2 Owner shall have right at any time to require public liability insurance and property damage liability insurance greater than required in above paragraphs. Additional premiums payable solely as result of such additional insurance shall be added to bid price.
- 9.3 Furnish certificates of insurance to Engineer made in favor of Owner showing compliance with foregoing requirements.

10. LINE AND GRADE

- 10.1 Construct to lines and grades shown on plans.
- 10.2 Engineer will establish required bench marks and base lines.

Special Conditions

- 10.3 Engineer will perform detailed survey and staking for location, elevation and grade of construction.
- 10.4 Engineer will set grade points as requested by Contractor.
- 10.5 All detailed surveys and stake-outs shall be checked by Contractor; assume full responsibility for accuracy and correctness thereof.
- 10.6 Measurement and layout of parking stripes in parking lots by Contractor; Engineer will review measurement and layout prior to painting.
- 10.7 Contractor shall provide, without extra compensation, all men and necessary tools to make all test holes and exploration, at any time, for purpose of determining location of existing structures beneath ground surface which might conflict with work of Contractor.
- 10.8 Contractor shall preserve all monuments, reference points, stakes and bench marks set by Engineer. In case of destruction by Contractor's negligence or carelessness, he will be charged with resulting expense of replacement, and responsibility for any mistakes or loss of time caused thereby.
- 10.9 Notify Engineer three days in advance of need for hubs.
- 10.10 These conditions supersede conflicting provisions of the GENERAL CONDITIONS.

11. EMPLOYMENT PRACTICES

- 11.1 Contractor, or his subcontractors, shall not employ any person whose physical or mental condition is such that his employment will endanger the health and safety of himself or others employed on the project.
- 11.2 Contractor is encouraged to use minority-owned subcontracting and supply firms.

12. SPECIAL CONSTRUCTION PROCEDURES

- 12.1 Protect existing pavement during construction.
- 12.2 Confirm locations of existing water mains, gas mains, underground telephone cables, sewers and other utilities where conflicts may occur.
- 12.3 Protect power, light and telephone poles and/or buried cables.

Special Conditions

- 12.4 Schedule delivery of materials and arrange work to meet completion dates.
- 12.5 All special construction procedures and work outlined herein with exception of items listed in proposal are incidental to construction; include cost in applicable unit or lump sum price.
- 12.6 Procedures outlined above are not intended to fully cover all special procedures or emergencies which may arise during construction, but are offered as an aid to Contractor in planning work. Contractor will cooperate with Owner and Engineer to minimize inconvenience and delays.

13. MODIFICATIONS TO GENERAL CONDITIONS

- 13.1 Add the following sentence to paragraph 2.1 under side heading "2. SURETY BOND":

"Surety bond shall be combined with maintenance bond when so stated in Notice to Bidders."

- 13.2 Add the following sentence to paragraph 8.2 under side heading "8. GUARANTEE":

"Maintenance bond shall be combined with surety bond when so stated in Notice to Bidders."

- 13.3 Delete side heading "28. CONTRACTOR'S RIGHT TO STOP WORK OR TERMINATE CONTRACT" in its entirety and substitute the following:

"28. CONTRACTOR'S RIGHT TO STOP WORK

- 28.1 If Engineer fails to issue any certificate for payment within ten (10) days after it is due, or if Owner fails to pay Contractor within ten (10) days of its maturity and presentation, any sum certified by Engineer or awarded by arbitrators, then Contractor may, upon seven (7) days written notice to Owner and Engineer, stop work. Work shall be resumed promptly upon payment by Owner."

DETAILED SPECIFICATIONS

DES MOINES AREA COMMUNITY COLLEGE
PHASE IIIA, PART 15
CONFERENCE CENTER PARKING LOT
ANKENY, IOWA

PART 1 - GENERAL REQUIREMENTS

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| 1. FORM | 7. STANDARDS AND CODES |
| 2. INTENT | 8. MATERIALS TESTS |
| 3. INTERPRETATION | 9. RESPONSIBILITY OF CONTRACTOR |
| 4. WORK INCLUDED | 10. TEMPORARY WORK |
| 5. INFORMATION FOR ENGINEER | 11. BARRICADES AND LIGHTS |
| 6. PLANS AND SPECIFICATIONS | 12. FINAL REVIEW AND ACCEPTANCE |

1. FORM

1.1 Detailed specifications are in outline form and include incomplete sentences. Omission of words or phrases is intentional. Supply omitted words or phrases by inference.

2. INTENT

2.1 To set forth requirements of performance, type of equipment or structure desired, and standards of materials and construction.

2.2 To require Contractor to furnish and install materials and perform all work and services described in Contract Documents unless otherwise specifically indicated.

2.3 To require Contractor to perform complete work in spite of omission of specific reference to any minor component parts.

2.4 To provide for new materials and equipment, unless otherwise indicated.

3. INTERPRETATION

3.1 Report any errors or ambiguities in specifications to Engineer as soon as detected; Engineer will answer questions regarding and interpret intended meaning of specifications; his interpretation shall be accepted as final.

4. WORK INCLUDED

4.1 Furnish labor, material and equipment to construct Conference Center Parking Lot as set out in Notice to Bidders.

5. INFORMATION FOR ENGINEER

- 5.1 After award of contract, submit following information and drawings for Engineer's review: manufacturer's specifications and catalog data for castings and such other information as Engineer may request.
- 5.2 Within five days after award of contract, provide construction schedule, showing dates of starting and completing various sections of work.
- 5.3 Provide two copies of following information:
 - 5.3.1 Purchase orders and subcontracts without prices.
 - 5.3.2 All materials test reports.
 - 5.3.3 Concrete and asphalt mix designs: submit eight days before proposed mix is to be used.

6. PLANS AND SPECIFICATIONS

- 6.1 Engineer will furnish up to three sets of plans and specifications to Contractor after award of contract. Compensate Engineer for printing costs for additional copies required.
- 6.2 Subcontractors will be furnished copies of plans and specifications at request of Contractor. Engineer will be compensated for printing costs.
- 6.3 Provide one set of plans and specifications for each foreman or superintendent in charge of each crew on the job.

7. STANDARDS AND CODES

- 7.1 Do work in accordance with best present day construction practices.
- 7.2 Conform with and test in accordance with applicable sections of latest revisions of following codes and standards unless specifically noted to contrary:
 - 7.2.1 American Association of State Highway and Transportation Officials (AASHTO).
 - 7.2.2 American Concrete Institute (ACI).
 - 7.2.3 American Institute of Steel Construction (AISC).

General Requirements

- 7.2.4 American National Standards Institute (ANSI).
- 7.2.5 American Society for Testing and Materials (ASTM).
- 7.2.6 American Society of Civil Engineers (ASCE).
- 7.2.7 Iowa Department of Transportation (IDOT).
- 7.2.8 National Electrical Manufacturers Association (NEMA).
- 7.2.9 National Electrical Code (NEC).
- 7.2.10 Federal Specifications (FS).
- 7.2.11 Iowa Occupational Safety and Health Act of 1972
(Chapter 88, Code of Iowa 1981) (IOSHA).
- 7.2.12 Occupational Safety and Health Act of 1970
(Public Law 91-596) (OSHA).
- 7.2.13 Manual of Accident Prevention in Construction by Associated
General Contractors of America, Inc. (AGC).
- 7.2.14 Standards and codes of the State of Iowa and applicable
local standards and codes of the City of Ankeny.
- 7.2.15 Other standards and codes which may be applicable to
acceptable standards of the industry for equipment and
materials and installation under contract.

8. MATERIALS TESTS

- 8.1 Employ approved testing laboratory to show compliance of
construction materials with specifications.
- 8.2 Provide samples of materials required for laboratory tests and
pay cost of all tests including transportation charges on
samples.
- 8.3 Contractor shall provide samples of materials and forms for
preparing concrete compression cylinders required for laboratory
tests; sampling of materials at the site and preparation of
concrete compression cylinders shall be performed by Contractor
under supervision of Engineer.
- 8.4 Incorporate no materials in work until laboratory tests have been
furnished which show compliance of materials with specifications.

General Requirements

- 8.5 All materials subject to sampling, testing, inspection and rejection at site by Engineer.
- 8.6 Laboratory tests:
- 8.6.1 Portland cement: certify that cement conforms to ASTM C150.
 - 8.6.2 Concrete aggregates: certify that aggregates conform to ASTM C33.
 - 8.6.3 Reinforcing steel: certify that steel conforms to ASTM A370 and A663 or A615.
 - 8.6.4 Concrete mix: meet approval of Engineer before start of construction.
 - 8.6.5 Concrete compression cylinders: ASTM C39; make two tests from trial batch of proposed mix before start of construction; provide two cylinders for each full or part day concrete is poured; test cylinders at 7 days and 28 days.
 - 8.6.6 Asphalt: certify that source and materials are IDOT approved.
 - 8.6.7 Aggregates for asphaltic concrete: certify that source and materials are IDOT approved.
 - 8.6.8 Asphaltic concrete paving mixtures: provide results of final job mix formula showing compliance with specifications before start of construction; test asphaltic concrete paving mixtures and core samples as specified hereinafter in ASPHALT.
 - 8.6.9 Make soil tests necessary to determine optimum moisture-density relationships and the suitability of materials for compaction.
 - 8.6.10 Test subgrade density at 30 locations as directed by Engineer; rework and retest any areas not meeting density requirements at no additional cost to Owner; submit results of all tests to Engineer.
 - 8.6.11 Test trench backfill density at 15 locations for storm sewers and electrical conduits under paved surfaces; rework and retest any areas not meeting density requirements at no additional cost to Owner; submit results of tests to Engineer.
 - 8.6.12 Concrete pipe: certify that pipe conforms to ASTM C76.

General Requirements

9. RESPONSIBILITY OF CONTRACTOR

- 9.1 Protection of his work.
- 9.2 Protection of Owner's property and adjacent property from injury or loss resulting from his operations.
- 9.3 Replace or repair objects sustaining any damage, injury or loss to satisfaction of Owner and Engineer.
- 9.4 Cooperate with Owner and Engineer in locating underground utility lines and structures. Incorrect, inaccurate or inadequate information concerning location of utilities or structures shall not relieve Contractor of responsibility for damage thereto caused by his operations.

10. TEMPORARY WORK

- 10.1 Make all temporary service connections necessary for maintaining utility service during the course of the work. Do work as shown on plans or as specified hereinafter.
- 10.2 Construct temporary drains or bulkheads to keep work in the dry.

11. BARRICADES AND LIGHTS

- 11.1 Erect and maintain barricades and lights and/or provide watchmen for protection and warning of pedestrians and vehicles; prevent access of unauthorized persons to portion of site where work is in progress. All barricades and lights at expense of Contractor.
 - 11.1.1 Contractor responsible for protection of his own operations; open excavations and other hazards must be barricaded and lighted.
- 11.2 Location and arrangement: conform to ordinances and laws; meet approval of Owner and Engineer.

12. FINAL REVIEW AND ACCEPTANCE

- 12.1 Notify Owner when installation is considered complete and ready for final review.
- 12.2 Owner will accept work and make final payment to Contractor:
 - 12.2.1 When Engineer has certified that he has inspected the work of Contractor and stated that the work is in substantial conformance with the plans and specifications.
 - 12.2.2 When Contractor has filed documents called for in specifications with Owner and Engineer.

PART 2 - DEMOLITION, EARTHWORK AND INCIDENTALS FOR PAVEMENT

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| 4. STRIPPING | 10. SURFACE RESTORATION |
| 5. EXCAVATION | 11. MANHOLE ADJUSTMENT |
| 6. EMBANKMENT | 12. PAYMENT |

1. WORK INCLUDED

1.1 All items of removal, excavation, embankment, subgrade preparation and incidentals necessary to prepare for placement of pavement.

2. CONCRETE AND ASPHALT REMOVAL

2.1 Remove concrete and asphalt as required for construction and as directed by Engineer.

2.2 Concrete or asphalt broken or damaged by Contractor beyond break-out line shall be removed to new line designated by Engineer and replaced by Contractor at no expense to Owner.

2.3 Saw cut edges of concrete or asphalt at removal lines.

2.4 Break concrete to be removed into pieces not to exceed 1/2 SY in area; protect protruding steel dowel bars.

2.5 Dispose of removed materials at location designated by Engineer.

2.6 No separate payment for this item; include cost in applicable unit price.

3. MISCELLANEOUS WORK

3.1 Strip grass from existing golf green; remove and salvage top 2' of soil from green area; transport and stockpile west of new green location; construction of new green by Owner.

3.2 Remove existing sprinkler system as necessary for construction.

3.3 Strip, transport, and stockpile topsoil salvaged from stripping operations at new golf tee site as directed by Engineer.

Demolition, Earthwork and Incidentals for Pavement

4. STRIPPING

- 4.1 Strip grass and vegetation from construction area and dispose of as directed by Engineer.
- 4.2 Strip all areas subject to grading operations to minimum depth of 6" or as directed by Engineer.
- 4.3 Stockpile topsoil for reuse as top 6" of finished shoulders.

5. EXCAVATION

5.1 Description:

- 5.1.1 Excavate, load, transport and place excavated material according to plans and specifications.
- 5.1.2 Provide suitable approaches from intersecting driveways and sidewalks.
- 5.1.3 Finish earth shoulders, ditches and slopes; remove pipe culverts and other structures in line of improvements and perform incidental work to complete grading.

5.2 Borrow:

- 5.2.1 Secure borrow from parking lot and entrance drive excavation.
- 5.2.2 Avoid unnecessary injury to land.
- 5.2.3 Excavate to provide best practical natural drainage from area.

5.3 Drainage:

- 5.3.1 Provide temporary drainage facilities to prevent damage when necessary to interrupt natural drainage or flow of artificial drains.
- 5.3.2 Restore original drains as soon as work will permit.
- 5.3.3 Contractor liable for damage resulting from neglect to provide for interrupted natural or artificial drainage.

5.4 Protection of trees, shrubs and existing facilities:

- 5.4.1 Do not injure tops, limbs, trunks and roots of trees or shrubs not removed for construction.

Demolition, Earthwork and Incidentals for Pavement

- 5.4.2 Machine operations not permitted within 3' of trunks of shrubs or trees 6" or less in diameter nor within 6' of trunks of trees or shrubs greater than 6" in diameter.
- 5.4.3 Engineer may require erection of substantial barricades or fences for protection.
- 5.4.4 Do not damage pavement or disturb subgrade beneath existing pavement.

6. EMBANKMENT

6.1 Description: prepare site, place and compact excavated materials to required elevation and cross section.

6.2 Construction:

- 6.2.1 Construct embankment in horizontal layers not more than 6" in loose thickness.
- 6.2.2 Deposit each layer over full width of embankment as separate and distinct operation.
- 6.2.3 After layer is deposited, smooth to uniform depth by means of suitable motor patrol or bulldozer.
- 6.2.4 Compact layer by rolling with tamping type roller; use roller that will exert pressure of at least 200 psi distributed on one row of feet.
- 6.2.5 Maintain optimum moisture content in soil within limits specified hereinafter for each layer placed.
 - 6.2.5.1 Uniformly distribute water over each layer to raise moisture content.
 - 6.2.5.2 Scarify, harrow or work material to aerate if necessary to reduce moisture content.
- 6.2.6 Whenever operations are suspended during period rain is likely to occur, smooth and compact surface to shed water readily.
- 6.2.6 Compact to not less than 95% maximum density with moisture content not more than three percentage points above or below optimum; maximum density determined by ASTM D698; number of tests as specified in GENERAL REQUIREMENTS.

Demolition, Earthwork and Incidentals for Pavement

7. SUBGRADE PREPARATION

- 7.1 Description: shape and consolidate subgrade in preparation for placement of asphalt or portland cement concrete.
- 7.2 Scarify, mix and recompact materials to provide uniform composition at least 12" below top of subgrade for parking lots and drives and 6" below top of subgrade for sidewalks for full width of subgrade plus 2' on each side of parking lots and drives and 1' on each side of sidewalks.
- 7.3 Construct 12" thick uniform subgrade in cut sections by excavating top 6" of subgrade, scarifying, mixing and recompacting next 6" of subgrade and then replacing top 6" of subgrade and recompacting.
- 7.4 Construct 6" thick uniform subgrade in cut sections by scarifying, mixing and recompacting the top 6" of subgrade.
- 7.5 Remove stones over 4" in size from loosened portion of subgrade and dispose of as directed by Engineer.
- 7.6 Construct subgrade with uniform density not less than 95% maximum density as specified under EMBANKMENT.
- 7.7 Construct to elevation and cross section such that, after rolling, surface will be at required subgrade elevation.
- 7.8 If ruts or other objectionable irregularities form in subgrade during construction, reshape and reroll subgrade before placing asphalt pavement or subbase; fill ruts or other depressions with material similar to other subgrade material.
- 7.9 Check subgrade elevation and grade by method approved by Engineer prior to paving.

8. SUBGRADE TREATMENTS

- 8.1 Use to correct bad subgrade condition with written approval of Engineer.
- 8.2 Granular subbase: use uniform mixture of granular material, uniformly moistened, placed or prepared subgrade, compacted and shaped in accordance with plans.
 - 8.2.1 Use crusher run limestone, crusher run sandstone, limestone screenings, soil-aggregate, pit run gravel, or a mixture of sand or pit run gravel with crushed limestone or limestone screenings.

Demolition, Earthwork and Incidentals for Pavement

- 8.2.2 Use mixture uniform in composition, with no visible segregation of constituent materials.
- 8.2.3 If soil is added to material, pulverize soil particles so no particles are retained on 3/4" sieve.
- 8.2.4 If constituent materials are proportioned, blend to homogeneous mixture before placing on subgrade.
- 8.2.5 Not more than 5% of finished mixture shall be retained on sieve having openings equal to one-third nominal thickness of subbase and not more than 25% passing No. 200 sieve.
- 8.2.6 Material containing soil added in process of producing aggregate or added separately shall have solid volume ratio not less than 0.80; material, without added soil, shall have a solid volume ratio not less than 0.75.

8.3 Lime subgrade treatment:

- 8.3.1 Provide lime, 20 lbs. per SY, in top 6" of subgrade.
- 8.3.2 Mix until uniform consistency is obtained, add water as required for optimum moisture content and compact to specified density.
- 8.3.3 Lime: use hydrated lime: ASTM C207, Type N.

9. EXISTING UTILITIES

- 9.1 Locations of utility lines, mains, cables and appurtenances are in accordance with information provided by utility companies and from records of Owner; confirm locations of underground utilities by excavating ahead of work; Contractor fully responsible for damage to utilities during construction.
- 9.2 No utility or utility service will be moved to accommodate equipment, method of operation or for convenience of Contractor when utility or utility service does not conflict directly with line and grade of work; arrange with utility company for relocation with approval of new location by Owner and Engineer; relocation is incidental to construction.

10. SURFACE RESTORATION

- 10.1 Finish excavation and embankment work, including borrow area, in workmanlike manner, true to grade and cross section.

Demolition, Earthwork and Incidentals for Pavement

- 10.2 Provide continuous use of blade grader, dozer or similar equipment of adequate size and power to handle materials encountered during finishing of excavation and embankment.
- 10.3 If Contractor fails to maintain partly finished work in satisfactory manner, Engineer may order all other work discontinued until finishing and maintenance work is in satisfactory condition.
- 10.4 Place topsoil 6" deep in sidewalk openings and finished earth shoulders; smooth and grade to provide suitable seed bed.
- 10.5 Secure topsoil from stripping operations; use topsoil free from rocks, stones, concrete, large roots or other materials which will not provide good seed bed.
- 10.6 Do not place materials for finishing on pavement.
- 10.7 Shape earth to specified cross section and smooth to condition acceptable to Engineer.
- 10.8 Smooth and finish all earth surfaces disturbed by construction operations.
- 10.9 Degree of finish for grading slopes, shoulders and ditches shall be that ordinarily obtainable through use of suitable power equipment operated by skilled workmen on favorable ground conditions.
- 10.10 Dispose of all brush and rubbish as designated by Engineer.

11. MANHOLE ADJUSTMENT

- 11.1 Set grade of manhole tops to finished pavement grade or side slope grade.
- 11.2 Reuse existing manhole castings; add or remove manhole adjusting rings if minor adjustment is required.
- 11.3 Remove cone section and turn to avoid placing manhole casting in curb.
- 11.4 Remove cone section and add additional manhole sections if adjustment requires more than 12" height of adjusting rings.
- 11.5 Remove cone section and remove and replace manhole sections if required.

Demolition, Earthwork and Incidentals for Pavement

12. PAYMENT

- 12.1 No separate payment will be made for work covered in this part of the specifications except as set forth below. All other items are incidental to construction. Contract unit prices shall include all costs for each item of work. Items listed below are for proposal items or unit adjustment items.
- 12.2 If items, for which no unit prices are shown on Proposal, are required during construction, contract price shall be adjusted on basis of unit price negotiated with Contractor.
- 12.3 Stripping, Stockpiling and Respreading Topsoil, CY: Unit price includes stripping and disposal of surface vegetation, stripping topsoil, loading, transporting, stockpiling and respreading of topsoil to complete finish grading and preparation for seeding or sodding and miscellaneous associated work including cleanup.
- 12.3.1 Measurement computed by average depth of stripping times surface areas.
- 12.3.2 Includes stockpiling topsoil at new tee area.
- 12.4 Unclassified Excavation, CY: Unit price includes excavating, loading, transporting, depositing and compacting excavated materials at project site, scarifying, manipulating, grading and miscellaneous associated work including cleanup.
- 12.4.1 Measurement computed by average end area method from cross sections.
- 12.4.2 Includes excavating special soil mix from existing golf green and stockpiling at new green area.
- 12.4.3 Does not include final subgrade preparation.
- 12.5 Subgrade Preparation, SY: Unit price includes scarifying, manipulating, replacing and compacting, grading and shaping to prepare subgrade for asphalt or concrete curb and gutter or sidewalks and miscellaneous associated work including cleanup; measurement for payment based on surface area of finished paving, curb and gutter and sidewalks.
- 12.6 Granular Subbase, Tons: Unit price includes furnishing, spreading and compacting granular subbase where use is authorized in writing by Engineer.
- 12.6.1 Weight determined by weight of individual truck loads of material delivered and placed.

Demolition, Earthwork and Incidentals for Pavement

- 12.6.2 Accurate scales for weighing provided by Contractor.
- 12.6.3 Weight of free moisture will not be deducted.
- 12.6.4 No payment for granular subbase used to fill depressions in subgrade.
- 12.7 Lime Subgrade Treatment, Tons: Unit price includes furnishing equipment, labor and materials to lime treat top 6" of subgrade where authorized in writing by Engineer.
- 12.8 Manhole Adjustment, Ea.: Unit price includes furnishing all labor, materials and equipment to adjust existing manhole casting to finish grade.

PART 3 - EXCAVATION AND BACKFILL FOR PIPES AND STRUCTURES

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| 5. SHEETING, SHORING AND BRACING | 11. RIP-RAP |
| 6. DEWATERING | 12. PAYMENT |

1. GENERAL

- 1.1 Excavate all materials encountered to depth indicated or specified; comply with safety rules of the Federal Government and State Bureau of Labor.
- 1.2 Schedule work to keep drives and utilities in usable condition; avoid inconvenience to Owner insofar as practicable during construction.
- 1.3 Remove, replace and repair fences, culverts, signs, hanging wires and other obstructions to accommodate construction equipment or to facilitate work.
- 1.4 Do not damage trees and shrubbery except as noted on plans; cut no tree roots larger than 3" in diameter.
- 1.5 Pile excavated material suitable for backfill in an orderly manner sufficient distance back from edge of excavation to avoid slides or cave-ins, 2' minimum clear distance.
- 1.6 Dispose of spoil not suitable for backfill at disposal areas designated by Engineer.
- 1.7 Where new pipe crosses existing utilities, excavate in advance of pipe laying; determine crossing arrangement including exact construction line and grade.
- 1.8 Excavate in open cut under existing drives, utilities and structures except as noted on plans or as modified by Engineer.
- 1.9 Reference to percent maximum density shall mean a soil density not less than the stated percent of maximum density for soil as determined by ASTM D698 Moisture-Density Relations of Soils using 5.5-lb. Rammer and 12-in. Drop (Standard Proctor Method).

Excavation and Backfill for Pipes and Structures

2. DEFINITIONS

- 2.1 Earth: all materials, not classified as rock, including clay, silt, sand, gravel, hardpan, disintegrated shale, debris, junk, brick, loose stones and boulders less than 1/3 CY in volume.
- 2.2 Rock: boulders larger than 1/3 CY in volume or solid deposits so firmly cemented together that they cannot be removed without continuous use of pneumatic tools or blasting. Rock excavation is not expected.

3. EXCAVATION FOR STRUCTURES

- 3.1 Includes excavation for intakes and other appurtenances.
- 3.2 Excavate as required to firm, undisturbed soil; if excavation is carried below bottom of foundations as shown on plans, fill with concrete or granular bedding material at no expense to Owner; type of fill as directed by Engineer.
- 3.3 Provide sheeting, shoring and bracing where required to hold walls of excavation or to protect existing structures or utilities.

4. TRENCH EXCAVATION

- 4.1 Keep width of trench as narrow as possible and still provide adequate room for backfilling and jointing.
- 4.2 Keep sides of trench as nearly vertical as practicable; maintain vertical walls of excavation below top of pipe.
- 4.3 Maximum width of trench at top of pipe: as shown on Standard Drawing.
- 4.4 Bottom of sewer trench:
 - 4.4.1 Excavate full depth by machine; place pipe bedding in bottom of trench.

Excavation and Backfill for Pipes and Structures

4.4.2 Pipe bedding: sharp, clean, crushed stone; comply with following gradation, dependent upon pipe diameter:

<u>Sieve</u>	<u>Pipe Diameter</u>	
	<u>8" - 18"</u> <u>% Passing</u>	<u>Over 18"</u> <u>% Passing</u>
1-1/2"		100
1"	100	95-100
3/4"	80-95	35-70
1/2"	50-60	25-50
3/8"	20-40	10-30
No. 4	0-5	0-5

4.4.2.1 Engineer may authorize change in gradation subject to materials available locally at time of construction.

4.4.3 Compact pipe bedding by rodding or slicing with shovel.

4.4.4 Provide bell holes at each pipe joint in pipe bedding. Provide access around circumference of pipe for proper jointing.

4.4.5 Pipe bedding incidental to construction; include cost in unit price for Sewer Pipe in Place.

4.5 Trench excavated below required grade: backfill to proper elevation with pipe bedding, as specified, at no cost to Owner.

4.6 When unsuitable material is encountered which may not provide a suitable foundation for pipe:

4.6.1 Notify Engineer immediately.

4.6.2 Engineer will investigate questionable material to determine its suitability for pipe foundation.

4.6.3 If material is considered unsuitable for foundation, Engineer will specify and authorize remedial measures in writing.

4.6.4 If removal of unsuitable material is authorized:

4.6.4.1 Replace with stabilizing material as specified hereinafter.

Excavation and Backfill for Pipes and Structures

4.6.4.2 Stabilizing material: sharp, clean, crushed stone; comply with following gradation:

<u>Sieve</u>	<u>% Passing</u>
2-1/2"	100
2"	90-100
1-1/2"	35-70
1"	0-15
1/2"	0-5

4.6.4.3 Place crushed rock on top of stabilizing material.

4.6.4.4 Authorized overexcavation and stabilizing material will be paid for as Stabilizing Material.

4.6.5 Authorized remedial measures not covered by contract unit prices will be paid for as Extra Work.

4.7 Excavate by hand:

4.7.1 Under tree roots 3" and larger.

4.7.2 Under and around utilities.

4.7.3 Where overhead clearance prevents use of machine.

4.8 Remove topsoil separately and store in segregated stockpiles for backfill operation.

5. SHEETING, SHORING AND BRACING

5.1 Construct sheeting, shoring and bracing where required to hold walls of excavation and to provide safety for workmen.

5.2 Leave all sheeting in place below a level 2' over top of pipe.

5.3 Leave all sheeting and shoring in place above 2' over top of pipe when removal, in the opinion of Engineer, might damage new pipe, existing utilities or structures.

5.4 Contractor may be required to install sheeting by regulatory agencies when not required by Owner or Engineer; in such case, Owner will only pay for sheeting left in place, as directed by Engineer.

6. DEWATERING

6.1 Do all work in the dry; obtain Engineer's approval for method of trench dewatering.

Excavation and Backfill for Pipes and Structures

- 6.2 Provide for handling of water encountered during construction.
- 6.3 Lay no pipe or pour no concrete on excessively wet soil.
- 6.4 Prevent surface water from flowing into excavation; remove water as it accumulates.
- 6.5 Divert stream flow away from areas of construction.
- 6.6 Do not pump water onto adjacent property without approval of Engineer.

7. EXISTING UTILITIES

- 7.1 Locations of utility lines, mains, cables and appurtenances are in accordance with information provided by utility companies and from records; Owner and Engineer do not guarantee locations shown; confirm locations of underground utilities by excavating ahead of work; Contractor fully responsible for damage to utilities during construction.
- 7.2 Conflicting utilities not shown on plans, except services; notify Engineer immediately.
- 7.3 Water main and sanitary sewer conflicts: notify Owner and Engineer immediately; provide all necessary shut-down, repair and relocation where conflicts occur; furnish labor, equipment, pipe and fittings; repair and relocation will be paid for as Extra Work; when mains are broken due to carelessness, repair is incidental to construction.
- 7.4 Support and protect, by timbers or other means, all utility pipes, conduits, poles, wires or other apparatus; protective measures subject to approval of Engineer.
- 7.5 No utility or utility service will be moved to accommodate equipment, method of operation or for convenience of Contractor when utility or utility service does not conflict directly with line and grade of work.

8. REMOVAL ITEMS

- 8.1 Remove abandoned pipe or structures and dispose of at location designated by Engineer.
- 8.2 Pavement removal is covered under DEMOLITION, EARTHWORK AND INCIDENTALS FOR PAVEMENT.

Excavation and Backfill for Pipes and Structures

8.3 Removal items are incidental to construction; include costs in applicable unit price for items to which work pertains.

9. BACKFILL FOR STRUCTURES

9.1 Backfill after concrete or masonry has cured, and waterproofing, if specified, has been inspected and approved by Engineer.

9.2 Backfill with material as specified for trench backfill.

9.3 Backfill simultaneously on all sides of structure; save structure from damage at all times.

9.4 Compact backfill around structures to 95% maximum density by mechanical tamping to prevent settlement.

9.5 Terminate at elevation shown on plans; dispose of excess excavation as directed by Engineer.

10. TRENCH BACKFILL

10.1 Backfill trench immediately after Engineer has recorded location of connections and appurtenances, or at direction of Engineer.

10.2 Allow no more than 100' of trench to be open at one time; construct intakes and backfill openings as work progresses.

10.3 Use excavated or borrow material except as specified hereinafter; large stones, large clods, organic matter, rubbish, or frozen materials not permitted.

10.4 Backfill simultaneously on both sides of pipe to prevent displacement; Engineer may require granular backfill to top of pipe if mechanical compaction of backfill around pipe does not eliminate voids; granular backfill at no cost to Owner.

10.5 Pull sheeting, to be removed, ahead of backfilling to prevent formation of voids.

10.6 Use compacted backfill for all trenches unless shown otherwise on plans:

10.6.1 Hand place and carefully compact backfill over top of pipe.

10.6.2 Backfill above 1' over top of pipe with excavated material in layers not to exceed 6"; moisten if required; compact to 95% density with moisture content not more than six percentage points above optimum.

Excavation and Backfill for Pipes and Structures

- 10.7 Place minimum of 6" of topsoil in top of trench and compact in seeded or sodded areas.
- 10.8 If settlement occurs in any trench within period of guarantee and bond; refill, compact and level off.
- 10.9 All backfill is incidental to construction; include cost in applicable unit price for items to which work pertains.

11. RIP-RAP

- 11.1 Place rip-rap at locations shown on plans; place rip-rap 18" deep or as directed by Engineer.
- 11.2 Material: sieved, reasonably well graded rock; maximum weight of one piece: 400 lbs.; minimum size: 4", with a maximum of 10% of the material passing a 4" sieve; maximum percentage of wear: 45% in accordance with AASHTO T96, Grading B.

12. PAYMENT

- 12.1 No separate payment will be made for work covered in this part of the specifications except as set forth below. All other items are incidental to construction. Contract unit price includes all costs for each item of work.
- 12.2 If items, for which no unit prices are shown on Proposal, are required during construction, contract price shall be adjusted on basis of unit price negotiated with Contractor.
- 12.3 Stabilizing Material, CY: Unit price includes additional trench excavation, dewatering, labor, materials, equipment and incidentals for providing stabilizing material in place of unsuitable foundation materials where directed and authorized by Engineer; computed by average end area method within specified trench width limit, below trench bottom to full extra depth. Excludes pipe bedding specified which is incidental to pipe construction. Excludes pipe bedding used to top of pipe in lieu of mechanical compaction.
- 12.4 Sheeting Left in Place, MFBM: Unit price includes material cost only of sheeting and shoring left in place as shown on plans or at Engineer's direction. Cost of transporting and installing is incidental to laying of pipe and shall not be included.
- 12.5 Rip-Rap, Tons: Unit price includes all labor, equipment and materials to place rip-rap; rip-rap tonnage calculated using 100 lbs. per cubic foot volume.

PART 4 - CONCRETE

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1. WORK INCLUDED

- 1.1 Construction of concrete curb and gutter, sidewalks and concrete pavement on prepared subgrade.
- 1.2 Construction of concrete light pole bases and concrete top and bottom sections of intakes.
- 1.3 Preparation of subgrade for curb and gutter, sidewalks and concrete pavement specified in DEMOLITION, EARTHWORK AND INCIDENTALS FOR PAVEMENT.

2. MATERIALS

- 2.1 Portland cement: ASTM C150, Type I.
- 2.2 Aggregates: strong, durable, uniformly graded mineral grains conforming with ASTM C33; coarse aggregate: crushed limestone, size range: 1" to No. 4 sieve.
- 2.3 Storage:
 - 2.3.1 Cement: keep clean, dry and free from weather damage.
 - 2.3.2 Aggregates: stockpile each gradation separately on clean, non-contaminating surfaces.
- 2.4 Water: clean and free from injurious materials.
- 2.5 Air-entraining admixture for curb and gutter, sidewalk and pavement concrete: ASTM C260.
 - 2.5.1 Add at mixer and supervise mixing to assure uniform and constant results.
- 2.6 Admixtures for structural concrete:
 - 2.6.1 Plasticizing material: Pozzolith by Master Builders Company, or approved equal; maintain cement content specified.

2.6.2 Non-shrink: Embeco by Master Builders Company, or approved equal.

2.7 Reinforcing steel:

2.7.1 Deformed bars for structures or pavement: ASTM A615, Grade 40.

2.7.2 Plain and smooth dowel bars for pavement: ASTM A615, Grade 40.

2.7.3 Welded wire fabric: ASTM A185.

2.7.4 Lap reinforcing bars 36 diameters; lap welded wire fabric 6".

2.7.5 Remove scale, rust, dirt or other bond-impairing materials.

2.8 Joints for concrete curb and gutter and paving:

2.8.1 Bituminous joint filler and sealer: hot poured joint filler complying with Federal Specification SS-S-164 for sealing expansion, contraction and centerline joints.

2.8.2 Premolded expansion joint filler: moderately resilient type complying with AASHTO M153, Type III, furnish in strips of plan dimensions.

2.9 Joints for sidewalks:

2.9.1 Expansion joint sealer: pour type polyurethane joint sealer.

2.9.2 Premolded expansion joint filler: self-expanding cork board.

2.10 Curing and protection materials:

2.10.1 Liquid for concrete curb and gutter and paving: white pigmented chlorinated rubber compound: Federal Specification TT-C-00800, Type II, TK Products, Inc.; Tri-Kote 26 white pigmented, or approved equal.

2.10.2 Liquid for sidewalks: clear chlorinated rubber compound with ultraviolet inhibitor, non-discoloring, Federal Specification TT-C-800A, Type II, Class 1, TK Products, Inc., Tri-Kote UV, or approved equal.

2.10.3 Polyethylene film: minimum thickness 0.004"; Vis Queen, Visking Company, or approved equal.

Concrete

3. CONCRETE QUALITY

	<u>Class A</u>	<u>Class B</u>
3.1 Minimum compressive strength: psi at 28 days	4,000	2,500
3.2 Water-cement ratio: gallon per sack, maximum, including water in aggregates	6	7-1/4
3.3 Cement content: sacks per CY, minimum	6	4-1/2
3.4 Admixtures: per manufacturer's recommendations.		
3.5 Concrete mix: test in accordance with ASTM C39; meet approval of Engineer.		
3.6 Use Class A concrete unless shown or specified otherwise.		
3.7 Tests on trial batches and concrete placed at project site:		
3.7.1 Slump: ASTM C143; 1-1/2" to 3" for machine finished concrete; 4" maximum for hand finished concrete.		
3.7.2 Air voids of fresh concrete by pressure method: ASTM C231; 5% to 6% for curb and gutter, sidewalks and pavement.		
3.7.3 Compressive strength: ASTM C39.		

4. MIXING

- 4.1 Ready-mixed concrete: conform with specifications and with ASTM C94.
- 4.2 Time lapse from addition of water to placement: not to exceed 30
minutes when concrete is transported in non-agitating trucks;
1-1/2 hours when transported in truck mixers or agitating trucks.
- 4.3 Place concrete in plastic and workable condition; do not retemper
partially hardened concrete.

5. FORMS

- 5.1 Form all concrete, unless permitted otherwise by Engineer.
- 5.2 Forms for structures:
 - 5.2.1 Use metal or wood forms for exposed surfaces; erect true to
line and grade; brace and tie securely.

Concrete

5.2.2 Coat forms with non-staining mineral oil before placing reinforcing.

5.2.3 Strip forms after concrete has cured for the following periods:

Footings	24 hours
Walls	48 hours
Self-supported beams and slabs	2 weeks

5.3 Forms for concrete curb and gutter, paving and sidewalks:

5.3.1 Slip-form paving may be used for curb and gutter subject to approval of Engineer.

5.3.2 Use wood or steel forms adequately staked and braced for all exposed slab edges, unless permitted otherwise by Engineer.

5.3.3 Secure forms in place to maintain grade and alignment while concrete is placed and finished.

5.3.4 Set base of form at subgrade elevation or below with top of form at pavement surface elevation at edge of slab; set forms on properly compacted materials.

5.3.5 Oil forms before concrete is placed.

5.3.6 Leave forms in place not less than 8 hours after concrete is placed; if removal causes damage to concrete, leave forms on as long as necessary to prevent damage.

5.3.7 Remove forms with care to prevent cracking, spalling or overstressing concrete.

6. CONCRETE PLACEMENT

6.1 Structures:

6.1.1 Install reinforcing in correct position with preformed wire bar bolsters and spacers; tie securely.

6.1.2 Place concrete only after reinforcing system is in place and approved by Engineer.

Concrete

- 6.2 Concrete curb and gutter, paving and sidewalks:
 - 6.2.1 Support welded wire fabric with heavy gauge wire, welded or bent to form four-legged chair or place at proper position during concrete placement by methods approved by Engineer.
 - 6.2.2 Support dowel bars at expansion and contraction joints as shown on Standard Drawings.
- 6.3 Uniformly dampen subgrade prior to concrete placement or place layer of polyethylene film on subgrade; lap polyethylene film not less than 6".
- 6.4 Transfer concrete promptly from mixer to forms; thoroughly compact by tamping and vibrating.
- 6.5 Spade edges for full depth adjacent to forms, expansion joints, curbs or fixtures.
- 6.6 Carefully place concrete; minimize disturbance of reinforcement.

7. FINISHING

- 7.1 Structures: float to uniform finish with cork float; use edger on exposed edges; chip out honeycomb and patch with mortar consisting of one part portland cement to three parts sand.
- 7.2 Concrete paving and sidewalks: begin finishing operations promptly after concrete has been placed and consolidated.
 - 7.2.1 Screed surface to grade and shape shown on plans.
 - 7.2.2 Provide uniform gritty surface by broom finish at right angles to direction of traffic.
 - 7.2.3 Round outside edges of sidewalk with edging tool with approximately 1/2" radius.
 - 7.2.4 Round edges of sidewalks, paving or curbs adjacent to expansion joint with edging tool with approximately 1/8" radius.
- 7.3 Concrete curb and gutter: form and construct curb and gutter with mechanical equipment; finish curbs by hand methods with straight edge or slipform where necessary to produce a uniform finish.

- 7.4 Saw cut joints as shown on plans and as specified herein.
- 7.5 Begin saw cutting as soon as concrete can be sawn without objectionable tearing at sawn edges; complete such work within 24 hours after concrete is placed.
- 7.6 Joints for curb and gutter:
 - 7.6.1 Provide contraction joints at nominal 15' spacing; saw cut or form with trowel and groover or steel sheet shaped to fit curb and gutter.
 - 7.6.2 Provide expansion joints at end of radius and as shown on plans; use premolded expansion joint filler.
 - 7.6.3 Seal joints after concrete has cured.
- 7.7 Joints for concrete paving:
 - 7.7.1 Construct joints as shown on plans.
 - 7.7.2 Construct joint in curb to match joint in paving; joints in curbs may be saw cut or formed with trowel and groover or steel sheet shaped to fit curb.
 - 7.7.3 Seal joints after concrete has cured.
- 7.8 Joints for sidewalks:
 - 7.8.1 Saw cut joints in sidewalks at distances equal to width of sidewalk.
 - 7.8.2 Match joints in curbs with joints in sidewalks; joints in curbs may be saw cut or formed with trowel and groover or steel sheet shaped to fit curb.
 - 7.8.3 Construct expansion joints in sidewalks and curbs with preformed joint filler and seal as shown on plans.
 - 7.8.4 Seal joint between edge of asphalt paving and sidewalk or vertical concrete curb with bituminous joint filler and sealer.

8. CURING AND PROTECTION

8.1 Structures:

8.1.1 Maintain concrete temperature between 60° F. and 90° F. when placing and not less than 50° F. for 72 hours after placing.

8.1.2 Immediately after finishing or stripping forms, apply plastic film; keep in place 7 days.

8.2 Apply liquid curing compound in fine spray to form continuous, uniform film on surface and vertical edges of curb and gutter, paving and sidewalks.

8.3 Apply liquid curing compound to pavement surface after finishing and after surface moisture has disappeared; apply to pavement edges within 30 minutes after forms are removed.

8.4 When air temperature is above 45° F. and air temperature will not drop below 35° F. within 7 days:

8.4.1 Protect with liquid curing compound.

8.4.2 Spray at low pressure (20-30 psi); apply at rate of not less than 1 gal. per 200 SF for sidewalks; 1 gal. per 300 SF for concrete curb and gutter and paving.

8.5 When air temperature is below 45° F. and air temperature will drop below 35° F. within 7 days:

8.5.1 Spray on liquid curing compound as specified above.

8.5.2 Protect with plastic film or burlap and 6" layer of straw for minimum of 5 days.

8.5.3 Lap plastic film 18" at junctions.

8.5.4 Protect straw from disturbance by wind.

8.6 Concrete injured by frost action shall be removed and replaced at Contractor's expense.

8.7 Prevent water from flowing along edge of pavement, curb or sidewalk and undermining slab.

9. RESTRICTIONS

- 9.1 Place no concrete when stormy or inclement weather prevents good workmanship, when subgrade is frozen or if air temperature is 38° F. or below.
- 9.2 With favorable weather conditions, start paving operations when temperature of concrete delivered to subgrade is 40° F. or higher.
- 9.3 Continue paving operations as long as concrete temperature requirement is met and air temperature remains above 38° F.
- 9.4 Place no concrete when darkness prevents good workmanship in placing and finishing.
- 9.5 Unless specifically approved by Engineer, do not place or finish concrete under artificial lights.

10. MISCELLANEOUS ITEMS

- 10.1 Tree grates: cast iron; Neenah R-8620, or approved equal with frame; minimum weight: 280 lbs.; black acrylic exterior enamel finish; install where shown on plans.
- 10.2 Benches: basic two seat stationary model; Erlau AG "Modell Olympia Baullemente", or approved equal.
- 10.3 Aluminum handrail: extruded 6063-T6 aluminum pipe, 1-1/2" dia, Schedule 40; extruded mill finish; conform to OSHA requirements; J.G. Braun Company, or approved equal.

11. PAYMENT

- 11.1 No separate payment will be made for concrete work covered in this part of the specifications except as set forth below. Contract unit prices shall include all costs for each item of work.
- 11.2 Concrete Curb and Gutter, LF: Unit price includes furnishing all labor and materials, jointing, forming, placing, consolidating, finishing and curing of concrete and incidentals for constructing concrete curb and gutter.
- 11.3 Concrete Sidewalk, SF: Unit price includes furnishing all labor and materials, jointing, forming, placing, consolidating, finishing and curing of concrete and incidentals for construction of concrete sidewalk, concrete sidewalk with curb and concrete sidewalk ramps.

Concrete

- 11.4 Steps, LS: Lump sum prices include furnishing all labor and materials, jointing, forming, placing, consolidating, finishing and curing of concrete steps and handrail installation.
- 11.5 Tree Grates, Ea.; Unit price includes furnishing all labor, equipment and materials required to provide tree grates and frames where shown on plans.
- 11.6 Benches, Ea.; Unit price includes furnishing all labor, equipment and materials required to provide benches where shown on plans.
- 11.7 No separate payment will be made for structural concrete work covered in this part of the specifications. Include costs in applicable contract price for items to which work pertains.

PART 5 - PIPES AND STRUCTURES

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| 1. WORK INCLUDED | 5. CONNECTIONS BETWEEN |
| 2. PIPE MATERIALS | DISSIMILAR PIPE |
| 3. PIPE JOINTS | 6. INTAKES |
| 4. PIPE INSTALLATION | 7. PAYMENT |

1. WORK INCLUDED

1.1 Furnish and install storm sewer and appurtenances shown on plans.

2. PIPE MATERIALS

2.1 Reinforced concrete pipe (RCP): ASTM C76, Class III, Wall B, tongue and groove, machined ends; provide reinforcement as set forth in Table III of ASTM C76; use except where noted on plans.

2.2 Special pipe sections:

2.2.1 Reinforced concrete pipe flared end section; Cretex Companies, Inc., or approved equal; use where shown on plans.

2.2.2 Anchor flared end section to adjacent section of pipe with two tie bolts at joint.

3. PIPE JOINTS

3.1 Cold-applied rubber asphalt pipe joint material; quality standard; FS-SS-S-00210.

3.1.1 Apply cold joint compound to bottom half of groove and top half of matching tongue and force adjoining pipe together; wipe joint clean to provide smooth invert.

3.2 Rubber O-ring gasket, flexible joint; ASTM C443.

3.2.1 Use where required for water main conflicts.

4. PIPE INSTALLATION

4.1 Before laying pipe, verify all measurements at site; make necessary field measurements to accurately determine make-up lengths or closures.

4.2 Begin at lowest point in line; lay bell or groove ends pointing upstream.

4.3 Lower pipe carefully into trench; lay true to line and grade.

Pipes and Structures

- 4.4 Provide a smooth and uniform invert; bear spigots against bell shoulders.
- 4.5 Line and grade:
 - 4.5.1 Engineer will provide cut at each hub.
 - 4.5.2 Batter boards: keep three batter boards adjacent to consecutive hubs in place at all times; set at convenient height in feet above flow line grade; set additional intermediate boards as required. Carry centerline on all batter boards at hubs.
 - 4.5.3 Check grade of each pipe length with gauge rod; check line of every other pipe length with plumb bob.
 - 4.5.4 Use no defective pipe; check each length for defects and hairline cracks at ends prior to lowering into trench.
 - 4.5.5 Continuously check alignment of pipe with correct alignment, displacement or otherwise defective pipe at Contractor's expense.

5. CONNECTIONS BETWEEN DISSIMILAR PIPE

- 5.1 Provide concrete collar 6" thick and 12" each way from joint.
- 5.2 Cover joint with burlap diaper band; bind at edge with No. 9 tie wires.
- 5.3 Modify above requirements as directed by Engineer.

6. INTAKES

- 6.1 Conform to details shown on plans.
- 6.2 Construct top and bottom sections of reinforced concrete as specified in CONCRETE.
- 6.3 Construct walls of brick or concrete block.
 - 6.3.1 Brick: ASTM C32, Grade MS; segmental concrete block: solid, precast, ASTM C139.
 - 6.3.2 Mortar: one part portland cement to two parts sand; hydrated lime, 5 lbs. per sack of cement, may be added for workability.

Pipes and Structures

6.3.3 Completely fill joints with mortar for watertight structure; thoroughly plaster outside of intake with mortar; 1" thickness.

6.3.4 In freezing weather, heat materials and protect work from cold; maintain temperature of work at 40° F. for at least 24 hours after placing.

6.4 Accessories:

6.4.1 Cover for curb and area intakes - Type C: Neenah R-6044 Light Duty, or approved equal; minimum weight 235 lbs.; solid lid.

6.4.2 Curb intakes - Type A and C: cast iron gratings and castings, Neenah R-3067, or approved equal, with one Type DR or DL grate as approved by Engineer.

6.4.3 Curb intakes - Type B; cast iron gratings and castings, Neenah R-3067, or approved equal, with two frames and two Type DR or DL grates as approved by Engineer.

7. PAYMENT

7.1 No separate payment will be made for work under this part except as set forth below. All other items are incidental to construction. Contract unit prices shall include all costs for each item of work.

7.2 Storm Sewer in Place, LF:

7.2.1 Unit price includes furnishing reinforced concrete pipe, flared end sections, handling, laying, backfilling, labor, materials, trench excavation, connections, sheeting, shoring, and miscellaneous associated work, including cleanup.

7.2.2 Length will be measured along centerline of pipe with no deduction for intakes.

7.2.3 Flared end sections will be paid for as Storm Sewer in Place.

7.3 Intakes, Ea.: Unit price includes furnishing all labor, material and equipment to excavate, construct intake, casting, backfill and miscellaneous associated work, including cleanup.

PART 6 - ASPHALT

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| 1. WORK INCLUDED | 9. HAND SPREADING |
| 2. MATERIALS | 10. ROLLING |
| 3. PAVING PLANT AND EQUIPMENT | 11. JOINTS |
| 4. JOB MIXING FORMULA | 12. SMOOTHNESS |
| 5. GENERAL PLACEMENT | 13. LIMITATIONS ON OPERATIONS |
| 6. SURFACE PREPARATION | 14. ASPHALTIC CONCRETE CURB |
| 7. BASE AND SURFACE COURSES | 15. SAMPLES |
| 8. HANDLING AND DELIVERY | 16. PAYMENT |

1. WORK INCLUDED

- 1.1 Asphaltic concrete base and surface mixtures of aggregate, mineral filler and asphalt cement; heated, mixed, spread and compacted to dimensions shown on plans.
- 1.2 Preparation of subgrade; as specified in DEMOLITION, EARTHWORK AND INCIDENTALS FOR PAVEMENT.
- 1.3 Includes asphalt for parking lot and drives.

2. MATERIALS

2.1 Asphalt cement:

- 2.1.1 Petroleum asphalt cement, IDOT 4137.
- 2.1.2 Viscosity grade: AC-10; penetration grade: 85 to 100.
- 2.1.3 Estimated basic bitumen as percentage by weight of total mixture:
 - 2.1.3.1 Asphaltic concrete base course: 5.75.
 - 2.1.3.2 Asphaltic concrete surface course: 6.25.

2.2 Tack coat: RC-70, SS-1, SS-1H, CSS-1 or CSS-1H, IDOT 2303.02B.

2.3 Mineral filler: portland cement or pulverized limestone; IDOT 4126.03 for base course; IDOT 4127.02 for surface course.

2.4 Fine and coarse aggregates: sound, angular, crushed stone, gravel or slag; IDOT 4127 for surface course; IDOT 4126, Class 1 for base course.

2.5 Total aggregate: percentage range by weight passing sieve:

<u>Sieve Size</u>	<u>Asphalt Concrete Base Course 3/4" Mixture Size</u>	<u>Asphalt Concrete Surface Course 3/8" Mixture Size</u>
1"	100	---
3/4"	98-100	---
1/2"	---	100
3/8"	65-95	98-100
No. 4	48-75	71-93
No. 8	35-60	52-72
No. 30	18-36	25-40
No. 200	4-8	5-9

2.5.1 Base course: plasticity index not greater than 4; minimum percentage of crushed particles: 30.

2.5.2 Surface course: minimum percentage of crushed particles: 65.

2.5.3 Minimum mineral filler content of portion of aggregate passing No. 200 sieve: 40% for base course; 50% for surface course.

3. PAVING PLANT AND EQUIPMENT

3.1 Paving plant equipment: IDOT 2001.01 and 2001.22.

3.2 Operating paving plant in accordance with IDOT 2303.04.

3.3 Equipment for placing asphaltic concrete: IDOT 2303.05; automatic screed controls not required.

3.4 Place asphaltic concrete in accordance with IDOT 2303.08.

4. JOB MIXING FORMULA

4.1 Certify that sources of aggregates and bitumen are IDOT approved. Provide analyses of samples of materials to be used.

4.2 Provide preliminary proportion of each aggregate to be used in combined aggregate; proportion so that gradation of combined aggregate falls entirely within middle 50% of percentage range for each sieve size specified hereinbefore; establish gradation limits for production of various aggregates such that when combined, mixture gradation will fall within middle 75% of percentage range for each sieve size of mixture size selected.

Asphalt

4.3 Mix design criteria Marshall method (50 compaction blows):

	<u>Asphalt Concrete Base Course 3/4" Mixture Size</u>	<u>Asphalt Concrete Surface Course 3/8" Mixture Size</u>
Marshall Stability, lbs.	1,500 min.	1,750 min.
Flow, 0.01 in.	8-18	8-18
Percent air voids	3-6	4-6
Percent voids in mineral aggregate	14.5 min.	15.5 min.

4.4 Prepare and test at least three mixtures at varying asphalt contents.

4.5 Final formula: in event aggregates produced fail to comply with gradation of samples, final job mix formula will be adjusted using aggregates actually produced.

4.5.1 Maintain asphalt cement content within limits of $\pm 0.25\%$ of content approved by Engineer.

5. GENERAL PLACEMENT

5.1 Place base course in one lift; roll to specified density.

5.2 Apply tack coat at rate of 0.02 to 0.05 gal./SY to surface of base course and allow to set prior to placing surface course.

5.3 Construct surface course in one lift; roll to specified density.

5.4 Asphalt pavement: density not less than 94% of lab density of approved mixture; percent air voids: 5-10%.

5.5 Provide approved weight tickets for asphaltic concrete mixtures incorporated into finished pavement.

6. SURFACE PREPARATION

6.1 Remove all loose and foreign material from pavement surface; provide clean surface for placement of asphaltic concrete paving mixture.

6.2 Surface must be dry prior to application of tack coat and asphaltic concrete paving mixtures.

7. BASE AND SURFACE COURSES

7.1 Spread with finishing machine in areas of uniform width.

Asphalt

- 7.2 Adjust forward speed of finishing machine as necessary to provide least amount of stopping.
- 7.3 Place in thicknesses as shown on plans.
- 7.4 Use string line to maintain edge alignment.
- 7.5 At exposed edges, slope base and surface courses at 45° from vertical; smooth and compress with finishing machine.
- 7.6 Make provisions for clean, sharp edges by sawing or other means.
- 7.7 Do not rake or disturb layer spread by machine; do all hand raking in area before placement with finishing machine.
- 7.8 Allow base course to cool to air temperature before placing surface course.
- 7.9 Surfaces requiring three or more adjacent passes of finishing machine:
 - 7.9.1 Outer lanes laid first.
 - 7.9.2 Closure of surface made by interior lanes near centerline.
- 7.10 Surfaces requiring two adjacent passes of finishing machine; complete to full width within 24 hours.
- 7.11 Spread no more hot asphaltic concrete paving mixture than can be finished in daylight hours.
- 7.12 If surface of layer becomes dirty, clean and reapply tack coat, at no expense to Owner, to provide bond for succeeding course.

8. HANDLING AND DELIVERY

- 8.1 Control handling and manipulation of hot asphaltic concrete paving mixture from mixer to final spread to maintain uniform composition; prevent segregation of course particles.
- 8.2 Maintain continuous and uniform delivery rate to provide least amount of stopping of spreading unit.
- 8.3 Do not use cleaning solutions such as kerosene, distillate or petroleum fractions over pavement surfaces.
 - 8.3.1 Do not carry such cleaning solutions on spreading unit.

Asphalt

8.3.2 Wait five hours before using spreader unit after cleaning with above materials.

8.4 Keep hand tools clean by heating and scraping.

9. HAND SPREADING

9.1 Use hand method of spreading only in areas not accessible to finishing machine.

9.2 Do not dump truckloads of hot asphaltic concrete paving mixture on area to be hand spread.

9.3 Spread uniformly with hot rakes and shovels; smooth with lute.

9.4 Use hand rakes designated for use with asphalt mixtures; handles of lute long enough to reach from edge to middle of strip under construction.

9.5 Do not stand on loose mixture while raking.

10. ROLLING

10.1 Roll each layer to proper density.

10.2 Use power or driving roll for initial contact.

10.3 Begin at edge and work toward centerline; reverse trip lapping 2/3 to 3/4 of previous track.

10.4 Stagger ends of roller tracks not less than 3' in a manner that tracks will not hold water on surface.

10.5 Do not pass roller over end of base or surface course unless laying has been discontinued.

10.6 Following initial rolling, start intermediate rolling to close surface tears and voids.

10.6.1 Roll entire area not less than four times.

10.6.2 Roll until pavement has a density not less than 94% of density obtained in laboratory on mixture.

11. JOINTS

11.1 Separate longitudinal construction joints in base and surface courses at least 3".

Asphalt

- 11.2 Separate transverse construction joints in base and surface courses at least 6'.
- 11.3 Pave along longitudinal joints to secure closure of joint and full compression of mixture with smooth surface after compaction.
- 11.4 Saw transverse joints at right angles to centerline of pavement.
- 11.5 Provide paper or burlap under ramp at end of day's run.

12. SMOOTHNESS

- 12.1 After second rolling, check base course and surface course with 10' straight edge in direction of rolling.
- 12.2 For variations greater than 1/4" in base course and 1/8" in surface course: heat bumps to soften mixture; smooth with rakes; roll to obtain proper density.
- 12.3 For depressions 1/2" and smaller: heat and loosen surface; add mixture free of coarse particles; rake to proper elevation and roll to obtain proper density.
- 12.4 For depressions greater than 1/2": remove asphaltic concrete paving mixture; replace with fresh mixture; compact and roll to proper density.

13. LIMITATIONS ON OPERATIONS

- 13.1 Do not apply asphaltic concrete paving mixtures at pavement temperatures of less than 40° F.; do not apply to wet or damp surface.
- 13.2 Place no asphaltic concrete paving mixtures between November 15 and April 30 of following year without written approval of Engineer.

14. ASPHALTIC CONCRETE CURB

- 14.1 Construct asphaltic concrete curb on asphaltic concrete pavement where shown on plans; conform to cross section shown on plans.
- 14.2 Spray portion of surface on which curb is placed with tack coat RC-70; spray at rate of 0.12 gallons per 15 LF.
- 14.3 Asphaltic cement: as specified hereinbefore; asphalt content: 6-8% by weight of mixture.

Asphalt

- 14.4 Modify asphalt cement penetration by addition of powdered asphalt to produce final penetration grade of 60 to 70.
- 14.5 Gradation of aggregates: as specified hereinbefore for asphaltic concrete surface course, 3/8" mixture size.

15. SAMPLES

- 15.1 Provide one uncompacted sample of each mixture used each day from project site at location designated by Engineer.
 - 15.1.1 Determine gradation and asphalt content.
 - 15.1.2 Compact sample in laboratory and determine lab density, Marshall stability and flow.
- 15.2 Cut a minimum of one 4" dia. core sample per 1,000 SY of each course; minimum of two samples per day; take samples at locations designated by Engineer.
 - 15.2.1 Determine thickness, density and percent air voids of core samples.
 - 15.2.2 Restore surface next succeeding day of plant operation.
 - 15.2.3 Provide and test additional samples as directed by Engineer if deficiencies occur in pavement thickness or density.
- 15.3 Engineer will require changes in mix design, or placement and compaction procedures if asphalt mixture or pavement density fail to meet requirements specified.

16. PAYMENT

- 16.1 No separate payment will be made for work covered under this part of the specifications, except as set forth below.
- 16.2 If items, for which no unit prices are shown on Proposal, are required during construction, contract price shall be adjusted on basis of unit price negotiated with Contractor.
- 16.3 Asphalt Paving, SY: Unit price includes furnishing labor, materials, equipment and incidentals for constructing 4" thick base course and 1-1/2" thick surface course on parking lot and drives as shown on plans; measurement based on surface area of finished pavement.

Asphalt

16.4 Asphalt Curb, LF: Unit price includes furnishing labor, materials, equipment and incidentals for construction of asphaltic concrete curb.

PART 7 - STRIPING

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| 1. WORK INCLUDED | 3. PAINTING |
| 2. MATERIALS | 4. LIMITATIONS ON OPERATIONS |
| | 5. PAYMENT |

1. WORK INCLUDED

- 1.1 Cleaning and preparation of asphalt surfaces for painting.
- 1.2 Measurement and layout of parking stripes and drive centerlines.
- 1.3 Painting of parking stripes in parking lots and drive centerlines.

2. MATERIALS

- 2.1 Parking stripe paint: Iowa Paint Manufacturing Company, Inc., Traffic Marking Paint, Yellow, No. 9056, or approved equal.

3. PAINTING

- 3.1 Clean all loose and foreign materials from asphalt surface by brooming or other means.
- 3.2 Remove dirt and dust from asphalt surface by wetting and brooming areas to be painted.
- 3.3 Surface must be dry prior to application of paint.
- 3.4 Provide chalk lines or other means to insure straight and uniform parking stripes.
- 3.5 Paint line width: 4"; provide two coats of paint.

4. LIMITATIONS ON OPERATIONS

- 4.1 Do not paint parking stripes when stormy or inclement weather prevents good workmanship.
- 4.2 Do not apply paint at surface temperatures of less than 50° F.; do not apply to wet or damp surfaces.
- 4.3 Notify Engineer when measurement and layout of parking stripes are completed; Engineer will review measurement and layout prior to painting.

Striping

5. PAYMENT

- 5.1 No separate payment will be made for work covered under this part of the specifications, except as set forth below.
- 5.2 Striping, LS: Lump sum price includes furnishing labor, materials, equipment and incidentals for cleaning and preparation of asphalt surfaces, measurement and layout of parking stripes and centerlines, painting and miscellaneous associated work, including cleanup.

PART 50 - LIGHTING

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| 1. WORK INCLUDED | 6. WIRING |
| 2. MATERIALS | 7. GROUNDING |
| 3. LIGHT FIXTURES | 8. SERVICE INTERRUPTIONS |
| 4. EXCAVATION AND BACKFILL | 9. TESTING |
| 5. CONDUIT INSTALLATION | 10. PAYMENT |

1. WORK INCLUDED

- 1.1 Furnish and install parking lot and drive lights, including fixtures, lamps, poles, concrete foundations, conduit and wiring as shown on plans.
- 1.2 Furnish and install empty conduit and pull cords as shown on plans.
- 1.3 Remove and replace existing underground wiring as shown on plans.
- 1.4 All work must comply with NEC, local and State codes.

2. MATERIALS

- 2.1 All electrical materials shall bear appropriate label of Underwriter's Laboratories, Inc., and conform to all applicable NEMA Standards.
- 2.2 Conduit: heavy wall (Schedule 40) polyvinylchloride (pvc) rigid plastic conduit conforming to NEMA specification TC-2 and Federal Specification WC-1094; size as shown on plans.
- 2.3 Provide conduit fittings of same material and having same coating as specified for conduit.
- 2.4 Wire and cable:
 - 2.4.1 Solid or stranded copper per ASTM B-3 and B-8; provide stranded wire for conductors #8 AWG or larger.
 - 2.4.2 Do not use conductor smaller than #12 AWG copper unless specifically noted.
 - 2.4.3 Provide polyvinylchloride insulated building wire, Type TW or Type THW, conforming to UL Standard UL83.
- 2.5 Junction boxes: cast iron, cadmium plated or hot dip galvanized junction boxes with cast iron bolted lid; O. Z. Electrical Manufacturing Company, Type YF or YH, or approved equal.

Lighting

2.5.1 Size as required; install below ground level and at accessible locations; locate as shown on plans and as required for pulling wires or splicing.

2.5.2 Plug unused holes with standard pipe plugs with recessed wrench sockets; coat outside with two coats of bituminous paint.

2.6 Light pole bases: construct of Class A concrete as shown on plans and as specified in CONCRETE.

3. LIGHT FIXTURES

3.1 Install at locations shown on plans; provide fixtures, poles, brackets, ballast, foundations, anchor bolts and miscellaneous accessories as required.

3.2 Fixtures, UL approved; size, type, materials and number as shown on plans.

3.3 Ballasts: UL and C.B.M. approved; replace all defective ballasts at no cost to Owner; General Electric, Advance, University, or approved equal.

3.3.1 Mercury vapor ballasts: constant wattage, high power factor and rated at lowest sound level for type provided.

3.3.2 Metal halide ballasts: lead peaked, high power factor and rated at lowest sound level for type provided.

3.4 Lamps:

3.4.1 Mercury vapor lamps: deluxe white unless otherwise noted.

3.4.2 Metal halide lamps: Sylvania phosphor coated super Metalarc C, unless otherwise noted.

4. EXCAVATION AND BACKFILL

4.1 Excavate and backfill trench as specified in EXCAVATION AND BACKFILL FOR PIPES AND STRUCTURES and as shown on plans and specified herein.

4.2 Bed all conduit and structures on 6" thick compacted layer of granular material.

4.3 Backfill around conduit and structures by hand using coarse sand or pit run gravel; carefully compact in 6" layers to 8" above pipe.

Lighting

- 4.4 Backfill and compact remainder of trench with excavated materials in layers not to exceed 6"; compact to 95% maximum density with moisture content not more than six percentage points above optimum.
- 4.5 Place minimum of 6" of topsoil in top of trench and compact in seeded or sodded area.
- 4.6 Replace all existing surface improvements such as street pavement, curbs, sidewalks, finish grading, seeding or sodding damaged during construction operations.

5. CONDUIT INSTALLATION

- 5.1 Install as shown on plans and as specified herein.
- 5.2 Cap or plug conduit ends during construction; cap or plug ends of conduit that will remain empty and make watertight; clean and swab conduits prior to pulling in conductors.
- 5.3 Install minimum 100 lb. tensile strength nylon pull cord in empty conduits provided for future use.
- 5.4 Install warning tape above all buried conduit as shown on plans; Brady Identoline, or approved equal.

6. WIRING

- 6.1 Color code all wiring in accordance with NEC.
- 6.2 Do not install wiring in conduit until conduit system is complete; pull wires without damage to insulation or conductor.
- 6.3 Install wiring without splices; when splicing is required, obtain permission of Engineer prior to any splicing; splicing permissible only in junction boxes or light fixture poles.
 - 6.3.1 Provide "pigtail" splices and taps in wire #8 AWG and smaller; properly clean wires, firmly twist together, then insulate by one of following methods:
 - 6.3.1.1 Tightly wrap with rubber and friction tape or with plastic tape to an insulation value 100% in excess of wire insulation.
 - 6.3.1.2 Provide mechanical wire splicers, 3M "Scotchlock" or Ideal "Supernuts" of correct size and type for wires being joined.

Lighting

6.3.1.3 Provide 3M PST connector insulators of correct size for wires being joined.

6.3.2 Make splices, connections and terminations with appropriate kits containing necessary connectors and insulating materials for specific conductor size and type of insulation; adhere to manufacturer's recommended procedures; Minnesota Mining and Manufacturing Co. Kits, or approved equal.

7. GROUNDING

7.1 Install grounds and provide grounding as required by NEC Art. 250.

7.1.1 Provide concealed ground rods at each pole; 5/8" x 8', one piece; Copperweld, or approved equal.

7.1.2 Thermic weld all underground connections, concealed connections and splices in ground system; Erico Products, Inc. Cadweld, or approved equal.

8. SERVICE INTERRUPTIONS

8.1 Schedule time and duration of any power outages with the Owner.

8.2 Schedule power service shutdown of over four hours in duration on Sundays; Contractor will not receive additional compensation for any work to be done on weekends.

9. TESTING

9.1 Adjust equipment and leave in proper operating condition.

9.2 Test all installed wiring for shorts or grounds; check conductor insulation resistance after installation in conduit; replace conductors with less than acceptable insulation resistance with new conductors and retest.

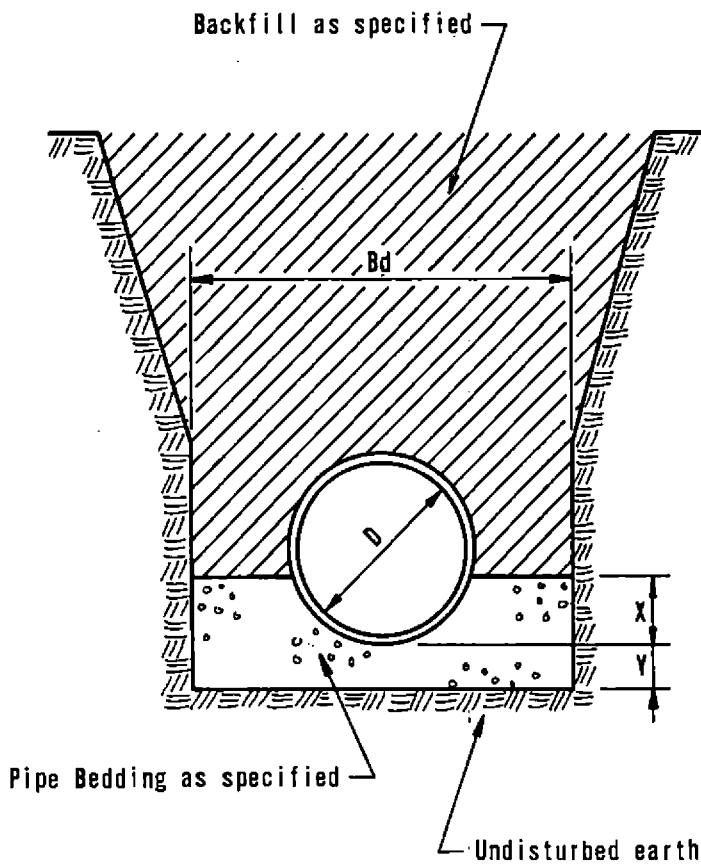
9.3 Prove all systems, equipment and other intentional grounds have sufficiently low resistance for proper service.

9.4 Provide independent electrical power service or temporary wiring as required to connect to existing electrical power distribution system in Building 7 to energize lighting systems to permit fixture adjustment and testing.

9.5 Notify Owner and Engineer when installation is complete; energize lighting systems for final review.

10. PAYMENT

- 10.1 No separate payment will be made for work covered under this part of the specifications, except as set forth below.
- 10.2 Parking Lot and Drive Lighting, LS: Lump sum price includes furnishing all labor, materials and equipment and incidentals for excavation and backfill, conduit, wiring, concrete foundations, light fixtures, light poles, testing and miscellaneous associated work, including cleanup.



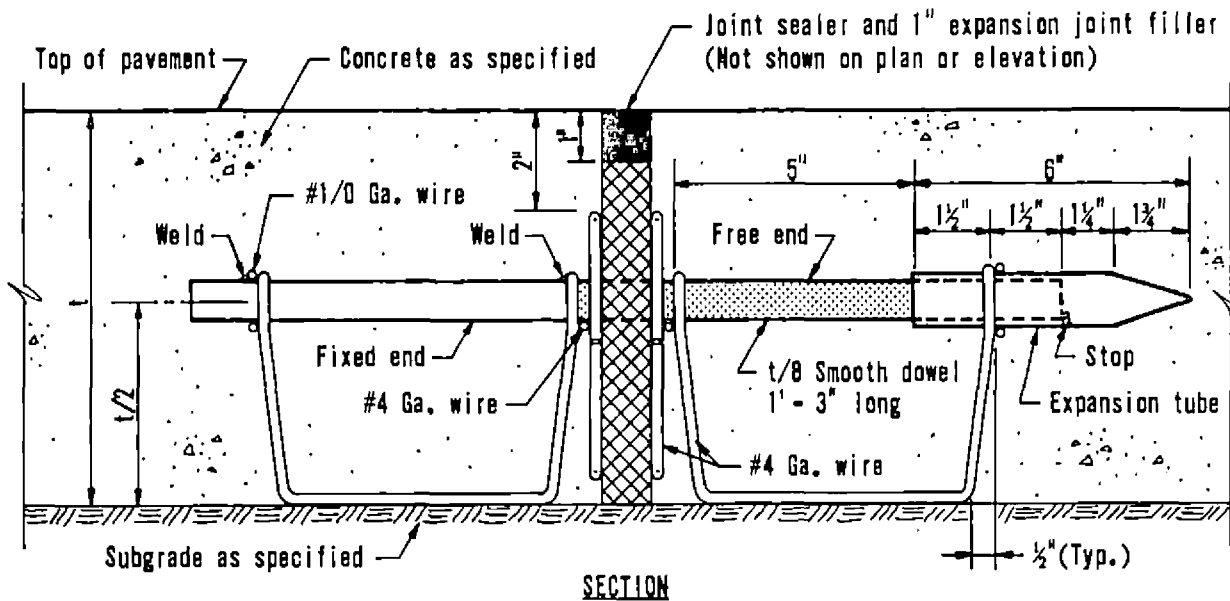
D (Inches)	Bd (Feet & Inches)	X (Inches)	Y (Inches)
4	2-0	2	4
6	2-0	3	4
8	2-3	3	4
10	2-3	4	4
12	2-3	5	4
15	2-9	6	4
18	3-0	7	5
21	3-3	8	6
24	3-6	9	6
27	4-0	10	7
30	4-3	11	8
36	4-9	13	9
42	5-6	15	10
48	6-3	17	12
54	7-0	20	14
60	7-9	22	15
66	8-6	24	15
72	9-3	26	15
78	10-0	28	15
84	10-9	30	15
90	11-6	32	15
96	12-0	34	15

NOTES

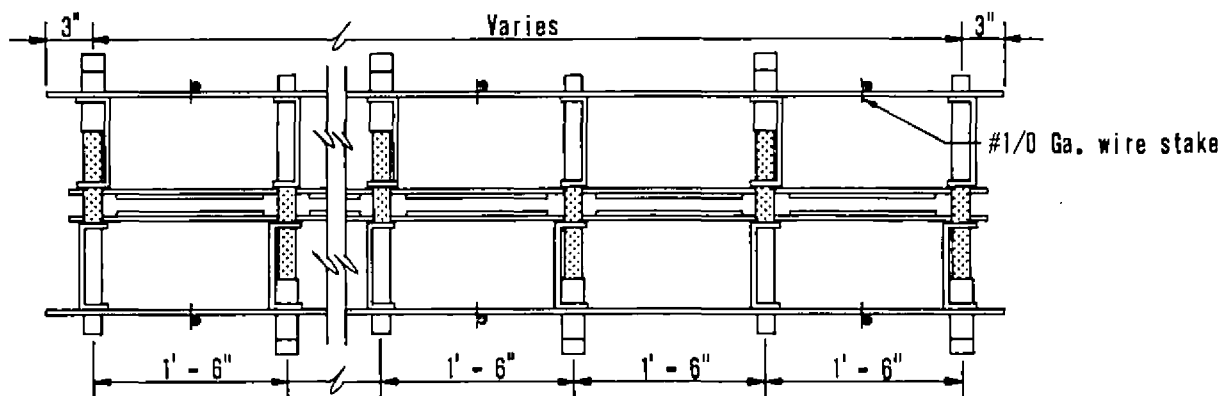
1. Excavated material for backfill, when specified: finely divided material free from debris, stones, organic matter or frozen lumps; pipe bedding or sand may be used as substitute.
2. Bd = Standard trench width at top of pipe.
3. See specifications for limitations on use of this type of bedding.
4. Load Factor: 1.5

CLASS C BEDDING - GRANULAR
STANDARD BEDDING
TYPE I

ENGINEERS & PLANNERS **VEENSTRA & KIMM** WEST DES MOINES, IOWA
DRAWN *SOC ALS* CHECKED *GAD* APPROVED *SKR* DATE *1-28-77*
STD. DWG. NO. *1.1* REV. *1*



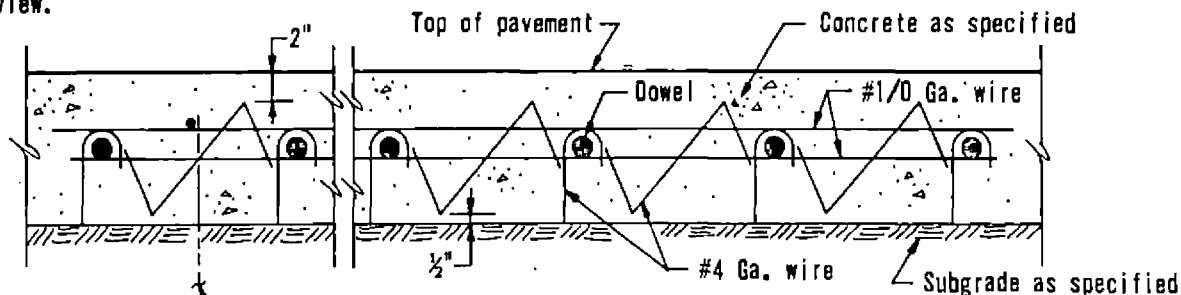
SECTION



PLAN

NOTE

Concrete is not shown in plan view.

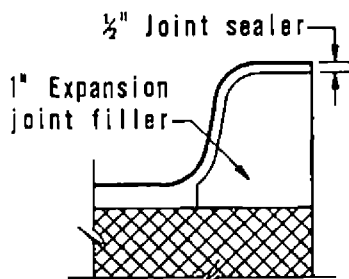


ELEVATION

#1/0 Ga. wire stake
1'-3" long (6 per unit)

NOTES

1. Coat 3/5 of each dowel at free end with red oxide zinc chromate. Grease free ends in field.
2. The fixed end alternates from side to side on this assembly. Weld as shown.
3. t = Pavement thickness in inches; as specified.



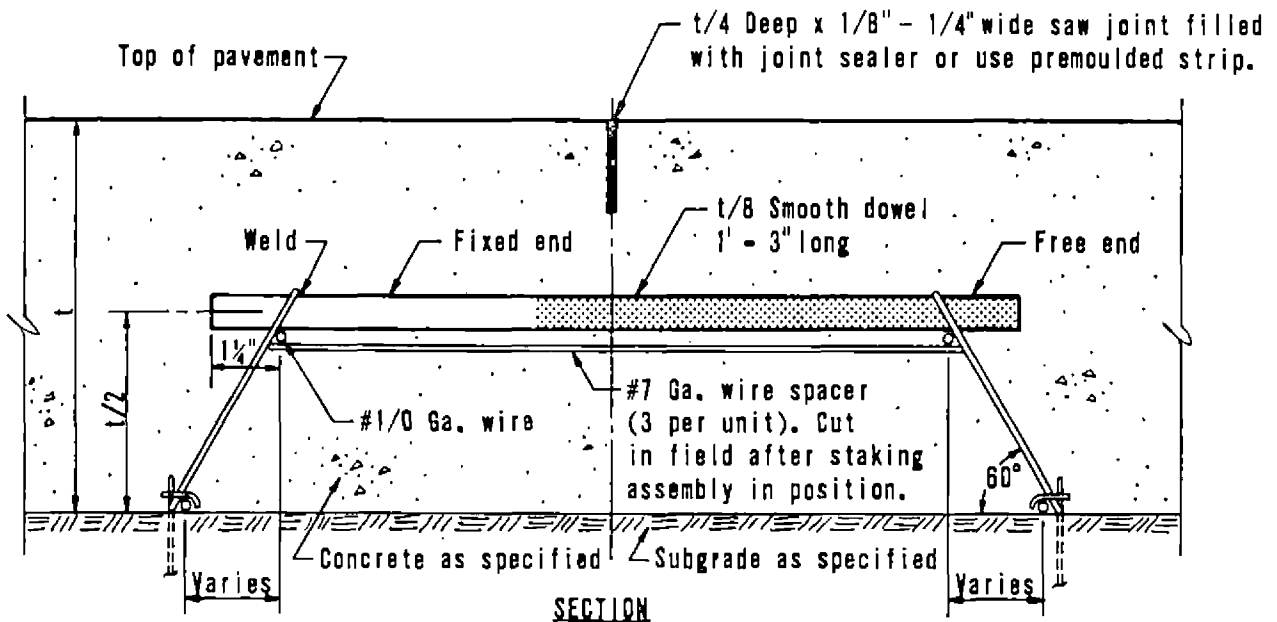
CURB DETAIL

TYPE A - EXPANSION JOINT

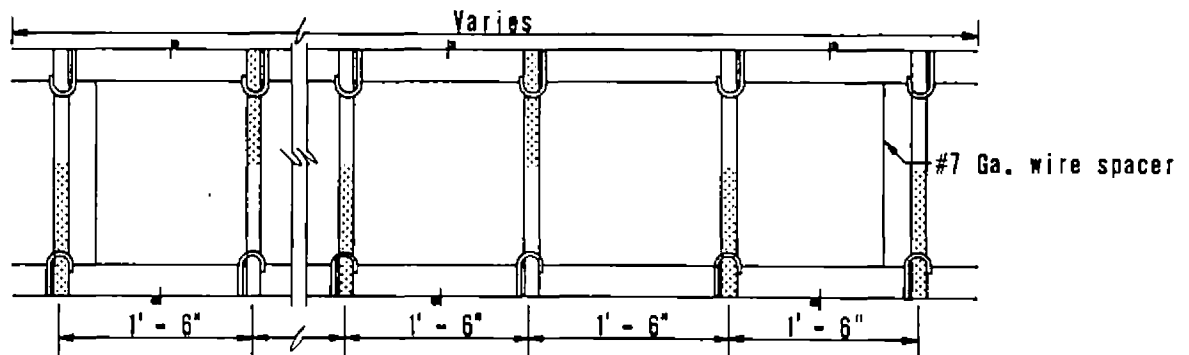
ENGINEERS & PLANNERS VEENSTRA & KIMM WEST DES MOINES, IOWA

DRAWN SRC AS CHECKED GAD APPROVED JDK DATE 1-28-77

STD. DWG. NO. 2.4



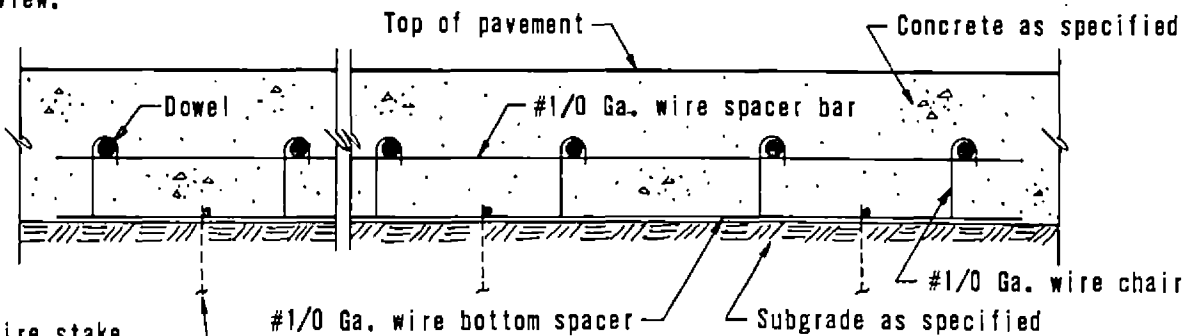
SECTION



PLAN

NOTE

Concrete is not shown in plan view.



ELEVATION

NOTES

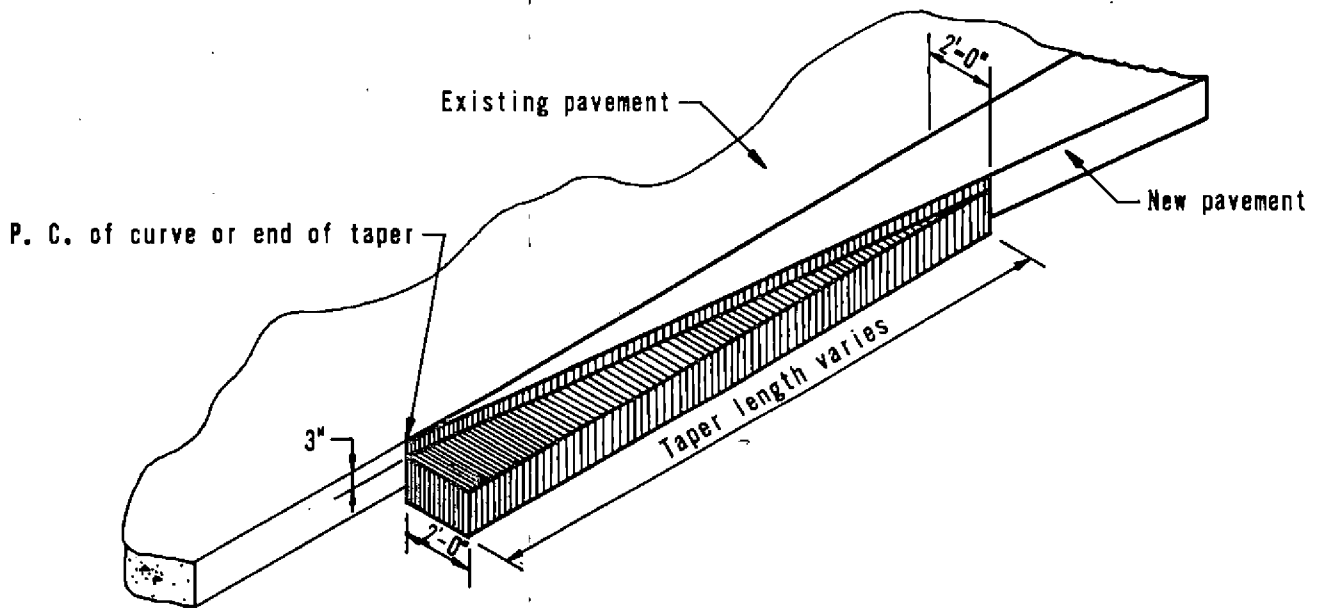
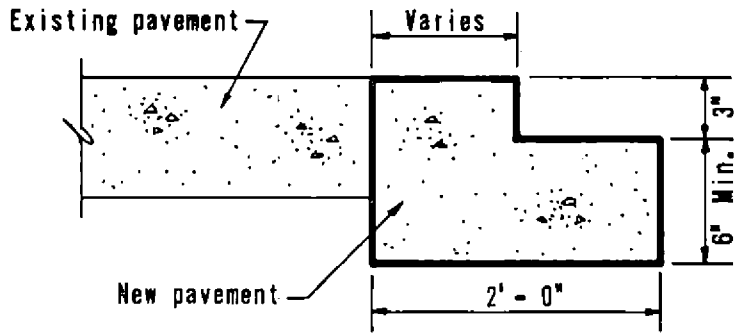
1. Coat 3/5 of each dowel at free end with red oxide zinc chromate. Grease free ends in field.
2. The fixed end alternates from side to side on this assembly. Weld as shown.
3. t = Pavement thickness in inches; as specified.
4. For emergency conditions, End of Days Run, boxouts, or when 30 minutes elapse between concrete placement, install header board. Remove dowels from basket assembly and place unpainted ends of dowels through header board. Grease protruding ends prior to next concrete placement.
5. Joint must be modified as directed in Note 4 for all intake boxouts.

TYPE C - CONTRACTION JOINT

ENGINEERS & PLANNERS **VEENSTRA & KIMM** WEST DES MOINES, IOWA

DRAWN SRC CHECKED GAD APPROVED SWK DATE 1-28-77

STD. DWG. NO. 2.6



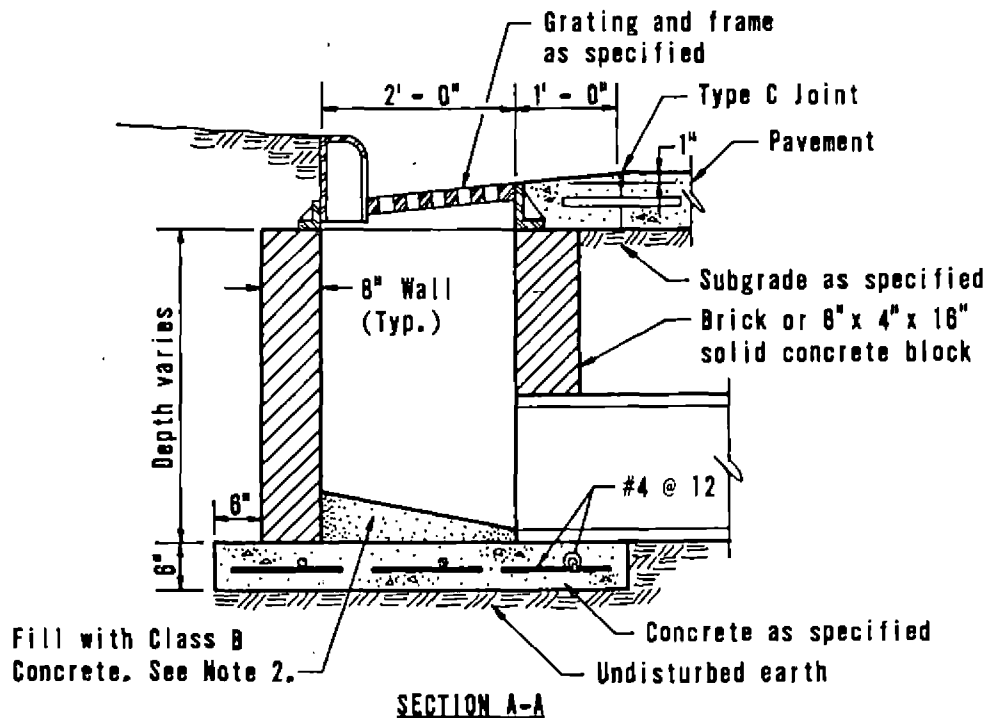
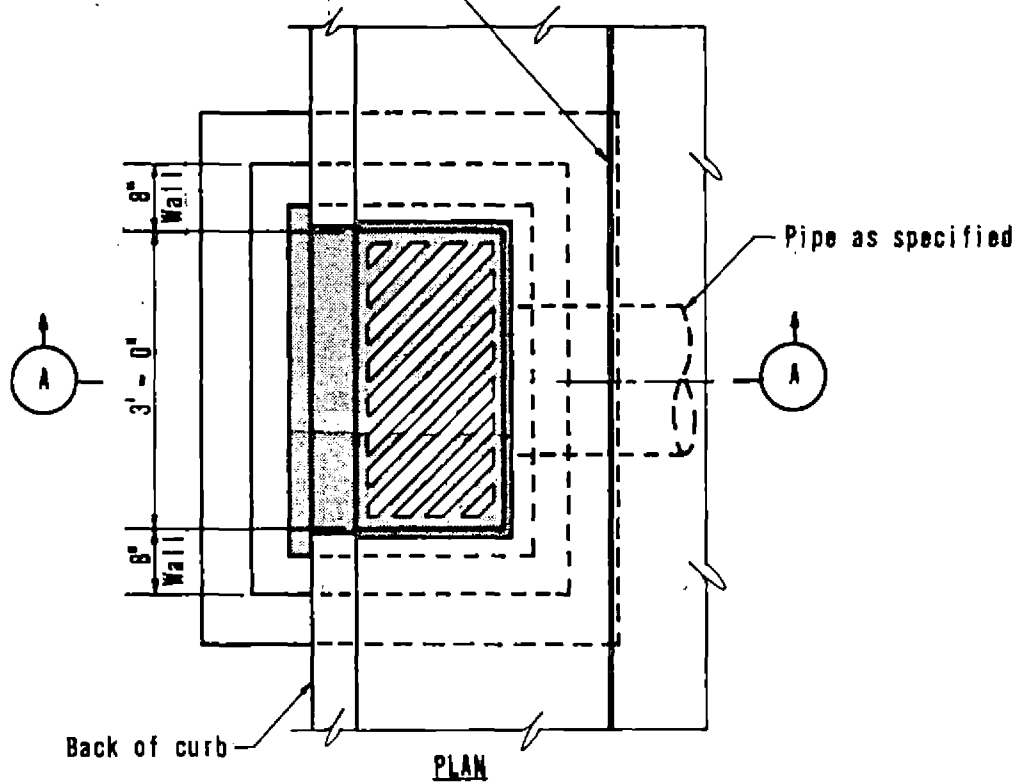
NOTE

1. Pavement reinforcing is continued to end of buried lug.

BURIED LUG DETAIL

ENGINEERS & PLANNERS		VEENSTRA & KIMM		WEST DES MOINES, IOWA
DRAWN <i>SJC</i>	CHECKED <i>GAO</i>	APPROVED <i>JWK</i>	DATE <i>1-28-77</i>	
STD. DWG. NO. 2.14				

Boxout joint parallel to ϕ of slab,
Type C Joint.

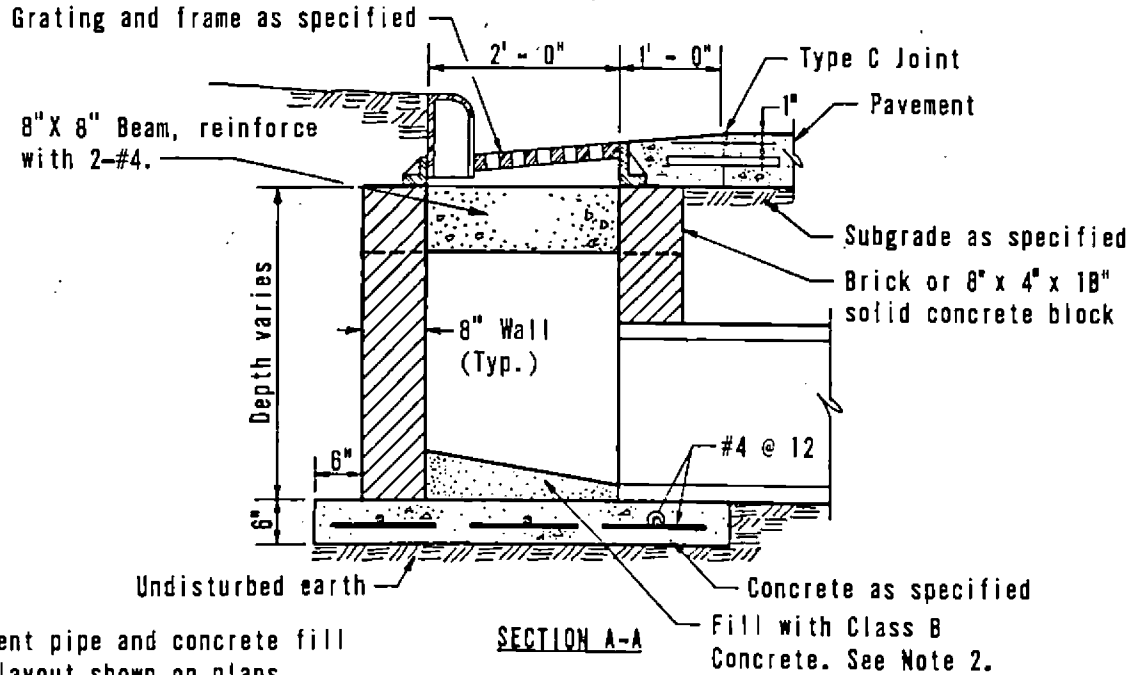
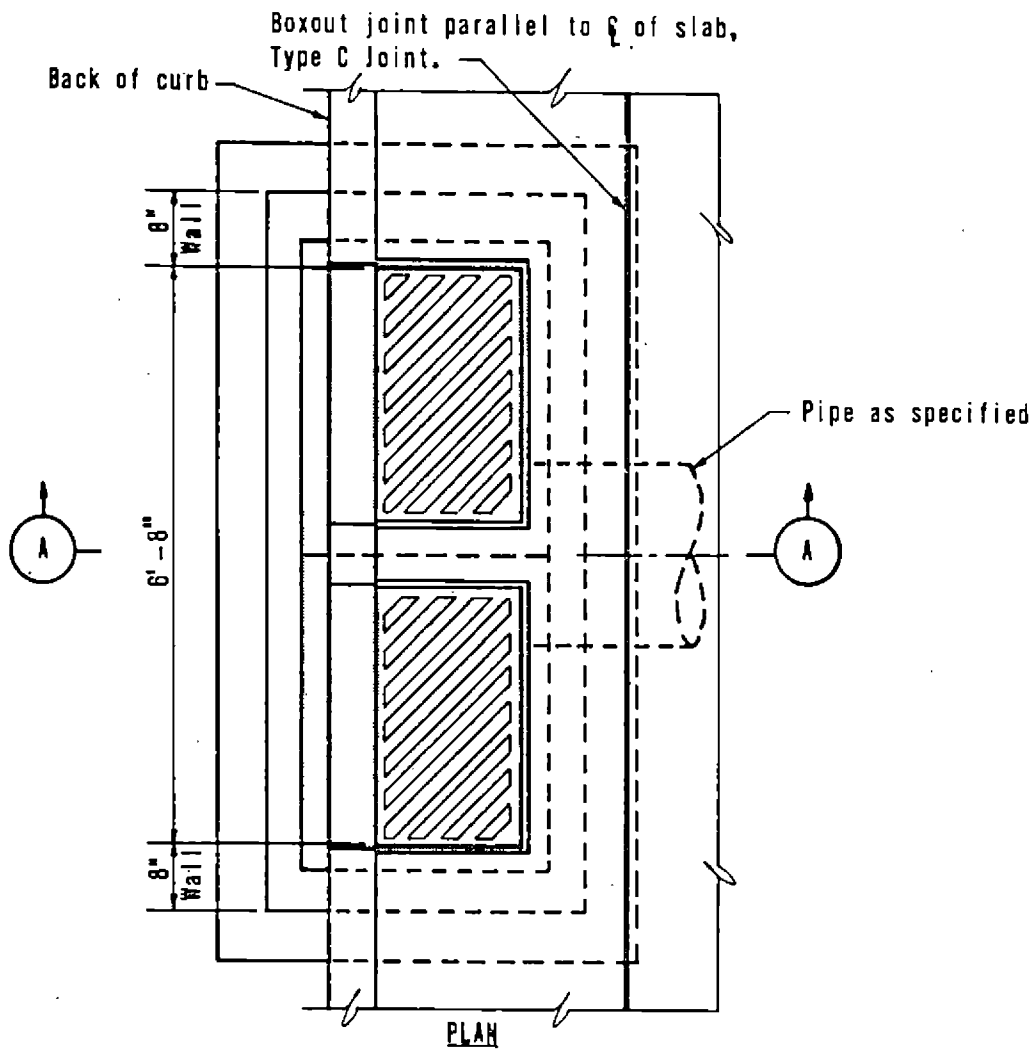


NOTES

1. Orient pipe and concrete fill to layout shown on plans.
2. Shape to drain (6" minimum depth at wall) to flow line (wall thickness of pipe min.).
3. Placement of intake in the boxout and gutter grade depressions will be established by Engineer in the field.

CURB INTAKE - TYPE A

ENGINEERS & PLANNERS		VEENSTRA & KIMM		WEST DES MOINES, IOWA
DRAWN <i>SDC</i>	CHECKED <i>EAD</i>	APPROVED <i>JDK</i>	DATE	1-28-77
STD. DWG. NO. 2.18				



NOTES

1. Orient pipe and concrete fill to layout shown on plans.
2. Shape to drain (6" minimum depth at wall) to flow line (wall thickness of pipe min.).
3. Placement of intake in the boxout and gutter grade depressions will be established by Engineer in the field.

CURB INTAKE - TYPE B

ENGINEERS & PLANNERS **VEENSTRA & KIMM** WEST DES MOINES, IOWA

DRAWN <i>SDC</i>	CHECKED <i>GAD</i>	APPROVED <i>JK</i>	DATE <i>1-28-77</i>
STD. DWG. NO. 2.19A			

RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR PHASE III A,
PART 15 - CONFERENCE CENTER PARKING LOT

RESOLVED, that sealed proposals for the construction of Phase III A, Part 15 - Conference Center Parking Lot, will be received at Building No. 1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Daylight Savings Time, September 15, 1982, at which time and place said bids will be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 16 DAY OF AUGUST, 1982.



President, Board of Directors

ATTEST:



Secretary, Board of Directors

Agreement to Lease

Theodore L. Clapper, Jr.

John E. Lundstrom, lessor, in consideration of

agreements on part of Des Moines Area Community College, lessee, herein contained, hereby leases to lessee from the 16th day of August, 1982, to the 31st day of December, 1982, the following premises in Ankeny, Polk county, state of Iowa, to wit:

Locally known as: 1439 S.E. Cortina
Ankeny, Iowa 50021

And the lessee in consideration of said leasing agrees as follows:

To pay lessor rent for said term as follows: \$900.00 dollars on the 15th day of August, 1982, and \$900.00 dollars on the 15th day of each month.

A. Agreements of Lessee

Lessee, in consideration of said leasing agrees:

1. To pay as rent for premises the sum of \$900.00 dollars per month, payable on the 15th day of each month during the term of this lease.
2. To pay all charges for gas, electric, water & any other utilities, furnished or supplied to or on the leased premises.
3. To use and occupy the premises for college classroom and/or related purposes only, and for no other object or purpose without written consent of lessor, and to not use premises for any unlawful purpose without written consent of lessor, and to not use premises for any unlawful purpose or purpose deemed extra hazardous.
4. To keep the premises in as good repair as the same shall be at the commencement of the term, wear and tear arising from the reasonable use of the same and damages by the elements excepted.
5. To permit lessor and his agents to enter on the premises or any part thereof, at all reasonable hours, for purpose of examining or exhibiting same or making such repairs or alterations as may be necessary for safety or preservation thereof.
6. Not to assign this lease nor sublet the premises or any portion thereof without written consent of lessor.
7. At expiration of this lease, to give peaceable possession of premises to lessor, in as good condition as they now are, the usual wear, inevitable accidents, and loss by fire or other casualties excepted.
8. To observe and comply with all rules, regulations and laws now in effect or which may be enacted during the continuance of this lease by any municipal, county, state or federal authorities having jurisdiction over the premises.

9. The Tenant, upon the payment of the rent herein reserved and upon the performance of all the terms of this lease, shall at all times during the lease term and during any extension or renewal term peaceably and quietly enjoy the leased property without any disturbance from the Landlord or from any other person claiming through the Landlord.

B. Agreements of Lessor

Lessor, in consideration of the agreements of lessee set forth above, agrees as follows:

1. To keep leased building in good repair.
2. Lessee may take such alterations, additions, or improvements in such parts of building as he deems necessary for his purposes, provided, however, written consent of lessor is first obtained.
3. In event that at any time during the term of this lease, the premises becomes untenable for any reason, lessee shall have the right to terminate this lease on the giving of at least 15 days written notice to lessor.
4. All fixtures erected in or attached to premises by lessee may be removed by lessee at the termination of this lease, provided (a) that such removal shall not permanently injure the building, and (b) that removal shall be made before the expiration of this lease or any extension thereof.
5. Lessor to provide snow removal without additional cost.

C. Mutual Agreements of Lessor and Lessee

1. Each party hereby releases the other from liability due to damage to property of each party and loss of rental values resulting from fire or other risks normally insured against. Such release extends to all insured risks regardless of negligence on the part of one of the parties, its agents, or employees.
2. If during the term of this lease the premises shall be destroyed by fire, the elements, or any other cause, this lease shall cease and become null and void from date of such damage or destruction and lessee shall immediately surrender premises to lessor and shall pay rent only to time of such surrender. If premises shall be damaged by fire or other cause so as to be capable of being repaired within a reasonable time as agreed by both parties, lessor shall have the option to repair the same and during time that repairs are being made lessor shall remit to lessee a just and fair portion of rent according to nature of damage sustained and according to the extent that lessee is deprived of use of premises.
3. This lease shall be deemed renewed and extended for the further term of one year from expiration of term hereby granted, unless either lessor or lessee, at least one month prior to termination thereof, shall give written notice to the other of an intention to take possession of, or to surrender, as the case may be, the premises on date fixed herein for the expiration of term. The rent during such extended term shall be at same rate as rate provided for herein, and extension shall be on the terms, conditions and agreements obtained in this lease, including this clause.
4. If lessee shall hold over, after expiration of the term hereby created, with consent of lessor, it shall be deemed a renewal of this lease, and of all the conditions and agreements therein contained for term of one year and so on from year to year until lease is terminated by either party giving to the other not less than 30 days notice of termination prior to end of any term.

5. All agreements to lease signed by Des Moines Area Community College are subject to approval by the State Board of Public Instruction.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

LESSEE:

Des Moines Area Community College
2006 S. Ankeny Boulevard
Ankeny, Iowa 50021

LESSOR:

John E. Lundstrom
Theodore L. Clapper, Jr.

By

Elton Leonard
President, Board of Directors

Eugene [Signature]
Secretary, Board of Directors

STATE OF IOWA)
) SS.
Polk COUNTY)

BE IT REMEMBERED, That on this 5th day of August A.D.,
1982 before me, the undersigned, a Notary Public in and for Polk
County, Iowa personally appeared John E. Lundstrom and Theodore L. Clapper Jr.
each to me personally known to be the identical persons JD whose names
are subscribed to the foregoing instrument, and
each severally acknowledged the execution of the same to be all
voluntary act and deed.

WITNESS my hand and official seal the day and year last above written.

Commission expires 9-30
1984

Cynthia L. [Signature]
Notary Public in and for Polk
County, Iowa

STATE OF IOWA }
Polk COUNTY } ss.

BE IT REMEMBERED, That on this 16th day of August A.D.,
1982 before me, the undersigned, a Notary Public in and for Polk County,
Iowa personally appeared Eldon Leonard and
Eugene R. Snyder, each being to me personally known,
who being by me duly sworn did on oath, depose and say that they are the President
and Secretary, respectively, of Board of Directors, Des Moines Area Community
College. That the seal affixed to said instrument is the corporate seal of
said corporation and that said instrument was signed and sealed by authority
of the Board of Directors of said corporation, and the said
Eldon Leonard and Eugene R. Snyder
acknowledged the execution thereof to be the voluntary act and deed of the said
corporation by it voluntarily executed.

Commission expires Sept. 30,
1982

Evelyn Marie Patton
Notary Public in and for Polk
County, Iowa

ATTACHMENT #8
Regular Meeting
August 16, 1982

DES MOINES AREA COMMUNITY COLLEGE

FALL 1982

ADVISORY COMMITTEES

EDUCATIONAL SERVICES

BOONE CAMPUS

NURSING PROGRAM
OFFICE OCCUPATIONS

DES MOINES AREA COMMUNITY COLLEGE
Boone
Nursing Program Advisory Committee
FALL 1982

Ms. Carolyn Rickey
P.O. Box 398
Ogden, IA 50212
Business:
Home: 275-4239
Term: 1-Year

Ms. Jana Soddors, L.P.N.
1526 Kellogg
Ames, IA 50010
Business:
Home: 232-8962
Term: 2-Year

Ms. Martha Flegal
220 South First Street
Ogden, IA 50212
Business:
Home: 275-4456
Term: 1-Year

Ms. Linda Ptack, R.N., BSN
Coordinator of Medical/Surgical Nursing
Mary Greeley Memorial Center
117 11th Street
Ames, IA 50010
Business: 239-2134
Home:
Term: 3-Year

Ms. Carol Bowman
709 1/2 Clark
Ames, IA 50010
Business:
Home: 232-2537
Term: 1-Year

Mrs. Penny A. Tiffany, R.N., BSN
Director of Nursing
Evangelical Free Church Home
112 W. 4th Street
Boone, IA 50036
Business: 432-1393
Home:
Term: 3-Year

Mrs. Marilyn Paulson
R.R. #3, Box 181
Ogden, IA 50212
Business:
Home: 275-2106
Term: 2-Year

Ms. Charlene Wilkening, R.N.
Coordinator of Medical/Surgical Nursing
Boone County Hospital
1015 Union Street
Boone, IA 50036
Business: 432-3140
Home:
Term: 3-Year

Ms. Julie Mendell
215 Monona Street
Boone, IA 50036
Business:
Home: 432-3760
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
Boone
Office Occupations Advisory Committee
FALL 1982

Ms. Barb Erickson
Exec. Sec
Emergencies Physican Surgeons
Mercy Hospital
6th & University
Des Moines, IA 50314
Business: 247-4445
Home:
Term: 1-Year

Mrs. Rhonda L. Coborn
928 Lincoln
Boone, IA 50036
Business:
Home: 432-9927
Term: 2-Year

Mr. A.J. (Toche) Terrones
Exec. Vice President Boone Chamber
817 Keeler
Boone, IA 50036
Business: 432-3342
Home:
Term: 1-Year

Ms. Nadine Buss
Executive Secretary
Veterinary Medical Diagnostic Laboratory
Iowa State University
Ames, IA 50010
Business: 294-1950
Home: 233-1514
Term: 2-Year

Mr. Don Chapman
Farm & City Realty Inc.
806 Eighth Street
Boone, IA 50036
Business: 432-3797
Home:
Term: 1-Year

Mr. James Nash
General Manager
Merit Baking Company
Box 40 - Industrial Road
Boone, IA 50036
Business: 432-4084
Home: 432-1237
Term: 3-Year

Ms. Ilah Maron
Certified Professional Secretary
Iowa State University
25 Curtiss Hall
Ames, IA 50011
Business: 294-2940
Home:
Term: 1-Year

Mrs. Sonja Bell
Office Coordinator
Scheman Building
Iowa State Center
Ames, IA 50011
Business: 432-6060
Home:
Term: 3-Year

Ms. Judy Kochel
Steno Clerk
Chicago & NW Trans. Co.
915 1/2 Ninth Street
Boone, IA 50036
Business: 432-3943
Home:
Term: 2-Year

BUSINESS/MANAGEMENT

ACCOUNTING

AGRI BUSINESS

BANKING

DATA PROCESSING

HOSPITALITY CAREERS

INDUSTRIAL MARKETING & MANAGEMENT

LEGAL SECRETARIAL

MEDICAL SECRETARIAL

OFFICE OCCUPATIONS

RETAIL & FASHION MERCHANDISING

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Accounting Advisory Committee
FALL 1982

Mr. Alan D. Opheim
Controller
Royal B Wholesale Co.
643 Des Moines St.
Des Moines, IA 50316
Business: 288-3355
Home:
Term: 1-Year

Mrs. Barbara Schippers
Hawkeye Security Insurance
1017 Walnut Street
Des Moines, IA 50307
Business: 245-4043
Home: 287-3264
Term: 3-Year

Mr. Roland Eppert
Central Tractor Co.
1515 E. Euclid
Des Moines, IA 50313
Business: 266-3101
Home:
Term: 1-Year

Mr. Jim Henkel
813 Keeler Street
Boone, IA 50036
Business: 432-8636
Home:
Term: 3-Year

Mr. Clyde Varney
Pester Corporation
3rd & Keo
Des Moines, IA 50309
Business: 282-5000
Home:
Term: 1-Year

Dr. Jerry Francis
Drake University
26th & University
Des Moines, IA 50311
Business: 271-2720
Home:
Term: 3-Year

Mr. Don Banning
Manager - Accounting
Dial Financial Center
207 9th Street
Des Moines, IA 50307
Business: 243-2131
Home:
Term: 1-Year

Mr. Wendell Dickey
State of Iowa Dept. of Revenue
Hoover Building
Des Moines, IA 50319
Business: 281-8020
Home: 276-3868
Term: 3-Year

Mr. Bentley DeMars
Controller & Treasurer
Cadco
10100 Douglas
Des Moines, IA 50322
Business: 276-5417
Home:
Term: 3-Year

Mr. Mel Holthus
Dept. of Industrial Administration
Iowa State University
Ames, IA 50010
Business:
Home: 432-8940
Term: 3-Year

Page Two
Accounting Advisory Committee

Mrs. Nancy Eklov
National Travelers Life Co.
820 Keo Way
Des Moines, IA 50309
Business: 283-0101
Home: 833-2705
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Agri-Business Advisory Committee
FALL 1982

Mr. Dan Murphy
Committee Chairman
Dan Murphy Company
1533 Linden
Des Moines, IA 50309
Business: 283-2739
Home:
Term: 1-Year

Mr. Ivan Wikner
Pioneer Seed Company
Johnston, IA 50131
Business: 270-3372
Home:
Term: 2-Year

Mr. Roger Davis
President
Davis Equipment Corp.
6212 E. 14th Street
Des Moines, IA 50313
Business: 289-1600
Home:
Term: 1-Year

Mr. Lewis Baer
Baer Agricultural Supply
Waukee, IA 50263
Business: 987-4763
Home:
Term: 2-Year

Mr. Charles Laverty
Laverty Elevator, Inc.
Box 198
Indianola, IA 50125
Business: 961-2505
Home:
Term: 1-Year

Mr. Chris Gilmore
Waukee Coop
Waukee, IA 50263
Business: 987-4511
Home:
Term: 2-Year

Mr. Lawrence E. Myers
Rt. 1
Dallas Center, IA 50063
Business:
Home: 992-3004
Term: 1-Year

Mr. Veryl Sanderson
Free-Lance Writer
Maynard Printing Co.
801 Park Street
Des Moines, IA 50309
Business: 282-9164
Home:
Term: 2-Year

Mr. Robert L. Skinner
Executive Vice-President
Iowa Grain & Feed Association
2882 106th Street
Des Moines, IA 50322
Business: 276-0066
Home:
Term: 2-Year

Mr. Joe Krutsinger
Financial Futures Specialist
Archer Commodities, Inc.
3200 Ingersoll
Des Moines, IA 50312
Business: 274-0111
Home:
Term: 2-Year

Page Two
Agri-Business Advisory Committee

Mr. Mark Taylor
Deputy Director
Iowa Fertilizer & Chemical
323 University Avenue
Des Moines, IA 50314
Business: 282-9659
Home:
Term: 2-Year

Mr. Steve Birchmier
Maxwell, IA 50161
Business:
Home: 382-4834
Term: 3-Year

Mr. Robert Lounsberry
Secretary of Agriculture
State Dept. of Agriculture
State Capitol Building
Des Moines, IA 50319
Business: 281-5321
Home:
Term: 3-Year

Mr. Roger VanGorp
Farmland Industries
1661 East Aurora
Des Moines, IA 50316
Business: 266-2233
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Banking Advisory Committee
FALL 1982

Ms. Beth McGeough
Installment Loan Officer
Warren County Brenton Bank & Trust Co.
P. O. Box 157
Indianola, IA 50125
Business: 961-5321
Home:
Term: 1-Year

Ms. Sandy Lamb
Central National Bank
Locust & Sixth Ave.
Des Moines, IA 50309
Business: 245-7082
Home:
Term: 2-Year

Mr. Kent M. Gaudian, B.S.
Credit Analyst
West Des Moines State Bank
1601-22nd St.
West Des Moines, IA 50265
Business: 225-2300
Home: 223-8581
Term: 2-Year

Mr. Timothy Byrnes
Union State Bank
201 W. Court
Winterset, IA 50273
Business: 462-21101
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Data Processing Advisory Committee
FALL 1982

Mr. Ed Coffman
Farm Bureau Life Ins. Co.
5400 University
West Des Moines, IA 50265
Business: 225-5725
Home:
Term: 1-Year

Mr. Bob Myers
Aid Insurance
Box 974
701 5th Ave.
Des Moines, IA 50304
Business: 280-4320
Home:
Term: 2-Year

Mr. Loran Vanden Oever
Rolscreen Company
102 Main Street
Pella, IA 50219
Business: 628-1000
Home:
Term: 1-Year

Mr. Ernie Moore
American Republic Ins. Co.
6th & Keo Way
Des Moines, IA 50309
Business: 245-2330
Home:
Term: 2-Year

Ms. Diane Schulze
Meredith Corp.
111 10th
Des Moines, IA 50309
Business: 284-2849
Home:
Term: 1-Year

Mr. Tom Cox
Dial Financial Corp.
207 Ninth St.
Des Moines, IA 50307
Business: 243-2131
Home:
Term: 3-Year

Mr. Ed Bowles
Farmers Casualty Co.
Data Processing
1300 Woodland
West Des Moines, IA 50265
Business: 223-9438
Home: 989-0653
Term: 1-Year

Mr. Charles C. Hilsenbeck
Mgr. D.P.
Kirke - Van Orsdel Computer Services
777 3rd
Des Moines, IA 50309
Business: 243-1776
Home: 262-6603
Term: 3-Year

Mr. Greg Ruble
Pioneer Data Systems
7200 NW 62nd Avenue
P. O. Box 184
Johnston, IA 50131
Business: 270-3241
Home:
Term: 1-Year

Ms. Julie Herring
Ardan
2320 Euclid Ave.
Des Moines, IA 50317
Business: 281-9600
Home:
Term: 3-Year

Page Two
Data Processing Advisory Committee

Mr. Donald R. Stites
Senior Systems Analyst
Bankers Life
Planning Dept.
711 High
Des Moines, IA 50307
Business: 247-5413
Home: 223-4170
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Hospitality Careers Advisory Committee
FALL 1982

Mr. Tom Carlson
Drake University
Olmstead Center
Des Moines, IA 50311
Business: 271-3988
Home:
Term: 1-Year

Ms. Glee Warren
Catering & Bar Manager
Embassy Club
666 Walnut
Des Moines, IA 50309
Business: 243-0514
Home:
Term: 1-Year

Mrs. Virginia Lodge
Des Moines Tech
18th and Grand
Des Moines, IA 50309
Business: 284-7846
Home:
Term: 1-Year

Ms. Sheila Griffin
Cafeteria Manager
Des Moines Area Community College
Bldg. 7, Food Service
2006 S. Ankeny Blvd.
Ankeny, IA 50021
Business: 964-6402
Home:
Term: 1-Year

Mr. Craig Walters
Executive Vice President
Iowa Hotel Motel Association
515 28th Street
Des Moines, IA 50312
Business: 283-2000
Home:
Term: 1-Year

Mr. Judd Baker
Food & Associate Director
Memorial Union
Iowa State University
Ames, IA 50012
Business: 294-1437
Home:
Term: 1-Year

Mr. Stewart Hinerfeld
Executive Chef, Owner
Aunt Maude's Restaurant
Ames, IA 50010
Business: 232-4800
Home:
Term: 1-Year

Mr. Bill Ohnemus
Central Commissary Manager
Drake University
P. O. Box 369
Waukee, IA 50263
Business: 271-2261
Home:
Term: 1-Year

Mr. Russ Meisner
General Manager
Sheraton Motel
11040 Hickman Road
Des Moines, IA 50322
Business: 278-5575
Home:
Term: 1-Year

Mr. Mike Panza
Executive Chef
Marriott Hotel
700 Grand Avenue
Des Moines, IA 50309
Business: 245-5500
Home:
Term: 1-Year

Page Two
Hospitality Careers Advisory Committee

Mr. Robert Newell
Line Chef
Des Moines Club
1021 NW Applewood
Ankeny, IA 50021
Business: 244-2177, Ext. 11
Home: 964-2779
Term: 1-Year

Mr. Frank Gregroich
General Manager
Des Moines Golf & Country Club
I-80 & Ashworth Road
West Des Moines, IA 50265
Business: 225-1148
Home:
Term: 1-Year

Mr. Les Davis
Executive Secretary
Iowa Restaurant Association
415 Shops Building
Des Moines, IA 50314
Business: 282-8304
Home:
Term: 1-Year

Ms. Vera Smith
Director of Food Service
Wesley Acres
3520 Grand
Des Moines, IA 50309
Business: 274-3040
Home:
Term: 1-Year

Mr. Bill Henss
General Manager
Walnut Creek Inn
1258 8th Street
West Des Moines, IA 50265
Business: 223-1212
Home:
Term: 1-Year

Mr. Mike Corwin
General Manager
Travel Lodge
5055 Merle Hay Road
Des Moines, IA 50324
Business: 276-5411
Home:
Term: 1-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Ind. Marketing & Management Advisory Committee
FALL 1982

Mr. Walley B. Boe
Nabisco, Incorporated
Box 896
Des Moines, IA 50304
Business: 265-5369
Home:
Term: 1-Year

Mr. Jack A. Alber
Sony Corporation
729 SE Hart
Des Moines, IA 50315
Business:
Home: 285-9000
Term: 2-Year

Mr. Terry Shane
John Deere Des Moines Works
Box 1595
Des Moines, IA 50306
Business: 283-3887
Home:
Term: 1-Year

Mr. Glenn A. Westra
Wallace Business Forms
Suite A
3200 Ingersoll
Des Moines, IA 50312
Business: 277-1639
Home: 964-2464
Term: 3-Year

Ms. Adreana Roan
Standard Bearing of Des Moines
2350 Hubbell
Des Moines, IA 50317
Business: 265-5261
Home:
Term: 1-Year

Mr. James W. Husayko
VP & General Manager
NAPA Distribution Center
2222 East Douglas
Des Moines, IA 50313
Business: 262-9704
Home: 964-7706
Term: 3-Year

Mr. Richard M. Ervin
President
Iowa Machinery & Supply Co. Inc.
1711 2nd Ave.
Des Moines, IA 50314
Business: 288-0123
Home: 276-7568
Term: 2-Year

Mr. Mark W. Harris
Terminal Mgr., Sales Mgr.
Warren Transport, Inc.
Box 26
Ankeny, IA 50021
Business: 289-1123
Home: 964-7706
Term: 3-Year

Mr. William W. Dessauer
Product Components Inc.
P.O. Box 86
Clive, IA 50053
Business: 223-6151
Home: 279-4215
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Legal Secretarial Advisory Committee
FALL 1982

Mrs. Joyce Landis
Belin, Harris, Helmick & Lovrien
2000 Financial Center
Des Moines, IA 50309
Business: 243-7100
Home:
Term: 1-Year

Mr. Jim Sayre
Attorney
Dreher, Wilson, Adams & Jensen
200 Stephens Bldg.
Des Moines, IA 50309
Business: 288-0247
Home:
Term: 2-Year

Ms. Sherry Levine
2917 35th Street
Des Moines, IA 50310
Business:
Home: 223-0209
Term: 1-Year

Mrs. Louise Anderson
Pasley, Singer, Pasley, Holm, & Timmons
323 6th St.
Ames, IA 50010
Business: 232-4732
Home:
Term: 2-Year

Mr. Tom Bolton
Iowa Assn. of Electrical Coop.
Suite 48
8525 Douglas Ave.
Urbandale, IA 50322
Business: 276-5350
Home:
Term: 1-Year

Mrs. True Sherman
Retired
2904 Patricia Drive
Des Moines, IA 50322
Business:
Home: 276-4218
Term: 2-Year

Mrs. Willie S. Glanton
Attorney
Small Business Administration
749 Federal Bldg.
210 Walnut
Des Moines, IA 50309
Business: 284-4422
Home: 282-9682
Term: 1-Year

Ms. Sandra J. Winters
Trust Officer
Union Story Trust & Savings Bank
405 Main
Ames, IA 50010
Business: 232-8200
Home: 292-3079
Term: 2-Year

Mrs. Joanne Hamand
Zarley, McKee, Thomte, Voorhees & Sease
2400 Ruan Center
Des Moines, IA 50309
Business: 288-3667
Home:
Term: 2-Year

Ms. Kathy Ruble
Swift, Brown, and Winisk
1200 Register & Tribune Bldg.
Des Moines, IA 50309
Business: 283-2076
Home:
Term: 3-Year

Page Two
Legal Secretarial Advisory Committee

Ms. Barbara Czizek
1137 44th St., #2
Des Moines, IA 50311
Business: 283-3184
Home: 265-7466
Term: 3-Year

Mrs. Ann Herteen
Thomas, Schoenthal, Davis, Hockenberg, & Wine
Personnel Department
2300 Financial Center
Des Moines, IA 50309
Business: 243-2300
Home:
Term: 3-Year

Mrs. Maxine Willits
Dickinson Law Firm
1600 Financial Center
Des Moines, IA 50309
Business: 244-2600
Home:
Term: 3-Year

Mrs. Deborah K. Stewart
5902 Hickman, Apt. 7
Des Moines, IA 50322
Business:
Home: 274-5118
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Medical Secretarial Advisory Committee
FALL 1982

Mr. Woodrow Peterson
Personnel Officer
Veterans Administration
210 Walnut Street
Des Moines, IA 50309
Business: 284-4292
Home: 285-0423
Term: 1-Year

Mrs. De Betts
Iowa Lutheran Hospital
University at Penn
Des Moines, IA 50316
Business: 283-5170
Home:
Term: 2-Year

Ms. Renita Pauley
Central Iowa Orthopedics
1301 Penn Ave., Suite 404
Des Moines, IA 50316
Business: 274-9291
Home:
Term: 1-Year

Mrs. Donna Paris, ART
Boone County Hospital
Boone, IA 50036
Business: 432-3140
Home:
Term: 2-Year

Ms. Pam Larsen
RR #2
Diagonal, IA 50865
Business:
Home:
Term: 1-Year

Mr. Larry Leaverton
Small Business Administration, SCORE
110 51st Street
Des Moines, IA 50312
Business:
Home: 274-3264
Term: 2-Year

Mrs. Dorla Sansom, CMAA
Mid-Iowa Obstetrics & Gynecology
1212 Pleasant Street
Des Moines, IA 50309
Business: 243-8842
Home:
Term: 1-Year

Mrs. Maureen Hallett
Supervisor, Medical Secretaries
McFarland Clinic
12th & Douglas
Ames, IA 50010
Business: 239-4400
Home:
Term: 2-Year

Mrs. Lillian Mapp, R.R.A.
7509 Palm Drive
Urbandale, IA 50322
Business:
Home: 276-5312
Term: 1-Year

Mrs. Teri Kappleman
Systems Coordinator
Wilden Clinic
717 Lyon
Des Moines, IA 50316
Business: 288-7081
Home:
Term: 2-Year

Page Two
Medical Secretarial Advisory Committee

Mr. Forest D. Ellson
Administrative Officer
National Animal Disease Lab
Ames, IA 50010
Business: 232-0250
Home:
Term: 3-Year

Mrs. Jean Kuskulis
Dr. 's Richard and Robinson
Suite 203
1212 Pleasant Street
Des Moines, IA 50309
Business: 244-8169
Home:
Term: 3-Year

Dr. Mearl Kilmore
8409 Ridgemont Drive
Des Moines, IA 50322
Business:
Home:
Term: 3-Year

Ms. Patricia Monk
Business Manager
Internal Medical Clinic
2932 Ingersoll Avenue
Des Moines, IA 50312
Business: 288-2291
Home:
Term: 3-Year

Mrs. Betty Ehlert, CMA-A
Business Manager
Dr. A. Clemens
1039 5th Avenue
Des Moines, IA 50314
Business: 282-0566
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Office Occupations Advisory Committee
FALL 1982

Mrs. Nina Smith
Admin. Assist.
Blue Shield
Ruan Center
636 Grand Ave.
Des Moines, IA 50307
Business: 245-4548
Home:
Term: 1-Year

Ms. Pat A. Patrick
Secretary
Dept. of Architecture
Iowa St. University
156 College of Design
Ames, IA 50011
Business: 294-4718
Home:
Term: 2-Year

Ms. Darlene Bradner
General Growth Properties
215 Keo
Des Moines, IA 50309
Business: 281-9100
Home:
Term: 1-Year

Mr. Al Price
Data Processing Administrator
Iowa Liquor Control Department
1918 SE Hulsizer
Ankeny, IA 50021
Business: 964-6841
Home:
Term: 2-Year

Ms. Diane Webb
Ruan Transport Corp.
3200 Ruan Center
666 Grand Avenue
Des Moines, IA 50309
Business: 245-2500
Home:
Term: 1-Year

Mrs. Mary I. Crewse
Dept. of Social Services
3115 Indianola Road
Des Moines, IA 50315
Business: 286-3540
Home: 280-9642
Term: 2-Year

Ms. Anita Hatfield
Dictaphone
8345 University Blvd., Suite C
Des Moines, IA 50311
Business: 223-8405
Home:
Term: 1-Year

Ms. Kathy Morrison
Peat, Marwick, Mitchell Company
2500 Ruan Center
Des Moines, IA 50309
Business: 288-7465
Home:
Term: 3-Year

Ms. Ruth Kuehl
4620 SE 4th, Suite 101
Des Moines, IA 50315
Business: 247-6237
Home:
Term: 2-Year

Mr. Floyd Sievers
Personnel Officer
Department of Public Instruction
Grimes State Office Bldg.
Des Moines, IA 50319
Business: 281-3191
Home:
Term: 3-Year

Page Two
Office Occupations Advisory Committee

Mrs. Nancy Nelson
Branch Manager
Staff I, Inc.
300 Hubbell Bldg.
Des Moines, IA 50309
Business: 282-1605
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Business/Management
Retail & Fashion Merchandising Advisory Committee
FALL 1982

Mr. Eugene B. Harris
Harris T.V. & Appliance
335 Lincoln Way
Ames, IA 50010
Business: 232-1109
Home:
Term: 1-Year

Mr. Kenneth (Jim) J. Black
Manager
610 Davis
Frontier Food Market
Polk City, IA 50226
Business: 984-6113
Home: 984-6630
Term: 2-Year

Ms. Deb Carter
Sales Manager
KFJB
Marshalltown, IA 50158
Business: 753-3361
Home:
Term: 1-Year

Mr. Ronald Wolfe
Division Manager
Sears
Merle Hay Mall
Des Moines, IA
Business: 278-7248
Home: 276-3030
Term: 2-Year

Ms. Joan Lund
Manager
Casual Corner
Merle Hay Mall
Des Moines, IA 50310
Business: 278-5251
Home:
Term: 1-Year

Mr. Tim Sitzman
Sitzman's Men's Wear
1606 NW 1st
Ankeny, IA 50021
Business: 964-5931
Home:
Term: 3-Year

Mr. Robert Thompson
President
Clark Thompson Furniture
920 E. 21st St.
Des Moines, IA 50312
Business: 262-9734
Home:
Term: 1-Year

Mr. Dennis Williams
Assistant Manager
Plywood Minnesota
5085 NE 17th Court
Des Moines, IA 50313
Business: 265-7304
Home: 984-6304
Term: 3-Year

Mr. Jim A. Johnson
Senior Merchandise Manager
J.C. Penney
2901 Grand Ave.
824 Wilson
Ames, IA 50010
Business: 233-3450
Home: 233-2479
Term: 2-Year

DISTRICT CAMPUS

AUTO SERVICE - CARROLL

BUILDING MAINTENANCE - CETA

BUILDING TRADES - CARROLL

BUSINESS OCCUPATIONS - CETA

CARROLL FIRST YEAR NURSING

ELECTRICAL TRADES - KNOXVILLE

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Auto Service - Carroll Advisory Committee
FALL 1982

Mr. Mel Schaefer
Mel's Repair
427 W 8th
Carroll, IA 51401
Business: 712-792-2509
Home:
Term: 1-Year

Mr. Eugene J. Muhlbauer
Muhlbauer Repair
Box 95
Halbur, IA 51444
Business: 712-658-2581
Home: 712-658-2492
Term: 3-Year

Mr. Gerald Haubrich
RR 3
Carroll, IA 51401
Business: 712-669-3680
Home:
Term: 1-Year

Mr. Ray Beckam
Parts Manager
Koberg Chevrolet
1908 N. Main
Carroll, IA 51401
Business: 712-792-2674
Home:
Term: 2-Year

Mr. Allan Hunter
Service Manager
Griffith Ford Mercury
Jct. Highway 71 & 30
Carroll, IA 51401
Business: 712-792-1505
Home:
Term: 2-Year

Mr. Tom Snyder
Sieg Company
711 Mockingbird Drive
Carroll, IA 51401
Business: 712-792-9286
Home: 712-792-5239
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Building Maintenance, CETA Advisory Committee
FALL 1982

Mr. Darl Schooler
618 SW Emma
Des Moines, Iowa 50315
Business:
Home: 285-8784
Term: 1-Year

Mr. Larry Overton
National By-Products, Inc.
S.E. 18th & Scott
Des Moines, Iowa 50317
Business: 265 0381
Home:
Term: 2-Year

Mr. Don Broman
3935 4th St.
Des Moines, Iowa 50313
Business:
Home: 280-1460
Term: 1-Year

Mr. Charles R. Crouch
1707 Ash
Dallas Center, IA 50063
Business:
Home:
Term: 2-Year

Mr. Doug Ireland
Capitol Sanitary Supply Co.
111 11th
Des Moines, Iowa 50309
Business: 244-4291
Home:
Term: 1-Year

Mr. Leonard Leo
2021 NW Hickory Lane
Ankeny, IA 50021
Business:
Home: 964-7809
Term: 2-Year

Mr. Gordon Rowe
4011 Ovid
Des Moines, Iowa 50310
Business: 964-6266
Home: 255-2402
Term: 1-Year

Mr. Eber Kappleman
RR 3
Indianola, IA 50125
Business:
Home: 961-4500
Term: 2-Year

Mr. Harold LaFery
1721 E. 21st
Des Moines, Iowa 50317
Business:
Home: 266-3978
Term: 1-Year

Mr. Paul James
1616 E. 8th Street
Des Moines, IA 50316
Business:
Home: 266-2988
Term: 3-Year

Page Two
Building Maintenance-CETA

Mr. Loyd Hairston
537 - 14th Street
West Des Moines, IA 50265
Business:
Home: 255-0590
Term: 3-Year

Mr. David Cromer
3801 E. University
Des Moines, IA 50317
Business:
Home: 266-0499
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Building Trades - Carroll Advisory Committee
FALL 1982

Mrs. Pat J. Beck
1321 N. Main Street
Carroll, IA 51401
Business: 712-792-1134
Home: 712-792-1513
Term: 1-Year

Mr. Don L. Sporrer
825 Salinger Ave.
Carroll, IA 51401
Business: 712-792-4258
Home: 712-792-9572
Term: 2-Year

Mr. Clayton Broich
1742 Pike Avenue
Carroll, IA 51401
Business: 712-792-4261
Home:
Term: 1-Year

Mr. Paul A. Walz
Superintendent
Walz Construction Co.
306 N. Main Street
Carroll, IA 51401
Business: 712-792-1187
Home:
Term: 2-Year

Mr. Louis P. Hinners
Rt. 1
Arcadia, IA 51430
Business:
Home: 689-2548
Term: 1-Year

Mr. Wayne D. Halbur
Halbur Realty Co.
225 West 4th
Carroll, IA 51401
Business: 712-792-2866
Home:
Term: 2-Year

Mr. Don Mikkelsen
RR #1
Dedham, IA 51440
Business:
Home:
Term: 1-Year

Mr. Larry J. Lenz
1320 N. Grant Road
Carroll, IA 51401
Business: 712-792-5080
Home: 712-792-9788
Term: 3-Year

Mr. Virgil J. Baumhover
Baumhover Construction Inc.
621 E. 11th
Carroll, IA 51401
Business: 712-792-1415
Home: 712-792-9831
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Business Occupations, CETA Advisory Committee
FALL 1982

Mr. Don Adams
Branch & Mgt Services Specialist
Dial Finance Corp.
207 9th St.
Des Moines, Iowa 50307
Business: 243-2131 Ext. 353
Home:
Term: 1-Year

Mr. Wil Smith
Senior Personnel Officer
Iowa Des Moines National Bank
Seventh & Walnut
Des Moines, Iowa 50309
Business: 245-3357
Home:
Term: 2-Year

Ms. Darlene Willis
Chief Operator
Des Moines Register & Tribune
715 Locust Street
Des Moines, Iowa 50309
Business: 284-8050
Home:
Term: 1-Year

Mr. David F. Robinson
Personnel Director
Equitable Life Assurance Society of U.S.
3001 Westown Parkway
West Des Moines, IA 50265
Business: 223-6915
Home:
Term: 2-Year

Mr. William (Bill) Strait
Directory Advertising Representative
Northwestern Bell Telephone Co.
Suite 500
1200 35th St.
West Des Moines, Iowa 50265
Business: 225-4980
Home: 278-2616
Term: 1-Year

Ms. Barbara Decker
Employment/Safety Administrator
Diamond Lab
P. O. Box 863
Des Moines, Iowa 50304
Business: 262-9341
Home:
Term: 3-Year

Mr. Clifford R. Johnson
Front Office Manager
Hotel Fort Des Moines
10th & Walnut
Des Moines, Iowa 50309
Business: 243-548
Home:
Term: 2-Year

Ms. Betty J. Taft
6000 Cottage Drive
Des Moines, IA 50311
Business:
Home: 277-2555
Term: 3-Year

Mr. Warren F. Pitcher
Ruan Leasing Co.
P.O. Box 855
Des Moines, Iowa 50304
Business: 245-2775
Home:
Term: 2-Year

Mr. Clarence N. Dickson
New Accounts Representative
United Central Bank of Des Moines
Box 817
Des Moines, IA 50304
Business: 245-7369
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Carroll First Year Nursing Advisory Committee
FALL 1982

Mr. Dick Hogan
Counselor
Carroll Community Schools
Carroll, IA 51401
Business: (712) 792-2322
Home: (712) 792-1533
Term: 1-Year

Mr. Roger Trachsel
1902 Benjamin
Carroll, IA 51401
Business:
Home: 712-792-1278
Term: 2-Year

Mrs. Deb Collison, LPN
R.R. 3
Carroll, IA 51401
Business:
Home: (712) 792-1452
Term: 1-Year

Ms. Renee Rains, R.N.
529 Troy Drive
Carroll, IA 51401
Business:
Home: 712-792-4647
Term: 2-Year

Mr. Don Wuertz
Pastor
St. Paul Lutheran Church
1819 Highland Drive
Carroll, IA 51401
Business: (712) 792-4354
Home: (712) 792-3412
Term: 1-Year

Ms. Edna Schluter
Co-Administrator
Carroll Health Center
Lake View, IA 51450
Business: (712) 792-9284
Home: (712) 657-2520
Term: 3-Year

Ms. Pat Hogan, R.N.
241 Perch
Carroll, IA 51401
Business:
Home: 712-792-2042
Term: 1-Year

Miss Julie A. Henkenius, LPN
RR #1
Arcadia, IA 51430
Business: 712-792-3581
Home: 712-689-2313 or 792-3578
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
District Campus
Electrical Trades - Knoxville Advisory Committee
FALL 1982

Mr. Bill Vaske
Plant Engineer
Hormel
Knoxville, IA 50138
Business: 842-6841
Home:
Term: 1-Year

Mr. Dennis Blasberg
Engineer
Iowa Power and Light
Box 71
Knoxville, IA 50138
Business: 842-3111
Home:
Term: 2-Year

Mr. Jerome Schakel
Maintenance Engineer
Pella Rolscreen
Pella, IA 50219
Business: 628-1000
Home:
Term: 1-Year

Mr. Dean Wilson
Systems Technologist
3M Corporation
1318 E. Main
Knoxville, IA 50138
Business: 828-7000
Home: 842-3347
Term: 2-Year

Mr. John Young
City Electrical Inspector
Knoxville, IA 50138
Business: 842-3146
Home: 943-2418
Term: 1-Year

Mr. Merle Clement
Maintenance Engineer
Pella Rolscreen
102 E. Main
Pella, IA 50219
Business: 628-1000, Ext. 491
Home: 628-1944
Term: 2-Year

Mr. Francis Spaur
Spaur Electric
R.R. 2
Knoxville, IA 50138
Business: 842-5125
Home:
Term: 2-Year

Mr. Glen A. Haizlip
Division Construction Manager
Continental Telephone Co. of Iowa
108 East Marion
Knoxville, IA 50138
Business: 828-8223
Home: 842-3046
Term: 3-Year

Mr. Richard Sullivan
RR 5
Knoxville, IA 50138
Business: 842-2590
Home: 842-2590
Term: 2-Year

HEALTH SERVICES

ASSOCIATE DEGREE NURSING

COMMERCIAL HORTICULTURE

DENTAL ASSISTANT

DENTAL HYGIENE

MEDICAL ASSISTANT

MEDICAL LABORATORY TECHNICIAN

PRACTICAL NURSING ANKENY

RESPIRATORY THERAPY

SURGICAL TECHNOLOGIST

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Associate Degree Nursing Advisory Committee
FALL 1982

Ms. Nicolette Ellis
7140 NW 22nd Street
Ankeny, IA 50021
Business: 283-5142
Home: 289-1267
Term: 1-Year

Ms. Terri Hockins, R.N.
Head Nurse 3 South
Mercy Hospital
Apt. #57
1854 82nd St.
Des Moines, IA 50322
Business: 247-3300
Home: 278-0366
Term: 2-Year

Ms. Donna Miller
521 28th Street
West Des Moines, IA 50265
Business: 266-2651
Home: 225-0540
Term: 1-Year

Ms. Neta McCleary
Director of Nursing
Broadlawns Medical Center
18th & Hickman Streets
Des Moines, IA 50314
Business: 282-2258
Home:
Term: 3-Year

Mrs. Janet M. Thompson, R.N.
Staff Nurse
Convalescent Home for Children
4260 Baseline
Des Moines, IA 50313
Business:
Home: 282-8498
Term: 1-Year

Ms. Mary Booth, R.N.
Diabetes Education Nurse
Des Moines General Hospital
1425 SE Virginia
Des Moines, IA 50320
Business: 265-9640
Home: 280-1621
Term: 3-Year

Ms. Margaret Granberg
Consumer, Health Services
1390 South State, Farm Road
West Des Moines, IA 50265
Business:
Home:
Term: 2-Year

Ms. Sue Feilmeier
Director Family Planning
Community Opportunities
P.O. Box 427
603 West 8th Street
Carroll, IA 51401
Business: (712) 792-9266
Home: (712) 792-4218
Term: 3-Year

Ms. Suzanne Mains
Asst. Dir. Nursing Education
Mercy Hospital School of Nursing
6th & University Avenues
Des Moines, IA 50314
Business: 247-3290
Home: 274-4218
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Commercial Horticulture Advisory Committee
FALL 1982

Mr. Vic Scott
Heard's Garden
5355 Merle Hay Rd.
Des Moines, IA
Business: 276-4533
Home:
Term: 1-Year

Mr. Lyle Cox
Owner & Manager
Central Iowa Wholesale Floral, Inc.
6100 Hickman Road
Des Moines, IA 50322
Business: 277-3962
Home:
Term: 2-Year

Mr. Dick Boesen
Owner & Manager
Boesen the Florist
2422 Beaver Rd.
Des Moines, IA 50310
Business: 274-4761
Home:
Term: 1-Year

Mr. Gene Jennings
Hyperion Field Club
Grimes, IA 50111
Business: 276-0016
Home:
Term: 2-Year

Ms. Elaine Roys
General Manager
Dan's Foliage Plus
Junction 141-169
P. O. Box 43
Perry, IA
Business: 676-2081
Home: 795-3118
Term: 1-Year

Mr. Phil Cafferty
Ames Nursery
Hwy 69
Ames, IA 50010
Business: 232-2840
Home:
Term: 2-Year

Mrs. Sandy Taylor
Manager
Ankeny Floral & Gift
106 NW 9th
Ankeny, IA 50021
Business: 964-3940
Home: 965-1257
Term: 1-Year

Mr. Gary Maier
Owner & Mgr.
Maier Tree Care Service Center, Inc.
3973 Lay Street
Des Moines, IA 50317
Business: 265-4485
Home: 265-3375
Term: 2-Year

Mr. Jack Rush
1334 Watrous
Des Moines, IA 50315
Business:
Home: 244-0027
Term: 1-Year

Mr. Bill Byers
Supt.
Des Moines Golf & Country Club
I-80 & Ashworth Road
West Des Moines, IA 50265
Business: 225-1140
Home: 225-2813
Term: 3-Year

Page Two
Commercial Horticulture

Mr. Randal Cook
Polk County Conservation Board
Jester Park
Granger, IA 50109
Business: 999-2557
Home: 984-6622
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Dental Assistant Advisory Committee
FALL 1982

Ms. Nancy Wickland, C.D.A.
Dr. Brian McGarvey -
1200 - 35th, Suite 203
West Des Moines, IA 50265
Business: 225-3770
Home:
Term: 1-Year

Ms. Judy Clough, C.D.A.
c/o Dr. G. Boak
7518 Hickman Rd.
Des Moines, IA 50265
Business:
Home: 276-4981
Term: 1-Year

Ms. Ginda Harvey
10066 100th Place
Des Moines, IA 50032
Business: 225-1876
Home:
Term: 1-Year

Dr. John Van Ast
RR 3
Ames, IA 50010
Business: 294-8919
Home: 291-3170
Term: 1-Year

Dr. Jerry Larsen
821 Summit
Winterset, IA 50273
Business: 462-4474
Home:
Term: 1-Year

Dr. Michael Rovner, D.D.S.
Dentist, Orthodontist
2525 E. Euclid
Des Moines, IA 50315
Business: 266-2154
Home:
Term: 2-Year

Dr. David King
1300 37th
West Des Moines, IA 50265
Business: 225-6747
Home:
Term: 1-Year

Ms. Jackie Kruegar, C.D.A.
Certified Dental Assistant
Broadlawns Dental Clinic
18th Hickman
Des Moines, IA 50314
Business: 282-1253
Home:
Term: 2-Year

Ms. Tami Tordo, C.D.A.
c/o Dr. Tom Schemmel
1300 Cummins Road
Des Moines, IA 50315
Business:
Home: 287-6082
Term: 1-Year

Dr. Thomas C. Raymond, Jr., D.D.S.
Dentist
1600 Army Post Rd.
Des Moines, IA 50315
Business: 285-3267
Home:
Term: 2-Year

Page Two
Dental Assistant

Dr. L. D. Barton, D.D.S.
Dentist
108 N. 2nd Ave. E
Newton, IA 50208
Business: 792-9600
Home:
Term: 2-Year

Dr. Kris L. Shay, DDS
Dentist
1205 72nd
Des Moines, IA 50311
Business: 255-5545
Home:
Term: 3-Year

Ms. Rosie Hill, CDA
Certified Dental Assistant
1300 37th
West Des Moines, IA 50265
Business: 225-6742
Home:
Term: 3-Year

Dr. Guy O. Bilek, DDS
2929 Westown Parkway
West Des Moines, IA 50265
Business: 223-5225
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Dental Hygiene Advisory Committee
FALL 1982

Dr. Gary Weber
4401 SW 9th
Des Moines, IA 50315
Business: 285-3802
Home: 285-4524
Term: 1-Year

Dr. Gary Amerman
4080 Westtown Parkway
West Des Moines, IA 50265
Business: 223-9700
Home: 225-9689
Term: 2-Year

Dr. George Robeson, D.D.S.
4080 West Town Parkway
West Des Moines, Iowa 50265
Business: 223-9700
Home: unlisted
Term: 1-Year

Dr. John Weigel
306 Walnut
Ankeny, IA 50021
Business: 964-0621
Home: 964-1072
Term: 2-Year

Ms. Mary Beth Winkelmann, D.H.
Dental Hygienist
205 NE Trilein Dr.
Ankeny, IA 50021
Business: 964-4247
Home: 964-2284
Term: 1-Year

Mrs. Leona Martin
217 SE 8th
Ankeny, Iowa 50021
Business:
Home: 964-3941
Term: 2-Year

Mrs. Linda Baldwin, D.H.
Dental Hygienist
3124 46th
Des Moines, IA 50310
Business: 255-0606 M-T-Th
Home: 276-9408
Term: 1-Year.

Mrs. Karen Peters, RDH
1815 Warford
Perry, IA 50220
Business:
Home: 465-4416
Term: 2-Year

Ms. Nancy Mason, RDH
7009 Winston
Urbandale, IA 50322
Business: 223-8008
Home: 276-9435
Term: 1-Year

Dr. Grover Hahn
1300 37th
West Des Moines, IA 50265
Business: 223-8008
Home: 225-9384
Term: 3-Year

Page Two
Dental Hygiene

Dr. David Llewelyn
701 13th
West Des Moines, IA 50265
Business: 223-1274
Home: 225-8878
Term: 3-Year

Mrs. Ellen Paulsen, R.D.H.
2604 E. 28th St.
Des Moines, IA 50317
Business: 262-9103
Home:
Term: 3-Year

Ms. Deborah Lutjen
D.H., B.S., M.P.H.
Dental Clinic Coordinator
Broadlawns Hospital
1501 S. 15th St.
Adel, IA 50003
Business: 282-2400
Home: 993-5217
Term: 3-Year

Mrs. Mavis Jugenheimer, R.D.H.
607 E. Euclid Ave.
Des Moines, IA 50310
Business: 282-1359
Home: 279-8103
Term: 3-Year

Dr. Dennis Langwith
9609 Aurora
Urbandale, IA 50322
Business: 278-1110 or 964-1354
Home: 270-0820
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Medical Assistant Advisory Committee
FALL 1982

Ms. Karmen Milligan
Baxter Clinic
411 South Main St.
Baxter, IA 50028
Business: 227-3636
Home:
Term: 1-Year

Ms. Shirley Binkerd, CMA
1605 22nd St.
Des Moines, IA 50310
Business: 288-2195
Home: 244-4092
Term: 1-Year

Mr. Ted Sloma
Polk County Medical Society
1533 Linden Street
Des Moines, IA 50309
Business: 288-0172
Home:
Term: 1-Year

Ms. Ethel Kunkle
Box 181
Stuart, IA 50250
Business: 523-1824
Home: 523-1835
Term: 1-Year

Mr. Al McClatchey, P.A.
Cardiology Associates
933-18th Street
Des Moines, IA 50314
Business: 288-8573
Home:
Term: 1-Year

Ms. Connie Duling
Meadow Estates
Madrid, IA 50156
Business: 795-2339
Home:
Term: 2-Year

Ms. Jean Kosmach
Drs. Hoffman & Olivencia
534-43rd Street
Apt. 5
Des Moines, IA 50312
Business: 288-4511
Home:
Term: 1-Year

Mr. Steve Dengle
College of Osteopathic Med. & Sur
3200 Grand
Des Moines, IA 50312
Business: 274-4861
Home:
Term: 2-Year

Dr. Craig Gerhart
2201 West First St.
Ankeny, IA 50021
Business: 964-7965
Home:
Term: 1-Year

Ms. Debbie Schmitt
Clinic of General Medicine
4001 Ingersoll
Des Moines, IA 50312
Business: 274-1518
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Medical Laboratory Technician Advisory Committee
FALL 1982

Dr. R.M. Kotz, D.O.
Des Moines General Hospital
603 East 12th Street
Des Moines, IA 50316
Business: 265-9565
Home:
Term: 1-Year

Mrs. Sharon (Sherri) Borwick
Boone Co. Hospital
Laboratory
Boone, IA 50036
Business: 515-432-3140
Home:
Term: 2-Year

Mrs. Barbara Anderson, CLA (ASCP)
Collins Memorial Hospital
Knoxville, IA 50138
Business: 842-2151
Home:
Term: 1-Year

Mr. Don Elefson, M. (ASCP)
Ex Officio Member
Marshalltown Area Comm. Hospital
3 South Fourth Avenue
Marshalltown, IA 50158
Business: 752-4511
Home:
Term: 3-Year

Dr. David Baridon, Jr., M.D.
Iowa Lutheran Hospital
716 Parnell Street
Des Moines, IA 50316
Business: 283-5122
Home:
Term: 1-Year

Mrs. Jan Beall, M.T. (ASCP)
Mary Greeley Hospital
117 Eleventh Street
Ames, IA 50010
Business: 239-2011
Home:
Term: 3-Year

Mrs. Jeanne Snider, M.T. (ASCP)
Veterans Adm. Medical Center
30th and Euclid Streets
Des Moines, IA 50310
Business: 255-2173
Home:
Term: 2-Year

Mrs. Jeannette Daehler, M.T. (ASCP)
Pathology Associates
1150 - 6th Ave.
Des Moines, IA 50314
Business: 382-6788
Home:
Term: 3-Year

Mrs. Jan Laughlin, M.T. (HEW)
Marshalltown Area Comm. Hospital
3 South Fourth Ave.
Marshalltown, IA 5015B
Business: 752-4511
Home:
Term: 2-Year

Ms. Zona Merryman, M.T. (ASCP)
Broadlawns Polk Co. Medical Center
18th & Hickman
Des Moines, IA 50314
Business: 285-2230
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Practical Nursing - Ankeny Advisory Committee
FALL 1982

Mrs. Mildred Perington, LPN
4030 Clinton Ave.
Des Moines, IA 50310
Business:
Home: 277-5081
Term: 1-Year

Mrs. Jan Squire
Consumer
3706 Wakonda Drive
Des Moines, IA 50315
Business:
Home: 285-8299
Term: 2-Year

Mrs. Lois Skinner
Practical Nursing Coordinator
Des Moines Technical High School
102 - 10th St., SE
Altoona, IA 50009
Business:
Home: 967-2166
Term: 1-Year

Mrs. Jolene Creighton
Director of Nursing
Hillhaven Medicenter
233 University Ave.
Des Moines, IA 50311
Business: 284-1280
Home:
Term: 3-Year

Mrs. Pat Carroll
Director of Nursing
Northwest Community Hospital
48th & Franklin Streets
Des Moines, IA 50314
Business: 277-6111
Home:
Term: 1-Year

Mrs. Judy Solem
Supervisor
Blank Children's Hospital
312 SW Porter
Des Moines, IA 50315
Business:
Home: 285-0256
Term: 3-Year

Miss Ramona Sweeney
Associate Director Education
Veterans Adm. Medical Center
30th & Euclid
Des Moines, IA 50310
Business: 255-2173
Home:
Term: 2-Year

Mrs. Julie Applegate
Orientation Coordinator
Des Moines General Hospital
603 E. 12th St.
Des Moines, IA 50316
Business: 263-4461
Home:
Term: 3-Year

Mrs. Bonnie Ballard
Administrator
Sunny View Care Center
410 NW Ash Drive
Ankeny, IA 50021
Business: 964-1101
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Respiratory Therapy Advisory Committee
FALL 1982

Dr. John Fieselma
Iowa Methodist Medical Center
1200 Pleasant Street
Des Moines, IA 50309
Business: 283-6143
Home: 287-5671
Term: 1-Year

Mr. Jim VandeBerg, RRT
Director, Cardiopulmonary Department
Iowa Lutheran Hospital
University at Penn
Des Moines, IA 50316
Business: 283-5108
Home: 465-4351
Term: 2-Year

Mr. Robert Lambuth, CRTT
Technical Director
Broadlawns Medical Center
Respiratory Care Department
18th and Hickman Road
Des Moines, IA 50314
Business: 282-2268
Home: 255-9230
Term: 1-Year

Mr. Terry Lehman, RRT
Director, Respiratory Care
Northwest Community Hospital
48th & Franklin
Des Moines, IA 50310
Business: 277-6111
Home: 288-5458
Term: 2-Year

Miss Donna DiMuro
426 NW School
Ankeny, IA 50021
Business:
Home: 964-5248
Term: 1-Year

Mr. Howard Eikenberry, R.R.T.
Director, Respiratory Care
Iowa Methodist Medical Center
1200 Pleasant
Des Moines, IA 50308
Business: 283-6900
Home: 986-3290
Term: 2-Year

Ms. Sue Johnson
Director of Professional Education
American Lung Association of Iowa
1321 Walnut Street
Des Moines, IA 50309
Business: 243-1225
Home: 964-8526
Term: 1-Year

Mrs. Jody Lambuth
Educational Coordinator
Iowa Lutheran Hospital
University at Penn
Des Moines, IA 50316
Business: 263-5108
Home: 255-9230
Term: 2-Year

Ms. Pat Leisy, RRT
Education Coordinator, Resp. Care
Iowa Methodist Medical Center
1200 Pleasant
Des Moines, IA 50308
Business: 283-4460
Home: 278-5749
Term: 1-Year

Mr. Jeff Jutting, RRT
Supervisor, Respiratory Care
Mercy Hospital Medical Center
6th and University Ave.
Des Moines, IA 50314
Business: 247-4083
Home: 232-3134
Term: 3-Year

Page Two
Respiratory Therapy

Ms. Nona Rogers, CRTT
Chief Respiratory Therapist
Veterans Adm. Medical Center
30th and Euclid Ave.
Des Moines, IA 50318
Business: 255-2173
Home: 279-3576
Term: 3-Year

Ms. Brents Grubbs
4511 Wakonda Parkway
Des Moines, IA 50315
Business: 247-4295
Home: 284-0624
Term: 3-Year

Dr. Greg Hicklin
5060 Westown Parkway
West Des Moines, IA 50265
Business: 225-8452
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
Health Services & Sciences
Surgical Technologist Advisory Committee
FALL 1982

Ms. Betty Didio
Veterans Administration Medical Center
30th and Euclid Streets
Des Moines, IA 50309
Business: 255-2173
Home:
Term: 1-Year

Ms. Aloris Ricketts, R.N.
Staff Nurse
Veterans Adm. Medical Center
30th and Euclid Streets
Des Moines, IA 50309
Business: 255-2173
Home:
Term: 1-Year

Ms. Jan Collins, R.N.
Supervisor, Operating Room
Des Moines General Hospital
603 East 12th Street
Des Moines, IA 50316
Business: 265-9500
Home:
Term: 1-Year

Ms. Gretchen Barron, CST
Private Sr., Dr. J. Stallings
2700 SW 9th Street
Des Moines, IA 50315
Business: 243-3091
Home:
Term: 1-Year

Ms. Melle Butts
CST
Iowa Methodist Medical Center
1200 Pleasant Street
Des Moines, IA 50308
Business: 283-6212
Home:
Term: 1-Year

Dr. David Sidney, M.D.
Surgeon
710 Equitable Building
Des Moines, IA 50309
Business: 282-8193
Home:
Term: 1-Year

Ms. Patricia Coates, R.N.
Assistant Operating Room Supervisor
Mercy Hospital Medical Center
6th and University Ave.
Des Moines, IA 50314
Business: 247-4100
Home:
Term: 1-Year

Mrs. Mary Thompson, R.N.
Operating Room Supervisor
Iowa Methodist Medical Center
1200 Pleasant Street
Des Moines, IA 50308
Business: 283-6121
Home:
Term: 1-Year

Ms. Joann Jones, R.N.
Operating Room Staff Nurse
Mercy Hospital Medical Center
6th and University Ave.
Des Moines, IA 50314
Business: 274-4100
Home:
Term: 1-Year

Ms. Kathie Bailey, LVN, CST
Iowa Lutheran Hospital
University at Penn St.
Des Moines, IA 50316
Business: 283-5633
Home:
Term: 2-Year

Page Two
Surgical Technologist

Mrs. Linda J. Blom, CST
Surgical Technologist
912 Brentwood
Pella, IA 50219
Business: 628-3150
Home: 628-1388
Term: 2-Year

Mrs. Thelma Mae Clubb
Certified Surgical Technologist
920 E. 10th St. S
Newton, IA 50208
Business: 792-1273 x209
Home: 792-1485
Term: 2-Year

Mrs. Judith A. Albaugh, R.N.
Nurse Manager in Operating Room
Iowa Lutheran Hospital
University at Penn
Des Moines, IA 50316
Business: 263-5633
Home:
Term: 3-Year

INDUSTRIAL & TECHNICAL

AG EQUIPMENT TECHNOLOGY
ARCHITECTURAL DRAFTING
AUTO MECHANICS
AUTOBODY REPAIR
BRICKLAYING AND MASONRY
BUILDING TRADES
COMMERCIAL & ADVERTISING ART
CONDITIONED AIR
ELECTRONICS MAINTENANCE
ELECTRONICS TECHNOLOGY
HEAVY EQUIPMENT TECHNOLOGY
MACHINE DRAFTING
PRINTING
TELECOMMUNICATIONS
TOOL & DIE MAKING
UPHOLSTERY
WELDING

DES MOINES AREA COMMUNITY COLLEGE
I & T
Ag Equip Tech Advisory Committee
FALL 1982

Mr. Joe Busch
Brooks Equipment Co.
Hwy 30 W & Montana Ave.
Boone, IA 50036
Business: 432-2815
Home:
Term: 1-Year

Mr. Donald Manson
Training Manager
Massey Ferguson Co.
1901 Bell Ave.
Des Moines, IA 50312
Business: 247-2820
Home:
Term: 2-Year

Mr. Charles Brehse
New Holland Equipment
1030 Market St.
Carlisle, IA 50047
Business: 984-4104
Home:
Term: 1-Year

Mr. Alvin L. Johnson
Johnson Sales & Service
Box 217
Zearing, Iowa 50278
Business: 487-3931
Home:
Term: 3-Year

Mr. Melvin Stukenberg
Iowa Farm Equipment Ass'n Magazine
2716 Grand
Des Moines, IA 50312
Business: 282-8384
Home:
Term: 1-Year

Mr. Keith Wilson
Ewing Implement
2901 S.E. Delaware
Ankeny, IA 50021
Business: 964-0611
Home:
Term: 2-Year

Mr. Jerry L. Johnson
Johnson Sales & Service
Box 217
Zearing, IA 50278
Business: 487-3931
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Architectural Drafting Advisory Committee
FALL 1982

Mr. Richard R. Balzer
Master Draftsman
614 Stipich
Polk City, IA 50226
Business: 984-6125
Home:
Term: 1-Year

Mr. John S. Mikovec
Engineer
Cutler Corp.
640 SW 9th
Des Moines, IA 50309
Business: 243-4275
Home:
Term: 2-Year

Mr. Kenneth Taylor
Frank Pulley Assoc.
6567 University Ave.
Des Moines, IA 50311
Business: 274-4146
Home:
Term: 1-Year

Mr. Arnie Fischer
Wilkins-Bussard-Dikis, Ltd.
414 - 61st St.
Des Moines, IA 50312
Business: 274-4074
Home:
Term: 3-Year

Ms. Christine L. Braucht
Waldinger Corp.
Planning & Scheduling Dept.
2601 Bell Ave.
Des Moines, IA 50312
Business: 284-1911
Home:
Term: 1-Year

Mr. Louis Rizzuti
Artistic Ornamental Iron Works
214 SE Hartford
Des Moines, IA 50315
Business: 282-1866
Home:
Term: 3-Year

Mr. Steve Pierce
Veenstra & Kimm Engineers & Planners
300 West Bank Bldg.
West Des Moines, IA 50265
Business: 225-8000
Home:
Term: 2-Year

Ms. Betsy John
Designs
6901 Sheridan
Des Moines, IA 50322
Business: 276-3816
Home:
Term: 3-Year

Mr. Robert Brierly
Architect
Porter - Brierly Assoc.
811 Keo Way
Des Moines, IA 50309
Business: 243-4480
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Auto Mechanics Advisory Committee
FALL 1982

Mr. Ray Lauterbach
Lauterbach Chevrolet & Buick
805 Railroad
Perry, IA 50220
Business: 465-3564
Home:
Term: 1-Year

Mr. Charles Gabus
Charles Gabus Ford
P. O. Box #3778
Des Moines, IA 50322
Business: 270-0707
Home: 276-8824
Term: 2-Year

Mr. Dennis Duncan
Gety Pontiac
604 E. 4th St. So.
Newton, IA 50208
Business: 792-3642
Home: 792-8156
Term: 1-Year

Mr. Bill Heitritter
Service Manager
Crescent Chevrolet
555 17th St.
Des Moines, IA 50309
Business: 247-8020
Home:
Term: 2-Year

Mr. Bill Green
Chevrolet Zone Service Manager
P. O. Box 1457
Des Moines, IA 50305
Business: 247-8672
Home:
Term: 2-Year

Mr. Craig Wychoff
1433 SW Payton
Des Moines, IA 50315
Business:
Home: 285-2448
Term: 2-Year

Mr. E. D. Elliot
District Manager
Ser. & Parts Div.-Chrysler
3600 - 48th Place
Des Moines 50310
Business: 270-1472
Home:
Term: 2-Year

Mr. Roger Partlow
DM Chrysler-Plymouth
Earlham, IA 50072
Business: 262-1036
Home: 758-2487
Term: 2-Year

Mr. Wilbur Swindler
2340 Des Moines St.
Des Moines, IA 50317
Business: 244-8156
Home: 266-4510
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Autobody Repair Advisory Committee
FALL 1982

Mr. Whitey Alsted
Whitey's Body Shop
2924 Raccoon
Des Moines, IA 50317
Business: 265-4372
Home:
Term: 1-Year

Mr. Tom Bales
Bales Garage & Body Shop
Milo, IA 50166
Business: 942-6219
Home:
Term: 2-Year

Mr. Ivan K. Stoner
Industrial Supplies
1544 - 2nd Avenue
Des Moines, IA 50315
Business: 288-7446
Home:
Term: 1-Year

Mr. Eldon Emmack
D & C Auto Inspection
210 Broadway
Des Moines, IA 50313
Business: 244-5035
Home:
Term: 2-Year

Mr. Milan Sinclair
314 SW Pleasant
Ankeny, IA 50021
Business:
Home: 964-1094
Term: 1-Year

Mr. William Needham
Needham Auto Body
2440 Easton Blvd.
Des Moines, IA 50317
Business: 265-3455
Home:
Term: 3-Year

Mr. Kenny Steffens
Central Body Shop
111 E. 3rd
Des Moines, IA 50314
Business: 282-8442
Home:
Term: 1-Year

Mr. Clarence Shannon
Shannon Frame & Alignment
812 E 30th St.
Des Moines, IA 50317
Business: 262-8914
Home:
Term: 3-Year

Mr. William Griffin
Owner
Griffin Auto Body
1916 Fuller Road
West Des Moines, IA 50265
Business: 223-0821
Home:
Term: 2-Year

Mr. Mike Feeley
Big A Auto Parts
6th Avenue
Des Moines, IA 50309
Business: 282-0285
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Bricklaying and Masonry Advisory Committee
FALL 1982

Mr. Richard Krapfl
Iowa Block
820 S.W. 9th
Des Moines, IA 50309
Business: 288-5751
Home:
Term: 1-Year

Mr. Bert Buehler
409 SW Walnut
Ankeny, Iowa 50021
Business:
Home: 964-4472
Term: 2-Year

Mr. Thomas W. Garton
3811 Lower Beaver Rd.
Des Moines, IA 50310
Business:
Home: 279-0679
Term: 1-Year

Mr. Randy Ringleb
6725 NW 52nd St. Ct.
Des Moines, Iowa 50323
Business: 278-0012
Home:
Term: 2-Year

Mr. Gene Block
Seadorff Masonry
Route 1
Madrid, IA 50156
Business: 795-3879
Home:
Term: 1-Year

Mr. Basil Townes
P.O. Box 5033
Des Moines, IA 50333
Business: 288-1938
Home: 265-0450
Term: 3-Year

Mr. Mark Kraus
R.R. 1
Breda, IA 51436
Business:
Home:
Term: 1-Year

Mr. Dennis Jones
1303 Burnham
Des Moines, IA 50315
Business:
Home: 285-6208
Term: 3-Year

Mr. Jeff Schwartzkopf
219 Northwestern-Apt. 2N
Stuart, Iowa 50250
Business:
Home: 523-1585
Term: 2-Year

Mr. Robert Foley
116 N. Maple
Carroll, IA 51401
Business:
Home: 792-3465
Term: 3-Year

Page Two
Bricklaying and Masonry

Mr. Robert A. Bywaters

717 1/2 Story

Boone, IA 50036

Business:

Home: 432-6312

Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Building Trades Advisory Committee
FALL 1982

Mr. Eldon Nehring
RFD
Madrid, IA 50156
Business:
Home: 795-3331
Term: 1-Year

Mr. Pete Adler
4200 - 41st
Des Moines, IA 50310
Business:
Home: 270-8863
Term: 3-Year

Mr. Galen Winchip
932 Pammel Ct.
Ames, IA 50010
Business:
Home: 292-3957
Term: 1-Year

Mr. Fred Crawford
Box 101
Minburn, IA 50167
Business:
Home: 677-2680
Term: 3-Year

Mr. Daniel F. Shaffer
1418 Douglas
Ames, IA 50010
Business:
Home: 232-0724
Term: 2-Year

Mr. Mark Muilenburg
1340 - 41st
Des Moines, IA 50311
Business:
Home: 279-4515
Term: 3-Year

Mr. Roger Eben
Representative
Pella Window Co.
1143 65th St.
Des Moines, IA 50311
Business:
Home: 274-9352
Term: 2-Year

Mr. John Bimson
Field Secretary
Iowa Lumberman's Association
520 - 35th St.
Des Moines, IA 50312
Business: 274-2827
Home: 274-3353
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE

I & T

Commercial & Advertising Art Advisory Committee

FALL 1982

Mr. Dennis P. Clark
Art Director
The Perfection Form Company
8350 Hickman Road, Suite 15
Des Moines, IA 50322
Business: 278-0133
Home: 276-2713
Term: 1-Year

Mr. Frank Deitch
Free Lance Artist
1526 Walnut
Des Moines, IA 50309
Business: 282-4575
Home: 262-6410
Term: 2-Year

Ms. Deetra F. Leech
Senior Designer
Meredith Corporation
1716 Locust
Des Moines, IA 50336
Business: 284-2948
Home: 964-3176
Term: 1-Year

Ms. Linda Alberty
735 Circle Drive
Carlisle, IA 50047
Business: 989-3337
Home:
Term: 2-Year

Mr. C.E. (Charlie) Townsend
Associate Professor
College of Design - I.S.U.
5602 Linden Circle
Des Moines, IA 50324
Business: 294-3652
Home: 270-1756
Term: 1-Year

Mr. Floyd L. Shepherd, Ph.D.
Art Instructor
Garten Elementary & DMACC Urban Campus
1201 Laurel St.
Des Moines, IA 50314
Business: 262-3144
Home: 280-1309
Term: 2-Year

Ms. Jane Beyer
President
J-B & Associates
3317 Center
Des Moines, IA 50312
Business: 277-7718
Home: 277-7718
Term: 1-Year

Ms. Janinne Williams
Creative Director
Jann Williams Graphic Design
1526 Walnut
Des Moines, IA 50309
Business: 282-4575
Home: 276-2254
Term: 2-Year

Mr. Harry Watts
Vice President - Art & Production
Wesley Day and Co.
Suite 606
717 Mulberry - 6th Floor
Des Moines, IA 50309
Business: 243-4135
Home: 279-4869
Term: 2-Year

Mr. Mark Baty
President
Baty Art and Sign, Inc.
RR #1
Waukee, IA 50263
Business: 987-4829
Home: 987-4811
Term: 3-Year

Ms. Peggy Griffith
Free Lance Designer
1533 Linden
Des Moines, IA 50309
Business: 244-4135
Home: 277-9794
Term: 3-Year

Mr. Kim I. Miller
Salesman-Designer
Eagle Sign Co.
5130 Park Avenue
Des Moines, IA 50309
Business: 243-5663
Home: 287-1173
Term: 3-Year

Mrs. Della Tapscott, A.A.
Artist
Bob Allen Companies
214 SW Jackson
Des Moines, IA 50315
Business: 283-2191
Home: 277-4223
Term: 3-Year

Ms. Penny J. Michka, A.A.
Artist
National Feed Ingredients Assoc.
224 34th
West Des Moines, IA 50265
Business:
Home: 225-0038
Term: 3-Year

Mr. Bill Hansen, A.A.
Art Director
Naegele Outdoor Advertising
1900 Delaware
Des Moines, IA 50316
Business: 265-1677
Home: 967-6201
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Conditioned Air Advisory Committee
FALL 1982

Mr. Eugene Birlingmair
416 SE Wall
Des Moines, IA 50320
Business:
Home: 285-3465
Term: 1-Year

Mr. Ivan Northway
2025 Capital
Des Moines, IA 50317
Business:
Home: 265-5805
Term: 2-Year

Mr. Eber Kappleman
Owner
Kappleman Refrigeration Service
Indianola, IA 50125
Business: 961-4500
Home:
Term: 1-Year

Mr. Kim West
Mitchell-West Furnace Co., Inc.
2203 E. Grand Avenue
Des Moines, IA 50317
Business: 265-0385
Home:
Term: 3-Year

Mr. Bob Bell
Bell Bros. Htg. & Air Conditioning
2822 6th Avenue
Des Moines, IA 50313
Business: 244-8911
Home:
Term: 1-Year

Mr. Jack Zimmer
617 SW Railroad
Ankeny, IA 50021
Business: 964-3307
Home:
Term: 3-Year

Mr. Lawrence Boyd
Cassaday Refrigeration Co.
5554 NE 14th
Des Moines, IA 50313
Business: 266-2196
Home:
Term: 1-Year

Mr. Dennis Calhoun
Bell Bros. Htg. & Air Cond.
2822 - 6th Ave.
Des Moines, IA 50313
Business: 244-8911
Home: 265-3612
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Electronics Maintenance Advisory Committee
FALL 1982

Mr. Dave Malone
Drake University
30th & University St.
Des Moines, Iowa 50311
Business: 271-3762
Home: 278-0941
Term: 1-Year

Mr. Ron Bigler
Gifford-Brown
1400 Walnut
Des Moines, IA 50306
Business: 243-1257
Home: 279-2608
Term: 2-Year

Mr. Don Wernli
Perry TV
Perry, Iowa 50220
Business: 465-5351
Home:
Term: 1-Year

Mr. Larry Goodmanson
Mercy Hospital
Attn: Biomedical Maintenance
6th & University
Des Moines, IA 50314
Business: 247-3085
Home: 964-5377
Term: 2-Year

Mr. Len Bowdre
Bowdre TV
413 E. 16th
Des Moines, Iowa 50316
Business: 266-9735
Home:
Term: 2-Year

Mr. R. M. Traviss
Traviss TV
3621 Beaver
Des Moines, IA 50310
Business: 274-2546
Home:
Term: 2-Year

Mr. Jim Stogdill
Stogdill TV
4922 Franklin
Des Moines, IA 50310
Business: 274-4024
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Electronics Technology Advisory Committee
FALL 1982

Mr. Robert Evans
Dept. of Public Safety-Comm. Div.
5912 2nd Ave.
Des Moines, IA 50313
Business: 281-3175
Home: 285-3780
Term: 1-Year

Mr. Don Anker
Fischer Control
Elect. Mfg. Bldg.
Marshalltown, IA 50158
Business: 754-3982
Home:
Term: 2-Year

Mr. Allen Trickey
Travis TV
3621 Beaver
Des Moines, Iowa 50310
Business: 274-2546
Home:
Term: 1-Year

Mr. Jim Lyon
102 - 4th N.E.
Bondurant, Iowa 50035
Business: 967-5550
Home:
Term: 3-Year

Mr. Ron Crow
Ia. St. Uni. (Eng. Ext.)
Ames, IA 50010
Business: 294-5060 (morn) 294-1256 (Aft)
Home:
Term: 2-Year

Mr. Steve Yates
Armstrong Rubber Company-Engineering
2345 E. Market Street
Des Moines, IA 50317
Business: 265-9417
Home: 964-4966
Term: 3-Year

Mr. Bob Pink
Iowa State Highway Comm.
Radio Shop
Ames, Iowa 50010
Business:
Home:
Term: 2-Year

Mr. Steve Holmes
Midwestern Electronics Company
1332 E. Madison
Des Moines, Iowa 50316
Business: 266-3126
Home:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Heavy Equip Tech Advisory Committee
FALL 1982

Mr. Dennis Croxell
Training Director
Gibbs-Cook Caterpillar Co.
104th & Hickman Rd.
Des Moines, IA 50322
Business: 270-2800
Home:
Term: 1-Year

Mr. Lou Williams
Hicklin GM Power Company
I-80 & 2nd Ave.
Des Moines, IA 50333
Business: 286-4826
Home:
Term: 2-Year

Mr. Ray Werner
Service Manager
Herman Brown Company
1st & Sheridan Ave.
Des Moines, IA 50313
Business: 282-0404
Home:
Term: 3-Year

Mr. Arnold F. Schroeter
Owner
Specialties, Inc.
3211 Delaware
Des Moines, IA 50313
Business: 265-7318
Home:
Term: 2-Year

Mr. Ray Struthers
Service Manager
Des Moines Truck & Trailer
4711 2nd Ave.
Des Moines, IA 50313
Business: 244-4293
Home:
Term: 3-Year

Mr. Bill Gorman
Shop Forman
Cummins Great Plains Diesel, Inc.
1680 NE 51st Ave.
Des Moines, IA 50316
Business: 262-9591
Home:
Term: 1-Year

Mr. Dennis Stube
Shop Superintendent
American Freight Systems Inc.
5185 NE 22nd
Des Moines, IA 50317
Business: 265-6115
Home:
Term: 1-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Machine Drafting Advisory Committee
FALL 1982

Mr. Robert Mayo
Des Moines, IA 50317
Business:
Home:
Term: 1-Year

Mr. John Howard
Product Design Manager
Erickson Displays
1917 Dean Ave.
Des Moines, IA 50316
Business: 265-6151
Home:
Term: 2-Year

Mr. Dean Sanders
Section Mgr.-Engr. Draft
Sundstrand Corp.
2800 E 13th
Ames, IA 50010
Business: 239-6000
Home:
Term: 1-Year

Mr. David Smith
Engineering Manager
Townsend Engineering
2425 Hubbell Avenue
Des Moines, IA 50317
Business: 265-8181
Home:
Term: 3-Year

Ms. Helen Lechelt
Drafting Technician
John Deere Des Moines Works
P. O. Box 1595
Des Moines, IA 50306
Business: 283-3992
Home:
Term: 1-Year

Mr. Dean Anderson
Project Engineer
Townsend Engineering
P. O. Box 1433
Des Moines, IA 50305
Business: 265-8181
Home:
Term: 3-Year

Mr. Terry Lee
Design Drafting
AMF
3811 McDonald
Des Moines, IA 50309
Business: 265-3461, Ext. 338
Home:
Term: 1-Year

Mr. David R. Backer
Design Engineer
Corn States Hybrid Service, Inc.
P. O. Box 2706
2505 McKinley Avenue
Des Moines, IA 50315
Business: 285-3091
Home:
Term: 3-Year

Mr. Julian Silverberg
Chief Tool Engineer
The Maytag Company
Newton, IA 50208
Business: 792-7000
Home:
Term: 2-Year

Mr. Lonny Greer
Design Drafter
Delavan Manufacturing Co.
811 Fourth Street
West Des Moines, IA 50265
Business: 274-1561
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Printing Advisory Committee
FALL 1982

Ms. Hollie Smith
Job Service of Iowa
150 Des Moines Street
Des Moines, IA 50309
Business: 281-8541
Home:
Term: 1-Year

Mr. Jerry Miller
Owner/Manager
Acme Printing
66 Washington
Des Moines, IA 50314
Business: 244-1723
Home:
Term: 3-Year

Mr. Larry Wood
Hansen Directory Service
Newton, IA 50208
Business: 792-2855
Home: 967-4967
Term: 2-Year

Mr. Robert J. Ruths
Coordinator of Office Services
Des Moines Independent School Dist.
1800 Grand Ave.
Des Moines, IA 50309
Business: 284-7911
Home:
Term: 3-Year

Mr. Raymond Bricker
Marquardt Advertising
2901 Bell Ave.
Des Moines, IA 50321
Business: 244-6255
Home: 287-6726
Term: 2-Year

Mr. Bob DeBord
Bankers Life Insurance Company
711 High Street
Des Moines, IA 50309
Business: 247-5567
Home:
Term: 3-Year

Mr. Tom Turner
Commercial Printing, Inc.
701 Keosauqua Way
Des Moines, Iowa 50309
Business: 284-5334
Home:
Term: 3-Year

Mr. Dale Webster
Dial Financial Corp.
207 - 9th Street
Des Moines, IA 50307
Business: 243-2131
Home:
Term: 3-Year

Mr. Don Heuss
Owner
Heuss Printing Co.
911 N. 2nd St.
Ames, IA 50010
Business: 232-6710
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Telecommunications Advisory Committee
FALL 1982

Mr. C. L. Ball
Cont. Telephone Co. of Ia.
1214 W. Jackson
Knoxville, IA 50138
Business: 828-8288
Home:
Term: 1-Year

Ms. Rachel Axnear
Office Assistant
Modern Cooperative Telephone Co.
South English, IA 52335
Business: 667-2375
Home:
Term: 3-Year

Mr. William R. Blakley
Dumont Telephone Co.
Box 218
Dumont, IA 50625
Business: 515-857-211
Home:
Term: 2-Year

Mr. Kent Jerome
Executive Secretary
Iowa Telephone Assn.
1601 22nd St. Suite 209
West Des Moines, IA 50265
Business: 225-2091
Home:
Term: 3-Year

Mr. Dale Mauer
Interstate 35 Telephone Co.
Afton, IA
Business:
Home:
Term: 2-Year

Mr. Dick Mumma
Northwestern Bell
9th & High
Des Moines, IA 50309
Business:
Home:
Term: 3-Year

Mr. Phil Garland
Villisca Farmers Telephone Co.
Villisca, IA 50864
Business: 712-826-5841
Home:
Term: 2-Year

Mr. Robert Toney
General Telephone of the Midwest
11 - 11th Ave.
Grinnell, IA 50112
Business:
Home:
Term: 3-Year

Mr. K. C. Elliot
Manager
Lehigh Valley Coop Telephone Assn.
Lehigh, IA 50557
Business: 359-2211
Home:
Term: 3-Year

Mr. Gordon Howe
Manager
Ringsted Telephone Company
P. O. Box 187
Ringsted, IA 50578
Business: 712-866-1456
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Tool & Die Making Advisory Committee
FALL 1982

Mr. Don E. Waggoner
901 24th
West Des Moines, IA 50265
Business:
Home: 225-1231
Term: 1-Year

Mr. Gene C. Barnes
Gene C. Barnes Tooling & Mfg. Company
Baxter, IA 50028
Business: 227-3131
Home:
Term: 3-Year

Mr. Ernie Arnold
2615 Boston
Des Moines, IA 50310
Business:
Home: 277-3575
Term: 1-Year

Mr. Darryel M. Cherry
Advanced Machine & Tool
5475 - NW Beaver
Johnston, IA 50310
Business: 276-4528
Home: 276-8324
Term: 3-Year

Mr. Phillip M. Sams
Massey Ferguson
2260 Glenbrook Drive
Des Moines, IA 50316
Business: 266-2017
Home:
Term: 2-Year

Mr. Tom Grimes
Creative Engineering
618 W Des Moines St.
Ankeny 50021
Business: 964-2675
Home: 964-2472
Term: 3-Year

Mr. Orville Cox
AMF Lawn & Garden Division
3811 McDonald Ave.
Des Moines, IA 50317
Business: 265-3461 (Ext. 306)
Home:
Term: 2-Year

Mr. Loran Simpson
Technical Services
Ames, IA 50010
Business: 232-3188
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Upholstery Advisory Committee
FALL 1982

Mr. Rick Hatch.
Matthews Hinsman Co.
1609 Locust
Kansas City, MO 64108
Business:
Home:
Term: 1-Year

Mr. Labe Mendelsohn
Gilbreath Upholstery Supply
2303 SE 14th St.
Des Moines, IA 50315
Business: 288-6001
Home:
Term: 1-Year

Mrs. Cheryl Reichenbacker
R.R. 2 - Box 73
Runnells, Iowa 50237
Business: 967-4772
Home:
Term: 2-Year

Mr. Jerry Virden
J & S Upholstery
2427 8th Ct. SE
Des Moines, IA 50315
Business:
Home:
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
I & T
Welding Advisory Committee
FALL 1982

Mr. Kevin Schwartz
3414 SE 22nd St. #11
Des Moines, IA 50320
Business:
Home: 288-3918
Term: 1-Year

Mr. Jerry D. Kinion
Welder
Iowa Road Builders
RR 2
Monroe, IA 50170
Business: 266-2109
Home: 259-2403
Term: 2-Year

Mr. Bernard Cline
415 Main
Norwalk, IA 50211
Business: 244-3131
Home: 981-0108
Term: 1-Year

Mr. Dick Ludwig
Levine Co.
4400 E. 14th Street
Des Moines, IA 50313
Business: 262-5613
Home: 274-1377
Term: 3-Year

Mr. George C. Sullivan
1444 Richmond
Des Moines, IA 50313
Business: 266-8256
Home:
Term: 2-Year

Mr. Ron Thompson
Welding Engineering Supr.
Waldinger Corp.
P.O. Box 1612
2601 Bell Avenue
Des Moines, IA 50321
Business: 284-1911
Home:
Term: 3-Year

Mr. Eugene Smith
Welding Technician
John Deere D.M. Works
Hwy 415 No.
Ankeny, IA 50021
Business: 283-3742
Home: 289-1714
Term: 2-Year

Mr. Daniel D. Boster
Company President
Rome Ltd.
P. O. Box 313
Ankeny, IA 50021
Business: 964-4202
Home:
Term: 3-Year

Mr. Jeff A. George
Welding Inspector
The Waldinger Corp.
2601 Bell Ave.
Box 1612
Des Moines, IA 50321
Business: 284-1911
Home: 964-2872
Term: 2-Year

PUBLIC & HUMAN SERVICES

CHILD CARE & DEVELOPMENTAL DISABILITIES

CRIMINAL JUSTICE

FIRE SCIENCE

HEALTH CARE ADMINISTRATION

HUMAN SERVICES

LABOR STUDIES

LEGAL ASSISTANT

PRE-TEACHER ASSOCIATE

RECREATIONAL LEADERSHIP

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Child Care & Dev. Disabilities Advisory Committee
FALL 1982

Ms. Cathy Wheatcraft
Iowa Lutheran Hospital Day Care
University at Penn
Des Moines, IA 50316
Phone: 263-5166
Term: 1-Year

Ms. Toni Hayes
Toni Hayes Day Care
2010 62nd Street
Des Moines, IA 50322
Phone: 255-8687
Term: 2-Year

Mr. Bill Wright
502 Jewell Drive
Ames, Iowa 50010
Phone: 232-7583
Term: 1-Year

Ms. Deb Corwin
722 NE 9th
Ankeny, IA 50021
Phone: 964-6225
Term: 2-Year

Ms. Dorothy Pinsky
CD Department
Iowa State University
Ames, Iowa 50011
Phone: 294-8754
Term: 1-Year

Ms. Bev Drinnin
1512 - 48th
Des Moines, IA 50311
Phone: 274-5761
Term: 2-Year

Ms. Barb Nunn
2825 Sherry Lane
Urbandale, IA 50322
Phone: 274-3873
Term: 1-Year

Ms. Kay Meginnis
5010 Country Club Blvd.
Des Moines, IA 50312
Phone: 274-2096
Term: 2-Year

Mr. Jack Cavanaugh
D.M. Public Schools
2913 South Union
Des Moines, IA 50315
Phone: 277-6238
Term: 2-Year

Ms. Terri Stokes
815 1st St. North
Newton, Iowa 50208
Phone: 792-7228
Term: 2-Year

Ms. Janene Jensen
Wallace Elementary
1404 E. 13th Street
Des Moines, IA 50316
Phone: 265-5301 or 02
Term: 3-Year

Ms. Bess-Gene Holt
911 Douglas
Ames, IA 50010
Phone: 233-1373
Term: 3-Year

Ms. Sandy Alexander
5201 SW 76th Street
Des Moines, IA 50321
Phone: 285-6732
Term: 3-Year

Ms. Sue Peterson
312 - 18th Place
West Des Moines, IA 50265
Phone: 225-7475
Term: 3-Year

Ms. Patty Blunck
Director
LaPetite Learning Center
5708 SW 9th
Des Moines, IA 50315
Phone: 285-6975
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Criminal Justice Advisory Committee
FALL 1982

Ms. Beth Galetich
Assistant Area Supervisor
Youngers
Loss Prevention
7th & Walnut
Des Moines, IA 50309
Phone: 244-1112
Term: 1-Year

Mr. Thomas Hopewell
Assistant Director
Bureau of Criminal Investigation
Lucas State Office Bldg.
Des Moines, IA 50309
Phone: 281-5138
Term: 2-Year

Sheriff Bob Rice
Polk County Sheriff's Dept.
615 Cherry Street
Des Moines, IA 50309
Phone: 286-3804
Term: 1-Year

Mr. Timothy Briggs
Identification Technician
Des Moines Police Dept.
East 1st & Court
Des Moines, IA 50309
Phone: 283-4853
Term: 2-Year

Mr. Jim Wacker
Director
YMCA Boys Home
Box 39
Johnston, IA 50131
Phone: 276-3473
Term: 1-Year

Mr. Shane Antle
Patrolman
Iowa Highway Patrol
Lucas State Office Bldg.
Des Moines, IA 50309
Phone: 281-5824
Term: 2-Year

Mr. Gary Ventling
Chief Probation Officer
Polk County Juvenile Court
West 3rd & Court Avenue
Des Moines, IA 50309
Phone: 286-3976
Term: 2-Year

Chief Dennis Ballard
Ankeny Police Dept.
Ankeny, IA 50021
Phone: 964-4550
Term: 3-Year

Mr. Ben Yarrington
Assistant Director
Iowa Law Enforcement Academy
Johnston, IA 50131
Phone: 278-9357
Term: 2-Year

Colonel Edward Dickinson
Director
Iowa Highway Patrol
Lucas State Office Bldg.
Des Moines, IA 50309
Phone: 281-5824
Term: 3-Year

Page Two
Criminal Justice

Sheriff John Stark
Story County Sheriff's Office
Nevada, IA 50201
Phone: 382-6566
Term: 3-Year

Captain Albert Knight
Des Moines Police Department
East First & Court Ave.
Des Moines, IA 50309
Phone: 283-4853
Term: 3-Year

Ms. Lori K. Nelson
Deputy Sheriff
Story County Sheriff's Office
Nevada, IA 50201
Phone: 382-6566
Term: 3-Year

Ms. Sharon L. Jacobson
4673 NW 62nd Ave. #7
Des Moines, IA 50324
Phone: 276-6632
Term: 3-Year

Mr. Curtis L. Scott
Deputy Sheriff
Dallas County Sheriff's Office
808 Court
Adel, IA 50003
Phone: 993-4567
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Fire Science Advisory Committee
FALL 1982

Mr. Jim Simmons
Marshalltown Fire Dept.
Marshalltown, IA 50158
Phone: 754-5723
Term: 1-Year

Mr. Doug Reynolds
Instructional Services
Dept. of Public Instruction
Grimes State Office Bldg.
Des Moines, IA 50319
Phone: 281-3634
Term: 3-Year

Dr. Douglas Smith
Associate Dean
College of Continuing Education
Drake University
Des Moines, IA 50311
Phone: 271-2181
Term: 1-Year

Mr. Reynold Hentges
Assistant State Fire Marshall
9th & Mulberry
Des Moines, IA 50309
Phone: 281-5821
Term: 3-Year

Mr. Reginald Gass
4333 Ashby
Des Moines, IA 50310
Phone: 277-7684
Term: 1-Year

Mr. Kenneth Danley
2706 Tiffin
Des Moines, IA 50317
Phone: 265-4158
Term: 3-Year

Mr. Jim Hurd
Senior Engineering Rep.
Aetna Life & Casualty
611 5th Ave.
Des Moines, IA 50309
Phone: 245-5759
Term: 2-Year

Mr. Jay Murray
Fire Service Extension
Iowa State University
Ames, IA 50010
Phone: 294-6817
Term: 3-Year

Mr. Roger Sweet
Fire Service Extension
Iowa State University
Ames, IA 50010
Phone: 294-6817
Term: 3-Year

Mr. Mike Blaser
Fire Chief
Woodward Fire Department
208 South 4th Avenue
Woodward, IA 50276
Phone: 438-2188
Term: 3-Year

Page Two
Fire Science

Mr. Michael R. Cherry
Risk Manager
Weitz Company
800 2nd Avenue
Des Moines, IA 50309
Phone: 245-7630
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Health Care Administration Advisory Committee
FALL 1982

Mr. Larry Breeding
Executive Secretary
Iowa Health Care Assn.
P.O. Box 65236
4010 Woodland Plaza
West Des Moines, IA 50265
Phone: 225-0666
Term: 1-Year

Mr. Lanny Ward
Administrator
Good Samaritan Center
708 S. Jefferson St.
Indianola, IA 50125
Phone: 961-2596
Term: 2-Year

Ms. Priscilla Dorrian
907 Morton Avenue
Des Moines, IA 50316
Phone: 266-1106
Term: 1-Year

Mr. Edward W. Brazil
Manager
Nursing Home Group Mgmt.
133 Linden Boulevard
Pleasant Hill, IA 50317
Phone: 262-8171
Term: 2-Year

Mrs. Jean Erickson
President
Residential Care Facility Assn.
Sunny Crest Home
1039 Harding Road
Des Moines, IA 50314
Phone: 243-4102
Term: 2-Year

Mr. Michael Bonello
Administrator
Lutheran Home for the Aged
2323 E. Willis
Perry, IA 50220
Phone: 465-5342
Term: 3-Year

Ms. Dana Petrowsky
Deputy Dir., Hlth. Fac. Div.
Iowa State Health Dept.
Farm Bureau Bldg.
507 Tenth Street
Des Moines, IA 50309
Phone: 281-4237
Term: 2-Year

The Rev'd. Harry Anderson
Personnel Director
Ev. Good Samaritan Society
1000 West Avenue North
Sioux Falls, SD 57104
Phone: 605-336-2998
Term: 3-Year

Mr. Will Miller
Chief
Div. of Medicaid Medicare Sec.
Hoover State Office Bldg.
Dept. of Social Services
Des Moines, IA 50310
Phone: 281-5691
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Human Services Advisory Committee
FALL 1982

Mr. Barnett Devine
Alcohol Treatment Program
Veterans Administration Hospital
30th & Euclid
Des Moines, IA 50310
Phone: 255-2173
Term: 1-Year

Dr. Stan Haugland, Director
Alcoholism Treatment Program
Iowa Methodist Hospital
1200 Pleasant
Des Moines, IA 50308
Phone: 283-6731
Term: 2-Year

Mr. Max Schott
Personnel Officer
Woodward State Hospital-School
Woodward, IA 50276
Phone: 438-2600
Term: 1-Year

Ms. Karen Salter
843 - 40th Place
Des Moines, IA 50312
Phone: 255-6308
Term: 2-Year

Mr. Mark Haverland
7130 NW 28th
Ankeny, IA 50021
Phone: 289-2171
Term: 1-Year

Ms. Jeanette Spencer
711 - 26th Street
Des Moines, IA 50312
Phone: 279-3344
Term: 2-Year

Ms. Alvera Stern
Shelter & Youth Services
712 Burnett
Ames, IA 50010
Phone:
Term: 1-Year

Ms. Evelyn Morris
Training Coordinator-Powell III
Iowa Methodist Medical Center
1200 Pleasant
Des Moines, IA 50308
Phone: 283-6255
Term: 2-Year

Dr. Geneva Hawk
Management & Planning
Iowa Dept. of Social Services
Hoover Bldg. - 5th Floor
Des Moines, IA 50319
Phone: 281-4199
Term: 2-Year

Ms. Dee Hummel
4020 79th St.
Des Moines, IA 50322
Phone: 278-1361
Term: 3-Year

Page Two
Human Services

Ms. Sherry Bradley
1311 Crescent Street
Ames, IA 50010
Phone: 232-0225
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Labor Studies Advisory Committee
FALL 1982

Mr. Roger Millang
Labor Representative
Greater United Way
700 - 6th Avenue
Des Moines, IA 50309
Phone: 282-5200
Term: 1-Year

Mr. Max Tipton
International Rep.
U.A.W.
2525 E. Euclid, #210
Des Moines, IA 50317
Phone: 265-9877
Term: 1-Year

Mr. Jim Blanchard
Asst. Business Agent
Teamsters Local 147
2425 Delaware
Des Moines, IA 50317
Phone: 262-9711
Term: 1-Year

Mr. Charles McKenna
International Representative
United Auto Workers
#210
2525 E. Euclid
Des Moines, IA 50317
Phone: 265-9877
Term: 2-Year

Mr. Clewis Walden
Impasse Specialist
Iowa State Education Assn.
4025 Tonawanda Drive
Des Moines, IA 50312
Phone: 279-9711
Term: 1-Year

Mr. Harold Belken
President
CWA Local 7102
3612 SW 9th
Des Moines, IA 50315
Phone: 243-7501
Term: 2-Year

Ms. Lynn Feekin
Labor Center-Univ. of Iowa
25 Phillips Hall
Iowa City, IA 52242
Phone: 319-353-5355
Term: 1-Year

Mr. Frank Steinbach
President
U.A.W. - 450
4598 - 6th Avenue
Des Moines, IA 50313
Phone: 283-1784
Term: 2-Year

Mr. Charles Gifford
President
State C.A.P. UAW
#210
2525 East Euclid
Des Moines, IA 50317
Phone: 265-9877
Term: 1-Year

Mr. Bill Powell
Business Manager
International Pressman
2000 Walker, Suite D
Des Moines, IA 50317
Phone: 265-1190
Term: 2-Year

Page Two
Labor Studies

Mr. Perry Chapin
President
South Central Ia. Fed. of Labor
2000 Walker
Des Moines, IA 50317
Phone: 265-1862
Term: 2-Year

Mr. Robert C. Erickson
Business Manager
IBEW #347
850 18th St.
Des Moines, IA 50314
Phone: 243-1924
Term: 3-Year

Mr. Mark Smith
Secretary/Treasurer
Iowa Federation of Labor
2000 Walker
Des Moines, IA 50317
Phone: 262-9571
Term: 2-Year

Ms. Judy Fitzgibbons
Labor Staff Representative
Greater United Way
700 6th Ave.
Des Moines, IA 50309
Phone: 282-5200
Term: 3-Year

Mr. Phil Langerman
Dean Continuing Education
Drake University
2700 University
Des Moines, IA 50311
Phone: 271-2181
Term: 3-Year

Mr. Miles Brown
President
Des Moines Education Assn.
3116 Ingersoll
Des Moines, IA 50312
Phone: 277-6271
Term: 3-Year

Mr. Gary Perkins
Labor Staff Representative
Greater United Way
700 6th Ave.
Des Moines, IA 50309
Phone: 282-5200
Term: 3-Year

Mr. John Riddle
402 Pleasant St.
Colfax, IA 50054
Phone: 674-3241
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Legal Assistant Advisory Committee
FALL 1982

Mr. Marvin E. Duckworth
Attorney at Law
Hopkins & Huebner
1040 5th Ave.
Des Moines, IA 50314
Phone: 244-0111
Term: 1-Year

Mr. Paul Zoss
Attorney at Law
Myers, Knox and Hart
600 Hubbell Bldg.
Des Moines, IA 50309
Phone:
Term: 2-Year

Ms. Sherry LeVine
P. O. Box 65696
125 Grand Avenue
West Des Moines, IA 50265
Phone: 274-0428
Term: 1-Year

Ms. Mary Weibel
Industrial Commissioner's Office
Workers Compensation Service
507 - 10th Street
Des Moines, IA 50309
Phone: 281-3964
Term: 3-Year

Mr. James Twedt
Attorney at Law
605 Penn
Story City, IA 50248
Phone: 733-5131
Term: 1-Year

Mr. Leslie Babich
Attorney at Law
Allen, Babich & Bennett
5835 Grand Ave.
Des Moines, IA 50312
Phone:
Term: 3-Year

Ms. Susan Onnen
Grefe & Sidney
1980 Financial Center
Des Moines, IA 50309
Phone: 245-4300
Term: 2-Year

Ms. Debra Freel
Peddicord, Simpson & Sutphin Law Firm
300 Fleming Building
Des Moines, IA 50309
Phone: 243-2100
Term: 3-Year

Mr. Stephen Hardy
Attorney at Law
Grefe & Sidney
1980 Financial Center
Des Moines, IA 50309
Phone: 245-4300
Term: 2-Year

Ms. Carol Coufal, Legal Assistant
Davis, Hockenber, Wine, et. al
2300 Financial Center
Des Moines, Iowa 50309
Phone: 243-2300
Term: 3-Year

Page Two
Legal Assistant

Ms. Kennetha Van Dusseldorp
Legal Assistant
Brierly, McCall, Girdner, Chalupa
Newton Home Savings & Loan Bldg.
Newton, IA 50208
Phone: 792-4160
Term: 3-Year

Mr. Ralph R. Brown
Attorney at Law
502 15th Street
Dallas Center, IA 50063
Phone: 992-3728
Term: 3-Year

Ms. Victoria Herring
Attorney at Law
Iowa Civil Rights Commission
507 10th Street
Des Moines, IA 50309
Phone: 281-4121
Term: 3-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Pre-Teacher Associate Advisory Committee
FALL 1982

Mrs. Judy Cort
5900 - 27th Avenue, NE
Altoona, IA 50009
Phone:
Term: 1-Year

Mr. Frank Hildreth
6402 Northwest Drive
Des Moines, IA 50311
Phone:
Term: 2-Year

Mrs. Sally Drake
8108 Madison
Urbandale, IA 50322
Phone:
Term: 1-Year

Mr. Pherrin C. Dowell
Ass't. Dir. Elem. Edu.
Des Moines Public Schools
1800 Grand
Des Moines, IA 50307
Phone:
Term: 2-Year

Dr. Joe Millard
Heartland Education Agency
1932 SW 3rd St.
Ankeny, IA 50021
Phone:
Term: 1-Year

Mrs. Shirley Crawford
510 NW School
Ankeny, IA 50021
Phone:
Term: 3-Year

Mrs. Kathy Beth Mrizek
8816 Beechwood Drive
Urbandale, IA 50322
Phone: 278-9618
Term: 1-Year

Ms. Jeannie Sheldon
310 Bel Aire
Waukee, IA 50263
Phone:
Term: 3-Year

Mrs. Karen Anderson
Norwalk High School
English Department
Norwalk, IA 50211
Phone:
Term: 2-Year

DES MOINES AREA COMMUNITY COLLEGE
PUBLIC & HUMAN SERVICES DIVISION
Recreational Leadership Advisory Committee
FALL 1982

Mr. Dan Nichols
DMACC, Boone Campus
1125 Hancock Drive
Boone, IA 50036
Phone: 232-1989
Term: 1-Year

Mr. Glen Thompson
Recreation Extension Sp.
Iowa State University
Ames, IA 50010
Phone: 294-3760
Term: 3-Year

Dr. Dan McClean, Chairperson
Dept. of Leisure Services
Iowa State University
Ames, IA 50010
Phone: 294-4443
Term: 2-Year

Mr. Bob Hejkal
Urban Program Director
Y.M.C.A.
101 Locust
Des Moines, IA 50309
Phone: 288-0131
Term: 3-Year

Mr. Ray Beemer
Executive Director
Iowa Parks & Recreation Assn.
Room 111, Fieldhouse
University of Iowa
Iowa City, Iowa 52240
Phone: 319-353-3770
Term: 2-Year

Mr. Don Tripp
Director of Recreation
Park and Recreation Dept.
Depot Annex
Ames, IA 50010
Phone: 232-6210
Term: 3-Year

Ms. Angie Anderson
Recreation Director
Yunker's Rehabilitation Center
Iowa Methodist Hospital
Des Moines, IA 50308
Phone: 283-6280
Term: 2-Year

Dr. Mike Teaque
Professor
Recreational Education Dept.
University of Iowa
Iowa City, IA 52240
Phone: 319-353-6808
Term: 3-Year

SURVEY OF MEMBER CHARACTERISTICS
FY83 ADVISORY COMMITTEES
EDUCATIONAL SERVICES

8/6/82

COMMITTEE	FORMER STUDENT	CURRENT STUDENT	SUPER-VISOR	NON SUPER-VISOR	UNION MEMBER	OUT OF DES MOINES AREA	# ON COMM	# OF MEETINGS
<u>BOONE CAMPUS</u>								
Nursing Program	3	1	4	5	0	9	9	3
Office Occupations	2	0	7	2	0	8	9	3
Sub Total	5	1	11	7	0	17	18	6
<u>BUSINESS/MANAGEMENT</u>								
Accounting	2	0	9	2	0	2	11	4
Agri-Business	2	0	11	3	0	5	14	4
Banking	3	0	2	2	0	0	4	2
Data Processing	4	0	9	2	0	2	11	3
Hospitality Careers	3	0	13	3	0	2	16	1
Ind. Marketing & Management	4	0	6	3	0	0	9	2
Legal Secretarial	4	0	10	4	0	1	14	4
Medical Secretarial	1	0	12	3	0	4	15	4
Office Occupations	1	0	8	3	1	0	11	4
Retail & Fashion Merchandising	5	0	8	1	0	2	9	2
Sub Total	29	0	88	26	1	18	114	30
<u>DISTRICT CAMPUS</u>								
Auto Service-Carroll	0	0	3	3	0	6	6	*
Building Maintenance CETA	0	2	5	6	1	3	12	
Building Trades-Carroll	0	0	4	5	0	9	9	
Business Occupations CETA	0	0	3	7	0	0	10	
First Year Nursing Carroll	1	0	3	5	0	6	8	
Electrical Trades Knoxville	0	0	9	0	1	9	9	
Sub Total	1	2	27	26	2	33	54	
<u>HEALTH SERVICES</u>								
Associate Degree Nursing	2	0	5	4	0	1	9	3
Comm. Horticulture	1	1	10	1	0	3	11	3
Dental Assistant	3	0	10	2	0	3	14	3
Dental Hygiene	3	0	7	7	0	2	15	3
Medical Assistant	4	0	4	0	0	3	10	2
Medical Laboratory Technician	1	0	4	6	0	6	10	2
Practical Nursing	2	0	4	6	0	0	9	3
Respiratory Therapy	3	1	6	6	0	0	13	5
Surgical Technologist	5	0	4	8	0	2	13	0
Sub Total	24	2	54	40	0	20	104	24

* Figures in this column will be available the night of the Board meeting.

COMMITTEE	FORMER STUDENT	CURRENT STUDENT	SUPERVISOR	NON SUPERVISOR	UNION MEMBER	OUT OF DES MOINES AREA	# ON COMM.	# OF MEETINGS
<u>INDUSTRIAL AND TECHNICAL</u>								
Ag Equip. Tech	0	0	6	1	0	4	7	0
Architectural								
Drafting	3	0	8	1	0	1	9	4
Auto Mechanics	1	0	6	1	1	4	9	1
Autobody Repair	1	0	8	1	1	1	10	6
Bricklaying and								
Masonry	4	0	9	2	2	5	11	1
Building Trades	3	0	4	3	1	3	8	5
Commercial &								
Advertising Art	6	0	7	6	1	2	15	6
Conditioned Air	6	0	4	3	1	1	8	0
Electronics								
Maintenance	2	0	4	0	0	1	7	2
Electronics								
Technology	4	0	4	3	0	3	8	2
Heavy Equip. Tech.	1	0	5	2	1	0	7	1
Machine Drafting	2	0	6	4	1	2	10	3
Printing	0	0	7	2	0	2	9	1
Telecommunications	0	0	7	3	0	8	10	5
Tool & Die Making	1	0	4	4	0	0	8	1
Upholstery	1	0	3	1	0	2	4	3
Welding	4	0	4	5	2	1	9	2
Sub Total	39	0	96	42	11	40	149	43
<u>PUBLIC AND HUMAN SERVICES</u>								
Child Care & Develop-								
mental Disabilities	2	0	9	5	0	3	15	
Criminal Justice	9	0	6	8	0	6	15	1
Fire Science	3	1	7	4	2	4	11	4
Health Care	3	0	8	9	0	1	9	
Human Services	4	0	6	5	0	4	11	4
Labor Studies	4	0	0	17	16	4	18	
Legal Assistant	4	0	7	5	0	3	13	2
Recreational								
Leadership	1	1	4	3	0	2	8	4
Pre-Teacher Associate	4	1	2	5	3	4	9	
Sub Total	34	3	49	61	21	31	109	
<u>ALL EDUCATIONAL SERVICES</u>								
TOTAL	132	8	325	202	35	159	548	

SURVEY OF MEMBER CHARACTERISTICS
 FY-83 ADVISORY COMMITTEES
 EDUCATIONAL SERVICES

<u>Committee with potential union representation</u>	<u>Total number of members</u>	<u>Union members</u>
Autobody Repair	10	1
Auto Mechanics	9	1
Building Maintenance-CETA	12	1
Building Trades	8	1
Bricklaying & Masonry	11	2
Commercial Art	15	1
Conditioned Air	8	1
Electrical Trades-Knoxville	9	1
Electronics Maintenance	7	0
Fire Science	11	2
Heavy Equipment Technology	7	1
Labor Studies	18	16
Machine Drafting	10	1
Office Occupations	11	1
Pre Teacher Associate	9	3
Printing	9	0
Tool & Die	8	0
Welding	9	2

Number of advisory committees with potential union representation: 18
 Number of advisory committees with union representation: 15
 Percentage: 83%

Total number of members on advisory committees with union representation: 181
 Number of advisory committee members with union affiliation: 35
 Percentage: 19%

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
JULY - 1983					1	<input checked="" type="checkbox"/> 4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	<input type="checkbox"/> 29	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31		
SEPTEMBER				<input type="checkbox"/> 1	2	<input checked="" type="checkbox"/> 5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
NOVEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 25	28	29	30		
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	<input checked="" type="checkbox"/> 21	<input checked="" type="checkbox"/> 22	<input checked="" type="checkbox"/> 23	<input checked="" type="checkbox"/> 26	27	28	29	30
JANUARY - 1984	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	4	5	6	8	9	<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> 13	<input type="checkbox"/> 16	17	18	19	20	23	24	25	26	27	30	31			
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29		
MARCH				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
APRIL	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
MAY		1	2	3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 8	9	10	11	14	15	16	<input checked="" type="checkbox"/> 17	<input checked="" type="checkbox"/> 18	<input type="checkbox"/> 21	22	23	24	25	<input checked="" type="checkbox"/> 28	29	30	31	
JUNE					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29

LEGEND	TWO SEMESTERS (8-30 to 5-)	TWO SEMESTERS PLUS SUMMER TERM (7-1 to 6-30)	COLLEGE YEAR
<input checked="" type="checkbox"/> Holidays			
<input type="checkbox"/> Preparation Days	Student Contact Days - 151 Preparation Days - 6 Staff Development Days - 3	Student Contact Days - 220 Preparation Days - 8 Staff Development Days - 4	Fall Semester - 76 Days Spring Semester - 75 " Summer Term - 50 " Interim Term - 20 " Total - 221
<input checked="" type="checkbox"/> Staff Development Days	Contract Days 160	Contract Days - 232	201 Day
/ Unassigned Days			
[Beginning of Term		Interim Term - 20 Days (8-2 to 8-29)	
] End of Term			

	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
JULY - 1983					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
AUGUST	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
SEPTEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
OCTOBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
NOVEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
DECEMBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
JANUARY - 1984	2	3	4	5	6	8	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
FEBRUARY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29		
MARCH				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
APRIL	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
MAY		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
JUNE					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29

JULY	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
AUGUST			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
SEPTEMBER	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					

LEGEND	TWO SEMESTERS (8-30 to 5-)	TWO SEMESTERS PLUS SUMMER TERM (7-1 to 6-30)	COLLEGE YEAR
Holidays			
Preparation Days	Student Contact Days - 151	Student Contact Days - 208	Fall Semester - 76 Days
Staff Development Days	Preparation Days - 6	Preparation Days - 9	Spring Semester - 75 "
Unassigned Days	Staff Development Days - 3	Staff Development Days - 4	Summer Term - 50 "
Beginning of Term	Contract Days - 160	Contract Days - 221	201 Days
End of Term		Interim Term - 20 Days (7-30 to 8-24)	Interim Term - 20 "
			Total - 221 Days

MEMORANDUM

August 10, 1982

TO: Dr. Borgen, President

FROM: Gene Snyder^{et}, Executive Vice President
Management Services

RE: Funding "Crisis" for Financial Aid 1982-'83

Because of the Federal budget problems in Washington, the U.S. Department of Education has notified all post-secondary institutions that until final award letters are issued for student financial aid programs, that federal funds can be awarded to students only within restricted criteria which is inadequate for DMACC to make commitments to our students for 1982-'83. Thus, the Financial Aid Office would be constricted to awarding 50% of need with serious consequences regarding students' financial ability to attend DMACC. Thus, enrollment problems are evident.

I therefore recommend that you secure approval from the Board of Directors for financial support of our student financial aid programs. We minimally need these dollars to provide 50% funding to supplement the current "hold" on federal financial aid program funds. This "hold" action is the first in DMACC, as well as national, financial aid history.

The Financial Aid awarding philosophy for DMACC is to use these federal dollars to assist eligible students with direct educational costs, i.e. tuition, fees, etc.

To make any commitment to students from these federal programs could only be done with DMACC being liable. I recommend:

1. That College Work-Study, requiring a minimum of \$30,268, be done within the Institutional budget by using dollars currently allocated for student employment (non-work-study), and
2. That National Direct Student Loan (NDSL) and Supplemental Educational Opportunity Grant (SEOG), requiring a total of \$82,929 (NDSL - \$61,802 & SEOG - \$21,127), be funded from private sector resources secured by the DMACC Foundation because these dollars cannot be supported within the Institutional budget. Since I believe this a policy decision, Board concurrence would also be required.

Other colleges, i.e. private institutions and State Regent schools, are able to make financial aid commitments to their students because they have adequate Institutional and/or private sector resources to do so.

DES MOINES AREA



COMMUNITY COLLEGE

Dr. Borgen
Page 2
August 10, 1982

My recommendation requires your support to allow us to award financial aid to students for Fall quarter to assist in payment of registration costs. This would prevent our losing those students who would be unable to enroll at DMACC without financial assistance. Any delay in this funding commitment will have a negative impact on the enrollment in our educational programs.

I also request your support that if private sector dollars are secured and the Federal government forwards us authorization letters that are equal to or greater than our "tentative" allocations, that any private sector dollars secured be used for unrestricted grants and to increase the Institutional match for the work-study program.

ns

cc: Maralee Frazee



MEMORANDUM

August 9, 1982

TO: Board Secretary

FROM: Irv Steinberg *ISW*

RE: Financial Report for Board Meeting August 16, 1982

A. June 30, 1982 Report

As reflected on the Budget Balance Report, revenue for the General Fund for fiscal year 1981-1982 exceeded expenditures by \$139,700, thereby increasing the General Fund Unrestricted Fund Balance by that amount.

Expenditures in both General and Plant Funds were less than published and working budget restricted amounts.

As noted in the fiscal year end Balance Sheet Summary, the Unrestricted Fund Balance for General Fund increased to \$500,900, with a \$432,464 Fund Balance restricted for Student Houses and Lots and Materials and Supplies inventories, and \$304,194 Fund Balance remaining as the amount Restricted for Payment of Unemployment Compensation Claims.

B. July 31, 1982 Report

As was prearranged and Board Approved in June, an Anticipatory Warrant for \$3,660,000 was issued to Banker's Trust Co. on July 1st with the total proceeds initially invested with Banker's Trust.

The July 31, 82 Cash Position Report shows that approximately \$574,000 of these borrowed funds were required to be used during July to cover expenditures, as was expected since cash flow in July is normally a problem.

This report also denotes our change as of July 1, 1982 from Ankeny National to Ankeny State Bank as our principal depository bank. Monies on balance at Ankeny National Bank represent outstanding checks which were voided and for which the funds had not yet been transferred between banks.

DES MOINES AREA



COMMUNITY COLLEGE

DES MOINES AREA COMMUNITY COLLEGE

CASH POSITION REPORT

July 31, 1982

	GENERAL, AUXILLIARY AGENCY, SCHOOL & LOAN FUNDS		VOTED TAX PLANT FUND SINKING FUND	
	<u>Ankeny State</u>	<u>Ankeny Nat.</u>	<u>Bankers Trust</u>	<u>Bankers Trust</u>
<u>CASH IN BANK:</u>				
Balance Forward July 1, 1982	-0-	\$600,963	\$14,547	
Plus July Receipts	\$2,538,461	6,305	377,882	
Less July Disbursements	<u>2,448,040</u>	<u>602,965</u>	<u>357,865</u>	
Cash Balance July 31, 1982	\$ 90,421	(B) \$ 4,303	\$ 34,564	
<u>INVESTMENTS:</u>				
<u>Savings Account</u>				35,075
<u>CD's and Repurchase Agreements:</u>				
13.875% due various dates (A)	2,960,570			
13.04% due 1-14-83 (Loan Fnd)	25,000			
13.23% due 1-10-83 (Alum. Asso.)	10,000			
13.5% due 8-16-82			250,000	
13% due 9-15-82			410,000	
13% due 10-15-82			120,000	
13% due 11-15-82			110,000	
8% due 12-15-82			205,000	
12.5% due 1-14-83			140,000	
13 5/8% due 2-15-83			200,000	
12% due 3-15-83			100,000	
12% due 4-15-83			<u>120,000</u>	
Total Investments	<u>\$2,995,570</u>	<u>\$ 4,303</u>	<u>\$1,655,000</u>	<u>\$35,075</u>
Total Cash & Investments	<u>\$3,085,991</u>	<u>\$ 4,303</u>	<u>\$1,689,564</u>	<u>\$35,075</u>

Footnotes:

- (A) General Fund investments represent Anticipatory Warrant monies received on loan from Bankers Trust Co. to be repaid on June 30, 1983 invested at Bankers Trust.
- (B) Balance of moines on deposit at Ankeny National Bank represents funds left in this bank to cover outstanding checks on June 30, 1982 and which were later void.

DES MOINES AREA COMMUNITY COLLEGE
 BUDGET BALANCE REPORT
 GENERAL & PLANT FUNDS

June 30, 1982

	<u>WORKING BUDGET</u>	<u>AMOUNT EXPENDED OR RECEIVED</u>	<u>WORKING BUDGET BALANCE</u>
<u>GENERAL FUND DISBURSEMENTS:</u>			
<u>GENERAL FUND CURRENT (FUND 1)</u>			
Arts & Sciences	\$ 2,311,668	\$ 2,249,944	\$ 61,724
Career Education	5,118,117	5,097,835	20,282
Career Development Center	176,527	171,134	5,393
Adult Education	1,976,698	1,839,656	137,042
Instructional Admin.	326,072	326,910	(838)
General Administration	712,026	712,026	-0-
Student Services	1,434,169	1,420,500	13,669
Learning Resources	580,027	556,288	23,739
Physical Plant	1,966,985	1,916,712	50,273
General Institutional	<u>2,154,032</u>	<u>2,154,032</u>	<u>-0-</u>
Sub Total (Fund 1)	16,756,321	(C)16,445,037	311,284
(A) RESTRICTED CURRENT FUND (FUND 2)	<u>1,140,598</u>	<u>785,187</u>	<u>355,411</u>
(B) GRAND TOTAL GEN. FUND DISBURSEMENTS	<u>17,896,919</u>	(C) <u>17,230,224</u>	<u>666,695</u>
<u>(C) GENERAL FUND REVENUE:</u>			
GENERAL FUND CURRENT	16,546,965	16,564,256	(17,291)
Restricted Current Fund	<u>1,140,598</u>	(D) <u>805,668</u>	<u>382,932</u>
Sub Total	17,687,563	17,369,924	365,641
FY 82 Fund Balance Addition		(139,700)	
TOTAL	<u>\$17,687,563</u>	<u>\$17,230,224</u>	<u>\$365,641</u>
(B) <u>PLANT FUND DISBURSEMENTS</u>	<u>\$ 5,606,866</u>	<u>\$ 3,893,452</u>	<u>\$1,713,414</u>
<u>PLANT FUND REVENUE</u>	<u>\$ 2,975,581</u>	(C) <u>\$ 3,531,579</u>	<u>\$ (847,222)</u>

FOOTNOTES:

- (A) Detail of Restricted Current Fund (Fund 2) on separate page.
- (B) Published Budgets are as follows:
 General Fund - \$18,008,774 (without Tort & Unemployment).
 Plant Fund - \$5,606,866.
- (C) General Fund expenditures includes transfers of \$659,397 to Plant Fund for equipment purchases.
- (D) Restricted Current Fund revenue exceeds Restricted Current Fund expenditures by \$20,481, which represents monies transferred from General Fund Current to cover non-reimbursable expenses from previous years.

DETAIL OF REVENUE

June 30, 1982

OBJECT CODE	GENERAL FUND REVENUE	Working Budget	Amount Received	Budget Balance
	<u>Tuition & Fees:</u>			
401-407	Student Fees	\$ 668,920	\$ 538,529	\$ 130,391
	<u>Tuition:</u>			
411	Arts & Science	1,783,744	1,749,848	33,896
411	Career Education	1,467,492	1,608,156	(140,664)
411	Adult Ed	749,983	776,195	(26,212)
413	Secondary	100,150	100,150	-0-
	<u>Local Support:</u>			
416	Property Taxes-Operation	2,110,256	2,116,566	(6,310)
417	Property Taxes-Unemployment	* 68,893	* 68,893	-0-
419	Property Taxes-Tort Liability	39,808	39,696	112
	<u>State Support:</u>			
421	General Aid	6,914,837	6,914,837	-0-
429	Energy Appropriation	66,900	90,941	(24,041)
421	Salary Adjustment	491,692	491,360	332
424	Vocational Aid	1,210,584	1,207,477	3,107
	<u>Federal Support:</u>			
431	Title II-Library	2,400	2,400	-0-
439	Vocational Aid	310,569	309,792	777
434	Workstudy	71,069	72,806	(1,737)
441	Special Needs-CDC	60,592	60,592	-0-
446	ABE	132,283	132,283	-0-
449	Other	4,655	2,479	2,176
	Total "2" Fund	1,140,598	757,666	382,932
	<u>Sales & Services:</u>			
453	Rental of Facilities	40,000	23,410	16,590
	<u>Other Income:</u>			
471	Interest	150,000	219,240	(69,240)
477	Assessments	7,100	8,331	(1,231)
485	Miscellaneous	30,038	9,795	20,243
486	Sale of Fixed Assets	45,000	32,772	12,228
489	Bad Debt (Write Off)		(12,292)	12,292
490	Trnsf. from Gen. Fund Crnt to Rst. Crnt Fund		48,002	
	GRAND TOTAL	<u>\$17,667,563</u>	<u>\$17,369,924</u>	<u>\$297,639</u>

*Unemployment Compensation shown is identical to amount expended.
Balance received transferred to Restricted Fund Balance.
Account #347 Unemployment Revenue also included in 2 Fund total
(represents non-funded Unemployment Compensation expenses.)

DETAIL OF EXPENDITURES BY COST CENTER

June 30, 1982

	WORKING BUDGET	AMOUNT EXPENDED	ENCUMBERED	WORKING BUDGET BALANCE
Social Service Training	\$ 5,497	\$ 5,497	-0-	-0-
Energy Asst. Grant	50	50	-0-	-0-
Supplemental Coop Ed.	9,141	2,813	-0-	6,328
Data Processing - A State Plan	4,635	4,635	-0-	-0-
Nursing Capitation FY 82-83	10,726	2,753	-0-	7,973
Nurse Capitation - FY 81-82	24,821	24,821	-0-	-0-
GM Training Projcet	57,320	42,487	-0-	14,833
STRIVE LEA Project	53,577	47,772	-0-	5,805
Special Needs Coordinator	10,086	10,086	-0-	-0-
Teacher Aids - FY 82	9,374	9,374	-0-	-0-
Special Needs-In Service	10,400	10,336	-0-	*** 64
Mitchellville-SN Project	5,879	5,230	-0-	*** 649
Curriculum for Handicapped	16,192	16,192	-0-	-0-
Comp. Voc. Development Program	20,700	20,288	-0-	*** 412
ESL #2 - DPI	58,548	58,548	-0-	-0-
ESL HMONG	1,310	1,310	-0-	-0-
ESL - FY 82	95,003	95,003	-0-	-0-
Construction Acquaintance	4,628	4,628	-0-	-0-
Homemaker Health - HEW	12,155	12,006	-0-	*** 149
Homemaker Health - DPI Ext.	2,280	2,034	-0-	246
Computer Asst. - Linkage	33,356	13,326	-0-	20,030
DPI Software	31,482	31,482	-0-	-0-
DPI Retraining - Sales	16,105	3,120	-0-	12,985
DPI Retraining - Computer Prog.	59,481	10,117	-0-	49,364
DPI Retraining - Traffic & Whse.	16,105	2,806	-0-	13,299
DPI Retraining - Bldg. Heat Cool	17,901	6,716	-0-	11,185
Bus. & Econ. Institute	61,348	30,962	-0-	30,386
OPP Retraining	75,000	7,861	-0-	67,139
Minority Outreach	4,600	36	-0-	4,564
Diesel Tractor Research	14,706	14,706	-0-	-0-
SDIP - Student Life	20,602	15,004	-0-	5,598
SDIP - Instruction	40,560	30,479	-0-	10,081
SDIP - R & D	63,838	34,102	-0-	29,736
CETA Educa. Research	16,309	1,504	-0-	14,805
CETA - Class Size*	248,956	198,829	-0-	50,127
PSE	7,927	8,274	-0-	** (347)
TOTAL	**** \$1,140,598	\$785,187	-0-	\$355,411

Footnotes

*CETA Class Size Budget represents 75% of Federal Fiscal Year '82 Budget (\$238,977 x 75% = \$179,233) plus balance of previous year's budget expended this FY of \$69,726 for total of \$248,956.

** Represents Unemployment Compensation claims after project funding ended.

*** Represents funded amounts not expended.

**** Budget includes projects with funding overlapping fiscal years.

DMACC
 GENERAL FUND
 BALANCE SHEET
 June 30, 1982

Object Code		<u>FUND "1"</u>	<u>FUND "2"</u>	<u>TOTAL</u>
	<u>ASSETS</u>			
101	Cash in Bank	487,460.31	(114,325.55)	373,134.76
103	Boone Cash in Bank	7,790.89		7,790.89
119	Payroll Checking	5,000.00		5,000.00
120	Returned Checks	5,058.39		5,058.39
122	Petty Cash	7,037.53		7,037.53
	Total Cash	<u>512,347.12</u>	<u>(114,325.55)</u>	<u>398,021.57</u>
144	Due From State	514,828.40	22,759.55	537,587.95
145	Due from Federal	30,296.00	94,715.84	125,011.84
146	Due from Others	48,415.41		48,415.41
147	Due From Others	83,358.74	19,361.84	102,720.58
148	Due from Financial Aids	122,239.17		122,239.17
	Total Accts Receivable	<u>799,137.72</u>	<u>136,837.23</u>	<u>935,974.95</u>
162	Auto Parts Inventory	21,327.26		21,327.26
165	Physical Plant M&S Invent	141,000.00		141,000.00
169	Student Hses & Lots	270,136.68		270,136.68
	Total Inventories	<u>432,463.94</u>		<u>432,463.94</u>
	TOTAL ASSETS	<u><u>1,743,948.78</u></u>	<u><u>22,511.68</u></u>	<u><u>1,766,460.46</u></u>
	<u>LIABILITIES</u>			
203	Long Term Payables	29,233.26		29,233.26
205	Accts Payable Refunds	10,355.60		10,355.60
210	Payroll Payable	346,544.01	1,444.26	347,988.27
257	Due to Plant Fund	68,707.00		68,707.00
271	Deferred Income	51,550.73	21,067.42	72,618.15
	TOTAL LIABILITIES	<u>506,390.60</u>	<u>22,511.68</u>	<u>528,902.28</u>
	<u>FUND BALANCE</u>			
311	Unrestricted	500,900.26		500,900.26
313	Restricted for Inventories	432,463.94		432,463.94
314	Restr for Unemploy Comp	304,193.98		304,193.98
	TOTAL FUND BALANCE	<u>1,237,558.18</u>		<u>1,237,558.18</u>
	TOTAL LIABILITIES AND FUND BALANCE	<u><u>1,743,948.78</u></u>	<u><u>22,511.68</u></u>	<u><u>1,766,460.46</u></u>