The members of the Adams State University President’s Executive Council convened in a regular Executive Council meeting on May 2, 2016 in the President’s Conference Room, Richardson Hall, room 2-301.

**Call to Order:** President McClure called the meeting to order at 9:00 a.m.

**Attendance:**

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

**Guest(s):** Kevin Daniel – CIO

**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. Larry Mortensen, Athletic Director, also presented the strategic plan for the Athletic Department for Council’s review.

**Facilities Construction Project Updates**

Kurt Cary, Vice President for Administration and Finance, briefed members of Council regarding two projects involving Adams State and the City of Alamosa. First, making Richardson Avenue a two-way street, creating an additional 30 diagonal-parking spots. Second, replacement of a 4-inch cast iron water pipe that starts in the middle of Edgemont Boulevard and runs through campus to the middle of Richardson Avenue. The Richardson Avenue project will receive priority due to the partnership with the City. Additionally, Vice President Cary informed Council the East Campus renovation project will start early May and is expected to be completed by early August 2016.

**General Updates**

Ken Marquez, Vice President for Student Services, informed Council the 2016 Homecoming bonfire will be held on the Richardson Hall lawn. The fire will be small “barrel fires” along a path covered with a fireproof tarp, and 6 to 12 inches of soil. The location of the bonfire has
been approved by the City of Alamosa Fire Marshall, and is covered under the institution’s general liability insurance. The bonfire is scheduled to take place during Homecoming week on Thursday, October 27, 2016.

Ken Marquez, Vice President for Student Services, updated Council on the status of selecting a new vendor for the ASU Bookstore. RFPs have been received and reviewed. A meeting is scheduled for May 5, 2016 to select a vendor.

Margaret Doell, Assistant Vice President for Academic Affairs, announced the current Academics Achievement Strategies (AAA 101) director has resigned, and a plan has been established to cover the remaining days left in the semester.

Kurt Cary, Vice President for Administration and Finance, informed Council the Migrant Student Program for K-12 has approached ASU regarding the possibility of being housed on campus. The program is currently with the Boards of Cooperative Educational Services (BOCES).

President McClure announced there are two open positions on Adams State University Board of Trustees. The vacancies will not be filled until late May or early July.

Eric Carpio, Assistant Vice President for Student Services, informed Council the term code in Banner for Extended Studies is being changed and may impact reporting.

**Personnel Contract Recommendations**

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the Department of Computing Services, and the Nielsen Library for consideration for approval.

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, reviewed enrollment figures including number of applications, number of students admitted, and headcount from fall 2015 to fall 2016. He reported registration started later this year compared to last year, and the reported figures do not take this into account. Total head count as of April 30, 2016 was 1,114 compared to 1,214 on May 2, 2015 resulting in a net change of -8.24%.

**Agenda Items**

**Computing Services Update**
Kevin Daniel, CIO, provided a Department of Computing Services update. He informed members of Council the Banner group is fully staffed with the recent hiring of the entry level programmer and the senior level assistant programmer.

He reported the difficulties regarding the search for the Data Base Administrator position, which resulted in a decision to outsource some of the DBA services including: 24/7 monitoring and support of Oracle, routine backups, 15-minute response time during business hours, etc. The cost for one year of outsourcing is $76,000, which is less than the DBA position’s salary.

He reported the need for a full-time programmer and Systems Administrator. After a search was conducted, the first choice candidate for Systems Administrator position declined the offer due to the low salary. Various options to fill the vacancies are being considered including the possibility of filling with an internal candidate.

Additionally, an update on the IT Strategic Plan was given. He reported the last update on the plan was in 2008. Currently, the department is using the project management tool GANTT for scheduling time for staff and tracking projects. He is also working to create a mechanism to prioritize projects. A recommendation was made from Council for Mr. Daniel to attend Executive Council meetings on a quarterly basis as well as the budget review process meetings.

**Training for Supervisors**

President McClure and Tracy Rogers, Director of Human Resources, discussed what types of training employees want and need, and how to prioritize. It was decided a survey, with a list of potential subjects, and a field for suggestions regarding trainings, will be drafted.

**Course Fees Discussion**

Kurt Cary, Vice President for Administration and Finance, informed members of Council of a discussion regarding the process to implement a course specific fee. He said Bea Martinez, Student Business Services Director, submitted a proposal for an additional form to be completed for any new course specific fees.

**Grant Institutionalization Concerns**

Kurt Cary, Vice President for Administration and Finance, informed members of Council that over the next five years, seven positions from grants will need to be institutionalized. Vice President Cary recommended changing the Intent to Apply (ITA) process to have Executive Council approval. Executive Council will review the ITA and the Vice President for Administration and Finance will include the fiscal impact for salary and operating budget.

**Extended Services Plan for PCR/Board Room/RH Auditorium Equipment**

Council discussed issues related to the equipment and technology in the President’s Conference Room, Board Room, and Richardson Hall Auditorium, and the need to purchase an extended service plan, or create a new position staffed with a qualified individual who could service the equipment. Logistics and budgetary issues were discussed, noting possible additional costs associated with a service contract, and the lack of funding for a new position. The Richardson
Hall Auditorium Committee would prefer the position also work closely with the Department of Music. No action was taken.

**Graduate Initiative Group Proposal**

Margaret Doell, Assistant Vice President for Academic Affairs, reviewed a proposal to create a new office at Adams State to be called the “Office of Graduate Studies.” Staffing for the office would include an assistant, or associate, vice president for Graduate Studies and a classified administrative assistant position. Budgetary and logistics were discussed, including locating space for the proposed office. Assistant Vice President Doell and Dr. Teri McCartney, will present the proposal to the Board of Trustees at the May 13, 2016 meeting.

**GEAR UP MOU**

Eric Carpio, Assistant Vice President for Student Services, presented a draft of an Memorandum of Understanding (MOU) to establish a partnership between Adams State University and Colorado GEAR UP. The GEAR UP program currently serves 4,000 students statewide, including Alamosa High School and Centauri High School. He said GEAR UP currently funds students $6,500 for two years and ASU would provide scholarships during year three and four. After discussion, Council agreed to approve the MOU with a maximum dollar amount to be included.

**Adjournment**

The meeting adjourned at 10:44 a.m.