The members of the Adams State College Cabinet convened in a regular meeting on Monday, July 2, 2007 on the campus of Adams State College, President’s Conference Room.

Attendance:

Georgia Grantham – Present
Bill Mansheim – Present
Ken Marquez – Present
Teri McCartney – Present
Larry Mortensen – Present
Michael Mumper – Present
Mike Nicholson – Excused
Frank Novotny – Present
David Svaldi – Present
* Sandra Starnaman – Present
James Trujillo – Present
Julie Waechter – Excused

(*Facilitator)

Guest(s): None

Approval of Summaries

The June 18, 2007 and June 25, 2007 Cabinet summaries were approved.

Metrics:

A. Graduate School – Teri McCartney

No report was given.

B. Extended Campus – Sandy Starnaman

An Extended Studies Cash Funded Comparative Enrollment Report was provided which compared enrollment numbers to date to those of the same time last year. Data indicates enrollment continuing to increase.

C. Enrollment Management – Georgia Grantham

Georgia Grantham presented a Fall 2007 Undergraduate Application and Enrollment Data report which showed a 16% increase in overall enrollment compared to the same time last year. 425 first-time, full-time freshman are enrolled for the fall semester, 353 in-state students and 72 out-of-state students.
D. Revenue and Expenses Update – Bill Mansheim

Bill Mansheim presented an updated financial matrix. Revenues fell short of budget slightly however expenses came in under budget. Overall the general fund is in good standing.

E. Housing and Auxiliaries Update – Ken Marquez

No update was available at meeting time.

D. President’s Vision

Tabled until the list is revised.

Lightning Round

Bill Mansheim addressed a concern regarding the closure of many lower division fall classes.

President Svaldi discussed the need to establish a committee to develop a comprehensive marketing plan for the institution. He also noted his concern regarding the condition of the residence housing.

Larry Mortensen requested clarification regarding the “75% Academic Progress” and how it effects student athletes.

Provost Mumper requested feedback on the needs of the campus for data from the Institutional Research office.

Sandy Starnaman requested approval of new REAP cohorts.

Ken Marquez informed Cabinet of a proposal to start a “Green Bike Program” on campus and of the arrival of the new mattresses for the residence housing. All rooms in Coronado Hall and half of the rooms in Conour and Girault Hall will receive new mattresses with plans to replace the remaining mattresses next year. Additionally, the Emergency Response Team is scheduled to meet on Tuesday July 10th.

Georgia Grantham requested a discussion regarding work-study.

Agenda Items:

Closed Classes

Cabinet discussed the number of classes that are currently “closed” to students registering for the fall and the negative impact it has on recruiting students. Many of the classes that are closed are “General Education” classes, are classes that those that are the most popular
and are taught by the most popular professors. Additionally at issue is that daytime sections are closed and students are unwilling or unable to take evening sections. It is a growing concern as it is becoming increasingly more difficult to schedule students. Georgia Grantham will meet with the Enrollment Management Team to discuss the issue and give recommendations to resolve the problem.

**REAP Cohorts**

Sandy Starnaman requested approval of five new Elementary Education Program cohorts at the following sites:

- Arapaho Community College
- Otero Junior College (which includes Lamar Community College and TSJC)
- Morgan Community College

Cabinet unanimously approved of the proposed new cohorts.

**75% Academic Programs**

The policy regarding “Student Academic Program Completion” was discussed. Currently the policy states that a student must complete 75% of their academic classes in order not to be placed on academic probation. The policy will be reviewed and revised as necessary.

**Work-study**

Cabinet discussed the standing of the work-study budget for the past academic year and the possible need to add more work-study funds for the upcoming academic year. Concerns of another Federally mandated increase in the minimum wage rate and how it will impact the work-study budget was addressed. Upon completion of the final work-study budget for the upcoming year, the topic will be readdressed at a later Cabinet meeting.

**Institutional Research**

The immediate needs of the campus for data was addressed. It was agreed that the “Quick Facts” data was of top priority. Bill Mansheim will contact Diane Lender at the State level will be contacted for data clarification.

**Green Bike Program**

Ken Marquez presented a proposal to implement a “Green Bike Program” on Campus. The fundamental idea behind the proposal is to promote the use of bicycles as a safe, efficient and an environmentally sound means of transportation. Several inexpensive bicycles will be made available for check-out to individuals for a specific period of time or to be used as “floaters” for anyone to use. Concerns of liability and theft were discussed. Cabinet agree to the proposal in principal but requested a more detailed proposal to be presented at a later meeting.
**Next meeting of Cabinet**
The facilitator for the July 9, 2007 Cabinet meeting will be Georgia Grantham.

**Adjournment**
The meeting adjourned at 10:45 a.m.