Board of Directors Meeting Minutes (March 6, 1991)

DMACC

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DES MOINES AREA COMMUNITY COLLEGE

PUBLIC HEARING
ON PROPOSED BUDGETS FOR FY1991-92

March 6, 1991
Building No. 1, Room 30, Ankeny Campus

A G E N D A

1. Call to order - 4:00 p.m.
2. Roll Call
3. Consideration of tentative agenda.
4. Acknowledgement by Board Secretary of how Notice of Hearing was made.
5. Requests to address the Board recognized.
6. Consideration of proposed General and Plant Fund Budgets (Funds 1, 2, and 7) for Fiscal Year 1991-92.
7. Adjournment.
A special meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on March 6, 1991, for the purpose of conducting a Public Hearing on the proposed General and Plant Fund Budgets for FY1992. The meeting was called to order at 4:00 p.m., by Board President Sue Clouser.

Members Present:
Harold Belken
DeVere Bendixen
Sue Clouser
Lloyd Courter

Members Absent:
Doug Shull

Others Present:
Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Mike Ralston, Executive Director, Polk-Des Moines Taxpayers Association
Other interested DMACC staff and area residents
Michelle Parker, Channel 8 News

A motion to approve the tentative agenda as presented was made by E. Leonard, seconded by H. Belken.

Motion passed unanimously.

Board Secretary H. Harris reported that the notice of the time and place of this budget hearing was, according to law and as directed by the Board, published in the Des Moines Register on February 20, 1991, and posted on the official DMACC bulletin board. No written objections to the proposed budgets have been received.

Mike Ralston, Executive Director of the Polk-Des Moines Taxpayers Association, addressed the Board, expressing the Association's unanimous support of the proposed budget. A copy of Mr. Ralston's address is Attachment #1 to these minutes.

It was moved by E. Leonard, seconded by N. Wolf, that the DMACC proposed General and Plant Fund Budgets (Funds 1, 2, and 7) for Fiscal Year 1991-92 budget
estimates as documented on the attached State Forms, be adopted and the Board Secretary be directed to forward copies of these budgets to county auditors as required by law. A copy of Form 637 and Forms 633-A is Attachment #2 to these minutes.

Motion passed unanimously on a roll call vote.

ADJOURNMENT

A motion for adjournment of the Public Hearing was made by N. Wolf, seconded by D. Bendixen.

Motion passed unanimously, and at 4:05 p.m., Board President Clouser adjourned the meeting.

SUSAN J. CLOUSER, President

HELEN M. HARRIS, Board Secretary
STATEMENT TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
PROPOSED 1991-1992 BUDGET

BY MICHAEL RALSTON, EXECUTIVE DIRECTOR
POLK-DES MOINES TAXPAYERS ASSOCIATION

Good afternoon Madam Chairman and board members, I am Mike Ralston, director of the Polk-Des Moines Taxpayers Association. I bring greetings from Bill Brown, chairman of our DMACC Committee. Bill was unable to attend so it's my pleasure to join you today and represent our association in commenting on the proposed budget.

Before speaking to the budget, however, our members asked me to express their thanks to you, Ms. Clouser, and to President Borgen, Vice President of Business Services Darrell Roberts, and Finance Director Don Zuck. These individuals shared time and information with our committee in our annual budget meeting and that is much appreciated.

Regarding the proposed budget for FY1992, please know that our Association strongly supports the budget you have developed. Given the challenges facing you, particularly in these times of uncertain state and federal assistance, we believe the budget is especially sound and prudent. We commend the board and administration for developing a fiscal plan that meets the needs of students while at the same time being responsive to taxpayers. Maintaining quality programs and at the same time decreasing the tax rate is an exceptional achievement.

Our members cited three specific areas for praise. These are the success of the new programs in Indianola and Newton, your continued attention to new training programs for business, and the planning and decisive action taken by the board and administration when it comes to dealing with fiscal realities.

Quite simply, our members applaud your work in developing this budget. Thank you for this opportunity to speak.

March 6, 1991
March 8, 1991

Mr. Tom Parkins
Polk County Auditor
2nd and Court Avenue
Des Moines, IA 50309

Dear Parkins:

Attached are our "Adopted Budget and Certified Merged Area School Taxes" (form 637) and "Supplemental Detail" (forms 633-A), for our fiscal year 1991-92 Budget.

Twenty-four copies are included to allow two copies each for Polk County and one each for our other 22 counties within our Area XI School District.

Also included is a copy of our proof of publication and a separate letter, with attachments, denoting that no Standby Levy is to be made this year.

Yours truly,

Irv Steinberg
Controller

cc: Helen Harris, DMACC Board Secretary
    Darrell Roberts, DMACC VP Business Svcs
    Robert Yeager, Chief, Bureau of Area Schls, State DOE

Encl
Adair  |  Cass  |  Greene  |  Jasper  |  Marion  |  Shelby  
 Audubon  |  Clarke  |  Guthrie  |  Lucas  |  Marshall  |  Story  
 Boone  |  Crawford  |  Hamilton  |  Madison  |  Polk  |  Warren  
 Carroll  |  Dallas  |  Hardin  |  Mahaska  |  Poweshiek  

To: County Auditors and Board of Supervisors in the Counties:

I do hereby certify that at a meeting of the Board of Directors, held as provided by law on March 6, 1991, the following budget was adopted and tax levies voted on all taxable property of this area and that said estimates of levies were made after public hearing as provided by law.

Helen M. Harris, Secretary

Address: 2006 S. Ankeny Blvd., Ankeny IA

Ankeny Campus, Room 30, Bidg 1

ADOPTED ESTIMATE SUMMARY

<table>
<thead>
<tr>
<th>Funds</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole (Dollars)</td>
<td>FYE 6-30-90</td>
<td>FYE 6-30-91</td>
<td>FYE 6-30-92</td>
<td>Actual and Proposed</td>
<td>Estimated</td>
<td>Estimated</td>
<td>Amount</td>
<td>(To be entered by County Auditor)</td>
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<tr>
<td>Unrestricted</td>
<td>12,130,360</td>
<td>29,472,114</td>
<td>23,763,309</td>
<td>-0-</td>
<td>23,763,309</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
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<tr>
<td>Restricted</td>
<td>25,885,840</td>
<td>28,819,661</td>
<td>30,792,261</td>
<td>2,200,203</td>
<td>29,800,512</td>
<td>3,191,952</td>
<td>XXXXXXXXXX</td>
<td>XXXXXXXXXX</td>
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<tr>
<td>Employment</td>
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<td>30,000</td>
<td>30,000</td>
<td>90,901</td>
<td>120,901</td>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tort Liab.</td>
<td>28,250</td>
<td>184,000</td>
<td>184,000</td>
<td>28,250</td>
<td>184,000</td>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
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<td>213,627</td>
<td>124,248</td>
<td>41,536</td>
<td>213,627</td>
<td>124,248</td>
<td>2,028</td>
<td>122,220</td>
</tr>
<tr>
<td>Early Retire</td>
<td>14,950</td>
<td>29,000</td>
<td>29,000</td>
<td>14,950</td>
<td>29,000</td>
<td>29,000</td>
<td>2,606</td>
<td>186,606</td>
</tr>
<tr>
<td>Equip. Repl.</td>
<td>258,616</td>
<td>279,061</td>
<td>291,000</td>
<td>258,616</td>
<td>279,061</td>
<td>291,000</td>
<td>2,028</td>
<td>122,220</td>
</tr>
<tr>
<td>Total/General</td>
<td>42,269,499</td>
<td>62,767,938</td>
<td>59,060,814</td>
<td>3,736,759</td>
<td>55,318,133</td>
<td>7,479,440</td>
<td>7,479,440</td>
<td>7,479,440</td>
</tr>
</tbody>
</table>

Following the budget hearing incorporates above any changes from the published estimates. Attach one copy of Schedule 633-A to each budget certificate. The amounts shown in Column C cannot exceed published estimates and represent maximum authorized expenditures.

TAXABLE VALUATION — as of January 1, 1990 (To Be entered by Control Auditor)

<table>
<thead>
<tr>
<th>County</th>
<th>Valuation</th>
<th>County</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification Approved ____________________________ 1991 and filed in Department of Management

Budget Division

Proof of Publication Filed and compared /s/
ENTRY RECORD OF THE HEARING AND DETERMINATION OF THE ESTIMATE

Be it remembered that on this, the 6th day of March, 1991, the Board of Directors of Des Moines Area Community College Area Vocational School or Area Community College of Polk, etc al Counties, Iowa met in session for the purpose of hearing upon the budget estimate as filed with this board. There was present a quorum as required by law.

The board investigated and found that the notice of the time and place of hearing has, according to law and as directed by the board, been published on the 20th day of February, 1991, in the Des Moines Register newspapers published at Des Moines, Iowa that the affidavits of publication thereof were on file with the county auditor. Thereafter and on said day the estimate was taken up and considered and taxpayers heard for and against as follows:

Michael Ralston, Executive Director of the Polk-Des Moines Taxpayers Association, expressed his organization's support of the DMACC proposed FY 1992 budget.

Thereafter and after hearing all taxpayers desiring to be heard, the board took up the estimate for final consideration and after being fully advised the board determined that said estimate be corrected and completed so that when completed it should be in words and figures as stated herein. The vote upon final adoption of the budget was as follows:

Ayes: Harold Belken, DeVerre Bendixen, Eldon Leonard, Gerry Pecinovsky, Sue Clouser, Nancy Wolf, Lloyd Courter, Dick Johnson

Nays: NONE

The secretary was thereupon directed to forward the adopted budget and tax levy to the county auditor as provided by law.

I hereby certify the above to be a true and correct copy of the proceedings of the Board relating to the consideration and final adoption of the budgeted expenditures and levy of taxes on the 6th day of March, A.D., 1991.

President of Board

Secretary

BUDGET AND TAX LEVY

Year 19

Name of Area School

<table>
<thead>
<tr>
<th>FUND</th>
<th>DOLLARS</th>
<th>TAX RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted General</td>
<td></td>
<td></td>
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<tr>
<td>Unemployment Compensation</td>
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<td></td>
</tr>
<tr>
<td>Tort Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Retirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment Replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standby</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonds &amp; Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL - All Purposes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO THE STATE CONTROLLER:

I certify that the foregoing is a true copy of a certificate filed in my office this day of 1991.

County Auditor

Control County Auditor
### Supplemental Detail

#### 1. General Fund — Unrestricted

<table>
<thead>
<tr>
<th>Resources**</th>
<th>Line</th>
<th>[A]</th>
<th>[B]</th>
<th>[C]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>FYE</td>
<td>FYE</td>
<td>FYE</td>
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</tr>
<tr>
<td>1</td>
<td>FYE</td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>2,160,085</td>
<td>1,950,000</td>
<td>1,950,000</td>
</tr>
<tr>
<td>Non-Tax Income:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>400-409 Student Fees</td>
<td>2</td>
<td>1,156,064</td>
<td>1,230,196</td>
<td>1,313,821</td>
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<tr>
<td>410-414 Tuition</td>
<td>3</td>
<td>8,184,581</td>
<td>8,393,128</td>
<td>8,940,628</td>
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<tr>
<td>421-464 State Aid Other</td>
<td>4</td>
<td>11,847,065</td>
<td>14,347,065</td>
<td>15,719,920</td>
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<tr>
<td>470-489 Federal Aid</td>
<td>5</td>
<td>655,098</td>
<td>718,046</td>
<td>762,576</td>
</tr>
<tr>
<td>450-459 Sales-Service</td>
<td>6</td>
<td>54,316</td>
<td>72,783</td>
<td>60,783</td>
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<tr>
<td>470-489 Other [except as noted below]</td>
<td>7</td>
<td>844,118</td>
<td>868,079</td>
<td>991,784</td>
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<tr>
<td>490 Proceeds from Sale of Certificates</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>10</td>
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<tr>
<td>11</td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S/T Non-Tax Income</td>
<td>16</td>
<td>22,762,600</td>
<td>25,690,297</td>
<td>27,850,512</td>
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<tr>
<td>Col. E — Fund Balance &amp; Non-Tax Income</td>
<td>17</td>
<td>24,922,685</td>
<td>27,640,297</td>
<td>29,800,512</td>
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<tr>
<td>Col. F — Property Tax</td>
<td>18</td>
<td>2,913,155</td>
<td>3,129,364</td>
<td>3,191,952</td>
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<tr>
<td>Reserves**</td>
<td>19</td>
<td>27,835,840</td>
<td>30,769,661</td>
<td>32,992,464</td>
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#### Requirements**

<table>
<thead>
<tr>
<th>Expenditures and Fund Balance</th>
<th>Line</th>
<th>[A]</th>
<th>[B]</th>
<th>[C]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 Liberal Arts &amp; Sciences</td>
<td>20</td>
<td>6,361,851</td>
<td>6,994,361</td>
<td>7,309,296</td>
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<tr>
<td>2000 Vocational and Technical</td>
<td>21</td>
<td>8,563,957</td>
<td>8,929,821</td>
<td>9,133,383</td>
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<tr>
<td>3000 Adult Education</td>
<td>22</td>
<td>2,579,878</td>
<td>3,512,430</td>
<td>4,272,963</td>
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<tr>
<td>4000 Cooperative Programs/Services</td>
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<td>94,813</td>
<td>142,331</td>
<td>117,048</td>
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<tr>
<td>5000 Administration</td>
<td>24</td>
<td>1,297,996</td>
<td>1,311,741</td>
<td>1,425,899</td>
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<tr>
<td>6000 Student Services</td>
<td>25</td>
<td>2,060,176</td>
<td>2,337,321</td>
<td>2,560,273</td>
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<tr>
<td>7000 Learning Resources</td>
<td>26</td>
<td>801,024</td>
<td>790,675</td>
<td>931,581</td>
</tr>
<tr>
<td>9000 Physical Plant</td>
<td>27</td>
<td>2,295,721</td>
<td>2,832,714</td>
<td>2,787,399</td>
</tr>
<tr>
<td>9000 General Institution</td>
<td>28</td>
<td>2,261,960</td>
<td>2,431,617</td>
<td>2,727,036</td>
</tr>
<tr>
<td>(Less Equip Replacement included above)</td>
<td>29</td>
<td>(431,536)</td>
<td>(463,350)</td>
<td>(472,617)</td>
</tr>
<tr>
<td>Col. *C — Total Expenditure</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. D — Ending Fund Balance</td>
<td>31</td>
<td>25,885,840</td>
<td>28,819,661</td>
<td>30,792,261</td>
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<tr>
<td>Requirements**</td>
<td>32</td>
<td></td>
<td></td>
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</table>

*Column A and B for prior years. **Amounts shown excludes Supplemental Detail Funds 2-8.*
### 2. GENERAL FUND — Restricted

#### RECEIPTS

<table>
<thead>
<tr>
<th>Line</th>
<th>FYE 6-30-90</th>
<th>FYE 6-30-91</th>
<th>FYE 6-30-92</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>1</td>
<td>11,463,280</td>
<td>11,560,664</td>
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<td>400-409 Student Fees</td>
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<tr>
<td>410-414 Tuition</td>
<td>3</td>
<td>504,162</td>
<td>2,133,610</td>
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<tr>
<td>421-424 State Aid — Other</td>
<td>5</td>
<td>357,737</td>
<td>121,000</td>
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<td>430-449 Federal Aid</td>
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<td>450-469 Sales-Services</td>
<td>10</td>
<td>63,990</td>
<td>-0-</td>
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<tr>
<td>470-489 Other except noted below</td>
<td>8</td>
<td>3,249,314</td>
<td>4,203,084</td>
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<tr>
<td>487 Incremental Property Tax</td>
<td>9</td>
<td>4,570,000</td>
<td>10,040,000</td>
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<tr>
<td>488 State Withholding Tax</td>
<td>10</td>
<td>1,067,227</td>
<td>1,878,642</td>
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<td>S/T Non-Tax Income</td>
<td>16</td>
<td>12,227,744</td>
<td>21,273,756</td>
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<tr>
<td>Col. E — Fund Balance &amp; Non-Tax Income</td>
<td>17</td>
<td>23,691,024</td>
<td>32,834,420</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESOURCES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures and Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
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<td>Line</td>
<td>FYE 6-30-90</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 Liberal Arts &amp; Sciences</td>
<td>20</td>
<td>13,703</td>
<td>4,000</td>
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<td>2000 Vocational and Technical</td>
<td>21</td>
<td>846,964</td>
<td>3,315,438</td>
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<tr>
<td>3000 Adult Education</td>
<td>22</td>
<td>1,910,858</td>
<td>2,491,044</td>
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<td>4000 Cooperative Programs/Services</td>
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<td>8,835,583</td>
<td>23,312,007</td>
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<tr>
<td>5000 Administration</td>
<td>24</td>
<td>44,980</td>
<td>45,679</td>
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<td>5000 Student Services</td>
<td>25</td>
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<td>110,000</td>
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<td>7000 Learning Resources</td>
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<tr>
<td>3000 Physical Plant</td>
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<td>307,866</td>
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<td>3000 General Institution</td>
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<td>555,033</td>
<td>644,784</td>
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<td>Less: Tort &amp; Non Tort Ins</td>
<td>29</td>
<td>(439,788)</td>
<td>(463,061)</td>
</tr>
<tr>
<td>Unemploy Comp &amp; Bond</td>
<td>30</td>
<td>(77,823)</td>
<td>(89,150)</td>
</tr>
<tr>
<td>Early Retirement</td>
<td>31</td>
<td>(14,950)</td>
<td>(213,627)</td>
</tr>
<tr>
<td>Col. C — Total Expenditures</td>
<td>32</td>
<td>12,130,360</td>
<td>29,472,114</td>
</tr>
<tr>
<td>Col. D — Ending Fund Balance</td>
<td>33</td>
<td>23,691,024</td>
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*Column A and B for prior years. **Amounts shown excludes Supplemental Details Funds 2-8.*
### 3. Unemployment Compensation Fund

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>[A]</th>
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<tbody>
<tr>
<td>— RECEIPTS</td>
<td>[Line]</td>
<td>FYE</td>
<td>FYE</td>
</tr>
<tr>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>165,986</td>
<td>150,901</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. E — Fund Balance/Non-tax Income</td>
<td>3</td>
<td>165,986</td>
<td>150,901</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>4</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>5</td>
<td>165,986</td>
<td>150,901</td>
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</table>

### 4. Tort Liability Fund

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>[A]</th>
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<th>[C]</th>
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<tbody>
<tr>
<td>— RECEIPTS</td>
<td>[Line]</td>
<td>FYE</td>
<td>FYE</td>
</tr>
<tr>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>-0-</td>
<td>(22,905)</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. E — Fund Balance/Non-tax Income</td>
<td>3</td>
<td>-0-</td>
<td>(22,905)</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>4</td>
<td>158,267</td>
<td>204,299</td>
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<tr>
<td>REQUIREMENTS</td>
<td>5</td>
<td>158,267</td>
<td>181,394</td>
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### 5. Insurance Fund

<table>
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<th>[C]</th>
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</thead>
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<tr>
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<td></td>
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<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>-0-</td>
<td>(41,366)</td>
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<td>Non-Tax Income</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Col. E — Fund Balance/Non-tax Income</td>
<td>3</td>
<td>-0-</td>
<td>(41,366)</td>
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<tr>
<td>Col. F — Property Tax</td>
<td>4</td>
<td>217,250</td>
<td>297,334</td>
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<td>5</td>
<td>217,250</td>
<td>255,968</td>
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*Column A and B for prior years
### 6. EARLY RETIREMENT

**SUPPLEMENTAL DETAIL**

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>Line</th>
<th>FYE</th>
<th>FYE</th>
<th>FYE</th>
</tr>
</thead>
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<td></td>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>-0-</td>
<td>4,794</td>
<td>2,028</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>2</td>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. E — Fund Balance/Non-tax Income</td>
<td>4</td>
<td>-0-</td>
<td>4,794</td>
<td>2,028</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>5</td>
<td>19,744</td>
<td>210,861</td>
<td>122,220</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>6</td>
<td>19,744</td>
<td>215,655</td>
<td>124,248</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENDITURES AND FUND BALANCE</td>
<td>Line</td>
<td>FYE</td>
<td>FYE</td>
<td>FYE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Col. C — Total Expenditures</td>
<td>7</td>
<td>14,950</td>
<td>213,627</td>
<td>124,248</td>
</tr>
<tr>
<td>Col. D — Ending Fund Balance</td>
<td>8</td>
<td>4,794</td>
<td>2,028</td>
<td>-0-</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>9</td>
<td>19,744</td>
<td>215,655</td>
<td>124,248</td>
</tr>
</tbody>
</table>

*Column A and B for prior years

### 7. EQUIPMENT REPLACEMENT FUND

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th>Line</th>
<th>FYE</th>
<th>FYE</th>
<th>FYE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
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<td></td>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Non-Tax Income</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Col. E — Fund Balance/Non-tax Income</td>
<td>4</td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Col. F — Property Tax</td>
<td>5</td>
<td>431,536</td>
<td>463,350</td>
<td>472,617</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>6</td>
<td>431,536</td>
<td>463,350</td>
<td>472,617</td>
</tr>
</tbody>
</table>

| REQUIREMENTS | |        |        |        |
| EXPENDITURES AND FUND BALANCE | Line | FYE    | FYE    | FYE    |
|           |      | 6-30-90| 6-30-91| 6-30-92|
| Expenditures | 7 | 431,536| 463,350| 472,617 |
|            | 8 |        |        |        |
|            | 9 |        |        |        |
|            | 10|        |        |        |
|            | 11|        |        |        |
|            | 12|        |        |        |
|            | 13|        |        |        |
|            | 14|        |        |        |
|            | 15|        |        |        |
|            | 16|        |        |        |
|            | 17|        |        |        |
| Col. C — Total Expenditures | 18| 431,536| 463,350| 472,617 |
| Col. D — Ending Fund Balance | 19 | -0-   | -0-   | -0-   |
| REQUIREMENTS | 20 | 431,536| 463,350| 472,617 |

*Column A and B for prior years
### CASH RESERVE FUND

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
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<tbody>
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<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>755,088</td>
<td>755,088</td>
<td>755,088</td>
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</table>

**Non-Tax Income:**
- Transfers In: 2
- Interest: 3
- S/T Non-Tax Income: 4

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
<td></td>
</tr>
<tr>
<td>Non-Tax Income:</td>
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<td>755,088</td>
<td>755,088</td>
<td>755,088</td>
</tr>
</tbody>
</table>

**Fund Balance & Non-tax Income:**
- Col. E: 6 | 755,088 | 755,088 | 755,088 |

**Property Tax:**
- Col. F: 7

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFERS AND FUND BALANCE</td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
<td></td>
</tr>
<tr>
<td>Total Transfers Out</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>10</td>
<td>755,088</td>
<td>755,088</td>
<td>755,088</td>
</tr>
</tbody>
</table>

**Requirements:**
- Col. 0: 11 | 755,088 | 755,088 | 755,088 |

Statutory authority for the cash reserve fund is found in Section 280A.22(2), Code of Iowa, which reads in part:

"The revenues derived from the Levies shall be placed in a separate cash reserve fund. Moneys from the cash reserve fund shall be used to alleviate temporary cash shortage, the cash reserve fund shall be reimbursed immediately from the general fund of the area school as funds in the general fund become available, but in no case later than June 30 of the current fiscal year, to repay the funds taken from the cash reserve fund."

### STANDBY FUND

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
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</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>1</td>
<td>-0-</td>
<td>-0-</td>
<td></td>
</tr>
</tbody>
</table>

**Non-Tax Income:**
- Interest: 2
- S/T Non-Tax Income: 3

<table>
<thead>
<tr>
<th>RESOURCES</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-0-</td>
<td>-0-</td>
<td>-0-</td>
<td></td>
</tr>
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</table>

**Fund Balance & Non-tax Income:**
- Col. E: 5
- Col. F: 8

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th></th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFERS AND FUND BALANCE</td>
<td>6-30-90</td>
<td>6-30-91</td>
<td>6-30-92</td>
<td></td>
</tr>
</tbody>
</table>
| Total Expenditures | 8
| Ending Fund Balance | 9

**Requirements:**
- Col. 0: 10

-0- | -0- | -0-
### 10. Plant Fund

#### Resources

<table>
<thead>
<tr>
<th>Line</th>
<th>Receipts</th>
<th>FYE 6-30-90</th>
<th>FYE 6-30-91</th>
<th>FYE 6-30-92</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Fund Balance</td>
<td>1,048,604</td>
<td>787,611</td>
<td>700,000</td>
</tr>
<tr>
<td></td>
<td>Non-Tax Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interest</td>
<td>115,310</td>
<td>30,000</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>S/T Non-Tax Income</td>
<td>115,310</td>
<td>30,000</td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>Col. E — Fund Balance &amp; Non-tax Income</td>
<td>1,163,914</td>
<td>817,611</td>
<td>735,000</td>
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</table>

#### Requirements

<table>
<thead>
<tr>
<th>Line</th>
<th>Expenditures and Fund Balance</th>
<th>FYE 6-30-90</th>
<th>FYE 6-30-91</th>
<th>FYE 6-30-92</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Col. C* — Expenditures</td>
<td>3,289,202</td>
<td>3,246,975</td>
<td>3,347,229</td>
</tr>
<tr>
<td></td>
<td>Col. D — Ending Fund Balance</td>
<td>787,611</td>
<td>700,000</td>
<td>479,723</td>
</tr>
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<td></td>
<td>Col. E — Fund Balance &amp; Non-tax Income</td>
<td>4,076,813</td>
<td>3,946,975</td>
<td>3,926,952</td>
</tr>
</tbody>
</table>

*Column A and B for prior years

### 11. Bonds and Interest Filed

#### Resources

<table>
<thead>
<tr>
<th>Line</th>
<th>Receipts</th>
<th>FYE 6-30-90</th>
<th>FYE 6-30-91</th>
<th>FYE 6-30-92</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Fund Balance</td>
<td>255,158</td>
<td>206,144</td>
<td>156,994</td>
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<td></td>
<td>Non-Tax Income</td>
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<td></td>
<td>Interest Income</td>
<td>13,724</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>S/T Non-Tax Income</td>
<td>268,882</td>
<td>216,144</td>
<td>166,994</td>
</tr>
<tr>
<td></td>
<td>Col. E — Fund Balance &amp; Non-tax Income</td>
<td>216,144</td>
<td>166,994</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Col. F — Property Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
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#### Requirements

<table>
<thead>
<tr>
<th>Line</th>
<th>Expenditures and Fund Balance</th>
<th>FYE 6-30-90</th>
<th>FYE 6-30-91</th>
<th>FYE 6-30-92</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Col. C* — Expenditures</td>
<td>62,738</td>
<td>59,150</td>
<td>56,150</td>
</tr>
<tr>
<td></td>
<td>Col. D — Ending Fund Balance</td>
<td>206,144</td>
<td>156,994</td>
<td>110,864</td>
</tr>
</tbody>
</table>

*Column A and B for prior years

SEE ATTACHMENT 11A
January 29, 1991

Mr. Tom Parkins  
Polk County Auditor  
Polk County Courthouse  
Des Moines IA  50309

Dear Mr. Parkins:

Please be advised that the standby taxes levied for fiscal year 1991-92, pursuant to resolutions of the Des Moines Area Community College Board of Directors as listed on the attached sheets, and in connection with Iowa Industrial New Jobs Training Act are not to be collected.

Pursuant to Chapter 280B, Code of Iowa, 1985, the Board of Directors of Des Moines Area Community College will have on hand funds derived from other sources than taxation which may be appropriated to the payment of principle and interest on the New Job Training Certificates. Such funds have been appropriated for that purpose.

Sincerely,

Helen Harris  
Board Secretary

Attachments
### ADAIR COUNTY

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date of Tax</th>
<th>Levy Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Rose Acres</td>
<td></td>
<td>07/11/90</td>
</tr>
</tbody>
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### AUDUBON COUNTY

<table>
<thead>
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<th>Project Name</th>
<th>Date of Tax</th>
<th>Levy Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 DeLong Sportswear, Inc.</td>
<td></td>
<td>12/13/88</td>
</tr>
<tr>
<td>2 Dura Glass, Inc.</td>
<td></td>
<td>07/11/90</td>
</tr>
<tr>
<td>3 TrueMap Corporation</td>
<td></td>
<td>01/10/90</td>
</tr>
<tr>
<td>4 Wegner Mfg, Inc.</td>
<td></td>
<td>07/11/90</td>
</tr>
</tbody>
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### BOONE COUNTY

<table>
<thead>
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<th>Project Name</th>
<th>Date of Tax</th>
<th>Levy Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fareway Stores, Inc.</td>
<td></td>
<td>12/13/88</td>
</tr>
<tr>
<td>2 Garst Seed Addendum #1</td>
<td></td>
<td>12/08/87</td>
</tr>
<tr>
<td>3 Garst Seed Co.</td>
<td></td>
<td>12/10/85</td>
</tr>
<tr>
<td>4 Heinrich Envelopes</td>
<td></td>
<td>06/08/89</td>
</tr>
<tr>
<td>5 Midland Bioproducts</td>
<td></td>
<td>07/11/90</td>
</tr>
<tr>
<td>6 New Win, Trilite Co.</td>
<td></td>
<td>05/09/89</td>
</tr>
</tbody>
</table>

### CARROLL COUNTY

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date of Tax</th>
<th>Levy Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 American Home Shield</td>
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<td>05/17/88</td>
</tr>
<tr>
<td>2 Breda Telemarketing Addendum #1</td>
<td></td>
<td>05/09/89</td>
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<tr>
<td>3 Breda Telemktg</td>
<td></td>
<td>11/17/87</td>
</tr>
<tr>
<td>4 Carroll Mfg</td>
<td></td>
<td>05/17/88</td>
</tr>
<tr>
<td>5 Carroll Mfg, Adden #1</td>
<td></td>
<td>07/11/90</td>
</tr>
<tr>
<td>6 Farmer-Bocken Co.</td>
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<td>12/10/85</td>
</tr>
<tr>
<td>7 Green-Land, Inc.</td>
<td></td>
<td>12/10/85</td>
</tr>
<tr>
<td>8 Rolscreen</td>
<td></td>
<td>08/25/86</td>
</tr>
<tr>
<td>9 Sornetti's Inc.</td>
<td></td>
<td>12/10/85</td>
</tr>
<tr>
<td>10 Wells Mfg Co.</td>
<td></td>
<td>12/19/85</td>
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### DALLAS COUNTY

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date of Tax</th>
<th>Levy Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ala Carte</td>
<td></td>
<td>06/16/88</td>
</tr>
<tr>
<td>2 Ambice, Inc.</td>
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<td>6 Hy Vac Lab</td>
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<td>05/12/87</td>
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<tr>
<td>7 Midland Int Tileworks</td>
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### GUTHRIE COUNTY

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<td>1 Cline Tool &amp; Service Co.</td>
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<td>1 EAC Technologies</td>
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<td>3 Enduro Corporation</td>
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<td>5 InforMedia</td>
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<td>7 Mike Brooks</td>
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<td>8 Pella Plastics</td>
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<td>4 American National Can</td>
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<td>5 Amoco Oil</td>
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<td>6 Armstrong Rubber Co.</td>
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<td>8 Arrow Signs Addendum #1</td>
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<td>10 Bork Transportation, Inc.</td>
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<td>11 B.W. Johnson</td>
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<td>19 Dee Zee Addendum #1</td>
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<td>Oakland Corp</td>
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<td>Record Printing Company</td>
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<td>Theromass Tech</td>
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### WARREN COUNTY

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<tr>
<td>Smith's Wholesale Meats</td>
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AGENDA

1. Call to order - immediately following public hearing.

2. Roll call.

3. Consideration of tentative agenda.

4. Public comments.


6. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (ACME Printing Co.) in the amount of $18,480.

7. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (Carroll Mfg., Inc. & Office Products Center dba Stone Printing) in the amount of $36,354.

8. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (Kemin Industries, Inc.) in the amount of $50,000.

9. Consideration of resolution approving the form and content, execution and delivery of a retraining loan agreement (Qualis, Inc.) in the amount of $24,077.

10. Consideration of resolution approving the form and content, execution and delivery of a new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $450,000 aggregate principal amount of new jobs training certificates (Delavan, Inc. project) of the Des Moines Area Community College and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program.

11. Consideration of resolution approving the form and content, execution and delivery of a first addendum to new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $60,000 aggregate principal amount of new jobs training certificates (Allied Group, Inc. project) of the Des Moines Area Community College.
12. Consideration of resolution approving the form and content, execution and delivery of a second addendum to new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $210,000 aggregate principal amount of new jobs training certificates (Garst Seed Co. project) of the Des Moines Area Community College and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program.

13. Consideration of resolution adopting proposed plans and specifications and form of contract for the International House Access Road, Ankeny Campus.

14. Consideration of resolution fixing date and time for receipt of bids for the International House Access Road, Ankeny Campus.

15. Discussion of per diem rate for Des Moines Area Community College Board of Directors.


17. Receive and file President's recommendations for termination of specially funded teacher's contracts and teacher's contracts under Iowa Code, Chapter 279.

18. Receive and file President's recommendation for employment termination of noncertified professional staff.

19. Receive and file President's recommendation to consider termination of administrator's contract under Iowa Code, Chapter 279.

20. Consideration of President's recommendation for termination of specially funded teacher's contracts and teacher's contracts under Iowa Code, Chapter 279.

21. Consideration of President's recommendation for employment termination of noncertified professional staff.

22. Consideration of President's recommendation to consider termination of administrator's contract under Iowa Code, Chapter 279.

23. Consideration of Human Resources report.

24. Consideration of resolution authorizing DMACC to join with other school corporations as a participant in the Iowa Trust-Education for the purpose of pooling funds for investment.

25. Consideration of payables.

27. President's report.

28. Board members' reports.

28.1 Closed session - litigation.

29. Information Items:
April 10 - Regular Board Meeting - URBAN CAMPUS - 4:00 p.m.

30. Adjournment.
The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus, on March 6, 1991. The meeting was called to order at 4:05 p.m., by Board President Sue Clouser.

Members Present:
- Harold Belken
- Dick Johnson
- DeVere Bendixen
- Eldon Leonard
- Sue Clouser
- Gerry Pecinovsky
- Lloyd Courter
- Nancy Wolf

Members Absent:
- Doug Shull

Others Present:
- Joseph A. Borgen, President
- Helen M. Harris, Board Secretary
- Don Zuck, College Treasurer
- Other interested DMACC staff and area residents

A motion to approve the tentative agenda as presented was made by H. Belken, seconded by D. Bendixen. Motion passed unanimously.

Mark Kladivo of Royal Blue Business Systems addressed the Board regarding bid procedures and award of bid for Building 8 network.

G. Pecinovsky moved that the minutes of the February 13, 1991, regular board meeting be approved as presented. Second by N. Wolf.

Motion passed unanimously.

A motion was made by E. Leonard, seconded by D. Johnson, that Items 6, 7, 8 and 9 be considered as one consent agenda item. Motion passed unanimously on a roll call vote. Following are Items 6 - 9 as presented to the Board.

A resolution approving the form and content, execution and delivery of a retraining loan agreement (Acme Printing Co.) in the amount of $18,480.

A resolution approving the form and content, execution and delivery of a retraining loan agreement (Carroll Mfg., Inc. & Office Products Center dba Stone Printing) in the amount of $36,354.
KEMIN INDUSTRIES, INC. #8

Approval of a resolution approving the form and content, execution and delivery of a retraining loan agreement (Kemin Industries, Inc.) in the amount of $50,000.

QUALIS, INC. #9

Approval of a resolution approving the form and content, execution and delivery of a retraining loan agreement (Qualis, Inc.) in the amount of $24,077.

APPROVAL OF HF623 DELAVAN, INC.

It was moved by L. Courter, seconded by D. Bendixen, that the Board approve the resolution approving the form and content, execution and delivery of a new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $450,000 aggregate principal amount of new jobs training certificates (Delavan, Inc. project) of the Des Moines Area Community College and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program. Attachment #1.

Motion passed on a roll call vote. Nay votes were cast by H. Belken and E. Leonard.

APPROVAL OF HF623 ALLIED GROUP, INC.

A motion was made by G. Pecinovsky, seconded by D. Bendixen, that the Board approve the resolution approving the form and content, execution and delivery of a first addendum to new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $60,000 aggregate principal amount of new jobs training certificates (Allied Group, Inc. project) of the Des Moines Area Community College. Attachment #2.

Motion passed unanimously on a roll call vote.

APPROVAL OF HF623 GARST SEED CO.

L. Courter made a motion that the Board approve the resolution approving the form and content, execution and delivery of a second addendum to new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed $210,000 aggregate principal amount of new jobs training certificates (Garst Seed Co. project) of the Des Moines Area Community College and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program. Attachment #3. Second by D. Bendixen.

Motion passed unanimously on a roll call vote.
A motion was made by N. Wolf, seconded by G. Pecinovsky, that the Board approve the resolution adopting proposed plans, specifications and form of contract for the Access Road to the International House, Ankeny Campus, and that a Public Hearing will be held at 4:00 p.m., on April 10, 1991, at Urban Campus, 1100 7th Street, Des Moines, on the adoption of these plans. Attach. #4.

Motion passed unanimously.

D. Johnson moved that the Board approve the resolution fixing the date and time for receipt of bids for the International House Access Road, Ankeny Campus. Second by L. Courter. Said resolution is Attachment #5 to these minutes.

Motion passed unanimously.

A motion was made by H. Belken, seconded by E. Leonard, that the Board receive and file the information distributed on the per diem rate for Board members.

Motion passed unanimously.

It was moved by N. Wolf, seconded by D. Johnson, that the Board receive and file the President's recommendations for termination of 12 specially funded teacher's contracts and two teacher's contracts under Iowa Code, Chapter 279. Recommendations are Attachment #6 to these minutes.

Motion passed unanimously on a roll call vote.

G. Pecinovsky moved that the Board receive and file the President's recommendation for termination of one non-certified professional staff. Second by N. Wolf. A copy of the recommendation is Attachment #7 to these minutes.

Motion passed unanimously on a roll call vote.

A motion was made by E. Leonard that the Board receive and file the President's recommendation to consider termination of an administrator's contract under Iowa Code, Chapter 279. Second by N. Wolf. Attachment #8.

Motion passed unanimously on a roll call vote.
A motion was made by L. Courter, seconded by D. Johnson, that the Board terminate the teacher's contracts of Chriss Barck, Darlene Beyer, Patricia Brainard, Andrea DeWitt, Mary Hays, Terry Luloff, Evan McCormick, Patricia McNair, Deborah Odgaard, Lynn Slykuis and Robert VanDorin, effective at the end of each individual's current employment contract.

Motion passed unanimously on a roll call vote.

It was moved by E. Leonard, seconded by H. Belken, that the Board terminate the employment agreement of Hugh Hammond effective April 5, 1991.

Motion passed unanimously on a roll call vote.

N. Wolf moved that the Board of Directors consider termination of one administrator's contract under Iowa Code, Chapter 279. Second by G. Pecinovsky.

Motion passed unanimously on a roll call vote.

A motion was made by G. Pecinovsky, seconded by E. Leonard, that the Board approve the resolution authorizing DMACC to join with other school corporations as a participant in the Iowa Trust-Education for the purpose of pooling funds for investment. A copy of said resolution is Attachment #9 to these minutes.

Motion passed unanimously.

Approval of the payables as presented in Attachment #10 to these minutes was made by E. Leonard, seconded by H. Belken.

Motion passed unanimously.

The February 28, 1991, Financial report was presented by Darrell Roberts, Vice President of Business Services. A copy of said report is Attachment #11 to these minutes.

Pat Martin, Attorney from Ahlers Law Firm, Des Moines, was in attendance for the closed session on litigation.

N. Wolf moved that the Board of Directors hold a closed session as provided in Section 21.5(1)(c) of the Open Meetings Law to discuss strategy with counsel in matters
that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Second by G. Pecinovsky.

Motion passed unanimously on a roll call vote, and at 5:10 p.m., the Board convened in closed session.

A tape recording of the closed session for litigation is in the DMACC safety deposit box at Ankeny State Bank, Ankeny.

The Board returned to open session at 6:20 p.m.

A motion for adjournment was made by E. Leonard, seconded by N. Wolf.

Motion passed unanimously, and at 6:20 p.m., Board President Clouser adjourned the meeting.

SUSAN J. CLOUSER, President

HELEN M. HARRIS, Board Secretary
The Board of Directors of the Des Moines Area Community College met in regular session on the 6th day of March, 1991, at 4:05 o'clock p.m., in the Board Room of the Administration Building, in Ankeny, Iowa. The meeting was called to order and there were present Susan J. Clouser, President of the Board, in the chair, and the following named Board Members:

- Harold Belken, DeVere Bendixen, Lloyd Courter, Dick Johnson
- Eldon Leonard, Gerry Pecinovsky, Nancy Wolf

Absent: Doug Shull

Matters were discussed concerning a New Jobs Training Agreement between the College and Delavan Inc. Following a discussion of the proposal, Board Member L. Courter introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement, Instituting Proceedings for the Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed $450,000 Aggregate Principal Amount of New Jobs Training Certificates (Delavan Inc. Project) of the Des Moines Area Community College, and Providing for the Division of Taxes Levied on Property Where New Jobs are Created as a Result of a New Jobs Training Program"; and moved its adoption. The motion was seconded by Board Member D. Bendixen. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

Ayes: Bendixen, Clouser, Courter, Johnson, Pecinovsky, Wolf

Nays: Belken, Leonard

Whereupon, the President declared said resolution, a copy of which is attached hereto, duly adopted and signed her approval thereto.

** ** ** **

[Signature]

President of the Board of Directors

Attest:

[Signature]

Secretary of the Board of Directors
RESOLUTION

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT, INSTITUTING PROCEEDINGS FOR THE TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED $450,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (DELAVAL INC. PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE, AND PROVIDING FOR THE DIVISION OF TAXES LEVIED ON PROPERTY WHERE NEW JOBS ARE CREATED AS A RESULT OF A NEW JOBS TRAINING PROGRAM.

WHEREAS, The Des Moines Area Community College (hereinafter referred to as the "College"), is an area community college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 280B of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue New Jobs Training Certificates and use the proceeds from the sale of said Certificates to defray all or a portion of the cost of a "New Jobs Training Program" as that term is defined in the Act, including the program costs, the purpose of which is to encourage industry and trade to locate and expand within the State of Iowa (the "State") in order to create jobs and employment opportunities and to improve the economic welfare of the residents of the State; and

WHEREAS, the College has undertaken negotiations with respect to a New Jobs Training Program with Delavan Inc. (the "Company"), pursuant to the provisions of the Act for the purpose of establishing a job training program (hereinafter referred to as the "Project") to educate and train workers for new jobs with the Company at its facilities located or to be located in the merged area served by the College, which Project will be beneficial to the Company and the College; and

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the Project, including necessary expenses incidental thereto, will require the issuance by the College of not to exceed $450,000 aggregate principal amount of its New Jobs Training Certificates pursuant to the provisions of the Act; and

WHEREAS, it is proposed to finance the cost of the Project through the issuance of not to exceed $450,000 New Jobs Training Certificates (Delavan Inc. Project) of the College (the "Certificates"); and

WHEREAS, in order to provide for a division of taxes levied on the taxable business property where the Project will be located, the Board of Directors of the College must adopt a resolution to that effect; and
WHEREAS, the Project will be located, and the new jobs will be created at the real property which is legally described on Exhibit "B" attached hereto and hereby incorporated herein; and

WHEREAS, before the Certificates may be issued, it is necessary to publish a notice of the proposal to issue new jobs training certificates and the right to appeal the decision of the Board of Directors of the College to issue the Certificates pursuant to the provisions of the Act, all as required and provided for by Section 280B.6 of the Act; and

WHEREAS, an Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit "A" attached hereto, has been negotiated by the College under the terms of which the College agrees, subject to the provisions of such Agreement, to provide a new jobs training program for the Company;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. That the Secretary of the Board of Directors is hereby directed to give notice of intention to issue the Certificates, stating the amount and purpose thereof, and the Project for which the Certificates are to be issued, by publication at least once in a legal newspaper, printed in the English language published at least once weekly and having a general circulation within the merged area served by the College. The notice shall be in substantially the following form:
STATE OF IOWA
POLK COUNTY

The undersigned, being first duly sworn, on oath states that she/he is the Chief Clerk of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES Moines REGISTER (Daily)

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa, and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates March 27, 1991

in Des Moines Sunday Register on

Subscribed and sworn to before me by said affiant this 2nd day of

April 1991.

Mary F. Bradley
Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(DELAVAN INC. PROJECT)
OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $450,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Delavan Inc. Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Delavan Inc. in Carroll, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the authorization and issuance of the Certificates.

A person may, within fifteen days after the publication of this notice by action in the district court of a county in the area within which the Des Moines Area Community College is located, appeal the decision of the Board of Directors in proposing to issue the Certificates. The action of the Board of Directors in determining to issue the Certificates is final and conclusive unless the district court finds that the Board of Directors has exceeded its legal authority. An action shall not be brought which questions the legality of the Certificates, the power of the Board of Directors to issue the Certificates, the effectiveness of any proceedings relating to the authorization of the Project, or the authorization and issuance of the Certificates from and after fifteen days from the publication of this notice.

This notice is published pursuant to the provisions of Chapter 280B of the Iowa Code.

By Order of the Board of Directors

Secretary of the Board of Directors
Section 2. That the Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit "A" attached hereto, be and the same is hereby approved and the President of the Board of Directors is hereby authorized to execute said Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Industrial New Jobs Training Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit "A" attached hereto.

Section 3. That this Board does hereby institute proceedings and take further and additional action for the authorization and issuance in the manner required by law of not to exceed $450,000 of New Jobs Training Certificates (Delavan Inc. Project) the proceeds of which Certificates will be used to provide funds to pay costs, including program costs, of new jobs training by providing education and training of workers for new jobs at the Company.

Section 4. That all taxes levied on the Company's taxable business property located on the real property legally described on Exhibit "B" attached hereto each year shall be divided as provided in Section 403.19 of the Iowa Code, subsections 1 and 2, in the same manner as if the Company's business property was taxable property in an urban renewal project and this Resolution was an ordinance within the meaning of those subsections, all in accordance with the provisions of the Act.

Section 5. That the County Auditor of the County where the property described on Exhibit "B" is located shall after the date of the adoption of this Resolution make the allocations provided for herein.

Section 6. The taxes received by this Board of Directors shall be allocated to and when collected be paid into a special fund of the College and shall be irrevocably pledged by the College to pay the principal of and interest on the Certificates issued by the College to finance the Project.

Section 7. That the Secretary of the Board of Directors shall certify a copy of this Resolution to the County Auditor of the County where the property described on Exhibit "B" is located.

Section 8. That officials of the College are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

Section 9. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
Passed and approved this 6th day of March, 1991.

[Signature]
President of the Board of Directors

Attest:

[Signature]
Secretary of the Board of Directors
I, Helen M. Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on March 6, 1991, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 6th day of March, 1991.

[Signature]

Secretary of the Board of Directors
DELAVAN-CARROLL, INC.

Property Description

Lots 2 and 3 of Outlot "A" and Lot 4 Development Addition to the City of Carroll, Iowa.
INDUSTRIAL NEW JOBS
TRAINING AGREEMENT

between

Des Moines Area Community College
Ankeny, Iowa

and

Delavan Carroll Inc

Dated as of March 6, 1991

Relating to

Des Moines Area Community College
Job Training Certificates
INDUSTRIAL NEW JOBS TRAINING AGREEMENT

This Training Agreement (the "Agreement") made and entered into as of March 6, 1991, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and Delavan Carroll Inc, an Iowa corporation (the "Employer"), under the following circumstances:

A. Pursuant to Chapter 280B Code of Iowa, 1983, as amended, (the "Act"), the Area School has determined to enter into this Agreement with Employer for the purpose of establishing a new jobs training program to educate and train certain persons to be employed by Employer in new jobs.

B. The Area School and the Employer each have full right and lawful authority to enter into this Agreement and to perform and observe the provisions hereof on their respective parts to be performed and observed.

NOW, THEREFORE, in consideration of the premises and the mutual representations and agreements hereinafter contained, the parties hereto agree as follows:

ARTICLE I

Section 1.1. Representations and Covenants of the Area School. The Area School represents and covenants that: (a) it is duly organized and validly existing under the laws of the State of Iowa; (b) it is not in violation of any provisions of the laws of the State which would impair its ability to carry out its obligations hereunder; (c) it is empowered to enter into the transactions contemplated by this Agreement; and (d) it will do all things in its power required of it in order to maintain its existence or assure the assumption of its obligations hereunder by any successor public body.

Section 1.2. Representations and Covenants of the Employer. The Employer represents and covenants that:

(a) It is an Iowa corporation.

(b) It has full power and authority to execute, deliver and perform this Agreement and all other instruments given by the Employer to secure the Certificates (hereinafter described and referred to herein as the "Certificates") and to enter into and carry out the transactions contemplated herein. Such execution, delivery of performance are not in contravention of law or Employer's articles of incorporation, by-laws or
any indenture, agreement, mortgage, lease, undertaking or any other restriction, obligation or instrument to which the Company is a party or by which it is bound. This Agreement has by proper action been duly authorized, executed and delivered by the Employer and all steps necessary have been taken to constitute this Agreement a valid and binding obligation of the Employer.

(c) There is no litigation or proceeding pending, or to the knowledge of the Employer threatened, against the Employer or any other person affecting in any manner whatsoever the right of the Employer to execute this Agreement or to otherwise comply with its obligations contained in this Agreement.

(d) The employees to be covered by this Agreement had not commenced work for the Employer as of the date of the execution of the Preliminary Industrial New Jobs Training Agreement between the Area School and the Employer (the "Preliminary Agreement"), and those employees are or will be employed in new jobs in connection with the Employer's new business operations.

(e) The Employer is engaged in interstate/intrastate commerce for the purpose of manufacturing, processing or assembling products, conducting research and development, or providing services in interstate commerce.

ARTICLE II
PROJECT: PROGRAM SERVICES

Section 2.1. The "Project" shall consist of the program services described and the on-the-job training program described on Exhibit "A" entitled "Training Plan For Delavan Carroll Inc." Exhibit "A" is incorporated herein by reference. Exhibit "A" shows the number of employees, areas of training, training period and estimated costs. Included as a part of Exhibit "A" and incorporated by reference is a copy of the proposed budget of the Area School and the Employer relating to the Project.

Section 2.2. The Employer represents and agrees that the Program Services are for the purpose of providing education and training services to persons to be employed as a part of the Project.

Section 2.3. The Area School agrees to provide the Program Services. It is understood and agreed that the Employer and the Area School will cooperate in the coordination and programming of the specific expenditures and operation of the Project within the guidelines set out in Exhibit "A".

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Section 2.4. All necessary and incidental costs of the Project shall be paid first from the Project Fund and then, to the extent of any deficiency in the Project Fund, by the Employer as provided in Section 2.8. Principal and interest on the Certificates shall be paid first from one or a combination of the following sources (the "Tax Sources"): (a) new jobs credit from withholding to be received or derived with respect to persons employed at the Project and (b) incremental property taxes to be received or derived from the Employer's business property described on Exhibit "A" to the Preliminary Agreement, and then, to the extent of any deficiency in the funds from the Tax Sources, by the Employer as provided in Section 3.2.

Section 2.5. The terms of this Agreement shall be for not to exceed ten (10) years and shall coincide with the period of time over which the Certificates mature and the Project costs are deferred.

Section 2.6. The Area School may revise the training curriculum from time to time with the consent of the Employer; provided that no revision shall be made which would change the Project to other than purposes permitted by the Act; provided, however, that this Agreement shall not terminate until the Certificates have been paid in full.

Section 2.7. The Certificates will be issued pursuant to a resolution adopted by the Board of Directors of the Area School, to be in the aggregate principal amount, bearing interest, maturing and being redeemable as set forth in such resolution. The Area School will provide the Employer with a copy of such resolution upon its adoption.

The proceeds from the sale of the Certificates shall be paid to the Area School and deposited in a Project Fund established by the Area School. Pending disbursement, the proceeds so deposited in the Project Fund, together with any investment earnings thereon, shall be subject to a lien in favor of the holders of the Certificates as provided in the resolution authorizing the Certificates.

Section 2.8. In the event that moneys in the Project Fund are not sufficient to pay all costs of the Project, the Employer will, nonetheless, pay all costs of such Project in full from its own funds. If the Employer should pay any portion of such costs, it shall not be entitled to any reimbursement therefrom from the Area School; nor shall it be entitled to any abatement, diminution or postponement of the payments required to satisfy the debt service requirements on the Certificates. Provided, however, that the Employer will be entitled to reimbursement of its own funds from the Project and Special Funds when surpluses are attained in such funds which are not needed to satisfy the debt service requirements on the Certificates.
ARTICLE III
PAYMENTS: SECURITY

Section 3.1. The Employer shall make, or cause to be made, from the Tax Sources described in Section 2.4 hereof, all payments directly to the Area School at its principal office for application to the payment of the corresponding installments of principal and premium, if any, and interest on the Certificates. Funds from such Tax Sources shall be placed in a special fund (the "Special Fund") of the Area School to be used exclusively for the purposes of the Project. The parties shall agree upon a payment schedule prior to the issuance of Certificates.

Section 3.2. In the event that amounts deposited in the Special Fund from the Tax Sources are insufficient to pay any installment of principal (whether at maturity or by redemption), premium, if any, and interest on the Certificates as they become due, the Employer shall, on or before the payment date for such installment, make, or cause to be made, payments to the Area School, for deposit in the Special Fund of an amount at least equal to the amount of such insufficiency. If the Employer should make any payment into the Special Fund which is not from Tax Sources ("Employer Direct Payments"), it shall not be entitled to any reimbursement therefor from the Area School; nor shall it be entitled to any abatement, diminution or postponement of the payments required to satisfy the debt service requirements on the Certificates.

In any event, the sum of all payments under this Agreement shall be sufficient to pay the total amount due with respect to such principal of and interest and any premium of the Certificates as and when due.

Section 3.3. The obligation of the Employer to make payments shall be absolute and unconditional upon issuance of the Certificates, and the Employer shall make such payments without abatement, diminution or deduction regardless of any cause or circumstances whatsoever including, without limitation, any defense, set-off, recoupment or counterclaim which the Employer may have or assert against the Area School or any other person.

Section 3.4. To secure the payment by the Employer of the payments and compliance by the Employer with all the terms, provisions and conditions hereof, Employer agrees that the new jobs credit from withholding, as defined and described in Section 5 of the Act, and the incremental property taxes, as defined and described in Section 4 of the Act, shall be pledged for payment of the principal of and premium, if any, and interest on the Certificates. To the extent required by the Act, the
Employer further agrees that the payments required to be made by it hereunder or any guaranty executed in connection herewith are a lien upon the Employer's business property in the State of Iowa until paid and have equal precedence with ordinary taxes and shall not be divested by a judicial sale. Property subject to this lien may be sold for sums due and delinquent at a tax sale, with the same forfeitures, penalties and consequences as for the nonpayment of ordinary taxes. The purchaser at any such tax sale shall obtain the property subject to the remaining payments.

ARTICLE IV
EVENT OF DEFAULT AND REMEDIES

Section 4.1. Events of Default. Each of the following shall be an "event of default" hereunder:

(a) The Employer shall fail to pay any required payment on or prior to the date on which such payment is due and payable and continuing for more than five (5) business days thereafter.

(b) The Employer shall fail to observe and perform any other agreement, term or condition contained in this Agreement, if such failure continues for a period of thirty (30) days after notice of such failure is given to the Employer by the Area School, or for such longer period as the Area School may agree to in writing; provided, that if the failure is other than the payment of money and is of such nature that it cannot be corrected within the applicable period, such failure shall not constitute an event of default so long as the Employer institutes curative action within the applicable period and diligently pursues such action to completion.

(c) The Employer shall: (i) admit in writing its inability to pay its debts generally as they become due; (ii) have an order for relief entered in any case commenced by or against it under the federal bankruptcy laws, as now or hereafter in effect; (iii) commence a proceeding under any other federal or state bankruptcy, insolvency, reorganization or other similar law, or have such a proceeding commenced against it and either have an order of insolvency or reorganization entered against it or have the proceeding remain undischissed and unstayed for ninety (90) days; (iv) make an assignment for the benefit of creditors; or (v) have a receivers or trustee appointed for it or for the whole or any substantial part of its property.

(d) Any representation or warranty made by the Employer herein or any statement in any report, certificate,
financial statement or other instrument furnished in connection with this Agreement or with the sale of the Certificates shall at any time prove to have been false or misleading in any material respect when made or given.

The declaration of an event of default under Subsection (c) above, and the exercises of remedies upon any such declaration shall be subject to any applicable limitations of federal bankruptcy law affecting or precluding such declaration or exercise during the pendency or or immediately following any bankruptcy, liquidation or reorganization proceedings.

Section 4.2. Whenever an event of default shall have happened and be continuing, the Area School may take whatever action at law or in equity may appear necessary or desirable to collect the payments due and other amounts then due and thereafter to become due, or to enforce performance and observance of any other obligation or agreement of the Employer under this Agreement. Notwithstanding the foregoing, the Area School shall not be obligated to take any step which in its opinion will or might cause it to expend time or money or otherwise incur liability unless and until a satisfactory indemnity bond has been furnished to the Area School at not cost or expense to the Area School. Any amounts collected as payments or applicable to payments and any other amounts which would be applicable to payment of principal and premium, if any, and interest on the Certificates collected pursuant to action taken under this Section shall be paid to the holders of the Certificates for application to such payment.

Section 4.3. No remedy conferred upon or reserved to the Area School by this Agreement is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Area School to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than such notice as may be expressly required herein.

Section 4.4. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

ARTICLE V

MISCELLANEOUS

Section 5.1. All notices, certificates, requests or
other communications hereunder shall be in writing and shall be deemed to be sufficiently given when mailed by registered or certified mail, postage prepaid, addressed to the appropriate notice address as follows:

**Area School:** Joseph A. Borgen, Ph.D.  
President  
Des Moines Area Community College  
2006 S. Ankeny Blvd.  
Ankeny, Iowa 50021

**Employer:** Delavan-Carroll, Inc.  
Aeroproducts Operation  
400 North Bella Vista Drive  
Carroll, Iowa 51401

with copies to:

Anthony J. diBuono  
Senior Vice President, Secretary and General Counsel  
430 Park Avenue  
New York, New York 10022

Employer and the Area School may, by notice given hereunder, designate any further or different addresses to which subsequent notices, certificates, requests or other communications shall be sent.

**Section 5.2.** All covenants, stipulations, obligations and agreements of the Area School contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. No such covenant, stipulation, obligation or agreement shall be deemed to be a covenant, stipulation, obligation or agreement of any present of future member, officer, agent or employee of the Area School or the Board of Directors other than in his official capacity, and neither the members of the Board of Directors nor any official executing the Certificates shall be liable personally on the Certificates or be subject to any personal liability or accountability by reason of the issuance thereof or by reason of the covenants, stipulations, obligations or agreements of the Area School contained in this Agreement.

**Section 5.3.** This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the Area School, the Employer and their respective permitted successors and assigns provided that this Agreement may not be assigned by the Employer and may not be assigned by the Area School except as may otherwise be necessary to enforce or secure payment of the principal or premium, if any, and interest on the Certificates.
Section 5.4. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

Section 5.5. If any provision of this Agreement, or any covenant, stipulation, obligation, agreement, act, or action, or part thereof made, assumed, entered into or taken thereunder or any application thereof, is for any reason held to be illegal or invalid, such illegality or invalidity shall not affect any other provision or any other covenant, stipulation, obligation, agreement, act or action or part thereof, made, assumed, entered into, or taken, each of which shall be construed and enforced as if such illegal or invalid portion were not contained herein. Nor shall such illegality or invalidity or any application thereof affect any legal and valid application thereof, and each such provision, covenant, stipulation, obligation, agreement, act or action, or part shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.

Section 5.6. This Agreement shall be governed exclusively by and construed in accordance with the laws of the State of Iowa.

Section 5.7. To further secure the payment of principal or premium, if any, and interest on the Certificates, the Employer shall, upon the request of the Area School, prior to the sale and issuance of the Certificates, cause to be provided to the Area School a guarantee of such payments by the Employer (or a letter-of-credit from a financial institution) in form and content acceptable to the Area School.

Section 5.8. The Area School and the Employer agree to use their best efforts to sell and issue the Certificates and the Employer will cooperate with the Area School to provide necessary financial information in connection with the sale of the Certificates. The parties shall agree upon a repayment schedule prior to the issuance of Certificates. It is understood and agreed that should the Certificates not be marketed or marketable within a reasonable time that this Agreement shall terminate and the Project shall be terminated by mutual agreement of the parties.

Section 5.9. The Employer covenants that it shall take such action or shall refrain from taking any action as shall be necessary to maintain the exemption from Federal income taxes of the interest on the Certificates.

Section 5.10. The Employer agrees to keep the facilities for which the Project has been established continuously insured in an amount at least equal to the total amount of the Certificates outstanding insuring the facilities against loss or
damage by fire, lightning, such other perils as are covered by standard "extended coverage" endorsements, vandalism and malicious mischief and containing customary loss deductible provisions. If loss or damage occurs and the Employer determines not to rebuild or restore the facilities to their former condition, the Employer agrees to cause the insurance proceeds to be applied to the payment of principal and interest on the Certificates.

Section 5.11. This Agreement shall supplement the Preliminary Agreement which, except as modified herein, is hereby ratified and confirmed and together this Agreement and the Preliminary Agreement shall constitute one agreement between the Employer and the Area School with respect to the Project.

IN WITNESS WHEREOF, the Area School and the Employer have caused this Agreement to be duly executed in their respective names, all as of the date hereinabove written.

DES MOINES AREA COMMUNITY COLLEGE

By

ATTEST:

DELAVAN-CARROLL INC

By

ATTEST:
Training Plan
Delavan - Carroll, Inc.

Prepared by
Des Moines Area Community College
Economic Development Group
Peggy Cutlip, Senior Training Consultant
Paula Hembry, Secretary
February, 1991
Training Plan
Delavan - Carroll, Inc.

Introduction

Delavan, Inc., Gas Turbine Products Division, 811 Fourth Street, West Des Moines, is a division of COLTEC Industries, Inc., 430 Park Avenue, New York, New York 10022.

An Iowa employer since 1942, the Delavan workforce of 449 manufactures gas turbine products such as fuel nozzles, manifolds, and fuel control valves. The management team is Joe Ryan, President; James Baker, Vice-President, General Manager; Chuck Athy, Vice-President, Employee Relations; and, Marlyn Gillespie, Vice-President, Finance.

Delavan is expanding their production processes by building a new plant in Carroll, Iowa, which will employ 90 individuals from the western Iowa area. Dennis Bintner will be general manager of the new facility known as:

Delavan-Carroll, Inc.
Aeroproducts Operation
400 North Bella Vista Drive

Programs to provide training for the new work force will be developed in areas such as orientation, total quality management, machine operation, computer applications for manufacturing and building individual skill bases required for high productivity.

Staff of Economic Development Group, Des Moines Area Community College, in cooperation with staff of Delavan, have prepared the following training outline and budget to train 90 employees between February, 1991 and February, 1993.
DELAVAN - CARROLL, INC.

TRAINING OUTLINE

Job Specific Skill Development

New employees will participate in an Orientation Program which will include details on employee procedures, work climate, and company goals and policies. Each employee will receive information regarding the employee benefit program and an overview of Delavan products.

Training will be designed to facilitate the building of individual skills required for high productivity. Training for production employees will include blueprint reading, geometric tolerancing, industrial math, inspection gage usage, total quality management concepts, machine operation and manufacturing computer applications. Managers, supervisors, office and technical personnel will receive training in total quality management concepts, introduction to personal computers, specific personal computer training and business communications.

A "Train The Trainer" class will assist Delavan staff selected as leaders with specialized expertise.

Expenses include instruction fees, training materials, and curriculum and materials development.

Supervisory/Management Development Training

Supervisory/management personnel will be given training in the areas of supervisor skills, people management, conflict resolution and team building. Expenditures will include contract instruction and outside seminars.

Training Materials

Instructional materials to support the specialized training needed will be developed or purchased. Funds will be used for development and printing of instructional materials. Expenditures include purchasing training materials and equipment, such as video tapes, VCR, VCR monitor, overhead projector, and electronic copy board, and TQM supplies/print materials.
Professional/Skill Development For Individual Employees

Individual training needs will be met by sending the employee to outside classes and seminars. Some employees will receive specialized skill training at the West Des Moines manufacturing facility. Training funds will be used for registration/tuition fees and travel expenses. Funds will also be utilized to pay temporary living expenses for those employees training at the West Des Moines plant.

On-The-Job Training

Each employee will receive instruction, guidance, and supervision on an individual basis by an immediate supervisor during on-the-job training (OJT).
Delavan - Carroll, Inc.

Training Budget

The training fund is generated by a credit to new job withholding taxes and the use of incremental property taxes under the provisions of HF 623, Iowa Code 280B.

Revision of this budget is allowable if both parties consent. A revised budget with signatures of college and company representatives will be filed with original training plan.

I. Job Specific Skill Development $ 60,475.00
II. Supervisory/Management Development Training 25,000.00
III. Training Materials 30,000.00
IV. Professional/Skill Development for Individual Employees 30,000.00
V. On-The-Job Training 145,000.00

Total Training Funds $290,475.00

Upon receipt of proper documentation, reimbursement to all providers of training and training materials that meet the guidelines of HF 623 will be made on a monthly basis, unless otherwise agreed to by both parties of the agreement.
Ankeny, Iowa
March 6, 1991

The Board of Directors of the Des Moines Area Community College met in regular session on the 6th day of March, 1991 at 4:05 o'clock p.m., in the Board Room of the Administration Building, in Ankeny, Iowa. The meeting was called to order and there were present Susan J. Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, Devere Bendixen, Lloyd Courter, Dick Johnson,
Eldon Leonard, Gerry Pecinovsky, Nancy Wolf
Absent: Doug Shull

Matters were discussed concerning an Addendum to the previously approved new jobs training agreement between the College and Allied Group, Inc. Following a discussion of the proposal, Board Member G. Pecinovsky introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a First Addendum to New Jobs Training Agreement, Instituting Proceedings for the Taking of Additional Action for the Issuance of New Jobs Training Certificates and Directing the Publication of a Notice of Intention to Issue Not to Exceed $60,000 Aggregate Principal Amount of New Jobs Training Certificates (Allied Group, Inc. Project) of the Des Moines Area Community College"; and moved its adoption. The motion was seconded by Board Member D. Bendixen. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

Ayes: Belken, Bendixen, Clouser, Courter, Johnson, Leonard,
Pecinovsky, Wolf
Nays: NONE

Whereupon, the President declared said Resolution, a copy of which is attached hereto, duly adopted and signed her approval thereto.

* * * * * *

President of the Board of Directors

Attest:
Secretary of the Board of Directors
RESOLUTION

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A FIRST ADDENDUM TO NEW JOBS TRAINING AGREEMENT, INSTITUTING PROCEEDINGS FOR THE TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES AND DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED $60,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (ALLIED GROUP, INC. PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE.

WHEREAS, The Des Moines Area Community College (hereinafter referred to as the "College"), is an area community college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 280B of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue New Jobs Training Certificates and use the proceeds from the sale of said Certificates to defray all or a portion of the cost of a "New Jobs Training Program" as that term is defined in the Act, including the program costs, the purpose of which is to encourage industry and trade to locate and expand within the State of Iowa (the "State") in order to create jobs and employment opportunities and to improve the economic welfare of the residents of the State; and

WHEREAS, the College has previously undertaken a New Jobs Training Program with Allied Group, Inc. (hereinafter referred to as the "Company") and has issued its New Jobs Training Certificates for the purpose of financing the costs of such program; and

WHEREAS, the College has undertaken negotiations with the Company for the purpose of establishing an expanded job training program (hereinafter referred to as the "Project") to educate and train workers for new jobs with the Company at its facilities located in the merged area served by the College, which Project will be beneficial to the Company and the College; and

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the Project, including necessary expenses incidental thereto, will require the issuance by the College of not to exceed an additional $60,000 aggregate principal amount of its New Jobs Training Certificates pursuant to the provisions of the Act; and

WHEREAS, it is proposed to finance the cost of the Project through the issuance of not to exceed an additional $60,000 New Jobs Training Certificates (Allied Group, Inc. Project) of the College (the "Certificates"); and

WHEREAS, before the Certificates may be issued, it is necessary to publish a notice of the proposal to issue new jobs training certificates and the right to appeal the decision of the Board of Directors of the College to issue the Certificates
pursuant to the provisions of the Act, all as required and pro-
vided for by Section 280B.6 of the Act; and

WHEREAS, a First Addendum to Industrial New Jobs Training
Agreement, in the form and with the contents set forth in Exhibit
A attached hereto, has been negotiated by the College under the
terms of which the College agrees, subject to the provisions of
such Agreement, to provide an expanded new jobs training program
for the Company;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE DES MOINES AREA COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. That the Secretary of the Board of Directors is
hereby directed to give notice of intention to issue the Certifi-
cates, stating the amount and purpose thereof, and the Project
for which the Certificates are to be issued, by publication at
least once in a legal newspaper, printed in the English language
published at least once weekly and having a general circulation
within the merged area served by the College. The notice shall
be in substantially the following form:
STATE OF IOWA

POLK COUNTY

SS.

The undersigned, being first duly sworn, on oath states that she/he is the Chief Clerk

of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of

THE DES MOINES REGISTER (Daily)

DES MOINES SUNDAY REGISTER

newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa, and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates March 27, 1991

in Des Moines Sunday Register on

Subscribed and sworn to before me by said affiant this 2nd day of April , 1991.

Mary F. Bradley

Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(ALLIED GROUP, INC. PROJECT)
OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $60,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Allied Group, Inc. Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Allied Group, Inc. in Des Moines, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the authorization and issuance of the certificates.

A person may, within fifteen days after the publication of this notice by action in the district court of a county in the area within which the Des Moines Area Community College is located, appeal the decision of the Board of Directors in proposing to issue the Certificates. The action of the Board of Directors in determining to issue the Certificates is final and conclusive unless the district court finds that the Board of Directors has exceeded its legal authority. An action shall not be brought which questions the legality of the Certificates, the power of the Board of Directors to issue the Certificates, the effectiveness of any proceedings relating to the authorization of the Project, or the authorization and issuance of the Certificates from and after fifteen days from the publication of this notice.

This notice is published pursuant to the provisions of Chapter 280B of the Iowa Code.

By Order of the Board of Directors

Secretary of the Board of Directors
Section 2. That the First Addendum to Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, be and the same is hereby approved and the President of the Board of Directors is hereby authorized to execute said First Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said First Addendum to Industrial New Jobs Training Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 3. That this Board does hereby institute proceedings and take further and additional action for the authorization and issuance in the manner required by law of not to exceed $60,000 of New Jobs Training Certificates (Allied Group, Inc. Project), the proceeds of which Certificates will be used to provide funds to pay costs, including program costs, of new jobs training by providing education and training of workers for new jobs at the Company.

Section 4. That officials of the College are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

Section 5. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 6th day of March, 1991.

[Signature]
President of the Board of Directors

Attest:

[Signature]
Secretary of the Board of Directors
I, Helen M. Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on March 6, 1991, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 6th day of March, 1991.

[Signature]
Secretary of the Board of Directors
FINAL ADDENDUM TO INDUSTRIAL NEW JOBS TRAINING AGREEMENT

This Final Addendum to an Industrial New Jobs Training Agreement is made and entered into as of ____________, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and ALLIED Group, Inc. ____________________(the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of May 1, 1990, for the purpose of establishing a New Jobs Training program (the "Training Program") to train certain persons employed by the Employer for new jobs at its facilities within the Merged Area; and,

WHEREAS, the Area School and the Employer have agreed that the Training Program and Agreement are satisfactory and that additional training should be undertaken as a part of the Training Program in connection with additional jobs to be added by the Employer.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL REPRESENTATIONS AND AGREEMENTS HEREINuiby CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Area School and the Employer will train an additional 30 employees as a part of the Training Program.

2. The training procedure and project guidelines shall be governed by the original Agreement.

3. The Area School and the Employer have cooperated in developing the attached budget and training plan for this Addendum and agree that it shall govern the expanded Training Program.

4. The Area School and the Employer agree to extend the original training period from August 1992 to August 1993.

5. Except as modified herein, the Area School and the Employer reaffirm the terms and provisions of the Agreement and agree that all such terms and provisions shall apply to the expanded Training Program referred to herein and to any New Jobs Training Certificates issued in order to fund the expanded Training Program.

IN WITNESS WHEREOF, the Area School and the Employer have caused this Final Addendum to be duly executed as of the date hereinabove written.

ATTEST:  

By  

DES MOINES AREA COMMUNITY COLLEGE

By  

ALLIED Group, Inc.

Name of Company

By  

Barbara Harris
ALLIED GROUP, INC.
ADDENDUM #1
TRAINING PLAN

Prepared
by
Des Moines Area Community College
Economic Development Group
Barbara Giese, Training Consultant
February 18, 1991
ALLIED GROUP, INC.  
ADDENDUM #1  
TRAINING PLAN  
INTRODUCTION

Allied Group, Inc. (AGI) was founded in 1929 as Allied Mutual Insurance Company. AGI is primarily a property-casualty company, headquartered in downtown Des Moines. Additional businesses located in Des Moines are the data processing segment that offers a complete line of insurance software and the investment services. The location of Allied Group, Inc., is 701 Fifth Avenue.

This training project is the result of the company's planned growth to expand product offerings and markets to reach new customers. This diversification is in all segments of the organization. As of January 2, 1991, Allied Group, Inc., employed 1021 persons in the Des Moines area. Due to the planned group, it is projected that 30 positions will be added by December 30, 1991.

Des Moines Area Community College staff, in cooperation with the staff of Allied Group, Inc., have prepared the following plan to train 30 new employee positions between January 1991 and January 1993. This training plan includes job analysis and job description development, revision of the new employee orientation program, computer-related training and customer service training. The Allied Group has a well developed training department. The Allied training department staff will deliver the training outlined in this training plan.
I. ASSESSMENT AND ORIENTATION

New positions will be analyzed and new jobs descriptions developed, as needed. Techniques will be developed and implemented to better assess new applicants for suitability for employment. The orientation program video tape will be updated and revised. Manuals for both employee benefits and policies and job procedures will be updated and revised.

II. JOB SPECIFIC SKILL DEVELOPMENT

This skill development will focus on both specific positions and general skills needed for all new positions. This training will be delivered through instructor-led classes, programmed instructions, video tape, interactive computer instruction and self-study programs.

A. Job specific - The new graduate program covers insurance coverage, risk selection and claims handling. Marketing, safety and accounting will also receive skill training.

B. Office training - New employees will receive training in keyboarding skills, clerical procedures and customer service.

Funds will be used for trainers' salaries and materials.

III. MANAGEMENT/SUPERVISORY SKILLS

This training will focus on people management - getting things done through other people. The Interpersonal Managing Skills program will be one program used for the training. Funds will pay for material and instruction.

IV. PROFESSIONAL DEVELOPMENT

Training funds will be used for travel and registration costs to send individual new employees to seminars and workshops not available in company-sponsored programs. Tuition for college credit and non-credit job-related courses will also be covered.

V. ON-THE-JOB TRAINING

Each employee will receive instruction, guidance, and supervision on an individual basis from an immediate supervisor or an experienced employee during on-the-job training (OJT).
The source of training funds is New Jobs credit from withholding under provision of Chapter 280 B, Iowa Code.

TRAINING PLAN COMPONENT

I. ASSESSMENT AND ORIENTATION

   Job Analysis
   Manual and video revision $7,311.00

II. JOB SPECIFIC SKILL DEVELOPMENT

   New graduate program
   Job specific skills
   Office training
   Classroom instruction 12,186.00

III. MANAGEMENT/SUPERVISORY SKILLS

   Classroom instruction and materials 3,899.00

IV. PROFESSIONAL DEVELOPMENT

   Seminar registration and travel
   Course tuition 976.00

V. ON-THE-JOB TRAINING

   24,372.00

   $48,744.00


Upon receipt of proper documentation, reimbursement to all providers of training that meet the guidelines of HF 623 will be made on a quarterly basis.
The Board of Directors of the Des Moines Area Community College met in regular session on the 6th day of March, 1991 at 4:05 o'clock p.m., in the Board Room of the Administration Building, in Ankeny, Iowa. The meeting was called to order and there were present Susan J. Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, DeVere Bendixen, Lloyd Courter, Dick Johnson,

Eldon Leonard, Gerry Pecinovsky, Nancy Wolf

Absent: Doug Shull

Matters were discussed concerning a Second Addendum to the previously approved new jobs training agreement between the College and Garst Seed Company. Following a discussion of the proposal, Board Member L. Courter introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a Second Addendum to New Jobs Training Agreement, Instituting Proceedings for the Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed $210,000 Aggregate Principal Amount of New Jobs Training Certificates (Garst Seed Company Project) of the Des Moines Area Community College and Providing for the Division of Taxes Levied on Property Where New Jobs are Created as a Result of a New Jobs Training Program"; and moved its adoption. The motion was seconded by Board Member D. Bendixen. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

Ayes: Belken, Bendixen, Clouser, Courter, Johnson, Leonard, Pecinovsky, Wolf

Nays: NONE

Whereupon, the President declared said Resolution, a copy of which is attached hereto, duly adopted and signed her approval thereto.

* * * * *

President of the Board of Directors

Attest:

Secretary of the Board of Directors
RESOLUTION

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A SECOND ADDENDUM TO NEW JOBS TRAINING AGREEMENT, INSTITUTING PROCEEDINGS FOR THE TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED $210,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (GARST SEED COMPANY PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE AND PROVIDING FOR THE DIVISION OF TAXES LEVIED ON PROPERTY WHERE NEW JOBS ARE CREATED AS A RESULT OF A NEW JOBS TRAINING PROGRAM.

WHEREAS, The Des Moines Area Community College (hereinafter referred to as the "College"), is an area community college and a body politic organized and existing under the laws of the State of Iowa, and is authorized and empowered by Chapter 280B of the Code of Iowa, as amended (hereinafter referred to as the "Act"), to issue New Jobs Training Certificates and use the proceeds from the sale of said Certificates to defray all or a portion of the cost of a "New Jobs Training Program" as that term is defined in the Act, including the program costs, the purpose of which is to encourage industry and trade to locate and expand within the State of Iowa (the "State") in order to create jobs and employment opportunities and to improve the economic welfare of the residents of the State; and

WHEREAS, the College has previously undertaken a New Jobs Training Program with Garst Seed Company (hereinafter referred to as the "Company") and has issued its New Jobs Training Certificates for the purpose of financing the costs of such program; and

WHEREAS, the College has undertaken negotiations with the Company for the purpose of establishing an expanded job training program (hereinafter referred to as the "Project") to educate and train workers for new jobs with the Company at its facilities located in the merged area served by the College, which Project will be beneficial to the Company and the College; and

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the Project, including necessary expenses incidental thereto, will require the issuance by the College of not to exceed an additional $210,000 aggregate principal amount of its New Jobs Training Certificates pursuant to the provisions of the Act; and

WHEREAS, it is proposed to finance the cost of the Project through the issuance of not to exceed an additional $210,000 New Jobs Training Certificates (Garst Seed Company Project) of the College (the "Certificates"); and

WHEREAS, in order to provide for a division of taxes levied on the taxable business property where the Project will be
located, the Board of Directors of the College must adopt a resolution to that effect; and

WHEREAS, the Project will be located, and the new jobs will be created at the real property which is legally described on Exhibit B attached hereto and hereby incorporated herein; and

WHEREAS, before the Certificates may be issued, it is necessary to publish a notice of the proposal to issue new jobs training certificates and the right to appeal the decision of the Board of Directors of the College to issue the Certificates pursuant to the provisions of the Act, all as required and provided for by Section 280B.6 of the Act; and

WHEREAS, a Second Addendum to Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, has been negotiated by the College under the terms of which the College agrees, subject to the provisions of such Agreement, to provide an expanded new jobs training program for the Company;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, AS FOLLOWS:

Section 1. That the Secretary of the Board of Directors is hereby directed to give notice of intention to issue the Certificates, stating the amount and purpose thereof, and the Project for which the Certificates are to be issued, by publication at least once in a legal newspaper, printed in the English language published at least once weekly and having a general circulation within the merged area served by the College. The notice shall be in substantially the following form:
The undersigned, being first duly sworn, on oath states that she/he is the Chief Clerk of Des Moines Register and Tribune Company, a corporation duly organized and existing under the laws of the State of Iowa, with its principal place of business in Des Moines, Iowa, the publisher of THE DES MOINES REGISTER (Daily) newspapers of general circulation printed and published in the City of Des Moines, Polk County, Iowa, and that an advertisement, a printed copy of which is attached as Exhibit "A" and made a part of this affidavit, was printed and published in

The Des Moines Register (daily) the following dates March 27, 1991

Subscribed and sworn to before me by said affiant this 2nd day of April, 1991

Mary F. Bradley
Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(GARST SEED COMPANY PROJECT)
OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed $210,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Garst Seed Company Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Garst Seed Company in Slater, Iowa.

The Board of Directors has instituted proceedings and taken further and additional action for the authorization and issuance of the certificates.

A person may, within fifteen days after the publication of this notice by action in the district court of a county in the area within which the Des Moines Area Community College is located, appeal the decision of the Board of Directors in proposing to issue the Certificates. The action of the Board of Directors in determining to issue the Certificates is final and conclusive unless the district court finds that the Board of Directors has exceeded its legal authority. An action shall not be brought which questions the legality of the Certificates, the power of the Board of Directors to issue the Certificates, the effectiveness of any proceedings relating to the authorization of the Project, or the authorization and issuance of the Certificates from and after fifteen days from the publication of this notice.

This notice is published pursuant to the provisions of Chapter 280B of the Iowa Code.

By Order of the Board of Directors

Secretary of the Board of Directors
Section 2. That the Second Addendum to Industrial New Jobs Training Agreement, in the form and with the contents set forth in Exhibit A attached hereto, be and the same is hereby approved and the President of the Board of Directors is hereby authorized to execute said Second Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Second Addendum to Industrial New Jobs Training Agreement, which constitutes and is hereby made a part of this Resolution, to be in substantially the form, text and containing the provisions set forth in Exhibit A attached hereto.

Section 3. That this Board does hereby institute proceedings and take further and additional action for the authorization and issuance in the manner required by law of not to exceed $210,000 of New Jobs Training Certificates (Garst Seed Company Project), the proceeds of which Certificates will be used to provide funds to pay costs, including program costs, of new jobs training by providing education and training of workers for new jobs at the Company.

Section 4. That all taxes levied on the Company’s taxable business property located on the real property legally described on Exhibit B attached hereto each year shall be divided as provided in Section 403.16 of the Iowa Code, subsections 1 and 2, in the same manner as if the Company’s business property was taxable property in an urban renewal project and this Resolution was an ordinance within the meaning of those subsections, all in accordance with the provisions of the Act.

Section 5. That the County Auditor of the County where the property described on Exhibit B is located shall after the date of the adoption of this Resolution make the allocations provided for herein.

Section 6. The taxes received by this Board of Directors shall be allocated to and when collected be paid into a special fund of the College and shall be irrevocably pledged by the College to pay the principal of and interest on the Certificates issued by the College to finance the Project.

Section 7. That the Secretary of the Board of Directors shall certify a copy of this Resolution to the County Auditor of the County where the property described on Exhibit B is located.

Section 8. That officials of the College are hereby authorized to take such further action as may be necessary to carry out the intent and purpose of this Resolution.

Section 6. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
Passed and approved this 6th day of March, 1991.

President of the Board of Directors

Attest:

Secretary of the Board of Directors
I, Helen M. Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on March 6, 1991, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 6th day of March, 1991.

[Signature]

Secretary of the Board of Directors
PROPERTY LEGAL DESCRIPTIONS

Garst Seed Company Head Office - Coon Rapids, Iowa

a) Lots 9, 10 and 11, Block 20, Milwaukee Land Company's Addition to Coon Rapids, Carroll County, Iowa.

b) Lot 12, Block 20, Milwaukee Land Company's Addition to Coon Rapids, Iowa.

c) Lots 13, 14 and 15, Block 20, Milwaukee Land Company's Addition to Coon Rapids, Carroll County, Iowa.

Proposed Quality Assurance Laboratory Project - Coon Rapids, Iowa

a) Lots 3, 5, 6, and 7, Block 23, Milwaukee Land Company's Addition to the Town of Coon Rapids, Carroll County, Iowa.

b) Lot 8, Block 23, Milwaukee Land Company's Addition to Coon Rapids, Iowa.

c) Lots 9, 10, and 11, Block 23, Milwaukee Land Company's Addition to Coon Rapids, Iowa.

Tool Room, A/T Repair Shop and Fabrication Shop - Coon Rapids, Iowa

a) Lot A, except that part of Lot E lying within said Lot A, in the NW 1/4 of the SW 1/4 of Section 34, Township 82 North, Range 33 West of the 5th P.M., Carroll County, Iowa.
August 10, 1989

Mr. Jerry Collingswood  
DMACC  
Building #6  
2006 S. Ankeny Blvd.  
Ankeny, IA 50021

Dear Mr. Collingswood:

The following is the legal description that you will need for the latest addition to the Garst Research Farms complex: The East 275' of the SE1/4 of the SW1/4 and South 280' of the East 275' of the NE1/4 of the SW1/4 of the SE1/4 of Section 25 Township 82 Range 25. There are 5.74 taxable acres of land. We refer to this parcel as the "Bio-Tech" buildings.

If you need any further information, please don't hesitate to call on us.

Sincerely,

(Mrs.) Kathy Anderson, Deputy  
OFFICER OF COUNTY ASSESSOR
LEGAL DESCRIPTION

GARST SEED COMPANY

Parent Seed:

Lots 1 & 2 in the SE\textsubscript{1/4} of the SW\textsubscript{1/4} and Lot 1 of Lot 2 in the NE\textsubscript{1/4} of the SW\textsubscript{1/4} of Section 25, Township 82 North, Range 25, West of the 5th P.M., subject to public highway as per survey of record, Boone County Recorder's Office, Book 12, Page 10, date March 10, 1985.

Research Complex:

Beginning at the SW corner of the SE\textsubscript{1/4} of Section 25, Township 82 North, Range 25, West of the 5th P.M., Boone County, Iowa; thence N 00° 17 feet 15 inches West 361.11 feet along the West line of the SE\textsubscript{1/4} of said Section 25; thence S 89° 42 feet 41 inches East, 560.60 feet; thence S 00° 17 feet 15 inches East 860.27 feet; thence N 89° 47 feet 52 inches West, 560.60 feet along the South line of the SE\textsubscript{1/4} to the point of beginning.
June 8, 1988

Garst Seed Company
Attn: Bob Colquhoun
P.O. Box 300
Coon Rapids, IA 50058

Dear Mr. Colquhoun:

At your request we are submitting the following legal description which when added to the legal description presently used for the research farm will encompass the entire research center. This combined description will run from approximately 40 feet east of the east driveway to approximately 25 feet west of the farthest paved loop road in an east-west direction and from Iowa Highway 210 to a point approximately parallel to the highway and about 25 feet north of the existing maintenance building.

It is our understanding that the existing legal description for the research center is the following:

"The West 495' of the SW 1/4 of the SE 1/4 of the SE 1/4 and the South 280' of the West 495' of the NW 1/4 of the SE 1/4 of the SE 1/4, all in Section 25, Township 82 North, Range 25 West of the 5th Principal Meridian, Boone County, Iowa"

The additional legal description for the facility will be as follows:

"The East 275' of the SE 1/4 of the SW 1/4 of the SE 1/4 and the South 280' of the East 275' of the NE 1/4 of the SW 1/4 of the SE 1/4, all in Section 25, Township 82 North, Range 25 West of the 5th Principal Meridian, Boone County, Iowa"

The original parcel included 10.25 acres in the SE 1/4 of the SE 1/4 and the additional description includes 5.93 acres lying in the SW 1/4 of the SE 1/4 making a total project site a rectangle parcel 940 feet long in a north-south direction by 750 feet long in an east-west direction and containing 16.18 acres in total.

If you have any questions concerning this legal description please contact me.

Very truly yours,

SHIVE-HATTERY ENGINEERS
AND ARCHITECTS, inc.

John M. Vande Steeg, P.E. & L.S.

JVS/jks
487152-4
FINAL ADDENDUM TO INDUSTRIAL NEW JOBS TRAINING AGREEMENT

This Final Addendum to an Industrial New Jobs Training Agreement is made and entered into as of February 18, 1991, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and Garst Seed Company (the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of December 1987, for the purpose of establishing a New Jobs Training program (the "Training Program") to train certain persons employed by the Employer for new jobs at its facilities within the Merged Area; and,

WHEREAS, the Area School and the Employer have agreed that the Training Program and Agreement are satisfactory and that additional training should be undertaken as a part of the Training Program in connection with additional jobs to be added by the Employer.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES AND THE MUTUAL REPRESENTATIONS AND AGREEMENTS HEREINAFTER CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The Area School and the Employer will train an additional 65 employees as a part of the Training Program.

2. The training procedure and project guidelines shall be governed by the original Agreement.

3. The Area School and the Employer have cooperated in developing the attached budget and training plan for this Addendum and agree that it shall govern the expanded Training Program.

4. The Area School and the Employer agree to N/A the original training period from N/A to N/A.

5. Except as modified herein, the Area School and the Employer reaffirm the terms and provisions of the Agreement and agree that all such terms and provisions shall apply to the expanded Training Program referred to herein and to any New Jobs Training Certificates issued in order to fund the expanded Training Program.

IN WITNESS WHEREOF, the Area School and the Employer have caused this Final Addendum to be duly executed as of the date hereinafore written.

ATTEST: ____________________
Helen M. Harris

ATTEST: ____________________
Bennie

DES MOINES AREA COMMUNITY COLLEGE
By ____________________
Susan J. Allen
Garst Seed Company
Name of Company
By ____________________
Reverend McCrochie
TRAINING PLAN

FOR

GARST SEED COMPANY

ADDENDUM #2

Prepared by

Pam Van Ast
Des Moines Area Community College
Economic Development Group
February 19, 1991
Garst Seed Company is an Iowa corporation with headquarters in Coon Rapids and a research facility in Slater. Part of Garst is ICI Seeds of Great Britain. This is DMACC's third agreement with Garst. Previous job training focused on the Slater research facility. This expansion includes an additional greenhouse at Slater and sixty-five new employees at Coon Rapids and Slater. In the fall of 1990, Garst acquired Super Cross Seeds, which substantially increased Garst's employment level.

The focus of this training would be to enhance management training, provide computer training, commercial drivers license training, develop policies and procedures and orientation materials.
General Orientation

New employees will participate in an orientation program which will include details on employee procedures, work climate, and company goals. Employee procedure manuals will also be developed.

An orientation video will be developed by DMACC for use by new employees.

Job Specific Training

Management training will be enhanced by additional use of the materials by DDI, specifically targeted selection and interaction management.

DMACC's Transportation Institute will provide Commercial Drivers License training to all Garst employees. The Institute will also assist the company with its defensive driving training.

Computer training will be provided by DMACC's instructors using the Mobile Training Center. The main focus will be on Lotus 1-2-3 and WordPerfect.

ICS Software will be developed primarily for use by the Slater Research facility.

Telemarketing/Telephone Skills will be taught by DMACC instructors and outside consultants to both office and sales staff.
The training fund is generated by a credit to new job withholding taxes and the use of incremental property taxes under the provisions of HF623, Iowa Code 280B.

Revision of this budget is allowable if both parties consent. A revised budget with signatures of college and company representatives will be filed with original training plan.

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<td>A. Orientation</td>
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<td>B. Safety &amp; Hazardous Material Handling</td>
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<td>C. Transportation Training</td>
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<td>2. Commercial Drivers License</td>
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</table>

| TOTAL TRAINING FUNDS                           | $165,685 |

Upon receipt of proper documentation, reimbursement to all providers of training and training materials that meet the guidelines of HF623 will be made on a monthly basis, unless otherwise agreed to by both parties of the agreement.

Estimated starting date of training is December, 1990.

Estimated completion date of training is December, 1991.
RESOLUTION ADOPTING PROPOSED PLANS AND SPECIFICATIONS AND FORM OF CONTRACT FOR INTERNATIONAL HOUSE, ACCESS ROAD, ANKENY CAMPUS

RESOLVED, that proposed plans and specifications, form of contract, and estimated costs for the International House, Access Road, Ankeny Campus, are hereby adopted and placed on file in the office of the Secretary of the Board of Directors. Before any contract incorporating said plans and specifications can be issued, it is necessary to hold a public hearing thereon.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, that a meeting of the Board to be held at 4:00 p.m., on the 10th day of April, 1991, 1100 7th Street, Des Moines, Iowa, this Board will hold a Public Hearing on the matter of the adoption of plans and specifications, form of contract, and estimated costs now on file in the office of the Secretary of the Board of Directors.

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

PASSED AND APPROVED THIS 6TH. DAY OF MARCH, 1991.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RESOLUTION FIXING DATE FOR RECEIPT OF BIDS FOR THE INTERNATIONAL HOUSE, ACCESS ROAD, ANKENY CAMPUS

RESOLVED, that sealed proposals for the International House, Access Road, Ankeny Campus will be received at Building 1, Room 30, Ankeny Campus, 2006 S. Ankeny Blvd., Ankeny, Iowa, until 2:00 p.m., Central Time, April 3, 1991 at which time and place said bids will be publicly opened and read aloud.

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

PASSED AND APPROVED THIS 6TH. DAY OF MARCH, 1991.

[Signature]
President, Board of Directors

ATTEST:

[Signature]
Secretary, Board of Directors
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Chriss Barck

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Chriss Barck, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Chriss Barck
Route 2
Perry IA 50220

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Chriss Barck, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 3, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 40 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Darlene Beyer

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Darlene Beyer, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Darlene Beyer
1028 57th Street
West Des Moines IA 50265

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Darlene Beyer, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 14, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 30 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

By
Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF
Patricia Brainard

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Patricia Brainard, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Patricia Brainard
4114 NE 64th Street
Altoona IA 50009

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Patricia Brainard, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF
Andrea DeWitt

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Andrea DeWitt, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 30, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Andrea DeWitt
1109 East 1st #8
Indianola IA 50125

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Andrea DeWitt, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 14, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Carol Grimm

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Carol Grimm, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Carol Grimm
7704 Ridgemont
Des Moines IA 50322

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Carol Grimm, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 30th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Mary Hays

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Mary Hays, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Mary Hays
4767 NW 50th
Des Moines IA 50310

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Mary Hays, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Barbara Hofferber

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Barbara Hofferber, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Barbara Hofferber
3204 50th Street
Des Moines IA 50310

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Barbara Hofferber, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending August 16, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

Lack of student enrollment and program restructuring necessitate elimination of your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Terry Luloff

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Terry Luloff, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 30, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Terry Luloff
    RR #1 Box 124
    Slater IA 50244

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Terry Luloff, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Evan McCormick

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Evan McCormick, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 30, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Evan McCormick
101 South 4th Street
Indianola IA 50125

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Evan McCormick, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 14, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Patricia McNair

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Patricia McNair, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Patricia McNair
416 South Greene
Boone IA 50036

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Patricia McNair, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 90 day of

DES MOINES AREA COMMUNITY COLLEGE

By:/s/ Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Deborah Odgaard

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Deborah Odgaard, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Deborah Odgaard
305 3rd NE
Mitchellville IA 50169

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting, scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Deb Odgaard, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending May 9, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Lynn Slykuis, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Lynn Slykuis
   RR #1 Box 206
   Monroe IA  50170

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Lynn Slykuis, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 30, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20 day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Robert VanDorin

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Robert VanDorin, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and made a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 70, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Robert VanDorin
26 E Hillcrest
Indianola IA 50125

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 7, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Robert VanDorin, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending June 14, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 20th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS
DES MOINES AREA COMMUNITY COLLEGE
TO TERMINATE THE EMPLOYMENT CONTRACT OF

Jerold Whalen

pursuant to Section 279.15, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment contract of Jerold Whalen, a faculty member, be terminated effective at the end of the current school year following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment Contract which has been served upon the faculty member is on the reverse side hereof and incorporated herein by reference.

If the faculty member, within five days of receipt of the written notice that the President is recommending termination of employment, requests in writing a private hearing with the Board, a private hearing must be held no sooner than ten days and not later than twenty days following receipt of the request unless the parties otherwise agree. If the faculty member requests a private hearing, the Secretary of the Board of Directors will notify you in writing of the date, time, and location of the private hearing.

The participants at the private hearing must include at least a majority of the members of the Board who will sit as a hearing panel to hear the recommendation of the President, and any cross-examination and presentation which may be made by the faculty member. Following the hearing, the Board must meet in executive session to make a final decision upon the recommendation and the evidence presented at the private hearing. The decision of the Board must be in writing and shall include findings of fact and conclusions of law separately stated.

When the Board has reached a decision, opinion, or conclusion, it must convene in open meeting, and by roll call vote, determine the continuance or discontinuance of the faculty member's employment. If the faculty member does not request a private hearing or does not appear at the private hearing, the Board may proceed and make a determination upon the President's recommendation.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT CONTRACT

TO: Jerold Whalen
104 11th St SE
Altoona IA 50009

YOU ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of the Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment contract be terminated effective at the end of the current school year following a decision of the Board of Directors. The contract to be terminated is between Jerold Whalen, a teacher, and the Board of Directors of Des Moines Area Community College, whose administrative offices are located at 2006 South Ankeny Boulevard, Ankeny, Iowa, for services rendered during the 1990-91 school year, ending May 31, 1991.

This notice is given pursuant to the provisions of Section 279.15, Code of Iowa, 1989.

The recommendation to terminate your contract is being made for the reason that:

The special funds used to pay your salary are insufficient to retain your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

You are advised that within five (5) days of receipt of this written notice you may request a private hearing with the Board, in writing, to the Secretary of the Board of Directors. A listing of documents which may be presented to the Board at a private hearing and names of persons who may address the Board in support of the President's recommendation will be furnished to you at least five days before the private hearing. If you fail to timely request a private hearing, the Board may proceed and make a determination upon the President's recommendation.

This notice dated at Ankeny, Iowa, this 30th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

BY

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE DES MOINES AREA COMMUNITY COLLEGE  
TO TERMINATE THE EMPLOYMENT OF  

Hugh Hammond  

This is to notify you of the President's recommendation to the Board of Directors of the Des Moines Area Community College that the employment of Hugh Hammond be terminated effective April 5, 1991, following a decision of the Board of Directors. A copy of the Notice and Recommendation to Terminate Employment which has been served upon the employee is on the reverse side hereof and incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Sorgen, President

February 20, 1991
NOTICE AND RECOMMENDATION TO TERMINATE EMPLOYMENT

TO: Hugh Hammond
2905 38th
Des Moines IA 50310

YOUR ARE HEREBY NOTIFIED that the President will recommend in writing to the Board of Directors of Des Moines Area Community College at the regular meeting scheduled for March 6, 1991, that your employment be terminated effective April 5, 1991, following a decision of the Board of Directors.

This notice to recommend the termination of your employment is made for the following reasons:

Reorganization and restructuring of the Community Education/Economic Development Department which eliminates your position.

A copy of the recommendation to the Board of Directors is on the reverse side hereof and incorporated herein by reference.

This notice dated at Ankeny, Iowa, this 20th day of February, 1991.

DES MOINES AREA COMMUNITY COLLEGE

By

Dr. Joseph A. Borgen, President
RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
DES MOINES AREA COMMUNITY COLLEGE
TO CONSIDER TERMINATION OF THE CONTRACT OF

Richard Finnestad

pursuant to Section 279.24, Code of Iowa, 1989

THIS IS TO NOTIFY YOU of the President's recommendation
to the Board of Directors of the Des Moines Area Community College
that the Board consider termination of the contract of
Richard Finnestad, an administrator, effective at the end of
the current school year.

A copy of the Notice of Consideration of Termination of
Administrator's Contract is on the reverse side hereof and
incorporated herein by reference.

Respectfully submitted,

Dr. Joseph A. Borgen, President

February 20, 1991
DATE: February 22, 1991

TO: Helen Harris - Board Secretary

FROM: Don Zuck - Vice President, Operations

RE: Agenda Item for March 6, 1991, Board Meeting
Participation in the Iowa Trust-Education

Several months ago the DMACC Board approved our participation in the Iowa Trust contingent upon a favorable opinion from the Iowa Attorney General. As a favorable opinion was doubtful, the Iowa Trust people have formed a new entity "Iowa Trust-Education." The Iowa Trust-Education will include only schools where the Iowa Trust included schools, cities and counties. The legal question centered around mixing funds of schools, cities and counties in the same Trust.

The Iowa Trust-Education will permit schools of the State of Iowa to pool their monies in order to take advantage of short-term investments and maximize net interest earnings.

The Trust will be administered by a Board of Trustees elected by the participating schools. Bankers Trust of Des Moines will be the custodian, and as such serve as the depository of the funds. Legal counsel for the Trust is Davis, Hockenberg Law Firm. The transactions of the Trust will be handled by a third party, Fund Administration Services, Inc., a California corporation, which will serve as the Administrator of the Trust. Institutional Treasury Management, Inc., a California corporation, will be advisor for the Trust.

We compared the investment earnings record of the Iowa Trust and found it to exceed our C.D. rate for the same period by approximately 1.4%.

A significant advantage of the Trust for the DMACC day-to-day management of monies is the liquidity. We would have the ability for daily deposits or withdrawals from the Trust. C.D. investments require a fixed investment period.

I recommend approval of the attached resolution authorizing DMACC to join as a participant in the Iowa Trust-Education. The resolution has been prepared by our attorney, David VanSickel.

Attachment
cc: David VanSickel - Davis, Hockenberg Law Firm
Darrell Roberts
IOWA TRUST-EDUCATION

A RESOLUTION AUTHORIZING Des Moines Area Community College TO JOIN WITH OTHER SCHOOL CORPORATIONS AS A PARTICIPANT IN THE IOWA TRUST-EDUCATION FOR THE PURPOSE OF POOLING FUNDS FOR INVESTMENT.

WHEREAS, Des Moines Area Community College (the "Educational Institution") is a school corporation organized and existing under the Constitution and the laws of the State of Iowa; and

WHEREAS, pursuant to the provisions of the Code of Iowa, any school corporation organized and existing under the laws of the State of Iowa (the "School" or "Schools") is authorized to pool any monies in the treasury of such School, which are not immediately required to be disbursed with the same such monies in the treasury of any other School in order to take advantage of permitted investments and maximize net interest earnings; and

WHEREAS, the Iowa Trust-Education (the "Trust") is a trust formed pursuant to an Indenture of Trust (the "Indenture") under the laws of the State of Iowa, for the purpose of investing, pooling for investment, and protecting funds of Schools; and

WHEREAS, this Educational Institution desires to be a Participant in the Trust in accordance with the terms and provisions of the Indenture;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE EDUCATIONAL INSTITUTION, BY A MAJORITY VOTE, AS FOLLOWS:

1. That the Educational Institution hereby approves and adopts, and thereby joins as a Participant with other Schools in the Iowa Trust-Education pursuant to and in accordance with the Indenture, the terms of which are incorporated herein in their entirety by this reference and a copy of which shall be filed with the minutes of the meeting at which this Resolution was adopted; and

2. That the Donald C. Zuck who is the officer or employee empowered to invest the funds in the Educational Institution's treasury, is hereby designated the "Authorized Representative" as that term is defined in the Indenture, and as such is hereby designated as the Educational Institution's official representative to the Trust and shall serve as a member of the Board of Supervisors of the Trust and is hereby authorized and directed to execute the Indenture of Trust and such other documents as are required and to serve as a member of the Board of Trustees if elected by the Supervisory Board; and
3. That the "Authorized Representative" designated in Section 2 above is hereby authorized to invest from time to time the monies in the Educational Institution's treasury, which are not immediately required to be disbursed, in the Trust by purchasing Shares in the Trust from time to time with available funds, and to redeem some or all of those Shares from time to time as funds are needed for other purposes.

4. That the Board of Trustees of the Trust, or their successors in function, is hereby designated as the official custodian of such funds as are deposited in the Trust by the Educational Institution during such time or times as funds may be on deposit with the Trust.

Passed and approved this 6th day of March, 1991.

[Signature]
Chairperson

ATTEST:

[Signature]
Clerk or Secretary

(SEAL)
DATE: March 5, 1991

TO: Darrell Roberts

FROM: Irv Steinberg

RE: Financial Report for March 6, 1991 Board Meeting

Short term investment rates for 0-60 day maturities dropped at February month end to 6.25% as highest rate available.

Second quarter FY91 State Aid was received Feb 13, 91 for a total of $4,159,223. Information received from State Department of Education indicated that our FY91 State Aid has been reduced by $214,185 as part of the total state deappropriation and that this reduction will be reflected in our third quarter aid payment released on or about May 15, 91. Our revised total FY91 state aid, to include property tax replacement, is now $14,473,953.

Actions have been taken to reduce expenditures for FY91, current fiscal year, to correspond to the revenue cut-backs coming from the state which include reductions in personnel costs, capital outlay (equipment and books) and out of state travel.

As of the end of February, our cash position reflected a positive balance approximating $2.8 Million in excess of borrowed funds ($5 Million) on hand.
### DES MOINES AREA COMMUNITY COLLEGE

#### BUDGET REPORT

**SUMMARY BY FUND (ALL FUNDS)**

**FEBRUARY 28, 1991**

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>BOARD FUND NO.</th>
<th>AMOUNT RECEIVED/EXPENDED</th>
<th>AMOUNT ENCUMBERED</th>
<th>WORKING BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN FUND CURRENT</td>
<td>1</td>
<td>$29,283,011</td>
<td>$29,625,352</td>
<td>$20,098,027</td>
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<tr>
<td>RESTRICTED CURR</td>
<td>2</td>
<td>21,957,383</td>
<td>22,088,255</td>
<td>8,266,589</td>
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<tr>
<td>AUXILIARY</td>
<td>3</td>
<td>5,381,717</td>
<td>5,594,104</td>
<td>4,065,906</td>
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<td>AGENCY</td>
<td>4</td>
<td>803,631</td>
<td>747,477</td>
<td>570,453</td>
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<td>SCHOLARSHIP</td>
<td>5</td>
<td>3,591,123</td>
<td>3,636,011</td>
<td>3,530,932</td>
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<tr>
<td>LOAN</td>
<td>6</td>
<td>131,984</td>
<td>136,984</td>
<td>56,186</td>
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<tr>
<td>PLANT</td>
<td>7</td>
<td>3,159,364</td>
<td>2,982,927</td>
<td>1,655,536</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$64,308,213</td>
<td>$64,811,110</td>
<td>$38,263,629</td>
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</tbody>
</table>

| GEN FUND CURRENT | 1  | $29,283,011 | $29,755,172 | $18,224,313 | $5,414,077  | $6,116,782 |
| RESTRICTED CURR | 2  | 30,237,952  | 30,796,685  | 6,886,139   | 527,460     | 23,383,086 |
| AUXILIARY      | 3  | 5,312,436   | 5,654,096   | 4,577,056   | 382,107     | 694,933   |
| AGENCY         | 4  | 779,163     | 728,578     | 392,025     | 18,792      | 317,761   |
| SCHOLARSHIP    | 5  | 3,691,123   | 3,736,011   | 3,504,310   | 0           | 231,701   |
| LOAN           | 6  | 43,365      | 48,365      | 12,576      | 0           | 35,789    |
| PLANT          | 7  | 3,246,975   | 3,287,274   | 1,322,069   | 186,951     | 1,778,254 |
| **TOTAL**      |    | $72,594,025 | $74,006,181 | $34,918,488 | $6,529,387  | $32,558,306 |

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**REVENUE**:

**EXPENDITURES**:
### DES MOINES AREA COMMUNITY COLLEGE
### CASH POSITION REPORT
### February 28, 1991

#### CASH IN BANK/CHECKING:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Balance Forward Feb. 1, 91</td>
<td>($24,256)</td>
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<tr>
<td>PLUS: Jan Receipts</td>
<td>4,605,893</td>
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<tr>
<td>LESS: Jan Disbursements</td>
<td>4,584,159</td>
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<tr>
<td>Cash Balance Feb. 28′,91</td>
<td>($2,521)</td>
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</tbody>
</table>

#### INVESTMENTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Accounts</td>
<td></td>
</tr>
<tr>
<td>First Natl Bank/Ames</td>
<td>368,334</td>
</tr>
<tr>
<td>Investments at Norwest for NJTP</td>
<td>(62,767)</td>
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<tr>
<td>Certificates of Deposit:</td>
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<tr>
<td>Health Ins Bond Ret/FNB</td>
<td>150,000</td>
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<tr>
<td>Gen Fd at First Natl Bk</td>
<td>400,000</td>
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<tr>
<td>Gen Fd at Hawkeye BT</td>
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<td>Gen Fd at 1st Interstate</td>
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<td>Gen Fd at Statesman</td>
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<td>NJTP at UFS</td>
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<td>Early Retirement FNB</td>
<td>7,493</td>
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<tr>
<td>Alumni at HAWKEYE B&amp;T</td>
<td>33,000</td>
</tr>
<tr>
<td>Plant Fund at First Natl Bk</td>
<td>1,100,000</td>
</tr>
<tr>
<td>Arch Draftg Club at FNB</td>
<td>3,500</td>
</tr>
<tr>
<td>Boone Athlet at Haw Fed</td>
<td>19,476</td>
</tr>
<tr>
<td>Total Cash/Investments</td>
<td>$7,999,282</td>
</tr>
<tr>
<td></td>
<td>$1,037,233</td>
</tr>
<tr>
<td></td>
<td>$15,681,290</td>
</tr>
</tbody>
</table>

#### FOOTNOTES:

1. Included in the Combined Funds investments is portion of $5 Million FY91 Anticipatory Warrant currently on hand. Repayment date for this Warrant is July 31, 1991.

2. Combined Funds Checking Account includes Funds 1 thru 6 except for Fund 2 NJTP Accounts which are maintained separately.

3. Deficit cash balance shown for Combined Funds off-set by outstanding checks.
DMACC BUDGET STATUS FEBRUARY 28, 1991
(FUNDS 1 & 2)
DMACC BUDGET STATUS FEBRUARY 28, 1991
(FUNDS 3, 4, 5, 6, & 7)

*Budget is Current Working Budget for Funds 3, 4, 5 & 6, and Published Budget for Fund 7.
DMACC REVENUES AND EXPENDITURES
YEAR-TO-DATE THROUGH FEBRUARY 28, 1991

REV FUND 1 EXP FUND 1
CURRENT YEAR PRIOR YEAR
18,151,808 15,849,200
18,224,304 16,590,490

REV FUND 2 EXP FUND 2
CURRENT YEAR PRIOR YEAR
7,986,381 7,743,720
6,866,139 6,714,563

REV FUND 7 EXP FUND 7
CURRENT YEAR PRIOR YEAR
1,624,256 1,644,512
1,322,069 1,134,869

(DOLLARS)