

CPBAC Meeting
May 8th, 2015

Membership Attendance

Cheryl McGee	Facilities, Classified Staff at-large
Carol Berg	Testing Service Coordinator, Classified Staff at-large
Dennis Devine	Director of Facilities
Dr. Bruce Gottwig	Business, Tech & Trades Division Director
Dr. Camille Consolvo	Associate Dean of Student Services
Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Dr. Heidi Pasek	Associate Dean/CAO
Lew Card	Executive Director of Development
Kathy Meier	Director of Disability Services
Laura Wight	Division of eLearning & Library Services
Leah Habel	Director of Financial Aid
Leanne Frost	Director General Education and Transfer
Mary Kay Bonilla	Executive Director of Human Resources
Jillian Ehnot	Controller
Dr. Susan J. Wolff	CEO/Dean - Chair
Dr. Grace Anderson	Institutional Researcher
Ken Wardinsky	Chief Information Officer
Karen Vosen	Student Support Coordinator, Classified Staff at-large
Teri Ford-Dwyer	Business, Technology, Trades Faculty, Faculty at-large
Sandra Bauman	Director of Academic Success Center
Dr. Frankie Lyons	Health Science Division Director
Troy Stoddard	Advising & Career Center Director
Lorene Jaynes	Executive Assistant to Dean
Brittany Budeski	Director of Admissions
Dena Wagner-Fossen	Registrar
Troy Stoddard	Advising & Career Center Director
Carmen Roberts	Budget Officer

Guest Attendance

Kim Woloszyn	Dental Hygiene Faculty
Dr. Marilyn Besich	Business, Technologies & Trades
Shauna Downard	Financial Wellness Advisor
Priscilla Azure	Administrative Associate Communications & Marketing Business & Community Relations
Charla Merja	Assistant to Chief Academic Officer
Cindy Stevens	Fine Arts/Humanities
Linda McNeill	Director of Contract Training & Events
TinaMarie Grundhauser	Executive Assistant to CFO and Executive Director of Development, Marketing & Communications
Jeri Pullum	Special Projects Coordinator
Dr. Brenda Canine	NANSLO Lab Manager
Ed Binkley	Fiscal Manager – RevUp MT/SWAMMEI Project
Kerry Dolan	Accounting Program Director

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CPBAC meeting called to order Friday, May 8th, 2015 at 8:30AM in G45/46. See Attendance List above.

Budget Update FY15– Carmen Roberts

1. FY15 revenue is down by \$239,000 in tuition and fees.
2. The current remaining funds are \$1.9 million left for year. \$1.8 million in payroll accounts fixed expenses with the remaining \$75,000 in utilities expenses.
3. OTO (One Time Only) money from OCHE needs to be spent by June 30th or it must be sent back to OCHE. There is currently \$40,000 not spent. This expense would count against us.
4. Overall there is \$67,000 in operational expenses to last the next 2 months. We are on task with our budgets as we have spent 83% of budget and 83% through year.
5. There is about \$70,000 in retirement that must either be taken out of the reserve or CUF. If spending continues to be more conservative that is less that has to be taken out of the reserve.

Budget Projection FY16 – Carmen Roberts & Dr. Stevens

1. At the date of this meeting we are at \$100,000 short. In the meeting prior we were at \$283,000 short..
2. There has been further salary savings with staff leaving and more operational adjustments.
3. Pay Plan passed but does not start until January 2016.
4. Academic Success Center Fee will be \$60,000 worth of revenue that will offset tutor salary and salary that is coming out of CUF.
5. There was questions concerning OCHE.
6. Student Leadership Fee - For recommended passage \$15 would be added to Student Government fee which would increase the fee from \$12 to \$30 per semester but would include the Student Activities Coordinator Position.
-Ms. Roberts is working with Dr. Consolvo in developing an MOU with Student Government to say that the additional funds will be transferred to the Student Activities Coordinator index to offset the salary. This will ensure that it cannot be overridden by a new change of leadership. If position is no longer wanted by Student Government then Student Government's fee goes down.
7. Academic Success Center Fee – This fee is common at other campuses. Dr. Stevens will continue working with OCHE.
8. Numbers for student enrollment for headcount is 8.5%, 9.3% FTE down as of two weeks ago.
9. Legislative delegation secured another \$750,000 for the 9.6 acres next to Great Falls College MSU.
10. Dr. Stevens inquired of the group if they want to adjust enrollment estimate or keep enrollment at the 7% decline we have been using. The group decided to keep the 7% decline in enrollment estimate.

Mission/Vision/SEM-Ken Wardinsky

1. Mr. Wardinsky shared the results of the survey with the top choice for Mission and Vision Statements.
2. Dr. Stevens proposed a vote of the #1 mission and vision statements. Ms. Ford-Dwyer moved that the motion be moved forward to go to ET to wordsmith. Motion passed by CPBAC.

Mission Statement voted on by CPBAC to go to ET:

“We teach, train, and inspire lifelong learning that strengthens our communities”

Vision Statement voted on by CPBAC to go to ET:

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"GFC MSU will strengthen communities through academic excellence, innovation, and collaboration"

3. Discussion had regarding options for SEM and what initiative options were key to focus on. From studies with SEM, retention is the focal point.
4. Ms. Ford-Dwyer put forth a motion for CPBAC to move forward on the first 2 SEM initiatives to move forward to ET.

Top 2 SEM Initiatives voted on by CPBAC to go to ET:

"Front end student experience (expectations, college readiness)"

"Online course and online program recruitment (grow online offerings)"

5. Motion moved forward with 1 nay.

Programmatic Snapshots –Dr. Grace Anderson

1. Dr. Anderson gave an overview of the Dental Hygiene Program for an example of the Programmatic Snapshots that she is working on per program. The Programmatic Snapshots include -- Unduplicated Headcount, Full-Time Equivalent, Projected Job Openings, Median Annual Salary, Job Placement, Size of Class versus Amount of Applications for Program, Retention Rate, student success rates, number of graduates, graduation efficiency quotient(completion of program in timely manner), and financial impact.
2. Dr. Stevens noted that there will be Programmatic Snapshots for both the academic programs and administrative positions.

Meeting Adjourned 10:04 AM.