The members of the Adams State College Cabinet convened in a regular meeting on Monday, April 2, 2007 on the campus of Adams State College, Luther Bean Museum.

**Attendance:**

Guy Farish – Present  
Georgia Grantham – Present  
Bill Mansheim – Present  
Ken Marquez – Present  
* Teri McCartney – Present  
Larry Mortensen – Present  
Mike Nicholson – Present  
Frank Novotny – Excused  
David Svaldi – Present  
Sandra Starnaman – Present  
James Trujillo – Present  
Julie Waechter – Present  

(*Facilitator)

Guest(s): “I’m Billy” award recipients.  
Mark Manzanares - Associate Professor of Counselor Education  
Tracy Rogers – Human Resources Director

**Approval of Summaries**

The March 26, 2007 Cabinet summary was approved.

**Announcements:**

President Svaldi informed Cabinet that an offer was made to one of the Vice President of Development candidates, however it was declined. Also, the Provost Search Committee will make their candidate recommendations today.

Georgia Grantham announced that early registration for the fall semester will start Monday, April 2nd. Additionally, an employee proposal to promote the institution has been implemented. Otis Hagar from Computing Services suggested promoting the institution during telephone “hold” times by having information regarding classes, events and history about the college instead of music.
Ken Marquez updated Cabinet on the September 9, 2006 shooting incident involving an ASC Public Safety officer. The District Attorney determined there was no basis for criminal charges against Officer Tresa Rupright. The criminal trial against Salomon Silva, Jr. who was involved in the burglary is scheduled for April 9, 2007.

Bill Mansheim will be out of the office April 5th – 13th.

Sandra Starnaman will be out of the office April 6th.

**Policy**

The voting on the *Independent Study, Individual Study, Late Adds, Late Drops, and Late Withdraws* policies was tabled.

**Course Management Policy**

Mark Manzanares, Associate Professor of Counselor Education, presented a proposed policy to provide guidelines for individuals or departments wanting to use a CMS other than WebCT. The guidelines would provide the procedures for implementing a CMS as an alternative or to replace the current CMS. Teri McCartney called for a motion to approve the policy as presented. Ken Marquez moved the motion. Larry Mortensen seconded. The motion passed unanimously.

**New Academic Technologies Policy**

Mark Manzanares, Associate Professor of Counselor Education, presented a proposed policy to provide guidelines for individuals or academic departments wanting to use non-supported software/hardware technologies for the use in academic classrooms. Teri McCartney called for a motion to approve the proposed policy as presented. Bill Mansheim moved the motion. Ken Marquez seconded. The motion passed unanimously.

**Action Items**

None.

**Information Items**

**“I’m Billy” Awards Presentation**

As part of the “Who’s Billy” campaign, several members of the Adams State College Faculty and Staff were invited to join Cabinet to be presented with a special “I’m Billy” citation. Those in attendance were:
Anti-Discrimination Training for Employees

Tracy Rogers, Human Resources Director, addressed the need for the institution to hold antidiscrimination/harassment trainings. The Attorney General’s office will offer four, two-hour sessions on April 19th and 20th. All employees are encouraged to attend one of the sessions.

BOT Discussion

Cabinet briefly discussed the upcoming Board of Trustees meeting which will be held in the downtown Denver area.

Planning Meeting Agenda and Schedule

Cabinet briefly discussed meeting dates, times and topics for upcoming Cabinet Planning Sessions. It was decided the meetings would be held every other Wednesday from 2:30 – 3:00pm.

Nomination for 2007 Billy Adams Award

President Svaldi asked for nominations from Cabinet to receive the prestigious Billy Adams Award for 2007. All agreed to submit names to Dr. Svaldi as soon as possible.

Latino Students: “Promoting Access and Success”

Mike Nicholson briefed Cabinet on a recent Excelencia in Education conference that he recently attended regarding Latino students.
Institutional Research Department

Mike Nicholson addressed the need to hire a full-time Institutional Research Director with an extensive background in that field. Cabinet agreed and noted the strong need for the campus to have true and accurate data.

Cohort Update

Teri McCartney informed Cabinet that the Department of Teacher Education is recruiting for a Masters of Arts in Education to begin in the fall of 2007.

Next meeting of Cabinet

The facilitator for the April 9, 2007 Cabinet meeting will be Frank Novotny.

Adjournment

The meeting adjourned at 10:50am.