The members of the Adams State University President’s Executive Council convened in a combined Executive Council/Budget Committee meeting on March 28, 2016 in the President’s Conference Room, Richardson Hall, room 2-301.

Call to Order: President McClure called the meeting to order at 9:03 a.m.

Attendance:

Eric Carpio – Present
Kurt Cary – Present
Margaret Doell – Present
Carol Guerrero-Murphy – Present
Karla Hardesty – Present
Heather Heersink – Present
Lori Laske – Present
Tammy Lopez – Present
Ken Marquez – Present
Beverlee McClure – Present
Larry Mortensen – Present
Frank Novotny – Present
Tracy Rogers – Present
James Trujillo – Present

Guest(s): None.

Follow-up Items

Strategic Plan

President McClure reported the strategic plan will be presented to the Board of Trustees at their May 2016 meeting for consideration of approval.

Facilities Construction Project Updates

Kurt Cary, Vice President for Administration and Finance, reported renovations at East Campus will begin mid-May 2016. Logistics for temporarily relocating individuals are being finalized, including a staggered moving schedule.

Ken Marquez, Vice President for Student Services, informed Council that all windows in the high-rise residence housing complex, which includes Moffat Hall, McCurry Hall, Houtchens Hall, and Savage Hall, will be replaced. Work on the project will be performed during the 2016 and 2017 summer months.

General Updates

President McClure informed members of Council that the Joint Budget Committee (JBC) will recommend a flat budget to the Governor, and the budget is not contingent on the Medical Provider Fee exemption. She reported on the “Role and Mission” component of the JBC’s funding formula, noting Adams State will remain neutral on the issue.
Council was informed Mary Griffin resigned her position as Trustee on the Adams State University Board of Trustees. A replacement will be sought.

Ken Marquez, Vice President for Student Services, reported Sodexo presented a proposal suggesting the Vistas Restaurant location include game-day activities, special day promotions, catered and special events, in an effort to build clientele and awareness of the area, with the goal of more robust offerings in the future. Sodexo also proposed managing the Grizzly Den convenience store, located in the Student Union Building, as well as possibly submitting a Request for Proposal (RFP) to assume management of the ASU Bookstore.

Council briefly discussed the proposal, including the need for Vistas to be open during game days, the ability for students to use their meal plan at Vistas and the food court, and parking concerns.

Larry Mortensen, Athletic Director, announced ASU Men’s Indoor Track and Field, and ASU Women’s Cross Country teams were recognized at the Pepsi Center in Denver, CO.

**Personnel Contract Recommendations**

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the ASU Police Department, the Department of Housing – Residence Directors (3), the Department of Music, the Department of English, Theatre, Communications, and the Department of Admissions.

After reviewing each request, including logistics and budgetary concerns, Council unanimously agreed to approve the requests as presented.

**Enrollment Update**

Eric Carpio, Assistant Vice President for Student Services, informed Council that summer registration starts today, with fall registration starting Monday, April 4, 2016. He provided current admission application data, noting freshman applications are up 4%, and admitted students are up 12%, compared to data from the previous year. Admission advisors are conducting pre-registration/advising workshops throughout the Valley in an effort to streamline and increase enrollment. Workshops along the Front Range and in the New Mexico areas are scheduled for early to mid-April. Council briefly discussed concerns regarding transfer students, the need for department representatives to be available during weekend campus visits, as well as the wish of departments to call students directly to help with the recruitment effort.

**Agenda Items**

**PIN (Personal Identification Number) Follow-up Discussion**

Council continued discussion regarding the use of Personal Identification Numbers (PIN), and shifting the responsibility to the advisor rather than the student which would allow the student to
register for a class without a PIN. The academic advisor would be responsible for reviewing the hold, and approving the student for the class. It was agreed to postpone any PIN process changes in the interim, noting the need to have Degree Works implemented as soon as possible to assist with student advising concerns. Kurt Cary and Karla Hardesty will develop a “Degree Works Implementation Timeline” to present to Executive Council at a future meeting. It was also suggested Kevin Daniel, CIO, be invited to attend future Executive Council meetings where Degree Works will be discussed.

**Visitor Parking Follow-up Discussion**

Kurt Cary, Vice President for Administration and Finance, informed Council that he and Paul Grohowski, Adams State University Police Chief, met to discuss campus parking issues. As a result of the meeting, the following questions/proposals were presented:

1. Standardize all campus parking lots for the benefit of students and visitors with the installation of highly visible signage in every parking lot. Council agreed.

2. Designating several two-hour visitor parking spaces at the Richardson Hall parking lot and the Plachy Hall north parking lot. Council agreed.

3. Currently the Nielsen Library parking lot is designated a “C-Commuter, and “E-Employee” only lot. It was proposed to add several two-hour visitor parking spaces in addition to including an “R-Residence” parking designation. Council agreed, citing the Nielsen Library parking lot is underutilized.

4. Proposed restricting/enforcing parking access in all campus parking lots, 24/7, or only during business hours, Monday – Friday, 8:00 – 5:00 p.m. Council decided parking enforcement should only occur during business hours, 8:00 – 5:00 p.m., Monday – Friday.

5. Restricting/enforcing “R-Residential” designated parking lots 24/7, citing students often cannot find parking during high traffic periods (game days, events, etc.). Council agreed to the enforcement of “R-Residential” parking lots 24/7 Monday-Friday only.

6. Proposed restricting/enforcing all campus parking lots during the summer months. Council disagreed and suggested the parking situation be closely monitored during the summer months, and if necessary, the issue be readdressed for the next season. The exception being the two-hour designated parking lot, located between the Student Union Building and A-wing of Coronado Hall, which needs to have parking enforcement year-round.

7. Should any campus group/club be allowed to charge for parking in any campus parking lot for special events? Council unanimously agreed no campus group/club be allowed to charge for parking in any campus parking lot.

8. Proposal to designate Faculty Drive roads one-way north from the First Street entrances to Sunset Drive and Murphy Drive. Council agreed, with the exception
of the short section of street that provides access/egress to the Nielsen Library parking.

9. Should the athletic practice fields located north of Facilities Services be accessible to the public and all fencing removed? Larry Mortensen said the fields are still used by rugby and other teams, and turf conditions are a concern by Facilities Services Grounds personnel. After discussion, Council agreed to leaving the fencing and making the fields accessible by having the gates unlocked.

ASU Student Club Storage

Ken Marquez, Vice President for Student Services, addressed a storage issue of the ASU Semillas de la Tierra dance club. Prior to the renovation of Richardson Hall, the group had a storage area for their costumes. Since then, they have rented a storage unit off-campus and can no longer afford the monthly storage fees. It was proposed the group be allowed to utilize the downstairs area of the Edgemont House for storage until a more permanent location can be found. Another possible storage location could be the storage units located at Plachy Hall. Council agreed to either location.

Campus Climate Update

Carol Guerrero-Murphy, Inclusive Excellence Liaison, provided a brief update regarding the current progress of the Campus Climate Survey. Efforts have been undertaken to improve the responses from the surveys, including the use of “face-to-face” surveys. Additionally, questions regarding campus safety, access to food, utilization of campus resources, and student perceptions regarding inclusion have been added to the survey.

TSJC Partnerships

Ken Marquez, Vice President for Student Services, informed Council discussions are ongoing to offer students from Trinidad State Junior College commuter meal plans, on-campus housing options, and the possibility of combining the ASU and TSJC bookstores to better serve students on both campuses. Council discussed access to campus activities, Rex Activity Center, etc, as well as billing concerns/options including direct billing.

Budget Committee

Heather Heersink, Assistant Vice President for Administration and Finance, presented a timeline of budget goals for the Committee to review. The Committee decided the document would be posted internally, password protected, with specific references to individuals redacted.

Adjournment

The meeting adjourned at 10:35 a.m.