

CPBAC Meeting  
December 9<sup>th</sup>, 2014

Members Present:

Carol Berg	Classified Staff at-large
Cheryl McGee	Classified Staff at-large
Tiffany Sweeny	Director of Advising and Career Center
Dennis Devine	Director of Facilities
Dr. Bruce Gottwig	Business, Tech & Trades Division Director
Dr. Camille Consolvo	Associate Dean of Student Services
Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Dr. Frankie Lyons	Health Sciences Division Director
Dr. Heidi Pasek	Associate Dean/CAO
Dr. Teresa Rivenes	Director of Academic Support
Lew Card	Executive Director of Development
Karen Vosen	Classified Staff at-large
Kathy Meier	Professional Staff at-large
Rob Harper	Executive Director for Marketing & Communications
Laura Wight	Division of eLearning & Library Services
Leah Habel	Director of Financial Aid
Leanne Frost	General Education & Transfer Division Director
Mary Kay Bonilla	Executive Director of Human Resources
Teri Dwyer	Faculty Senate Representative
Chad Ledbetter	Student Government Representative
Jillian Ehnot	Controller
Dr. Susan J. Wolff	CEO/Dean - Chair
Dr. Grace Anderson	Institutional Researcher
Dena Wagner-Fossen	Registrar
Carmen Roberts	Budget Officer
TinaMarie Grundhauser	Executive Assistant

1. CPBAC meeting was called to order Tuesday, December 9<sup>th</sup> at 10:02 AM in conference room G45/G46. See Attendance List above.
  - Dr. Stevens noted that we are in the legislative session, Great Falls College MSU is in good shape. Dr. Stevens wants to work on keeping as such. Note that 84% of budget is on personal services.
  - Dr. Stevens Emphasized the role of group is fiscal responsibility.
  - New positions will be the focus of discussion today. Timing issue of not knowing what appropriation is until June 2015. It will have to go through legislative session, the governor then MUS and then MSU then we get the allocation. For some new positions the decision cannot be made until appropriation.
  - There will be no new money. Possible tuition freeze like there has been the last 8 years.
  - Feedback from the Board of Regents is no fee increase larger than 2%. Any that we put forward must have very strong rationale.

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- Dr. Wolff inquired on what percentage of the year we are through? Dr. Stevens noted that we are through 41.6%. In relation to budget we are 39%.

2. Dr. Heidi Pasek introduced official memo to Dr. Stevens in regard to Outreach Division (attached)-

a. Pilot program starting with known entity, Dr. Teresa Rivenes. Test for two years see if Outreach can become more self-sufficient with a complete restructure.

b. Dr. Rivenes current position as Director of the Academic Success Center will be recruited for.

1.) Teri Dwyer-Ford inquired the cost of taking Dr. Rivenes out of her position and put into Outreach position.

a.) Dr. Stevens responded the cost would be her salary for a year. Her position will be entirely paid by Outreach Designated funds.

b.) Dr. Pasek noted money would not be taken out of CUF. This will be a pilot program for two years and potentially become a self-sustaining model, like the Bookstore. This division would be generating its own resources to stay in business.

2.) Dr. Stevens noted that one thing we do not have here at the college is new program funds. The Outreach division is a potential incubator for new programs.

3.) Mel Lehman will stay in his current role as Interim Director of Workforce Development, focusing on customized training and the Welding Testing Center.

3. Dr. Stevens began discussion on Fees.

a. Fees due to Bozeman January 26, 2015.

b. Student Government Fee is looking to increase.

1.) Recommendation of 25% increase came from Student Government

c. Academic Success Center Fee - \$5/credit

1.) Dr. Rivenes noted this is brand new fee. Some colleges pay for the Success Center out of operating funds. Other colleges entertain fees for their Success Center. In a time of declining financial resources it is key to have ways to be more self-sustaining.

2.) Academic success center numbers have doubled and continue to increase every single month this year. There is anticipation the numbers will continue to increase. Dr. Rivenes would like it to become more self-sustaining, this would include more online outreach, Web-Ex sessions, online tutoring if there is more resources.

3.) Leah Habel inquired if this would support a position.

a.) Dr. Rivenes stated that it would support a Success Coach position. If no fee then they would not pursue a position.

b.) Recently the Academic Success Center has been open on Sundays in the Library. There has been continual addition to services without adding to budget or financial support.

c.) Close to 550 unique students go through Academic Success Center a month.

d.) Student Activities Fee which allows for Full-Time Student Activities Coordinator – Student Government puts \$15,000 towards this position. The new fee would cover this salary.

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- 4.) Current model covered by Student Government is not sustainable.
- 5.) Student Government has realized the value of a Student Activities Coordinator and are looking for a way to fund a Full-Time position.
- 6.) Dr. Consolvo noted that in many institutions this position funded from Student Fees
- 7.) Leah Habel inquired if the Student Government Fee was not increased then would there not be funding for the Student Activities fee and no funding for the Student Activities Coordinator?
- 8.) Chad Ledbetter noted that if Student Government Fee is not passed they cannot fund the Student Activities Coordinator in any manner.

4. Graduation Fee

- a. Proposal in Waiving Graduation fee
- b. The fee becomes impediment to graduation. Students are not counted as completions unless they file graduation paperwork, thus do not count toward performance based funding.
- c. MSU Bozeman supportive as far as waiving fee.
- d. Dr. Consolvo noted real costs to graduation students and those would have to come out of CUF
- e. Cost for graduation fee includes diplomas, covers, seal, and mailing. Current budget for graduation is \$12,000/year. Performance based funding will now be 10% so it will be worth \$12,000 to come out of CUF.

5. Experiential Learning Assessment Fee – Charge students 1/3 cost of credit – Students who live out of state pay more than students who are in state for the same amount of work. Dena Wagner-Fossen proposes a flat fee of \$35, roughly equivalent to 1/3 the current in-state tuition charge.

6. Welding Technology Program Fee is \$350. Welding is proposing \$450, however, the actual cost per student is \$650 per semester. Currently the fee account is at a negative \$10,000. According to BOR policy, program fees should cover the cost of consumables. Dr. Stevens suggested the fee change proposal be set at \$650.

7. Practical Nursing Program

- a. Increase in current fee of \$45 to \$190. \$90 is cost of required background check and drug screening, \$100 goes towards supplies.
- b. Discussion by group of the need to increase the RN Fee as well. Also at \$45. Further discussion between Dr. Lyons, Ms. Wagner-Fossen and Ms. Roberts is necessary. They will report back to the group at the next meeting.
- c. Dr. Stevens noted we only get changes every 2 years.

8. Ms. Wagner-Fossen inquired if we are requesting a name change for the Sustainable Program Energy Fee to reflect the new Industrial Technology program name. This change will be requested.

9. New Positions

- a. 6 new Faculty positions – Registered Nursing, Rad Tech, Welding (3) & Industrial Technology
- b. Ms. Bonilla stated that the two Health Science position will be difficult and lengthy to recruit for. The RN faculty is a TAAACT IV grant funded position. There will not be any CUF money needed for salaries, only operating expenses.
- c. Dr. Lyons stated this position will be 100% covered for 3 years.

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- d. Ms. Bonilla and Dr. Lyons would like to get approval today to recruit for these positions.
  - e. For the Rad Tech position, Dr. Lyons stated Benefis has agreed to pay for this position. Dr. Stevens noted the caveat is that the money is not guaranteed. However, the program allows for 10 more students that we wouldn't have if we didn't have program.
  - f. Continual interest in Rad Tech program.
  - i. Welding line will be funded by money from the Governor last year.
  - j. Industrial Technology line was borrowed by Welding, will be re-staffing previously approved position.
  - k. SWAMMEI Project Coordinator—would work in Kalispell with Matt Springer, only a 1 year position, entirely grant funded.
9. Voting on Positions for Recruitment Individually
- a. Dr. Stevens entertained motion on RN faculty.
    - 1.) Motion Passed
  - b. Dr. Stevens entertained motion for Rad Tech faculty.
    - 1.) Motion Passed
  - c. Industrial Tech do not have to vote on as there is already money in the budget
  - c. Dr. Stevens entertained motion on SWAMMEI Project Coordinator
    - 1.) Motion passed
10. Dr. Stevens to send out rubric that Mary Kay Bonilla and Ken Wardinsky have created prior to January meeting for evaluation of all new positions.
11. Concern of positions coming off of grants – these positions total almost \$500,000 in salaries & benefits.
12. Ms. Roberts discussed current budget variance. We are 41.6% through the fiscal year but have only spent 35% of our total budget.
13. Meeting adjourned at 11:15 AM.