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State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Community Colleges
Grimes State Office Building
Des Moines, Iowa 50319-0146

YEAR END REPORTING MANUAL



Fiscal Year
1999

DUE DATE
August 4, 1999

3-1778

State of Iowa
DEPARTMENT OF EDUCATION
Grimes State Office Building
Des Moines, Iowa 50319-0146

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3/31/99

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TECHNICAL ASSISTANCE CONTACT PERSONS

The following individuals may be contacted to provide answers to questions regarding forms, instructions, etc.:

		E-Mail address @ed.state.ia.us	Area code (51
Adult Non-Vocational Adult Basic Education High School Equivalency and Diplomas	John Hartwig	john.hartwig	281-3636
Adult/Continuing and General Eligible and Non-Eligible, Adult Vocational Supplementary, Apprenticeship, Drinking Driving, Driver Improvement and Mine Safety	Karen F. Poole	karen.poole	281-3671
AS15-D, E, and F, Square/Cubic Footage, Administrative Allowance for IDED, Buildings and Facilities, and Vocational-Technical Technology Fiscal Report	Doren Hulet Beverly Bunker	doren.hulet beverly.bunker	281-3550 281-3615
Chapters 260E and 260F	Doren Hulet	doren.hulet	281-3550
College Parallel/Career Option and College Parallel Not Elsewhere Classified	Jerry Lamers	jerry.lamers	281-4721
Corrections (Federal and State)	Lee Crawford	lee.crawford	281-8353
Credit student reporting	Steve Mahr	steve.mahr	281-8108
Human Resources	Evelyn Anderson	evelyn.anderson	281-3866
JTPA	Myril Harrison	myril.harrison	281-3590
Perkins II Activities (Under separate cover)			
Equity Activities—Sex Equity, Teen Parenting, Adolescent Single Parents/Single Pregnant Women, Adult Single Parents and Displaced Homemakers	Mary Wiberg	mary.wiberg	281-8584
Perkins II Allocation Activities, and Perkins II Special Grants	Division Consultants or Tom Grimm	tom.grimm	281-4721 281-4707
Postsecondary Preparatory, and Secondary Jointly Administered	Division Consultants or Jerry Lamers	jerry.lamers	281-4721 281-4721
Prorate Sheet - CE-4b	Doren Hulet Jerry Lamers	doren.hulet jerry.lamers	281-3550 281-4721
Recertification/Relicensure (degree)	Karen F. Poole	karen.poole	281-3671
Tech-Prep Programs	Vic Lundy	vic.lundy	281-4722
Vocational-Technical Technology Program Questionnaire	Fidelis Ubadigbo	fidelis.ubadigbo	281-3080

GENERAL INSTRUCTIONS

For definitions, refer to the Community College Data Dictionary and the Iowa Community College Accounting Manual.

1. Use the accrual accounting system when computing revenue and expenses.
2. Credit and non-credit student enrollment will be collected electronically using the file structure listed in the table of contents. Human resources (all college staff) will also be collected electronically using the file structure listed in the table of contents. Diskettes include the CE-4b, AS-15D, E (fund 1, fund 2, and combined), F, square/cubic footage, administrative allowance for IDED, building and facilities information, vocational-technical technology fiscal report, and vocational-technical technology survey for FY99.
3. Perkins activities will have pre-printed labels. **Do not change a preprinted label.** If you had an offering that did not receive reimbursement approval or a preprinted label, contact the appropriate bureau.
4. The enrollment information on the Credit and Non-credit Student Characteristics files and CE-4b must agree.

Enrollment in arts and sciences and vocational-technical preparatory courses will be determined on a point-in-time reporting basis for the following situations:

- A. Courses which begin more than 2 weeks (14 calendar days) prior to July 1, 1999, will be reported in this fiscal year.
 - B. Courses which begin less than 2 weeks (14 calendar days) prior to July 1, 1999, or after July 1, 1999, will be reported in fiscal year 2000.
 - C. See the Enrollment Reporting Manual for point-in time enrollment for courses other than a regular term length.
5. All class-size college credit secondary students enrolled for college credit and all secondary students enrolled under the Postsecondary Enrollment Options Act must be included in the electronic student characteristics files and the CE-4b with the postsecondary students in the appropriate cost center.
 6. All trainees in chapter 260E and 260F projects that are completed during the fiscal year must be reported in a separate file to the department of education. The college may include projects that have not completed during the fiscal year this file may be an ASCII fixed length file or an Access file containing the following information:
 - A. The 2-digit community college number, followed by
 - B. The participant's nine-digit social security number, followed by
 - C. A project code containing up to 10 alpha or numeric digits which will start with an "E" to identify a 260E project or an "F" to identify a 260F project. The project code is determined by the college.
 7. **All data will be collected on a fiscal year basis (July 1-June 30)**

Do not use hyphens, periods, or commas. See number 16 under enrollment reporting procedures for reporting 260F enrollment eligible for the funding distribution formula.

Complete the Perkins CE-4s, diskette, student characteristics files, human resources files, annual reports, and 260E and F Project file; make copies for your files and return the originals **ON OR BEFORE AUGUST 4, 1999 TO:**

DISKETTE:

Doren Hulet, Consultant (515/281-3550)
ATTN: Reimbursement
Department of Education
Division of Community Colleges and Workforce Preparation
Grimes State Office Building
Des Moines, Iowa 50319-0146

**EMAIL STUDENT CREDIT
AND NON-CREDIT, HUMAN
RESOURCES, AND
260E&F PROJECT FILES TO:**
Geoffrey.Jones@ed.state.ia.us
**NOTE: Student Award file is due
September 10, 1999**

HIGHLIGHTS OF COMMUNITY COLLEGE PROGRAMS AND ACTIVITIES

CE-4b PRO-RATE SHEET

The following items are reported on the CE-4b as in the past:

1. **Arts and Science**
College Parallel/Career Option and College Parallel Not Elsewhere Classified
2. **Postsecondary Preparatory for Credit**
 - A. Full-time Preparatory: Programs containing, on average, 15 or more credit hours per term.
 - B. Short-term Preparatory: Programs containing less than 22 semester credit hours.
 - C. Part-time Preparatory: Programs containing, on average, less than 15 credit hours per term.
3. **Perkins II-Basic Grant Allocation Activities**
Also complete a summary CE-4D, program CE-4Ds, a CE-EQUIP form (if appropriate), and a narrative report.
4. **Corrections (Federal)**
Also complete a CE-4 (front and back), and CE-EQUIP form (if appropriate), and a narrative report.
5. **Corrections (State)**
6. **Sex Equity, Adolescent Single Parent/Single Pregnant Women, Teen Parenting and Adult Single Parent and Displaced Homemaker**
Also complete a CE-4 (front and back side), CE-EQUIP form (if appropriate), and a narrative report.
NOTE: 25% local match required - use local column on CE-4.
7. **Tech-Prep**
Also complete a CE-4 (front and back side), CE-8 (for programs only), CE-EQUIP form (if appropriate), narrative report and a statistic report.
8. **Apprenticeship**
9. **Adult Vocational Supplementary**
10. **Adult Non-Vocational**
Adult non-vocational categories include ABE/High School completion, Adult/Continuing and General Eligible and Not-Eligible, Recertification/Relicensure, Iowa Course for Drinking Driving, and Iowa Course for Driver Improvement. All of these areas will be recorded as site 000.
11. **JTPA**
Also complete the fourth quarter JTPA Reimbursement Report-410 and JTPA Quarterly Contract Matching Report-510. Complete a written narrative of activities conducted.

Chapters 260E and 260F.

NOTE: See directions for Student Enrollment Reporting Procedures for specific details.

CE-4b PRO-RATE SHEET, Continued

The following items on the CE-4b have been changed:

1. A place for an electronic signature and date are included on the first line toward the right side of the spreadsheet. Please put your electronic signature and date where indicated
2. All vocational short term and part time preparatory programs have been moved from the regular full time preparatory sub-heading to the short term/part time preparatory programs sub-heading.
3. In the short term prep/part time prep vocational area of the CE-4b, the programs for credit are listed. Include only credit students in this sub-heading.
4. The Adult Education heading was changed to read "Adult/Continuing Education".
5. In the Supplementary adult area of the CE-4b, the short term prep/part time prep programs not for credit are listed. Include only non-credit students in this sub-heading. (These contact hours will be included in the total supplementary line.)
6. The 260F line was eliminated from Fund 2 and a line for eligible 260F programs/projects was included in the vocational Supplemental sub heading. The definition for eligible 260F is included in the year end reporting instructions. Please indicate appropriate costs and enrollment. The costs and enrollment are included in the Supplemental total. Since only some if the 260F is eligible for distribution purposes, that's all we want included. (FYI, also included in the total Supplemental line are Apprentice and Sex Equity costs and enrollment.)
7. Secondary Jointly Administered information (cost and enrollment) will be collected on a summary line (CIP # 59.00000000)--no individual program listings.
8. Developmental Education hours and associated costs have been eliminated from the CE-4b.
9. The Perkins II allocation costs are to be indicated on the Perkins II line, however, no enrollment is to be indicated, since it should already be included in various programs. Please indicate total costs--not just the allocation amount.

END OF YEAR DATA DISKETTE

Reports - End of Year Reimbursement information on the Data Diskette:

Prorate - CE-4b

Balance Sheet--AS-15D

General Fund--AS-15E

Plant Fund--AS-15F

Square/cubic footage

Administrative Allowance for IDED

Building and Facilities - Reports 1, 2, 3, 4

Vocational/Technical Technology Fiscal Report

Vocational/Technical Technology Improvement Program Questionnaire (new for FY99)

Iowa course for drinking driving enrollment report (new for FY99)

CREDIT AND NON-CREDIT STUDENT CHARACTERISTICS ENROLLMENT REPORTING

Student enrollment reporting:

1. Credit student characteristics enrollment reporting is to be reported in 3 files as in the past. One additional data element (Student intent/goal) has been added to the student information electronic file. We strongly encourage you to add this element for FY99. This element must be included in FY2000. See Credit Student Characteristics files for specific data collection elements and report requirements.

NOTE: The Student Award/Completer File is due September 10. This will allow all summer term awards/completers to be included in this file.

2. Student enrollment for vocational supplementary may be recorded by unique 8 digit CIP number or 2 digit CIP number followed by 6 zeros. Site will be 000. See Non-credit Student Characteristics file for specific data collection elements and reporting requirements.
3. Form CE-8, which collected completer information and supplementary services to students is no longer being used. The credit and non-credit electronic enrollment reporting data includes the CE-8 information and it is important that you record all students receiving supplemental services by completing the "served with support services" data element when appropriate.

HUMAN RESOURCES REPORTING

New for this year is the reporting of all college staff. The Human Resources electronic file is to record staff in 5 different categories as listed in the Iowa Community College Accounting Manual. See the Human Resources file for specific data collection elements and report requirements.

CHAPTER 260E AND 260F ENROLLMENT REPORTING

Also new for this year is a reporting requirement for trainees of 260E and 260F projects. The Community College Presidents and Trustees support the collection of trainee social security numbers and matching project numbers for the Iowa Department of Economic Development. See the 260E and 260F reporting requirements for specific details.

Due date:

August 4, 1999

ENROLLMENT REPORTING PROCEDURES

PROCEDURES FOR IDENTIFYING CREDIT OR NON-CREDIT (CONTACT) HOURS OF ENROLLMENT

The following procedures shall be followed when identifying credit or contact hours of enrollment, and the administrative rule (282 Iowa Administrative Code 21.2(13)) for determining credit hours shall be followed.

1. Only students who are officially registered for courses or programs, including students registered to audit, may be included when determining credit or contact hours. Community services such as music presentations by orchestral and choral groups, lectures, drama presentations, home living shows, recreational trips, use of physical facilities by community agencies and organizations, and other activities for which students are not registered in courses may not be counted for credit hours, contact hours, or enrollment headcount.
2. Credit or contact hours for self-paced programs and courses operated by auto-tutorial and other instructional methods that enable a student to progress at the student's own rate shall be computed by assigning to each registration the total number of credit or contact hours the student would have enrolled for if the program or course would have been operated by conventional teaching techniques with a stipulated beginning and ending date. This procedure will generally apply to career education, special needs, continuing education, college parallel, and high school credit programs and courses and will include courses taught via television, correspondence, or other non-conventional means. High school credit courses shall have an established length of 60 contact hours.
3. Students who register late for college parallel and career education courses and programs shall be counted from the beginning of the term if registration occurs during the first 2 calendar weeks (14 calendar days) after the beginning of the official term.
4. Days on which tests are administered may be counted for purposes of computing credit or contact hours if they are a part of the scheduled term as indicated by the official school calendar.

Credit or contact hours shall not be counted for the time students spend in taking tests that are not a part of a course or program. (i.e. GED tests, independent testing for licensure boards, independent screening and testing for business and industry; governmental agencies, other independent standardized testing programs.)
5. Holidays when students are not scheduled for classes shall not be counted when computing credit or contact hours.
6. Days when professional meetings are held and classes are not scheduled shall not be counted when computing credit or contact hours.
7. A day when commencement occurs, may be included when computing credit or contact hours, if this day occurs during the period in which the student was registered for a course or program.
8. The withdrawal date for any student is the day on which the student is officially withdrawn from a course or program in a community college in accord with institutional policy. Courses which are withdrawn from through the 14th calendar day from the beginning date of the program or course will not be used for computation of credit or contact hours. Courses which are not withdrawn from through the 14th calendar day will have all credit or contact hours for the course computed. Institutions must record the exact withdrawal dates of all students in order to provide for adequate auditing of reports.

9. Enrollment is determined through a point-in-time methodology. Courses which overlap 2 fiscal years shall be reported per the following:
1. Courses which begin more than 2 weeks (14 calendar days) prior to July 1 will report ALL credit or contact hours in the year in which the course begins.
 2. Courses which begin less than 2 weeks (14 calendar days) prior to July 1, or after July 1 will report ALL credit or contact hours in the following fiscal year.

This process enables the institution to have sufficient time to count registrations and withdrawals through the first 2 weeks (14 calendar days) of the course or program.

10. Instructional program/course criteria.

A. All instructional programs/courses must meet all of the criteria listed below:

- The course must be organized subject matter in which instruction is offered.
- The course must have a minimum length of 1 contact hour.
- The course must have a syllabus filed with the originating institution. A course description and condensed outline or statement of the main points must be on file with the community college.
- The community college shall have a written agreement identifying the conditions of the services to be provided. (i.e. contractual or subscribed services agreement).
- The employment of an instructor may be met through contractual or subscribed services agreements, when courses are taught by identified instructors and transmitted to students at remote sites.
- The course must be approved in accord with the appropriate procedure as defined by board policy.
- Students must be registered according to the official registration procedures of the community college.
- Enrollment records appropriate for audit must be maintained for each course.

B. The instructional program is the first 2 years of college only (lower division courses) as opposed to upper division (under-graduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy".]

11. Arts and Sciences and Vocational-Technical Preparatory Courses.

- A. Courses over 2 weeks in length (14 calendar days)--The total registration less withdrawals through the first 2 weeks shall be counted as the enrollment. All credit or contact hours shall be recorded for these students.
- B. Courses less than 2 weeks in length (14 calendar days)--The total registration less withdrawals through the first 2 course meetings shall be counted as the total enrollment. All credit or contact hours shall be recorded for these students.
- C. Open Entry/Open Exit, Individualized and Self-Paced Courses--Courses that allow the student to enter at variable times and/or progress at individual rates will compute credit or contact hours based upon the individual student's entry date. Withdrawal of students in the first 2 weeks (14 calendar days) of the student's entry date will not be counted. All credit or contact hours for the course will be counted if no withdrawal occurs through the first 14 calendar days. Individualized courses should be counted as exact credit or contact hours.

12. Adult continuing and general and adult vocational supplementary courses. (These instructions do not apply to short-term/part time preparatory career education programs of 22 or more credit hours.)

- A. Courses over 2 weeks in length (14 calendar days)--the total registration less withdrawals through the first 2 weeks shall be counted as the enrollment and this enrollment shall be multiplied by the total number of contact hours in the course. Additional registrations or drops shall not be considered after the second week (14 calendar days).
- B. Courses less than 2 weeks in length--The total registration less withdrawals through the first 2 class meetings shall be counted as the total enrollment and this number shall be multiplied by the total number of contact hours in the course.

13. Enrollment in Adult Basic Education, High School Diploma, High School Equivalency.

Contact hours will be reported in one of the following ways according to the method of delivery of instruction:

- A. Adult Basic Education courses (curriculum consisting of either ESL, GED preparation, employment and life skills instruction, or other topics in compliance with federal guidelines) with definite starting and ending dates, which do not exceed 100 hours in total length, will be recorded at the time of registration as 60 hours per course. Contact hours shall not be counted more than once per student for the same course.

OR

- B. Adult Basic Education courses (curriculum consisting of either ESL, GED preparation, employment and life skills instruction, or other topics in compliance with federal guidelines) which meet for a scheduled number of hours per month and which exceed 100 hours in total length, will be reported as follows: Contact hours for students in these courses will be calculated monthly. If a student attends 25 percent or more of the scheduled class time during the month, the student will be counted as present for the entire scheduled class during that month. If a student does not attend 25 percent of the scheduled class time during the month, the student's hours will not be counted.

OR

- C. Students in individualized learning situations, including high school equivalency, GED, ESL, ABE, and other tutorial settings will be counted at up to 80 contact hours per semester or summer session, not to exceed 240 contact hours in any given fiscal year.
 - 1. Contact hours computed for individualized learning situations, including career assessment and exploration centers, that do not have an established program length shall be computed by having the students punch-in on a time clock or record hours of instruction through a suitable form of individual record keeping. This instruction pertains to such courses and programs as adult basic education and high school equivalency preparation. High school credit courses shall have an established length of 60 contact hours. A record of contact hours of tutoring that provides an auditable record shall be maintained.
 - 2. For state enrollment reports, students shall be reported only once per fiscal year in the headcount. This will provide an unduplicated headcount.
 - 3. Contact hours shall not be counted for counseling, placement, and evaluation services provided to students by counselors.

14. Extended field trips that are offered as eligible credit or contact courses in which students are officially registered shall have hours computed by the following procedures:

- A. All such courses offered for credit are to be computed by counting no more than the number of classroom work and laboratory contact hours that are equivalent to the number of credit hours assigned to the experience.
- B. All such courses offered as non-credit are to be computed by counting no more than 8 contact hours of laboratory for each day the course is offered provided that the number of contact hours of laboratory counted each day shall not exceed the actual number of contact hours a student participated in the course. No hours of travel to and from the field trip shall be counted as contact hours.
15. Community colleges are not authorized to report more than 1 contact hour for an individual student for the same period of time since such a procedure would constitute "double counting". There is no circumstance that can be construed as authorization for reporting 2 or more contact hours for the same period of time.
16. Students enrolled in customized training programs operated through resources available from the Iowa Industrial New Jobs Training Act (Chapter 260E) are not eligible for the funding distribution formula. The Iowa Jobs Training Act (Chapter 260F) may be included in credit or contact hour reporting only if the students were enrolled in institutional skill training. On-the-job training experiences in these programs are considered employment and shall not be included in the contact hour enrollment.
- Contract/customized training, other than 260F provided by the college, is also eligible for the funding distribution formula and should be reported under adult vocational supplementary.
17. Distance education courses that are taught by identified instructors and transmitted to students at remote sites via audio and/or video telecommunications technology. These courses are considered eligible for the funding distribution formula if they qualify under specific instructions contained in the enrollment reporting manual. Distance education courses, which are offered by a consortium of community colleges, shall be reported in a uniform manner. Programs offered via distance education in conjunction with institutions of higher education (Regents Institutions, private colleges and universities, subscribed services) are credit or contact hours eligible for the funding distribution formula provided instructional program/course criteria are met.
18. Telephone registrations must include the resident status for tuition purposes of students who register for credit by telephone shall be verified when the student receives a billing that includes a statement regarding the appropriateness of the resident status identified. The resident status of students for tuition purposes who enroll in non-credit courses and programs shall be verified by requesting resident status at the time of telephone registration.
19. Students enrolled in cooperative work experience programs shall have credit or contact hours of work documented by the maintenance of weekly schedules of hours worked.
20. Courses that are scheduled as "to be arranged" should have a record that identifies the arrangement between the instructor and students indicating when the course actually met.
21. A community college shall be entitled to count no more than 10 official days of registration and orientation immediately preceding a term as a part of the total enrollment for purposes of computing contact hours for credit students in arts and sciences and preparatory career programs, provided the institution's registration and orientation program was included as a part of the official school calendar. Registration and orientation days shall be counted only for students who register prior to or during the official late registration period of the community college and no later than 2 weeks (14 calendar days) after the beginning of the courses or program.
22. Credit hours counted for: (1) On-the-job training, (2) clinical programs, and (3) work experience programs shall be computed on the basis of the actual number of credit hours a student is enrolled and participates in the program. The maximum number of contact hours counted for a full-time or part-time program may not exceed 40 contact hours per week for the combined total hours including classroom work.

23. Renewal of Education Certificates

- A. Community colleges may offer renewal college credit courses for those educators desiring to renew an educational, professional teacher, professional administrator and area education agency administrator license. 282 Iowa Administrative Code 17.5,6, and 7.

Community colleges may offer renewal credit courses for educational, professional teachers, and professional administrators which may not lead to a degree but which:

1. Adds greater depth/breadth to present endorsements held, or
 2. Leads to completion of requirements for an endorsement not currently held.
- B. Credit or contact hours generated from course offerings in the renewal licensure areas are eligible for inclusion in the funding formula distribution provided the following criteria are met:
1. The course offerings were developed by the community college as opposed to being developed by a four-year institution or area education agency.
 2. The course offerings shall be the first two years of college only (lower division courses) as opposed to upper division (undergraduate level) or graduate (masters and doctorate) level courses. [Authority for this statement is referenced in Iowa Code, Subsection 260C.1(1), "Statement of Policy".]

24. Information Development.

The following information shall be developed by each community college to insure adequate computation of credit or contact hours.

- A. An official school calendar which clearly indicates the periods students are enrolled and days when courses are not in session for such reasons as holidays and professional meetings.

Each course and program offered by a community college shall clearly identify the total number of credit or contact hours and the number of contact hours which are classified as classroom work, laboratory, clinical practice, and work experience. These credit or contact hour identifications shall be continually revised to reflect changes that occur in courses and contact hours.

- B. Policies shall be developed for such purposes as late registration and official withdrawal. These policies shall be followed when computing credit or contact hours.
- C. Courses or programs that have minor variations in the number of credit or contact hours of classroom work and laboratory from 1 week to another may have an arbitrary assignment of hours determined for each term to facilitate clerical procedures. This arbitrary assignment may be determined on the basis of either a percentage of credit or contact hours or on the actual number of hours, but not a combination of both.
- D. Authorization to determine tuition rates for instruction. Tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time resident student. However, except for students enrolled under 261C, if a local school district pays tuition for a resident pupil of high school age, the limitation on tuition for residents of Iowa shall not apply, the amount of tuition shall be determined by the board of directors of the community college with the consent of the local school board, and the pupil shall not be included in the full-time equivalent enrollment of the community college for the purpose of computing general aid to the area community college. Tuition for non-residents of Iowa shall not be less than the marginal cost of instruction

of a student attending the college. A lower tuition for non-residents may be permitted under a reciprocal tuition agreement between a merged area and an educational institution in another state, if the agreement is approved by the state board. [Statement is referenced in Iowa Code, Subsection 260C.14(2), "Authority of Area Directors".

- E. Contact hours shall not be counted for staff development or in-service training sessions for employees of community colleges. This includes full-time or part-time employees and volunteers who are serving in the capacity of instructors, tutors, teacher aides, or recruiters for the college.

25. Secondary Age Students.

Post secondary enrollment options (PSEO) students or other students receiving college credit will be included in the credit student characteristics files.

Alternative high school students are not eligible for the funding distribution formula but are included on the CE-4b.

Students enrolled in secondary jointly administered programs receiving secondary credit are not eligible for the funding distribution formula but are included on the CE-4b.

CREDIT STUDENT ENROLLMENT REPORTING

Arts and Science and Vocational-Technical Preparatory Reporting

Credit enrollment consists of arts and science in liberal/general studies and college parallel/career option, and vocational-technical preparatory.. Also included in this category are any credit developmental education courses which should be included under the arts and science category. All short-term and part-time vocational-technical preparatory programs receiving college credit will be included in the file. See non-credit enrollment reporting for short-term and part-time preparatory programs receiving contact hours but not college credit hours.

All students served by the college who receive credit for courses taken must be reported on the electronic student characteristics files. These files, consisting of the student information file, course file, and awards file must be as complete as possible for each student and for each course in which the student enrolls.

Student data is collected on a fiscal year basis. That means that any student enrolled in a course in which the 14th calendar day occurred on or after July 1, 1998 or before June 30, 1999 will be included in the FY99 student characteristics files. Only students enrolled on the 14th calendar day are to be included in the Student Information and Student Course Files. The student Award/Completer File is due September 10. This will allow the college to include summer graduates in this file.

Incomplete files will be returned to the college for corrections. Please see the Community College Data Dictionary for descriptions of each of the data elements contained in these files.

Data files are to be transmitted to the designated person at the Department as an attachment to an email message. These files must be ASCII fixed length files. See the following pages for student characteristics file layouts.

Please contact Steve Mahr concerning any questions about reporting credit enrollment.

CREDIT STUDENT CHARACTERISTICS DATA

Fiscal Year 1999 Student Information and Course files due August 4, 1999

Student Award/Completer File due September 10, 1999

Contact person: Steve Mahr (515)281-8108

Send ASCII fixed length files via email to: geoffrey.jones@ed.state.ia.us

CREDIT STUDENT CHARACTERISTICS

Credit Student Characteristics data are reported in three related files: Student Information, Student Course Information, and Student Awards/Completer Information. Report students who have paid or made arrangements to pay tuition by the 14th calendar day of each term. Asterisks indicate items to be collected on Fall Term Enrollment Report.

STUDENT INFORMATION FILE

DATA ELEMENT	<u>FIELD LENGTH</u>	FIELD DESCRIPTION
*College number	2	Omit the "99" from the traditional college number
*Unique student identifier	9	Social security number, Including leading zeros. Use a locally assigned unique identifier for students who will not give their SSAN.
*Unique student identifier is locally assigned	1	1 = Yes, Blank = No Response Use to indicate that the unique student identifier is locally assigned rather than the student's SSAN. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.
*Birth date	8	CCYYMMDD 0 or Blank = No response
*Gender	1	1 = Male, 2 = Female, 0 or Blank = No response
*Race/ethnicity	1	1 = American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural Identification through tribal affiliations or community recognition. 2 = Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Philippine Islands and Samoa. 3 = Black. A person having origins in any of the black racial groups of Africa. 4 = Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5 = White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 6 = 0 or Blank = No response.
*Previously attended another postsecondary institution	1	1 = Yes, 2 = No, 0 or Blank = Unknown.
*Highest degree earned at another postsecondary institution	1	1 = 2-year degree 2 = 4-year degree 3 = graduate degree 4 = None 0 or Blank = Unknown

STUDENT INFORMATION FILE, Continued

DATA ELEMENT	FIELD LENGTH	FIELD DESCRIPTION
*Transfer credit hours granted	5	Number of transfer credit hours posted to student transcript at time of report. Must include decimal point. Examples: 01.25 or 10.50 or 01.00
*First enrollment date, this college	6	CCYYMM
*Earned credit hours	6	The total credit hours posted to student transcript at time of report. Examples: 001.25 or 100.50 or 001.00
*High school award type	1	1 = high school diploma 3 = non-graduate 0/ Blank 2 = GED 4 = still in high school =unknown.
*Year of high school award	4	CCYY (will be blank if 3, 4, 0 or blank is used for high school award type)
*Special populations Limited English Proficient	1	1 = Yes 0 or Blank = No. Individuals: A: Who were not born in the United States or whose native language is a language other than English. 1. Who come from environments where a language other than English is dominant or. 2. Who are American Indian and Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B. Who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of Instruction is English.
Disadvantaged	1	1 = Yes 0 or Blank = No. Individuals (other than handicapped and Limited English Proficiency) having economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who desire specially designed programs.
Disabled	1	1 = Yes 0 or Blank = No Individuals who are mentally retarded, hard of hearing deaf/blind, deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with specific learning disabilities who, because of their handicapping condition, cannot succeed in the regular State Board approved programs without special educational assistance or who require a modified education program.
Single parent	1	1 = Yes 0 or Blank = No An individual who is: A. Unmarried or legally separated from a spouse; and. B. Has a minor child(ren) for which the parent has either custody of joint custody, or is pregnant.
Displaced Homemaker	1	1 = Yes 0 or Blank = No. A person who has been a homemaker exclusively but who now because of dissolution of marriage, death or disability of spouse, must prepare for paid employment.

STUDENT INFORMATION FILE, Continued

DATA ELEMENT	<u>FIELD LENGTH</u>	FIELD DESCRIPTION										
Criminal Offender	1	1 = Yes 0 or Blank = No An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender.										
Served with support services	1	1 = Yes 0 or Blank = No Individuals who are members of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in their program.										
Student intent/goal	1	<table border="0"> <tr> <td>1 = Transfer to another college/ University</td> <td>5 = Take courses for personal interest</td> </tr> <tr> <td>2 = Prepare to enter job market</td> <td>6 = Improve skills for present job</td> </tr> <tr> <td>3 = Explore courses to decide on career</td> <td>7 = Prepare to change careers</td> </tr> <tr> <td>4 = Self-improvement/ improve basic skills</td> <td>8 = Meet certification/ licensure requirements</td> </tr> <tr> <td></td> <td>9 = Undecided/ unknown/other</td> </tr> </table>	1 = Transfer to another college/ University	5 = Take courses for personal interest	2 = Prepare to enter job market	6 = Improve skills for present job	3 = Explore courses to decide on career	7 = Prepare to change careers	4 = Self-improvement/ improve basic skills	8 = Meet certification/ licensure requirements		9 = Undecided/ unknown/other
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STUDENT COURSE FILE

DATA ELEMENT	<u>FIELD LENGTH</u>	FIELD DESCRIPTION	
*College number	2	Omit the "99" from the traditional college number	
*Unique Student Identifier	9	Social security number, Including leading zeros. Use a locally assigned unique identifier for students who will not give their SSAN.	
*Unique student identifier is locally assigned	1	1 = Yes 0 or Blank = No. Use to indicate that the unique student identifier is locally assigned rather than the student's SSAN. If a locally assigned unique identifier is used, the college has a responsibility to ensure that the students carry the same locally assigned identifier throughout their attendance at the college.	
*Program identifier (Student major at reg. time)		Report each component as a separate field. Note: Report the declared major for credit students as of the date of registration. If a student has not declared a major, he/she will be assigned to a vocational major based of the program in which the student has enrolled and or completed the most vocational courses. If he/she has not enrolled and/or completed vocational courses, the student will be assigned to an Arts and Science major.	
Ccc CIP	8	First 8 digits including leading zeros	
Site	2	Site number	
Instructional level	1	2 = secondary 3 = postsecondary	4 = adult 5 = any combination of the above.
Type of program, service and/or activity	2	01 = career awareness & exploration 02 = preparatory 03 = preparatory (short term) 04 = supplementary 05 = related service or activity 06 = college parallel/career option 07 = preparatory (part time)	08 = college parallel 09 = non-vocational 21 = ja-career awareness & exploration 22 = ja-preparatory, 28 = ja-college parallel 32 = preparatory shared program 36 = college parallel career option shared program
Special emphasis	2	01 = disadvantaged 02 = disabled 03 = cooperative 04 = apprentice 06 = consumer & homemaking 07 = guidance 09 = special populations 11 = no special emphasis	12 = young farmer 13 = JTPA 20 = displaced homemakers 21 = career education 22 = clinical 23 = work experience 30 = correctional education 31 = developmental education.

STUDENT COURSE FILE, Continued

DATA ELEMENT	FIELD LENGTH	FIELD DESCRIPTION
Object/purpose	2	01 = corrections, title II Part B 02 = secondary 03 = postsecondary 04 = adult 07 = developmental education 22 = non-reimbursable 24 = reciprocal agreement 30 = Chapter 260E, Iowa New Jobs Training Program 33 = Chapter 260F, Iowa Jobs Training Program 37 = sex equity title II Part B 38 = single parents & homemakers – title II Part B 42 = correctional education initiative 85 = tech-prep grant – title III Part E 91 = Perkins federal grant, title II, Part C. 93 = Customized education programs
*Course number	25	The combination of numbers and/or characters assigned by a college to a course
*Course start date	8	CCYYMMDD
*Course end date	8	CCYYMMDD
Date student entered course	8	CCYYMMDD
Date student exited course	8	CCYYMMDD
Registration Type	1	0 = regular student 1 = contracted training/services 2 = Code of Iowa, Chapter 260E, Industrial New Jobs Training 3 = Code of Iowa, Chapter 260F, Jobs Training.
*Course credit hours	5	Use up to two decimal places as appropriate Examples: 01.25 or 10.50 or 01.00
*Non-credit course hours	6	Use up to two decimal places as appropriate Examples: 001.25 or 100.50 or 001.00
*Residency	1	Residence status as of date of registration. 1 = Iowa resident 2 = non-Iowa US Citizen or permanent resident 3 = Foreign/International student (I-20)
Developmental course	1	1 = Yes, 0 or Blank = no
Postsecondary Enrollment Options	1	1 = Yes, 0 or Blank = no. Enrolled under Postsecondary Enrollment Options Act.

STUDENT AWARD/COMPLETER FILE

DATA ELEMENT	<u>FIELD LENGTH</u>	FIELD DESCRIPTION																
College Number	2	Omit the "99" from the traditional college number																
Unique student identifier	9	Social security number, Including leading zeros. Use a locally assigned unique identifier for students who will not give their SSAN.																
Unique student identifier is locally assigned	1	1 = Yes, 0 or Blank = No. Same description in Student Characteristics File																
Award code	1	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1 = AA (Associate of Arts)</td> <td style="width: 50%;">6 = Diploma</td> </tr> <tr> <td>2 = AS (Associate of Science)</td> <td>7 = Certificate</td> </tr> <tr> <td>3 = AGS (Associate of General Studies)</td> <td>8 = Other</td> </tr> <tr> <td>4 = AAA (Associate of Applied Arts)</td> <td>Z = Non-graduate program completer</td> </tr> <tr> <td>5 = AAS (Associate of Applied Science)</td> <td></td> </tr> </table>	1 = AA (Associate of Arts)	6 = Diploma	2 = AS (Associate of Science)	7 = Certificate	3 = AGS (Associate of General Studies)	8 = Other	4 = AAA (Associate of Applied Arts)	Z = Non-graduate program completer	5 = AAS (Associate of Applied Science)							
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Award date	8	CCYYMMDD																
IdentiProProgram Identifier (Student major)		NOTE: Award should be listed under the CIP and code set for which it was granted.																
CIP	8	First 8 digits including leading zeros																
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Instructional level	1	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">2 = secondary</td> <td style="width: 50%;">4 = adult</td> </tr> <tr> <td>3 = postsecondary</td> <td>5 = any combination of the above.</td> </tr> </table>	2 = secondary	4 = adult	3 = postsecondary	5 = any combination of the above.												
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STUDENT AWARD/COMPLETER FILE, Continued

DATA ELEMENT	<u>FIELD LENGTH</u>	FIELD DESCRIPTION	
Object/purpose	2	01 = corrections, title II Part B 02 = secondary 03 = postsecondary 04 = adult 07 = developmental education 22 = non-reimbursable 24 = reciprocal agreement 30 = Chapter 260E Iowa New Jobs Training Program	33 = Chapter 260F, Iowa Jobs Training Program 37 = sex equity title II Part B 38 = single parents & homemakers - title II Part B 42 = correctional education initiative 85 = tech-prep grant – title III Part E 91 = Perkins federal grant – title II Part C. 93 = Customized education programs

NON-CREDIT STUDENT ENROLLMENT REPORTING

New this year is the Non-Credit Student Enrollment Electronic Reporting. All non-credit enrollment (contact hour enrollment) will be reported in this file. The file format follows the explanation of the different categories of non-credit enrollment.

Adult/Continuing Education Requirements for Eligibility

Procedures for identifying credit or contact hours of enrollment in previous sections of this document. Some procedures apply to all categories of enrollment, i.e., arts and science, adult/continuing education, and vocational-technical courses/programs. These procedures should be reviewed prior to assembling the hours for adult/continuing categories.

Courses which may be considered as activities eligible for the funding distribution formula will meet the following requirements:

1. The course must be organized subject matter in which instruction is offered.
2. The course must have a minimum length of one (1) contact hour.
3. The course must have a syllabus filed with the appropriate office in the community college. A syllabus is defined as a condensed outline or statement of the main points of a course of study. If a course that offers substantially the same content is offered at multiple sites, a single syllabus is sufficient.
4. An instructor must be employed by the community college to instruct the course. The requirement for the employment of an instructor may be met through the utilization of volunteers and through contracts with other agencies.
5. The community college shall have a written agreement with the instructor or sponsoring agency identifying the conditions of the services to be provided. (This guideline includes the use of volunteers or volunteer tutors as instructors.)
6. The course must be approved in accord with the appropriate procedure as defined by board policy.
7. Students must be registered according to the official registration procedure of the community college.
8. Enrollment records appropriate for audit must be maintained for each course.

Adult Non-Vocational Categories

Adult non-vocational categories include ABE/High School completion, Adult/Continuing and General Eligible and Not Eligible, Recertification/Relicensure, Iowa Course for Drinking Driving, and Iowa Course for Driver Improvement. All of these areas will be recorded as site 000.

ABE/High School Completion

ABE/High School Equivalency

ABE/High School Equivalency courses are eligible for the funding distribution formula. These courses should be classified under CIP 53.02010000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file. Also complete the "Annual Performance Report for the Adult Education State Administered Program". The figures on the CE-4b should match those reported on Table I, Column 4L. Example: Assistance for adults to attain ABE/High School Completion/ESL, comprehension to benefit individuals (i.e., GED).

High School Diploma

High School Diploma courses are eligible for the funding distribution formula and are courses designed for persons enrolled in a course or program which culminates in a community college adult high school diploma or a secondary high school diploma. These courses should be classified under CIP 53.01010000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file.

Adult/Continuing and General, Eligible

These courses are eligible for the funding distribution formula. These courses are not offered for high school or college credit and are not designed for the specific purposes of upgrading the skills of persons presently employed and retraining persons for new employment. These courses should be classified under CIP number 53.04010000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file. Any hours generated by instruction in nursing homes are not eligible.

Eligible categories are:

- Community Resource Development
- Legal and Consumer Rights
- Health
- Employment and Business
- Programs for Individuals with Restricted Income
- Environmental Education
- Consumer and Homemaking Adult Education

Adult/Continuing and General, Not Eligible

These courses are not eligible for the funding distribution formula. These are courses designed for recreational purposes or other non-eligible purposes such as nursing home courses, and should be classified under CIP 53.05010000, code set 04 09 11 22, and the students should be included in the non-credit student enrollment file. Courses, students, or programs not eligible are:

- Courses that deal with recreation, hobbies, casual culture, or self-enjoyment subjects.
- Programs and/or contracts funded from 260E sources.
- Students in high school completion programs registered with a community college on or before the third Friday in September, which are claimed for funding by a K-12 school district.
- Students registered as a part of the Department of Corrections contracts through the state penal institutions.
- Students served for the sole purpose of testing, i.e., GED, CLEP, ACT, Nurse Aid, etc.
- Students who do not meet the definitions previously cited, such as those who reside in nursing homes.

Iowa Course for Drinking Driving (DUI)

These courses are eligible for the funding distribution formula and are designed for persons who have been convicted of driving while under the influence of drugs and/or alcohol. These courses should be classified under CIP 53.03010000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file.

The Department of Education staff will use the total enrollment reported in the drinking driving courses to invoice each college \$5.00 per enrollee, as recorded on the fiscal year DUI enrollment report on diskette. This Department of Education fund is used to develop statewide curriculum development, research, and teacher training for the local community colleges. If any students were declared "indigent" and not charged course tuition, the colleges will not be assessed a \$5.00 fee.

Iowa Course for Driver Improvement

These courses are eligible for the funding distribution formula and are designed for persons who have committed a serious violation of the motor vehicle laws of Iowa. These courses should be classified under CIP 53.03020000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file.

Recertification/Relicensure

These courses are eligible for the funding distribution formula and are designed for persons who are required to have completed a four-year college degree (BA or BS—Pharmacists, Chiropractors, dentists, engineers, etc.). These courses should be classified under CIP 62.10000000, code set 04 09 11 22, and the students must be included in the non-credit student enrollment file.

Adult Vocational Supplementary

These courses are eligible for the funding distribution formula and are individual courses, each complete in itself, and designed for the specific purposes of upgrading the skills of persons presently employed, and retraining persons for new employment. Any hours generated by instruction in nursing homes are not eligible. These courses should be classified under their appropriate two-digit CIP number, site 000, with a code set of 04 04 11 04. The exceptions to this rule are Mine Safety and Health Administration which will have the same site and code set but will use CIP 49.02992000 and the short-term and part-time programs which do not award credit hours and will have individual CIP numbers with the appropriate codes sets. These students must be included in the non-credit student enrollment file. Use the following CIPs:

- | | |
|---|--|
| 01 Agricultural Business and Production | 20 Vocational Home Economics |
| 02 Agricultural Science | 41 Science Technologies |
| 08 Marketing Operations/Mktg & Distribution | 46 Construction Trades |
| 09 Communications | 47 Mechanics and Repairers |
| 10 Communications Technologies | 48 Precision Production Trades |
| 12 Personal and Miscellaneous Services | 49 Transportation and Materials Moving Workers |
| 15 Engineering Related Technologies | 49.02992000 Mine Safety and Health Administration |
| | 51 Health Professions and Related Sciences |
| 19 Home Economics | 52 Business Management and Administrative Services |

NOTE: Eligible 260F institutional training contact hours will be recorded here under CIP 60.0219900 codes 03 02 11 33, and will be included in the total supplementary contact hours.

Apprenticeship

These courses are eligible for the funding distribution formula. Apprenticeship programs are registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. These programs should be classified under their appropriate CIP number, site 000, and code set 04 04 04 04, and the students must be included in the non-credit student enrollment file.

Short-term and Part-time Preparatory Programs (Non-credit)

All short-term and part-time vocational programs that do not award credit hours should be reported in this category. The contact hours generated for these programs are eligible for the funding distribution formula and students should be reported by the CIP number, site 000, code set 03 03 11 03, for short-term programs and 03 07 11 03 for part-time programs, and the students must be included in the non-credit student enrollment file.

Guidelines For Co-Sponsorship Of Programming

Colleges offer a wide variety of educational programs to meet the needs of local communities. Because much of the programming is community based, the colleges are frequently requested by special groups to co-sponsor educational activities. Conversely the colleges often ask local groups if they would like to play a role in the development and or delivery of programs in which the group or organization might have a special interest.

A certain degree of consistency in the manner in which the colleges and the special groups co-sponsor programs is of benefit to both the local groups and organizations and the community. Even though each area college will determine the extent and contents of any accord, the colleges have established the following parameters for co-sponsorship agreements:

- A. The involvement of groups or organizations in the development and delivery of educational programs in which they might have a special interest or resources is encouraged.
- B. If one or more of the colleges is involved in co-sponsorship of an educational program generally the college(s) involved should:
 - 1. Have final determination of the tuition and fees charged.
 - 2. Approve curriculum, educational materials, and promotion.
 - 3. Pre-register/register the participants according to established college procedures.
 - 4. Determine who will collect the appropriate fees.
 - 5. Determine to whom the faculty or resource persons are responsible, the amount of remuneration involved, and who will place these individuals or organizations under appointment.
 - 6. Maintain student and program records and/or reports.
 - 7. Present college certifications of completion if awarded. The co-sponsoring group may also wish to present appropriate awards.
 - 8. Program evaluation.
 - 9. Any function of the program development or delivery not listed must be approved by the college.
- C. Co-sponsoring organizations may contribute to the programs in several ways including, but not limited to:
 - 1. Developing curriculum and submitting to the college for approval.
 - 2. Identifying resource persons.
 - 3. Helping to promote the activities.
 - 4. Helping to arrange for facilities.
 - 5. Use of special equipment.

D. A letter of agreement outlining the colleges' and the co-sponsor's responsibilities should be signed by all parties prior to the start of the program.

Co-sponsorship programming that does not meet the established parameters listed above are to be counted as community services and are not eligible for the funding distribution formula.

NON-CREDIT STUDENT CHARACTERISTICS DATA

Fiscal Year 1999 report due August 4, 1999

Contact person: Karen F. Poole

Send ASCII fixed length file via email to: geoffrey.jones@ed.state.ia.us

DATA ELEMENT	FIELD LENGTH	FIELD DESCRIPTION
District	2	Omit the "99" from the traditional college number
Unique student identifier	9	Social security number; including leading zeros. Use a locally assigned unique identifier for students who will not give their SSAN.
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Birth date	8	ccyymmdd (0 or blank = no response)
Gender	1	1= male, 2= female (0 or blank = no response)
Race/Ethnicity	1	1= American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. 2= Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. 3= Black. A person having origins in any of the black racial groups of Africa. 4= Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. 5= White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. 0 or blank = no response.
Residency	1	Residence status as of date of report. 1= Iowa resident, 2= non-Iowa U.S. Citizen or permanent resident, 3= Foreign/international student (I-20), 0 or blank= no response.
CIP	8	First 8 digits including leading zeros
Site	2	Site number

NON-CREDIT STUDENT CHARACTERISTICS DATA, CONTINUED

DATA ELEMENT	FIELD LENGTH	FIELD DESCRIPTION
Instructional level	1	2= secondary 4= adult 3= postsecondary 5= Any combination of the above
Type of program	2	01= career awareness & exploration 22= ja-preparatory 02= preparatory 28= ja-college parallel 03= preparatory (short-term) 32= preparatory shared program 04= supplementary 05= related service or activity 36= college parallel/ career option 06= college parallel/career option shared program 07= preparatory (part-time) 08= college parallel 09= non-vocational
Special Emphasis	2	21= ja-career awareness & exploration 01= disadvantaged 02= handicapped 03= cooperative 04= apprentice 06= consumer & homemaking 07= guidance 09= special populations 11= no special emphasis 12= young farmer 13= JTPA 20= displaced homemakers 21= career education 22= clinical 23= work experience 30= correctional education 31= developmental education
Object/Purpose	2	01= corrections - title II Part B 02= secondary 03= postsecondary 04= adult 07= developmental education 22= non-reimbursable 24= reciprocal agreement 30= Chapter 260E Iowa new jobs training program 33= Chapter 260F Iowa jobs training program 37= sex equity - title II Part B 38= single parents & homemakers - title II Part B 42= correctional education initiative 85= tech-prep grant - title III Part E 91= Perkins federal grant - title II Part C 93= Customized educational programs
Course Number	25	The combination of numbers and/or characters assigned by a college to a course.
Development course	2	1= yes, 0 or blank = no.
Course contact hours	6	Use up to two decimal places as appropriate. Examples: 001.25, 100.50, 001.00

NON-CREDIT STUDENT CHARACTERISTICS DATA, CONTINUED

DATA ELEMENT	FIELD LENGTH	FIELD DESCRIPTION
Course start date	8	Ccyymmdd
Course end date	8	Ccyymmdd
Award received this year	2	0 or blank, no award received, 1= high school diploma, 2= GED, 3-20= certificate
Award received this year	2	0 or blank, no second award received.
Award received this year	2	0 or blank, no third award received.
Award received this year	2	0 or blank, no fourth award received.

HUMAN RESOURCES REPORTING

All staff employed by the college will be reported in the Human Resource files which includes an employee file and an employee position file. This file will include all administrators, instructional (including adjunct), professional, secretarial and clerical, and service staff. The employee position codes, employee assignment codes, and Human Resource files follow.

POSITION CODES

Administrative (510)

Chief executive officer and the cabinet/administrative team.

Chancellor President	Vice President Executive officer	Director Dean
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Instructional (520)

Personnel involved in direct instructional contact (credit or no-credit) with students, including counselors and librarians, if the principal activity (50% or more) is instructional:

Assistant professor	Assistant dean	Lecturer
Associate professor	Assistant director	Professor
Counselor	Associate dean	Department head
Instructor	Associate director	Executive officer

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff and business office personnel. Note: this category includes all professional staff not elsewhere classified.

Accountant	Dietitian	Purchasing agent
Administrative assistant	Drafters	Radio operator
Assistant dean/director	Engineering aide	Scientific assistant
Associate dean/director	Junior engineer	Social worker computer operators
Coaches	Licensed practical nurse	Technical illustrator
Computer programmers	Mathematical aide	Technician
Controller	Photographer	Vocational nurse
Coordinator	Psychologist	Systems analyst
Department head/chairperson		

Secretarial and Clerical (540)

Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Bookkeeper	Office machine operator	Statistical clerk
Clerk-typist	Payroll clerk	Stenographer
Library clerk	Sales clerk	

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Cafeteria/restaurant worker	Garage laborer	Repairer
Carpenter	Gardener	Security officer
Chauffeur	Groundskeeper	Stationary engineer
Compositor	Laundry/dry cleaning operative	Truck driver
Construction laborer	Machinist	Type-setter bus drivers
Custodian	Mechanic	Upholsterer
Electrician	Refuse collector	

ASSIGNMENT CODES

Listed below, in alphabetic order by area, are assignment codes for all instructional staff , selected administrators and other college personnel. If you need further assistance, you may contact the Bureau of Practitioner Preparation and Licensure, 515/281-3245.

310	Librarian/Learn Res Spec	PS
311	Media Specialist	PS
312	Counselor	PS
313	Curriculum Specialist	PS
314	Staff Dev Officer	PS
315	Coach	PS
Administrators		
316	Instr Administrator	PS
317	Adm Instr Unit/Dept	PS
Arts & Sciences		
406	Accounting	PS
398	Advertising	PS
397	Agriculture	PS
446	Alcohol/Drug Abuse Specialty	PS
427	Amer Govt	PS
428	Amer Hist	PS
408	Amer Lit	PS
443	Anthropology	PS
405	Art	PS
399	Astronomy	PS
404	Biological Science	PS
420	Biology	PS
441	Business Admin./Management	PS
407	Business Law	PS
394	Career Prep	PS
421	Chemistry	PS
445	Computer Science - Masters	PS
437	Dramatic Art	PS
434	Earth Science	PS
425	Economics	PS
431	Education	PS
409	Eng Lit	PS
410	English	PS
396	ESL	PS
413	French	PS
401	Gen Bus Subjects	PS
422	General Science	PS
426	Geography	PS
414	German	PS
400	Health	PS
444	Health Care Administration	PS
448	International Business/Relations	PS

ARTS & SCIENCES - CONTINUED

449	Japanese	PS
412	Journalism	PS
415	Latin	PS
439	Law Enforcement	PS
442	Legal Assistant	PS
417	Mathematics	PS
418	Music	PS
402	Philosophy	PS
419	Physical Ed	PS
433	Physical Science	PS
423	Physics	PS
424	Physiology	PS
395	Political Science	PS
432	Psychology	PS
436	Reading	PS
438	Recreation Specialist	PS
403	Religion	PS
435	Russian	PS
430	Sociology	PS
416	Spanish	PS
440	Special Education	PS
411	Speech	PS
447	Statistics	PS
429	World History	PS
Agriculture		
453	Ag Structures, Equipment, and Facilities	OccPS
453	Agri Power Mechanics	OccPS
468	Agricultural Bio-Technology	OccPS
451	Agricultural Business Management, General	OccPS
452	Agricultural Economics	OccPS
453	Agricultural Electrification	OccPS
461	Agricultural Marketing	OccPS
453	Agricultural Mechanics	OccPS
454	Agricultural Production	OccPS
454	Agricultural Production-Vets Ed	OccPS
460	Agricultural Products and Processing	OccPS
450	Agricultural Science, Technology and Marketing Marketing	OccPS
461	Agricultural Services	OccPS
461	Agricultural Supplies and Services	OccPS
462	Animal Grooming	OccPS
455	Animal Health	OccPS
455	Animal Nutrition	OccPS
455	Animal Science	OccPS
455	Animal Science, Beef	OccPS
455	Animal Science, Dairy	OccPS
455	Animal Science, Horse	OccPS
455	Animal Science, Sheep	OccPS

AGRICULTURE - CONTINUED

455	Animal Science, Swine	OccPS
462	Animal Training	OccPS
456	Aquaculture	OccPS
463	Arboriculture	OccPS
457	Crop Science	OccPS
460	Ethanol Production	OccPS
463	Floriculture	OccPS
460	Food Products	OccPS
459	Game Management	OccPS
463	Greenhouse Management	OccPS
462	Horseshoing	OccPS
463	Horticulture	OccPS
465	International Agriculture	OccPS
463	Landscaping	OccPS
460	Nonfood Products	OccPS
463	Nursery Management	OccPS
466	Parks Management	OccPS
458	Plant Science	OccPS
458	Plant Science, Vegetables and Fruits	OccPS
467	Renewable Natural Resources	OccPS
453	Soil & Water Conservation Construction	OccPS
464	Turf Management	OccPS
Business & Office		
500	Accounting and Computing	OccPS
506	Administrative Assistants	OccPS
506	Administrative Assistants-Adv. Standing	OccPS
502	Banking and Related Financial Prog., Gen	OccPS
501	Bookkeeping	OccPS
501	Bookkeeping Clerk	OccPS
503	Business Computer and Console Operation	OccPS
504	Business Data Entry Equipment Operation	OccPS
504	Business Data Peripheral Equip. Operation	OccPS
503	Business Data Processing and Rel Prog, Gen	OccPS
503	Business Data Programming	OccPS
503	Business Systems Analysis	OccPS
501	Cashier/Checker	OccPS
506	Clerical and Office Supervisors	OccPS
501	Clerical Bookkeeping	OccPS
512	Clerk-Typist	OccPS
512	Correspondence Clerk	OccPS
508	Correspondence Secretarial	OccPS
511	Court Reporting	OccPS
502	Credit Collection Clerk	OccPS
503	Data Processing Supervision and Management	OccPS
512	Duplicating Machine Operation	OccPS
507	Educational Assisting and Training	OccPS
508	Executive Secretarial	OccPS

BUSINESS & OFFICE - CONTINUED

512	General Office Clerk	OccPS
502	Insurance Clerk	OccPS
508	Insurance Secretarial	OccPS
507	Interviewing and Testing Assisting	OccPS
513	Inventory Control-Bar Coding	OccPS
509	Legal Secretarial	OccPS
509	Legal Secretarial- 2 year	OccPS
509	Legal Secretarial-1 year	OccPS
502	Loan Clerk	OccPS
501	Machine Billing, Bookkeeping, and Computing	OccPS
512	Mail and Order Clerk	OccPS
512	Medical Office Clerk	OccPS
510	Medical Secretarial	OccPS
510	Medical Secretarial Specialist	OccPS
510	Medical Secretary	OccPS
505	Micro Computer Operation	OccPS
505	Micro Computer Operation Management	OccPS
514	Multi-Occupations Preparatory	OccPS
506	Office Managers and Chief Clerks	OccPS
512	Office Operations Specialist	OccPS
500	Office Supervision & Management , Accounting	OccPS
506	Office Supervision and Management	OccPS
507	Personnel and Training Programs, General	OccPS
507	Personnel Assisting	OccPS
512	Receptionist and Communications Sys. Oper	OccPS
501	Record Keeping Clerk	OccPS
508	Secretarial	OccPS
513	Shipping, Receiving, and Stock Clerk	OccPS
511	Stenographic	OccPS
502	Teller	OccPS
513	Traffic, Rate, and Trans. Clerk	OccPS
502	Transit Clerk	OccPS
512	Typing	OccPS
512	Typing, Gen. Off and Rel Programs, Gen	OccPS
512	Typing, General Office	OccPS
508	Word Processing	OccPS
508	Word Processing Specialist	OccPS

FAMILY AND CONSUMER SCIENCES		
553	Baking	OccPS
553	Chef/Cook	OccPS
551	Child Abuse Continuing Ed-Mandatory Reporting	OccPS
551	Child Care Aide/Assisting	OccPS
551	Child Care and Guidance Mgmt Svcs, General	OccPS
551	Child Care Management	OccPS
551	Child Care Management – Handicapped	OccPS
551	Child Care Management – Residential	OccPS
550	Child Development, Care, and Guidance	OccPS
550	Clothing and Textiles	OccPS
552	Clothing Maintenance Aide	OccPS
552	Clothing, App/Textiles Mgmt, Prod	OccPS
552	Commercial Garment and Apparel Constru.	OccPS
556	Companion to the Aged	OccPS
550	Comprehensive Consumer and Homemaking	OccPS
550	Cons/Hmkg Econ Depressed Area Grant	OccPS
556	Consumer Aid/Assisting	OccPS
550	Consumer and Homemaking Home Economics	OccPS
550	Consumer Education	OccPS
553	Culinary Arts	OccPS
556	Custodial Services	OccPS
552	Custom Alteration	OccPS
552	Custom Apparel/Garment Seamstress	OccPS
555	Custom Drapery/Window Treat Design/Making	OccPS
555	Custom Slipcovering and Upholstering	OccPS
552	Custom tailoring and Alteration	OccPS
554	Dietetic Aide/Assisting	OccPS
554	Dietetic Assistant	OccPS
555	Drapery and Slip Covers	OccPS
556	Executive Housekeeping	OccPS
550	Exploratory Homemaking	OccPS
550	Family Living and Parenthood	OccPS
550	Family/Individual Health	OccPS
552	Fashion/Fabric Coordination	OccPS
550	Food and Nutrition	OccPS
553	Food Catering	OccPS
553	Food Prod. Mgmt. Svcs, General	OccPS
553	Food Production, Mgmt. Y Svce., Health	OccPS
553	Food Service	OccPS
553	Food Service Supervision	OccPS
553	Food Testing	OccPS
551	Foster Care/Family Care	OccPS
555	Home Decorating and Designing	OccPS
555	Home Furn/Equip Mgmt, Prod, Svce., Other	OccPS
555	Home Furnishings Aide	OccPS
550	Home Management	OccPS

FAMILY AND CONSUMER SCIENCES - CONTINUED

555	Home Service Assisting	OccPS
556	Homemaker/Home Health Aide	OccPS
556	Homemaker's Aide	OccPS
550	Housing, Home Furnishing and Equipment	OccPS
556	Instit, Home Mgmt, Supp Svcs, General	OccPS
553	School Food Service	OccPS
551	Teacher Aide	OccPS
552	Textiles Testing	OccPS
556	Therapeutic Recreation Aide	OccPS
552	Wedding/Specialty Consulting	OccPS
Health Occupations		
613	Alcohol/Drug Abuse Specialty	OccPS
632	Allied Health- Core Curriculum	OccPS
623	Animal Technology	OccPS
617	Associate Degree Medical Assisting	OccPS
611	Blood Bank Technology	OccPS
616	Central Supply Technology	OccPS
611	Chemistry Technology	OccPS
611	Clinical laboratory Assisting	OccPS
631	Community Health	OccPS
610	Cytotechnology	OccPS
600	Dental Assisting	OccPS
600	Dental Assisting-Administration	OccPS
600	Dental Assisting-Preventive	OccPS
601	Dental Hygiene	OccPS
602	Dental Laboratory Technology	OccPS
603	Electroencephalograph Technology	OccPS
605	Emergency Medical Technology – Paramedic	OccPS
604	Emergency Medical Technology !	OccPS
604	Emergency Medical Technology-Ambulance	OccPS
628	Exercise Physiology	OccPS
634	Health Care Administration	OccPS
611	Hematology Technology	OccPS
611	Histologic Technology	OccPS
617	Medical Assisting	OccPS
611	Medical laboratory Technology	OccPS
619	Medical Records Technology	OccPS
618	Medical Records Transcription	OccPS
612	Medical Technology	OccPS
614	Mental Health/Human Services Technology	OccPS
614	Mental Health/Human Svcs Assisting	OccPS
611	Microbiology Technology	OccPS
625	Nursing Assisting	OccPS
633	Nursing, Associate Degree	OccPS
629	Occupational Therapy Assisting	OccPS
627	Ophthalmic Medical Assisting	OccPS

HEALTH OCCUPATIONS- CONTINUED

627	Optometric Assisting	OccPS
620	Pharmacy Assisting	OccPS
611	Phlebotomy	OccPS
630	Physical Therapy Assisting	OccPS
621	Physician Assisting-Specialty	OccPS
606	Radiograph Medical Technology	OccPS
606	Radiography	OccPS
607	Respiratory Therapy	OccPS
607	Respiratory Therapy Technology	OccPS
608	Surgical Technology	OccPS
615	Training Interpreter (Deaf)	OccPS
609	Ultrasound Technology	OccPS
622	Veterinarian Aide	OccPS
622	Veterinarian Assisting	OccPS
624	Ward Clerk	OccPS
Marketing Education		
712	Accident and Health Insurance Marketing	OccPS
703	Appliance Marketing	OccPS
708	Auctioneering	OccPS
705	Banking Marketing	OccPS
703	Building Materials Marketing	OccPS
703	Convenience Store Marketing	OccPS
705	Credit Union Marketing	OccPS
704	Entrepreneurship, General	OccPS
717	Equipment Rental	OccPS
717	Equipment Rental and Management	OccPS
706	Farm and Garden Supplies Marketing	OccPS
703	Fashion Merchandising	OccPS
703	Fashion Merchandising Specialist	OccPS
705	Financial Services Marketing, Agriculture	OccPS
705	Financial Services Marketing, General	OccPS
706	Floristry	OccPS
707	Food Marketing	OccPS
707	Food Marketing Specialist	OccPS
703	Footwear Marketing	OccPS
713	Freight Transportation Marketing	OccPS
703	General Merchandise	OccPS
703	General Merchandise Specialist	OccPS
703	Hardware Marketing	OccPS
700	Hotel/Motel Management	OccPS
709	Industrial Marketing	OccPS
709	Industrial Marketing Specialist	OccPS
709	Industrial Sales	OccPS
712	Insurance Marketing, General	OccPS
710	International Marketing	OccPS
703	Jewelry Marketing	OccPS
712	Life Insurance Marketing	OccPS

MARKETING EDUCATION – CONTINUED

703	Marketing Management	OccPS
700	Marketing of Hotel/Motel Services	OccPS
700	Marketing of Recreational Services	OccPS
718	Marketing/Distribution	OccPS
708	Metallurgical Technology	OccPS
715	Parts Clerk	OccPS
715	Parts Clerk Specialist	OccPS
714	Passenger Transportation Marketing	OccPS
716	Petroleum Marketing	OccPS
716	Petroleum Wholesaling	OccPS
712	Property and Casualty Insurance Marketing	OccPS
703	Purchasing	OccPS
702	Real Estate sales	OccPS
702	Real Estate Sales Apprenticeship	OccPS
700	Recreational Enterprises Management	OccPS
703	Recreational Products Marketing	OccPS
700	Resort Management	OccPS
701	Restaurant Management	OccPS
703	Retailing	OccPS
703	Sales	OccPS
705	Savings and Loan Marketing	OccPS
705	Securities and Commodities Marketing	OccPS
716	Service Station Retailing	OccPS
704	Small Business Management	OccPS
704	Small Business Mgmt And Ownership	OccPS
704	Small Business Ownership	OccPS
707	Specialty Foods Marketing	OccPS
707	Supermarket Marketing	OccPS
703	Telemarketing	OccPS
714	Tourism	OccPS
714	Travel Services Marketing	OccPS
711	Warehouse Services Marketing	OccPS
707	Wholesale Food Marketing	OccPS
711	Wholesaling	OccPS
Trade and Industry		
796	Aeronautical Technology	OccPS
797	Agricultural Equipment Technology	OccPS
778	Air Condit, Htg, and Refr Tech-Heating	OccPS
778	Air Conditioning, Heating and Refr Technology	OccPS
778	Air Conditioning, Htg., & Refr Tech	OccPS
778	Air Pollution Control Technology	OccPS
890	Air Traffic Control	OccPS
886	Air Transportation General	OccPS
857	Aircraft Mechanics	OccPS
887	Airplane Piloting and Navigation	OccPS
762	Arch Design and Constr Tech-Metal Bldgs	OccPS
762	Architectural Design and Construction	OccPS
865	Architectural Drafting	OccPS

TRADE AND INDUSTRY - CONTINUED

865	Architectural Drafting Technology	OccPS
759	Architectural Engineering	OccPS
762	Architectural Interior Design Technology	OccPS
833	Asbestos Worker	OccPS
833	Assoc Building Contractor's Apprentice	OccPS
754	Audio Recording Technology, Music	OccPS
859	Auto Mechanics	OccPS
858	Automotive Body Repair	OccPS
863	Automotive Component Assembler	OccPS
863	Automotive Component Assembler - Carburetor	OccPS
877	Automotive Machinist	OccPS
859	Automotive Mechanics	OccPS
859	Automotive Mechanics Technology	OccPS
798	Automotive Technology	OccPS
798	Automotive Technology - Advanced Standing	OccPS
888	Aviation Computer Technology	OccPS
889	Aviation Management	OccPS
849	Band and Instrument Repair	OccPS
849	Band Instrument Repair Technology	OccPS
757	Barbering	OccPS
822	Basic Housekeeping for Health Care Facil	OccPS
760	Bioengineering and Biomedical Engineering	OccPS
775	Biomedical Equipment Technology	OccPS
791	Biotechnology	OccPS
873	Blue Print Reading	OccPS
855	Boiler Maintenance	OccPS
869	Bookbinding	OccPS
864	Brakes	OccPS
816	Brick, Block, and Stonemasonry	OccPS
816	Brick, Stone Masonry, Tile Setting, Gen	OccPS
821	Building Maintenance	OccPS
836	Business Machine Repair	OccPS
819	Cable Installer - Television	OccPS
864	Carburetion	OccPS
899	Career Option	OccPS
817	Carpentry	OccPS
817	Carpentry-Remodeling	OccPS
781	Chemical Manufacturing Technology	OccPS
807	Chemical Materials Handling Technology	OccPS
807	Chemical Technology	OccPS
763	Civil Technology	OccPS
763	Civil Technology-Roadway	OccPS
764	Civil Technology-Structural	OccPS
866	Civil/Structural Drafting	OccPS
843	Climate Control Tech	OccPS
803	Coal Mining Technology	OccPS
880	Combination Welding	OccPS
870	Commercial Art	OccPS

TRADE AND INDUSTRY - CONTINUED

870	Commercial Art-Airbrush	OccPS
870	Commercial Art-Product Design	OccPS
870	Commercial Art-Production Artist	OccPS
871	Commercial Photography	OccPS
845	Communication Center Operation	OccPS
836	Communication Electronics	OccPS
836	Communication Electronics Technology	OccPS
901	Communication Skills - Related	OccPS
837	Communication System Operators	OccPS
752	Communication Technologies	OccPS
810	Community Corrections	OccPS
872	Composition, Make-up and Typesetting	OccPS
872	Composition, Make-up and Typesetting Spec	OccPS
793	Computer Aided Design (Drafting) CAD	Oc
794	Computer Aided Manufacturing CAM	OccPS
792	Computer Aided-Numerical Control	Oc
839	Computer Electronics	OccPS
794	Computer Integrated Manufacturing	OccPS
839	Computer Servicing	OccPS
776	Computer Servicing Technology	OccPS
768	Computer Technology	OccPS
823	Concrete Placing and Finishing	OccPS
892	Construction Equipment Operation	OccPS
824	Construction Inspection	OccPS
833	Construction Laborer	OccPS
833	Construction Maintenance Trades, Other	OccPS
833	Construction Technology	OccPS
855	Conventional Electric Power Generation	OccPS
843	Cooling and Refrigeration	OccPS
810	Correctional Administration	OccPS
810	Corrections	OccPS
758	Cosmetology	OccPS
758	Cosmetology Management	OccPS
810	Criminal Justice Administration	OccPS
810	Criminal Justice Studies	OccPS
810	Criminal Justice Technology	OccPS
810	Criminal Justice, Other	OccPS
810	Criminalistics	OccPS
894	Defensive Driving	OccPS
879	Die Design	OccPS
861	Diesel Engine Mechanics	OccPS
861	Diesel Engine Mechanics Technology	OccPS
861	Diesel Mechanics	OccPS
765	Drafting and Design Technology	OccPS
800	Drafting and Design Technology - Mechanical	OccPS
755	Dry-cleaning	OccPS
755	Dry-cleaning and Laundering Services, Gen	OccPS
825	Drywall Installation	OccPS

TRADE AND INDUSTRY - CONTINUED

753	Educational Media Technology	OccPS
836	Elect, Electronics Equip Repair, Gen	OccPS
842	Elect., Electronics Equipment Repair, Other	OccPS
880	Electric Welding	OccPS
769	Electrical Technology	OccPS
867	Electrical/Electronics Drafting	OccPS
776	Electromechanical Technology	OccPS
839	Electromechanical, Hydraulic, and Pneuma	OccPS
838	Electronic Components Assembler	OccPS
770	Electronic Technology	OccPS
771	Electronic Technology-Communication	OccPS
772	Electronic Technology-Diagnostic	OccPS
773	Electronic Technology-Telecommunications	OccPS
836	Electronics Occupations	OccPS
778	Energy Conservation and Use Technology	OccPS
859	Engine Mechanics	OccPS
864	Engine Overhaul and Tune-Up	OccPS
761	Engineering and Engineering-Related	OccPS
778	Environmental Control Technologies	OccPS
779	Environmental Health Assistant	OccPS
779	Environmental Health Technician	OccPS
814	Fire Control and Safety Technology	OccPS
814	Fire Protection Administration	OccPS
814	Fire Protection, Other	OccPS
814	Firefighting	OccPS
891	Flight Attendants	OccPS
826	Floor Covering Installation	OccPS
845	Fluid Power Mechanics	OccPS
875	Food Processing	OccPS
782	Food Processing Technology	OccPS
810	Forensic Studies	OccPS
876	Foundry Work	OccPS
864	Front End	OccPS
864	Front End Alignment and Brakes	OccPS
756	Funeral Services	OccPS
885	Furniture Making	OccPS
880	Gas Welding	OccPS
827	Glazing	OccPS
869	Graphic Communications	OccPS
869	Graphic Communications Specialist	OccPS
847	Gunsmithing	OccPS
847	Gunsmithing and Repair	OccPS
843	Heating and Air Conditioning	OccPS
846	Heavy Equipment Maintenance and Repair	OccPS
774	High Technology Electronics	OccPS
843	Htg, Air Cond, Refre Mechanics, Gen	OccPS
881	Industrial Ceramics Manufacturing	OccPS
820	Industrial Electrician	OccPS

TRADE AND INDUSTRY - CONTINUED

820	Industrial Electrician Technology	OccPS
839	Industrial Electronics Technology	OccPS
839	Industrial Electronics, General	OccPS
844	Industrial Machinery Maintenance and Repair	OccPS
855	Industrial Nuclear Energy	OccPS
788	Industrial Safety Specialist	OccPS
783	Industrial Technology	OccPS
880	Industrial Welding	OccPS
777	Instrument Maintenance	OccPS
777	Instrumentation Technology	OccPS
828	Insulation Installation	OccPS
882	Jewelry Design, Fabrication and Repair	OccPS
750	Journalism (Mass Communications)	OccPS
750	Journalism Photography	OccPS
774	Laser Electro-Optic Technology	OccPS
755	Laundering	OccPS
811	Law Enforcement	OccPS
811	Law Enforcement - One Year	OccPS
811	Law Enforcement - Two Year	OccPS
811	Law Enforcement Administration	OccPS
818	Lineworker	OccPS
872	Lithography, Photography, and Platemaking	OccPS
848	Locksmithing and Safe Repair	OccPS
801	Machine Tool and Design Technology	OccPS
877	Machine Tool Operation Technology	OccPS
877	Machine Tool Operation/Machine Shop	OccPS
877	Machine Tool Operation/Machine Shop, General	OccPS
877	Machine Tool Operator/Machine Shop	OccPS
877	Machinist/Machine Operator	OccPS
840	Major Appliance Repair	OccPS
784	Manufacturing Technology	OccPS
895	Marina Operations	OccPS
896	Marine Maintenance	OccPS
785	Marine Products Technology	OccPS
799	Marine Propulsion Technology	OccPS
892	Material Handling	OccPS
875	Meat Cutting	OccPS
875	Meat Cutting - Hamburger Line	OccPS
832	Mechanical Construction Trades - Specialist	OccPS
832	Mechanical Construction Trades - Technical	OccPS
801	Mechanical Design and Prod. Tech.	OccPS
801	Mechanical Design Technology	OccPS
868	Mechanical Drafting	OccPS
868	Mechanical Drafting Technology	OccPS
800	Mechanical Production Technology	OccPS
835	Mechanics and Repairers	OccPS
878	Metal Fabrication	OccPS
878	Metal Patternmaking	OccPS

TRADE AND INDUSTRY - CONTINUED

776	Microprocessor Systems Technology	OccPS
885	Millwork and Cabinet Making	OccPS
846	Mine Equipment Maintenance and Repair	OccPS
893	Mine Safety	OccPS
804	Mining (Excluding Coal) Technology	OccPS
893	Mining Equipment Operation	OccPS
756	Mortuary Science	OccPS
753	Motion Picture Technology	OccPS
841	Motor Repair	OccPS
862	Motorcycle Repair	OccPS
849	Musical Instrument Repair	OccPS
806	Nuclear Materials Handling Technology	OccPS
806	Nuclear Power Plant Operation Technology	OccPS
806	Nuclear Power Plant Radiation, Control	OccPS
788	Occupational Safety and Health Tech	OccPS
846	Oil/Gas Drilling Equipment Oprn/Maintenance	OccPS
850	Oprn, Maint, Repair of Audio Visual Equipment	OccPS
883	Optical Goods Work	OccPS
786	Optical Technology	OccPS
829	Painting and Decorating	OccPS
805	Petroleum Technology	OccPS
872	Photocomposition	OccPS
872	Photographic Laboratory and Darkroom	OccPS
753	Photographic Technology	OccPS
849	Piano Turner	OccPS
834	Pipefitting and Steamfitting	OccPS
880	Pipewelding	OccPS
830	Plastering	OccPS
884	Plastic Mold Design	OccPS
787	Plastic Technology	OccPS
884	Plastics	OccPS
834	Plumbing	OccPS
834	Plumbing, Pipefitting, and Steamfitting	OccPS
798	Power Mechanics Technology	OccPS
864	Power Train and Air Conditioning	OccPS
875	Precision Food Production, General	OccPS
872	Printing Press Operations	OccPS
809	Protective Services	OccPS
815	Protective Services, Other	OccPS
751	Public Relations	OccPS
855	Pumping Plants	OccPS
795	Quality Control Tech. Laboratory	OccPS
795	Quality Control Technology	OccPS
837	Radio/Television	OccPS
752	Radio/Television News Broadcast	OccPS
752	Radio/Television, General	OccPS
752	Radio/TV Prod and Broadcasting Technology	OccPS
902	Related Subjects	OccPS

TRADE AND INDUSTRY - CONTINUED

774	Robotics	OccPS
831	Roofing	OccPS
788	Safety Technology	OccPS
780	Sanitation Technology	OccPS
894	School Bus Driver	OccPS
813	Security Services	OccPS
802	Service Manager Technology	OccPS
859	Services Station Mechanic	OccPS
878	Sheet Metal	OccPS
851	Shoe and Boot Repair	OccPS
833	Siding Applicator	OccPS
872	Silk Screen Making and Printing	OccPS
875	Slaughtering and Butchering	OccPS
842	Small Appliance Repair	OccPS
862	Small Engine Repair	OccPS
778	Solar Heating and Cooling Technology	OccPS
778	Solar Heating and Cooling Technology, Other	OccPS
780	Solid Waste Management	OccPS
900	Special Needs Coordinator	OccPS
852	Sporting Goods Equipment Repair	OccPS
795	Statistical Process Control	OccPS
855	Steam Plant Operation	OccPS
766	Surveying and Mapping Technology	OccPS
854	Swimming Pool Maintenance	OccPS
897	T & I Coordinator	OccPS
837	Telecommunication	OccPS
816	Terrazzo Installation	OccPS
789	Textile Technology	OccPS
816	Tile Setting	OccPS
879	Tool and Die Making	OccPS
879	Tool Design	OccPS
892	Transportation and Material Moving	OccPS
894	Truck and Bus Driving	OccPS
864	Tune-Up	OccPS
874	Upholstering	OccPS
767	Urban Planning Technology	OccPS
856	Vehicle/Mobile Equipment Mech, Repair, General	OccPS
892	Vehicle and Equipment Operation, General	OccPS
864	Vehicle Mechanics Specialization	OccPS
842	Vending and Recreational Machine Repair	OccPS
788	Vocational & Occupational Safety Tech	OccPS
780	Wastewater Technology	OccPS
853	Watch Repair	OccPS
780	Water and Wastewater	OccPS
780	Water and Wastewater-Technology	OccPS
780	Water and Wastewater-Technology Specialist	OccPS
780	Water Technology	OccPS
790	Welding Technology	OccPS
880	Welding, Brazing, and Soldering	OccPS

HUMAN RESOURCES DATA ELEMENTS EMPLOYEE FILE

Fiscal year 1999 report due August 4, 1999

Contact: Evelyn Anderson (515)2813866

Send ASCII fixed length file via email to: geoffrey.jones@ed.state.ia.us

NOTE: Data elements with an asterisk are the required elements for adjunct faculty.

DATA ELEMENT	FIELD LENGTH	DESCRIPTION
*College Number	2	The two character district number (01 through 16)
*Social Security number	9	Employee SSAN
*Last Name	25	Employee last name
*First Name	15	Employee first name
*Middle Initial	1	Employee Middle Initial
*Birth Date	8	CCYYMMDD
*Race / Ethnicity	1	1 = American Indian or Alaska Native. 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White 0 or blank = No Response.
*Gender	1	1 = Male 2 = Female
Experience (rounded to nearest whole #) Previous Teaching Experience	2	Complete for teachers and administrators only Total years teaching experience; any level, prior to employment at this college.
Current position experience	2	Total years in most recent teaching / administration position. Round to whole numbers.
Current College	2	Total years at the current college
*Highest educational achievement / award	1	Complete for all employees 0 = unknown 1 = Doctorate 2 = Education Specialist 3 = Master's Degree 4 = Bachelor's Degree 5 = Associate Degree 6 = Diploma 7 = Certificate 8 = High School Diploma / GED 9 = Less than High School Diploma / GED
*Assignment Codes	30	3 position assignment code; repeat for up to 10 Instructor and selective administrative assignments

**HUMAN RESOURCES DATA ELEMENTS, CONTINUED
EMPLOYEE FILE**

DATA ELEMENT	FIELD LENGTH	DESCRIPTION
Instructional FTE information		
*Arts & Science Credit hrs	5 (2 dec)	Total credit hours taught during the year
*Vocational credit hrs	5 (2 dec)	Total credit hours taught during the year
Non-credit contact hrs	7 (2 dec)	Total non-credit contact hours taught during the year
 Fiscal agent position	 1	 1 = yes 0 or blank = no If this position is for the purpose of supporting another entity, agency, etc. for whom the college is acting as a fiscal agent.
 *Site number	 2	 Enter the last two digits of the site number where the staff member is employed. If the employee works at more than one location, enter the site number where the majority of employment takes place.

**HUMAN RESOURCES DATA ELEMENTS, CONTINUED
EMPLOYEE POSITION FILE**

DATA ELEMENT	FIELD LENGTH	DESCRIPTION
*College number	2	The two character district number (01 through 16)
*Social security number	9	Employee SSAN
*Position code	3	Indicate position code
*Employment type	1	Report employment type for this position 1 = Full-Time 2 = Part-Time 3 = Temporary/Seasonal 4 = Adjunct
*Position total earned	6	Indicate total amount earned by this individual in this position for the year, excluding benefits. Round to nearest whole dollar.
First pay date of year	8	CCYYMMDD
Last pay date of year	8	CCYYMMDD

FILES ON DISKETTE

**PRORATE – CE-4b
BALANCE SHEET – AS-15D
GENERAL FUND – AS-15E, 1, 2, and combined
PLANT FUND – AS-15F
SQUARE FOOTAGE/CUBIC FOOTAGE
ADMINISTRATIVE ALLOWANCE FOR 260B-IDED
BUILDINGS AND FACILITIES – REPORTS 1,2,3,4
VOCATIONAL-TECHNICAL TECHNOLOGY FISCAL REPORT
VOCATIONAL-TECHNICAL TECHNOLOGY IMPROVEMENT PROGRAM QUESTIONNAIRE
IOWA COURSE FOR DRINKING DRIVING ENROLLMENT REPORT**

DUE DATE: AUGUST 4, 1999

Mail completed diskette (containing AS-15D, E, F, CE-4b), Square/Cubic Footage, Technology Fiscal Report and Survey, Building Information, 280B Administrative Allowance Report and Iowa course for drinking drivers enrollment report to:

Cheryl Roland, Administrative Assistant (515/281-3127)
Department of Education
Division of Community Colleges and Workforce Preparation
Grimes State Office Building
Des Moines, Iowa 50319-0146

CE-4b PRORATE SHEET

The CE-4b report is a distribution of data from the annual AS-15E for the Unrestricted and Restricted General fund report for the present fiscal year of operation.

The Unrestricted General Fund (Fund 1) and Restricted General Fund (Fund 2) will be subtotaled on the CE-4b.

When indirect costs are prorated back to fund 1 based on total contact hours, the total fund 1 and fund 2 expenditure in columns 10 - 20 should be utilized.

1. Round all figures to the nearest dollar.
2. The CE-4b expenditure prorate sheet is divided into two sections. They are as follows:
 - a. Unrestricted General Fund -
The organizational units to be financed through this fund are those which are generally directly concerned with the operation and support of the educational program of the school as a whole--the only restrictions being those imposed by the budget.
 - b. Restricted General Fund -
This fund is used to account for resources that are available for the operation and support of the educational program, but which are restricted as to their use by an outside agency or person. The organizational units to be financed through this fund are usually the same, or at least complimentary, to those financed through the "General Fund." The only difference is that the numeral "2" would be assigned to the transactions affecting restricted funds.
3. The Unrestricted General Fund Section is subdivided into 9 major divisions. Of these major divisions, 4 relate to the direct instructional expenditures and 5 relate to the support of the 4 instructional functions. They are as follows:

Instructional Services -

 - a. Arts and Science
 - b. Vocational Education
 - c. Adult Education
 - d. Cooperative Programs or Services are subdivided into two sections. They are as follows:
 - 1). Secondary Jointly Administrative Programs
 - 2). Related Services & Activities
 - e. Support Services -
 - 1). Administration
 - 2). Student Services
 - 3). Learning Resources
 - 4). Physical Plant
- 5). General Institution
4. Fund 1 and Fund 2 will be added together for the grand total, which will coincide with the total expenditures reported on the AS-15E (combined funds 1 & 2).
5. Columns (1) through (3) will be pre-coded by DE for all programs for which we have a CE-4 reimbursement form; for any programs not pre-coded, please insert in the appropriate CIP # sequence.
6. Columns (4) through (20) will be completed by the college.

7. Column (4) (Total Contact Hours) is the total contact hours of all students enrolled from July 1 through June 30 of the reporting fiscal year. This figure is the basis for prorating all indirect costs. (Support Services identified in 3 above.) This column will be ignored for all activities except for Adult Continuing and General-not eligible. Since all hours are now eligible (except continuing and general not eligible), there is no need to collect anything except eligible hours.
8. Column (5) (Eligible Contact Hours) is the eligible contact hours of all students enrolled from July 1 through June 30 of the reporting fiscal year. Complete for all activities.
9. Column (6) (Total Credit Hours) is the total credit hours of all students enrolled from July 1 through June 30 of the reporting fiscal year. This column will be ignored for all activities. Since all hours are now eligible (except continuing and general not eligible), there is no need to collect anything except eligible hours.
10. Column (7) (Eligible Credit Hours) is the eligible credit hours of all students enrolled from July 1 through June 30 of the reporting fiscal year. Complete for all activities with credit hour enrollment.
11. Column (8) (Full-time headcount) is the number of full-time students of all students enrolled from July 1 through June 30 of the reporting fiscal year.
12. Column (9) (Part-time headcount) is the number of part-time students of all students enrolled from July 1 through June 30 of the reporting fiscal year.
13. Column (10) Salary – Reimbursable- (520-599) is the reimbursable salary from July 1 through June 30 of the reporting fiscal year.
14. Column (11) Services – (601-626) is the services from July 1 through June 30 of the reporting fiscal year.
15. Column (12) Materials, Supplies & Travel – (632-648) is the Materials, Supplies & Travel July 1 from through June 30 of the reporting fiscal year.
16. Column (13) Travel – (647-648) is the instructor travel from July 1 through June 30 of the reporting fiscal year.
17. Column (14) Other Current expenses (650-699) is the Other Current expenses from July 1 through June 30 of the reporting fiscal year.
18. Column (15) Administration & supervision (510) is the Administration & supervision and would include all object codes related to a particular supervisor of the appropriate cost centers, prorated to applicable program based on total contact hours in that cost center from July 1 through June 30 of the reporting fiscal year.
19. Column (16) (Direct Costs) is the total of columns 12-17 and would include object codes 520 through 599, 601 through 626, 632 through 648 and 650 through 699 of the appropriate function expenses from July 1 through June 30 of the reporting fiscal year.
20. Column (17) (Indirect costs) would be the total expenditures for functions 5-9, prorated to the program based on total contact hours expenses from July 1 through June 30 of the reporting fiscal year.
21. Column (18) (Direct Capital Expenditures) would include all capital outlay expense directly attributable to the program and would include object codes 710, 740 and 750 expenses from July 1 through June 30 of the reporting fiscal year.
22. Column (19) (Indirect Capital) would include all capital outlay attributable to the Support Services functions prorated on total contact hours and would include object codes 710 through 790 expenses from July 1 through June 30 of the reporting fiscal year.

23. Column (20) (Total) would be the total of columns 16 through column 19.
24. After all proration of Indirect Costs (Support Services) the Grand Total row on the last page of the CE-4b should be 0 (zero) in columns 17 through 19.

The spreadsheet will automatically total the appropriate columns and rows. Please do not change the totals in any total line.

SPECIAL INSTRUCTIONS:

Secondary Jointly Administered Summary - complete the total for enrollment and financial information CIP # 59.00000000.

Supplementary - complete the total for enrollment and financial information; but we would prefer each 2 digit CIP be completed with the enrollment and financial information.

Chapter 260E 60.02099000 03 02 11 30--Report the cumulative amount of all enrollment information and expenditures for institutional skill training in all programs offered during the fiscal year. Do not include the costs of on-the-job training on the CE-4b.

Chapter 260F 60.02199000 03 02 11 33--Report the cumulative amount of all enrollment information and expenditures for institutional skill training in all programs offered during the fiscal year. Do not include the costs of the on-the-job training on the CE-4b.

Information obtained from these activities maybe used in identifying match for federal funds utilized to reimburse community colleges for activities funded from Title II-B of the Carl Perkins Vocational Education Act. The expenditures reported for the institutional skill training should include only those paid for by non-federal sources of funds--local (property tax), state (income tax) and/or industries' funds.

JTPA

Educational agencies receive grants and contracts funded by JTPA from several sources. Examples are: the Iowa Department of Workforce Development, Department of Economic Development, Department of Education, Dislocated Worker Centers, and as subcontractors to other agencies and institutions. All of these grants or contracts should be summarized on the CE-4b prorate sheet and submit a written summary of the activities conducted. A copy of the summary requested may be obtained from Myril Harrison.

Non-Training Contracts 68.019900000 05 05 13 22

Report costs only for JTPA contracts, which do not include training for JTPA participants. Examples: Private Industry Council joint planning efforts funded by JTPA, JTPA planning grants and in-service contracts funded by JTPA. Financial information only should be completed.

Report JTPA 8% financial information as specified in the contract. Report on JTPA 8% Reimbursement Request and JTPA 8% Contract Matching Report Form.

Signature:
 e:

Date:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Educational Functions and Programs By State Title	Site CIP 1990	10 Digit	Level-Type Spec. Emph Obj. Purp	Total Contact Hours	Eli-gible Contact Hours	Total Credit Hours	Eli-gible Credit Hours	Head-count FT	Salary Reimb	Services	Materials And Supplies	Travel	Other Current Expenses	Voc Admin & Super-Vision	Total Direct Expenses	Indirect Support Costs	Reimb Direct Capital	Non-Reimb Direct Capital	Non-Reimb Indirect Capital	TOTAL LS
									520-599	600-626	632-646	647-648	650-699				Line 39	Line 31	Line 31	
ARTS AND SCIENCES	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Administration															0					0
College Parallel Not Elsewhere Classified															0					0
Liberal/General Studies	001	24.0101000	03 08 11 22	0											0	0	0	0	0	0
College Parallel Career Option	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
TOTAL ARTS AND SCIENCES				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
VOCATIONAL EDUCATION																				
Full Time Preparatory																				
Animal Science	001	01.0302010	03 02 03 03	0										0	0	0			0	0
Agricultural Services & Supplies	001	01.0501020	03 02 03 03	0										0	0	0			0	0
Landscaping	001	01.0605010	03 02 11 03	0										0	0	0			0	0
Turf Management	001	01.0607020	03 02 11 03	0										0	0	0			0	0
Retail Marketing	001	08.0705010	03 02 03 03	0										0	0	0			0	0
General Marketing	001	08.0705020	03 02 03 03	0										0	0	0			0	0
Architectural Engineering Technology	001	15.0101020	03 02 11 03	0										0	0	0			0	0
Electronic Technology-Telecommunications	001	15.0303020	03 02 11 03	0										0	0	0			0	0
Biomedical Equipment Technology	001	15.0401020	03 02 11 03	0										0	0	0			0	0
Child Care Aide/Assisting	001	20.0202000	03 02 23 03	0										0	0	0			0	0
Child Care Management	001	20.0203020	03 02 22 03	0										0	0	0			0	0

Criminal Justice/Law Enforcement	001	43.0103020	03 02 11 03											0	0	0				0	0
		0																			
Carpentry	011	46.0201010	03 02 11 03											0	0	0				0	0
		0																			
Electrician	013	46.0302010	03 02 11 03											0	0	0				0	0
		0																			
Electronic Technology-Communication	001	46.0303220	03 02 11 03											0	0	0				0	0
		0																			
Plumber & Pipefitter	012	46.0501010	03 02 11 03											0	0	0				0	0
		0																			
Communications Electronics	001	47.0103010	03 02 11 03											0	0	0				0	0
		0																			
Htng, Air Condit, & Refr Tech	001	47.0201000	03 02 11 03											0	0	0				0	0
		0																			
Industrial Machinery Maintenance & Band & Instrument Repair	001	47.0303020	03 02 03 03											0	0	0				0	0
		0																			
Band & Instrument Repair	001	47.0404010	03 02 11 03											0	0	0				0	0
		0																			
Band & Instrument Repair Technology	001	47.0404020	03 02 11 03											0	0	0				0	0
		0																			
Piano Tuner	001	47.0404110	03 02 11 03											0	0	0				0	0
		0																			
Piano Technology	001	47.0404120	03 02 11 03											0	0	0				0	0
		0																			
Auto Collision Repair	001	47.0603010	03 02 11 03											0	0	0				0	0
		0																			
Auto Collision Repair Technology	001	47.0603020	03 02 11 03											0	0	0				0	0
		0																			
Automotive Mechanics	001	47.0604010	03 02 11 03											0	0	0				0	0
		0																			
Automotive Technology	001	47.0604020	03 02 11 03											0	0	0				0	0
		0																			
Diesel Mechanics Technology	001	47.0605020	03 02 11 03											0	0	0				0	0
		0																			
Composition, Make-Up & Typesetting	001	48.0205010	03 02 11 03											0	0	0				0	0
		0																			
Computer Aided Publishing Technology	001	48.0211020	03 02 03 03											0	0	0				0	0
		0																			
Manufacturing Technology	001	48.0501020	03 02 11 03											0	0	0				0	0
		0																			
Machine Tool Operation/ Machine Shop	001	48.0503010	03 02 11 03											0	0	0				0	0
		0																			
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Educational Functions and Programs By State Title	Site	10 Digit CIP 1990	Level-Type Spec. Emph Obj. Purp	Total Contact Hours	Eli-gible Contact Hours	Total Credit Hours	Eli-gible Credit Hours	Head-count FT PT	Salary Reimb	Services	Materials And Supplies	Tra vel	Other Current Expense s	Voc Admin & Super-Vision	Total Direct Expenses	Indi-rect Sup-port Costs	Reimb Direct Capital	Non-Reimb Direct Capital	Non-Reimb Indirect Capital	TOTA LS	
									520-599	600-626	632-646	647-648	650-699				Line 39	Line 31	Line 31		
Machine Tool & Design Technology	001	48.0507120	03 02 11 03											0	0	0				0	0
		0																			

Welding, Brazing & Soldering	001	48.0508110	03 02 11 03	0	0	0	0	0
		0						
Railroad Transportation	001	49.9999120	03 02 11 03	0	0	0	0	0
		0						
Dental Assisting	001	51.0601010	03 02 22 03	0	0	0	0	0
		0						
Occupational Therapy Assisting	001	51.0803020	03 32 22 03	0	0	0	0	0
		0						
Physical Therapy Assisting	001	51.0806020	03 32 22 03	0	0	0	0	0
		0						
Surgical Technology	001	51.0909010	03 02 22 03	0	0	0	0	0
		0						
Medical Laboratory Technology	001	51.1004020	03 32 22 03	0	0	0	0	0
		0						
Nursing, Advanced Standing	000	51.1601050	03 02 22 03	0	0	0	0	0
		0						
Nursing, Advanced Standing	001	51.1601050	03 02 22 03	0	0	0	0	0
		0						
Practical Nursing	001	51.1613010	03 02 22 03	0	0	0	0	0
		0						
Practical Nursing	010	51.1613010	03 02 22 03	0	0	0	0	0
		0						
Practical Nursing	012	51.1613010	03 02 22 03	0	0	0	0	0
		0						
Business Administration & Management	001	52.0201020	03 02 11 03	0	0	0	0	0
		0						
Bookkeeping	001	52.0301000	03 02 11 03	0	0	0	0	0
		0						
Accounting	001	52.0301020	03 02 11 03	0	0	0	0	0
		0						
Accounting Technician	001	52.0302010	03 02 11 03	0	0	0	0	0
		0						
Secretarial	001	52.0401510	03 02 03 03	0	0	0	0	0
		0						
Executive Secretary	001	52.0402020	03 02 03 03	0	0	0	0	0
		0						
Legal Administrative Secretary	001	52.0403020	03 02 03 03	0	0	0	0	0
		0						
Medical Administrative Secretary	001	52.0404020	03 02 03 03	0	0	0	0	0
		0						
Data Programming Technician	001	52.1202020	03 02 11 03	0	0	0	0	0
		0						
Business Data Programming	001	52.1203010	03 02 11 03	0	0	0	0	0
		0						
Micro Computer Operation/Management	001	52.1205020	03 02 11 03	0	0	0	0	0
		0						
				0				
Voc Tech Supervision				0				0
Vice President					0			0
Supervisor Div 1					0			0
Supervisor Div 2					0			0
Supervisor Div 3					0			0
Supervisor Div 4					0			0
Staff Dev					0			0

Short Term/Part Time Preparatory (for credit)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Nursing Assisting	001	51.1614000	03 07 03 03												0	0	0			0	0
Emergency Medical Technology-Paramedic	001	51.0904020	03 07 22 03												0	0	0			0	0
Emergency Medical Technology I	001	51.0904200	03 07 22 03												0	0	0			0	0
Emergency Medical Technology-Basic	001	51.0904300	03 03 22 03												0	0	0			0	0

Total Short Term Prep				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VOCATIONAL EDUCATION				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ADULT/CONTINUING EDUCATION	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
Administration																					0
Adult Basic Education-High School Equivalency	000	53.0201000	04 09 11 22												0	0	0			0	0
High School Diploma	000	53.0101000	04 09 11 22												0	0	0			0	0
Ad. Continuing & General (Eligible For SGA)	000	53.0401000	04 09 11 22												0	0	0			0	0
Recertification, Relicensure, Degreed	000	62.1000000	04 04 11 22												0	0	0			0	0
Iowa Course For Drinking Drivers	000	53.0301000	04 09 11 22												0	0	0			0	0
Ad. Continuing & General (Not-Eligible SGA)	000	53.0501000	04 09 11 22												0	0	0			0	0
Iowa Course for Driver Improvement	000	53.0302000	04 09 11 22												0	0	0			0	0

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Educational Functions and Programs By State Title	Site	10 Digit CIP 1990	Level-Type Spec. Emph Obj. Purp	Total Contact Hours	Eli-gible Cont act Hour s	Total Credit Hours	Eli-gible Credit Hours	Head-count FT PT	Salary Reimb	Services	Materials And Supplies	Tra vel	Other Current Expense s	Voc Admin & Super-Vision	Total Direct Expenses	Indi-rect Sup-port Costs	Reimb Direct Capital	Non-Reimb Direct Capital	Non-Reimb Indirect Capital	TOTAL LS

Vocational-Technical Supplementary Apprentice	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0
Carpentry	000	46.0201010	04 04 04 04												0	0	0			0	0
Electrician	000	46.0302010	04 04 04 04												0	0	0			0	0

Plumber & Pipefitter	000	46.0501010	04 04 04 04																0	0	0		0	0
		0																						
Assoc Building Contractors	000	46.9905000	04 04 04 04																					
Apprentice		0																						
Sheet Metal	000	48.0506000	04 04 04 04																					
		0																						
Agricultural Business & Production	000	01.0000000	04 04 11 04																					
		0																						
Agricultural Sciences	000	02.0000000	04 04 11 04																					
		0																						
Marketing Operations/Marketing & Distribution	000	08.0000000	04 04 11 04																					
		0																						
Communications	000	09.0000000	04 04 11 04																					
		0																						
Communications Technology	000	10.0000000	04 04 11 04																					
		0																						
Personal & Miscellaneous Services	000	12.0000000	04 04 11 04																					
		0																						
Architectural Engineering Technology	000	15.0000000	04 04 11 04																					
		0																						
Home Economics	000	19.0000000	04 04 11 04																					
		0																						
Vocational Home Economics	000	20.0000000	04 04 11 04																					
		0																						
Science Technology	000	41.0000000	04 04 11 04																					
		0																						
Protective Services	000	43.0000000	04 04 11 04																					
		0																						
Construction Trades	000	46.0000000	04 04 11 04																					
		0																						
Mechanics & Repairers	000	47.0000000	04 04 11 04																					
		0																						
Precision Production Trades	000	48.0000000	04 04 11 04																					
		0																						
Transportation & Materials Moving Workers	000	49.0000000	04 04 11 04																					
		0																						
Health Professions & Related Sciences	000	51.0000000	04 04 11 04																					
		0																						
Business Management & Administrative Services	000	52.0000000	04 04 11 04																					
		0																						
Mine Safety & Health Program	000	49.0299200	04 04 11 04																					
		0																						
Adult Supplementary - Other	000	60.0300000	04 04 11 04																					
		0																						
Adult Supplementary Summary				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Single Parent/Homemaker Grants																								
SPAH Displaced Homemakers Center	000	68.0305000	04 05 20 38																					
		0																						
Home Econ																								

Short Term/Part Time Preparatory /	(not for credit)																				
Nursing Assisting	001	51.1614000	03 07 03 03											0	0	0				0	0
Emergency Medical Technology-Paramedic	001	51.0904020	03 07 22 03											0	0	0				0	0
Emergency Medical Technology I	001	51.0904200	03 07 22 03											0	0	0				0	0
Emergency Medical Technology-Basic	001	51.0904300	03 03 22 03											0	0	0				0	0
Total Short Term/Part Time Prep				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eligible 260 F projects														0	0	0				0	0
TOTAL SUPPLEMENTARY				0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Educational Functions and Programs By State Title	Site 10 Digit CIP 1990	Level-Type Spec. Emph Obj. Purp	Total Contact Hours	Eli-gible Contact Hours	Total Credit Hours	Eli-gible Credit Hours	Head-count FT PT	Salary Reimb	Services	Materials And Supplies	Travel	Other Current Expenses	Voc Admin & Supervision	Total Direct Expenses	Indirect Support Costs	Reimb Direct Capital	Non-Reimb Direct Capital	Non-Reimb Indirect Capital	TOTAL LS	
								520-599	600-626	632-646	647-648	650-699					Line 39	Line 31	Line 31	
Administration																				0
ABE Supervisor														0						0
Ad Ed Supervisor(VP)														0						0
Ad Ed Night Activities														0						0
Ad Ed Coordinator 1														0						0
Ad Ed Coordinator 2														0						0
Ad Ed Coordinator 3														0						0
Ad Ed Coordinator 4														0						0
Ad Ed Coordinator 5														0						0
Ad Ed Coordinator 6														0						0
Total Adult Ed Administration			0	0	0.00	0.00	0 0 0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL ADULT ED			0	0	0.00	0.00	0 0 0	0	0	0	0	0	0	0	0	0	0	0	0	0
COOPERATIVE PROGRAMS/SERVICES																				0
Secondary Joint Effort	000 59.0000000	02 22 11 22												0						0
Administered Program Summary	0																			0
TOTAL Secondary Joint Effort																				0
RELATED SERVICES & ACTIVITIES	/ /	/	/	/	/	/	/ / /	/	/	/	/	/	/	/	/	/	/	/	/	/
Alternative H.S.	001 62.2000000	02 05 11 22												0						0
Carl Perkins II Allocation	000 68.0501000	03 02 11 91												0						0
Tech Prep/School to Work														0						0
Regional Planning Board														0						0
Denison Regional Plan Bd														0						0
Iowa Community Network														0						0
Sex Equity Model Career Exploration Programs	000 68.0102000	03 01 07 37	0											0						0
Witcc's Share	0													0	0				0	0
League of Schools														0						0
Computer Lab														0						0
Coordinator of Secondary Programs														0						0
Post Secondary Arts & Science														0						0
Post Secondary Voc Tech														0						0
Voc-Rehab Divison														0						0
Area Agency on Aging														0						0

Non Trad Career Conf													0					0
TOTAL Related Services & Activities	0	0	0.00	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Populations Pgms & Activities																		0
TOTAL ECON DEV													0	0	0	0	0	0
Administration													0					0
Student Services													0					0
Learning Resources													0	0				0
Physical Plant													0					0
General Institution													0					0
TOTAL SUPPORT					0	0	0	0	0	0	0	0	0	0	0	0	0	0

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
Educational Functions and Programs By State Title	Site 10 Digit CIP 1990	Level-Type Spec. Emph Obj. Purp	Total Contact Hours	Eli-gible Contact Hours	Total Credit Hours	Eli-gible Credit Hours	Head-count FT PT	Salary Reimb	Services	Materials And Supplies	Tra vel	Other Current Expense s	Voc Admin & Super-Vision	Total Direct Expenses	Indi-rect Sup-port Costs	Reimb Direct Capital	Non-Reimb Direct Capital	Non-Reimb Indirect Capital	TOTA LS	
									520-599	600-626	632-646	647-648	650-699			Line 39	Line 31	Line 31		
TOTAL FUND 1 ACTIVITIES			0	0	0.00	0.00	0 0 0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FUND 1 ACTIVITIES LESS DEVEL ED			0	0	0.00	0.00	0 0 0	0	0	0	0	0	0	0	0	0	0	0	0	0
FUND 2 ACTIVITIES	/ /	/	/	/	/	/	/ / /	/	/	/	/	/	/	/	/	/	/	/	/	/
RELATED SERVICES & ACTIVITIES	/ /	/	/	/	/	/	/ / /	/	/	/	/	/	/	/	/	/	/	/	/	/
Voc-Rehab Divisions														0						0
JTPA 8% Grant														0						0
Area Planning														0						0
														0						0
State Tech														0						0
Energy Management														0						0
Customized Training														0						0
260E-IA Industrial New Jobs Trng - Summary	000	60.0209900	03 02 11 30											0						0
New Jobs Training														0						0
260F-IA Industrial New Jobs Trng - Summary	000	60.0219900	03 02 11 33											0						0
Wrap Around Program														0						0
Heartland Technologies														0						0
Small Business Center														0						0
Economic Development														0						0
Satellite Center Support Grant														0						0
School to Work IDED Grant														0						0
Regional Economic Develop Ctr														0						0
Tomorrow's Leaders Today Prog														0						0
Regional Telecommunications														0						0
TRIO														0						0
TOTAL Related Services & Activities								0	0	0	0	0	0	0	0	0	0		0	0
Tax Levy - Equipment														0						0
Tax Levy - Insurance														0						0
Tax Levy - Tort														0						0
Tax Levy - Early Retirement														0						0
Tax Levy - Unemployment														0						0

BALANCE SHEET AS-15D

1. Round all figures to whole dollars and use only positive dollar amounts for all items.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Total the sub-account assets and report on the control account line (i.e. assets in object codes 100 through 129 would be combined and reported on the Balance Sheet line "Cash on Hand or in Bank"; object codes 131-139 would be combined and reported on the Balance Sheet line "Investments", etc.). Enter into the appropriate cell of the Lotus template. Please note that all totals are automatically calculated.
4. Note in the fixed assets we have (for balance sheet report form purposes only) assigned object code 199 to "Total Assets".
5. Refer to your uniform Financial Accounting Handbook for identification of items within an object code.
6. Report unrestricted general fund 1, restricted general fund 2, and plant fund 7.
7. The spreadsheet will automatically total the appropriate columns and rows.
8. Dollar amounts in object codes 191-198 (Fixed assets) should agree with dollar amounts in object code 312 (fund balance-restricted for book value of fixed assets) in each fund.
9. Dollar amounts in object code 311 (fund balance-unrestricted) should agree with dollar amount answer when total current liabilities (object codes 100-189) are subtracted from total current assets (object codes 201-240).

DEPARTMENT OF EDUCATION
Division of Community Colleges
Grimes State Office Building
Des Moines, Iowa 50319

County District 99 Area School Name: College District

Assets	Unrestricted General Fund 1	Restricted General Fund 2	Plant Funds 7
Current Assets			
100 Cash on hand or in banks (101-129)			
130 Investments (131-139)			
140 Accounts receivable (141-149)			
150 Notes receivable (151-154)			
155 Deposits & Prepaid Expenses (155-159)			
160 Inventories (161-169)			
170 Due from other funds (171-179)			
180 Loans outstanding (181-188)			
189 Total current assets	0	0	0
Fixed Assets			
191 Land			
192 Buildings & fixed equipment			
193 Other Structures & Improvements			
194 Furniture, mach. & equipment			
196 Library Books and films & videos			
197 Construction in progress			
198 Leased property under cap lease			
Total fixed assets	0	0	0
199 TOTAL ASSETS	0	0	0
<hr/>			
Liabilities and Fund Balances			
210-259 Current liabilities			
260-299 Long term liabilities			
290 Total liabilities	0	0	0
Fund Balance			
311 Unrestricted			
312 Net investment in plant			
313 Restricted for specific purposes (313-316)			
390 Total fund balance	0	0	0
399 TOTAL LIABILITIES & FUND BALANCE	0	0	0

**GENERAL FUND AS-15E
AND
PLANT FUND AS-15F**

1. Round all figures to whole dollars.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. In fund 2, object code 415 property tax - equipment replacement, include the amount to be received from the \$.03 or \$.06 levy for equipment
4. In fund 2, object code 416, Property tax – Operations/Plant fund/Early Retirement/Cash Reserve, include levy for insurance in function 8 and levy for early retirement in function 9. Cash Reserve will be included in function 5. In debt service sub-fund of the plant funds group, include only the amount necessary to pay bonds or certificates and interest that are currently due.
5. In fund 2, object code 419, Property tax – Tort Liability/Insurance, include the amount to be received from the tort liability levy in function 9, and the amount received from insurance in function 8.
6. Include assessments for library books, parking tickets, etc. in object code 477 Assessment-Special Charges. Parking fees or permits are to be included in object code 454-Other Sales and Service.
7. Money kept from administering the GED tests should be classified in function 3 (Adult Ed.) and object code 406 (other student fees).
8. Indicate the use of unrestricted funds necessary to balance revenue with expenditures.
9. Place all Worker's Compensation Insurance in object code 591 (Worker's Compensation insurance) in function 5. Do not include in object code 618 (Insurance).
10. Capital outlay figures are to be included in total disbursements.
11. Object code 590 Related Payroll Costs and Fringe Benefits, object code 592 FICA, and object code 593 Retirement plan – employer's share are to be broken down by object code and function.
12. The spreadsheet will automatically total the appropriate columns and rows.
13. Expenditure totals should agree with CE-4b totals.

Annual Report Fiscal Year 1999
 General Fund AS-15 E
 Fund 1

DEPARTMENT OF EDUCATION
 Bureau of Community Colleges
 Grimes State Office Building
 Des Moines, Iowa 50319

County: XX

District 99XX

Area School Name: Sample Iowa Community College

Fund 1 Unrestricted (11-14)	(1) Liberal Arts & Sciences (15-24)	(2) Vocational Technical (25-34)	(3) Adult Education (35-44)	(4) Cooperative Pgms / Svcs (45-54)	(5) Admin (15-24)	(6) Student Services (25-34)	(7) Learning Resources (35-44)	(8) Physical Plant (45-54)	(9) General Institution (55-64)	(10) TOTAL (64-74)
Student Fees										
401 Laboratory										0
402 Application										0
403 Graduation										0
404 Transcript										0
405 Activity										0
406 Other										0
407 Refund										0
Total Student Fees	0	0	0	0	0	0	0	0	0	0
Tuition										
410 Contr. Inst. Chg										0
411 Resident Post Sec										0
412 Non-Resident										0
413 Resident Secondary										0
414 Refund										0
Total Tuition	0	0	0	0	0	0	0	0	0	0
Local Support										
415 Property tax - Equip										0
416 Property tax - Oper										0
417 Property tax - Empl										0
418 Property tax - Debt										0
419 Property tax - Tort										0
Total Local Support	0	0	0	0	0	0	0	0	0	0
State Support										
421 State General Aid										0
425 State Capital Outlay										0
426 State Workstudy										0
429 State Aid Other										0
Total State Support	0	0	0	0	0	0	0	0	0	0
Federal Support										
431 Title II Library										0
432 Title III Dev Inst										0
433 Title IV SEOG										0
434 Title IX Workstudy										0
435 Title IV Perkins Loans										0
436 Title IV PELL										0
437 Improv of Instruction										0
441 Carl D. Perkins										0
443 J T P A										0
446 Adult Basic Education										0
449 Other Federal Funds										0
Total Federal Support	0	0	0	0	0	0	0	0	0	0

Annual Report Fiscal Year 1999
 General Fund AS-15 E
 Fund 1

DEPARTMENT OF EDUCATION
 Bureau of Community Colleges
 Grimes State Office Building
 Des Moines, Iowa 50319

County: XX

District 99XX

Area School Name: Sample Iowa Community College

Fund 1 Unrestricted (11-14)	(1) Liberal Arts & Sciences (15-24)	(2) Vocational Technical (25-34)	(3) Adult Education (35-44)	(4) Cooperative Pgms / Svcs (45-54)	(5) Admin (15-24)	(6) Student Services (25-34)	(7) Learning Resources (35-44)	(8) Physical Plant (45-54)	(9) General Institution (55-64)	(10) TOTAL (64-74)
Sales And Service										
451 Housing										0
452 Vending Machines										0
453 Rental of College Fac.										0
454 Other Sales & service										0
455 Bookstore-texts										0
456 Bookstore-other										0
457 Food										0
459 Sales Returns										0
460 Gate Receipts										0
461 Receipts, games of chance										0
Total Sales And Service	0	0	0	0	0	0	0	0	0	0
Other Income										
471 Interest										0
472 Gain/Loss Sale Assets										0
473 Gifts And Grants										0
477 Assessment-Spec. Charges										0
481 Iowa New Jobs Training										0
482 Repayment of Principal St Loans										0
483 Loan Cancellation Reimbursements										0
484 Additions to Assets										0
485 Misc. Receipts										0
486 Proceeds Sale of Fixed Assets										0
487 Incremental Tax Revenue										0
488 Withholding Tax Revenue										0
489 Proceeds from Loans										0
490 Transfers										0
Total Other Income	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0	0	0	0	0	0
USE OF UNRESTRICTED FUNDS										0
GRAND TOTAL REVENUE	0	0	0	0	0	0	0	0	0	0

Area School Name: Sample Iowa Community College

Fund 1 Unrestricted	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(11-14)	Liberal Arts & Sciences (15-24)	Vocational Technical (25-34)	Adult Education (35-44)	Cooperative Pgms / Svcs (45-54)	Admin (15-24)	Student Services (25-34)	Learning Resources (35-44)	Physical Plant (45-54)	General Institution (55-64)	TOTAL (64-74)

EXPENDITURES BY CATEGORY

Salaries

510 Admin.-Prof.Non-Teaching										0
511 Admin.-Prof.Non-Teaching P.T.										0
520 Instructional										0
521 Instructional P. T.										0
530 Prof. Support Staff										0
531 Prof. Support Staff P. T.										0
540 Secretarial & Clerical										0
541 Secretarial & Clerical P.T.										0
550 Service Staff										0
551 Service Staff P. T.										0
570 Student Fed Workstudy										0
571 State Workstudy										0
572 Student - Other										0
590 Employee Insurance										0
591 Workman's Compensation										0
592 F I C A Employee's Share										0
593 Retirement Plans Employee's Share										0
594 Comp.-Employee Tuition										0
595 Early Retirement										0
596 Auto Allowance										0
597 Unemployment Compensation										0
598 Accrued Vacation										0
Total Salaries	0	0	0	0	0	0	0	0	0	0

Services

601 Professional										0
602 Election Costs										0
603 Custodial										0
604 Membership										0
605 Publications (legal)										0
606 Maint & Repair Equipment										0
609 Maint & Repair Buildings										0
610 Maint of Grounds										0
611 Info Serv/Classified Ad										0
612 Printing & Reproduction										0
615 Communications										0
618 Insurance										0
619 Utilities										0
620 Rental of Materials										0
621 Rental of Buildings										0
622 Rental of Equipment										0
623 Postage & Other Matter										0
624 Group Mtgs/Workshop Exp.										0
625 Data Processing Services										0
626 Other Services										0
Total Services	0	0	0	0	0	0	0	0	0	0

Area School Name: Sample Iowa Community College

Fund 1 Unrestricted	(1) Liberal Arts & Sciences (15-24)	(2) Vocational Technical (25-34)	(3) Adult Education (35-44)	(4) Cooperative Pgms / Svcs (45-54)	(5) Admin (15-24)	(6) Student Services (25-34)	(7) Learning Resources (35-44)	(8) Physical Plant (45-54)	(9) General Institution (55-64)	(10) TOTAL (64-74)
(11-14)										
Materials, Supplies & Travel										
632 Materials & Supplies										0
633 Minor Equipment										0
634 Periodicals										0
637 Bldg Const Mtls & Supp										0
641 Janitorial Mtls & Supp										0
642 Vehicle Mtls & Supp										0
644 Lands Mtls & Supp										0
646 Other Mtls & Supp										0
647 Out of State Travel										0
648 In State Travel										0
Total Matls, Supp & Travel	0	0	0	0	0	0	0	0	0	0
Other Current Expenses										
651 Purchase/Resale Supplies										0
652 Purchase/Resale Textbooks										0
660 Cost of Sales										0
670 Interest on Debt										0
673 Payment on debt										0
675 Scholarships										0
677 Student Loans										0
678 Collection Agency Expense										0
679 Loan Cancellations										0
680 Transfers										0
684 Deductions from Assets										0
686 Property Tax										0
690 Employer Reimbursement										0
691 Student Service										0
692 Student Compensation										0
693 Other Current Expenses										0
694 Bad Debts										0
Total Current Expenses	0	0	0	0	0	0	0	0	0	0
Capital Outlay										
710 Furniture, Mach & Equip										0
711 Equipment Replacement										0
712 Lease Purchase Equipment										0
730 Const & Maint equip										0
740 Vehicles										0
750 Library Books & Films										0
760 Bldg & Fixed Equip										0
770 Land										0
780 Other Struct & Improvements										0
790 Other Capital Outlay										0
Total Capital Outlay	0	0	0	0	0	0	0	0	0	0
TOTAL DISBURSEMENTS	0	0	0	0	0	0	0	0	0	0

SQUARE FOOTAGE/CUBIC FOOTAGE

1. Enter data to indicate the following information about each building for your college:
 - is it heated or unheated,
 - the square footage,
 - the cubic footage,
 - is it owned or leased
 - other information such as height, length and ceiling height can be provided, if you wish
2. The spreadsheet will automatically total the appropriate columns.

Merged Area 99XX

SAMPLE COMMUNITY COLLEGE

23-Mar-99
08:43 AM

Building Measurements . . . Square Footage/Gross Cubic Footage

1	2	3	4	5	6	7	8	9	10	11
Campus	Building	Room	Heated	Unheated	Length	Width	Sq Footage	Ceiling Height	Gross Cu Footage	Owned / Rented
XXXXXXXX	INSTRUCTION	_____	YES	_____	_____	_____	_____	_____	_____	Owned
XXXXXXXX	MAINTENANCE	_____	YES	_____	_____	_____	_____	_____	_____	Owned
XXXXXXXX	STUDENT CENTER	_____	YES	_____	_____	_____	_____	_____	_____	Owned
XXXXXXXX	ADMINISTRATION	_____	YES	_____	_____	_____	_____	_____	_____	Owned
XXXXXXXX	TRADES CENTER	_____	YES	_____	_____	_____	_____	_____	_____	Owned
YYYYYYYY	EASTERN CENTER	_____	YES	_____	_____	_____	_____	_____	_____	Owned
XXXXXXXX	BARNS	_____	_____	YES	_____	_____	_____	_____	_____	Owned
XXXXXXXX	PERFORMING ARTS CI	_____	YES	_____	_____	_____	_____	_____	_____	Rented
///////	CENTER	_____	YES	_____	_____	_____	_____	_____	_____	Owned
///////	VOCATIONAL SHOPS	_____	YES	_____	_____	_____	_____	_____	_____	Rented
QQQQQQ	CENTER	_____	YES	_____	_____	_____	_____	_____	_____	Rented
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total							0		0	

ADMINISTRATIVE ALLOWANCE FOR 280B-IDED

1. Round all figures to whole dollars.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance.

Provide appropriate revenue sources for the current fiscal year.

Enter expenditure amounts in the appropriate lines

The spreadsheet will automatically total the appropriate columns and rows.

BUILDINGS AND FACILITIES

BUILDING 1 FORM

1. Update data to indicate the following information about the total buildings and land for your college;
the number of acres for owned and leased buildings and non-buildings,
total original expenditures for land,
any pertinent comments about the facilities.
2. The spreadsheet will automatically total the appropriate rows.

BUILDING 2 FORM

Update data to indicate the following information about the total buildings and land for your college;
the site of acquisition or disposal,
the number of acres purchased,
the date of acquisition,
total expenditures,
the number of acres sold,
the date of sale,
total sale price.

BUILDING 3 FORM

Update data to indicate the following information about the each building for your college;
the site of acquisition,
the date of construction,
the building name/function,
building condition,
source of revenue (e.g. State appropriation , local tax levy, etc.),
total cost of the building,
the gross square feet,
other comments,
net usable square feet.

BUILDING 4 FORM

Update data to indicate the following information about the leased buildings used by your college;
the site,
expiration date of lease,
usage/purpose of the building,
condition of the building,
total lease payment,
the gross square feet,
net usable square feet,
any pertinent comments about the facilities.

Merged Area	Site	Total Buildings	Total Non-Buildings	Total Assigned Not in Use	Total Unassigned	Total Current Land	Total Expenditures for Land	Comments
99XX	XXXXXXXXXX							
	Main Campus	3.40	11.80	130.40		145.60	\$355,584.00	
	Off Campus	2.00	56.70	5.00		63.70		
	Leased Land	0.30				0.30		

SITE ACQUISITIONS AND DISPOSALS THROUGH FISCAL YEAR 1998

Merged Area	----- Site Acquisitions -----				----- Site Disposals -----			
	Site Location	Acres Acquired	Date of Acquisition	Cost	Site Location	Acres Disposed	Date of Disposal	Sale Price
99XX	XXXXXXXXXX	1.000	1967					
	XXXXXXXXXX	118.510	1/1968	222,119.00	XXXXXXXXXX	8.030	1981	500.00
	XXXXXXXXXX	8.240	12/1969	9,195.00		(partial disposal)		
	XXXXXXXXXX	1.290	10/1971	1,850.00				
	XXXXXXXXX County	20.000	8/1974	14,700.00	WWWWWW	Easement		8,550.00
	XXXXXXXXXX	0.090	12/1975	0.00				
	XXXXXXXXXX	2.320	1/1980	50,000.00				
	XXXXXXXXX County	1.500	8/1981	0.00				
	XXXXXXXXX County	21.000	8/1984	1.00				
	XXXXXXXXXX	8.600	8/1984	13,519.00				
	XXXXXXXXX County	7.970	9/1984	0.00				
	WWWWWW	5.000	1988	0.00				
	//////////	4.640	1994	Gift				
	YYYYYYYY	5.800	1995	Gift				

Source of Funds to Acquire Buildings

Lease Purchase only through 1992

Merged Area	Date of Orig Constr	Building Name/Function	Bldg + Cond	State Approp	Tax Levy Plant Fund	Fed Grant Title I HEFA PL88-204	Proceeds From Sale of Bldg	Gifts & Grants	Plant Fund		General Fund		Other	Total Cost of Building	Gross Square Feet	Net Usable Square Feet
									FY 1992 Payment	Cummulative Payment	FY 1992 Payment	Cummulative Payment				
99XX	XXXXXXX															
	1970	T & I Building	1	569,608	1,681,927								24,101	2,275,636	51,783	43,262
	1974	Para. Prof.	1		2,936,099								368,645	3,304,744	133,389	90,188
	1976	Hog Confinement	1		109,211	11,762							651	121,624	32,627	6,124
	1978	Radio Station	1		288,581								(26,651)	261,930	3,985	3,960
	1978	Transmitter/Tower	1		11,172									11,172	2,754	450
	1981	Student Center	1		1,837,549								4,015	1,841,564	39,476	28,161
	1981	Smith Building	1		1,338,868								20,707	1,359,575	28,497	24,719
	1983	Beef Feeding	1		91,033	46,550 (1984)							37,583	175,166	32,471	29,593
	1984	IM Building	1		387,772			500,000					1,007,437	1,895,209	34,815	34,721
	1984	Carpentry Bldg.	1		104,414								2,957	107,371	6,912	6,220
	1980	Electrician Bldg.	1		123,390								2,122	125,512	6,000	5,400
	1989	Classr/Day Care	1		450,416								8,078	458,494	13,950	13,300
	1990	ZZZZZ Maint/Class/Storage	1		2,326,039									2,326,039	26,970	26,970
	1994	A-D Link	1		3,713,014									3,713,014	56,000	39,200
	1992	Dorms	1		775,646 *									775,646	46,780	46,780
	1996	YYYYYYY Campus	1		750,000			2,166,251						2,916,251	35,083	35,083

* 1992 is date Dorms were acquired by XXXX Community College

Summary of Community College physical facilities
 Buildings - leased (not owned or in process of lease-purchase)
 Fiscal year 1998 rent payments only

Merged Area	Site	Expiration Date of Lease	Building Name Or Function	Bldg. Cond.	1999 Rent Payment	Gross Square Feet	Usable Square Feet
99XX- Any City	XXXXXXXXXX	Year to Year	JTPA	1	3,900	630	630
	YYYYYYYYYY	Year to Year	TTTTTT Community Center	1	3,300	2,252	2,252
	YYYYYYYYYY	Year to Year	Mall Campus	1	3,600	140	140

NOTE: THE AMOUNTS FOR 99XX ARE FY98 PAYMENTS

Codes used to describe building condition

- 1-Satisfactory Suitable for continued use with normal maintenance.
- 2-Remodeling A Requires restoration to present acceptable standards without major room use changes, alterations or modernizations. The approximate cost of "Remodeling A" is not greater than 25% of the estimated replacement cost of the building.
- 3-Remodeling B Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.
- 4-Remodeling C Requires major remodeling of the building. The approximate cost of "Remodeling B" is greater than 50% of the estimated replacement cost of the building.
- 5-Demolition Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for space or the availability of funds to replace. This category takes precedence over categories 1, 2, 3 and 4. If a building is scheduled for demolition, its condition is recorded as "demolition", regardless of its condition.
- 6-Termination Planned termination or relinquishment of occupancy of the building for reasons other than being unsafe or structurally unsound, as abandonment of temporary units of space. This category takes precedence over categories 1, 2, 3 and 4. If a building is scheduled for termination, its condition is recorded as "termination", regardless of its condition.

VOCATIONAL TECHNICAL TECHNOLOGY FISCAL REPORT

1. Round all figures to whole dollars.
2. Complete the county and district number in the area provided. Enter the college name in the space provided.
3. Enter the beginning balance of state technology funds (for FY99).
4. Provide appropriate revenue sources for the current fiscal year.

Enter expenditure amounts in either the equipment column or the staff development column by program (use either CIP number or state title).

Enter the number of vocational students served and number of staff trained with the funds. It is not necessary to enter by program, but would be acceptable to do so if you have that information.

The spreadsheet will automatically total the appropriate columns and rows.

Department of Education
 Bureau of Community Colleges
 Grimes State Office Building
 Des Moines, Iowa 50319

Technology funds annual financial report Fiscal Year 1998-99
 Function 2 - Vocational Technical programs

County: District: 99
 Community College:
 //

	State Technology Funds	Total Funds	Vocational Students Served	Staff Trained
Beginning Balance July 1, 1998	0	0		
Revenues:				
State Funds		0		
		0		
		0		
Total Revenues	0	0		
Total Funds	0	0		
Expenditures:	Equipment	Staff Dev	Total	
Program title			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
Total Expenditures	0	0	0	
Total Students/Staff served			0	0
Ending Balance June 30, 1999	0	0	0	
Local Funds		0		
Total Funds	0	0	0	

COMMUNITY COLLEGE VOCATIONAL-TECHNICAL TECHNOLOGY IMPROVEMENT PROGRAM

(Iowa Code, Section 260A.1)

Questionnaire

The Community College Vocational-Technical Technology Improvement Program questionnaire will be completed annually for all vocational programs impacted by the funds during the fiscal year.

Complete all questions.

Examples for question number 3 regarding improving the interconnectivity of the community colleges to the Iowa Communications Network must be completed when any of the equipment purchased is use in the program to cover distance education. Interconnectivity improvement may include:

An increase in the number of students reached;

The level of success by students who completed the program;

The type of outreach programs established within the fiscal year; or

How the use of funds enhanced the delivery of instructional programs.

Contact Fidelis Ubadigbo for any questions concerning this questionnaire.

COMMUNITY COLLEGE VOCATIONAL-TECHNICAL TECHNOLOGY IMPROVEMENT PROGRAM

Questionnaire

College: _____ Position: _____

Name of Program: _____

Indicate, where applicable to your institution, the following use(s) of the Vocational-Technical Technology funds: (check all that apply).

- 1. Acquisition of technology material/equipment used in vocational-technical programs.
- 2. Acquisition of hardware.
- 3. Acquisition of software.
- 4. Lease of instructional technology equipment.
- 5. Lease to purchase instructional technology material/equipment.
- 6. Installation of instructional technology equipment used in vocational-technical programs
- 7. Maintenance of instructional technology equipment used in vocational-technical programs.
- 8. Staff development and training related to instructional technology.

RESPOND TO EACH OF THE FOLLOWING QUESTIONS AS IT RELATES TO YOUR INSTITUTION. WRITE A BRIEF STATEMENT IN THE LINES BELOW THE QUESTIONS IF THE ANSWER IS "YES."

1. Did Vocational-Technical Technology Funds impact the following:

{a} The development of new curriculum to meet market needs?

COMMENT

_____ YES NO

COMMENT

{b} The revision of competency-based curriculum to meet job market needs?

_____ YES NO

{c} Increase student achievement in vocational technology funded programs?

COMMENT

_____ YES NO

2. Did business and industry/advisory council members recommend the following:

{a} Additional competencies for vocational-technical programs on Technology funds?

COMMENT

_____ YES NO

{b} Curriculum development or revision for funded programs?

COMMENT

_____ YES NO

{c} Purchase of material/equipment for vocational-technical programs?

COMMENT

_____ YES NO

3. The Vocational-Technology Act recommends the use of funds to improve the interconnectivity of community colleges to Iowa Communications Network (ICN).

Did you use the funds to improve your interconnectivity to ICN?

YES NO

4. If your answer to question #3 is "Yes," please respond to each of the following:

{a} Did the interconnectivity to ICN improve instructional program delivery process?
COMMENT

_____ YES NO

{b} Did the interconnectivity to ICN enable students to perform some programs' activities that would have been impossible if not for the Vocational-Technology funds?
COMMENT

_____ YES NO

{c} Did the interconnectivity to the ICN enable you to reach additional students?
COMMENT

_____ YES NO

5. As a fund recipient, list your suggestions for improving the reporting and monitoring processes?

1 _____
2 _____
3 _____

6. List technical assistance you would like to be provided by the Department of Education?

1 _____
2 _____
3 _____

7. List two most important future vocational-technical needs of your college?

1

2

8. List success stories relating to Vocational-Technology fund in your college (Please, give a synopsis of success).

IOWA COURSE FOR DRINKING DRIVING ENROLLMENT REPORT FY99

This report is completed annual to record the total fiscal year DUI enrollments. The Department of Education will invoice each community college \$5.00 per student. If any students are declared "indigent" there will be no fee assessed.

Complete the report:

Enter the community college name and address.

Enter the date, county, and district information.

Document the total number of students by gender completing the course for fiscal year.

Enter the total number of indigent students by gender and subtract from the total.

Total the remaining number of students and multiple by \$5.00.

Send form and remittance to the Department of Education.

Contact Karen F. Poole for any questions concerning this report.
Phone: 515-281-3671 or E-mail: karen.poole@ed.state.ia.us

**IOWA COURSE FOR DRINKING DRIVING
ENROLLMENT REPORT
FY99**

CIP NUMBER 53.03010000

IN ACCOUNT WITH:

DATE: _____

For DE DUI Account:
064-282-3590

COUNTY _____

DISTRICT _____

ITEM

AMOUNT

Students completing DUI Courses

@ \$5.00 per student

MALES

FEMALES TOTAL

MINUS INDIGENT:

MALES

FEMALES

**MINUS
TOTAL**

TOTAL STUDENTS: _____

REMITTANCE: \$ _____

MAKE CHECK PAYABLE TO: IOWA DEPARTMENT OF EDUCATION

PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR REMITTANCE TO:

**IOWA DEPARTMENT OF EDUCATION
DIVISION OF COMMUNITY COLLEGES
& WORKFORCE PREPARATION
ATTENTION: KAREN F. POOLE
GRIMES STATE OFFICE BUILDING
DES MOINES, IA 50319-0146**

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