

General Advisory Committee  
November 17, 2011

Present: Craig Anderson, Randy Bailey, Kay Baker, Karl Benson, David Berg, John Brodrick, Rassoul Dastmozd, Emmanuel Donaby, Traci Gauer, Lea Hargett, Bernie Hesse, Paul Huot, Nancy Jacobsen, Marilyn Krasowski, Harry Melander, Dorothy Richburg, Rachelle Schmidt, Ed Schones, Jean Shomphe, Kim Stecher, Margie Tomsic

Excused Absent: Cecile Bedor, Dan Bostrom, Lorrie Louder, Christina McCoy, Erin Murphy, Jean Ness, Phyllis Novitskie, Joe Spartz

Faculty Presenter: Dr. Julieta Alvarado  
Student Presenter: Mr. James Beadle

The meeting was called to order at 4:15pm by Chair Kim Stecher. Prior to the meeting a ceremony was held recognizing President Emeritus, Dr. Donovan Schwichtenberg and the significant role he played at Saint Paul College.

#### **Approval of Agenda**

A motion was made and seconded to approve the agenda as revised. The motion carried. Agenda item # 5 was moved to follow the approval of the minutes.

#### **Student, Faculty Presentation**

Mr. James Beadle an AA degree graduate from the Liberal Arts and Sciences division gave an overview of his experience at Saint Paul College and how it helped him. James had been out of school for several years before enrolling at Saint Paul College. He began taking online courses and then decided to take on campus classes. James became involved in student life and was instrumental in starting the creative writing club. The English department faculty chose him as their outstanding student for 2009-10. The experiences James had at Saint Paul College gave him the necessary confidence and knowledge to continue with his education. He is now enrolled at Metropolitan State University.

#### **Music Offerings – Julieta Alvarado**

Dr. Julieta Alvarado is a music instructor. Her musical instrument is the harpsichord. Julieta gave an overview of her plans for the music program. Her goal is to develop a full music department. Normandale and Anoka Ramsey colleges are the only 2 year community colleges in the metro area that offer music degrees. Rassoul stated that the College is looking into offering an Associate in Fine Arts degree. Dr. Alvarado is a past recipient of two Fulbright scholarships and has applied to have a Fulbright program on campus.

#### **State of the College – President Rassoul Dastmozd**

Rassoul reviewed a SharePoint document “Division Area Highlights” that lists activities taking place throughout the College, which includes:

- Meeting with Council of Black Minnesotan Commission and the Council of Chicano and Latino Commission. The results of the meetings is a conversation is taking place regarding expanding the Power of YOU.
- College administrators met with Saint Paul Public Schools to discuss better options and pathways for high school students.
- The College hosted a trade's union breakfast meeting. The intent was to continue communication between the College and trade leadership and to find out what the College can do to better assist them.
- College administrators have met with YWCA administrators and as a result of the meeting will be partnering with the YWCA to offer low budget healthy cooking classes.
- Meeting with Saint Paul Foundation, Travelers Foundation
- Promise Neighborhood Advisory Board member
- Meeting with Congressman Ellison and Field Representative from Senator Franken's office
- Meeting with Neighborhood House
- Mentoring Young Adults-December 3, 2011 (50 potential high school graduates will be coming to Saint Paul College in search of college-filling out college applications
- Meeting and partnership with American Indian OIC

#### **Highlights from Finance and Operations Area:**

- Parking Ramp ground breaking ceremony.
- Food waste recycling system we implemented last March. The program has diverted 34,350 lbs. (17 tons) from the trash stream. Direct savings from waste hauling has been \$1632.00 between March and September. Last spring we averaged 38 barrels a month and in September we did 65 barrels. Additional benefits have been odor in the compactor area and lower level of the building has been almost eliminated. Last year we spent almost \$9,000.00 from September 2011 to March 2011 to unclog drains and \$2500.00 to repair garbage disposals. Since March we have not had to do any unclogging of drains or repair any garbage disposals.
- Higher One Implementation – cost savings and more options for students.

#### **Academic Affairs & Student Development:**

- Online faculty orientation development by Student Development Unit– Tom Matos, Molly Bahneman and Amanda Miklik.
- Saint Paul College is one of two schools in the Metro Area (Metro State and Saint Paul College) that had increased enrollment this fall!
- Second round of CCCSE results are very strong indicating a continuation of engagement with our students!
- Ongoing partnership activities with the YWCA (recently hired our Practical Nursing graduate).
- Participation in CLUES open house on November 5th. Practical Nursing students and Practical Nursing instructor provided Blood Pressures and Health Teaching
- Saint Paul College Open House was a huge success! Over 500 people attended.

**Human Resources Department Highlights:**

- 23 hires since 7/1/11.
- Neo-Gov implementation on November 28th.
- Two successful employee separations.

**Customized Training & Continuing Education:**

- AARP grant submitted for \$98,000 to help re-train seniors in new careers.
- Major marketing initiative started in October utilizing radio, mail and telemarketing to increase contracted training revenue.
- Partnership formed with Nanocopeia to utilize our clean room for research and development in an innovative aerosol drug delivery process using coated nano particles.
- Continue with gift giving and promoting Friends of Saint Paul Giving

**Culinary Arts Fundraiser – Laura Savin**

Laura announced that the Culinary Arts program is sponsoring a dinner to raise funds for the John Brandenburger scholarship. It is scheduled for Friday, December 9<sup>th</sup> at 5:30pm. Invites have been sent to General Advisory members.

**President's Goal – President Rassoul Dastmozd**

Rassoul briefly reviewed "Saint Paul President's Goals for 2012" SharePoint document. His goals are in alignment with the Chancellor's goals, with the College's 20/20 vision documents, and support student success.

**Reaffirmation of Vision, Mission and Values – Margie Tomsic**

Margie reviewed the following SharePoint documents:

- Milestones for Reaffirmation of Mission Vision and Values
- Mission and Vision
- MnSCU Strategic Directions
- Reaffirmation of Saint Paul College
- Reaffirmation Process Handout
- LC 2011 Implementation Strategic Framework

A ten member task force comprised of College employees, a student representative, and a General Advisory representative has been established. Their goal will be to carry forth the process to reaffirm the mission, vision and values of the College.

**Budget Alignment – Shaan Hamilton**

Shaan reviewed the following SharePoint documents

- Budget Principles & Strategic Budgeting Priorities
- FY2013-2015 Budget Problem
- Strategic Budgeting Milestone Timeline 2011-2012
- Strategic Budgeting Worksheet

Shaan gave an overview on the process the College is using to create a balanced budget. Increased enrollment helps to offset the deficit as a 1% increase in enrollment results

in an additional \$200,000 of revenue. Ten years ago the state appropriation was 70% and tuition 30%. Today the state appropriation is 35% and tuition 65%. Discussion, comments and questions followed:

- What does Shaan expects the December budget forecast to be? Shaan indicated he expects it to be less than good news because of GDP growth.
- Because of the State's budget issues, does the College expect the State to unallot more funds, and, if so, how are we positioning ourselves to return the funds? Could possible mergers between colleges come out of the state wide funding issues? Rassoul indicated that the composite financial index shows Saint Paul College to be healthy. Mergers typically happen because of geographic locations and Saint Paul College is the only community college in Saint Paul.
- The College has two dean positions, one administrative assistant, and a vice president position that might not be filled. It is looking at reorganizing its administrative structure in order to save money.
- It was suggested the College market the fact that students can take their general education courses here and then transfer to a four-year college.

#### **Program Review & Enhancement – Marilyn Krasowski**

Marilyn reviewed the following SharePoint documents:

- 2011-12 Program Review Template
- 2011-12 Review Feedback
- 2011-12 Review2

The College developed a new process for program review to enhance teaching and learning and improve program effectiveness. There will be no faculty layoffs for the 2012-13 academic year, however there are some programs that are of concern for potential layoffs in upcoming years. Discussion and comments followed:

- It was suggested that because of limited marketing funds, the College use for profit marketing tools and determine who they want to attract and retain and then apply marketing dollars to marketing to this group. Craig Anderson indicated that the College does do marketing research.
- It was asked why Saint Paul College enrollment is up, while other colleges are experiencing a decline. Rassoul indicated it is not known for sure, but the increase is probably due to the location of the College and its #1 ranking.

#### **General Discussion/Member Comments**

Due to a lack of time, this topic was tabled.

#### **Other**

Rassoul indicated the purpose for emailing documents to committee members and viewing them on SharePoint is to save on the amount of copies that need to be made. Those who wish may print them out. Anyone that would like a paper copy, and does not have access to printing them, should let June Schifsky know and she will provide them a copy.

A motion was made and seconded to adjourn the meeting. The meeting adjourned at 6:08pm.

Respectfully submitted by:  
June Schifsky