

Des Moines Area Community College

Open SPACE @ DMACC

Board of Directors Meeting Minutes

9-12-1990

Board of Directors Meeting Minutes (September 12, 1990)

DMACC

Follow this and additional works at: <https://openspace.dmacc.edu/boardminutes>

Sept. 12, 1990

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
September 12, 1990
Building 1 - Room 30 - Ankeny Campus

A G E N D A

1. Call to order - 4:00 p.m.
2. Roll call.
3. Consideration of tentative agenda.
4. Public comments.
5. Consideration of minutes of the August 10, 1990, public hearings and regular meeting, and the August 29, 1990 special meeting.
6. Consideration of approval of final five percent payment to Con-Struct, Inc., for expansion of the Boone parking lot.
7. Consideration of recommendation of award of contracts for work on the International House; i.e., electrical, masonry, painting, plumbing and roofing.
- 7.1 *Addendum - Masonry work - International House*
8. Consideration of approval of Resolution approving the form and content, execution and delivery of a new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed \$40,000 aggregate principal amount of new jobs training certificates (EXCALIBUR BUSINESS FORMS CORPORATION project) of the Des Moines Area Community College and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program.
9. Consideration of payment of 1990-1991 annual dues to the Iowa Association of Community College Trustees (IACCT).
10. Consideration of Human Resources report.
- 10.1 *Addendum - Payables*
11. Information Items:
 - A. October 8 - Organization/Regular Board meeting, BOONE CAMPUS Rotary Steak Fry following
12. Adjournment.

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
September 12, 1990
Building 1 - Room 30 - Ankeny Campus

ADDENDUM TO AGENDA

- 7.1 Consideration of resolution fixing the date for receipt of bids for masonry work, International House, Ankeny Campus, and establish bid date as October 4, 1990, 2:00 p.m.

DES MOINES AREA COMMUNITY COLLEGE

Regular Board Meeting
September 12, 1990
Building 1 - Room 30 - Ankeny Campus

ADDENDUM TO AGENDA

10.1 Consideration of Payables.

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Boulevard
Ankeny, Iowa

REGULAR MEETING
SEPTEMBER 12, 1990

The regular meeting of the Des Moines Area Community College Board of Directors was held in Building 1, Room 30, of the Ankeny Campus on September 12, 1990. The meeting was called to order at 4:00 p.m. by Board Vice President DeVere Bendixen. Electronically connected to the meeting was Board President Sue Clouser and Board members Dick Johnson and Jerry Pecinovsky.

ROLL CALL

Members Present: *Electronically
Harold Belken Eldon Leonard
DeVere Bendixen *Jerry Pecinovsky
*Sue Clouser Doug Shull
*Dick Johnson Nancy Wolf

Members Absent:
Lloyd Courter

Others Present:
Joseph A. Borgen, President
Helen M. Harris, Board Secretary
Don Zuck, College Treasurer
Arnie Fisher, RDG Bussard/Dikis, Inc.
Other interested DMACC staff

APPROVAL OF
TENTATIVE AGENDA

A move to approve the tentative agenda and addendums as presented, was made by D. Shull, seconded by E. Leonard.

Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF
MINUTES

It was moved by N. Wolf, seconded by D. Shull, that the minutes of the August 10, 1990 public hearings and regular meeting, and the August 29, 1990, special meeting be approved.

Motion passed unanimously.

APPROVAL OF FINAL
5% PAYMENT, BOONE
PARKING LOT
EXPANSION

A motion was made by E. Leonard, seconded by H. Belken, that the Board approve the final five percent payment to Con-Struct, Inc., in the amount of \$1,996.74 for the expansion of the Boone Campus parking lot. A copy of the Certificate of Completion is Attachment #1 to these minutes.

Motion passed unanimously.

APPROVAL OF AWARD
OF CONTRACTS -
INTERNATIONAL HOUSE

It was moved by H. Belken, seconded by E. Leonard, that the Board approve awarding contracts to the low bidders for work on the International House, Ankeny Campus, for the following: plumbing to Accurate Mechanical, electrical to Baker Electric and painting to Jarnigan Painting. The Board rejected the two bids for masonry work and the one bid for roofing work. The masonry work is to be re-bid, and after redesigning the roof, the roofing will be installed by the DMACC Building Trades classes. The Bid Tabulation sheet is Attachment #2 to these minutes.

Motion passed unanimously.

APPROVAL OF RESO-
LUTION FIXING DATE
FOR RECEIPT OF BIDS
& ESTABLISH BID
DATE-INTERNATIONAL
HOUSE, ANKENY

A motion for approval of the Resolution fixing the date for receipt of bids for masonry work for the International House, Ankeny Campus, was made by N. Wolf, seconded by D. Shull. Sealed proposals will be received at Building 1, Room 30, Ankeny Campus, until 2:00 p.m., Central Time, October 4, 1990, at which time and place said bids will be publicly opened and read aloud. The Secretary of the Board of Directors will give notice of said letting as required by law.

Motion passed unanimously.

APPROVAL OF RESO-
LUTION APPROVING
HF623 JOBS TRAIN-
ING AGREEMENT -
EXCALIBUR BUSI-
NESS FORMS

D. Shull moved that the Board approve the Resolution approving the form and content, execution and delivery of a new jobs training agreement, instituting proceedings for the taking of additional action for the issuance of new jobs training certificates, directing the publication of a notice of intention to issue not to exceed \$40,000 aggregate principal amount of new jobs training certificates (EXCALIBUR BUSINESS FORMS CORP. project) of the Des Moines Area Community College, and providing for the division of taxes levied on property where new jobs are created as a result of a new jobs training program. Second by N. Wolf. A copy of said Resolution is Attachment #3 to these minutes.

Motion passed unanimously on a roll call vote.

APPROVAL OF PAYMENT
OF IACCT DUES
FY1990-91

It was moved by H. Belken, seconded by N. Wolf, that the Board approve payment of the FY1990-91 annual dues to the Iowa Association of Community College Trustees, in the amount of \$35,471.00.

Motion passed on a roll call vote. A nay vote was cast by Board Member E. Leonard.

APPROVAL OF HUMAN
RESOURCES REPORT

A motion was made by E. Leonard, seconded by D. Shull, that the Board approve the following personnel items:

Contract Changes

Baer, Beverly, Instructional Assistant, Community Education. Change from a 100% to a 60% nine-month contract. Annual salary \$8,084. Effective August 27, 1990. Employment Agreement with professional staff.

Frohling, Judy, Instructional Assistant, Community Education. Change from 60% to a 100% nine-month contract. Annual salary \$13,814. Effective August 17, 1990. Employment agreement with professional staff.

Early Retirement vonGrabow, Joan, Director-Nursing, Health & Public Services. Effective October 19, 1990. To be paid in one lump sum of \$20,791 on January 1, 1991.

Resignation Pruehs, Luanne, Dean, Humanities & Sciences, Ankeny Campus. Effective September 7, 1990.

New Personnel Wilson, Delores, Instructional Facilitator-Personal Development/Life Skills, Newton Community Education Center, Community Education. Annual salary \$27,565. Effective August 13, 1990. Specially funded through June 30, 1991. Specially funded contract with certified faculty-probationary.

Motion passed unanimously.

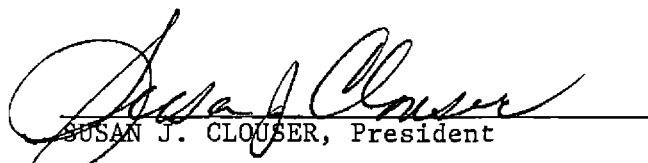
APPROVAL OF PAYABLES Approval of the payables as presented in Attachment #4 to these minutes was made by E. Leonard, seconded by H. Belken.

Motion passed unanimously.

FINANCIAL REPORT The August 31, 1990, Financial Report is Attachment #5 to these minutes.

ADJOURNMENT A motion for adjournment was made by N. Wolf, seconded by D. Shull.

Motion passed unanimously, and at 4:20 p.m., Board Vice President Bendixen adjourned the meeting.


SUSAN J. CLOUSER, President


HELEN M. HARRIS, Board Secretary

CERTIFICATE OF COMPLETION

DES MOINES AREA COMMUNITY COLLEGE
BOONE CAMPUS STUDENT PARKING LOT EXPANSION
BOONE, IOWA

August 15, 1990

We hereby certify that we have made an on-site review of the completed construction of the Des Moines Area Community College, Boone Campus Student Parking Lot Expansion as performed by Con-Struct, Inc. of Ames, Iowa.

As Engineers for the project it is our opinion that the work performed is in substantial accordance with the specifications and Change Order No. 1 and that the final amount of the Contract is Thirty-nine Thousand Nine Hundred Thirty-four and 85/100 Dollars (\$39,934.85).

VEENSTRA & KIMM, INC.

Accepted: DES MOINES AREA COMMUNITY COLLEGE

By *[Signature]*

By *[Signature]*

Title Project Engineer

Title

Date August 15, 1990

Date 9/23/90

9/7/90

SUMMARY OF CONSTRUCTION BIDS

INTERNATIONAL HOUSE:

| Contract | Bids Rec'd. | Estimate | Recommendation | Projected Cost |
|-------------------|-------------|-------------------|---|-------------------|
| Heating/Air Cond. | 5 | \$60,000. | Awarded to low bidder, ACI Mechanical 8/10/90 | \$26,900. |
| Flooring | 2 | \$18,000. | Awarded to low bidder, Ralph Smith 8/10/90 | \$10,422. |
| Millwork | 1 | \$10,000. | Awarded to low bidder, Williams Millwork 8/10/90 | \$10,016. |
| * Plumbing | 1 | \$22,000. | Award to low bidder, Accurate Mechanical | \$49,776. |
| * Electrical | 4 | \$32,000. | Award to low bidder, Baker Electric | \$50,586. |
| ** Masonry | 2 | \$25,000. | Reject all (2) bids Revise scope of work and rebid | \$70,000. |
| * Painting | 3 | \$ 7,500. | Award to low bidder, Jarnigan Painting | \$20,648. |
| Roofing | 1 | \$37,500. | Rejected only bid of \$134,600.-Change materials to permit DMACC Building Trades to install | \$10,000. |
| General | NA | \$170,500. | DMACC Building Trades Program is acting as General Contractor | \$155,500. |
| TOTAL | | \$382,500. | | \$403,848. |

KB5.55

* Action is recommended for September 12, 1990 Board Meeting.

** Action is recommended for re-bidding of masonry work.

Bussard Dikis

September 7, 1990

Mr. Ken Brown
Director, Physical Plant
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50021

Dear Ken:

Bid Results/Recommendations, DMACC International House, RDG/BD #89273.00

Enclosed are Bid Tabulation sheets for five separate prime contracts for DMACC International House. We experienced increased bidder interest for the painting and electrical work with three and four bidders respectively. Masonry (two bidders), roofing (1 bidder), and plumbing (1 bidder) work attracted interest but few actual bidders. Bidding materials were issued to five masonry contractors, five roofing contractors, and six plumbing contractors. Two bidders called me just prior to bid opening (roofing and masonry) and advised that they were unable to bid because they could not get the proper bonding.

The number of bids submitted and the bid amounts reflect the fact that most of the contractors are not accustomed to acting as a prime contractor. Consequently, they are reluctant to bid and appear very conservative in their pricing. The burden of liability insurance, performance bonds, labor and material payments bonds, and general conditions all are factors they have given serious consideration. Bidders have advised us that extending the construction schedule through three semesters has a significant cost consequence.

We recommend the following:

1. Contract Awards:
 - a. Award a contract for painting work to Wes Jarnigan, Inc. in the amount of \$20,648.00. Wes Jarnigan, Inc. submitted the low bid for this part of the work. The other bids received indicate that this bid is competitive.
 - b. Award a contract for electrical work to Baker Electric in the amount of \$50,586.00. Baker Electric submitted the low bid for this part of the work. Other bids received indicate this proposal is competitive and we feel it reflects the scope of the revised electrical work.

Renaissance Design Group

An Architecture, Interior Design and Planning Corporation
RDG Bussard Dikis Inc. 303 Locust Street Des Moines Iowa 50309 515.288.3141 Fax 515.288.9631
RDG Wilscam Birge Inc. 2201 Farnam Street Omaha Nebraska 68102 402.345.5151 Fax 402.345.3837

Bussard Dikis

Mr. Ken Brown
September 7, 1990
Page 2

- c. Award a contract for plumbing work to Accurate Mechanical in the amount of \$49,776.00. Accurate Mechanical submitted the only bid for this part of the work, however, due to extensive water and sewer site work, we feel this proposal is a fair price for the work.
2. Rebid: We recommend rebidding the masonry work with the following revisions to the masonry contract documents to reduce the cost:
 - a. Delete temporary enclosure (will be done by Building Trades classes).
 - b. Implement a subcontractor relationship to allow savings relative to bonds, insurance, general conditions, etc.
 - c. Change several details to simplify construction.
3. Reject Proposal: We recommend rejecting Wood Roofing's proposal of \$134,600.00 for the roofing work since we cannot justify the cost for this part of the work. We have redesigned the roof, using wood shingles, and have discussed installation with the Building Trades class who earlier expressed interest and would like to install the roof.

Please advise how you would like us to proceed.

Sincerely,



Arnold E. Fischer, AIA

AEF/jm

Enclosure

| BIDDERS | BID BOND | NONDISCRIMINATION STMT | APPENDUM #1 | APPENDUM #2 | APPENDUM #3 | APPENDUM #4 | BASE BID | | | | | | |
|---------------------|----------|------------------------|-------------|-------------|-------------|-------------|-------------------------|--|--|-------------------|--|--|--|
| 1. COLOR INC | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$22,377. ⁰⁰ | | | | | | |
| 2. SOUTH DECORATING | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$29,503. ⁰⁰ | | | | | | |
| 3. JARNIGAN | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$20,648. ⁰⁰ | | | | | | |
| 4. | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | |
| 6. | | | | | | | | | | AEI | | | |
| 7. | | | | | | | | | | RDG Bussard Dikis | | | |

PAINTING

| BIDDERS | BID BOND | NONDISCRIMINATION STMT | APPENDUM | | | | BASE BID | | | | | | | | | | | |
|----------------|----------|------------------------|----------|----|----|----|-------------------------|--|--|--|--|--|--|--|--|--|--|--|
| | | | #1 | #2 | #3 | #4 | | | | | | | | | | | | |
| 1. L.A. FULTON | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$55,540. ⁰⁰ | | | | | | | | | | | |
| 2. BAKER ELEC. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$50,586. ⁰⁰ | | | | | | | | | | | |
| 3. NIKKEL ELEC | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$56,550. ⁰⁰ | | | | | | | | | | | |
| 4. BROWN BROS. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$53,747. ⁰⁰ | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | | | | | | |

ELECTRICAL

RGJ

RDG Bussard Dikis

| BIDDERS | BID BOND | NONDISCRIMINATION STMT | APPENDUM #1 | APPENDUM #2 | APPENDUM #3 | APPENDUM #4 | BASE BID | | | | | | | | | | | |
|-------------------|----------|------------------------|-------------|-------------|-------------|-------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 1. ACCURATE MECH. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$49,776. ⁰⁰ | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | | | | | | |

PLUMBING

DEJ

ROG Bussard Dikis

| BIDDERS | BID BOND | NONDISCRIMINATION STMT | APPENDUM #1 | APPENDUM #2 | APPENDUM #3 | APPENDUM #4 | BASE BID | BRICK ALLOWANCE "A" | "B" |
|---------------------|----------|------------------------|-------------|-------------|-------------|-------------|--------------|---------------------|------------|
| 1. ROSS MASONRY | Y | Y | Y | Y | Y | Y | \$117,124.00 | \$8,250.00 | 5,362.50 |
| 2. FORREST & ASSOC. | Y | Y | Y | Y | Y | Y | \$115,722.00 | 8,110.11 | \$5,125.00 |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |

MASONRY

RGJ

RDG Barbara Dikis

PROJECT: DMACC INTERNATIONAL HOUSE

BID DATE: 8/7/90
2:00 p.m.

| BIDDERS | BID BOND | NONDISCRIMINATION STMT | APPENDUM #1 | APPENDUM #2 | APPENDUM #3 | APPENDUM #4 | BASE BID | | | | | | | |
|-----------------|----------|------------------------|-------------|-------------|-------------|-------------|--------------------------|--|--|--|--|--|--|--|
| 1. WOOD ROOFING | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | \$134,600. ⁰⁰ | | | | | | | |
| 2. | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | | |

ROOFING

RDG

RDG Bussard Dikis

Ankeny, Iowa
September 12, 1990

The Board of Directors of the Des Moines Area Community College met in regular session on the 12th day of September, 1990, at four o'clock p.m., in the Board Room of the Administration Building, in Ankeny, Iowa. The meeting was called to order and there were present D. Bendixen, Vice President of the Board, in the chair, and the following named Board Members:

Harold Belken, DeVere Bendixen, Sue Clouser*, Dick Johnson*,

Eldon Leonard, Jerry Pecinovsky*, Doug Shull, Nancy Wolf

Absent: L. Courter

Matters were discussed concerning a New Jobs Training Agreement between the College and Excalibur Business Forms Corporation. Following a discussion of the proposal, Board Member D. Shull introduced and caused to be read a resolution entitled "A Resolution Approving the Form and Content and Execution and Delivery of a New Jobs Training Agreement, Instituting Proceedings for the Taking of Additional Action for the Issuance of New Jobs Training Certificates, Directing the Publication of a Notice of Intention to Issue Not to Exceed \$40,000 Aggregate Principal Amount of New Jobs Training Certificates (Excalibur Business Forms Corporation Project) of the Des Moines Area Community College, and Providing for the Division of Taxes Levied on Property Where New Jobs are Created as a Result of a New Jobs Training Program"; and moved its adoption. The motion was seconded by Board Member N. Wolf. After due consideration of said resolution by the Board, the President put the question on the motion and, the roll being called, the following named Board Members voted:

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

Nays: NONE

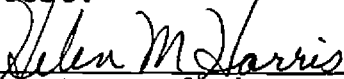
Whereupon, the President declared said resolution, a copy of which is attached hereto, duly adopted and signed her approval thereto.

*Electronically

* * * * *


Susan J. Clouser
President of the Board of Directors

Attest:


Helen M. Harris
Secretary of the Board of
Directors

RESOLUTION

A RESOLUTION APPROVING THE FORM AND CONTENT AND EXECUTION AND DELIVERY OF A NEW JOBS TRAINING AGREEMENT, INSTITUTING PROCEEDINGS FOR THE TAKING OF ADDITIONAL ACTION FOR THE ISSUANCE OF NEW JOBS TRAINING CERTIFICATES, DIRECTING THE PUBLICATION OF A NOTICE OF INTENTION TO ISSUE NOT TO EXCEED \$40,000 AGGREGATE PRINCIPAL AMOUNT OF NEW JOBS TRAINING CERTIFICATES (EXCALIBUR BUSINESS FORMS CORPORATION PROJECT) OF THE DES MOINES AREA COMMUNITY COLLEGE, AND PROVIDING FOR THE DIVISION OF TAXES LEVIED ON PROPERTY WHERE NEW JOBS ARE CREATED AS A RESULT OF A NEW JOBS TRAINING PROGRAM.

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

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

WHEREAS, the College has determined that the amount necessary to defray all or a portion of the cost of the Project, including necessary expenses incidental thereto, will require the issuance by the College of not to exceed \$40,000 aggregate principal amount of its New Jobs Training Certificates pursuant to the provisions of the Act; and

WHEREAS, it is proposed to finance the cost of the Project through the issuance of not to exceed \$40,000 New Jobs Training Certificates (Excalibur Business Forms Corporation Project) of the College (the "Certificates"); and

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

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

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

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

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

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

The Des Moines
Register

The Des Moines Register • P.O. Box 957 • Des Moines, Iowa 50304 • (515) 284-8000

Affidavit of Publication

COPY OF ADVERTISEMENT
Exhibit "A"

STATE OF IOWA
SS.
POLK COUNTY

(R537)—NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(EXCALIBUR BUSINESS FORMS
CORPORATION PROJECT)
OF THE DES MOINES AREA
COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed \$40,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Excalibur Business Forms Corporation Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new job training program to educate and train workers for new jobs at Excalibur Business Forms Corporation in Des Moines, Iowa.

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

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

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

By Order of the Board of Directors
S/Helen M. Harris
Secretary of the Board of Directors

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

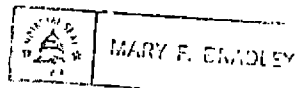
September 20, 1990

in Des Moines Sunday Register on _____

Subscribed and sworn to before me by said affiant this 28th day of

September, 19 90.

Mary F. Bradley
Notary Public in and for Polk County, Iowa



NOTICE OF INTENTION TO ISSUE
NEW JOBS TRAINING CERTIFICATES
(EXCALIBUR BUSINESS FORMS CORPORATION PROJECT)
OF THE DES MOINES AREA COMMUNITY COLLEGE

Notice is hereby given that the Board of Directors of the Des Moines Area Community College intends to issue in the manner required by law not to exceed \$40,000 aggregate principal amount of Des Moines Area Community College New Jobs Training Certificates (Excalibur Business Forms Corporation Project). The Certificates are to be issued for the purpose of providing funds to pay the costs, including program costs, of a new jobs training program to educate and train workers for new jobs at Excalibur Business Forms Corporation in Des Moines, Iowa.

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

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

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

By Order of the Board of
Directors

Secretary of the Board of
Directors

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

Section 3. That this Board does hereby institute proceedings and take further and additional action for the authorization and issuance in the manner required by law of not to exceed \$40,000 of New Jobs Training Certificates (Excalibur Business Forms Corporation Project) the proceeds of which Certificates will be used to provide funds to pay costs, including program costs, of new jobs training by providing education and training of workers for new jobs at the Company.

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

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

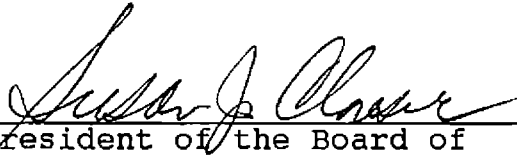
Section 6. The taxes received by this Board of Directors shall be allocated to and when collected be paid into a special fund of the College and shall be irrevocably pledged by the College to pay the principal of and interest on the Certificates issued by the College to finance the Project.

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

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

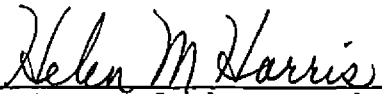
Section 9. That all resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 12th day of September, 1990.



President of the Board of
Directors

Attest:

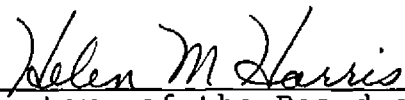


Secretary of the Board of
Directors

STATE OF IOWA)
) SS:
COUNTY OF POLK)

I, Helen M. Harris, Secretary of the Board of Directors of the Des Moines Area Community College, do hereby certify that I have in my possession or have access to the complete corporate records of said College and of its Board of Directors and officers; and that I have carefully compared the transcript hereto attached with the aforesaid corporate records and that said transcript hereto attached is a true, correct and complete copy of all of the corporate records showing the action taken with respect to the matters set forth therein by the Board of Directors of said College on September 12, 1990, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that such meeting was duly and publicly held in accordance with the Notice of Meeting and tentative agenda, a copy of which was timely served on each member of the Board of Directors and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board of Directors (a copy of the face sheet of said agenda being attached hereto) pursuant to the rules of the Board of Directors and the provisions of Chapter 21, Code of Iowa, as amended, upon reasonable advance notice to the public and media at least twenty-four (24) hours prior to the commencement of the meeting as required by said law and with members of the public in attendance. I further certify that the individuals named in the attached proceedings were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no Board of Directors vacancies existed except as may be stated in said proceedings, and that no controversy or litigation is pending, prayed or threatened involving the organization, existence or boundaries of the College or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand hereto affixed this 12th day of September, 1990.



Secretary of the Board of
Directors

BI:I0524306.90

LEGAL DESCRIPTION

Lot 4, Central Terminal Park, an Official Plat, Des Moines, Polk County, Iowa, together with an irregular-shaped tract of land located in the Northwest 1/4 of Section 36, Township 79 North, Range 24 West of the 5th P.M., Des Moines, Polk County, Iowa, all of which is more accurately described as follows: Commencing at the Center of said Section 36: thence North 90 degrees 00 minutes West along the South line of the Northwest 1/4 of said Section 36, 800 feet; thence North 00 degrees 00 minutes East, 50 feet to the North Right-of-Way line of East Washington Avenue, as it is presently established, and to the Point of Beginning; thence North 90 degrees 00 minutes West along the north Right-of-Way line of said East Washington Avenue, parallel with and 50 feet North of the South line of the Northwest 1/4 of said Section 36, 1,124.59 feet to a point on the Easterly line of Lot 93, Union Lawns, an Official Plat, Des Moines, Polk County, Iowa; thence Northeasterly along a 1,364.29 foot radius curve to the left, whose long chord has a bearing of North 37 degrees 15 minutes 59 seconds East and along the Easterly line of said Lot 93 and along the Easterly lines of Lots 23, 22, and "A", all in Union Lawns Replat, an Official Plat, Des Moines, Polk County, Iowa, 533.84 feet to a point on the Easterly line of said lot "A"; thence North 26 degrees 03 minutes 24 seconds East along the Easterly line of said Lot "A", and along the Easterly lines of Lots 11, 10, 9, and 8, all in said Union Lawns Replat and along the Easterly lines of Lots 55, 56, 57, 58, 59, and 60, all in Roosevelt Park, an Official Plat, Des Moines, Polk County, Iowa,

967.34 feet to a point on the Easterly line of said Lot 60; thence South 63 degrees 56 minutes 36 seconds East, 100 feet to the Northwest Corner of Lot 4 in said Central Terminal Park; thence South 57 degrees 41 minutes 31 seconds East along the Northerly line of said Lot 4, 248 feet to a point on the West line of Lot "B" in said Central Terminal Park; thence South 00 degrees 03 minutes 29 seconds West along the West line of said Lot "B", 30 feet to the Southwest Corner of said Lot "B", thence North 89 degrees 58 minutes 54 seconds East along the south line of said Lot "B", 70 feet to the Northeast corner of said Lot 4; thence South 00 degrees 03 minutes 29 seconds West along the East line of said Lot 4, 500.15 feet to the southeast corner of said Lot 4, said point also being the Southwest Corner of Lot 3 in Said Central Terminal Park; thence North 90 degrees 00 minutes East along the South line of said Lot 3, 9.36 feet; thence South 00 degrees 00 minutes East, 585 feet to the Point of Beginning.

For the purpose of this appraisal, the above-stated warehouse building is ascribed a portion of the above-stated parcel, commencing at the Southwestern Corner of the parcel, East 655.23 feet Parallel to Washington Avenue to the middle of the entrance driveway, then due North 95 feet; then Northeasterly to a Point at the Southwest Corner of Lot "B" in Central Park Terminal; the ascribed parcel, lying West of this Northeasterly Line.

INDUSTRIAL NEW JOBS
TRAINING AGREEMENT

between

Des Moines Area Community College
Ankeny, Iowa

and

Dated as of

Relating to

Des Moines Area Community College
Job Training Certificates

INDUSTRIAL NEW JOBS TRAINING AGREEMENT

This Training Agreement (the "Agreement") made and entered into as of _____ between Des Moines Area Community College, Ankeny, Iowa (the "Area School") and _____ a(n) _____ corporation (the "Employer"), under the following circumstances:

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

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

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

ARTICLE I

REPRESENTATIONS

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

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

(a) It is a(n) _____ corporation.

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

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

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

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

ARTICLE II

PROJECT: PROGRAM SERVICES

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

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

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

Section 2.4. The Employer agrees to pay or cause to be paid all necessary and incidental costs of the Project, including principal and interest on the Certificates. The costs shall be paid from new jobs credit from withholding with respect to persons employed at the Project and the incremental property taxes produced by the expansion by the Employer as a part of the Project.

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

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

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

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

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

ARTICLE III

PAYMENTS: SECURITY

Section 3.1. Whether or not the amounts described in Section 2.4 are sufficient for such purpose, the Employer shall make, or cause to be made, payments on or before each principal and interest payment date until the principal and premium, if any, and interest on the Certificates shall have been paid, by paying, or causing to be paid, to the Area School, as payments hereunder, an amount equal to the amount payable as installments or principal (whether at maturity or by redemption) and premium, if any, and interest on the Certificates on such principal and interest payment date.

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

Section 3.2. The Employer shall make, or cause to be made, from the sources described in Section 2.4 hereof, all payments directly to the Area School at its principal office for application to the payment of the corresponding installments of principal and premium, if any, and interest on the Certificates. The parties shall agree upon a payment schedule prior to the issuance of Certificates.

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

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

ARTICLE IV

EVENT OF DEFAULT AND REMEDIES

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

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

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

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

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

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

Section 4.2. Whenever an event of default shall have happened and be continuing, the Area School may take whatever action at law or in equity may appear necessary or desirable to collect the payments due and other amounts then due and thereafter to become due, or to enforce performance and observance of any other obligation or agreement of the Employer under this Agreement. Notwithstanding the foregoing, the Area School shall not be obligated to take any step which in its opinion will or might cause it to expend time or money or otherwise incur liability unless and until a satisfactory indemnity bond has been furnished to the Area School at no cost or expense to the Area School. Any amounts collected as payments or applicable to payments and any other amounts which would be applicable to payment of principal and premium, if any, and interest on the Certificates collected pursuant to action taken under this Section shall be paid to the holders of the Certificates for application to such payment.

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

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

ARTICLE V

MISCELLANEOUS

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

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

Employer:

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

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

Section 5.3. This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the Area School, the Employer and their respective permitted successors and assigns provided that this Agreement may not be assigned by the Employer and may not be assigned by the Area School except as may otherwise be necessary to enforce or secure payment of the principal or premium, if any, and interest on the Certificates.

Section 5.4. This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

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

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

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

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

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

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

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

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

DES MOINES AREA COMMUNITY COLLEGE

By *Jessie J. Clouse*

ATTEST:

Heber M. Harris

By *D. Douglas*

ATTEST:

Yickie E. Fromm

TRAINING PLAN
for
EXCALIBUR BUSINESS FORMS CORP.

Prepared

by

Des Moines Area Community College
Economic Development Group
Dave Palmitier, Training Consultant
August 14, 1990

EXCALIBUR BUSINESS FORMS CORP.

TABLE OF CONTENTS

| | <u>Page</u> |
|------------------|-------------|
| Introduction | 1 |
| Training Plan | 2 |
| Budget Narrative | 4 |

EXCALIBUR BUSINESS FORMS CORP.

INTRODUCTION

Excalibur Business Forms Corporation is a startup manufacturing business of custom continuous business forms. Sales of the finished product is to independent business form distributors throughout the upper Midwest. Principals of Excalibur have a good number of years of experience having contributed at senior management levels with companies presently existing in Iowa and Kansas.

They will be located at a remodeled facility at 1550 E. Washington, Des Moines, Iowa. There will be a total of 19 new jobs within 2 years.

Des Moines Area Community College staff, in cooperation with Excalibur Business Forms staff, have prepared the following plan to train 19 new employees.

EXCALIBUR BUSINESS FORMS CORP.

TRAINING PLAN FOR NEW EMPLOYEES

- I. General
 - A. Pre-employment Assessment
 - 1. Job descriptions are to be developed for new positions with the company
 - B. Orientation
 - 1. Employer handbook will be developed to better orient new employees to company procedures, goals, and policies.
- II. Job Specific
 - A. Fork Lift
 - 1. Instruction in operation, maintenance, and safety of lift trucks.
 - B. Right to Know
 - 1. Training to be given so as to comply with the law
 - C. Safety
 - 1. Complete safety program to include planning, materials, implementation, and training
- III. Office Training
 - A. Computer Training
 - 1. To consist of training in order entry, inventory, and accounting
 - B. Customer Service
- IV. Management/Supervisory Skills
 - A. Supervisory Training
 - 1. To consist of development of supervisory skills, people management, and train the trainer
- V. Professional Development
 - A. Individual seminars, workshops, and memberships for administration staff for the purpose of developing and maintaining ongoing training seminars and workshops for managers and supervisors
- VI. Manuals
 - A. Procedure
 - 1. Develop manual in the proper procedures to better acquaint the new employee
 - B. Safety
 - 1. Develop manual to coincide with safety program

VII. On-The-Job Training

Various employees will receive instruction, demonstration, guidance, and hands-on practice on an individual basis from a supervisor during the job learning process. Depending on the complexity of the job, the total hours approved for half salary reimbursement to Excalibur Business Forms will vary according to the Dictionary of Occupational Titles (DOT).

EXCALIBUR BUSINESS FORMS CORP.

BUDGET NARRATIVE

The source of the training funds is from new job credit from withholding and the use of incremental property taxes under the provisions of HF 623, Iowa Code 280B.

The training budget is \$ 30,521.

| | | |
|--|----------|-------------------------|
| I. General | | \$ 2,965 |
| A. Job Descriptions | \$ 1,200 | |
| B. Employee Handbook | \$ 1,765 | |
| II. Job Specific | | \$ 1,300 |
| A. Fork Lift | \$ 250 | |
| B. Right to Know | \$ 250 | |
| C. Safety | \$ 800 | |
| III. Office Training | | \$ 4,000 |
| A. Computer | \$ 3,300 | |
| B. Customer Service | \$ 700 | |
| IV. Management/Supervisory Skills | | \$ 2,500 |
| A. Supervisor Training | \$ 2,500 | |
| V. Professional Development | | \$ 1,796 |
| VI. Manuals | | \$ 2,700 |
| A. Procedure | \$ 1,200 | |
| B. Safety | \$ 1,500 | |
| VII. On-The-Job Training | | <u>\$ 15,260</u> |
| TOTAL ESTIMATED TRAINING EXPENSES | | <u>\$ 30,521</u> |

Anticipated Start Date of Training is May 1, 1990.

Anticipated Completion Date of Training is April 30, 1992.

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

DC Memorandum
Des Moines Area Community College

Attachment #5
Regular Meet.
Sept. 12, 1990

RECEIVED

SEP 11 1990

V.P. OPERATIONS

DATE: Sept 10, 1990
TO: Don Zuck
FROM: Irv Steinberg *ISW A*
RE: Financial Report for Sep 12, 1990 Board Meeting

Cash flow was enhanced during August with the receipt of our 4th quarter FY90 General State Aid, Property Tax Replacement, and ABE monies for a total of \$1,970,473. With these funds available, together with tuition and fees collected during the month, only about \$350,000 of our FY91 Anticipatory Warrant, borrowed monies, was needed to cover August expenditures.

Short term Certificate of Deposit interest rates dropped slightly during August to 7.70% at month end, as compared to 7.95% obtained at the end of July.

The field work on our FY90 annual audit was started Sept 10, 90 by KPMG Peat Marwick CPA firm. The audit is expected to take approximately six weeks to complete.

Approved
Don Zuck
9/12/90

CASHPOS
DISK #1

DES MOINES AREA COMMUNITY COLLEGE
CASH POSITION REPORT
Aug 31, 1990

| | COMBINED FUNDS (Funds 1,2,3, 4,5,& 6) | PLANT FUND (Fund 7) | NEW JOB ING PROJECTS * (Fund 2) |
|---------------------------------|--|---------------------------|--|
| | ----- | ----- | ----- |
| CASH IN BANK/CHECKING: | | | |
| ----- | | | |
| Balance Forward Aug 1, 90 | \$4,538 | | \$14,900 |
| PLUS: Aug Receipts | 4,052,582 | | 145,703 |
| LESS: Aug Disbursements | 4,079,922 | | 150,016 |
| | ----- | | ----- |
| Cash Balance Aug 31, '90 | (\$22,802) | | \$10,587 |
| | | | |
| INVESTMENTS: | | | |
| ----- | | | |
| Savings Accounts: | | | |
| First Natl Bank/Ames | 84,090 | 73,777 | |
| Investments at Norwest for NJTP | | | 13,773,124 |
| | | | |
| Certificates of Deposit: | | | |
| Health Ins Bond Ret/FNB | 150,000 | | |
| Gen Fd at Hawkeye B&T | 3,250,000 | | |
| Gen Fd at First Natl Bk | 400,000 | | |
| Gen Fd at Statesman | 1,000,000 | | |
| NJTP at UFS | | | 2,465,000 |
| Early Retirement FNB | 12,981 | | |
| Alumni at HAWKEYE B&T | 33,000 | | |
| Plant Fund at Hawkeye B&T | | 150,000 | |
| Plant Fund at First Natl Bk | | 250,000 | |
| Boone Athlet at Haw Fed | 19,476 | | |
| | ----- | ----- | ----- |
| Total Cash/Investments | \$4,926,745 | \$473,777 | \$16,248,711 |
| | ===== | ===== | ===== |

FOOTNOTES:

- Included in the Combined Funds investments is portion of \$5 Million FY91 Anticipatory Warrant currently on hand.
Repayment date for this Warrant is July 31, 1991.
- * Combined Funds Checking Account includes Funds 1 thru 6 except for Fund 2 NJTP Accounts which are maintained separately.
- Deficit cash balance in checking account off-set by outstanding checks.

BUDREP
DISK #1

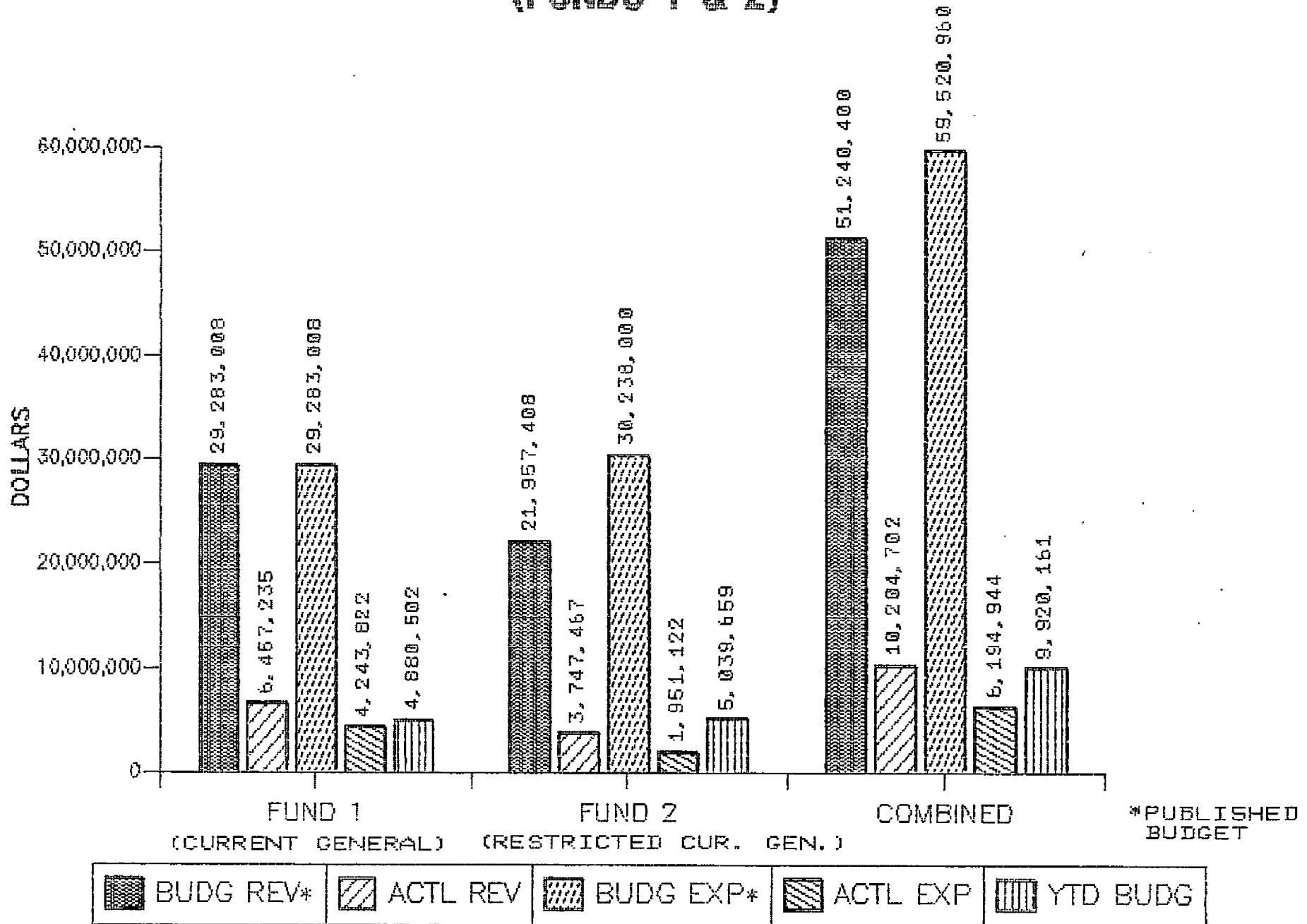
DES MOINES AREA COMMUNITY COLLEGE
BUDGET REPORT

SUMMARY BY FUND (ALL FUNDS)

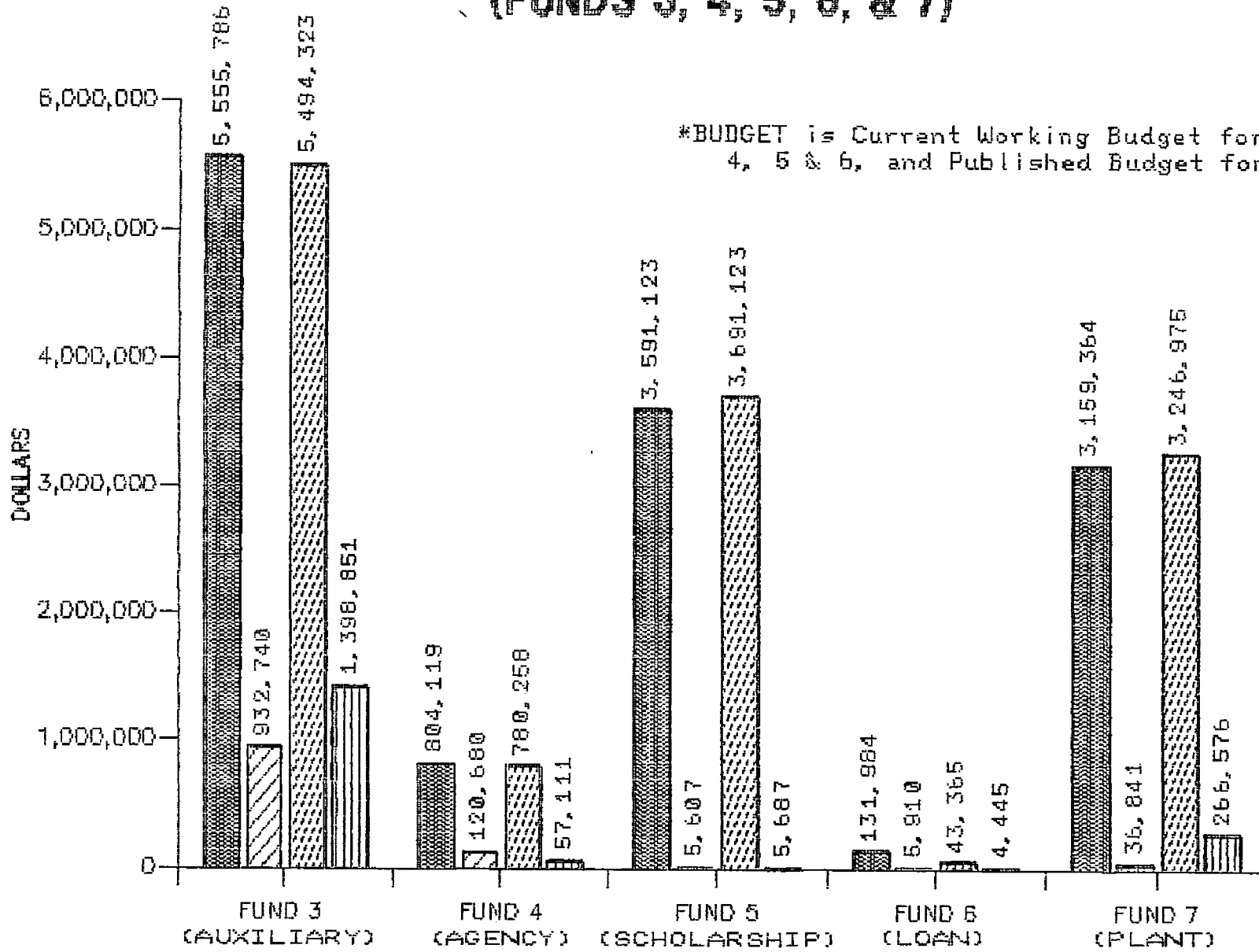
AUGUST 31, 1990

| FUND NAME | FUND NO. | BOARD APPROVED BUDGET | WORKING BUDGET | AMOUNT EXPENDED/ RECEIVED | AMOUNT ENCUMBERED | WORKING BUDGET BALANCE |
|--------------------|----------|-----------------------|---------------------|---------------------------|--------------------|------------------------|
| REVENUE: | | | | | | |
| GEN FUND CURRENT | 1 | \$29,283,011 | \$29,932,479 | \$6,457,235 | | 23,475,244 |
| RESTRICTED CURR | 2 | 21,957,383 | 21,724,884 | 3,747,467 | | 17,977,417 |
| AUXILLIARY | 3 | 5,381,717 | 5,555,786 | 932,740 | | 4,623,046 |
| AGENCY | 4 | 803,631 | 804,119 | 120,680 | | 683,439 |
| SCHOLARSHIP | 5 | 3,591,123 | 3,591,123 | 5,607 | | 3,585,516 |
| LOAN | 6 | 131,984 | 131,984 | 5,910 | | 126,074 |
| PLANT | 7 | 3,159,364 | 2,982,927 | 36,841 | | 2,946,086 |
| TOTAL | | \$64,308,213 | \$64,723,302 | \$11,306,480 | | \$53,416,822 |
| EXPENDITURES: | | | | | | |
| GEN FUND CURRENT | 1 | \$29,283,011 | \$30,052,507 | \$4,243,822 | \$3,345,282 | \$22,463,403 |
| RESTRICTED CURRENT | 2 | 30,237,952 | 30,501,224 | 1,951,122 | 801,956 | 27,748,146 |
| AUXILLIARY | 3 | 5,312,436 | 5,494,323 | 1,398,851 | 970,538 | 3,124,934 |
| AGENCY | 4 | 779,163 | 780,258 | 57,111 | 5,374 | 717,773 |
| SCHOLARSHIP | 5 | 3,691,123 | 3,691,123 | 5,687 | 0 | 3,685,436 |
| LOAN | 6 | 43,365 | 43,365 | 4,445 | 0 | 38,920 |
| PLANT | 7 | 3,246,975 | 3,246,975 | 266,576 | 268,800 | 2,711,599 |
| TOTAL | | \$72,594,025 | \$73,809,775 | \$7,927,614 | \$5,391,950 | \$60,490,211 |

DNACC BUDGET STATUS AUGUST 31, 1990 (FUNDS 1 & 2)



DMACC BUDGET STATUS AUGUST 31, 1990 (FUNDS 3, 4, 5, 6, & 7)



| | | | |
|-----------|----------|-----------|----------|
| BUDG REV* | ACTL REV | BUDG EXP* | ACTL EXP |
|-----------|----------|-----------|----------|

DMACC REVENUES AND EXPENDITURES YEAR-TO-DATE THROUGH AUGUST 31, 1980

