The ASC Cabinet convened a regular meeting on Wednesday, January 27, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 3:01 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Present
Professor Margaret Doell–Present
Ms Heather Heersink–Absent
Dr. Don Johnston–Present
Ms Lori Laski–Present
Ms Tammy Lopez–Absent
Mr. Bill Mansheim–Facilitator
Mr. Larry Mortensen–Present
Dr. Michael Mumper–Present
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: None

Approval of Previous Meeting Summary:
The summary of the January 13 meeting was distributed electronically prior to the meeting with one correction already being made. Mr. Mansheim asked those who have corrections to forward them to Ms Griego.

Approval of Agenda:
One correction was made to the agenda. The ASC Information Release Policy must go through first and second readings prior to approval; therefore the agenda was amended to move the ASC Information Release Policy action item to a discussion item.

Action Items:
General Fund Base Budget Requests for 2010-2011:
Mr. Mansheim reported that the State budget is still $32 billion out of balance, and the General Fund Reserve has been spent; which leaves a massive hole in the budget for next year. He urged the Cabinet to wait to make decisions that affect our base budget until sometime in March or April, when we have more information. The Cabinet discussed the possibility of blending in the new Art Historian faculty line with the current list of staffing requests that have been frozen; so that at some time, it can be considered.

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: Dr. Novotny moved to table all General Fund Base Budget Requests until fiscal information is made available from the state. Mr. Marquez seconded the motion. Motion passed.

**Grizzly Testing and Learning Center Supplemental Budget Request:**
Provost Mumper explained that the Grizzly Testing and Learning Center has a budget of $20,000 each year for tutoring services. This current year, they have spent $17,000, and estimate that they will need an additional $16,000 to finish off the remainder of the year. The number of students needing tutoring services has increased particularly because of the STAY Program. The addition of Disabilities Services has also led to a sharp increase of students who have sought accommodations under the ADA. There is no way for the Testing Center to limit the services that it provides to students without closing its doors. All students who need tutoring help are able to receive it, which means we must pay the tutors. The Cabinet discussed the need to provide tutoring services, and clarified that money paid to students comes from the Student Employment budget, and not the Work Study budget.

MOTION: Mr. Marquez moved to approve the Grizzly Testing and Learning Center Supplemental Budget Request. Dr. Wenzel seconded the motion. Motion passed.

**Casa Del Sol Demolition Costs:**
Mr. van de Boogaard presented a Capital Construction Request for FY 2010-2011. The amount of the request is approximately $796,370 for direct costs, and the total project cost is approximately $892,819 according to FCI Construction quotes. The Cabinet discussed the historic value of the building, and that only eight apartments remain after a previous project eliminated a portion of the complex. There are numerous issues with the structure that continue to be problematic to the campus. For instance, the project was recommended in 1993 for demolition, after it was proclaimed condemned for use. They talked about how a funding request would have been much more appropriate prior to the demolition. Due to the nature of the State’s fiscal climate, and how that will impact Adams State in the next few years; the Cabinet felt that approving a $1.5 million project to preserve Casa del Sol at this time was not worth the financial risk to Adams State.

MOTION: Mr. Mortensen moved not to approve Casa Del Sol Capital Rehabilitation costs as presented. Mr. Mansheim seconded the motion. Motion passed unanimously.

**Naming of New Residence Hall:**
Mr. Marquez explained that at a recent Capital Renewal and Planning (CRaP) meeting, the notion of naming the new residence hall was brought up. During this conversation, it was recommended that a proposal be brought to the Cabinet for approval. The Cabinet discussed that in light of our Hispanic Serving Institute (HSI) status, there isn’t a building on campus that is named after a Hispanic individual. Mr. Marquez recommends that the campus consider naming the new Rex Field Residence Hall after Dr. Joe I. Vigil. This is to pay tribute and honor the commitment and achievements in education and sports that Dr. Vigil has contributed to Adams State College. The Cabinet discussed a Building Naming Policy that was established a few years back through the Foundation. The policy identified a formula that tied the naming of the building to a donor. There was also discussion about the Trustee Policy Manual that gives the Adams State College Board of Trustees the right to name a building.

MOTION: Mr. Marquez moved to table this request for the next meeting. Dr. Novotny seconded the motion. Motion passed.
**Approval of Academic Policies:**
Dr. Novotny thanked the Cabinet for providing feedback based on 1\textsuperscript{st} 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:

- Grades: Semester Honors
- Courses Not Applicable to Degree Requirements
- Non Traditional Students
- Passing Grade/GPA Requirements for Graduation
- Writing Proficiency

Dr. Aldrich asked for an amendment of the Writing Proficiency Policy Section IV.A. He stated that the word, *may* is incorrect. Departments set their own requirements for evaluating their major’s abilities and achievements. Dr. Novotny confirmed.

**MOTION:** Dr. Aldrich moved to approve all of the Academic Policies as presented including the amended Writing Proficiency Policy. Professor Doell seconded the motion as amended. Motion passed.

**Discussion Items:**

**1\textsuperscript{st} Reading ASC Information Release Policy:**
Ms Andrea Benton-Maestas explained that the purpose for establishing this policy is to ensure that no data is provided to third parties in violation of FERPA, HPPAA, or other regulations or requests of confidentiality on the part of the student/employee. She continued in that there have been several off campus groups requesting lists of students for various purposes. Some areas are running reports and not checking the confidentiality status within the student record. The need to centralize the location for fulfilling requests has become very apparent. The policy states that requests for any and all student/employee directory information will be coordinated by the Office of Institutional Research except in compliance with the Solomon Amendment, which will remain in the auspices of the Registrar’s Office. This policy has been presented to the Attorney General’s Office and revised accordingly. She asked for feedback and the Cabinet discussed the need to clarify procedures for on campus requests.

**American College/University Presidents Climate Commitment:**
Mr. Mansheim explained that currently ASC has participated in this Climate Commitment in which we report information regarding how we address climate change. Participation has now changed to an annual membership, where dues will be paid according to student enrollment data. Membership benefits include an array of services and resources for signatories to drastically cut greenhouse gas emissions, prepare students to address severe climate disruption, and demonstrate to all of society how to address climate change. Data from our institution will be saved in a database and published for anyone who wishes to view it.

**IT WAS AGREED** to table this item for action at the next Cabinet meeting.

**Cabinet Membership for Classified Staff:**
This item was tabled for a future meeting.
1st Reading Academic Policy Review:
Dr. Novotny explained that the following policies are policies that currently exist, and 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:
- Technology Proficiency
- Grading System
- Minor Completion
- Satisfactory- Unsatisfactory Courses
- Second Bachelor’s Degree

Information Items:

Sports Program Update:
Mr. Mortensen reported that the search for the La Crosse Director position is underway; they’ve identified the final three candidates for interview. The Men’s Soccer Coach search has also been narrowed down to three candidates. These positions should be filled within two weeks. He provided practice schedules for Varsity and Jr. Varsity sports as requested by the Cabinet in a previous meeting. He stated that the schedule isn’t ideal; but definitely a start.

New Business:

Faculty Senate Advising Ad-Hoc Committee:
Dr. Aldrich asked the Cabinet for clarification of the Advising Ad-Hoc Committee’s charge. The Cabinet clarified that the committee has been empowered to continue with their Phase II and Phase III initiatives.

Cabinet Shared Drive:
Mr. Schoenecker asked the Cabinet to reconsider how email attachments are sent out prior to Cabinet meetings and that perhaps it might be best to establish a Cabinet Shared Drive where meeting documents can be saved within the proper meeting file. The Cabinet AGREED THAT Ms. Griego will continue to call for agenda items the week prior to the meeting date, and collect documentation pertaining to the agenda. Once the agenda and previous meeting minutes have been prepared, she send out an email communiqué directing the Cabinet to the proper location on the Shared Drive.

Adjournment:
With no further business, the meeting adjourned at 4:09 PM.

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