The members of the Adams State University President’s Executive Council convened in a regular meeting on June 16, 2014 in room 315E, Porter Hall.

Call to Order: President Svaldi called the meeting to order at 8:02 a.m.

Attendance:

Carol Guerrero-Murphy – Excused
Heather Heersink – Present
Lori Laske – Present
Tammy Lopez – Present
Bill Mansheim – Present
Ken Marquez – Present
Larry Mortensen – Excused

Michael Mumper – Present
Frank Novotny – Present
Tracy Rogers – Present
David Svaldi – Present
Julie Waechter – Excused
James Trujillo – Present

Guest(s): Eric Carpio, Admissions
Stephanie Cramblet, Applications Systems, Computing Services
Kevin Daniel, CIO
Margaret Doell, Art Department, AVPAA
Karla Hardesty, Project Manager, Enrollment Management

Approval of Summary

The June 2, 2014 meeting summary was approved by consent.

Agenda Items

Degree Works System

Members of Executive Council, and invited guests, discussed at length the possibility of implementing the Ellucian Degree Works system, which is a comprehensive academic advising, transfer articulation, and degree audit solution that aligns students, advisors, and institutions to a common goal in helping students graduate on time. The group discussed implementation, logistics, Extended Studies concerns, security, need for effective training, ongoing maintenance, costs, and budgetary concerns.

Additionally, the group discussed the history of the implementation and use of Banner on campus and what measures have been taken and are being improved in terms of security.
It was suggested that department chairs, members of Faculty Senate, and Academic Council view the demonstration of the product and provide additional feedback to the Council. Further, it was agreed to table any decision on implementation until the spring of 2015 when better enrollment data is available, and until the north phase of the Richardson Hall renovation project is in progress.

**Adams State University Scholarship Policy**

Council discussed an issue where students are taking online courses when they are receiving institutional aid and scholarships funded through the general fund.

It was suggested that policy be drafted which outlines that any student receiving institutional aid through the general fund would be required to take 75% of their classes on campus. Advisors would need to be aware of said policy and advise accordingly. A “Scholarship Policy” will be drafted and presented as a first reading at the next Cabinet meeting.

**MBA Staffing Issue**

Dr. Frank Novotny, Vice President for Academic Affairs, and Tracy Rogers, Human Resources Director, readdressed a proposal to hire a coordinator for the MBA program. The individual being considered currently holds the position on a temporary contract and is a relation to the director of the program. After lengthy discussion regarding conflict mitigation and staffing needs for the program, it was agreed the conflict could be effectively mitigated and allow hiring of said individual for a one year period with the supervisor to be the Chair of the School of Business. Dr. Svaldi will ensure that a proper mitigation agreement is in place.

**Financial Aid Vacancy Update**

Dr. Michael Mumper, Senior Vice President of Enrollment Management and Program Development, informed Council that the search continues to fill the recently vacated Financial Aid Assistant Director position. In the interim, it will be necessary to temporarily reassign duties of individuals in order to maintain the daily functions of the department until the vacancy is filled. A stipend has been requested to off-set the additional duties. Council agreed.

**Policy of Equipment Usage/Rental**

Council addressed an issue regarding the practice of renting tables and chairs to staff and outside agencies for use at off-campus events. Ken Marquez, Vice President for Student Affairs, will bring information regarding equipment usage to an upcoming meeting.

**Department of Local Affairs Audit**

Tracy Rogers, Human Resources Director, updated Council on the progress of the random audit request from the Department of Local Affairs, DOLA. She was pleased to report that records for all regular employees have been pulled and all student records completed. Processing and submitting of the required information should be completed by the June 30, 2014 deadline.
Personnel Contract Recommendations

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the Department of Housing and Residence Life, and the Department of Athletics.

After extensive review of the request, including funding sources and logistics, Council unanimously agreed to approve the Housing and Residence Life request, and partially approved the requests from the Department of Athletics, with the remaining to be considered for approval pending additional information needed.

Adjournment

The meeting adjourned at 10:44 a.m.