The ASC Cabinet convened a regular meeting on Thursday June 14, 2012 in the Hall of Fame Room in Plachy Hall.

Call to Order:
Dr. Mumper called the meeting to order at 2:00 P.M. Mr. Marquez and Ms. Lewis announced that Adams State University ID’s were available for pick-up at the SUB Office; also dependent ID’s are available as well. Registered student ID cards are currently being printed, and printing of IDs for faculty and staff is finished. New student pictures will be printed on Thursday of New Student Orientation, and will be ready for pick-up on Friday.

Roll Call of Members:
Dr. Stephen Aldrich – Present
Mr. Eric Carpio - Present
Mr. Jeff Cook – Absent
Mr. Kevin Daniel - Absent
Professor Margaret Doell - Present
Ms. Heather Heersink - Absent
Ms. Lori Laske - Absent
Ms Tammy Lopez - Absent
Mr. Bill Mansheim – Present
Mr. Ken Marquez - Present

Mr. Larry Mortensen - Absent
Dr. Michael Mumper - Present
Dr. Frank Novotny – Present
Ms Judy Phillips - Present
Ms Tracy Rogers - Present
Mr. Walter Roybal - Present
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present
Mr. Erik van de Boogaard - Absent

Guest: Ms. Stephanie Lewis, Director of the Student Union.

Approval of Agenda:
The agenda was changed to reflect the addition of Action Item D. Supplemental Budget Request for the Events Coordinator, and the addition of Discussion Item D. Scheduling in MCD 101.

MOTION: Dr. Novotny moved to approve the agenda as amended. Dr. Aldrich seconded the motion. All were in favor.

Consent Agenda:
The following items were presented:
- May 10, 2012 Meeting Summary
- May 24, 2012 Meeting Summary
- Intent to Apply for a Grant: HRSA (Nursing Scholarships)
MOTION: Dr. Aldrich moved to approve the agenda as presented. Mr. Mansheim seconded the motion. All were in favor.

Action Items:
Approval of Academic Policies:
The following policies were presented for approval. Dr. Novotny indicated minor changes have been made to them based on feedback that resulted from first reading.
- 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

MOTION: Professor Doell moved to approve the academic policies presented. Dr. Aldrich seconded. All were in favor.

Approval of the amended Grant Application Process and Incentive Pay Plan:
Mr. Mansheim presented an amended Policy; which includes a statement to Attachment 3 that addresses two issues with paying the Incentive Stipend. One issue is whether non-competitive agreements are eligible for the stipend, and the other issue is whether the stipend should be paid to individuals whose positions are fully funded by the grant. The new language that was added is, *Incentive awards to individuals whose positions are fully funded within the approved grant may be adjusted to reflect the magnitude of its effect on institutional programming, enrollment, financial support, or other areas. Non-competitive grants are not eligible for incentive awards.*

Mr. Mansheim explained the word “may” in the language allows for stipend approval on a case-by-case basis, as the magnitude of the grant could create a tremendous impact to the institution. However the Cabinet discussed the “magnitude of effect” statement, and suggested that approval can be based at the time the Intent to Apply Form is submitted; the University can decide to pursue the grant based on the magnitude and pay the stipend, or decide not to.

The Cabinet discussed the case of non-competitive grants and whether the stipend should be paid if fundraising is part of the scope of the individual’s job description. If so, the individual would not be eligible for a stipend. If the work being performed is related to a non-competitive grant, a supplemental contract could be written to compensate the individual for work above and beyond that brings additional funding to the institution. The Cabinet discussed that non-competitive agreements in reality are not grants; therefore they do not pertain to this Policy.

MOTION: Mr. Mansheim moved to accept the Grant Application Process and Incentive Pay Plan as first written WITHOUT the amended statement AND INCLUDING the amended Intent to Apply Form. Dr. Novotny seconded. All were in favor.
Approval of the IMac Reimbursement for $2016:
Dr. Novotny presented this One Time Emergency Budget Request on behalf of the Biology Department. The request is being submitted due to the theft of 4 IMacs from Porter Hall on May 7th from Room 220. Per the quote from Hanover Insurance, $769.83 for each computer ($1149 original cost minus 33% depreciation) and minus the $550 deductible will be reimbursed. Original cost of the 4 IMacs is $4596; however the $2580 amount that Hanover reimburses leaves a $2016 deficit to cover the entire cost of computer replacement.

MOTION: Mr. Mansheim moved to approve the One-Time Emergency Budget Request for IMac Replacement in the amount of $2016. Dr. Aldrich seconded, and all were in favor.

One Time Supplemental Budget Request for Campus Events Start-up Costs for $5000: 
Mr. Marquez presented a One-Time Supplemental Request for Startup Costs for the Campus Events Coordinator. Mr. Marquez explained, the amount in the original proposal is for $10,000; however, this request is only for $5000 to purchase a computer and software. A discussion for a base-building budget will occur at another time.

MOTION: Dr. Novotny moved to approve the One-Time Supplemental Budget Request for Campus Events Startup Costs in the amount of $5000. Mr. Mansheim seconded, and all were in favor.

Discussion Items:
1st Reading: Children in the Work Place Policy:
President Svaldi indicated there are instances on campus where individuals bring children to classes and to work; which brings about significant liability issues for the campus. Using common sense and in the short term, a few minutes before or after a doctor appointment is fine. However on a regular-routine basis, children are not allowed. The Policy defines the expectation, and allows the University to discipline accordingly. Ms. Rogers indicated she will explain the Policy to Classified Staff and will obtain feedback as well. Upon receiving feedback, Ms. Rogers will revise the Policy accordingly and bring it back for final approval. Since many of the faculty are not available during the summertime, the Policy can be amended if there are issues.

1st Reading: Flex Time Policy:
Ms. Rogers presented a revised Flex Time Policy. A policy exists; however, she felt the need to clarify some areas within the Policy that were being questioned by staff on a frequent basis. Section III.B., the Work Day was clarified as beginning at 8:00 A.M. to 5:00 P.M. Many employees were requesting to begin their work day at 5:00 or 6:00 A.M., and there have been requests to work later in the evening on through until 10:00 P.M. There were also many requests to working the lunch hour, and she added text to Section III.A. that requires taking a 30-minute lunch/break period. The Policy has been developed for those employees who seek flex time on a regular routine basis, not for temporary situations. She will present the Policy for final approval upon receiving feedback and making necessary changes.
1st Reading Academic Policies:
Dr. Novotny presented the following policies, and the Cabinet was asked to review them and provide feedback. He indicated that there still are more academic policies that must go through this review and approval process; but, once this process is finished, an academic policy schedule will be established to allow for a more in-depth review in the future.

- Reading Writing Placement
- Academic Dishonesty
- Faculty Rights
- Institutional Syllabi
- Program Reviews
- Number of Credit Hours BA-BS
- Courses Not Applicable to Degree Requirements
- Second-Additional Majors
- Writing Proficiency
- Minor Completion
- Second Bachelor’s Degree
- Guaranteed Transfer Courses
- Gen Ed Goals, Outcomes & Requirements
- Number of Credit Hours
- Adjunct Salary Policy
- Intellectual Property
- Developmental-Remedial
- GPA Computation
- Grading System
- Honors
- IF Grades
- Incompletes
- Pass-Fail
- Repeating Courses
- Satisfactory- Unsatisfactory Courses
- Semester Honors
- Technical Satisfactory (TS) Grade
- Commencement
- Eligibility for Admission
- Transferrable Grades
- CLEP Dantes Scores
- AP CLEP Scores
- Transfer Vocational Credits
- Coursework Transfers
- Transfer AA-AS
- Transfer AAS-AGS
- BA-BS Transfers
- Credits Over 10 Years
Scheduling of McDaniel (MCD)101:
Dr. Mumper indicated the room is not scheduled as a classroom, community events have been given priority, and the room is scheduled by Academic Instructional Technology (AIT). There have been inquiries as to why the room cannot be scheduled as a classroom even though it is maintained by student fees. Both Dr. Novotny and Dr. Mumper agree that the room designation should be changed to allow academic priority.

The Cabinet AGREED the scheduling process should be changed to allow academic priority. The Office of the Vice President for Academic Affairs (VPAA) will initially be responsible for scheduling and will incorporate it into the Priority Phase Assignment Process. Dr. Mumper AGREED TO notify the AIT Office of the changes.

Information Items:

Budget:
Mr. Mansheim reported State CFO’s are in the process of developing a letter to the Office of State Planning and Budgeting (OSPB) and the Joint Budget Committee (JBC). This proactive measure proposes that a set amount should be funded instead of using percentages. If a set amount can be used instead, tuition can be kept at a set amount as well. But, there are disparity issues with issuing a blanket statement such as this. If percentages are used to provide funding, ASU will not benefit as we will receive a lower dollar threshold compared to colleges and universities with a higher tuition base.

Strategic Planning Updates:
The Strategic Planning Meeting will convene tomorrow at 9:00 in the SUB, everyone was encouraged to dress comfortably. It was noted that the room in the SUB will be warm especially in the afternoon. Mr. Mortensen AGREED TO check with Dianne Lee to see if the Hall of Fame Room is available, at the very least in the afternoon.

New Business:
No new business was presented.

Adjournment:
The meeting adjourned at 2:54 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President