The ASC Cabinet convened a regular meeting on Thursday, January 15, in the Library, Room 302.

Call to Order:
Provost Mumper called the meeting to order at 9:07 AM.

Roll Call of Members:
- Dr. Benita Brink - Present
- Ms Heather Heersink - Present
- Dr. Don Johnston - Present
- Dr. Anthony Laker - Present
- Mr. Bill Mansheim - Absent
- Mr. Ken Marquez - Absent
- Mr. Larry Mortensen - Present
- Dr. Michael Mumper - Facilitator
- Mr. Mike Nicholson - Absent
- Dr. Frank Novotny - Present
- Ms Tracy Rogers - Present
- Mr. Mark Schoenecker - Present
- Dr. Dave Svaldi - Absent
- Dr. Diana Wenzel - Present
- Mr. Erik van de Boogaard - Present

Guests: Mr. Joel Korngut - Director of Office of Equal Opportunity.

Approval of Previous Meeting Summary:
The December 18 meeting summary was distributed prior to the meeting.

Approval of Agenda:
The agenda was amended to table the Foundation Update Information Item.

Action Items:
**IT Administrator Access Policy:**
Mr. Schoenecker indicated that both the Administrative and Faculty committees have reviewed the policy and recommended that it be approved. There was discussion pertaining to the clarity of the language in E.6. There were concerns with non-standard software being removed without prior notification; therefore, creating problems with individuals who have stored files that can be erased without notice. It was also suggested that a conversation about the grandfathering-in of current administrators occur and be documented prior to policy approval.

IT WAS AGREED TO TABLE this conversation for the next meeting pending clarification of E.6.

Discussion Items:
**Budget:**
Provost Mumper announced that everyone at the state level is waiting for guidance as it is uncertain at this point how much money is going to be recalled. ASC is planning for $600,000 this fiscal year and $800,000 next year from the base budget. He advised the Cabinet that a plan or a process needs to be put into place to decide how cuts are going to be made. He also cautioned that this process needs to be thought out carefully; so that we can gain input from the campus quickly, and to not damage the trust...
between the campus and its leadership. He referred to the year 2002 when there were ill-feelings due to cuts occurring without proper campus notification.

There was discussion regarding program prioritization and how a list of prioritized items would be helpful in making decisions. It was also suggested that a website be established, based on President Svaldi’s email, to collect suggestions and to provide weekly status updates. There was a discussion regarding the setting of next year’s tuition and fee schedule, and that we ought to be cautious when planning the logistics. It was stated that other institutions collect graduation fees, one time matriculation fees, and they do enforce their application fees. Establishing business and nursing fees were also discussed. These fees all help offset costs associated with higher salaries needed to offer the programs, and assist with expenses. It was agreed that the Executive Team would be the clearing-house for budget recommendations; they will put a plan together to bring to Cabinet. Provost Mumper asked the Cabinet to take enrollment growth into consideration when making these decisions, and that forecasting is especially critical this year. The Cabinet suggested that events need to be planned to create a comfortable environment for the campus to share good ideas. Brown bag luncheons were also suggested. The Cabinet discussed the importance of making these events accessible to everyone. The intent is to let folks know where we stand as a campus, and to create the opportunity for communication.

Summary: A series of campus events that aren’t too expensive WILL BE SCHEDULED to inform the campus of how the budget works. A central website WILL BE CREATED to provide periodic updates AND TO collect suggestions from folks THAT WILL GO to the Executive Team. Discussions and recommendations WILL OCCUR at the Executive Team level, AND WILL GO FORTH to the Cabinet.

Information Items:
Foundation Update:
Tabled.

New Business:
Campus Renovation Update:
Mr. van de Boogaard gave a status update on the Campus Renewal and Planning Committee (CRAP). He stated that the committee chose TRANE as ASC’s future energy service provider. They will be instrumental in identifying project specification items that will help reduce energy. The committee also met with architects regarding upcoming renovation costs, and will be moving forward with those projects.

Sports Proposal:
Mr. Mortensen announced that the new sports proposal was approved by the Board of Trustees at the last meeting. Athletics is moving forward meeting with Eric Carpio, and the Admissions staff. Prospective students have already been identified, efforts are already in place to recruit them and others. The plan is to send out information to every counselor and athletic director in Colorado notifying them of our programs.

Adjournment:
Meeting adjourned at 10:35 AM.

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