

Budget, Finance, and Strategic Planning Committee Meeting
10:00 a.m., Friday, December 11, 2009
Facilities Conference Room

Members Present: Co-Chairs Carl Hilgarth & Cathy Mullins, Dave Todt, Elinda Boyles, Darrell Rudmann, Ann Marie Short, Robert Mendris, Ed Kehres, Barbara Kunkle, Chuck Warner, Chris Kacir, David Bennington

I. Call to Order: Co-Chair Cathy Mullins led the meeting.

II. Announcements:

- Carl thanked the members for their work on our portfolio response, and for agreeing 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.

III. Approval of Minutes from November 13, 2009:

Motion: Barb Kunkle

Second: Carl Hilgarth

Vote: Unanimous to approve

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

Dave hopes to retire these 2 Action Projects once the reports are shared with the Committee and we come up with replacement projects from our current review of the Feedback Report. There is no deadline to do so until we've determined the new ones.

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

Chuck distributed a detailed handout that updates the implementation of the Blackboard One Card System and discussed the progress we've made in moving it forward.

Points of discussion:

- Transaction system has been installed.
- The Technical Implementation Group is already working on the technological architecture and how to integrate it into the rest of the campus.
- Some remaining issues: card formatting and distribution, card management and administration
- They are discussing the scope, establishing priorities, and identifying the most valued student services.
- Marketing - how to generate revenue to sustain it
- We may not meet the goal of May, but possibly by summer.
- Making it a debit card would add additional compliance issues such as audits & reports.
- Currently we don't get money for vending – Ohio uses BVI.
- One Card must move hand in hand with the planned Student Service Center

- The local business community wants to be involved.
- Outsourcing would add additional concerns. We can't run ALL services through outside sources – we must be responsive to immediate problems.
- Most campuses have a whole One Card office and a 'dedicated' staff.
- Card administration at SSU **may** require some hiring, but could also be handled by redistributing some positions, for example, currently ID cards are issued in both Human Resources and the Registrar's Office
- The One Card system needs centralized management for continuity, and must even consider how our system will coordinate with other universities to address dual enrollment, for example.
- There are even more complex issues with stored money cards, debit cards, VISA, etc., that would have us "acting as a bank," including security and parental access to student accounts.

V. Old Business

A. AQIP Portfolio Review – Our Response

Dave encouraged the committee in their category review project. Since our Portfolio Review, we've been even more concerned with accountability measures and the better use of data. The committee's further review will allow us to organize our thoughts; Action Project ideas have already emerged from the process.

Category Comments

Chris pointed out that repeatedly, two things came up:

1. We collect data and don't do anything with it.
2. The portfolio left out what's working and not working - the operationalization of the processes

More points of discussion:

- All agree that data issues permeate the whole document.
- We should go through each category individually to plan continuous improvement.
- We must identify where we can gain a foothold to help establish the AQIP culture on campus.
- It's important to measure both student and faculty satisfaction.
- Where do we find the collected data that are most usable?
- The committee should find the strengths/weaknesses and how to address them.
- Set measurable goals and how we can meet them, possibly beginning with the USO goals, and try to identify an overarching theme.

The plan is to find a room for a future meeting with white boards for charts, and devote an entire meeting to our portfolio review – plot out the processes on flow charts.

A. Strategy Forum

A group led by Dave and Rita will attend in May. At the first forum we learned what AQIP was, but in this second forum we should learn more about the next steps – where we go from here. Later an AQIP team will do a Quality Checkup on our campus. Dave

reminded the SPC how much better this is and less stressful than the previous 10-year accreditation version – it's a more positive approach.

B. Shawnee 20/20

The 20/20 Strategic Plan is done, and Dave and Liz should have the final report by the January meeting.

C. Budget

Elinda noted there's not much new to report right now. At the state, they're more concerned about the next biennium when the stimulus money ends.

Next Meeting: Friday, January 8, 1:00 p.m., room TBA. The meeting will be dedicated to a discussion of the "Systems Appraisal Feedback Report" we received in response to our AQIP Systems Portfolio. Motion to adjourn by Barb, with a second by Carl.

Minutes submitted by Susan Montavon

Category Assignments

#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