

SENIOR STAFF
Summary of Meeting
January 31, 2008
2:00-3:30
President's Conference Room

Present: Dr. Michael Mumper, Ms Heather Heersink, Ms Dianne Machado, Mr. Ken Marquez, Dr. Teri McCartney, Mr. Mike Nicholson, and Dr. Frank Novotny, Mr. Mark Schoenecker, and Dr. Sandra Starnaman.

Absent: Ms Andrea Benton-Maestas.

Previous Meeting Progress Report:

The Summary of the January 17 meeting was submitted.

HIS Department of Defense: No report given.

Financial Aid Work-study Program: Provost Mumper will talk with Phil Schroeder to clarify whether the work-study policies here are ASC adopted or whether they are federally mandated, and will report back to the group.

Diversity/Equity Officer Search: Provost Mumper indicated that the Personnel Contract Recommendation Form has been submitted, and the search committee is working on text for the job description. Because the budget for next year is unclear, the status of this position has been placed on hold until it is confident that our budget outlook is positive.

Lightening Round:

Extended Campus: Dr. Starnaman announced that everything is going well in Extended Studies as they continue dealing with Richardson Hall third floor issues. They are currently working on changes to their website, and they have 27 distance degree students enrolled. She announced that she will be retiring in June.

Academic Affairs: Dr. Novotny announced that he is currently only working a five-day work week. Academic Council met to discuss fire drills, and he continues working on decreasing the adjunct budget, and summer costs. The Nursing Program is working on phase one of the BSN development. The BSN program will need approval by the Board of Trustees, CCHE, and the State Board of Nursing. He announced upcoming faculty searches for Deborah Kanipe and Rob Gilchrist's positions.

Institutional Research: No report given .

Communications: Mr. Schoenecker announced that interviews for the graphic artist are underway with an offer to be made sometime next week. The main ASC website report is being finalized, and ASC did very well. He asked that the Capital Fee proposal be discussed as a tactical agenda item.

Finance and Administration: Ms Heersink stated that she's still keeping track of this year's budget and working on next year's budget as well. The Budget Committee met and was not able to prioritize needs due to insufficient funding. A subcommittee will develop budget policy to present to Cabinet.

Student Affairs: Mr. Marquez stated that the Student Affairs area is busy working on routine day-to-day operations. He announced the 100 Nights graduation is scheduled for tonight, and he will be out next week February 6-8 to attend a conference in Florida. He asked that the Plus/Minus grade system be discussed as a tactical agenda item.

Computing Services: Mr. Nicholson stated that he's been working with Mark Schoenecker and Cameron to integrate E2Campus with our Portal, and to modify code to allow non-student access to the system. They are also in the interviewing stages for Jeremy McBurney's position.

Nielsen Library: Ms Dianne Machado announced that six individuals will arrive on campus May 12-15 from CU to withdraw all hardcopy government documents. Now the Library will only provide a virtual electronic government document depository. The staff is currently working on password use for online databases.

Provost Office: Ms Griego announced that the Provost Office will begin to plan the Academic Awards Ceremony which will take place the last week in April. She asked the group to forward names for a guest speaker. After the following names were presented: Dr. Joe Kolupke, Dr. Cole Foster, Dr. Ron Loser, Dr. Marv Motz, it was suggested that Provost Mumper speak at the ceremony. She indicated that it has been decided to proceed with implementation of the class schedule data entry decentralization. An announcement was made to the academic department chairs on Monday; the Provost Office will proceed with training and full implementation in April.

Provost Mumper announced that he would be gone to a conference in Arizona February 6-8. Fall applications are 15% ahead of last year with an increase across the board and more out-of-state applications than before. The Retention Task Force continues to meet and is learning all sorts of new ideas to focus on improving retention. The Fall Orientation schedule of events will be sent out soon. The Associate Provost for Graduate Studies search committee has met to develop a job description and is close to advertising. The Transfer Coordinator position is very close to being filled, as they are in the interviewing stages. The Director of Student Success and Engagement search is progressing with 14 completed applications, a March hire is planned. The position announcement for the Director of Developmental Education has just been completed, and the Teacher Education Chair search committee has begun reviewing applications. Dr. Bill Lipke has resigned his position as chair of the Music Department to return to full time teaching.

Graduate School: Dr. McCartney announced the following new master's programs: Gifted and Talented in Teacher Education, Online Curriculum cohort which won't require a teaching license, Counselor Education Student Development in College

Counseling, and the MBA. She also announced that the Commencement Committee will meet next Wednesday to discuss a separate master's graduation ceremony to be held Saturday afternoon once a year in the spring. Her main goal is to meet HLC compliance before she returns to teaching in June.

Metrics Review:

Ms. Heersink distributed a General Fund Reserve Account Report.

Dr. McCartney distributed a Graduate School Enrollment Data Report.

Dr. Starnaman distributed a Cash Funded Comparative Enrollment Report for the Extended Studies campus.

Tactical Agenda Items:

Capital Fee Proposal: The following timeline for the proposal was discussed: February 4-15-Prepare the plan, February 15-Present the plan as an information item to the Board, February 19-Post notice, February 18-Present the plan to the Cabinet; February 18-March 7-Present the plan to Students/Faculty/Staff; March 20-21-Student vote; March 24-28-Celebration and Community Notice; May 9-Present to Board at annual meeting for approval.

Plus/Minus Grading System: Mr. Ken Marquez asked the status of the Plus/Minus grade system, and Dr. Novotny responded that it will be discussed at the next Academic Council Meeting. ALL AGREED THAT this plan be communicated especially to the students.

The meeting adjourned at 3:40 P.M.

Respectfully Submitted,

Donna L. Griego, Program Assistant
Provost Office