The ASC Cabinet convened a regular meeting on Thursday January 12, 2012 in the Student Union Building, Room 315.

Call to Order:
Dr. Novotny called the meeting to order at 2:02 P.M.

Roll Call of Members:
Dr. Stephen Aldrich – Present
Mr. Jeff Cook – Present
Mr. Kevin Daniel - Absent
Professor Margaret Doell - Absent
Ms. Heather Heersink - Present
Ms. Lori Laske - Absent
Ms Tammy Lopez - Present
Mr. Bill Mansheim - Absent
Mr. Ken Marquez - Present
Mr. Larry Mortensen - Absent
Dr. Michael Mumper - Absent
Dr. Frank Novotny - Facilitator
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present
Mr. Erik van de Boogaard - Absent

Guests: Mr. Eric Carpio, Assistant Vice President for Enrollment Management.

Approval of Agenda:
The agenda was amended to add three new action items: A. Upward Bound Grant Proposals, B. Supplemental Budget Request for Music and C. Supplemental Budget Request for the CUPA Survey.

Consent Agenda:
The following items were presented:
  ● December 8, 2012 Meeting Summary

MOTION: Dr. Aldrich moved to approve the agenda as amended. Mr. Marquez seconded the motion. All were in favor.

Action Items:
Intent to Apply for a Grant: Upward Bound:
Mr. Marquez presented two grant proposals for Upward Bound. One is a renewal grant, and the other is a new proposal. The renewal proposes to serve 114 students from seven school districts from five counties in predominantly rural southwest Colorado. The program is geared to provide academic and counseling services weekly during the school year and daily during the summer residential component. The goal is to increase the number of first-generation and low-income students who are admitted into and successfully complete a post-secondary education. Target schools report a very low percentage of students who are proficient in reading, writing, and math. These subjects will be the major focus of the program’s academic section. The total project cost of the grant once funded is $476,915. The new grant proposes to serve 60 new students from three new school districts from three counties in the predominantly rural southwest portion of Colorado. The total project cost of the grant once funded is $250,000.
The Cabinet discussed the in-kind contributions that ASC will be committed to if the two proposals are approved. It was stated that these in-kind costs have been discussed previously with VP Mansheim and AVP Heersink. The following is a breakdown of in-kind costs to ASC:

- **Housing Room Waivers:**
  1 Director and up to 9 Resident Assistants (RA)
  $56/wk = $3024 for up to 9 RAs
  $56/wk = $336 for the Director
  Total: $3660

- **Tuition Waivers:**
  15 Students/Class for 2 Classes
  Writing/Speech and Beginning Theatre 3 Credit/Class (elective)
  Total: $21,420

- **Scholarships:**
  4 $500 scholarships (submitted as a 2012 Budget Request)
  Total: $2000

- **Faculty Salaries:**
  Jim Willis – Beginning Theatre = $2500
  Jenna Neilson – Writing/Speech = $3000
  Total: $5500

- **Work Study:**
  Approximately 7 student employees
  Total: $8960

- **GRAND TOTAL:** $43,240

MOTION: Mr. Marquez moved to approve the two Upward Bound Grant Proposals complete with in-kind contributions from ASC. Mr. Schoenecker seconded the motion. All were in favor.

**Supplemental Budget Request for Music:**
Mr. Marquez presented the budget proposal at the request of the Music Department. The department has created a Music Hall of Fame which will recognize former ASC students for their accomplishments in music over the years. This request is for the amount of $700; which is basically a start-up fee. The music department will fund the Music Hall of Fame after it is off the ground. One person will be recognized each year.

The Cabinet AGREED TO table this item; since it is uncertain whether Ms. Laske and the Alumni Office have been contacted. There may be other funding sources that could be used for this purpose. Ms. Heersink suggested this request be included with the FY13 budget requests.

**Supplemental Budget Request for CUPA Salary Survey:**
Ms. Rogers explained that each year Human Resources (HR) purchases the CUPA Survey for positions in the administrative, mid-level administrative, and faculty arenas; and are used to determine salaries for positions across campus. If the CUPA membership is purchased, a discount is given toward the purchase of the surveys. Depending on membership status, the total cost for all three surveys has been between $1908 and $1274. In the past, HR has made requests to various departments to cover the cost. Ms. Rogers indicated this cost is institutional; therefore, this request is coming forward to the Cabinet.

MOTION: President Svaldi moved to approve the Supplemental Budget Request for CUPA Salary Survey for $1274 with the caveat that the Dues and Memberships line in the budget pay for membership costs. Mr. Marquez seconded. All were in favor.
Discussion Items:

Richardson Hall Space Allocation:
President Svaldi reported a few vacant offices available now that the Counselor Education Department has moved out of Richardson Hall back into McDaniel Hall. Ms. Karen Lemke will move into the newly renovated space at Nielsen Library, and Ms. Oneida Maestas will move into the CASA house that ASC has appointed on Faculty Drive. With this in mind, there are a few areas which have requested to relocate. Currently Mr. Carpio and Ms. Karie Velluses occupy RH 302. Mr. Carpio requests to move into RH 217 and Ms. Velluses requests to move into RH Suite 161 along with Work Study and Ms. Maxine Rodriguez. Ms. Liz Martinez and Ms. Renee Pena request to move back into RH 310. Ms. Tawney Becker requests to move into the Luther Bean Museum Office and Ms. Linda Relyea requests to move out of RH Suite 161 into RH 252 (this move will allow her to be within close proximity to Ms. Julie Waechter and the President’s Office). In addition, the new Veterans Center is proposed to move into RH 302, and Dr. Aldrich requests a location for file storage as well as a temporary work station for the Faculty Senate President. IT WAS SUGGESTED THAT RH 253-A, currently the HLC Document Room would be a suitable place for Faculty Senate. The only outstanding issue is that the CASA house requires renovation to meet ADA compliance standards. This renovation has not been gone through the approval/planning process; therefore could place a temporary hold on all of these moves. President Svaldi thanked everyone for their patience; however, before any final decisions are made would like to speak with all of the individuals involved.

Early College Proposal:
Mr. Roybal announced a window of opportunity that the Office of Extended Studies would like to take advantage of. Based on previous reports by Enrollment Management, ASC’s General Education capacity level is at 90%, and Development Education is at 87% for the Fall 2011 term at current enrollment. In order to assist with capacity issues, while providing a pipeline of new students and providing an opportunity for the institution to improve upon its four year graduation rates, ASC has the opportunity to reach out to many students to help them start their college career while in high school. As of December 21, 2011 there are 248 Colorado sophomores, 1,017 Colorado Juniors and 4,604 Colorado Seniors in ASC’s undergraduate database. The Admissions Office purchases on average 18,000 to 20,000 names through contact lists. This proposal provides an opportunity to serve these students in addition to students whose families could benefit from paying a lower rate of tuition at the high school level in anticipation of their students entering college as first time freshman. This is an opportunity for students to take up to 15 semester hours of Adams State College credit through online delivery with an opportunity to earn a $1000 scholarship for their first year at ASC. The courses involved would be General Education and Developmental courses, and tuition for such courses would be offered at a discounted rate. This would cover the cost of instruction and provide for a portion of the scholarship’s funding. Online delivery would allow ASC to reach a broad audience of prospective students. Instruction would be provided by qualified academic-department-approved adjunct instructors who have demonstrated experience in online delivery or who have been trained by AITC.

The goals of the proposal are:
- To provide additional capacity in on-campus general education and developmental courses
- To deliver college level content at the high school level
- To increase first time campus enrollment by engaging high school students with Adams State earlier in their college search process
- To improve four-year graduation rates
- To increase Extended Studies enrollments
- To further serve the San Luis Valley and State of Colorado
Proposed Courses:

**Fall**

ENG 101 - Communication Arts I  
MATH 097/099 - Basic & Intermediate Algebra  
AR 103 - Art Appreciation  
HGP 110 - Development of Civilization  
PSYC 101 - Introduction to Psychology  
AAA 101 - Academic Achievement Strategies

**Spring**

ENG 090 - College Preparatory Writing  
ENG 102 - Communication Arts II  
MATH 106 - College Algebra  
HGP 111 - Development of Civilization  
SOC 201 - Sociological Imagination  
MUS 100 - Introduction to Music Literature

Budget (based on three (3) hour course):

**Fall**

ENG 101 - Communication Arts I  
MATH 097/099 - Basic & Intermediate Algebra  
AR 103 - Art Appreciation  
HGP 110 - Development of Civilization  
PSYC 101 - Introduction to Psychology  
AAA 101 - Academic Achievement Strategies

**Spring**

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The marketing message of this program is to highlight the following benefits to students and their parents:

**Fall**

ENG 101 - Communication Arts I  
MATH 097/099 - Basic & Intermediate Algebra  
AR 103 - Art Appreciation  
HGP 110 - Development of Civilization  
PSYC 101 - Introduction to Psychology  
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**Spring**

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The Cabinet was pleased to see a proposal that will address State initiatives to offer college credit to high school students. Mr. Roybal indicated that there are programs available that do just that; however, they are funded through school districts. With decreased funding, school districts are unable to cover the costs of these programs. This proposal is appealing to school districts because it does not rely on their funding. Mr. Carpio indicated approval from the Enrollment Management perspective. From the recruiting aspect, the scholarship is a great incentive in recruiting students to ASC. Issues discussed were with marketing dollars and whether staff to support the program has been identified.

Mr. Roybal asked the Cabinet to provide feedback, as he will present this proposal as an action item at the next meeting for vote.

**Information Items:**

**Budget:**

President Svaldi announced the Financial Aid cuts have been rescinded; with only a slight reduction of $110K. Ms. Heersink announced next year’s budget requests will be available for review tomorrow on the ASC Web Site. There are a good number of requests for next year; however, they may need to be reconsidered if there are more cuts to Financial Aid. President Svaldi inquired as to whether we have a definite rate set for tuition next year. Ms. Heersink indicated those discussions have not yet occurred. IT WAS AGREED TO place this item on the next Cabinet agenda. Copies of the Financial Accountability Plan (FAP) and budget requests for next year will be brought in for review.
Strategic Planning Updates:
Ms. Griego announced the remaining fiscal year Strategic Planning dates: **March 23, 2012.** At this meeting, the president and each unit VP will provide a list of their unit’s top goals for FY12-13; questions and new resource needs are identified; new institutional strategies are identified. **June 15, 2012** (final meeting of the year). At this meeting, the president and each unit VP will provide the fiscal year-end status of their current FY11-12 goals; FY12-13 institutional strategies and organizational goals are finalized.

Electronically Vote: Spring 2012 Meeting Schedule:
Ms. Griego reported 14 votes were received. Four voted for Thursdays, and 1 voted for Tuesday. One person indicated they would be attending another meeting the 4th Thursday of every other month; which meant they’d have to miss a few meetings. Another person indicated they could meet the 2nd and 4th Tuesday/Thursday of each month only. A few individuals requested to meet after 2:00 either day. Overall the Cabinet AGREED THAT 2:00 on the 2nd and 4th Thursday of each month was a suitable time to meet.

Electronically Vote: Interim Logo Replacement of “College” with “University”:
Ms. Griego reported 10 voting in favor of replacing “College” with “University” in the mountain logo as an interim solution. One person voted against.

Electronically Vote: Sports Proposals: Competitive Recreational Sports and Adventure Plus:
Ms. Griego reported 13 votes in favor of the following two sports proposals:
- Competitive Recreational Sports Proposal (current year start-up $19,500)
- Adventure Plus Sports Proposal (current year start-up $15,000)

New Business:
**Dr. Brenda Allen visit:**
President Svaldi reminded the group that Dr. Brenda Allen will be on campus January 22-24. She will work with the Cabinet on Monday the 23rd. Mr. James Trujillo will provide a time and location once plans have been confirmed.

**University Name Change:**
President Svaldi announced the bill will be introduced tomorrow. Inquiries from the public should be funneled through Julie Waechter. Statements will be placed on ASC’s Web Site. Most importantly is that we address the reason why ASC is requesting a name change; ASC planned for this change 3 years ago, with the item going to the Board of Trustees 2 years ago. It is optimistic that the request will be approved.

**Work Study:**
Mr. Eric Carpio announced that the campus has spent 52% of the Work Study budget for the year, 48% remains. However, he cautioned everyone to check their budget status as the hourly wage has been increased.

Adjournment:
The meeting adjourned at 3:17 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President