The ASC Cabinet convened a regular meeting on Wednesday, July 2, in the Nielsen Library, Room 104.

Call to Order:
Mr. Bill Mansheim called the meeting to order at 2:35 p.m.

Roll Call of Members:
Dr. Benita Brink- Present
Ms Heather Heersink-Present
Dr. Bruce Landis-Absent
Mr. Bill Mansheim-Facilitator
Mr. Ken Marquez-Present
Mr. Larry Mortensen-Present
Dr. Michael Mumper-Absent

Mr. Mike Nicholson-Present
Dr. Frank Novotny-Present
Ms Judy Phillips-Present
Mr. Mark Schoenecker-Present
Dr. Dave Svaldi-Present
Ms Diana Wenzel-Present
Mr. Erik van de Boogaard-Present

Reading of Minutes of Last Meeting:
MOTION: Dr. Frank Novotny moved to approve the minutes of the June 18, 2008 meeting. Mr. Ken Marquez seconded. Motion passed unanimously.

Agenda:
SSS Grant Writer Proposal:
Mr. Marquez stated that with Ms Catalina Bartlett’s resignation in July, the Student Support Services renewal grant that she is working on will need to be edited. He proposes that Ms Bonnie Helm serve in this capacity, as she has many years of experience writing TRIO grant proposals. He suggests that Ms Helm be hired to edit the proposal by August 15 at $7000, the grant is due in October.

MOTION: Dr. Frank Novotny moved to approve $7000 to hire a grant writer. Mr. Bill Mansheim seconded the motion. Motion passed unanimously.

It was suggested that funds be set aside for future use as these types of services are always needed. The Cabinet discussed the possibility of centralizing grant writing and seeding an employee to be paid from grant successes.

Board Conference Call Recap:
Mr. Mansheim indicated that the construction project list was approved at the last Board meeting. The list includes: 1) Information Commons in the Library, 2) Turf Field, 3) Work on SUB with Sodexo, 4) Media Center in SUB.

At the Board meeting, it was suggested that a football/softball practice field north of the current facility be built in addition to those on the project list. Mr. Erik van de Boogaard explored the costs associated with building a new facility, and they are in the vicinity of $500,000 or $600,000.
Cabinet was concerned that this topic had never been discussed with students during the Capital Fee presentations. They thought it extremely important to have included students in on this project from the beginning. Approval of a project that had never been discussed with students prior to the vote, could only cause damage and mistrust. Second, at this particular time when the Foundation will be contributing less to ASC, earmarking $600,000 from our reserve accounts could place us in financial jeopardy.

IT WAS AGREED THAT concerns be sent individually to President Svaldi, and he will communicate them to the Board.

*Introduce Planning Retreat Concepts*

The Cabinet discussed a variety of locations for a 2-day planning retreat perhaps the first or second week in August. The purpose is to plan and team build. A few key concepts were identified, and it was suggested that they also tie into HLC planning: 1) 3-Year Budget Planning, 2) Facilities Projects, 3) Enrollment/Retention, 4) Planning documents, i.e., Academic Plan, Facilities Plan, President’s 4-Year Plan, ES Strategic Plan, etc. Finalization of the retreat will occur at the July 16 Cabinet meeting. A list of questions will need to be formulated and the final HLC document will need to be brought in as a guide. IT WAS SUGGESTED THAT a tiger team produce the needs and wants for the retreat. Mr. Mike Nicholson and Mr. Bill Mansheim agreed to serve on the team with Dr. Diana Wenzel chairing. President Svaldi will work with Ms Judy Phillips and Mr. James Trujillo on the venue.

*New Business*

Mr. Erik van de Boogard distributed a copy of an *Office Change Request Form* that he’d like to implement in Facilities Services. The use of this form will allow Facilities to plan and prioritize projects throughout the year. After discussion, Mr. van de Boogard asked Cabinet to provide feedback, and IT WAS SUGGESTED THAT the usual reporting structure be observed-supervisor brings the form to his/her Cabinet member for submission. The Cabinet SUGGESTED THAT a moratorium on project changes be placed on the ES Building, except for crisis and emergency situations, since the building is just about to be renovated.

Mr. Mansheim gave an update on the COP situation with regard to Richardson Hall funding and stated that the treasury and financial advisor haven’t made any decisions yet.

Mr. Mansheim also announced that Ms Kat Olance will be employed on a part time basis in the Business and Finance Office, and also in the Luther Bean Museum. This merge will benefit the Foundation in terms of salary savings.

*Adjournment:*

MOTION: A motion was made by Mr. Erik van de Boogard to adjourn. Ms Heather Heersink seconded the motion and it passed unanimously. The meeting adjourned at 3:47 P.M.

Respectfully Submitted,
Donna L. Griego, Program Assistant
Provost Office