

UWC-Budget, Finance, and Strategic Planning Committee Meeting

2:30 p.m., Friday, November 13, 2009

President's Conference Room

Members Present: Co-Chairs Carl Hilgarth & Cathy Mullins, Dave Todt, Elinda Boyles, Ann Marie Short, Joe VanDeusen, Robert Mendris, Ed Kehres, Barbara Kunkle, Mark Mirabello, Steve O'Rourke, Chuck Warner

I. Call to Order: Co-Chair Carl Hilgarth opened the meeting.

II. Announcements:

- Carl thanked the members who agreed to serve another year on the committee. The 2 new members for 2009-2010 will be Chris Kacir (UFS) and David Bennington (SGA).
- We sent 4 representatives to the Ohio AQIP Portfolio training on October 28, 2009: Jim Settle, Bane Sylvia, Liz Blevins, and Jonica Burke. Carl and Cathy have also been trained in the AQIP portfolio process. (see Item VI, below)

III. Approval of Minutes from May 1, 2009:

Motion: Ann Marie Short

Second: Joe VanDeusen

Vote: Unanimous to approve

IV. Action Project Reports: #1 Student Advising & #2 Scheduling: (Dave)

Dave pointed out that since the last meeting in May, the two groups have submitted their final reports and AP 1 & 2 should now be retired as active AQIP Action Projects. Dave will get copies of the final reports for the committee so we can close them out, even if ongoing problems remain.

Although many of the suggested remedies have been carried out, Advising and Scheduling issues will continue. Since there can be no final closure on the topics in general, it's time to move on. Now our task is to activate new APs to take their place as our 3 "active" Action Projects. Our Systems Appraisal Feedback Report identified plenty of Opportunities that could become new Action Project proposals.

Action Project #5 One Card System: (Elinda and Chuck)

- The complex implementation process is underway, but funding issues have slowed it down.
- For now it will be less ambitious, with a more conservative approach than in the original plans.
- Cards should be issued this fiscal year, beginning with food service for students, and vending may be one of the earliest components as well.
- The biggest challenges will be technical, such as formatting and managing the card.
- The tech group has been pulling people together from different areas to work out compatibility issues.

- The cards, which will replace the student ID, must be ready to function immediately. The Project group hopes to begin card implementation after spring or summer 2010.
- Elinda will have an update report to the SPC by the January 2010 meeting.

V. Old Business

A. AQIP Portfolio Review – Our Response (Dave)

We still need to respond to the portfolio review (Systems Appraisal Feedback Report) we received in March, 2009. After a discussion of the best way to come up with recommendations for our response, it was decided to assign the 9 AQIP categories to the Strategic Planning Committee members to review and respond to the group with suggestions and observations. It's hoped that the others who attended the recent AQIP training session will provide additional feedback.

#1 Helping Students Learn

Ann Marie Short
Ed Kehres
Mark Mirabello
Jim Settle

#2 Accomplishing Other Distinctive Objectives

Robert Mendris
Darrell Rudmann

#3 Understanding Students' and Other Stakeholders' Needs

Brian Saul
David Bennington

#4 Valuing People

Elinda Boyles
Steve O'Rourke
Bane Sylvia

#5 Leading and Communicating

Dave Todt
Barb Kunkle
Liz Blevins

#6 Supporting Institutional Operations

Joe VanDeusen
Chuck Warner
Jonica Burke

#7 Measuring Effectiveness

Chris Kacir

#8 Planning Continuous Improvement

Carl Hilgarth

#9 Building Collaborative Relationships

Cathy Mullins

Suggestions for Group Review of AQIP Categories:

- Prioritize the Os (Opportunities).
- Look at S's (Strengths) to see if we're satisfied - it's important that we "maintain the gains" and continue to pay attention.
- The Os & OOs could help identify potential Action Projects, second tier action items, Quick Fixes, and items to keep on top of for the next couple of years.

- Put substance rather than rhetoric into the proposals.
- Link our priorities to our goals and standards, such as our Mission Statement.
- Summarize the biggest issues.
- Each group could identify key words such as ‘data’ that may indicate common denominators through more than one category, possibly becoming a “metaproject.”

Points of Discussion:

- The SPC will provide guidance & oversight for our upcoming quality checkup visit in the fall of 2010.
- The SPC should commit to additional meetings after the Strategy Forum training in May and function year round – possibly meeting 2 or 3 times during summers.
- Faculty could be paid for meeting outside their contract terms, according to the SEA agreement.
- The reviewers will want to know what we got out of their review – we’re responding to their analysis of our portfolio.
- Action Projects are only a part of AQIP and we also need to think about quality improvement.

Cathy will send copies of our own self assessment to SPC members. Carl will send out a template for feedback. Susan will compile the notes/keywords/suggestions.

B. Shawnee 20/20 (Dave Todt)

The 20/20 Strategic Plan is done, but Dave and Liz are completing the final report. It may be ready by next meeting.

C. Budget Update (Elinda Boyles)

Elinda distributed copies of the 2009-10 budget, which is now finalized, and explained how complex the state funding model can be.

Budget Notes:

- Our budget shows the projected reduction in state support and the subsequent increase in tuition.
- We dropped slightly along with most others, but we’re far from “fiscal watch.”
- The state made a dramatic change from funding by enrollment numbers to “successful class completion” using complex variables that vary by program.
- Both last year and this year show a negative impact on reserves, but we didn’t build a reliance on our investment performance into this year’s budget.

VI. New Business

2009-10 AQIP Strategy Forum

It was decided that May 2010 will be the best date for a group from SSU to attend the next AQIP Strategy Forum, sending about 8 people from around the university to learn more about the AQIP process.

Next Meeting: Friday, December 11, 2009, at 10:00 a.m., Facilities Conference Room

Minutes submitted by Susan Montavon