Board of Directors Meeting Minutes

11-20-1984

Board of Directors Meeting Minutes (November 20, 1984)

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AGENDA

1. Call to Order - 5:00 p.m.

2. Roll Call.

3. Administration of Oath of Office and issuance of Certificate of Election to reelected Board Member.

4. Consideration of Tentative Agenda.

5. Public Comments.

6. Presentation - First year statistics of Self Funded Benefit Plan Trust.

7. Consideration of minutes of October 16, 1984, organizational and regular meeting.


10. Consideration of appointment to General Advisory Committee for Director District VI.

11. Consideration of resolution instituting proceedings to take additional action, providing for publication of notice, and approving Industrial New Jobs Training Agreement (Distinctive Printing and Packaging Co.).

12. Consideration of resolution directing the sale and delivery of New Jobs Training Certificates (Distinctive Printing and Packaging Co.).


14. Consideration of offers to purchase property located at 525 N.E. Fifth Street, Ankeny, Iowa.

15. Consideration of offers to purchase property located at 2328 Ashwood Drive, Carroll, Iowa.

16. Appointment of Representative and Alternate to Iowa Association of Community College Trustees.
17. Consideration of appointment of legal counsel for Des Moines Area Community College.

18. Consideration of charging outstanding student accounts receivable to Bad Debts Account.

19. Consideration of Payables.


21. Consideration of Board Policies, Section 3000, Human Resources.


23. Board Members' Reports.

24. Future Agenda Items:
   A. Collective Bargaining Parameters
   B. FY1986 Budget
   C. College Objectives, FY1986

25. Information Items:
   A. Next Board Meeting - December 11, 1984, Ankeny
   B. Scandinavian Gourmet Dinner, December 13, 1984

REGULAR MEETING

20 NOVEMBER 1984

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 20, 1984. The meeting was called to order by Board President Jasper Risdal at 5:00 p.m.

ROLL CALL

Members Present:
- Susan Clouser
- Lloyd Courter
- Eldon Leonard
- Ted Nemmers
- Jasper Risdal

Members Absent at Roll Call:
- Herbert Ritland
- Donald Rowen
- Douglas Shull

Others Present:
- DeVere Bendixen
- Joseph A. Borgen, President
- Helen M. Minor, Board Secretary
- Other interested staff, community and Carroll residents

ADMINISTRATION OF OATH OF OFFICE

H. Minor, Board Secretary, issued the Oath of Office and Certificate of Election to D. Bendixen, newly elected Director from District IX.

DIRECTORS SHULL AND RITLAND ARRIVE

APPROVAL OF TENTATIVE AGENDA

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

Motion passed unanimously.

PUBLIC COMMENTS

Mr. Norm Anderson and Mr. Bill Clinton, Carroll residents, addressed the Board in opposition to the construction of a new DMACC Western Attendance Center on the former swimming pool site, which was donated to DMACC by the City of Carroll. Mr. Clinton presented a resolution to the Board from the Carroll Little League Board of Directors, which is attached to these minutes as Attachment #1.
PUBLIC COMMENTS (continued)  
Mr. Lou Walsh, President-elect of the Carroll Chamber of Commerce, briefly addressed the Board in support of the former swimming pool site, and presented a Resolution of this support to the Board of Directors from the Carroll Chamber of Commerce Board of Directors. This resolution is attached to these minutes as Attachment #2.

DIRECTOR ROWEN ARRIVES  
Gene Snyders, Executive Vice President of Management Services, introduced Kirk Tofte and Linda Wertsch, Holmes Murphy & Associates representatives, and the members of the Des Moines Area Community College Self-Funded Benefit Plan Trustees committee. He presented an overview on the progress of the self-funded benefit plan trust.

APPROVAL OF MINUTES  
D. Rowen moved that the minutes of the October 16, 1984, regular meeting be approved. Director E. Leonard stated that on page five of these minutes is the acceptance by the Des Moines Area Community College Board of Directors, of the former swimming pool site which will be used for the construction of the new Western Attendance Center. He then seconded the motion made by Director Rowen to approve the minutes of the October 16, 1984, meeting.

Motion passed unanimously.

APPROVAL OF HUMAN RESOURCES REPORT  
A motion was made by E. Leonard, seconded by S. Clouser, for approval of the following personnel items:

Contract Changes  


Resignations  


Board of Directors Meeting
November 20, 1984
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HUMAN RESOURCES
REPORT (continued)

Leave Without Pay


New Personnel

Motion passed unanimously.

APPROVAL OF IECC AGREEMENT TERMINATION
There was a motion by T. Nemmers, seconded by D. Bendixen, that the Board of Directors withdraw its membership in the Iowa Educational Computer Consortium, effective December 31, 1984, and that the Board Secretary forward a certified copy of this resolution to the Consortium Director as notice of termination of membership. A copy of this resolution is attached to these minutes as Attachment #3.

Motion passed unanimously.

APPROVAL OF GENERAL ADVISORY COMMITTEE MEMBER
E. Leonard made the motion, D. Shull seconded, for the Board to approve the appointment of Mr. James Wengert, representing Director District VI, to the General Advisory Committee, term to run through August 30, 1987.

Motion passed unanimously.

APPROVAL OF RESOLUTION TO TAKE ADDITIONAL ACTION & PROVIDE FOR PUBLICATION OF NOTICE RE: NEW JOBS TRAINING CERTIFICATES
It was moved by D. Bendixen, seconded by H. Ritland, that the Board approve the resolution instituting proceedings to take additional action for the authorization and issuance of not to exceed $225,000 New Jobs Training Certificates and providing for the publication of notice thereof (Distinctive Printing and Packaging Company). [Attachment #4 to these minutes.]

Motion passed unanimously on a roll call vote.

APPROVAL OF RESOLUTION DIRECTING SALE & DELIVERY OF NEW JOBS TRAINING CERTIFICATES
E. Leonard moved that the resolution (attachment #5) directing the sale and delivery of $225,000 New Job Training Certificates, Series 1984 (Distinctive Printing and Packaging Co.) be approved; seconded by T. Nemmers.

Motion passed unanimously on a roll call vote.
A motion was made by T. Nemmers, seconded by S. Clouser, that the Board approve the resolution authorizing the issuance of $225,000 New Jobs Training Certificates, Series 1984, and provide for the securing of such certificates for the purpose of carrying out a new jobs training program project designated as the Distinctive Printing and Packaging Co. project. Said resolution is Attachment #6 to these minutes.

Motion passed unanimously on a roll call vote.

The motion to lower the listing price on the student built property at 2328 Ashwood Drive, Carroll, Iowa, from $95,900 to $89,000 was made by L. Courter; seconded by D. Shull.

Motion passed unanimously.

A motion was made by E. Leonard, seconded by T. Nemmers, that D. Rowen be the Board delegate to the Iowa Association of Community College Trustees. No alternate selection was made.

Motion passed unanimously.

D. Bendixen moved, S. Clouser seconded, that the Board of Directors appoint the firms of Ahlers Cooney Dorweiler Haynie & Smith AND Davis Hockenberg Wine Brown & Koehn to provide legal counsel for the College to the date of the October 14, 1985, Organizational Board Meeting; the Ahlers Law Firm to provide advice on all matters related to human resources, personnel and general legal advice on Board elections; the Davis Law Firm to provide counsel related to contract training, certificates in connection with House File 623, business policies, tax anticipation warrants and all other business and financial matters.

Motion passed unanimously.

It was moved by H. Ritland, seconded by D. Bendixen, that the Board approve charging $15,651.40 in outstanding student accounts receivables to the bad debt account. Details of this total is included with these minutes as Attachment #7.

Motion passed unanimously.

A motion for approval of the payables as presented in Attachment #8 to these minutes was made by D. Rowen; seconded by T. Nemmers.

Motion passed unanimously.
Board of Directors Meeting  
November 20, 1984  
Page 5  

PRESENTATION OF FINANCIAL REPORT  
Executive Vice President Gene Snyders presented the October, 1984, Financial Report, a copy of which is included as Attachment #9 to these minutes.

APPROVAL OF HUMAN RESOURCES SECTION OF BOARD POLICY MANUAL  
D. Shull moved, D. Bendixen seconded, that Section 3000, Human Resources, of the proposed Board Policy Manual, be approved. Copy of Section 3000 is Attachment #10 to these minutes.

Motion passed unanimously.

BOARD MEMBERS' REPORTS  
S. Clouser reported that she had attended the Iowa Association of School Boards convention held in Des Moines. H. Ritland commended Roslea Johnson, Instructor-Human Services, and her students for the fine program put together for the Chemical Dependency Awareness Day held at the Conference Center on November 19, 1984.

ADJOURNMENT  
A motion for adjournment was made by D. Rowen, seconded by D. Bendixen.

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

JASPER RISDAL, President

HELEN M. MINOR, Board Secretary
RESOLUTION

WHEREAS, Des Moines Area Community College has been a good citizen of Carroll and West Central Iowa and its presence has been greatly appreciated by all.

NOW, THEREFORE BE IT RESOLVED, that we, the Board of Directors of the Carroll Little League, wish to go on record in support of construction of a Des Moines Area Community College Attendance Center in Carroll, Iowa, and

BE IT FURTHER RESOLVED, that while we do not concur on the location which was selected, we wish to work towards a mutually rewarding relationship. We pledge our support in working towards this goal. We desire that the president, or a duly appointed representative of Carroll Little League be included in all decision-making processes which would effect the Carroll Little League Program in any way, and

BE IT FURTHER RESOLVED, that we, the Carroll Little League Board of Directors, wish to encourage the Board of Directors of the Des Moines Area Community College to move with all dispatch toward the construction of a permanent attendance center in Carroll, Iowa to serve the educational needs of the people of West Central Iowa.

CARROLL LITTLE LEAGUE
BOARD OF DIRECTORS

By [Signature]
President
RESOLUTION

WHEREAS, the Board of Directors of the Des Moines Area Community College has determined that the proposed New Hope Village site location is not an economically viable, nor an aesthetically viable alternative, and

WHEREAS, the Des Moines Area Community College has operated an attendance center in Carroll, Iowa, for many years, and

WHEREAS, the attendance center has served this area of West Central Iowa in an exemplary fashion by providing college parallel and career education courses for the people of this area who otherwise would not be adequately served, and

WHEREAS, the people of West Central Iowa have benefitted greatly by the offerings provided by Des Moines Area Community College, and

WHEREAS, Des Moines Area Community College has been a good citizen of Carroll and West Central Iowa and its presence has been greatly appreciated by all.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Carroll Chamber of Commerce wholeheartedly support the City Council of the City of Carroll, Iowa and the Board of Directors of the Des Moines Area Community College in their decision to build a permanent attendance center in Carroll, Iowa at the former swimming pool site for the reasons that the site provides a central location for the citizens of Carroll, provides a pleasant green area for faculty and students of the attendance center, is in close proximity to the Carroll Recreation Center where additional space is available when needed, is centrally located between the public and non-public school systems for the convenience of students and faculty at those schools, restores the attractive bathhouse, does not displace any ball parks presently in the area, that the playground will be relocated to a safer area where small children will not be in close proximity to an arterial street and more central to the neighborhood and to parents and small children attending Little League games, and that the site is the most economical for Des Moines Area Community College and the City of Carroll.

BE IT FURTHER RESOLVED, that the Board of Directors of the Carroll Chamber of Commerce endorses the selection of the former swimming pool site and encourages the Board of Directors of the Des Moines Area Community College to move with all dispatch toward the construction of a permanent attendance center in Carroll to serve the educational needs of the people of West Central Iowa.

CARROLL CHAMBER OF COMMERCE
BOARD OF DIRECTORS

By [Signature]
President
RESOLUTION

RESOLVED:

The Des Moines Area Community College Board of Directors withdraws its membership in the Iowa Educational Computer Consortium, effective December 31, 1984.

The Secretary is directed to forward a certified copy of this resolution to the Consortium Director as notice of termination of membership.

I, Helen M. Minor, certify this resolution was approved by action of the Board of Directors.

November 20, 1984
Helen M. Minor, Board Secretary
August 10, 1984

Mr. Donald Zuck
Manager, Business Services
2006 S. Ankeny Blvd.
Ankeny, IA 50021

Re: Des Moines Area Community College
Distinctive Packaging Job Training Project

Dear Don:

Enclosed is the Resolution Providing for the Publication of the Notice and Approving the Industrial New Jobs Training Agreement for the Distinctive Packaging Project. As a reminder, the Notice is to be published once in one legal newspaper within the merged area in accordance with Section 3 of the Resolution. Please see that we are provided with a publisher's affidavit as soon as one becomes available.

Copies of the agreement have been delivered to Attorney Mark Adams for execution by the company.

Very truly yours,

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE

By

Kris Kozel
Legal Assistant to
Lance A. Coppock

KK/nse
encl.
NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: November 20, 1984

Time of Meeting: 5:00 p.m.

Place of Meeting: Des Moines Area Community College, Ankeny Campus, Ankeny, Iowa, Building 1, Room 30.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

$225,000 New Job Training Certificates, Series 1984.

- Resolution Instituting Proceedings to Take Additional Action, Providing for Publication of Notice, and Approving Industrial New Jobs Training Agreement

Such additional matters as are set forth on the additional two page(s) attached hereto.

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.

Helen M. Minor
Secretary of the Board of Directors of Des Moines Area Community College
The Board of Directors of the Des Moines Area Community College, State of Iowa met in regular session, in the Board Room, Building 1, Room 30, Ankeny Campus, Ankeny, Iowa, at five o'clock P.M., on the above date. There were present President Jasper Risdal, in the chair, and the following named Board Members:

DeVere Bendixen, Susan Clouser, Lloyd Courter

Eldon Leonard, Ted Nemmers, Herbert Ritland,

Don Rowen, Douglas Shull

Absent: NONE

* * * * * * *
Board Member Devere Bendixen introduced the following Resolution entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION AND ISSUANCE OF NOT TO EXCEED $225,000 NEW JOB TRAINING CERTIFICATES AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Board Member Herbert Ritland seconded the motion to adopt. The roll was called and the vote was,

AYES: D. Bendixen, S. Clouser, L. Courter, E. Leonard

T. Nemmers, J. Risdal, H. Ritland, D. Rowen, D. Shull

NAYS: NONE

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION AND ISSUANCE OF NOT TO EXCEED $225,000 NEW JOB TRAINING CERTIFICATES AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, the Area School is in need of funds to carry out a proposed new job training project as hereinafter described; and, it is deemed necessary that it should issue New Job Training Certificates to the amount of not to exceed $225,000 as authorized by Chapter 280B, Code of Iowa, 1983, as amended (the "Act"), for the purpose of providing funds to pay costs thereof; and

WHEREAS, an Industrial New Jobs Training Agreement has been negotiated with Distinctive Printing and Packaging Co., which Agreement establishes a new job training program to educate and train certain persons employed by Distinctive Printing and Packaging Co. in new jobs at its West Des Moines plant within the Merged Area and such Agreement is deemed to be beneficial to the Area School and to Distinctive Printing and Packaging Co.; and

WHEREAS, the form of Agreement has been presented to this Board and is deemed to be appropriate for the purpose; and

WHEREAS, before New Job Training Certificates may be issued to fund the project contemplated by the Agreement, it is necessary to comply with the provisions of the Act and to
approve the execution of the Agreement and publish a notice of
the proposal to issue the Certificates and the right to appeal
the decision of the Board of Directors in proposing to issue
the Certificates.

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

Section 1. That the Job Training Agreement with
Distinctive Printing and Packaging Co. and the form thereof
are hereby approved and the President and Secretary are
authorized to sign the Agreement on behalf of the Area School.

Section 2. That this Board does hereby institute proce-
ddings and take additional action for the authorization and
issuance in the manner required by law of not to exceed
$225,000 Industrial New Jobs Training Certificates
(Distinctive Printing and Packaging Co. Project), the proceeds
of which certificates will be used to provide funds to pay
costs of new jobs training by providing education and training
of workers for new jobs at Distinctive Printing and Packaging
Co. in West Des Moines.

Section 3. That the Secretary is hereby directed to cause
one publication to be made of a notice of the action to issue
the Certificates in one legal newspaper, printed wholly in
the English language, published at least once weekly, and
having general circulation in the Merged Area.

Section 4. The notice of the action to issue the cer-
tificates shall be in substantially the following form:
NOTICE OF ACTION OF THE BOARD OF DIRECTORS
OF DES MOINEA AREA COMMUNITY COLLEGE, ON THE
MATTER OF THE PROPOSED ISSUANCE OF NOT TO EXCEED
$225,000 PRINCIPAL AMOUNT OF DES MOINES AREA
COMMUNITY COLLEGE INDUSTRIAL NEW JOBS TRAINING
CERTIFICATES (DISTINCTIVE PRINTING AND
PACKAGING CO. PROJECT)

Public Notice is hereby given that the Board of Directors
of Des Moines Area Community College has instituted pro­
cedings and taken additional action for the authorization and
issuance in the manner required by law of not to exceed
$225,000 of Des Moines Area Community College Industrial New
Jobs Training Certificates (Distinctive Printing and
Packaging Co. Project) to be issued for the purpose of pro­
viding education and training of workers for new jobs at
Distinctive Printing and Packaging Co. facilities in West
Des Moines, within the merged area.

This Notice is given by order of the Board of Directors of
Des Moines Area Community College as provided by Chapter 280B,
Code of Iowa, 1983, as amended (the "Act").

At any time within fifteen days after the publication of
this notice a person may by action in the District Court of a
County in the area within which the area school is located,
appeal the decision of the Board of Directors in proposing to
issue the Certificates.

Dated at Ankeny, Iowa, this 20th day of November,
1984.

Secretary of the Board of Directors
of Des Moines Area Community College

(End of Notice)
PASSED AND APPROVED this 20th day of November, 1984.

[Signature]
President

ATTEST:

[Signature]
Secretary
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

November 26, 1984

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.

Subscribed and sworn to before me by said affiant this 3rd day of

December 19, 1984.

Notary Public in and for Polk County, Iowa
I, the undersigned do hereby certify that I am now and was at the times hereinafter mentioned, the duly elected, qualified and acting Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, and that as such Secretary of said Board of Directors and by full authority from said Board of Directors, I caused a

NOTICE OF ACTION OF THE BOARD OF DIRECTORS OF DES MOINES AREA COMMUNITY COLLEGE, ON THE MATTER OF THE PROPOSED ISSUANCE OF NOT TO EXCEED $225,000 PRINCIPAL AMOUNT OF DES MOINES AREA COMMUNITY COLLEGE NEW JOB TRAINING CERTIFICATES (DISTINCTIVE PRINTING AND PACKAGING CO. PROJECT)

of which the clipping annexed to the publisher's affidavit hereto attached is in words and figures a correct and complete copy to be published once in The Des Moines Register legal newspaper published at least once weekly, printed wholly in the English language, published regularly and mailed through the post office of current entry for more than two years and which has had for more than two years a bona fide paid circulation recognized by the postal laws of the United States, and which has a general circulation within the Merged Area, and that said Notice was published in said newspaper in all of the issues thereof published and circulated on the following dates:

November 26, 1984; and
November 26, 1984.

WITNESS my official signature this 26th day of November, 1984.

Secretary of the Board of Directors of Des Moines Area Community College
CERTIFICATE

STATE OF IOWA

COUNTY OF POLK

I, the undersigned Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board 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 (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 20th day of November, 1984.

Signed

Secretary of the Board of Directors of the Des Moines Area Community College in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa
Mr. Donald Zuck  
Manager, Business Services  
2006 S. Ankeny Blvd.  
Ankeny, IA  50021  

Re: Des Moines Area Community College  
Industrial New Job Training Project  
(Distinctive Printing & Packing Co. Project)  

Dear Don:

Enclosed are the proceedings to be adopted by the Board for the sale of the above certificates to Chiles, Heider & Co., Inc. According to our records, on August 10 we forwarded to you the resolution instituting proceedings to take additional action and providing for publication of notice and approving industrial new jobs training agreement. This resolution should be adopted prior to the sale of the certificates.

Please return certified copies of the enclosed proceedings as soon as possible so that we may prepare the balance of the paperwork in connection with the issuance of the certificates.

Very truly yours,

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE

By

Lance A. Coppock
NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: November 20, 1984

Time of Meeting: 5:00 p.m.

Place of Meeting: Des Moines Area Community College, Ankeny, Iowa. Building 1, Room 30.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

$225,000 New Job Training Certificates, Series 1984.

- Resolution Directing the Sale and Delivery of New Job Training Certificates.

Such additional matters as are set forth on the additional two page(s) attached hereto.

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.

[Signature]

Secretary of the Board of Directors of Des Moines Area Community College

Ahlers, Cooney, Dorweiler, Haynie, Smith & Allbee, Lawyers, Des Moines, Iowa
The Board of Directors of the Des Moines Area Community College, State of Iowa, met in regular session, on the Ankeny Campus, Room 30, Bldg. 1, Ankeny, Iowa, at five o'clock P.M., on the above date. There were present President Jasper M. Risdal, in the chair, and the following named Board Members:

DeVere Bendixen, Susan Clouser, Lloyd Courter,

Eldon Leonard, Ted Nemmers, Herbert Ritland,

Donald Rowen, Douglas Shull

Absent: NONE

* * * * *
Board Member Eldon Leonard introduced the following Resolution entitled "RESOLUTION DIRECTING THE SALE AND DELIVERY OF $225,000 NEW JOB TRAINING CERTIFICATES, SERIES 1984", and moved that the same be adopted. Board Member Ted Nemmers seconded the motion to adopt. The roll was called and the vote was,


NAYS: NONE

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION DIRECTING THE SALE AND DELIVERY OF $225,000 NEW JOB TRAINING CERTIFICATES, SERIES 1984

WHEREAS, the Area School adopted on November 20, 1984, a resolution entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION AND ISSUANCE OF NOT TO EXCEED $225,000 NEW JOB TRAINING CERTIFICATES AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", the proceeds of which will be used for the purpose of carrying out a new jobs training program project designated as the Distinctive Printing and Packaging Co. Project; and

WHEREAS, the Area School has arranged for the sale of said Certificates to Chiles, Heider & Co., Inc./American Express, Inc., Des Moines, Iowa, at a purchase price of $218,250.00 plus accrued interest to date of delivery.

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

Section 1. That in accordance with the provisions of Chapter 280B Code of Iowa, 1983, as amended, the sale of New Job Training Certificates, Series 1984, dated December 1, 1984, in the total amount of $225,000, maturing on June 1, 1994, or redemption prior thereto, for the job training program hereinabove referred to, upon the terms hereinafter set out, is hereby approved and confirmed.
Section 2. That the President and Secretary are now hereby authorized and directed to issue and deliver to Chiles, Heider & Co., Inc./American Express, Inc. New Job Training Certificates in the aggregate principal amount of $225,000, each in the denomination of $5,000 each or multiples thereof, bearing interest and maturing as follows:

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Principal Amount</th>
<th>Maturity June 1st</th>
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<tbody>
<tr>
<td>8.00%</td>
<td>$10,000</td>
<td>1987</td>
</tr>
<tr>
<td>8.25%</td>
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<td>8.50%</td>
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<tr>
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<tr>
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</tr>
<tr>
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<td>1993</td>
</tr>
<tr>
<td>9.60%</td>
<td>$45,000</td>
<td>1994</td>
</tr>
</tbody>
</table>

PASSED AND APPROVED this 20th day of November, 1984.

President

ATTEST:

Secretary
CERTIFICATE

STATE OF IOWA

COUNTY OF POLK

I, the undersigned Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board 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 (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 20th day of November, 1984.

Secretary of the Board of Directors of the Des Moines Area Community College in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa

Ahrens, Godney, Dorweiler, Haynie, Smith & Albee, Lawyers, Des Moines, Iowa
SALE AGREEMENT

IT IS HEREBY STIPULATED AND AGREED BY AND BETWEEN
Des Moines Area Community College, Ankeny, Iowa, Vendor, and
Chiles, Heider & Co., Inc./American Express, Inc., of Des
Moines, Iowa, Vendee, that the Vendor will and does hereby
sell the following described certificate, to-wit:

NEW JOB TRAINING CERTIFICATES (Distinctive Printing
and Packaging Co. Project), in the principal
amount of $225,000, to be dated December 1,
1984, in the denomination of $5,000 each, or
multiples thereof, and to mature as follows:

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Principal Amount</th>
<th>Maturing June 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00%</td>
<td>$10,000</td>
<td>1987</td>
</tr>
<tr>
<td>8.25%</td>
<td>$10,000</td>
<td>1988</td>
</tr>
<tr>
<td>8.50%</td>
<td>$15,000</td>
<td>1989</td>
</tr>
<tr>
<td>8.75%</td>
<td>$25,000</td>
<td>1990</td>
</tr>
<tr>
<td>9.00%</td>
<td>$35,000</td>
<td>1991</td>
</tr>
<tr>
<td>9.20%</td>
<td>$40,000</td>
<td>1992</td>
</tr>
<tr>
<td>9.40%</td>
<td>$45,000</td>
<td>1993</td>
</tr>
<tr>
<td>9.60%</td>
<td>$45,000</td>
<td>1994</td>
</tr>
</tbody>
</table>

Certificates may be called for redemption on or after
June 1, 1993 at par plus accrued interest.

The undersigned Vendee hereby agrees to purchase said cer­
tificates and does hereby purchase said notes for $218,250
and accrued interest on the certificates at the rate or rates
as hereinabove set out from December 1, 1984; said payment is
to be made upon delivery of the certificates to the Vendee
together with an opinion approving and certifying the legality
of said certificates by the firm of Ahlers, Cooney, Dorweiler,
Haynie, Smith & Allbee, Attorneys, Des Moines, Iowa.

DES MOINES AREA COMMUNITY COLLEGE
ANKENY, IOWA

By President

ATTEST:

Secretary

CHILES, HEIDER & CO., INC./
AMERICAN EXPRESS, INC.

Vendee

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE, LAWYERS, DES MOINES, IOWA
November 6, 1984

Mr. Don Zuck
Des Moines Area Community College
2006 S. Ankeny Boulevard
Ankeny, IA 50021

Re: Distinctive Packaging Job Training Project

Dear Don:

Enclosed is the Resolution Authorizing the Issuance of $225,000 New Job Training Certificates in connection with the above project. Please note that a copy of the enclosed resolution is to be certified and filed with the County Auditor of each county within the merged area, and each auditor is asked to certify to such filing on the form of certificate enclosed.

Also enclosed are three copies of the Paying Agent and Bond Registrar and Transfer Agreement. Please have the Agreements executed with all three copies forwarded to Ms. Lois Olsan, Trust Officer, Norwest Bank Des Moines, N.A., P.O. Box 837, Des Moines, IA 50304.

After execution by the registrar a complete copy of the Agreement will be provided for your records.

Finally, a copy of the Authentication Order is enclosed to be completed by the Treasurer and sent directly to Ms. Olsan directing her to authenticate the certificates and complete the registration record as provided in the Agreement. Please send us one photocopy of that executed Order for the transcript.

Very truly yours,

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE

By

Lance A. Coppock

LAC/nse

encl.
NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The Board of Directors of Des Moines Area Community College, Ankeny, Iowa.

Date of Meeting: November 20, 1984

Time of Meeting: 5:00 p.m.

Place of Meeting: Des Moines Area Community College, Ankeny, Iowa. Building 1, Room 30.

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

$225,000 New Job Training Certificates, Series 1984.

- Resolution Authorizing the Issuance of $225,000 New Job Training Certificates, Series 1984, and Providing for the Securing of Such Certificates for the Purpose of Carrying Out a New Jobs Training Program Project Designated as the Distinctive Printing and Packaging Co. Project.

Such additional matters as are set forth on the additional two page(s) attached hereto.

This notice is given at the direction of the President pursuant to Chapter 28A, Code of Iowa, and the local rules of said governmental body.

Helen M. Minor
Secretary of the Board of Directors of Des Moines Area Community College
The Board of Directors of Des Moines Area Community College met in regular session, at Ankeny Campus, Building 1 Room 30, Ankeny, Iowa, at five o'clock P.M., on the above date. There were present President Jasper M. Risdal, in the chair, and the following named Board Members:

De Vere Bendixen, Susan Clouser, Lloyd Courter

Eldon Leonard, Ted Nemmers, Herbert Ritland,

Donald Rowen, Douglas Shull

Absent: NONE

* * * * * * *
Ted Nemmers introduced the following proposed Resolution and moved it be adopted. Susan Clouser seconded the motion. The roll was called and the vote was,


NAYS: NONE

Whereupon, the President declared the Resolution duly adopted.

RESOLUTION AUTHORIZING THE ISSUANCE OF $225,000 NEW JOB TRAINING CERTIFICATES, SERIES 1984, AND PROVIDING FOR THE SECURING OF SUCH CERTIFICATES FOR THE PURPOSE OF CARRYING OUT A NEW JOBS TRAINING PROGRAM PROJECT DESIGNATED AS THE DISTINCTIVE PRINTING AND PACKAGING CO. PROJECT

WHEREAS, Des Moines Area Community College (the "College" or the "Issuer") did heretofore enter into a Job Training Agreement (the "Agreement") by resolution of this Board on November 20, 1984, as authorized by Chapter 280B Code of Iowa, 1983, as amended (the "Act"); and

WHEREAS, the Agreement provides for new jobs training by providing education and training of workers for new jobs (the "Project"); and

WHEREAS, it is presently estimated that the costs of carrying out the purposes and provisions of the Project, including the purpose set forth in Section 3 hereof, exceed $225,000, and provisions must now be made by the College to provide for the payment of such costs by the issuance of Certificates; and

WHEREAS, the College may adopt a resolution pursuant to the Act and the Agreement, under which a special tax fund shall be created (which special fund is hereinafter referred to as the "Revenue Fund") in order to pay the principal of and interest on new Job Training Certificates issued under authority of the Act, and pursuant to which Resolution such Revenue Fund including certain tax revenues may be irrevocably pledged by the College for the payment of principal and interest on such Certificates; and
WHEREAS, pursuant to notice published as required by the Act, this Board has expressed its intention to institute proceedings for the issuance of said Certificates, and the Board is therefore now authorized to proceed with the issuance of said Certificates; and

WHEREAS, it is now necessary and advisable that provisions be made for the issuance of Certificates to the amount of $225,000 pursuant to the provisions of the Act, payable solely from the income and proceeds of the Revenue Fund and revenues and other funds derived from or held in connection with the undertaking and carrying out of the Project;

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

Section 1. Definitions. The following terms shall have the following meanings in this Resolution unless the text expressly or by necessary implication requires otherwise:

(a) "Issuer" and "College" shall mean Des Moines Area Community College, Ankeny, Iowa;

(b) "Governing Body" shall mean the Board of Directors of the College, or its successor in function with respect to the operation and control of the Project;

(c) "Secretary" shall mean the Secretary of the Governing Body or such other officer of the successor governing body as shall be charged with substantially the same duties and responsibilities;

(d) "Treasurer" shall mean the College Treasurer or such other officer as shall succeed to the same duties and responsibilities with respect to the recording and payment of the Bonds issued hereunder;

(e) "Act" shall mean Chapter 280B Code of Iowa, 1983, as amended;

(f) "Agreement" shall mean the Job Training Agreement entered into between the College and Distinctive Printing and Packaging Co. under the Act and dated October 16, 1984;

(g) "Project" shall mean the training arrangement and new jobs training program which is the subject of the Agreement;
(h) "Net Revenues" of the Project shall mean the special tax fund hereby created and authorized by the Act, and to the extent appropriated by the Board to the payment of the Certificates such revenues and funds derived from or held in connection with the carrying out of the Project;

(i) "Fiscal Year" shall mean the twelve months' period beginning on July 1 of each year and ending on the last day of June of the following year, or any other consecutive twelve month period adopted by the governing body or by law as the official accounting period of the Project;

(j) "Original Purchaser" shall mean the purchaser of the Certificates from Issuer at the time of their original issuance;

(k) "Bonds" shall mean $225,000 Des Moines Area Community College New Job Training Certificates, authorized to be issued by this Resolution;

(l) "Parity Bonds" shall mean new Job Training Certificates payable solely from the net revenues of the Project on an equal basis with the Bonds herein authorized to be issued;

(m) "Independent Auditor" shall mean an independent firm of Certified Public Accountants or the Auditor of State;

(n) "Registrar" shall be Norwest Bank Des Moines, N.A. of Des Moines, Iowa or such successor as may be approved by Issuer as provided herein and who shall carry out the duties prescribed herein with respect to maintaining a registrar of the owners of the Bonds. Unless otherwise specified, the Registrar shall also act as Transfer Agent for the Bonds;

(o) "Paying Agent" shall be Norwest Bank Des Moines, N.A. or such successor as may be approved by Issuer as provided herein and who shall carry out the duties prescribed herein as Issuer's agent to provide for the payment of principal of and interest on the Bonds as the same shall become due;

(p) "Employer" shall mean Distinctive Printing and Packaging Co.
(q) "Project Site" shall mean the Employer's taxable business property where new jobs are created as a result of the Project as described as: Lot 4 Industrial Park Plat 1, West Des Moines, Iowa.

Section 2. Authority. The Bonds authorized by this Resolution shall be issued pursuant to the Act, and in compliance with all applicable provisions of the Constitution and laws of the State of Iowa.

Section 3. Authorization and Purpose. There are hereby authorized to be issued, negotiable New Job Training Certificates of Des Moines Area Community College, Ankeny, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, Series 1984, each to be designated as "New Job Training Certificate", in the aggregate amount of $225,000 for the purpose of carrying out the Project in accordance with the Agreement.

Section 4. Source of Payment. As provided and required by the Act and the Agreement, the Bonds and interest thereon shall be payable solely from the net revenues of the Project including the Revenue Fund aforementioned.

The College hereby pledges to the payment of the Bonds the Revenue Fund aforementioned into which fund are hereby appropriated as in the Agreement provided the following:

New jobs credit from withholding to be received or derived from new employment resulting from the project;

The Standby Tax upon all taxable property within the Merged Area referred to in the Act and levied by this Resolution;

The portion of incremental taxes referred to in the Act and in Subsection 2 of 403.19 of the Code of Iowa, to be paid into such fund.
Section 5. Levy and Certification of Annual Tax.

(a) Tax Increment Levy. After its adoption, a copy of this Resolution shall be filed in the office of the County Auditor of Polk County to evidence the pledging of the Revenue Fund and the portion of taxes to be paid into such fund and, pursuant to the direction of the Act and Section 403.19 of the Code of Iowa, the Auditor shall thereafter allocate the taxes in accordance therewith. Issuer will annually cause the incremental taxes on the Project Site to be levied and applied as in the Act and said Section 403.19 provided.

(b) Levy of Annual Tax. That for the purpose of further securing and providing funds to pay the principal and interest of the Bonds herein authorized to be issued, there is hereby levied and appropriated to the Revenue Fund for each future year the following direct annual tax on all of the taxable property in the Merged Area; to-wit:

<table>
<thead>
<tr>
<th>AMOUNT</th>
<th>FISCAL YEAR (JULY 1 TO JUNE 30)</th>
<th>YEAR OF COLLECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,233.75</td>
<td></td>
<td>1984/1985</td>
</tr>
<tr>
<td>$20,467.50</td>
<td></td>
<td>1985/1986</td>
</tr>
<tr>
<td>$30,467.50</td>
<td></td>
<td>1986/1987</td>
</tr>
<tr>
<td>$29,667.50</td>
<td></td>
<td>1987/1988</td>
</tr>
<tr>
<td>$33,842.50</td>
<td></td>
<td>1988/1989</td>
</tr>
<tr>
<td>$42,567.50</td>
<td></td>
<td>1989/1990</td>
</tr>
<tr>
<td>$50,380.00</td>
<td></td>
<td>1990/1991</td>
</tr>
<tr>
<td>$52,320.00</td>
<td></td>
<td>1991/1992</td>
</tr>
<tr>
<td>$53,550.00</td>
<td></td>
<td>1992/1993</td>
</tr>
<tr>
<td>$49,320.00</td>
<td></td>
<td>1993/1994</td>
</tr>
</tbody>
</table>

(NOTE: For example the levy to be made and certified against the taxable valuations of January 1, 1983, will be collected during the fiscal year commencing July 1, 1984).

(c) Resolution to be Filed With County Auditor. A certified copy of this Resolution should be filed with the County Auditor of each County contained within the Merged Area, and said Auditor is hereby instructed in and for each of the years as provided, to levy and assess the tax hereby authorized in like manner as other taxes are levied and assessed, and such taxes so levied in and for each of the years aforesaid be collected in like manner as other taxes of the Merged Area are collected, and when collected be used for the purpose of paying principal and interest
on said Bonds issued in anticipation of said tax, and for no other purpose whatsoever. Provided, however, that the governing body may direct the adjustment and corresponding reduction of any levy of taxes made whenever funds on hand from any source other than taxation and which may be appropriated to the payment of said Bonds are available in the Revenue Fund.

Section 6. Bond Details, Execution and Redemption.

(a) Bond Details. The bonds shall be dated December 1, 1984 and bear interest from the date thereof, until payment thereof, at the principal office of Norwest Bank Des Moines, N.A., Paying Agent, said interest on June 1, 1985 and semiannually thereafter on the 1st day of December and June in each year until maturity at the rates hereinafter provided.

The bonds shall be executed by the facsimile signature of the President and attested by the facsimile signature of the Secretary and shall be fully registered as to both principal and interest as provided in this resolution; principal and interest shall be payable at the office of the Paying Agent. The bonds shall be each in the denomination of $5,000 or multiples thereof. Said bonds shall mature and bear interest as follows:

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Principal Amount</th>
<th>Maturity June 1st</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00%</td>
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</tr>
<tr>
<td>9.60%</td>
<td>$45,000</td>
<td>1994</td>
</tr>
</tbody>
</table>

(b) Redemption. Bonds maturing after June 1, 1993 may be called on said date or any date thereafter by the Issuer and paid before maturity, from any funds regardless of source, in whole or from time to time in part, in inverse order of maturity and within an annual maturity by lot by giving thirty days' notice of redemption to the registered owner of the bond. The terms of redemption shall be par, plus accrued interest to date of call. Notice shall be given in the manner provided in Section 11.
If selection by lot within a maturity is required, the Registrar shall by random selection of the names of the registered owners of the entire annual maturity select the bonds to be redeemed until the total amount of bonds to be called has been reached.

Section 7. Registration of Bonds; Appointment of Registrar; Transfer; Ownership; Delivery; and Cancellation.

(a) Registration. The ownership of bonds may be transferred only by the making of an entry upon the books kept for the registration and transfer of ownership of the Bonds, and in no other way. Norwest Bank Des Moines, N.A. is hereby appointed as Bond Registrar under the terms of this Resolution and under the provisions of a separate agreement with the Issuer filed herewith which is made a part hereof by this reference. Registrar shall maintain the books of the Issuer for the registration of ownership of the Bonds for the payment of principal of and interest on the Bonds as provided in this Resolution. All bonds shall be negotiable as provided in Article 8 of the Uniform Commercial Code and Section 384.31 of the Code of Iowa, subject to the provisions for registration and transfer contained in the bonds and in this resolution.

(b) Transfer. The ownership of any Bond may be transferred only upon the Registration Books kept for the registration and transfer of Bonds and only upon surrender thereof at the principal office of the Registrar together with an assignment duly executed by the holder or his duly authorized attorney in fact in such form as shall be satisfactory to the Registrar, along with the address and social security number or federal employer identification number of such transferee (or, if registration is to be made in the name of multiple individuals, of all such transferees). In the event that the address of the registered owner of a Bond (other than a registered owner which is the nominee of the broker or dealer in question) is that of a broker or dealer, there must be disclosed on the Registration Books the information pertaining to the registered owner required above. Upon the transfer of any such Bond, a new fully registered Bond, of any denomination or denominations permitted by this Resolution in aggregate principal amount equal to the unmatured and unredeemed principal amount of such transferred fully registered Bond, and bearing interest at the same rate and maturing on the same date or dates shall be delivered by the Registrar.
(c) Registration of Transferred Bonds. In all cases of the transfer of the Bonds, the Registrar shall register, at the earliest practicable time, on the Registration Books, the Bonds, in accordance with the provisions of this Resolution.

(d) Ownership. As to any Bond, the person in whose name the ownership of the same shall be registered on the Registration Books of the Registrar shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of or on account of the principal of any such Bonds and the premium, if any, and interest thereon shall be made only to or upon the order of the registered owner thereof or his legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond, including the interest thereon, to the extent of the sum or sums so paid.

(e) Cancellation. All Bonds which have been redeemed shall not be reissued but shall be cancelled by the Registrar. All Bonds which are cancelled by the Registrar shall be destroyed and a certificate of the destruction thereof shall be furnished promptly to the Issuer; provided that if the Issuer shall so direct, the Registrar shall forward the cancelled Bonds to the Issuer.

(f) Non-Presentment of Bonds. In the event any payment check representing payment of interest on the Bonds is returned to the Paying Agent or is not presented for payment of principal at the maturity or redemption date, if funds sufficient to pay such interest on Bonds shall have been made available to the Paying Agent for the benefit of the owner thereof, all liability of the Issuer to the owner thereof for such interest or payment of such Bonds shall forthwith cease, terminate and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the owner of such Bonds who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Resolution or on, or with respect to, such interest or Bonds. The Paying Agent's obligation to hold such funds shall continue for a period equal to two years and six months following the date on which such interest or principal became due, whether at maturity, or at the date fixed for redemption thereof, or otherwise, at which time the Paying Agent, shall surrender any remaining funds so held to the Issuer, whereupon any claim under this Resolution by the Issuers of such interest or Bonds of whatever nature shall be made upon the Issuer.
(g) Registration and Transfer Fees. The Registrar shall furnish to each owner, at the Issuer's expense, one bond for each annual maturity. The Registrar shall furnish additional bonds in lesser denominations (but not less than the minimum denomination) to an owner who so requests.

Section 8. Reissuance of Mutilated, Destroyed, Stolen or Lost Bonds. In case any outstanding Bond shall become mutilated or be destroyed, stolen or lost, the Issuer shall at the request of Registrar authenticate and deliver a new Bond of like tenor and amount as the Bond so mutilated, destroyed, stolen or lost, in exchange and substitution for such mutilated Bond to Registrar, upon surrender of such mutilated Bond, or in lieu of and substitution for the Bond destroyed, stolen or lost, upon filing with the Registrar evidence satisfactory to the Registrar and Issuer that such Bond has been destroyed, stolen or lost and proof of ownership thereof, and upon furnishing the Registrar and Issuer with satisfactory indemnity and complying with such other reasonable regulations as the Issuer or its agent may prescribe and paying such expenses as the Issuer may incur in connection therewith.

Section 9. Record Date. Payments of principal and interest, otherwise than upon full redemption, made in respect of any Bond, shall be made to the registered holder thereof or to their designated agent as the same appear on the books of the Registrar on the 15th day of the month preceding the payment date. And all such payments shall fully discharge the obligations of the Issuer in respect of such Bonds to the extent of the payments so made. Payment of principal shall only be made upon surrender of the bond to the paying agent.

Section 10. Execution, Authentication and Delivery of the Bonds. Upon the adoption of this resolution, the President and Secretary shall execute and deliver the Bonds to Norwest Bank Des Moines, N.A. who shall authenticate the Bonds and deliver the same to or upon order of the Purchaser. No bond shall be valid or obligatory for any purpose or shall be entitled to any right or benefit hereunder unless the registrar shall duly endorse and execute on such Bond a certificate of authentication substantially in the form of the Certificate herein set forth. Such Certificate upon any Bond executed on behalf of the Issuer shall be conclusive evidence that the Bond so authenticated has been duly issued under this resolution and that the holder thereof is entitled to the benefits of this resolution.
No Bonds shall be authenticated and delivered by the Registrar unless and until there shall have been provided the following:

1. A certified copy of the resolution of Issuer authorizing the issuance of the Bonds;

2. A written order of Issuer signed by the Treasurer directing the authentication and delivery of the Bonds to or upon the order of the Purchaser upon payment of the purchase price as set forth therein;

3. The approving opinion of Ahlers, Cooney, Dorweiler, Haynie, Smith & Allbee, Bond Counsel, concerning the validity and legality of all the Bonds proposed to be issued.
Section 11. Form of Certificate. Certificates shall be printed in substantial compliance with standards proposed by the American Standards Institute substantially in the form as follows:

FIGURE 1
(Front)
The text of the certificates to be located thereon at the
item numbers shown shall be as follows:

Item 1, figure 1 = "STATE OF IOWA"
"DES MOINES AREA COMMUNITY COLLEGE"
"NEW JOB TRAINING CERTIFICATE"
"DISTINCTIVE PRINTING AND
PACKAGING CO. PROJECT"

Item 2, figure 1 = Rate: ________________
Item 3, figure 1 = Maturity: ________________
Item 4, figure 1 = Bond Date: December 1, 1984
Item 5, figure 1 = Cusip # ________________
Item 6, figure 1 = "Registered"
Item 7, figure 1 = Certificate No. ________________
Item 8, figure 1 = Principal Amount: $ ________________

Item 9, figure 1 = The Des Moines Area Community College
in the Counties of Adair, Audubon, Boone, Carroll, Cass,
Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin,
Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk,
Poweshiek, Shelby, Story and Warren, State of Iowa (the
"Issuer"), for value received, promises to pay from the source
and as hereinafter provided, on the maturity date indicated
above, to

Item 9A, figure 1 = (Registration panel to be completed by
Registrar or Printer with name of Registered Owner).

Item 10, figure 1 = or registered assigns, the principal
sum of (principal amount written out) Thousand Dollars in
lawful money of the United States of America, on the maturity
date shown above, only upon presentation and surrender hereof
at the principal office of Norwest Bank Des Moines, N.A.,
Payee Agent of this issue, or its successor, with interest on
said sum from the date hereof until paid at the rate per annum
specified above, payable on June 1, 1985, and semiannually
thereafter on the 1st day of December and June in each year.

Interest and principal shall be paid to the registered
holder of the certificate as shown on the records of ownership
maintained by the Registrar as of the 15th day of the month
next preceding such interest payment date.

This certificate is issued pursuant to the provisions of
Chapter 280B Code of Iowa, 1983, as amended, for the purpose
of paying costs of a training arrangement and new jobs training
program which is the subject of and is in conformity with a
certain Job Training Agreement dated October 16, 1984 between

-14-

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALBEE, LAWYERS, DES MOINES, IOWA
the College and Distinctive Printing and Packaging Co., the
terms of which are incorporated herein by reference and
payable from the proceeds of a certain Revenue Fund and
standby tax levy as provided in a Resolution of the Board of
Directors of the College duly passed and approved.

For a more complete statement for the basis upon which
this Certificate has been issued and additional certificates
ranking on a parity therewith may be issued, a description of
the source of payment of all such certificates and a statement
of the rights and duties of the Issuer, the rights of the
holders of Certificates and the circumstances under which the
provisions of the Certificates and said resolution may be
modified, reference is made to said resolution of which notice
is hereby given and is hereby made a part hereof.

Certificates maturing after June 1, 1993 may be called on
said date or any date thereafter by the Issuer and paid before
maturity, from any funds regardless of source, in whole or
from time to time in part, in inverse order of maturity and
within an annual maturity by lot by giving thirty days' notice
of redemption to the registered owner of the certificate. The
terms of redemption shall be par, plus accrued interest to
date of call.

Notice hereunder may be given by registered mail to the
owner of record of the certificate at address shown on the
books of the Registrar and shall be deemed complete upon
mailing.

Ownership of this certificate may be transferred only by
transfer upon the books kept for such purpose by Norwest Bank
Des Moines, N.A., the Registrar. Such transfer on the books
shall occur only upon presentation and surrender of this cer-
tificate at the principal office of the Registrar, together
with an assignment duly executed by the owner hereof or his
duly authorized attorney in the form as shall be satisfactory
to the Registrar. Issuer reserves the right to substitute the
Registrar and Paying Agent but shall, however, give 60 days' notice
to registered certificate holders of such change. All
certificates shall be negotiable as provided in Article 8 of
the Uniform Commercial Code and Section 384.31 of the Code of
Iowa, subject to the provisions for registration and transfer
contained in the certificate resolution.

And it is hereby represented and certified that all acts,
conditions and things requisite, according to the laws and
constitution of the State of Iowa, to exist, to be had, to be
done, or to be performed precedent to the lawful issue of this
certificate, have been existent, had, done and performed as
required by law; that this certificate and the series of which it forms a part, other outstanding certificates or obligations ranking on a parity therewith, and any additional certificates which may be hereafter issued and outstanding from time to time on a parity with said certificates, as provided in the Resolution of which notice is hereby given and is hereby made a part hereof, are payable from and secured by a pledge of the net revenues of the Revenue Fund for the Project as provided in said Resolution including the Revenue Fund and portion of taxes to be paid into such fund as referred to and authorized in the Act; that provision has been made for the levy of a sufficient continuing annual tax on all the taxable property within the territory of the Issuer for the payment of the principal and interest of this certificate as the same will respectively become due; that the faith, credit, revenues and resources and all the real and personal property of the Issuer are irrevocably pledged for the prompt payment hereof, both principal and interest; and the total indebtedness of the Issuer including this certificate, does not exceed the constitutional or statutory limitations.

IN TESTIMONY WHEREOF, the Issuer by its Board of Directors, has caused this certificate to be signed by the facsimile signature of its President and attested by the facsimile signature of its Secretary, and to be authenticated by the manual signature of an officer of the Registrar, Norwest Bank Des Moines, N.A. of Des Moines, Iowa.

Item 11, figure 1 = Date of Authentication:
Item 12, figure 1 = This is one of the certificates described in the within mentioned resolution.
Norwest Bank Des Moines, National Association

By____________________________
Registrar

Item 13, figure 1 = Registrar and Transfer Agent:
Norwest Bank Des Moines, N.A.

Paying Agent: Norwest Bank Des Moines, N.A.
Item 14, figure 1 = [Signature Block]
By President's facsimile signature
President of the Board of Directors of
the Des Moines Area Community College

Attest: Secretary's facsimile signature
Secretary of the Board of Directors of
the Des Moines Area Community College

Item 15, figure 2 = It is certified that the following is
a correct and complete copy of the opinion
of bond counsel issued as of the date of
delivery of the issue of which this cer­
tificate is a part.

(facsimile signature)
Secretary of the Board

[Opinion of Bond Counsel]

Item 16, figure 2 = [Assignment Block]
[Information Required for
Registration]

ASSIGNMENT

For value received, the undersigned hereby sells, assigns
and transfers unto ____________________ (Social Security or Tax
Identification No. ____________________) the within Certificate
and does hereby irrevocably constitute and appoint
_________________ attorney in fact to transfer the said
Certificate on the books kept for registration of the within
Certificate, with full power of substitution in the premises.

Dated ____________________.

(Person(s) executing this Assignment sign(s) here)

SIGNATURE )
GUARANTEED)
IMPORTANT - READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration or enlargement or any change whatever. Signature guarantee should be made by a member or member organization of the New York Stock Exchange, members of other Exchanges having signatures on file with transfer agents or by a commercial bank or trust company.

INFORMATION REQUIRED FOR REGISTRATION OF TRANSFER

Name of Transferee(s) __________________________________________________________
Address of Transferee(s) ______________________________________________________
Social Security or Tax Identification Number of Transferee(s) __________________________
Transferee is a(n):
  Individual* __________________ Corporation __________________
  Partnership __________________ Trust __________________

*If the certificate is to be registered in the names of multiple individual owners, the names of all such owners and one address and social security number must be provided.

The following abbreviations, when used in the inscription on the face of this certificate, shall be construed as though written out in full according to applicable laws or regulations:

  TEN COM - as tenants in common
  TEN ENT - as tenants by the entireties
  JT TEN - as joint tenants with right of survivorship and not as tenants in common

  UNIF GIFT MIN ACT - ..........Custodian.......... (Cust)
                        (Minor)
                        under Uniform Gifts to Minors Act..........................
                        (State)

Section 12. Right to Name Substitute Paying Agent or Registrar. Issuer reserves the right to name a substitute, successor Registrar or Paying Agent upon giving 60 days' written notice to each registered bondholder.
Section 13. Contract Between Issuer and Purchaser. This Resolution constitutes a contract between said College and the purchaser of the bonds.

Section 14. Application of Revenues. From and after the delivery of any Bonds, and as long as any of the Bonds or Parity Bonds shall be outstanding and unpaid either as to principal or as to interest, or until all of the Bonds and Parity Bonds then outstanding shall have been discharged and satisfied in the manner provided in this Resolution, the revenues of the Project shall be disbursed in the order following:

(a) Sinking Fund. There is hereby established and shall be maintained a special fund from which interest and principal on the bonds will be paid. The fund shall be known as the Distinctive Printing and Packaging Co. Project, Revenue Principal and Interest Fund (the "Sinking Fund"). The amount to be deposited in the Sinking Fund in any year shall be an amount equal to the interest and principal coming due on such Bonds during the fiscal year. Money shall be first deposited into the Interest Account of the Sinking Fund to an amount equal to the interest falling due in each fiscal year. Money shall next be deposited into the Principal Account of the Sinking Fund to an amount equal to the principal falling due in each fiscal year. Money in the Sinking Fund shall be used solely for the purpose of paying principal of and interest on the Bonds and Parity Bonds, as the same shall become due and payable.

(b) Reserve Fund. There is hereby established a debt service reserve fund. Money in the Reserve Fund shall be used solely for the purpose of paying principal at maturity of or interest on the Bonds and Parity Bonds.
The initial Reserve Fund Requirement will be funded from proceeds of the Bonds in an amount equal to $29,750.

(c) Subordinate Obligations. Revenues of the Project not required for the Sinking Fund or the Reserve Fund may be used to pay principal of and interest on (including reasonable reserves therefor) any other obligations which by their terms shall be payable from the revenues of the Project, but subordinate to the Bonds and Parity Bonds, and which have been issued for the purposes of the Project.

(d) Surplus Revenue. All revenues thereafter remaining shall be deposited to remedy any deficiency in any of the funds created by this Resolution, may be used to pay or reimburse the Issuer or the Employer for other loans, moneys advanced to or indebtedness incurred to finance or refinance in whole or in part the Project, as permitted by law, or may be used to pay or redeem the Bonds or parity bonds any of them, or for any lawful purpose.

Moneys on hand in the Project Fund and all of the funds provided by this Section may be invested only in direct obligations of the United States Government or deposited in banks which are members of the Federal Deposit Insurance Corporation and the deposits in which are insured thereby and all such deposits exceeding the maximum amount insured from time to time by FDIC or its equivalent successor in any one bank shall be continuously secured by a valid pledge of direct obligations of the United States Government having an equivalent market value. All such interim investments shall mature before the date on which the moneys are required for the purposes for which said fund was created or otherwise as herein provided but in no event maturing in more than ten years in the case of the Reserve Fund. The provisions of this Section shall not be construed to require the Issuer to maintain separate bank accounts for the funds created by this Section; except the Sinking Fund and the Reserve Fund shall be maintained in a separate account but may be invested in conjunction with other funds of the Issuer but designated as a trust fund on the books and records of the Issuer.

All income derived from such investments shall be deposited in the Revenue Fund and shall be regarded as revenues of the Project. Such investments shall at any time necessary be liquidated and the proceeds thereof applied to the purpose for which the respective fund was created.
Section 15. Disposition of Bond Proceeds; Arbitrage Not Permitted. The proceeds from the issuance and sale of the Bonds shall be applied to payment of costs of the Project and costs of issuance of the Bonds or to pay the principal of or interest on the Bonds when due and for no other purpose.

Disbursements for payment of costs of the Project shall be made by the Treasurer upon receipt of vouchers approved by the Governing Body.

After completion of the Project, any moneys remaining shall be held for the retirement of Bonds. When all Bonds are paid or payment is provided for, remaining moneys may be transferred and used for any lawful purpose.

The Issuer reasonably expects and covenants that no use will be made of the proceeds from the issuance and sale of the Bonds issued hereunder which will cause any of the Bonds to be classified as arbitrage Bonds within the meaning of Section 103(c)(2) of the Internal Revenue Code of the United States, and that throughout the term of said Bonds it will comply with the requirements of said statute and regulations issued thereunder.

To the best knowledge and belief of the Issuer, there are no facts or circumstances that would materially change the foregoing statements or the conclusion that it is not expected that the proceeds of the Bonds will be used in a manner that would cause the Bonds to be arbitrage Bonds. The Treasurer is hereby directed to deliver a certificate at issuance of the Bonds to certify as to the reasonable expectation of the Issuer at that date.

The Issuer covenants that it will treat as restricted yield investments the funds following:

(a) Any amounts in the Sinking Fund in excess of 13/12ths of the total of annual principal and interest requirements.

(b) Any amount on hand in the Reserve Fund in excess of fifteen percent of the original principal amount of the outstanding bonds and parity bonds.

(c) Any amount on hand in the Revolving Fund to the extent that it has been held for a period greater than three years.
"Restricted yield investments" are funds or investments which the Issuer covenants not to invest at a yield materially higher than the yield on the bonds as defined in the regulations issued under authority of Section 103(c) of the Internal Revenue Code of the United States. If any investments are held with respect to the bonds, and parity bonds, the Issuer shall treat the same for the purpose of restricted yield as held in proportion to the original principal amounts of each issue.

The Issuer covenants that it will exceed any investment yield restriction provided in this resolution only in the event that it shall first obtain an opinion of recognized bond counsel that the proposed investment action will not cause the bonds to be classed as arbitrage bonds under Section 103(c) of the Internal Revenue Code or regulations issued thereunder.

The Issuer covenants that it will proceed with due diligence to spend the proceeds of the bonds only for the purpose of the Project as set forth in the Agreement and this resolution and any advancements received from the employer in furtherance of Project costs shall entitle employer to reimbursement therefor from the Revenue Fund. The Issuer further covenants that it will make no change in the use of the proceeds available for the Project or change in the use of any portion of the proceeds unless it has obtained an opinion of bond counsel or a revenue ruling that the proposed project or use will not be of such character as to cause interest on any of the Bonds not to be exempt from federal income taxes in the hands of holders other than substantial users of the project, under the provisions of Section 103(b) of the Internal Revenue Code of the United States, related statutes and regulations.

Section 16. Covenants Regarding the Operation of the Project. The Issuer hereby covenants and agrees with each and every holder of the Bonds and Parity Bonds:

(a) Maintenance in Force. That the Issuer will maintain the Project in force and will annually cause the taxes and other revenues thereof to be levied and applied as provided in this Resolution.

(b) Accounting and Audits. The Issuer will cause to be kept proper books and accounts adapted to the Project and in accordance with generally accepted accounting practices, and will cause the books and accounts to be audited annually not later than 90 days after the end of each fiscal year by an independent auditor and will file
copies of the audit report with the Original Purchaser and
will make generally available to the holders of any of the
Bonds and Parity Bonds, the balance sheet and the
operating statement of the Project as certified by such
auditor. The Original Purchaser and holders of any of the
Bonds and Parity Bonds shall have at all reasonable times
the right to inspect the records, accounts and data of the
Issuer relating to the Project and the Fund. The audit
reports required by this Section shall include, but not be
limited to, the following information:

(i) An evaluation of the manner in which the
Issuer has complied with the covenants of this
Resolution;

(ii) A statement of tax fund revenues and
current expenditures;

(iii) Analyses of each fund and account created
hereunder, including deposits, withdrawals and
beginning and ending balances;

(iv) The tax rates in effect during the fiscal
year, and the use of the Project;

(v) The names and titles of the principal offi­
cers of the Issuer; and

(vi) A general statement covering any events or
circumstances which might affect the financial status
of the Project and the bonds.

In the event the audit provided for in this
Section is prepared by the State Auditor the
governing body will cause to be prepared a certified
supplemental report containing the information
required by this Section.

(c) State Laws. That the Issuer will faithfully and
punctually perform all duties with reference to the
Project required by the Constitution and laws of the State
of Iowa, and will segregate the revenues of the Project
and apply said revenues to the funds specified in this
Resolution.

Section 17. Remedies of Bondholders. Except as herein
expressly limited the holder or holders of the Bonds and
Parity Bonds shall have and possess all the rights of action
and remedies afforded by the common law, the Constitution and
statutes of the State of Iowa, and of the United States of America, for the enforcement of payment of their Bonds, and of the pledge of the revenues made hereunder, and of all covenants of the Issuer hereunder.

Section 18. Prior Lien and Parity Bonds. The Issuer will issue no other Bonds or obligations of any kind or nature payable from or enjoying a lien or claim on the property or revenues of the Project having priority over the Bonds or Parity Bonds except as herein provided.

Additional Bonds may be issued on a parity and equality of rank with the Bonds with respect to the lien and claim of such additional Bonds to the revenues of the Project and the money on deposit in the funds adopted by this Resolution, for the following purposes and under the following conditions, but not otherwise:

(a) For the purpose of refunding any of the Bonds or Parity Bonds which shall have matured or which shall mature not later than three months after the date of delivery of such refunding Bonds and for the payment of which there shall be insufficient money in the Sinking Fund and the Reserve Fund;

(b) For the purpose of refunding any Bonds or Parity Bonds outstanding, or for the purpose of the Project, if all of the following conditions shall have been met:

(i) before any such Bonds ranking on a parity are issued, there will have been procured and filed with the Secretary, a statement of an independent certified public accountant, not a regular employee of the Issuer, reciting the opinion based upon necessary investigations that the revenues of the Project for the preceding fiscal year (with adjustments as hereinafter provided) were equal to or if fully levied and collected would have been at least one and one-quarter times the maximum amount that will be required in any fiscal year through the year of longest maturity of any of the then outstanding Bonds for both principal of and interest on all Bonds then outstanding which are payable from the net earnings of the Project and the Bonds then proposed to be issued. The revenues for the preceding fiscal year may be adjusted pro forma to equal the maximum amount of revenues which the Issuer would have obtained for the year if the Issuer had caused to be levied the maximum amount of incremental taxes permitted by law.
(ii) the additional Bonds must be payable as to principal and as to interest on the same month and day as the Bonds herein authorized.

Section 19. Discharge and Satisfaction of Bonds. The covenants, liens and pledges entered into, created or imposed pursuant to this Resolution may be fully discharged and satisfied with respect to the Bonds and Parity Bonds, or any of them, in any one or more of the following ways:

(a) By paying the Bonds or Parity Bonds when the same shall become due and payable; and

(b) By depositing in trust with the Treasurer, or with a corporate trustee designated by the governing body for the payment of said obligations and irrevocably appropriated exclusively to that purpose an amount in cash or direct obligations of the United States the maturities and yield of which shall be sufficient to retire at maturity, or by redemption prior to maturity on any designated date upon which said obligations may be redeemed, all of such obligations outstanding at the time, together with the interest thereon to maturity or to the designated redemption date, premiums thereon, if any that may be payable on the redemption of the same; provided that proper notice of redemption of all such obligations to be redeemed shall have been previously published or provisions shall have been made for such publication.

Upon such payment or deposit of money or securities, or both, in the amount and manner provided by this Section, all liability of the Issuer with respect to the Bonds or Parity Bonds shall cease, determine and be completely discharged, and the holders thereof shall be entitled only to payment out of money or securities so deposited.

Section 20. Resolution a Contract. The provisions of this Resolution shall constitute a contract between the Issuer and the holder or holders of the Bonds and Parity Bonds, and after the issuance of any of the Bonds no change, variation or alteration of any kind in the provisions of this Resolution shall be made in any manner, except as provided in the next
succeeding Section, until such time as all of the Bonds and Parity Bonds, and interest due thereon, shall have been satisfied and discharged as provided in this Resolution.

Section 21. Modification of Resolution. This Resolution may be amended from time to time if such amendment shall have been consented to by holders of not less than two-thirds in principal amount of the Bonds and Parity Bonds at any time outstanding (not including in any case any Bonds which may then be held or owned by or for the account of the Issuer, but including such Refunding Bonds as may have been issued for the purpose of refunding any of such Bonds if such Refunding Bonds shall not then be owned by the Issuer); but this Resolution may not be so amended in such manner as to:

(a) Make any change in the maturity or interest rate of the Bonds, or modify the terms of payment of principal of or interest on the Bonds or any of them or impose any conditions with respect to such payment;

(b) Materially affect the rights of the holders of less than all of the Bonds and Parity Bonds then outstanding; and

(c) Reduce the percentage of the principal amount of Bonds, the consent of the holders of which is required to effect a further amendment.

Whenever the Issuer shall propose to amend this Resolution under the provisions of this Section, it shall cause notice of the proposed amendment to be filed with the Original Purchaser and to be published one time in a newspaper having general circulation in the State of Iowa, or a financial newspaper or journal published in Chicago, Illinois. Such notice shall briefly set forth the nature of the proposed amendment and shall state that a copy of the proposed amendatory Resolution is on file in the office of the Secretary.

Whenever at any time within one year from the date of the publication of said notice there shall be filed with the Secretary an instrument or instruments executed by the holders of at least two-thirds in aggregate principal amount of the Bonds then outstanding as in this Section defined, which instrument or instruments shall refer to the proposed amendatory Resolution described in said notice and shall specifically consent to and approve the adoption thereof, thereupon, but not otherwise, the governing body of the Issuer may adopt such amendatory Resolution and such Resolution shall become effective and binding upon the holders of all of the Bonds and Parity Bonds.
Any consent given by the holder of a Bond pursuant to the provisions of this Section shall be irrevocable for a period of six months from the date of the instrument evidencing such consent and shall be conclusive and binding upon all future holders of the same Bond during such period. Such consent may be revoked at any time after six months from the date of such instrument by the holder who gave such consent or by a successor in title by filing notice of such revocation with the Secretary.

The fact and date of the execution of any instrument under the provisions of this Section may be proved by the certificate of any officer in any jurisdiction who by the laws thereof is authorized to take acknowledgments of deeds within such jurisdiction that the person signing such instrument acknowledged before him the execution thereof, or may be proved by an affidavit of a witness to such execution sworn to before such officer.

The amount and numbers of the Bonds held by any person executing such instrument and the date of his holding the same may be proved by an affidavit by such person or by a certificate executed by an officer of a bank or trust company showing that on the date therein mentioned such person had on deposit with such bank or trust company the Bonds described in such certificate.

Section 22. Severability. It is hereby declared that the sections, clauses, sentences and parts of this Resolution are severable and are not matters of mutually essential inducement, it being the intention of the College to comply in all respects with the Constitution and statutes of the State of Iowa, and if any one or more sections, clauses, sentences or parts of this Resolution shall for any reason be questioned in any court or shall be judged unconstitutional or invalid, such judgment shall not impair or invalidate the remaining provisions of this Resolution, and shall be confined in its operation to the specific provision or provisions so held unconstitutional or invalid and the inapplicability or invalidity of any section, clause, sentence or part of this Resolution in any one or more instances shall not be taken to affect or prejudice its applicability or validity in any other instance.

Section 23. Repeal of Conflicting Ordinances or Resolutions and Effective Date. All other ordinances, resolutions and orders, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed; and this Resolution shall be in effect from and after its adoption.
PASSED AND APPROVED this 20th day of November, 1984.

[Signature]

President

ATTEST:

[Signature]

Secretary
CERTIFICATE

STATE OF IOWA
COUNTY OF POLK

I, the undersigned Secretary of the Board of Directors of the Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of said School showing proceedings of the Board, and the same is a true and complete copy of the action taken by said Board with respect to said matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board 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 (a copy of the face sheet of said agenda being attached hereto) pursuant to the local rules of the Board and the provisions of Chapter 28A, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by said law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 20th day of November, 1984.

[Signature]

Secretary of the Board of Directors of the Des Moines Area Community College in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa
NEW JOB TRAINING CERTIFICATES BID FORM

Board of Directors of the Des Moines Area Community College, Ankeny, Iowa

Re: $225,000 New Job Training Certificates, dated December 1, 1984, of Des Moines Area Community College, Ankeny, Iowa.

For all or none of the above certificates, in accordance with the terms of sale, we will pay you $218,250 (97% percent of par) and accrued interest to date of delivery for certificates bearing interest rates and maturing in the stated years as follows:

June 1st Maturities

<table>
<thead>
<tr>
<th>Rate</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00%</td>
<td>1987 through 19</td>
</tr>
<tr>
<td>8.25%</td>
<td>1988 through 19</td>
</tr>
<tr>
<td>8.50%</td>
<td>1989 through 19</td>
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<tr>
<td>8.75%</td>
<td>1990 through 19</td>
</tr>
<tr>
<td>9.00%</td>
<td>1991 through 19</td>
</tr>
<tr>
<td>9.20%</td>
<td>1992 through 19</td>
</tr>
<tr>
<td>9.40%</td>
<td>1993 through 19</td>
</tr>
<tr>
<td>9.60%</td>
<td>1994 through 19</td>
</tr>
<tr>
<td>9.80%</td>
<td>1995 through 19</td>
</tr>
</tbody>
</table>

Not more than fifteen (15) days after the sale of the certificates we will notify the Registrar of the names and tax identification numbers of registered owners to be shown at the initial delivery of the certificates, showing principal amounts for each annual maturity. Otherwise the certificates will be registered in the name of the bidder or in the name of the first participant listed in the bid.

According to our computations (the correct computation being controlling in the award), the total net interest cost of the above bid is $154,476.25 and the average net effective interest rate is 9.6397035881435%.

Respectfully submitted,

CHILES, HEIDER & CO., INC. AMERICAN EXPRESS INC.
Account Manager: (Representing associated firms listed on reverse side of this bid)

..............................................................
The foregoing offer is hereby accepted by and on behalf of the Board of Directors of Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa, this 20th day of November, 1984.

ATTEST:  
Secretary of the Board  

BY:  
President of the Board

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE, LAWYERS, DES MOINES, IOWA
AUTHENTICATION ORDER

The undersigned Treasurer of the Des Moines Area Community College (the Issuer), pursuant to a resolution of the Board of Directors of Des Moines Area Community College, authorizing the issuance and delivery of the Bonds, acting for and on behalf of the Issuer, hereby deliver to Norwest Bank Des Moines, N.A. (the Registrar) $225,000 aggregate principal amount of Issuer's Industrial New Jobs Training Certificates dated December 1, 1984 in fully registered form, bearing interest, maturing and conforming to the specifications set forth in said Resolution (the Bonds).

Each Bond has been executed on behalf of the Issuer with the facsimile signature of the President and the facsimile signature of the Secretary of the Board. Said signatures are hereby ratified, affirmed and adopted.

The Registrar is hereby requested to authenticate the Bonds and to complete the records with respect to registration as provided in the Bond Resolution and the instructions of the Original Purchaser as to designation of owners of the Bonds.

Upon such authentication, the Registrar is authorized to deliver the Bonds on behalf of Issuer to the Original Purchaser, Chiles, Heider & Co., Inc./American Express, Inc., or their registered assigns, upon receipt of payment therefor in immediately available funds of the agreed purchase price plus accrued interest to the date of delivery, subject to the receipt at closing of the opinion of bond counsel.

The acknowledgment of receipt of the Bonds by the Original Purchasers, or registered assigns, shall be evidenced by separate signed receipts or certificates.

Dated: 

[Signature]

Treasurer

(SEAL)
CERTIFICATE
OF
AUTHENTICATION

I, Lois M. Olsan, Senior Trust Officer, of Norwest Bank Des Moines, N.A., Des Moines, Iowa (the "Registrar"), hereby certify as follows:

1. The Registrar has taken all necessary corporate action to authorize authentication of the Certificates as hereinafter defined.

2. The Industrial New Jobs Training Certificates of Des Moines Area Community College, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, State of Iowa (the "Issuer"), in the aggregate principal amount of $225,000, dated December 1, 1984, and issued as fully registered Certificates (the "Certificates"), conforming to the specifications set forth in the Resolution Authorizing the Issuance of the Certificates, have been duly authenticated on behalf of the Registrar.

3. The Certificates have on this day been sold and delivered to or upon the order of the original purchaser, Chiles, Heider & Co., Inc./American Express, Inc., and upon delivery of the Bonds the Issuer has received funds representing the agreed purchase price therefor in the amount of $218,250, plus accrued interest from the date of the Certificates to the date of such delivery and payment.

4. Receipt is hereby acknowledged of copies of the documents as specified to be filed with the Registrar prior to authentication of the Certificates in the Resolution.

IN WITNESS WHEREOF, the Registrar aforesaid, has caused this document to be executed in its name by a duly authorized officer, this 20th day of November, 1984.

NORWEST BANK DES MOINES, NATIONAL ASSOCIATION

By _____________________________
Senior Trust Officer

AHLERS, COONEY, DORWEILER, HAYNIE, SMITH & ALLBEE, LAWYERS, DES MOINES, IOWA
Paying Agent and Bond Registrar and Transfer Agreement

This Agreement is entered into as of the date hereof between Norwest Bank Des Moines, N.A. ("Agent") and Des Moines Area Community College, ("Issuer").

1. Definition of Terms. The terms "item", "receipt", "transfer", "turnaround", "process", "business day", and other terms used throughout this Agreement shall be deemed to have the meanings provided in the regulations promulgated pursuant to the Securities Exchange Act of 1934 and the Code of Iowa, 1983 as amended and in effect from time to time.

2. Bond Resolution Incorporated by Reference. Agent agrees to act on behalf of Issuer pursuant to the terms of this Agreement and pursuant to the Resolution Authorizing and Providing for the Issuance of $225,000 Industrial New Jobs Training Certificates, December 1, 1984, (the "Bonds"). Said Resolution and the terms thereof are hereby incorporated by reference and the provisions of this Agreement are to be construed to be consistent with said Resolution. Said Resolution defines among other items lost, stolen and mutilated bonds and manner of notice to parties. In the event of inconsistent language between said Resolution and this Agreement, the terms of said Resolution shall prevail.

3. Registrar Function. Agent shall maintain records of the identity of the owners of the Bonds in order to carry out its function as Registrar and upon request of Issuer shall from time to time deliver to Issuer records, documents and other writings made or accumulated in the performance of its duties as Registrar. In such capacity Agent is authorized at any time to register for original issue certificates representing the Bonds and not exceeding the total principal amount of the Bonds ("certificates") and upon surrender for cancellation of certificates to register new certificates for the principal amount of Bonds represented by the certificates so canceled and to redeliver such new certificates.

4. Transfer Agent Function. For the purpose of the original issue of certificates Agent is hereby directed to record and authenticate certificates signed by or bearing the facsimile signatures of the officers of Issuer authorized to sign certificates, in such names and in such amounts as Issuer may direct.
Agent shall make transfers, from time to time upon the records of Issuer of any outstanding certificates and of certificates issued in exchange therefor signed by the officers of Issuer upon surrender thereof for transfer properly endorsed and upon reasonable assurance that such endorsements are genuine and effective in accordance with Section 554.8401, Code of Iowa, 1983. Upon request for cancellation of such certificates Agent shall record and authenticate new certificates duly signed and deliver such certificates to or upon the order of the person entitled thereto.

Agent shall furnish to each owner, at Issuer's expense, one certificate for each annual maturity. Agent shall furnish additional certificates of lesser denomination (not exceeding the minimum denomination) to an owner who so requests and pays to Agent for Issuer's account the cost of issuance thereof determined to be two dollars per additional certificate requested.

Certified specimen signatures of the officers of Issuer and certified specimen certificates in the form duly approved by Issuer shall be lodged with Agent and upon request of Agent the Issuer will deliver to the Agent a sufficient supply of certificates in the form approved.

5. Paying Agent Function. Agent is hereby authorized and shall make payments of principal and interest to the registered holders of the bonds as follows:

(a) At least three business days prior to each payment date Issuer will deposit with the Agent in immediately available funds such amount as is required to make such payment.

(b) One business day before each payment date Agent will pay interest and, upon presentation and surrender of the matured or called bond, will pay principal to each registered owner of the bonds as of the record date by mailing a check to each such owner. In any case where the date of maturity of interest on or principal of the bonds or the date fixed for redemption of any bond shall be a Sunday or a legal holiday or a day on which the banking institutions are authorized by law to close, then payment of interest or principal may be made on the succeeding business day with the same force and effect as if made on the date of maturity or the date fixed for redemption. Provided, however, that payment of principal shall be made not later than the second day after receipt of the matured bond.
(c) When the Agent shall receive notice from Issuer of its option to redeem bonds prior to maturity, the Agent shall select the bonds to be redeemed and give notice of the redemption thereof, all in accordance with the terms of the bonds and the Resolution.

6. **Form of Records.** The records of Agent shall be in such form as to be in compliance with standards issued from time to time by the Municipal Securities Rule Making Board of the United States and any other securities industry standard and the requirements of Section 103 of the Internal Revenue Code of 1954 and Chapter 76 of the Code of Iowa, 1983.

7. **Confidentiality of Records.** Agent's records in connection with the Bonds shall remain confidential records entitled to protection and confidentiality pursuant to Section 68A.7, Code of Iowa, 1983. Agent agrees that its use of the records will be limited to the purposes of this Agreement and that Agent will make no private use or permit any private access thereto.

8. **Reliance Upon Certain Certifications and Representations.** Agent may rely conclusively and act, without further investigation, upon any list, instruction, certification, authorization, certificate, or other instrument or paper suitably guaranteed and believed by it in good faith and due diligence in performing its functions to be genuine and to have been signed, countersigned, or executed by any duly authorized person or persons or upon the instruction of any authorized officer of Issuer or upon the advice of Issuer's counsel; and may register any certificate representing the Bonds or may refuse to register any such certificate if in good faith Agent deems such refusal necessary in order to avoid any liability on the part of either Issuer or Agent, and Issuer agrees to indemnify and hold harmless the Agent from and against any and all losses, costs, claims, and liability for so relying or acting or refusing to act.

9. **Rules and Regulations Governing Registration.** Agent shall comply at all times with such rules, regulations, and requirements as may govern the registration, transfer and payment of registered bonds including without limitation Chapters 76, 384, 554.8101 et seq. Code of Iowa and standards issued from time to time by the Municipal Securities Rule Making Board of the United States and any other securities industry standard and the requirements of Section 103 of the Internal Revenue Code of 1954.
10. **Signature of Officers.** In case any of the officers of Issuer whose manual or facsimile signature appear on any certificate, bond, or other record delivered to the Agent shall cease to be such officer prior to the registration, processing, or transfer thereof, the Agent may nevertheless process such documents as though the person signing the same or whose facsimile signature appears thereon had not ceased to be such officer unless written instruction of the Issuer to the contrary is received.

11. **Record Date.** For purposes of determining the registered owners of the Bonds, the record date shall be deemed to be the fifteenth day of the month preceding the date on which payment of principal, premium, if any, or interest is payable to the registered owners of the bonds ("payment date") whether such payment is due to optional redemption, operation of a sinking fund, or for any other reason.

12. **Three Days Turnaround.** Agent agrees that it will turnaround within three business days of receipt all items received in proper form for transfer, process or other action pursuant to the terms of this Agreement.

13. **Delivery of Bonds.** Agent will promptly cancel and deliver to Issuer all Bonds or certificates representing the Bonds surrendered to it upon payment of the principal, premium, if any, and interest owing on such bonds.

14. **Payment of Unclaimed Amounts.** In the event any payment check representing payment of interest or principal on the Bonds is returned to the Paying Agent or is not presented for payment or if any Bond is not presented for payment of principal or premium, if any, at the maturity or redemption date, if funds sufficient to pay such interest on Bonds shall have been made available to the Paying Agent for the benefit of the owner thereof, all liability of the Issuer to the owner thereof for such interest or payment of such Bonds shall forthwith cease, terminate and be completely discharged, and thereupon it shall be the duty of the Paying Agent to hold such funds, without liability for interest thereon, for the benefit of the owner of such Bonds who shall thereafter be restricted exclusively to such funds for any claim of whatever nature on his part under this Resolution or on, or with respect to, such interest or Bonds. The Paying Agent's obligation to hold such funds shall continue for a period equal to two years and six months following the date on which such interest or principal became due, whether at maturity, or at the date fixed for redemption thereof, or otherwise, at which
time the Paying Agent, shall surrender any remaining funds so held to the Issuer, whereupon any claim under this Resolution by the Issuers of such interest or Bonds of whatever nature shall be made upon the Issuer.

15. No Obligation to Invest. Agent will have no obligation to invest any funds in its possession.

16. Compensation of Agent. The Issuer will pay Agent reasonable compensation for its services, based upon the schedule of fees attached or such other schedule of fees as may be agreed upon from time to time between Agent and Issuer. Agent's compensation may include the amount of any attorney fees incurred by it under Section 17 hereof. Transfer fees required in Section 4, hereof, shall be collected for the account of the Issuer.

17. Bond Counsel. When Agent deems it necessary or reasonable it may apply to bond counsel for the Issuer, or such other law firm or attorney approved by Issuer for instructions or advice.

18. Termination of Agreement. This Agreement may be terminated by either party by giving the other party at least 90 days advance written notice. At termination of the Agreement Agent shall deliver to Issuer any and all records, documents or other writings made or accumulated in the performance of its duties under this Agreement and shall refund the unearned balance, if any, of fees paid in advance by Issuer.

19. Examination of Records. Issuer or its duly authorized Agents may examine all records relating to the bonds at the principal office of the Agent at reasonable times as agreed upon with the Agent and such records shall be subject to audit from time to time at the request of Issuer or Agent. The Agent, on request, will furnish issuer with a list of the names, addresses, and other information concerning the owners of the bonds or any of them.

20. Obligations, Rights and Privileges of Agent. Agent shall have, with regard to the particular functions it performs, the same obligation to the holder or owner of the Bonds and shall have the same rights and privileges as the Issuer has in regard to those functions.
Dated this 20th day of November, 1984.

Des Moines Area Community College, Issuer

Attesting officer

ATTEST:

[Signature]

By [Signature] Vice Pres.

Norwest Bank Des Moines, N.A., Agent

By [Signature] Sr. Trust Officer

ATTEST:

[Signature]
REGISTRAR AND PAYING AGENT FOR REGISTERED MUNICIPAL BOND ISSUES

SERVICES AND FEES (for Issues up to Five Million Dollars)

INITIAL: Establish account, review Agreement and all documents (including proof of bond certificate) and scheduling requirements, communication with all parties, including bond counsel, financial consultant, dealers and depositories.

Establish Bond Register and supporting records. (Important: computerized system has built-in security checks, with backup files maintained).

Imprint names on bond certificates, and authenticate.

Re-register to names of Dealers' customers.

Deliver bond certificates to Closing and to Dealers after re-registering.

$300.00 plus $1.50 per certificate issued
Postage or other delivery charges: At cost

ANNUAL: Maintain Bond Register and maintain inventory of unissued certificates.

Receive and record changes of address.

Transfer ownership of certificates:
Examine and approve signatures and supporting documents.
Cancel old certificate and issue and authenticate new certificate.
On Bond Register, cancel old and establish new holder records.
Mail new certificate(s).

Send reminder notices to Issuer, 15 to 30 days prior to each due date, of amount of principal and/or interest due.

Issue and mail interest checks on due date, and principal checks upon receipt of maturing bond certificate.

Issue 1099 interest forms, with originals to state government and copy for each holder enclosed with last semi-annual interest payment of year.

Destroy cancelled certificates and provide Destruction Certificate to Issuer.

Correspond with holders regarding transfer requirements or general inquiries.

$500.00 annually (and minimum) - covers up to 25 holders
in excess of 25 holders,
at $6.00 each
(Billed semi-annually, due each interest payment date, and subject to periodic review)

(Please note: To help municipality in budgeting, we have made these total annual fees, with no extra charges for postage or other out-of-pocket supply expense [subject to postage rate increase]).

Capital Management & Trust Division
Corporate Department
1-800-362-2514, ext. 3218
(515) 245-3218
DELIBERATION CERTIFICATE

We, Jasper M. Risdal, President of the Board of Directors and Helen M. Minor, Secretary, do hereby certify that we are the officers respectively above indicated of the Des Moines Area Community College (Merged Area XI), State of Iowa, that in pursuance of Chapter 280B, Code of Iowa, 1983, there have been heretofore lawfully authorized and this day by us lawfully issued, sold, delivered and paid for at a price of $218,250 and accrued interest, receipt of which is hereby acknowledged, New Jobs Training Certificates of said Merged Area District in the amount of $218,250 bearing date of December 1, 1984, said certificates being executed with the facsimile signature of said President and Secretary, pursuant to the terms of a certain Training Agreement, dated May 22, 1984, between said Merged Area District and Distinctive Printing and Packaging Co., of the United States, West Des Moines, Iowa.

We further certify that the Merged Area District has not adopted an official seal.

We further certify that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization or existence of said Merged Area District, or the titles of the aforesaid officers to their respective positions, or the validity of the aforesaid certificates and Training Agreement, or the power and duty of said Merged Area District to provide and apply adequate taxes for the full and prompt payment of the principal and interest of the aforesaid certificates.

We do further certify that the boundaries of said Merged Area District have not been changed since March 18, 1966, and were enlarged to include the Counties of Audubon and Carroll on July 1, 1970, and have not been changed since July 1, 1970, except for local school district boundary revisions, that no proceedings involving any proposed changes in the boundaries of said Merged Area District have been instituted under Chapter 280A of the Code of Iowa, and none are now pending, and that none of the proceedings relating to the organization, reorganization, enlargement or changes in the boundaries of said Merged Area District has ever been declared invalid by any court.
We further certify that due provision has been made for the collection with the next levies of taxes of a sufficient tax to meet all payments coming due, whether of principal or of interest on said certificates, prior to the collection of the next succeeding levies of taxes; that all payments coming due before the collection of the tax provided for as aforesaid will be paid promptly when due from cash on hand; and that none of the proceedings incident to the authorization and issuance of said certificates has been amended, repealed or rescinded.

We further certify that the present financial condition of said District is as follows:

Assessed value of taxable property within said District, exclusive of moneys and credits, as shown on the last completed state and county tax lists (same being for the year 1983) $12,405,516,985

Assessed and taxable value of moneys and credits, not included in the foregoing figures (year 1983) $ -

Total G.O. indebtedness, not including the above mentioned certificates $ 1,700,000

All other G.O. indebtedness of any kind $ 4,737,205

IN WITNESS WHEREOF, we have hereunto affixed our respective signatures at Ankeny, Iowa, this 27th day of December, 1984.

[Signatures]

President of the Board of Directors

Secretary of the Board of Directors

[Notary Public]

Notary Public in and for Polk County, Iowa

(SEAL)
ATTACHMENT #6
Regular Meeting
November 20, 1984
Page 37
SCHOOL'S COPY

NO ARBITRAGE CERTIFICATE

DES MOINES AREA COMMUNITY COLLEGE (MERGED AREA XI)

This No Arbitrage Certificate is made by the Secretary of Des Moines Area Community College (Merged Area XI), in the State of Iowa (the "Issuer") and may be relied upon for purposes of Section 103(c) of the Internal Revenue Code of 1954, as amended (the "Code"), relating to arbitrage bonds. The undersigned has made an investigation of facts, estimates and circumstances pertaining to and in connection with the issuance of $225,000 of New Job Training Certificates, dated December 1, 1984 (the "Bonds") which are to be issued and delivered simultaneously with this certificate. On the basis of this investigation, the undersigned certifies that the Issuer reasonably expects as follows.

On the date of issue of the Bonds, the purchaser will purchase the Bonds at a discount of 3% for a total purchase price of $218,250, plus accrued interest on the Bonds to the date of closing and payment for the Bonds. Said amounts constitute the original proceeds of the issue as used herein. Said accrued interest will be deposited in the debt service fund for application to the first interest payment on the notes on June 1, 1985. The remaining proceeds will be applied in accordance with the paragraphs following. The price paid by purchasers (underwriters) of the Bonds is reasonable under customary standards applicable in the market.

With respect to original proceeds of the Bonds in the amount of $218,250 (not issued for the purpose of refunding outstanding obligations), and to be used to acquire a project described as the providing of new jobs training by providing education and training of workers for new jobs, to-wit:

1. The Issuer will within six months of the date of the issue (the date on which said Bonds are issued, delivered and paid for) of said Bonds incur a substantial binding obligation to acquire the project financed by said Bonds and exceeding two and one-half percent of the cost of acquiring said project. All work on the project to be financed is under contract.
2. Not less than eighty-five percent of the principal proceeds of the Bonds is expected to be expended for project costs, including the reimbursement of other funds expended to date, by thirty-six months from the issue date of the Bonds; and all of such proceeds are expected to be expended for the purpose of the project by **October 30, 1985** (the date by which the on-the-job training portion of the project is anticipated to be completed.)

3. Said Bonds are not issued in whole or in part to pay any principal or interest of a prior issue of governmental obligations, except as are to be retired therefrom at closing.

4. The project will not be sold or otherwise disposed of, in whole or in part, prior to the last maturity of the Bonds.

5. The original proceeds of this issue will not exceed the amount necessary for the purpose or purposes of the issue.

Funds accumulated in the debt service fund created in the note resolution for the payment of the Bonds and interest will be held, invested and fully disbursed within a period less than twelve months and any amounts earned upon such investment will within one year of receipt be commingled for accounting and expenditure with other revenues from the operations of the Issuer which are substantial in amount. The Issuer does not expect to pay principal or interest on the Bonds from any other fund or to establish any sinking fund or other similar fund for the Bonds.

On the basis of all the facts, estimates and circumstances now in existence and set forth in the documents relating to the issuance of the Bonds, including without limitation this No Arbitrage Certificate, it is now expected that the proceeds of the Notes will not be used in a manner that would cause the Notes to be "arbitrage bonds" within the meaning of Section 103(c) of the Code and the Regulations thereunder.

This certificate is being executed and delivered pursuant to Sections 1.103-13, 1.103-14, and 1.103-15 of the income tax regulations under the Internal Revenue Code of 1954, as amended, (the "Regulations") and the undersigned is an officer charged by law and by resolution of the governing body of the Issuer with the responsibility of issuing the bonds. The terms used in this certificate have the same meaning as those terms which are used in Section 103(c) of the Code and the Regulations, which are to the extent of said definitions incorporated herein by reference.
To the best of our knowledge and belief the Issuer's expectations stated herein are reasonable and there are no other facts, estimates or circumstances that would materially change the foregoing expectations. No matters have come to our attention which make unreasonable or incorrect the representations made in this certificate.

It is further certified that said Issuer has never been listed by the Internal Revenue Service of the United States or the Commissioner thereof as not to be relied upon with respect to certification in connection with the issuance of its obligations.

WITNESS my official signature this 27th day of December, 1984.

[Signature]

Secretary of the Board of Directors of the Des Moines Area Community College (Merged Area XI), in the State of Iowa
I, Helen M. Minor, being first duly sworn, do hereby depose and certify that I am the duly elected, qualified and acting Secretary of the Board of Directors of the Des Moines Area Community College (Merged Area XI), State of Iowa; that as such Secretary I have in my possession or have access to the complete corporate records of the School District and of its Board of Directors and officers; that I have carefully compared the transcript hereto attached with the aforesaid corporate records; that said transcript hereto attached is a true, correct and complete copy of all of the corporate records in relation to the authorization and issuance of $225,000 New Job Training Certificates dated December 1, 1984, bearing interest at various rates and that said transcript hereto attached contains a true, correct and complete New Jobs Training Agreement dated May 22, 1984, and a statement of all the measures adopted, and proceedings; acts and things had, done and performed up to the present time, in relation to the authorization and issuance of said Certificates.

According to the records in my office, the members of said Board were all duly and regularly elected to such office, and were during the year 1984, and now are the legally elected, constituted and acting Board of Directors of said Merged Area District.

I further certify that all meetings of the Board of Directors of said Merged Area District at which action was taken in connection with said Certificates or Training Agreement were open to the public at all times in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and was duly given at least twenty-four hours prior to the commencement of the meeting by notification of the communications media in said Merged Area District having requested such notice and posted on a bulletin board or other prominent place designated for the purpose and easily accessible to the public at the principal office of the Board of Directors all pursuant to the provisions and in accordance with the conditions of Chapter 28A, Code of Iowa.

WITNESS my hand at Ankeny, Iowa, this 11th day of

\[\text{December} \]

, 1984.

\[\text{Helen M. Minor} \]

Secretary of the Board of

Directors of the Des Moines Area
Community College (Merged Area
XI), State of Iowa

Ahlers, Cooney, Dorweiler, Haynie, Smith & Allbee, Lawyers, Des Moines, Iowa
STATE OF IOWA  
COUNTY OF POLK  

We, Jasper M. Risdal and Helen M. Minor, respectively, President and Secretary of the Board of Directors of the Des Moines Area Community College (Merged Area XI), located in the State of Iowa, in the Counties of Adair, Audubon, Boone, Carroll, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, do hereby certify that pursuant to an organizational meeting on the March 18, 1966, said Merged Area was organized under the provisions of Chapter 280A of the Code of Iowa, and has been continuously organized and existing since March 18, 1966, and that said Merged Area and the Board of Directors thereof have, during the period aforesaid, operated as a merged area school corporation under the laws of the State of Iowa; that said Merged Area is located wholly within Adair, Boone, Cass, Clarke, Crawford, Dallas, Greene, Guthrie, Hamilton, Hardin, Jasper, Lucas, Madison, Mahaska, Marion, Marshall, Polk, Poweshiek, Shelby, Story and Warren, Counties, Iowa, and was enlarged on July 1, 1970 to include the Counties of Audubon and Carroll and that said Merged Area and its Board of Directors have exercised the rights, powers and authorities given merged areas and the Board of Directors thereof in and by the statutes of said State; and that the following persons do constitute the officials of said District and of the Board thereof:

Jasper M. Risdal,  
Helen M. Minor,  
Devere Bendixen,  
Lloyd Courter,  
Susan Clouser,  
Eldon Leonard,  
Theodore Nemmers,  
Herbert Ritland,  
Donald Rowen,  
Douglas Shull,  

President  
Secretary  
Member  
Member  
Member  
Member  
Member  
Member  
Member

We do further certify that neither the legality of the organization of said Merged Area, nor the titles of any one of its said officers to their respective offices has been in any manner questioned; that no litigation has been threatened or
instituted, questioning or tending to question the organization of said Merged Area, or the inclusion of any territory therein, or the title of any of its officers to their respective offices, and that in particular no litigation of any kind whatsoever was pending on the date hereof involving the organization, reorganization, enlargement or changes in the boundaries of this Merged Area, or involving the legality or sufficiency of the authorization of the $225,000 New Job Training Certificates dated December 1, 1984.

Dated at Ankeny, Iowa, this 11th day of December, 1984.

[Signature]
President of the Board of Directors

[Signature]
Secretary of the Board of Directors
MEMORANDUM

TO: Helen Minor
   Board Secretary

FROM: Bob Mann
       Supervisor, Special Accounting

RE: Board Agenda Items for Nov. 20, 1984 Meeting

ITEM: Charge off $15,651.40 of outstanding student account receivables to the bad debt accounts.

Rationale: This represents outstanding indebtedness as follows and for which detail listings of names and amounts are also attached.

1. Student Registration Tuition/Fees
2. Returned Checks
3. Emergency Loans

Student Registration Tuition/Fees

NOTE: Current charge-off is the FY 83 school term totaling $14,346.60. These outstanding receivables are categorized below and also compared to the previous school year charge-offs.

<table>
<thead>
<tr>
<th>WN Non-credit Courses</th>
<th>FY'82</th>
<th>FY'83</th>
</tr>
</thead>
<tbody>
<tr>
<td>WN Credit Courses</td>
<td>$2,823.69</td>
<td>$3,714.20</td>
</tr>
<tr>
<td>SP Non-Credit Courses</td>
<td>4,087.70</td>
<td>2,633.70</td>
</tr>
<tr>
<td>SP Credit Courses</td>
<td>702.08</td>
<td>1,683.50</td>
</tr>
<tr>
<td>SM Non-Credit Courses</td>
<td>1,031.50</td>
<td>3,705.00</td>
</tr>
<tr>
<td>SM Credit Courses</td>
<td>424.26</td>
<td>538.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$9,069.23</td>
<td>$14,346.60</td>
</tr>
</tbody>
</table>

Returned Checks

<table>
<thead>
<tr>
<th>Ankeny Campus</th>
<th>Boone Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>= 604.05</td>
<td>= 487.75</td>
</tr>
<tr>
<td>Total</td>
<td>$1,091.80</td>
</tr>
</tbody>
</table>

Emergency Loans

<table>
<thead>
<tr>
<th>Boone Campus</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>= 213.00</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total Charge-Offs = $15,651.40

Bad Debt Collections:

Of amounts previously Board Approved for bad debt charge-offs, $728.06 was collected to date in FY'85 and $3,052.71 in FY 84.
<table>
<thead>
<tr>
<th>SSN NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>ST ZIP</th>
<th>CHARGES</th>
<th>CREDITS</th>
<th>REFUNDS</th>
<th>BAL DU</th>
</tr>
</thead>
<tbody>
<tr>
<td>4385642595 ABLES, DOUGLAS R</td>
<td>1002 SE BELMONT #16</td>
<td>ANKENY</td>
<td>IA 50021</td>
<td>72.90</td>
<td>0.00</td>
<td>0.00</td>
<td>72.90</td>
</tr>
<tr>
<td>4098072110 ADKINSON, JON M</td>
<td>PO BOX 102</td>
<td>DES MOINES</td>
<td>IA 50311</td>
<td>22.00</td>
<td>0.00</td>
<td>0.00</td>
<td>22.00</td>
</tr>
<tr>
<td>4385642595 ANTHONY, JOHN M</td>
<td>4046 HUBBELL APT 153</td>
<td>DES MOINES</td>
<td>IA 50317</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>24.00</td>
</tr>
<tr>
<td>4771875899 ARUNDEL, AMY S</td>
<td>1255 66TH #33</td>
<td>DES MOINES</td>
<td>IA 50315</td>
<td>30.00</td>
<td>0.00</td>
<td>0.00</td>
<td>30.00</td>
</tr>
<tr>
<td>4384480773 ATKINS, A.L</td>
<td>4317 72ND</td>
<td>URBANDALE</td>
<td>IA 50322</td>
<td>15.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15.00</td>
</tr>
<tr>
<td>4825046873 BAILEY, LARRY</td>
<td>3015 WRIGHT</td>
<td>DES MOINES</td>
<td>IA 50316</td>
<td>20.00</td>
<td>0.00</td>
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<tr>
<td>4359292910 BERRYHILL, BRAD</td>
<td>100 PINEKER DR</td>
<td>NEWTON</td>
<td>IA 50208</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>4648233283 BERRYHILL, JAMES</td>
<td>3011 50TH</td>
<td>DES MOINES</td>
<td>IA 50309</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>4648233283 BERRYHILL, JENNA</td>
<td>3011 50TH</td>
<td>DES MOINES</td>
<td>IA 50309</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>4648233283 BERRYHILL, JAMIE</td>
<td>3011 50TH</td>
<td>DES MOINES</td>
<td>IA 50309</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>4384848761 BUNCH, EDWARD P</td>
<td>1210 1/2 60TH</td>
<td>DES MOINES</td>
<td>IA 50317</td>
<td>35.00</td>
<td>0.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
<tr>
<td>1704466195 BURGER, CHRISTINE M</td>
<td>417 10TH STREET</td>
<td>AMES</td>
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TOTAL STATEMENTS MAILED 08/29/84 ** 81 **
## PROGRAM 10 \[ \text{SSE 201} \]

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#### DUE DATE 08/28/84

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**Total Statements Mailed 08/29/84:** 5,260.00

**Total Charges:** 3,198.30

**Total Credits:** 10.50

**Total Refunds:** 2,072.20

**Total Balance:** 46.00
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**REPORT SEQUENCE** = ALPHA- STUDENT NAME

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**DUE DATE 08/28/84**

**SPRING QUARTER OF 1983**

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<td>ALTOONA</td>
<td>IA</td>
<td>50310</td>
<td>15.00</td>
<td>0.00</td>
<td>15.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4871404960</td>
<td>BENSEN, ALAN W</td>
<td>420 E 6TH STREET</td>
<td>ADEL</td>
<td>IA</td>
<td>50020</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4879404920</td>
<td>BERN, MARY A</td>
<td>BOX 52</td>
<td>MANNING</td>
<td>IA</td>
<td>50310</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4879404920</td>
<td>BERN, MARY A</td>
<td>BOX 52</td>
<td>MANNING</td>
<td>IA</td>
<td>50310</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4879404920</td>
<td>BERN, MARY A</td>
<td>BOX 52</td>
<td>MANNING</td>
<td>IA</td>
<td>50310</td>
<td>25.00</td>
<td>0.00</td>
<td>25.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Student Statements Mailed 10/02/84**

**Due Date 10/01/84**
DATE: November 7, 1984
TO: Bob Mann
FROM: Chris Carney
RE: Request for Board Approval to charge Bad Debt.

Request the Board be asked to approve charging off, as Bad Debts, the following listed accounts, which have been outstanding in excess of a year, and for which collection attempts have been unsuccessful.

"NSF" Checks

<table>
<thead>
<tr>
<th>NAME</th>
<th>SOC.: SEC. #</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butch Hansen</td>
<td>504 82 3134</td>
<td>20.00</td>
<td>12/6/82</td>
</tr>
<tr>
<td>Rose Mary Kempe</td>
<td>483 42 5605</td>
<td>10.79</td>
<td>12/16/82</td>
</tr>
<tr>
<td>Assad Al-Safadi</td>
<td>479 98 2081</td>
<td>45.45</td>
<td>3/25/81</td>
</tr>
<tr>
<td>Anne Minear</td>
<td>481 80 7914</td>
<td>4.00</td>
<td>5/12/80</td>
</tr>
<tr>
<td>Hassem Behahi</td>
<td></td>
<td>40.35</td>
<td>12/03/80</td>
</tr>
<tr>
<td>Jeffrey Poppenga</td>
<td>503 80 1281</td>
<td>245.00</td>
<td>11/30/82</td>
</tr>
<tr>
<td>Pamela Murphy</td>
<td>483 70 1687</td>
<td>122.15</td>
<td>1/9/84</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$487.74</strong></td>
<td></td>
</tr>
</tbody>
</table>

EMERGENCY LOAN ACCOUNT BOONE CAMPUS

<table>
<thead>
<tr>
<th>NAME</th>
<th>SOC.: SEC. #</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Brown</td>
<td>481 90 4836</td>
<td>50.00</td>
<td>3/9/83</td>
</tr>
<tr>
<td>Chas Warnock</td>
<td>481 80 3707</td>
<td>50.00</td>
<td>10/4/82</td>
</tr>
<tr>
<td>Melvin Weaver</td>
<td>484 80 3678</td>
<td>13.00</td>
<td>3/16/82</td>
</tr>
<tr>
<td>Paul Wilmet</td>
<td>391 76 6097</td>
<td>100.00</td>
<td>3/5/81</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$213.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

CC/me
cc: Kriss Philips
DATE: November 8, 1984  
TO: Bob Mann  
FROM: Barb Reynolds  
RE: Request for Board Approval to Charge Bad Debt Accounts

Request the Board be asked to approve charging off, as Bad Debts, the following NSF checks, which have been outstanding in excess of a year, and for which collection attempts have been unsuccessful.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
<th>SOCIAL SECURITY #</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Baker.</td>
<td>09-13-83</td>
<td>478-68-9401</td>
<td>$49.50</td>
</tr>
<tr>
<td>Cheryl A. Baugh</td>
<td>02-19-83</td>
<td>567-46-9352</td>
<td>20.00</td>
</tr>
<tr>
<td>Maurita Carruthers</td>
<td>09-13-82</td>
<td>480-90-0655</td>
<td>84.50</td>
</tr>
<tr>
<td>Mrs. William Cook</td>
<td>08-14-82</td>
<td>478-42-0144</td>
<td>25.80</td>
</tr>
<tr>
<td>Robert W. Halstead</td>
<td>09-01-83</td>
<td>481-66-7746</td>
<td>6.00 (2 checks)</td>
</tr>
<tr>
<td>Scott Jenkins</td>
<td>09-10-82</td>
<td>482-90-3791</td>
<td>74.30</td>
</tr>
<tr>
<td>Betty Lou Jones</td>
<td>10-18-82</td>
<td>484-84-8049</td>
<td>9.95</td>
</tr>
<tr>
<td>Vera R. Kemp</td>
<td>10-18-83</td>
<td></td>
<td>4.50</td>
</tr>
<tr>
<td>Kham Bong Khounlo</td>
<td>05-09-83</td>
<td>586-48-6328</td>
<td>94.50</td>
</tr>
<tr>
<td>Linda M. Nation</td>
<td>09-03-82</td>
<td>485-72-2207</td>
<td>100.00</td>
</tr>
<tr>
<td>Tim D. Roberts</td>
<td>09-06-82</td>
<td>481-82-8002</td>
<td>10.00</td>
</tr>
<tr>
<td>Joyce Watson</td>
<td>10-10-82</td>
<td>488-66-6615</td>
<td>21.00</td>
</tr>
<tr>
<td>Mark H. Williams</td>
<td>08-04-83</td>
<td>485-72-2701</td>
<td>4.40 (2 checks)</td>
</tr>
<tr>
<td>Craig A. Wood</td>
<td>08-09-82</td>
<td>478-78-3856</td>
<td>46.60</td>
</tr>
<tr>
<td>Sheryl L. Bogue</td>
<td>05-05-83</td>
<td>483-83-3816</td>
<td>35.00</td>
</tr>
<tr>
<td>Thomas P. Grahek</td>
<td>03-09-83</td>
<td>482-82-4589</td>
<td>18.00</td>
</tr>
</tbody>
</table>

TOTAL $604.05
November 7, 1984

TO: Board Secretary
FROM: Irv Steinberg
RE: Financial Report for November, 1984 Board Meeting,

Although in excess of $500,000 borrowed funds were used to cover expenditures during October, funds received during the first week in November alleviated this cash flow concern. Monies received included 1st Quarter FY85 State Vocational Aid ($262,882), 1st Quarter FY85 State General Aid ($2,061,767), and 2nd Quarter FY85 Salary Adjustment ($94,728).

The deficit Cash Balance shown for the Combined Funds Cash in Bank on the October 31, 1984 Cash Position Report was offset by outstanding checks and did not result in overdrafts.

Interest rates on short term investments dropped during the month from a high of 10% to a low of 9.5%.

Preliminary work on the proposed FY86 Budget will be started during November. Computer programming has been completed which will permit additional computer assistance with budget preparation.
**CASH POSITION REPORT**

October 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASH IN BANK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Fwd Oct 1, '84</td>
<td>$26,433</td>
<td>$22,608</td>
<td>$31,363</td>
<td></td>
<td></td>
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<tr>
<td>PLUS: Oct Receipts</td>
<td>3,973,619</td>
<td>242,100</td>
<td>146,177</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LESS: Oct Disbursements</td>
<td>4,072,762</td>
<td>212,493</td>
<td>153,106</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Balance 10-31-84</td>
<td>($72,710)</td>
<td>$52,215</td>
<td>$24,434</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INVESTMENTS**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Savings Accounts:</strong></td>
<td>$</td>
<td>$</td>
<td>$99,900</td>
<td>$121,276</td>
<td></td>
</tr>
<tr>
<td>Ankeny State Bank</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bankers Trust</td>
<td></td>
<td></td>
<td>72,530</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificates of Deposit:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Fd at BT</td>
<td></td>
<td>1,425,000</td>
<td>545,000</td>
<td></td>
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<tr>
<td>Gen Fd at ASB</td>
<td>2,050,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gen Fd at BT</td>
<td>1,728,000</td>
<td></td>
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</tr>
<tr>
<td>Early Retirement SF</td>
<td>55,184</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Loan Fd at ASB</td>
<td>25,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni at ASB</td>
<td>10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMACC Trust at ASB</td>
<td></td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boone Athl at HSL</td>
<td>10,188</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash/Investments</strong></td>
<td>$3,805,662</td>
<td>$1,477,215</td>
<td>$617,530</td>
<td>$224,334</td>
<td>$121,276</td>
</tr>
</tbody>
</table>

**Footnotes:**

1. HF623 account balance includes $54,492 for Firestone and $66,784 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.
DMACC BUDGET STATUS OCTOBER 31, 1984
(FUNDS 1 AND 2)
DMACC BUDGET STATUS OCTOBER 31, 1984
(Funds 3, 4, 5, 6, 7)
Definitions
Statement of Guiding Principles ........................................... 3001
Affirmative Action, Equal Employment Opportunity, Non-discrimination ........................................... 3002
Sexual Harassment .......................................................... 3003
Initial Employment ......................................................... 3004
Certification ........................................................................ 3005
Employee Classification System ............................................... 3006
Salary System .......................................................................... 3007
Employee Contracts ................................................................. 3008
Medical Examinations .............................................................. 3009
Operation of College Motor Vehicles ...................................... 3010
Duty Days ................................................................................ 3011
Working Hours ........................................................................ 3012
Overtime Compensation ............................................................ 3013
Reporting Absences ................................................................. 3014
Evaluation of Permanent Employees ......................................... 3015
Probation ................................................................................ 3016
Assignment ............................................................................... 3017
Personnel Records ................................................................... 3018
Outside Employment ................................................................ 3019
Political Activity ....................................................................... 3020
Employment of Relatives ........................................................... 3021
Employee Gifts ........................................................................ 3022
Leaves Without Pay ................................................................. 3023
Sick Leave ............................................................................... 3024
Vacation Leave .......................................................................... 3025
Personal Business Leave .......................................................... 3026
Bereavement Leave ................................................................. 3027
Leave for Required Court Appearance ...................................... 3028
Professional Leave ................................................................. 3029
Paid Holidays ......................................................................... 3030
Insurance Program ................................................................... 3031
Retirement ............................................................................... 3032
Employee Resignations ............................................................ 3033
Early Retirement .................................................................... 3034
Enrollment in College Non-Credit Courses ............................ 3035
Formal Complaints ................................................................... 3036
Employee Discipline/Discharge .................................................. 3037
Reduction in Force .................................................................... 3038
Adjustment to Final Pay ........................................................... 3039
EMPLOYEE - an individual providing a service for wages or salary and issued a payroll check. (As opposed to contracted services.)

PERMANENT EMPLOYEE - an employee who is hired with an expected tenure of nine (9) months or longer. Permanent employees shall be further classified as:

- Full-time
- Part-time

TEMPORARY EMPLOYEE - an employee who is hired with the understanding that his/her employment will terminate on a specific date or upon completion of a specific assignment, normally less than nine (9) months in tenure.

ON CALL EMPLOYEE - an employee who is hired on an "as needed" basis, and does not work a regular schedule.

IMMEDIATE SUPERVISOR - the person responsible for the employee's schedule, work assignment, performance appraisal, leaves approval, or cost center manager.
Except where under the duty to bargain, a specific provision has been negotiated governing the employment relationship, all employees of the College shall be governed by the policies of the Board and the administrative procedures, rules, and practices thereunder.

The College will negotiate with an employee organization certified by the Public Employment Relations Board as the exclusive bargaining representative of a bargaining unit.

The College may meet and confer with other employees.

Adopted:
The College shall extend equal opportunities to all employees and applicants for employment who meet the position qualifications established for which the application is made. The College shall not discriminate against any employee or applicant for employment on the basis of race, religion, sex, national origin, age, physical or mental handicap or disability.

The College shall have a Board-approved Affirmative Action Plan.

Adopted:
No employee of the College may sexually harass another employee or student. Employees may be subject to disciplinary action for violation of this policy.

Sexual harassment is defined as any deliberate or repeated unsolicited verbal comment, gesture, or physical contact of a sexual nature which is unwelcomed by the recipient.

Adopted:
Upon the recommendation of the Chief Executive Officer, the Board shall employ all permanent professional/administrative, and faculty personnel who will work at least one-half time.

Adopted:
All personnel occupying positions that require certification by statute or by Department of Public Instruction rules must have on file in Human Resources, within 90 days of employment, evidence that they meet certification requirements.

Those employees who do not have appropriate certification and approvals must consult with the appropriate dean to develop an educational certification plan, successfully complete at least six (6) semester hours of appropriate coursework per year, and, if applicable:

- a. Complete the appropriate degree by January 1, 1987, if presently an employee where an advanced degree is required.

- OR

- b. Complete the appropriate degree within one year after initial employment if a new employee.

It shall be the responsibility of the employee to ensure that transcripts are forwarded to the Human Resources Office after the completion of each course.

Failure to comply with this policy shall result in termination.

Adopted:
The Chief Executive Officer shall maintain a classification system for all personnel commensurate with the duties and functions of the employees. The system shall be designed to facilitate and differentiate the administration of personnel policies and procedures for permanent employees as they relate to employment, leaves and benefits, complaints and discipline, and termination.

Adopted:
The Board of Directors of Des Moines Area Community College shall establish a wage and salary administration program for all personnel within the College.

The program shall be subject to annual review and modification by the Board upon recommendation of the Chief Executive Officer.

Adopted:
Continuing contracts shall be issued for a fiscal year (July 1 - June 30), or for a specific time period during the fiscal year, to faculty and professional/administrative staff as required by the Code of Iowa.

Continuing contracts are issued to permanent bargaining unit faculty working at least one-half time when the position is funded by the current general fund, and to professional/administrative staff identified in the Code of Iowa and interpreted by DPI as requiring certification.

Contracts with professional personnel shall be in writing and shall state the length of time the contract is in force and the compensation.

Individual contracts shall be subject to the policies of the Board. Such contracts shall be approved by the Board, signed by both parties and filed in the Human Resources Department.

Adopted:
All potential employees in specified job classifications shall be required to submit a licensed physician's certification of fitness and ability to perform responsibilities of the position prior to employment.

This medical examination shall be reported on a standard form provided by the employer, and shall be at the employer's expense.

Potential employees in job classifications not requiring medical examinations shall be required to certify ability to perform job duties with an affidavit of health.

Employees may be required to submit evidence of an annual physical examination, which shall be at employer expense.

Adopted:
All prospective employees shall be subject to a motor vehicle record check.

Any individual who, within the past twelve months, has received two or more moving violations or a serious violation such as driving while intoxicated or reckless driving shall not (1) operate DMACC vehicles or equipment, or (2) be hired if the position for which he/she has applied requires the operation of DMACC vehicles on or off campus.

One year of violation-free driving shall be required in order to gain permission to operate DMACC vehicles.

Adopted:
A duty day is defined as any working day during which employees are required by assignment or contract to perform job duties and responsibilities. Employees are expected to be at their assigned work stations for each duty day unless the employer has approved leave, travel, compensatory time, or other college activities away from the work station.

In the event of unusual circumstances, such as excessive snow, epidemics, energy crises, or acts of God which temporarily halt College operations, it may be necessary to schedule make-up days for the students' educational benefit. In no case, however, will the total number of duty days or contract term of an individual contract or employment agreement be violated.

A calendar depicting duty days by employee category shall be approved annually by the Board.

Adopted:
All administrative offices shall normally be staffed from 7:30 a.m. until 4:30 p.m., Monday through Friday.

The normal work day for Professional/Administrative staff shall be 7:30 a.m. to 4:30 p.m. with an hour lunch with flexibility to adjust schedules to meet institutional needs.

Classified staff assigned to administrative offices shall work 7:30 a.m. to 4:00 p.m. or 8:00 a.m. to 4:30 p.m. with a one-half hour lunch period. The work day for other classified staff shall be determined by institutional needs within the parameters of the collective bargaining agreement.

Faculty may be assigned a schedule between the hours of 7:00 a.m. and 10:00 p.m. Instructors shall keep office hours posted and shall be available for students whose schedules allow use of the posted hours.

Part-time Instructors (Day and Evening) shall make themselves available to students for conferences at times best suited to student needs.

Adopted:
Number: 3013

Section: Human Resources/Personnel

Subject: Overtime Compensation

Required service that exceeds the regularly scheduled forty (40) hour week shall be compensated in compensatory time off, subject to regulations established by the Chief Executive Officer.

Adopted: 
Unscheduled absences shall be reported by the employee to his/her supervisor on the first day of absence. The employee shall keep the supervisor advised as to possible return to work and shall also notify the supervisor upon return from an absence.

Each month supervisors are responsible for verifying and certifying the days of service, days of absence and approved leaves for each employee under their supervision.

Adopted:
The Board of Directors shall establish evaluation criteria for all staff. Supervisors shall formally evaluate, in writing, each permanent employee's performance a minimum of once each year prior to the offer of employment for the ensuing year or period of employment. Evaluation records shall be maintained in the central personnel file of each employee.

Adopted
All new employees shall be required to serve a probationary period during which intensive evaluative attention is focused and personnel decisions are made regarding retention or dismissal.

The length of the probationary period shall be as follows:

1. Classified Staff - ninety (90) days.
2. Administrative/Professional Staff not on Continuing Contract - Two years
3. Faculty and Administrative/Professional Staff on a Continuing Contract - two years; but may be extended for a third year.

Employees may be required to serve an additional probationary period based on the recommendation of the immediate supervisor.

A probationary evaluation, made by the employee's supervisor, must be filed in the Human Resources office by the end of the probation period.

Adopted:
Personnel shall be assigned on the basis of the needs of the College and the relative skill, ability, and competence of the employee. In considering reassignment, the College shall consider the expressed desire of the employee. When applicants have qualifications considered equal, the applicant with the most continuous service in the employ of the College may be given a preference.

Adopted:
Personnel records shall be kept and preserved permanently in the central Human Resources office.

Personnel records shall be confidential, with access limited to the individual employee, the Board Secretary, and current supervising administrators. Requests by other persons or agencies for information, other than public employee information, shall not be honored unless the employee has signed a permissive release specifying what is to be released and to whom. Exceptions shall be in response to duly authorized and served requests from law enforcement agencies.

Upon examination of his/her file an employee may place a written rebuttal to any file item for inclusion in his/her personnel record.

Adopted:
Permanent College employees shall not engage in any outside employment which will interfere with their ability to carry out College employment responsibilities. Outside employment during the employee's duty hours is specifically prohibited.

Employees who represent the College for speaking engagements may not accept personal remuneration, though honorariums may be accepted as a donation to the Des Moines Area Community College Foundation. Travel expenses incurred shall be covered by the College travel allowance policy.

Professional/administrative and faculty personnel shall not render tutorial services for pay to students at the College.

Adopted:
The College shall encourage political awareness and political education programs for staff and students, but no employee or external party may use college facilities, equipment, supplies or other resources for campaign purposes.

Adopted:
Employees of the College shall not initiate, supervise or participate in personnel actions (including recommendation for employment) involving relatives.

Relatives are defined for this policy as spouse, brothers, sisters, children, parents, grandparents, grandchildren or comparable in-laws or step relationships.

Adopted:
No employee of the College shall accept personal gifts from any person, group, or entity doing business, or desiring to do business, with the College. All business related gratuities are specifically prohibited except widely distributed advertising items of nominal value.
Leaves Without Pay

Upon the Chief Executive Officer's recommendation, the Board may grant a leave of absence without pay to a permanent employee working at least one-half time who has completed at least three (3) consecutive years of employment with the College. This leave may be granted for professional development, but may not exceed twelve (12) months.

Short Term Leave Without Pay

The Chief Executive Officer, or designee, may grant a short term leave without pay to a permanent employee working at least one-half time for personal reasons, including illness or injury. This leave may not exceed three (3) calendar months (90 consecutive days). Continued participation in insurance programs at employee expense shall be allowed unless prohibited by the carrier.

Long Term Leave Without Pay

Upon the Chief Executive Officer's recommendation, the Board may grant a long term leave without pay to a permanent employee working at least one-half time. This leave may be used for personal reasons, including illness or injury, but may not exceed nine (9) months.

Return From Leave without Pay

In granting any leave without pay the Board implies that the employee shall be returned to employment if a vacancy exists for which the employee is qualified, if the position is substantially similar to the one left in terms of pay, status, and duties. Accrued leaves and seniority earned prior to the leave without pay shall be granted upon return to employment. Employees on short term leave without pay shall give a minimum of thirty (30) days' notice of intent to return to work. Employees on other leaves without pay shall be required to give ninety (90) days' notice of intent to return to work.

Adopted:
All permanent full-time employees working twelve (12) months per year shall accrue sick leave at the Board approved rate(s). Sick leave for other permanent employees working at least one-half time shall be accrued on a prorated basis in direct ratio to actual hours worked. Unused days shall be cumulative to a maximum of one hundred (100) days.

A doctor's statement shall be required for absences due to illness of four (4) days or more.
Teaching faculty do not accrue vacation benefits. All other permanent, full-time staff working twelve (12) months per year shall accrue vacation at the Board approved rate(s).

Other permanent employees working at least one-half time shall accrue vacation time on a prorated basis in direct ratio to actual hours worked.

Accrued vacation in excess of one year's accumulation shall be forfeited unless used by June 30. Vacation days shall not be taken in excess of those which have been accrued to date.

Adopted:
Permanent full-time employees working twelve (12) months per year may be granted leave with pay for personal business at a rate approved by the Board. Other permanent employees working at least one-half time shall be eligible for this leave on a prorated basis in direct ratio to actual hours worked. The employee shall have prior written approval from his/her supervising administrator. Personal business leave shall be granted for personal business that cannot be scheduled during an employee's non-working time.

Adopted:
Permanent full-time employees working twelve (12) months per year may be granted leave with pay for attendance at funerals or other purposes directly related to the death of the employee's immediate family at a rate approved by the Board. Immediate family is defined as spouse, child (including step children), parents, brothers, sisters, grandparents, grandchildren, or comparable in-laws. For purposes of this leave, separate definitions of immediate family shall appear in each collective bargaining agreement.

Other permanent employees working at least one-half time shall be eligible for this leave on a prorated basis in direct ratio to actual hours worked.

Adopted:
An employee who is subpoenaed to appear in a judicial or administrative proceeding, except where the employee's appearance would be adversary to the College, shall be permitted to be absent from work without loss of pay and without charge against any other leave.

An employee who is called for jury service shall be permitted to be absent from his/her duties without loss of pay and without charge against any other leave.

Pay received by the employee as a witness fee or jury fee must be turned in to the Business Office or an equivalent amount shall be deducted from the employee's regular wages. Employees are expected to report back to their working assignments during a normal work day when their presence is not required by the court.

Adopted:
Permanent full-time faculty and administrative/professional staff working twelve (12) months per year may be awarded leave with pay for professional improvement. This leave requires advance approval of the Chief Executive Officer or designee, and may consist of college work, industrial schools, travel, or work experience in industry directly related to the employee's position or for the benefit of the institution. Professional leave for improvement shall accrue at the rate of ten (10) days per year of service, however, approval to use accumulated leave is not guaranteed for any employee.

Professional leave, to the extent that it can be earned during the current contract year, may be granted in advance when required to meet certification requirements or to complete a degree, but no more than thirty (30) days shall be granted during a three year period for this purpose. In all other circumstances, said leave shall be awarded only after it has been accrued.

Consideration of requests for this leave shall be based on the institution's ability to accommodate the leave without loss of productivity and no additional incurrence of expense for replacement.

Adopted:
Permanent employees working at least one-half time are entitled to paid leave when assigned duty days fall on Board approved holidays.

Adopted:
Employee Group Insurance:

The Board of Directors shall pay full or partial premiums for group insurances and/or coverages for permanent employees working at least one-half time. These may include, but are not limited to, medical and dental coverages through the DMACC Self-Funded Benefit Plan, and insured coverages for accidental death and dismemberment, term life, and long term disability insurance. Additional and supplemental insurances and/or coverages shall be available at the employee's option and expense.

The DMACC Self-Funded Benefit Plan shall be monitored by a Board of Trustees appointed by the Chief Executive Officer and ratified by the Board. The program will be reviewed annually by the Board of Directors of the College.

Adopted:
The mandatory retirement age for all employees, shall be age seventy (70). All employees shall retire on or before June 30 following their 70th birthday.

After retirement, personnel may be re-employed only on a limited term contract basis of twelve (12) months or less.

Adopted:
A resignation shall be submitted in writing, signed by the resigning employee, and directed to the employee's immediate supervisor. Recommended action on the resignation shall be presented to the Board by the Chief Executive Officer.

A faculty or administrative/professional staff member may be released from his/her contract with thirty (30) days notice, if, in the judgment of the Board, a suitable replacement can be secured.

A classified staff resignation may be approved upon three (3) weeks written notice by the employee.

Failure to give proper notice of resignation may result in forfeiture of accrued vacation and shall be noted in the employee's personnel file. He/she shall not be eligible for re-employment.

Adopted:
The Board of Directors shall establish an early retirement program for professional/administrative staff and faculty.

Early retirement may be granted only after consideration of the economic effect on the College and its ability to preserve excellence in the academic programs and services.

It shall be the Chief Executive Officer's responsibility to exhibit to the Board that a funded early retirement will not impair the quality of academic programs or services and is of economic advantage to the College.

Adopted:
Permanent employees of the College, employed at least one-half time during the term of employment, may enroll in non-credit (500, 600, 700, and 800 numbered) courses conducted at the Urban, Boone, and Ankeny Campuses or the Western Attendance Center without payment of tuition under the following conditions:

1. There are an adequate number of tuition-paying students to justify the course operating.
2. The class has space available after all tuition-paying students have enrolled.
3. The staff member pays all special fees and charges (example - books and supplies).
4. The course is scheduled outside the employee's regular working hours.

Adopted:
The Chief Executive Officer shall establish a formal complaint procedure which ensures that complaints by employees shall be heard by administrative superiors in a sequence allowing each successive level to address the complaints. The objective will be to resolve complaints at the lowest, most immediate level possible.

If complaints are filed in another forum, external to the College, they cannot be processed through the institutional Formal Complaint Procedure. Complaints which are covered by a Collective Bargaining Agreement or are mandatory subjects of negotiations cannot be processed through the Formal Complaint Procedure.

Adopted:
Each employee shall behave in an orderly, courteous, and dignified manner and fulfill the obligations identified in his/her job description. Any employee found in violation of this policy or rules of conduct may be disciplined in accordance with disciplinary procedures established by the Chief Executive Officer. Such disciplinary procedures may include one or all of the following:

**Oral Reprimand:**

Supervisor counsels employee in an effort to eliminate possible misunderstanding and to explain what constitutes proper conduct.

**Written Reprimand:**

Employee receives written notice of discipline.

**Final Written Warning:**

Employee receives written notice to remedy. Probation or disciplinary time off without pay may be given.

**Discharge:**

Employee is discharged as a result of a major offense, or the final step in the accumulation of minor offenses of the same nature.

The Chief Executive Officer or the Board of Directors may suspend or dismiss an employee at any time for sufficient cause.
Upon recommendation of the Chief Executive Officer, the Board may reduce the number of contracted employees and/or discontinue or reduce some particular function or supportive service.

Adopted:
Upon termination of employment for any reason, adjustments in the employee's final pay check due to accumulated vacation leave, overtime, debts, or other obligations shall be made.

Adopted: