

SENIOR STAFF
Summary of Meeting
November 8, 2007
2:00-3:30
President's Conference Room

Present: Ms Heather Heersink, Ms Andrea Benton-Maestas, Mr. Ken Marquez, Mr. Mike Nicholson, Dr. Frank Novotny, and Dr. Sandra Starnaman.

Absent: Ms Di Machado and Dr. Teri McCartney

Previous Meeting Progress Report:

October 25 Meeting Summary: No Summary Provided

ES Building Program Plan: Provost Mumper asked the group to nominate folks for committee membership. Currently Todd Wright, Mark Manzanares, as well as some department chairs are being considered. IT WAS SUGGESTED THAT Ray Welch SERVE AS the IT representative.

HSI Department of Defense: This item will continue to be placed on the Previous Meeting Progress Report until issues have been resolved.

Summer 08 Contact Time Calendar: Ms Griego indicated that Drs. McCartney and Novotny were both contacted with regard to graduate and undergraduate areas. With no further comments, the proposed time slot changes and reduced contact times WERE APPROVED AS REVISED.

Potential Strategic Topic:

Summer Planning

Lightening Round:

Extended Campus: Dr. Starnaman announced that HLC will be on campus on Monday and Tuesday. Currently Extended Studies is working on filling 3 positions, the Chief Academic and Assessment Officer will be hired soon. They are anticipating a report from the structural engineer to see if their relocation has been approved. Work on the grade mailer project is ongoing, and a credit card pilot piece is being incorporated.

Associate Provost for Academic Affairs: Dr. Novotny explained that he is currently working on the evaluation process (Promotion, Retention, Tenure). He'd like to open discussions of increasing the status of the adjunct budget, as he's received requests to fund additional positions. His trip to New York was fun-filled and he learned of many new ideas. The nursing program is looking at an additional building and also conversations about a 4-year program are on the horizon. He hasn't been able to devote time to work on assessment due to travel agendas and faculty evaluations. Student advising has begun, and currently Deb Owen has 400 advisees for spring registration. Provost Mumper indicated that in the next week, the One Stop will be providing *Walk up* advising from 8:00 A.M. to 12:00 noon to help the academic advising center.

Institutional Research: Ms Benton-Maestas stated that the IR Office is busy extracting data for the upcoming HLC visit. She commented that the Reno conference was wonderful as well as the Leadership Conference on the Regis campus. She was amazed at all of the networking possibilities that were available.

VP for Finance and Administration: Ms Heersink stated that the Business and Finance Office is working on the budget funding model for next year. She invited others to attend along with Jenny, the strategic budget conference in Sacramento in December. Senior Staff will prioritize a list of proposed budget needs by mid-November. Mr. Nicholson suggested that the “Refresh” project be placed on that list as well.

Student Affairs: Mr Marquez announced that the Shooting Scenario will take place tomorrow, and Public Safety has been active in the community advertising the event. Student Affairs continues to work on the Incident Management Plan, and advertising of the E2 Campus piece. They are currently working with the Latin American Education Fund to provide scholarships for ASC students. He announced that as of week 12, a total of 116 students withdrew from ASC; there were 79 freshmen; 11 sophomores; 7 juniors; 6 seniors; and 13 graduate students. IR and Student Affairs will collaborate to be certain that this data is kept in a central location so that it can be available to others in the future.

Computing Services: Mr. Nicholson indicated that he had just returned from an Educause conference in Seattle; there were 80,000 educators and vendors present. He recommends that Mark Manzanares attend next year as it may benefit him. Currently Computing Services is working on security issues. The PCI credit card audit is underway and there are issues that need to be resolved. He would like to place mandatory encryption as a tactical agenda item and discuss security and training as well. He'd also like to place Summer Conferencing as a tactical agenda item. He reported that the plus/minus grade system project may be implemented the following spring, and stated that staffing is an issue state-wide not just local.

Nielsen Library: No report given.

Provost Office: Ms Griego announced that the summer and fall class schedules are just about ready to go out for revision. She stated that her office is still waiting for catalog changes as the fall schedule cannot be rolled-out until all catalog changes have been entered into Banner. The Academic Calendar for next year (08-09) has been published, and she thanked the campus for working together to produce it.

Provost Mumper stated that a proposal is being reviewed to move the Counseling Space into the CELT space; the Title V Offices up to the Counseling 2nd floor space; converting ES 319 into office space; and converting ES 223, the Language Lab, into general classroom space are being reviewed. These proposals will benefit both the Sociology and

Counselor Education areas as Sociology is planning to hire an additional faculty member and needs the ES 319 office space. The Counselor Education area is planning to conduct more extensive community counseling and the proposals will allow clients private outside access into the facility. The turnout for the last Discover Day was lower than last year. In the past, ASC has relied on financial institutions providing lists of prospective students (who have applied for student loans) for Discover Day. Due to a new federal policy, banks are prohibited from doing this.

Graduate School: No report given.

Metrics Review:

No metrics were distributed.

Tactical Agenda Items:

Mandatory Encryption for Laptop Computers: After discussion, Mr. Nicholson AGREED TO PROVIDE a white paper SO THAT department chairs CAN BE MADE AWARE of mandatory policies.

Security Training: Mr. Nicholson announced the importance of providing security training on campus; although, he's uncertain as to whether it should be mandatory. After discussion, IT WAS SUGGESTED THAT training BE STRONGLY ENCOURAGED by unit. Mr. Nicholson WILL PROCEED TO FIND a suitable desktop training program AND PROVIDE training to individual units.

Conference Planning: Mr. Nicholson referred to a recent seminar offered on campus. He stated that because there wasn't an event contract in place, campus services weren't provided in an efficient manner. He explained the need for a definition of the administrative role for this process, and also suggested that policies be developed for conferencing services.

Provost Mumper asked the group to contemplate a meeting within the next two weeks to discuss a more unified list of budget needs for next year.

Meeting adjourned at 4:00 P.M.

Respectfully Submitted,

Donna L. Griego, Program Assistant
Provost Office