

OPERATIONS
Summary of Meeting
June 26, 2008
2:00-3:30
President's Conference Room

Present: Dr. Michael Mumper, Ms Andrea Benton-Maestas, Ms Heather Heersink, Mr. Ken Marquez, Dr. Teri McCartney, Mr. Mike Nicholson, Ms Judy Phillips, Mr. Mark Schoenecker, and Dr. Diana Wenzel.

Absent: Ms Dianne Machado and Dr. Frank Novotny.

Previous Meeting Progress Report:

Not available.

Lightening Round:

Academic Affairs: No report given.

Communications: Mr. Schoenecker announced that the Communications Office move is now complete, and invited folks to come by to see Jen and Claire's new office suite. This summer, Communications is operating with a skeleton staff until all positions can be filled. He offered an update on the production of the ASC Catalog and stated that there are issues with regard to the formatting of the catalog; he'd like to revisit the entire process once again. The catalog is due to return from the printer by the first week of August. He stated that he would distribute Hobson's materials during the **Metrics** segment of today's meeting.

Computing Services: Mr. Nicholson requested that plans for the RH remodel be placed on the tactical agenda. His concern is with technology infrastructure, which needs to accommodate temporary office placement during construction. He was appreciative that Human Resources agreed not to test for the Application I Programmer position. Instead a rubric was provided to include applicant scores in various areas of experience. Individuals with the 3 highest overall scores will be asked to interview for the position.

Extended Campus: Ms Phillips reported that a meeting with community college presidents from La Junta, Lamar, and Trinidad will take place to discuss the future of REAP, and that Pueblo Community College will begin a new cohort this fall.

Dr. Wenzel added that a pre-meeting is scheduled for tomorrow to review REAP data and statistics, the discussion will be geared toward cash funding for the REAP program. She commented that Extended Studies is exploring the possibility of offering workforce training to spouses of military personnel. She stated that funding is totally subsidized for this group.

Finance and Administration: Ms Heersink stated that she continues to work on year-end budget as well as beginning-year budget. She hopes to have the new budget loaded into Banner soon. She will be out for two weeks last part of July and first week in August. She also reported that budget roll-ups are on hold awaiting Tom Fuller's expertise.

Graduate School: Dr. McCartney announced that she will be working only mornings on a half time basis beginning in July. Her office is currently working on cleaning up forms and processes; there are 7 or 8 Banner reports that will be eliminated. One half of the Graduate Assistantship positions have been hired, the other half have been recommended for hire. A percentage of funding from Counselor Education has allowed the graduate assistantship stipend to be increased by \$500 each. The online coaching program will enroll 17 students, and a grant has been approved to fund tuition for the online History program for Farmington students.

Institutional Research: Ms Benton-Maestas stated that the IR Office is currently working on final enrollment numbers for CCHE. They also attended a DAG teleconference where HEAR and ethnicity reporting were the topics.

Nielsen Library: No report given.

Provost Office: Ms Griego reported that the Office of the Provost continues to work on maintaining files for the Associate Provost for Extended Studies search, as well as closing out searches for faculty and submitting Board of Trustee and reporting forms for hire. She has just about finished a handbook which documents the process and outlines the procedures for Banner data entry for the academic class schedule. The Office is also revising processes and procedures for the next academic year.

Provost Mumper gave a status report on construction projects. The \$300,000 proposal to add a new Information Commons to the 2nd floor of the Library will include coffee carts, laptops, and new furniture. Renovation to the Food Court will begin July 1. The Media Center remodel will begin as soon as the Counseling Lab has been moved to the 1st floor of the ES Building. An offer has been made to Dr. Don Johnston for the Associate Provost of Graduate Studies, there are still tenure issues to be resolved. He currently holds the position of Dean of Professional Studies at Chapman University. There are 10 applications for the Associate Provost for the Extended Studies position. This committee will convene as soon as Dr. Novotny returns from vacation. The number of Admissions applications remains the same as last year, and transfer applications are significantly higher. Actual registration numbers for fall appears to be lower than this time last year. He will be on vacation next week until the 7th.

Student Affairs: Mr. Marquez reported that the Department of Public Safety is now officially called, the ASC Police Department. They also serve as the official site for lost and found items. The Food Court will begin remodeling to accommodate the new Jump Asian establishment, a new bistro-type environment, and also the Wow Wingery and Cafe in December. Aaron Miltenberger has been hired as the new Student Life Coordinator and will begin his new assignment. The search to replace Catalina Bartlett

as the Student Support Services Coordinator is ongoing; Gregg Elliott is the chair for that search. Currently there are 7 applications for that position.

Metrics Review:

Ms Heersink provided a report of the *General Fund Reserve Account* as of May 31, 2008. The presentation of the Hobson's project was interrupted due to a scheduling conflict with the meeting room.

Tactical Agenda Items:

The discussion of the RH construction project was tabled for the July 10 meeting. IT WAS AGREED to invite Mr. Bill Mansheim and Erik van de boogard.

The meeting adjourned at 3:00 P.M.

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