

**McLean County Museum of History**

**Glen Wallace  
Diamond-Star Motors / Mitsubishi Motors Collection**

Processed by  
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**Collection Information**

VOLUME OF COLLECTION:	1 Box
COLLECTION DATES:	1987-2010
RESTRICTIONS:	None
REPRODUCTION RIGHTS:	Permission to reproduce or publish material in this collection must be obtained in writing from the McLean County Museum of History
ALTERNATIVE FORMATS:	None
OTHER FINDING AIDS:	None
LOCATION:	Archives
NOTES:	See also Diamond-Star Motors / Mitsubishi Motors Collection

## **Brief History**

Glen Wallace was an employee of Mitsubishi Motors North America, Inc. (MMNA) for more than twenty-five years. Wallace moved to Normal in 1989 from Bensenville, IL, after being hired at the automotive plant. He was employed as a welder in the body shop after a six-month hiring process. He worked in the body shop for ten years before transferring to the paint shop, where he remained until 2016 when MMNA officially closed. During his twenty-seven years at the plant, Wallace was a United Automobile Workers (UAW) Local 2488 union member, the first and only union to have an agreement with a foreign automobile manufacturer in the United States. Prior to being referred to as MMNA, the Midwestern automobile plant was known as Diamond-Star Motors (DSM), a joint venture between Mitsubishi and Chrysler. This joint venture allowed for UAW Local 2488 to be the representative of employees through its relations with Chrysler. The company opened in Normal, Illinois in 1988 and was McLean County's fifth largest employer, manufacturing automobiles for both the American and export markets (nations such as Canada, Mexico, Russia, and Spain). In 1991, Mitsubishi bought out Chrysler's interest and the operation's name was changed to Mitsubishi Motors Manufacturing of America (MMMA) and eventually MMNA.

## **Scope**

The collection includes Glen Wallace's personal hiring records at DSM, employee benefit plans, UAW information packets and booklets, memos regarding changes and adjustment to benefits, workplace conduct policies, employee handbooks, employee training manuals, agreements between manufacturers and unions, memos regarding agreements between the manufacturer and UAW Local 2488, Mitsubishi publications and articles, and miscellaneous items.

## **Box and Folder Inventory**

### **Folder 1: Glen Wallace Personal Employment Records**

- 1.1 Illinois Department of Employment Security – Notification of General Aptitude Test Battery for application process, undated
- 1.2 Instructions for completing DSM application sheet, undated
- 1.3 DSM Assessment Center Job Application Checklist, dated October 2, 1987
- 1.4 Notification letter from Senior Assessor and Research Analyst, David R. Knapp, regarding Phase I and Phase II appointment for selection process, dated October 25, 1988
- 1.5 Notification letter from Personnel Representative, Robert Ponsonby, regarding employment offer as Maintenance Associate, dated February 10, 1989
- 1.6 Informal counseling slip, dated May 7, 1991

### **Folder 2: Workplace Policies**

- 2.1 DSM workplace rules and regulations employee packet, undated
- 2.2 MMMA memorandum from Manager of Employee Relations, Mel Hall, regarding updated workplace rules and regulations employee packet, dated December 19, 1997
- 2.3 MMMA workplace rules and regulations employee packet, undated

2.4 MMMA Dress Code and Grooming Policy, dated January 5, 1998

**Folder 3: UAW Welcome Package and Notifications**

- 3.1 United Automobile Aerospace and Agriculture Implement Workers of America (UAW), *Constitution of the International Union*, adopted June 1986
- 3.2 Letter from UAW Local 2488 Chairperson Terry Bolte and Solidarity Committee Chairperson Mike Smith informing members of UAW Local 974 employee strike at the company Caterpillar, and for UAW Local 2488 to stand in financial solidarity by raising funds for strikers, dated February 7, 1992
- 3.3 “Welcome: New Member To The UAW” folder that contains: Parliamentary Law Desk Chart, undated; Application for the Walter and May Reuther UAW Scholarship Program, undated; a blank Certificate of Initiation Ceremony, undated; “You and the UAW: For Local Union Leadership and Membership” booklet, revised December 1986; three UAW Local 2488 stickers; Skilled Trades UAW sticker; UAW Veterans sticker; “Welcome to the UAW” booklet, dated May 1987; “Songs for UAW Member” booklet, revised May 1986; “This Union Cause” booklet, revised November 1988; “10 Points for Meetings” booklet, revised January 1987; “The UAW Makes Us Strong” booklet, dated February 1988; MMMA/MMNA yearly calendars, 2002-2015

**Folder 4: Employee Benefit Plans**

- 4.1 DSM employee benefits and insurance folder that contains: “Your DSM-UAW Legal Service Plan for Associates” summary, effective September 1, 1991; “Your Diamond-Star Motors Group Insurance Plan for Associates” summary, dated November 1994; “Your Diamond-Star Motors PPO Health Care Plan” summary, dated December 1994; “Your Diamond-Star Motors Dental Plan” summary, dated December 1994; “Your Diamond-Star Motors 401(k) Savings Plan for Associates” summary, effective January 1, 1993; “Your Diamond-Star Motors Pension Plan for Associates” summary, effective January 1, 1993; “Pension Plan Highlights,” revised October 1994
- 4.2 Summary Report for Diamond-Star Motors Group Dental Plan for fiscal year plan March 1, 1993 through February 28, 1994, undated
- 4.3 Summary Annual Report for Diamond-Star Motors Corporation Pension Plan for Associates for the year ended December 31, 1993, undated
- 4.4 Summary Annual Report for Diamond-Star Motors Corporation 401(K) Savings Plan for Associates for the year ended December 31, 1993, undated
- 4.5 Notification from Vice President and General Manger Patrick Walter and UAW Local 2488 Bargaining Chairperson Terry Bolte regarding HMO health plan, dated November 1, 1995
- 4.6 Health Alliance Associate Informational/Enrollment Meetings, dated October 31, 1995
- 4.7 Health Insurance Comparison Chart: PPO/Non-PPO and HMO Plans (Effective 1/1/96), dated October 31, 1995
- 4.8 Health Alliance HMO information brochure, undated
- 4.9 Notification and enrollment packet for the Dependent Care Flexible Spending Account, dated October 28, 1997
- 4.10 Notification from Manager of Compensation and Benefits Administration, Michael Guttas, regarding health information privacy practices and disclosures, dated April 8, 2003

- 4.11 Special UAW Report: Highlights of Proposed UAW/Diamond-Star Agreement 1992-1995, dated August 1992
- 4.12 Special UAW Report: Highlights of Proposed UAW-Mitsubishi Motor Manufacturing of America Agreement, 1998-2001, dated August 1998
- 4.13 UAM-Mitsubishi Motor Manufacturing of America Report: “UAW Negotiating Team Achieve Significant Gains In New 4 Year Agreement At MMMA,” dated August 2001

**Folder 5: Agreements/Recommendations/Assessments/Implementations Reports**

- 5.1 Letter from Mitsubishi Motors Corporation General Manager, Tadashi Mina, to John W. Frasco, of Frasco & Caponigro Attorneys and Counsellors, regarding successful bargaining agreement between MMMA and UAW Local 2488, dated September 14, 1995
- 5.2 Response letter from John W. Frasco, of Frasco & Caponigro Attorneys and Counsellors, to General Manager Tadashi Mina September 14, 1995 bargaining agreement letter between MMMA and UAW Local 2488, dated October 5, 1995
- 5.3 “Recommendation to Mitsubishi Motor Manufacturing of America to Achieve a Model Workplace,” prepared by Lynn Martin, dated February 12, 1997
- 5.4 Notification from MMMA Chairman and CEO, Tsuneo Ohinouye and President and COO, Takahisa Komoto, addressed to employees regarding new mission statement and the implementation of the Model Workplace initiative, dated June 23, 1997
- 5.5 Mitsubishi Motor Manufacturing America Mission Statement, undated
- 5.6 ‘The Report of the Martin Task Force on MMMA’s First Year of Implementation,’ addressed employees from Michio Yamashita, Chairman and Senior CEO, dated April 3, 1998
- 5.7 Lynn Martin Task Force notification addressed to all employees from Lynn Martin regarding report of MMMA’s implementation of the Model Workplace initiative, undated
- 5.8 “A First Year Assessment of MMMA’s Implementation of Recommendation to Create a Model Workplace,” prepared by Lynn Martin, dated April 7, 1998
- 5.9 State of the Workplace Report, dated January 19, 1999
- 5.10 ‘Streamlining and delayering update,’ addressed to employees from Rich Gilligan, EVP and COO, dated January 27, 1999
- 5.11 ‘Worker Adjustment and Retraining Notification letter sent to the UAW’ addressed to MMMA Associates from Rich Gilligan, EVP and COO, dated January 27, 1999
- 5.12 1999 State of the Workplace Report, dated February 4, 2000
- 5.13 2000 State of the Workplace Report, dated February 2001
- 5.14 State of the Workplace Report, dated February 2002
- 5.15 State of the Workplace Report, dated June 2003

**Folder 6: New Employee Manuals**

- 6.1 DSM Orientation For New Employees, March 6-10, 1988, actual document undated
- 6.2 DSM 7 Tool Quality Circle Training Manual – QC Department, undated

**Folder 7: DSM Employee Training Manual MD-2001**

- 7.1 DSM Employee Training Manual: MD-2001 – Training Material For DSM, undated

**Folder 8: DSM Employee Training Manuals, AP-001, AP-003, AP-006, AP-008, AP-013**

- 8.1 DSM Employee Training Manual: AP-001 – Operating Standard Control Procedure, dated July 1, 1987
- 8.2 DSM Employee Training Manual: AP-003 – Quality Meeting Procedure, dated July 1, 1987
- 8.3 DSM Employee Training Manual: AP-006 – Kaizen Group Activities, dated July 1, 1987
- 8.4 DSM Employee Training Manual: AP-008 – Design Change Administration, dated July 1, 1987
- 8.5 DSM Employee Training Manual: AP-013 – Staff Duties, dated July 1, 1987

**Folder 9: DSM Employee Training Manual, PA-001 – PA-005**

- 9.1 DSM Employee Training Manual: PA-001 – How to Make and How to Control The Operating Standard, dated July 1, 1987
- 9.2 DSM Employee Training Manual: PA-002 – The Paint Mixing Shop, dated July 1, 1987
- 9.3 DSM Employee Training Manual: PA-003 – Undercoat Process Operation, dated July 1, 1987
- 9.4 DSM Employee Training Manual: PA-004 – Surfacer Blackout Masking and Spot Sanding Process Operations, dated July 1, 1987
- 9.5 DSM Employee Training Manual: PA-005 – Intermediate Coat Process, dated July 1, 1987

**Folder 10: DSM Employee Training Manual, PA-006 – PA-009**

- 10.1 DSM Employee Training Manual: PA-006 – Inspection Process Operations, dated July 1, 1987
- 10.2 DSM Employee Training Manual: PA-007 – The Top Coat Process, dated July 1, 1987
- 10.3 DSM Employee Training Manual: PA-008 – Repair Process Operations, dated July 1, 1987
- 10.4 DSM Employee Training Manual: PA-009 – Sealing Process Operations, dated July 1, 1987

**Folder 11: DSM Employee Training Manual, PA-010 – PA-014**

- 11.1 DSM Employee Training Manual: PA-010 – Pretreatment and Electrocoating, dated July 1, 1987
- 11.2 DSM Employee Training Manual: PA-011 – Primer Adjustment and Melanine Sheet Process Operations, dated July 1, 1987
- 11.3 DSM Employee Training Manual: PA-012 – Paint Shop Cautionary Items, dated July 1, 1987
- 11.4 DSM Employee Training Manual: PA-013 – Oye Paint Shop, dated July 1, 1987
- 11.5 DSM Employee Training Manual: PA-014 – Structure and Maintenance of Tools Used in The Paint Shop, dated July 1, 1987

**Folder 12: DSM Employee Training Manual, PA-015 – PA-019**

- 12.1 DSM Employee Training Manual: PA-015 – Characteristics of Painting Materials, dated July 1, 1987
- 12.2 DSM Employee Training Manual: PA-016 – Basic Knowledge of Paints and Painting, dated July 1, 1987

- 12.3 DSM Employee Training Manual: PA-017 – Quality Control System and Specifications Control, dated July 1, 1987
- 12.4 DSM Employee Training Manual: PA-018 – Trouble-Shooting in Painting, dated July 1, 1987
- 12.5 DSM Employee Training Manual: PA-019 – OJT Trainee Reference Material (Examples OJT), dated July 1, 1987

**Folder 13: DSM Employee Training Manual, PA-020 – PA-023, PA-025 – PA-026**

- 13.1 DSM Employee Training Manual: PA-020 – Shop Improvement to Increase Productivity, dated July 1, 1987
- 13.2 DSM Employee Training Manual: PA-021 – Long-Range Efficiency Check (For Managers), dated July 1, 1987
- 13.3 DSM Employee Training Manual: PA-022 – Promotion of Process Planning, dated July 1, 1987
- 13.4 DSM Employee Training Manual: PA-023 – Production Instruction and Production Follow-Up, dated July 1, 1987
- 13.5 DSM Employee Training Manual: PA-025 – Vehicle Model Management, dated July 1, 1987
- 13.6 DSM Employee Training Manual: PA-026 – Safety Control, dated July 1, 1987

**Folder 14: DSM Employee Training Manual, PA-027 – PA-028, PA-030 – PA-034**

- 14.1 DSM Employee Training Manual: PA-027 – Ransburg Automatic REA Gun Safety and Inspection Standard, dated July 1, 1987
- 14.2 DSM Employee Training Manual: PA-028 – Leadership and Training Activities for Greater Awareness, dated July 1, 1987
- 14.3 DSM Employee Training Manual: PA-030 – Operation, dated July 1, 1987
- 14.4 DSM Employee Training Manual: PA-031 – Paint Pipe Arrangement and Maintenance, dated July 1, 1987
- 14.5 DSM Employee Training Manual: PA-032 – Equipment Maintenance and Cleaning, dated July 1, 1987
- 14.6 DSM Employee Training Manual: PA-033 – Coating Equipment, dated July 1, 1987
- 14.7 DSM Employee Training Manual: PA-034 – Sealer Robot Operation Manual, dated July 1, 1987

**Folder 15: DSM Employee Training Manual, SP-001 – SP-003**

- 15.1 DSM Employee Training Manual: SP-001 – Bumper Painting in General, dated July 1, 1987
- 15.2 DSM Employee Training Manual: SP-002 – Coating Equipment, dated July 1, 1987
- 15.3 DSM Employee Training Manual: SP-003 – Paints, dated July 1, 1987

**Folder 16: DSM Employee Training Manual, SP-004 – SP-006**

- 16.1 DSM Employee Training Manual: SP-004 – Operating Procedure and Painting Quality, dated July 1, 1987
- 16.2 DSM Employee Training Manual: SP-005 – Bumper Coating Training, dated July 1, 1987
- 16.3 DSM Employee Training Manual: SP-006 – Production Progress Control, dated July 1, 1987

**Folder 17: Collective Bargaining Agreement DSM/UAW Local 2488, 1989**

- 17.1 Agreement Between Diamond-Star Motors and the UAW Local 2488 (Japanese/English Print), dated August 28, 1989
- 17.2 Agreement Between Diamond-Star Motors and the UAW Local 2488 (English Print), dated August 28, 1989

**Folder 18: Collective Bargaining Agreement DSM/MMMA/UAW Local 2488, 1992/1995**

- 18.1 Agreement Between Diamond-Star Motors Corporation and the UAW Local 2488, dated August 27, 1992
- 18.2 Agreements Between Diamond-Star Motors Corporation and the UAW Local 2488, dated August 27, 1995

**Folder 19: Collective Bargaining Agreement MMMA/UAW Local 2488, 1998/2001**

- 19.1 Agreement Between Mitsubishi Motor Manufacturing of America, Inc. and the UAW Local 2488, dated August 27, 1998
- 19.2 Agreement Between Mitsubishi Motor Manufacturing of America, Inc. and the UAW Local 2488, dated August 24, 2001

**Folder 20: Collective Bargaining Agreement MMMA/MMNA/UAW Local 2488, 2005/2006**

- 20.1 2005 Contract Extension Between Mitsubishi Motor Manufacturing of America, Inc. and the UAW Local 2466, dated August 25, 2005
- 20.2 Agreement Between Mitsubishi Motors North America, Inc. and the UAW Local 2488, dated September 1, 2006

**Folder 21: Collective Bargaining Agreement MMNA/UAW Local 2488, 2008/2010**

- 21.1 Agreement Between Mitsubishi Motors North America, Inc. and the UAW Local 2488, dated October 6, 2008
- 21.2 Agreement Between Mitsubishi Motors North America, Inc. and the UAW Local 2488, dated December 9, 2010

**Folder 22: Collective Bargaining Agreement Mazda/UAW Local 3000, 1988**

- 22.1 Agreement Between Mazda Motor Manufacturing Corporation and the UAW Local 3000, dated March 1988

**Folder 23: Collective Bargaining Agreement Mazda/UAW Local 3000, 1991**

- 23.1 Agreement Between Mazda Motor Manufacturing Corporation and the UAW Local 3000, dated March 4, 1991

**Folder 24: Collective Bargaining Agreement NUMMI/UAW Local 2244, 1991**

- 24.1 Agreement Between the New United Motor Manufacturing, Inc. and the UAW Local 2244, dated July 1, 1991

**Folder 25: Mitsubishi Publications and Articles**

- 25.1 "Company on a roll," *USA Today*, October 11, 1995.

- 25.2 “New Direction in Design,” by Gary Witzenburg, *Automotive Industries*, Vol.184, No.2, December 2004, pp. 18-24.
- 25.3 *Mitsubishi Motors*, Vol.3, No.95, May 2002.
- 25.4 *Mitsubishi Motors*, Special Edition, February 2003.

**Folder 26: Misc. Items**

- 26.1 DSM Employee Safety Rules and Guidelines, undated
- 26.2 ‘MMMA Employee Vehicle Purchase Plan’ pamphlet, undated
- 26.3 Personnel Administrative Bulletin: Mitsubishi New Vehicle Purchase Plan, dated July 8, 1995
- 26.4 ‘Job Posting Program’ pamphlet, dated August 1997
- 26.5 ‘Mitsubishi Motor Manufacturing Unit Group Leader and Group Positions: A Description of Duties and Responsibilities’ pamphlet, dated September 1997
- 26.6 MMMA achievements, production, and developments pamphlet, undated
- 26.7 MMMA production overview newsletter, dated October 11, 1995
- 26.8 MMMA AGV Technology newsletter, dated March 12, 2004

**Loose Items**

Includes 2 binder handbooks:

- DSM Employee Handbook, undated
- MMMA Employee Handbook, dated March 1998