

SENIOR STAFF
Summary of Meeting
December 6, 2007
2:00-3:30
President's Conference Room

Present: Ms Heather Heersink, Ms Andrea Benton-Maestas, Dr. Teri McCartney, Ms Dianne Machado, Mr. Ken Marquez, Mr. Mike Nicholson, and Dr. Frank Novotny.

Absent: Dr. Sandra Starnaman.

Provost Mumper opened the meeting with a discussion of next year's budget status. At this point in time, the College is going into next year's budget with a \$200,000 deficit. The need to implement and document the budget process was also discussed.

Lightening Round:

Extended Campus: No report given.

Associate Provost for Academic Affairs: Dr. Novotny stated that the APAA Office has been busy the past two weeks attending to student and faculty complaints. Currently faculty are discussing the proposed plus/minus grading system and new issues have surfaced with the minimum grade requirement for General Education courses.

Institutional Research: Ms Benton-Maestas stated that the IR Office is currently working on Title V year-end reporting and data pieces for the Performance Contract. The student admitted survey is on its way. She will be out of the office for 6 weeks and will be working at home. The search for the position that Pat Bryson occupies has been approved for exempt status.

VP for Finance and Administration: Based on the opening meeting discussion, Ms Heersink did not have any further information regarding the budget status.

Student Affairs: Mr. Marquez announced that the Student Affairs area is working on their strategic plan and mission statements. He indicated that there are currently 281 holds for immunization records, originally 1000 were placed. Because these holds have prevented students from registering for classes early, he asked that students with problems be directed to his office. Student Affairs will lift holds for those students that need to register. The search committee for the FYEE search has met to complete the job description for the FYEE Director position, and it is hopeful that someone will be hired in late February or early March. The College has approved a day off for students for Martin Luther King Day, activities are being planned for this event. Ann Meredith has been hired as the Administrative Assistant in the Housing Office. He also indicated that smaller meals will be offered during Snow Days, Fall Break, and Thanksgiving for those students who do not leave the campus. These meals will be included into next year's budget at an additional student cost. Meals will not be served during Spring Break, or Christmas Break.

Computing Services: Mr. Nicholson indicated a replacement for Andrea Benton-Maestas has been hired, Mike Rael from Antonito. David Newmeyer's IT position has been filled by Randy Smith from Amigo.net. A search is still underway to fill Isa's .49 FTE programming position and with John Manning leaving, there's a vacancy for his part time technician position as well. Computing Services is planning to purchase security software and a new email Barracuda appliance. They are also creating a new security awareness training that will be implemented using the voluntary and highly recommended strategy.

Nielsen Library: Ms Dianne Machado announced that the Library will be closed for two weeks over Christmas break; faculty and staff are welcomed to stop by if need be. The children's collection is being revamped; the Marie Colville and Jack Cooper collections have been combined with a room opening to be planned soon. She thanked everyone who was able to attend the chili party yesterday.

Provost Office: Ms Griego announced that the Provost Office is currently working on summer 08 and fall 08 class schedules; Lisa Brown is finishing up catalog revisions. Promotion, retention, and tenure recommendations are going forth to the President by the 15th. Because we are gearing up to prepare the summer 08 class schedule, one item that needs to be discussed is summer advertising and the printed bulletin. The group DECIDED that maintenance of a summer website WILL CONTINUE and a downgraded bulletin WILL BE PUBLISHED this year.

Provost Mumper stated that the First Year Experience searches are underway. One search is for the Director of FYEE and the other is for a Director of Developmental Education. He also announced at the end of January an evaluation must be completed for all supervisors, he will notify all involved.

Graduate School: Dr. Teri McCartney indicated that she'd be taking a recruiting trip to visit 2-year and 4-year colleges in southern Colorado for the counseling student development track, the master's plus in history, and the MBA program. She is still working with Dr. Kurt Keiser to establish the MBA program.

Metrics Review:

No metrics reports were given.

Tactical Agenda Items:

No tactical agenda items were discussed.

The meeting adjourned at 3:35 P.M.

Respectfully Submitted,

Donna L. Griego, Program Assistant
Provost Office