The ASC Cabinet convened a regular meeting on Wednesday, March 24, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 3:00 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Present
Professor Margaret Doell–Present
Ms. Heather Heersink–Present
Dr. Don Johnston–Present
Ms. Lori Laski–Absent
Ms. Tammy Lopez–Present
Mr. Bill Mansheim–Facilitator
Mr. Ken Marquez–Present
Mr. Larry Mortensen–Absent
Dr. Michael Mumper–Present
Mr. Mike Nicholson–Present
Dr. Frank Novotny–Present
Ms. Tracy Rogers–Present
Mr. Mark Schoenecker–Present
Dr. Dave Svaldi–Absent
Mr. Erik van de Boogaard–Present
Dr. Diana Wenzel–Present

Guests: Mr. Joel Korngut, Director of Equal Opportunity; and Mr. Bruce DelTondo, Director of Housing.

Approval of Previous Meeting Summary:
The summary of the February 24 meeting was distributed electronically. Mr. Mansheim suggested that those who have corrections, should forward them to Ms Griego.

Approval of Agenda:
The agenda was amended to add an Action Item: C. Public Transportation Fee, and eliminate Information Item A. Colorado State Employee Assistance Program. Due to inclement weather, Yvonne Garber was unable to make the trip to Alamosa.

MOTION: Dr. Aldrich moved to approve the agenda as amended. Professor Doell seconded the motion. Motion passed.

Action Items:
Approval of Revised Intersession Budget:
Dr. Novotny presented a revised Summer Intersession budget for 2010. The budget is based on 10 students enrolled, and fifteen 3.0 credit hour courses. The following is the projected budget:

<table>
<thead>
<tr>
<th>Revenue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$70,000</td>
</tr>
<tr>
<td>Fees</td>
<td>$15,300</td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>$85,500</td>
</tr>
</tbody>
</table>
Expenses
ASC Overhead $21,060
Faculty Salary $37,500
Fac Pera/Medicare $ 5,625
Admin Salary $
Benefits $
Marketing $2,000
Operations $2,000
Support Staff (SS) $
SS Benefits $
Tech Fee Exp $15,300
TOTAL EXPENSES $83,485

Revenue Sharing $2,015

Projections for summer Intersession are based on 10 courses, 15 students per course ($156 Tuition, $43 Fees per SCH).

The Cabinet discussed the budget and noted that the $2015 Revenue Sharing item should be moved to the administrative salary item; therefore zeroing out the Revenue Sharing line.

MOTION: Mr. Marquez moved to approve the budget with noted amendments. Professor Doell seconded the motion. Motion passed.

Approval of Academic Policies:
Dr. Novotny thanked the Cabinet for providing feedback based on 1st Reading. Dr. Novotny has made the necessary revisions to all of the following, and is now presenting them for approval:

- Internet Delivery – Regular Academic Courses
- Gen Ed Goals, Outcomes & Requirements
- GPA Computation
- Guaranteed Transfer Courses
- IF Grades

The Cabinet questioned the Internet Delivery Policy. In Section IV.B, it is unclear as to how many signatures are required to approve new Internet courses. It was unsure of who actually signs off on courses once they’ve been developed. In Section V.C., it was unclear as to the role of Extended Studies, and in Section V.D. it is also unclear as to whether Extended Studies loads their own courses into WebCT. There were also questions with regard to how many templates are there, and who performs the final check when courses are finished. A typo was found in Section IV.E.-The Academic Instructional Technology Committee should really be The Academic Instructional Technology Center. The same goes for V.G. IT WAS SUGGESTED TO TABLE the Internet Delivery Policy.

Revisions to the Guaranteed Transfer Courses Policy include an amendment to the grade requirement in Section V.A. The grade should be changed to C-.

MOTION: Professor Doell moved to approve the Academic Policies as presented. Motion was seconded. Motion passed.
Public Transportation Fee:
Mr. Mansheim explained that SLV Transportation District is being funded through grant money to offer public transportation here in the Valley. They are also proposing that ASC establish a $2.00 per credit hour fee to extend their services to our students.

MOTION: Mr. Mansheim moved to not establish the $2.00 per credit hour transportation fee. Ms. Heersink seconded the motion. Motion passed.

Discussion Items:
Honors Index System for Rex Residence Applications:
Mr. DelTondo explained that he has devised a new system for selecting applications to the new residence hall. There are 67 beds available and the top 67 scores will be selected. Scores are based on a generic index score that combines credit points and CGPA points to achieve one overall score. Credit points are computed by the number of credit hours passed plus the current hours attempted. CGPA points are achieved by multiplying the cumulative grade point average times a 1.5 weight. A grid has been prepared that lists the CGPA points along the left-hand side of the grid and the Credit Points across the top. The Index Score is noted at the point of intersection. The top 67 Index Scores will be selected for the new residence hall. Bruce welcomes any feedback.

1st Reading Draft Background Check Policy:
Mr. Korngut explained that the Background Check Policy will be going forth to the Classified Employees Council and to the Faculty Senate in April. The following reasons were given in support of offering background checks:

- Protect students
- Shield college from liability
- Obtain 100% true information not supplied by applicants
- It is our obligation to check
- We are the only college without a policy

Had Virginia Tech, University of Alabama, Penn State, and Florida A&M have performed background checks, they may have alleviated the situations at their schools.

He also offered up a few concerns:

- Invasion of privacy
- Disqualification of candidates
- Discrimination
- Information could be used against candidates
- Not moral to adopt a policy

The background check would be offered once the Verbal Offer of Employment was made, and hiring would be contingent upon approval. Cost for background checks vary on the type of check that is needed, and could range anywhere from $30 up to $100.
The Cabinet discussed concerns with independent contractors, and who actually is covered in the policy. And IT WAS SUGGESTED TO LIMIT background checks to only security type positions and a clarification on the Job Announcement will need to be made.

Mr. Korngut asked the group to provide feedback, as he plans to bring the policy back for formal approval.

**Draft Strategic Plan:**
It was stated that the plan isn’t close to being finished yet. Specifics need to be attached to each goal; however, the plan needs to be sent to the campus by April. Reasonable objectives complete with dates and percentages need to be addressed; otherwise, information must be taken out. By March 30th, we should be ready to put it all together, and present it to the campus. We need to check with President Svaldi about Board approval before July. Perhaps an informational item in May and then revise the document as necessary in June, for final approval in July.

**1st Reading Academic Policy Review:**
Dr. Novotny explained that the following policies are policies that currently exist, and have been reviewed by the Academic Council, and placed into the proper policy format. He asked that the Council review them and provide feedback, as he plans to submit them for final approval at the next Cabinet meeting:

- Number of Credit Hours
- Academic Standing Probation
- GPA Required Grades
- High School Concurrent
- Technical Failure
- Technical Satisfactory
- Technical Unsatisfactory
- Developmental-Remedial
- International Student Admission
- Grade Appeals

It was AGREED to hold the High School Concurrent Policy until new legislation has been introduced. Dr. Wenzel will work with Dr. Novotny to revise the Policy.

**Information Items:**
**New Graduate Cohort in LLC**
Dr. Johnston announced a new on campus Teacher Education cohort to begin Fall 2010 in Language, Literacy, and Culture.

**Budget:**
Mr. Mansheim reported on the latest activity within the JBC. He stated that the FY 10-11 budget submitted by the Governor may not require further budget balancing. Much will depend on which forecast the JBC relies on this week when the budget is finalized. However, the budget still remains very volatile, whether the current budget submitted by the Governor will hold, will depend on future forecasts.

**Academic Awards Banquet:**
Ms Griego announced the upcoming Academic Awards Banquet to take place on April 29 at the Inn of the Rio Grande at 6:00.
New Business:
No new business.

Adjournment:
With no further business, the meeting adjourned at 4:34 PM.

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