AGENDA

1. Call to order - 4:00 p.m.

2. Roll call.

3. Consideration of tentative agenda.

4. Presentation - Indianola and Newton Community Education Update - Kim Linduska, Executive Director, Academic Achievements.


6. Public comments.

7. Consideration of minutes of October 8, 1990 organizational/regular board meeting.

8. Consideration of ratification of sale of student constructed house located at 726 S.E. Peterson, Ankeny.

9. Consideration of Resolution approving the form and content, execution and delivery of a retraining loan agreement (Amatco Manufacturing Co., Inc.) in the amount of $30,413.

10. Same as above - for Bridgestone/Firestone - $50,000.

11. Same as above - for Delavan - $50,000.

12. Same as above - for Economy Data Products - $18,443.

13. Same as above - for Greyhound Lines - $11,082.

14. Same as above - for John Deere & Co. - $50,000.


16. Consideration of Resolution providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program (Iowa Trade Bindery).

17. 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 $260,000 aggregate principal amount of new jobs training certificates (Sears, Roebuck & Company project) of the Des Moines Area Community College.
18. Consideration of Resolution approving the form and content, execution and delivery of a third 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 (Norwest Bank Des Moines project) of the Des Moines Area Community College.

19. Consideration of Resolution approving the form and content, execution and delivery of a fourth 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 $200,000 aggregate principal amount of new jobs training certificates (Deere Credit Services, Inc. project) of the Des Moines Area Community College.

20. Consideration of approval of Board Policy 3042, Screening Committees.


22. Consideration of Payables.


24. President's report.

25. Board members' reports.

26. Information Items:
   A. November 22-23 - THANKSGIVING HOLIDAY - Campuses Closed
   B. December 12 - 3:30 p.m. - Holiday Reception - Conference Center
      4:00 p.m. - Regular Board Meeting - Ankeny

27. Adjournment.
REGULAR MEETING
NOVEMBER 14, 1990

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 November 14, 1990. The meeting was called to order at 4:00 p.m., by Board President Sue Clouser.

ROLL CALL

Members Present:
Harold Belken
Sue Clouser
Dick Johnson
Eldon Leonard

Members Absent:
DeVere Bendixen
Lloyd Courter

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

APPROVAL OF TENTATIVE AGENDA

At the recommendation of President Borgen, Items 9 through 15 were removed from the agenda. A motion to approve the tentative agenda as amended was made by N. Wolf, seconded by J. Pecinovsky.

Motion passed unanimously.

COMMUNITY EDUCATION UPDATE

Kim Linduska, Dean, Academic Achievements, presented an overview of the Indianola and Newton Community Education centers. Jim Fenton, Director of the Newton Community Education Center was introduced to the board.

HAY EVALUATION COMMITTEE REPORT

Gene Boldt, Manager, DMACC Human Resources, updated the board on the progress of the Evaluation Committee using the Hay Management position evaluation system.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

E. Leonard moved that the minutes of the October 7, 1990 organizational/regular board meeting be approved as presented. Second by J. Pecinovsky.

Motion passed unanimously.
A motion was made by D. Johnson, seconded by N. Wolf, that the board ratify the sale of the student constructed house located at 726 S.E. Peterson, Ankeny, in the amount of $107,500.

Motion passed unanimously.

Items 9-15, HF550's resolutions were removed from the agenda and will be presented at an upcoming meeting; Amatco Mfg. Co., Bridgestone/Firestone, Delavan, Economy Data Products, Greyhound Lines, John Deere & Co., and Lortex, Inc.

It was moved by N. Wolf, seconded by J. Pecinovsky, that the board approve the resolution providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program (Iowa Trade Bindery). A copy of said resolution is Attachment #1 to these minutes.

Motion passed unanimously on a roll call vote.

Items 17 through 19 were voted as one consent agenda item.

A motion was made by H. Belken, seconded by E. Leonard, 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 publication of a notice of intention to issue not to exceed $260,000 aggregate principal amount of new jobs training certificates (Sears, Roebuck & Company project) of the Des Moines Area Community College. A copy of said resolution is Attachment #2 to these minutes.

H. Belken made the motion that the board approve the resolution approving the form and content, execution and delivery of a third addendum to new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing publication of a notice of intention to issue not to exceed $210,000 aggregate principal amount of new jobs training certificates (Des Moines Asset Management, Inc. [Norwest] project) of the Des Moines Area Community College. A copy of said resolution is Attachment #3 to these minutes.

It was moved by H. Belken, seconded by E. Leonard, that the board approve the resolution approving the form and content, execution and delivery of a fourth addendum to new jobs training agreement, instituting proceedings for the taking
November 14, 1990

APPROVAL OF BOARD POLICY 3042, SCREENING COMMITTEES

E. Leonard made the motion that the board approve Board Policy 3042, Screening Committees, as shown in Attachment #5 to these minutes. Second by J. Pecinovsky.

Motion passed unanimously.

APPROVAL OF HUMAN RESOURCES REPORT

A motion was made by D. Johnson, seconded by N. Wolf, that the board approve the Human Resources report and addendum as shown in Attachment #6 to these minutes.

Motion passed unanimously.

APPROVAL OF PAYABLES

Approval of the payables as presented in Attachment #7 to these minutes was made by E. Leonard, seconded by H. Belken.

Motion passed unanimously.

FINANCIAL REPORT

The October 31, 1990, financial report was presented by D. Zuck, Vice President, Operations. A copy of said report is Attachment #8 to these minutes.

PRESIDENT'S REPORT

President Borgen reported that: 1) he and Board President Clouser had met with Iowa Valley Community College Board President Larry Johnson, and President John Prihoda, regarding sharing of programming and administrative services. 2) a meeting with Wayne Rand, Chief Administrator of Heartland AEA had been held regarding sharing/jointly administered programs and 3) the Boone Community Schools have contacted DMACC regarding sharing of programs.

ADJOURNMENT

A motion for adjournment was made by H. Belken, seconded by N. Wolf.

Motion passed unanimously, and at 5:20 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 14th day of November, 1990 at four 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 Sue Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, Dick Johnson, Eldon Leonard, Jerry Pecinovsky,

Doug Shull, Nancy Wolf

Absent: DeVeré Bendixen, Lloyd Courter

Matters were discussed concerning the new jobs training program involving the College and Iowa Trade Bindery Inc. Following a discussion, Board Member N. Wolf introduced and caused to be read a resolution entitled "A Resolution 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 J. Pecinovsky. 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, Clouser, Johnson, Leonard, Pecinovsky, Shull, 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 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 negotiations with respect to a New Jobs Training Program with Iowa Trade Bindery Inc. (hereinafter referred to as 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 financed the cost of the Project through the issuance of New Jobs Training Certificates of the College (the "Certificates"); and

WHEREAS, the Certificates are partially payable from and secured by incremental property taxes as provided by Section 280B.4 of the Iowa Code; and

WHEREAS, the Company has relocated certain of its facilities where certain of the new jobs are or are to be located; and

WHEREAS, in order to provide for a division of taxes levied on the new 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 "A" attached hereto and hereby incorporated herein;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DES MOINES AREA COMMUNITY COLLEGE, AS FOLLOWS:
Section 1. That all taxes levied on the Company's taxable business property located on and including the real property legally described on Exhibit "A" attached hereto each year shall be divided as provided in Section 403.19 of the Iowa Code, sub-sections 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 2. That the County Auditor of the County where the property described on Exhibit "A" is located shall after the date of the adoption of this Resolution make the allocations provided for herein.

Section 3. 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 4. 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 "A" is located.

Section 5. 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 14th day of November, 1990.

Attest:

[Signature]
President of the Board of Directors

[Signature]
Secretary of the Board of Directors
I, Helen 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 November 14, 1990, 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 14th day of November, 1990.

[Signature]
Secretary of the Board of Directors
Ankeny, Iowa
November 14, 1990

The Board of Directors of the Des Moines Area Community College met in regular session on the 14th day of November, 1990 at four 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 Sue Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, Dick Johnson, Eldon Leonard, Jerry Pecinovsky, Doug Shull, Nancy Wolf

Absent: DeVere Bendixen, Lloyd Courter

Matters were discussed concerning an Addendum to the previously approved new jobs training agreement between the College and Sears, Roebuck & Co. Following a discussion of the proposal, Board Member H. Belken 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 $260,000 Aggregate Principal Amount of New Jobs Training Certificates (Sears, Roebuck and Co. Project) of the Des Moines Area Community College"; and moved its adoption. The motion was seconded by Board Member E. Leonard. 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, Clouser, Johnson, Leonard, Pecinovsky, Shull, 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
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 $260,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (SEARS, ROEBUCK AND CO. 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 Sears, Roebuck and Co. (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 $260,000 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 $260,000 New Jobs Training Certificates (Sears, Roebuck and Co. 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 provided for by Section 280B.6 of the Act; and

WHEREAS, an 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:
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 $5,000,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Sears, Roebuck and Co. Project). The Certificates are to be issued for the purpose of paying the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Sears, Roebuck and Co. in Des Moines, Iowa. The Board of Directors has 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 the Board of Directors, petition the district court of a county in the area within which the Des Moines Area Community College is located, to review 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 them, 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,

Helen M. Harris
Secretary of the Board of Directors

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: November 26, 1990

in Des Moines Sunday Register on

Subscribed and sworn to before me by said affiant this day of December, 1990.

Mary F. Braden
Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(SEARS, ROEBUCK AND CO. 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 $260,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Sears, Roebuck and Co. 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 Sears, Roebuck and Co. 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 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 Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said 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 $260,000 of New Jobs Training Certificates (Sears, Roebuck and Co. 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 14th day of November, 1990.

[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 November 14, 1990, 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 14th day of November, 1990.

Helen M. Harris
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 November 14, 1990, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and Sears, Roebuck & Co. (the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of October 9, 1989, 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 200 FTE 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 1990 to 1991.

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: PAM VAN AST

DES MOINES AREA COMMUNITY COLLEGE
TRAINING PLAN
FOR
Sears Credit Central

Addendum #1

Prepared
by
Des Moines Area Community College
Economic Development Group
Pam Van Ast, Training Consultant
October 15, 1990
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Sears Credit Central

INTRODUCTION

Sears Credit Central is in charge of receivables in Iowa, Wisconsin, Minnesota, and the Dakotas. The original agreement, signed in 1989, added 145 FTE. The company is leasing space in the Farm Bureau Building in West Des Moines and will expand into additional space and add 200 FTE in this first addendum.

The majority of the additional jobs will be in the Credit and Collections area. Training will include Train the Trainer, Data Entry, Keyboarding, and Supervisory Skills. Training manuals for Mail Adjustments and Special Accounts will also be developed. Sears Corporate will provide interactive video disks for use in training in the Collections and Customer Service areas.

Des Moines Area Community College staff, in cooperation with Sears Credit staff, have prepared the following plan to train 200 new employees.
Sears Credit Central

TRAINING PLAN

1. **Job Specific Training**

Sears Corporate has developed interactive video disks for use in training in the Collections and Customer Service areas. Training manuals will also be developed for Mail Adjustments and Special Accounts.

Keyboarding and Data Entry classes will be offered to new hires. Train the Trainer and Supervisory Training classes will also be conducted for new supervisors. Specific topics will include: Interviewing Skills, Performance Management, Motivation, Leadership, Coaching and Counseling, and Dealing with Change.

2. **Funding for Trainers**

Sears Corporate will be providing trainers in various job skill areas for new employees. Training staff at Credit Central will also be determining training needs and coordinating training for all new employees in cooperation with DMACC staff.

3. **On-The-Job Training**

All new employees will receive instruction, guidance, and supervision on an individual basis from an immediate supervisor during on-the-job training (OJT).

Depending on the complexity of the job, the total number of hours approved for salary reimbursement to Sears will vary according to the Dictionary of Occupational Title (DOT) classification.
Approximate Total Budget $214,000
OJT Reimbursement $107,000
Training Expenses $107,000

1. Job Specific Skill Development $10,000
2. Management/Supervisory Training $10,000
3. Training Materials $45,000
4. OJT - On-The-Job Training $107,000
5. Other - Trainers' Salaries $42,000
ATTACHMENT #3
Regular Meeting
November 14, 1990

Ankeny, Iowa
November 14, 1990

The Board of Directors of the Des Moines Area Community College met in regular session on the 14th day of November, 1990 at four 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 Sue Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, Dick Johnson, Eldon Leonard, Jerry Pecinovsky,
Doug Shull, Nancy Wolf

Absent: DeVere Bendixen, Lloyd Courter

Matters were discussed concerning another Addendum to the previously approved new jobs training agreement between the College and Des Moines Asset Management, Inc., f/k/a Norwest Card Services. Following a discussion of the proposal, Board Member H. Belken introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a Third 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 $210,000 Aggregate Principal Amount of New Jobs Training Certificates (Des Moines Asset Management, Inc. Project) of the Des Moines Area Community College"; and moved its adoption. The motion was seconded by Board Member E. Leonard. 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, Clouser, Johnson, Leonard, Pecinovsky, Shull, Wolf

Nays: None

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 EXECU-
TION AND DELIVERY OF A THIRD 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 PUBLICA-
TION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED
$210,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAIN-
ING CERTIFICATES (DES MOINES ASSET MANAGEMENT, 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 employ-
ment 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 Des Moines Asset Management, Inc., f/k/a
Norwest Card Services (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 neces-
sary 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 (Des Moines Asset Management, Inc.
Project) of the College (the "Certificates"); and

WHEREAS, before the Certificates may be issued, it is neces-
sary to publish a notice of the proposal to issue new jobs train-
ing 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 Third 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:
COPY OF ADVERTISEMENT
Exhibit "A"

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 ____________________________

in Des Moines Sunday Register on ____________________________

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

December , 1990.

Mary F. Bradley
Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(DES MOINES ASSET MANAGEMENT, 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 $210,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Des Moines Asset Management, 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 Des Moines Asset Management, Inc., f/k/a Norwest Card Services, in West 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 Third 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 Third Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Third 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 (Des Moines Asset Management, 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 14th day of November, 1990.

Attest:

Helen M. Harris
Secretary of the Board of Directors
STATE OF IOWA
COUNTY OF POLK

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 November 14, 1990, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and public 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 14th day of November, 1990.

[Signature]

Secretary of the Board of Directors

se6:e6130502.90
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 NORWEST CARD SERVICES (the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of APRIL 19, 1988, 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 148 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 JAN. 1, 1992 to JAN. 1, 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 First Addendum to be duly executed as of the date heretabbefore written.

ATTEST:__________________
Helen M. Harris

ATTEST:__________________
Karen M. Kemp

DES MOINES AREA COMMUNITY COLLEGE
By ____________________________
NAME OF COMPANY
By ____________________________
By ____________________________
Norwest Card Services, a division of Norwest Bank, Des Moines, N. A., is the credit card division for Norwest Corporation. This addendum training agreement is due to continued company growth to accommodate acquisition of accounts. Between November 1, 1989 and September 30, 1990, 148 new positions have been added for this expansion. This plan outlines the training that will be provided to enhance the skills of the new employees.

Des Moines Area Community College staff, in cooperation with Norwest Card Services staff, have prepared the following plan to train 148 employees between November 1989 and January 1993.
I. Job Specific Skill Development

All new employees participate in the New Employee Orientation program that covers the work climate and an organizational overview of the company. Also included is an overview of the products and services of the company.

Classes will be designed to facilitate the development of the job skills needed to develop more productive employees. Instruction will be by Norwest instructors and seminars provided by contracted facilitators. These classes will cover basic skills such as Professionalism and Business Writing Workshop and specific topics as Introduction to PC's, Product Awareness, Customer Service, Sales Methods, and specific personal computer programs.

Expenses will cover instruction fees and expenses, curriculum and materials development, and equipment used in presenting this information on a regular basis.

II. Supervisory/Management Development Training

A curriculum will be developed to provide comprehensive training for all Norwest Card Services supervisors. Managers will be included in this training. Funds will be used for development and to contract instruction as needed.

III. Training Materials

Materials to be developed under this program include a New Employee Orientation video and manuals for expanded departments. A training needs assessment will be developed/purchased to define the training needed to increase employee productivity and decrease worker turnover. Other expenditures will be printing of training materials and training equipment lease or purchase.

IV. Professional/Skill Development for Individual Employees

Individual training needs will be met by sending the employee to outside classes and seminars. Funds will be used for registration/tuition fees and travel expense. Training department memberships and subscriptions 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 during on-the-job training (OJT).

VI. Training Department Staff

The company training department administers this project and delivers much of the training. In addition to the New Employee Orientation program, this department assesses training needs, develops training materials, registers employees for training, and tracks all employee training. Funds will be used to support 17.5% of the salaries of the training director, trainer, and training secretary.
The source of training funds is new jobs credit from withholding under provision of Chapter 280B, Iowa Code.

Training Plan Components

I. Job Specific Skill Development $32,777
II. Supervisory/Management Development Training 24,583
III. Training Materials 49,166
IV. Professional/Skill Development for Individual Employees 8,194
V. On-The-Job Training 32,777
VI. Training Department Staff 16,392

Total Training Funds $163,889


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.
Ankeny, Iowa

November 14, 1990

The Board of Directors of the Des Moines Area Community College met in regular session on the 14th day of November, 1990 at four 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 Sue Clouser, President of the Board, in the chair, and the following named Board Members:

Harold Belken, Dick Johnson, Eldon Leonard, Jerry Pecinovsky

Doug Shull, Nancy Wolf.

Absent: Devere Bendixen, Lloyd Courter

Matters were discussed concerning another Addendum to the previously approved new jobs training agreement between the College and Deere Credit Services, Inc. Following a discussion of the proposal, Board Member H. Belken introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a Fourth 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 Intent to Issue Not to Exceed $200,000 Aggregate Principal Amount of New Jobs Training Certificates (Deere Credit Services, Inc. Project) of the Des Moines Area Community College"; and moved its adoption. The motion was seconded by Board Member E. Leonard. 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, Clouser, Johnson, Leonard, Pecinovsky, Shull, Wolf

Nays: NONE

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 FOURTH 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 $200,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAIN­ING CERTIFICATES (DEERE CREDIT SERVICES, 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 Deere Credit Services, 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 $200,000 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 $200,000 New Jobs Training Certificates (Deere Credit Services, 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 provided for by Section 280B.6 of the Act; and

WHEREAS, a Fourth 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:
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 November 26, 1990

in Des Moines Sunday Register on

Subscribed and sworn to before me by
said affiant this 5th day of

December 19, 90.

Notary Public in and for Polk County, Iowa
NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(DEERE CREDIT SERVICES, 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 $200,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Deere Credit Services, 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 Deere Credit Services, Inc. in West 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 Forth 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 Fourth Addendum to Industrial New Jobs Training Agreement, and the Secretary of the Board of Directors is hereby authorized to attest the same, said Fourth 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 $200,000 of New Jobs Training Certificates (Deere Credit Services, 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 14th day of November, 1990.

Attest:

Helen M. Harris
Secretary of the Board of Directors

President of the Board of Directors
STATE OF IOWA  )
COUNTY OF POLK  )

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 November 14, 1990, 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 14th day of November, 1990.

[Signature]
Secretary of the Board of Directors
This Final Addendum to an Industrial New Jobs Training Agreement is made and entered into as of 13 November 1989 between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and Deere Credit Services, West Des Moines (the "Employer") under the following circumstances:

WHEREAS, the Area School and Employer entered into an Industrial New Jobs Training Agreement (the "Agreement") as of 16 June 1986, 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 93 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 January 1992 to January 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 First Addendum to be duly executed as of the date hereinabove written.

ATTEST:

DES MOINES AREA COMMUNITY COLLEGE
By: Helen S. Harris

Deere Credit Services, Inc.
Name of Company
By: J. Michael Dunn
President & Chief Operating Officer
TRAINING PLAN

For

DEERE CREDIT SERVICES, INC.

Addendum #4

Prepared by

Greg Cripple
Deere Credit Services, Inc.

Barbara Hartman-Giese
Des Moines Area Community College

November 1990
INTRODUCTION

Deere Credit Services, Inc., has successfully consolidated Deere & Company's retail finance operations in West Des Moines during the past four years.

In order to support the growth of its business, both within and outside of John Deere, it has decided to add new positions in the Accounting, Collections, Personnel, Retail Finance, Leasing, Systems, and Wholesale Credit Department.

Des Moines Area Community College staff, in cooperation with Deere Credit Services, Inc., staff, have prepared the following training plan to train the 93 employees who will assume these new positions.

The training will provide new employees with:

* a basic knowledge of Deere Credit Services business
* an understanding of the company's policies, procedures, and operating systems
* skill in performing required job functions
* skills in interpersonal relations and supervision

Training will be primarily conducted at Deere Credit Services offices in West Des Moines and will include self-study programs, instructor-led workshop and classes, and on-the-job training (OJT). Class sizes will range from 2 to 24 with an average of 12 participants.

New employees will be assigned to twelve departments.

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<th>Number</th>
</tr>
</thead>
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<tr>
<td>Ag</td>
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<tr>
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<tr>
<td>General Manager's Staff</td>
<td>1</td>
</tr>
<tr>
<td>Leasing</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 93
TRAINING PLAN

Assessment

A "needs analysis" involving interviews and written surveys from each employee’s direct supervisor will be completed to identify the specific technical, personal growth and management training needs of each employee.

Basic Job Skills and Professional/Skill Development Training

Each employee will receive job instruction by one or more of the following methods:

1. Independent study with video tapes, materials, and assignments provided by the corporate office - Deere & Company.

2. Group instruction provided by instructors from Deere & Company at the corporate office in Moline, Deere Credit Services office in West Des Moines, or other suitable site. This instruction may include such topics as Writing Skills, Group Problem Solving, and Personal Effectiveness. Clerical time for workshop arrangement and monitoring may be reimbursed.

3. Seminars, workshops, or conferences provided by a company, association, or professional with specialized technical information. Reimbursement in this area may include registration, travel, lodging, and meal costs.

Evaluation

At the end of the year, each employee will have a written formal appraisal, including an assessment of further development and training needs. The summary will be used by the supervisor and employee to plan for continued employee growth and development through formalized training and education for the next year.

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).

Administrative Service

Each employee will receive instruction and administrative support from the Training Manager, Instructors and Training Department Secretary. The proportion of these support employees’ salary and benefit expenses corresponding to the proportion of our total workforce represented by the employees covered by this plan will be covered by these funds.
The source of training funds is from new jobs credit from withholding and incremental property tax under the provisions of HF 623, Iowa Code 280B.

This budget extends the training period to June 1991.

1. Job specific skill development for employees $11,499.00
   Instruction/Development
   On site/Off site
   Company reimbursement for Trainer/Supervisors doing training
   Vendor Training

2. Management/Supervisory Job Specific Training 11,499.00
   Instructor/Development
   DDI/DMACC Program
   On site/Off site

3. Training Materials 11,499.00
   Manuals development/Production or purchased
   Video - development/Production or purchased
   Slide/Sound - Development/Production
   Printing/Binders
   Transparencies
   Library Material
   Periodical Subscriptions
   Training Equipment - lease or purchase
   Assessment instruments

4. Professional/Skill Development Seminars/Workshops for individual employees 11,500.50
   Tuition to DMACC
   Outside seminars including travel expenses
   Memberships

5. OJT - On-The-Job Training 79,971.50

6. Administrative Service Cost 33,974.00

Total Training Budget $159,943.00

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.
A screening committee may be utilized to assist in the process of hiring staff. The decision to use a screening committee, and the composition of that committee, will be at the discretion of the supervisor or his/her supervisor(s).

All actions and deliberations of any screening committee shall be in accordance with Board Policy number 3002, "Affirmative Action, Equal Employment Opportunity."

The purpose of a screening committee will be to assist the supervisor in identifying those applicants from the applicant pool who 1) most closely meet the needs of the position and 2) provide opportunities for meeting Affirmative Action goals. The role of the committee will be advisory only and will not replace the supervisor in the hiring process. A committee will recommend a group of candidates to the supervisor but will not indicate a ranking preference. The supervisor will consider the screening committee's recommendations but he or she will not be obligated by or limited to them and the final hiring recommendation will be the responsibility of the supervisor.

Adopted: November 14, 1990
I. CONTRACT CHANGES

a. Pratt, Ewa, Instructor - ESL, Urban Campus.
   To change from 75% Level 11.5 to 100% Level 9.5, 12 month contract. Annual salary $36,909. Effective date January 7, 1991.
   Continuing Contract with Certified Faculty - full status.

II. RESIGNATION

a. Brekke, Mary Ann, Mentor Liaison, Career Beginnings, Urban Campus.
   Effective November 8, 1990.

III. EARLY RETIREMENT

a. Powers, Dolores, Instructor, Development Center, Boone Campus.
   Effective July 1, 1991.

IV. LONG TERM LEAVE WITHOUT PAY

a. Hill, Delores, Secretary, Community Education, Ankeny Campus.

V. NEW PERSONNEL

a. Kliegl, Corinne, Tutor/Lab Assistant Coordinator - Academic Achievement/Community Education, Ankeny Campus.
   Annual salary $24,177. Effective October 8, 1990.
   Specially funded through June 30, 1991.
   Employment Agreement with Professional Staff.

b. Hays, Mary, Instructor, Social Development - Continuing Education/Community Education, Iowa Correctional Institute for Women, Mitchellville.
   Specially funded through June 30, 1991.
   Specially Funded Contract with Certified Faculty - Probationary.

c. Brainard, Patricia, Instructor, Correctional Education Program Continuing Education/Community Education, Iowa Correctional Release Center, Newton.
   Annual salary $24,560, Effective October 8, 1990.
   Specially Funded Contract with Certified Faculty - Probationary.


VI. GRADE AND SALARY ADJUSTMENTS FOR ADMINISTRATIVE STAFF
Human Resources Report
Addendum

November 14, 1990

I. NEW PERSONNEL

a. Roberts, Darrell, Vice President, Business Services.
   Annual salary $62,500. Twelve month contract.
   Effective December 3, 1990.
   Employment Agreement with Administrative Staff.

Personnel Resume

Name: Darrell Roberts
Position: Vice President, Business Services
Department: District Campus
Recommended Salary: $62,500 Annually
Education: M.A., Chadron State College
Experience: 19 years working
Reason for Employment: To replace Don Zuck

GRADE AND SALARY ADJUSTMENT FOR ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Grade</th>
<th>From</th>
<th>To</th>
<th>Salary</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linduska, Kim</td>
<td>20</td>
<td>21</td>
<td>$46,709</td>
<td>$49,044</td>
<td></td>
</tr>
<tr>
<td>Knott, James</td>
<td>21</td>
<td>22</td>
<td>55,021</td>
<td>56,947</td>
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</tr>
<tr>
<td>Gilbert, Fred</td>
<td>22</td>
<td>23</td>
<td>57,504</td>
<td>60,379</td>
<td></td>
</tr>
<tr>
<td>Vandivier, Curt</td>
<td>23</td>
<td>25</td>
<td>60,531</td>
<td>66,584</td>
<td></td>
</tr>
</tbody>
</table>
DATE: Nov 7, 1990

TO: Don Zuck

FROM: Irv Steinberg


Approximately $1.2 Million of our FY91 Anticipatory Warrant borrowed monies was needed to cover October expenditures. Our Cash Position will improve during November when we receive our first quarter FY91 State General Aid.

Short term interest rates as of October month end was at a high of 7.50%, as compared to previous month's end of 7.70%. A continued reduction in interest rates appears likely.

We anticipate being able to receive a potentially higher interest rate on short term investments by utilizing the Iowa Trust Association. Board action to approve this participation was given at the October Board meeting, subject to approval by the State Attorney General's office. To date, this approval has not been received.

During the month of November we will be distributing budget documents to budget managers for review and input in developing the proposed FY92 budget for the college, so that a detail of this proposed budget will be ready for submission to the Board by the February Board meeting.

On site field work of our FY90 annual audit was completed by Peat Marwick CPA firm during October, and the audit report is expected to be completed and distributed within the next several weeks.

Approved

Don Zuck

11/12/90
## CASH POSITION REPORT

**October 31, 1990**

<table>
<thead>
<tr>
<th>Combining</th>
<th>Plant Fund</th>
<th>New Job TNG Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds 1,2,3, 4,5, &amp; 6</td>
<td>(Fund 7)</td>
<td>(Fund 2)</td>
</tr>
<tr>
<td><strong>Balance Forward Oct 1, 90</strong></td>
<td>($845)</td>
<td>$11,768</td>
</tr>
<tr>
<td><strong>PLUS: Oct Receipts</strong></td>
<td>4,616,648</td>
<td>581,593</td>
</tr>
<tr>
<td><strong>LESS: Oct Disbursements</strong></td>
<td>4,579,629</td>
<td>593,361</td>
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<tr>
<td><strong>Cash Balance Oct 31, '90</strong></td>
<td>$36,184</td>
<td>$0</td>
</tr>
</tbody>
</table>

### INVESTMENTS:

- **Savings Accounts:**
  - First Natl Bank/Ames: 63,869
  - Investments at Norwest for NJTP: 229,036
  - Total: 895,229

- **Certificates of Deposit:**
  - Health Ins Bond Ret/FNB: 150,000
  - Gen Fd at Hawkeye B&T: 660,000
  - Gen Fd at First Natl Bk: 1,900,000
  - Gen Fd at Statesman: 1,000,000
  - NJTP at UFS: 2,465,000
  - Early Retirement FNB: 13,292
  - Alumni at Hawkeye B&T: 33,000
  - Plant Fund at First Natl Bk: 700,000
  - Plant Fund at Hawkeye B&T: 150,000
  - Boone Athlet at Haw Fed: 19,476
  - **Total Cash/Investments:** $3,875,821

### 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.
## Budget Report
### Summary by Fund (All Funds)

**October 31, 1990**

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Board Approved</th>
<th>Working Fund</th>
<th>Amount Expended/Received</th>
<th>Amount Encumbered</th>
<th>Working Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Gen Fund Current</td>
<td>1</td>
<td>$29,283,011</td>
<td>$29,998,493</td>
<td>$10,107,733</td>
<td>19,890,760</td>
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<tr>
<td>Restricted Current</td>
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<td>22,092,472</td>
<td>5,198,233</td>
<td>16,894,239</td>
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<tr>
<td>Auxiliary</td>
<td>3</td>
<td>5,381,717</td>
<td>5,571,079</td>
<td>2,122,157</td>
<td>3,448,922</td>
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</tr>
<tr>
<td>Agency</td>
<td>4</td>
<td>803,631</td>
<td>822,119</td>
<td>242,094</td>
<td>580,025</td>
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</tr>
<tr>
<td>Scholarship</td>
<td>5</td>
<td>3,591,123</td>
<td>3,636,011</td>
<td>1,570,882</td>
<td>2,065,129</td>
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<tr>
<td>Loan</td>
<td>6</td>
<td>131,984</td>
<td>136,984</td>
<td>21,332</td>
<td>115,652</td>
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<tr>
<td>Plant</td>
<td>7</td>
<td>3,159,364</td>
<td>2,982,927</td>
<td>813,704</td>
<td>2,169,223</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$64,308,213</td>
<td>$65,240,085</td>
<td>$20,076,135</td>
<td>$45,163,950</td>
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</table>

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund No.</th>
<th>Board Approved</th>
<th>Working Fund</th>
<th>Amount Expended/Received</th>
<th>Amount Encumbered</th>
<th>Working Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Fund Current</td>
<td>1</td>
<td>$29,283,011</td>
<td>$30,183,653</td>
<td>$8,314,260</td>
<td>$9,869,408</td>
<td>$1,199,985</td>
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<tr>
<td>Restricted Current</td>
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<td>30,861,596</td>
<td>3,341,216</td>
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<tr>
<td>Auxiliary</td>
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<td>5,312,436</td>
<td>5,617,371</td>
<td>2,397,645</td>
<td>733,171</td>
<td>2,486,555</td>
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<tr>
<td>Agency</td>
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<td>779,163</td>
<td>797,374</td>
<td>162,186</td>
<td>6,117</td>
<td>629,072</td>
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<tr>
<td>Scholarship</td>
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<td>3,691,123</td>
<td>3,736,011</td>
<td>1,611,929</td>
<td>0</td>
<td>2,124,082</td>
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<tr>
<td>Loan</td>
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<td>48,365</td>
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<td>40,697</td>
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<td>Plant</td>
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<td>3,246,975</td>
<td>3,287,274</td>
<td>475,977</td>
<td>76,367</td>
<td>2,734,930</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$72,594,025</td>
<td>$74,531,644</td>
<td>$16,310,881</td>
<td>$11,691,436</td>
<td>$46,529,327</td>
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</table>
DMACC Budget Status October 31, 1990
(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 OCTOBER 31, 1990

REV EXP
FUND 1
(CURRENT GENERAL)
REV EXP
FUND 2
(RESTRICTED CUR. GEN.)
REV EXP
FUND 7
(PLANT)