The members of the Adams State College President’s Executive Council convened in a regular meeting on February 7, 2011 in the President’s Conference Room.

**Call to Order:** President Svaldi called the meeting to order at 9:03 a.m.

**Attendance:**
- Don Johnston – Present
- Joel Korngut – Excused
- Lori Laske – Present
- Tammy Lopez – Present
- Judy Phillips – Present
- Bill Mansheim – Present
- Ken Marquez – Present
- Isabel Medina-Keiser – Excused
- Larry Mortensen – Present
- Michael Mumper – Present
- Frank Novotny – Excused
- Walter Roybal – Present
- Tracy Rogers – Present
- David Svaldi – Present
- James Trujillo – Present

**Guest(s):** Carol McCann, Administrative Assistant III – CO WINS Representative

**Approval of Summary**

The January 17, 2011 meeting summary was approved by acquiesce.

**Agenda Items**

**Colorado WINS Update**

Carol McCann, Administrative Assistant for Counselor Education and the local Colorado WINS representative, informed Council that CO WINS will be closely watching the ongoing developments of House Bill 1007 which would allow Mesa State College to opt-out of the state personnel system.

**Telephone Listing**

Council discussed questions regarding the campus telephone directory. Concerns of students not being able to find student services (i.e.: The Writing Studio, etc.) because of the current process used for populating the directory. At present, the system pulls numbers based on the employee’s
primary job, not from the department or area. Bill Mansheim agreed to follow-up with the Department of Computing Services to see if the directory could be geared to also list student services. He will report his findings at a later meeting of Executive Council.

**Institutional Memberships**

Council briefly reviewed and discussed renewals of various institutional memberships.

**Executive Council Evaluations**

President Svaldi reported that evaluations for Executive Council members have been completed. Individual meetings will be scheduled for each member to discuss their results.

**HLC Handbook**

Dr. Don Johnston, Assistant Vice President for Graduate Studies and Institutional Planning, suggested that each department on campus have a copy of the HLC Handbook and be familiar with its contents. He requested that funds be made available to purchase handbooks for each department noting that individuals would be much more apt to refer to a hardbound copy of the handbook vs. an electronic version. Council agreed it would be beneficial to have the handbook available in both formats and requested information on possibly having the document printed and bound in-house. It was also agreed that in order to make this effort effective, communication and education is key.

**Judicial Conference Update**

Ken Marquez, Assistant Vice President for Student Affairs, updated Council members on his recent attendance of the Association of Student Conduct Administration Conference held in St. Pete Beach, Florida. He was pleased to report that Adams State is current, or in many instances well ahead of the norm, when it comes to preparing and dealing with students of concern issues. The conference discussed procedures for dealing with students with mental health issues, firearms, the use of medical marijuana, cyber bulling, and other widespread issues. Additionally, he informed Council that Adams State has 35 members on the ASC Students of Concern Committee and has an active Threat Assessment Group for employee issues.

**Work-study Allocation**

Dr. Don Johnston, Assistant Vice President for Graduate Studies and Institutional Planning, voiced his concern regarding the current allocation of work-study funds. He suggested that a review of the work-study allocation be conducted and that it include a Graduate Assistant work-study piece. Currently, graduate courses delivered online excludes Graduate Assistants from qualifying for work-study funds. Dr. Mumper agreed to call a meeting of the *Work-study Allocation Group* and continue discussions regarding work-study funding reassessment.

**Capital Construction Update**

Bill Mansheim, Vice President for Finance and Governmental Relations, informed Council that a 3” water pipe broke at Rex Stadium which caused extensive damage on the south side of the
building to the floors, carpeting, doors, lighting fixtures, sheetrock, insulation, and the stage area and will further delay the completion of the already behind scheduled project.

FCI Construction won the bid on the Music Building renovation project with construction scheduled to start mid-March. The renovation of McDaniel Hall is progressing with asbestos abatement nearly completed. Additionally, Mr. Mansheim reported that the Campus Renewal and Planning Committee (CRaP) will be prioritizing campus projects/needs at their next meeting.

**Enrollment Update**

Michael Mumper, Senior Vice President for Enrollment Management and Program Development, reported that spring registration for undergraduate students is 4% above numbers from last year and graduate registration is up 3% from last year. Retention from fall to spring stands at 83% with a slight downward adjustment in new students.

**“Chat with the President”**

President Svaldi announced that he will be holding a student forum call “*Chat with the President*” on Wednesday, February 9, 2011 at 5:30 p.m. in the La Mesa Dining Hall. The forum will give students the opportunity to ask questions, voice their concerns or make suggestions. Door prizes will be given.

**Shriver/Wright Agricultural Endowment**

Tammy Lopez, Executive Director of the Adams State College Foundation, announced that she will be attending a potato and grain conference in Monte Vista, CO to promote the Shriver/Wright Agricultural Endowment. The three day event is sponsored by Colorado State University and Adams State College. The institution will be allowed to make presentations to advertise the endowment and our agribusiness program.

**RMAC Update**

Council was informed that the Rocky Mountain Athletic Conference voted to invite three additional schools in the conference: Colorado College, Eastern New Mexico University, and Black Hills State University.

**Miscellaneous**

Council was reminded of the Adams State College Board of Trustees meeting taking place Friday, February 11, 2011 and of the annul Classified Employee Council’s annual “*Valentine’s Spaghetti Luncheon*”. All were encouraged to attend.

**Adjournment**

The meeting adjourned at 10:42 a.m.