The members of the Adams State University President’s Executive Council convened in a regular meeting on February 15, 2016 in the President’s Conference Room, Richardson Hall, room 2-301.

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

Attendance:

- Eric Carpio – Present
- Kurt Cary – Present
- Margaret Doell – Present
- Carol Guerrero-Murphy – Excused
- Heather Heersink – Present
- Lori Laske – Present
- Tammy Lopez – Present
- Ken Marquez – Present
- Beverlee McClure – Present
- Larry Mortensen – Present
- Frank Novotny – Present
- Tracy Rogers – Present
- James Trujillo – Present

Guest(s): None

Follow-up Items

Strategic Plan

President McClure informed Council that individual groups for the various Goals 1-5 will present to Cabinet on measurements and initiatives.

Facilities Construction Project Updates

Kurt Cary, Vice President for Administration and Finance, reported that the East Campus project is progressing with an anticipated start date of May 2016.

President McClure informed Council that Tawney Becker, Grant Specialist, is working on a USDA grant proposal to assist the Gingerbread House Early Learning Center.

Personnel Contract Recommendations

Tracy Rogers, Director of Human Resources, presented Personnel Contract Recommendations from the Department of Facilities Services and the Department of Nursing for consideration of approval.
After reviewing each request, including funding sources, Council unanimously agreed to approve the requests as presented noting the grant funded nursing position is contingent on confirmation the grant funding is available.

**Enrollment Update**

Eric Carpio, Assistant Vice President for Student Services, reported that census data reports a 4.7% decrease in enrollment, for the spring 2016 semester, which accounts for 86 students. Council requested information on why those students did not continue.

He reported that fall application numbers are up 3.2% in applications, and 9% up in admitted students compared to data from the same time the previous year, noting a slight decrease in transfer applications, however he is optimistic those numbers will improve. Registration for new students will begin April 6, 2016.

Council briefly discussed the need for the Transfer Coordinator position to be filled. It was also suggested Karla Hardesy, Director of Marketing and Enrollment Management, be added to Executive Council.

Additionally, Assistant Vice President Carpio reported the Discover Day event held February 13, 2016, was a huge success. 83 prospective students, along with their families, attended.

**Agenda Items**

**Academic Calendar Dates/Thanksgiving Break Follow-up**

Ken Marquez, Vice President for Student Services, reported the results of the AS&F student survey regarding a proposed full week for Thanksgiving Break was 30 in favor and 7 opposed.

Frank Novotny, Vice President for Academic Affairs, reported the feedback received from faculty was arguably opposed to a full week of Thanksgiving Break, citing a variety of reasons. Council discussed the results of the surveys at length, taking into consideration the feedback received from both students and faculty, and came to the conclusion it would be in the best interest of the institution to leave Thanksgiving Break as a three-day break.

**“The Rider and the Wolf” Event Request**

Ken Marquez, Vice President for Student Services, informed Council that the Department Student Life and Recreation will be hosting a fundraising event on campus to benefit the ASU Adventure Sports program, and have requested permission to serve beer donated for the event. The movie “The Rider and the Wolf” is scheduled to run in the Richardson Hall Auditorium on Friday, March 11, 2016. The organizers would like to serve prior to the start of the movie.

Council discussed at length the request, including logistics, clean-up, the need for IDs to be properly checked, possible permitting required by the City of Alamosa, etc. It was noted the
organizers are not a student group, but rather a campus department. Council agreed to allow the organizers to serve beer at their event, pending any permitting required by the City of Alamosa.

**Greek Life**

Ken Marquez, Vice President for Student Services, informed Council a proposal has been submitted to form a “Greek Life Interest Group.” 25-30 students have expressed interest in creating a local Greek Life chapter at Adams State. It was explained the group would be housed on-campus in the residence halls, and will not have any national affiliation initially, however if all the missions established for the group have been met after several years, (leadership, community service, academics, etc.), the group will seek a national organization to become nationally chartered. Liz Bosworth, Coordinator of First Year Immersion, would be the advisor for the group.

Council discussed the request including logistics, requirements, recruitment opportunities, retention, leadership, etc. and agreed to the proposal.

**Advertising Budgets**

Council engaged in an in-depth discussion regarding funding for advertising and marketing. Advertising budgets from individual departments across campus were reviewed. Executive Council members will contact departments in their respective areas to discuss the proposal for acquiring additional advertising/marketing funds.

**Building Key Policy**

Kurt Cary, Vice President for Administration and Finance, asked for feedback regarding a proposal to revamp the key request procedure, moving from a paper-based request procedure to an online system. The main issue among staff is the proposed narrow time-frame for picking up keys. It was suggested keys be made available for pick-up from the Facility Services main office during normal business hours rather than specifying a timeframe that may not work with most people.

Additionally, the issue of holding an individual accountable for lost keys and the returning of their keys upon leaving employment was discussed. It was suggested the new procedure include a “personal responsibility agreement” clause to ensure keys will be returned or a charge assessed.

Vice President Cary reported in an effort to improve campus safety, costs associated with changing exterior building door locks to keycard locks are being explored. Additionally, a brief discussion was had regarding access to the soccer/lacrosse fields north of the Facility Service building.

**BOT Meeting Logistics**

Council discussed logistics for the February 18, 2016 Board of Trustees meeting scheduled to take place in Denver, CO. Information regarding meeting location, lodging, parking, etc. were communicated to members of Council. All were reminded to turn in a completed Travel Request form to the Travel Office prior to the meeting.
ASU Day at the Capitol Update

Lori Laske, Director of Alumni and Donor relations, provided updated logistical information for the Day at the Capitol event scheduled to take place February 19, 2016 at the State Capitol. She said 17 departments/student groups will be in attendance. Setup will be in the west foyer at the Capitol. Breakfast will be provided for legislators and visitors, and students and alumni will deliver the ASU Economic Impact Report to legislators. A social media campaign will also be launched during the legislative reception and the Day at the Capitol event.

Adjournment

The meeting adjourned at 9:48 a.m.