Topic: Sustaining New Synergies Steering Committee, Executive Summary

Date of meeting: December 9, 2009

Time: 8-10 a.m

Location: Hovde 201

Report: #1

Present: Co-Chairs: Al Diaz, Randy Woodson, Committee Members: Howie Zelaznik, Cherry Delaney, Matthew Marks, Adam Kline, Preston Holb, Richard Severe, Dan Hirleman, Rebecca Doerge, James Almond, Ken Sandel, Rab Mukerjea, Nick Howell, Debbie Luedtke

Absent: Committee Members: Jay Akridge, Kristin Shrack

At-large members: Marissa Sura, Vice Chancellors: Ken Johnston, Steve Turner, Walt Branson

1. Chairmen’s introduction (Diaz/Woodson)

   • Budget challenge (see handout)
     o Structural deficit
     o Governor’s challenge

   • Sustaining New Synergies overview
     o Program assessment
     o Organizational assessment
     o Compensation review

   • Budget milestones/timeline
     o Legislative short session January to March 2010
     o Present FY 2011 conceptual operating budget to Board of Trustees April 2010
     o Present 2011-2013 conceptual legislative budget framework to Board of Trustees Summer 2010
     o Legislative long session January to April 2011
     o Working toward budget for FY2012 (first year of next biennium)

   • Organizational structure
     o Steering Committee will meet weekly
     o Project Team being assembled
2. Summary of Sustaining New Synergies Web site feedback (Sandel/Diaz)

- Project team reviewed, analyzed, and organized feedback submitted between November 20, 2009, and December 3, 2009 (see handout)
  - 507 comments/suggestions submitted
  - Placed into categories based on frequently occurring topics
  - Placed into categories based on action to be taken
    - “Immediate action”: Immediate implementation by appropriate unit, if possible
    - “Refer to team”: Interdisciplinary or high-priority to be forwarded to the Project Team for evaluation/research
    - “Further review”: Direct cost savings/revenue generation is not apparent, requiring further analysis
  - Will continue to organize and report on new feedback

- Diaz requested that a team be formed, consisting of students, faculty, administrative and professional, clerical and service staff to review feedback with Project Team

- Continue to post new materials to the Web site
  - Videos of forums
  - Executive summaries of Steering Committee meetings
  - Additional materials from Steering Committee meetings

3. First steps under consideration to meet FY 2010 budget needs (Diaz)

- Energy conservation
  - Participation from campus community needed

- Hiring/salary approval process
  - Strategic curtailment of hiring
  - Hiring guidelines/criteria being developed

4. Actions under consideration to meet long-term budget needs (Diaz)

- Organizational assessment – long-term focus
  - Timeline for approval of external assessment
  - External consultant review
    - Third-party, objective benchmarking and peer review
    - RFI out now
      - Members of review team will conduct informational interviews with consultants during the week of December 14, 2009
    - RFP to be determined week of December 21, 2009
    - Actions requiring Board of Trustees approval February 2010
o Internal review
  ▪ Developing Project Team
  ▪ Determining internal resources
  ▪ Evaluating timing
o Internal assessment with external scrutiny for implementation of targeted elements

5. Action Items

• Meetings with campus community
  o Forums

• Web feedback evaluation team to meet weekly

Next meeting: Wednesday, December 16, 2009