Board of Directors Meeting Minutes (January 15, 1985)

DMACC
Jan. 15, 1985
Regular Meet.
AGENDA

1. Call to Order - 5:00 p.m.
2. Roll Call.
3. Consideration of tentative agenda.
4. Public comments.
5. Consideration of minutes of December 11, 1984 regular meeting.
7. Consideration of policies concerning alcoholic beverages on Campus.
8. Consideration of revision to Affirmative Action Policy.
9. Discussion of marketing research.
10. Consideration of sale of surplus equipment (one 1982 Lindig Steam Generator, Model SGA 500; and one two-wheel trailer).
11. Consideration of sale of property (.56 acres) to Iowa Department of Transportation; and the grant of permanent easement on .31 acres of land, to the City of Ankeny.
12. Consideration of plant fund budget modification.
13. Consideration of Industrial New Jobs Training contracts.
14. Consideration of offers to purchase property located at 517 N.E. Fifth Street, and 525 N.E. Fifth Street, Ankeny, Iowa.
15. Consideration of Payables.
18. Board Members' Reports.
19. Future Agenda Items:
   A. Board Policy review
   B. Collective bargaining parameters
   C. FY1986 budget
   D. Plant Fund investment recommendation
20. Information Items:
   A. February 7, 1985 - tentative - Legislative Reception
   B. February 19, 1985 - February regular Board meeting
   C. February 24-25, 1985 - ACCT Legislative Meeting, Washington, D.C.

REGULAR MEETING

15 JANUARY 1985

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 January 15, 1985. The meeting was called to order by Board President Jasper Risdal at 5:00 p.m.

ROLL CALL

Members Present:
DeVere Bendixen
Susan Clouser
Eldon Leonard
Ted Nemmers
Jasper Risdal
Herbert Ritland

Members Absent:
Lloyd Courter
Don Rowen**
Douglas Shull*

Others Present:
Joseph A. Borgen, President
Helen M. Minor, Board Secretary
Don Zuck, Board Treasurer
Other interested staff and community residents

APPROVAL OF TENTATIVE AGENDA

A motion to approve the tentative agenda was made by T. Nemmers, seconded by D. Bendixen.

Motion passed unanimously.

PUBLIC COMMENTS

Robert Anderson, DMACC Hospitality Careers Chairperson, addressed the Board on the subject of allowing the usage of wine and beer on campus for instructional purposes, and the importance of proper usage being part of the program curriculum.

*DIRECTOR SHULL ARRIVES

APPROVAL OF MINUTES

E. Leonard moved that the minutes of the December 11, 1984, regular meeting be approved; seconded by D. Shull.

Motion passed unanimously.
A motion was made by T. Nemmers, seconded by D. Bendixen, for approval of the following personnel items:

**Contract Changes**
- Claassen, Alan D., Instructor-Development Center, Student Development. From half-time twelve-months to full-time, nine-months. Annual salary $18,605. Effective January 2, 1985.

**Resignations**

**New Personnel**

Motion passed unanimously.

Following a discussion on the proposed Board Policies regarding alcoholic beverages on campus, and a presentation by Board Member H. Ritland, D. Rowen made the motion that the Board approve Board Policy numbers 2050 and 2051; seconded by D. Bendixen.

Motion passed on a roll call vote as follows:

AYES: Bendixen, Clouser, Leonard, Risdal, Rowen, Shull
NAYS: Nemmers, Ritland
D. Rowen moved that the policies as presented, be amended to state that beverages be identified specifically as Class C Permit (beer and wine only). E. Leonard seconded. Motion passed.

Board Policies #2050 and #2051 as amended are attached to these minutes as Attachments #1 and #2 respectively.

D. Rowen moved that the policies as presented, be amended to state that beverages be identified specifically as Class C Permit (beer and wine only). E. Leonard seconded. Motion passed.

The need to modify the Affirmative Action Policy will be presented at a later meeting.

A motion was made by E. Leonard, seconded by D. Rowen, that President Borgen contract a marketing research firm to conduct an analysis and develop a comprehensive marketing plan for DMACC. Motion passed. One dissenting vote.

T. Nemmers made a motion that the Board approve the sale of the following surplus equipment: 1982 Lindig Steam Generator, Model SGA 500, and one two-wheel trailer for the generator. Second by H. Ritland. Motion passed unanimously.

A motion was made by E. Leonard, seconded by D. Bendixen, that the Board approve the sale of .56 acres to the Iowa Department of Transportation and grant a permanent easement on .31 acres of land to the City of Ankeny (to be used by the city for a bike path). A copy of said contract is Attachment #3 to these minutes. Motion passed unanimously on a roll call vote.

The motion for the Board of Directors to approve the revised Plant Fund Levy Expenditure Schedule dated November 19, 1984, was made by D. Rowen, seconded by T. Nemmers. A copy of this schedule is attached to these minutes as Attachment #4. Motion passed unanimously.

T. Nemmers made the motion which was seconded by D. Shull, that the Board of Directors approve the 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 and directing the publication of a Notice of Intention to issue not to exceed $400,000 aggregate principal amount of New Jobs Training Certificates (3-M Company project) of the Des Moines Area Community College. Attachments to these minutes are: #5-Resolution, #6-Publication, and #7-Training Agreement. Motion passed unanimously on a roll call vote.
REAL ESTATE OFFER
A motion to reject an offer in the amount of $72,900 on property located at 525 N.E. Fifth St., Ankeny, Iowa, was made by D. Rowen, seconded by D. Shull.

Motion passed unanimously.

APPROVAL OF PAYABLES
A motion for approval of the payables as presented in Attachment #8 to these minutes was made by D. Rowen, seconded by D. Bendixen.

Motion passed unanimously.

PRESENTATION OF FINANCIAL REPORT
Executive Vice President Gene Snyders presented the December, 1984, Financial Report, a copy of which is included as Attachment #9 to these minutes, and briefly reviewed the Auditor's Reports years ended June 30, 1983, and June 30, 1984.

SUPERINTENDENT'S REPORT
President Borgen reported on the January 11, 1985, IACCP meeting, held in Des Moines, and some legislative issues the area colleges will present to the legislature. He stated that progress is being made for the use of the ISU Research Farm and when finalized, it will be a joint venture for economic development purposes between ISU and the cities of Des Moines and Ankeny.

BOARD MEMBERS' REPORTS
The annual Board Retreat will be held Saturday, February 16, 1985, at Newton, Iowa, 9:00 a.m. Site to be determined.

ADJOURNMENT
A motion for adjournment was made by E. Leonard, seconded by T. Nemmers.

Motion passed unanimously and at 6:32 p.m., Board President Risdal adjourned the meeting.
TITLE: MANAGEMENT OF THE COLLEGE

Use of Tobacco and Alcohol

Smoking shall be prohibited in classrooms, laboratories, and other instructional locations, and will only be allowed in lounges, canteens, offices, hallways and other areas so designated.

The use of alcohol and other controlled substances specified in the Code of Iowa is prohibited at all attendance centers of the college district, with the exception that alcoholic beverages (Class C Permit [beer and wine only]) may be served at special events in accordance with Board Policy 2051.
Alcoholic beverages (Class C Permit [beer and wine only]) may be served at special events, such as gourmet dinners, for instructional purposes. Such beverages (beer and wine only) may also be served at other special College events when approved in advance in writing by the chief executive officer or his designee.
CERTIFICATION OF
MUNICIPAL CORPORATE RESOLUTIONS
SALE OF REAL PROPERTY

Parcel No. 7
Project No. FN-415-1(18)--21-77

I, the undersigned, Helen M. Minor, Secretary, Des Moines Area Community College,
a municipal corporation duly organized and existing under the laws of the State of Iowa, do
HEREBY CERTIFY that the following is a true and exact transcript of certain resolutions
duly adopted by the Members of the School Board of Directors on the 15th day of January, 1985,
by the call of yeas and nays recorded below and that these resolutions are now in full force and effect:

RESOLVED, that this municipal corporation be and it is hereby authorized to sell, grant and convey to the State of Iowa for the purchase price of $32,700.00 cash and other certain benefits, terms and conditions as set forth in the contract signed by Jasper M. Risdal and Helen M. Minor dated January 15, 1985, relating to Parcel No. 7, Polk County, Project No. FN-415-1(18)--21-77, and as more particularly described in the copy of the contract designated Exhibit "A" attached hereto and by reference made a part hereof; and

RESOLVED FURTHER, that Jasper M. Risdal and Helen M. Minor are (is) empowered and directed to execute and deliver in the name of this municipal corporation, a deed of conveyance and such other instruments of title required by law or which may in the judgment of such officer(s), be necessary or desirable to effectuate the sale, grant and conveyance of the property.

Members of the School Board of Directors

Yeas: DeVere Bendixen, Susan Clouser, Eldon Leonard, Ted Nemmers, Jasper Risdal, Herbert Ritland, Donald Rowen, Douglas Shull, Lloyd Courter

Nays: Absent or not voting

IN WITNESS WHEREOF, I have hereunto subscribed my name at Ankeny, Iowa, this 15th day of January, 1985.

Helen M. Minor
Secretary

(Seal)

State of Iowa ) ss
County of Polk )

subscribed and sworn to before me this 15th day of January, 1985.

Evelyn Maxine Preston
Notary Public in and for the State of Iowa

Resolution No.
6. This contract shall apply to and bind the legal successors in interest of the Seller and SELLER AGREES to pay all liens and assessments against the premises, including all taxes payable until surrender of possession, and agrees to warrant good and sufficient title. Names and addresses of lienholders are: NONE

7. Buyer may include mortgagees, lienholders, encumbrancers and taxing authorities as payees on warrants as contract payment. In addition to the Total Lump Sum, Buyer agrees to pay $25,000 for the cost of adding title documents required by this transaction to Seller's abstract of title. If requested to do so, SELLER WILL furnish and deliver to Iowa Department of Transportation, Office of Right of Way, Ames, Iowa 50010 an abstract of title continued to date showing merchantable title to the premises in Seller. Buyer agrees to pay the cost of abstract continuation and to return the abstract to Seller. SELLER AGREES to obtain court approval of this contract if requested by the Buyer. If title to the premises becomes an asset of any estate, trust, conservatorship or guardianship. Buyer agrees to pay court approval costs and all other costs necessary to transfer the premises to the Buyer, but not attorney fees. Claims for such transfer costs shall be paid in amounts supported by paid receipts or signed bills.

8. Buyer agrees that any drain tile which are located within the premises and are damaged by highway construction shall be repaired at no expense to the Seller. Where Buyer specifically agrees to construct and maintain fence, the fence shall be constructed and maintained for vehicle access control purposes only at no expense to the Seller. Buyer shall have the right of entry upon Seller's remaining property along the right of way line, if necessary, for the purpose of connecting said drain tile and constructing and maintaining said fence. Seller may pasture against said fence at his own risk. Buyer will not be liable for fencing private property or maintaining the same to restrain livestock.

9. If the Seller holds title to the premises in joint tenancy with full rights of survivorship and not as tenants in common at the time of this contract, Buyer will pay any remaining proceeds to the survivor of that joint tenancy and will accept title solely from that survivor, provided the joint tenancy has not been destroyed by operation of law or acts of the Seller.

10. This written contract constitutes the entire agreement between Buyer and Seller and there is no agreement to do or not to do any act or deed except as specifically provided for herein.

11. Buyer is granted a temporary easement over the following described area for the purpose of constructing entrance:

From Sta. 763+25 to Sta. 763+35, a strip 140 feet wide, West side;
From Sta. 763+35 to Sta. 763+40, a strip 140-90±prop R/W feet wide, West side.

Said temporary easement shall terminate upon completion of this highway project.

ABREVIATION: ± prop R/W means plus or minus proposed right of way

STATE OF IOWA, POLK COUNTY, ss:

On this 15th day of January 1985 before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jasper Risdal and Helen Minor, to me personally known, who, being by me duly sworn, did say that they are the President and Secretary respectively, of said corporation executing the within and foregoing instrument to which this is attached, that [no seal has been procured by the said] corporation; that said instrument was signed (and sealed) on behalf of [insert names of witnesses and signatures]
said corporation by authority of its Board of Directors; and that the said Jasper Risdal
and Helen Minor as such officers acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.

IOWA STATE BAR ASSOCIATION
Official Form No. 12 (Revised January, 1981)

BUYER'S ACKNOWLEDGMENT

STATE OF IOWA ss On this 14th day of February 1985 before me, the undersigned, known to me to be a Right of Way Director of the Buyer and who did say that said instrument was signed on behalf of the Buyer by its authority duly recorded in its minutes, and the said Right of Way Director acknowledged the execution of said instrument, which signature appears hereon, to be the voluntary act and deed of the Buyer and by it voluntarily executed.

DONALD D. SHIRLEY

Donald D. Shirley
Notary Public in and for the State of Iowa

BUYER'S APPROVAL

Robert L. Morrison
Approved By: Right of Way Director

FEB 14 1985
FAY O. BLOOMFIELD
ATTACHMENT #3

Regular Meeting
January 15, 1985
Page 3 of 3

Foro; 634-01
11-83 H-3784
Iowa oepartment of Transportation

PARTIAL ACQUISITION CONTRACT

ATTACHMENT #3

PARTIAL ACQUISITION CONTRACT

PARCEL NO. 7
PROJECT NO. FN-415-1(18)-21-77
COUNTY Polk
ROAD NO. U.S. 69

THIS AGREEMENT made and entered into this 13th day of February, A.D. 1985, by and between

Des Moines Area Community College

Seller, and Iowa Department of Transportation, acting for the State of Iowa, Buyer.

1. SELLER AGREES to sell and furnish to Buyer a deed, on form(s) furnished by the Buyer, and Buyer agrees to buy the following real estate, hereinafter referred to as the premises, situated in parts of the following (1/4 1/4 Sec./Twp./Rge.) or (Lot/Bk./Subdiv.):

NEW SE1, SE1 26 of Section 26, Township 80 North, Range 24 West, including parts of Lots 1,2,3,4,5,6,7,15, & 16 in North Hope, an Official Plat of Ankeny City, State of Iowa, and more particularly described on Page S.3 & 4 and which include the following buildings, improvements and other property:

SELLER ALSO AGREES TO CONVEY all rights of direct access to highway =-=-= as follows:

excepting and reserving to Seller the right of access at the following locations:

The premises also includes all estates, rights, title and interests, including all easements, and all advertising devices and the right to erect such devices as are located thereon. SELLER CONSENTS to any change of grade of the highway and accepts payment under this contract for any and all damages arising therefrom. SELLER ACKNOWLEDGES full settlement and payment from the Buyer for all claims per the terms of this contract and discharges the Buyer from liability because of this contract and the construction of this public improvement project.

2. Possession of the premises is the essence of this contract and Buyer may enter and assume full use and enjoyment of the premises as shown on or before the dates listed below.

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Agreed Performance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$32,700.00</td>
<td>on right of possession</td>
<td>Immediate after Buyer approval</td>
</tr>
<tr>
<td>$32,700.00</td>
<td>on conveyance of title</td>
<td>60 days after Buyer approval</td>
</tr>
<tr>
<td>$32,700.00</td>
<td>on surrender of possession</td>
<td></td>
</tr>
<tr>
<td>$32,700.00</td>
<td>on possession and conveyance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL LUMP SUM</td>
<td></td>
</tr>
</tbody>
</table>

BREAKDOWN: ac./fts. sq. ft. = square feet

- Land by Fee Title: 0.56 ac. = $ |
- Underlying Fee Title: 0.31 ac. = $ |
- Permanent Easement: 0.31 ac. = $ |
- Temporary Easement: 0.31 ac. = $ |
- Damages for Buildings & Improvements: $ |
- Fence: rods woven: $ |
- Fence: rods barbed: $ |

4. SELLER WARRANTS that there are no tenants on the premises holding under the lease except: NONE

SELLER'S SIGNATURE AND CLAIMANT'S CERTIFICATION: Upon due approval and execution by the Buyer, we the undersigned claimants certify the total lump sum payment shown herein is just and unpaid.

Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, Iowa 50021

By: X
President

By: X
Secretary

5. Each page and each attachment is by this reference made part hereof and the entire agreement consists of 4 pages.
4. Plant Fund Levy Expenditure Schedule

As you are aware, the September 1984, voter approval of tax funds to support the replacement and technical update of our educational and plant equipment and for various construction projects, amounted to approximately $24 million. After evaluating the needs of our instructional equipment, I have concluded that it is urgent and mandatory that we begin replacement and technical update immediately.

Copies of the original and revised budget schedule of Proposed Plant Fund Levy expenditures are attached. The revised budget schedule will ensure this implementation is accomplished and yet maintain the integrity of our plan. Funds designated for the data processing building in the previous levy vote will be used during FY1985 and be replaced during FY1988 and FY1989. Please note that Item #1, "Replacement of Equipment", has been reduced by $600,000 in FY1987-88 and reduced by $400,000 in FY1988-89. Item #10, "D.P. Building" has been added in FY1988-89 in the amount of $1,000,000. The advantage of this revised plan over the original plan is that it provides educational equipment critically needed now, while ensuring that the funds for the data processing building are maintained. As of June 30, 1989, the result of the revised plan's funds available will be identical to the original plan. I will be recommending an investment schedule for the funds generated by the latest levy approval at a future Board meeting. Staff are currently preparing alternatives for my consideration and subsequent recommendation to you.
## Fiscal Year

<table>
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<th>NEEDS</th>
<th>85-86</th>
<th>86-87</th>
<th>87-88</th>
<th>88-89</th>
<th>89-90</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1. Replacement of equipment</td>
<td>406,000</td>
<td>746,000</td>
<td>746,000</td>
<td>694,000</td>
<td>823,000</td>
<td>1,097,000</td>
<td>388,000</td>
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<td>---</td>
<td>---</td>
<td>$4,900,000</td>
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<td>2. Purchase of technical update equipment</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
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<td>400,000</td>
<td>400,000</td>
<td>4,000,000</td>
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</tr>
<tr>
<td>3. Renovation and repair of existing buildings and sites</td>
<td>250,000</td>
<td>345,000</td>
<td>305,000</td>
<td>195,000</td>
<td>140,000</td>
<td>95,000</td>
<td>220,000</td>
<td>195,000</td>
<td>150,000</td>
<td>220,000</td>
<td>2,115,000</td>
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<tr>
<td>4. Building equipment</td>
<td>382,000</td>
<td>151,000</td>
<td>145,000</td>
<td>145,000</td>
<td>205,000</td>
<td>95,000</td>
<td>65,000</td>
<td>84,000</td>
<td>60,000</td>
<td>55,000</td>
<td>1,387,000</td>
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<tr>
<td>5. Boone Campus lease</td>
<td>74,000</td>
<td>76,000</td>
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<td>150,000</td>
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<tr>
<td>6. Construction of Des Moines Urban Campus expansion</td>
<td>---</td>
<td>3,000,000</td>
<td>---</td>
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<td>---</td>
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<td>3,000,000</td>
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<tr>
<td>7. Construction at proposed Carroll facility to increase size to 20,000 sq. ft.</td>
<td>1,000,000</td>
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<td>1,000,000</td>
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<td>8. Construction to replace Ankeny Campus temporary buildings</td>
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<td>---</td>
<td>---</td>
<td>2,000,000</td>
<td>3,772,000</td>
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<tr>
<td>9. Site improvements-Ankeny, Urban, Boone Campuses</td>
<td>---</td>
<td>---</td>
<td>250,000</td>
<td>250,000</td>
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<td>500,000</td>
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<tr>
<td>10. D.F. Building</td>
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<td>---</td>
<td>1,000,000</td>
<td>---</td>
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<td>---</td>
<td>1,000,000</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>2,512,000</td>
<td>4,718,000</td>
<td>1,866,000</td>
<td>2,684,000</td>
<td>1,568,000</td>
<td>1,687,000</td>
<td>1,073,000</td>
<td>679,000</td>
<td>2,610,000</td>
<td>4,447,000</td>
<td>23,824,000</td>
</tr>
</tbody>
</table>

### NOTES:

1. All above costs are based upon FY'83-84 costs and are projected thru the 10 year levy period.

2. The January 1, 1983 property valuations will yield $23,824,000 @ 20% per $1,000 valuation for the 10 year period.
The Board of Directors of the Des Moines Area Community College met in regular session on the 15th day of January, 1985, at five 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 Jasper M. Risdal, President of the Board, in the chair, and the following named Board Members:

DeVere Bendixen, Susan Clouser, Eldon Leonard, Theodore Nemmers,

Herbert L. Ritland, Donald P. Rowen, Douglas Shull

Absent: Lloyd Courter

Matters were discussed concerning a new jobs training agreement between the College and 3M Company. Following a discussion of the proposal, Board Member Ted Nemmers 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 and Directing the Publication of a Notice of Intention to Issue Not to Exceed $400,000 Aggregate Principal Amount of New Jobs Training Certificates (3M Company Project) of the Des Moines Area Community College"; and moved its adoption. The motion was seconded by Board Member Douglas Shull. 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: D. Bendixen, S. Clouser, E. Leonard, T. Nemmers, J. Risdal

H. Ritland, D. Rowen, D. Shull

Nays: NONE

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

* * * * *

Attest:

President of the Board of Directors

Secretary of the Board of Directors

T.25/65
Agreement is in Mein Being Signed
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 AND DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED $400,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (3M COMPANY 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 undertaken negotiations with respect to a New Jobs Training Program with 3M Company (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 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 $400,000 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 $400,000 New Jobs Training Certificates (3M Company 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 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 two legal newspapers, 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 OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(3M 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 $400,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (3M 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 3M Company in Knoxville, 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.

Dated at Ankeny, Iowa, this 15th day of January, 1985.

By Order of the Board of Directors

Helen M. Minor
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 $400,000 of New Jobs Training Certificates (3M 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 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 15th day of January, 1985.

Chairman of the Board of Directors

Attest:

Secretary of the Board of Directors

T.25/67-70
I, Helen M. Minor, 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 January 15, 1985, 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 28A, 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 15th day of January, 1985.

[Signature]
Secretary of the Board of Directors
COPY OF ADVERTISEMENT
Exhibit “A”

STATE OF IOWA

POLK COUNTY

The undersigned, being first duly sworn, on oath states that he/she is the Classified Auditing Supervisor 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 ____________________________________________ January 21, 1985

in Des Moines Sunday Register on ____________________________________________

The affiant states that all of the facts set forth in the foregoing affidavit are true as he/she verily believes.

________________________
Scott Warren

Subscribed and sworn to before me by said affiant this 22nd day of January, 1985.

________________________
Thelma B. Lett

Notary Public in and for Polk County, Iowa
INDUSTRIAL NEW JOBS TRAINING AGREEMENT

between

Des Moines Area Community College
Ankeny, Iowa

and

3M Company

Dated as of January 15, 1985

Relating to

$400,000

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

This Training Agreement (the "Agreement") made and entered into as of January __, 1985, between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and 3M Company a Delaware (the "Employer"), under the following circumstances:

A. Pursuant to Chapter 280B of Code of Iowa, 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 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
REPRESENTATIONS

Section 1.1. Representations 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 a Delaware 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 expansion of the Employer's business operations.

(e) The Employer is engaged in interstate/intrastate commerce for the purpose of 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 "New Jobs Training Program". 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.
Section 2.4. The Employer agrees to pay or cause to be paid all necessary and incidental costs of the Project including principal and interest on the Certificates. The costs shall be paid from new jobs credit from withholding with respect to persons employed at the Project and the incremental property taxes produced by the expansion by the Employer as a part of the Project.

Section 2.5. The term 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 in the aggregate principal amount, bearing interest, maturing and being redeemable as set forth in such resolution.

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 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. Provided, however, that the Employer will be entitled to reimbursement of its own funds from the Project Fund when a surplus is attained in such fund and 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, payments on or before each principal and interest payment date
until the principal and premium, if any, and interest on the Certificates shall have been paid, by paying, or causing to be paid, to the Area School, as payments hereunder, an amount equal to the amount payable as installments or principal (whether at maturity or by redemption) and premium, if any, and interest on the Certificates on such principal and interest payment date.

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 3.2. The Employer shall make, or cause to be made, from the 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. The parties shall agree upon a payment schedule prior to the issuance of Certificates.

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 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 undismissed and unstayed for 90 days; (iv) make an assignment for the benefit of creditors; or (v) have a receiver 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 exercise 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 of 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 no 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:
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 or 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, premium, if any, and interest on the Certificates, the Employer shall, 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 hereabove written.

DES MOINES AREA COMMUNITY COLLEGE

ATTEST:

Helen M. Menon
(Seal)

WITNESS:

LINDA E. JOHNSON
NOTARY PUBLIC—MINNESOTA
WASHINGTON COUNTY

ATTEST:

T. J. Lyons
Assistant Secretary

D. 21/140-149

3M COMPANY

By

R. W. Brust
Vice President - Tax
EXHIBIT "A"

NEW JOBS TRAINING PROGRAM
FOR
3M COMPANY
KNOXVILLE, IOWA

PREPARED BY:
Des Moines Area Community College
Economic Development Group
Nancy Wright
Tom Guerdet
Clair Fisher
October 15, 1984
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<th>NO.</th>
<th>TITLE</th>
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<tr>
<td>4</td>
<td>Coater Operator</td>
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**Total: $714,994.40**
November 8, 1984

The expansion of the 3M facility at Knoxville for the 4N and 7N training project under the New Jobs Training Act carries the following assessed values:

- Building expansion: 800,000
- Equipment: 7,200,000 @ 30% = 2,400,000
- For a total of: 3,200,000

Regarding the total assessed value of all existing 3M facilities at Knoxville, I am not qualified or authorized to provide this information. If this information is essential for final approval of the new job training agreement, it would have to be provided by our Corporate office in St. Paul, Minnesota, attention Mr. Leo Toninato, 3M Center, St. Paul, MN 55119 - phone number 612-733-5854.

Dave Ellefson
Plant Manager
3M Knoxville
TO: 3M Knoxville Plant

FROM: Economic Development Group
Des Moines Area Community College

RE: New Jobs Training

We are pleased to be a part of the training program for new jobs created by 3M in Knoxville. We congratulate 3M on their continued investment in the economy of Central Iowa.

The 1983 Iowa Legislature's progressive legislation enables Des Moines Area Community College and 3M to jointly plan and deliver a quality training program that will be partially financed by revenue generated from the new jobs and facility expansion created by 3M's investment. The "New Jobs Training Act" is an incentive for companies to create new jobs and we are pleased you are taking part in this incentive. Through the joint efforts of 3M personnel and Des Moines Area Community College staff, we have drafted the attached training program. The college will continue to be a resource for your present and future training needs.

Des Moines Area Community College has the history, capacity and capability to meet a challenge of this magnitude. The college has a proud history of delivering quality career education and training programs throughout its district. We have active advisory boards for each of our career education programs that participate in the design and updating of these programs to reflect current needs of business and industry. The college has a seventeen year history of designing on-site or in-plant programs to the specific needs of individual businesses and industries. We believe we must design these programs to the needs of business and industry rather than prescribe prepackaged programs without thorough assessment. During the past two years, Des Moines Area Community College has committed more of its resources to forming active training and development of partnerships with business, industry, and communities. Through this initiative we have designed (1) pre-employment training in Carroll and Pella, Iowa, with local industries, (2) an on-site continuous skill upgrading

"An Equal Opportunity Employer"
program for employees of Rolscreen Company, Pella, Iowa, (3) supervisory training for American Republic Insurance, Vermeer, American Can Company, and the State of Iowa, (4) skill upgrading and productivity enhancement training for The Equitable Assurance Society of the United States, Blue Cross/Blue Shield of Iowa, and Donnelley Marketing, and (5) a broad based video tape training program for the Des Moines plant of Firestone Tire and Rubber Company. In addition to the above training, the college is involved in training partnerships through the New Jobs Training Act with the following companies: (1) Firestone Tire and Rubber Company, (2) The Equitable Life Assurance Society of the United States, (3) Massey-Ferguson, (4) Armstrong Tire Company, (5) Distinctive Printing and Packaging Company, and (6) Greyhound Corporation.

The training program developed is for 4N (Product A), 4N (Product B) and 7N Product lines. We have identified thirteen training units for 4N (Product A) and 4N (Product B), and thirty-two training units for 7N Products. These are identified in the catalog of training units. The unit descriptions are brief paragraphs summarizing the content of each unit. The employee training program indicates the number of training units in which each job classification will be trained. The training time table indicates approximate beginning months for each training unit.

We look forward to a continuing training relationship with the 3M Company, Knoxville, Iowa plant and appreciate being a training resource for you. Des Moines Area Community College commends 3M for their investment in the Central Iowa economy and for providing new jobs.
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- **PRODUCT A TRAINING UNIT DESCRIPTIONS**
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- **PRODUCT B TRAINING UNIT DESCRIPTIONS**
- **PRODUCT B EMPLOYEES TRAINING PLAN**
- **PRODUCT A & B TRAINING TIMETABLE**

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- **CATALOG OF TRAINING UNITS**
- **TRAINING UNIT DESCRIPTIONS**
- **EMPLOYEE TRAINING PLAN**
- **TRAINING TIMETABLE**
NEW POSITIONS TO BE TRAINED

AT

3M PLANT, KNOXVILLE, IOWA
# Positions to Be Trained

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<td>1</td>
<td>Systems Control Technician</td>
</tr>
<tr>
<td>1</td>
<td>Tape Packer</td>
</tr>
<tr>
<td>4</td>
<td>Coater Operators</td>
</tr>
<tr>
<td>12</td>
<td>Assistant Coater Operators</td>
</tr>
<tr>
<td>2</td>
<td>Material Handlers</td>
</tr>
<tr>
<td></td>
<td><strong>4N &amp; 7N Product Lines</strong></td>
</tr>
<tr>
<td>1</td>
<td>Training Coordinator</td>
</tr>
</tbody>
</table>

**Total: 45**
The training program for 4N and 7N product line training will begin with pre-hire activities and end with new employee machine orientation. The estimated training investment by 3M is $341,117.38 and is shown on the pages entitled "Proposed Training Budget."

The total amount of training funds available through the New Jobs Training Program (HF 623) is estimated to be $340,000. The amount estimated to be applied to training will be $275,000, after legal, administrative, and underwriting fees are deducted. This amount could vary depending upon the actual placement of training certificates and was determined by new job salary and expansion property tax information provided by 3M.

The $340,000 training fund disbursement is shown on the page entitled "Working Budget." It is intended that the pre-hire, orientation, instructional and other direct training costs will be reimbursed first for both 4N and 7N product training. The balance of training funds will be applied to the new employee salaries during machine orientation.

The available training funds will be disbursed by the Des Moines Area Community College, upon documentation of actual training and training expenses, twice, (1) 4N product training on or about February 15, 1985, and (2) 7N product training on or about May 15, 1985.
WORKING BUDGET

TOTAL AVAILABLE FUNDS $340,000

INVESTMENT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Legal Fees</td>
<td>$3,800</td>
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<tr>
<td>Underwriting</td>
<td>$12,000</td>
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<tr>
<td>Administration</td>
<td>$49,200</td>
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<tr>
<td>Training Program</td>
<td>$275,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$340,000</strong></td>
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</tbody>
</table>
3M - KNOXVILLE, IOWA

PROPOSED TRAINING BUDGET

**4N PROJECT ESTIMATED COSTS:**

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Pre-hire Interviewing &amp; Physicals</td>
<td>$984.00</td>
</tr>
<tr>
<td>Orientation</td>
<td>$1,204.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$2,188.00</strong></td>
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</table>

**Instructional Costs:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Product A</th>
<th>Product B</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Supervisor</td>
<td>$1,526.00</td>
<td>$1,755.00</td>
</tr>
<tr>
<td>Process Engineer</td>
<td>$2,464.00</td>
<td>$3,038.00</td>
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<tr>
<td>Safety Engineer</td>
<td>$169.00</td>
<td>$304.00</td>
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<tr>
<td>Technical Trainers</td>
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<td>$1,215.00</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$11,686.00</strong></td>
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</table>

**Other Direct Training Costs:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Product A</th>
<th>Product B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Tape Training</td>
<td>$1,600.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Machine Burden</td>
<td>$19,600.00</td>
<td>$9,800.00</td>
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<tr>
<td>Raw Materials</td>
<td>$3,027.15</td>
<td>$3,027.15</td>
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<tr>
<td>Scrap Materials</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$67,854.30</strong></td>
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</tbody>
</table>

**4N Estimated Training Costs $81,728.30**
### 7N Project Estimated Costs:

**Pre-Hire - Interviewing & Physicals**:
- $2,800.00

**Orientation**:
- $3,129.00

**Subtotal**:
- $5,929.00

**Instructional Costs**:
- **Machine Audit**:
  - $228.99
- **Test Equipment**:
  - $2,577.80
- **Test Methods**:
  - $3,195.80
- **Safety**:
  - $48.08
- **Technical Trainers (St. Paul)**:
  - $3,188.00
- **Converting Training & Materials**:
  - $752.81
- **Coater Training**:
  - $25,331.00

**Subtotal**:
- $35,322.48

**Other Direct Costs**:
- **Video Tape Training**:
  - $2,525.60
- **Machine Burden**:
  - $32,000.00
- **Materials**:
  - $55,000.00
- **Training Aids**:
  - $1,000.00
- **7N Vendor Training**:
  - $17,549.00

**Subtotal**:
- $108,074.60

**7N Estimated Training Costs**:
- $149,326.08
NEW EMPLOYEES SALARIES - MACHINE ORIENTATION:

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<tr>
<th>Project</th>
<th>Salary</th>
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<tr>
<td>4N PRODUCT A</td>
<td>$26,293.00</td>
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<tr>
<td>4N PRODUCT B</td>
<td>$20,227.00</td>
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<td>7N Project</td>
<td>$63,657.00</td>
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**Total Machine Orientation**  
$110,177.00
4N PRODUCT A & PRODUCT B

TRAINING PROGRAM
<table>
<thead>
<tr>
<th>UNIT #</th>
<th>TOPIC</th>
<th>HOURS PER UNIT</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1</td>
<td>PRE-HIRE INTERVIEWING AND PHYSICALS</td>
<td>1.5</td>
<td>3M PERSONNEL</td>
</tr>
<tr>
<td>A-2</td>
<td>NEW EMPLOYEE ORIENTATION</td>
<td>8</td>
<td>3M PERSONNEL</td>
</tr>
<tr>
<td>A-3</td>
<td>THREADUP DIAGRAMS</td>
<td>2</td>
<td>K. HINTZE</td>
</tr>
<tr>
<td>A-4</td>
<td>CONTROL PANELS</td>
<td>2</td>
<td>K. HINTZE</td>
</tr>
<tr>
<td>A-5</td>
<td>FLOW METER ADJUSTMENT</td>
<td>1</td>
<td>K. HINTZE</td>
</tr>
<tr>
<td>A-6</td>
<td>COATING WEIGHT MEASUREMENT</td>
<td>1</td>
<td>K. HINTZE</td>
</tr>
<tr>
<td>A-7</td>
<td>STANDARD PAGES AND APPENDICIES</td>
<td>1</td>
<td>K. HINTZE</td>
</tr>
<tr>
<td>A-8</td>
<td>MIXER ASSEMBLY</td>
<td>3</td>
<td>K. HINTZE AND SUPERVISORS</td>
</tr>
<tr>
<td>A-9</td>
<td>COATING WEIGHT ADJUSTMENT</td>
<td>1</td>
<td>C. VISSER</td>
</tr>
<tr>
<td>A-10</td>
<td>PRODUCT QUALITY AWARENESS</td>
<td>1.5</td>
<td>3M PERSONNEL</td>
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<tr>
<td>A-11</td>
<td>QUALITY TESTING</td>
<td>1</td>
<td>3M PERSONNEL</td>
</tr>
<tr>
<td>A-12</td>
<td>SAFETY TRAINING AND PRECAUTIONS</td>
<td>1</td>
<td>S. SKAHAN</td>
</tr>
<tr>
<td>A-13</td>
<td>RUNNING 4N</td>
<td>80</td>
<td>PRODUCTION CREWS</td>
</tr>
</tbody>
</table>
A-1 PRE-HIRE INTERVIEWING & PHYSICALS
This unit comprises the screening process in hiring new employees to accommodate the plant expansion.

A-2 NEW EMPLOYEE ORIENTATION
The objective of this unit is to acquaint the new employee with the rules, regulations and positive working environment at 3-M.

A-3 THREADUP DIAGRAMS
The objective of this unit is to review the machine layout and various solution application stations to define web line and path the input material must follow to produce a quality product.

A-4 CONTROL PANELS
This unit will demonstrate the control panel layouts and what panels control what parts of the machine. Each specific function will be reviewed.

A-5 FLOW METER ADJUSTMENT
The objective of this unit is to define where the flow meters are and what their function is. Detail explanation of how to adjust and calibrate the various flow meters will be presented.

A-6 COATING WEIGHT MEASUREMENT
The objective of this unit is to give the new employee a basic understanding of how the coating weight measurement equipment functions.

A-7 STANDARD PAGES AND APPENDICES
The new employee will review the various standard operating pages and appendices which summarize machine operating conditions and set points.

A-8 MIXER ASSEMBLY
The new employee will be shown how to put the various mixers together and the installation of these mixers on 4N.
A-9 COATING WEIGHT ADJUSTMENT
THIS UNIT CONSISTS OF AN EXPLANATION OF HOW TO ADJUST THE VARIOUS SOLUTION APPLICATION EQUIPMENT TO APPLY ADHESIVE IN THE PROPER COATING WEIGHT RANGE.

A-10 PRODUCT QUALITY AWARENESS
THIS UNIT WILL REVIEW PRODUCT SPECIFICATIONS, PRODUCT USE IN THE FIELD, PRODUCT DEFECTS AND MAJOR AREAS OF CONCERN WHEN COATING PRODUCT ON 4N.

A-11 QUALITY TESTING
THIS UNIT WILL REVIEW THE IN-PROCESS PRODUCT TESTING REQUIRED BY THE PRODUCTION CREWS.

A-12 SAFETY TRAINING AND PRECAUTIONS
IN THIS UNIT THE SAFETY ENGINEER WILL REVIEW THE SAFETY PRECAUTIONS REQUIRED BY ALL CREW MEMBERS WHEN WORKING ON THE EQUIPMENT AND HANDLING THE INPUT RAW MATERIALS.

A-13 RUNNING 4N
THE ACTUAL RUNNING OF 4N MAKER BY PRODUCTION SUPERVISORS AND CREWS TO FAMILIARIZE THEMSELVES WITH SKILLS DEVELOPED IN UNITS A-3 THROUGH A-12.
<table>
<thead>
<tr>
<th>JOB CLASSIFICATION</th>
<th>TRAINING UNITS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>COATER OPERATOR</td>
<td>UNITS A(1-13)</td>
</tr>
<tr>
<td>ASSISTANT COATER OPERATOR</td>
<td>UNITS A(1-13)</td>
</tr>
<tr>
<td>Training Unit #</td>
<td>Topic</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>B-1</td>
<td>Pre-Hire Interviewing and Physicals</td>
</tr>
<tr>
<td>B-2</td>
<td>New Employee Orientation</td>
</tr>
<tr>
<td>B-3</td>
<td>Process Flow Diagrams</td>
</tr>
<tr>
<td>B-4</td>
<td>Thread-Up Diagrams</td>
</tr>
<tr>
<td>B-5</td>
<td>Control Panels</td>
</tr>
<tr>
<td>B-6</td>
<td>Standard Pages and Appendices</td>
</tr>
<tr>
<td>B-7</td>
<td>Coating Weight Adjustment</td>
</tr>
<tr>
<td>B-8</td>
<td>Waste Handling Procedures</td>
</tr>
<tr>
<td>B-9</td>
<td>Coater Equipment and Clean-Up</td>
</tr>
<tr>
<td>B-10</td>
<td>Product Quality Awareness</td>
</tr>
<tr>
<td>B-11</td>
<td>Quality Testing</td>
</tr>
<tr>
<td>B-12</td>
<td>Safety Training</td>
</tr>
<tr>
<td>B-13</td>
<td>Running 4N</td>
</tr>
</tbody>
</table>
B-1 PRE-HIRE INTERVIEWING AND PHYSICALS
   IF ALL EMPLOYEES HAVE BEEN SCREENED AND HIRED
   IN UNIT A-1, THIS UNIT WILL NOT BE IMPLEMENTED.

B-2 NEW EMPLOYEE ORIENTATION
   IF ALL EMPLOYEES HAVE BEEN THROUGH UNIT A-2
   THEN THIS UNIT WILL NOT BE IMPLEMENTED.

B-3 PROCESS FLOW DIAGRAMS
   THE NEW EMPLOYEE WILL REVIEW ALL THE INPUT
   MATERIAL AND THE VARIOUS PROCESSES THE MATERIALS MOVE
   THROUGH TO MAKE A FINAL PRODUCT.

B-4 THREAD-UP DIAGRAMS
   THIS UNIT WILL DESCRIBE THE MACHINE LAYOUT AND
   VARIOUS SOLUTION APPLICATION STATIONS TO DEFINE WEB
   LINE AND THE PATH THE INPUT MATERIAL MUST FOLLOW TO
   PRODUCT A QUALITY PRODUCT.

B-5 CONTROL PANELS
   THIS UNIT WILL DESCRIBE THE CONTROL PANEL
   LAYOUTS AND WHICH PANELS CONTROL WHICH PARTS OF THE
   MACHINE.

B-6 STANDARD PAGES AND APPENDICES
   THE NEW EMPLOYEE WILL REVIEW THE VARIOUS
   STANDARD OPERATING PAGES AND APPENDICES WHICH SUMMARIZE
   MACHINE OPERATING CONDITIONS AND SET POINTS SUCH AS
   TENSION, TEMPERATURE, AND COATING WEIGHT RANGES.

B-7 COATING WEIGHT ADJUSTMENT
   THIS UNIT WILL EXPLAIN HOW TO ADJUST THE
   VARIOUS SOLUTION APPLICATION EQUIPMENT TO APPLY
   ADHESIVE IN THE PROPER COATING WEIGHT RANGE.

B-8 WASTE HANDLING PROCEDURES
   THE NEW EMPLOYEE WILL LEARN METHODS TO HANDLE
   AND DISPOSE OF WASTE MATERIALS PROPERLY FROM
   COMPOUNDING.
B-9 COATER EQUIPMENT AND CLEANUP
THE NEW EMPLOYEE WILL REVIEW PROCEDURES TO
DISASSEMBLE, CLEAN UP AND REASSEMBLE NEW EQUIPMENT
INVOLVED IN THE PRODUCTION OF 4N, PRODUCT B.

B-10 PRODUCT QUALITY AWARENESS
THIS UNIT WILL REVIEW PRODUCT SPECIFICATIONS,
PRODUCT USE IN THE FIELD, PRODUCT DEFECTS AND MAJOR
AREAS OF CONCERN WHEN COATING PRODUCT ON 4N.

B-11 QUALITY TESTING
THIS UNIT WILL ACQUAINT THE NEW EMPLOYEE WITH
WHAT IN-PROCESS PRODUCT TESTING IS REQUIRED BY THE
PRODUCTION CREWS. THE NEW EMPLOYEES WILL ALSO BE SHOWN
WHAT COURSE OF ACTION TO TAKE IF PRODUCT DOES NOT MEET
SPECIFICATIONS.

B-12 SAFETY TRAINING
THE NEW EMPLOYEES WILL REVIEW THE SAFETY
PRECAUTIONS REQUIRED BY ALL CREW MEMBERS WHEN WORKING
ON THE EQUIPMENT AND HANDLING THE INPUT OF RAW
MATERIALS.

B-13 RUNNING 4N
THIS UNIT DEALS WITH THE ACTUAL RUNNING OF 4N
MAKER BY PRODUCTION SUPERVISORS AND CREWS TO
FAMILIARIZE THEMSELVES WITH SKILLS DEVELOPED IN UNITS B
-3 THROUGH B-12
PRODUCT B – EMPLOYEES TRAINING PLAN

<table>
<thead>
<tr>
<th>JOB</th>
<th>TRAINING UNITS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>COATER OPERATOR</td>
<td>UNITS B(1-13) *</td>
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<tr>
<td>ASSISTANT COATER OPERATOR</td>
<td>UNITS B(1-13) *</td>
</tr>
</tbody>
</table>

* TRAINING UNITS A1 AND B1, AND TRAINING UNITS A2 AND B2 ARE THE SAME. THEY ARE INCLUDED IN BOTH TRAINING PROGRAMS TO REFLECT THE "TOTAL" TRAINING PACKAGE.
<table>
<thead>
<tr>
<th>JOB CLASSIFICATION</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPT.</th>
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<tr>
<td>COATER OPERATOR</td>
<td>A(1-6)</td>
<td>A(7-15)</td>
<td>B(3-10)*</td>
<td>B(11-13)</td>
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<tr>
<td>ASSISTANT COATER OPERATOR</td>
<td>A(1-6)</td>
<td>A(7-15)</td>
<td>B(3-10)*</td>
<td>B(11-13)</td>
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</table>

* - UNITS B-1 PRE-HIRE, AND B-2 ORIENTATION WOULD NOT BE IMPLEMENTED IF ALL EMPLOYEES HAVE RECEIVED TRAINING UNITS A-1 AND A-2.
7N PRODUCT LINE

TRAINING PROGRAM
<table>
<thead>
<tr>
<th>TRAINING UNIT #</th>
<th>TOPIC</th>
<th>HOURS PER UNIT</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>7N-1</td>
<td>PRE-HIRE INTERVIEWING AND PHYSICALS</td>
<td>1.5</td>
<td>3M PERSONNEL</td>
</tr>
<tr>
<td>7N-2</td>
<td>NEW EMPLOYEE ORIENTATION</td>
<td>8</td>
<td>3M PERSONNEL</td>
</tr>
<tr>
<td>7N-3</td>
<td>7N PROCESS ENGINEERING ORIENTATION</td>
<td>200</td>
<td>3M - ST. PAUL</td>
</tr>
<tr>
<td>7N-4</td>
<td>7N MACHINE TECHNICIANS AUDIT</td>
<td>8</td>
<td>3M PERSONNEL</td>
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<tr>
<td>7N-5</td>
<td>TECHNICIAN TEST EQUIPMENT</td>
<td>35</td>
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<tr>
<td>7N-6</td>
<td>TECHNICIAN TEST METHODS</td>
<td>45</td>
<td>3M PERSONNEL</td>
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<td>7N-7</td>
<td>TECHNICIAN SAFETY</td>
<td>1</td>
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<tr>
<td>7N-8</td>
<td>SOFTWARE &amp; HARDWARE TRAINING FOR SYSTEMS TECHNOLOGIST</td>
<td>120</td>
<td>VENDORS</td>
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<tr>
<td>7N-9</td>
<td>SOFTWARE &amp; HARDWARE TRAINING FOR SYSTEMS TECHNICIAN</td>
<td>120</td>
<td>VENDORS</td>
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### 7N
#### CATALOG OF TRAINING UNITS

<table>
<thead>
<tr>
<th>TRAINING UNIT #</th>
<th>TOPIC</th>
<th>HOURS PER UNIT</th>
<th>INSTRUCTOR</th>
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<tr>
<td>7N-10</td>
<td>SYSTEMS TECHNOLOGIST EQUIPMENT TRAINING</td>
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<td>7N-11</td>
<td>SYSTEMS TECHNICIAN EQUIPMENT TRAINING</td>
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<td>3M - ST. PAUL</td>
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<tr>
<td>7N-12</td>
<td>MAINTENANCE MECHANIC EQUIPMENT TRAINING</td>
<td>420</td>
<td>3M - ST. PAUL</td>
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<tr>
<td>7N-13</td>
<td>PRODUCTION CONTROL ANAL. INTRODUCTORY TRAINING</td>
<td>6</td>
<td>3M - MANAGERS</td>
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<td>7N-14</td>
<td>PRODUCTION CONTROL ANAL. DEPARTMENTAL ORIENTATION</td>
<td>8</td>
<td>3M - MANAGERS</td>
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<tr>
<td>7N-15</td>
<td>PRODUCTION CONTROL ANAL. PRODUCTION &amp; INVENTORY TRAINING</td>
<td>40</td>
<td>3M - ST. PAUL</td>
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<td>7N-16</td>
<td>PRODUCTION CONTROL ANAL. FIGURES INTRODUCTION</td>
<td>20</td>
<td>3M - ST. PAUL</td>
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<td>7N-17</td>
<td>PRODUCTION CONTROL ANAL. IN-DEPARTMENT TRAINING</td>
<td>38</td>
<td>3M - ST. PAUL</td>
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<tr>
<td>7N-18</td>
<td>MATERIAL HANDLERS INDUSTRIAL TRUCKS</td>
<td>8</td>
<td>3M MANAGERS</td>
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<tr>
<td>7N-19</td>
<td>MATERIAL HANDLERS TRUCK OPERATING PROCED.</td>
<td>8</td>
<td>3M MANAGERS</td>
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<tr>
<td>7N-20</td>
<td>MATERIAL HANDLERS AUTOMATIC WIRE GUIDED VEHICLES</td>
<td>8</td>
<td>3M MANAGERS</td>
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<tr>
<td>7N-21</td>
<td>MATERIAL HANDLERS HIGH RACK EQUIPMENT MATERIAL CONTROL SYSTEM</td>
<td>8</td>
<td>3M MANAGERS</td>
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<tr>
<td>TRAINING UNIT #</td>
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<td>INSTRUCTOR</td>
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<tr>
<td>-----------------</td>
<td>----------------------------------------------</td>
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<tr>
<td>7N-22</td>
<td>SAFETY TRAINING</td>
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<td>7N-23</td>
<td>PRODUCT QUALITY</td>
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<td>PROCESS ENGINEER</td>
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<td>7N-24</td>
<td>CONVERSION CONDITIONS AND PROCEDURES</td>
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<td>7N-25</td>
<td>EMPLOYEE DEPARTMENT ORIENTATION</td>
<td>4</td>
<td>PRODUCTION MGR.</td>
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<tr>
<td>7N-26</td>
<td>PRODUCT KNOWLEDGE</td>
<td>3</td>
<td>QUALITY MGR.</td>
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<td>7N-27</td>
<td>QUALITY TESTING</td>
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<tr>
<td>7N-28</td>
<td>EQUIPMENT</td>
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<td>7N-29</td>
<td>PRODUCTION REPORTING</td>
<td>3</td>
<td>SYSTEMS ENGINEER</td>
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<td>7N-30</td>
<td>SAFETY TRAINING</td>
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<td>SAFETY ENGINEER</td>
</tr>
<tr>
<td>7N-31</td>
<td>PROCESS FLOW &amp; SYSTEMS</td>
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<tr>
<td>7N-32</td>
<td>7N PRODUCTION</td>
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<td>PRODUCTION MGR.</td>
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</table>
**TRAINING UNIT DESCRIPTIONS**

7N-1 PRE-HIRE INTERVIEWING & PHYSICALS
   THIS UNIT COMPRISES THE SCREENING PROCESS IN HIRING NEW EMPLOYEES TO ACCOMMODATE THE PLANT EXPANSION.

7N-2 NEW EMPLOYEE ORIENTATION
   THE OBJECTIVE OF THIS UNIT IS TO ACQUAINT THE NEW EMPLOYEE WITH THE RULES, REGULATIONS AND POSITIVE WORKING ENVIRONMENT AT 3-M.

7N-3 PROCESS ENGINEERING ORIENTATION
   THE OBJECTIVE OF THIS UNIT IS TO ENABLE THE PROCESS ENGINEER TO FAMILIARIZE HIS/HERSELF WITH PRODUCTION OF 7N.

7N-4 7N MACHINE TECHNICIANS AUDIT
   THE OBJECTIVE OF THIS UNIT IS TO ACQUAINT THE TECHNICIAN WITH THE TECHNICAL CAPABILITIES OF THE 7N MACHINE.

7N-5 TECHNICIAN TEST EQUIPMENT
   THE OBJECTIVE OF THIS UNIT IS TO FAMILIARIZE THE TECHNICIANS WITH TEST EQUIPMENT USED IN THE PRODUCTION AND TESTING OF 7N.

7N-6 TECHNICIAN TEST METHODS
   THIS UNIT DESCRIBES THE PROPER METHODS OF SAMPLING AND TESTING PRODUCT FROM THE 7N MACHINE.

7N-7 TECHNICIAN SAFETY
   THIS UNIT WILL REVIEW THE SAFETY PRECAUTIONS REQUIRED BY TECHNICIANS WHEN WORKING ON 7N.

7N-8 SOFTWARE & HARDWARE TRAINING
   FOR SYSTEMS TECHNOLOGIST
   THIS UNIT WILL FAMILIARIZE THE SYSTEMS TECHNOLOGIST WITH NEW SOFTWARE AND HARDWARE DEVELOPED FOR THE 7N PROCESS.
7N-9 SOFTWARE & HARDWARE TRAINING
FOR SYSTEMS TECHNICIAN
THIS UNIT WILL FAMILIARIZE THE SYSTEMS TECHNICIAN WITH THE SOFTWARE AND HARDWARE DEVELOPED FOR 7N PRODUCTION.

7N-10 SYSTEMS TECHNOLOGIST EQUIPMENT TRAINING
THIS UNIT WILL FAMILIARIZE THE SYSTEMS TECHNOLOGIST WITH THE NEW EQUIPMENT DEVELOPED FOR USE IN PRODUCTION OF 7N.

7N-11 SYSTEMS TECHNICIAN EQUIPMENT TRAINING
THIS UNIT WILL FAMILIARIZE THE SYSTEMS TECHNICIAN WITH THE NEW EQUIPMENT DEVELOPED FOR USE IN THE PRODUCTION OF 7N.

7N-12 MAINTENANCE MECHANIC EQUIPMENT TRAINING
THE OBJECTIVE OF THIS UNIT IS TO FAMILIARIZE THE MAINTENANCE MECHANIC WITH THE PROPER MAINTENANCE PROCEDURES FOR THE NEW EQUIPMENT USED IN THE PRODUCTION OF 7N.

7N-13 PRODUCTION CONTROL ANALYST INTRODUCTORY TRAINING
THE OBJECTIVE OF THIS UNIT IS TO INTRODUCE THE PRODUCTION CONTROL ANALYST TO THE 3-M FACILITY IN KNOXVILLE.

7N-14 PRODUCTION CONTROL ANALYST DEPARTMENTAL ORIENTATION
THE OBJECTIVE OF THIS UNIT IS TO GIVE THE PRODUCTION CONTROL ANALYST AN OVERVIEW OF THE DUTIES AND RESPONSIBILITIES REQUIRED.

7N-15 PRODUCTION CONTROL ANALYST PRODUCTION & INVENTORY TRAINING
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE NEW PRODUCTION CONTROL ANALYST IN THE 3-M METHOD OF INVENTORY CONTROL AND PRODUCTION RUNS.

7N-16 PRODUCTION CONTROL ANALYST FIGURES PRODUCTION
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE PRODUCTION CONTROL ANALYST IN THE WAYS AND METHODS OF DEVELOPING PRODUCTION FIGURES FOR 3-M.
7N-17 PRODUCTION CONTROL ANALYST
IN-DEPARTMENT TRAINING
THE PURPOSE OF THIS TRAINING UNIT IS TO PROVIDE
THE PRODUCTION CONTROL ANALYST WITH THE BASIC
PROCEDURES USED IN THE PRODUCTION CONTROL DEPARTMENT.

7N-18 MATERIAL HANDLERS INDUSTRIAL TRUCKS
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE
MATERIAL HANDLERS IN THE USE AND SAFE OPERATION OF
INDUSTRIAL TRUCKS.

7N-19 MATERIAL HANDLERS TRUCK OPERATING
PROCEDURES
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE
MATERIAL HANDLERS IN THE PROPER OPERATING PROCEDURES
USED AT 3-M, KNOXVILLE, TO INSURE A SAFE AND EFFICIENT
WORK AREA.

7N-20 MATERIAL HANDLERS AUTOMATIC
WIRE GUIDED VEHICLES
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE
MATERIAL HANDLERS IN THE SAFE AND EFFICIENT USE OF
AUTOMATIC WIRE GUIDED VEHICLES.

7N-21 MATERIAL HANDLERS HIGH RACK
EQUIPMENT MATERIAL CONTROL SYSTEM
THE OBJECTIVE OF THIS UNIT IS TO TRAIN THE
MATERIAL HANDLERS IN THE SAFE AND EFFICIENT USE OF HIGH
RACK EQUIPMENT USED IN HANDLING AND STORING MATERIALS
FOR PRODUCTION.

7N-22 SAFETY TRAINING
IN THIS UNIT THE SAFETY ENGINEER WILL REVIEW
THE SAFETY PRECAUTIONS REQUIRED BY ALL CREW MEMBERS
WHEN WORKING ON THE EQUIPMENT AND WORKING IN
PRODUCTION.

7N-23 PRODUCT QUALITY
THIS UNIT WILL REVIEW PRODUCT SPECIFICATIONS,
PRODUCT USE IN THE FIELD, PRODUCT DEFECTS AND MAJOR
AREAS OF CONCERN WHEN RUNNING 7N.

7N-24 CONVERSION CONDITIONS AND
PROCEDURES
THIS UNIT WILL REVIEW THE STANDARD OPERATING
PAGES WHICH SUMMARIZE EQUIPMENT REQUIREMENTS AND
OPERATING CONDITIONS SUCH AS TENSION, ROLL HARDNESS,
TAPE SPLICE, SPEED, THREAD-UP, AND PACKAGING.
7N-25 EMPLOYEE DEPARTMENT ORIENTATION
THE OBJECTIVE OF THIS UNIT IS TO ACQUAINT THE SLITTER OPERATOR, ASSISTANT SLITTER OPERATOR, AND THE TAPE PACKER WITH THE RULES, REGULATIONS AND POSITIVE WORKING ENVIRONMENT AT 3-M.

7N-26 PRODUCT KNOWLEDGE
THIS UNIT IS DESIGNED TO ASSIST THE COATER OPERATOR AND THE ASSISTANT COATER OPERATOR IN READING AND UNDERSTANDING PRODUCT SPECIFICATIONS.

7N-27 QUALITY TESTING
THIS UNIT'S OBJECTIVE IS TO TRAIN THE NEW EMPLOYEES IN THE IN-PROCESS PRODUCT TESTING REQUIRED BY THE PRODUCTION CREWS.

7N-28 EQUIPMENT
THIS TRAINING UNIT WILL BE SEPARATED INTO THE VARIOUS MACHINE COMPONENTS. TRAINING WILL INCLUDE, WHY EQUIPMENT IS NEEDED, FUNCTION FOR EACH STATION, HOW EACH STATION WORKS AND A WALK THROUGH WITH DEMONSTRATIONS ON MACHINE CAPABILITY.

7N-29 PRODUCTION REPORTING
THE OBJECTIVE OF THIS UNIT IS TO DETAIL THE PRODUCTION REPORTING BY EACH CREW AND PRODUCT THAT IS REQUIRED.

7N-30 SAFETY TRAINING
IN THIS UNIT THE SAFETY ENGINEER WILL REVIEW THE SAFETY PRECAUTIONS REQUIRED BY ALL CREW MEMBERS WHEN WORKING ON THE EQUIPMENT AND HANDLING THE INPUT RAW MATERIALS.

7N-31 PROCESS FLOW AND SYSTEMS
THE OBJECTIVE OF THIS UNIT IS TO DETAIL THE PROCESS FLOW DIAGRAMS AND THE STANDARD PAGES AND APPENDICES USED IN THE PRODUCTION OF 7N.

7N-32 7N PRODUCTION
THE ACTUAL RUNNING OF 7N MAKER BY PRODUCTION SUPERVISORS AND CREWS TO FAMILIARIZE THEMSELVES WITH WHAT WAS REVIEWED DURING THE TRAINING PROGRAM.
<table>
<thead>
<tr>
<th>JOB CLASSIFICATION</th>
<th>TRAINING UNITS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS ENGINEER</td>
<td>UNITS 7N(1,2,3)</td>
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<tr>
<td>QUALITY CONTROL TECH.</td>
<td>UNITS 7N(1,2,4,5,6,7)</td>
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<td>SYSTEMS TECHNOLOGIST</td>
<td>UNITS 7N(1,2,8,10)</td>
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<tr>
<td>SYSTEMS TECHNICIAN</td>
<td>UNITS 7N(1,2,9,11)</td>
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<td>UNITS 7N(1,2,12)</td>
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<td>PRODUCTION CONTROL ANALYST</td>
<td>UNITS 7N(1,2,13,14,15,16,17)</td>
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<tr>
<td>SLITTER OPERATOR</td>
<td>UNITS 7N(1,2,22,23,24,25)</td>
</tr>
<tr>
<td>ASSIS. SLITTER OPERATOR</td>
<td>UNITS 7N(1,2,22,23,24,25)</td>
</tr>
<tr>
<td>TAPE PACKER</td>
<td>UNITS 7N(1,2,22,23,24,25)</td>
</tr>
<tr>
<td>COATER OPERATOR</td>
<td>UNITS 7N(1,2,26,27,28)</td>
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<tr>
<td></td>
<td>(29,30,31,32)</td>
</tr>
<tr>
<td>ASSIS. COATER OPERATOR</td>
<td>UNITS 7N(1,2,26,27,28)</td>
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<tr>
<td></td>
<td>(29,30,31,32)</td>
</tr>
<tr>
<td>MATERIAL HANDLER</td>
<td>UNITS 7N(1,2,18,19,20,21)</td>
</tr>
<tr>
<td>JOB CLASSIFICATION</td>
<td>SEPT.**</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>PROCESS ENGINEER</td>
<td>7N (1-3)</td>
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<tr>
<td>QUALITY CONTROL TECH.</td>
<td>7N (1,2,4,5)</td>
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<tr>
<td>SYSTEMS TECHNOLOGIST</td>
<td>7N (1,2)</td>
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<tr>
<td>SYSTEMS TECHNICIAN</td>
<td>7N (1,2)</td>
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<tr>
<td>MAINTENANCE MECHANIC</td>
<td>7N (1,2)</td>
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<tr>
<td>PRODUCTION CONTROL ANALYST</td>
<td>7N (1,2)</td>
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<td>SLITTER OPERATOR</td>
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<tr>
<td>ASSIS. COATER OPERATOR</td>
<td>7N (1,2)</td>
</tr>
<tr>
<td>MATERIAL HANDLER</td>
<td>7N (1,2)</td>
</tr>
</tbody>
</table>

* - THIS SCHEDULE IS APPROXIMATE AND MAY VARY WITH MACHINE INSTALLATION TIME FRAMES.
** - THESE TRAINING UNITS WILL BE COMPLETED ON OR BEFORE SEPTEMBER.
January 4, 1985

TO: Board Secretary
FROM: Irv Steinberg


Cash flow was again adequate during December to allow expenditures to be covered without utilizing borrowed funds. This trend is not expected to continue during January, unless our 2nd quarter, FY85, State General Aid monies are released.

Interest rate on short term investments of less than 91 days continued to drop during December to a low of 8.3%.

As footnoted on Cash Position Report, interest payment of $54,400 was made December 31, 1984 to Bankers Trust against our 3 year Plant Fund loan, leaving one final payment totalling $1,754,400 due July 1, 1985. After the receipt of 2nd half year property taxes, sufficient funds will be on hand to more than cover this payment.
DES MOINES AREA COMMUNITY COLLEGE
Cash Position Report

December 31, 1984

<table>
<thead>
<tr>
<th></th>
<th>Combined Funds</th>
<th>Plant Fund</th>
<th>Voted Tax SF</th>
<th>DMACC Trust</th>
<th>HF 623 Job TNG</th>
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<tbody>
<tr>
<td>Cash IN Bank</td>
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<tr>
<td>Balance Fwd Dec 1, '84</td>
<td>$36,349</td>
<td>$44,003</td>
<td>$4,714</td>
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<td>PLUS: Dec Receipts</td>
<td>2,394,291</td>
<td>295,994</td>
<td>115,676</td>
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<tr>
<td>LESS: Dec Disbursements</td>
<td>2,410,671</td>
<td>284,262</td>
<td>72,700</td>
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<tr>
<td>Cash Balance 12-31-84</td>
<td>$19,969</td>
<td>$55,735</td>
<td></td>
<td></td>
<td>$47,690</td>
</tr>
</tbody>
</table>

INVESTMENTS

Savings Accounts:
- Ankeny State Bank: $109,773
- Bankers Trust: $88,603
- Total: $198,446

Certificates of Deposit:
- Plant Fd at BT: 1,420,000
- Gen Fd at ASB: 2,640,000
- Gen Fd at BT: 1,728,000
- Early Retirement SF: 55,184
- Loan Fd at ASB: 24,900
- Alumni at ASB: 10,000
- DMACC Trust at ASB: 100,000
- Boone Athl at HSL: 10,188
- Arch Drafting Club: 1,000
- Total: $88,603

Total Cash/Investments: $4,488,241 $1,475,735 $1,104,553 $257,463 $88,603

Footnotes:
1. HF623 account balance includes $55,223 Firestone and $33,380 for Equitable Life projects.
2. CD's shown above for Early Retirement represents Sinking Fund established for employees who elected the Early Retirement option as of 6-30-84 for maximum short term interest earnings.
3. General Fund CD's include monies on hand from Anticipatory Warrant issued 7-2-84 to Bankers Trust of $4,263,000.
4. Interest payment of $54,400 was made on 12/31/84 to Bankers Trust against 3 year Plant Fund Loan. Final interest and principal payment on this loan will be paid 7/1/85 totalling $1,754,400.
DMACC BUDGET STATUS DECEMBER 31, 1984
(FUNDS 1 AND 2)
NOTE: Plant Fund approved expenditures excludes $1,700,000 principle payment on 3 year loan.