The members of the Adams State College Cabinet convened in a regular meeting on Monday, June 4, 2007 on the campus of Adams State College, President’s Conference Room.

**Attendance:**

<table>
<thead>
<tr>
<th>Present</th>
<th>Excused</th>
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<tbody>
<tr>
<td>Georgia Grantham</td>
<td>Frank Novotny</td>
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<tr>
<td>Bill Mansheim</td>
<td>David Svaldi</td>
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<tr>
<td>Ken Marquez</td>
<td>Sandra Starnaman</td>
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<tr>
<td>* Teri McCartney</td>
<td>James Trujillo</td>
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<tr>
<td>Larry Mortensen</td>
<td>Julie Waechter</td>
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<td>Mike Nicholson</td>
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(*Facilitator)

Guest(s): None

**The Cabinet meeting format has been restructured to improve meeting efficiency and better identify and address short and long term objectives. Agenda items will be determined at meeting time.**

**Approval of Summaries**

The May 21, 2007 Cabinet summary was approved.

**Metrics:**

**A. Graduate School**

Teri McCartney presented a brief outline of the *Graduate School Enrollment Matrix*. Detailed information will be included in future reports.

**B. Extended Campus – Sandy Starnaman**

An *Extended Studies Cash Funded Comparative Enrollment Report* was distributed which compared enrollment numbers to date to those of the same time last year. Overall enrollment is up over last year.
C. Enrollment Management – Georgia Grantham

A brief enrollment update was given. Undergraduate enrollment stands at 1287 which is an increase of 46 first-time, full-time freshman from the year prior. Non-resident students increased by 50. The goal of the Enrollment Management team is 525 new student for the fall.

D. Revenue and Expenses Update – Bill Mansheim

A comparative summary of the institutions financial standing was given.

E. Housing and Auxiliaries Update – Ken Marquez

Ken Marquez updated Cabinet on housing numbers. 268 housing applications have been received, reflecting the same number year-to-date, and 345 housing re-applications have been received.

F. President’s Vision

Cabinet agreed to address the progress related to the goals of “Year 2” of the President’s Vision on a regular basis.

Lightning Round

Frank Novotny informed Cabinet that a recent grant submittal was declined by the Department of the Army. The Department of Education does not list Adams State College as an “Accredited Postsecondary Minority Institution.”

Bill Mansheim announced that he and Frank Novotny will be working together to develop a list of recommendations for deferred maintenance projects on campus.

Sandy Starnaman informed Cabinet that the REAP programs are in process for the fall.

Ken informed Cabinet that Adams State College has been selected to develop a pilot program creating a Student Suicide Prevention Model that will begin in the fall as part of Higher Education Suicide Prevention Act.

Larry Mortensen gave a brief update on the schedule for the Plachy Hall remodel. Construction is slated to start in September and should be fully completed within 16 months. Full funding has been secured for both phases of the project and will be completed consecutively. Additionally, Mr. Mortensen discussed the need to integrate the athletic summer camp programs institutionally to form a tie to the campus as a whole.
Teri McCartney discussed the need to develop marketing ideas for all graduate programs. It was decided to consult Mark Schoenecker, Linda Relyea, Sean Weaver and Julie Waechter to develop ideas to present to the Marketing Committee.

Julie Waechter asked that submissions for the next electronic news letter be submitted as soon as possible.

**Agenda Items:**

**Policy Approval Procedure**

Cabinet discussed the process for approval of campus policies. It was agreed that proposed policies will be sent to each Cabinet member electronically with a standard “subject line” and an electronic routing sheet. The routing sheet and any changes to said policies will be returned within one week of the initial mailing.

**Summer Camp Philosophy**

Cabinet discussed the proposal to change the philosophy of the summer athletic campus to more integrate the camps into the campus as a whole. Additional discussion will continue at an upcoming Cabinet Off-campus Planning Session.

**Action Items:**

- Dr. Novotny will follow up with the Department of Education regarding the listing error.
- Bill Mansheim and Frank Novotny will meet to prepare a list of deferred maintenance projects.
- Teri McCartney will arrange a meeting to discuss marketing plans for all Graduate Programs.
- Ken Marquez will develop policies and procedures regaled to the *Student Suicide Prevention Model*

**Next meeting of Cabinet**

The facilitator for the June 11, 2007 Cabinet meeting will be Frank Novotny.

**Adjournment**

The meeting adjourned at 10:07 a.m.