The members of the Adams State College Cabinet convened in a regular meeting on Monday, February 12, 2007 on the campus of Adams State College, President’s Conference Room.

**Attendance:**

Guy Farish – Present
Georgia Grantham – Present
Bill Mansheim – Present
* Ken Marquez – Present
Teri McCartney – Present
Larry Mortensen – Present

Mike Nicholson – Present
Frank Novotny – Excused
David Svaldi – Excused
Sandra Starnaman – Present
James Trujillo – Present
Julie Waechter – Present

(*Facilitator)

Guest(s): Belén Maestas – Adams State College Registrar
Megaret Doell – Assistant Provost for Academic Affairs

**Approval of Summaries**

The February 5, 2007 Cabinet summary was approved.

**Announcements:**

Mike Nicholson informed Cabinet of a new campus anti-spam filter that will be implemented in an attempt to capture more spam junk e-mail. The new “Barracuda Spam Firewall” will provide users with more control over what happens to the message if it’s marked as spam. It also allows the user to adjust the filter to allow for a more liberal or restrictive setting.

Bill Mansheim gave a brief update on the outcome of the recent CEO and CFO’s conference call meeting. An approximate $48.9 million has been allocated for higher education. Adams State’s share is estimated at 2.1%.
James Trujillo requested all Board of Trustees agenda items for the February 26th and 27th meeting be submitted by noon on Wednesday, February 14th.

Guy Farish reminded everyone of the upcoming HLC site visit and asked all departments to update their respective websites. Additionally, all documents needing to be added to the self-study documents room need to be turned in by Monday, February 19th.

Georgia Grantham was happy to report that the recent ASC Discover Days had the largest participation to date. Over 200 prospective students and their families attended the day long event. Additionally, Dr. Grantham reported spring applications are up compared to the same time last year, and many inquiries from prospective students are originating from out-of-state.

Cabinet was reminded that the ASC Founders Day celebration will take place Friday, February 16th at 3:00 in the Luther Bean Museum. All are encouraged to attend.

Ken Marquez informed Cabinet of the untimely death of a Freshman ASC Student, Gilbert Garcia. Cabinet, on behalf of the institution, sends the Garcia family their most sincere condolences. A student organized vigil in Mr. Garcia’s honor is being planned. Upon finalization of the particulars, a Portal announcement will be posted.

The Department of Residence Life is hosting “The Tunnel of Oppression” on February 14th and 15th in the lobbies of the Coronado Residence Halls. The event is an intense, interactive experience where participants walk through a series of scenarios depicting various forms of oppression. The idea behind the event is not only to raise awareness of the oppression that happens in our community, but also to challenge participants to resist it in their own lives and thought processes. All were encouraged to attend.

Guy Farish will be out of the office February 14th – 16th.

Julie Waechter will be out of the office February 14th and 19th.

Sandy Starnaman will be out of the office February 14th and 16th.

Georgia Grantham will be out of the office February 15th.

Bill Manshein will be out of the office February 19th and 20th.

Policy

Cabinet was asked to submit any amendments or suggestions regarding the Independent Study, Individual Study, Late Adds, Late Drops, and Late Withdraws policies by Friday, February 16th for a vote at the February 19, 2007 Cabinet meeting.
**Action Items**

None.

**Information Items**

**“Who’s Billy” Presentation**

As part of the “Who’s Billy” campaign, several members of the Adams State College Faculty and Staff were invited to join Cabinet to be presented with a special “I’m Billy” citation. Those in attendance were:

- Douglas Camp – Assistant Professor of Music
- Ed Crowther – HGP Chair
- Chris Day – Associate Athletic Director
- Rodney Martinez – Custodian Supervisor
- Gary Jones – Director of Facilities Services and Procurement
- Judy Jones – Administrative Assistant, Art Department
- Carol Otto – Administrative Assistant, Music Department

**New Process for Requesting Transcripts Online**

Belén Maestas, Adams State College Registrar, gave a presentation on a proposal to implement a process where students could order a copy of their transcripts using the National Student Clearing House. The fully automated online transcript ordering service would provide Adams State College students a simple means of ordering transcripts and would eliminate the time and cost currently involved in processing request.

**Athletic Retention Rates**

Larry Mortensen, Athletic Director, presented Cabinet with data related to student athlete retention rates. He noted a 94% semester retention rate of all ASC student athletes and a 92% semester retention rate for those student athletes who participated in football.

**Next meeting of Cabinet**

The facilitator for the February 19, 2007 Cabinet meeting will be Sandra Starnaman.

**Adjournment**

The meeting adjourned at 10:04am.