The ASC Cabinet convened a regular meeting on Wednesday February 6, 2013 in the Student Union Building (SUB), Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 1:04 P.M.

Roll Call of Members:
Mr. Eric Carpio - Present          Mr. Matthew Martinez - Present
Mr. Jeff Cook - Absent             Dr. Michael Mumper - Present
Mr. Kevin Daniel - Present         Dr. Matt Nehring - Present
Ms. Heather Heersink - Present     Dr. Frank Novotny - Present
Mr. Larry Joe Hunt - Present       Ms Judy Phillips - Present
Dr. Brent King - Present           Ms Tracy Rogers - Absent
Ms. Lori Laske - Present           Mr. Walter Roybal - Present
Ms Tammy Lopez - Absent            Mr. Mark Schoenecker - Present
Mr. Bill Mansheim - Facilitator    Dr. Dave Svaldi - Absent
Mr. Ken Marquez - Present          Mr. Erik van de Boogaard - Absent

Guest:  Dr. Mark Finney, Associate Professor of Mass Communication.

Approval of Agenda:
Action Item A.  Supplemental Budget Request for HLC Conference Travel was removed from the agenda, and a discussion topic C.  Community Colleges 4-Year Bill was added.

Consent Agenda:
- December 12, 2012 Meeting Summary

MOTION:  Mr. Marquez moved to approve the agenda as amended. Dr. Novotny seconded, all were in favor.

Action Items:
No items were presented.

Discussion Items:
ASU Voicemail System:
This item was tabled for a later date.
**1st Reading – Academic Policies:**
The following policies were presented, and the Cabinet was asked to review them and provide feedback. Dr. King indicated these policies were rewritten to reflect new procedures that incorporated the Academic Council in the approval process. There was an inquiry regarding the CAO acronym and that it should be changed to VPAA. Dr. King will make the necessary correction and the following policies will be presented for approval at the next meeting.

- New Course Approvals
- New Program Approval
- Program Changes

**Community Colleges 4-Year Bill:**
Mr. Mansheim announced new legislation that is being proposed to authorize the community colleges to award a limited number of bachelor degrees. He asked the Cabinet to provide thoughtful and detailed responses to him regarding the fiscal impact to our university. The Cabinet discussed three impacts:

- The effect on 4-year institution enrollment, which could jeopardize our existence, and the impact to the state as they will be obligated to take on our debt if we cease to exist.
- A concern with duplication and competition and the impact to efficiency and effectiveness.
- A concern with 2-year graduation rates and transfer rates and retention.

Mr. Mansheim asked the Cabinet to notify him by Thursday at noon if they had additional comments.

**Information Items:**

**Budget:**
Mr. Mansheim explained that the Budget Team continues to meet every Wednesday. A revised Financial Accountability Plan (FAP) will be submitted to the Board of Trustees at the Friday meeting. President Svaldi will follow-up with a Town Hall Meeting in February. He explained that the Budget Team placed a hold on Cost-of-Living raises for faculty and exempt staff this year. However, legislation has approved raises for Classified Employees, this will cost ASU $150,000. In addition, costs will increase for health/life/dental premiums. There will be increases in utility expenses and licensing agreements such as Banner, etc. At the State level, ASU will receive only $810,000 from the $3 million rescinded in prior years, which is less than one third.

Operationally, there are a few changes that have been proposed. An administrative overhead fee has been added to the College Service Fee. This is a 5% overhead charge to account for the administration of the Art, Music, and Theatre programs. A $1.00 increase to the Technology Fee is also included. The Capital Fee-debt service portion will increase by 12% per credit hour. The remaining Capital Fee pieces will be rolled into the tuition structure. As a result, the Equipment Replacement, Controlled Maintenance, and Scholarship funds will be eliminated. The revenue generated from scholarships will continue to grow in a General Fund account. An increase of up to 16% is being proposed for undergraduate tuition. For non-resident undergraduate tuition, the Net of Good Neighbor portion will increase by 3% and non-resident by 2% for a total increase of 5%.

The revised FAP takes current enrollment into consideration, which is a more conservative approach. There will be no revenue assumptions built into it as was done with last year’s budget. Spring enrollment is slightly down by 21 heads. Our Retention Rate continues to compare with historical figures. While we gained new program enrollment, we never replaced the students we lost due
to Pell Grant changes. We are currently $2.3 million out-of-balance. Our Cash Reserves have decreased in the last 2 years, which is the result of using one-time money to balance the budget. Currently, the Budget Team has identified about $1 million dollars in cuts. Two hundred seventy thousand dollars has been cut through enrollment adjustments. There are 2 vacancies in Facilities Services that have been frozen, 1 Custodian and 1 Groundskeeper. One vacancy faculty line from the Department of Teacher Education has been reallocated to Counselor Education to support the doctoral program. There has been a reorganization in the One-Stop. After the dust settles, there will be one less position there. In the Grizzly Testing and Learning Center (GTLC), Diego Trujillo’s position will not be replaced. His duties have been shifted around and Debbie Hill and Tanya Martin will assume those. The REAP Administrative Assistant position has been eliminated. There has been some Auxiliary Fund shifting, and budget lines for Faculty Development, Sabbaticals, and the VPAA Scholarship have been frozen.

Strategic Planning Updates: Mission/Vision Statements:
Dr. Mumper polled the Cabinet for a possible meeting date. The dates presented are February 22, March 1, and April 5. The Cabinet discussed that both the March 1 and April 5 dates are not available, therefore, the next Strategic Planning Meeting will take place on February 22.

New Mexico Reciprocal Tuition:
Mr. Carpio reported that the New Mexico Reciprocal Agreement will be extended to all New Mexico students in an attempt to grow enrollment.

Program Designated Student Officer (PDSO) – International Students:
Dr. Mumper announced that Masood Ahmad has just been approved by Homeland Security to be our PDSO for international students. Miguel Chapparro will be the Designated Student Officer (DSO) assisting with the admissions process for these students.

Adams State Mobile Campus Update:
Dr. Mumper announced the new Adams State Mobile Campus degree completion program, which is structured much like Colorado State University (CSU) Global. This endeavor is mainly a marketing/recruitment effort as courses identified for each program are already in online format. The three programs that will be available this fall are:

- Elementary Education (formerly REAP)
- RN/BSN Nursing
- B.A. General Business

Some staff duties have been reassigned and some staff have been shuffled around to support the program. Kateri Reeves and Julia Chavez have been out recruiting not only for ASU Mobile, but for all ASU programs.

The Cabinet discussed the possibility of Extended Studies using the Hobson’s Admissions Software System. IT WAS DETERMINED THAT ASU has the capability. However there is no one position that is assigned to manage the system, which presents a problem.

Outcome of Electronic ITA Vote: Teacher Quality Improvement ELL AND Moore Foundation Ft. Massachusetts Field School:
Ms. Griego reported 12 votes in favor of both ITA’s, which took place on January 24, 2013 via email.
New Business:

PhD Program in Counselor Education:
Dr. Novotny announced the recent state approval of the Counselor Education Ph.D program. The next step is a review of the program conducted by CDHE and HLC.

Construction Projects:
Mr. Mansheim announced the resignation of Eric van de Boogaard effective April 1. Eric will take annual leave the end of February and will return in March to conduct an evaluation of bids for the indoor track facility. A going-away reception will be planned when he returns in March. Eric’s position won’t be filled immediately, however, Mr. Mansheim will be hiring individuals to assist with pending construction projects. For example, Bruce DelTondo has been hired to assist with the Coronado Hall Construction Project. Mr. Mansheim will be conducting a program review of the Facilities Services area and will be visiting with the campus regarding cleanliness, etc.

The Coronado Hall Construction Project has just been awarded at $2.5 million to Diesslin Structures out of Salida, Colorado. Construction is underway as students have already been moved out. A recommendation has been made to remodel Richardson Hall Auditorium in the near future.

Lunchtime Talks:
Dr. Nehring reminded the Cabinet of the two lectures on NASA’s Mars Rover Missions by Kobie Boykins on Thursday, February 7. The first lecture will be held in POR Hall, Room 130 for the Lunchtime Talks, and the second will be given at 7:00 P.M. in Carson Auditorium

Associated Students & Faculty (AS&F) Budget:
Mr. Mansheim will meet with AS&F to explain how the AS&F Budget has been affected by the budget cuts.

Announcement Section:
A request was made to add an announcement section to the Cabinet Agenda.

Adjournment:
The meeting adjourned at 1:54 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President