The ASC Cabinet convened a regular meeting on Thursday March 22, 2012 in the Student Union Building, Room 315.

Call to Order:
Dr. Novotny called the meeting to order at 2:00 P.M.

Roll Call of Members:
Dr. Stephen Aldrich – Present
Mr. Eric Carpio - Present
Mr. Jeff Cook – Absent
Mr. Kevin Daniel - Present
Professor Margaret Doell - Present
Ms. Heather Heersink - Present
Ms. Lori Laske - Present
Ms Tammy Lopez - Absent
Mr. Bill Mansheim – Present
Mr. Ken Marquez - Present

Mr. Larry Mortensen - Present
Dr. Michael Mumper - Absent
Dr. Frank Novotny – Facilitator
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present
Mr. Erik van de Boogaard - Absent

Guests: Ms. Karla Hardesty, Assessment Coordinator/Enrollment Management Project Manager; Mr. Phil Schroeder, Financial Aid Director.

Approval of Agenda:
The agenda was amended to move Action Item A-Approval of ABM Policy to Discussion Item D. Also, two information items: C-CHSAA Advertising Results and D-Banner Testing were added.

Consent Agenda:
The following items were presented:
- March 8, 2012 Meeting Summary

MOTION: Mr. Marquez moved to approve the agenda as amended. Dr. Aldrich seconded the motion. All were in favor.

Action Items:
No items were presented.

Discussion Items:
1st Reading: Technical Failure/Technical Unsatisfactory Grade Policy Updates:
Ms. Hardesty indicated that the Policy was last updated in the Fall of 2005. This version is much more specific with the requirement of reporting the last day of attendance, and last day to
withdraw without penalty. There are still issues with tracking of students, however. The Technical Failure is used to report the last academic activity for the student, and faculty have discretion in assigning the TF. The TF and the TU will definitely impact a student’s financial aid. Mr. Schroeder indicated training sessions are being planned for academic departments.

The Cabinet was asked to provide feedback. The revised Policy will be presented for approval at the next meeting.

1st Reading: Intellectual Property Policy:
Dr. Aldrich indicated the Policy was developed by a committee; which was forwarded to President Svaldi and the attorney general, then to the Faculty Senate. In the Policy’s introduction, it states: Creating and disseminating knowledge are fundamental missions of Adams State College. The objective of this policy is to enhance the environment for the development of educational materials, scholarly works, and artistic works by clarifying the rights and responsibilities of the College and its employees. The College encourages and supports the creative work of its employees and recognizes that they typically produce educational materials, scholarly works, and artistic works over time, often at multiple institutions, and to a significant extent at their own expense (e.g. while in graduate school).

Dr. Aldrich asked the Cabinet to provide feedback. The revised Policy will be presented for approval at the next meeting.

1st Reading: Violence in the Workplace Policy:
Ms. Rogers indicated the Policy was developed with the Incident Management Team and is in compliance with the Governor’s Executive Orders. The Policy is an action plan for investigation when dealing with violence on the campus. In the Policy’s introduction, it states: Adams State College is committed to maintaining an environment of respect that is free from violence or threats of violence. ASC will not tolerate violence or threats of violence in the campus community and workplace. It is the policy of ASC not only to prohibit such behavior, but also to take seriously all reports of incidents, addressing each as appropriate. Further all weapons identified and defined in Colorado Revised Statutes § 18-12-101 are banned from ASC premises, except as otherwise provided by law. Ms. Rogers stated that a mass distribution must occur once the Policy has been approved; however, she is not quite certain how to reach everyone. The Policy still needs to go forward to the Academic Council, and the Classified Council.

Ms. Rogers asked the Cabinet to forward any feedback to Mr. Marquez. The revised Policy will be presented for approval at the next meeting.

Approval of ABM Policy:
Mr. Schoenecker stated the Policy was originated in 2003, and must be modified to reflect a more accurate depiction. First, there no longer is a Portal.adams.edu, and the Policy must expand the types of situations that an ABM email can be used for, and the current version does not include academically based situations. Mr. Schoenecker RECOMMENDS that Mr. Daniel meet with him to bring the Policy up-to-date.
Mr. Schoenecker asked the Cabinet to provide feedback. The revised Policy will be presented for approval at the next meeting.

**Information Items:**

*Budget:*  
Mr. Mansheim reported the budget forecast was good. There is a chance we may get some relief; however, our Financial Accountability Plan (FAP) won’t change. The Joint Budget Committee (JBC) still hasn’t acted on the FAP as of yet. The University Name Change Bill is in the stretch of the House Floor once again, and we are included with Metro. As a side note, there is a very wealthy individual who is lobbying against Metro’s bill. ASC’s lobbyist will meet with the Speaker tomorrow. There is a section in the local paper that announces Trustee Walters’ candidacy for House Seat 62; which happens to be Ed Vigil’s seat.

*Strategic Planning Updates:*  
A meeting is planned for 9:00 tomorrow morning in SUB 315, breakfast will be provided.

*CHSAA Advertising Results*  
Mr. Carpio and Mr. Roybal worked together to sponsor a live stream of the State Basketball Tournament. The cost was $820 from each of their budgets, and video of the 5-day event was streamed live. The impact was 83,932 hits with 192,673 page views. The focus was to promote rural high school athletics and sports.

*Banner Testing:*  
Mr. Daniel reported a kick-off meeting with Banner end users to communicate the server conversion project. End users will test Banner Forms and Processes in a test database to identify issues that might result from the conversion. The testing deadline is April 9, and the server conversion will take place at noon on Friday, April 13 on through Saturday.

*Summer/Fall Registration:*  
The Cabinet was encouraged to promote registration as registration for Summer began Monday March 19. Fall registration will begin March 26.

*Mobile Web Site:*  
Mr. Schoenecker announced m.adams.edu is the new mobile Web Site address for ASC that can be accessed through smart phones.

**New Business:**  
No new business was presented.

**Adjournment:**  
The meeting adjourned at 2:50 P.M.

Respectfully Submitted,

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Donna L. Griego,
Assistant to the Senior Vice President