

Minutes
CPBAC Meeting
College Planning, Budget & Analysis Committee
December 10, 2012

Voting Members Present:

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

Dr. Greg Paulauskis, *Health Sciences Division Director*

Kathy Meier, *Professional Staff At-Large*

Wendy Dove, *Executive Director of Institutional Research and Planning*

Pam Parsons, *Executive Director of College Relations*

Karen Vosen, *Classified Staff At-Large*

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

Bruce Gottwig, *Faculty Senate Chair*

Dr. Heidi Pasek, *Chief Academic Officer*

Mary Kay Bonilla, *Executive Director of Human Resources*

Ken Wardinsky, *Chief Technology Officer*

Non-voting Members Present:

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

Deby Gunter, *Budget Officer*

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

Dena Wagner-Fossen, *Registrar*

Absent:

Leanne Frost, *Developmental Education & Transfer Division Director*

Joshua Archey, *Student Government Treasurer*

Jean Senst, *Assistant to the Chief Academic Officer*

Guests:

Lanni Klasner, *Director of Outreach and Marketing*

Mandy Wright, *Assistant Director for Developmental Education and Transfer*

I. CONSENT ITEMS

a. Approval of Minutes from 5.11.12

Ms. Wagner-Fossen noted she is a non-voting member in the list of attendees. Mr. Gottwig moved to accept the minutes with the change to the list of attendees. Dr. Paulauskis seconded.

✓ All were in favor.

II. DISCUSSION ITEMS

a. Budget Update

Because enrollment numbers are not as strong as previously anticipated, Dr. Wolff and Ms. Gunter have been reviewing the FY 13 budget. Ms. Gunter noted there have been some significant savings from a variety of areas, including open positions. However, the College currently faces a possible shortfall of \$331,405.17. There has been approximately a half-million dollars in savings from various areas. However, there will be an increased bad debt expense of approximately \$80,000 leaving us with approximately \$69,000 for unanticipated expenditures. It is believed there will be no reimbursements for the rebranding expenses. Dr. Wolff share that at this point, we do not need to cut operation expenditures, but rather monitor them very closely. Please see the attached PowerPoint1 presentation outlining the current state of the budget.

Ms. Dove shared the revised FTE goals for AY12/13. The original goal was set at 1510 FTE but was revised to 1406 FTE (see attached PowerPoint2). At this time, we are at 986 FTE for spring semester with a goal of 1255. Ms. Dove noted her information is based on different registration dates.

III. INFORMATIONAL ITEMS

a. Welding Expansion

Two companies, ADF, Inc. and Yates Construction, will be expanding operations to the Great Falls area within the next year. Mr. Lehman shared the announcement in the recent *Great Falls Tribune*. He explained that ADF will need welders and fitters, while Yates' needs will be for electrical and mechanical skilled workers. GFC MSU is set to

respond to these needs, and the College is currently in the process of becoming an American Welding Society (AWS) accredited facility, as well as working with the Canadian Welding Bureau (CWB).

ADF will build a training facility on their site that the College will be able to utilize. There will be expenses associated with the College becoming a certified facility, as well as certifying our faculty. Our faculty will attend training in Toronto so they are able to deliver the CWB curriculum. The current facilities at the College will need to be revamped for expansion. There are currently 18 welding booths, and local architects and staff have been working to plan the most efficient way to expand to double capacity. Perkins funds will be available to fund a small part of the expected expenses, and local business and industry have been very receptive in helping the College move forward with the expansion.

Great Falls High and CMR are also involved in the expansion process. Recent conversations include modifying the current dual credit model allowing high school students to complete the College's entire cohort and earning their certificate at the same time they graduate high school. A second cohort will begin this spring and run through summer, at which time another cohort will start. Two additional new cohorts will start in the fall.

b. Industrial Skills Certificate

Yates Construction has purchased land outside of Choteau that will mass-produce modules for the oil fields. As noted above, Yates will need skilled electrical and mechanical skilled workers, but they will also have a need for a general worker. The Wind Montana grant will expire this February, and all affiliated campuses in the state are working on modifications to the individual programs. MSU-Northern will focus on the small wind and solar, while Montana Tech will keep the large wind. MSU-Billings will broaden its focus on the oil industry, and GFC MSU is reviewing the program to ensure the fabrication and industrial technician needs are met. The College is well positioned to move forward with the industrial skills certificate due to our investment in the Sustainable Energy Technician (SET) program. The revamped program will ensure our students will leave here with the appropriate training as required by industry. The College is working closely with industry and the labor union.

c. Nursing Update

Dr. Paulauskis reported that the annual report is being prepared for the Board of Nursing. The Associate Degree in Nursing program (ADN) was never offered on campus, and there were no students in the practical nurse program (PN) when classes began last fall. The Board of Nursing placed GFC MSU on conditional approval status, which will be lifted upon the hiring of the program director. The College will partner with MSU-Northern for the ADN program and both campuses will see an increase in enrollment. The Memorandum of Understanding is in progress with MSU-Northern. Benefis will assist with opening their psychiatric ward for our student observations. EFL Associates is working on the search for a program director. The new full-time faculty member will start January 7.

d. Workforce Development Director

There are several components to workforce training including customized trainings, certifications, etc. GFC MSU has not had a dedicated person attending to workforce needs for quite some time, and therefore have been lacking in that area as a comprehensive community college. Dr. Wolff explained that Ms. Klasner's position is only responsible for Outreach's workforce offerings. Mr. Lehman will be coming off the Wind Montana grant and appointed as the interim Executive Director of Workforce Development. Dr. Wolff noted that two-year colleges are the workhorse for meeting the workforce and development needs of this country. Mr. Lehman's focus on workforce development will allow the College to move forward with helping the community and region. It is hoped that the position will eventually become 50% self-sustaining.

e. HR Update

Please see the attached Human Resources recruitment report. December 18th and 19th will have the Associate Dean of Student Services candidates on campus. The Issksiniip Project Coordinator position is in the process of reference checks.

It was noted that the Development Officer position is MSU's. They are working with our development board and the MSU alumni foundation to fill the position.

f. Common Ground update

Ms. Dove and Ms. Pullum will send an update at the beginning of the next semester on the work of the Common Ground Teams, including which work has been institutionalized and which work is ongoing. Dr. Wolff confirmed her interest in continuing the work of Common Ground.

Ms. Dove noted a new strategic goal, which is to lower the 12% withdrawal rate. Dr. Wolff is working with student services to determine the best way to reduce this rate.

g. College!Now update

In January, an event to celebrate Higher Education Month will take place. Mayor Winters will proclaim, at the January 2 City Commission meeting, that January is Higher Education Month in Great Falls. Several local higher education partners will attend with displays for their institutions. The MSU Alumni Association will help with the January 31 event expenses.

The recent College!Now Implementation Plan created for the College Brain Trust will be posted on the shares drive.

Respectfully submitted by Ms. Jaynes.