

CPBAC

2/17/17, 8:30-10:00 am, G45/46

Members in Attendance

| | |
|--------------------|---|
| Joel Sims | Trades Director |
| Cheryl McGee | Classified Staff at-large |
| Dr. Darryl Stevens | Associate Dean of Administration & Finance/CFO |
| Dave Bonilla | Director, Information Technology |
| Dr. Frankie Lyons | Health Sciences Division Director |
| Heather Palermo | Director, Lifelong Learning |
| Jillian Ehnot | Controller |
| Joseph Simonsen | Director of Admissions |
| Karen Vosen | Classified Staff at-large |
| Kathy Meier | Professional Staff at-large |
| Laura Wight | Division Director of eLearning & Library Services |
| Leah Habel | Director of Financial Aid |
| Leanne Frost | General Education & Transfer Division Director |
| Leonard Bates | Faculty Senate Chair |
| Lewis Card | Executive Director of Development, Marketing and Communications |
| Susan Cooper | Faculty Senate Representative |
| Troy Stoddard | Director of Advising and Career Center |
| Sandy Bauman | Director of Academic Success Center |
| Dr. Susan J. Wolff | CEO/Dean - Chair |
| Dena Wagner-Fossen | Registrar |
| Carmen Roberts | Budget Officer |
| Dr. Grace Anderson | Institutional Researcher |

Members Not in Attendance

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|-----------------------------------|--|
| Gary Smart | Director of Facilities |
| Dr. Heidi Pasek | Associate Dean/CAO |
| Mary Kay Bonilla | Executive Director of Human Resources & Associate Dean of Student Services |
| Student Government Representative | Student Government Representative |
| Dr. Thomas Oakberg | Faculty Senate Representative |

Enrollment: Dr. Grace Anderson

Dr. Anderson provided the group with Spring 2017 census information (see attached)

Decrease of 2.4% in FTE for the year

Decrease of .3% in head count, primarily due to increase in dual enrollment

Overall for FY17: down 3.2% FTE, up 1.6% headcount

Projection for FY18: down 0.6-1.9% FTE

Discussion of Dual Enrollment and impact on our head count

Large growth in concurrent students

Impacts reporting for full time students and average age

Strategic Plan, Core Theme 2 modification discussion: Sandy Bauman

8 week block initiative for writing is going away

Due to the implementation of the co-requisite initiative by MUS, which encouraged the elimination of stand-alone developmental writing courses, core indicator & operation plan 3.1.4 needs to be replaced.

Proposed New Measurement Core Indicator 3.1.5:

Success in college level writing coursework: The proportion of students who place at the developmental writing level and successfully complete the college writing course with supplemental instruction in their first attempt.

Proposed New Operation Plan 3.1.5:

| | Year 3 FY18 Operational Plan | Year 4 FY19 Operational Plan | Year 5 FY20 Operational Plan | Year 6 FY21 Operational Plan | Year 7 FY22 Operational Plan | Strategic Goal |
|-------------|---|--|--|--|---|---|
| Metric | 68% pass rate with C- or better | 69% pass rate with C- or better | 70% pass rate with C- or better | 70% pass rate with C- or better | 70% pass rate with C- or better | 75% pass rate with C- or better |
| Action Plan | Develop corequisite model for students to complete WRIT 101 while receiving supplemental support in order to develop necessary writing skills to be successful in the college level course. | Assess effectiveness of corequisite course, analyze data, review pass rates, discussions with participating faculty and students, overall retention rate of students participating, etc. Implement recommended improvements based on first year of data. | Continue to assess effectiveness of corequisite course, analyze data, review pass rates, discussions with participating faculty and students, overall retention rate of students participating, etc. The second year of data provides a further opportunity to refine the process in attempt to improve success rates of students. | Third year of corequisite course to be offered. End of year analysis will allow for determination on continuation of the program. PLAN B will be to explore other options for accelerating developmental writing completion. | Continue with corequisite model or move to alternative method acceleration based on findings from past three years of analysis. | Continue with corequisite model or move to alternative method acceleration based on findings from past three years of analysis. |

Operational plans

Sub-committee groups need to get back together to discuss operational plans and report to main group.

Current sub-committee membership:

- Workforce Development:
 - Co-Chairs are Dr. Frankie Lyons & Charla Merja
 - Other Members: Gary Smart, Joe Simonsen
- Transfer Preparation:
 - Co-Chairs are Troy Stoddard & Leanne Frost
 - Other Members: Cheryl McGee, Karen Vosen
- Academic Preparation:
 - Co-Chairs are Sandy Bauman & Kathy Meier
 - Other Members:
- Community Development:
 - Co-Chairs are Heather Palermo & Leah Habel
 - Other Members: Jillian Ehnnot

CPBAC members not previously on a committee will join one of their choosing. ET will discuss their participation in the sub-committees.

Going forward, sub-committees will report back to group on the following schedule:

Community Relations & Academic Prep: April & October

Transfer Prep & Academic Workforce: July & November

Legislative Update

Latest news from the Joint Appropriations Subcommittee on Education (as of 2/16/17) is a 5% cut in appropriations over the biennium

No funding of Present Law Adjustments

Total proposed cut to MUS system= \$23.3 million

Potential impact on GFC about \$500,000/year

Tuition: to cover this shortfall, would have increase in tuition by 14% in FY18, and additional 8% in FY19; BOR will decide in May about tuition increases.

Overall picture should be clearer by the end of April.

New Position/New Proposal

Positions/\$ to be considered if/when funding is available

Looking for ideas that tie back to the strategic plan and help the institution be more efficient & effective.

Forms will be sent out (attached) and should be run through ET member. Must be submitted to ET by 3/10/17.

As a group, CPBAC will prioritize requests so spending can be determine once we have final information from legislature.

Facilities Master Plan

We need to have a plan so if funds become available we know where we want to go.

Focus on new space and remodel, not maintenance.

Listening session 3/3/17 from 8-10 am, in B101. Everyone on campus is invited to attend.

A preliminary questionnaire will be sent out and any ideas are welcome.

Open Item:

Should CPBAC work closer with Curriculum committee regarding the cost of new programs?

Currently, CPBAC finds out too late that new faculty are required.

Consensus that new program development needs to be a parallel process between CPBAC & Curriculum Committee.

Suggested that any time a program needs to do budget sheet, this should trigger discussion in CPBAC.



New Initiative Justification Form

Through the College’s Planning, Budget and Analysis Committee (CPBAC), Great Falls College MSU has established a strategic and operational plan. The operational plan is updated annually to adjust for changes in priorities, as well as changes in the status of requested funding. While it is a time of uncertain funding and stagnant or decreasing external state investment, the College is committed to meeting the needs of our students. Your department should review its needs and identify data to justify additional resources. This justification form is to assist you in submitting your request for investments in new initiatives. The New Initiative Justification Form should be completed and turned in to the CFO’s Office no later than **March 10, 2017**.

Review and prioritization of the funding requests will be completed by CPBAC in the spring semester. As funding becomes available through increased or sustained enrollments, or legislative actions, CPBAC will consider this prioritized funding plan as one of the primary determinants in which initiatives the College will invest.

As we strive to become more performance based in the allocation of resources and create a mission-centric model to document our effectiveness, the College has established a set of Core Themes to guide our processes. Our strategic and operational plans will form the primary criteria for considering new investment. In essence, new initiatives that help the College improve performance on the Core Themes, and/or achieve strategic and operational plan objectives will be given the highest priority for funding.

| | |
|-------------------------|--|
| Funds Requested: | |
| Department: | |
| Initiative: | |

1. Please indicate how the funding request fits within the goals, initiatives and plans (think core themes) that will help improve student success: Please be specific in identifying the core themes and how they will be impacted or for support services how will the additional funds requested contribute to the mission, operations and support of the institution.

2. Indicate what other options have been considered and why they will not work:

3. If this funding is not approved, what is the “Plan B” to ensure required services?

4. What other justification would you like to provide for the addition of these funds?



New Position Justification Form

Through the College’s Planning, Budget and Analysis Committee (CPBAC), Great Falls College MSU establishes a human resources staffing plan. This plan is updated annually to adjust for changes in priorities, as well as changes in the status of requested positions. While it is a time of uncertain funding and stagnant or decreasing external state investment, the College is committed to meeting the needs of our students. Your department should review its overall staffing needs and identify data to justify additional human resources. This justification form is to assist you in submitting your request for new investments in employee positions. For each position requested, one Staffing Plan Justification Form should be completed and turned in to Human Resources no later than **March 10, 2017**.

Review and prioritization of the staffing requests will be completed by CPBAC in the spring semester. As funding becomes available through increased sustained enrollments, legislative actions, or through attrition, CPBAC will consider this prioritized staffing plan as one of the primary determinants in which positions the College will invest.

As we strive to become more performance based in the allocation of resources and create a mission-centric model to document our effectiveness, the College has established a set of measures to guide our processes. These measures, known as *Core Themes*, support our everyday operations and assist us as we seek continuous improvement towards mission achievement. Coupled with strong strategic and operational plans, these elements will form the primary criteria for considering new investments into human resources. In essence, new positions that help the College improve performance on the Core Themes, and/or achieve strategic and operational plan objectives will be given the highest priority for funding.

| | |
|--|--|
| Position Requested: | |
| Department: | |
| Type of Position (Faculty, Professional, Classified): | |

1. Please indicate how the staffing request fits within the goals, initiatives and plans (think strategic plan) that will help improve student success: Please be specific in identifying the core themes and how they will be impacted or for support services how will the additional staff requested contribute to the mission, operations and support of the institution.

2. How will the approval and hiring of this position directly impact accreditation, student recruitment and student retention? Please provide specific data. If position is required for accreditation, legal or other mandates, please provide the accreditation or appropriate documentation.

3. Provide peer or national comparison data (i.e., faculty to student ratio; IPEDS peer info, etc.) to justify this position and help CPBAC rank it in the staffing prioritization. Institutional Research can assist you in finding appropriate data and will review the data you provide.

4. What have been the workload changes in the area that are precipitating this request and how do these changes align with the core themes or strategic priorities of the College?

5. Indicate where the allocation or reallocation of resources for the staffing change should come.

- 6. Indicate what other options have been considered and why they will not work:

- 7. If this position is not approved, what is the "Plan B" to ensure required services?

- 8. What other justification would you like to provide for the addition of this position?

- 9. Have you requested this position in previous staffing plan requests? If so, when?

- 10. Please list estimated operating costs (phone/computer maintenance, supplies, business cards, etc.) that will be needed for this position:



| | | | |
|---------------------|----------------------|---------------------------|--|
| HR USE ONLY: | Salary Budget Impact | Salary | |
| | | Benefit Cost | |
| | | Total Compensation Impact | |

Enrollment:

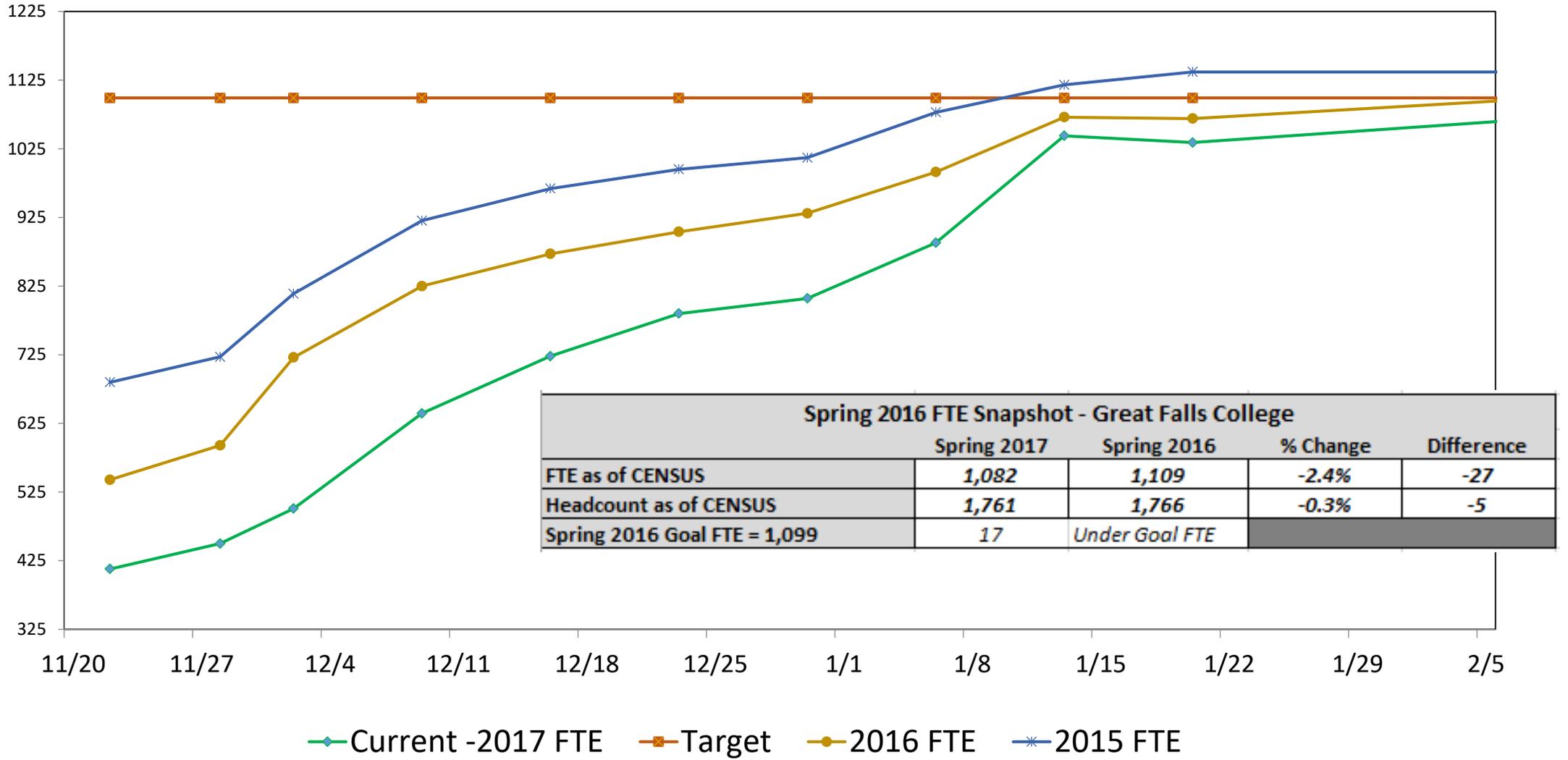
Spring 2017 Census
Projections for AY 1718

Presented to CPBAC

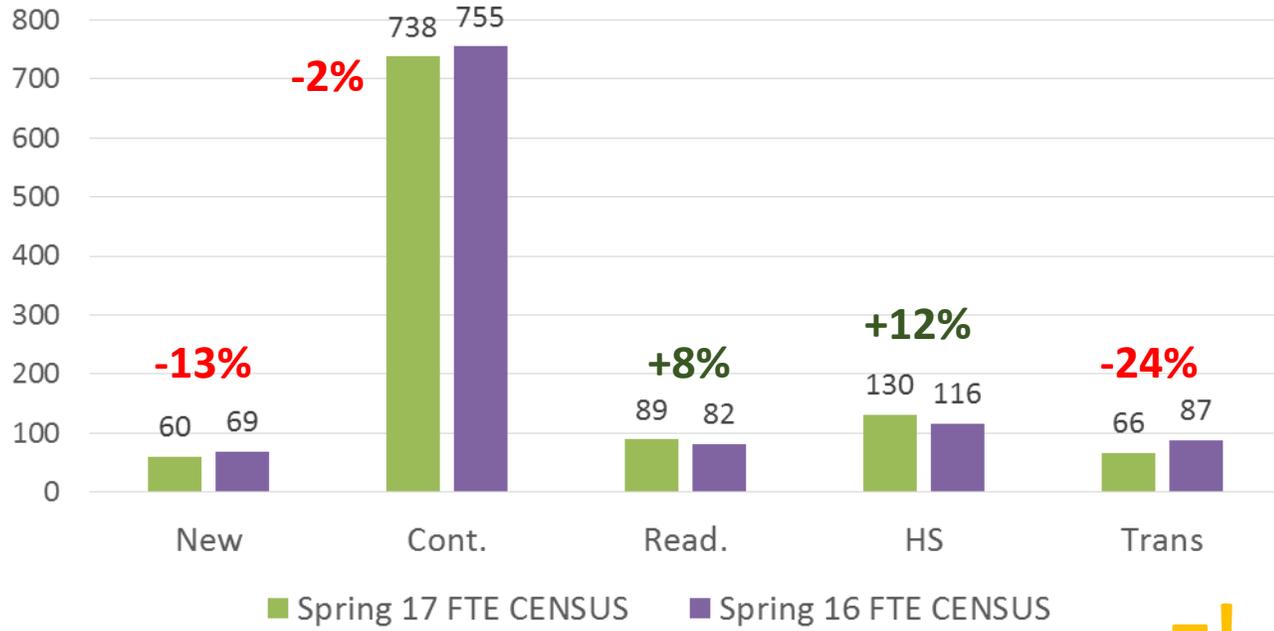
February 17th, 2017

By Grace L. Anderson, Ph.D.

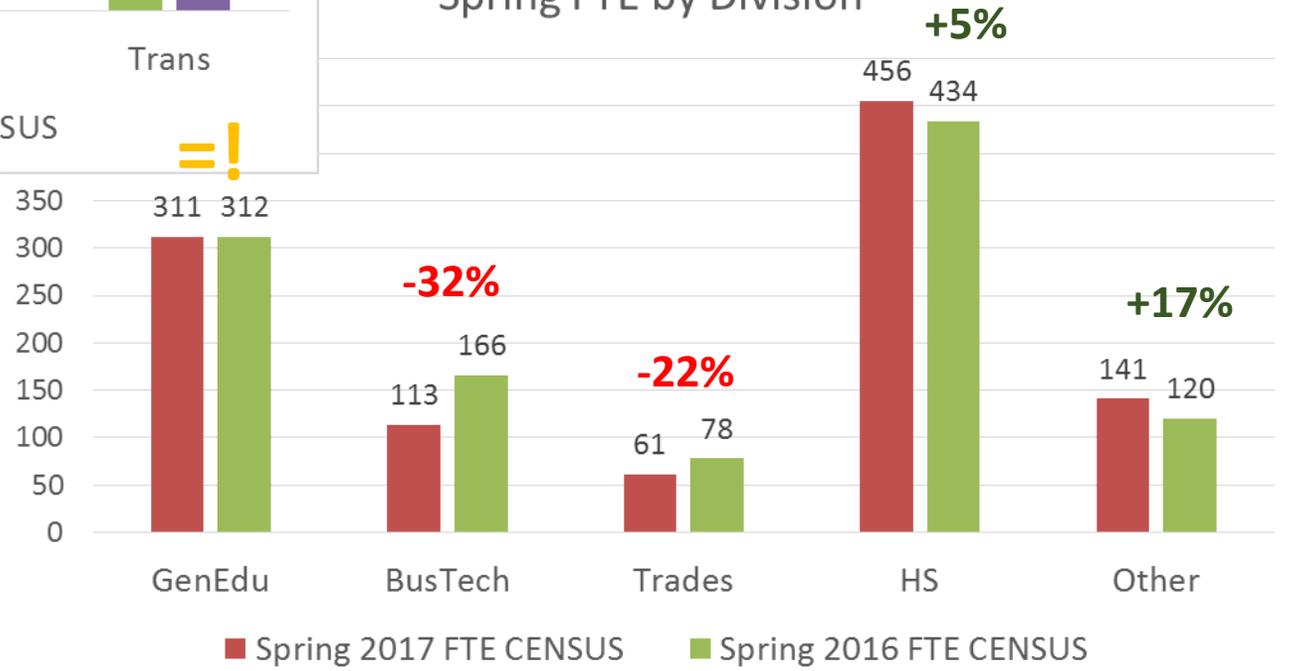
Spring 2017 FTE



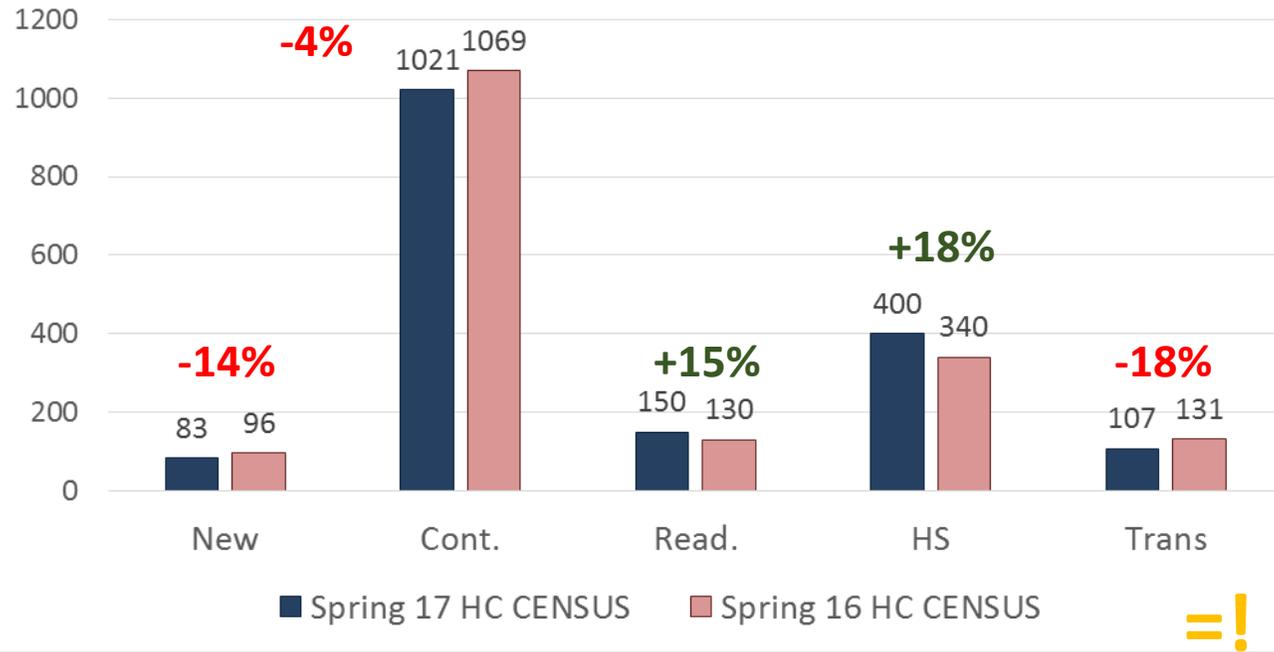
Spring FTE by Student Type



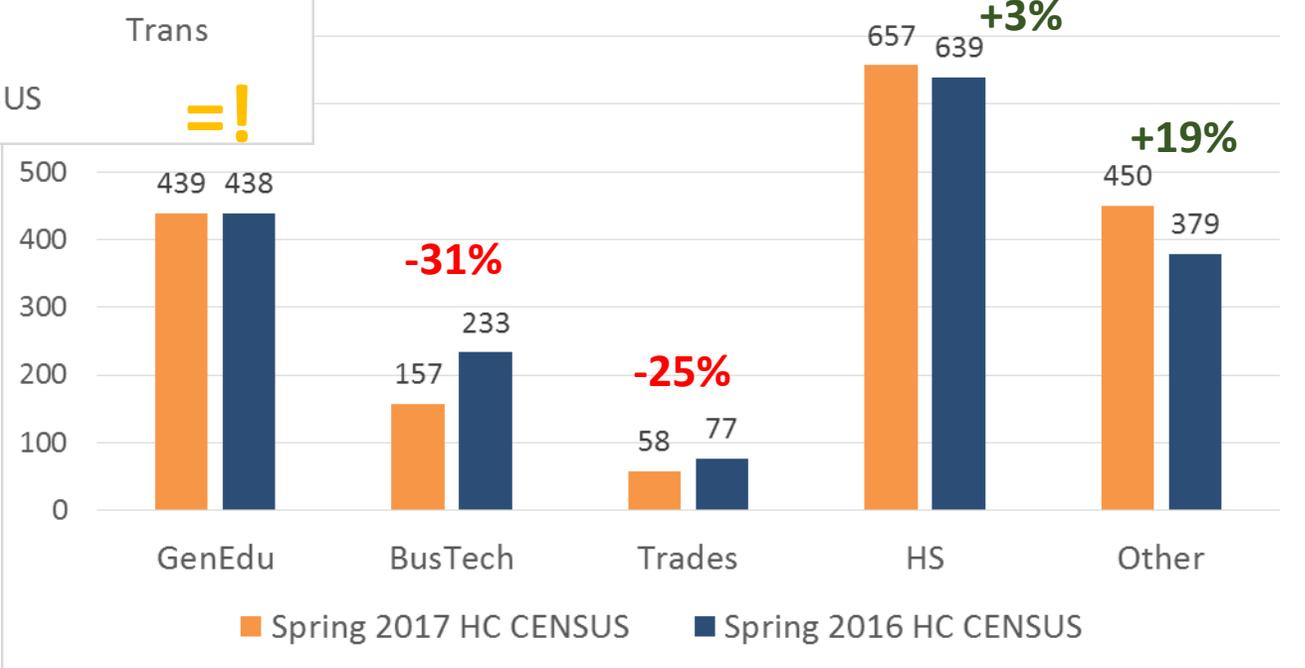
Spring FTE by Division



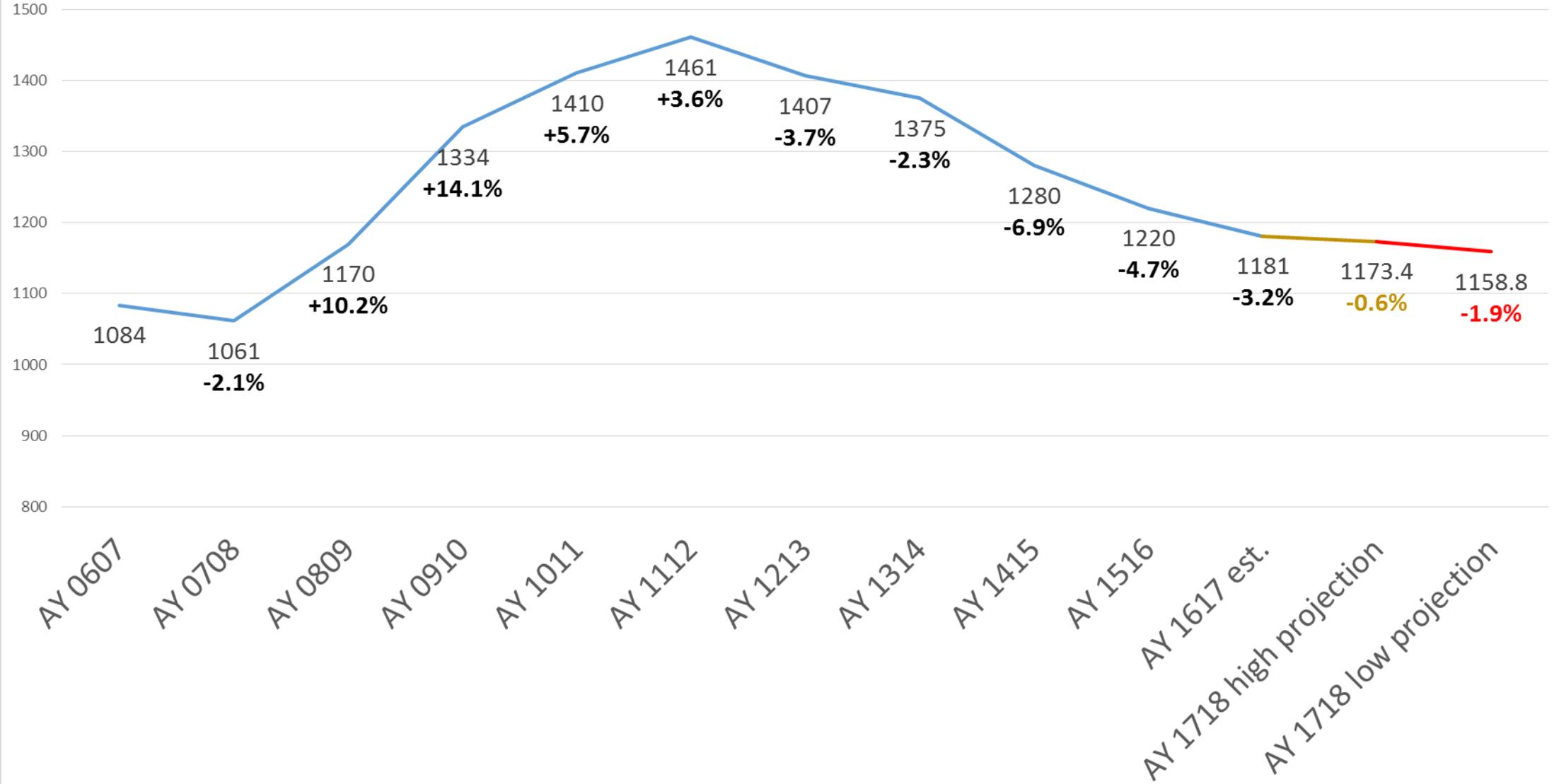
Spring Headcount by Student Type



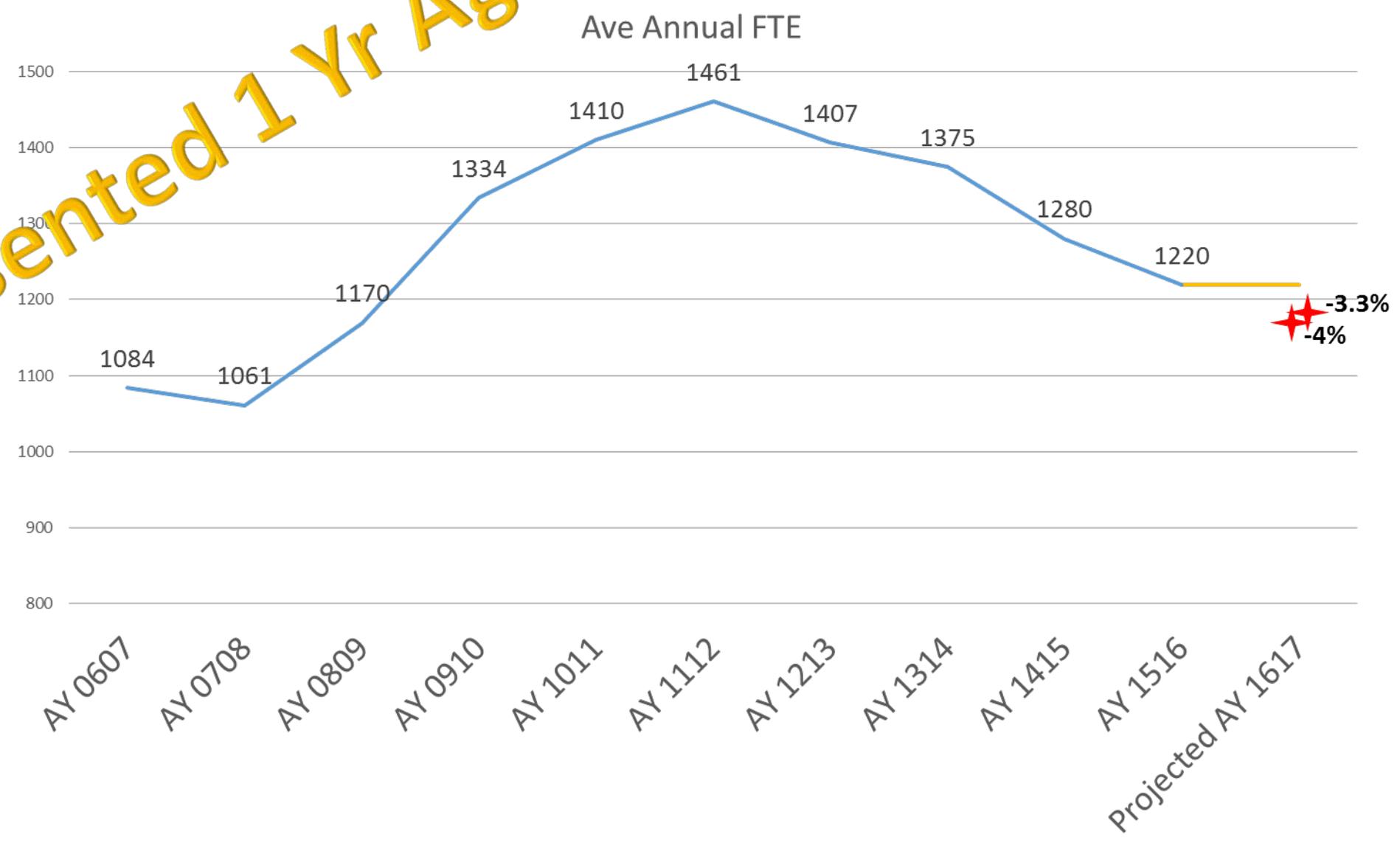
Spring Headcount by Division



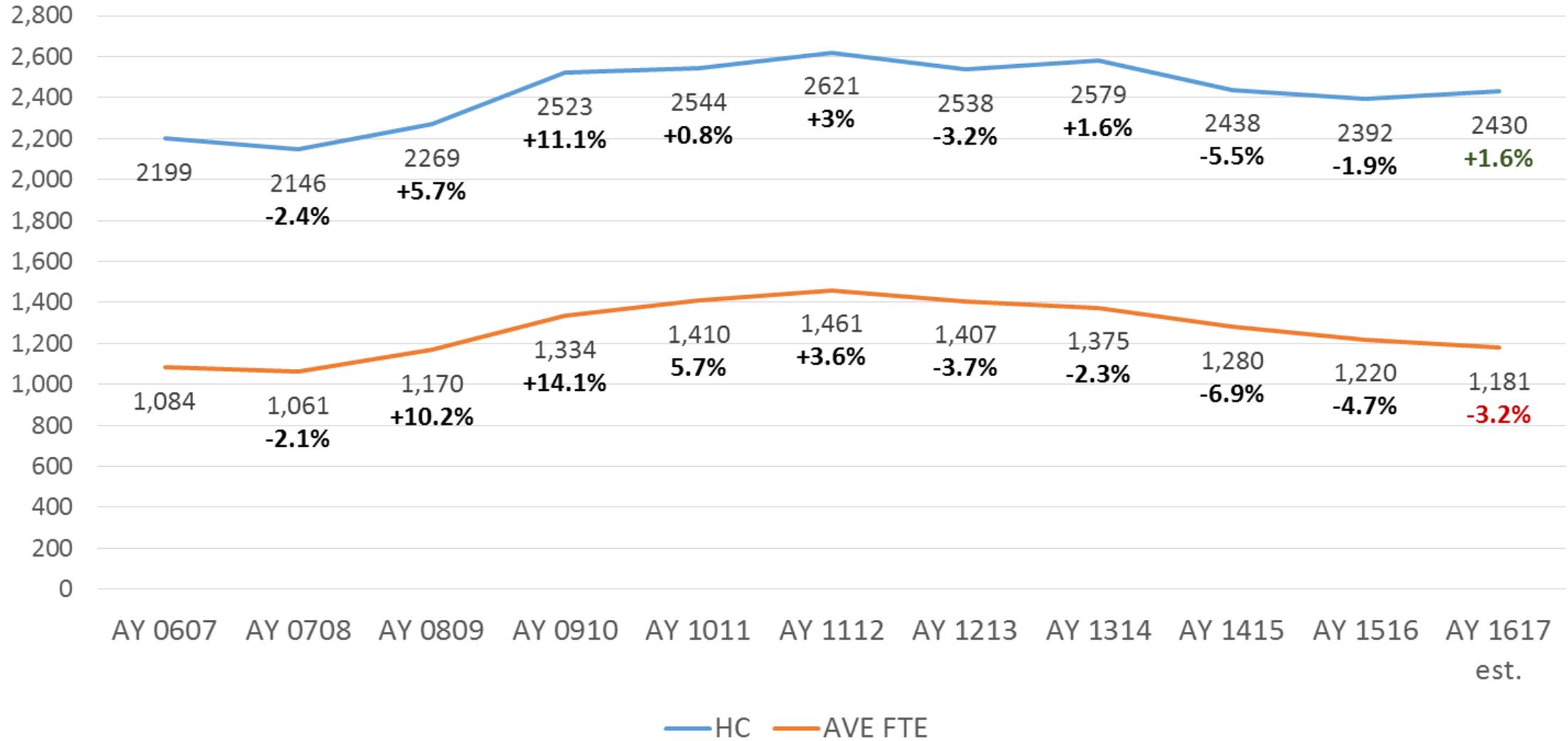
Ave Annual FTE



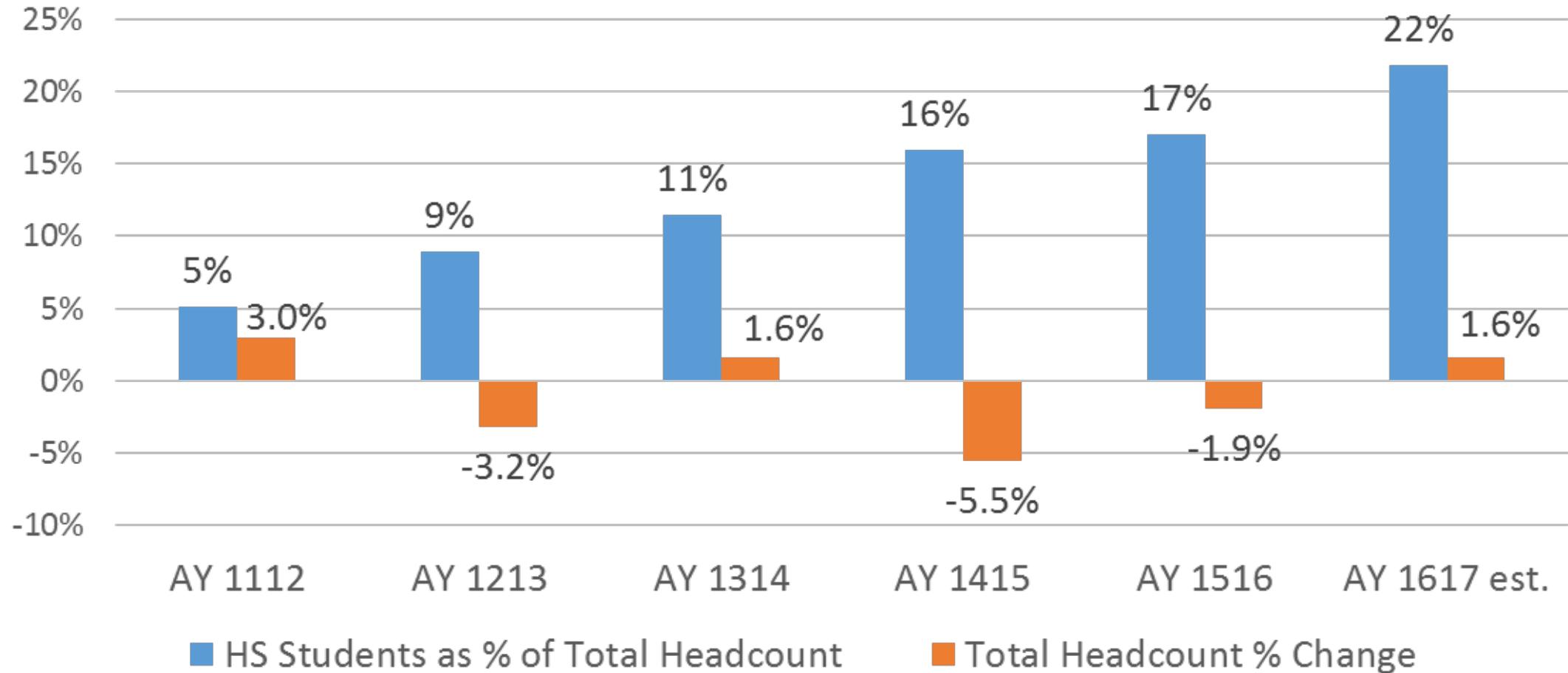
Presented 1 Yr Ago



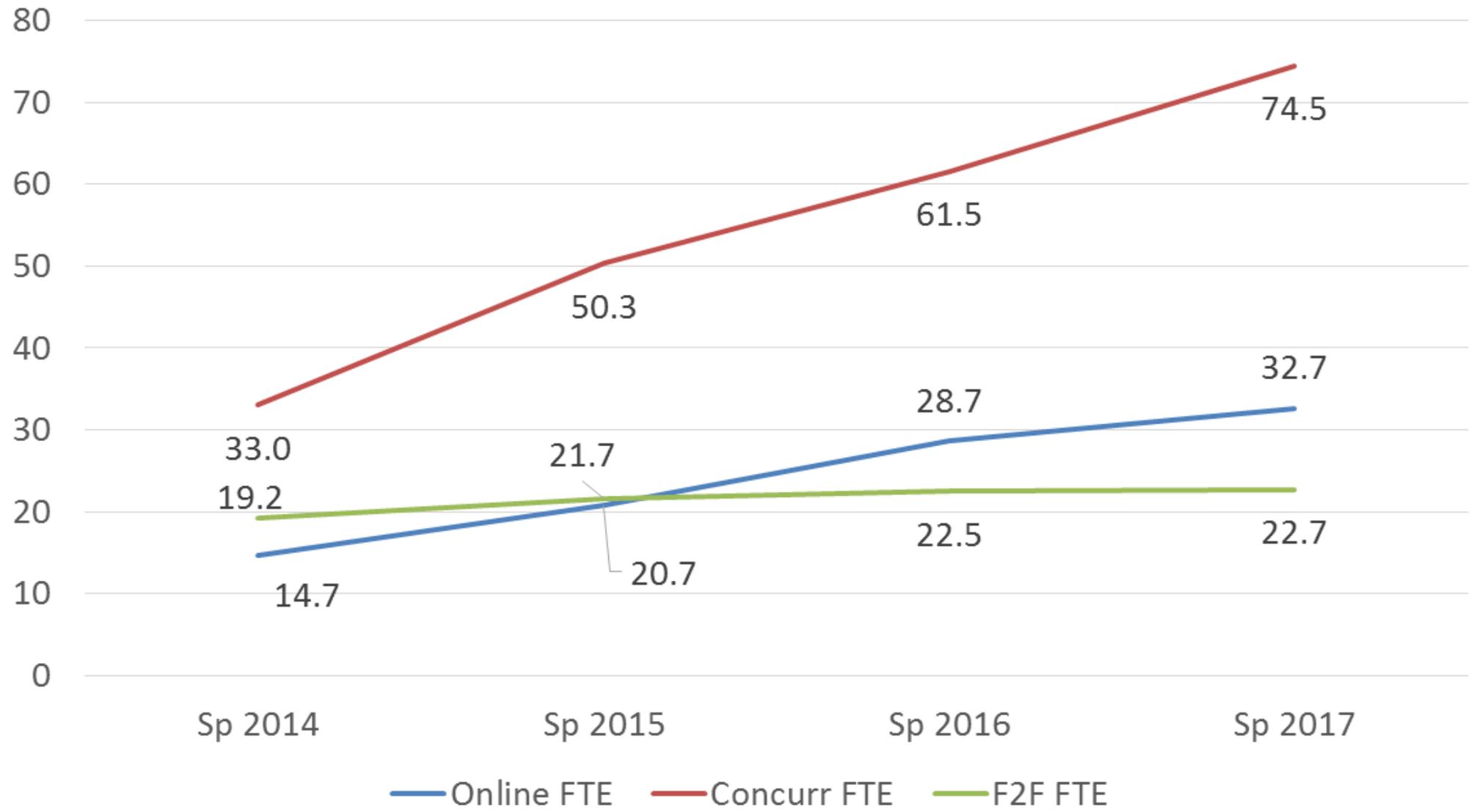
Academic Year Enrollment GFC MSU



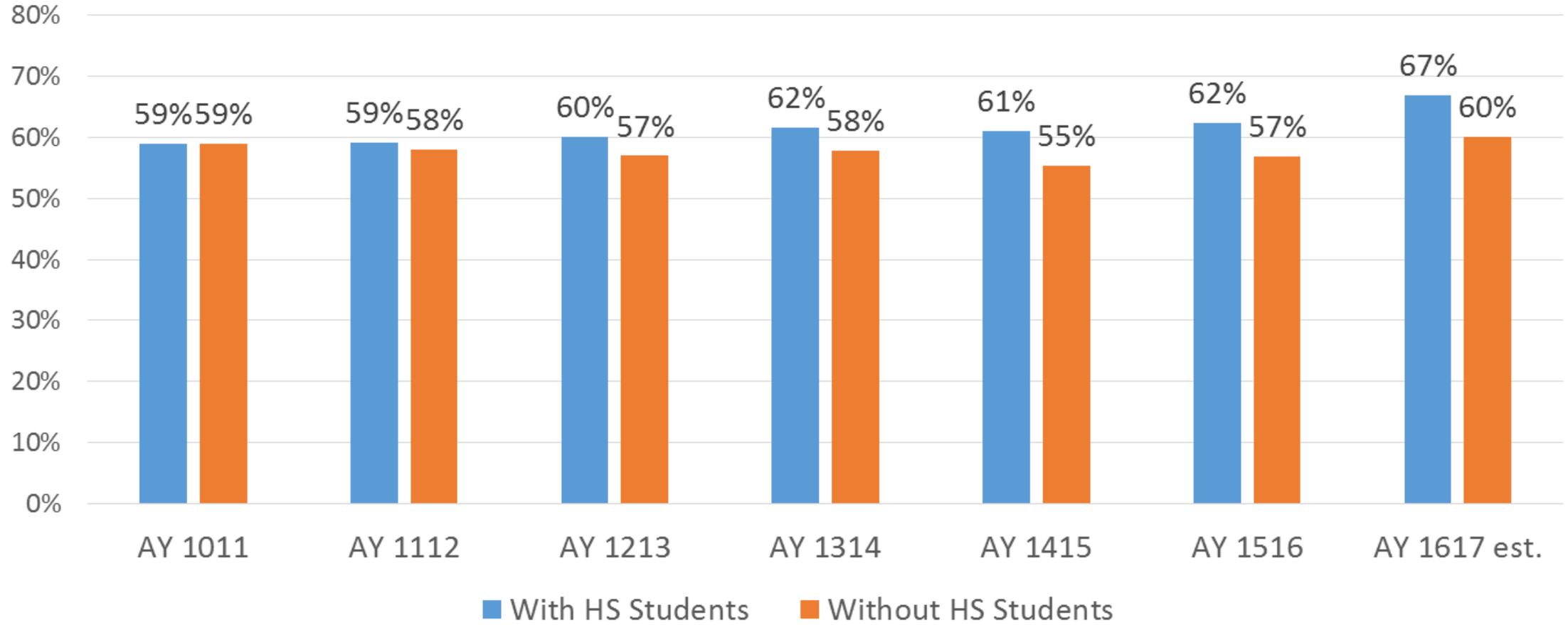
Size of HS Student Population vs. % Change in Total Student Population



Spring Dual Enrollment FTE by Modality



Percent of Total Headcount that is Part-Time



Average Age

