

Minutes
CPBAC Meeting
College Planning, Budget & Analysis Committee
May 20, 2013

Voting Members Present:

Jeff Brown, *Business, Trades, and Technology Division Director*

Dr. Greg Paulauskis, *Health Sciences Division Director*

Pam Parsons, *Executive Director of College Relations*

Leanne Frost, *Developmental Education & Transfer Division Director*

Karen Vosen, *Classified Staff At-Large*

Laura Wight, *Division Director of eLearning and Library Services*

Dr. Bruce Gottwig, *Faculty Senate Chair*

Mary Kay Bonilla, *Executive Director of Human Resources*

Ken Wardinsky, *Chief Technology Officer*

Dr. Darryl Stevens, *Chief Financial Officer*

Dr. Heidi Pasek, *Chief Academic Officer*

Dr. Camille Consolvo, *Associate Dean of Student Services*

Voting Members Absent:

Student Government Representative

Kathy Meier, *Professional Staff At-Large*

Non-voting Members Absent:

Dena Wagner-Fossen, *Registrar*

Guests

Lanni Klasner, *Director of Outreach and Marketing*

Mel Lehman, *Executive Director of Workforce Development*

Jeri Pullum, *Special Projects Manager*

Noelle Watters, *Special Projects Manager Aide*

Charla Merja, *Assistant to the Chief Academic Officer*

Non-voting Members Present:

Dr. Susan J. Wolff, *CEO/Dean*

Deby Gunter, *Budget Officer*

Lorene Jaynes, *Executive Assistant to the CEO/Dean*

Minutes

Dr. Paulauskis moved to approve the minutes from the March 14, 2013 meeting as written. Mr. Wardinsky seconded. All were in favor. ✓ Motion carries.

CPBAC Model

Dr. Stevens stated the College will follow the CPBAC process as is for the upcoming year. Ideas about Committee process should be sent to Dr. Stevens. He clarified the Committee is a recommending body with the Executive Team as the final approving body.

Computer and Equipment Fees

Mr. Wardinsky reported on the computer and equipment fee requests. Of note, the Committees approved the IT Wireless and Infrastructure, a new phone system, and parking lot surveillance cameras.

FY14 Budget

Dr. Stevens shared that funding allocations are still unknown and discussions are continuing with MSU colleagues.

Dr. Wolff serves on the Performance Based Funding Taskforce, which was created to develop a performance funding framework for allocating half of the present law adjustment in FY 15.

HR Update

Ms. Bonilla shared the list of recent new hires including a new PTA faculty, new biology faculty, and the carpentry shop aide. A decision is pending on the Health Sciences Division Director position. She shared the current open positions including the NANSLO grant positions of a career coach and lab manager. The bookstore has a Cashier II position being finalized.

The GFC MSU Student Government has agreed to provide funding for a student activity coordinator for one year. Dr. Consolvo is in the process of drafting a job description. Further discussion determined that these types of positions should come through CPBAC as informational. Grant funded positions will also be informational. Ms. Pullum reminded the group that grant-funded positions will need to have a plan in place for the positions to become self-sustaining.

Planning Subcommittee

Welding Expansion

Dr. Wolff shared that the Governor's Office has committed \$400,000 towards welding expansion, and ADF Group has also committed to \$200,000.

Developmental Education and Transfer Department Chairs

Ms. Frost explained the Developmental Education and Transfer Division will not have department chairs in place this year. She stated that these positions are needed and shared a formal proposal outlining responsibilities for each department chair. There would be seven department chairs covering (1) chemistry/physics/natural sciences, (2) biology, (3) writing/literature, (4) development education math, (5) college-level math, (6) social sciences/communication, and (7) miscellaneous to include humanities, music, art, education, etc. Dr. Paulauskis noted the Developmental Education and Transfer Division faculty would have a larger volume of adjunct faculty to manage and agreed with the proposal. These positions would also include discussions with other colleges and high schools to ensure we are staying in line with our curriculum.

Developmental Education and Transfer Assistant Director

Ms. Frost explained that the Assistant Director for the Developmental Education and Transfer Division position is being reviewed to ensure the job description and title better match to the duties performed. She stated the position would spearhead student success strategies and include anything that involves student success. Assisting adjunct faculty will no longer apply to this position, as it has been included in the department chair description. The position will work with all three academic divisions.

Dr. Stevens shared a list of other items, which will be ranked by the Committee:

CFO Administrative Assistant

Duties to include room scheduling, reception for the administrative suite, facilities assistance, etc.

Financial Aid Advisor

This position is needed as we are serving so many more students, and our student to financial aid staff ration is more than double that of other campuses.

Humanities Instructor

There is no full time faculty for the humanities.

Professional Development

Dr. Stevens would like to add professional development as a line item to the budget. Its purpose will be to fund those items that are not built into budgets for retaining licensures required by accreditation. Ms. Wight and Mr. Wardinsky reminded the committee that they do use a portion of their fee money for professional development opportunities for faculty and staff. Additionally, bringing people to campus to provide professional development for a larger group is being considered.

Adjunct Faculty

The salary increase would be 5%.

Dr. Stevens stressed that all positions are pending the FY14 allocation. He asked that the committee rank these five items.

Grant Applications

The Perkins application is due June 7.

The TAACCCT grant application is in progress with a focus on advanced manufacturing. We will be the lead institution. A few grant-funded positions will be necessary to assist with grant management. This is due the end of June.

The EDA grant in process. The \$1.4 million grant would be used to help remodel and purchase equipment for moving carpentry program and expanding the welding program.

Minutes respectfully submitted by Ms. Jaynes.