The members of the Adams State College President’s Executive Council convened in a regular meeting on February 15, 2010 in the President’s Conference Room.

**Call to Order:** President Svaldi called the meeting to order at 9:00 a.m.

**Attendance:**

- Joel Korngut – Excused
- Lori Laske – Present
- Tammy Lopez – Present
- Bill Mansheim – Present
- Ken Marquez – Present
- Isabel Medina-Keiser – Excused
- Larry Mortensen – Excused
- Michael Mumper – Present
- Frank Novotny – Present
- Tracy Rogers – Present
- David Svaldi – Present
- James Trujillo – Present
- Diana Wenzel – Present

**Guest(s):** Carol McCann – CO WINS Representative

**Approval of Summary**

The February 1, 2010 summary was approved.

**Agenda Items**

**Campus Training Sessions**

Ken Marquez, Dean of Students, informed Council that in a continued effort to educate the campus on emergency processes, a number of training sessions for all faculty and staff have been scheduled. Two sessions will be held every day and will last approximately 30 minutes. The sessions are not mandatory, but everyone is strongly encouraged to attend. Dates, times and locations of the sessions will be e-mailed to all employees.

**Colorado WINS Update**

Carol McCann, Administrative Assistant for Counselor Education and the local Colorado WINS representative, informed Council that On March 6, 2010, members of Colorado WINS will attend a lobbying day at the Capitol in support of all Colorado Classified
Employees. Several ASC employees who are also members of CO WINS plan to attend and participate. Additionally, Ms. McCann reported that ongoing collaborative efforts among all its higher education members is being conducted to circulate a petition in support of higher education and one that is affordable to all students.

**Alumni Relations Update**

Lori Laske, Alumni Relations Director, briefly reported that the department’s recent alumni receptions in Albuquerque, Phoenix and Tuscan were a huge success. Everyone was in very good spirits and had strong support for Adams State. Questions asked of those in attendance were that of the ongoing construction, budget cuts and status of the proposed name change to the institution.

**Academic Council Meeting Update**

Provost Mumper briefly reported that discussions regarding performance contracts are once again being considered for review.

**Personnel Contract Recommendations**

Tracy Rogers, Human Resources Director, presented several Personnel Contract Recommendations for Council’s approval. After extensive review of the requests including funding sources, Council unanimously agreed to approve the requests as presented.

**Hazardous Waste Disposal**

Council was presented with a supplemental request for the costs associated with the disposal of various accumulated wastes from the science department considered to be hazardous. Frank Novotny, Associate Provost, reported that the waste items have been accumulating since 1998 – Present, pose no immediate threat, but need to be disposed due to lack of room for storage. After discussing the requests including logistics and funding sources, Council unanimously agreed to approve the requests as presented to be taken from the Reserves Budget.

**Biology Equipment**

Frank Novotny, Associate Provost, presented a supplemental request on behalf of the Biology Department for needed upgrades/repairs to a piece of specialized equipment needed for upper level biology classes. Council questioned why the request had not been submitted during the normal budgeting process. It was explained that the classes is offered on an alternating year and that the professor who typically teaches the class that uses the equipment had been on sabbatical. Upon his return, and subsequent checking of the equipment it had been discovered that the upgrades/repairs were needed.

After discussing the requests including funding sources and course offerings, Council unanimously agreed to approve the requests as presented to be taken from the Reserves Budget.
Fall 2010 Commencement Date Conflict

Larry Mortensen, Athletic Director, informed Council that due to NCAA’s “Life in the Balance” initiative that is being implemented to ensure alignment of athletic competition policies, several competition dates will have to be rescheduled in order to comply with the new initiative policies. As a result, there may be a competition scheduled on the same date that fall 2010 commencement exercises are scheduled.

Council discussed possible options including different venues for the commencement ceremony and asked Director Mortensen to request a completion date change to avoid the conflict. He will report his findings at a later Executive Council meeting.

“Community Unity” Proposal

President Svaldi presented a request to support an effort by the Valley Courier and local business owners to promote the Valley and the surrounding communities in a “Stay here, shop here”-type of campaign. All thought it a good idea to show the institution’s support for the community and agreed to the request.

Policy Issues

The group discussed the institutional approach to providing promotional opportunities within the professional staff, specifically surrounding issues of creating Assistant Director level positions or assigning those types of duties to current positions. It was noted that the institution does not currently recognize assistant directors nor compensate employees separately for “second in command” duties. The discussions centered around two scenarios. In one example, a department would prefer to assign supplemental duties and salary to an existing position. This supplemental would be in addition to their regular duties and would be assigned to the appropriate individual. The second example was to roll the assistant director duties into a job description allowing for a promotional opportunity. The position would be vacated and rather than re-assigning the higher level duties to some other position, the duties stay with the position and current employees are able to apply and compete for the position.

The group discussed the pros and cons of each approach and expressed the opinion that it is better to take the second approach allowing for promotional opportunities. However, the group also recognized that due to current budget constraints it was not an appropriate time to pursue “Assistant Director” position.

Adjournment

The meeting adjourned at 10:31 a.m.