CABINET
Summary of Meeting
February 10, 2010
3:00-5:00
SUB 315

The ASC Cabinet convened a regular meeting on Wednesday, February 10, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 3:03 PM.

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

Guests: None

Approval of Previous Meeting Summary:
The summary of the January 27 meeting was distributed electronically. A minor correction was requested, and those who have other corrections may forward them to Ms Griego.

Approval of Agenda:
The agenda was amended to include three action items: E. Emergency Budget Request to replace the TIG Welder in the Art Department; F. Shift of One Time Expenses from FY10-11 to FY 09-10; and G. Parking Committee. A discussion item was also included, D. Key Request Policy.

MOTION: Ms Heersink moved to approve the agenda as amended. Mr. Marquez seconded the motion. Motion passed.

Action Items:
American College/University President’s Climate Commitment:
President Svaldi explained that whereas participation had been voluntary in the past, it has now become an annual membership with dues based on the number of students the institution enrolls. The Cabinet discussed that it was not necessary at this time to continue with membership. Although it was mentioned that institutions that decide not to continue are placed on a list, and the perception of being placed on the list may have a negative impact.

This item WAS TABLED until Mr. Mansheim could research the possibilities of discontinuing membership without being placed on any sort of list.
Approval of 500-008 Illegal Downloading & File Sharing Policy:
The policy states its purpose and that it is “to ensure that ASC acts in good faith and makes a reasonable effort to combat copyright abuse related to peer-to-peer file sharing on its campus network. This policy also addresses the general requirements called out in the 2008 Higher Education Opportunity Act (HEOA) that deals with unauthorized file sharing”. Mr. Nicholson shared that this File Sharing Policy is similar to the Bandwidth Policy that was just recently approved. The only concern the Cabinet had with the Bandwidth Policy was who had ultimate authority in the appeal process. Mr. Nicholson suggested that perhaps the Department or Unit Chair would be able to assist him make any final decision. He explained that this policy is more student-related, but the entire campus needed to be included.

MOTION: Mr. Marquez moved to approve the Illegal Downloading & File Sharing Policy. Both Dr. Aldrich and Professor Doell seconded the motion. Motion passed.

Naming of New Residence Hall:
The Cabinet shared that a Naming Rights Policy had been established through the Foundation. The Policy authorized the Board of Trustees to approve the naming of facilities on the campus. It also ties the donor to the name of the facility. A percentage of the donation is restricted and used to fund capital maintenance of the facility.

This item WAS TABLED until the Foundation Naming Rights Policy could be brought to the Cabinet for further discussion.

Approval of Academic Policies:
Dr. Novotny thanked the Cabinet for providing feedback based on 1st Reading. Dr. Novotny has made the necessary revisions to all of the following, and is now presenting them for approval:

- Technology Proficiency
- Grading System
- Minor Completion
- Satisfactory/Unsatisfactory Courses
- Second Bachelor’s Degree

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

Emergency Budget Request to Replace the TIG Welder in the Art Department:
Professor Doell explained that the existing welder was manufactured in the 1960s and stopped functioning this week. The manufacturer notes that replacement parts will be hard to find because of age, the model is no longer current in its operations capabilities or safety features. It will cost the welder $90/hour just to have the machinery checked and even the expected lifespan is questionable. Welding is one component of the sculpture classes that meets program goals and student learning outcomes. It is used by all students in intermediate and advanced sculpture classes. Currently there is one student who uses it extensively and won’t be able to complete his current project.

The Budget Request is presented with two options. The first option is to have the machinery checked out in Pueblo by a trained professional at a rate of $80/hour plus parts with an open-ended total expense. There is also a chance that some parts will not be available. This also halts operations in the Art Studio. The second option is to purchase a new welder that will be trouble free for decades at a price of approximately $7000. Additionally the new welder will allow our sculpture students to weld aluminum castings as well.
MOTION: Dr. Novotny moved that Professor Doell work with Mr. Mansheim to purchase a new welder. Dr. Wenzel seconded the motion. Motion passed.

Shift of One-Time Expenses from FY10-11 to FY09-10:
Mr. Mansheim suggested that the 2010-2011 One-Time Budget Requests that were approved to be paid from Reserves at the January 13, 2010 meeting be paid in Fiscal Year 2009-2010 instead of Fiscal Year 2010-2011 as previously approved. He stated that this year’s Reserve Budget is healthy and if we pay all of these one-time expenditures now, we won’t be going into FY10-11 with expenses that still need to be paid. We don’t know what the budget climate will be like next year, and adding these expenses on top of all of that could be detrimental. The Cabinet clarified that the Capital Fee portions will be paid from Capital Fee monies; but the balance that was to be paid from the FY10-11 Reserve budget will then be paid from the FY09-10 instead.

The following will be paid from the FY09-10 Budget instead:

- Graduate School marketing funds to increase enrollment - $10,000
- Chemistry Training for Safety Assistant - $2400
- Music piano for use in the Richardson Hall Auditorium - $17,000
- Art easels - $1500
- Art lithography stones - $3300
- Art ceramic kiln elements - $400
- Art metals and jewelry electroplating - $400
- 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
- Chemistry FTIR - $24,000

MOTION: Ms Heersink moved to pay the one-time expenditures approved from cash for FY10-11 to be paid from FY09-10 instead. Dr. Novotny seconded the motion. Motion passed.

Parking Committee:
President Svaldi announced a Parking Committee that he has established. The charge of this committee is to design a comprehensive parking plan that balances campus needs and surrounding neighborhood needs. A neighborhood parking plan/agreement should be part of the final plan. Completion date is set at May 1, 2010. Membership consists of:

- 2 AS&F Students
- Dean Marquez
- Erik van de Boogaard
- Joel Shults
- 2 Community Members
- Faculty Senate Chair
- James Trujillo
- Bill Mansheim
Discussion Items:

*Cabinet Membership for Classified Staff:*
President Svaldi reported that the HLC site team suggested that the institution consider appointing a Classified Staff member to the Cabinet. The Cabinet discussed various scenarios and alternatives. One concern is that membership on the Cabinet keeps increasing; therefore, **IT WAS AGREED THAT the minutes of Cabinet meetings be distributed to the Classified Council President.**

*Draft Request for Administrator Access:*
Mr. Nicholson stated that the Administrator Access Policy had previously been approved; however, there has been a change to the form. There is a need to include a signature approval for the Supervisor. There is also a need to include specific reasons for wanting administrator access on the form. He also included a statement for Macintosh users. He asked for feedback, and will bring the form back to next meeting for final approval.

*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:

- Internet Delivery
- Gen Ed Goals, Outcomes & Requirements
- GPA Computation
- Guaranteed Transfer Courses
- IF Grades

*Key Request Policy:*
President Svaldi indicated that there has been a push to retract all Grand Master keys on campus for those areas that don’t necessarily need them. This has resulted in a conflict with the Adams State Police Department. Currently they carry a ring of keys instead of a Grand Master key. There seems to be a difference of opinion on campus and that our police department should be able to carry only one key to access rooms for safety reasons. Fumbling through multiple keys imposes a safety hazard when officers must quickly make safety decisions. The Cabinet discussed the fact that officers must carry weapons while on duty. They also questioned whether officers must check them in at the end of their shift, or whether they are allowed to carry them home with them. It’s possible that a Grand Master could be issued to the department/unit. Each officer could check the key back in along with their weapons at the end of their shift.

Mr. Marquez AGREED TO find out whether officers are required to check-in their weapons and report back to President Svaldi.

Information Items:
President Svaldi announced his recent appointment to the State Strategic Planning Committee. They will focus on mission, access, sustainability, and pipeline.

Mr. Nicholson reminded the Cabinet of the upcoming Strategic Planning Committee meeting that is scheduled for February 19 in SUB 315.

New Business:
None.
Adjournment:
With no further business, the meeting adjourned at 4:27 PM.

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