The members of the Adams State College President’s Executive Council convened in a regular meeting on May 21, 2012 in the President’s Conference Room.

Call to Order: President Svaldi called the meeting to order at 9:04 a.m.

Attendance:

Joel Korngut – Excused
Lori Laske – Present
Tammy Lopez – Present
Judy Phillips – Excused
Bill Mansheim – Present
Ken Marquez – Present
Isabel Medina-Keiser – Excused
Larry Mortensen – Present

Michael Mumper – Present
Frank Novotny – Present
Walter Roybal – Present
Tracy Rogers – Present
David Svaldi – Present
Julie Waechter – Present
James Trujillo – Present

Guest(s): Heather Heersink – Assistant Vice President for Budget and Technology
Pat Roybal, IT Professional and CO WINS representative

Approval of Summary

The May 7, 2012 meeting summary was approved by consent.

Agenda Items

Executive Council Meeting Times

President Svaldi briefly discussed the times/dates of the Executive Council meetings for the summer months and the possible need to address the composition of the group. He also readdressed the need for more formal recommendations and minutes from various committees and improved communications among the groups. No action was taken.

Use of New School Moniker

Council addressed the use of the new university moniker. Because of the bill signing that occurred on May 19, 2012 on campus, it was agreed that an e-mail will be sent to the campus community informing staff that they may start using “Adams State University” on all newly ordered office supplies, (i.e.: business cards, letterhead, etc.), however the use and phasing out
of current supplies such as envelopes and letterhead, is encouraged. The website will officially migrate to “Adams State University” on August 7, 2012.

CO WINS Update

Pat Roybal, IT Professional and CO WINS representative, presented a brief CO WINS update. He reported that a telephonically CO WINS Town Hall Meeting will be held on campus on May 22, 2012 and requested permission to send out an e-mail and hang posters informing all interested parties about the meeting. He also informed Council that he will be attending a union convention which will be held during the latter part of July.

Personnel Contract Recommendations

Tracy Rogers, Director of Human Resources, presented a Personnel Contract Recommendation from the Department of Teacher Education – SEEDS grant project coordinator position. After review of the request, including funding sources, Council unanimously agreed to approve the request as presented.

Strategic Planning Meetings

Council discussed the need to appoint a new facilitator for the Strategic Planning meetings. All were asked to e-mail recommendations to President Svaldi.

New ID

Ken Marquez, Assistant Vice President for Student Affairs, informed Council that with the institution’s name change, all staff will need to obtain a new Adams State University identification card. There will be no charge to staff if the current photo on their old ID is used, however if one elects to have a new photo taken, a charge will be incurred. All students will also be required to obtain a new ID and a plan to streamline the process is being developed.

Holiday Dates for 2012

Tracy Rogers, Director of Human Resources, readdressed the need for Council to make a decision on the work calendar date of December 24, 2012. The day falls on a Monday prior to the Christmas holiday break and the State mandates that it is a “regular full workday”. Council discussed at length various options for the day, and agreed that the institution will remain open, however employees wishing to take the 24th off will be given the option of submitting a request to their supervisor for a personal day or leave without pay.

Children on Campus

Council discussed the need for a clear policy defining what is reasonable in terms of having ones infant child/non-student dependent child at the work place. Tracy Rogers, Director of Human Resources, will draft a policy for Council’s review/approval at a later meeting.

Adjournment

The meeting adjourned at 9:42 a.m.