CABINET
Summary of Meeting
JUNE 28, 2012
2:00-4:00 AM
Plachy Hall-Hall of Fame Room

The ASC Cabinet convened a regular meeting on Thursday June 28, 2012 in the Hall of Fame Room in Plachy Hall.

Call to Order:
Mr. Mansheim called the meeting to order at 2:00 P.M.

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

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

Guest: Mr. Bill Schlaufman, Controller.

Approval of Agenda:
There were no changes to the agenda.

MOTION: Dr. Aldrich moved to approve the Agenda as presented. Mr. Marquez seconded the motion. All were in favor.

Consent Agenda:
The following items were presented:
- June 14, 2012 Meeting Summary

MOTION: Dr. Aldrich moved to approve the Consent Agenda as presented. Mr. Marquez seconded the motion. All were in favor.

Action Items:
Approval of Children in the Work Place Policy:
Ms. Rogers indicated she had made some minor changes to the Policy after having received feedback. The intent of the Policy is to communicate that the campus is not a daycare center. Supervisors and department chairs need to be realistic in dealing with faculty and staff. They are to make certain that children in the work place are not disruptive. The Cabinet discussed the
need to identify the reporting structure for those who are in violation. Ms. Rogers AGREED TO update the Policy with the reporting structure and distribute it to the Cabinet.

MOTION: Mr. Marquez moved to approve the amended Children in the Work Place Policy, which includes the reporting structure. Professor Doell seconded. All were in favor.

Approval of the Flex Time Policy:
After having received no feedback, Ms. Rogers provided the Flex Time Policy as presented on first reading.

MOTION: Professor Doell moved to approve the Flex Time Policy as presented. Ms. Laske seconded, and all were in favor.

Discussion Items:
Student Payroll Through Higher One:
Mr. Schlaufman explained that Work Study paychecks will be electronically deposited through the Higher One System beginning in August. Funds will be available for students the 15th of each month. The result of this new pay method will reduce Business Office processing by two days. In the past, ASU has provided paychecks to students prior to the Spring Break as a courtesy. Because of the two-day reduction, the only issue is with the March payroll; which will occur during Spring Break instead.

The Cabinet discussed the new electronic pay system will make it easier for Work Study students to access their pay. There shouldn’t be issues with the Spring Break payroll as students will no longer need to cash and deposit their checks prior to the Break. Instead, the funds will be made available to them on their Higher One Card, which they can access at their own convenience.

The Cabinet AGREED THAT Work Study pay should be made available the 15th of each month; however they discussed the need to provide adequate communication to the students.

1st Reading: Electronic Course Schedule and Preregistration Policy:
Ms. Griego explained the need to provide the Electronic Course Schedule and Preregistration Policy as official documentation for campus use as well as for Higher Learning Commission (HLC) purposes. In the past, documentation was provided through hard copy operational manuals and filed away in the Documents Room for the HLC Site Visit. She has spent the last 14 years streamlining the process making it more efficient, and collecting/storing information in hard-copy format. Once the Policy is approved, she will work with the Communications Staff in creating a Web Site for campus use, and with Academic Instructional Technology Staff to create tutorial videos on how to complete and navigate the necessary Banner Forms involved.

Policy: The Office of the Senior Vice President for Enrollment Management and Program Development oversees the production of the Electronic Course Schedule; which is a decentralized process that allows academic units direct maintenance access to the Course Schedule Module in the Institution’s Banner Data Administrative System Software to create course sections in accordance with the institution’s data structure and usage standards, academic policy, and Colorado Department of Higher Education (CDHE) State Policy for
Reporting Full-Time Equivalent Student Enrollment (FTE). A Preregistration Editing Process guarantees that policy compliance has been met in preparing courses for enrollment.

The purpose of the policy is to identify the procedures for the development of the Electronic Course Schedule, and the Preregistration Editing Process. The mission of Electronic Course Scheduling aligns with the academic mission of the university in that it is an essential process that facilitates the delivery of academic courses by providing workable course schedules for students; ensuring access to courses by students; making efficient use of classrooms; and making efficient use of instructor time.

The Policy has been presented to the Operations group, and Dr. Novotny has sent it to department chairs asking for feedback. The academic unit administrative assistants, directors, and managers have also been solicited for feedback. Ms. Griego explained the Policy has been placed in the proper format; however, she was uncertain as to the policy numbering system. At this point, all that lacks is the ASU Seal and final approval.

Information Items:

Budget:
At the state level, CFOs held a meeting on Tuesday. The revenue forecast was very good, $550 million will be rolled into next year’s budget on July 1. Twenty five million is designated for higher education. ASU’s reduction is within the $300-$500,000 range. For Fiscal Year 2014, another $100 million will be designated to higher education. One hundred twenty five million dollars will bring us to the level where Performance Funding can kick in. At a recent Governor’s Board meeting, the Colorado Department of Higher Education (CDHE) presented a matrix for performance measures. IPEDS comparison data was provided; so that we can compare ourselves with our peers.

At the campus level, ASU’s Board of Trustees Retreat is scheduled for July 12-13. ASU is currently working on end-of-year close-out. We should be close to budget, especially with cash.

Strategic Planning Updates:
No report given.

New Business:
No new business was presented.

Adjournment:
The meeting adjourned at 2:26 P.M.

Respectfully Submitted,

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Donna L. Griego,
Assistant to the Senior Vice President