CABINET

Summary of Meeting

May 26, 2010
3:00-5:00
SUB 315

The ASC Cabinet convened a regular meeting on Wednesday, May 26, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 3:00 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Present
Professor Margaret Doell–Present
Ms Heather Heersink–Present
Dr. Don Johnston–Present
Ms Lori Laski–Absent
Ms Tammy Lopez–Absent
Mr. Bill Mansheim–Present
Mr. Ken Marquez–Present
Mr. Larry Mortensen–Present

Dr. Michael Mumper–Facilitator
Mr. Mike Nicholson–Absent
Dr. Frank Novotny–Present
Ms Judy Phillips–Present
Ms Tracy Rogers–Absent
Mr. Mark Schoenecker–Absent
Dr. Dave Svaldi–Present
Mr. Erik van de Boogaard–Absent

Guests: Mr. Joel Korngut, Director of Equal Opportunity; Ms Isabel Keiser-Medina, Diversity Officer.

Approval of Previous Meeting Summary:
The previous meeting summary was not available.

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

Action Items:

Approval of the Background Check Policy:
Mr. Korngut presented the Background Check Policy for approval. He stated that he had met with the Classified Employee Council on April 14 and with the Faculty Senate on April 16. The document was approved with the following changes:

- No changes to Section I. Purpose
- In Section II. Who is Covered—provide a list of exclusions:
  - Extended Studies Faculty (Clarify face-to-face and on-line adjunct faculty)
  - Current employees seeking promotional opportunities
  - Independent contractors (unless they are required) In this case they have to pay for their own background check.
- Clarify the statement; break in service in Section IV.2. Break in service means resignation.
- Clarify the last sentence in Section III. Procedure to reflect that background checks are conducted after the applicant accepts the offer, and employment is contingent upon successful completion of the background check.
- Both IV and IV. Scope should require screening through the National Sex Offender Registry and a Criminal Background Check.
• Include a statement at end of the sentence in the first segment of Section VI. Job Announcement that says, as described in the background check policy.

• In Section VII. 1. Responsibilities, a statement regarding the search committee will also be looking at employment history and CUPA credentials.

• In Section VII. 4. Responsibilities, a statement regarding at the conclusion of the search the Equal Opportunity Office will be responsible for all materials and files.

• In Section VIII. Pre-Adverse Letter and Notification of Adverse Decision. A statement was added to indicate that the President within 10 days has to take action, and the final decision of the President is final and may not be appealed.

• In Section VIII. 1. Pre-Adverse Letter and Notification of Adverse Decision. Regarding the Fair Credit and Reporting Act, a statement was included explaining that the HR Director has to provide a copy of the background check report to the applicant if there is a problem.

• In Section IX. Violations of Policy. The statement, up to and dismissal was added to the last sentence.

• In Section IX. Violations of Policy. The statement about individuals who are charged with or convicted of a felony after they have been offered employment needs clarification.

Mr. Korngut AGREED TO clean up the policy including grammatical and spelling errors, and bring back the policy once more for further discussion and approval.

Approval of the General Education Substitutions Policy:
Dr. Novotny thanked the Cabinet for providing feedback based on 1st Reading. Dr. Novotny has taken all of the feedback provided and made any necessary revisions to the policy, and is now presenting it for approval:

MOTION: Dr. Aldrich moved to approve the General Education Substitutions Policy as presented. Professor Doell seconded the motion. Motion passed.

Discussion Items:
1st Reading: Suspension Policy:
Mr. Marquez presented the Suspension Policy and stated that it will take effect in Fall 2010. The current policy states that if students attempt 30 credit hours and still don’t have a 2.0 grade point average, they are suspended. This new policy identifies that after students attempt 24 hours and still don’t have their 2.0 grade point average, they will be placed on suspension. A STAY component has been built into this policy as well. STAY students who don’t pass 2 or more classes in their first semester, can retake them in their second semester. If they don’t pass them in the second semester, they are suspended indefinitely. The philosophy behind this action is that if students cannot pass their developmental courses work within the first year of study; they probably won’t be successful here at ASC. In order to return back to ASC, they can take developmental coursework elsewhere, and have it transferred in. Also, there are issues with students who are suspended and we either approve or deny their appeal, they return back to campus and are immediately placed back on suspension the following semester. These students will now be suspended for an entire year, and then must reapply for admission, and must demonstrate academic progress at another institution before you can be readmitted.

The goal is to abide by our retention mission to give students access; however, if they are not successful, it’s better to let them go earlier than carrying them through many semesters before we decide that they aren’t doing well enough to continue on.

Mr. Marquez asked the Cabinet to provide feedback, as he will bring this policy back for final approval.
Summer Meeting Schedule:
The Cabinet AGREED TO KEEP the meeting schedule as is.

Information Items:
Budget:
Mr. Mansheim reported that House Bill 1409 hasn’t passed yet. This is the Classified Employees pay grade increase.

New Business:
No new business.

Adjournment:
With no further business, the meeting adjourned.

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