The ASC Cabinet convened a regular meeting on Wednesday, January 13, in the Student Union Building, Room 315.

Call to Order:
Provost Mumper called the meeting to order at 3:09 PM. He announced that Dr. Don Johnston has been recently appointed as a reviewer for the Higher Learning Commission.

Roll Call of Members:
Dr. Stephen Aldrich—Absent
Professor Margaret Doell—Present
Ms Heather Heersink—Present
Dr. Don Johnston—Present
Ms Lori Laski—Absent
Ms Tammy Lopez—Present
Mr. Bill Mansheim—Absent
Mr. Ken Marquez—Present
Mr. Larry Mortensen—Present
Dr. Michael Mumper—Facilitator
Mr. Mike Nicholson—Present
Dr. Frank Novotny—Present
Ms Tracy Rogers—Present
Mr. Mark Schoenecker—Present
Dr. Dave Svaldi—Absent
Mr. Erik van de Boogaard—Present
Dr. Diana Wenzel—Present

Guests: Dr. Christine Miller—Associate Professor of Chemistry.

Approval of Previous Meeting Summary:
The summary of the December 23 meeting was distributed electronically prior to the meeting.

MOTION: Mr. Marquez moved to approve the December 23 minutes. Dr. Novotny seconded the motion. Motion passed.

Approval of Agenda:
The agenda was amended to include an action item, Approval of Plachy Hall Basketball Winch Repair.

Action Items:
Approval of Bandwidth Policy:
Mr. Nicholson stated that the policy had been presented to the Cabinet a few months ago, and has now been approved by the Attorney General. There weren’t any substantive changes, mostly grammatical.
Mr. Nicholson clarified disabling accounts, as the Cabinet questioned the process. Mr. Nicholson stated that he would be involved to be certain that all parties are acting appropriately.

MOTION: Mr. Schoenecker moved to approve the Bandwidth Policy as presented. Mr. Marquez seconded the motion. Motion passed.
Approval of Nursing Budget:
Provost Mumper presented the BSN Nursing Budget. He explained that in the first year, the program actually looses money. During the third and fourth years, there is a full group of students; therefore the budget looks better. This is the nature of starting a cohort each year. Currently there are 27 students on track. An update on the status of the simulation lab renovation project was given. Mr. van de Boogaard stated that all major equipment has been ordered, and next week Nursing Staff move to the site where the 2nd Floor Richardson Hall Grizzly Testing Center was located. It appears that everything is set for completion in April. An accreditation site visit is scheduled in the spring, and the project has to be far enough along; so that an assessment can be made at that time. In reviewing the budget spreadsheet, the Cabinet questioned the Lab Coordinator position. It was stated that the salary for the position is based on the standard CUPA survey. The Lab Coordinator is the person that will program and maintain all of the computerized equipment, as well as schedule the use of the lab and offer assistance. The position requires special training in doing so. It was stated that negative amounts will be funded from reserves, and COF will eventually clear out the negatives in the third and fourth years.

Semester revenue and expense totals:

**Spring 10:**
- Annual Revenue: $50,625
- Annual Expenses: $53,550
- Net: -$2925

**Fall 10 and Spring 11:**
- Annual Revenue: $120,581
- Annual Expenses: $240,674
- Net: -$120,098

**Fall 11 and Spring 12:**
- Annual Revenue: $260,231
- Annual Expenses: $279,013
- Net: -$18,783

**Fall 12 and Spring 13:**
- Annual Revenue: $278,447
- Annual Expenses: $288,067
- Net: -$9,620

**Budget assumptions:**
- 27 students per new cohort
- 16 students will retain to fall
- 14 students the following fall
- 14 students will graduate
- Tuition beginning at $125
- Tuition escalating at 9% in the first year and 7% each per year.
- Lab Coordinator to begin March 1, 2010
- Average salary plus benefit escalation at 6%

**MOTION:** Dr. Novotny moved to approve the Nursing Budget as written. Professor Doell seconded the motion. Motion passed.
Approval of the PCC/HCA Budget:
Provost Mumper presented the Health Care Administration budget at Pueblo Community College for Spring 2010. He indicated that the Fall 2009 budget had been approved last semester, now the remaining spring budget is being brought forth for approval. The Cabinet reviewed the budget and questioned the amount designated for Directors Fees. Provost Mumper AGREED TO convene a committee to research director fees across campus and to propose a fair salary amount at a future Cabinet meeting. The Cabinet also discussed the need to align adjunct salaries with the Adjunct Salary Schedule.

Budget Breakdown:
- Total Revenue per class - $7424.55
- Total Expenses per class - $7424.55
- Net per class: $0

- Total Revenue for 4 classes - $29,698
- Total Expenses for 4 classes - $16,196
- Net for 4 classes: $0.01

MOTION: Dr. Wenzel moved to approve the PCC/HCA budget with the stipulation to take a closer look at Director Fees and make an appropriate adjustment, also to pay adjunct salaries according to the Adjunct Salary Scale. Dr. Novotny seconded the motion.

Budget Requests for 2010-2011:
Ms Heersink presented the 10-11 budget requests for approval. She stated that the Capital Fee monies can be earmarked for next year’s spending; rolled forward; or we can choose to spend them. The Cabinet AGREED TO only spend 5% of the Reserve Budget on One-Time expenditures.

The following budget request categories were presented for approval:

General Fund Base Requests:
- Art Program compensation for faculty for graduate art classes - $10,200.
- Custodial increased budget for increased supplies cost - $15,000.
- Grounds increased budget for increased supplies cost - $5000.
- Graduate Student Thesis -Research Scholarship - $2000
- New Faculty Line/Art Historian - $48,000

MOTION: Mr. Schoenecker moved to table the General Fund Base Requests for the next meeting. Motion was seconded and passed.

General Fund One Time Requests:
- Graduate School marketing funds to increase enrollment - $10,000
- Chemistry Training for Safety Assistant - $2400

MOTION: Dr. Johnston moved to approve the General Fund One Time Requests of $12,400 from the Reserves Budget. Mr. Schoenecker seconded the motion. Motion passed.

Auxiliary Base Requests:
- Adventure Program assistant coordinator position to increase services - $38,000.
MOTION: Dr. Wenzel moved to approve the Adventure Program assistant coordinator position at a salary of $38,000. Mr. Mortensen seconded. Motion passed.

**Auxiliary One Time Requests:**
- No requests presented.

**Capital Fee Building Repair General Requests:**
- No requests presented. The amount available of $42,720 will be rolled forward.

**Capital Fee Building Repair Auxiliary Requests:**
- No requests presented. The amount available of $62,720 will be rolled forward.

**Capital Fee Technology Upgrade General Requests:**
- Psychology Department Office printer - $900
- HGP/SOC/ETC Office printer for faculty use - $1100
- Art photography printer (related to an academic course) for student use - $1598
- HGP Department Office printer - $800

MOTION: Mr. van de Boogaard moved to approve the Capital Fee Technology Upgrade General Requests of $4398 from Capital Fee monies. Mr. Mortensen seconded. Motion passed.

**Capital Fee Technology Upgrade Auxiliary Requests:**
No requests presented. The amount available of $26,170 will be rolled forward.

**Capital Fee Equipment Repair General Requests:**
Eight items have been identified to be paid from the bond issue. They also discussed adding Reserve money to the $15,640 in the Capital Fee Equipment Budget to pay for the six items that cannot be funded from building bond issuance. This will zero out the account.

MOTION: Dr. Novotny moved to fund the following items from the building bond issue (total $35,700):
- Music timpani - $15,000
- Music bass drum and stand - $1000
- Music concert toms - $2400
- Music vibraphone - $4500
- Music chimes - $3000
- Music xylophone - $2200
- Music orchestra bells - $1600
- Music temple blocks - $6000

AND TO combine $31,000 of one time vacancy savings monies with the remaining $15,640 to pay the following items:
- Music piano for use in the Richardson Hall Auditorium - $17,000
- Chemistry FTIR - $24,000
- Art easels - $1500
- Art lithography stones - $3300
- Art ceramic kiln elements - $400
- Art metals and jewelry electroplating - $400
Ms Lopez seconded the motion. Motion passed.

**Capital Fee Equipment Repair Auxiliary Budget Requests:**
No requests presented. The amount available of $15,640 will be rolled forward.

**Approval of Academic Policies:**
Dr. Novotny thanked the Cabinet for providing feedback based on 1st Reading. There was question to the 20-year age limit for the *Non-Degree Seeking Students Policy*. Dr. Novotny clarified that this used to be state policy at one time; however, the age limit does not exist any longer. Dr. Novotny has made the necessary revisions to the Non-Degree Seeking Students Policy as well as revisions to all of the following, and is now presenting them for approval:
- Second-Additional Majors
- Courses Not Applicable to Degree Requirements
- Non-Degree Seeking Students
- Readmit-Returning Students
- Repeating Courses

MOTION: Professor Doell moved to approve the Academic Policies as presented. Dr. Johnston seconded the motion. Motion passed.

**Approval of Plachy Hall Basketball Winches Supplemental Budget Request:**
Mr. van de Boogaard presented the request for $14,888. Site observations by Colorado Building Specialties indicate that there have been many adaptations over the years and some of them have compromised the safety of the system. This has put people at risk of injury in the event of failure. Colorado Building Specialties proposes to streamline the rigging; add safety straps and drop the system below the ceiling grid; which will allow for easier inspection of the winch and cable systems. The results are to ensure structural integrity and system safety. Total repair is just under $25,000 of which $10,120 is already funded with the last of project funds. Cabinet suggested that the request could be taken to the CRaP Committee for funding assignment; as it could be either paid from either the Reserves Budget or the Building Fund.

MOTION: Dr. Wenzel moved to approve the *Plachy Hall Basketball Winches Supplemental Budget Request* for $14,888. Dr. Johnston seconded the motion. Motion passed.

**Discussion Items:**

*Academic Advising Report:*
Dr. Christy Miller presented a report on academic advising at Adams State College. She indicated that through the Faculty Senate the Academic Advising Assessment Ad-Hoc Committee was formed to address concerns about how academic advising is structured and delivered on campus. The purpose of the report is to inform vested parties about academic advising, and propose solutions from faculty. Dr. Miller asked the Cabinet whether they should move forward. The Cabinet AGREED TO empower the Advising AD-Hoc Committee to finish their work.

*1st Reading: Policy on Unauthorized Downloading and File Sharing of Copyrighted Digital Material:*
Mr. Nicholson stated that the policy had been brought to Cabinet previously; however the 2008 Education Opportunity Act requirements have been incorporated since then. This required a policy name change. He asked the Cabinet to provide feedback, so that he can bring the policy forth for approval at a future meeting.
1st Reading Academic Policy Review:
Dr. Novotny explained that the following policies are policies that currently exist. They have been reviewed by the Academic Council, and placed into the proper policy format. He asked that the Council review them and provide feedback, as he plans to submit them for final approval at the next Cabinet meeting:

- Grades: Semester Honors
- Non Traditional Students
- Passing Grade/GPA Requirement for Graduation
- Transfer Students
- Writing Proficiency

Information Items:
Mr. van de Boogaard shared that currently the tuition waiver benefit here at ASC is for the employee only. He asked whether the benefit could be extended to the employee’s family instead.

New Business:
None.

Adjournment:
With no further business, the meeting adjourned at 4:50 PM.

Respectfully Submitted,
Donna L. Griego,
Program Assistant-Provost Office