

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

**Present:** Ms Heather Heersink, Ms Dianne Machado, Mr. Ken Marquez, Mr. Mike Nicholson, and Dr. Frank Novotny.

**Absent:** Ms Andrea Benton-Maestas, Dr. Teri McCartney, and Dr. Sandra Starnaman.

**Guest:** Mr. Mark Schoenecker.

Provost Mumper opened the meeting by asking the group to discuss an implementation plan for the proposed escalating 7% fee increase. The proposed fee will increase every year for the next ten years, and monies will be used for capital requests only. Currently 3.5% is earmarked for academic use and 3.5% is earmarked for auxiliary use.

After discussion the group AGREED TO APPOINT a planning team TO DEVELOP an implementation strategy. This plan will be presented to Senior Staff on January 24<sup>th</sup>, and then will be taken to the Cabinet on Monday, January 28. Presentations to the faculty will be scheduled the first week in February, with student presentations scheduled the second week in February. Once this has occurred, the plan will be presented to the Board of Trustees during their February meeting.

Those appointed to the planning committee are: Dr. Bruce Landis, Mr. Bill Mansheim, Ms Heather Heersink, Mr. Ken Marquez, Ms Bea Martinez, Mr. Mike Nicholson, Mr. Mark Schoenecker, and two representatives from the academic area.

Provost Mumper announced that those that report to him will be evaluated in January according to the *Exempt Handbook*. He asked that these reportees prepare a summary of *goals accomplished* for the year and submit them to him along with their *priority lists* that were prepared in the fall.

**Lightening Round:**

The only two items that were stated were that during Christmas break, Porter Hall and the Theatre Building reported water leaks. A late January date is being planned for implementation of the E2 Campus.

**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