The members of the Adams State University President’s Executive Council convened in a regular Executive Council meeting on May 16, 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 – Excused
- Kurt Cary – Present
- Margaret Doell – Present
- Carol Guerrero-Murphy – Present
- Karla Hardesty – Present
- Heather Heersink – Present
- Lori Laske – Present
- Tammy Lopez – Present
- Ken Marquez – Present
- Beverlee McClure – Present
- Larry Mortensen – Present
- Frank Novotny – Present
- Tracy Rogers – Present
- James Trujillo – Present

Guest(s): None

Follow-up Items

Strategic Plan

President McClure reported the strategic plan was approved by Board of Trustees at their May 2016 meeting. The document will be posted on the institution’s webpage.

Facilities Construction Project Updates

Kurt Cary, Vice President for Administration and Finance, announced the East Campus renovation project will begin Monday, May 16, 2016 and is expected to be completed by early August 2016.

General Updates

Tracy Rogers, Human Resources Director, briefly updated Council on current staffing changes. Additionally she noted several departments have not submitted employment worksheets for the summer which may cause payroll delays for some faculty and staff. Reminders are being sent.

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, reviewed, and a vendor was selected. Follett will be offered the contract. Official acceptance will be made on Monday, May 23, 2016 after a mandatory seven-day waiting period to allow any appeals to be submitted from other vendors.
President McClure discussed a draft letter being prepared to be sent to the Higher Learning Commission regarding the current probationary status.

Ken Marquez informed Council the Black Student Union is now located in the Student Union Building, room 329.

**Personnel Contract Recommendations**

No Personnel Contract Recommendations were presented.

**Enrollment Update**

Karla Hardesty, Director of Marketing and Enrollment Management, briefly provided current enrollment data. She reported undergraduate student headcount is down 3% compared to data from the previous year. Efforts continue to improve fall enrollment. Summer credit hour enrollment is up 8.47% compared to the previous year. She noted transfer students have increased during the summer session, however have declined for the fall semester, hypothesizing students are taking advantage of locking in the lower tuition rate for a smaller tuition increase in the fall.

Kurt Cary, Vice President for Finance and Administration, announced Adams State University has been selected to participate in the Department of Education experiential sites initiative Pell for dual-enrollment project. Adams State was the only Colorado institution selected as one of 44 colleges and universities nationwide to participate. Efforts will be made to promote the dual-enrollment Pell grant by directly contacting high schools, through social media campaigns, etc.

Director Hardesty also reported graduate enrollment is down 11% in student headcount, and 16% down in student credit hours compared to data from the same time the previous year. She is optimistic the numbers will increase as marketing campaigns continue. It was also noted June 23, 2016 is the date of the Superintendents Summit to continue discussion on an outreach program for Valley schools.

**Agenda Items**

**Rate Discussion**

Heather Heersink, Assistant Vice President for Administration and Finance, presented information regarding proposed 2016-17 Tuition and Fees for undergraduate and graduate students including differential tuition and fees, services charges, and user fees, etc. The undergraduate tuition rates will be the same as presented to the board in December with the guaranteed tuition. The graduate rates will be raised according to the Graduate Incentive Group proposal, with no increase to general fund on campus rates. The capital fee will be escalating according to the capital fee referendum. After an in-depth discussion, Council decided other fees and charges for services should not be raised for the 2016-17 academic year.
Food Insecurity

Carol Guerrero-Murphy, Chair for the Community for Inclusive Excellence, Leadership, and Opportunity (CIELO), reviewed results from a survey sent to the campus community regarding Food Insecurity. 127 responses were received and provided feedback regarding access to food, proper nutrition, transportation, financial concerns, use of the community food bank, etc. Council discussed logistics regarding the proposed on-campus food pantry, as well as methods of effectively disseminating information to students regarding other available food resources such as the Food Bank Network of the San Luis Valley, and the Supplemental Nutrition Assistance Program (SNAP). In addition, discussions with the campus food service provider, Sodexo, are ongoing to add more affordable tier-meal pricing options, and the packaging of unused food.

ASU Equity Sympawsium

Carol Guerrero-Murphy, Chair for the Community for Inclusive Excellence, Leadership, and Opportunity (CIELO), updated Council on the inaugural Adams State University Equity Sympawsium, provided a brief summary of the scheduled activities, and reported 80 individuals have registered as of meeting time. All were encouraged to attend.

WINAD

Larry Mortensen, Athletic Director, presented information regarding the Winthrop WINAD Database. He explained the subscription database service is designed for college athletic leaders who require knowledge of contract trends for coaches and key staff in men's and women's sports. He briefly explained how the database would benefit the institution including vendor contract information, accurate pay scale data for coaches and staff, comparative financial information, multi-year contracts, etc. The cost for the service would be $3,000 annually. After brief discussion, Council agreed the services would be beneficial to the institution and supported Director Mortensen moving forward with securing the service.

Richardson Avenue and Water Lines Update

Kurt Cary, Vice President for Administration and Finance, updated members of Council on the estimated costs associated with the Edgemont water line replacement and Richardson Avenue expansion projects. It was decided to move forward with the Richardson Avenue project, making the street bi-directional and creating an additional 30-35 parking spots. The Edgemont waterline replacement project will be postponed in order to seeking possible funding through a State Capital Construction Project request, and to include a second water line replacement project that runs through Faculty Drive. He briefly explained logistics and challenges associated with the waterline replacement project including the many fiber optic data lines running across the campus.

Faculty Credentials

Frank Novotny, Vice President for Academic Affairs, informed Council that complete credentials must be gathered for all faculty, including adjunct faculty, and to be accessible electronically. Council discussed at length credential requirements, methods of collecting and
securely accessing the information, and the possibility of utilizing Banner and Extender. Margaret Doell, Tracy Rogers, Karla Hardesty and Frank Novotny will meet separately to discuss the matter further and present a recommendation to Executive Council at the June 20, 2016 meeting.

**ASU Website**

Frank Novotny, Vice President for Academic Affairs, asked members of Council to report any forms or publications on the Adams State University website that read “Adams State College” to the responsible department. He stressed the need to have all official forms and publications current unless it is an archived document.

**Event Marketing Software**

Kurt Cary, Vice President for Administration and Finance, discussed a proposal to purchase Event Marketing Software to assist in publicizing and providing information about campus events and activities via the institution’s website, social media, etc. The software would be implemented by fall 2016 at a cost of $7,000 and would be paid through the Department of Creative Relations. After brief discussion, including functionality, Council agreed the software would benefit the entire institution and approved the request.

**Facilities Services Schedule**

Council briefly discussed a proposal for a 7:30 – 4:30 p.m. year-round schedule for the Department of Facilities Service. No action was taken.

**Adjournment**

The meeting adjourned at 10:25 a.m.