

Christine Rochelle Moon

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EDUCATION/LICENSURE

Iowa License to Practice Law 2000-present

Certified Mediator 2009-present

Iowa State University, Ames, Iowa 2021
Master of Accounting

Drake University Law School, Des Moines, Iowa 2000
Juris Doctor, with honors

Honors: Order of the Barristers recipient in 2000. The Order of the Barristers is an honorary organization that encourages oral advocacy and brief writing skills through effective law school advocacy programs. Ten third year law students can receive this award for their time and effort given to moot court and mock trial programs at Drake Law School.

Activities: Moot Court Board from 1998-2000 (Vice President from 1999-2000). The goal of the moot court board is to further the art of appellate and trial advocacy at Drake University Law School. The vice president assists the executive board with functions and records competitions.

Dean's list in the Fall of 1998, Spring of 1999, Fall of 1999 and Spring of 2000.

Intellectual Property Moot Court Team Member in 1999-2000. Our team prepared briefs and oral arguments regarding a topic involving patents and then competed at the state and regional level of competition.

Delta Theta Phi Legal Fraternity Member.

Iowa State University, Ames, Iowa 1997
Bachelor of Science in Business Administration

Major: Accounting

Des Moines Area Community College, Ankeny, Iowa 1995
Associate of Arts in Liberal Arts

Honors: Dean's List in the Fall of 1993, Spring of 1995 and Summer of 1995
President's List in the Spring of 1994

CONTINUING LEGAL EDUCATION

Various meetings and conferences in continuing legal education	2001- Present
ISBA Annual Meeting	2001- Present
Mediation Training – forty hours of training to become a certified mediator	2009

AWARDS

Des Moines Area Community College Alumni of the Year – Ankeny	2010
Order of the Barristers	2000
American Jurisprudence Awards for the highest grades in Ethics and Evidence	1998

MEMBERSHIPS

Iowa State Bar Association	2000- Present
Story County Bar Association (<i>President 2008-09</i>)	2000- 2013/ 2018- 2021
DMACC Alumni Association	2010- Present
Iowa State University Alumni Association	2003- Present
University of Iowa Alumni Association <i>Spousal member</i>	2009- Present
ACBSP (Accreditation Council for Business Schools and Programs)	2011- 2019

POST SECONDARY EXPERIENCE

Iowa State University <i>Associate Teaching Professor, Accounting Department</i>	<i>2023-Present</i>
<i>Assistant Teaching Professor, Accounting Department</i>	<i>2022-2023</i>

As an associate (and assistant) teaching professor in the Accounting Department at Iowa State, I teach Corporate Taxation, Federal Income Tax (Individual), the Volunteer Income Tax Assistance (VITA) class, and other accounting courses as assigned. The VITA class consists of cooperating with the Internal Revenue Service to provide tax preparation services to clients. I provide lecture and instruction to students on how to prepare income tax returns, organize sessions to meet with clients, supervise the preparation of returns by students, and double check and

file returns after they are completed. The Federal Taxation classes involve concepts dealing with personal and business taxation.

Iowa State University

Part Time Faculty Member, Accounting Department

2020-
2022

As a part-time faculty member in the Accounting Department at Iowa State, I teach the Volunteer Income Tax Assistance (VITA) class in the Spring and Federal Taxation in the fall. The VITA class consists of cooperating with the Internal Revenue Service to provide tax preparation services to clients. I provide lecture and instruction to students on how to prepare income tax returns, organize sessions to meet with clients, supervise the preparation of returns by students, and double check and file returns after they are completed. The Federal Taxation class (ACCT485) involves concepts dealing with personal and business taxation.

Des Moines Area Community College

District Chair, Business Administration Department

2015-
Present

As District Chair of the Business Administration Department, I work with deans and provosts to assign and schedule online classes. I assist the deans, provosts, and group leaders with the scheduling and assignment of traditional classes. I work with the faculty to ensure curriculum is current and if not, I oversee the process for curriculum changes. I schedule and run advisory committee meetings twice a year, as well as maintaining that committee. I also assist in maintaining accreditation through the Higher Learning Commission (HLC). During the time our programs were accredited through the Accreditation Council for Business Schools and Programs (ACBSP), I was responsible for maintaining that accreditation. I schedule, organize, and run meetings with all of the business department faculty members two to three times per year. In 2015, I worked with Iowa State University to establish an articulation agreement for Introduction to Business.

Des Moines Area Community College

Business Administration Full Time Faculty

2013-
Present

As a full-time faculty member, I have taught Business Law, Introduction to Business, Business Math, Leadership, Internship, The College Experience and Human Relations in Business. I develop and teach the courses according to the required curriculum. I counsel my students whether they are in need of class help or any other type of assistance. I write and administer all of my own tests in an effort to ensure students are learning as much as possible from my classes.

ONE DMACC CPI Team

Participant

2018-
2019

The One DMACC team was a Continuous Project Improvement team at DMACC designed to come up with recommendations to bring all of the campuses at DMACC together as one. We made recommendations that were approved by The Cabinet.

Hiring Committee for Online Dean - DMACC

Participant

2019

This committee was designated to make recommendations for a new online dean. This was a new position at DMACC that was in charge of the online

programming at the college. I attended the Skype and in person interviews on the committee. We made a recommendation to the administration regarding which candidate should be hired.

Hiring Committee Economics Instructor – Boone Campus 2019
Chair

This committee was a two-semester committee because the summer search was unsuccessful. In the fall of 2018, I oversaw the committee that interviewed and recommended for hiring the new economics instructor at the Boone Campus for economics.

Des Moines Area Community College 2014-
LEAD Project 2017

LEAD (Leadership Excellence at DMACC) was a project that was a joint effort between DMACC, The Institute for Excellence and Ethics, and the Robert D. and Billie Ray Center. Materials in this project were designed to provide students with the soft skills they need to be successful in the workplace. I initially worked with these materials in 2014 when they were added to my Internship and Seminar classes. Beginning in the summer of 2016, I worked with the administrative team at DMACC to expand this material DMACC wide. Due to lack of funding, we were unable to complete this project.

Community College Leadership Initiative Consortium (CLIC) 2016
Participant

The CLIC Program is a program designed by Iowa State University for faculty members at the community colleges in Iowa who have been designated as future leaders and administrators. During the program, participants travel around to different community colleges and hear from administrators to gain insight on advancement in their careers.

Des Moines Area Community College 2001-
Adjunct Instructor 2013

I taught several classes at the Boone and Ankeny campuses including: Business and Financial Math, Business Law I, Business Law II, Introduction to Business and The College Experience. In each of these classes, I developed the course structure according to the required curriculum. I created the course syllabus and regularly added new activities and information to the coursework. I wrote and administered all of my own tests in an effort to ensure students were learning as much as possible from my class. Over the years I regularly and consistently received high marks and written compliments from my students.

PRIVATE LAW PRACTICE EXPERIENCE

Christine R. Moon (f/k/a Keenan), Attorney at Law 2008-
Attorney and Mediator Present

Duties as Attorney:

From 2008-2013, I handled a very busy case load involving family law cases (divorce, custody, paternity, adoption, juvenile court), criminal (simple misdemeanor to class A felony), business, tax, real estate, estate planning, guardianship, conservatorship, probate, collections, and appeals. From 2013-

present, my duties as an attorney have been minimal and mostly volunteer.

Duties as Mediator:

As a mediator my duty is to serve as a neutral third party who assists in negotiating settlements in family law cases. I mostly engage in caucus style mediations where I alternate between the two rooms in an effort to resolve the case without the need for judicial intervention. A good portion of my mediations have been successful. I continue to serve as a mediator in the Second Judicial District of Iowa. I have adapted to the pandemic by conducting mediations on Zoom.

Office Manager/ Accountant

2008-
2013

Duties as Office Manager/Accountant:

Between May of 2008 and 2013, I was the sole person in charge of the finances within our law firm. During the time that we were a partnership, I was in charge of the tax returns and formal partnership documents. I hired and supervised employees and interns who worked in the firm. I was responsible for all accounting issues with the firm, including regularly preparing financial statements and balancing bank accounts. I delegated certain duties to other attorneys or staff while supervising to ensure the duties were completed. I also negotiated contracts for services within the office.

Feilmeyer, Feilmeyer, Keenan, Forbes & Fultz, LLC
Attorney

2000-
2008

Duties as Attorney:

I handled a full case load involving a number of different kinds of cases, including, but not limited to: family law, adoption, bankruptcy, appellate, contracts, new business start-up, estate planning, probate, collections, tax, criminal and personal injury.

I met with clients and prepared all the legal filings. I drafted my own letters and prepared cases for hearing or trial if necessary. I prepared witnesses for trial and handled bench and jury trials during my practice. I negotiated settlements by talking to the opposing attorney and my clients. I prepared tax returns for clients (personal, business, and farm). I reviewed financial statements for businesses both in preparing a case for trial and in preparing bankruptcy or tax documents. I negotiated tax issues with the IRS and the Department of Revenue.

Duties as Managing Partner Over Employees:

I supervised all of the employees of the firm. During my time at the firm, we generally had three secretaries. Those secretaries engaged in duties similar to paralegals. I was in charge of their direct supervision and their annual reviews. I recommended pay raises to the other partners, which were voted on at our annual meetings. I scheduled the secretaries. When it was necessary, I was responsible for the hiring and firing of staff. I was also in charge of reviews and any necessary reprimands. I developed the list of job duties of the secretaries.

Duties as Law Partner:

As a partner in the law firm, I monitored all financial statements at least on a monthly basis, but most commonly twice a month. I signed checks for accounts payable and monitored the bank accounts. I made recommendations for fiscal policy within the firm. I trained, mentored, and educated newly hired attorneys.

COMMUNITY SERVICE

Iowa State Bar Association *Annual Meeting Committee*

2001-
Present

Duties as Committee Member:

The annual meeting committee organizes, plans, and puts on the annual convention for the Iowa State Bar Association members. There are generally 400-700 people in attendance and our committee is in charge of arranging speakers, getting approval for CLE credit, and arranging meals and events over the course of three days each year. We generally arrange approximately 45-60 speakers for the meeting. We also arrange different luncheon events, an exhibit hall for vendors, and an evening awards banquet.

Co-Chair of Annual Meeting Committee

2007 –
Present

Duties as Co-Chair:

As the co-chair of the committee, I am in charge of arranging and leading meetings throughout the year, delegating duties to committee members, and ensuring that everyone follows through with their assignments. Generally, if the committee cannot come to consensus on an issue, the co-chairs work together with the President and the Executive Director of the Iowa State Bar Association to make a final decision on the subject. For the last several years, we have been also working together with the Iowa Judges Association to assist them in planning their annual convention jointly with ours, which has increased the number of speakers and attendees at the convention.

City of Boone Entrelaunch *Member*

2013-
2022

Duties as Member:

Meet with prospective entrepreneurs from the Boone community to assist them in successfully starting their own business. Entrelaunch is made up of business professionals from the Boone community who have experience in starting and running their own businesses. (Although I am technically still on this committee it has been inactive for quite some time)

Phi Beta Lambda (Future Business Leaders of America) *Advisor*

2012-
2022

Duties as Advisor:

Phi Beta Lambda (PBL) is a student business group that is designed to provide students with the leadership skills they need to be successful in the workplace. PBL focuses on soft skills to compliment the technical skills the students receive in the classroom. I organize and maintain membership of this group and

I assist the students in learning how to run meetings and how to organize conferences. I advise the students regularly in personal, professional, and educational matters. I attend workshops and conferences with the students in Iowa and nationwide.

State Committee Member

2018-
2022

Duties as State Committee Member:

We meet monthly with committee to plan Fall and Spring conferences jointly with the State Officers of PBL. Our committee recruits volunteers for the events, including speakers for workshops and judges for competitive events.

St. John's Episcopal Church

Sunday School Teacher, Alter Guild, Diocesan Youth Events

2009-
2020

Duties as Sunday School Teacher (2015-2019):

I planned the curriculum and taught the high school class. This involved reviewing the lessons for the week from the church service and looking up current events to create a lesson plan that provided the students with interesting discussion topics that are based on the scripture for the week.

Duties on Rector Search Committee (2018):

As a member of the rector search committee, I was charged with helping create a parish profile (describing our parish history and needs), writing a description of the candidate, reviewing resumes and cover letters, conducting Skype interviews, preparing for and conducting in person interviews, making a recommendation for hiring, and preparing a welcoming committee for the incoming priest.

Duties on Alter Guild (2016-2020):

During the weeks that I serve on Alter Guild throughout the year, I am in charge of arriving prior to the beginning of church service and setting up the entire alter. After the first service, I reset the alter for the next service and ensure that the collection is secure.

Duties at Diocesan Youth Events (2015-2019):

I volunteered at several youth events throughout the last several years. There are weekend events for middle schoolers, as well as for high schoolers. At these weekend events, I served as a volunteer to help organize, and also served as an adult shepherd to help guide the youth through some difficult conversations. I volunteered for several years as a counselor and a teacher at the youth summer camp in Monticello, Iowa, which was a week-long camp for youth ranging in age from 10-18. When serving in the teacher role, it took many weeks of preparation to ensure that each day of camp has fun, spiritual activities.

DMACC Business Advisory Board

Lay Person: 2010-2013

Faculty: 2013-2015

District Chair: 2015-present

2010-
2022

Duties as Board Member (lay person and faculty):

Meeting with faculty, staff, and lay person members to review the curriculum of the Business Administration programs and ensure that it is current.

Duties as District Chair:

As district chair, I maintain the advisory board members. I schedule and run two advisory board meetings per year. During these meetings we review the current curriculum, discuss potential curriculum, and make revisions to any curriculum that is outdated. In addition to creating the agendas for the meeting, I also create and maintain the minutes and records from the meetings.

DMACC Paralegal Advisory Board

Lay Person and Faculty Member: 2018-2021

2018-
2021

Duties:

Meeting with faculty, staff, and lay person members to review the program curriculum. Since receiving accreditation through the American Bar Association, our meetings focus on maintaining that status, reviewing the available programs, and modifying curriculum when necessary.

Habitat for Humanity of Story County

*Family Selection Committee
Chair: 2012-2014*

2007-
2014
2021-
Present

Duties as Committee Member:

The family selection committee of Habitat for Humanity of Story County is in charge of reviewing applications and either denying them or sending them to the Board of Directors for approval. The committee contacts references and makes sure the file is complete before it is reviewed. It is required to review income to debt ratios, income guidelines, and credit reports to determine qualification. Once a family meets the initial criteria, two members of the committee go to their current home and complete an interview and home visit. If they meet all of the qualifications, one of the committee members presents the file to the board of directors for approval. On occasion, a selection committee member sponsors the family through the home building process.

Iowa State Bar Association Volunteer Lawyer Project

Volunteer Lawyer

2000-
2013

Duties as Volunteer Lawyer:

The volunteer lawyer project provides pro bono legal services to people and families that cannot otherwise afford legal services and do not qualify for legal aid. I have represented individuals and families in numerous types of cases over the years.

Ames Middle School Mock Trial Program

Attorney Coach

2007-
2014

Duties as Attorney Coach:

The mock trial program at the middle school starts in August or early September each year and goes until competition in November of that same year. As the attorney coach for the

mock trial team, I attended practices twice a week and assisted the teams in preparing for the competition. We taught students how to be attorneys and witnesses for the case that was presented for the year. As the attorney coach, I often had to describe and define procedure and legal terminology in depth. I arranged to have other attorneys and judges attend a couple of scrimmages each year as well. I attended the regional and state competitions.

Bethesda Lutheran Church
Education Board Member

2003-
2004

Duties as Board Member:

The education board met monthly and discussed and planned education activities for youth and adults.

Story County Bar Association
Continuing Education Program Organizer

2004-
2008

Duties as Organizer:

For a period of four years, I planned and organized the annual Story County Bar Association continuing education class that occurs in January. I was responsible for arranging the location, the speakers, the advertisements, the approval of continuing legal education, and the collection of fees for the seminar.

Ames Little League
Board of Directors

2006-
2008

Duties as Board Member:

The Ames Little League Board of Directors is in charge of every aspect of Ames Little League Baseball. For a period of about a year, I was the treasurer of the organization and was in charge of the financial statements. I was also in charge of the collection of dues and money for fundraisers.

HOBBIES & ACTIVITIES

Golfing

I have been a golfer since I was 13 years old. I enjoy golfing with my husband, my children, my friends, and my colleagues. I have participated in the DMACC CEO Golf tournament since 2014 to help raise money for DMACC Foundation scholarships. I have also participated in the Boone Chamber of Commerce tournament as a member of the Boone DMACC team.

Running

I have been a runner off and on since middle school. I ran sprints in track and field during middle school and high school. After taking some time off during college and law school, I started running again in about 2004 and have completed many running events, including:

- Dam to Dam (several times) – Des Moines, Iowa
- Des Moines Half Marathon – Des Moines, Iowa
- Big Sur Marathon – Big Sur, California

- San Antonio Marathon (three times) – San Antonio, Texas
- Dublin Half Marathon (three times) – Dublin, Ireland

Triathlons

I began doing triathlons in 2005 after encouragement of a close friend. I worked very hard over the course of five years to train for and complete an Ironman competition in Florida. That race included training 20 hours a week over the course of approximately nine months. That race is one of my biggest life accomplishments. I finished in 13 hours, 19 minutes, and 0 seconds. Prior to that race, I completed several triathlons including:

- Hy Vee Olympic Course Triathlon (4-5 years) – Des Moines, Iowa
- Long Horn Half Ironman Triathlon – Austin, Texas
- Florida Half Ironman Triathlon – Orlando, Florida

Traveling

I enjoy traveling with my family and friends. I believe that travel and exposure to other people and cultures makes me a better person. I have visited many states throughout the country. I have traveled to Ireland, Northern Ireland, Austria, Scotland, Italy, France, Germany, Netherlands, Belgium and England. I have gone on several cruises which have taken me to many Caribbean countries. I look forward to continuing to see the world with my family in the future and have contemplated ways to initiate new travel abroad programs at DMACC.

PROFESSIONAL REFERENCES

MD Isley, Vice-President of Academic Affairs, DMACC, 515-964-6855

Drew Nelson, Provost of Boone Campus, DMACC, 515-433-5020

Honorable Sharon Soorholz-Greer, Judge, Iowa Court of Appeals, 641-751-3114

Honorable David Danilson, Retired Chief Judge, Iowa Court of Appeals, 515-298-3797

Honorable Michael Streit, Former Justice, Iowa Supreme Court, 515-473-4485

PERSONAL REFERENCES

Kristen Franken, Ames, Iowa, 515-450-2490

John Mongar, Ames, Iowa, 515-480-4270

Joey Florea, Story City, Iowa, 515-230-1765