

## Board Policy: 303 – Community College Administration of Chapter 260E Training Programs

Subject: Administrative Function

Series 303: Community College Administration of Chapter 260E Training Programs

It is recognized that proper administration of the Industrial New Jobs Training Program requires that certain procedures be followed with respect to application review, contract compliance monitoring and evaluation of the ongoing operation of training agreements relating to use of training funds and the receipt and disbursement of project monies. It is further recognized that each training project will present unique circumstances for evaluation and review. The following protocols shall be generally recognized and adhered to:

### **A. Training Agreement Review**

Prior to recommending a final training agreement to the Board of Trustees for approval, a review shall be undertaken by appropriate college staff. This review shall give consideration to, but shall not be limited to, the following criteria:

1. Whether there are any outstanding findings of default involving the business under other training agreements between the community college and the business.
2. An assessment of whether the training contemplated is in compliance with the program purpose, Chapter 260E and the applicable administrative rules, including such items regarding on-the-job training limitations and length determinations.
3. Consideration of appropriate standards applicable to the particular project regarding what will constitute an event of default under the agreement and appropriate remedies in the event of such default.
4. Such other review criteria as may be deemed appropriate in order to secure the faithful performance of obligations in the agreement.

### **B. Monitoring and Repayment**

Ongoing project review is essential in order to maintain the necessary assurances that projects are proceeding appropriately, that repayment is secured and that defaults are not occurring. Monitoring of each project should be ongoing. At least annually, monitoring shall occur which shall give consideration to, but shall not be limited to the following:

1. A review of the business compliance with Chapter 260E, the applicable administrative rules and the applicable training agreement.
2. Documentation of any identified events of default and a determination of appropriate action with respect to such defaults.

3. Determination and recommendation with respect to collection efforts against defaulting businesses and the appropriate measures which must be taken to ensure timely payment of outstanding industrial new jobs training certificates, including the decision to engage the standby levy provided in Chapter 260E, if necessary.

### **C. Documentation**

Documentation of the review and monitoring procedures and results of this policy shall be maintained in a manner appropriate for reporting to the Iowa Department of Economic Development on forms to be developed by the Department in consultation with the Community Colleges in the State.

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[Legal Reference \(Code of Iowa\)](#)

Chapter 260E