Strategic Planning and Institutional Effectiveness Committee (SPIEC) Meeting February 29, 2012 2:30pm-3:30pm AB5 309

Summary

Present: Snyder, Mc Shane, Magiera, Johnson, Steinberg, Jaeger, Harrison
Absent: Byrd, Duff, Genson, Henry, Kakkuri, Rogers

Co-Chair’s Report

Paul noted that the deadline for submission of the action plans for colleges and non-academic units had passed with a response rate of about 80% which was pretty good. He added that George Alexander was already in the process of developing a spreadsheet categorizing action plans by goal and unit. Paul also noted that the Cabinet had decided to create an ad hoc work group comprising co-chairs of the PBCS’s Budget, ERMC, and SFC to address the near-term impact of budget/enrollment/space capacity.

Paul welcomed VP Steve Magiera to provide an overview of progress on goals for 2011-2012 in the area of Advancement and Administrative Services and Finance.

SP Plan Progress Report

Steve reviewed the strategic plan with regard to transcript handling and document imaging he noted that the Banner Relationship Management implementation was proceeding but the document imaging interface was a problem affecting transcript handling that was being addressed. Re implementation of career progression practices and benchmarking of results, Steve stated that the new HR director will be tasked with examining these positions and creating a suitable taxonomy to be followed by a review of existing position descriptions. Steve stated that he has introduced an alternative to the expanded use of the Eagle ID. Students will now have the option of a basic card or one that includes the basic features couple with a debit feature from a commercial bank that would allow the card to be used off campus for purchases. In response to the expanded use of eCommerce and Touchnet, Steve noted that the cashier’s office has increased its productivity and efficiency. Concerning the modeling of staff resource allocation, Steve reported that Advancement added one new staff position this year and Administrative Services and Finance added 6 new positions.

Steve stated that the use of P-card’s continued to expand with annual audits in place to ensure proper usage. He believes that student financial aid disbursement has been improved as well. With regard to records retention, human resources, and campus reservations, Steve noted new policies concerning annual leave, sick leave, and sick leave donation had been adopted in the last year. Also, a new records management policy, and a tangible personal property regulation were approved. Finally a new campus reservation system R25 had been implemented. Steve noted that the Campus Master Plan was to be brought to the April 17 UBOT meeting for approval. Concerning security improvements, Steve noted the addition of a new Lieutenant position and a new dispatcher position. He added that more security cameras were being monitored, especially in garages. Addressing increasing student diversity, Steve noted that the Community outreach office had been moved under Admissions for greater efficiency. Concerning hiring objectives, Steve mentioned Jimmy Myers involvement in the search process.
and the introduction of revised search and screen guidelines. With regard to implementation of CORE recommendations for faculty and staff professional development, Steve noted that HR, working with SAC and IOG, had developed a series of programs for staff. Other responses to the CORE recommendations included the introduction of Town Hall meetings, and other means of improved communication. Finally in discussing advancement, Steve noted that they were way ahead of their goal this year due to some well-known large gifts and that fund-raising for student scholarships was up to about $9M now.

Committee Co-Chair Reports

In the interest of time, these reports were deferred until the next meeting.

Next steps

Paul noted that the next meeting of the committee was scheduled for March 14, when Provost Toll was expected to attend. He added that he hoped he would be able to distribute the first cut of new goals and action plans being proposed for next year.