The ASC Cabinet convened a regular meeting on Wednesday, May 21, in the Nielsen Library, Room 104.

Call to Order:
Mr. Mansheim called the meeting to order at 2:45 p.m.

Roll Call of Members:
Dr. Benita Brink - Present         Mr. Larry Mortensen - Absent
Ms Heather Heersink - Present     Dr. Michael Mumper - Present
Dr. Bruce Landis - Present        Mr. Mike Nicholson - Absent
Mr. Bill Mansheim - Facilitator   Dr. Frank Novotny - Present
Mr. Ken Marquez - Present         Mr. Mark Schoenecker - Present
Dr. Teri McCartney - Absent       Dr. Sandra Starnaman - Present
                               Dr. Dave Svaldi - Absent

Reading of Minutes of Last Meeting:
The minutes of May 7, 2008, were distributed via email.

Agenda:
Enrollment Plan:
Provost Mumper referred to two enrollment tables, Current Enrollment Trajectory and the Enrollment Growth Trajectory. He explained that Table One reflects our current status, and depicts our undergraduate enrollment if we continue with our current plans in place. It assumes a yearly 2% freshman increase; expanding a women’s soccer roster; rolling out the Porter Scholars program; increasing the size of the marching band; and adding nursing in Fall 09. These calculations also assume that our transfer student enrollment remains flat and our retention rates stay at 07-08 levels. Table Two reflects what needs to be done to increase enrollment by 10% in the next three years. The table depicts that we continue with our current plans only adding Porter Scholars at a more aggressive rate, and add men’s golf in Fall 09. The calculations assume that we increase both new freshmen and transfer students at an accelerated rate; and increase retention rates steadily over each of the next three years by 3% each year.

The following were discussed: 1) the merging of athletic and student recruiting; 2) probation and suspension; 3) the Early Alert System.

The following have been put in place to aid in achieving enrollment goals: 4) the launching of Hobson’s; 5) reorganization of the FYEE area, the addition of the transfer coordinator, departmental recruiting initiatives, and an enhanced admissions travel budget; 6) a functioning IR office.

Budget Estimates:
Ms Heersink distributed a 5 Year Budget Estimate document for discussion. Revenue estimates for the General Fund/Instructional Support/Athletics line include state funding of 3% COF, a $900,000 fee for service amount, and tuition set at 5%. The expenditure line
estimates a 5% cost of living allocation for salaries and benefits, and utilities have not been figured in. These fund estimates take into consideration a 2% increase in undergraduate enrollment and a flat graduate enrollment.

Cabinet discussed the next step which would be to define enrollment before beginning to develop a budget plan. Once an enrollment plan has been defined, enrollment estimates can be determined. The budget plan can be adjusted when the actual enrollment numbers are available. Housing and meal plans can be incorporated into the plan as well.

IT WAS DISCUSSED THAT Provost Mumper provide enrollment data on a yearly basis. Mr. Mansheim will work with Mr. Mortensen to obtain athletic rosters for the next meeting.

Adjournment:
Provost Mumper announced the proposed dates of June 20-22 for the Banner conversion; if there are concerns, please contact Computing Services. Provost Mumper distributed An Adams State College Nielsen Library Information Commons sheet for review.

With no further business, the meeting adjourned at 4:00 P.M.

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