

CPBAC Notes
March 9, 2016 9:30am-11:00am
B136

Members in Attendance:

Camille Consolvo	Associate Dean of Student Services
Dena Wagner-Fossen	Registrar
Carol Berg	Classified Staff at-large
Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Dave Bonilla	Interim Director, Information Technology
Dr. Frankie Lyons	Health Sciences Division Director
Dr. Grace Anderson	Institutional Researcher
Heather Palermo	Director of Lifelong Learning
Jillian Ehnot	Controller
Joseph Simonsen	Interim Director of Admissions
Kathy Meier	Professional Staff at-large
Dennis Devine	Director of Facilities
Leah Habel	Director of Financial Aid
Leanne Frost	General Education, Business, Technology & Transfer Division Director
Troy Stoddard	Director of Advising and Career Center
Dr. Susan Wolff	CEO/Dean
Laura Wight	Director of eLearning & Library Services
Carmen Roberts	Budget Officer
Cheryl McGee	Classified Staff at-large
Charla Merja	Director of Trades
Sandy Bauman	Director of Academic Success Center
Karen Vosen	Classified Staff at-large

Members not in Attendance:

Lewis Card	Executive Director of Development, Marketing and Communications
Dr. Heidi Pasek	Associate Dean of Instruction/CAO
Mary Kay Bonilla	Executive Director of Human Resources
Linda McNeill	Director of Contract Training
Teri Dwyer	Faculty Senate Representative
Leonard Bates	Faculty Senate Chair
Mel Lehman	Interim Executive Director, Workforce
Ted Nesmith	Student Government Representative

Guests: Claire Burke

FY17 Budget

- Projected surplus of \$275,000 for FY2016 that can be rolled over into FY17.
- If flat enrollment is assumed, projected revenue (including rollover) and submitted expenses are close. However, if enrollment declines, expenditures will have to be cut.
- Using the most accurate measurement from last spring, Dr. Anderson anticipates a 3.7% decline
 - Correlates to an approximate \$137,000 revenue decrease.
- Group discussion about what enrollment will look like with change in Nursing programs, General Education Block Program
- Group decided to act conservatively, and use Dr. Anderson's decline for calculating FY17 revenue.
 - Budget Office will adjust calculations and send updated figures to group.
- In addition, Dr. Anderson projects we will not get 100% of Performance Based Funding
- Dr. Wolf discussed the importance of retention—new enrollment is slowing increasing but retention is pulling it down.

Strategic Planning Discussion

- Dr. Stevens provided a brief Mission, Vision, Values, and Core Themes review
- Strategic plan helps us focus as an institution, even if we don't meet our final goal, we can look at what we did and what we could change going forward.
- Sub-Committees are tasked with developing a year 7 goal & then working backwards to develop annual goals as part of the overall strategic plan.
 - Plans must be actionable and measurable
 - Sub-Committees have scheduled meetings
- Laura Wight expressed concern that college learning outcomes are not included in strategic plans
 - Finalized College Learning Outcomes are not yet available,
 - Looking at current draft, it is difficult to see how they can be applied to administrative side of the house.
 - Consensus that more non-faculty representation is needed on the committee:
 - Laura Wight, Carol Berg, Sandy Bauman, and Heather Palermo volunteered to be part of the committee.
 - Due to resignations as a result of prioritization, group will need new faculty members.

CPBAC

March 9, 2016

FY2016

- Revenue Up apx. \$45,000
- Salary Savings apx \$150,000
- Tuition Waiver Savings apx \$71,000
- Total estimated surplus \$275,000
 - Retirement Reserve: \$100,000
 - General Reserve (for rollover) \$175,000

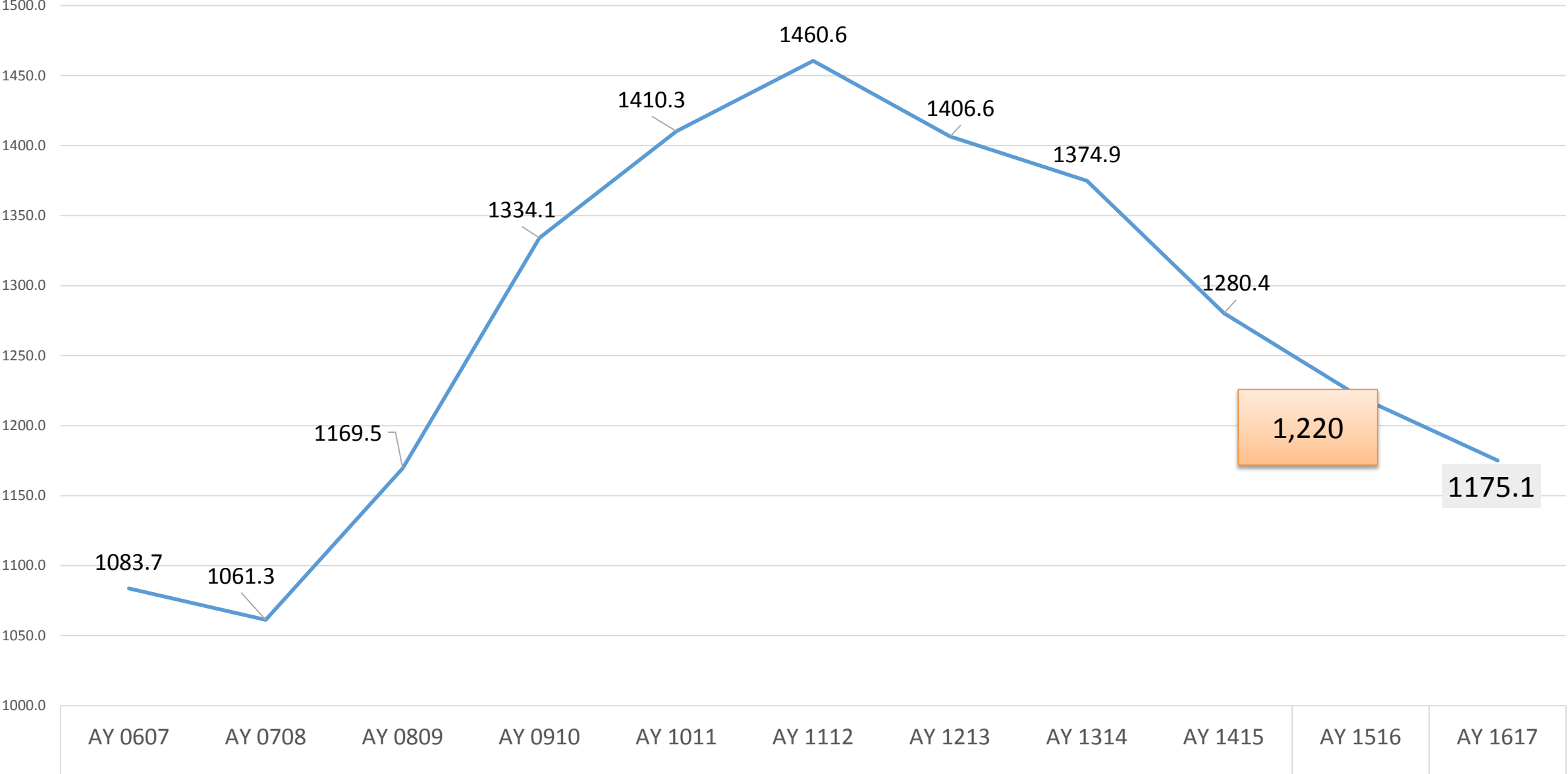
FY 17 Tuition Projections & Appropriations

	FY16 Actuals	FY17 Budget	Variance
State Appropriations	7,604,082	7,763,069	158,987
Tuition & Fees	3,737,304	3,741,929	4,625
Other Revenues	8,168	14,000	5,832
Transfers	234,185	262,000	27,815
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	11,583,739	11,780,998	197,259

Sources of Spending Increase

	FY 16 Budget	FY17 Budget	% Variance	\$ Variance
Salaries	7,192,192	7,376,892	2.57%	\$184,700
Benefits	2,543,002	2,827,578	11.19%	\$284,576
Operations	1,751,591	1,856,871	6.01%	\$105,280
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Total Budget	\$11,486,785	\$12,078,929	5.15%	\$592,144

Average Annual FTE



Strategic Planning

Components of Strategic Plan

- What are the components of a strategic plan?
 - 1. Mission statement
 - 2. Vision of Success
 - 3. Values
 - 4. Themes
 - 5. Objectives
 - 6. Core indicators

Components of a Strategic Plan

1. The mission of Great Falls College MSU is to ***educate*** and ***inspire*** you.

- This statement was approved by Board of Regents.
- Everything builds upon this statement and must support the mission.
 - GFC MSU added the tagline, Where it all begins!

Components of a Strategic Plan

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

- This statement was approved by Board of Regents.
- The vision supports the mission.

Components of a Strategic Plan

3. The campus identified a set of values that describe and define the qualities the college deems essential and create a sense of distinctiveness.

- Accountability
- Integrity
- Positivity
- Respect
- Responsiveness
- Transparency

Components of a Strategic Plan

4. The college's mission is further delineated through the identification of four core themes. (A theme is like a goal or general direction.)

- **Workforce Development:** Prepare students to meet current and emerging workforce needs.
- **Transfer Preparation:** Prepare students to transfer to an institution of higher education.
- **Academic Preparation:** Prepare students for success in developmental education and college-level courses.
- **Community Development:** Cultivate productive relationships through Lifelong Learning and community engagement.

Components of a Strategic Plan

5. Objectives

- For example, in Workforce Development
 - Objective 1.1: Students enroll in workforce programs.
 - Objective 1.2: Students are retained and graduated with the necessary skills and competencies for employment.

Components of a Strategic Plan

6. Core indicators-how to measure if the objective as been met. In other words, a core indicator can be “checked off.”

- For example, in Workforce Development
 - Objective 1.1: Students enroll in workforce programs.
 - Core Indicator 1.1: Measurements: Unduplicated headcount and full-time equivalent (FTE) of students enrolled in workforce degree programs. Excludes general education and associate degree students.

What's next?

Friday, March 11th-Faculty Senate will be made aware of upcoming Plan
Finish GAP analysis

Return to Oceane Monday morning, 9:00 am 11th of April

20th of April-CPBAC will have draft of strategic plan

Subcommittees will be tasked with drafting one year operational plan