

SENIOR STAFF
Summary of Meeting
February 28, 2008
2:00-3:30
President's Conference Room

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

Absent: Ms Dianne Machado

Previous Meeting Progress Report:

February 14 meeting summary: Distributed via email prior to the meeting.

HIS Department of Defense: No report given.

Senior Staff Name Change: The name of this group will be changed from Senior Staff to Operations.

Summer Calendar: No report given.

Lightening Round:

Extended Campus: Dr. Starnaman announced that one position has been filled in Extended Studies, and they continue to work on internal restructure. Claire Russell has resigned to work in the Communications Office.

Academic Affairs: Dr. Novotny stated the budget portion of the Phase 1 Draft BSN proposal is finished, the intent is to increase enrollment. He has finished reviewing the Summer 2008 class schedule and it is under budget. He's currently working on the first draft of the fall 2008 Spanish Program course offerings, and they are focused on program growth. He will be gone Monday through Thursday to attend a national meeting of the Mosquito Board. He continues to work with Ken Marquez on faculty and student issues, so Spring Break will be very well received. The Extended Studies area is working with the local Head start and Trinidad State Jr. College to implement a BA degree in Early Childhood Education-non licensure. This program will be grant funded and offered partly online. The Academic Council is working on defining their role and mission, and the Faculty Senate continues to work on their Constitution. The general education speech requirement has been eliminated by faculty vote, and will take effect beginning in fall, 2008. Degree plans will be updated to reflect this change. He asked that clarification of the role and mission of committee assignments be placed as a tactical agenda item, and disciplinary action documentation.

Institutional Research: Ms Benton-Maestas announced that the Retention Task Force has formed subcommittee groups to discuss various topics. The IR Office is currently working on aligning cost centers for Faculty Productivity reporting, and a campaign is

underway to promote the NSSE survey. A search is ongoing to fill Pat's Bryson's position on a permanent basis.

Communications: Mr. Schoenecker announced that Claire Russell will be joining his staff in Communications as a Graphic Artist. Shawn Weaver's position won't be filled until Chris Wearer leaves; until then, Chris be training Claire. Julie Waechter has picked up one half of those duties until a search can produce a candidate for the position. Because Mark is currently changing roles from Webmaster to Communications Director, the Communications Office is seeking assistance from other areas especially with the larger projects until a full staff is hired.

Finance and Administration: Ms Heersink reported that the Budget Committee continues to meet. She has sent out the Summer Contract Worksheet to the Department Chairs. She suggested that she'd like to be involved in any committee work that involves budgeting.

Student Affairs: Mr. Marquez announced that telephone interviews with candidates for the FYEE Director position are underway. News regarding the Capital Fee Proposal seems to be positive, he mentioned two newspaper articles in today's *South Coloradan*. The Student Senate has voted to change the student policy in the *Student Handbook* and voting booths will be set up in the academic buildings for the Capital Fee vote.

Computing Services: Mr. Nicholson announced a Banner User Group-Student (BUGS) meeting scheduled for next Friday to discuss the next upgrade. He urges those to test all Banner processes prior to the scheduled upgrade. He mentioned that technology planning, and communicating processes with Facilities Services is needed especially with upcoming renovation projects.

Nielsen Library: No report given.

Provost Office: Ms Griego stated that the Academic Awards Banquet is scheduled for April 17. The Summer 08 course schedule is being completed and will be submitted to the Print Shop soon. One last draft will go out for revision to the Fall 2008 course schedule and will be going to the Print Shop as well.

Provost Mumper announced the Teacher Education Chair search is moving along, invitations to are being extended to candidates for campus visits around the Spring Break vacation. The Enrollment Services Counselor search is also underway; this is the position that will be stationed at the One Stop. An offer is currently being made for the Transfer Coordinator Position to be filled in two weeks. The Associate Provost for Graduate Studies search deadline for receipt of applications is approaching; hopefully someone can be hired to fill that position soon. He met with the business faculty regarding the MBA program, one major concern is finding time to meet to get the program moving along. He distributed a copy of the *Draft Description of a Revised Decision-Making Structure* document and asked that this be placed as a tactical agenda item for today.

Graduate School: Dr. McCartney will be going on a graduate recruiting trip to Four-Year colleges and Jr. Colleges here in the state of Colorado after Spring Break. A proposal for a Masters in Gifted and Talented will go to the Graduate Council for approval. The program review for the Master in Art is finished. The Assistant Provost for Graduate Studies search is underway; an announcement will be posted to *Latino's in Higher Education* and the *Chronicle*.

Metrics Review:

No metrics reports were distributed.

Tactical Agenda Items:

Decision-Making Structure: There was discussion about committee assignments in general and the role of Faculty Senate and how they should be involved. IT WAS AGREED THAT the Information Technology Planning Committee report to either the President or the Provost; the Academic Council report to the Associate Provost for Academic Affairs; the Graduate Council report to the Associate Provost for Graduate Studies; and the Academic Instructional Technology Committee report to the Faculty Senate.

IT WAS SUGGESTED TO APPROVE the Structure document at the upcoming Cabinet meeting.

Disciplinary Action Documentation: A discussion about how disciplinary actions are to be documented occurred. IT WAS SUGGESTED THAT the Human Resources Office provide campus-wide training.

Provost Mumper announced that Cabinet meetings will take place the first and third Wednesdays of each month, and the Operations meetings will take place the second and fourth Thursdays of each month.

The meeting adjourned at 3:40 P.M.

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