



# Resource Center Table of Contents

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## BOOKS IN THE LIBRARY OF THE MICHIGAN CHAPTER RESOURCE CENTER

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### *ADA: AMERICANS WITH DISABILITIES ACT*

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- ADA92901 **MAKING THE ADA WORK FOR YOU** by Michael Lotito, Esq., Francis Alvarez, Esq. and Richard Pimentel. Michael Lotito was the keynote speaker at the June 1992 seminar on "The ADA and Civil Rights" for Michigan Chapter AGC members. He is a nationally recognized authority in the human resources field. The book contains an excellent resource section. 163 pages. 1992.
- ADA92902 **WHAT MANAGERS & SUPERVISORS NEED TO KNOW ABOUT THE ADA** by Richard Pimentel, Denise Bissonette and Michael Lotito, Esq. The purpose of this guide is to summarize for you what you need to know about the ADA to assist you in complying with the law. It also outlines how to interview, evaluate and potentially employ persons with disabilities at your workplace. 55 pages. 1992.
- ADA92903 **SEXUAL HARASSMENT IN THE WORKPLACE and AN OVERVIEW OF THE CIVIL RIGHTS ACT OF 1991**, by William M. Saxton of Butzel Long, attorneys and counselors. A handout from a presentation to the Michigan Road Builders Association.
- ADA92904 **MINORITY/WOMAN/HANDICAPPER BUSINESS ENTERPRISE CERTIFICATION LIST** from the Michigan Department of Civil Rights. Addendums are current.
- ADA94948 **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY MINORITY-OWNED BUSINESS DIRECTORY 1994** (includes Women-Owned-Businesses). Primarily for residential and large multi-family developments. Covers all trades from architects to windows.
- ADA92925 **ADA COMPLIANCE GUIDEBOOK. A Checklist for your Building.** Meeting the Title III Provisions of the Americans With Disabilities Act: Public Accommodations and Commercial Facilities. Published by, AGC of America. This guidebook was developed by BOMA (Building Owners and Managers Association) International to provide a clearer understanding of the ADA Title III requirements. The Checklist is to be used in beginning an assessment of the impact of the law on any given building. 79 pages. 1992. This book may also be purchased for \$50.00 to members; we have a limited number on hand at the MI Chapter office.
- ADA92926 **THE ADA: A COMPREHENSIVE GUIDE TO TITLE I** by Michael Lotito, Michael Soltis, and Richard Pimentel. A help to employers to develop a preventive program for compliance. It has an extensive appendix section in nine parts, including questions and answers commonly asked about the ADA. 374 pages. 1992.

- ADA92937 **RECOMMENDATIONS FOR ACCESSIBILITY STANDARDS FOR CHILDREN'S ENVIRONMENT.** Prepared for The Architectural and Transportation Barriers Compliance Board of Washington, D.C. Access Standards for children of all ages. 327 pages plus appendices. 1992.
- ADA94948 **TOPICAL COMPARISON OF ADA AND MHCRA** by *Richard J. Fritz and Dallas G. Moon* of the Detroit law firm of Stringer, Fritz, Kreger, Ahearn & Crandall, P.C. The authors have examined and where applicable, incorporated the Americans With Disabilities Act (ADA) and Michigan Handicappers Civil Rights Act (MHCRA) case law arising after the initial effective date of ADA. They have updated the Pre-Employment Inquiries and Medical Examinations section to reflect EEOC Enforcement Guidance issued May 19, 1994.
- ADA999801 **1996 MICHIGAN BARRIER FREE DESIGN GRAPHICS MANUAL.** The graphic illustrations were developed as supplement to the barrier free design requirements. These codes are effective as of November 30<sup>th</sup>, 1998. 159 pages.

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## ***ARBITRATION/DISPUTE RESOLUTION***

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- AR90814 **GETTING TO YES "Negotiation Agreement Without Giving In"** by Roger Fisher and William Ury. This national bestseller has been reprinted 14 times in the paperback edition. The authors are part of the Harvard Negotiation Project, a group that deals continually with all levels of conflict resolution from domestic, to business, to international disputes. They offer a straightforward universally applicable method for negotiating personal and professional disputes without getting taken... and without getting nasty. 161 pages. 1981.
- AR90852 **CONSTRUCTION ARBITRATION HANDBOOK** by James Acret. The author is a lawyer with 30 years of experience. He is an authority on construction and real estate law. This book covers the practical problems that attorney's face when representing parties in the arbitration tribunal. Recent U.S. Supreme Court cases have confirmed that the Federal Arbitration Act is applicable to construction projects that involve interstate commerce. This means arbitration clauses will be enforced on a uniform basis throughout the country. Disputes are negotiated on the basis of what industry-oriented arbitrators might decide. 375 pages. 1985, with up-dated supplement.
- AR91901 **ARBITRATION & THE LAW, 1989-90** *American Arbitration Association General Counsel's Annual Report.* Presents a year's compilation of the latest developments in arbitration and other forms of ADR (Alternative Dispute Resolution). Included are court decisions and information on legislation, new procedures and other ADR developments. 340 pages. 1990.

- AR91913      **HOW ARBITRATION WORKS, 1985-1989 CUMULATIVE SUPPLEMENT, 4<sup>th</sup> edition**, edited by Marlin M. Volz and Edward P. Goggin. With the publication of this supplement, the Elkouri & Elkouri classic is assured of retaining its stature as the most authoritative and current treatise. It is the hallmark of publications in the field of labor arbitration. It was authored and edited by the members of the Committee on Labor Arbitration and the Law of Collective Bargaining Agreements of the American Bar Association. 258 pages. 1991.
- AR91915      **FAIRWEATHER'S PRACTICE AND PROCEDURE IN LABOR ARBITRATION, 3rd edition**, edited by Ray J. Schoonhoven. Reliance upon the institution of labor arbitration is a fundamental cornerstone of federal labor policy. In light of this, a work on practice and procedure in labor arbitration is an important tool to those who use this mechanism. Because it is an important tool, it needs to be updated for changes and developments from time to time, hence this 3rd edition. 619 pages. 1991.
- AR9288      **CONSTRUCTION ARBITRATION, by Thomas Oehmke of the State Bar of Michigan**. This book is designed as the basic procedural manual for construction arbitration. It is a simple straightforward guidebook allowing you to proceed step-by-step through an arbitration matter with a minimum of mistakes and wasted effort. An extensive cumulative supplement, issued in 1994 accompanies this book. 649 pages. 1988.
- AR92887      **BUSINESS MEDIATION-WHAT YOU NEED TO KNOW** by Robert Coulson, president of The American Arbitration Association. Mediation is a sensible way to resolve disputes. An impartial third person, with the consent of the parties, becomes involved in the negotiations, assisting them in reaching an informed settlement. Unlike litigation, adversaries are likely to preserve their business relationships when using this method. 128 pages. 1988.
- AR92906      **ALTERNATIVE DISPUTE RESOLUTION Course manual from Federal Publications, Inc.** The information covered in this course manual would be very helpful when dealing with the federal government, for they favor this method of settling disputes. It is very large and very comprehensive. 1990.
- AR92929      **DART Dispute Avoidance Resolution Task Force** This is a new organization whose participants include AGC of America and all its chapters. The Business Roundtable, AIA, American Society of Consulting Engineers, American Subcontractors Association, the American Insurance Association, the American Bar Association, American Arbitration Association and many other societies and associations, almost 90,000 firms are represented. We have a brochure and articles and a newsletter from Dart. 1993.
- AR939110      **PREVENTING AND RESOLVING CONSTRUCTION DISPUTES published by The Center for Public Resources**, the parent organization of DART. It is in the forefront of the ADR (Alternative Dispute Resolution) movement. This book has been published by the committee appointed to take a fresh look at the special dispute resolutions needs of the construction industry. Ten chapters plus appendices. Approximately 100 pages. 1993.

AR020201 CONSTRUCTION INDUSTRY DISPUTE RESOLUTION PROCEDURES (Including Mediation and Arbitration rules) put together by the American Arbitration Association. Revised and in Effect as of July 1, 2001.

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## **ARCHITECTURE**

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- A90881 **BUILDING STRUCTURES** by James Ambrose, U. of California. Presents a comprehensive development of the topic, covering basic concepts and analytic fundamentals to the design of a complete structural system for a building. Treatment is mostly non-mathematical. Sections cover applied mechanics, strength of materials, structural analysis, the latest codes and industry data for industry design work. 843 pages. 1988.
- A93932 **SCHOOL WAYS The planning and Design of America's Schools** by Ben E. Graves, past president of the international Council of Educational Facility Planners. This beautifully illustrated book is the first major reference on the design and construction of K-12 schools to be published in more than a decade. 237 pages.
- A93943 **BUILDINGS OF MICHIGAN** by Kathryn Bishop Eckert, *State Historic Preservation Officer of Michigan Bureau of History*. This book is one of a series of the Society of Architectural Historians. It has over 400 pictures and locator maps, as well as, short paragraphs of each entry. Included are, not only homes but also, churches, schools, public and private buildings and factories of historical note. 603 pages. 1993.
- A98021 **CRACKING THE CODES - AN ARCHITECT'S GUIDE TO BUILDING REGULATIONS** by Barry D, Yatt. Gives a sound understanding of design regulation. Information is cross-referenced, and information is presented in a uniform format. 340 pages, 1998.
- A99022 **ARCHITECTURAL STONE - FABRICATION, INSTALLATION AND SELECTION** by Mark A. Chacon. Covers architectural design, selection and installation of stone work. Includes information on geological formation, physical characteristics and fabrication techniques for igneous, sedimentary and metamorphic stone. 227 pages. 1999.
- A97023 **ARCHITECTURAL BUILDING CODES - A GRAPHIC REFERENCE** by James G. Scott. Detailed pictorial examples of the meanings of building codes with side-by-side explanations of codes. 472 pages, 1997.
- A97024 **SIMPLIFIED DESIGN OF CONCRETE STRUCTURES, 7<sup>TH</sup> edition** by James Ambrose. Covers design of concrete building structures with a low demand for mathematical and computational knowledge. Includes diagrams, charts, tables and design samples. 360 pages. 1997.
- A99025 **DESIGN FOR EARTHQUAKES** by James Ambrose and Dimitry Vergun. Covers topics of architectural design and construction as related to structures designed to resist the damage of earthquakes. 363 pages. 1999.

- A94006      **ARCHITECTURAL GRAPHIC STANDARDS, 9<sup>th</sup> edition by John Ray Hoke, Jr., FAIA.** Catalog of building materials, components, equipment, systems, details, charts, graphs, tables and “odds and ends.” Veritable bible of architectural design information. 918 pages, 1994.
- A991206      **TO GROW AN ARCHITECT** by Marie S. Manson. A biography of the life of Elmer J. Manson that begins with his birth in Masena, NY. Many of his architectural achievements are described in the book. 56 pages. 1999.(Two copies)
- A02007      **UNDERSTANDING ARCHITECTS: A CONSTRUCTOR’S GUIDE TO ARCHITECTURAL PRACTICE,** By Robert Dorsey. The objective of this book is to give insight on how architects think, write, speak, and behave and some reasons why. 148 pages. 2000.

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***BUSINESS CONTINUITY***

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- CN90891      **BUSINESS CONTINUATION AND MANAGEMENT SUCCESSION SURVEY OF CONTRACTORS** FMI interviews with the heads of 51 closely held contracting firms regarding their plans for continuation of their companies. 34 pages. 1989.

**MIKE HENNING'S FAMILY FIRM ADVISOR.** A quarterly newsletter which gives advice concerning management succession for closely held business and on family owned companies. MI Chapter AGC has both current and back issues of this newsletter.

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***BUSINESS DEVELOPMENT***

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- BD91882      **THE ART OF TAKING MINUTES** by Dolores Dochterman. Practical examples of formats, phrases, etc. before the meeting, a call for a meeting, during the meeting, will the meeting come to order, after the meeting and when the meeting is adjourned. 195 pages. 1988.
- BD91882      **THE BUSINESS PRESENTATIONS WORKBOOK** by Clark Lambert. Simply choose from the scores of sample openers and closers, fill in the comprehensive checklists and worksheets and this easy-to-use workbook will almost prepare a winning presentation for you. 223 pages. 1988.
- BD91833      **DIRECTOR'S AND OFFICER'S COMPLETE LETTER BOOK, 2nd edition,** by Prentice-Hall Editorial Staff. This updated edition continues to provide the latest state of the art in practical, simple-to-use, field tested letters that deal effectively with every possible situation in today's business environment.
- BD91833      **HANDBOOK OF BUSINESS LETTERS, 3rd edition,** by L. E. Frailey. This is the original model letter book. First published over 40 years ago and now fully revised, it contains over 700 ready-to-use model letters for every business occasion. 780 pages. 1989 edition.

- BD93937 **BUSINESS OWNER'S MANUAL and ARMED FOR GROWTH.** Two supplements from the Detroit Chamber of Commerce DETROITER magazine. The first, sub-titled "From Preliminaries to Profits" is a business start-up primer. The second, sub-titled "The 1993 Expanding Small Business Primer" addresses expansion of a small business. Each is about 20 pages. 1992 and 1993.
- BD91021 **CONSTRUCTION BUSINESS MANAGEMENT** by S. Peter Volpe and Peter J. Volpe. Covers topics of business management related to construction from starting on organization, estimation and contracts to marketing and joint ventures. 223 pages, 1991.
- BD88002 **BUSINESS MANAGEMENT FOR CONTRACTORS: HOW TO MAKE PROFITS IN TODAY'S MARKET** by Paul J. Cook. Focuses on the management of small and medium sized construction companies and the manager's role in ensuring the firm fulfills contracts, realizes a profit and experiences steady economic growth. 229, 1988.
- BD93003 **PLAIN STYLE: TECHNIQUES FOR SIMPLE, CONCISE, EMPHATIC BUSINESS WRITING** by Richard Lauchmen. Offers 35 practical techniques that foster simplicity, conciseness and emphasis in business writing. 120 pages, 1993.
- BD991209 **LETTER PERFECT: A GUIDE TO PRACTICAL PROOFREADING** by Peggy Smith. Outlines a system of proofreading to help catch mistakes in business and other professional documents. Examples included. 230 pages. 1995.
- BD02011 **THE ROLE OF THE SUBCONTRACTOR IN THE CONSTRUCTION PROCESS.** Published by The Construction Education Management Corporation. 286 pages.

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### ***CONSTRUCTION BUSINESS***

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- C00733 **HANDBOOK FOR THE CONSTRUCTION SUPERINTENDENT** by *Vincent G. Bush, a vice president of Turner Construction Company in Pennsylvania.* This book can aid the superintendent in managing labor, in communicating effectively with staff, architect, and owner. The emphasis is on practices and procedures that are usually learned only by experience. 254 pages. 1973
- C809131 **HANDBOOK OF CONSTRUCTION MANAGEMENT AND ORGANIZATION, 2nd edition.** *Edited by Joseph P. Frein.* Completely updated and revised, this comprehensive book is a goldmine of information on virtually every phase of organizing and operating a construction business. From site investigation to contract completion and settlement, you will gain a fuller understanding of the world of contracting. All of this ready-to-use know how makes the book a veritable "tool kit" of sound business techniques. 704 pages. 1980.
- C908213 **ILLUSTRATED DICTIONARY OF BUILDING** *edited by Paul Marsh.* A useful reference book for anyone involved in the business of building, from the architect, to the site foreman, to the secretary. 256 pages. 1982.

- C90835      **CONSTRUCTION INSPECTION, A FIELD GUIDE TO PRACTICE, 3rd edition** *by James E. Clyde*. This practical guide offers instant access to information on just about every problem or situation one is likely to encounter when inspecting a civil engineering construction project. Ideal for both new and experienced inspectors, it lists more than 500 terms, phrases, conditions and practices. It offers detailed, authoritative guidance and more everyday on-site situations than any other book of its kind. It demonstrates how various tools of the trade are used, and details the inspector's duties and responsibilities, providing suggestions for conduct and inspector/contractor relations. 448 pages. 1983
- C908516      **THE PROFESSIONAL HANDBOOK OF BUILDING CONSTRUCTION** *by Edward Allen, drawings by Joseph Iano*. Dealing with whole systems of buildings...covering evolutionary development, properties of major materials...possibilities and limitations of the building method and the basis for choosing one system over another. 743 pages. 1985.
- C90864      **CONSTRUCTION CONTRACTING, 5th edition** *by Richard Clough*. The bestselling text and standard reference...revised. The fifth edition features new material on the accelerated cost recovery system, employee stock ownership plans, group insurance plans, new OSHA regulations, the tremendous growth in open-shop work, current labor-bargaining patterns and much more. About 60% of this book, is new material. 578 pages. 1986.
- C908717      **PROJECT MANPOWER MANAGEMENT: DECISION-MAKING PROCESSES IN CONSTRUCTION PRACTICE** *by S. D. Anderson*, Fluor Technology, Inc. and R. W. Woodhead, U. of South Wales. Offers an innovative approach to current decision-making processes in the construction industry. Presents a frame of reference for assessing the entire spectrum of management techniques in various construction projects. Twelve chapters explain specific problems and develop procedures and techniques to address them. 509 pages. 1987.
- C919011      **GENERAL CONTRACTING** *by Mert Millman*. "Winning Techniques for Starting and Operating a Successful Business". Mr. Millman is president and CEO of Millman Construction Corporation, a Miami, FL based company. In business for over thirty years, Millman Construction has built numerous public and private projects including convention centers, community colleges, schools, shopping centers, industrial buildings, and apartment and condominium units. This is not a technical handbook, but an informative guide and source of reference. 286 pages. 1990.
- C919012      **HOW TO SUCCEED WITH YOUR OWN CONSTRUCTION BUSINESS** *by Stephen and Janelle Diller*. The authors are a husband and wife team who started their own construction business. They begin the book by taking you step-by-step through the process of setting up a new company, the several ways to structure a company and the benefits and disadvantages of each of them. The information they provide fills the gap between construction skills and business skills. They explain estimating, scheduling, setting up books, dealing with the IRS, marketing, and much more. 329 pages. 1990.
- C91918      **THE CONTRACTOR'S FIELD GUIDE** *by Paul I. Thomas*. Section I "*Legal and Practical Relationships*" reviews the important aspects of contracts and documents. Section II "*Construction Management*" offers a guide for planning and scheduling the construction project and includes the Critical Path Method (CPM). Section III "*Construction Materials and Methods*" reviews the

fundamentals and principles of estimating construction costs. It suggests ways to avoid errors in scoping and estimating materials and labor. This section contains 167 tables and formulas for rapidly determining material quantities and approximating productivity of workers. 585 pages. 1991.

- C91919** **CONTRACTOR'S MANAGEMENT HANDBOOK**, 2nd edition *by James J. Obrien and Robert G. Zilly*. Completely updated and revised edition of a classic resource book. You will learn about important new regulations affecting your business, new financing, acquisition and accounting methods; how on-site computers are used to schedule and track construction projects; how to increase business during the slow season, and much more. 1991.
- C929223** **CONTRACTOR ORGANIZATION & STRUCTURE**. *A PAS Publication*. An analysis and interpretation of title usage, personnel composition and organizational structure in the construction industry. The organizational charts in this study establish key points and relationships between and among functional groups of employees. 140 pages. 1992.
- C939133** **RUNNING A SUCCESSFUL CONSTRUCTION COMPANY** *by David Gerstel*. Gerstel's innovative ideas can help you sharpen your management skills and tighten up your procedures, 221 pages plus a resources appendix. 1991.
- C939322** **ENR DIRECTORY OF CONSTRUCTION INFORMATION RESOURCES**. The essential business tool for every design and construction professional. This is a comprehensive guide to information resources serving the construction industry. Over 1600 societies, technical associations, government agencies, construction trade unions, business/technical publications and more. 562 pages. 1993.
- C029018** **CONSTRUCTION CONTRACTORS SURVIVAL GUIDE**, by Thomas C. Schleifer. Here is a preventative approach to construction management that places you squarely in control of facet of your business. From marketing, operations, to administration - you'll maximize your resources and profit potential. 155 pages. 1990

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## **CONSTRUCTION**

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- C930001** **CONSTRUCTION GLOSSARY** *by J. Stewart Stein, AIA, FCSI*. Encyclopedia reference and manual to 30,000+ construction terms. Organized into the 16 divisions of the CSI MASTERFORMAT. Includes historical references, specification language, building/zoning code interpretations, reference standards, and manufacturer's descriptions. 1137 Pages, 1993.
- C920001** **MANAGING CONSTRUCTION CONTRACTS - Operational Controls for Commercial Risks**, 2<sup>nd</sup> edition by Robert D. Gilbreath. Covers the planning, formation, administration and management of construction contracts. 295 Pages, 1992.

- C980005      **CONSTRUCTION MANAGEMENT, 2<sup>nd</sup> edition** by Daniel W. Halpin and Ronald W. Woodhead. Detailed coverage of all aspects of construction management. Includes pictures, examples, flowcharts and tables. 444 Pages, 1998.
- C900106      **CONSTRUCTION CONTRACTOR'S SURVIVAL GUIDE** by Thomas C. Schleifer. Identifies ten major elements in contractor failure and shows how to avoid them. Some information on accounting practices. Dated. 155 Pages, 1990.
- C970008      **SIMPLIFIED DESIGN OF STEEL STRUCTURES, 7<sup>th</sup> edition** by James Ambrose. Deals primarily with practical application of engineering principles and formulae used in the design of structural steel members. 446 Pages, 1997.
- C970009      **SIMPLIFIED DESIGN OF CONCRETE STRUCTURES, 7<sup>th</sup> edition** by James Ambrose. Deals primarily with practical application of engineering principles and formulae used in the design of structural concrete members. 360 Pages, 1997.
- C960010      **STRUCTURAL AND STRESS ANALYSIS** by T. H. G. Megson. Information on beam-theory, statics, normal and shear force, bending moments, torsion, statically indeterminate beams and frames. Covers virtual work, energy methods and processes to analyze statically indeterminate structures. 641 Pages, 1996.
- C960011      **STRUCTURAL STEEL DESIGN, LRFD APPROACH, 2<sup>nd</sup> edition** by *J.C. Smith*. Undergraduate level textbook for structural steel design courses in Civil Engineering. Topics range from composition and types of steel to biaxial bending and flexure formulae. 540 Pages, 1996.
- C940012      **TIMBER CONSTRUCTION MANUAL, 4<sup>th</sup> edition** by *The American Institute of Timber Construction*. Intended to present data and design information on timber construction to those people familiar with engineering practices and procedures. Detailed graphs, examples, formulae and tables. 904 Pages, 1994.
- C960013      **TILT-UP CONCRETE CONSTRUCTION - PRACTITIONER'S GUIDE** by *the American Concrete Institute*. Information on all aspects of tilt-up concrete construction techniques. Includes regulations, diagrams and case studies. 245 Pages, 1996.
- C980014      **SLABS ON GROUND - PRACTITIONER'S GUIDE** by *The American Concrete Institute*. Information on all aspects of constructing concrete slabs on the ground. Includes regulations, diagrams and case studies. 567 Pages, 1998.
- C970015      **VALUE ENGINEERING: PRACTICAL APPLICATIONS FOR DESIGN, CONSTRUCTION, MAINTENANCE & OPERATIONS** by Alphonse Dell'Isola, P.E. Covers value engineering from its objectives to implementation, integration with the construction industry and case studies of implementation. 425 Pages, 1997.

- C991203      **CONSTRUCTION CONTRACTING FOR PUBLIC ENTITIES IN MICHIGAN** by David M. Hayes, Kevin S. Hendrick, Peter D. Holmes and Edward J. Hood. Detailed advice on the formation of sound contracts for the construction contractor. Presented in a handbook format. 153 Pages, 2000.
- C820206      **CERTIFIED CONSTRUCTION ASSOCIATE EDUCATIONAL PROGRAM.** This course was made available by NEF (NAWIC Education Foundation) in 1982. The program is an advanced six-part homestudy course in construction terminology, procedures and processes.  
Study Topics:  
Manual 1, Construction Environs  
Manual 2, Effective Communications  
Manual 3, Management Techniques  
Manual 4, Labor Relations  
Manual 5, Business Analysis  
Manual 6, Construction Principles
- C029725      **CONSTRUCTION FAILURE, second edition,** by Jacob Feld and Kenneth L Carper. Like the Original, this edition discusses technical and procedural failures of many different types of structures, but is now supplemented with new case studies to illustrate the dynamics of failure in action today. 1997. 512 pages.
- C979901      **“GREENBOOK” STANDARD SPECIFICATIONS FOR PUBLIC WORK CONSTRUCTION,** BNI produces this 761 page 6 section book will help you in the 90’s construction industry.
- C030002      **CONSTRUCTION PROJECT DELIVERY SYSTEMS MANUAL,** put together by AEC Training Technologies. 2000
- C029114      **CONSTRUCTION DICTIONARY, 25<sup>th</sup> ANNIVERSARY, 8<sup>TH</sup> edition** published by Greater Phoenix, Arizona Chapter #98 of The National Association of Women in Construction. 648 pages. 1991

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## CONSTRUCTION CAREER PROMOTION

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**Construction: The Opportunity Industry** – Pamphlet for career fairs, classroom visits.

**“Michigan Construction Careers Manual” Current year** – Apprenticeship and Training Resources Manual” for the Organized Construction Industry.

**Construction Brochure Describing Careers in Construction** – scribes the various opportunities (craft and non-craft) available to students interested In construction industry careers. 8 pages.  
**\$3 each**

**Hot Jobs Cool Careers Brochure** – 16 pages of industry material including job descriptions and training requirements cleverly disguised in a format to fool even the non-reader. Craft level, technical and management professions are displayed in two page layouts packed with information students will understand. Included is the Final Cut Chart that lays out how high school classes apply to real life careers. Self assessment questionnaires help students determine how their personality and interests relate to a specific construction profession.

**AGC “CAREERS IN CONSTRUCTION”** – A 6 minute color videotape promoting both craft and non-craft construction industry careers. Excellent for grades 6-11. It is accompanied by 50 flyers to use as handouts when purchased. 1999. **\$20 video Handouts \$7.50 per 50**

**“CONSTRUCTION IS FUN** (Coloring book) Intended for children through third grade. **\$2 each**

**“BUILDING IS FUN** (Coloring book) For children through third grade. Shows numerous jobs and skilled workers. **\$2 each**

**BUILDING BIG** by David Macaulay. Companion to the PBS series. The author focuses on the connections between the planning and design problems and the solutions that are finally reached. 2000. 192 pages

#### **-POSTERS AVAILABLE ON LOAN OR FOR PURCHASE-**

**The following are two excellent full-color** career promotion posters done by a professional artist and reproduced on heavy paper stock for repeated use at schools. Treat for career fairs and classroom presentations.

**CONSTRUCTION CAREER PROMOTION POSTER (24” X 36”)** – Depicts a youth in the foreground. **\$7 each**

**YOUR FUTURE IS IN YOUR HANDS POSTER (18” x 24”)** – Depicts a series of hands performing construction related tasks. **\$7 each**

**MACHINES OF CONSTRUCTION POSTER (22” x 17”)** Shows different types of construction equipment and their uses. **\$7 each.**

#### ***CONSTRUCTION CODES AND STANDARDS***

C90857      **CONSTRUCTION REGULATIONS HANDBOOK** *by Ralph W. Liebing, Building Commissioner, Hamilton County, OH.* Outlines and discusses the processes used by the design/construction professional and the building/municipal code official in bringing a project to the occupancy stage. Using codes (without being code specific) as a common document, the book shows how and why there may be serious problems of lack of understanding between the parties involved. It shows how to avoid these problems by allowing the reader to see himself as a part of the larger

- regulatory system. 368 pages. 1985.
- C90906 **CONSTRUCTION INSPECTION MANUAL, 5th edition.** *The project director is Murray A. Slama, FAIA.* The goal of this manual is to assist the construction industry in improving the inspection procedures on all types of construction work and to achieve a consensus as to the best methods and practices. 320 pages. 1990.
- C939234 **BUILDING CODE REQUIREMENTS FOR MASONRY STRUCTURES** *reported by the Masonry Standards Joint Committee.* Includes: specifications for masonry structures and two commentaries on building code requirements for masonry structures plus specifications for masonry structures. 60 page booklet. 1992.
- C99025 **BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE (318-99) AND COMMENTARY (318R-99)** Reported by ACI Committee 318. Building code and commentary by committee. Approx. 700 Pages, 1999.
- C99001 **CONSTRUCTION INSPECTION MANUAL, 7<sup>th</sup> edition** by BNI. William D. Mahooney P.E. Guidelines for construction inspectors and comprehensive checklists for field inspection. Formatted to correspond to the 16 divisions of the MASTERFORMAT of the Construction Specifications Institute. Includes extensive graphics, charts and tables. 356 Pages, 1999.
- C98026 **RESIDENTIAL & LIGHT COMMERCIAL CONSTRUCTION STANDARDS** by R.S. Means Company. Compilation of Construction Industry Standards for paving, concrete, masonry, wood, metal framing, finish carpentry, cabinetry, insulation, ventilation, vapor retarders, roofing, siding, moisture protection, doors, windows, plaster, drywall, ceramic tile, ceilings, floor coverings, painting, wall coverings specialties, plumbing, HVAC and electrical. 569 Pages, 1998
- C029302 **THE BOCA NATIONAL BUILDING CODE/1999, Twelfth Edition**
- C020309 **MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES BUREAU OF CONSTRUCTION CODES.** 79 pages. 2002

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## DESIGN-BUILD

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- C919230 **MODIFIED DESIGN-BUILD CONTRACTING.** *A report by Timothy A Purdy* candidate for Master of Science in Civil Engineering at Michigan Tech University 94 pages. 1992.
- C929229 **DESIGN-BUILD CONTRACTING HANDBOOK,** *edited by Robert F. Cushman and Kathy Sperling, Taub* and published by John Wiley and Sons, Wiley Law Library. Since design-build is a relatively new undertaking for commercial projects, the reader will find this book to be a road map through the thicket of licensing statutes, insurance programs, and contractual provisions that never contemplated design-build. This book will give the reader an insight into creative ways to utilize design-build to save time and money in an era where such concerns are paramount. 424 pages.

- 1992.
- C991207 **DESIGN-BUILD CONTRACTING CLAIMS** by Barry B. Bramble and Joseph D. West. Legal codes with explanations and commentary by a variety of authorities. 493 Pages, 1999.
- C999229 **DESIGN-BUILD CONTRACTING HANDBOOK, 1999 edition.** 292 pages
- C999730 **DESIGN-BUILD CONTRACTING FORMBOOK**, Wiley Law Publications. **With 1999 Supplement.** This is a comprehensive and practical resource by providing design-build forms, agreements, commentaries, analysis, and practice tips. 1997. 486 pages.
- C991208 **DESIGN-BUILD CONTRACTING FORMBOOK** by Robert F. Cushman and Kathy Sperling Taub. 2000 Supplement to Design-Build Contracting Claims with undated Legal code. Includes explanations and commentary by a variety of authorities. 91 Pages, 2000.
- C000226 **DESIGN BUILD CONTRACTING CLAIMS**, by Barry B. Bramble and Joseph D. West. This 2000 Supplement will provide you with the first comprehensive examination of the risks and claims that arise in the design-build process from the perspective of each of the parties involved. 95 pages
- C000029 **DESIGN-BUILD CONTRACTING FORMBOOK.** Edited by Robert F. Cushman and Sperling Taub. This Formbook will not only provide you with design-build forms and agreements but also commentaries, analysis, and practice tips. 2001 Cumulative Supplement prepared by Michael T. Callahan. 107 pages

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## PLANNING & SCHEDULING

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- C908619 **STRATEGIES FOR SCHEDULING CONSTRUCTION PROJECTS.** *The Falls Management Institute (FMI)* 1986.
- C939024 **STANDARD SPECIFICATIONS FOR CONSTRUCTION FROM THE MICHIGAN DEPARTMENT OF TRANSPORTATION.** Divisions are: General Requirements and Covenants, Earthwork, Aggregate Base Courses and Bituminous and Concrete Pavements. 647 pages. 1990.
- C980025 **PROJECT SCHEDULING AND MANAGEMENT FOR CONSTRUCTION, 2<sup>nd</sup> edition** by David R. Pierce, Jr. A guide to construction project planning and control. Includes computerized scheduling techniques, pre-construction planning and a complete sample project demonstration and documentation. Includes pictures charts and examples. 242 Pages, 1998.
- C949420 **CONSTRUCTION PLANNING AND SCHEDULING** (*formerly The Use of CPM in Construction*). The revised CPM manual is a self-teaching textbook with 18 chapters on basic and advanced techniques. Numerous case studies and illustrations included. **AGC-A #3500.1.** This manual may be purchased but only through the national AGC. The price is \$95.00.

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## PROJECT MANAGEMENT

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- C908615**    **PRACTICAL PROJECT MANAGEMENT** *by Salem K. Shaheen.* Covers the main management principles and methods for construction projects, discussing the development of project management, step-by-step methods for model projects and the significance of each method. Procedures are recommended and explained with reference to typical reporting forms necessary for communications and recordkeeping. Provides actual samples of monthly reports, evaluation studies, cost estimates and scheduling, as well as valuable examples and standards for use by the project manager. Also includes a complete procedure manual, a prototype of the rule book required for each project. 318 pages. 1986.
- C90901**    **ASSESSMENT OF CONSTRUCTION CONTRACTOR PROJECT MANAGEMENT PRACTICES AND PERFORMANCE** prepared by Engineering Research Department of the U. of Texas at Austin, Construction Industry Institute. A booklet giving the results of a survey representing 210 construction companies. It indicates that using recommendations suggested in the Business Roundtable's Construction Industry Cost Effectiveness (CICE) Project that could have a great influence on achieving successful project performance. 38 pages. 1990.
- C949436**    **1994 AISC PUBLICATIONS AND SOFTWARE CATALOGUE.** Items available from the American Institute of Steel Construction, Inc. 45 pages. 1994.
- C930002**    **MANAGING THE CONSTRUCTION PROJECT - A PRACTICAL GUIDE FOR THE PROJECT MANAGER** by Theodore J. Trauner, P.E, P.P. Detailed description of managing a construction project. Includes graphs, examples and case studies. In-depth coverage of contracts is also included. 189 Pages, 1993.
- C02007**    **CONSTRUCTION CONTRACTING** by James J. Adrian & Douglas Adrian. In this book, they cover the business and project management functions that are necessary to being a successful construction contractor. 328 pages.
- C029925**    **FROM PROJECT MANAGER TO PRINCIPAL: The 5 Critical Steps To Effective Firm Leadership**, by PSMJ. This manual contains briefing sheets, checklists, sample formats and information of all types to support the senior manager in his or her effort to do a thorough and complete job with a uniform format. 1999
- C030313**    **BUILDING A PROJECT-DRIVER ENTERPRISE**, by Ronald Mascitelli. This book describes many practical Lean Methods that will help you eliminate non-value-added waste from any project. Whether your team's objective is to implement a new software application or build a skyscraper, the powerful techniques of Lean project Management will pay enormous dividends. 368 pages. 2002

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## MISCELLANEOUS

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- 908910 **EDUCATIONAL FACILITY APPRAISAL SYSTEM.** *A manual published by the MI Association of School Boards.* Prepared and developed by *Barton Malow Company Construction Services.* The authors are *James J Giachino, AIA, Director of Construction Education Facilities at Barton Malow Company and James Abernethy, a professor at Lawrence Technological University, College of Architecture and Design.* The professor is a trustee of the Farmington Board of Education. This is a fill-in-the-blanks manual for self-evaluation of school facilities for both the schoolrooms, and the buildings themselves. 192 pages. 1989.
- C908918 **REPORT ON CONSTRUCTION QUALITY: COMPETITIVE NEGOTIATION vs. SEALED BIDS IN FEDERAL CONSTRUCTION PROCUREMENT.** A report prepared by E. Manning Seltzer for a Special Task Force on Government Contracting by the AGC of America. Mr. Seltzer's report is the result of an extended study of federal construction procurement. It includes: the legislative history of federal acts addressing construction, the acts themselves, analysis of the report of the Logistics Management Institute and review of specific construction contract information reported by each federal agency to the Federal Procurement Data Center. 139 pages. 1989.
- C909021 **1990 U. S. MARKETS CONSTRUCTION OVERVIEW** *published by Falls Management Institute (FMI).* The objective of this booklet is to provide an overall picture of factors that directly or indirectly influence construction activity. A great deal of data is here for economic projections and demographic trends. 79 pages. 1990.
- C919014 **MODEL PLAN FOR CONSTRUCTABILITY.** *Prepared by the Houston Business Roundtable Constructability Committee.* Sponsored by the Construction Industry Cost Effectiveness (CICE) Project and the Construction Industry Institute (CII), the Constructability Task Force has done extensive research on the subject. They define constructability as "The optimum use of construction knowledge and experience in planning, design/engineering, procurement and field operations to achieve overall project objectives." Constructability is a proven extension and reinforcement of sound project management principles. Experience has demonstrated that properly applied, constructability results in better projects. Looseleaf notebook with subjects and exhibits. 1991.
- C929227 **1992 DIRECTORY/RESOURCE GUIDE FROM THE MASONRY INSTITUTE OF MICHIGAN.** This is the first year of publication for this guide which is designed specifically for the Michigan field of operations. It is a resource for finding masonry contractors, architectural and engineering firms and for locating suppliers of products and services to the masonry industry. It is also a source for technical information. 108 pages. 1992.
- C938925 **CONSTRUCTION MANUAL OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION.** The format is designed to include standard specification numbering. Sections of this loose-leaf manual include *Organizational Structure, Personnel, Project Management, Preconstruction Administration, Post*

- Award Administration and Construction Surveying.* 1989.
- C939424 **GREBE: GUIDE TO RESOURCE EFFICIENT BUILDING ELEMENTS.** *Published by the Center for Resourceful Building Technology.* A reference book with an emphasis on innovative building materials and other resource efficient alternatives. 71 pages. 1993.
- C949328 **CONSTRUCTION CLAIMS: A QUANTITATIVE APPROACH** *by James J. Adrian.* Every construction claim entails two issues: liability and financial damages. This book focuses on the financial damage issue. 306 pages. 1993.
- C949332 **COST ESTIMATING: AN ACCOUNTING AND PRODUCTIVITY APPROACH** *by James J. Adrian.* There is no skill of more importance to the construction industry than estimating. The project owner judges the feasibility of a project on the basis of overall cost estimates and the contractor stays in business on the basis of accurate project estimates. 536 pages. 1993.
- C990002 **MCGRAW HILL SCIENCE, TECHNICAL, MEDICAL CATALOG.** Mail order catalog. Includes books and software. 63 pages, 1999
- C990003 **PRACTITIONER'S GUIDE TO HOT WEATHER CONCRETING** *by the American Concrete Institute.* Advice for successful concreting in hot climates with case studies and explanations. 75 Pages, 1998
- C980004 **PRACTITIONER'S GUIDE TO COLD WEATHER CONCRETING** *by the American Concrete Institute.* Advice for successful concreting in cold climates with case studies and explanations. 184 Pages, 1998
- C950005 **FRAMEWORK FOR CONCRETE, 6<sup>th</sup> edition** *by the American Concrete Institute. M.K. Hurd.* Frame working reference on material properties and design data. Includes construction suggestions. Dedicated sections on special construction techniques such as those used on underground and shell structures. Approx. 400 Pages, 1995.
- C950005 **PROMOTION STRATEGIES FOR DESIGN AND CONSTRUCTION FIRMS** by Vilma Barr. Presents hundreds of viable marketing strategies for construction firms and includes examples and case studies for most. 182 Pages, 1995.
- C980107 **AN INTRODUCTION TO FIRE DYNAMICS, 2<sup>nd</sup> edition** by Dougal Drysdale. Introduction to pyrotechnics and pyrotechnic engineering. Information on ignition characteristics of materials, interaction of fires with detection and suppression
- C000201 **THE MANUAL OF BELOW-GRADE WATERPROOFING SYSTEMS** by Justin Henshell. Covers design and installation aspects of waterproofing foundations, particularly for below-grade systems. 285 pages. 2000.
- C970016 **STYLE GUIDE FOR BUSINESS AND TECHNICAL COMMUNICATION** by Franklin Covey Co. A written guide to effective business communication through using established and proven methods, styles and formats of communication. Includes information on graphic forms of

- communication. 440 pages. 1997.
- C999801 ARCHITECTS FIRST SOURCE FOR PRODUCTS. CSI. 1999 Version.
- C999802 SPEC-DATA. CSI. 1999 Version
- C999803 MANU-SPEC. CSI. 1999 Version
- C989901 THE CRISIS COUNSELOR by Jeffrey Caponigro. The Crisis Counselor is a practical reference guide for any person wanting to broaden their perspectives about managing a business in the most effective and enlightening way. 283 pages. 1998.
- C020231 HORIZONS, ENR ENGINEERING NEW-RECORD MCGRAW-HILL PUBLISHING CO., Celebrating 125 years of service to the readers in the construction industry and allied fields.
- C020296 ISSUES ESSENTIALS: TALKING TO CUSTOMERS ABOUT CHANGE, by Herman Miller. 139 pages. 1999.
- C020211 MANAGEMENT SOLUTIONS CATALOGS 2002-2003
- C060801 CONSTRUCTION INDUSTRY PERSPECTIVES: A CONVERSATION: An informative handout from the Joint Mid Summer Conference is the AIA's report on integrated practice. This eleven section presentation includes a DVD Featuring the contractor's perspective with M.A. Mortenson describing how they have become adapt at using BIM.

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## CRISIS MANAGEMENT

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- CR92871 WHAT TO DO WHEN THE SKY STARTS FALLING *by Janine L. Reid*. A guide to emergency planning for the construction industry. The author has received The AGC of America "Award for Construction Excellence" for her work in crisis management planning. (also: audio cassette 93-40 Dealing With Reporters During an Emergency. Janine Reid)

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## EMPLOYEE BENEFITS

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- EB93921 FINANCIAL PLANNING AS AN EMPLOYEE BENEFIT *by Norma Nielson and others* Published by The International Foundation of Employee Benefit Plans. Employees want and need financial planning. A variety of methods are proposed for employers who are interested in integrating financial planning into their employee benefits programs. 74 pages. 1992.

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## FAMILY AND MEDICAL LEAVE ACT

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- FM93931 THE MICHIGAN CHILDCARE CLEARINGHOUSE: OPTIONS FOR PROGRESSIVE EMPLOYERS. This packet of information is *prepared by the Institute of Public Policy and Social Research at MSU*. It gives information to help the employer implement the most cost-effective and manageable policies. Packet of material includes OPTIONS newsletter. 1993.
- FM99021 HR EXECUTIVE SPECIAL REPORTS-EMPLOYER CHECKUP: HOW TO CHOOSE AND MANAGE EMPLOYEE BENEFITS by Brenda B. Thompson, Attorney. Focused reports on critical legal issues facing human resource professional. 80 pages. 1999.

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## FINANCIAL

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- F90882 CONSTRUCTION ESTIMATING FOR GENERAL CONTRACTORS *by Leo Diamant*. The first book to provide general contractors with complete coverage of the pre-bid process. Offers step-by-step guidelines for preparing an accurate bid without getting bogged down in the details. 139 pages. 1988.
- F91815 HOW TO BORROW MONEY *by Oliver G. Wood, Jr and William C. Barksdale, Jr.*, published and distributed by NBD. Knowing how to borrow money is essential to financial survival. The person who knows how to borrow usually gets the money he needs. Too often loan requests fail because the borrower did not understand the borrowing process. This book will help take the mystery and fear out of borrowing. 145 pages. 1981.
- F91891 CONSTRUCTION ACCOUNTING & FINANCIAL MANAGEMENT 4th edition *by William E. Coombs, Esq. and William J. Palmer*. The classic construction accounting reference for contractors, construction managers, and accountants. Comprehensive, easy to use and up to date, this book details the special accounting problems faced by construction today and how to solve them. Covers financial management for controlling labor, materials, supplies, and equipment costs to auditing and tax considerations. 597 pages. 1989
- F91913 CONSTRUCTION FUNDING: WHERE THE MONEY COMES FROM, 2nd edition *by Courtland A. Collier, U. of Florida and Don A. Halpern, U. of Florida*. Part 1. "How to Get Started as a Successful Builder/Developer" Part 2. "How to Do A Good Profitability Study and Find the After-Tax Rate of Return" 294 pages. 1984.

- F91914 **EMPLOYEE OR INDEPENDENT CONTRACTOR? APPLYING IRS CLASSIFICATIONS TO CONSTRUCTION** by *John S. Satagaj*. This short booklet is published by the American Subcontractors Association, Inc. (ASA). This guide attempts to set forth what to anticipate if your company is the subject of an IRS reclassification audit, the criteria for classification, and what a company can do if it seeks to retain the use of independent contractors. 11 pages. 1991.
- F92908 **TRICKY TIMES, THE OPPORTUNITIES AND THE TRAPS** by *Boardroom Reports, Inc.* Partial index: Money Management, Wise Tax Strategies, Your Insurance Dollars, Health Care Smarts. 60 pages. 1990.
- F93910 **CONSTRUCTION INDUSTRY ANNUAL FINANCIAL SURVEY OF THE CONSTRUCTION FINANCIAL MANAGEMENT ASSOCIATION (CFMA) "CONSTRUCTION'S ONLY FINANCIAL PERFORMANCE REPORT"**. This comprehensive survey provides information about the construction industry, it's business practices and it's financial well-being from all parts of the country and from all types and sizes of contractors. It provides an in-depth profile of the industry. 246 pages. 1993 & 1995.
- F99001 **REMODELING 2000 COSTBOOK, 10<sup>th</sup> edition** by William D. Mahoney, P.E. BNI. Covers all aspects of estimating remodeling costs. Costs cover all divisions of CSI MASTERFORMAT. Presented in a Unit Price format wither separate labor pricing. Also includes information on asbestos removal and demolition. 504 Pages. 1999.
- F99002 **FACILITIES MANAGER'S 2000 COSTBOOK, 6<sup>th</sup> edition** by BNI. Data tables, explanations and geographic references to costs of constructing, repairing, maintaining and remodeling facilities such as commercial buildings and governments buildings. 781 Pages, 1999
- F99003 **ELECTRICAL 2000 COSTBOOK, 7<sup>th</sup> edition** by BNI. Data tables, explanations and geographic references to costs of electrical aspects of construction. 350 pages. 1999.
- F99004 **MECHANICAL ELECTRICAL 2000 COSTBOOK , 10<sup>th</sup> edition** by BNI. William D. Mahoney P.E. Detailed pricing information covering piping, valves, ducts, fans, chillers, condensers, conduit, transformers and more. Includes 8000+ unit prices divided in material, labor and man-hour tables. 503 Pages, 1999.
- F99005 **CONTRACTOR'S BUSINESS HANDBOOK** by Michael S. Milliner. Covers accounting, finances, tax management and cost control elements of managing a contractor's business. 307 pages. 1999.
- F00026 **MEANS ESTIMATING HANDBOOK** BY Jeffrey M. Goldman. Extensive data tables for estimating all types of construction projects. 905 pages.
- F99007 **CONCRETE AND MASONRY 2000 COST DATA, 18<sup>th</sup> edition** by John H. Ferguson, P.E. Guide to estimating costs of concrete and masonry work. Unit prices, man hours, assembly, order changes and data reference. Includes city cost indexes. 469 pages. 1999.
- F99009 **SQUARE FOOT 2000 COSTS, 21<sup>st</sup> edition** by Barbara Balboni. Guide to estimating square foot costs. Unit prices, man hours, assembly, order changes and data reference. Includes city cost

indexes. 453 pages. 1999.

- F991212**     **CONSTRUCTION ESTIMATING & BIDDING** by The Estimating Task Force Construction Education Committee Associated General Contractors of America. Covers, in detail, the process of estimating construction projects and the subsequent bidding needed to win contracts. Approx. 300 Pages.
- F01991**     **CONSTRUCTION ACCOUNTING**, by James J. Adrian & Douglas J Adrian. This book is meant to interest any construction firm intent on structuring its accounting practices. The objectives are to assist in increasing a firm's profitability while decreasing its risk. Both objectives take into account the relatively low profit margin and high risk typical in construction. 410 pages. 1999
- F02990**     **1999 CONSTRUCTION INDUSTRY ANNUAL FINANCIAL SURVEY OF THE CONSTRUCTION MANAGEMENT ASSOCIATION (CFMA)**, 11<sup>th</sup> edition.
- F02007**     **2000 CONSTRUCTION INDUSTRY ANNUAL FINANCIAL SURVEY (CFMA)**, 12<sup>th</sup> edition.
- F999901**     **GENERAL CONSTRUCTION 1999 COSTBOOK**, by BNI Building News. This book is essential to any construction professional who must provide an estimate or any type of building or any type of building project. 543 pages. 1999.
- F999902**     **1999 FACILITIES MANAGER'S COSTBOOK**, by BNI Building News.
- F999903**     **1999 PUBLIC WORKS COSTBOOK**, by BNI Building News.
- F99904**     **THE AED GREEN BOOK**. This is a publication of nationally averaged rental rates compiled from thousands of rental charges reported by AED members and equipment distributors.
- F99905**     **RENTAL RATE BLUE BOOK FOR CONSTRUCTION EQUIPMENT CD-ROM**, by Primedia. With this CD-ROM you can electronically search and manipulate more than 15,000 equipment listings, automatically calculate rate adjustments for equipment, age, region, and more!
- F999802**     **CORPORATE RECORDS, SIGNIFICANT TAX AND REPORT DEADLINES, AND RECORD RETENTION GUIDELINES FOR CONTRACTORS**, by Michigan Chapter AGC. Handed out at the Michigan Chapter AGC Annual Meeting. 1998.

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## INSURANCE

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- I839410**     **RISK FINANCING: A GUIDE TO INSURANCE CASH FLOW**. *Published by AGC of America and International Risk Management*. This is a comprehensive resource manual in two volumes. It offers practical advice on virtually every type of insured or self-insured funding mechanism commonly used. The manual is updated four times a year. It contains a wealth of information available nowhere else.

- I90856      **RISK MANAGEMENT, BUSINESS PLANNING & INSURANCE FOR CONTRACTORS** by *George Moran*, owner of an insurance agency/brokerage operation specializing in construction insurance and surety. *Gerald Katz*, partner in a law firm; his major emphasis is in representing contractors and owners in construction disputes. *Nathan J. Naddeo*, CPA and general partner in the Washington D.C. offices of Arthur Young & Co.; he handles claims litigation with attorneys. *Douglas R. McPheson*, CLU-An estate planning authority. 398 pages. 1985.
- I90885      **101 WAYS TO CUT YOUR BUSINESS INSURANCE COSTS WITHOUT SACRIFICING PROTECTION** by *William S. McIntyre and Jack P. Gibson*. Clearly, and in plain English, this book explains how insurance premiums are determined and what can be done to avoid errors made by insurers in calculating what they are going to charge you. It takes the mystery out of insurance and gives you the facts and figures you need to apply "risk management" to control or reduce the cost of property, liability and workers compensation insurance. 190 pages. 1988
- (see also: audio 87-40 An Insurance Review for Small Contractors and audio 93-150 Reducing Insurance Costs While Improving Coverage in a Buyer's Market. Both by William McIntyre)
- I90894      **MICHIGAN INSURANCE ISSUES HANDBOOK**, prepared by *Public Sector Consultants, underwritten by MAIC, Michigan Association of Insurance Companies*. Contains information on 26 major insurance issues important to decision makers. Background material on each topic is followed by a balanced discussion of points of difference associated with the issue. 171 pages. 1989.
- I91891      **THE EMPLOYEE HANDBOOK AUDIT: REDUCING THE RISKS OF UNJUST CLAIMS** from *The Alexander Hamilton Institute*. Both employee handbooks and policy manuals are essential guides to company policy; the difference is in who they are intended to guide. The purpose of the handbook is to inform employees. The policy manual is to guide managers and supervisors in executing company policy. Employee handbooks have given rise to expectations that can give these documents the force of a legal contract. A policy manual can be a guide to proper policy execution that avoids legal problems with employees who feel ill-treated. 304 pages plus 51 page update. 1989.
- I91902      **EXPOSURE SURVEY QUESTIONNAIRE**, 2nd edition from *Construction Risk Management*. without a thorough identification of an organization's risks of loss, it is virtually impossible to implement an effective risk management program. This questionnaire is intended to assist risk managers and others with the task of identifying risks in the most comprehensive manner possible. 1990.
- I91903      **GLOSSARY OF INSURANCE AND RISK MANAGEMENT TERMS**, 4th edition from *International Risk Management Institute, Inc.* The various terms of risk management and insurance are becoming increasingly complex; this glossary has been published to aid in understanding their meanings. 218 pages. 1986.
- I92917      **WAUSAU INSURANCE MANUAL**. Details the business insurance offered by the Wausua Insurance Company. Some of the policies covered are: workers' compensation, liability, property and crime insurance. 1992.

- I92928 1992 SUMMARY OF STATE REGULATIONS AND LAWS AFFECTING GENERAL CONTRACTORS from the American Insurance Association (AIA). The purpose of this publication is to indicate the existence and general nature of pre-qualification, licensing, taxes, mechanic's lien laws, "Little Miller Acts", and other requirements affecting construction contracts in each state. 283 pages.
- I92929 GUIDE TO CONSTRUCTION INSURANCE, 2nd edition. *Written by the staff of IRMA, International Risk Management Institute, Inc.* Produced in cooperation with AGC of America. This booklet is designed to help management personnel enhance their knowledge of the insurance policies they purchase to protect their organizations. It includes suggestions for controlling insurance costs and selecting an insurance agent or broker. International Risk Management Inc. is an insurance and risk management research organization dedicated to providing high quality reference manuals to insurance buyers, 35 pages. 1992.
- I02964 INSURANCE RISKS & COVERAGES. Published by The Construction Education Management Corporation. 128 pages. 1996
- I99951 1999 GENERAL CONTRACTOR'S MANUAL by American Insurance Association. Information contained in this publication is based on state legislation and regulations in effect as of 10-31-98. 279 pages. 1999.

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## LABOR

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- LA92861 OPEN SHOP CONSTRUCTION REVISITED *by Herbert R. Northrup*. Dr. Northrup is the director of the respected Wharton School of Business at the U. of Pennsylvania. This study examines the extent of open shop growth and those factors that have helped to cause its growth. A major portion of this book contrasts recruitment, training, deployment, and compensation practices in open and union shop firms. 674 pages. 1992.
- LA92912 THE STATUS AND FUTURE OF UNIONIZED CONSTRUCTION IN NEW JERSEY *by Herbert R. Northrup*. This is a study prepared for the AGC Building Contractors Association of New Jersey for their December 1990 "Super Conference". It was expanded and updated to include more information, data, charts and tables in 1991.
- LA92923 THE "HELPER" CONTROVERSY IN THE CONSTRUCTION INDUSTRY *by Herbert R. Northrup*. This article from the Journal of Labor Research examines the ramifications of the helper issue and related training problems. It discusses union policies, court decisions and legislation affecting the issues. 13 pages. 1992.
- LA93894 CONSTRUCTION DOUBLEBREASTED OPERATIONS AND PRE-HIRE AGREEMENTS: ASSESSING THE ISSUES *by Herbert R. Northrup*. This article from the Journal of Labor Research examines the reasons for the decline in unions and analyzes legislation to remedy this. 18 pages. 1989.

- LA93935 "SALTING" THE CONTRACTORS' LABOR FORCE: CONSTRUCTION UNIONS ORGANIZING WITH NLRD ASSISTANCE *by Herbert R. Northrup*. Union "salting" programs are examined, using actual cases to study how they work. Policies of the NLRB on which the success of "salting" is heavily predicated are analyzed. This article is from the Journal of Labor Research. 22 pages. 1993.
- LA93936 THE MICHIGAN DISABILITY PREVENTION STUDY. Research highlights from the *Upjohn Institute for Employment Research* with support This short report is the result of a three year research project to provide scientific evidence to show the impact of employer policies and practices on the prevention and management of workplace disability. 30 pages. 1993.
- LA94898 CONSTRUCTION LABOR RELATIONS *by Arthur B. Smith, Jr.*, who is a member of the well known Chicago law firm *Murphy, Smith and Polk*. This is a handy one-volume source of information on the legal rules as they apply to the unique character of basic construction labor relations and employment practices. 457 pages. 1989.
- LA94937 MUTUAL GAINS: A GUIDE TO UNION-MANAGEMENT COOPERATION. A comprehensive guide to establishing joint labor-management committees. It incorporates a number of important recent developments in this rapidly changing field of industrial relations. The index will identify what parts you need to read for your situation. 315 pages. 1993.
- LA02007 PROJECT LABOR AGREEMENTS: A HOME RUN FOR YOUR COMMUNITY, By Rickman. The purpose of this booklet, and the accompanying video, is to show how Project Labor Agreements are a winning opportunity - not just for workers and contractors, but also for public and private project owners and especially for taxpayers. 2000. Video produced by Debra Chaplan. VID02007(video)

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## LEGAL

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- L818116 MI CONSTRUCTION LAW MANUAL, prepared by members of Dykema Gosset law firm of Lansing. This comprehensive manual also has an appendix featuring samples of AIA forms and Construction Lien Act forms. 1981.
- L818117 MICHIGAN'S NEW MECHANICS LIEN LAW: A GUIDE TO UNDERSTANDING, prepared by Michigan attorneys to educate contractors about the lien law passed in 1980. Includes appendix and a good specific index. 89 pages. 1981
- L90808 CONSTRUCTION LIABILITIES, *by Philip L. Bruner and Marvin Fabyanske*. Easy to read and comprehensive. The authors are attorneys who specialize in the construction industry. 219 pages. 1980.
- L90859 CONSTRUCTION MANAGEMENT-LEGAL AND ADMINISTRATIVE ASPECTS *by John A. Ricchini*. Anyone related to the construction industry will benefit from reading this book. The construction

manager not only will know what is required of him, he will also know what is required of the architect. The contractor will know more about his commitment to the architect and construction manager, as well as, the owner. 332 pages. 1985.

- L90864 **CONSTRUCTION DOCUMENTATION** *by John A. Ricchini*. The major thrust of this book is to inform you of what to document, how to document it and why, with most of the emphasis on "why". Accurate, consistent and timely documentation helps prevent claims. 230 pages. 1986.
- L90877 **CONSTRUCTION LIABILITIES** *by Kenneth C. Gibbs, Peter C. Hall, Gordon Hunt, Steven D. Nelson, Stanley P. Sklar, and David C. Wells*. Construction attorneys bring their expert opinions to these areas: Contracts, Claims, mechanic's liens, insurable risks, and proof of damages. 157 pages. 1987.
- L908912 **A LEGAL GUIDE TO AIA DOCUMENTS** *by Werner Sabo*. Mr. Sabo is an attorney, an architect and a construction arbitrator. This book covers four of the most important AIA Documents: A101, I201, B141, and C141. It is intended as a reference work and is cross-referenced by cases and topics. 338 pages. 1989.
- L90893 **CONSTRUCTION BONDS & LIENS/CLAIMS** *edited by William Reid Ralls, edited by William Reid Ralls, member of MI Chapter AGC*. Material from seminars presented by Public Communication Associates, an organization, which provides research, technical, educational, and consulting services to both government and businesses. 231 pages. 1989.
- L909011 **DOLLARS & SENSE CONSTRUCTION LAW**. *Seminar Conducted by Overton Currie*. The law firm of *Smith, Currie and Hancock* has clients in the fifty states, as well as, international clients. The firm practices in two specific areas: (1) construction law and litigation (2) labor employment law. Mr. Currie has conducted many seminars for AGC chapters and is one of the most respected lecturers in the field of construction law. This book has many unusual graphics and cartoons to break up the tedium. 750 pages. 1989-90.
- L90902 **CONCENTRATED COURSE IN CONSTRUCTION CONTRACTS COURSE MANUAL**, published by Federal Publications Inc. Contents include: Project Organization, Job Set-up & Claims Avoidance, Bonds, Liens & Insurance, Specifications & Bidding, Labor Relations, Subcontracts, Changes/Changed Conditions. No page count (weighs about 5 pounds). 1990.
- L90906 **CONSTRUCTION LABOR AND EMPLOYMENT LAW**, *by Charles R. Schrader*. This reference book provides easy to read and easy to use coverage of all the important issues facing you today. Current information on collective bargaining, hiring halls, strikes and lockouts, OSHA, AIDS, drug and alcohol problems, and more. 405 pages. 1990.
- L909013 **MANAGER'S DESK GUIDE TO KEY LEGAL PROBLEMS**, *published by Bureau of Business Practice, Inc., a division of the Professional Information Group of Simon and Schuster*. The legal propriety of business decisions is no longer a concern just for top management. Supervisors and managers overseeing day-to-day operations are the ones who walk many of the legal minefields that abound in the business environment today. Many aspects of the manager's job: hiring, firing, disciplining, promoting, appraising performance entail critical considerations. This small book

gives information about some of the fundamental legal principles related to these matters. 96 pages. 1990.

- L91901 THE BUILDING PROFESSIONAL'S GUIDE TO CONTRACT DOCUMENTS *by Waller S. Poage*. Published by R. S. Means Company. Here is a new updated edition with the widest range of working ever written for preparing and using construction documentation...drawings, technical specifications, and recognizing AIA's 1987 revised documents. 399 pages. 1990.
- 919015 MICHIGAN ENVIRONMENTAL LAW COURSE *MANUAL, prepared by members of the Lansing law firm of Dykema Gosset*. A comprehensive, easy-to-read manual on environmental statutes. Combines federal laws with the MI DNR standards down to the local regulation of the environment. 394 pages. 1990.
- L91905 CONSTRUCTION DOCUMENTATION, 2nd edition, *by John A. Ricchini and James J. O'Brien*. Newly updated version of this classic. 265 pages. 1990.
- L929018 THE BUILDING PROFESSIONAL'S GUIDE TO CONTRACT DOCUMENTS (formerly PLANS, SPECS, AND CONTRACTS FOR BUILDING PROFESSIONALS) *by Walter S. Poage, AIA, CSI, CCS*. This is a new updated edition, containing the widest range of working information ever written for preparing and using construction documentation, recognizing AIA's 1987 revised documents. 399 pages. Published by R.S. Means 1990.
- L929021 CONSTRUCTION ACCIDENT LITIGATION, *by Dwight G. Conger, Michael T. Lynch and Mary Catherine Rentz*. All the authors are personal injury defense attorneys practicing in Michigan. The aim of this book is to make construction accident law a little more understandable and construction accident litigation a lot easier to handle. This volume deals principally with personal injury and property damage accidents, primarily involving persons engaged in the performance of construction work. 937 pages. 1990 with cumulative supplement annually.
- L929220 SWEET ON CONSTRUCTION INDUSTRY CONTRACTS: MAJOR AIA DOCUMENTS. This book *by U. of California law professor, Justin Sweet*, reviews six major AIA documents: A101, A201, A311, A312, A401 and B141. The commentary helps you to select the proper forms to use. Over 300 selections of valuable information covering every aspect of AIA documents, including the new EJDC documents are contained in this book. 875 pages. Published by Wiley Law Publications, 1992 edition with supplements.
- L929222 CRITICAL LEGAL ISSUES IN CONSTRUCTION. A presentation for MI Construction Users Council (MCUC) seminar held April 16, 1992 featuring attorneys from the law firm of *Miller, Johnson, Snell & Cumiskey*.
- L929223 FIFTY STATE CONSTRUCTION BOND AND LEIN LAW, *edited by Robert F. Cushman*, a partner in the international law firm Pepper, Hamilton & Scheetz of Philadelphia, PA. This is one of the Wiley Library of Construction Litigation books. This book delivers practical working knowledge of each state's bond and lien laws and also an attorney within each state to contact for a detailed discussion, 2 volumes, 1992.

- L929326 **ERISA FIDUCIARY RESPONSIBILITIES OF PLAN SPONSORS: MINIMIZING THE RISK OF LIABILITY** by *John J. Jacobson, Jr. and Thomas P. Desmond* of the Chicago law firm, Vedder, Price, Kaufman & Kramholz. A Federal Publications course manual. The two major topics are: "How to Prepare For, Handle, and Effectively Resolve Benefit Claims Under a Particular Plan" and secondly "How To Deal With the Responsibilities Which Arise in Connection With Structuring and Administering Benefits Plans and Managing the Assets of Such Plans:." 123 pages & appendices. 1992.
- L939225 **CONSTRUCTION CLAIMS ORGANIZATION SYSTEM** by *Robert S. Brams and Christopher Lerner*. Another book from the Wiley Law Library. Written by attorneys who practice construction law, this *Claims System* gives contractors and their counsel a framework for recognizing, documenting, and pursuing claims when they arise, before memories fade, rights are lost, and minor hitches become major loses. It is designed for use in the field by the project management, field personnel and other construction professionals. Use of the Claims System could cut down on legal fees by providing the necessary documentation to negotiate or prosecute claims successfully. Looseleaf format. Forty forms plus addendum sheets and impact reports. 1992.
- L939324 **1993 WILEY CONSTRUCTION LAW UPDATE**, edited by *Overton A. Currie and Neal J. Sweeney*. A yearbook of important legal developments affecting the construction industry. 398 pages. 1993.
- L948029 **LABOR LAW IN CONTRACTOR'S LANGUAGE** by *McNeil Stokes*. Gone are the days when contractors were free to conduct labor relations without interference. At present they must carry on their business within the limitations imposed by various laws. This book is in plain language and treats the subject in a practical manner. 434 pages. 1980.
- L949030 **CONSTRUCTION LABOR AND EMPLOYMENT LAW** by *Charles R. Schrader*. Mr. Schrader is a distinguished lawyer from Oregon who is active at local and national levels of AGC. He has extensive experience in the construction industry from having worked in his family's construction firm as a craftsman and project engineer. His law firm concentrates on construction law. 405 pages. 1990.
- L94910 **1994-95 DIRECTORY OF CONSTRUCTION LAW FIRMS**. A reference source to provide information about major law firms who provide the types of legal services necessary to protect the interests of their clients and minimize the risks associated with construction. It contains a geographical index and a key contact person index to facilitate the location of attorneys. There are also recent case summaries affecting the construction industry. 104 pages.
- L949328 **RACIAL PREFERENCES IN GOVERNMENT CONTRACTING** by *Michael A. Carvin, Esq., Professor George R. LaNoue, Professor John Lunn, Walter H. Ryland, Esq., edited by Roger Clegg, Esq.* This is a monograph; it critiques one kind of program, namely the practice of "setting aside" a certain percentage of government contracts for which minorities are given either an exclusive, or at least a preferred, right to bid. This monograph is published by the National Legal Center for the Public Interest and is distributed by AGC of America. 1993. 133 pages.
- L949331 **MICHIGAN CONSTRUCTION LAW: CONTRACTS, DISPUTES, AND RESOLUTIONS--A SYSTEMATIC**

**GUIDE.** This is the course handbook for a seminar, which took place in October of 1993. It was *sponsored by the Institute of Continuing Legal Education (ICCLE)*. It contains legal forms, copies of pertinent statutes or regulations, as well as, material from the presenters and their outlines. Topics covered in this seminar include: Bids and Bid Errors, Change Orders, Performance Delay, Liens and Bonds, Damages and Standard Contracts. 1993.

- L949332** **MICHIGAN CONSTRUCTION LIENS AND BONDS.** A course handbook for a seminar co-sponsored by the *Real Property Law Section of the State Bar of Michigan and the Institute of Continuing Legal Education (ICLE)*. It was held in March of 1993. Subjects covered are Construction/Bonds/Builders Trust, Public Projects and Builders Trust Fund Act. Appendices include copies of Sample Forms, the Construction Act, MI Bond Laws for both highway and non-highway, and The Federal Bond Law. 1993.
- L99801** **CONTRACTORS RELATIONS KIT** *by AGC of America.* This binder is a Clearinghouse for information. It covers: Specialty issues by State, Prompt Pay Laws, Construction Lien Laws, and Subcontractor listing laws. 1998
- L999702** **A GUIDE TO SUCCESSFUL CONSTRUCTION,** *by BNI New.* This will help you nip most problems in the bud and avoid costly changes and law suits.
- L990227** **WILEY CONSTRUCTION LAW UPDATE.** Edited by Neal J. Sweeney, 1999 edition. 432 pages
- L000229** **ARCHITECT AND ENGINEER LIABILITY** by Robert F. Cushman and G. Christian Hedemann. This second edition is a comprehensive resource for design and construction professionals and their attorneys, contains up-to-date coverage of all aspects of liability claims against design professionals. 2000 Cumulative Supplement by Michael T. Callahan. 257 pages
- L010230** **ARCHITECT AND ENGINEER LIABILITY, 2001 CUMULATIVE SUPPLEMENT**
- L020111** **ARCHITECT AND ENGINEER LIABILITY: CLAIMS AGAINST DESIGN PROFESSIONALS, 2<sup>nd</sup> edition,** by Robert F. Cushman, G. Christian Hedemann & Michael T. Callahan. A comprehensive resource for design and construction professionals and their attorneys, contains up-to-date coverage of all aspects of liability claims against design professionals. 295 pages. 2001
- L020011** **CONSTRUCTION LITIGATION HANDBOOK, 2<sup>nd</sup> edition,** by James Acret.
- L020021** **CONSTRUCTION LITIGATION, JANUARY 2000 SUPPLEMENT,** by Dwight G. Conger, Michael T. Lynch and Mary Catherine Rentz.
- L029607** **NATIONAL CONSTRUCTION LAW MANUAL,** by James Acret. This manual takes you through basic contract law, torts, liens, dispute resolution, and the most commonly used contract forms.
- L010106** **CONTRACT DOCUMENTS** by Mark J. Groff and Hon M. Wickwire. The Associated Specialty

Contractors, Inc has published Contract Documents as a resource for contractors. The book covers the major legal issues involved in construction. Beginning with the bidding/proposal stage, it also covers contract formation and contract performance. 233 pages. 2001

- L030306 **CONSTRUCTION ACCIDENT LITIGATION, second edition.** 2003 Supplement, by Dwight G. Conger, Michael T. Lynch, Mary Catherine Rentz
- L030307 **MANAGING BOND CLAIMS FROM THE OWNER'S PERSPECTIVE,** by John M. Sier, Kitch Drutchas Wagner DeNardis & Valitutti, P.C.
- L060610 **Legal Building Blocks for a Successful Construction Company,** IOMA- Robert J. Miletsky, Esq., 172 pages.

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## MARKETING

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- M90841 **CONSTRUCTION MARKETING AND STRATEGIC PLANNING** by Warren Friedman. This book is *published by McGraw-Hill for AGC of America.* A complete guide to strategic planning and marketing for today's contractor. Whether it's preparing effective proposals, analyzing your business, penetrating new markets, preparing sales budgets, developing winning presentations or forecasting and predicting market trends, you will find it in this book. Each chapter uses dozens of actual case histories. An audio cassette (AGC-A #1146, 1993) updates this book for the '90's. It will accompany the book when you borrow it. 264 pages. 1984.
- M90862 **MARKETING FOR THE CONSTRUCTION INDUSTRY: A PRACTICAL HANDBOOK FOR CONSULTANTS, CONTRACTORS, AND OTHER PROFESSIONALS** by *Norman Fisher.* The opening chapters develop a marketing philosophy and orientation appropriate to the construction industry. Other chapters explain marketing principles and techniques. Includes an extensive bibliography which shows where to get information on advertising, market research, consultants, public relations, technical literature and much more. 270 pages. 1986.
- M92923 **1992-1993 U. S. MARKETS CONSTRUCTION OVERVIEW** *published by Falls Management Institute.* This booklet is published midyear by FMI who are management consultants to the construction industry. It gives its readers a competitive edge by providing up-to-date information concerning critical issues affecting market performance for the following year. The OVERVIEW has received the AGC-A "Award for Excellence". This publication covers three major information components: industry trends, industry sectors and economic forecasts and observations concerning the industry and the U.S. economy. 77 pages. 1992.

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## PERSONNEL

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### 1994 PAS SURVEYS

P949411 CONSTRUCTION STAFF SURVEY  
P949412 EXECUTIVE COMPENSATION SURVEY  
P949413 CONSULTANTS ENGINEERING-DESIGN SURVEY  
P949414 MERIT SHOP WAGE AND BENEFIT SURVEY  
P949415 BENEFIT SURVEY FOR CONTRACTORS

### 1996 PAS SURVEYS

P969411 CONSTRUCTION STAFF SURVEY  
P969412 EXECUTIVE COMPENSATION SURVEY  
P969614 MERIT SHOP WAGE FOR CONTRACTORS

### 1997 PAS SURVEYS

P979711 CONSTRUCTION STAFF SURVEY  
P979712 EXECUTIVE COMPENSATION SURVEY  
P979714 MERIT SHOP WAGE AND BENEFIT SURVEY

### 1998 PAS SURVEYS

P989811 CONSTRUCTION STAFF SURVEY  
P989812 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTORS

### 1999 PAS SURVEYS

P999911 CONSTRUCTION MANAGEMENT STAFF SALARY SURVEY  
P999913 CONSULTING ENGINEERING-DESIGN COMPENSATION SURVEY  
P999914 MERIT SHOP WAGE & BENEFIT SURVEY

### 2000 PAS SURVEYS

P000011 CONSTRUCTION STAFF SURVEY  
P000012 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTORS  
P000014 MERIT SHOP WAGE & BENEFIT SURVEY

### 2001 PAS SURVEYS

P010111 CONSTRUCTION STAFF SURVEY  
P010112 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTORS  
P010114 MERIT SHOP WAGE & BENEFIT SURVEY  
P010115 BENEFIT SURVEY FOR CONTRACTORS

### 2002 PAS SURVEYS

P020211 CONSTRUCTION STAFF SURVEY  
P020212 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTORS

## 2002 PAS SURVEYS

- P020211 CONSTRUCTION MANAGEMENT STAFF SALARY SURVEY
- P020212 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTORS
- P020214 MERIT SHOP WAGE BENEFIT SURVEY
- P020215 BENEFIT SURVEY FOR CONTRACTORS

## 2003 PAS SURVEYS

- P030311 CONSTRUCTION MANAGEMENT STAFF SALARY SURVEY
- P030312 EXECUTIVE COMPENSATION SURVEY FOR CONTRACTING

Michigan Chapter receives a newsletter from PAS, Contractor Compensation Quarterly (CCQ). It provides condensed data from one or more of the surveys and economic indicators and trends.

- P90834 CONSTRUCTION SUPERINTENDENT'S JOB GUIDE, 2nd edition *by Leo Diamant and Harvey B. Debo*. This new edition addresses changes in the construction superintendent's responsibilities since the publication of the first edition---most notably the increased reliance on the general contractor's superintendent to maintain schedule requirements and oversee subcontractor's performance. 160 pages. 1988.
- 90862 CONSTRUCTION FOREMAN'S JOB GUIDE *by James E. Clyde*. Covering every major aspect of the engineering site from the abutments to zoning, here is a valuable resource for the foreman on the job who needs in-depth information in a hurry. It describes adverse conditions and shows how to recognize and solve problems related to them. It offers advice on every aspect of the foreman's job responsibilities including planning and layout, recordkeeping, and labor relations. An authoritative guide to the on-site situations that construction foremen encounter every day. 416 pages. 1987.
- P90863 CONSTRUCTION PERFORMANCE ENGINEERING. PERFORMANCE BASED COMPENSATION PERFORMANCE BASED BONUS *by Duke Nielsen*. For over 25 years, productivity in the construction industry has gone down or has remained flat. Performance Engineering is a system designed to overcome supervisory problems. It has been prepared by selecting and adapting, for construction, relevant concepts and procedures which have had long histories of success in other industries. 139 pages. 1988
- P90868 SUPERVISOR'S FACTOMATIC *by Jack Horn*. This book provides practical nitty-gritty supervision techniques that are well tested. It is a book of the experiences of professional supervisors, intended for other supervisors on how to solve their day-to-day problems. It offers over 1,000 tested ideas for a supervisor to use immediately to do a better job with less effort. 490 pages. 1986.
- P908710 JOB DESCRIPTIONS FOR THE CONSTRUCTION INDUSTRY. *PAS Publications* 117 position descriptions representing 18 work disciplines. Arranged to flow from entry level through senior level jobs. 184 pages. 1987.

- P92929      **CRAFT DESCRIPTIONS FOR THE CONSTRUCTION INDUSTRY.** *PAS Publications.* 65 pre-written, generic job descriptions and 96 Dictionary of Occupational Titles, provided by the U.S. Department of Labor. They are ready-to-use as they are, or you may modify them to meet your needs. 118 pages. 1992.
- P929216     **GENERIC JOB DESCRIPTION FOR THE CONSTRUCTION INDUSTRY.** Reprinted from the U.S. Dictionary of Occupational Titles by The Associated General Contractors of America. It includes: "How Written Job Descriptions Relate to the Americans With Disabilities Act" and "How to Develop Written Job Descriptions for Your Company". 551 pages. 1992.
- P93927      **RESPECT AND RESPONSIBILITY** *Employee handout booklet from Dow Chemical Company* Dow's guide to identifying and preventing harassment. 16 pages. 1993.

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## PRODUCTIVITY

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- PR92801     **PRODUCTIVITY IMPROVEMENT GUIDE FOR CONSTRUCTION CONTRACTORS** from the National Construction Employers Council (NCEC). Productivity improvement means accomplishing more work with fewer increases in such resources as labor, money, and time. It does mean working harder and it means working smarter. This booklet contains a checklist for use on a job to help you measure productivity. 21 pages. 1980.
- PR92922     **PRODUCTIVITY IMPROVEMENT BULLETINS FROM AGC OF AMERICA**
- Bulletin I    An Overview (AGC-A #15)
  - Bulletin II   Productive Leadership & Motivation (#16)
  - Bulletin III   The Importance of Planning (#17)
  - Bulletin IV   Production Measurement & Analysis (#18)
  - Bulletin V    Office Support for Field Operations (#19)
  - Bulletin VI   Executive Programs & Policies (#20)

These AGC-A booklets may be purchased from MI Chapter AGC, \$5.75 each for members. They range in size from 14 pages to 31 pages. 1991.

- PR02021     **TEN STEPS TO INCREASE JOBSITE PRODUCTIVITY**, by James J. Adrian. This book is designed to help home builders to turn nonproductive tie into productive time, while improving quality, safety, productivity and profitability. 160 pages. 2002

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## RETIREMENT

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- R90892     **WHAT WILL SOCIAL SECURITY MEAN TO YOU?** by Marietta Constantinides. \_ An Economic Education Bulletin published by the American Institute on Economic Research. An independent assessment of the system within the context of prevailing fiscal and monetary difficulties. 123 pages. 1989.
- R93895     **YOUR PENSION AND YOUR SPOUSE...THE JOINT SURVIVOR DILEMMA** by *R. George Martorana for IFEB.* \_Designed expressly as a tool for guiding employees in making the choice between a regular pension and the joint and survivor form of benefits. 24 pages. 1989.
- R93914     **FINANCIAL PLANNING FOR A SECURE RETIREMENT** by John T. McCarthy for the International Foundation of Employee Benefit Plans (IFEB). \_This book can help employees deal with all aspects of financial planning for retirement. 138 pages. 1991.
- R94946     **SOCIAL SECURITY AND MEDICARE** by *Lisa R. Richardson.* Booklet from IFEB. An overview of the important aspects of each program. People expect something from these programs someday, but they do not know what to expect and when. This well documented booklet will help take some of the mystery out of both programs. 8 pages. 1994.

Michigan Chapter has a limited number of these booklets if you should wish to purchase them for distribution to your employees. The price is \$1.50 each.

*Series of book from Upjohn Institute for employment research*

- R95897     **THE WAGE CARROT AND THE PENSION STICK: Retirement Benefits and Labor Force Participation** by Laurence J. Kotlikoff and David A. Wise. Pensions become, for older workers, the "stick" to get them to retire and give up the wage "carrot". 155 pages. 1989.
- R95908     **PASSING THE TORCH: The Influence of Economic Incentives on Work and Retirement** by Joseph F. Quinn, Richard V. Burkhauser, and Daniel A. Myers. Social Security and employer pension plans influence decisions of older workers. 269 pages. 1990.
- R95939     **PENSION POLICY FOR A MOBILE LABOR FORCE** by John A. Turner. Survey of pension policy issues relating to job change and analysis of the potential impact of proposed policy changes. 215 pages. 1993.
- R959510    **PENSION INCENTIVES AND JOB MOBILITY** by Alan L. Gustman and Thomas L. Steinmeier. Employees whose jobs offer pensions leave their positions less frequently than do employees whose jobs lack pensions; this research helps to explain why. 171 pages. 1995.

R959511 PRIVATE PENSION POLICIES IN INDUSTRIALIZED COMPANIES: A Comparative Analysis by John A. Turner and Noriyasu Watanabe. Important issues involved in developing and managing private pension systems and how selected countries have dealt with these issues. 169 pages. 1995.

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## SPEECH WRITING AIDS

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G90895 GREAT QUOTES FROM GREAT LEADERS. Compiled by Peggy Anderson. Quotes from: Winston Churchill, Albert Einstein, Henry Ford, Vincent Lombardi, and others. 77 pages. 1989.

G91877 HANDBOOK OF BUSINESS QUOTATIONS by George T. Kurian. This useful and entertaining collection gives you the thoughts of America's greatest American business history are also the most quotable. 203 pages. 1987.

G918921 WINNING WORDS OF AMERICAN BUSINESS compiled by Larry Bielat. Book on motivation and inspiration. A collection of short and inspirational quotations. Could be useful when preparing a speech. 197 pages. 1989.

G91904 FUNNY BUSINESS SPEAKER'S TREASURY OF BUSINESS HUMOR FOR ALL OCCASIONS by Gene Perret and Linda Perret, with a foreword by Phyllis Diller. A collection of proven-effective jokes, stories, and anecdotes that you can use to add a touch of wit to your next business presentation or speech. You also learn seven steps for delivering a joke that enables you to capture your audience's attention and to get your point across. 354 pages. 1991.

MI CHAPTER has on hand some other material that may also be useful in preparing a speech.

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## TOTAL QUALITY MANAGEMENT/PARTNERING

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Q92848 QUALITY IS FREE by Phillip B. Crosby. Applying this simple principle will boost your profits and your career. Mr. Crosby sets forth easy-to-implement programs providing important tools for success. Good reading for top management, middle managers, and supervisors. 270 pages. 1980.

Q92849 QUALITY WITHOUT TEARS by Phillip B. Crosby. Shows how quality can be produced without twisting arms and with the full enthusiastic support of executives and the workforce alike. Pinpoints the "secret enemies" of quality within a company. 205 pages. 1984.

Q92866 THE DEMING MANAGEMENT METHOD by Mary Walton. Dr. Deming's method is provocative and controversial to some managers. He believes the best way to improve profits and productivity is to start at the top, with a quality-conscious management team, who strive for continuous improvement, and involvement of all employees. 262 pages. 1986.

- Q92871**      **CONSTRUCTION QUALITY PROGRAM HANDBOOK.** Produced by the Construction Technical Committee of the American Society for Quality Control. The purpose of this report is not to define the methodology used to determine what constitutes an acceptable program, but to describe and suggest program attributes for consideration in the development of a quality management system. 131 pages. 1990.
- Q92875**      **QUALITY MANAGEMENT FOR THE CONSTRUCTED PROJECT** by the Construction Technical Committee of the American Society for Quality Control. The purpose of the committee is to develop quality assurance/quality control guidelines that can be applied to construction activities. This document is essential reading for every construction project manager. 28 pages. 1987
- Q92902**      **QUALITY IN THE CONSTRUCTED PROJECT--A GUIDE FOR OWNERS, DESIGNERS, AND CONSTRUCTORS, VOLUME I.** Published by the American Society of Civil Engineers. This guide has been written for all participants in a construction project, and describes a desirable process for project delivery from conception through design, construction and operations start-up. It is intended to be educational in nature, with the belief that embracing the philosophy and the process it describes it will contribute to the quality of a project. 149 pages. 1990.
- Q92913**      **IMPLEMENTING TOTAL QUALITY MANAGEMENT--COMPETING IN THE 1990's** by Joseph R. Jablonski. This book is a guide to show managers what they need to know and to implement TQM. Phase by phase, top management involvement, employee involvement, training, process identification and characterization, reward, and supplier quality. 153 pages. 1991.
- 2nd edition **IMPLEMENTING TOTAL QUALITY MANAGEMENT** by Joseph R. Jablonski. 224 PAGES. 1992.
- Q939310**      **PARTNERING WITH EMPLOYEES** by Duke Nielsen. Mr. Nielsen is president of a management consulting firm. He offers a practical, systems-based approach to developing and implementing highly rewarding partnering agreements that enable change. By charting out mutual expectations of performance and support, employees and managers can direct their energy toward specific achievement goals. pages. 1993.
- Q999601**      **PROJECT PARTNERING FOR THE DESIGN AND CONSTRUCTION INDUSTRY**, by Ralph Stephenson. This thoroughly practical handbook describes all the steps, procedure, and guidelines you need to make project partnering work for you.
- Q93937**      **IMPLEMENTING TQM IN A CONSTRUCTION COMPANY MANUAL** text by Dr. G. W. "Jerry" Chase. Dr. Chase's work was directed by The AGC of America Quality in Construction Committee. This is the complete how-to-do-it manual for companies to use in converting to TQM. 269 pages (including six appendices) 1993. This is AGC-A publication #2922. It may be purchased from AGC of AMERICA at the price of \$95.
- AGC-A VIDEO "STRIVING FOR THE BEST: IMPLEMENTING TQM IN A CONSTRUCTION COMPANY"** (13 minutes) is a companion to the MANUAL.

- Q880001 **MANUAL OF THE PROFESSIONAL PRACTICE. QUALITY IN THE CONSTRUCTED PROJECT: A GUIDELINE FOR OWNERS, DESIGNERS AND CONSTRUCTORS, Volume 1** by The ASCE. A guide to producing quality and preventing failures in civil engineering projects. Preliminary printing/evaluation copy. Presented in outline/building code format. 192 pages. 1998.
- Q019501 **TOTAL PRODUCTIVITY AND QUALITY MANAGEMENT FOR CONSTRUCTION** by James J. Adrian & Douglas J. Adrian. The objective of this book is to provide the reader with a means towards improving construction productivity. The approach is all encompassing; it addresses improved project organization, project design, contractor management, labor attitudes and skills, and personnel management. 362 pages. 1995.

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## VOCATIONAL TRAINING

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- V90901 **APPRENTICESHIP IN MICHIGAN.** A handbook developed by the Michigan Employment Security Commission which defines the apprenticeship method of training, length of training, earning, application process, and requirements. Describes 40 different Apprenticeable occupations.
- V90902 **"CONSTRUCTION CAREER CANDIDATES, GRADUATES". (UPDATED YEARLY)** A resume book compiled by Michigan Chapter AGC. Both engineering and construction management students graduating in 1994 are included from the following schools: Ferris State University, Michigan State University, Michigan Technological University, University of Michigan and Western Michigan University. FREE.

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## WORKER'S COMPENSATION

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- WC91901 **1991 ANALYSIS OF WORKER'S COMPENSATION LAWS.** Prepared and published by the U. S. Chamber of Commerce. An overview of the important provisions of the worker's compensation laws of the 50 states. The reader can compare and contrast various state laws. Contains 16 charts. Booklet. 49 pages.
- WC91902 **CHALLENGES FOR THE 1990's** edited by Dr. Richard A. Victor, **Worker's Compensation Research Institute.** A not-for-profit research organization, it provides information obtained through studies and data collection efforts. The Institute does not take positions on the issues it researches; rather, it provides objective information. 64 pages. 1990.
- WC91903 **GUIDE TO WORKER'S COMPENSATION INSURANCE** published by **International Risk Management Institute, Inc.** A general overview of worker's compensation law with a fairly detailed analysis of the worker's comp. policy. Booklet. 62 pages

- WC91914**    **WORKER'S COMPENSATION IN MICHIGAN: LAW AND PRACTICE**, revised edition by Edward M. Welch, former Director of the Michigan Bureau of Worker's Compensation. A comprehensive source for practical, accurate guidance on all aspects of Michigan's Workers Compensation Law. Mr. Welch covers the practical and procedural aspects of handling a worker's compensation case. Looseleaf. Includes appendices and tables.
- WC91915**    **WHY SOME EMPLOYERS HAVE A BETTER WORKER'S COMPENSATION EXPERIENCE THAN OTHERS** by Ed Welch. In this booklet Mr. Welch details what employers need to know to improve their worker's compensation program. 24 pages. 1991. MI Chapter also receives a monthly newsletter from Edward M. Welch with the latest news on Worker's Compensation, which is available for members to borrow.
- WC92926**    **THE SIXTH ANNUAL BRIEFING ON WORKER'S COMPENSATION STRATEGIES**. Handout book from a seminar presented by The School of Labor and Industrial Relations of Michigan State University. April 21, 1992. 73 pages.

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## GENERAL INTEREST

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- G907914**    **MEGATRENDS-TEN NEW DIRECTIONS TRANSFORMING OUR LIVES** by John Naisbitt, 107 weeks on the New York Times best seller list. 283 pages. 1982.
- G907920**    **FRANK LLOYD WRIGHT** by Robert C. Twombly. Biography with many photographs of buildings and homes designed by Frank Lloyd Wright, including several located in Michigan. 444 pages. 1979.
- G908519**    **RE-INVENTING THE CORPORATION . . . TRANSFORMING YOUR JOB AND YOUR COMPANY FOR THE NEW INFORMATION SOCIETY** by John Naisbitt and Patricia Aburdene. 300 pages. 1985.
- G908617**    **POSITIONING: THE BATTLE FOR YOUR MIND. HOW TO BE SEEN AND HEARD IN THE OVERCROWDED MARKETPLACE** by Al Ries and Jack Trout. The 1981 classic now updated with the latest successes and failures in the marketing world. 210 pages. 1986.
- G9088**        **BUILT BY JAPAN-COMPETITIVE STRATEGIES OF THE JAPANESE CONSTRUCTION INDUSTRY** edited by Fumio Hasegawa of Shimiza Construction Company (first English translation edition). Provides a look at the inner workings of the Japanese construction industry both inside and outside of Japan. How firms in the U.S. can benefit from the same strategies that leading Japanese firms are using to capture a greater share of the international market. 205 pages. 1988.
- G908913**    **HOW TO DEAL WITH DIFFICULT PEOPLE** by Paul Friedman. SkillPath, Inc. 71 pages. 1989.

- G909015**    **MICHIGAN IN BRIEF 1990-91.** Issues handbook from Public Sector Consultants. Provides useful information about the state and an objective look at 75 issues of concern to residents and policy makers. Each issue is divided into three parts: background information, balanced discussion and sources of additional information. 351 pages. 1990.
- G91849**    **IACOCCA, AN AUTOBIOGRAPHY** by Lee Iacocca with William Novak. Bestseller. 352 pages. 1984.
- G918710**    **INSTANT INFORMATION** by Joel Makower and Allen Green. Names and numbers of nearly 10,000 government agencies, corporations, trade associations, universities, think tanks, nonprofit groups and other sources of expert information on more than 40,000 subjects. 705 pages. 1987.
- G91892**    **THE ALEXANDER COMPLEX** by Michael Meyer. Introduces six of the most influential contemporary business empires and the men who lead them. Steven Jobs, Ross Perot, Ted Turner, James Rouse, Daniel Ludwig and Robert Swanson. This is the story of how business dreams come true. It is a celebration of ambition, influence and big plans, not for mere personal gains, but for a different and better world. 257 pages. 1989.
- G91906**    **GUIDE TO UNDERSTANDING MONEY & MARKETS** from The Wall Street Journal by Richard Wurman, Alan Siegel, and Kenneth Morris. An easy to read enjoyable guide to the often baffling world of money and markets. It explains, in a straight-forward manner,, the "tools" of the financial arena...the terms, the charts, the tables. 119 pages. 1990.
- G919011**    **JAPANESE CONSTRUCTION: AN AMERICAN PERSPECTIVE** by Sidney M. Levy. Sidney Levy is Vice President of the construction firm of Frank Mercede and Sons, Inc., a major contractor and developer in Connecticut. New products, new techniques and new solutions are transforming the construction process in Japan. Japanese firms are emerging as world leaders in building construction. He explores the cultural differences in Japan that affect attitudes toward quality control, safety and labor practices, including the limited or nonexistent use of strikes and the quest for harmony between client and contractor, and Contractor and subcontractor. 413 pages. 1990.
- G919112**    **KEIRETSU USA -- A TALE OF JAPANESE POWER**, published by the Mid-America Project (MAP). Keiretsu are groups of companies tied by common industry or financial interest and centrally coordinated by a bank, trading company or major manufacturer. Together, Japan's keiretsu groups are called "Japan, Inc.". This report focuses on Japanese direct investments in mid-American states, presenting evidence of the significant replication of the keiretsu system in the USA. MSP is chaired by Boone Pickens of Dallas, TX and Jerry; Monahan of Cincinnati, OH. 53 pages. 1991.
- G928525**    **YOU CAN GET ANYTHING YOU WANT (BUT YOU HAVE TO MORE THAN ASK) SECRETS OF POWER NEGOTIATING** by Roger Dawson. Shows you how to become a good negotiator, not just in business deals, but in day-to-day life. 236 pages. 1985.

See also: Audio Cassett program, "POWER NEGOTIATING FOR CONTRACTORS" by Roger Dawson. (MAT 8-90). 6 audio cassettes.

- G928926 **THE BOOK OF INSIDE INFORMATION** by the editors and experts of **Bottom Line and Boardroom Reports**. Covers just about every facet of life from how to handle money and investing to health to education. 497 pages. 1989.
- G929222 **THE ONLY THING THAT MATTERS, BRINGING THE POWER OF THE CUSTOMER INTO THE CENTER OF YOUR BUSINESS** by Karl Albrecht. Bottom-up, top-down, total company commitment to the customer summarizes Albrecht's plan. 240 pages. 1992.
- G938823 **THE NONSEXIST WORD FINDER: A DICTIONARY OF GENDER FREE USAGE** by Rosalie Maggio. An accessible, easy-to-use guide that gives alternatives, explanations, or definitions for over 5,000 sexist words and phrases. 210 pages. 1988.
- G939128 **WHICH SIDE ARE YOU ON? TRYING TO BE FOR LABOR WHEN IT'S FLAT ON IT'S BACK** by Thomas Geoghegan. Mr. Geoghegan was an idealistic young lawyer from Harvard when he joined the staff of the miners union. He has since come to represent teamsters, steelworkers, carpenters, and other unions. This is "a young man's journey through the god-forsaken purgatory of American labor." 287 pages. 1991.
- G939224 **MICHIGAN AND SELECTED FEDERAL TOLL-FREE HOT LINES** prepared by Representative Kirk Profit. Toll-free telephone numbers to put you in touch with people who can help solve your business or family problems. 22 pages. 1992.
- G939327 **MICHIGAN LODGING & TOURISM DIRECTORY 1993-94** from the Michigan Travel and Tourism Association. Lists cities alphabetically and gives not only hotels and motels but also bed and breakfast accommodations. Shows services provided by each establishment. FREE.
- G939329 **MICHIGAN MANUAL 1993-94**. Published biannually by the Legislative Service Bureau, it is the state's official manual. It includes reference information about: Michigan's history and constitutions; legislative, judicial, and executive branches; the Congressional delegation of Michigan, as well as, local government and information about elections; general information and statistics and institutions of higher learning. In addition, this issue contains a detailed outline of the Michigan tax system and color section document about the restoration of the State Capitol. 1000 pages. 1993.
- G939330 **THE COMPLETE GAMES TRAINER PLAY** by Edward E. Scannell and John W. Newstrom. 287 Ready-to-use Training Games plus the Trainer's Resource Kit will help you administer, design, & implement any training related meeting through planning administration program/agenda design & event production. This kit organizes a high impact set of forms & materials that follow your training function. 1994.
- G991205 **EVERETT KIRCHER: MICHIGAN'S RESORT PIONEER** by Stephen Janissee and Robert Vincent. The story of the Boyne USA Resort as told by Everett Kircher. Partially biographical text. 153 pages. 1998.



# AUDIO CASSETTES FROM AGC OF AMERICA NATIONAL CONVENTIONS 1982 - 2002

## **ARBITRATION/DISPUTE RESOLUTION**

- 90-20 & 21            Alternative Dispute Resolutions
- 91-110                How To Effectively Utilize Alternative Dispute  
Resolution. Ted Trauer
- 91-380                Elements Of Contract Dispute And Tracking THEIR  
Impact. John Blach, Falls Management Institute
- 93-211 & 212        If We Get Rid Of All The Lawyers, What Then?
- 94-90\*                Alternative Dispute Resolution - Ways To Improve The  
Process.

## **BUSINESS CONTINUITY**

- 82-270                How To Prepare My Child To Take Over The Business.
- 84-630\*              Developing An Effective Board Of Directors. Hugh Rice
- 84-830\*              Planning For Business Continuity In The 80's
- 88-20\*                Business Continuity. Bill Duffy
- 88-330                Estate Planning. Fred Tansill
- 91-62 & 62            Efficient Transfer Of Ownership In The Construction Company.
- 90-340                Managing The Risk Of The First 10 Years.
- 90-420\*              Ownership Transition: The Buy Sell Process.
- 91-10\*                Strategic Planning For The Closely Held Company In Tough Times. Warren Friedman
- 91-80                 The Efficient Transfer Of Ownership In The Construction Company. Doug Mc Pherson

- 91-420\* Putting A Value On The Closely Held Company.
- 91-100\* Reacting To The Five Stages Of Business Growth. Tom Schleifer
- 91-440\* Retirement And Estate Planning. O'Neill Wyss
- 94-300\* Passages: The Five Stages Of Business Growth. Tom Schleifer
- 93-211 Building An Efficient Estate Plan For The
- 93-212 Contractor/Owner. Doug Mc Pherson
- 94-20\* A Blueprint For Building An Efficient Ownership Transfer Plan. Doug Mc Pherson
- 94-60 Succession Planning Strategies For The Family & A Blueprint For Building An Efficient Ownership
- 94-60 Succession Planning Strategies For The Family & Independently Owned Business.
- 95-100 The Magic Of Estate Planning And Charitable Giving. Doug Mc Pherson

### **BUSINESS DEVELOPMENT--GENERAL**

- 87-300\* Joint Ventures...Partnership For Growth.
- 87-310 Organizing And Writing For Business Communications.
- 89-20\* Equipment Management
- 89-30 Professionalize Your Business.
- 89-300 Handling Multiple Priorities.
- 89-401 & 402 Management And Reporting Systems. Part 1 and Part 2
- 90-110\* Learning To Ask The Right Questions.
- 90-320 How To Remain In Business And Stay Alive.
- 91-160 To Lease Or Not To Lease...A Comparison Of Leasing Vs Ownership Of Company Vehicles.
- 92-90 Downsizing - A Profitable Alternative When Your Company Is Healthy And The Economy Is Sick. Tom Schleifer
- 92-150 Strategies 2000: Critical Skills For Survival In The 90's AND BEYOND. Carolyn Corbin
- 92-190 Meetings That Matter. Lanny Harer

- 93-20\* Increasing Jobsite Productivity. Jim Adrian
- 94-200\* Loss Prevention Is Good Business-But Does Your Program Fit Your Company? Ted Hillman
- 94-220\* Get A Handle On Profitability. Michael Cobb
- 94-270\* Mergers And Acquisitions In The Construction Industry: Trends & Forecasts. Hugh Rice
- 94-300\* Passages: The Five Stages Of Business Growth. Tom Schleifer
- 95-40 Strategic Planning: Focusing On The Future. Vernie Lindstrom
- 95-90 Measuring The Financial Risk Of Your Decisions. Tom Schleifer

### **COMPENSATION**

- 90-310 Executive Motivation And Bonus Plans.
- 91-310\* Mandated Trends In Executive Compensation.

### **COMPUTERS**

- 86-160 The Ten Major Pitfalls (And How To Avoid Them) In Computerizing Your Estimating Function.
- 88-300\* Computerized Estimating - Putting It All Together.
- 89-10\* Managing Cash Flow With A Computer.
- 89-470\* Desktop Publishing For Construction Executives.
- 92-70 The Ceo's Role In The Utilization Of Computer Technology In The Construction Company. Paul Teicholz

### **CONSTRUCTION**

- 85-160\* Doing Business With The Federal Government.
- 85-180 Winning Through Cooperation: A Team Approach For Architects And Contractors.
- 85-370 Team Organization To Improve Field Profits. Hoy Lowder
- 85-750\* Helping Field Managers Understand Job Profits.
- 87-170 Managing With Confidence: A Contractor's Survival Guide. Thomas Schleifer

- 88-40 Reviving A Troubled Project. Len DiDonato
- 90-90\* What A Contractor Needs To Know To Get Paid.
- 90-390 Governing Construction Scope Change. Mark Smith
- 91-150 The Risks & Responsibilities Of The Construction Manager And General Contractor.
- 92-120 Scheduling Your Construction Project...On Time, With Increased Profits. Ted Trauner
- 93-101 & 93-102\* A BIDDING STRATEGY. Charles Vander Kooi
- 93-111 & 93-112 Twenty Ways To Prosper In The Construction Industry.
- 93-141 & 93-42\* Now That You've Got The Job. Charles Vander Kooi
- 93-170 Manage Risk Through Business Planning.
- 94-220\* Get A Handle On Profitability.
- 94-260\* Managing Risk In A Recovering Market Place. Tom Schleifer
- 94-270\* Mergers And Acquisitions In The Construction Industry: Trends And Forecasts. Hugh Rice
- 95-80\* Improving Jobsite Productivity: How To Do It. Jim Adrian

### **ECONOMY**

- 88-60 Construction Industry Forecast.
- 90-300\* Profiting From In A Changing Economy.
- 92-100 Debunking The "Be Good--Get Reward" Myth. Barry Eigan
- 94-30\* Profiting From The Forces Of Change - An Update. Tom Schleifer
- 95-10 The Inside Story Of Business Conditions And Trend Within The Construction Industry. Casey and Flanigan

### **FINANCIAL**

- 86-120\* Tax And Organizational Aspects Of Real Estate Development.
- 87-140 Small Company Emphasis -- Financial Management.
- 89-60 What A Contractor Needs To Know To Get Paid.
- 89-410\* How To Determine What Your Construction Company Is Worth.

- 90-10\* Capital: Getting It And Keeping It.
- 90-380 Protecting Your Assets.
- 90-430\* How To Get Money Out Of Your Banker.
- 91-130 Beyond Bean Counting: Better Uses Of Your Financial Team.
- 91-340\* Successful Cash Management & Asset Allocation Techniques.
- 91-410 Bonding Of A Construction Contractor
- 93-80 Cash Management - Techniques For The 1990's

### **GENERAL EDUCATION**

- 88-350 Total Recall. Joan Minninger
- 88-380 You And Your Aura. John Kirk
- 88-410 Adventures In The Peace Corps. Florence Brooks
- 88-420 History's Forgotten People - THE AMERICAN INDIAN.
- 89-220 The Genius Of Mark Twain.
- 90-80 China: The Beijing Massacre And Its Aftermath
- 90-140\* Greenhouse Warming - What Can We Know And When Can We
- 91-345 The Genius Of Mark Twain.
- 92-110 Saving An Ant's Life, Tragedy, Tribulation And Triumph.
- 92-130 Dickens, Dallas, And Dynasty.
- 92-140 The Tortured Genius Of Edgar Allen Poe.
- 92-180 The Commonwealth Of Independent States - Russia Today And Tomorrow.
- 92-200 Christopher Columbus, Man With A Dream.
- 92-230 George Bush And The New Political Era. Fred Barnes
- 94-40 Our Slippery Mother Tongue: A Light History Of English.

- 94-50                    Looking East - Construction Opportunities In China.
- 94-110\*                The Envolving Of The Oregon Trail: From Pioneer Wagon Road To National Historic Trail.
- 94-130                When I Was President: Theodore Roosevelt.
- 95-60                    Laughter...The Lift We All Need. Gene Perret
- 95-120                Antiques--Investing For Wealth And Pleasure  
Lewis Robinson
- 95-140                Einstein Alive--Think Big, Do Better. Arden Bercovitz

### **Health & Fitness**

- 88-340                Never Happy: Weight, Diet And Food Preoccupation.
- 92-30                    Lifestyle - It's Your Choice.
- 92-170                Dietary Guidelines For Busy Americans.
- 93-60                    Nutrition Basics For Busy People.
- 95-110\*                Full Living Fitness. Janis McDonald
- 95-130\*                Converting High Stress Into High Energy. Tom Steiner

### **Insurance**

- 87-40                    An Insurance Review For Small Contractors. Bill McIntyre
- 89-100                Obtaining Surety Bonds.
- 88-430                How To Best Present Your Firm To The Surety Industry In Today's Tight Market.
- 90-120\*                Insurance Issues Of The 90's.
- 91-300                30 Ways To Improve Bonding Capacity.
- 91-360                Contractual Risk Management And Your Insurance Program
- 93-150\*                Reducing Insurance Costs While Improving Coverage In A

Buyer's Market. Bill McIntyre

94-210\* Thirty Ways To Increase Your Surety Capacity.

94-310 Claims Avoidance Through Fair, Honest, And Knowledgeable Bidding Techniques.

## **Legal**

84-240\* The Need For In-House Legal Education For Contractor Personnel.

88-10\* Preventing Claims

88-320 Litigation: Major Court Decisions And How They Affect Our Industry.

89-70 Recordkeeping To Support Litigation.

94-40\* Tax Seminar Ii - "S" Corporations - The Way To Do Business In The 1990's.

90-130 Knowing Your Construction Contract.

91-50 Sub Chapter "S" Corporations For The 90's.

93-10 Risk Allocation - Benefits To All Parties.

93-160\* Subchapter "S" - What You Need To Know Before, During, And After.

94-10 How To Control Your Legal Costs And Improve The Quality Of Your Legal Services.

95-70\* Killer Clauses In Your Contract. Terry Salazar and Stephen Youngblut

## **Marketing**

86-60 Making Effective Contractor Sales Presentations.

87-370\* Brochures And Other Marketing Tools.

88-50 Developing And Implementing A Marketing Plan For Small Construction Firm. Bill Flaig

89-50 D & I In A Marketing Plan.

- 89-480            Winning Presentations That Win Contracts.
- 91-60            How To Develop And Implement A Marketing Plan.
- 93-90\*           Marketing Brochures.
- 93-200           Marketing Planning: Know Your Company, Your Competition,  
And The Marketplace.

## **Personal Development**

- 87-320\*           Time Management For Women. Nancy Black
- 88-70            Creative Risk Taking.
- 88-80            Managing With Confidence.
- 88-170\*           Concentration.
- 88-180\*           Procrastination.
- 88-310\*           Getting Things Done: Leadership & Delegation.
- 89-90\*           Self-Esteem.
- 89-250           Fortune 500 Strategies For Better Living.
- 89-290           Speaking Confidently In Public.
- 89-310           Building Self Concept.
- 91-120           Concentration.
- 91-180           Dream Interpretation.
- 91-200           Confidence.
- 92-41 & 92-42\*    Effective Writing Skills
- 91-390\*           Developing The Belief Systems That Enhance Motivation  
And Manage Stress.
- 92-20            Dare To Be Young.
- 92-280           How To Be Nice And Assertive.

93-130*	Is Your Attitude Showing?
93-190*	Speak And Make A Difference.
93-270	Leaving Burnout Behind You.
94-100	Listening: The Leader's Skill.
94-240*	The Survivor Personality.
94-280*	Self-Sabotage.
95-20*	How To Deliver Winning Presentations Janine Reid
95-150*	Aim First-How To Accomplish More In Less Time With Goal Setting. Lee Silber
95-160	A Commitment To Excellence Lee Shapiro

### **Family/Personal Relations**

90-30*	The Aging Of America - Aging Is A Family Affair.
90-410	Copreneuring: An End To Separated Lives And Separate Agendas.
92-10	Setting A Creative/Innovative Environment At Work And At Home.
93-50*	The Winning Family: Increasing Self-Esteem In Your Children And Yourself.
93-280	Family Unity.
94-70	How To Raise R.I.C.H. Kids. (Responsible, Intelligent, Caring And Happy)
94-120	The Balancing Act.

### **Personnel**

88-370	Human Resources Development.
89-150	Team Building.
89-430*	Attracting And Retaining Quality Professionals.

- 90-100 Fewer People Headaches - Solving Some Of Your On-The-Job Personnel Problems.
- 91-20 Drugs In The Workplace: Awareness And Recognition.
- 92-100 Debunking The "Be Good-Get Reward" Myth.
- 94-230\* Finding And Keeping Skilled And Motivated Construction Workers.
- 94-250 Men And Women Communicating With Each Other.

## **Planning**

- 86-110 Converting Short Term Ups To Long Term Growth.
- 87-390 Strategic Business Planning For Contractors.
- 89-160 Practical Business Planning For Contractors.
- 90-50\* Shirt Sleeve Strategic Planning.
- 90-70\* Risks Unique To Construction Management Of The 90's.
- 90-340 Managing The Risk Of The First 10 Years.
- 91-430\* Why Company Strategic Plans Fail.
- 92-60 Planning For Success In The Construction Industry.
- 92-120\* Scheduling Your Construction Project - On Time, With Increased Profits.
- 94-80 Strategic Planning: Focusing On The Future.

## **Public Relations**

- 93-40 Dealing With Reporters During An Emergency.
- 93-120 Community Involvement - Everyone Wins.

## **QUALITY**

- 91-170\* Perspectives On Quality In Construction.  
91-331 & 91-332\* Quality, What Gets Measured Gets Done.

## **Subcontractors**

- 84-300 What To Do When Your Major Sub Or Supplier Goes Under.  
85-780 Subcontractor Relations...Implementation Of Field Techniques For Increased Productivity.  
88-90\* Subcontract Management.  
89-110 Avoiding Claims With Subcontractors.

## **Training/Education**

- 85-300\* A Contractor Looks At In-House Training.  
86-90 In-House Training: A Contractor's Success Story.

## **Worker's Compensation**

- 92-160 Worker's Compensation - The Industry Perspective.  
**93-250** Tips To Reduce Rising Worker's Compensation Costs.

**\*Indicates handout accompanies tape**

## **AGC 1999 Annual Convention—Audio Cassette –Las Vegas, Nevada**

- 99-1700\* Nine Skills Of Highly Effective Leaders  
99-1710\* Employment Practices That Work  
99-1720\* Labor Relations For Open Shop Contractors  
99-1730\* Labor Relations For Union Contractors

99-1740*	Management Training Programs: An Investment In Your Company's Future
99-1750*	What Is The Owner Non-Payment Problem And How Can It Be Addressed?
99-1760.1	Owner Financial Information And Contracts
99-1790.1	Advantages Of Contractors Led Projects In Today's Delivery Environment
99-1800.1	Integrating Technology In Project Delivery Systems
99-1810	The Role Of Specialty Contractors On A Design-Build Team
99-1820	Building A Long-Term Service Relationship With Your Owner
99-1830*	How To Increase Equipment Profitability
99-1850*	Introduction To Personal Behavior
99-1860*	Project Closeout
99-1870*	Story Boarding/Project Planning
99-1880*	Run The Risk Management Obstacle Course
99-1890*	Scale The "Property Insurance" Wall
99-1900*	Get Your Sights Lined Up On The "Liability Insurance" Rifle Range
99-1910*	Slide For Life Over The "Risk Financing" Mud Pit
99-1920*	Lead The Charge On Managing Subcontractor Risks
99-1940*	Building A Successful Business Succession Plan

### **AGC 2001 Annual Convention—Audio Cassette—Nashville, Tennessee**

01-0620	Compensation Planning For Key Employees-Tom Emison
01-0640	Diagnosing The Organization: Why Construction Organizations Fail-Fred Furland
01-0660	Why Owners Are Using Design-Build And What They Are Looking For In The Design-Build Firm
01-0670	Managing Design Risk And Other Non-Traditional Contractor Risks-Terry Tenant
01-0680	Design-Build In The Small Construction Firm-Tom Schaefer; Cheryl Carlson

- 01-0690 Putting Together A Winning Design-Build Team: Developing Agreements That Minimize.
- 01-0630 Will Your Management Succession Plan Succeed? – Ron Magnus
- 01-0500 Keeping Your Energy Up All Day Long—Joanne Lichten, PHD, RD
- 01-0530 Renaissance Leadership-DR. Joan E. Cassidy
- 01-0510 Think Like A Genius: Unlock Your Creative Brain Power-DR. Joan E. Cassidy
- 01-0540 Get Life Lined Up-Roberta Shaler
- 01-0520 Managing Me: Do It All Without Doing Yourself In-Lesa Heebner
- 01-0550 Stress Solutions-Joanne Lichten, Phd, RD
- 01-0560 Celebrate Your Overflowing Life-Laura Stack
- 01-0590 The Amazing Art Of Face Reading-Mac Fulfer
- 01-0570 Business Transition Dos And Don'ts-Steve McConnel
- 01-600 2001 U.S. Markets Construction Overview And Emerging Issues-Hoyt G. Lowder
- 01-0580 Keep Your Job, Your Family And Your Sanity-Laura Stack
- 01-0610 Dispute Review Board Session-Mark Appel

### **AGC 2002 Annual Convention—Audio Cassette –Las Vegas, Nevada**

- 02-0250 Time Management-Charles Cook
- 02-0271 Increasing Productivity-James J. Adrian (Tape 1)
- 02-0272 Increasing Productivity-James J Adrian (Tape 2)
- 02-0250 Time Management-Charles Cook
- 02-0260 Project Scheduling-Rich Merkhofer
- 02-0280 Project Closeout-Phil Inglis
- 02-0240 Project Pre-Planning-Robert Bowen: Jeff Purdue

- 02-0010 An Industry In Turmoil And What's Needed To Turn It Around- Ted Garrison
- 02-0030 Pre-Construction Services—Take Away (The Money) Or Give Away (The Job)-Charles Silver
- 02-0042 Breakthrough Strategies For Increased Profitability-Ted Garrison (Tape 1)
- 02-0042 Breakthrough Strategies For Increased Profitability-Ted Garrison (Tape 2)
- 02-0020 The New Paradigm In Risk Management-Operational Focused/Profit-Driven-Right For You?
- 02-0050 The Art And Science Of Rainmaking: Increase Sales By Winning And Keeping Clients
- 02-0060 Three Routes To Increased Profitability In Your Business
- 02-0070 The Marketing Process-Hoyt Lowder
- 02-0080 Effective Ways To Immediately Improve Your Bottom Line-Robert Langdon, CPA
- 02-0090 Is Your Operational Risk Management Process In Place? Implementing/Measuring The Process In Your Company.
- 02-0100 Work-Life Wellness-Richard R. Bradley, III
- 02-0110 The Amazing Art Of Face Reading-Mac Fulfer
- 02-0120 You Win Or Lose With The Words You Choose-How To Increase Performance And Communicate Effectively
- 02-0130 How To Build And Protect Your Wealth-Bill Staton
- 02-0140 No Time? Time To Say No--Marian York
- 02-0150 The Twelve Commandments For People Who Work With People-Ann White, EdD
- 02-0160 Seeing The Light Before You Feel The Heat-Bill Butterworth
- 02-0170 Making Friends With Change-Bill Butterworth
- 02-0180 The Geography And Geology Of The American Southwest: Effect On The Architecture/Lives Of. .
- 02-0190 Oh, Buggy: From The Infiltration Of The Mob To The Invasion Of The Soccer Moms/Swinging Seniors

- 02-0200            Creating A Peak Performance Culture Within Your Company-Chip Andrews
- 02-0210            Become Closer To Your Clients/Make Your Firm More Market-Driven-Workshop For Contractors And . . .
- 02-0220            Building People For The 21<sup>st</sup> Century-Gary Warner
- 02-0230            Building Profits Now-Tom Emison

### **INDUSTRY RELATED AUDIO CASSETTES**

- FMI #1            WHY WOULD ANYONE WANT TO BUY A CONSTRUCTION COMPANY?** by Hugh Rice, Director of Mergers and Acquisitions at the Fails Management Institute. Changing construction industry markets create opportunity for those who correctly anticipate the future. This audio cassette gives information about buying or selling a construction business.
- MH942            MANAGING SUCCESSION WITHOUT CONFLICT IN FAMILY OWNED BUSINESS OR CLOSELY HELD CORPORATION.** by Mike Henning of the Family Business Center. Three audio cassettes; "Planning for Tomorrow", "Managing Sibling Relationships", and "Estate Planning". 1994.
- MH943            SUCCESSION: THE NEXT GENERATION.** by Mike Henning. There is also a booklet titled Succession. 1994.
- CN94943        YOUR FINAL TEST FOR SUCCESS. PLAN TODAY FOR BUSINESS GROWTH AND CONTINUITY TOMORROW.** Booklet by Mike Henning A practical guide for making both your family and your business rewarding and successful. Easy to read, it has several checklists and a bibliography. 50 pages. 1994.

We also subscribe to the Henning Family Business Center bi-monthly newsletter FAMILY FIRM ADVISOR. It contains news and advice for family based businesses. We have copied from the most current to those dating back three years. We will be happy to lend them to you.

## **Audio Cassettes From MI Chapter AGC Annual Meeting Sessions**

### **December 1990 Annual Meeting**

- MI 001\***            **How To Deal With Incorporation By Reference.**  
Jeffery Bracken
- Explanation Of Indemnification.**  
David Lick
- What To Do When Your Subcontractor Goes Broke.**  
James Lancaster
- MI 002\***            **How To Get Paid For Work Performed/Bonds & Liens.**  
William Ralls and James Urban

\* Indicates that a handout accompanies the cassette

### **December 1991 Annual Meeting**

- MI 003**            **Americans With Disabilities Act.**
- MI 004**            **Bonding.**
- MI 005**            **Record Retention.**
- MI 006**            **Safety.**

## Motivational Audio Programs

- MAT 1-90**            **How To Run A Successful Meeting In Half The Time.** 1 cassette 50 minutes
- MAT 2-90**            **The Best Of Careertrack, Volume I.** 2 cassettes.
- MAT 3-90**            **How To Set And Achieve Goals.** Careertrack. 4 cassettes.
- MAT 4-90**            **Team Building: How To Motivate And Manage People.** Careertrack. 4 cassettes.
- MAT 5-90**            **Success Shortcuts.** Careertrack. 6 cassettes.
- MAT 6-90**            **Getting Things Done.** Seminar by Ed Bliss, International Productivity Expert. 4 cassettes.
- MAT 7-90**            **Self Esteem And Peak Performance To Help You Feel Better** Productivity Expert. 4 cassettes.
- MAT 7-90**            **Self Esteem And Peak Performance To Help You Feel Better And Perform Better Than Ever Before.** Seminar by Jack Canfield. 6 cassettes.
- MAT 8-90**            **The Secret Of Power Negotiating.** Roger Dawson. 6 cassettes.
- MAT 9-92**            **The Secret Of Power Negotiating For Contractors.** Roger Dawson. 6 cassettes.
- MAT 10-99**            **Pathways To Loving Relationships.** Michael Wickett. 4 tapes

## AGC Of America Video Tapes

- VID 623**                    **GUIDELINES FOR A SUCCESSFUL CONSTRUCTION PROJECT.** 1990. 10 minutes.
- VID 734**                    **IMMIGRATION REFORM AND THE CONSTRUCTION CONTRACTOR** 1987. 40 minutes.
- VID 802**                    **CONSTRUCTION...THE COMPETITIVE INDUSTRY.** 18 Minutes.
- VID 832**                    **"CONSTRUCTION...BUILDING YOUR FUTURE".** 23 minutes.
- VID 836**                    **"CAREERS IN CONSTRUCTION".** 14 minutes.
- VID 192**                    **"HEAVEN SENT" A CAREER IN THE CONSTRUCTION INDUSTRY** 1991. 15 minutes.
- VID 28**                    **THE STP STORY.** 10 minutes.
- VID 7085**                    **THE AGC CERTIFICATION PROGRAM - CRAFTWORKER.** 12 minutes.
- VID 1140**                    **RISK ALLOCATION. MANAGED RISK OR WILD GAMBLE: GETTING ON THE TEAM.**  
1992. 18 minutes. \$20.00\*
- AGC-A #1141 "Owner's Guide to Saving Money by Risk Allocation" is a companion booklet. 14 pages. \$1.50\*
- VID 1207**                    **PARTNERING: A CONCEPT FOR SUCCESS.** 1991. 12 minutes.  
\$20.00\*
- AGC-A #1205 Partnering: A Concept For Success is a companion booklet. 18 pages.  
\$10.00 ea. (discount for multiple copies)\*
- VID 1209**                    **STRIVING FOR THE BEST: IMPLEMENTING TQM IN A CONSTRUCTION COMPANY.**  
1993. 13 minutes. \$25.00\*
- Two companion publications complement this video:
- AGC-A #1210 "An Introduction to Total Quality Management".  
1992. 14 pages. \$10.00\*
- AGC-A #1211 Implementing TQM in a Construction Company  
Manual. 1993. 269 pages. (May be purchased only through  
AGC of America.)
- VID 9979**                    **AGC "A SYMPHONY OF TALENT" 79<sup>TH</sup> ANNUAL CONVENTION NEW ORLEANS, LA**
- VID 99100**                    **AGC. . .BUILDING THE AMERICAN CENTURY**

## **Project Management Videos.**

1994. 15 minutes each. A booklet accompanies each one.

- VID 950           **AN INTRODUCTION.**  
VID 951           **PREPLANNING.**  
VID 952           **CREATING THE SCHEDULE.**  
VID 953           **HANDLING SUBCONTRACTOR DEFAULTS.**  
VID 954           **PROJECT CLOSEOUT.**  
VID 955           **ORAL COMMUNICATION SKILLS.**  
VID 956           **WRITTEN COMMUNICATION SKILLS.**
- VID 745           **Drawing The Line: How to Prevent Sexual and Other Harassment on the Construction Site.** 1994. 38 minutes.
- Companion book is AGC-A #746 is AGC Guide to Policies and Procedures for Preventing Sexual Harassment and Non-sexual Harassment, Unlawfully Based on Race, Color, Religion, Gender, National Origin, Age, or Disability.
- VID 747           **Crossing The Line: What Can Create A Hostile Work Environment.** 1995. 15 minutes.
- VID 744           **When You Have To Release An Employee.** 1994. 18 minutes.
- VID 0102          **Responsible Planning for School Construction & Renovation.** 29 minutes
- VID 725           **Public Owner Project Labor Agreements: The Case Against Union-Only Preferential Procurement.** Features Robert P. Casey, Esq. and Charles E. Murphy, Esq. of Chicago law firm Murphy, Smith and Polk. 1995. 15 minutes.
- AGC has published a 37 page analysis underlining the points made in the video. It is AGC-A #724.

## **Miscellaneous AGC-A General Interest Video Tapes**

- VID 93936**            **BUILD AMERICA AWARD PRESENTED TO CHUCK CLARK. 1993.**
- VID 939310**        **"PREPARING FOR COMET". 1993.**
- VID 90IA1**         **BUILDING AMERICA. INSIDE THE COMPETITIVE BIDDING PROCESS. 1990. AGC-Iowa. 14 minutes.**
- VID 93IA2**         **COMPUTERIZED ESTIMATING SYSTEMS. AGC-Iowa. 11 minutes.**
- VID 5100**           **"AGC-PAC WORKING FOR YOU". 5 minutes.**
- VID 9101**           **THE STRIKE BILL TARGET: CONSTRUCTION. 1991. 8+ minutes.**
- VID 90SF1**         **"TEN FORCES...MEETING THE CHALLENGE OF CHANGE".  
1990 NATIONAL CONVENTION SPEECH.**
- VID 87AL1**         **DECISIONS FOR TOMORROW. 1987. AGC of Alaska.**
- VID 9002**           **PRESIDENTIAL VISITS. AGC-A. 14 minutes.**
- VID 9003**           **PRESIDENT BUSH'S REMARKS TO AGC CHAPTER PRESIDENTS /VICE PRESIDENTS.  
April 24, 1990.**
- VID 9204**           **AGC (OF AMERICA) AT WORK FOR YOU. 13 minutes.**
- VID 02007**         **PROJECT LABOR AGREEMENTS: A HOME RUN FOR YOUR COMMUNITY, by Bill  
Rickman. The purpose of this booklet, and the accompanying video, is to show how Project  
Labor Agreements are a winning opportunity – not just for workers and contractors, but also  
for public and private project owners, and especially for taxpayers. 2000. Video produced by  
Debra Chaplan. LA02007 (book)**

## Videos Of Michigan Chapter AGC Events

- VID 91MI01 CONSTRUCTION MANAGEMENT PRIMER SEMINAR.** Speaker is Ed Haltenhoff, head of the Department of Civil Engineering at MI Technological University. 5/3/91.3 1/2 hours.
- VID 91MI02 WORKER'S COMPENSATION ISSUES FOR CONTRACTORS SEMINAR.** Subjects include: Experience Modification, Controlling Claims Cost, Legal Issues and Industry Issues. Also, a panel discussion. 2/12/91. Total of 4 1/2 hours.
- VID 91MI03 A PRIMER ON TOTAL QUALITY MANAGEMENT (TQM).** Speaker is G.W. Chase, Iowa State University. Annual Meeting 12/6/1991. 2 hours.
- VID 93MI07 TQM WORKSHOP.** Held 2/23/93. 2 1/2 hours.
- VID 93MI04 FINANCIAL FAMILY PLANNING.** Speaker is Dennis Cavanaugh. Summer Conference 1992. 45 minutes.
- VID 92MI05 FIRST ANNUAL AGC FALL GOLF CLASSIC.** Held at Kimberly Oaks Golf Course 9/15/92.
- VID 93MI10 SECOND ANNUAL AGC FALL GOLF CLASSIC.** Held at Heather Highlands Golf Course 9/21/93.
- VID 94MI14 THIRD ANNUAL AFC FALL GOLF CLASSIC.** Held at El Dorado Country Club 9/13/94.
- VID 92MI06 1992 ANNUAL MEETING.** Includes: President Phil Fredrickson's speech, introduction of new MI Chapter logo, and speaker Byron Farrell. 12/3 & 4/92.
- VID 92MI08 "THE IMPORTANCE OF STRATEGIC PLANNING FOR CONTRACTORS".** Presented by Ralph Stephenson, Annual Meeting. 12/4/93.
- VID 92MI09 LABOR & EMPLOYMENT LAW SEMINAR.** Presented by Michael Lotito. 6/9/92. 4 1/2 hours (3 sessions on one tape).
- VID94MI11 "PARTNERING FOR RESULTS" from THE CHALLENGE OF MARKETING PARTNERING** seminar. Speaker is Lee Smither of FMI. A panel discussion is also presented5/6/94. Two video tapes: #1 is 2 hours, #2 is 1 1/2 hours.
- VID93MI12 UPCLMC ANNUAL PROGRAM.** 8/17/93. 1 1/2 hours.
- VID95MI13 MI CHAPTER "AGC--HALLMARK OF QUALITY".** Explains the services offered by Michigan Chapter. Shown at the San Diego National Convention, March, 1995.
- VID94MI14 "101 WAYS TO CUT YOUR BUSINESS INSURANCE COSTS"** seminar. Speaker is William McIntyre. Professional Education Series - November 16, 1994. 5 hours 36 minutes.
- VID98MI19 1998 MI CONSTRUCTION USERS COUNCIL** in conjunction with the PEC series-WORKFORCE DEVELOPMENT

- VID01MI01**      **AGC JOINT SUMMER CONFERENCE**, Children's Program "Hammer Time", Crystal Mountain 7-28-01.
- VID02MI01**      **THE "THE PREDATOR'S MIND SET"**, Speaker is M. Janke. Summer Conference 2002.
- VID02MI03**      **BUILDING OUR SCHOOLS ON A SOLID FOUNDATION AND WHY A RESPONSIBLE CONTRACTOR POLICY IS IMPORTANT TO YOUR SCHOOL CONSTRUCTION PROJECT: HANDLE WIT CARE**
- VID03MI01**      **TOP TEN VIDEO CONFERENCE**, The top ten difficulties school officials most often encounter when programming, planning, designing, constructing and renovating school facilities. February 20, 2003
- VID06MI10**      **CONSTRUCTION RISK SEMNIAR**, October 31, 2006

### **Other Video Tapes Available**

- VID 92CII**      **PARTNERING: MEETING THE CHALLENGES OF THE FUTURE.** 1990. 22 minutes.
- VID 85FMI**      **THE JOB PROFITS PROGRAM: HOW THE FIELD MANAGEMENT TEAM AFFECTS JOB PROFITABILITY.** Two video tapes from a video teleconference held in 1985 by **AGC-A FMI**. No time given
- VID 9001**      **ARBITRATION OF A CONSTRUCTION DISPUTE.** American Arbitration Association. 35 minutes. 1990.
- VID 9010**      **BE PREPARED TO SPEAK.** Ten steps to effective public speaking. Presented by Toastmasters International in a step-by-step video guide. Instructor's guide and study guide accompany tape. 1990. (no time given)
- VID 9211**      **BE PREPARED TO LEAD.** Toastmasters International Instructor's guide and study guide.
- VID 9212**      **BE PREPARED TO SELL.** Toastmasters International Instructor's guide and study guide.
- VID 9213**      **BE PREPARED FOR MEETINGS.** Toastmasters International Instructor's guide and study guide.
- VID 9309**      **LET US HELP YOU.** Excel, Inc. 6 minutes. 1993.
- VID 9101**      **THE LABORERS' MAP TRAINING VIDEO.** 1991
- VID 9105**      **MANGER'S ADVANTAGE. Mastering Performance Appraisals.** Alexander Hamilton Institute. This video is accompanied by a booklet. 1991.
- VID 9106**      **GRAND HOTEL & MACKINAC ISLAND.** The first hundred years. Produced and distributed by the Grand Hotel. 1990.
- VID 9107**      **MONUMENT TO THE DREAM - THE CONSTRUCTION OF THE GATEWAY ARCH IN ST.**

- LOUIS, MO.** From the Jefferson National Expansion Historical Association of St. Louis. 1991.
- VID 9208** **LAWYERS, ALCOHOLISM, AND THE INTERVENTION PROCESS.** From the American Bar Association, but applicable to any profession. Explains the Intervention Method of confrontation with an alcoholic. Hand outs. 1993.
- VID 9309** **ROAD CONSTRUCTION AHEAD.** Earth-moving and other construction equipment kids love to watch! 30 minutes. 1993.
- VID 9311** **REAL LIFE GIANT CONSTRUCTION EQUIPMENT FOR KIDS.** Kids are fascinated by the sight and sound of this equipment. In this video, Hard Hat Harry helps them climb into the driver's seat. 30 minutes. 1993.
- VID 9310** **THE CHILD CARE ADVISOR FOR WORKING PARENTS. "SHARE YOUR CARE...WISELY".** Helps working parents make the right choice. It is a must for all working parents with young children. 24 minutes. 1993.
- VID 9412** **LABORERS' M A P: A BETTER WAY (MEMBERSHIP ASSISTANCE PROGRAM)**  
From the Laborers' Health and Safety Fund of North America. 1991.
- VID 9413** **S.T.A.R.T. SUPERVISORY TRAINING IN ACCIDENT REDUCTION TECHNIQUES.** Four videos and a Training Manual. 1994.
1. Why start a Safety Culture.
  2. Start to Recognize and Investigate.
  3. Start to Educate and Motivate.
  4. Start Getting Results.
- VID 9414** **"THE CASINO" AMERICA'S WORKER'S COMP CRISIS.** The National Erectors Association produced this video. It's message is that workers must work together to make the jobsite safe and to eliminate fraudulent claims. 30 minutes. 1994.
- VID 9415** **"ON THE ROAD TO EQUALITY".** From the U.S.D.O.T./FHWA. 60 minutes. 1994.
- VID 9704** **1997 CAREERS IN CONSTRUCTION. 1999**
- VID 9801** **1998 NCCER CAREERS IN CONSTRUCTION. BUILD YOUR FUTURE**
- VID 0301** **2000 TRADING UP BUILDING A CAREER. 12:30 minutes**
- VID 0302** **INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES ONE UNION-FULL AFFILIATION. 5:55 minutes**
- VID 0303** **MICHIGAN STATE BUILDING & CONSTRUCTION TRADES COUNCIL. Michigan's Prevailing Wage Act – You Get What You Pay for -. 9:15**
- VID 0304** **MASTER BULDERS' ASSOCIATON OF WESTERN PENNSYLVANIA, INC. Jack W. Ramage Executive Director**

VID 0305 KIDS + CONSTRUCTION CAREERS. AGC Of Indiana

\* Indicates the price of AGC-A material that MI Chapter has on hand if you wish to purchase these items.

***AGC Safety Videos—Available For Loan Or Purchase***

VID 400 HAZARD COMMUNICATION

VID 400S HAZARD COMMUNICATION (SPANISH)

VID 401 CONTROLLING THE FIELD: JOB SITE SAFETY

VID 402 JUST THE FACTS: ACCIDENT INVESTIGATING

VID 403 CLEARING THE AIR: CONFINED SPACE

VID 404 SUCCESS AT THE TOP: STAIRWAY AND LADDER SAFETY

VID 405 TAKE CHARGE: WORK SAFELY WITH TEMPORARY ELECTRICITY

VID 406 THE WINNING TICKET: HOUSEKEEPING ON THE JOB

VID 407 PLAY IT SAFE: CRANE SAFETY

VID 415 CONTROLLING THE LOAD: CRANE RIGGING SAFETY

VID 439 PUTTING IT ALL TOGETHER: SCAFFOLD SAFETY

VID 409 EXPOSING THE FACTS: LEAD EXPOSURE IN THE CONSTRUCTION INDUSTRY

VID 433 SOUND ADVICE: HEARING CONSERVATION ON THE JOB SITE

VID 434 THE BEST STRATEGY: PERSONAL PROTECTIVE EQUIPMENT

VID 434S THE BEST STRATEGY: PERSONAL PROTECTIVE EQUIPMENT

VID 447 EMERGENCY MEDICAL RESPONSE SAFETY

VID 424 STEP-BY-STEP: JOB SAFETY ANALYSIS

VID 422 WHAT GOES UP MUST COME DOWN

VID 443 ROLLING TOWER: MOBILE SCAFFOLD

VID 444 SWING STATE SCAFFOLDS: RAISING SAFETY

**VID 429 A SAFE SPAN: BRIDGE CONSTRUCTION**

**VID 440 IN THE TRENCHES: EXCAVATION SAFETY FOR WORKERS**

**VID 445 SILICA EXPOSURE: IT CAN LEAVE YOU BREATHLESS**

**VID 446 WITHIN SAFE LIMITS: PREVENTING ASBESTOS EXPOSURE**

**VID 427 BREATHING EASIER: THE BASICS OF RESPIRATORY PROTECTION**

**VID 428 BREATHING EASIER: SELECTING, FITTING & MAINTAINING**

**VID 418 BACK TO BASICS: BACK INJURY PREVENTION**

**VID 418S BACK TO BASICS: BACK INJURY PREVENTION (SPANISH)**

**VID 449 MOBILE CRANE CAPACITY**

**VID 450 MOBILE CRANE SETUP**

**VID 416 THE SKY'S THE LIMIT: SCISSOR AND AERIAL PLATFORM**

**VID 431 ON THE GO: FORKLIFT SAFETY**

**VID 417 ON YOUR GUARD: POWER TOOL SAFETY**

**VID 419 MAKE THE RIGHT MOVE: MATERIALS HANDLING SAFE**

**VID 423 A FIRM FOOTING: PILE DRIVING SAFETY**

**VID 420 AVOID THE HEAT: FIRE PREVENTION IN CONSTRUCTION**

**VID 425 TAKE CONTROL: LOCKOUT/TAGOUT**

**VID 435 GETTING THE JOB DONE SAFELY: WORKER ORIENTATION**

**VID 500 HEIGHTENED AWARENESS: FALL PROTECTION IN THE CONSTRUCTION INDUSTRY**

**VID 442 THINK AHEAD: DRIVER'S SAFETY**

**VID 438 MAKING THE MOVE: TRAILERING CONSTRUCTION EQUIPMENT SAFELY**

**VID 436 ON SOLID GROUND: SAFE EXCAVATION AND TRENCHING**

*TOOL BOX SAFETY TALKS VIDEO SERIES*

VID 550.1	FIRE EXTINGUISHER OPERATION
VID 550.2	EYE & FACE PROTECTION
VID 550.3	COMPRESSED GAS SAFETY
VID 550.4	HAND PROTECTION
VID 550.5	FOOT PROTECTION
VID 550.6	HEARING PROTECTION
VID 550.7	LADDER SAFETY
VID 550.8	WORKING SAFELY WITH SCAFFOLDING
VID 550.9	SAFETY WITH CRANE RIGGING
VID 550.10	POWDER ACTUATED TOOL SAFETY
VID 550.11	CHEMICAL SAFETY
VID 550.12	WORKING AROUND CONSTRUCTION EQUIPMENT SAFETY
VID 550.13	WORKING SAFELY AROUND EXPLOSIVES
VID 550.14	CONSTRUCTION EQUIPMENT MAINTENANCE
VID 550.15	SAFETY BELTS FOR VEHICLE SAFETY
VID 550.16	TRAFFIC CONTROL SAFETY
VID 550.17	WORKING AROUND CARBON MONOXIDE
VID 550.18	WARNING SIGNS
VID 550.19	WORKING AROUND HIGH VOLTAGE
VID 550.20	HEAD PROTECTION
VID 550.21	EMPLOYEE ACCOUNTABILITY
VID 550.22	SKID STEER LOADER SAFETY

<b>VID 550.23</b>	<b>CUT-OFF SAW SAFETY</b>
<b>VID 550.24</b>	<b>LASER SAFETY</b>
<b>VID 550.25</b>	<b>ENVIRONMENTAL HAZARDS IN CONSTRUCTION</b>