The ASC Cabinet convened a regular meeting on Wednesday March 6, 2013 in the Student Union Building (SUB), Room 309.

Call to Order:
With the restructure of presidential committees, the Cabinet meeting facilitator will serve on a rotating basis. Current Executive Council members will alternate the facilitation of Cabinet meetings. Dr. Novotny called the meeting to order at 1:00 P.M.

Roll Call of Members:
Mr. Eric Carpio - Present
Mr. Jeff Cook - Present
Mr. Kevin Daniel - Present
Ms. Heather Heersink - Absent
Mr. Larry Joe Hunt - Present
Dr. Brent King - Absent
Ms. Lori Laske - Absent
Ms Tammy Lopez - Present
Mr. Bill Mansheim - Present
Mr. Ken Marquez - Present
Mr. Matthew Martinez - Present
Dr. Michael Mumper - Present
Dr. Matt Nehring - Present
Dr. Frank Novotny – Facilitator
Ms. Patti Ortiz – Present
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present

Guest: Dr. Mark Finney, Associate Professor of Mass Communication; Ms. Mariah Pepe, AS&F Secretary.

Mr. Martinez introduced Ms. Mariah Pepe, Secretary of AS&F. She is a social studies education major from Albuquerque and is in her 2nd year here at ASU. Ms. Patti Ortiz was introduced as the Colorado WINS representative. The Cabinet proceeded to introduce themselves.

Approval of Agenda:
The agenda was amended to add the following information items: D. Banner Upgrade; E. Undergraduate Admissions; F. Colorado WINS report; G. Press Report

MOTION: Mr. Marquez moved to approve the agenda as amended. Mr. Mansheim seconded, all were in favor.

Consent Agenda:
● February 6, 2013 Meeting Summary

MOTION: Mr. Mansheim moved to approve the Consent Agenda as presented and hearing no objections, the Consent Agenda was approved.
Action Items:
Approval of Academic Policies:
Dr. Novotny thanked the Cabinet for their feedback to the following policies and indicated that the CAO designation was changed to VPAA.
- New Course Approval/Course Changes
- New Program Approval
- Program Changes

MOTION: Dr. Nehring moved to approve the academic policies as revised. Mr. Marquez seconded the motion, all were in favor.

Approval to Delete the Transfer of Remedial Coursework Policy:
It was stated that the Transfer of Remedial Coursework Policy is no longer needed. Nine years ago, the Records Office worked in conjunction with Athletics to rectify issues, the coding structure that was used is no longer being used today.

MOTION: Dr. Nehring moved to approve the deletion of the Transfer of Remedial Coursework Policy. Mr. Marquez seconded the motion. All were in favor.

Discussion Items:
ASU Voicemail System:
An email sent to President Svaldi in February, 2013 indicated that the One Stop continues to experience issues when transferring telephone calls to faculty and staff on campus. Often times, voicemail boxes haven’t been set-up, so messages cannot be left. Other times, messages are left and individuals do not return phone calls. This practice frustrates One Stop staff, because they are not able to immediately rectify student issues.

After discussion, Mr. Daniel AGREED TO work with Ms. Karla Hardesty to determine whether a policy needs to be established. President Svaldi AGREED TO send out a campus-wide email asking those to contact the Computing Services Help Desk for assistance in setting up voicemail services.

1st Reading: ASU Connections Mentoring Policy:
Dr. Nehring presented the Policy and asked the Cabinet for feedback. The purpose is that ASU will provide new faculty, staff and department chairs the opportunity to engage in a mentoring relationship with a more senior member of the ASU community who is familiar with the procedures, policies, and culture of the college. The formal mentoring program, hereby known as “ASU Connections” will be facilitated by a small group, the Mentoring Working Group, to be appointed by the President.

Technology Fee Increase Proposal:
Mr. Marquez indicated that the Technology Fee Increase proposes a $1 per credit hour fee increase beginning in academic year 2013-2014. This fee will cost full-time students a maximum addition of $12 per semester. This fee will be collected from all students for the purpose of providing computer labs, licensing, bandwidth, support, and other technology to the students. The Technology Fee Increase states the following reasons for the increase:
• This fee has not been adjusted (even for inflation) since Fall of 2007, while the costs of technology have grown considerably.

• The State of Colorado and Adams State University have many fiscal demands that make it difficult to maintain state-of-the-art technological environments for instructional programs and general student use in a time of rapid technological change.

• Adams State University students have much higher expectations of technology than ever before; students bring more devices to campus with more bandwidth needs and countless other technology requirements that didn’t exist even a few years ago.

• Adams State University is committed to insuring that students have appropriate access to technological resources required to meet the needs of their academic programs.

Therefore,

• to provide state-of-the-art instructional technology,
• to adequately develop and maintain the technology infrastructure required to support Adams State University,
• to maximize the impact of both student-owned and institution-owned computing and technological resources,
• to further provide Adams State University students with a competitive advantage, and
• to enhance and direct adequate funding to these purposes,

Parking/Security Fee Increase Proposal:
Mr. Marquez indicated that the Fee Increase proposes a $50 per semester parking/security fee increase. Students currently pay this fee through their tuition. This tuition process will be replaced with the new fee structure so the dollars generated can be used to maintain parking lots and security issues. The Fee Increase states the following reasons for the increase:

• The current fee built into tuition is used for general fund purposes however the fee structure will allow us to earmark the dollars towards parking lots

• The university sees the importance of security issues across campus therefore dollars will be earmarked for security

• Signs across campus will continue to need replaced and changed over to ASU rather the ASC. Stickers have been temporarily placed over the old ASC logos but with weather those will eventually fade through deterioration.

Therefore,

• To maintain parking lots (i.e. potholes, striping, signs)
• To institute new security initiatives across campus
• Included with the fee is a parking decal at no additional out of pocket expense to the student. An R decal will be issued to Residential and a C decal to Commuter students.
Mr. Marquez indicated that both proposals have been presented to the AS&F Senate. Both will be posted for 30 days in the Student Union Building (SUB) and public forum dates are March 18 and April 1. Students will vote on April 12 and then both proposals will be presented to the Board of Trustees.

A discussion ensued regarding building lock up and Mr. Marquez AGREED TO meet with Joel Shultz, Rodney Martinez, and Bill Mansheim to address building lock up issues.

**Information Items:**

*Budget:*
Mr. Mansheim indicated that the Joint Budget Committee (JBC) met today. Adams State received $167,000 this year as one-time money from the overall Governor’s request of $30 million. The JBC cannot comment at this time whether additional money will be available.

On the other hand, $187 million has been approved for capital construction projects with $142 million on the table for Richardson Hall (RH) renovation. At a minimum, funding for the RH Auditorium remodel will be approved. The Field House will likely be funded. Adams State will just have to wait and see how this will play out.

The sequestration affected our bond financing and Federal Work Study could be reduced by $20,000. It’s possible that funding for Title V, TRIO, and Student Support Services could be reduced. Construction projects are set for year 2 of the STEM Grant. A Summer STEM Academy is also set in year 2. If the Grant is cut, it’s possible that the 2-week program will have to be cut by one week.

*Strategic Planning Updates: Mission/Vision Statements:*
Goals statements will be developed and presented to the larger group for recommendation.

*CELT Name Change:*
Dr. Nehring announced that at a recent retreat, the CELT group changed the name from CELT to CIELO. The group felt that the name CELT was too restrictive to only those who have undergone the CELT experience; it is now much more inclusive. CIELO stands for Community for Inclusive Excellence, Leadership, and Opportunity.

*BANNER Upgrade:*
Mr. Daniel reported that Banner Web Services will be down on March 14 from 8:00-9:30, communication will be sent to the campus. There will be an upcoming upgrade to the Banner architecture in the near future.

*Undergraduate Admissions:*
Mr. Carpio reported that 80% of 1st time freshmen have made it through the application cycle. Currently applications are up by 70%, with 140 applications completed. There are 90 admitted students and 30% of our transfer students have made it through the cycle as well, which is a bit behind compared to last year. All-in-all, fall looks good. We will have a better sense in April.

Mr. Carpio announced the Developmental Education ACT Academy to be held on March 19 which will offer preparation in ACT, Reading, Math, and Science. There will be up to 180 high school juniors from Valley high schools on the campus.
**Colorado WINS update:**
Ms. Ortiz explained that Colorado WINS represents state employees who work to ensure the quality of life in communities across the state. Colorado WINS works diligently to secure the safety of working conditions, and pay and benefits for state employees. She is the Adams State representative, and Pat Roybal is the Colorado Executive Board member and Chapter Vice President for District 1. They will be attending the Lobby Day on Monday at the State Capitol.

**SLV Promise:**
Dr. Mumper announced a new scholarship opportunity called the SLV Promise. Beginning this fall, ASU will launch the award program, which guarantees all qualified low-income SLV students to receive sufficient financial aid to cover the entire cost of their tuition and fees, plus $1350 for incidental educational expenses for the 2013-2014 academic year. ASU moved around Financial Aid dollars to provide this repackaging to SLV students. Requirements are that students must complete a FAFSA by June 1 and register for Fall classes by July 1; this will provide the opportunity for tracking these students.

**AS&F Reports:**
Mr. Martinez reported planning a leadership summit and will visit with local high schools and state universities to visit student government groups to solicit ideas for best practice. An election is scheduled for March as there are 3 executive board members who will be graduating; there is much interest from students in being involved with the Senate. The AS&F Executive Team has made a decision to change the mission statement. The Senate was asked for its opinion regarding the Voter Registration and the Concealed Weapon Bills, and will be sending 2 letters of opinion. Mr. Martinez inquired about the recent budget cuts and how the AS&F Budget will be affected. Mr. Mansheim AGREED TO meet with the Senate to discuss the status of the budget and its impact to AS&F.

**New Business:**
No items were presented.

**Adjournment:**
The Cabinet asked Ms. Griego to develop a process to rotate meeting facilitation, and to add a category to the agenda for the Colorado WINS report. The meeting adjourned.

Respectfully Submitted,

[Signature]

Donna L. Griego,
Assistant to the Senior Vice President