

HLC – Criterion 5

Meeting Agenda – 2/26/2018

Present: Derek, Marty, Jim, Ron, George, Jeff, Lynn, Joann, Mike. Joined by Karen Snorek.

1. Review and approve minutes from 2/12: *Joann accepted, Derek seconded, approved.*
2. Karen Snorek – discussion of evidence for 5A1, 5C1, 5C4 and others, until 10:30 am

(5A1) Campus Master plan – facilities, in the middle of a 5 year plan, helps with campus improvement plan, sets direction for bonding, includes state bonding and residential component. Also lists maintenance, deferred maintenance – 20 years and 50 years. Must be updated every 5 years to the VC/chancellor. Karen will share document and the directives for updating. The Plan is available online.

IT strategic plan, in the process of developing, with a consultant. Hope to present by July 1. Documentation of the development process. Will be a three year plan.

HR – Faculty and staff numbers – Pull numbers on June 30, compare year to year. Separate at-will, part time, also IPEDS categories

State Aid and tuition split data – back to FY2011. Separate grad and undergrad tuition. Dollar amount of scholarships that the general and local fund supplies to students. Grad tuition waivers, grad assistant salaries. State aid – base, Access and Opportunity, charge backs, debt service.

Financial triggers – financial scoring. Have changed since 2010. Most recent and documentation about how and why they changed. Combination of components from the state and HLC. The CFI is a trigger for HLC. Karen requested that we look for information at the HLC conference about updates to this component. HLC has made some recent changes to this that may impact how they look at this evidence.

Annual Budget – approved by the Chancellor. Process for creation, how input is accepted and approved. Who decides what the budget looks like. How appropriation is awarded.

Yearly audit – system office dictates who will be audited each year. Last year was the end of BSU's three year audit. We were audited FY16 – no findings. Won't be audited in the next 3 years. Process, and copy of last audit. Every year the state will audit federal financial aid. State wide.

(5C1) Internal allocation will be evident in the budget. Karen will provide local budget processes. Financial reserves policy – from state. Data back to FY2011.

3. Recap Steering Committee meeting: *Things seem to be on track, each committee provided updates. Doug shared some options for data gathering. Discussed student representation; still working to adjust student schedules to see if we can find meeting schedules that might match.*
4. Review new materials added to evidence folder:
(5D2) Mike has discussed Sustainability policy with Anna. They are willing to put some documentation together for the committee as evidence.

(5D2) Mike also collected student assessment data from Res Life. Data from 2008-2017. May want to upload to HLC but not necessarily link online. Mike will reach out to Randy to learn more about how this data is used.

(5A4) Lynn uploaded some docs from HR and Randy Westhoff.

Writing styles? Marty suggested we not spend too much time on formatting. Marty and Randy will be doing much of the formatting over the summer. Jeff suggested we focus on bullet points – brief statements and evidence and data points.

5. Next steps:

Next meeting – discuss which areas we would like to work on, in terms of beginning to formulate arguments.

Reviewed gaps in the spreadsheet – Ron will ask Karen to include the split of the allocation between NTC and BSU in the information she provides to us. Ron can also provide information on expense monitoring.

(5B1) BOT training policies? Unable to find online. Lynn will reach out to chancellor's office for more information.

(5C1) Program and Staffing allocation plans? ELT. Also tied to 4A.

(5C2) Assessment overview process? Also tied to 4B. 5 year program reviews. Randy's office dedicated to tracking assessment, money tied to this process, hiring consultants.

(5C5) Connection to IT plan, Strategic plan, MAP, International plan, Strategic Enrollment plan

(5D2) PowerBI reports from Doug when this is released.

(5D2) Safety policies – campus policies, public safety. Rich Marsolek, Casey McCarthy. Clery reporting.

6. Adjourn (11:01 am)