

Des Moines Area Community College

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Board of Directors Meeting Minutes

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10-28-1991

### **Board of Directors Meeting Minutes (October 28, 1991)**

DMACC

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Special Meeting  
Oct. 28, 1991

DES MOINES AREA COMMUNITY COLLEGE

Board of Directors  
Working/Planning Session  
Monday, October 28, 1991  
Holiday Inn Gateway Center, Ames  
Conference Room #1

A G E N D A

1. Call to order - 4 p.m.
2. Roll call.
3. Approval of tentative agenda.
4. Discussion of goals and long range planning parameters.
5. Closed session - evaluation of president.
6. Adjournment.

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

WORKING/PLANNING  
SESSION  
OCTOBER 28, 1991

The Working/Planning Session of the Des Moines Area Community College Board of Directors was held at the Holiday Inn Gateway Center, Conference Room 1, Ames, Iowa, on October 28, 1991. The session was called to order at 4 p.m., by Board President Sue Clouser.

ROLL CALL

Members Present:

Harold Belken	Eldon Leonard
DeVere Bendixen	Gerry Pecinovsky
Sue Clouser	Doug Shull
Dick Johnson	Nancy Wolf

Members Absent:

Lloyd Courter

Others Present:

Joseph A. Borgen, President  
Don Zuck, College Treasurer & Vice President, Operations

APPROVAL OF  
TENTATIVE AGENDA

A motion to approve the tentative agenda as presented was made by N. Wolf, seconded by E. Leonard.

Motion passed unanimously.

GOALS & LONG RANGE  
PLANNING PARAMETERS  
DISCUSSION

Several items of information concerning goals and long range planning at DMACC were distributed with discussion following, i.e., the format for Strategic Planning as given to DMACC from the Iowa Department of Education; the various elements of our planning summarized into the D.O.E. format; and a summary of our current Capital Plan. These items are Attachments 1, 2 and 3 respectively; to these minutes.

CLOSED SESSION -  
EVALUATION OF  
PRESIDENT

N. Wolf made the motion that the Board hold a closed session as provided in section 21.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered, to prevent needless and irreparable injury to that individual's reputation, as that individual has requested a closed session. Second by E. Leonard.

Motion passed unanimously on a roll call vote, and at 5:20 p.m., the Board convened in closed session.

A tape recording of the closed session for evaluation of the President is in the DMACC safety deposit box at Ankeny State Bank, Ankeny.

RETURN TO OPEN  
SESSION

The Board returned to open session at 5:40 p.m.

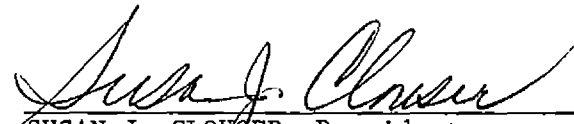
A motion was made by D. Shull, seconded by E. Leonard, that a three-year contract (July 1, 1991-June 30, 1994) be granted to President Borgen; that his annual salary be increased effective July 1, 1991, by six percent; that his monthly housing allowance be raised to \$1,275 per month and that he be granted ten additional days of vacation per year, for a total of 30 days, non accumulative beyond the next 12 months after the last date of accrual (June 30). The balance of the new contract has no changes and remains as written for FY1991.

Motion passed unanimously on a roll call vote.

ADJOURNMENT

A motion for adjournment was made by E. Leonard, seconded by N. Wolf.

Motion passed unanimously, and at 5:45 p.m., Board President Clouser adjourned the meeting.

  
\_\_\_\_\_  
SUSAN J. CLOUSER, President

  
\_\_\_\_\_  
HELEN M. HARRIS, Board Secretary



immediately!  
Thank you.

DATE	10/2/91
TO	Community College Presidents
FROM	Joann Horton and Gene Gardner
CC	Gene Gardner
FAX/PH #	515-242-5988
NOTE	

TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF EDUCATION  
WILLIAM L. LEPLEY, Ed.D., DIRECTOR

DATE: October 1, 1991

TO: Community College Presidents

FROM: Joann Horton and Gene Gardner

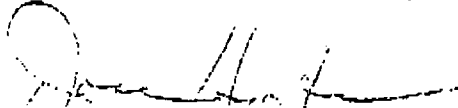
SUBJECT: Higher Education Strategic Planning Council

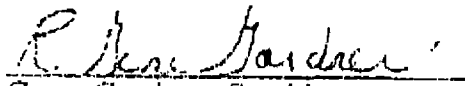
As you are aware, the Higher Education Strategic Planning Council is responsible for establishing a strategic plan for higher education within Iowa. Its specific charges are:

1. to develop strategic plans for the advancement of higher education institutions in the state (Iowa Code, 260B, 1,2,3); and
2. to develop strategic plans which address issues relating to higher education, education intersectoral missions, and the future direction of postsecondary education in Iowa.

At its August meeting of August 23, the Council reviewed and agreed upon a set of strategic planning components for review of all higher education sector plans. We are suggesting that the community colleges adopt a specific set of components to be included in all strategic plans in the future. This information is needed to represent our case effectively before the Higher Education Strategic Planning Council. We are asking you to include the following components as indicated in Attachment A. These components are a minimum or core set of categories for information in your future strategic plans. It is not intended to be all that your strategic plan might include. It is understood that each individual community college will continue to develop strategic plans that best serve your particular institution. We do believe, however, that it is important to incorporate in some way the components outlined in Attachment A.

Please review this document and come to our meeting on October 3 with suggestions. You may wish to review your strategic plan in light of the suggested components. The Higher Education Strategic Planning Council is currently evaluating all sector strategic plans against the items included in the attached document. The only additional item is one which was included in our summary information from our plans -- annual assessment/progress reporting process. Upon review of your plan, or other information, if you have suggestions on how we can modify this particular document, we would welcome them. Thank you for your assistance. We look forward to the dialogue.

  
 Joann Horton, Administrator  
 Division of Community Colleges

  
 Gene Gardner, President  
 Southeastern Community College

Attachment

*Then could you help me fill this in*

Criteria for Strategic Planning

*I* 1. Mission Statement ←

2. Key Issue Areas

*II* 3. Goals

4. *A* Objectives

a. 1 Realistic?

b. 2 Measurable?

c. 3 Relevant?

d. 4 Time specific?

*III* 4. Strategies

*A* a. Action Plans ←

*IV* 5. Participation ←

a. Policy Makers

b. Managers

c. Staff

d. Stakeholders

6. Environmental Scan

7. Process Champions *who champion it*

8. Update Process

CRITERION FOR STRATEGIC PLANNING

MISSION STATEMENT OF DES MOINES AREA COMMUNITY COLLEGE

It is the mission of Des Moines Area Community College to offer quality programs and courses to meet the different community interests, student abilities and personal objectives of citizens of all ages and levels of education, for improving the quality of life, the economic conditions, and the public welfare of our state.

KEY ISSUE AREAS

DMACC 2000 PASSPORT TO THE FUTURE

1. To investigate the use of interactive compact disks and video technology to inform students and the public about college services.
2. To explore the potential of laser optical memory card technology.
3. To Develop a ten-year plan to integrate computer functions.
4. To adapt facilities on each campus to create a warm and welcoming atmosphere.
5. To establish a "one-stop" center for providing non-instructional services.
6. To Develop and implement an institution-wide staff development program designed to help all staff acquire the attitudes, skills and knowledge necessary to create and maintain a learner-centered climate.
7. To expand college-wide faculty advising.

FY BUDGET

1. Computer Networks - LAN's and WAN's
2. Community Education Centers
3. International Education Activities
4. Competitive Salaries
5. Balanced Operational Budget
6. Carroll Campus Expansion



## DES MOINES AREA COMMUNITY COLLEGE GOALS - 1992

### GOAL AREA I - EDUCATIONAL SERVICES

- A. To assess the diverse educational needs of organizations and individuals within the college district and offer, within available resources, educational programs and services that are responsible to those needs.
- B. To provide accessibility to educational programs and services through flexibility in program design and, to the extent possible, scheduling of offerings at times and locations convenient to those who desire to use the services.

### GOAL AREA II - ECONOMIC DEVELOPMENT SERVICES

- A. To provide, in partnership with business, industry and related organizations, programs and services that promote the economic development of communities within the college district.

### GOAL AREA III - SERVICES TO SPECIAL POPULATIONS

- A. To extend educational opportunities, within available resources, to all persons who desire and can profit from them, including handicapped, economically disadvantaged, under-educated, minorities and older adults.
- B. To diminish barriers that prevent student participation in college programs.

### GOAL AREA IV - MARKETING

- A. To effectively inform the public, business, industry, and prospective students concerning the educational programs and opportunities available through the college.

### GOAL AREA V - STAFF DEVELOPMENT/QWL

- A. To provide a comprehensive staff development program that supports the professional growth of staff members consistent with the college mission and goals.
- B. To pursue policies, activities and services which enhance productivity and quality of work life for employees.

### GOAL AREA VI - COLLEGE OPERATION

- A. To provide adequate funding to support the college operations, programs, and services.
- B. To maintain policies and operating procedures for guiding the accomplishment of the college mission.
- C. To maintain a strategic and tactical plan designed to improve college operations

and demonstrate accountability.

## FY 1992 COLLEGE OBJECTIVES

### Goal Area I - Educational Services

1.01 By June 30, 1992, expand the existing program evaluation process to evaluate our educational offerings.

**Process Champion:** Primary Champion - C. Vandivier  
Secondary Champion - Executive Council

1.02 By June 30, 1992, develop guidelines related to measurable outcomes of our offerings and establish competency-based instruction.

**Process Champion:** Primary Champion - C. Vandivier  
Secondary Champion - Executive Council

1.03 By June 30, 1992, develop a model in which high school courses can be articulated with our institution.

**Process Champion:** Primary Champion - C. Kramer  
Secondary Champion - Executive Council

1.04 By June 30, 1992, develop an audit plan to ensure that all programs meet the new degree requirements as set forth by the Department of Education.

**Process Champion:** Primary Champion - J. Knott  
Secondary Champion - Executive Council

1.05 By June 30, 1992, develop a model in which an environment for a learner-centered cultural climate is established as recommended by the DMACC 2000 Task Force in Passport to the Future.

**Process Champion:** Primary Champion - M. Chapman  
Secondary Champion - Executive Council

1.06 By June 30, 1992, develop a retention plan to identify factors in a student's decision to drop from a course or program and to identify support mechanisms to address those factors.

**Process Champion:** Primary Champion - C. Kramer  
Secondary Champion - Executive Council

1.07 By June 30, 1992, develop a comprehensive plan with the University of Northern Iowa, which will start a cooperative teacher education program at the Carroll campus.

**Process Champion:** Primary Champion - J. Knott  
Secondary Champion - Executive Council

## Goal Area II - Economic Development Services

2.01 By January 1, 1992, expand partnerships with business and industry through the implementation of Total Quality Management (TQM) programming.

**Process Champion:** Primary Champion - C. Kramer  
Secondary Champion - Executive Council

## Goal Area III - Services to Special Populations

3.01 By June 30, 1992, develop a plan for expanded Assessment Services for DMACC students, business and industry contracts and labor groups.

**Process Champion:** Primary Champion - C. Kramer  
Secondary Champion - Executive Council

## Goal Area IV - Marketing

4.01 By January 1, 1992, develop a media plan for marketing DMACC programs and services.

**Process Champion:** Primary Champion - D. Roberts  
Secondary Champion - Executive Council

## Goal Area V - Staff Development/QWL

5.01 By June 30, 1992, complete staff development training for faculty in the areas of competency based education, integration of academics into vocational courses and articulation, all in accordance with Carl Perkins funding requirements.

**Process Champion:** Primary Champion - C. Kramer  
Secondary Champion - Executive Council

## Goal Area VI - College Operations

6.01 By June 30, 1992, increase by 50% over FY 1991 support for student aid and student activities through Foundation fund raising and special projects.

**Process Champion:** Primary Champion - A. Schodde  
Secondary Champion - Executive Council

6.02 By September 1, 1991, complete local area networks (LAN) at the Carroll and Urban campuses. A wide area network (WAN) to be partially completed during the second half of FY 1992.

**Process Champion:** Primary Champion - F. Gilbert  
Secondary Champion - Executive Council

6.03 During FY 1992, investigate the use of interactive compact disks and video technology to inform students and the public about College services. Also explore the potential of laser optical memory card technology to provide

students better access into college services. All as recommended by the DMACC 2000 Task Force in Passport to the Future.

**Process Champion:**      **Primary Champion - F. Gilbert**  
   **Secondary Champion - Executive Council**

6.04 By January 1, 1992, review and recommend changes in Early Retirement plans to assure compliance with the Older Workers Benefit Protection Act.

**Process Champion:**      **Primary Champion - G. Boldt**  
   **Secondary Champion - Executive Council**

6.05 By June 30, 1992, develop a long range plan for the passage of the next Plant Fund Levy (20 $\frac{1}{4}$  mill).

**Process Champion:**      **Primary Champion - D. Kerr**  
   **Secondary Champion - Executive Council**

### Environmental Scan

- Board of Directors (9 Members)
- External Advisory Committees (See Appendix A)
- Internal Committees and Commissions (See Appendix B)
- Annual Budget Development

### THE UPDATE PROCESS

The update process is done annually. This process includes all of the environmental scan groups, budget analysis, goals and objectives analysis and the process champions.

**EXTERNAL ADVISORY COMMITTEES      APPENDIX A**

**Boone Campus:**

Computer Science Advisory Committee - 6 Members  
Leisure Studies Advisory Committee - 6 Members  
Office Occupations Advisory Committee - 8 Members

**Carroll Campus:**

Auto Service Advisory Committee - 6 Members  
Construction Trades Advisory Committee - 9 Members  
General Advisory Committee - 13 Members  
Office Occupations Advisory Committee - 9 Members

**Urban Campus:**

Accounting Advisory Committee - 9 Members  
Legal Assistant Advisory Committee - 14 Members  
Legal Secretarial Advisory Committee - 8 Members

**Ankeny Campus**

**Business & Management:**

Agri-Business Advisory Committee - 12 Members  
Business Admin/Financial Services Advisory Committee - 9 Members  
Commercial Horticulture Advisory Committee - 12 Members  
Data Processing Advisory Committee - 11 Members  
Hospitality Careers Advisory Committee - 18 Members  
Marketing Advisory Committee - 9 Members  
Medical Secretary Advisory Committee - 8 Members  
Office Occupations Advisory Committee - 10 Members

**Ankeny Campus**

**Health & Public Services:**

Child Development Advisory Committee - 8 Members  
Dental Assistant Advisory Committee - 15 Members  
Dental Hygiene Advisory Committee - 15 Members  
Dietary Manager Specialist Advisory Committee - 12 Members  
Health Care Administration Advisory Committee - 21 Members  
Medical Assistant Advisory Committee - 9 Members  
Medical Laboratory Technician Advisory Committee - 7 Members  
Nursing Advisory Committee - 22 Members  
Respiratory Therapy Advisory Committee - 15 Members

**Ankeny Campus**

**Industrial & Technical:**

Architectural Drafting Advisory Committee - 9 Members  
Auto Collision Repair Advisory Committee - 13 Members  
Auto Mechanics Advisory Committee - 9 Members

## EXTERNAL ADVISORY COMMITTEES

## APPENDIX A

Building Trades Advisory Committee - 8 Members  
Commercial & Advertising Art Advisory Committee - 22 Members  
Conditioned Air Advisory Committee - 6 Members  
Diesel Equipment Mechanics Advisory Committee - 20 Members  
Electronics Maintenance Advisory Committee - 9 Members  
Ford ASSET Advisory Committee - 9 Members  
G.M. A.S.E.P. Advisory Committee - 9 Members  
High Tech-Biomed Equipment Technology Advisory Committee - 7 Members  
High Tech-Computer Technology Advisory Committee - 6 Members  
High Tech-Robotics/Process Control Advisory Committee - 6 Members  
Machine Drafting Advisory Committee - 8 Members  
Printing Advisory Committee - 22 Members  
Telecommunications Advisory Committee - 4 Members  
Tool & Die Making Advisory Committee - 6 Members  
Upholstery Advisory Committee - 6 Members  
Welding Advisory Committee - 11 Members

### **Ankeny Campus**

#### **Sciences & Humanities:**

Criminal Justice Advisory Committee - 12 Members  
Department Advisors Advisory Committee - 10 Members  
Fire Science Advisory Committee - 11 Members  
Human Services Advisory Committee - 11 Members

**INTERNAL COMMITTEES AND COMMISSIONS**

**APPENDIX B**

Academic Standards Commission - 16 Members  
Curriculum Commission - 14 Members  
QWL/Staff Development Commission - 13 Members  
Calendar Committee - 15 Members  
Labor/Mgmt-HEA Committee - 9 Members  
Labor/Mgmt-ESA Committee  
Position Evaluation Committee - 12 Members  
Insurance Benefits Committee - 11 Members  
Safety Committee - 13 Members  
Parking Appeals Committee - 6 Members  
Judicial Board - 6 Members  
Institutional Research Committee - 11 Members  
Committee for the Concerns of Persons with Disabilities (CCPD) - 15 Members

## PROPOSED CAPITAL PROJECTS

Final Four Years of 10-Year Plant Fund Levy

FY 1992 Through FY 1995

	<u>Annual</u>	<u>Four Year Total</u>
Instructional equipment	800,000	3,200,000
Renovate & repair: buildings, sites, equipment - all campuses	300,000	1,200,000
Ankeny Campus -		
Complete International House		175,000
Site work and parking		400,000
Management Center		625,000
Automotive/Technology expansion		1,000,000
Midwest Technical Transfer Center		*
Carroll Campus expansion completion		300,000
Boone Campus -		
Boone Campus restroom renovation		100,000
Classroom addition (6) & Advanced Technology Computer Lab		900,000
Urban Campus Child Care Facility		350,000
South Des Moines Campus - land		250,000
Administration & miscellaneous	140,000	560,000
Interest on loan		<u>1,050,000</u>
TOTAL		<u>\$10,110,000</u> =====

\* \$1,000,000 Federal Grant