

OPERATIONS
Summary of Meeting
May 15, 2008
2:00-3:30
President's Conference Room

Present: Dr. Michael Mumper, Ms Andrea Benton-Maestas, Ms Dianne Machado, Mike Nicholson, Mr. Mark Schoenecker, and Dr. Sandra Starnaman.

Absent: Ms. Heather Heersink, Mr. Ken Marquez, Dr. Teri McCartney, and Dr. Frank Novotny.

Previous Meeting Progress Report:

April 24 meeting summary: Distributed prior to the meeting via email.

Title V: It was reported that Lillian Gomez attended a meeting in Washington, D.C. to gather as much information as she could to bring back. The RFP arrived yesterday and ASC has 45 days to write a proposal. The purpose of the grant is to increase Hispanic enrollment and other at-risk populations in the areas of science and mathematics. It will also focus on transfer articulation agreements between 2-year and 4-year institutions. Hopefully Nursing can be incorporated into this scope. A project team will be formed; anyone interested should contact Dr. Mumper.

Martin Luther King Day: It was confirmed that classes will not be held on MLK day and that the Academic Calendar reflects this. Faculty will be included in the planning of activities.

Retention Task Force: The ranking of proposals was sent out once more to determine a new ranking order. The final draft will be in soon.

Lost and Found: It was stated that the 2-hour parking signs are no longer posted.

Financial Aid Budgets: There will be no cuts to Financial Aid Work-study budgets in the new fiscal year. Mr. Schroeder will travel to Denver to find out how much of an increase there will be if there is any.

Lightening Round:

Academic Affairs: No report given.

Communications: Mr. Schoenecker announced that summer will be spent re-evaluating current processes. He's been working with the Admissions Office on the Hobson's project and they are just about 98% complete. He'll be searching for a Web Applications Designer soon. Data and voice jacks will be run through the Communication Offices for renovation. Jen Stoughton will return to the Communications Office from the ES Building. Clair and Jen will occupy the new

renovated space in the back of the Print Shop. He's working on a plan to better utilize student help in the areas of photography and writing.

Computing Services: Mr. Nicholson reported that the Banner 10g upgrade has been delayed. The conversion window is tentatively set for June 21 and 22. He will be attending the CELT workshop in Taos all week long.

Extended Campus: Dr. Starnaman reported that Extended Studies is currently working with TSJC on articulation agreements on holistic health. This AAS degree will venture on into the Psychology and Counselor Education arena. The first stage of revision to the website is complete, and they have been working with Dr. Guerrero-Murphy to deliver the English programs at a distance. She announced that the Associate Provost for Extended Studies position announcement has been posted.

Finance and Administration: No report given.

Institutional Research: Ms Benton-Maestas stated that there are a few issues with the Data Warehouse and backups. Because of this, the review will occur sooner than anticipated. She confirmed that the College at Colorado website does provide an online application and recruiting piece; she's currently working with Admissions and Records to update those pieces. IR is currently working on ad-hoc reporting, ethnicity subgroups, and collaborating with Title V on fund efforts.

Student Affairs: No report given.

Nielsen Library: Ms Machado announced that government document personnel have been working since Monday boxing up materials to take back; they are providing a training as well. She invites faculty and the Public Library to take what they need before it gets thrown out. The Library is working on plans to create an Information Commons. The plans include an area of 5500 square feet and will allow for cluster groups; wireless access; comfortable seating; laptops; and nice lighting. There are discussions of moving the Writing Studio to the Library.

Provost Office: Ms Griego reported that the Provost Office is busy reconciling academic year budgets and that decentralizing the data entry for class schedule in Banner has been successful. The office is busy generating Offer Letters of employment and processing paperwork for new faculty hires.

Provost Mumper announced that Dr. Mark Joyce will begin his new assignment as the Chair in Teacher Education on June 1. He comes to ASC from MESA state College. He's forming an administrative team to assist and mentor Dr. Joyce. This team will consist of the following individuals: 1) Ms Donna Griego to assist with administrative processes; 2) Ms Heather Heersink to assist with the budget; 3) A department chair; 4) and possibly others. He stated that an offer has gone out for the Associate Provost for Graduate Studies, and that we should hear from that individual by the end of the week. A Facilities Committee meets every Friday at 1:00 to discuss capital fee investing and

planning. There is discussion about bringing a consultant to look at campus housing to make some recommendations. They are also discussing a quick fix with regard to campus signage; so the campus community can see immediate results of the capital fee implementation.

Graduate School: No report given.

Metrics Review:

Dr. Starnaman presented an Extended Studies Cash Funded Comparative Enrollment Report as of May 12, 2008.

Ms Benton-Maestas presented a spreadsheet on IPEDS reporting.

Tactical Agenda Items:

No tactical items.

The meeting adjourned at 3:25 P.M.

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