The ASC Cabinet convened a regular meeting on Thursday May 24, 2012 in the Hall of Fame Room in Plachy Hall.

Call to Order:
Mr. Mansheim called the meeting to order at 2:02 P.M.

Roll Call of Members:
Dr. Stephen Aldrich – Present
Mr. Eric Carpio - Absent
Mr. Jeff Cook – Present
Mr. Kevin Daniel - Present
Professor Margaret Doell - Absent
Ms. Heather Heersink - Present
Ms. Lori Laske - Absent
Ms Tammy Lopez - Present
Mr. Bill Mansheim – Facilitator
Mr. Ken Marquez - Present
Mr. Larry Mortensen - Absent
Dr. Michael Mumper - Present
Dr. Frank Novotny – Absent
Ms Judy Phillips - Absent
Ms Tracy Rogers - Absent
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Absent
Mr. Erik van de Boogaard - Absent

Approval of Agenda:
There were no changes to the agenda.

MOTION: Mr. Marquez moved to approve the agenda as presented. Mr. Roybal seconded the motion. All were in favor.

Consent Agenda:
No items were presented:

Action Items:
Approval of Academic Policies:
The following polices were presented for approval:
- Academic Advising – PIN
- Pass Grade - GPA Requirements
- Auditing Courses – No Credit
- Availability of Classes
- Catalog Applicability
- Class Absences – Attendance
- Classification of Student
- Non-Accredited Institutions
- IB Policy
Satisfaction of Remediation Requirements
Remediation Test Administration

The Cabinet discussed the Web link, under Section VI. Authority, for the *International Baccalaureate Recognition Policy* (IB) was not working. Dr. Aldrich will notify Dr. Novotny to remedy the issue. There were questions with regard to the *Pass Grade – GPA Requirements Policy* and the *Class Absences – Attendance Policy*. These polices WERE TABLED for the next meeting when Dr. Novotny can provide clarification.

MOTION: Dr. Aldrich moved to approve the academic policies presented WITH the exception of the *Pass Grade – GPA Requirements Policy* and the *Class Absences – Attendance Policy*. Dr. Mumper seconded. All were in favor.

*Approval of the amended Grant Application Process and Incentive Pay Plan:*
Mr. Mansheim presented an updated *Policy*. Changes to the *Policy* include activating a Web link, and a section on *Institutionalization* will be added to the *Intent to Apply for a Grant Form*. New issues surfaced with payment of the incentive stipend. First, is whether individuals who write the grant should be paid the stipend. Second, is with cooperative agreements (non-competitive grants) where there was no *Intent to Apply for a Grant Form submitted*, and whether the incentive stipend should be paid. Mr. Mansheim AGREED TO work with Ms. Tawney Becker to include statements in the *Policy* that address these issues.

*Approval of the Attribute Based Messaging (ABM) Policy:*
Mr. Schoenecker presented an updated *Policy*. *Policy* changes include altering the sentence to include *academic and administrative policy changes* under Section I.3.; changing out the college seal to the new university seal; removal of all references to deans; and changed all references of college to university.

The Cabinet remained concerned with the language used in Section I.3., *e-mails will be limited to messages that convey time sensitive information of a health & safety nature or that relate to on-going campus operations and personnel issues*. The past year, e-mail messages were sent to the campus announcing Jeans Days, various surveys, career items, AS&F information, university information, grand openings, course offerings, housing issues, and military announcements. These basically do not qualify as *time sensitive information of a health & safety nature* under the newly revised *ABM Policy*. However, they do fall under the designation of *on-going campus operations*.

The Cabinet discussed the need to create an awareness that the designated offices listed on the *Policy*, do have discretion in what they decide to send out. Mr. Kevin Daniel AGREED TO add the language necessary to the *Policy* that reflects this discretion.

MOTION: Mr. Daniel moved to approve the Attribute Based Messaging Policy as amended. Mr. Marquez seconded, and all were in favor.
**Discussion Items:**

*University Name Change Transition: Departmental Email Accounts:*
Mr. Daniel explained now that ASC has changed to ASU, a naming standard must be developed to keep departmental email accounts current. **IT WAS RECOMMENDED THAT** email accounts be simplified using one or two full words in the naming convention; thus eliminating abbreviations and encryption.

*MCD 101 Room Scheduling:*
This item was tabled for the next meeting.

*1st Reading Academic Policies:*
The following policies were presented, and the Cabinet was asked to review them and provide feedback to Dr. Novotny:

- Transfer of Remedial Coursework
- Course Numbers
- Hybrid and Online Course C-H Assignment
- COF-Ineligible Courses
- ACT/SAT Credit
- Course Load
- Final Examinations
- COF-General Policy
- COF Waivers
- Credit by Examination

**Information Items:**

*Budget:*
Mr. Mansheim reported the ASU Board of Trustees approved next year’s budget. The State Strategic Planning Group met and identified four goals and ten objectives. This plan will be finalized today with State CEO’s. This state mandated plan will be communicated in September and will be linked to Performance Based Funding. For the Performance Contact, each institution will provide their own attainment and STEM goals. Attainment goals will be based on per 100 student FTE or some sort of volume metric, and there will be a transfer component. On the resources side, the goal is to lower the student share of cost of attendance.

*Strategic Planning Updates:*
The Cabinet was concerned about who will replace Mr. Mike Nicholson as the Strategic Planning facilitator.

*Banner Outage:*
Mr. Daniel reported a brief outage to Banner services recently; which was an unforeseen issue with the network switching hardware that controlled much of the Banner infrastructure. Based on initial investigation, there was an undocumented “bug” in the code that runs these switches that causes a “memory leak” to build up over a period of 150 days. Thus resulting in a Banner outage. Computing Services is currently working with the vendor to be certain the problem is fixed; so that the campus does not experience this type of situation in the future.
Name Change Transition:
It was reported that Trustee Arnold Salazar will donate the first $1000 to change the name on the
water tower to Adams State University.

Mr. Schoenecker asked the Cabinet for their patience in working with Communications
personnel in making changes of current ASC designations to ASU. Since the Name Change
became official, his office has been bombarded with requests to change logos, etc.

College Catalog System:
With the new catalog system, Mr. Schoenecker announced additional functionality that would
centralize our Policies; however, we will have to develop a formalized structure.

New Business:
No new business was presented.

Adjournment:
The meeting adjourned at 2:46 P.M.

Respectfully Submitted,

[Signature]

Donna L. Griego,
Assistant to the Senior Vice President