ADAMS STATE UNIVERSITY
President’s Cabinet Summary
March 17, 2014

The members of the Adams State University President’s Cabinet convened in a regular meeting on March 17, 2014 in the Student Union Building, Room 309.

Call to Order: Facilitator Lori Laske called the meeting to order at approximately 3:05 p.m.

ROLL CALL

Eric Carpio – Present
Kevin Daniel – Present
Margaret Doell – Present
Heather Heersink – Present
Carol Guerrero-Murphy – Present
Larry Joe Hunt – Absent
Lori Laske – Present
Michelle Little – Absent
Tammy Lopez – Absent
Bill Mansheim – Present
Kenneth Marquez – Present
Christy Miller – Present

Michael Mumper – Present
Matt Nehring – Present
Frank Novotny – Absent
Patti Ortiz – Present
Judy Phillips – Absent
Tracy Rogers – Present
Walter Roybal – Present
Mark Schoenecker – Present
David Svaldi – Present
Mr. Scott Travis – Present
Carol Smith – Present
Demetrius Vigil – Absent

Guest(s):
Rob Bond – Laboratory Support
Mick Daniel – Director of Student Life & Recreation
Benjamin Evans – AS&F

APPROVAL OF AGENDA

Facilitator Lori Laske called for a motion to approve the agenda.

Walter Roybal, Asst. VP of Extended Studies-Academics, requested that the following items be added as a Discussion Item:  Empower You; Kick-Off and Signs

David Svaldi, ASU President, requested that the following item be added as an Information Item: Strategic Planning Update

Motion: Ken Marquez moved to approve agenda as amended. Margaret Doell seconded. The motion passed unanimously.
CONSENT AGENDA

Facilitator Lori Laske called for a motion to approve the February 24, 2014 Meeting Summary.

Motion: Walter Roybal moved to approve the February 24, 2014 Meeting Summary. Ken Marquez seconded. The motion passed unanimously.

ITA: Mike Nicholson, Title V / Proposal: UNIDOS: Building Pathways to Access & Opportunity in URG Region (UNM Submission)
Discussion ensued regarding the two ITA’s listed by Title V. Bill Mansheim explained that they are essentially two submissions to the same grant opportunity in which partnership between Adams State University and the University of New Mexico would result. The differences in the submissions are based solely on which school is the lead in the grant submission and the grant submission titles.

Motion: Bill Mansheim moved to approve. Kevin Daniel seconded. The motion passed unanimously.

ITA: Lillian Gomez, Title V / Proposal: Increasing Access to Education & Opportunity in Upper Rio Grande Region (ASU Submission)
Dr. Mumper explained to the group that this is a large grant proposal that guarantees $775,000.00 a year for 5 years and is a cooperative proposal between ASU and UNM-Taos. It is intended to develop and strengthen fully online degree programs. It would build 6 pathways to BA degrees. Learners would begin at UNM-Taos for the first 2 years and end their programs at ASU. Most of the courses listed are already offered online, so this would provide funding that would allow for the improvement of existing courses, provide curriculum retreats for department personnel to discuss articulation, as well as strengthen our online infrastructure. Some courses may be hybrid depending on the individual programs. Although the RFP has not yet been released, there are indications it will and it would only allow 30 days for submission which is not sufficient time to bring this back to Cabinet, therefore approval is being sought at this meeting.

Bill Mansheim suggested working towards institutionalizing the positions to be created via enrollment growth funds as early as possible so that positions are not lost at the end of the 5 year grant. The positions in question would be an AITC Trainer and a Course Designer. Obligations by ASU to continue services set up by the grant will be contingent up availability of established revenue upon the grant’s expiration.

Walter Roybal requested that Extended Studies be included in future discussions moving forward as it was previously noted that there may be a redesign of some Extended Studies courses.

(Transcription Notation: Although originally submitted as a “Discussion Item,” as the meeting progressed it was determined this was actually a consent item.)

Motion: Margaret Doell moved to approve. Carol Smith seconded. The motion passed unanimously.
ITA: Robert Bond, Head Coach / Proposal: ASU Shooting Sports Initiative
The first question raised was in regard to storage of ammunition. Ken Marquez responded that the grant allowed for the purchase of a safe which would be housed in the locked evidence room of the ASU PD. Robert Bond went on to answer various questions about the grant and the club/sport initiative that he submitted. It would make ASU the fourth school in the state to have such a club/sport.

Motion: Ken Marquez moved to approve. Kevin Daniel seconded. The motion passed unanimously.

ACTION ITEMS

2nd Reading: Worker’s Comp & Return to Work Policy
No further discussion took place outside of what was already addressed in the Safety Policy discussion.

Motion: Heather Heersink moved to approve. Margaret Doell seconded. The motion passed unanimously.

2nd Reading: Work Hours and Overtime Compensation
Tracy Rogers informed the group that a minor change to section 2B of this policy would be made to account for the exemption of ASU PD personnel who, per FLSA, can have a 28 day work period. Current standard policy lists a 40 hour work week, five days a week.

Dr. Svaldi questioned how the latest executive order from President Obama may impact this policy. It was explained the order addresses the argument that too many employees are misclassified as “exempt or independent contractors.” Tracy is taking this information into account but does not see the need for modifications at this time.

Motion: Dr. David Svaldi moved to approve pending changes to policy 2B. Ken Marquez seconded. The motion passed unanimously.

2nd Reading: ASU General Safety Guidelines
Tracy Rogers briefly explained that the guidelines presented should be the starting point of policy for individual ASU department. However, departments such as Art, Chemistry, Facilities, etc. whose circumstances/situations may fall outside of the standards are strongly encouraged to expand upon these policies based on “near misses” already experienced. Tracy will send out Safety Policy Information to be distributed to and signed by ASU employees.

Dr. Christy Miller, Professor of Chemistry, raised questions as to how chemicals that are alcohol by definition, such as ethanol fit into existing safety guidelines. She went on to address brewing workshops that take place on campus with Chemistry Club and their place in current policy. Dr. Miller also questioned the policy as it refers to hazardous materials and the Hazardous Material Safety Data sheet, for which information is not currently available. Tracy responded that
somehow/somewhere this information must be readily accessible in the event of a spill. According to Robert Bond, Laboratory Support, there is a spot on the ASU Portal, but the link does not work and must be looked into.

Discussion took place regarding policies as they pertain to injury of ASU personnel and ASU work study students injured while working for ASU. It was noted that policy/procedures differ for general ASU students injured outside of a work study/work situation.

Motion: Christy Miller moved to approve pending minor changes based on today’s discussion. Ken Marquez seconded. The motion passed unanimously.

2nd Reading: ASU Key Policy
Far too many unanswered questions, issues, and gray areas remain, such as replacement cost liability for individuals VS departments, approval of policies not currently in practice that would have significant implementation costs, form modification, policy flexibility as it applies to key-use by trusted ASU student employees who do not have personally issued keys, liability issues surrounding grand master keys, etc.

Ken Marquez suggested the item be tabled allowing the formation of a sub-committee to address issues raised, revise the policy, and bring it back to Cabinet at a later date. Ken Marquez and Kevin Daniel agreed to sit on the sub-committee. An invitation to Joel Schults and Don Connell to also sit on the sub-committee will be extended. It was the general consensus of the group that this is the correct action to take at this time.

2nd Reading: Electronic Security Systems Policy
Kevin Daniel presented to the group that a version of this policy was brought to Cabinet sometime last November. At that time, several questions came up along with commentary on the policy. Kevin took that information to Jessica at the State AG’s office. She provided him with several of comments which he put into the latest draft of this policy. The newest policy draft was also reviewed and approved by Joel Schults of the ASU PD. Basically, what remains is the implementation of structure and protocol for those departments that want to put a camera system in place. This would include understanding the legality of where the camera(s) can be placed along with, coordination/approval with Computing Services, Facilities Services, and the ASU PD. The group did not see the need for further discussion beyond what has already taken place.

Motion: Mark Schoenecker moved to approve the newest version of the policy. Ken Marquez seconded. The motion passed unanimously.

2nd Reading: Student Life and Recreation Fee Proposal
Ben Evans, addressed the group giving a brief history of how the proposal came about as a result of questions posed to AS&F regarding the prohibited use of Plachy Hall by non-athletic teams. Four students formed a committee to address the question and found that indeed, non-athletic teams were expected to use facilities such as the REX. Following a meeting with Bill and the Executive Team, a modification of the proposal was made to help Student Life as a whole and to include GAB, Adventure Sports, AS&F, and the REX. Changes to the original proposal includes (1) the addition of $1 to college service fees rather than $40 flat fee originally proposed, (2) payment of full fees in summer rather than ½ rated fees, and (3) use of funds originally proposed
for an intermural position (which has been eliminated) for the purchase of capital equipment and
the restoration of programming. The $1 addition to college service fees would be effective Fall
2014 and the full college service fee rate for Summer would be effective Summer 2015,
contingent upon approval by the Board of Trustees and the required 30 day posting for ASU
students.

Motion: Bill Mansheim moved to recommend approval by the President based on Cabinet
support. Ken Marquez seconded. The motion passed unanimously.

2nd Reading: Academic Policies
No questions were raised.

Motion: Walter moved to approve. Carol Smith seconded. The motion passed unanimously.

DISCUSSION ITEMS

1st Reading: Academic Policies
Margaret Doell, explained that the policies were categorized into two sections. Policies in
section A were very straightforward with minimal changes other than typo corrections and title
changes.

Policies in section B had more substantial changes based on recommendations from Academic
Council hoping to improve the educational experience for ASU students. Proposed policy
changes would include allowing students to choose which catalog they follow as they progress in
their degree program giving them the opportunity to take advantage of degree improvements
taking place after the start of their educational career. It would also “delink” the general
education requirements and the degree program requirements allowing students to pick the
educational path that works best for them.

Additional questions should be directed to Margaret Doell or Frank Novotny.

INFORMATION ITEMS

Empower U
Walter Roybal informed the group that Empower U events would kick off April 9th, 10th, 11th and
would include a 5K run, skateboarding clinic, yoga, health fair, walking groups, biking groups,
basketball groups, and Empowerment Through Food lecture. Promotions also include printed
materials intended to raise awareness for faculty, staff, and students about walking loops
in/around Alamosa available to them. The request was made that offices interested in promotion
in their areas of the event along with an all-around interest in health and well-being contact
Walter for printed materials.
NEW BUSINESS

No Submissions

AS&F REPORT

Ben Evans reported that elections are coming up the week of April 1st with two candidates for President, one candidate for Vice-President/Internal, and one candidate for Vice-President/External. AS&F is also preparing for the 4th Quarterly which is approaching

COLORADO WINS REPORT

Patti Ortiz reported that ASU had representatives at the State Capital on February 24th (Lobby Day) who were able to speak with Senator Larry Crowder and Representative Ed Vigil. ASU representatives articulated hopes that there would be support for the 3% across the board raise increase for State Employees and for protection of PERA benefits. Other discussion items were workplace safety and employer/employee respect issues. Patti also shared that the newest revenue forecast will be released tomorrow.

STRATEGIC PLANNING UPDATE

Dr. Svaldi reported that a Campus Roundtable recently took place along with a meeting of Steering Committee. Results of those meetings will be documented and released at a later date. The Steering Committee would also like to schedule a Work Session with Cabinet to comb through the information gathered and make recommendations about tactics and activities that were identified. Efforts will take place to try to find a workable date and time for both the Steering Committee and members of Cabinet. The possibility of utilizing a future Cabinet meeting for said Work Session was mentioned.

SUMMARY OF ACTIONS

Facilitator Lori Laske reviewed the summary of actions:
- Amended agenda - Approved
- February 24, 2014 Meeting Summary - Approved
- Consent Agenda - Approved
- ITA: Mike Nicholson, Title V / Proposal: UNIDOS: Building Pathways to Access & Opportunity in URG Region (UNM Submission) - Approved
- ITA: Lillian Gomez, Title V / Proposal: Increasing Access to Education & Opportunity in Upper Rio Grande Region (ASU Submission) - Approved
- ITA: Robert Bond, Head Coach / Proposal: ASU Shooting Sports Initiative - Approved
- Worker’s Comp & Return to Work Policy - Approved
- Work Hours and Overtime Compensation - Approved
- ASU General Safety Guidelines - Approved
- ASU Key Policy - Tabled until the formation of a sub-committee can revise the policy, addressing issues previously raised
- Electronic Security Systems Policy – Approved
- Student Life and Recreation Fee Proposal – Approved for presentation to ASU Board of Trustees
- Academic Policies 2nd Reading - Approved
- A Work Session for Cabinet members and the Steering Committee will be scheduled

**ADJOURNMENT**

Facilitator Lori Laske called for a motion to adjourn. Dr. Svaldi moved the motion. Christy Miller seconded. The motion passed and the meeting adjourned at approximately 4:40 p.m.

Respectfully Submitted,

Cheryl Ruybal,
Assistant to the Senior Vice President