

LEAN 2014-15 Initiatives

Creating a culture of continuous improvement is no easy task. It takes persistence, patience, and good communication.

Dr. Laura Douglas, Urban Campus Provost said “Success comes when employees recognize that they can be instrumental in improving processes and systems. We work in small teams to problem solve and tackle inefficiencies. It is our faculty and staff who know best and can find the best solutions. Once teams exercise their skills and creativity and see great improvements, employees feel empowered to lead and be a part of change.”

Below is a list of the Major internal LEAN Projects from 2014 and the Team Leaders Responsible for them. For more information about the processes and results or to establish a LEAN Project at your institution: contact Bonnie Slykhuis, Coordinator, LEAN Implementation at [blslykhuis@dmacc.edu](mailto:blslykhuis@dmacc.edu).

**DMACC Project and Team Leaders:**

Workforce Training Academy	Kay Maher
Mailroom	Bonnie Slykhuis
District PO/Requisition workflow	Bonnie Slykhuis/Machelle Sabin
HiSET Navigators (UR, Southridge)	Ann Howsare, Rick Carpenter
ESL Navigators	Ann Howsare, Rick Carpenter
DBR SharePoint Tracking	Kim Didier, Emily Betz
Engineering Summit	Karen Stiles
DBR Invoicing	Jacki Boldt
Student Accounts	Ann Hays
FA Specialist/Advising	DeLores Hawkins
Institutional Research Retreat	Joe DeHart

In addition to internal projects listed below, LEAN has become a profit center through the selling of LEAN training to other educational institutions, governmental bodies, and businesses. A detailed listing for LEAN initiatives both internal (green) and external (yellow) during the fiscal year encompassing 2014/15:

DMACC (internal) Stud. Services - Enrollment Communications	Lean Facilitation	7/7/14
DMACC (internal) Stud. Services - Enrollment Communications	Lean Facilitation	7/8/14
Tidewater Community College, Norfolk, VA - HR	Launch - day 1 of 4	7/14/14
Tidewater Community College, Norfolk, VA - HR	Launch - day 2 of 4	7/15/14
Tidewater Community College, Norfolk, VA - HR	Launch - day 3 of 4	7/16/14
Tidewater Community College, Norfolk, VA - HR	Launch - day 4 of 4	7/17/14
Tidewater Community College, Norfolk, VA - SEM	Consulting (4 hrs)	7/18/14
LaQuercia	1 hour lean - prt 1	7/31/14
LaQuercia	2 hour lean - prt 2	8/1/14
LaQuercia	3 hour lean - prt 3	8/2/14
LaQuercia	4 hour lean - prt 4	8/3/14
LaQuercia	5 hour lean - prt 5	8/4/14

DMACC (internal) Newton Nursing	5S	8/5/14
LaQuercia	6 hour lean - prt 6	8/5/14
LaQuercia	7 hour lean - prt 7	8/6/14
LaQuercia	8 hour lean - prt 8	8/7/14
Grand View Univ-President's Council	Lean Executive Overview (2 hrs)	8/11/14
DMACC (internal) West Adjuncts	MBTI (2.5 hrs)	8/13/14
Poet (NIACC)	5S Day 1 (4 hrs)	8/25/14
Poet (NIACC)	5S Day 2 (4 hrs)	8/26/14
DMACC (internal) Urban HiSET	Launch 3 hrs	8/27/14
DMACC (internal) Newton Nursing	Launch 2 hrs	9/4/14
Capital Crossroads -Kickoff, Police	Facilitation (3 hrs)	9/9/14
Grand View Univ.	Lean overview (1 hr)	9/9/14
Capital Crossroads -Kickoff, Parks	Facilitation (3 hrs)	9/23/14
LaQuercia	Lean Consulting (2 hrs)	9/26/14
Grandview College	Launch Day 1 of 3	9/29/14
Capital Crossroads	Facilitation (2 hrs)	9/30/14
Capital Crossroads	Facilitation (2 hrs)	9/30/14
ILC Conference presentation	5S-Electronic files/SharePoint	10/2/14
Grandview College	Launch Day 2 of 3	10/3/14
Grandview College	Launch Day 3 of 3	10/6/14
Capital Crossroads	Facilitation (2 hrs)	10/7/14
Capital Crossroads	Facilitation (2 hrs)	10/7/14
LaQuercia	5S (4 hrs)	10/11/14
City of Waukee	Lean Overview (3 hr)	10/13/14
City of Waukee	Lean Overview (3 hr)	10/13/14
Capital Crossroads	Facilitation (2 hrs)	10/14/14
Capital Crossroads	Facilitation (2 hrs)	10/14/14
DMACC Lean (Open)	5S (prt 1) 4 hrs	10/15/14
LaQuercia	Lean simulation	10/15/14
City of Waukee	Lean Consulting (8 hrs)	10/16/14
City of Waukee	Lean Consulting (8 hrs)	10/17/14
Capital Crossroads	Facilitation (2 hrs)	10/21/14
Capital Crossroads	Facilitation (2 hrs)	10/21/14
DMACC Lean (Open)	5S (prt 2) 4 hrs	10/22/14
LaQuercia	Lean simulation	10/22/14
DMACC -Workforce Training Academy	Launch -Day 1 of 3	10/23/14
DMACC (internal) Urban	Organizing Elec Files?	10/23/14
DMACC -Workforce Training Academy	Launch -Day 2 of 3	10/24/14
Capital Crossroads	Facilitation (2 hrs)	10/28/14
Capital Crossroads	Facilitation (2 hrs)	10/28/14
LaQuercia	Lean consulting	10/28/14
City of Newton	Lean Overview (2 hour)	10/29/14
DMACC -Workforce Training Academy	Launch -Day 3 of 3	10/30/14
Tidewater Community College, Norfolk, VA - Procurement	Launch - day 1 of 4	11/3/14
Capital Crossroads	Facilitation (2 hrs)	11/4/14
Capital Crossroads	Facilitation (2 hrs)	11/4/14
Tidewater Community College, Norfolk, VA - Procurement	Launch - day 2 of 4	11/4/14

Tidewater Community College, Norfolk, VA - HR	Consulting (4 hrs)	11/5/14
Tidewater Community College, Norfolk, VA - Procurement	Launch - day 3 of 4	11/6/14
Tidewater Community College, Norfolk, VA - Procurement	Launch - day 4 of 4	11/7/14
Capital Crossroads	Facilitation (2 hrs)	11/11/14
Capital Crossroads	Facilitation (2 hrs)	11/11/14
City of Clive	Lean Overview (3 hour)	11/11/14
DMACC Lean (Open)	5S- Electronic files (4 hrs)	11/12/14
City of Clive	Lean Overview (3 hour)	11/13/14
City of Waukee	Launch -day 1 of 2	11/14/14
City of Waukee	Launch -day 2 of 2	11/17/14
Capital Crossroads	Facilitation (2 hrs)	11/18/14
Capital Crossroads	Facilitation (2 hrs)	11/18/14
City of Clive	Lean Overview (3 hour)	11/18/14
City of Clive	Lean Overview (3 hour)	11/18/14
City of Clive	Lean Overview (3 hour)	11/19/14
City of Clive	Lean Overview (3 hour)	11/19/14
City of Waukee	Follow-up mtg	12/17/14
City of Newton- Payroll	Launch -Day 1 of 3	1/14/15
City of Waukee- Payroll	Launch -Day 1 of 3	1/15/15
Iowa International Center	MBTI	1/15/15
City of Newton- Payroll	Launch -Day 2 of 3	1/16/15
City of Waukee- Payroll	Launch -Day 2 of 3	1/21/15
City of Newton- Payroll	Launch -Day 3 of 3	1/22/15
City of Waukee- Payroll	Launch -Day 3 of 3	1/23/15
Shive-Hattery	Launch Day 3	1/26/15
DMACC (internal) Financial Aid #2	Launch -Day 1 of 3	1/27/15
Hammer Medical	Lean Overview (3 hours)	1/27/15
DMACC (internal) Financial Aid #2	Launch -Day 2 of 3	2/3/15
DMACC (internal) Financial Aid #2	Launch -Day 3 of 3	2/6/15
DMACC (internal) Institutional Research	Lean Retreat (8 hrs)	2/16/15
Hammer Medical	Lean Overview (3 hours)	2/17/15
Hammer Medical	Lean Overview (3 hours)	2/19/15
City of Newton/Waukee	Launch Train the Trainer	2/24/15
DMACC (internal) Student Accounts	Launch -Day 1 of 3	2/25/15
DMACC (internal) Student Accounts	Launch -Day 2 of 3	3/3/15
DMACC (internal) Student Accounts	Launch -Day 3 of 3	3/5/15
League of Innovation	Lean Presentation	3/8/15
Hammer Medical	Lean Overview (3 hours)	3/18/15
Bell Brothers	Launch -Day1 of 4	3/19/15
Bell Brothers	Launch -Day 2 of 4	3/25/15
DMACC (internal) HRS Qlty Improvement Class	Lean Overview (2 hrs)	3/25/15
United Way Non-Profit Partners	Lean presentation (4 hrs)	3/26/15
LaQuercia	Process Mapping (8 hrs)	3/27/15
Shive-Hattery	Launch Day 3.1 (1 hr)	3/30/15
Bell Brothers	Launch -Day 3 of 4	3/31/15
IA Comm. Colleges - IAM Credit for Prior Learning	Process Mapping -Day 1 of 3	4/7/15
IA Comm. Colleges - IAM Credit for Prior Learning	Process Mapping -Day 2 of 3	4/8/15

Bell Brothers	Launch -Day 4 of 4	4/14/15
DMACC Lean (Open)	Process Mapping Basics	4/15/15
Tidewater Community College, Norfolk, VA - HR	Lean Facilitation (6 hrs)	4/17/15
Tidewater Community College, Norfolk, VA - HR	Lean Facilitation (6 hrs)	4/20/15
City of Newton -Nuisance	Launch -Day 1 of 3	4/27/15
City of Newton -Nuisance	Launch -Day 2 of 3	4/28/15
DMACC Lean (Open)	5S (prt 1) 4 hrs	4/29/15
DMACC (Internal) DBR Invoicing	Launch -Day 1 of 3	4/30/15
City of Newton -Nuisance	Launch -Day 3 of 3	5/5/15
DMACC Lean (Open)	5S (prt 2) 4 hrs	5/6/15
DMACC (Internal) DBR Invoicing	Launch -Day 2 of 3	5/13/15
DMACC (Internal) 260E Reconciliation	Lean mapping	5/13/15
Sukup (NIACC)	5S & Consulting -Prt1	5/14/15
Evelyn K Davis	Time Mgmt -Lean overview	5/15/15
City of Waukee- Complaints	Launch -Day 1 of 3	5/18/15
City of Waukee- Complaints	Launch -Day 2 of 3	5/19/15
City of Waukee- Complaints	Launch -Day 3 of 3	5/26/15
Sukup (NIACC)	5S & Consulting -Prt2	5/27/15
Auto-Jet	5S -1 day	6/5/15
K-12 Educators	Continuous Improvement	6/16/15
IA Comm. Colleges - IAM Credit for Prior Learning	Process Mapping -Day 3 of 3	6/22/15