CABINET
Summary of Meeting
February 26, 2009
9:00-11:00
SUB 315

The ASC Cabinet convened a regular meeting on Thursday, February 26, in the SUB, Room 315

Call to Order:
Mr. Mansheim called the meeting to order at 9:02 AM.

Roll Call of Members:
Dr. Benita Brink - Present
Ms Heather Heersink - Present
Dr. Don Johnston - Present
Dr. Anthony Laker - Absent
Mr. Bill Mansheim - Facilitator
Mr. Ken Marquez - Present
Mr. Larry Mortensen - Present
Dr. Michael Mumper - Present
Mr. Mike Nicholson - Present
Dr. Frank Novotny - Absent
Ms Tracy Rogers - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Absent
Dr. Diana Wenzel - Absent
Mr. Erik van de Boogaard - Present

Guests: Mr. Joel Korngut, Director of the Equal Opportunity Office; Professor Margaret Doell, Department Chair of the Art Department; Ms Mary Hoffman, Director of Community Partnerships.

Approval of Previous Meeting Summary:
The February 12 meeting summary was distributed prior to the meeting. With a minor correction they were approved.

Approval of Agenda:
The agenda was amended to change the Art Course Specific Fees discussion item to an action item, and present it first; so that Professor Doell could return to class by 9:30.

Action Items:
Revised Key Request:
Mr. van de Boogaard presented a revised Key Request Policy. This policy originated in 1997 and has been rewritten to provide more accountability on the department/unit where employees reside. A major change to the policy is the accountability factor. Keys will now be the responsibility of the department chair or supervisor. Upon termination of employment, the employee will turn in his/her keys to the Department Office where the keys were requested from. Failure to do so will result in charges being assessed per key based on the rates listed within the policy. Other changes to the policy are title changes from Associate VP of Administration to VP for Facilities Planning Design & Construction. Costs per key are as follows: Individuals who lose their key(s) will be responsible for their replacement at a charge of $25 per room key, $75 per sub-master, $150 per building master, and $500 per grand master.
MOTION: Mr. Marquez moved to approve the *Key Request Policy* as revised. Provost Mumper seconded. Motion passed with all in favor.

**Discussion Items:**

*Art Course Specific Fees:*
Professor Doell presented a proposal for new course specific fees for the Art Department. A $25 fee will be added to the AR 103-Art Awareness; the AR 220, 320, 321, 422, 423 Painting classes; and the AR 208, 209, 308, 309, 410, 411 Drawing classes to purchase materials required. Students already pay for these materials on their own. The fee will allow the department to purchase items in bulk, which will give a cost break to the students, and minimize wasted materials.

The proposal increases the $70 fee to $118 for the AR 371 Intermediate Photography course. The content of the course has changed to include digital photography, which will require additional software and printing costs.

A $118 fee for a new course AR 281 Beginning Digital Photography is also proposed. Software, paper, and printing costs will be required for this new course as well.

MOTION: Mr. Mortensen moved to approve the Art Course Specific Fees as proposed. Ms Heersink seconded. Motion passed unanimously.

*Colorado Film Commission:*
Ms Hoffman gave a brief overview of the Southern Colorado Film Commission. She explained that the mission is to attract film producers to the San Luis Valley to provide clean economic development. The film production industry has the potential to diversify and expand the economic base of the San Luis Valley by benefitting local restaurants, motels, and construction. Other campus opportunities are to provide film workshops, student employment, and scholarship funding. ASC Community Partnerships provide Advisory Group coordination, seed funding through Association of Enterprise Opportunity; photo data base development; press release development; membership plan development; and community membership to the Colorado Film Commission.

Ms Hoffman stated that a production company has expressed interest in filming a horror film on campus, and she inquired with the group as to the level of interest. The Cabinet was in favor of this endeavor, only that a policy should be brought back for approval. She indicated that the film company is currently considering ASC and another campus back east for the film. They would like a tour of the campus in mid-March. IT WAS AGREED THAT Ms Hoffman draft a policy to present to the Cabinet prior to the film tour.

*Guest Student Policy:*
Provost Mumper presented Colorado State University’s new guest student policy, and inquired about the possibility of establishing a similar policy for ASC. He stated that every semester there are inquiries from the community about sitting in on classes to gain knowledge and experience. These individuals wouldn’t be responsible for taking exams or to earn any college credit. After discussion, IT WAS SUGGESTED THAT Provost Mumper take this proposal to the Faculty Senate and the Graduate Council to obtain faculty perspective.

*Budget:*
Mr. Mansheim reported that we’ve sold bonds at 5.1% for financing the new housing facility. These sold within 1.5 hours, and were purchased locally. Alamosa State Bank purchased $1.4 million and
Edward Jones Investments purchased $200,000. So far all planning appears positive. At a recent State CPO meeting, the stimulus package was discussed. A large percentage is estimated to go to support school districts for elementary and secondary education for FY 2008 or 2009. If this happens, we could be in a good position to receive back a portion of our rescission. Although the base for Higher Education was cut next year, so was K-12, which will help us out. There could be $1.38 million available for modernization, renovation, and repairs for the Richardson Hall Project. There are $50 million dollars worth of requests that need to be granted first, and then RH can be considered. Thus far, we’ve budgeted for our $557,000 rescission amount, and its hopeful that we will have to give back next year $416,000 instead of the $800,000 original estimated. Through the assistance of Congressman John Salazar, we could obtain Omnibus appropriations to assist us with expenses to build a simulation nursing lab here at ASC. On Friday, UNC will introduce the tuition flexibility Bill, which exempts them from State Fiscal Rules. There are discussions regarding Senate Bill 170; which will allow illegal aliens that are high school graduates to be tuition eligible for college. IT WAS SUGGESTED to place this topic on next month’s agenda for discussion.

Provost Mumper commented that the Community Colleges are pursuing statewide articulation agreements. Discussions are taking place at the State Academic Council.

### Information Items:

**Recruitment Initiatives:**

Provost Mumper stated that other institutions around the state are reporting a decline in college applications. Here at ASC our application numbers are up, and across the board we look positive. Transfer applications are up and admit numbers are up. ASC is aggressively recruiting at the community college level. Jackie Rowbury and Phil Schroeder are meeting with students and are able to admit them on the spot.

The *California Initiatives Project* is in progress, 20,000 students have been contacted. The *Experience Colorado* website has been established along with compelling video-testimony from a student. The *Good Neighbor Scholarship* has been renamed, now called the *Experience Colorado Scholarship*. A Face book campaign called Google Ad words has been launched, and will pinpoint various demographics. When the link is selected, it will take the viewer to the *Experience Colorado* website. California high school students have been targeted as well as Jr. College students. ASC’s Face book site is getting quite a bit of action these days, the 2013 high school graduating class has been contacted and they are encouraged to have conversations with one another about the college experience.

Currently we are on the brink of recruiting students from Pakistan. Mr. Masood Ahmad and Dr. Tim Armstrong will be visiting students during Spring Break in hopes of recruiting for our MBA and graduate programs. Mr. Diego Trujillo has also created an international presence on our website. The online application through Banner will enhance all of this.

On March 5, the Road Trip comes to ASC. This is the trip where we bring in students from the Front Range and New Mexico to visit our campus for a day. IT WAS SUGGESTED THAT an email be sent to the campus notifying them of this event.

### New Business:

Currently there are 100+ comments suggestions and 120+ comments posted to the *Virtual Suggestion Blog*. The Cabinet discussed that the project should be finalized in some way to
bring closure to the budget cut process. This blog concept is a great communication tool and can be used to generate topics of conversation at the campus level.

**Adjournment:**
MOTION: Mr. Marquez moved to adjourn. Meeting adjourned at 10:36 AM.

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