

Des Moines Area Community College

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Board of Directors Meeting Minutes

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2-16-1985

### Board of Directors Meeting Minutes (February 16, 1985)

DMACC

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Feb. 16, 1985  
RETREAT

DES MOINES AREA COMMUNITY COLLEGE  
Board of Directors' Retreat

February 16, 1985  
Chamber of Commerce Building  
Newton, Iowa

A G E N D A

1. Call to Order - 8:00 a.m.
2. Roll Call.
3. Approval of tentative agenda.
4. Management review of FY1984-85 accomplishments.
5. Discussion of FY1986 College Budget.
6. Adjournment.

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

SPECIAL MEETING

16 FEBRUARY 1985

A special meeting of the Des Moines Area Community College Board of Directors was held at the Chamber of Commerce Building, Newton, Iowa, on February 16, 1985. The meeting was called to order by Board President Jasper Risdal at 8:15 a.m., for the purpose of receiving divisional progress reports and to discuss the proposed program budget for FY1985-86.

ROLL CALL

Members Present:

DeVere Bendixen	Jasper Risdal
Susan Clouser	Herbert Ritland
Eldon Leonard	Don Rowen
Ted Nemmers	

Members Absent:

Lloyd Courter\*  
Douglas Shull

Others Present:

Joseph A. Borgen, President  
Helen M. Minor, Board Secretary  
Members of the Executive Council  
Leonard Bengtson, Manager, Research Planning & Reporting  
Sara Matthews, Des Moines Taxpayers Association

APPROVAL OF  
TENTATIVE AGENDA

It was moved by E. Leonard, seconded by T. Nemmers, that the tentative agenda be approved as presented.

Motion passed unanimously.

\*DIRECTOR COURTER  
ARRIVES

PRESENTATION OF  
PROGRESS REPORTS

Gene Snyders, Ken Shibata, Kay Heninger and Cary Israel presented divisional progress reports of the last fiscal year, as detailed in Attachment #1 to these minutes. For reference purposes, the progress report for the College and Community Relations Division as compiled by Tom Nelson, Director of College Relations, is also included in Attachment #1.

DIRECTORS BENDIXEN  
AND LEONARD LEAVE

Board of Directors Meeting  
February 16, 1985  
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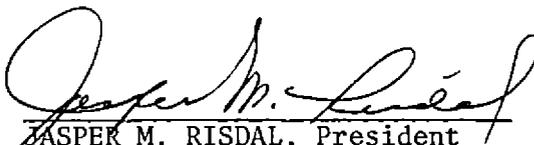
PROGRAM BUDGET  
DISCUSSION

The proposed program budget for FY1985-86 was distributed and discussed.

ADJOURNMENT

A motion for adjournment was made by L. Courter, seconded by T. Nemmers.

Motion passed unanimously and at 12:00 noon, Board President Risdal adjourned the meeting.

  
ASPER M. RISDAL, President

  
HELEN M. MINOR, Board Secretary

REPORT OF  
MANAGEMENT SERVICES  
ACCOMPLISHMENTS  
1984

FOR PRESENTATION AT  
BOARD OF DIRECTORS' RETREAT  
February 16, 1985

by  
Eugene Snyders  
Executive Vice President  
Management Services

MANAGEMENT SERVICES  
ACCOMPLISHMENTS  
1984

BUSINESS SERVICES

A. CAPITAL IMPROVEMENTS

1. Plant Fund Levy

A ten year plan was developed for capital improvements. Following voter approval of the levy, a financing plan has been studied.

2. Remodeling of Buildings

Remodeling of Buildings 6 and 16 was completed on schedule and in accordance with the desired functional changes. Building 6 was converted from a Randtriever book storage system to an open stacks system. Building 16 was converted from a Student Services building to a Commercial Art building. Both buildings were operational for the new functions at the beginning of fall semester, 1983.

3. Carroll Campus

Several sites were studied, the final one being a joint venture with the City of Carroll. The Carroll Council and the DMACC Board approved this plan.

4. Master Landscaping Program

This was accomplished in accordance with the master plan. One hundred forty-two new trees and shrubs were planted.

5. Parking Lots

Resurfacing of parking lots, B, J, N on the Ankeny Campus and the northwest lot, main road, and tennis courts at Boone was all completed.

6. Re-roofing

The area over the Ankeny Campus library in Building 6 was completed.

B. BUSINESS OFFICE

1. An IBM Personal Computer was obtained for the business office and a number of statistical reports, previously prepared manually, were programmed for production on the PC. The PC has provided the capability for current update of financial related data and has greatly enhanced the management information system.

2. The Student Accounts section was redesignated to be under the Business Office, rather than part of the Financial Aids section, which has allowed for a more workable supervisory structure and provided for better interfacing of the cashiering function. The supervision of

this section was added to the position supervising Inventory Control and Grants and Contracts Management.

3. A "Building Reference" identification was added to all inventory.
4. Idle funds were invested to produce interest earned for the year of \$390,568 General Fund, \$17,273 Agency Fund, and \$187,068 Plant Fund. This was accomplished in spite of further delays in receipt of the General State Aid payments.
5. The Business Office took on the additional accounting and financing functions listed below
  1. Early Retirement Program
  2. HF-623 New Jobs Training Projects
  3. DMACC Trust (Self-Insurance Program)
6. In collaboration with Data Systems, graphic financial reports were prepared on a monthly basis depicting Budget Balance information and were included in data provided to the Board of Directors.
7. In collaboration with Financial Aids staff, handled all accounting procedures to included compliance with federal regulations and reporting requirements for the following Financial Aids related activities:

	<u>Amount Disbursed</u>
PELL Grants	\$1,464,695
SEOG Grants	53,995
NDSL	210,599
Various Agency Claims	196,443
Emergency Loans	48,795
Private Scholarships	41,720
Iowa Voc Tech Scholarships	117,665

C. PURCHASING

1. The Purchasing and Auxiliary Services areas were combined in a reorganization plan. This restructuring was successful and much improvement occurred in the Purchasing function.
2. The purchasing process was partially converted to the computerized system purchased from ISU.
3. Streamlining procedures has reduced the paperwork considerably. Processing time for requisitions has been cut in half.

D. AUXILIARY SERVICES

1. Bookstore

A full-time Bookstore service at the Urban Campus has been implemented. This is better serving the students, staff, and faculty by being accessible the full day.

The Bookstore Supervisor has been actively involved with, and is currently serving as Secretary of the Mid-States Association of College Stores. This organization offers continuing education in the Bookstore business and confirms that DMACC policies and procedures are consistent with other college bookstores.

2. Cafeteria

In order to improve services, yet at the same time reduce labor, the head cook and assistant manager positions were combined to form one position.

3. Profits

Composite Auxiliary profits were approximately \$50,000 for FY '84.

E. PHYSICAL PLANT

1. Energy conservation was accomplished through the use of revised software programs for the Energy Management System and the installation of domestic hot water tanks in each building for summer usage. This item alone has saved over \$7,000 in the first month of operation.
2. Re-roofing of building 6 was accomplished on the area over the library stacks.
3. For the first time a complete inventory of our warehouse has been accomplished.
4. The new south entrance to the campus, the dam and spillway have all been completed. The paving of Highway 415 was accomplished with the exception of the intersections at each end.

F. DUPLICATING SERVICES

1. Revenues exceeded expenditures by \$13,700.
2. With the increased capabilities provided by the addition of a Xerox 9500 duplicator in June 1983, the Duplicating Department produced a record 7,085,000 copies for FY '84.
3. An alternate source of maintenance for the Xerox duplicators was utilized on October 1, 1983, which produced an average monthly savings of over \$800.

G. WORD PROCESSING

1. Revenue exceeded expenditures by \$1,149. This is very close to the objective of a break even operation and should be considered right on target.
2. The communications link between the mainframe and the CPT was completed June 27, 1984. The immediate benefit from this link is the schedule/tabloid

information that is accessible. The schedule comes directly from the computer so the data does not have to be entered two or three times.

#### H. GENERAL

##### 1. QWL

Participated in the Quality Circle training, cooperated with the Quality Circle staff in developing interest in the Business Services staff, and then encouraged staff participation. Quality Circles were established in the Physical Plant, Business Office, Word Processing, Bookstore, and the Cafeteria.

##### 2. Budget

Development of the budget on the Data Systems mainframe computer progressed.

The budget guideline amounts were calculated and printed out by the mainframe computer. Budget screens were developed by Data Systems that allowed Deans and Managers to do "fine tuning" of their budgets.

##### 3. College Insurance

Specifications were prepared, bids were taken, and policies issued to low bidders at a cost of approximately \$25,000 under current premiums.

##### 4. College Banking Service

Specifications were developed and bids taken for the first time for this service for DMACC. The low bid was approximately \$12,000 less than the bid from the bank who was in line to receive our business beginning July 1, 1984.

##### 5. Internal Auditor

This position was studied in great detail and a proposal was then written justifying and recommending the position. The position was approved as a combination position along with the position of Special Funds Accountant. Final selection of a candidate is in progress.

## HUMAN RESOURCES

### A. RECRUITMENT AND SELECTION

1. For the year ending December 31, 1984, a total of 67 full-time and regular part-time positions were filled of which 7 were in a protected class. Initial screening of 437 applicants was a part of this process.
2. 178 advertisements were placed in 10 different newspapers, journals, etc.
3. 62 exit interviews were conducted.

### B. INSURANCE

#### 1. Self-Funded Benefit Plan

Balance June 30, 1984		\$ 134,400
Contributions/Receipts		
July 1, 1984 to December 31, 1984		484,131
Claims/Expenditures		
July 1, 1984 to December 31, 1984		<u>387,229</u>
Balance December 31, 1984		\$ 231,312

#### 2. Benefits Committee

The Benefits Committee adopted the "Save Your Paycheck" educational campaign. This began with a letter to all staff from Dr. Borgen with payroll stuffers through March, 1985.

Sub-committees were formed to investigate plan design changes and alternative delivery systems, and are currently in this process.

#### 3. Worker's Compensation

During calendar year 1984 there were 29 Worker's Compensation Claims filed plus five carry over claims.

#### 4. Unemployment Compensation

There were approximately 97 Unemployment Claims filed during the calendar year 1984. The amount paid for claims through December 31, was \$39,737.

### C. NEW EMPLOYEE ORIENTATION

During 1984 new employee orientation sessions were held for 47 new staff.

### D. STAFF COMPARISON

	January 1, 1984	December 31, 1984
Administrative	5	4
Managers, Professional	115	99
Faculty	241	230
Classified	<u>175</u>	<u>169</u>
Total	536	502

E. EVALUATION

New procedures and forms were introduced for performance appraisal for classified, professional/technical, administrative staff and faculty.

F. BOARD POLICIES

Revised board policies for Human Resources were developed and presented for adoption. Procedures to match the new policies are being developed.

G. CERTIFICATION

Data on faculty certification was computerized for the first time. All faculty not in compliance have been notified.

H. AFFIRMATIVE ACTION

All forms and procedures have been revised to comply with the new affirmative action plan.

I. EARLY RETIREMENT

Five staff have chosen this option to date. Two more have made application.

J. STAFF DEVELOPMENT

1. A schedule of monthly meetings for staff development has been developed. The first two meetings covered:

Special Fund Budget Development and Accounting  
Leave Usage Control: A Normative Approach

2. A series of breakfast meetings are also planned. The first is a talk by Dr. Don C. Garrison, President of Tri-County Technical College, Pendleton, South Carolina, on "The Community College in the 21st Century".
3. Quarterly half-day in-service activities continue for the secretarial/clerical staff. The January speaker is Dr. Charlene Bell, Ed.D., on "A Company Called You".
4. Activities for all staff are being planned by sub-committees of the Quality of Work Life/Staff Development Commission.

K. DATA COLLECTION

Instituted an employment history tracking system for all employees.

## RESEARCH, PLANNING AND REPORTING

### A. FINANCIAL PLANNING SYSTEM

FPS/Plus financial planning system data base was restructured to be consistent with the present organizational structure and updated with F1984 data, to permit its utilization in the F1986 budget development process.

### B. PLANNING AND BUDGETING SCHEDULE

The Planning Budgeting Schedule for F1986 was developed in cooperation with the Manager, Business Services. The development of college objectives for F1986 was coordinated, leading to Board of Director approval at the December meeting.

### C. REVISED ENROLLMENT SYSTEM

A proposed revision of the state system for reporting enrollment of part-time vocational students was developed to eliminate the distortions of program completion and job placement data created by the present system. The proposed system was implemented by DMACC on a pilot basis for F1985.

### D. STUDY OF PROGRAM CAPACITIES, ENROLLMENTS, GRADUATES

A study of program capacities, numbers of applicants, enrollments, dropouts, and graduates in each career program over the past five years was conducted.

### E. ANNUAL D.P.I. VISITATION

The institutional Annual Progress Report was developed and submitted to D.P.I. prior to the annual visit by D.P.I. and Regents personnel, and all arrangements for the annual visit were handled by Research, Planning and Reporting staff.

### F. IMPROVEMENT OF STUDENT ACCESS AND CHOICE

With the Executive Vice President, Educational Services, a set of action plans and expected outcomes designed to increase student enrollment and improve student access and choice were developed.

### G. REPORT PREPARATION

The Annual Application for Vocational Funding, the year-end contact hour and FTEE reports, and some 45 other state and federal reports were completed during the year, together with responses to a myriad of special surveys and questionnaires.

### H. STUDENT HOUSING SURVEY

A student housing survey was developed and implemented to assess current student interests and needs relative to student housing.

A special printing industry survey of processes utilized and training needs was also conducted for the graphic arts department.

I. REGIONAL PLANNING COUNCIL

The Manager, Research, Planning and Reporting, served as institutional representative on the Regional Planning Council, which is currently involved in an assessment of present opportunities and perceived needs in career education at the secondary level.

## STUDENT RECORDS/SERVICES

### A. RESTRUCTURING OF STUDENT RECORDS/SERVICES

Significant restructuring of the department was accomplished to improve efficiency and adjust to personnel reductions.

### B. ADMISSIONS PROCEDURES MODIFIED

Admissions procedures were modified to provide greater access to DMACC's programs. No programs identified as having open access started the spring semester with any students on a standby status.

### C. AUTOMATED TRANSCRIPTING SYSTEM

An automated transcripting system was initiated for fall semester of 1984. This eliminates the need for updating hardcopy permanent record cards via labels and typing changes on cards.

### D. "CONTRACT REGISTRATION" SERVICES

"Contract registration" services were provided to outside agencies under the auspices of the Economic Development Group. (The largest single group involved over 700 registrants).

### E. NON-CREDIT STUDENT RECORDS

Responsibility for record-keeping for non-credit classes co-sponsored by local schools was assumed by Enrollment Services.

### F. STUDENT ASSESSMENT SYSTEM

In conjunction with Student Development, the ASSET student assessment system was initiated for all new student admissions for fall semester. The ACT Evaluation Survey Service was also initiated fall semester to collect information on student demographics and goals.

### G. DELAYED-PAYMENT SYSTEM FOR TUITION AND FEES

In conjunction with Student Accounts, a new tuition/fee approval (delayed payment) system was initiated fall semester.

### H. EARLIER FINANCIAL AID NOTIFICATION

Tentative Financial Aid awards for last fall semester were mailed on April 1st. This is the earliest date ever for DMACC.

### I. ALUMNI RECORDS ON-LINE

An on-line record-keeping system for the Alumni Office was established.

### J. ALUMNI RESOURCE SERVICE ESTABLISHED

The Alumni Office established the Alumni Resource Service (approximately 400 contacts). Counselors and students can utilize this service when seeking employment opportunities and job awareness activities.

K. WELLNESS PROGRAM ACTIVITIES

Based upon a consultant's report (authorized by Rene Toledo) a number of changes were initiated in Wellness Program activities. Staff participation in Wellness activities has been steadily increasing.

L. CAMPUS RECREATION INTERNSHIP

An internship program in the Campus Recreation department was established for students in the Recreational Leadership program. Both areas will benefit as a result.

M. FIRST PERFORMING ARTS WEEK

The first Performing Arts Week was held April 9-13 on the Ankeny Campus. Highlights included a series of booths sponsored by the Iowa Arts Council, displays by the DMACC art department, demonstrations on weaving, stained glass and puppets. Featured also was a modern dance group and a classical guitarist. The event was sponsored by the SGA.

## DATA SERVICES

### A. INSTRUCTIONAL EQUIPMENT INSTALLED AT URBAN AND BOONE

Support equipment for student instruction was installed at Urban Campus as was additional equipment at Boone. Both installations were completed on schedule and without problems. For fall, 1984, Urban Campus computer lab was expanded from 7 to 15 computers.

### B. ELECTRONIC MAIL SYSTEM

An electronic mail system was implemented, accessible to all campuses.

### C. INTEGRATED SCHEDULING SYSTEM

Extensive programming was completed to permit implementation of a scheduling system which integrates a district-wide room file, a district file of part-time and full-time teaching staff, the master course/curriculum file, and the payroll system.

### D. AUTOMATED PURCHASE ORDER SYSTEM

Installation of the I.S.U. automated purchase order processing and tracking system was completed.

### E. AUTOMATED CHECK RECONCILIATION PROCESS

An automated check reconciliation process was completed.

### F. ADDITIONAL BUDGET DEVELOPMENT SOFTWARE

New software was developed to further automate the budget development process, resulting in timesaving for staff as well as increased accuracy.

### G. OTHER PROGRAM SUPPORT

1. Automated transcript printing was implemented. Assigned staff at all campus locations may now request student transcripts via CRT terminal from their administrative site.
2. Communications link between mainframe and CPT in the Word Processing Center was completed, permitting direct transfer of data to be printed from the computer, avoiding manual re-entry. The result is both a saving of time and increased accuracy.

### H. MANAGEMENT INFORMATION SYSTEMS BROCHURE

A twelve-page pictorial brochure describing the DMACC Management Information System was developed.

I. LEVEL OF ACTIVITY

During 1984, the department experienced the following level of activity in administrative and instructional services:

	ADMIN.	INST.
DISK INPUT/OUTPUT TRANSACTIONS	456,088,252	186,078,072
USER CRT TRANSACTIONS	6,782,702	5,826,673
JOBS PROCESSED	32,575	94,140
LINES PRINTED	65,024,089	50,381,842

EDUCATIONAL SERVICES

ACCOMPLISHMENTS

FOR

1984-85

Presented

on

February 16, 1985

by

Kenneth Shibata

Executive Vice President

Educational Services

EDUCATIONAL SERVICES ACCOMPLISHMENTS  
FOR 1984-85  
BY  
DEPARTMENT & COMMISSIONS/SPECIAL PROJECTS

BOONE CAMPUS

1. Boone campus is now offering Saturday classes for the first time.
2. The Maricopa project that Bea Clupper participated in with Kriss Philips as her mentor, has had two public forums with the express purpose of improving and developing linkages and communication between the Boone campus and the community.
3. A weekly newspaper column was begun.
4. A regular monthly radio program was begun with Kriss Philips, hosting the program.
5. Are offering expanded Ag programs on the Boone campus in conjunction with the Bert Holtz farm management program.
6. The outer administrative office was remodeled .
7. The tennis courts were refurbished.
8. New carpet was put in the library and a security system was installed.
9. Parking lots were partially resurfaced with completion due next summer.
10. A part time teacher orientation program was developed by Kriss Philips.
11. Night time registration hours were expanded.
12. 678 students are enrolled for spring semester. This figure represents a 2% increase over last spring's record enrollment.

BUSINESS AND MANAGEMENT

1. Working closely with colleges and universities in the area to improve opportunities for students: a joint meeting of the business faculties of DMACC, Grand View and Drake was held in October, 1984. A conference involving the same schools was held on February 4, 1985 to provide DMACC students opportunities for continuing their education beyond DMACC. A meeting was also held in the spring of 1984.
2. The number of Business/Management course offerings in the evening have been substantially expanded. Student response has been excellent. The greatest expansions have occurred in the Office Occupations and Data Processing areas.

3. Efforts to address the needs of the part-time faculty have been substantially expanded. Over 120 part-time faculty have completed a tailored, six hour teacher training program since September, 1985. In addition, the Business/Management department has conducted a special workshop for its part-time faculty. The session emphasized teaching techniques in business courses. It was attended by 50 part-time faculty. Page 16
4. The faculty evaluation system has been implemented, effective January 14, 1985. This plan was piloted last year.

#### CARROLL CAMPUS

1. Region XII purchased seven IBM-PCs for us to use in class size projects.
2. Finalized building site for Carroll facility.
3. Offered one JTPA class size project and will start second JTPA project on 1/28/85.
4. Currently working with the architects on plans to finalize the new facility.
5. Evaluating possibility of introducing a power mechanics curriculum vs auto mechanics.
6. Taking initial steps to implement an individual study secretarial/clerical and possibly other individualized curriculums for the new Carroll facility.

#### INDUSTRIAL AND TECHNICAL

1. Continued and expanded technological training for practicing automotive technicians from Iowa and bordering states:
  - a. General Motors (GMC) contract renewed and expanded
    - 1) Sixteen (16) 1984 and 85 GM autos donated including 84 Fiero and 85 Cadillac.
  - b. New training contract established with Ford Motor Company
    - 1) \$18,000 of current training equipment
    - 2) Two (2) donated Ford auto's--2 on loan
  - c. Expanded Chrysler training offerings
  - d. 947 technicians trained from September 84 through January 1985
  - e. GM--ASEP Program underway.

INDUSTRIAL AND TECHNICAL (CONTINUED)

2. Technological training for Industry and Manufacturers

Deere and Company Welding  
Welding Upskill training for DICO Company  
International Harvester School--January 85  
Allis Chambers School  
John Deere School scheduled for April 85  
Cummins Diesel School scheduled for March 85

3. Donation of a Northern Telecom Inc. Digital Multiplex Switching System in Telecommunications Program valued at \$250,000.

Will begin first Iowa telephone Industry training on this switch February 18, 1985.

4. Received \$10,000 grant from Firestone Tire and Rubber company for Welding Program Revision.

5. COMMERCIAL ART

The Commercial Art Program Advisory Committee Chairman, Harry Watts was selected to represent the State of Iowa at a National Recognition of Industry/Education Partnerships.

The Commercial Art Program was honored with another National Gold Metal (four in all) at the National Skill Olympics and Leadership Contest sponsored by Vocational Industrial Clubs of America (VICA). This is the 7th year in a row for either a Gold or Silver Medal.

The Commercial Art Program also won 1st and 2nd place at the ADDY's Contest this Fall 1984.

6. Technological Program Improvements in I & T Department.

- a. Expanded and refurbished the Computer-Aided Machining (CAM) facility in the Tool & Die Program.  
Acquired Computer Numerical Control (CNC) Wire Electrical Discharge Machining (EDM) Capability.
- b. Added Digital Switching System training on Rolm PABX and Northern Telecom DMS-10M to Telecommunications Program.
- c. Have current model year Automotive training for auto students due to numerous GM & Ford donations.
- d. Incorporated Computer-Aided Drafting in Machine Drafting Program.
- e. Integrated Computer Aided Graphics (CAG) in the Commercial Art Program.

- f. Graduated our first Hi Tech Electronics graduate in December 1984--75% placement at graduation. Note: One Robotics graduate is now instructing at Marshalltown Community College.
- g. Two Hi Tech Electronics Program Staff have coordinated course development through Economic Development Group with ISU Physical Plant, Maytag, 3-M (Knoxville), Henniga, and Rolscreen Company.

#### INSTRUCTIONAL SUPPORT SERVICES

1. Spring schedule was entered onto the master scheduling file directly from the deans' offices and all Educational Services offerings were listed in the Spring Tabloid.
2. Formulated and developed a structure for Educational Services Accomplishment Centers.
3. Broke all previous circulation records in the Ankeny library.
4. Developed professional video tapes for external agency training programs.

## HEALTH SERVICES & SCIENCES

1. The Medical Assisting students finished in the top 5% in the nation on the certification exam.
2. Biology offered a credit course this Fall at the Mitchellville Correctional Center.
3. The Health coordinators have finalized the assessment of the district's supplemental health education needs.
4. Dental Assisting and Dental Hygiene programs completed site visits by the Commission on Dental Accreditation.
5. The nursing staff from all three campuses have completed the preliminary self study for National League of Nursing (NLN) reaccreditation of the Practical Nursing program and for the first NLN accreditation of the Associate Degree Nursing Program.
6. The Commercial Horticulture program completed an irrigation system with an automatic timing device for the tee, green, and fairway (turf lab) on the west side of the campus.
7. We started a Health Occupations Students of America (HOSA) chapter here for interested allied health students and will host the state competition here this year.
8. A health consultant from the University of Iowa met with our staff and program chairpersons to make recommendations for various changes and additions in health training that we can offer.
9. Health supplemental has offerings for this year.
10. Student access is enhanced by the following:
  - a) Several of the required courses can be taken evenings or prior to program admission in the Medical Laboratory Technology, Medical Assisting, Surgical Technology, Nursing, and Respiratory Therapy programs. Clinicals can usually be arranged at hospitals near the student's home if they live far from the Des Moines metro area.

HEALTH SERVICES & SCIENCES (CONT'D)

- b) Students that are accepted into the Respiratory Therapy program with the appropriate prior college experience may be placed in the accelerated program with a special clinical site.
  - c) The evening phlebotomy programs serves as an introduction to clinical lab work and can be a stepping stone into the MLT program.
  - d) Medical Laboratory Technology continues to offer two admissions periods per year.
10. Have continued two admission periods per year for the Medical Laboratory Technology program for fall and spring to maintain student access. Several of the required courses can be taken evenings or prior to program admission in the Medical Laboratory Technology, Medical Assisting, Surgical Technology, Nursing, and Respiratory Therapy programs. Clinicals can usually be arranged at hospitals near the student's home if they live far from the Des Moines metro area. The evening phlebotomy program seves as an introduction to clinical lab work and can be a stepping stone into the MLT program.

PUBLIC & HUMAN SERVICES

- 1. Have agreed to double the capacity of our Child Care/Developmental Disabilities program for FY86.
- 2. Have built and published a complete schedule for FY86; the schedule for FY87 will be completed by the end of March.
- 3. Have planned a campus-wide "Japan Week," scheduled for April 2, 3, and 4.
- 4. Have fine-tuned its English and psychology courses to accommodate student needs.
- 5. Have offered two all-day seminars:
  - a. Riches to Share II, a day in which senior citizens shared experiences with DMACC students.
  - b. Chemical Dependency Awareness II, for DMACC students.
- 6. Have designed and offered new courses in International Studies.

PUBLIC & HUMAN SERVICES-CONT'D)

7. Have doubled the number of Basic Writing sections offered, to help students with low language arts scores on their ASSET tests.
8. Have hired the first woman dean in the history of DMACC.

STUDENT DEVELOPMENT

1. Career Development is providing counseling assistance to the Economic Development Department.
2. Is obtaining funding for the Developmental Studies program.
3. Data Systems support in the ASSET program, enhancing analysis of data collected.
4. Is becoming one of the seven test sites nationally to try out the Adult component of the "Discovery Program", on computer.
5. Development of a management information system, on microcomputer in the Learning Center in data collection and analysis.
6. Strive to provide assistance to fifteen learning disabled students not in the STRIVE program.

URBAN CAMPUS

1. Reorganized and developed a curriculum guide for the English as a Second Language program at the Urban Campus.
2. Added the necessary courses to the curriculum to make it possible for students to receive the total accounting specialist degree at Urban.
3. Established a system for assessment of part-time students using the ASSET program.
4. Increased the enrollment in the Office Occupations program by making it totally accessible to part-time students.
5. Enlarged the computer science classroom and laboratory to accommodate double the number of students.
6. Developed and implemented the COOP educational program at Urban Campus.

7. During the fall semester, '84-85, several changes were instituted to improve the effectiveness of the Urban Campus Learning Center:
  - a. To have initial contact by perspective Learning Center students occur in the counseling area.
  - b. To create periodic and on-going interaction between the learning center student and the counselor.
  - c. To conduct an exit interview between the counselor and the learning center student in order to direct the student to the college's vocational or technical training programs or the college degree programs.
8. The Urban Campus' developmental college credit, or adaptor, courses have also undergone some restructuring to:
  - a. Increase the number of these courses to meet the demand.
  - b. Structure the times these courses are offered to more adequately fit the students' schedules.
  - c. Build up students' skills to more adequately handle regular college credit coursework.

The college's use of the ASSET has identified a greater number of students in need of the adaptor courses to develop basic skills.

#### COOPERATIVE EDUCATION

1. Sixty new Liberal Arts placements to date--anticipate 100 for year. (Total college CO-OP enrollment will exceed 600 FY 85/86.)
2. Established CO-OP enrollment criteria for P&H Services students.
3. Established P&H Services liaison--Bev Drinnin.
4. Implemented IBM-PC Management Information System.
5. Wrote and gained necessary approval of CO-OP curriculum for catalog.
6. Developing Pre-employment class materials. (Instructor are now using.)
7. Held three inservice meetings for Pre-employment Seminar instructors.
8. Completed CO-OP Coordinator Handbook.
9. Revised CO-OP Student Handbook.

CO-OP (continued)

10. Developed professional CO-OP promotional materials.
  - A. Employer Brochure
  - B. Student Brochure
  - C. Counselor Informational flier
  - D. Posters
11. Completed CO-OP curriculum development for the Printing Program.
12. Facilitated CO-OP component in Displaced Farmer program with Kay Henninger.
13. Developing CO-OP component with Dave Ragner's Conditioned Air Program.
14. Writing for a \$500,000 Title VIII Comprehensive Demonstration Grant for CO-OP. CO-OP Enrollment projections of 1200 by 1988.
15. Writing for a \$75,000 Title VIII 5th year administrative Grant for CO-OP.
16. Attended Midwest Cooperative education meeting in Cleveland in November.
17. Coordinated approximately 25 student placements for existing CO-OP programs.

CURRICULUM COMMISSION ACCOMPLISHMENTS  
1984-1985

1. Restructured all four degrees and the diploma.
2. Devised a new course designation scheme for all credit courses.
3. Conducted appeal hearings on course designations.
4. Developed a new and extensive policy on grades and academic progress standards.
5. Conducted an in-depth study of program accessibility and made 215 specific recommendations to improve it.
6. Conducted a preliminary study of program evaluation.
7. Made recommendations to the Vice President of Educational Services on approximately 200 curricular proposals.
8. Devised a new policy on course waiver/substitution.

OWL & STAFF DEVELOPMENT

1. A total of 17 circles are operating
2. Three operational sub-committees have been developed and are active.
  - a. Management Development
  - b. Faculty Development
  - c. Support Staff

D E V E L O P M E N T   S E R V I C E S

R E P O R T

OVERVIEW OF ACCOMPLISHMENTS

FY '84-85

FOR PRESENTATION TO DMACC BOARD

ON FEBRUARY 16, 1985

PREPARED BY: A. KAY HENINGER  
DIRECTOR OF GRANTS & CONTRACTS

DEVELOPMENT SERVICES  
OVERVIEW OF ACCOMPLISHMENTS  
FY '84-85

The focus of Development Services has been primarily in two areas - Grants & Contracts and Des Moines Area Community College Foundation.

Grants & Contracts:

Grants & Contracts have generated \$1,579,345 through June 30, 1984 and \$1,287,405 from July 1, 1984 to February 4, 1985 in support of College objectives. In addition grant applications have been submitted in the amount of \$1,140,065 and are currently pending. The funded grant programs have been utilized to provide support for:

1. High Technology program development and upgrading and purchase of equipment
2. Quality of Work Life program
3. Retraining displaced workers
4. Development of an International Trade Studies Program
5. Special need services for handicapped and disadvantaged students
6. Establishment of a college-wide Cooperative Education program
7. Pre-Employment training
8. Industrial and technical updating for faculty
9. Customized training programs for business and industry
10. Curriculum development in numerous education programs
11. Community service programs
12. Funding support for student organizations
13. Workshops and seminars for business and industry

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The funds generated and grants management services have provided support to all other divisions of the College. Grant funds are used for all campus locations.

Special Projects:

The most significant project administered by Development Services is the U.S. Department of Education - Strengthening Developing Institutional Programs or Title III project. The cumulative total grant funds are \$550,000. A fourth year application has been submitted for FY '86.

Activities under this project have included the Quality of Work Life program which is now under the Economic Development Group.

High Technology Accomplishments:

Provided funds of approximately \$85,000 worth of technological program equipment. Equipment purchases were made to implement integration of automated office technologies district wide; provide an electronic switching system for the Telecommunications Electronics program, provide Computer-Aided Design equipment to upgrade Commercial Art, and machine drafting programs; and provide access to satellite instructional programming via earth station.

Title III funds provided curriculum development for Computer Aided Graphics capability including hardware and software in our Commercial Art program.

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Began Statistical Process Control (SCP) training as part of the National Transformation of American Industry project. Ten industry personnel enrolled in first course offering.

Includes funds for technical upgrading, seminars, workshops, industry schools, etc. for specific industrial and technical staff.

Prototype, experimental units have been developed for:

- Graphic arts/commercial art
- Conditioned air
- Architectural drafting

Curriculum Modification for International Trade:

Courses in International Business, International Banking, International Marketing, and International Documentation have been offered, and a new degree program (A.S. in International Trade Studies) has been approved by the Curriculum Commission. A seminar on the international aspects of business related topics will be presented during this year. Plans to underwrite a group of courses in foreign languages and cultures during the summer and fall terms is also anticipated.

Activities are being developed to acquaint students with career information and content relative to international trade.

- Orientation to International Trade Studies Program
- Curriculum Career Opportunities
- Networking for International Students

In-service sessions were held with instruction in the English as a Second Language program at the Urban Campus. The sessions focused on

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materials which could be utilized for ESL training while allowing students the opportunity to explore International Trade concepts.

Conducted eight seminars and workshops for the Greater Des Moines business community.

Boone Export Workshop  
Far East Trade  
Doing Business in Korea  
Doing Business in Philippines  
Doing Business in Taiwan  
Doing Business in Singapore  
Export Financing Conference  
Look Toward China

Des Moines Area Community College Foundation:

The foundation activities have concentrated on private sector contributions of cash and non-cash gifts for student scholarships and College programs. Fund-raising events have been conducted by foundation board members to raise funds for scholarship programs. The total fund balance for period ending June 30, 1984 was \$250,395. This was represented by a fund balance of restricted funds of \$245,901 and an unrestricted fund balance of \$4,494. The fund balance for the endowment funds (which is a part of restricted funds) is \$167,009. Significant contributions include:

1. A \$10,000 cash gift from the Firestone Foundation for the College welding program
2. A \$5,000 cash gift from Harker, Inc. toward the establishment of a \$10,000 endowment for student scholarships in the Hospitality Career program

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3. A DMS-10 Electronic Digital Switching system valued at approximately \$250,000 donated by Northern Telecom, Inc. of North Carolina for the Telecommunications program.
4. Equipment contributions of \$276,753 from General Motors, Inc. for the College Automotive programs.

Fund-raising activities have included the Ankeny Steak-Fry and Luau, as well as Boone sponsored events such as the Bear's Club and the annual Rotary Steak Fry.

An automated system for financial management and donor information is being developed.

BOARD REPORT

ECONOMIC DEVELOPMENT GROUP

Date Compiled: February 8, 1985  
Date Submitted: February 16, 1985

Submitted by: Cary A. Israel, Vice President  
Economic Development Group

Compiled by: Kim A. Wiser, Assistant  
Economic Development Group

BOARD REPORT  
ECONOMIC DEVELOPMENT GROUP  
ACCOMPLISHMENTS  
JULY 1984 - JANUARY 1985

1. The Economic Development Group was established July 1984 to enhance economic development by providing quality training services to business enterprises, individuals, and communities in Central Iowa.

The Group provides the following training and consulting services:

- a. Contracted Training.

The EDG, in cooperation with personnel from a business, industrial firm or government agency, designs company tailored training; develops training materials; conducts a needs assessment or marketing analysis; and supervises all classroom and/or job site instruction.

- b. Training For New Employees.

EDG is charged with implementing Iowa's Industrial New Jobs Training Program. Through this program, new or expanding industries enter into a training agreement with the college. EDG designs a program tailored for the specific industry's needs, supervises all instruction, and arranges for financing.

- c. Conferences, Workshops, and Seminars.

EDG coordinates and conducts conferences, seminars and workshops which enable working adults of all ages to keep pace with rapid social and technological changes occurring in today's society. A variety of topics are offered.

- d. Consulting.

EDG provides consulting services to individual departments or to an entire company about management, marketing, technical or production concerns.

e. Computer Literacy Institute.

Professionals in education, business, industry and government who want to learn more about computer capabilities can do so through the EDG Computer Literacy Institute.

f. QWL Institute.

The EDG QWL Institute offers specialized training in improving work life through consulting services, seminars and classes. The QWL Institute assists business managers in using knowledge, skills, and abilities of their employees for increased work production with more personal satisfaction.

g. Conference Center.

The Conference Center is available to the public on a rental basis. EDG assists the public with planning conferences, workshops, clinics, symposiums, institutes, or lectures.

2. Objectives were drafted for the Economic Development Group.
3. The Economic Development Group centralized all of its operations in Building #6 (offices were moved from buildings #1, #2, and #20).
4. Remodeled office space to improve working conditions.
5. An organizational structure was developed for the Economic Development Group.
6. A generic job description was developed for EDG Training Consultants.
7. Centralized operations of the Economic Development Group in the area of material production, information distribution, brochure development, answering of phones, registration, budgeting, and calendar check-out system.
8. Developed and implemented a computerized central filing system for all EDG projects.
9. Cataloged and tagged the Computer Literacy Institute hardware and software.
10. Developed objective criteria for evaluating EDG employees under the Merit System for 1984-85.

11. Established EDG payment guidelines for individuals who contract with EDG.
12. Developed a contract procedure to hire DMACC faculty, staff and outside personnel.
13. Provided in-service training for EDG staff on HF 623, the EDG project file system, and the EDG registration process.
14. Developed a marketing plan for EDG which included:
  - (1) Development of EDG brochure, business cards, thank-you's and notecards.
  - (2) Assignment of Training Consultants to specific geographic locations.
  - (3) Development of instrument to survey business and industry needs.
15. Developed Computer Literacy Institute and QWL Institute brochures.
16. Hired necessary part-time support staff in order to accomplish projects.
17. Developed a fee schedule for EDG computer services and utilization.
18. Drafted and implemented a preliminary agreement for HF 623 projects.
19. Developed a budget preparation worksheet to assist Training Consultants in developing project budgets.
20. Compiled and computerized all EDG training projects since July 1984.
21. Involved DMACC staff and faculty in the delivery of EDG training projects.

COMMUNITY AND COLLEGE RELATIONS ACCOMPLISHMENTS

1. Coordinated passage of 10-year extension of 20 1/4 mill levy
2. Computerized student profiles for press releases
3. Publications produced:
  - a. Catalog (18,500)
  - b. Student Handbook (12,000)
  - c. Four schedules (580,000)
  - d. Alumni Newsletters (5,000)
  - e. Pocket Calendar (2,000)
  - f. Placement Poster (12,000)
  - g. Brochures (200 separate)
  - h. Weekly Internal Bulletin (47 times)
  - i. All 20 1/4 publications
  - j. Student Viewbook
  - k. Coordinated publications for EDG
  - l. Banking Booklet for Financial Services
  - m. Management Information Systems Booklet
  - n. Numerous covers, flyers, etc.
4. Coordinated Showoff Sunday (2,000 to 3,000 people attended)
5. Wrote, distributed 1,300 plus news releases and PSA's
6. More than 200 print ads placed, 100 plus radio spots, billboard and transit advertising purchased
7. Coordinated State Fair booth (distributed 25,000 plus pieces of literature)
8. Approximately 60 interviews from electronic and print mediums
9. Wrote and provided talent for twice monthly, 15-minute radio program on KJJY
10. Redesigned and updated all Program Information Briefs (111 different PIBs)

11. Provided the following services to departments and divisions in the college:
  - a. Consulting
  - b. Typesetting
  - c. Publication design
  - d. PSA's
  - e. Press releases
  - f. Editing
  - g. Advertising
  - h. Promotion
  - i. Event planning
  - j. General writing
  - k. Awards
  - l. Photography
12. Oversaw orderly transition of Information Center to College Relations supervision
13. Coordinated Speaker's Bureau
14. Added printer system to typesetter
15. Worked to improve working relationships with all media--and to improve the community's image of DMACC.