The ASC Cabinet convened a regular meeting on Wednesday, July 8, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 9:01 AM.

Roll Call of Members:
Dr. Benita Brink- Present  Dr. Michael Mumper-Present
Ms Heather Heersink-Present  Mr. Mike Nicholson-Present
Dr. Don Johnston-Present  Dr. Frank Novotny-Present
Dr. Anthony Laker-Absent  Ms Tracy Rogers-Absent
Ms Lori Laski-Absent  Mr. Mark Schoenecker-Present
Ms Tammy Lopez-Present  Dr. Dave Svaldi-Present
Mr. Bill Mansheim-Facilitator  Dr. Diana Wenzel-Present
Mr. Ken Marquez-Present  Mr. Erik van de Boogaard-Present
Mr. Larry Mortensen-Present

Guest:  Mr. Joel Korngut, Director of the Equal Opportunity Office.

Approval of Previous Meeting Summary:
The summary of the June 24 meeting was distributed prior to the meeting. Mr. Mansheim asked if those who had changes would submit them to Ms Griego. Ms Griego reported the results of the electronic vote that took place via email after the June 24th meeting. They are as follows:

_The Graduate Student Full Time Status Change from 9.0 Credit Hours to 6.0 Credit Hours_ vote passed with 9 votes in favor, none against. _The $3500 base building Summer Bridge Program Supplemental Budget Request_ vote passed with 9 votes in favor, none against. _The $5000 Admissions Name Purchase Supplemental Budget Request_ passed with 8 votes in favor, none against.

Approval of Agenda:
The agenda was amended to include a Supplemental Budget Request for Art Appreciation Materials as an action item.

Action Items:
Music Chair Supplemental Budget Request:
Dr. Novotny explained that the salary for the Music Chair position was negotiated $1022 higher than what was built into the budget; therefore this is an annual increase to the base. Because she has not acquired tenure status, Dr. Tracy Doyle was hired as an Associate Chair. Her duties will encompass everything that a department chair is required to do, except the Promotion/Retention/Tenure process (PRT). The PRT process will be performed by Dr. Chris Keitges. This year, the chair salary will be split between these two individuals. Once Dr. Doyle has achieved tenure, her title will change to Chair...
of the Music Department, and will be expected to facilitate the PRT process within her area. Dr. Doyle’s faculty salary remained the same, only the chair salary was increased.

MOTION: Provost Mumper moved to approve the Music Chair Supplemental Budget Request for $1022 to the base budget. Dr. Novotny seconded the motion. Motion passed.

Art Appreciation Supplemental Budget Request:
A supplemental budget request for a one-time $6000 expense to purchase lab materials for the Art Appreciation class was presented. Materials will be sold to students for $25 per kit. In February 2009, a $25 course specific fee proposal was submitted through Cabinet to save the students money and enable the department to purchase materials in bulk at a lower cost. In the past, students purchased a lab kit of materials for approximately $40-$50 through the Bookstore. Because the department anticipated approval of the fee, materials weren’t ordered and aren’t available at the Bookstore for fall semester. In February, the Cabinet voted in favor of the fee proposal; however, the proposal never did go forth to the students for review. This request covers the cost of materials for students enrolled in the fall. It is hopeful that the course specific fee will be presented to the students this fall for spring 2010 implementation.

MOTION: Provost Mumper moved to approve the one-time $6000 Art Appreciation Supplemental Budget Request. President Svaldi seconded the motion. Motion passed with 12 votes in favor, and one opposed.

Discussion Items:
Free Parking Zone:
President Svaldi stated that at a recent meeting with the community, the main concern was neighborhood parking. The Cabinet agreed that conducting an experiment to offer free parking in the north lot of Plachy Hall on a temporary basis would be a good gesture in demonstrating that ASC is committed to the needs of the community. It was stated that this project is manageable and perhaps signage could be developed that indicates which area is a no parking area, and fences can be placed to separate it from the area that requires a parking permit.

HLC Preparation:
President Svaldi reported that Dr. Teri McCartney will have the draft HLC report prepared by next week for review. He reminded everyone that the site visit is scheduled for October 12-13, 2009.

Budget:
At the last Board meeting, the Trustees approved our 2009-2010 budget; which included a $1 million excess in revenue. Mr. Mansheim stated the Department of OSPV announced that they may be cutting $69 million from the current State budget, and perhaps $11 million from the 2010-2011 budget. Higher Ed may be exempt from this cut, if the OSPV applies for a funding waiver. If not, we may have to cut $700K from next year’s budget. With the $1 million excess in revenue, we can absorb the impact to the campus; but it’ll make matters more difficult in 2010. If this is the case, frozen faculty lines may be reviewed much more carefully in 2010.

Mr. Mansheim reported that the end-of-year closeout hasn’t officially occurred for the 08-09 budget year. At the end of period eleven, which ends in May, our cash was up $1 million in unrestricted funds. We had a productive year, as spring enrollment increased from what was estimated. Now at the end of period twelve, we will include a portion of our 09 summer revenue which places us in a good position
for the start of the 09-10 fiscal year. He reported that our spending authority increased this past year, which is positive. It was stated that Dr. Novotny’s efforts in streamlining the summer schedule of offerings and managing enrollment capacities within classes drove costs down significantly to produce the revenues we desperately needed. Mr. Marquez reported that Housing numbers are up and that ASC is at a 100% occupancy level for summer. He mentioned that offering the $250 summer rental rate, which is lower than any other place in the community, may have helped achieve this level. Efforts through the Cabinet in supporting the Summer Bridge Program have produced an increase in enrollment to 45 this summer. A combination of these practices helped achieve the positive revenue numbers.

Information Items:

Title V Grants:
Provost Mumper reported that ASC is currently working on a Title V Grant proposal at the graduate and post baccalaureate levels. The RFP for the $2.9 million grant proposal is due on July 20, 2009. ASC will submit our proposal on the 16th. This proposal varies from the undergraduate in that there is less of an institutional match required. There will be two new positions hired through this grant. One is an Instructional Designer that will be hired to work with Dr. Tracy Parks. This position will be funded by the AIT Office once the grant has expired. The other position is a Hispanic Community Outreach Coordinator that will be hired in the Graduate Office. This position will be funded by the General Fund once the grant has expired.

New Business:

Arts Extravaganza Expenses:
Provost Mumper received a request from the Art Department regarding funding to support the Arts Extravaganza project again this year. He inquired with the group as to the best method for facilitating the request. IT WAS AGREED THAT a supplemental budget request be submitted to the Cabinet for approval.

Strategic Planning Dates:
Mr. Nicholson reminded the group of the proposed Strategic Planning Meeting dates, and to notify him immediately if they conflict with schedules. It was stated that the June Enrollment Management Retreat outcomes will be presented to the Board of Trustees during their retreat on July 31, 2009.

Institutional Planning Websites:
Mr. Nicholson reminded the group to keep in mind that comments and suggestions are being submitted via the Vision Blog and the University Name Change Blog. He was concerned as to the method that will be used to facilitate this communication.

Focus Group Update:
Ms Griego reported that the Student Focus Group met on Monday at 2:00; there were 12 students present. The Staff Focus Group met on Tuesday with approximately an equal amount of participants. The Faculty Group wasn’t quite as full. One individual signed up for the Community Group, and the Alumni Group had about 5 on the list. The Grizzly Board and the Foundation Board were scheduled for next week. So far, we haven’t received responses from these groups.
**Purchasing Office:**
Mr. Mansheim announced that Mr. Gary Jones has returned temporarily as the Purchasing Director during Renee Vigil’s maternity leave.

**Reception for ASC Staff and New Building Groundbreaking:**
President Svaldi reminded the group that a reception will take place tonight at 4:30 in the Luther Bean for those staff that have recently conferred a post baccalaureate degree, or are enrolled in one of our graduate programs, especially the new MBA program. He also reminded folks of the New Building Groundbreaking ceremony tomorrow at 11:30 on Stadium Drive.

**Housing:**
Mr. Marquez announced that Housing is at full capacity for the fall semester. Recently new appliances and window coverings have been installed in Savage and McCurry complex. One thousand sixty new chairs will be replacing the old green and orange chairs that once graced the housing facilities.

**Adjournment:**
Mr. Marquez thanked everyone for their support and thoughtfulness regarding the passing of his mother-in-law. **MOTION:** Mr. Marquez moved to adjourn at 9:50 AM.

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