The members of the Adams State University President’s Cabinet convened in a regular meeting on April 28, 2014 in the Student Union Building, Room 309.

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

ROLL CALL

<table>
<thead>
<tr>
<th>Present</th>
<th>Absent</th>
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<tr>
<td>Eric Carpio</td>
<td>Margaret Doell</td>
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<td>Kevin Daniel</td>
<td>Heather Heersink</td>
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<td>Matt Nehring</td>
<td>Carol Guerrero-Murphy</td>
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<td>Frank Novotny</td>
<td>Larry Joe Hunt</td>
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<td>Patti Ortiz</td>
<td>Lori Laske</td>
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<td>Judy Phillips</td>
<td>Michelle Little</td>
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<td>Tracy Rogers</td>
<td>Tammy Lopez</td>
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<td>Walter Roybal</td>
<td>Bill Mansheim</td>
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<td>Mark Schoenecker</td>
<td>Kenneth Marquez</td>
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<td>Demetrius Vigil</td>
<td>Christy Miller</td>
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Guest(s):
- Mike Chernesky: Rep. for STAC (Student Technology Advisory Committee)
- Tyler Egan: AITC/ Acting Director
- Christine Streeter: Rep. for ATAC (Administrative Tech. Advisory Committee)
- Karla Hardesty: Project Mgr/Enrollment Mgt & Program Development
- Stephanie Hilwig: Rep. for FTAC (Faculty Tech. Advisory Committee)

APPROVAL OF AGENDA

Facilitator Bill Mansheim called for a motion to approve the agenda.

Kevin Daniel, requested that his Information Item be moved to the top of the agenda to allow his presenters to leave early.

Motion: Heather Heersink moved to approve agenda as amended. Christy Miller seconded. The motion passed unanimously.
IT Governance Report
Kevin Daniel reported that the IT Governance Committee is comprised of himself, as Computing Services CIO, Heather Heersink/Asst. VP of Budget & Tech, Tyler Egan/ Acting AITC Director, along with chairs and co-chairs of ATAC, FTAC, and STAC. The goal is to get the committee together quarterly to report ideas, issues, and priorities received from their constituents and to make sure that those objectives are being included in Strategic Planning processes. The other goal is to report more regularly to Cabinet those things that are or may be an impact to the campus overall and bring transparency to IT Governance, while allowing the campus to become more involved.

Presentations Ensued:

ATAC – Christine Streeter gave a slide presentation and explained that ATAC’s primary purpose is to gather, review, and publish IT priorities for Administrative and Auxiliary departments. Committee members conducted an IT inventory of hardware and software in order to facilitate collaboration amongst departments, leverage existing technology, and to avoid duplication of technology. This task will be completed yearly. ATAC also serves as a clearinghouse for technology requests. Constituents were asked to provide a list of “Needs and Wants,” and based on feedback the committee came up with a Top Ten List of priorities for the campus. Prioritization was based on the number of departments expressing overlapping needs/wants, funding, and time/man-power resources. Christine Streeter and Karla Hardesty presented the list as follows:

* One Card System
* Document Imaging (Expanded Use by Campus)
* Room Scheduling Software
* Banner Workflow Implementation (Ongoing Task)
* Email (Implementation of a more accommodating Email platform than Squirrel Mail with a possible move to Gmail)
* Email (Automation of email generation to students from Banner)
* CAPP (Banner) or Degree Works (Advising Platforms)
* Digital Signage Solution (Campus Standard)
* Updated Work Order System
* Refreshment of Old Equipment

STAC – Mike Chernesky reported that STAC’s primary focus is to address student technology concerns. IT priorities were determined based on feedback gathered from social media, Senate meetings, and an email forum for the submission of ideas or issues. The list is as follows:

* Degree Specific Technology Fees
* Faculty Training (Because of an under-utilization of existing tech. by some faculty)
* Student Laptop Program (Cost could possibly be included in tuition costs)
* Continued WiFi improvement
* Improved Advising Software/Platform

FTAC – Stephanie Hilwig reported on the IT priorities list compiled as a result of information gathered from faculty. The list is as follows:

* Procedural Clarification Regarding Technology Upgrades
* Faculty Training on New/Current Technology
*Testing of Technology prior to Implementation
*Funding Source Expansion for Department-specific Technology Needs.
*Improved Student Advising Platform

CONSENT AGENDA

March 17, 2014 Meeting Summary

ITA: Solo Reach/UCCS (Summer Latino Ldrshp): Aaron Miltenberger

Facilitator Bill Mansheim opened the floor for discussion. No discussion against ensued, both items were approved by default and the committee moved on to the next item on the agenda.

ACTION ITEMS

NO SUBMISSIONS

DISCUSSION ITEMS

Proposed Use of Google Groups and Drive by Cabinet
Kevin Daniel proposed this transition, citing the benefits the migration would bring including, options to view documents by multiple users at the same time, using Google Groups to replace the current email set-up for Cabinet members, Google Drive would allow the set-up of shared folders in which members could easily access information, and the creation of documents in which the owner can allow others to make comments without changing document content. Kevin’s disclaimer is that not having used these products before, use by Cabinet would be a pilot project in which wrinkles will be ironed out as issues may arise. Kevin will coordinate with Cheryl to begin implementation of Google Groups and Drive for use by Cabinet.

Impromptu Discussion about Gmail Migration
Per Kevin, although a migration to Gmail will eventually take place, users will still have the option to use Thunderbird. The use of Gmail will take users from the current 4 Gigs of space to 30 Gigs of space per user, which is a significant increase. In the event an individual user needs more, additional space can be purchased for a nominal fee. The national trend (approximately 50%) is to use cloud-based services for stagnant services like email and redirect resources toward other endeavors. State of Colorado IT and CMC are currently using Gmail. Other universities in the state are using the Microsoft offering because it offers an exchange making the transition easier. ASU is opting for Gmail because it is the only piece, besides the impending purchase of Google Vault, which we are not currently using.
INFORMATION ITEMS (B)

Proposed Fee Increase: BIO/CHEM, MATH, & Student Life Recommendations (Service Fees)
Ken Marquez reported to Cabinet that the proposed fee increases for BIO/CHEM and MATH were passed unanimously by AS&F after going through the notification process. As for the Student Fee increases proposed by Student Life, it was passed through AS&F with voting results as follows: 32-In Favor / 1-Against / 1-Abstention. A memo for approval recommendation was sent to Dr. Svaldi for presentation to the Board of Trustees. Fee increases have been included in the rate matrix by Heather Heersink with a narrative, “assuming approval by students.” It was decided to include these increases in the recommendation of the budget. Ken Marquez and Ben Evans will attend the next BOT meeting (5/9/2014), but suggested a representative from BIO/CHEM attend as well.

CIELO Highlights 2013-2014
Carol Guerrero-Murphy distributed written materials summarizing advances as they pertain to previously presented Mission and Goals for CIELO. She also noted that invitations for the Equity Retreats were sent out via email. The idea of two consecutive retreats was conceptualized by faculty and staff. One retreat will take place on the ASU Campus, with no stipend offered and the second retreat will take place in San Luis in which a stipend will be available to attendees. Applications are available on the website. Questions should be directed to Carol Guerrero-Murphy.

NEW BUSINESS

East Campus
Bill shared that if revenues for the State of Colorado come in above the projected numbers and the project gets funded, conversations need to take place about what/who should go into the building besides HPPE. Currently, the building requires ADA upgrades, Life/Safety upgrades, a new mechanical system, and new finishes. The building space is 37,000 square feet, however more than 50% is in use by HPPE which includes use of the gym and cafeteria. The second floor is completely open and the North first floor is available for use. The second floor has 6-7 classrooms available with seating space of approximately 40-60 per room, according to Frank Novotny. The program plan drawn up by Eric was intentionally vague, referring to the space as “Flex-Classroom Space.” Ideas presented include, a meeting space for faculty, a space for community use, or use by Early Childhood/Gingerbread house. It was decided to add this discussion item to the agenda for the next Cabinet meeting so that members have time to give it more thought.

CAMPUS CONSTRUCTION UPDATES

Per Bill Mansheim, the Richardson Hall renovation is on schedule and it continues to be cold in the building. The Observatory is also “moving right along.”

AS&F REPORT

It was reported that a Town Hall meeting is scheduled for tomorrow (4/29/14) and Bill’s attendance is expected. AS&F is wrapping up and current officers are transitioning out. Election results are as follows:
*President - Joe Schalbach
*V.P. Internal Affairs - Azarel Madrigal
*V.P. External Affairs – Adam Williams (It was shared that Adam Williams recently passed away. Friends, faculty, and students are grieving his passing)
The Campus Improvement project selected by students is the Green Garden by the HPPE Building. Money that remains from AS&F’s operating budget will be spent on improvements to the Green Garden. Also, there is a need for more school/community contributions for “What it Means to be Grizzly Tough.” Submissions should be sent to the AS&F email account.

COLORADO WINS REPORT

Patti Ortiz reported that Pat Roybal was on the Health Committee which was involved in an RFP to increase the number of health insurance options available; particularly for rural communities. There was also a focus on accountability of health insurance providers to ensure quality of services and avoidance of the reduction of benefits. There are also attempts to ensure that copays, deductibles, and co-insurance did not increase. The submitted proposal is currently being reviewed by the state and the RFP is closed. The Health Committee will be making final recommendations to DPA on May 15, 2014 promoting the over-arching goals of higher quality and more affordable healthcare and increased health insurance options for Classified Employees statewide.

STRATEGIC PLANNING UPDATE

Per Dr. Svaldi, it is still a work in progress as attempts continue to discern ideas and wordsmith in such a way that original intent is conveyed accurately. He is hopeful that a document will be ready by early Summer and will be posted as soon as available. It will have to be presented to the Trustees in August. Carol Guerrero-Murphy added that the Curriculum/General Education piece which is mostly faculty responsibility/ownership is a process and may take longer to complete than most realize. Reflection time is needed in order to make the best decisions possible. The last meeting will take place tomorrow (4/29/14) and work on that will commence. Frank Novotny shared that QIP and HLC is coming soon (Fall 2016) and requiring that our reports be completed by Spring 2015. Requests for volunteers and information will be forthcoming, as there is much to be done. Frank also shared that he obtained a copy of Mesa State’s 192 page report which included “a lot of data and diagrams.” There is quite a bit of work to be done to have the report ready on time and to prepare for the Fall 2016 visit and will encompass every department on campus.

SUMMARY OF ACTIONS

Facilitator Bill Mansheim reviewed the summary of actions:
- Amended agenda – Approved
- April 28, 2014 Meeting Summary - Approved
- Consent Agenda - Approved
- ITA: Solo Reach/UCCS (Summer Latino Ldrshp) – Approved
- Fee Increases-Biology/Chemistry, Math, College Service Fees – Approval Recommendation to the Board of Trustees at 5/9/14 meeting
- East Campus – Add as a Discussion Item to next meeting’s agenda
ADJOURNMENT
Facilitator Bill Mansheim adjourned the meeting at approximately 4:50 p.m.

Respectfully Submitted,

Cheryl Ruybal,
Assistant to the Senior Vice President