PLANNING/CABINET
Summary of Meeting
March 5, 2008
2:30-4:00
Library 104

Present: Dr. Michael Mumper, Dr. Benita Brink, Ms Heather Heersink, Dr. Bruce Landis, Mr. Bill Mansheim, Mr. Ken Marquez, Dr. Teri McCartney, Ms Andrea Benton-Maestas, Mr. Larry Mortensen, Mr. Mike Nicholson, Mr. Mark Schoenecker, Dr. Sandra Starnaman, and Dr. Dave Svaldi.
Absent: Dr. Frank Novotny.

February 20 Meeting Summary:
Provost Mumper opened the meeting by referring to the Summary Draft Revised Decision-Making Structure document that was circulated via email prior to the meeting. He stated that the Budget Committee section was removed pending further clarification. Ms. Heather Heersink was asked to give a status update of the Budget Committee.

Ms. Heersink reported that the Budget Committee convened and agreed that prioritization must occur with a group that has the knowledge and background to make budget recommendations. She stated that the consensus was that the newly structured Cabinet be the committee to make those necessary budget decisions. After recommendations have been made, Ms. Heersink and Mr. Mansheim will conduct annual meetings to communicate these recommendations, and gather feedback from the campus for final approval.

IT WAS DECIDED THAT the Budget Committee submit informational items back to the Cabinet for inclusion in the last page of the Draft Revised Decision-Making Structure document, and the Budget Committee will cease to exist. The role and mission of all other campus committee assignments will also be clarified and incorporated into this main Structure document as well.

Committee Review:
Provost Mumper asked the group to consider external relationships, membership, campus communication, and the role and function of each committee listed on the Structure document.

Executive Council – This group includes all of the direct reports to the President, and in the absence of the President, the Provost will serve as chair. This meeting format is tactical and the responsibility of the members is to advise the President on matters of campus-wide concern. It also facilitates communication across units and generates agenda items for Cabinet. The Executive Council will meet every first and third Monday from 9:00 a.m. to 10:30 a.m. in the President’s Conference Room. Membership includes: President, Provost, VP for Finance, VP for Institutional Advancement, Athletic Director, and Campus Diversity Officer.
Cabinet – This group includes all the senior administrators of the College, and is the primary planning body of the campus. The responsibility of this group is to set the strategic vision of the College, and to search for opportunities to realize that vision. Policy review and approval is also within the scope of responsibility. The Cabinet will meet every first and third Wednesday from 2:30 p.m. to 4:00 p.m. in Library, 104, and as needed. This body is co-chaired by the VP for Finance and Administration, and the Provost. Membership includes: President, Provost, VP for Institutional Advancement, Athletic Director, CIO, Associate Provost for Academic Affairs, Associate Provost for Graduate Studies, Associate Provost for Extended Studies, Dean of Student Affairs, Associate VP for Facilities Planning, Budget Director, IR Director, Communications Director, Faculty Senate Chair.

There was discussion pertaining to composition especially with regard to representation by the Classified Employee’s Council, and the Professional Administrative Council. IT WAS DECIDED to invite representatives from these two bodies to Cabinet meetings as needed.

IT WAS DECIDED THAT Mrs. Griego prepare Cabinet meeting summaries and post them to the President’s website. All meetings will follow a *Roberts Rules of Order* format and a set agenda for topic discussion. Committee members are to notify Mrs. Griego of any absence, and representation will not be accepted in lieu of any absence.

IT WAS SUGGESTED THAT the following strategic topics be brainstormed and prioritized for discussion: Strategic Plan, Master Calendar of Events, Summer, Conferencing, Facilities Plan, Tuition, Enrollment Plan. Long Range plans to discuss private funding, and capital campaigning were also mentioned. A Cabinet Priority Calendar was also discussed.

IT WAS DECIDED TO DISCUSS capital fee planning, in/out of state tuition increases, and the Good Neighbor Scholarship as agenda items for the next meeting. Eric Carpio and Bea Martinez will be invited to attend.

Operations – This group formerly called, Senior Staff, will include those units responsible for the day-to-day operations of the College. The agenda revolves around communication, short term problem solving, and implementation of the plans generated by the Cabinet, and is chaired by the Provost. Operations will meet every second and fourth Thursday of the month in the President’s Conference Room from 2:00 p.m. to 3:30 p.m. Membership includes: Provost, Associate Provost for Academic Affairs, Associate Provost for Graduate Studies, Associate Provost for Extended Studies, Dean of Student Affairs, Associate VP for Facilities, Budget Director, IR Director, CIO, Communications Director, and the Library Director.

There were questions regarding AITC membership which led to a discussion of policy administration, definition of, and communication. There were questions about where
policy documentation would be kept. These would be topics of discussion at a future Operation Meeting.

*Enrollment Management Team (EMT)* – This group is comprised of all unit directors from the Enrollment Management area. The role and mission of this group is to draft and implement the Enrollment Plan for the campus, including undergraduate recruitment and retention. This committee is chaired by the Provost. Administrative support is provided by the Enrollment Management Project Manager. This group meets every other Monday from 2:00-3:00 in the President’s Conference Room. Membership includes: Provost, Admissions Director, Financial Aid Director, Communications Director, Director of Student Business Services, Registrar, IR Director, One-Stop Coordinator, and EM Project Manager.

After committee review, the group expressed concern with the communication piece as it was clear that the campus needed to be aware of meeting happenings and outcomes. After discussion, IT WAS DECIDED THAT Julie Waechter communicate these changes to the campus community.

**Adjournment:**

Provost Mumper summarized the meeting by stating he would revise the *Draft Revised Decision-Making Structure* document to reflect meeting outcomes, and move to a formal setting for the upcoming Cabinet meeting; which will discuss a pricing policy for tuition decisions, and a planning discussion for the passing of the capital fee proposal, or the not passing of.

The meeting adjourned at 3:57 P.M.

Respectfully Submitted,

Donna L. Griego, Program Assistant
Provost Office