

Mon, Dec 11, 2017 5:00 PM  
From: Office of the President <kaallen@adams.edu>  
Subject: Contingency Planning Process

Attached you will find a diagram outlining the [Proposed Contingency Planning Process](#). The Process reflects how decisions will be made through our Shared Governance Process. Please review and [answer the three questions](#) to help us determine if this is the best process.

For clarification, here are the members of each group:

Constituent Groups:

Faculty Senate

Classified Employee Council (CEC)

Professional Administration Staff Council (PASC)

Contingency Planning Group of 21:

Faculty Representatives:

Sheryl Abeyta, Rob Benson, Beth Bonnstetter, Ed Crowther, Jess Gagliardi, Curtis Garcia, Yusri Zaro

CEC Representatives:

Kristina Cook, Peggy Dunn, Jerah Dickson, Andrew (Andres) Herrera, Kendra Marquez, Patrick Roybal, Elaine Wenta

PASC Representatives:

Rosanna Backen, Andrea Benton-Maestas, Betsy Chacon, Kevin Daniel, Bruce DeITondo, Toni Leach, Shanae Munde

Contingency Plan Senior Leadership Team:

Beverlee McClure, Kurt Cary, Lillian Gomez, Heather Heersink, Ken Marquez, Matt Nehring

Executive Team:

Beverlee McClure, Kurt Cary, Margaret Doell, Karla Hardesty, Heather Heersink, Lori Laske, Chris Lopez, Tammy Lopez, Kenneth Marquez, Larry Mortensen, Matt Nehring, Tracy Rogers, Penny Sanders

President's Cabinet:

Beverlee McClure, Mark Manzanares, Alex Lopez, Dianne Lee, Kevin Daniel, Dodie Day, Kristy Duran, Jess Gagliardi, Ed Crowther, Mari Centeno, Renae Haslett, Matt Nehring, Lillian Gomez

Board of Trustees:

Cleave Simpson, Kathleen Rogers, Pam Bricker, Reeves Brown, Michele Lueck, Wendell Pryor, Arnold Salazar, John Singletary, Randy Wright, Robert Benson, John Owsley

Here is the process described:

1. For the Academic area: Data from Institutional Effectiveness and Budget Office is distributed to department chairs for review and consideration.
2. Departments develop the narrative sections of the evaluation – due Feb. 1.
3. Evaluation of programs conducted and ratings assigned by VPAA. This process will include communication/discussion with department chairs and faculty. Completed by Feb. 21.
4. For Student Services and Operations, the same process will be used with data routed to the appropriate department heads.
5. For Athletics, a comprehensive departmental evaluation of athletic programs to determine if athletics is aligned properly with the goals of the University and is serving in the best interest of the University will be conducted. This will include a sport-by-sport review.
6. The Vice President of each area will discuss evaluations with Contingency Plan Senior Leadership Team.
7. The relevant Vice President will make recommendations regarding program prioritization to the Executive Team.
8. The Executive Team makes recommendations to the President's Cabinet.
9. President's Cabinet makes recommendations to the Contingency Plan Senior Leadership Team.
10. Additional revenue generating and expense saving proposals will be vetted through the Contingency Plan Group of 21 and will follow the same process as the above.
11. The Contingency Plan Senior Leadership Team makes formal recommendations to the President.
12. The President makes formal recommendations to the Board of Trustees