The members of the Adams State University President’s Executive Council convened in a regular meeting on March 7, 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 – Present  
Karla Hardesty - Present  
Heather Heersink – Present  
Lori Laske – Excused  
Tammy Lopez – Present  
Ken Marquez – Present  
Beverlee McClure – Present  
Larry Mortensen – Present  
Frank Novotny – Present  
Tracy Rogers – Present  
James Trujillo – Present

Guest(s): John Owsley – AS&F Business Senator  
Aaron Davis – AS&F First Year Senator  
Alex Lopez – AS&F Business Senator

Follow-up Items

Strategic Plan

No report was given.

Facilities Construction Project Updates

No report was given.

General Updates

President McClure reported the Women’s Week Reception held at the Marvel House on Friday, March 4, 2016 was a huge success. An estimated 90 women from campus attended.

Ken Marquez, Vice President for Student Services, asked for guidance regarding a Guaranteed Tuition Program question from a student. He informed Council the student will attend National Guard training in the fall 2016, and questioned if he would be able to take advantage of the guaranteed tuition rate of 2.5% upon his return to campus spring 2017. Council agreed he would be eligible to lock-in the 2.5% rate upon his return spring 2017.
Tracy Rogers, Human Resources Director, informed Council of the passing of former Payroll Manager Shirley Gibson’s husband. Council expressed their deepest sympathies to Ms. Gibson and her family for their loss.

**Personnel Contract Recommendations**

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the Department of Athletics (2), and from the ASU Bookstore.

After review of each request, including funding, budgetary concerns, and possible outsourcing of the bookstore, Council unanimously agreed to approve the requests as presented.

Additionally, Director Rogers informed Council the institution traditionally funded those employees who require an H-1B Work Visa. She reported there will be two employees requiring said at the cost of approximately $3,275 each. Council agreed to fund the visas. The costs will be covered from vacancy savings.

**Enrollment Update**

Eric Carpio, Assistant Vice President for Student Services, informed Council that summer registration begins March 28, 2016, and fall registration begins April 4, 2016. ASU Admissions Counselors will visit all Valley schools to assist with pre-advising and pre-registration. During the week of spring break, any Valley students who did not meet with an admission counselor at their school, will be encouraged to visit campus to pre-register, take the Accuplacer test, check on financial aid, and enjoy activities at the Rex Activity Center that are being planned as an incentive to visit campus.

April 11 – 18, 2016, counselors will be on the Front Range advising and registering students. In late April, early May, counselors will be in the New Mexico area advising and registering students.

*Lonestar Scholarship* award letters have been sent to all admitted students from Texas who qualified for the scholarship. He reported applications and admissions are up compared to data from the same time the previous year, with the majority of the increase from Colorado residents, including an increase in Valley admits. Colorado Springs admits have increased 50%, Pueblo admits have increased 60%, in addition to slight increases at other Front Range areas. Non-resident admits are lagging behind slightly, however he is optimistic those numbers will increase. It was suggested reaching out to students from Texas, who have not returned, to see if they know about the *Lonestar Scholarship*. 
Agenda Items

Library Resolution

John Owsley, Aaron Davis, and Alex Lopez, Adams State students, members of AS&F, and the Nielsen Library Subcommittee, presented recommendations to Executive Council regarding the hiring freeze on the User Experience Librarian position. They stressed the importance of the library being properly staffed by professional librarians, the value the library has to students, and the concern students have regarding reduced hours of operation.

President McClure thanked the students for their input and assured them the hours of operation will remain the same, including being open on Saturdays. An efficiency study will be conducted regarding library staffing and hours of operation.

Higher Learning Commission Update

President McClure informed members of Executive Council that notice has been received from the institution’s accrediting body, the Higher Learning Commission (HLC), that all of the institution’s academic programs have been placed on probationary status, resulting from issues raised in a Chronicle of Higher Education article. It was explained all campus academic courses are still accredited. Requests to meet with the HLC President and HLC Board of Trustees have been denied. A response letter will be sent to HLC and shared with the campus, as well as a letter to students and parents explaining the situation.

Wall of Honors Project Update

Eric Carpio, Assistant Vice President for Student Services, updated Council regarding the Wall of Honors Project proposal. He reported that he and Jess Gagliardi, Instructor of Developmental Education, met and identified two possible areas in Richardson Hall to display honor society’s banners. He suggested the wall on the first floor between the auditorium and the restrooms would have best visibility if the current artwork could be relocated, or along the center stairwell walls.

Carol Guerrero-Murphy, CIELO Inclusive Excellence Liaison, said Gustavo Plascencia, Assistant Professor of Art, has convened a student group to draft a proposal for additional art work on campus. It was suggested the student group meeting with Assistant Vice President Carpio and Jess Gagliardi to further discuss placement of the Wall of Honor project. It was also agreed the display should be “uniform and symmetrical.” Assistant Vice President Carpio will follow-up and report his findings at a future Executive Council meeting.

Personal Identification Numbers (PIN) Discussion

Ken Marquez, Vice President for Student Services, informed Council that student Personal Identification Numbers (PINs) have been released to students for the past several semesters in an effort to increase enrollment and encourage students who have not completed their registration to do so, especially during summer months.
Council discussed the purpose of the PIN and obstacles students face when trying to register, as well as the need for effective academic advising. Feedback from the Student Success Center was the student PIN requirement is the only mechanism in place requiring students to meet with their academic advisors in order to register. It was reported that national data reports the use of PINs increases retention and student success, especially among first-generation students.

Options were discussed including shifting the responsibility to the advisor rather than the student. By allowing the student to register for a class without a PIN, a “hold” for the student would be created, ensuring a spot for the student in that particular class. The academic advisor would be responsible for reviewing the hold, and approve the student for the class. It was also suggested advising during the summer months could be accomplished via email. It was agreed broader feedback on the use of PINs is needed from AS&F, Faculty Senate, Academic Council, etc.

The implementation and use of Degree Works was discussed. Kurt Cary, Vice President for Administration and Finance, will research what steps need to be taken to expedite its implementation. The PIN topic will placed on the March 28, 2016 combined Executive Council/Budget meeting agenda for further discussion.

Video Security Issues

Kurt Cary, Vice President for Administration and Finance, addressed potential liability issues regarding the lack of surveillance cameras on the north-end of campus, noting there are no exterior surveillance cameras on the north side of campus. Bids for the installation of seven cameras received ranged from $23,000 to $25,000. Council discussed funding sources for the cameras including possible grants and installing the cameras in phases.

Council discussed the Clean Energy Solar Rewards Program offered by Xcel Energy in conjunction with the Department of Energy. The program could potentially offer cost savings on electric use, and would require a 20-year commitment from the institution. Schools and businesses in the area, currently participating in the program, will be contacted to determine if the program would benefit the institution.

Additionally, a Memorandum of Understanding (MOU) between the San Luis Valley Area Health Education Center and the ASU Police Department has been proposed to allow the use of a medication call “Naloxone,” an opioid antagonist used to counter the effects of an opioid overdose. Naloxone only works if a person has opioids in their system; the medication has no effect if opioids are absent. Each officer would be trained for proper use. Council unanimously agreed to the proposal.

Emeritus and Retiree Policy

Council engaged in discussion regarding campus perks for emeritus and retired employees, and the need for a formal policy to be implemented to govern who receives campus retirement incentives.

Ken Marquez, Vice President for Student Services, informed Council emeritus faculty receive a lifetime campus pass, which allows access to the Rex Activity Center and Nielsen Library, and to attend campus events, such as sports, theatre, and music, etc.; a lifetime campus parking
permit; an ASU email address; and access to an on-campus office if available. He further explained Dr. Svaldi started offering retired staff a lifetime campus pass and parking permit as a small token of appreciation for their years of service to the institution. Of those retired faculty and staff who received a lifetime pass, currently seven retirees are taking advantage of the incentive and use the Rex Activity Center on a regular basis. Council agreed a tiered level of incentives should be considered, depending on individual’s status upon retirement. Ken Marquez and Margaret Doell, Assistant Vice President for Academic Affairs, will meet and draft a proposed Emeritus and Retirees Policy.

Karla Hardesty, Director of Marketing and Enrollment Management, suggested implementing a “donor recognition program” in an emeritus faculty’s name as another means of differentiating incentive tiers.

Visitor Parking Discussion

Council discussed the need for designated visitor parking spaces in parking lots across campus, and the need to effectively communicate to event coordinators that visitor parking permits are needed while on campus and are available through the Adams State University Police Department. Kurt Cary, Vice President for Administration and Finance, will meet with the ASU Police Department to discuss possible solutions to the visitor parking issue. He will also review the institution’s facility use process and address visitor parking. The visitor parking topic will be readdressed at the March 28, 2016 combined Executive Council/Budget meeting.

High School Concurrent Enrollment

Eric Carpio, Assistant Vice President for Student Services, provided information regarding high school concurrent enrollment during the summer. He reported the summer schedule has been revamped to better allow high school students to take general education courses during June and July. Additionally, he reported the high school concurrent rate offered during the fall and spring will now be offered during the summer.

Adjournment

The meeting adjourned at 10:36 a.m.