

Vice President's Council
February 24, 2010
Summary Notes

Members Present: Robert Boyd, Bill Crawford, Kim Davis, Megan Eikner, Daniel Esquivel, Shawn Fouts, Toni Gray, David Hernandez, Judy Johnson, Patsy Lemaster, Jerry Moller, Sheryl Mueller, Ed Nolte, Lou Ann Seabourn, Renee Vincent (ITV); Carol Moore-recorder

Members Absent: Jack Stanley

Others Present: Joy Brenneman

Announcements:

- 2009-10 Perkins Equipment
- Luncheons, Parties, Etc.
- Introduction of Megan Eikner to the Council; she will be a CE +representative on the Council
- P-16 Initiative is launching Café con Leche meetings to reach out to parents of Hispanic students in the community; training is available for anyone who is interested in participating

Board Meeting

- Education Report – Community Link
- Kathy Wetzel and Edie Carter – presentation on the Math Outreach Center
- Tax Abatement request from Alstom Power wind energy company approved by the Board; the company hopes to hire approximately 18 students this summer and up to 100 students within a year
- Network request from Lee Colaw

Faculty Load Analysis

The Faculty Load Analysis was last distributed in Spring 2007. Assessment and Development has generated an updated report and it was distributed by division to each chair and dean. Moller strongly encouraged each Council member to use the report as we head into a very difficult budget.

Cost Study

The Cost Study was distributed by division to each chair and dean. The date range of the analysis covers 9/1/08 through 8/31/09.

Salary Analysis

The salary analysis includes all board appointment personnel for each division. The salaries have already been loaded into the system by Theresa Rider for the 2010-11 budget and appear on the budget request form.

Class Enrollment/12th Day Report

The report is typically printed in the Fall and Spring semester, but hasn't been distributed since Fall 2008. A copy was distributed by division to each chair and dean. Moller asked the Council if the report should be continued.

Budget – Theresa Rider

Budget information was sent out with instructions last week. On March 5 Theresa Rider and Carol Bevel will be available in the library for one-on-one budget training. Each division chair needs to meet with the appropriate dean by March 25; budgets are due to Business Office by March 29.

There is a 5% reduction required in next year's budget. Travel, equipment and salary savings have been identified for cuts in the current 2009-10 budget.

BCMP reports include a 584 travel pool that will be zeroed out. Determination will be made at a later date regarding non-institutionally required travel. When running reports include 3 years of Actuals, current year Actuals and current version of the 2011 budget.

Perkins instructions for travel and equipment are available on the website. Only approved clusters are eligible to request Perkins funds. Requests need to be ranked and the forms will be submitted electronically to Danita's area. Do not include any Perkins funds requests in institutional requests. Perkins equipment/software requests are submitted to Lee Colaw as well.

TRTF New Equipment Request form is new this year and includes equipment that is not currently in the replacement schedule. The form is sent to Lee Colaw. Do not include request on the institutional request form.

Software Request Form (non-Perkins) is submitted directly to Lee Colaw and items are included in Institutional Requests.

VP and Deans need to meet the week prior to or during the week of spring break for final budget discussions.

The meeting was adjourned at 2:35 pm.