The members of the Adams State College Cabinet convened in a regular meeting on Monday, May 21, 2007 on the campus of Adams State College, President’s Conference Room.

Attendance:

Georgia Grantham – Present
Bill Mansheim – Present
Ken Marquez – Present
Teri McCartney – Present
Larry Mortensen – Excused
Mike Nicholson – Excused

Frank Novotny – Present
*  David Svaldi – Present
Sandra Starnaman – Excused
James Trujillo – Present
Julie Waechter – Present

(*Facilitator)

Guest(s):    None

Approval of Summaries

The May 14, 2007 Cabinet summary was approved.

Announcements:

Present Svaldi informed Cabinet that Trustee LeRoy Salazar has officially resigned from the Board of Trustees for Adams State College. The Governor’s Office is currently reviewing applications to fill the vacancy.

Ken Marquez informed Cabinet that Andrea Martinez, Administrative Assistant for the Department of Public Safety, has submitted her letter of resignation effective May 31st. Interviews to fill the vacancy will be conducted at once.

Georgia Grantham reported that enrollment of first-time, full-time freshman for the AY07-08 is up 24 from the same time last year. Additionally, the problems with the student withdrawal process has been resolved bring the institution into Federal compliance.
Julie Waechter asked for articles for the upcoming electronic publication of the “ASC E-News” be submitted as soon as possible.

President Svaldi will be out of the office May 22 – 24th.

Ken Marquez will be out of the office May 25th.

Teri McCartney will be out of the office May 22nd – 29th.

Julie Waechter will be out of the office May 23rd – May 30th.

**Policy**

**Academic Advising and Required Approvals: Late Adds – 3rd Reading/Approval**

Cabinet discussed the *Academic Advising and Required Approvals: Late Adds* proposed policy. The purpose of the policy is to state the procedure for adding a class after the add/drop deadline has passed. Teri McCartney motioned to approved the policy. Bill Mansheim seconded. The motion passed and the policy was approved.

**Academic Advising and Required Approvals: Distance Ed Courses – 3rd Reading/Approval**

Cabinet discussed the *Academic Advising and Required Approvals: Distance Ed Courses* proposed policy. The purpose of the policy is to define the procedures for enrolling in distance education courses, based on Federal Student Aid (FSA) definitions and to differentiate them from independent study courses. Ken Marquez motioned to approved the policy. Bill Mansheim seconded. The motion passed and the policy was approved.

**Academic Advising and Required Approvals: Independent Study Courses – 3rd Reading/Approval**

Cabinet discussed the *Academic Advising and Required Approvals: Independent Study Courses* proposed policy. The purpose of the policy is to define the procedures for and function of independent study classes. Teri McCartney motioned to approved the policy. Georgia Grantham seconded. The motion passed and the policy was approved.

**Academic Advising and Required Approvals: Course Disenrollment – 3rd Reading/Approval**

Cabinet discussed the *Academic Advising and Required Approvals: Course Disenrollment* proposed policy. The purpose of the policy is to provide procedures and guidelines for drops and withdrawals from a class or classes. Bill Mansheim motioned to approved the policy. Ken Marquez seconded. The motion passed and the policy was approved.
Action Items
None

Information Items

Colorado WELLS Center
Frank Novotny informed Cabinet that the WELLS (Work, Education and Lifelong Learning Simulation) Center has proposes installing an antenna on the ASC Campus for data-casting technology which would offer a complete array of state-of-the-art patient simulation tools for building clinical knowledge. Students, faculty would be provided the opportunity to enhance their diagnostic and clinical skills. Up to 15% of this virtual clinical would count towards clinical hours. The WELLS Center would provide this service to the institution at no cost.

Foundation Unrestricted Funds Update
Cabinet briefly discussed the Adams State College Foundation’s unrestricted funds status.

Next meeting of Cabinet
There will be no Cabinet meeting on May 28, 2007. The facilitator for the June 4, 2007 Cabinet meeting will be Larry Mortensen.

Adjournment
The meeting adjourned at 9:52 a.m.