The members of the Adams State University President’s Executive Council convened in a regular Executive Council meeting on June 20, 2016 in the President’s Conference Room, Richardson Hall, room 2-301.

Call to Order: President McClure called the meeting to order at 9:02 a.m.

Attendance:

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<td>Eric Carpio</td>
<td>Margaret Doell</td>
<td>Tammy Lopez</td>
<td>Beverlee McClure</td>
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<td>Kurt Cary</td>
<td>Carol Guerrero-Murphy</td>
<td>Ken Marquez</td>
<td>Larry Mortensen</td>
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<td>Margaret Doell</td>
<td>Karla Hardesty</td>
<td>Frank Novotny</td>
<td>Tracy Rogers</td>
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<td>Carol Guerrero-Murphy</td>
<td>Heather Heersink</td>
<td>Lori Laske</td>
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Guest(s): Kevin Daniel, CIO, Department of Computing Services

Department of Computing Services Update

Kevin Daniel, CIO, presented information to members of Executive Council for their approval regarding staffing changes, salary adjustments, and vacancies in the Department of Computing Services. It was noted that all requests are covered within the current departmental budget, and align with CUPA guidelines.

Council discussed budgetary concerns, compression issues, and CUPA, and agreed to the requests as presented.

Follow-up Items

Strategic Plan Update

No report.

Facilities Construction Project Updates

Kurt Cary, Vice President for Administration and Finance, reported the replacement of the 4-inch cast iron water pipe is nearing completion. The Richardson Avenue two-way street construction project is progressing and on schedule. The East Campus renovation project continues and is three weeks behind schedule.
Huron Request Updates

Kurt Cary provided a current data request tracking list noting various documents required of the 2016 Huron Performance Audit that will take place mid-July on the Adams State University campus.

General Updates

President McClure informed members of Council of a Value Added Ag meeting scheduled to take place Tuesday, June 21, 2016; a Superintendent’s Summit meeting scheduled on Thursday, June 23, 2016; and the ribbon cutting ceremony for the Salazar Rio Grande del Norte Center, scheduled to take place Friday, June 24, 2016 at 10:30 a.m. in the Luther Bean Museum.

Eric Carpio, Assistant Vice President for Student Services, reminded Council Adams State is hosting the Colorado Council on High School/College Relations “KOO Goes to College” bus tour group today, June 20th. A group of 25 high school counselors from across the State will be visiting/touring the university, and attending various professional development workshops.

Lori Laske, Director of Alumni and Donor Relations, briefly reviewed the program for the Salazar Rio Grande del Norte Center. All were encouraged to attend.

Karla Hardesty, Director of Marketing and Enrollment Management, announced the institution’s new Data Analyst starts employment today. The Office of Institutional Research and Assessment is now fully staffed.

Lori Lake, Director of Alumni and Donor Relations, reported the annual alumni direct mail fundraising campaign is underway.

Personnel Contract Recommendations

Tracy Rogers, Director of Human Resources, presented Personnel Contract Recommendations from the Department of English, Theatre, Communications (two requests), the Department of Extended Studies, the School of Business – MBA, and two from the Department of Administration and Finance (two requests).

Council discussed each request at length including logistics, budgetary concerns, funding sources, etc., and approved the requests as follows:

The Department of English, Theatre, Communications – approved as presented.
The Department of Extended Studies – approved with salary adjusted as discussed.
The Department of Administration and Finance – approved at 72.5% of CUPA.

The School of Business – MBA request was tabled pending additional information.
**Enrollment Update and Enrollment Initiatives Update**

Eric Carpio, Assistant Vice President for Student Services, reported undergraduate summer headcount is up 2%, and credit hours are up 9%, compared to data from the previous year. Summer graduate headcount and credit hours are up 7% compared to data from the previous year.

Mr. Carpio provided members of Council with a *Fall 2016 Enrollment Plan*. He reviewed current enrollment data as well as various initiatives/activities being implemented in an effort to increase enrollment among continuing, first-time, transfer, readmitted, and high school concurrent students. Some methods being used include telephone calls, Facebook, media, (radio, newspaper, etc.), postcard direct mailing, email campaigns, and area registration events in the Denver/Front Range areas, as well as ongoing assessments of students.

It was noted on-campus high school concurrent enrollment may be negatively impacted due to the Extended Studies distance learning interactive online offerings.

**Agenda Items**

**Review of Grant Funded Positions Process**

Kurt Cary, Vice President for Administration and Finance, briefly reviewed the current grant writing process, and a proposal to implement a "Grant Writing Committee.” The committee would be charged with thoroughly reviewing the grant writing process including reviewing current forms, make recommended changes to forms/process as needed, develop an electronic Intent to Apply process, and present the grants clearly to members of Cabinet.

After brief discussion, it was decided create the Grant Writing Committee with membership to include: Kurt Cary, Jody Mortensen, Tammy Lopez, and Kristy Duran. Target date to assemble the committee is August 1, 2016.

**Faculty Credentials Process**

Frank Novotny, Vice President for Academic Affairs, and Karla Hardesty, Director of Marketing and Enrollment Management, reported on the progress of the Faculty Credentials review process. It was explained the *Banner Document Management Suite* will be used to scan and index all faculty files, including transcripts and vitas, which will be linked to Banner. It will also track terminal degrees for each faculty member. Work on the project is scheduled to start next week.

**Swimming Pool Update**

Larry Mortensen, Athletic Director, reported arrangements have been made with the swimming coach to make the swimming pool available for use during the summer months on a limited schedule. Director Mortensen reminded Council that making the pool available for longer hours is a challenge due to limited budget for certified lifeguards required for operation.
Restroom Audit

Carol Guerrero-Murphy, Inclusive Excellence Liaison, reported the results of a campus survey regarding access to gender-inclusive restrooms across campus. The survey identified locations of current gender-inclusive facilities, and the need for others across campus with the goal of having one in every building on campus. Council discussed budgetary concerns, logistics, the need to educate the community on the use/concept of gender-inclusive restrooms, renovation limitations due to age and design of buildings, incorporating baby changing stations in restrooms, and building prioritization. Aaron Miltenberger, Director of Student Life and Recreation, will be asked to address Cabinet and provide additional information.

Background Check Forms Update

Tracy Rogers, Human Resources Director, informed Cabinet the background check forms currently being used are not compliant with Fair Credit Reporting Act (FCRA) regulations. She briefly explained the background check process and provided sample updated forms for Council's review. It was noted no policy changes are needed, just the forms updated to be compliant with FCRA rules. All applicants are required to have background checks performed.

Adjournment

The meeting adjourned at 10:56 a.m.