

CPBAC

November 17, 2015

B108

2:30-4:00 pm

Members in Attendance:

Camille Consolvo	Associate Dean of Student Services
Carmen Roberts	Budget Officer
Carol Berg	Classified Staff at-large
Cheryl McGee	Classified Staff at-large
Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Dave Bonilla	Interim Director, Information Technology
Dena Wagner-Fossen	Registrar
Dennis Devine	Director of Facilities
Dr. Frankie Lyons	Health Sciences Division Director
Dr. Grace Anderson	Institutional Researcher
Heather Palermo	Director, Lifelong Learning
Jillian Ehnot	Controller
Joseph Simonsen	Interim Director of Admissions
Karen Vosen	Classified Staff at-large
Kathy Meier	Professional Staff at-large
Leanne Frost	General Education & Transfer Division Director
Lewis Card	Executive Director of Development, Marketing and Communications
Mel Lehman	Interim Executive Director, Workforce Development
Marilyn Besich	Faculty Senate Representative--designee
Sandy Bauman	Director of Academic Success Center
Dr. Susan Wolff	CEO/Dean
Ted Nesmith	Student Government Representative
Troy Stoddard	Director of Advising and Career Center

Guests:

Jeri Pullum

Keri Dolan

Dawson DaVonte

Housekeeping Issues:

The group expressed a desire to have regular schedule meeting—Carmen will send out a doodle poll to find the best time to meet monthly.

Discussion regarding CPBAC policy & membership listing. Tentative agreement by group to change membership listing (see attached proposed policy). Carmen will email membership for a yes or no vote.

Members decided that Designees will have voting authority for the missing member.

Dr. Stevens:

Reviewed Mission Statement expansion to comply with BOR wishes

Created 4 areas of concentration which have become our themes

We will build our strategic plan based on these themes

Introduction of CPBAC sub-committee task forces to focus on each core theme & develop long range and short range strategic goals.

In the long term, task forces will be standing groups and will set and measure strategic goals & will report back to CPBAC semi-annually.

In the short term, task forces will need to come up with description & objectives for core themes

May have one or multiple objectives

Objectives must be measurable & actionable--not just what we want to know, but something we can ACT on.

Task forces can also suggest indicators for their objectives. ET will review suggestions and work with Institutional Research to come up with final indicators.

An indicator tells us if we are progressing. Don't have to measure every source of data—only relevant data.

Task Forces:

- Workforce Development:
 - Co-Chairs are Dr. Frankie Lyons & Charla Merja
 - Other Members: Dennis Devine, Ted Nesmith, Joe Simonsen
- Transfer Preparation:
 - Co-Chairs are Troy Stoddard & Leanne Frost
 - Other Members: Teri Dwyer, Cheryl McGee, Karen Vosen
- Academic Preparation:
 - Co-Chairs are Sandy Bauman & Kathy Meier
 - Other Members: Carol Berg
- Community Development:
 - Co-Chairs are Heather Palermo & Leah Habel
 - Other Members: Jillian Ehnot

Task Forces utilized the remaining meeting time for discussion.

SUBJECT: Governance and Organization

Policy 104.1 College Planning, Budget and Analysis Committee

Effective: January 2008 Revised: November 2015

I. General

The College measures mission achievement through the assessment of institutional effectiveness. To achieve institutional effectiveness, resource allocation and planning must be linked. The College fully realizes the interrelation of its fiscal, physical and human resources, and the importance of assigning these to the work of the institution. The College Planning, Budget and Analysis Committee (CPBAC), a group of individuals representing all major constituencies on campus, is institutionalized to ensure the work needed to achieve the College's mission is on target, tracked, and appropriately funded.

II. Charge

CPBAC is charged with providing shared governance throughout the budgeting, planning and assessment process by (1) communicating the process to the campus stakeholders and constituencies, (2) gathering and interpreting institutional data to evaluate performance and effectiveness at the institution, division and departmental levels, (3) leading the development and aggregation of budget projections, strategic and annual (operational) plans and (4) working with the College's leadership to allocate resources strategically to improve overall institutional effectiveness and achieve the priorities set forth by the strategic plan.

Within this capacity, the CPBAC will strive to meet the following objectives:

1. Assess institutional effectiveness data on an annual basis and make recommendations to the membership and Executive Team for areas of opportunity or concern to be addressed;
2. Facilitate the development of annual budget projections;
3. Facilitate the development of annual division and department goals and objectives geared at addressing the areas of opportunity or concern;
4. In concert with the Executive Team, facilitate the strategic planning process of the College;
5. Collect, aggregate and evaluate annual budget projections and requests, as well as division/departmental goals and objectives, to assess the appropriateness and need of such;
6. Recommend to the Executive Team annual institutional budgets and work plans as identified in the division/department annual goals and objectives;
7. Consider requests for new allocation of fiscal, physical and human resources not falling within the annual budget, planning and analysis process and make recommendations to the Executive Team on the approval of such;
8. Educate the campus community on the budget and planning processes; and
9. Communicate processes and results of various CPBAC activities, meetings, and recommendations to all constituencies of the College.

III. Membership

The CPBAC is comprised of representatives of all units of the College and provides comprehensive input into the areas of budget, planning and analysis. By virtue of the positions within the College's organizational hierarchy and structure, the majority of CPBAC's membership is permanent. The Faculty Senate Chair will participate by virtue of his/her appointment, and the Senate will make the appointment of the additional representative. The professional and classified staff-at large positions will be nominated from within those areas and appointed by the CEO/Dean. The membership is comprised of both voting and non-voting ex-officio members and includes the following individuals:

SUBJECT: Governance and Organization
Policy 104.1 College Planning, Budget and Analysis Committee
Effective: January 2008 Revised: November 2015

Members (Voting)

1. Executive Team
2. Joint Directors
3. Student Government President or designee
4. Faculty Senate Chair or designee
5. Faculty at-large (2)
6. Professional at-large (1)
7. Classified at-large (3)

Ex-Officio Members (Non-Voting)

1. CEO/Dean – Chair
2. Registrar
3. Budget and Purchasing Officer
4. Director of Institution Research and Planning

IV. Meetings

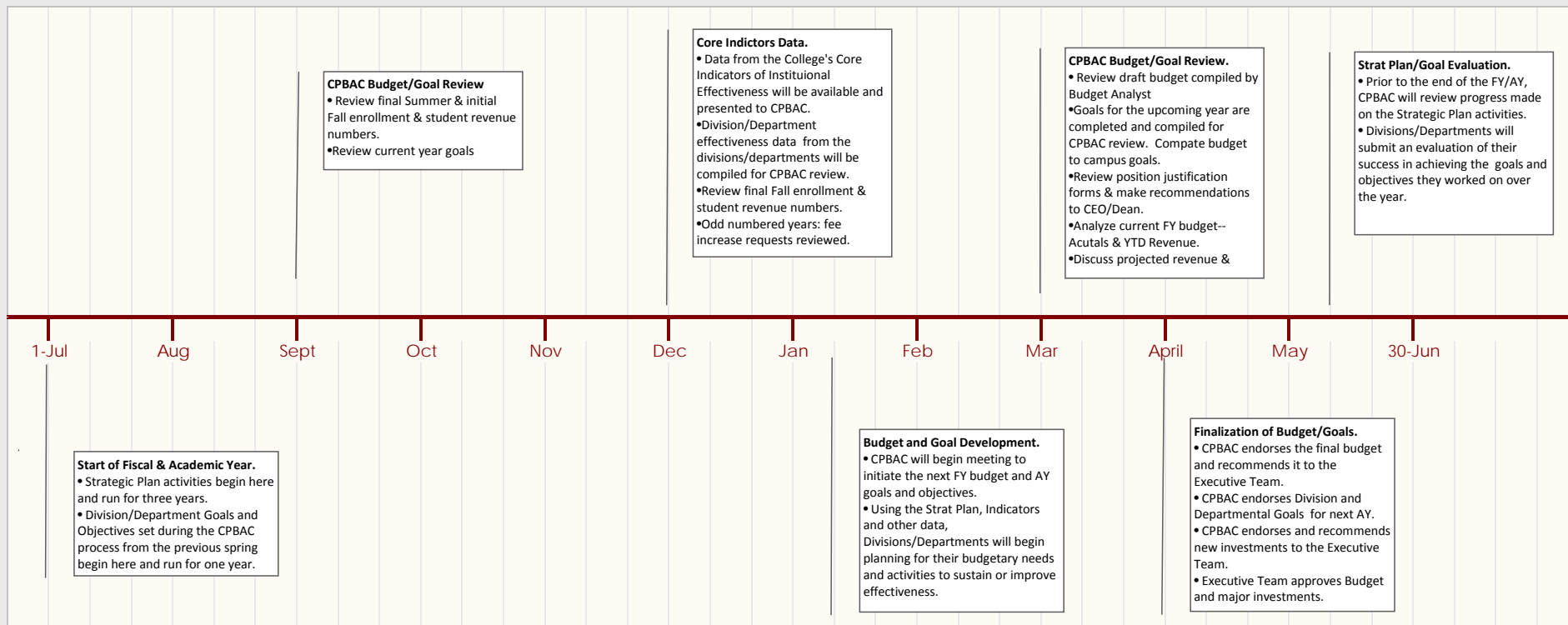
The CPBAC will meet as needed throughout the year, but at least four (4) times. Meetings will focus on the budget, planning and analysis process, to entertain requests for the new allocation of resources, or to discuss campus-wide issues pertaining to resources and/or progress on the strategic and annual plans. CPBAC business can be conducted via electronic mediums such as Video Conference or email in some instances. In accordance with open meeting laws and to honor transparency, CPBAC meetings are open to the campus community and public.

CPBAC meetings and business will follow to Robert's Rules of Order. A quorum of no less than 2/3 of the voting membership must be present to act on any action item before CPBAC. Action items are those including, but not limited to significant resource allocations (e.g. annual budget), allocation of new resources and/or institutional changes. A simple majority is required for passage of a motion. In some instances of significant action (e.g. annual budget approval) action items may be moved to the Executive Team for final ratification.

V. Institutional Budget, Planning & Analysis Process

The following is an outline of the College's budget, planning and analysis process. It integrates the strategic and annual planning activities, and budget development/resource allocation processes to achieve the College's mission and promote overall institutional effectiveness.

Great Falls College MSU CPBAC Process Timeline



<< Implementation of Strategic Plan activities, Division and Departmental Goals and Objectives activities ----- >>

<< Data Collection & Compilation --->>

<< Annual Budget, Planning, and Analysis activities ----- >>

<< Strategic Plan Development (every 3 years) ----- >>



8060 165th Avenue N.E., Suite 100
Redmond, WA 98052-3981
425 558 4224
Fax: 425 376 0596
www.nwccu.org

November 9, 2015

Dr. Heidi Pasek
Associate Dean of Academic Affairs/Chief Academic Officer
Great Falls College Montana State University
2100 16th Avenue South
Great Falls, MT 59405

Dear Associate Dean Pasek: *Heidi*

On behalf of the Northwest Commission on Colleges and Universities (NWCCU), I am writing to acknowledge your correspondence dated October 12, 2015, informing the NWCCU of the update of mission and vision statements for Great Falls College Montana State University. We note the Montana University System Board of Regents of Higher Education approved the proposed updates to the vision and mission statements on September 17, 2015.

Revised Vision Statement:

The vision of GFC MSU is to strengthen communities through excellence, innovation, and collaboration.

Revised Mission Statement:

The mission of GFC MSU is to educate and inspire you.

The accreditation status of Great Falls College Montana State University is not altered by these updates. Accordingly, the updated mission and vision statements are now included under the accreditation of Great Falls College Montana State University.

Thank you for informing the Commission of this development.

Sincerely,

Valerie W. Martinez
Valerie W. Martinez
Associate Vice President

cc: Dr. Susan Wolff, CEO/Dean
Dr. Sandra Elman, President NWCCU

CPBAC

November 17, 2015

CPBAC Policy Update

Current Membership

- Members (Voting)
- Chief Financial Officer
- Chief Academic Officer
- Chief Student Affairs Officer
- Health Sciences Division Director
- General Education and Transfer Division Director
- Coordinator of Trades Programs and Pathways
- Executive Director of Human Resources
- Executive Director of Business & Community Development
- Research Analyst
- Chief Information Officer
- Director of the Weaver Library and eLearning
- Student Government President or designee
- Faculty Senate Chair
- Faculty Senate Representative
- Professional Staff at-large
- Classified Staff at-large

Ex-Officio Members (Non-Voting)

- CEO/Dean – Chair
- Registrar
- Budget and Purchasing Officer

Proposed Membership

Members (Voting)

- Executive Team
- Joint Directors
- Student Government President or designee
- Faculty Senate Chair or designee
- Faculty at-large (1-2)
- Professional at-large (1)
- Classified at-large (3)
-

Ex-Officio Members (Non-Voting)

- CEO/Dean – Chair
- Registrar
- Budget and Purchasing Officer
- Director of Institution Research and Planning

Membership Questions

- At large membership—rotating or permanent?
- Modify faculty representative to be Faculty Senate Chair (or designee) and faculty at large (1 or 2)
- Joint Directors would add 7 new members:
 - RevUp Fiscal Manager
 - Director of Contract Training
 - Director of Academic Success Center
 - Director of Lifelong Learning

NWCCU Acceptance of Mission & Vision

- Received notice 11-9-15 that NWCCU has accepted our updated Mission & Vision Statement
- Copy of letter will be attached to CPBAC notes from this meeting

The mission of Great Falls College MSU is *To educate and inspire you*. Great Falls College MSU fulfills its mission by:

- Providing health sciences, trades, business and computer degrees and certificates that lead to meaningful employment; providing customized and post-employment training for regional employers;
- Providing the Montana University System core and transfer degrees that allow for seamless transfer into educational programs at other institutions.
- Providing developmental education and cooperating with Adult Education to prepare students for college-level studies;
- Providing community enrichment courses to individuals seeking to improve their skills and knowledge and to enrich their lives; providing a vibrant community gathering space for cultural events, celebrations, meetings, debates and presentations.

Core Themes Task Forces

- Workforce Development: Frankie & Charla
- Transfer Preparation: Troy & Leanne
- Academic Preparation: Sandy & Kathy
- Community Development: Heather & Leah

Core Themes

- **Workforce Development:**
 - Health Sciences
 - Business (networking, computer sciences, web graphics and design, accounting, business)
 - Trades
 - Customized Training
- **Transfer Preparation:**
 - General Education and Transfer, MUS Core, etc
- **Academic Preparation:**
 - COLS
 - Developmental Education
 - Adult Education
- **Community Development:**
 - Lifelong Learning
 - Community Development (fundraising and relationship building)
 - Community Events

Please be mindful in your deliberations about how student support, eLearning, Library and Facilities impact all these areas

Immediate Task

Core Theme Description

Core Theme Objective(s)

Core Indicator Recommendation(s)

Email to Carmen by December 4.