CABINET
Summary of Meeting
JUNE 11, 2013
8:30-9:30 AM
SUB 309

The ASC Cabinet convened a regular meeting on Tuesday June 11, 2013 in the Student Union Building (SUB), Room 309.

Call to Order:
Ms. Lopez called the meeting to order at 8:30 A.M.

Roll Call of Members:
Mr. Eric Carpio - Present
Mr. Jeff Cook – Absent
Mr. Kevin Daniel - Present
Ms. Heather Heersink - Present
Mr. Larry Joe Hunt - Present
Dr. Brent King - Present
Ms. Lori Laske – Absent
Ms. Michelle Little - Absent
Ms Tammy Lopez - Facilitator
Mr. Bill Mansheim - Present

Mr. Ken Marquez - Present
Dr. Michael Mumper - Present
Dr. Matt Nehring - Present
Dr. Frank Novotny – Present
Ms. Patti Ortiz – Present
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present

Guest: Mr. Ryan Shiba, Director of the Academic Instructional Technology Center.; Ms. Meagan Smith, Assistant to the ; Mr. David Wright, AS&F Program Coordinator

Approval of Agenda:
The agenda was amended to add Information Item, E. ADA Update.

MOTION: Mr. Marquez moved to approve the agenda as amended. Ms. Heersink seconded, all were in favor.

Consent Agenda:
- April 10, 2013 Meeting Summary
- ITA: Ft. Massachusetts Archeology Field School/SdCNHA
- ITA: ASU Center/Dept of Commerce

MOTION: Ms. Rogers moved to approve the Consent Agenda as presented. Mr. Mansheim seconded, all were in favor.

Action Items:
No items were presented.
Discussion Items:
1st Reading: Learning Management System (LMS) Policy:
Mr. Shiba presented an updated policy which states, that Adams State University will use the Learning Management System (Blackboard) for all online, hybrid, and supplemental courses. No other Learning Management System (LMS) shall be used for fully online and hybrid courses. The purpose of the policy is to provide guidelines for individuals or departments wanting to use a LMS other than Blackboard. The guidelines will provide the procedures for implementing a LMS as an alternative or to replace the current LMS.

Mr. Shiba indicated that the policy is outdated and made changes to language such as changing WebCT to Blackboard and AITC to FTAC. He will continue to update the Policy to be certain that it is as accurate as can be, and will bring it back to the Cabinet for final approval. Please direct all questions and/or comments to Ryan.

Information Items:
Budget Update:
Mr. Mansheim reported that Period 11 Financials are now complete, our actual cash draw-down at the end-of-the-year is much better than originally projected in October and November. We spent down our Cash Reserve Account by $1.8 million. We are ending the year about $1 million stronger than our original projections which were based on our historical 5-year-average. We ended the year by drawing down our Reserves to just above $2 million even though earlier in the year we projected a $1.2 million decrease. Our diligence this last year in watching our expenditures has helped.

Executive Council has begun meeting to discuss the FY14-15 budget to better prepare ourselves by monitoring enrollment. At the initial meeting, mandatory expenses were reviewed. The $390 One-Time Cash that was used to balance last year’s budget must be built into the 14-15 budget. Cost of living increases, health, risk management, utility increases, unfreezing positions that were frozen for 1-year will all add-up to approximately $1 million in mandatory expenses.

This year we received $640,000 in additional appropriations from the State based on the $30 million allocated to higher education. There is quite a bit of discussion at the State-level that a higher injection for next year is possible. However, there must be a $60 - $100 million appropriation to higher education, so that our mandated expenses can be covered. This will keep us from having to increase our tuition costs.

President Svaldi reported that the Board of Trustees has made it very clear that ASU cannot go back to the double-digit tuition increases. ASU will experience a tremendous challenge if State appropriations are not high enough.

Strategic Planning Working Document:
President Svaldi reported that the Strategic Planning Steering Committee has not yet met to discuss the Goals for 2013-2016. The draft version that was provided for this meeting includes language that he drafted along with the help of the CIELO group. He indicated he is not pleased with the wording of the overarching goal and its strategy. The Planning Steering Committee felt that the plan could wind up with the inclusion of numerous goals and strategies even those that ASU must accomplish. They thought there ought to be one main component in the plan that the campus agrees upon that will address our
mission and fiscal concerns. The obvious answer would be retention. He asked the Cabinet for suggestions on language for goals and he will bring them to the next Steering Committee meeting. The general outline must be presented to the Board as an Information Item at the July Retreat, and prepared for final approval at the August meeting.

ASU Web Update:
Mr. Schoenecker gave a brief update on ASU’s Responsive Web Design, which makes the website much more accessible from every mobile device that exists. Responsive Web Design allows Web images to automatically resize to the size of the mobile device. Mark indicated that 95% of our site is now accessible. The University of Colorado and Colorado College outsource their web services. Mike Henderson developed this functionality for ASU after having taken a course.

Email Approval May 29, 2013: Intent to Apply (ITA) for a Grant: Colorado Campus Compact; Colorado Space Consortium; El Pomar Foundation; Safeway Foundation; Wallace Genetic Foundation:
Ms. Lopez indicated that the above mentioned ITAs were approved on May 29, 2013 via email.

ADA Announcement:
President Svaldi announced that Ms. Isabel Kaiser-Medina resigned to accept a similar position at Oklahoma State University. Mr. Marquez indicated that her ADA-student accommodations duties have been temporarily transferred to Laurel Carter, Greg Elliott, and Adrianna and have been moved to the Counseling Center due to confidentiality issues. Faculty/Staff accommodations will be addressed in Human Resources (HR). Her Veterans and Diversity duties are still being discussed.

Cabinet Shared Drive:
Mr. Marquez made a request to eliminate all subfolders within the Cabinet Meeting Date folder, it makes it easier to access and print documents.

Singapore Commencement Address:
Mr. Roybal conducted the first commencement ceremony in Singapore and reported that a representative from the U.S. Embassy was present. Mr. Schoenecker was able to film the entire ceremony, he will send the link out to everyone.

AS&F Report:
Mr. David Wright reported that the Vice President for External Affairs and Board of Trustee positions remain vacant, a special election will be held the first week when school begins. Kay Kruger may fulfill Student Board Trustee responsibilities in the interim. Currently AS&F is busy working on club recruitment, ASU Cares Day, etc.

Colorado WINS Report:
A State-Wide Health and Wellness Program will be implemented now in July and will provide a financial incentive for employees who wish to participate in wellness and health activities. The committee is comprised of Colorado Wins members, Pat Ruybal sits on that committee. Wins members and staffers met on Saturday in support of Angela Jiron, who has been supportive of state workers. She is being challenged to a recall. A town hall meeting will be held with Governor Hickenlooper on June 26.
New Business:
No items were presented.

Adjournment:
The meeting adjourned at 9:15 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President