

MEETING MINUTES

Date of Meeting: (MM/DD/YYYY)	April 9, 2009	Location:	LIB 304
Minutes Prepared By:	Donna L. Griego	Charge time to:	

1. Purpose of Meeting

Strategic Planning

2. Attendance at Meeting *(add rows as necessary)*

Name	Name	Name	Name
Heather Heersink	Michael Mumper	Erik van de Boogard	
Don Johnston	Mike Nicholson	Diana Wenzel	
Tony Laker	Frank Novotny	Joel Korngut-Guest	
Larry Mortensen	Tracy Rogers	Armando Valdez-Guest	
Ken Marquez	David Svaldi		

4. 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*

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

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	46,000
Academics	Freeze Vacant Admin I TED	39,000
Academics	Freeze Vacant Nursing Faculty Less \$30K Grant Loss	29,000
Academics	Freeze Vacant Physics Faculty Line Less Adjuncts	54,000
Academics	Freeze Vacant Spanish Faculty Line Less Adjuncts	50,553
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	25,358
Student Aff	Reduce Org 501 Student Hourly	1,000
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)*

Action	Assigned to	Due Date
MOTION: Dr. Novotny moved to approve plan B. Mr. Mortensen seconded. Motion passed unanimously.		
MOTION: Dr. Wenzel moved to approve the CraP requests. Ms Heersink seconded. Motion passed unanimously.		
MOTION: Mr. Marquez moved to approve the technology upgrade in the mailroom. Dr. Novotny seconded the motion. Motion passed.		
ACTION: Mr. Nicholson will schedule the next four planning sessions, and will reconvene the Strategic Planning subcommittee to define the next steps and discuss a possible offsite session somewhere.		
ACTION: Take the two vision statements back to our own areas for review and comment.		

6. Next Meeting

Date: (MM/DD/YYYY)	TBA	Time:	TBA	Location:	TBA
Agenda:	TBA				