

OPERATIONS
Summary of Meeting
March 13, 2008
2:00-3:30
President's Conference Room

Present: Dr. Michael Mumper, Ms Heather Heersink, Ms Andrea Benton-Maestas, Mr. Mike Nicholson, and Dr. Frank Novotny.

Absent: Ms Dianne Machado, Mr. Ken Marquez, Dr. Teri McCartney, Mr. Mark Schoenecker, and Dr. Sandra Starnaman.

Provost Mumper announced the first meeting under the new name, *Operations*.

Previous Meeting Progress Report:

February 28 meeting summary: Not available.

HIS Department of Defense: No report given.

Decision-Making Structure: No report given

Disciplinary Action Documentation: No report given

Lightening Round:

Extended Campus: No report given.

Academic Affairs: Dr. Novotny announced that the summer course schedule is finished and now he plans to work on right-sizing the Fall 08 Adjunct Budget. Fall projections might include some spring figures for next year, which may inflate the budget allocation. He talked about the Voluntary System of Accountability for Assessment Policy (VSA), and that there are concerns with the Extended Campus and the On Campus being joined together. Because there are concerns with how the Government class will be counted, notification will be sent soon regarding the faculty general education vote. Faculty Senate is following the Academic Council model in that they will change their Constitution to include 13 members from all academic areas of the campus. Now in April they will begin discussions pertaining to their role and mission. He attended a national Mosquito Board convention and announced that Alamosa has a top notch organization!

Institutional Research: Ms Benton-Maestas announced the recent appointment of Ms Pat Bryson as the new IR Analyst; she will begin her permanent position on March 1, 2008. IR is filtering through the recently received IPEDS standards on how to collect race and ethnicity information. Major Field tests have been ordered, and the Data Warehouse has been updated prior to the Banner upgrade.

Communications: No report given.

Finance and Administration: Ms Heersink stated that at Monday's Executive Council meeting, a discussion regarding the budget policy proposal will occur. The JBC is hard at work and should be finished by Friday. She stated that the RH Renovation capital construction project is still high up on the priority list.

Student Affairs: No report given.

Computing Services: Mr. Nicholson has returned from a CIO Council meeting. Updates for the security pieces of the Information Technology (IT) Plan will be completed in June; focus is on laptop encryption, disaster recovery, and security awareness. Computing Services is in the process of purchasing software to begin security training on campus. Mr. Nicholson will be busy conducting classified evaluations which are due April 10. He stressed the need for communication with facilities and technology planning especially with the upcoming Plachy Hall renovation. He plans to submit as an agenda item to the Cabinet, a brief on the governance of the Information Technology Planning Committee (ITPC) and the Academic Instructional Technology Committee (AITC). He inquired whether there was a disaster recovery plan regarding the campus, in case flooding was ever to occur. And at the end of the month he will be attending a Title V meeting in Albuquerque.

Nielsen Library: No report given.

Provost Office: Ms Griego announced that she will be conducting intense Banner data entry trainings the next 2 weeks with the academic administrative assistants and is working on a formal training manual. Academic Awards Ceremony invitations will be going out to students who made the President's and Provost's Honor Roll, the plan is to send them out in time for spring break. The fall 2008 class schedule will go out to the academic departments one last time before it is sent to the Print Shop for final printing.

Provost Mumper stated that the Enrollment Management area is planning to offer fun incentives to entice students to register early for the fall semester; evidence indicates that students who register early usually come back. He has placed the Director of Development search on hold another year, due to timing. Searches for new positions take longer to get started; therefore, he has appointed Ms Karen Lemke as the interim director until a search can produce a permanent one. He suggested that searches really ought to follow an academic calendar timeline. Jackie Rowbury has been hired as the new Transfer Coordinator in the Records Office.

Graduate School: No report given.

Metrics Review:

Provost Mumper distributed a fall 2008 Admissions Office Application Data status report as of March 8, 2008.

Tactical Agenda Items:

Tuition/Fee Meeting: IT WAS DECIDED TO invite Mr. Eric Carpio and Ms Bea Martinez to the upcoming Cabinet meeting to discuss tuition and fees.

The meeting adjourned at 3:30 P.M.

Respectfully Submitted,
Donna L. Griego, Program Assistant
Provost Office