The ASC Cabinet convened a regular meeting on Wednesday, May 12, in the Student Union Building, Room 315.

**Call to Order:**
Provost Mumper called the meeting to order at 3:03 PM.

**Roll Call of Members:**
Dr. Stephen Aldrich—Absent 
Professor Margaret Doell—Absent 
Ms Heather Heersink—Present 
Dr. Don Johnston—Present 
Ms Lori Laski—Absent 
Ms Tammy Lopez—Absent 
Mr. Bill Mansheim—Absent 
Mr. Ken Marquez—Absent 
Larry Mortensen—Absent

Dr. Michael Mumper—Facilitator 
Mr. Mike Nicholson—Present 
Dr. Frank Novotny—Present 
Ms Judy Phillips—Present 
Ms Tracy Rogers—Present 
Mr. Mark Schoenecker—Present 
Dr. Dave Svaldi—Present 
Mr. Erik van de Boogaard—Present

**Guests:** Ms Karla Hardesty, Assessment Coordinator/Enrollment Management Program Manager.

**Approval of Previous Meeting Summary:**
The previous meeting summary was not available.

**Approval of Agenda:**
An amendment was made to add the approval of the Technology Proficiency Policy as an Action Item.

MOTION: Dr. Frank Novotny moved to approve the agenda as amended. Dr. Johnston seconded the motion. Motion passed.

**Action Items:**

*Marquee/Monument South of Art and Theatre Buildings:*
Mr. van de Boogaard explained that a proposal from AS&F requested a digital marquee to be placed out on the highway; they also agreed to fund a percentage of the costs. He explained that there shouldn’t be issues involved if it is placed in the correct spot. Another request has come forward to place a monument-type sign at the south end of Stadium Drive. After discussion IT WAS DETERMINED THAT this item was definitely a discussion item. Erik AGREED TO put together a budget plan to bring someone on campus to facilitate these projects. This plan should be brought to the Cabinet in the form of a budget request as an action item. IT WAS SUGGESTED THAT Mr. Dana Provence’s signage plan be included in this overall plan.
Approval of the Technology Proficiency Policy:
The purpose of the policy is to specify ASC’s expectations for students regarding their proficiency with
technology and how those expectations can be met. Dr. Aldrich has made the necessary changes that
were communicated at the last meeting, and is this policy is now being presented for approval.

MOTION: Mr. van de Boogaard moved to approve the Technology Proficiency Policy as presented.
Ms Rogers seconded the motion. Motion passed.

Discussion Items:
1st Reading Email Communication Policy:
Ms Hardesty explained that the Email Communications Policy was resurrected to facilitate EBilling.
The Policy states that Email is the mechanism for communication within Adams State College. ASC
expects that such communications will be received and read in a timely fashion. Official email
communications are intended only to meet the academic and administrative needs of the campus
community. The purpose of this policy is to meet the academic and administrative needs of the college.
ASC has established email as the official and primary means of communication to all of its admitted
students. The policy defines official notification as any timeline notification that will positively or
negatively impact a student’s (e.g., student record, financial aid status, academic program, attendance,
conduct, safety or status within the college community, knowledge of information mandated by federal,
state, or local laws. The procedures for assignment of email accounts, and redirecting of email, as well
as expectations and privacy were outlined. There were questions regarding the Extended Studies area.
Ms Hardesty asked the group to provide feedback, as she plans to bring the policy back to the Cabinet
for final approval.

Voluntary System of Accountability (VSA) and Graduate and Retention Rates:
Ms Hardesty explained that there is a website through NCES that posts ASC’s IPEDS information;
however, for $1000 in annual dues, we can have our College Portrait posted onto a VSA website. The
Voluntary System of Accountability (VSA) Policy is an initiative by public 4-year universities to supply
basic, comparable information on the undergraduate student experience to various constituents (parents)
through a web report called, the College Portrait. She explained that we currently post information on
the College Navigator; but it would be beneficial to place our information out on the College Portrait as
well. She also noted that graduation rates per se are not posted, rather success and progress rates that do
include graduation are included.

Our Institutional Research Office will be extracting and posting our IPEDS data this summer; they will
also maintain the website. IT WAS AGREED TO bring forth a budget request for the $1000 annual
dues to a future Cabinet meeting for approval.

Information Items:
New Counselor Education Cohorts:
Dr. Johnston announced two new graduate cohorts this year. The first is a summer cohort that will
arrive on campus on May 17, 2010. The second is a new cohort to begin in January. The Graduate
Council has finished working on procedural changes regarding budgetary reporting. Ms Heersink
reported that a new budget template has been devised that reports financial information, so a budget
request doesn’t have to be submitted each time a new program is being proposed.

Budget:
The Higher Ed Flexibility Bill has passed through Senate today, which increases Classified Staff pay grades. We should also plan for a 50% cut for next year.

**New Business:**
*Higher Education Administration Leadership (HEAL) Program:*
Provost Mumper announced that the HEAL Program was approved through CCHE on Friday. Applications can be accepted now.

*Strategic Planning:*
It was stated that 19 comments have been posted to the Strategic Plan Blog, and reviews from Extended Studies will be incorporated as well. Mr. Marquez’ additions about Public Safety will be added to the plan. On May 28, one half day will be reserved to finish up the Strategic Plan.

*Enrollment:*
Summer enrollment is up 5% over last year and this figured doesn’t include the REAP program. It could be as high as 15%. Summer enrollment in masters programs is setting a record.

**Adjournment:**
The meeting adjourned at 4:00 PM.

Respectfully Submitted,
Donna L. Griego,
Program Assistant-Provost Office