Administrator Assembly January 21, 2013

The meeting was called to order by Jim Garaventa (no time recorded)

The minutes from the last meeting will be distributed for the February meeting.

NEW ADMINISTRATORS
Martha Varela – DCE Admission Advisor and Community and Business Relations
Martha started right before the break, and then had 10 days off for the holidays. She has been working with Jim Garaventa to get to know Springfield/Eugene market. Martha will be traveling to the Eugene, Springfield, Bend and Redmond areas this spring.

Duncan Reid – Environmental Stewardship and Sustainability Assistant
Graduate of 2010, Duncan is excited to be in this position and for what it means to the college.

PRESIDENT’S REPORT – Dr. Hellie
Dr. Hellie attended the Council of Independent Colleges Presidents Institute. Everyone is aware of the significant amount of change affecting higher education. He has been speaking with trustee Tony Uphoff, who has spent much of his career working with media companies, helping them figure out how to transition their print publications to something else. Tony noted that it is natural to be nervous during this time of change, but we also need to recognize the opportunities. For example, while digital platforms have allowed us to more easily download movies, movie theatres have recorded record attendance. This is partially because the digital media have promoted movies in general, but also because moviemakers have been forced to make a better product. Also, people have a human need to be together – especially the 18-22 year olds. So, he cautions us not to be too scared about the prediction about the downfall of traditional higher education but to be attentive opportunities.

Bruce Wyatt will be stepping down this summer and we will begin a search to fill this position. The new position will be titled the Vice President for Institutional Advancement. The functions of the position will not change; we are just transitioning to a more recognizable title. Two consultants from Gonser Gerber (an Advancement Consulting firm) were on campus last week. John McKeegan will be chairing the search, which will include two trustees, two faculty and a couple administrators. This is a search that is different, so the finalists don’t want their names out there as much due to relationships with donors at their current institutions.

ENROLLMENT UPDATE – Dan Preston
Both McMinnville and Portland campuses are in great shape for spring. For the Adult Degree Program, the campaign is ongoing. Things look strong as ever for Portland as there is still a high demand for the nursing degree. Applications for fall in McMinnville are up 100 (which is about 7-8%), we are about 10% ahead in admits and have invited about 600 students to attend the Academic Competitive Scholarship Day on February 17.
We had 50 students registered for today’s Discovery Days – with about 10 “no shows” and 10 walk-ins. Thanks for those of you who participated.

In the next two months, students will get their acceptances and financial aid packages from all the schools to which they have applied and they will have to make their final decisions.

Dr. Hellie noted that applications are up at many schools, while the number of students going to college has not gone up, which makes recruiting more competitive.

BUDGET REPORT - Glenn Ford
Our current projection for the fiscal year (2012-13), which ends June 30, 2013, is to have a $950,000 surplus (which is about 1.6% of our total budget). In terms of the 2013-14 budget, the cabinet met in December and put together a cabinet proposal. On January 11, Glenn sent out information related to that budget and the President presented information about that budget January 15. The presentation was sent to all faculty and staff (if you weren’t able to attend.) After the cabinet develops a proposed budget, the baton is passed to the College Planning and Budget Council (CPBC) budget working group, a subset of the CPBC. The working group is selected by the CPBC.

The CPBC working group has started meeting and their charge is to review the cabinet’s budget proposal and make any recommendations for changes to the President. The working group also develops strategic questions and issues for the campus to consider.

The CPBC working group hopes to finish to their work at tomorrow’s meeting. Members of this working group include Susan Agre-Kippenhan, Nic Miles, Jeff Mackay, Lisa McKinney, Melissa Jones, Tom Reinert, John Syring and Glenn Ford. Greg Copeland and Nancy Drickey serve as resources for the group. Kay (White) also provides support to these meetings.

Next steps are that the CPBC will have an open forum on February 13 in Ice Auditorium, which will be videoconferenced to Portland. Starting this year, we will host the meeting on one campus (McMinnville this year) and videoconference to the other and then rotate each year, so next year will be in Portland.

The Board of Trustees will be asked to approve the tuition and fees at the February board meeting. We will also ask them to approve our benefits for medical, vision and dental. The balance of the budget will be reviewed for approval in May, assuming our revenue assumptions look like they are tracking. Otherwise, the budget may not be approved in final form until later in the year.

COMMITTEE REPORTS
No reports

NEW BUSINESS
Vacancies in the ALC - We currently have two vacancies on the Administrator’s Leadership Council and according to the bylaws, we need to have a committee of six. If you are interested in serving on the ALC or nominating someone for the ALC, please contact the committee at alc@linfield.edu. If you have questions, please contact Kristie Rickerd or Jim Garaventa.

FOR THE GOOD OF THE ORDER
Who does what where - Leitha Hein, Director of IT Services on the Portland Campus
Leitha noted that many people in Portland wear different hats. All the computer technicians are AV specialists as well. They do everything from supporting high-end server applications to turning on people’s printers for them. We also do all of the video conferencing and arrange for the technical expertise with that. Leitha deals a lot with vendors and does project management for all the classrooms. She manages a great team on the Portland campus, who take care of any computer and classroom problems. They are the “team of fixers” for the Portland campus. Leitha handles all the budgeting and planning for computer systems on the Portland campus. Her team also provides support for the calendaring system and the Help desk. She oversees about 30 work-study students. She also helps with media - video taping of events and skyping, as well as assisting with the online testing that most of our students are required to take.

She noted that her team is incredibly knowledgeable and educated with a strong customer service background and she feels very lucky to be managing such a great group of people.

Upcoming meeting date - Monday, February 25 at 4:00 p.m.

Other questions, comments:
Irv Wiswall asked about a webinar hosted tomorrow by Inside Higher Education that was fairly expensive and he wanted to know if any other departments were signed up for that and if he could join them. (No one was.)

Meeting Adjourned by Jim Garaventa (no time recorded)