Meeting Minutes

MEETING MINUTES

Date of Meeting: April 9, 2009
Location: LIB 304
Minutes Prepared By: Donna L. Griego

1. Purpose of Meeting
Strategic Planning

2. Attendance at Meeting (add rows as necessary)

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
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<tbody>
<tr>
<td>Heather Heersink</td>
<td>Michael Mumper</td>
<td>Erik van de Boogard</td>
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<tr>
<td>Don Johnston</td>
<td>Mike Nicholson</td>
<td>Diana Wenzel</td>
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<tr>
<td>Tony Laker</td>
<td>Frank Novotny</td>
<td>Joel Korn gut-Guest</td>
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<tr>
<td>Larry Mortensen</td>
<td>Tracy Rogers</td>
<td>Armando Valdez-Guest</td>
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<tr>
<td>Ken Marquez</td>
<td>David Svaldi</td>
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3. Meeting Notes, Decisions, Issues

Provost Mumper called the meeting to order at 9:08 AM

CABINET MEETING:
ASC FY 09-10 Budget Reduction Summary:
Additional Revenues 1,009,300
State cut (1,043,076)
(33,776)
The following items were previously funded by the ASC Foundation. The Foundation is no longer able to support them; therefore, ASC will build them into the 09-10 budget.

Foundation Ag Business Support (100,000)
Foundation Alumni Scholarships (12,510)
Foundation Work-study (65,000)
Foundation Scholarships (220,000)
Foundation Admissions Travel (45,000)
Foundation Marketing Scholarships (35,000)
Foundation A-Stater -
Foundation Salaries (Alum Director & Support Staff) (110,725)
Foundation Alumni Travel & Operating (47,000)
Foundation Summer Bridge (25,000)
Foundation Employee Tuition Waivers (20,000)
Foundation Total (680,235)
  Health Safety Officer (36,000)
  Summer Bridge (15,000)
  HDL increased costs-Faculty/Staff/Classified (273,990)
  Maintenance Escalation (Banner, Touch net, E2 Campus) (6,793)
  Retention and Recruitment (166,000)
  Grant Funding of Permanent Salary Decrease (25,083)
  Oracle License and Software (38,725)
  Reserve (172,000)
  Total Shortfall (1,447,602)
  Total Reductions (1,447,645)
  Over/(Under) Target 43

The following budget reductions are recommendations brought to the President from the Executive Team. They are now being presented to the Cabinet, and will be taken back to the President for final approval and then presented to the campus.

**Plan A**  Includes only the items below

**Plan B**  The items below plus 2 developmental instructors, offset with $45K vacancy savings

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Various</td>
<td>Cut 3 Administrative Positions</td>
<td>79,200</td>
</tr>
<tr>
<td>Grad Office</td>
<td>Move to Cash</td>
<td>178,000</td>
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<tr>
<td>Inst Adv</td>
<td>Vacant VP IA</td>
<td>100,000</td>
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<td></td>
<td>Sophomore Retention Scholarship</td>
<td>80,000</td>
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<tr>
<td></td>
<td>Amount Set in Reserve for SEOG/Work Study Match</td>
<td>97,500</td>
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<tr>
<td></td>
<td>Teacher Ed Grant Salary Savings</td>
<td>38,000</td>
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<tr>
<td>Pres Office</td>
<td>Operating</td>
<td>7,000</td>
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<tr>
<td>Provost</td>
<td>Freeze Vacant Director of Developmental Ed</td>
<td>40,000</td>
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<tr>
<td>Provost</td>
<td>Move Print Shop to 100% Fee Based</td>
<td>30,000</td>
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<tr>
<td>Provost</td>
<td>Reduce Institutional Work Study with Federal Offset</td>
<td>47,500</td>
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<tr>
<td>Provost</td>
<td>Freeze Vacant Library Position</td>
<td>51,000</td>
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<tr>
<td>Provost</td>
<td>Reduce Org 654 (Savings from not printing catalog)</td>
<td>5,000</td>
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<tr>
<td>VP Finance</td>
<td>Move a portion Assoc VP to Projects</td>
<td>58,700</td>
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<tr>
<td>VP Finance</td>
<td>Eliminate Vacant Admin &amp; ½ of Controller Sponsored Prog</td>
<td>44,595</td>
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<tr>
<td>VP Finance</td>
<td>Eliminate Vacant Structural Trades I</td>
<td>54,034</td>
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<tr>
<td>VP Finance</td>
<td>Hold Anticipated Vacant Computing Svcs Position at MdYear</td>
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</tbody>
</table>
45,000  
VP Finance  
Reduce Org 353 (Grant Match, Operating, Travel, etc.)

32,205  
Athletics  
New Sport Budget Reduction

25,000  
Athletics  
Move Athletic Scholarship Tuition Adjustment to Grizzly Club

25,000  
Academics  
TED Freeze Vacant Faculty Line

52,000  
Academics  
TED Freeze Vacant TOSA Line

Academics  
Freeze Vacant Admin I TED

Academics  
Freeze Vacant Nursing Faculty Less $30K Grant Loss

Academics  
Freeze Vacant Physics Faculty Line Less Adjuncts

Academics  
Freeze Vacant Spanish Faculty Line Less Adjuncts

Academics  
Freeze Vacant Biology Faculty Line Less Adjuncts

53,000  
Academics  
Freeze Vacant Counselor Ed Faculty Line

60,000  
Student Aff  
Move Dean of Students to Auxiliaries

Student Aff  
Reduce Org 501 Student Hourly

Various  
Voluntary separation, voluntary furlough, vacancy savings,

Revenue budget to actual surplus

-  

1,447,645

MOTION: Dr. Novotny moved to approve plan B. Mr. Mortensen seconded. Motion passed unanimously.

Campus Renewal and Planning (CRaP) Requests:
Mr. van de Boogaard indicated that the following were presented to the CRaP committee, and need final approval by Cabinet.

- Student Life Terminal Project
- AITC Build Wall in ES 237/238
- Move Melissa Freeman’s Office
- Housing Office/Demo Wall

MOTION: Dr. Wenzel moved to approve the CraP requests. Ms Heersink seconded. Motion passed unanimously.

Ms Heersink presented a supplemental budget item. She stated that due to mandated postage increases, an additional upgrade to the technology in the mailroom for $1,300 was necessary.

MOTION: Mr. Marquez moved to approve the technology upgrade in the mailroom. Dr. Novotny seconded the motion. Motion passed.
STRATEGIC PLANNING MEETING INTRODUCTION:
With no further Cabinet business, the group reviewed the following Strategic Planning agenda:
- 9:00-10:00 Cabinet Meeting
- 10:00-11:00 Tiger Team Updates
- 11:00-11:15 Break
- 11:15-12:00 Review of the Strategic Planning Process
- 12:00-1:00 Lunch
- 1:00-2:00 Vision Update
- 2:00-3:00 Review of Institutional Goals (or Noel Levitz Update)

Meeting Objectives:
- Review of the current quarterly process
- Review and approve the revised vision statement
- Begin a review of ASCs institutional goals
- Multi-tiered ASC designation
- Governance update
- Updates from other Mt. Princeton offsite teams

Tiger Team Update:
Multi-tiered ASC Designation:
Dr. Johnston reported that a group meets every two weeks to discuss ASC’s current structure and the university name change. A consultant from Noel Levitz was brought in to assist the campus with a proposal to establish the community college and university models. The plan is to review the information submitted by Noel Levitz, and to present a proposal to the Cabinet with a recommendation. It was stated that the Board of Trustees was open to the name change and they thought it would enhance our marketing efforts.

Shared Governance Update:
The Shared Governance group is busy gathering data and assessing it. A survey was sent to the Board of Trustees regarding their perspective on Shared Governance. The group is currently in the process of devising a survey for the Classified Staff on campus. The group obtained information from AS&F, and they opted to not be directly involved, they are comfortable with where they are at this point. The group will have a strong report prepared for HLC. This report will be brought to the Cabinet and the Board of Trustees prior to the HLC visit. They would also like to present focus groups or direct presentations to the campus.

Assessment Update:
Dr. Novotny reported that those academic program reviews that were due this year are now complete. He stated that there are some concerns with the General Education curriculum at this point. Considering this, he is confident that we are all okay with the assessment pieces to date.

Administrative Structure Update:
Provost Mumper commented that for the upcoming HLC visit, our organizational charts on our website need to be revised to reflect our current structure.

Higher Learning Commission Update:
President Svaldi reported that a team of two individuals will comprise the site team in October. One individual is from Western New Mexico and the other from Oklahoma. He commented that his team is sympathetic to rural institutions and the issues they face.

Review of the Strategic Planning Process:
- The Cabinet agreed to support a quarterly strategic planning approach at its Mt. Princeton offsite.
- As of this session we will have held three quarterly sessions.
- It’s time to assess whether or not this approach is accomplishing what we hoped it would accomplish.

President Svaldi and Provost Mumper stated that our planning documents still need to be revised. They didn’t see a need to formulate a separate committee to do this. So far, the Strategic Planning Committee seems to be working just fine. Others in the group felt that there is a need to get to work on the nuts and bolts of each planning document.

Planning Options include:
- Formalize the current quarterly process and establish meeting objectives to support annual campus milestones.
- Establish a separate campus Planning Committee that meets on a regular basis to address strategic planning issues.
- Other considerations:
  - Hire a consultant to either lead or facilitate the campus planning efforts.
  - Formally assign strategic planning lead responsibility to a position within ASC.

Mr. Nicholson inquired with the group as to whose role it is to facilitate this process. He asked if there is anyone who can perform this role properly and affectively, or who is qualified to move us forward in the direction that we need to go?

With regard to Noel Levitz, Cabinet agreed that there are positives of having an outside consultant come in to facilitate these discussions. There is a need to have someone on campus manage it internally-setting deadlines and making sure that work is being done. The group felt comfortable with Mr. Nicholson’s current facilitation of the meeting structure. They also thought that hiring a consultant is also an option. Someone who could come in every three years or so to specifically target areas that are in need.

ACTION: Mr. Nicholson will schedule the next four planning sessions; he will reconvene the Strategic Planning subcommittee to define the next steps and discuss a possible offsite session.
somewhere.

VISION UPDATE:
Professor Armando Valdez, was introduced. Professor Valdez has been instrumental in building vision and mission statements with other entities.

Definition and Purpose of a Vision Statement:
The mission is what we are currently doing. The vision is not reality, it’s where you want to take your organization.

Difference Between a Mission Statement and a Vision Statement: Professor Valdez explained that the vision and the mission are two statements that drive everything that ASC does. A Vision is a destination. Mission drives the Vision.

At the last Strategic Planning Meeting, a subcommittee was formed to bring forth a proposal for a new vision statement. The following is the proposed statement:

Expand innovative pathways to give everyone the opportunity to learn and succeed.

The Cabinet engaged in discussion and proceeded to revise the vision statement further. The following are two versions:

- Building pathways for everyone to learn and succeed.
- Building opportunities for everyone to learn and succeed.

ACTION: Take the two vision statements back to our own areas for review and comment. The Planning Sub-Committee will determine the campus review process.

Review and update ASC Institutional Goals:
After discussion, the following revised goals were identified:

- Grow Enrollment
- Improve Student Retention
- Cultivate a high-quality, student-centered environment
- Provide educational access and opportunity for learning and success
- Promote the history, culture, and economic development of the region
- Build financial stability

Meeting adjourned.
5. **Action Items** *(add rows as necessary)*

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<th>Due Date</th>
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6. **Next Meeting**

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<th>TBA</th>
<th>Time:</th>
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<tr>
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