The ASC Cabinet convened a regular meeting on Thursday May 10, 2012 in the Student Union Building, Room 315.

**Call to Order:**
Dr. Mumper called the meeting to order at 2:00 P.M.

**Roll Call of Members:**
Dr. Stephen Aldrich – Absent
Mr. Eric Carpio - Present
Mr. Jeff Cook – Present
Mr. Kevin Daniel - Present
Professor Margaret Doell - Present
Ms. Heather Heersink - Present
Ms. Lori Laske - Present
Ms Tammy Lopez - Absent
Mr. Bill Mansheim – Present
Mr. Ken Marquez - Absent

Mr. Larry Mortensen - Absent
Dr. Michael Mumper - Facilitator
Dr. Frank Novotny – Present
Ms Judy Phillips - Absent
Ms Tracy Rogers - Absent
Mr. Walter Roybal - Present
Ms. Mark Schoenecker - Present
Dr. Dave Svaldi - Absent
Mr. Erik van de Boogaard - Absent

Guest: Ms. Belen Maestas, Registrar

**Approval of Agenda:**
The *Attribute Messaging Policy* (ABM) was added as Action Item. D. Discussion Item C. University Diplomas and Transcripts was moved to Discussion Item A; since Ms. Maestas will present the topic.

**MOTION:** Dr. Novotny moved to approve the agenda as amended. Professor Doell seconded the motion. All were in favor.

**Consent Agenda:**
The following items were presented:

- April 26, 2012 Meeting Summary

Mr. Schoenecker requested that the discussion regarding signage be reflected in the minutes.

**MOTION:** Mr. Mansheim moved to approve the agenda as amended. Mr. Schoenecker seconded the motion. All were in favor.

**Action Items:**

*Approval of Academic Policies:*
Dr. Novotny has received feedback regarding changes that need to be made to the following policies. Since the feedback has been recent, he has not had the opportunity to make the necessary changes yet:
MOTION: Professor Doell moved to approve the academic policies including changes that Dr. Novotny has received. Mr. Schoenecker seconded. All were in favor.

1st Reading: 2014/2015 Academic Calendar:
Dr. Novotny reported the Academic Council endorsed Option Two in the Fall and Option Two in the Spring. Faculty Senate endorsed Option Two in the Fall and Option One in the Spring; however, exact numbers are unknown at this time. Based on these endorsements, Dr. Novotny recommends Option Two in the Fall and Option two in the Spring.

The Cabinet discussed a late grade submission deadline in the Fall would create issues for the Records Office in processing incompletes, conferring degrees, and answering student inquiries. The week after grade submission is reserved for dealing with these issues. If the grade submission deadline is scheduled closer to Christmas Day, Records personnel will be off for the break. This will leave the start of the Spring Semester to deal with these issues along with all of the routine issues at the beginning of the semester.

The Cabinet also discussed that faculty prefer a four week break. They also hesitate to start each semester earlier because the Labor Day in the Fall and the Martin Luther King, Jr. Day in the Spring present an interruption in teaching and learning.

IT WAS SUGGESTED THAT messages should be sent to students at various times within the Fall Semester alerting them that the Records Office will be closed during the holiday season; which will allow inquiries to be entertained after the break.

MOTION: Professor Doell moved to approve Option Two in the Fall and Option Two in the Spring of the 2014-2015 Academic Calendar. Mr. Schoenecker seconded. All were in favor.

Cabinet Summer Meeting Schedule:
The Cabinet discussed keeping the current meeting schedule throughout the summer (i.e., meet the 2nd and 4th Thursday of each month at 2:00). The only limitation with meeting in the afternoon, is the heat; scheduling an air-conditioned room is a must. The Plachy Hall of Fame Room, and the Conference Room on the 3rd Floor of McDaniel Hall were suggested meeting locations.

IT WAS SUGGESTED THAT the Cabinet keep the current meeting schedule throughout the summer AND TO move the venue to an air-conditioned room on campus.
Approval of the Attribute Messaging Policy (ABM):
Mr. Schoenecker reported that the language in the Policy has been updated. The authority indicates the IT Planning Committee approved this latest revision in March, 2003, and the Cabinet approved it in June, 2003. In August, 2003 the Policy was inserted into the Computing Services Policy Manual. The history indicates it was revised and approved in March, 2003. Otherwise, the language has been updated.

The Cabinet SUGGESTED a few minor revisions to the Policy AND revising the language that limits conveying of messages to include academic policies. There are groups not listed on the Policy that must communicate policy/requirement changes to the campus (i.e., GECC), and the Policy specifically limits the types of messages that should be sent out.

After discussion and since Mr. Marquez is not present to assist in addressing the language regarding message limitations, the Cabinet decided TO TABLE this item.

Mr. Schoenecker AGREED TO add language to the paragraph that states, “Ongoing Operations” to include academic policies, and prepare another draft for final approval at the next meeting.

Discussion Items:
University Diplomas and Transcripts:
Dr. Mumper introduced Ms. Belen Maestas and asked her to discuss university diplomas and transcripts. We need to decide what we are going to do and to be able to communicate it effectively and consistently. Ms. Maestas distributed a plan that incorporates a redesign to transcripts, diploma covers, and diplomas. The Records Office is in the process of ordering new transcript paper, diploma covers, and diplomas. The questions that were asked with regard to this topic are:

- When will we issue ASU diplomas?
- Who is our target market?
- What is our goal or objective?
- How will we get the word out?

When will we issue ASU diplomas? Spring and Summer graduates will receive ASC diplomas and covers. Fall 2012 graduates will receive ASU diplomas and covers. It remains uncertain whether Alumni will have the opportunity to order ASU diplomas at a reduced rate.

Target Market: Alumni is our target market. While this presents a money-making opportunity for the college, the Records Office would like to maintain good will and positive alumni relations. The notion of providing the opportunity for alumni to make changes for a cost remains uncertain, as it may be best to provide access to alumni of our new design.

Diploma Costs:
- Diploma - $4.12
- Postage - $2.46
- Special Envelope - $.52
- Honors - $.55 (not everyone earns honors)
The total cost to Adams State, not counting the human resources used for preparation and mailing, is $7.65. The usual replacement cost is $30. However a special limited time offer would be $15.

**Notifying Alumni:**
- Advertise in A-Stater
- Advertise on Web Site and Social Media Sites
- Advertise in Newspaper and radio
- Advertise by word-of-mouth

**Delivery:**
- Will accept orders throughout the Fall Semester
- Anticipate a diploma deliver date of late February/early March
- Transcripts must be ordered via www.getmytranscript.com

Ms. Maestas indicated a process will be developed to order these items through the Bookstore. Also in support of the Name Change, it’s possible that additional staff may be needed on a temporary basis to assist with the processing of orders. It is unknown at this time the volume of orders that will come to the Records Office; however, a week’s worth of additional Work Study assistance may be all that is needed.

After a discussion about the human resources needed to process orders, the Cabinet AGREED to the $15 diploma cost.

**1st Reading Academic Policies:**
Dr. Novotny presented the following policies which have been presented to the Academic Council. Mainly they have been revised to include title changes as well as the change from Adams State College to University. He asked that the Cabinet review them and provide feedback, as he plans to submit them for final approval at the next Cabinet meeting.
- Academic Advising – PIN
- Pass Grade – GPA Requirements
- Auditing Courses – No Credit
- Availability of Classes
- Catalog Applicability
- Class Absences – Attendance
- Classification of Student
- Non-Accredited Institutions
- IB Policy
- Satisfaction of Remediation Requirements
- Remediation Test Administration

The Cabinet SUGGESTED THAT Dr. Novotny check the following:
- The 2.0 General Education requirement is not listed in the Pass Grade – GPA Requirements Policy.
- The thirty day time limit is not present in the Class Absences – Attendance Policy
Amended Grant Application Process and Incentive Pay Plan:
Mr. Mansheim reported the Policy needed updating after having had issues with submitting the last Title V Grant. Communication issues led to the Title V Intent to Apply for a Grant not being approved in a timely manner according to deadline submission dates. Ms. Tawney Becker added the following language to the Policy under Section III.E.3., Prior to approval by the Executive Council Representative, the Intent to Apply will be routed to the Administrative Heads whose departments will be involved in project design and/or implementation for review and comment. This assures that everyone involved, will be included in the approval process.

A statement was added under Section III.E.4, Because grant deadlines may require a brief turn-around time, questions or concerns pertaining to the scope or implementation of the grant shall be raised in a timely manner. This allows for everyone involved in the process, to comment in a timely manner; which does not hinder meeting submission deadlines.

The Cabinet discussed adding a statement on the Intent to Apply Form that pertains to the institutionalizing of positions. Also, the Web link identified under the Strategic Plan should be fixed, as it is not active.

Mr. Mansheim will make the necessary changes to the Policy and bring it to the next meeting for approval.

Information Items:

Budget:
In preparing next year’s budget for Board of Trustee approval, the Financial Accountability Plan (FAP) with its 15% tuition increase was used. There were a few items not listed on the FAP; because at that time, it was uncertain as to what was actually going to be played out at the State level. Because of this, an additional plan had to be developed to increase revenue.

According to the FAP, we were $750,000 into our Cash Reserve. To balance the budget, we had to be in the $400,000 - $500,000 range. To get to this destination, this additional plan includes two steps. First, $130,000 of additional revenue was created through bonding $13 million in proceeds. Second, $125,000 in additional revenue was created through the Student Capital Fee portion for Controlled Maintenance. This revenue, excluding fire and elevator repair, is deposited into a separate account to be used by the CRaP committee for deferred maintenance. This revenue was frozen until we knew what our enrollment growth was going to be this coming fiscal year. If our enrollment growth exceeds 2.5% over the amount that was budgeted, then we will not have to use the $125,000. However, if we do not make our enrollment, we will have to use it.

The $130,000 and the $125,000 is one-time money meant solely for the upcoming year, and will create a $250,000 deficit going into the following year. Unless we come up with additional revenue or make additional cuts, we will be in the red for FY14. During Period 10, our financials indicated a $1.6 million decrease in the Reserves account. However, $1.1 million was used to purchase the Evans Building; which is an asset. While we budgeted a $550,000 decrease in Reserves, we are actually down $500,000. So in reality, we are right on track. Next year appears to be much more promising in that it is presumed there will be no cuts, and State revenue should be much better. Which means we should be able to balance the budget.
Strategic Planning Updates:
No report.

CHSAA Advertising:
Mr. Ruybal, Mr. Carpio, and Dr. Mumper met after the last Cabinet meeting to provide a counter proposal for the Exclusive Package to Colorado Preps. Between all three budgets, the cost of the proposal will be split. Payment will not be made until actual services have been rendered, and billing will take place in three increments. Discussions are taking place for some positive developments with regional broadcasting; revenue generation will come from state-wide sponsorship. This notion has been turned over to Dr. Mazel and Danny LeDonne in the hope that ASU might become involved.

Name Change Celebration:
Dr. Mumper announced the celebration is being planned by his office and will begin on August 23 with a few activities prior to and including the Luau. Activities are planned that afternoon and through the evening. On Friday August 24, activities continue onto the evening with a fund-raising dinner, a concert, and a fireworks display. An original piece of music is being created for the event, and Danny LeDonne is creating a film for the celebration. Once events have been finalized, a schedule will be sent out.

Mr. Carpio announced in conjunction with the Name Change, the governor will be on campus to sign the legislation associated with it. This is a perfect opportunity to communicate the Name Change with prospective students, and new students. In light of this opportunity, the Admissions Office has sent an invitation to all admitted students to attend an Open House on the 18th to take care of advising, Financial Aid, admissions, etc.

New Business:
Athletic Logo:
Mr. Mortensen reported having received good feedback regarding the logo, with 370 responses. After obtaining departmental interests, the design company will provide a few designs and a committee will form to make the decision. If anyone wishes to serve on the committee, please notify him.

Mr. Schoencker reported Amy Kucera has updated the graphics standards manual, and made all of the changes with the university name. At some point he would like to re-present the standards to the Cabinet to get buy in on maintaining the standards.

Adjournment:
The meeting adjourned at 2:58 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President