

PRESIDENT'S COUNCIL
Minutes for the meeting on September 21, 2011

Present: Gayle Beebe, Tom Beveridge, Teri Bradford Rouse, T.J. Breshears, Chris Call, Beth Cauwels, Stu Cleek, Paul Delaney, Jane Higa, Doug Jones, Randy Jones, Cliff Lundberg, Tatiana Nazarenko, Mark Nelson, Ben Patterson, Nancy Phinney, Rick Pointer, Reed Sheard, Silvio Vazquez, Tim Wilson, Bill Wright

Absent: Michael Sommermann

WELCOME AND PRAYER (DR. BEEBE)

Dr. Beebe opened in prayer and welcomed everyone.

REVIEW OF APRIL 27 MEETING MINUTES: A motion was made and seconded to accept the minutes. Minutes were approved.

PRESIDENT'S REPORT (DR. BEEBE)

Purpose of President's Council. The President's Council has been a long-standing committee, the purpose of which is to act as a sounding board for the President on significant college-wide issues. The meetings encompass a broad range of topics: Strategic Plan, annual budget, Capital Improvement Projects (CIP), student enrollment, student life, and faculty matters. One of the primary goals of the group is to serve as a communication link to their respective departments of information.

Members of the President's Council include: President (Gayle Beebe), Acting Provost (Rick Pointer), Vice President for Administration and Planning (Chris Call), Vice President for Student Life (Jane Higa), Vice President for Advancement (Reed Sheard), Vice President for Finance (Doug Jones), Associate Provost for Planning and Research (Bill Wright), Vice President for External Relations (Cliff Lundberg), Campus Pastor (Ben Patterson), Senior Director of Parent and Alumni Relations (Teri Bradford Rouse), Director of the Physical Plant (Tom Beveridge), President of WCSA (T.J. Breshears), Director of Human Resources (Beth Cauwels), Associate Dean of Residence Life (Stu Cleek), Chair of the Faculty Budget and Salary Committee (Paul Delaney), Campus Planner (Randy Jones), Dean of Curriculum and Educational Effectiveness (Tatiana Nazarenko), Vice Chair of the Faculty (Mark Nelson), Director of Public Affairs (Nancy Phinney), Associate Dean of Students (Tim Wilson), Dean of Admissions (Silvio Vazquez) and the Former Chair of Faculty Budget and Salary Committee (Michael Sommermann).

At the April 27 meeting, President's Council members were asked to provide feedback on President's Council meetings, which was compiled and presented to the members for their review. Dr. Beebe will work to identify one to three appropriate discussion topics for President's Council this year. Beginning with this meeting, Chris Call (in consultation with E-team members) will email a one-page summary of the meeting highlights to PC members, within a day or two of each meeting.

Beginning Another School Year. Student enrollment for the fall 2011 semester is 1,234, placing the college slightly above the maximum historic average of 1,200 students. During the spring 2012 semester, we will focus on reducing our enrollment in order to get our numbers at or below the historic average.

President's Goals for 2011-2012. Dr. Beebe will distribute a copy of his goals for the year to President's Council members prior to the next meeting. Dr. Beebe reported that approximately \$20M needs to be raised to complete the Phase I capital campaign goal. We continue to work on a number of areas of general resource acquisition, and will continue to develop endowments for faculty/student research.

There were no questions or concerns raised by Council members.

AREA REPORTS

Teri Bradford Rouse reported that the **Office of Alumni and Parent Relations** has been in full-planning mode for Homecoming, October 14-15. Events include class reunions; reception at the President's home; and honoring three alums: Alumnus of the Year, Global Service Award, and Young Alumni Award. The office is planning chapter events in cooperation with the Office of College Advancement for the 2011-12 year. Teri expressed appreciation for this year's Parent's Council.

Beth Cauwels reported that **Human Resources** just completed a busy summer with the hiring of 30 new staff. During this year they will conduct a market study to review staff compensation, will review the college's retirement plan, and will keep a watchful eye on health care reform updates. They will also receive bids for medical insurance and will strive to enhance their website.

Nancy Phinney reported that the **Office of Public Affairs** continues their usual workload: producing various publications, including the Westmont magazine; regularly updating and enhancing the college web site; providing information to media; and expanding the social media network. New this year, in cooperation with the Provost's Office, they will promote faculty research projects.

Mark Nelson, as the newly elected **Vice Chair of the Faculty**, reported that he serves as the conduit between faculty and administration. He works with Faculty Council to set the agenda and chair the monthly faculty meetings, organize and populate committees with academic focus, and steward the Faculty Handbook.

Tatiana Nazarenko, reporting on **Curriculum and Educational Effectiveness**, reported that several departments have completed assessment reports and the preliminary data is being compiled. Preparations are being made to conduct an assessment of diversity on campus. Several faculty have attended WASC-sponsored professional development workshops in preparation for WASC program review. Tatiana is set to launch teaching/learning assessment lunches for new faculty.

Silvio Vazquez, reporting on the **Admissions Office**, reported that his first four weeks have been great. Counselors are on the road and reporting back productive college fairs. Inquiries are on par with previous years; Preview Day registration is strong; campus visits are picking up; applications are on par; the communication flow is timely. Silvio is pleased with the Admissions team in place and is excited about their commitment to Westmont. He is looking forward to working with faculty to develop a discipline-focused college outreach. He is also considering a model used at other schools to hold Preview Days on Sunday and Monday.

Tim Wilson, reporting on the **Office of Campus Life** (on behalf of Angela D'Amour, who is out on leave), attributed the strong Orientation experience to Amy Gammelgard (temporarily serving as Director of First Year Experience). Amy and Page RD Shannon Balram are joining together to head up the First Year Retreat (120 first-year students will participate). Tim also reported that Coordinator of Student Ministries and Missions Jeremy Fletcher has received strong feedback from the more than 20 students who participated in summer missions. Tim also reported that the Counseling Center is again engaging Dr. Mark Yarhouse to work with counselors in discussions re: same-sex attraction. The Health Center is also moving to implement electronic medical records.

T.J. Breshears reported that **WCSA** is off to a good start. The nine members of WCSA joined other campus student leaders on a retreat at the Channel Islands prior to the start of school. WCSA wants to focus on highlighting things that Westmont has to offer which may not be prominent, such as student stories that could serve to encourage the entire student body. They also are working to develop stronger communication links between student leadership organizations and the entire student body.

Paul Delaney reported that last year's **Faculty Budget and Salary Committee** completed work on an updated faculty maternity leave policy and faculty salary schedule, which they will present to Dr. Beebe at their next meeting.

Stu Cleek reported that the **Office of Student Life** met the challenge of housing this year's many on-campus students, and changed the process for issuing parking permits. They are reviewing the student conduct process to provide clarity to students on behavioral expectations. Additionally, they are evaluating ways of educating students outside of the classroom and reviewing how best to align

their goals with the college's educational goals. Over the summer, Student Life worked with Physical Plant and IT to install electronic locks on the exterior doors of all residence halls (with the exception of Clark).

Tom Beveridge reported that the **Physical Plant** had a very productive summer, completing several campus projects.

Ben Patterson, **Campus Pastor**, reported that 177 students have signed up for Capax Dei.

STRATEGIC PLANNING UPDATES

Chris Call began his report by sharing that, among other responsibilities, he will be working on three projects this year: finding appropriate ways of celebrating Westmont's 75th anniversary; leading an advisory group of staff members to address how to better communicate relevant issues to staff; and considering how to implement the Westmont Institute (a program in which a group of approximately 25 staff attend a series of 10 sessions over 10 weeks, which cover Westmont-related topics of our heritage; our foundational documents; how to create an environment of integrity, care, and respect; how to work well with others; and hearing the President's perspective on the College of 2020).

Concerning Strategic Planning, Chris had previously distributed via email the Strategic Map for 2011-2014 (approved by the Board of Trustees May 6, 2011) and the corresponding Tracks of Work, which will focus on the priorities for 2011-12. On August 17, an implementation planning workshop with consultant Tim Fallon was held with 2011-12 tracks of work participants. Reports from that workshop have been very positive. A strategic and long range planning web site has up-to-date information (which can be access through the President's home page).

SPECIAL VISIT BY WASC

Westmont Accreditation Liaison Officer (ALO) Bill Wright reported that the WASC Visit Team will be on campus October 5 – 7 for a "special visit" to evaluate progress the College has made over the last four years on several concerns noted during the previous WASC visit. This visit is focused on four themes: Strategic Planning (including the library); Program Review and Assessment; Leadership Vacancies; and Being a Welcoming Community (especially to students who come from different religious backgrounds). Bill highlighted two opportunities for the entire Westmont community to be involved in the WASC visit: attend a Welcome Reception for the WASC team on Wednesday, October 5, at 5:15 pm, and attend the Friday, October 7, 11:30 am meeting to hear the team's verbal summary of its findings.

CAPITAL IMPROVEMENT PROJECTS (CIP)

List of Open Projects. Tom Beveridge distributed a list of recently completed and open capital improvement projects. He highlighted the installation of twenty video surveillance cameras to enhance campus security, as well as the installation of fiber optics to integrate the fire alarm system. Through a cutting-edge design, a high-efficiency HVAC system was installed in Deane Hall.

Updates on Recent and Existing Projects. Randy Jones reported the following:

- New Music building (former Reynolds Art Gallery): work being completed today and tomorrow as furniture is installed.
- Hubbard Hall and Porter Hall: work being done on mechanical electrical systems.
- Physiology and Biology lab: work will be completed late October; waiting for cabinetry.
- Porter Hall: western portion of the building has been gutted; dance floor being shipped from England; room for storage.
- Working on way-finding signage for campus.
- Kerr Student Center received a new roof and new HVAC system.

- Work continues to open up the space between the main dining area and The Study. We recently received approval for a tortilla machine for that area, which will offer Mexican-themed food.
- Renovations were made to athletic offices to create more office space.

Doug Jones reported that the college-owned home at 909 La Paz has been renovated and currently is the home of the Martin Family Institute/Willard Center Director Gary Moon and his wife Regina. 915 La Paz will be renovated this year and upon completion, the Moons will live there and 909 will house the Institute/Center offices.

Process for Selecting 2012-2013 CIP Projects. Doug Jones reported that the CIP subcommittee (Doug Jones, Chris Call, Tim Wilson, Randy Jones, Kevin Hess, Tom Beveridge, and Bill Wright) represent the college on how best to allocate funds. CIP expenses are generally thought to be a one-time cost of facilities but they also include acquisition of major pieces of equipment, transportation, and software. The subcommittee will call for requests, sort through the list, and bring a recommendation to the President's Council. There is approximately \$1M available for projects for the 2012-13 year. The subcommittee's goal is to have an approved list by February. Projects that require county permits will be submitted in early spring 2012.

2012-2013 BUDGET DEVELOPMENT PROCESS

Doug Jones reported that he continues to work on the current budget based on adjusted enrollment figures. It will serve as the basis for next year's budget. Dr. Beebe and Mr. Jones plan to recommend student charges for 2012-13 to the Board of Trustees at its October 2011 meeting. Next year's budget will be tight.

WHAT SHOULD WE COMMUNICATE TO OTHERS?

President's Council members were encouraged to share the content of this meeting to their respective groups.

ADJOURN

The meeting adjourned at 1:00 pm.