

## CPBAC Meeting July 23, 2015

Attendance:

Members:

|                    |  |
|--------------------|--|
| Joe Simonsen       | Interim Director of Admissions                   |
| Carol Berg         | Classified Staff at-large                        |
| Cheryl McGee       | Classified Staff at-large                        |
| Dennis Devine      | Director of Facilities                           |
| Dr. Darryl Stevens | Associate Dean of Administration & Finance/CFO   |
| Dr. Heidi Pasek    | Associate Dean/CAO                               |
| Karen Vosen        | Classified Staff at-large                        |
| Mary Kay Bonilla   | Executive Director of Human Resources            |
| Teri Dwyer         | Faculty Senate Representative                    |
| Jillian Ehnot      | Controller                                       |
| Dr. Frankie Lyons  | Health Sciences Division Director                |
| Leanne Frost       | General Education and Transfer Division Director |
| Troy Stoddard      | Advising and Career Center Director              |
| Laura Wight        | eLearning & Library Services Division Director   |
| Leah Habel         | Financial Aid Director                           |
| Charla Merja       | Trades Programs and Pathways Coordinator         |

Ex-Officio Members (Non-Voting):

|                    |                          |
|--------------------|--------------------------|
| Dr. Susan J. Wolff | CEO/Dean - Chair         |
| Dena Wagner-Fossen | Registrar                |
| Dr. Grace Anderson | Institutional Researcher |

Guests:

Dr. Brenda Canine, Jeri Pullum, Lorene Jaynes, Sandra Bauman, Ed Binkley

**Called To Order 2:04 pm**

**Core Themes & Indicators**

After CPBAC approval, the Core Themes and Core Indicators will go to the Executive Team for final approval. They will then be submitted to MSU in Bozeman for inclusion on the September Board of Regents' Meeting agenda.

Faculty Senate met last week and devised the following indicators for each core theme:

1. Educate
  - a. Academic Preparation
  - b. Completion
2. Inspire
  - a. Retention
  - b. Access

Dr. Pasek shared that there are specific items the college needs to do based on NWCCU accreditation standards. Measurement of the core indicators will confirm the fulfillment of the core themes. Each core indicator will have a definition for which we will be able to identify a measurement. Jeri shared that NWCCU was pretty adamant that each core theme have its own committee.

The edits in Faculty Senate were based on keeping the process simple and measurable. The Campus Learning Outcomes are not yet done and will not be ready by the Year One Report. Other items were not yet ready to be defined for measurement. If it wasn't measurable, they didn't include it.

Drs. Wolff and Pasek reminded that as we go through the Accreditation Cycle to keep in mind we have to articulate how we are fulfilling our mission and closing the loop. Decisions will be made tying back to resources is how the loop is closed. This will satisfy a recommendation received in the Year Seven Report.

The core themes are broad enough to define what we do across all areas. By the September BOR meeting, the objectives will be fleshed out. Dr. Wolff will share at the BOR meeting the process we have gone through and what is being done to continue our work. If it is determined that the data we are collecting is not what is needed when completing the Year One Report, we can go back and change it for Year Three. An email from Dr. Pasek shared an overview of the Year One Report Guidelines and of Standard One:

As promised, below is a link to the Guidelines for the Preparation of Year One Self-Evaluation Reports. I've also included an overview of Standard One:

<http://www.nwccu.org/Pubs%20Forms%20and%20Updates/Forms/PDF%20Files/Guidelines%20for%20the%20Preparation%20of%20Year%20One%20Self-Evaluation%20Reports%20%284-10-14%29.pdf>

<http://www.nwccu.org/Standards%20and%20Policies/Standard%201/Standard%20One.htm>

This gives you a good idea of what we'll be required to articulate to the Commission in our Report. I think it is important to keep these in the back of our minds as we finalized our Core Themes and Indicators. Definition of Mission fulfillment is very important. And, we have a recommendation that applies to that.

For the BOR meeting, we don't have to have things fleshed out quite as much...just an overview of our new vision and mission statements. So, that is good because it will allow us more time to solidify our definitions, as per 1.A.

*Teri moved to accept the Core Themes and Indicators as written. Cheryl seconded. All in favor. None opposed.*

### **Prioritization Overview**

Dr. Stevens gave an overview of the prioritization process starting with the following quotes: No institution can afford to be what it has become; and the only resources you have are the resources you reallocate. Two task forces will be formed to rank all academic and administrative (co-curricular) programs into the following quintiles:

- Q1 – Superstars
- Q2 – Very Good
- Q3 – No new dollars
- Q4 – Necessary dogs
- Q5 – Examine for reallocation or improvement

The academic task force will be made up of faculty only and led by Susan Cooper. The administrative task force will be made up of administrative and co-curricular staff and has not yet named a lead. Drs. Stevens and Pasek will share overall supervision of the project. Most of the information needed is already included on programmatic snapshots, but there will be specific criteria. Within in the quintiles, programs will be listed alphabetically so the actual rank is not known. The task forces will not recommend cutting any programs. That task will be the responsibility of the CEO/Dean.

A facilitation team will provide data to the two task forces. All work done within the task forces will be confidential. Decisions will be made over the semester break in December on how to reallocate resources. The co-curriculars will be more difficult to rank as there are not snapshots for all areas.

This process is a one-time occurrence, but other colleges have decided to do it every five years. It is hoped we will not

need to do this again as we will always be assessing how we are doing and making changes based on those assessments. Because of the prioritization process, the college's Internal Program Review process will not take place this year only.

### **Programmatic Snapshots**

In the fall, Dr. Stevens will begin including analysis and planning at the CPBAC meeting. Each month a selection of programmatic snapshots will be reviewed. Dr. Wolff reminded there are still more steps in the planning process that will lead to a facilities master plan.

### **Long Range Building Plan**

New buildings are not encouraged in the LRBP. Renovations and maintenance are preferred. Dr. Stevens shared the proposed list to be submitted to MSU for inclusion to the MUS for the final list to the legislature. The full narrative is attached to these minutes.

It was noted there is no dollar amount on the dental hygiene item yet as we are awaiting information from the architect. The clinic is being challenged with space due to the advances and equipment required to ensure students simulate an actual clinic setting. Cheryl recommended a search for a grant to help with costs for the replacement of the dental chairs. The expansion will give more opportunity to serve more people in the community.

Ed recommended adding to the narrative that there have been no substantive changes in the clinic in 15 years. Dennis anticipates costs will be a minimum of \$1.5 – \$2.0 million.

The IT situation is concerning as if we have a data system crash we will essentially shut down.

*Leah moved to approve the LRBP as written. Teri seconded.  
All in favor. None opposed.*

### **Open Position Review**

The Executive Team is reviewing all positions currently open and scoring on a matrix. The top scoring positions will be recommended for hire when resources become available. The justification form was very detailed in requiring them to look at every piece of the process. Mary Kay will send out a campus wide email explaining how hiring is being handled, including the explanation of grant funded and instructional positions. She will include the justification form and scoring matrix.

***Adjourned at 3:17 pm.***

**Great Falls College – MSU  
Long Range Building Program  
Submission – August, 2015**

**1. Restructure of Data Center - \$500,000  
(Major Maintenance of Building/Utility System)**

Great Falls College MSU is proposing to update its current data center and relocate the majority of telecommunications equipment within the center. This process includes adding the following: a redundant cooling system, an appropriate fire suppression system, a backup power generator for the data center and data center HVAC unit, a primary power panel for the data center, and future capacity for wiring.

The current data center was created in 2007. Due to budgetary constraints, the decision was made to not include a backup power source and a clean agent fire suppression system. Currently both the primary network core/telecommunications area and the data center have traditional sprinkler systems tied to the building-wide sprinkler system. If a discharge, broken pipe, or broken sprinkler head were to occur, it would cause severe disruption to network services as well as damage to equipment. Both the data center and network core/telecommunications areas do have uninterruptable power supplies (UPS) with battery backup; however, this system has limited power (and time) capabilities. In addition, the current HVAC unit accommodating the data center does not have a backup power source. If a power or equipment failure on the HVAC system occurs, there is a strong possibility for extensive equipment damage.

**2. Remodel/Expansion of Dental Clinic & Dental Hygiene Lab - \$----  
(Adaptive Renovation)**

Great Falls College MSU is proposing a remodel of the existing Dental Hygiene & Dental Assisting clinic, lab and classroom area. This would include expansion of the clinic/lab to include 4 more stations, adding computerized work stations, relocation of the patient waiting area, relocation of the dental radiology lab, and the addition of interior doors to better maintain patient and student privacy and safety.

The Dental Hygiene program at Great Falls College MSU is the only one of its kind in the state of Montana. Every year there are more applicants than capacity. For example, the 2015-16 school year received 54 application for 16 spots. Expansion would allow for the acceptance of four more students each year. Graduates of the program have a 100% job placement rate and the majority stay in Montana. The current lab set up does not allow the program to keep pace with current technology standards in the industry. Expansion would allow for an all-digital chart and x-ray program utilization that will ensure all students are job ready. Additionally, a remodel will allow students to fully adhere to ADA Commission on Dental Accreditation Infection Control Standards.