The ASC Cabinet convened a regular meeting on Wednesday, July 14, in the Hall of Fame Room in Plachy Hall.

Call to Order:
Provost Mumper called the meeting to order at 3:04 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Absent
Professor Margaret Doell–Present
Ms Heather Heersink–Absent
Dr. Don Johnston–Absent
Ms Lori Laski–Absent
Ms Tammy Lopez–Present
Mr. Bill Mansheim–Present
Mr. Ken Marquez–Absent
Mr. Larry Mortensen–Present
Dr. Michael Mumper–Facilitator
Mr. Mike Nicholson–Absent
Dr. Frank Novotny–Present
Ms Judy Phillips–Present
Ms Tracy Rogers–Absent
Mr. Mark Schoenecker–Present
Dr. Dave Svaldi–Absent
Mr. Erik van de Boogaard–Absent

Guests: Ms Andrea Benton Maestas, Director of Institutional Research; Mr. Eric Carpio, Director of Admissions; Mr. Joel Korngut, Director of Equal Opportunity; Mr. Brian Rauscher, Director of Student Support Services; Mr. Diego Trujillo, Director of Grizzly Testing and Learning Center; CELT Team: Ms Donna Griego; Dr. Carol Guerrero-Murphy; Ms Karen Lemke; Dr. Matt Nehring.

Approval of Previous Meeting Summary:
The June 23 meeting summary was distributed electronically prior to the meeting. Provost Mumper asked those who had changes to direct them to Ms Griego.

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

Action Items:
Approval of One-Time Supplemental Budget Request for The Center for Equity in Teaching and Learning (CELT) for $35,020:
The CELT leadership team explained the one time request in that the week-long May Institute focused on equity issues is crucial to the success of the CELT program and must be institutionalized. Specific outcomes for each individual participant are difficult to articulate; but include a greater sense of community, better understanding of equity issues facing our students and colleagues, and a stronger commitment to ASC. Faculty who have participated in CELT during the past 10 years have been more likely to remain at ASC than faculty who have not attended the Institute. Anything that we can do to retain faculty and staff will help reduce the costs associated with conducting searches to fill these positions. The most recent Title V Grant was submitted in June, 2010 and included a significant budget item to fund the week–long May CELT Institute during years 2-5 of the Grant. However the Grant did not include funding for the May, 2011 Institute. The CELT team proposes that the Institute be open to
faculty and staff across campus and effort should be made to recruit participants from the administration, faculty, and staff. Historically, the Title V Grants have provided a stipend to participants as well as professional development money in the form of Teaching Improvement Grants or TIGs. This proposal includes only the CELT Institute focused on equity issues that does not include stipends or TIGs. This proposal is a one-time expense with the hope that the Title V Grant will be funded. If the Grant is not funded, there will be another opportunity to develop another Title V proposal prior to May 2012 that would again include funding for the CELT Institute. The following is the breakdown for the proposal:

- **Room and Board:** $21,120 (18 participants, 3 CELT members, 3 facilitators @$220 x 4 nights)
- **Facilitator Fees:** $9,000 (3 facilitators @$579 x 4 days)
- **CELT Mentor stipend:** $2,400 (3 people @ $200 x 4 days)
- **Travel for ASC personnel:** $1,000 ($50 per person)
- **Travel for non-ASC personnel:** $1,500 ($500 per person).

The Cabinet deliberated about the costs associated with the Institute and asked if there were any way to reduce the amounts spent on room and board. If so, they would be willing to fund the Institute for 2011.

MOTION: Mr. Mansheim moved to approve the One-Time Supplemental Budget Request for the Center for Equity in Teaching and Learning (CELT) for $35,020. Mr. Schoenecker seconded the motion. Motion passed with 6 voting for and 3 voting against.

Approval of the Base Building Supplemental Budget Request for the Center for Equity in Teaching and Learning (CELT) for $10,000:

The CELT Leadership Team explained that the 2009-2010 Academic Year was the final year in the most recent cooperative Title V Grant, and the associated week-long CELT Institute was focused on developing a sustainable program that would become part of the campus. The individuals who attended the CELT Leadership Institute in May have committed themselves to institutionalizing CELT and to working on equity projects throughout the campus. At the Institute the name associated with the acronym was changed to the Center for **Equity** in Learning and Teaching. This CELT Leadership group is proposing a base building request of $10,000 per fiscal year to fund the necessary activities to sustain CELT during the academic year. The following activities are proposed:

- Monthly CELT meetings with the core team;
- General meetings/events/activities for all interested in equity work;
- Participating in, and assisting with, the Campus Day of Reflection;
- Planning and hosting a Spring CELT Symposium;
- Planning for, and guiding, the 2011 CELT Institute in May 2011;
- Participating in, to the extent we are welcome, the quarterly strategic planning meetings.

The Team envisions that a large fraction of the $10,000 budget will be required to pay for a successful Spring CELT Symposium; which will involve bringing in a speaker and providing refreshments. Refreshments for the evening meetings mentioned in #2 above, and supplies for all events will also encompass a modest portion of the operating budget.

MOTION: Dr. Novotny moved to approve the Center for Equity in Teaching and Learning (CELT) Base Building budget request for $10,000. Mr. Mortensen seconded the motion. Motion passed.
Approval of Base Building Supplemental Budget Request for Disability Operational for $24,700:
Mr. Joel Korngut explained the request in that it is proposed to enhance and sustain the comprehensive services provided to all ASC students with disabilities. Three different departments on campus currently support this at-risk population: Student Support Services, The Grizzly Testing and Learning Center, and the Office of Equal Opportunity. These departments are currently using their own funding to provide these mandatory services; which constrains their ability to meet their other departmental needs. The following is a breakdown of costs:

- **Note Taking Stipends:** $5000 for student note takers at a rate of $25/credit hour
- **Test Readers:** $1000
- **Interpreters:** $6000 + 15%= $6900
- **Office Supplies:** $1500 (letters, files, copies, and paper)
- **Equipment and Upgrades:** $2100 for audio equipment-recording for the blind and dyslexic
- **Exam Proctors:** $2000 +15%=$2300
- **Recording for the blind and dyslexic license:** $3000 annually
- **Tutoring:** $2000 for student tutors at a rate of $9/hour
- **Training and Professional Development:** $900 regional conferences or webinar training

MOTION: Mr. Mansheim moved to approve the Base Building Supplemental Budget Request for Disability Operational for $24,700 AND IN ADDITION an Object Code in the Banner data system will be created to track ADA expenses AND any remaining amount left in the budget will be rolled forward from year to year. Dr. Novotny seconded the motion. Motion passed.

Approval of One-Time Supplemental Budget Request for CASA Operational:
Mr. Eric Carpio and Ms Andrea Benton-Maestas explained the one-time request in that after attending the annual conferences of Hispanic Association of Colleges and Universities (HACU), it was determined that ASC should have an entity on the campus that would help in ensuring that we are definitely Hispanic serving, not just Hispanic enrolling. They also wanted to be certain that there is a diligent effort to collaborate with the various groups on campus and within the community to promote Hispanic heritage and culture. The One Time budget request breakdown is:

- **Programming:** $2500
- **Participation in CO-CEAL:** $1000
- **Hispanic Heritage Month:** $2500
- **HACU Conference:** $8500
  - Booth
  - Travel
  - Travel for 2 students
- **Promotion and Marketing:** $1500

**CASA Mission:** As Colorado’s premier Hispanic-Serving Institution, our mission is to enrich and honor ASCs Hispano community, identity and heritage. CASA @ASC fosters an environment that promotes learning, celebration of cultures, leadership development, and student success.

**Structure:**
- CASA will be an executive board that reports to the President.
- ASCs President will officially serve as President of the CASA Executive Board.
- Membership will be voluntary, but recognized as conducting of official ASC business.
Areas of concern:
- Campus/Community relations
- Recruitment, retention & student development
- Campus climate
- Faculty & Staff Development and Recruitment
- Curriculum Development
- Assessment Outcomes
- Alumni Relations
- Legislation
- Programming

MOTION: Dr. Novotny moved to approve the One-Time Supplemental Budget Request for CASA Operational for $16,000. Professor Margaret Doell seconded the motion. Motion passed.

Approval of One-Time Supplemental Budget Request for Institutional Work Study:
Provost Mumper explained the request in that the $20,000 proposed amount will be used to supplement Work Study and Campus Employment aid, and to compensate for cuts in ASCs state allocation for the program. No other units will experience reductions in their 2010-2011 allocation if this request is approved. These new institutional dollars will go primarily to facilities and athletics to create new campus employment positions. This request is for one-time-only funds.

MOTION: Ms Lopez moved to approve the One-Time Supplemental Budget Request for Institutional Work Study for $20,000. Dr. Novotny seconded the motion. Motion passed.

Approval of One-Time Supplemental Budget Request for Institutional Grant Aid:
Provost Mumper explained that the one-time budget request seeks $50,000 to supplement the discretionary institutional grant aid awarded by ASC Financial Aid. These dollars will awarded this fall to students who were having an especially difficult time paying tuition and fees. They would be awarded on a case-by-case basis by the Financial Aid Staff. Each discretionary grant would be carefully tracked to see whether or not the award resulted in the student being retained. In past years, Financial Aid has always had a pool of discretionary money to be used in this way, either from the Foundation or from the General Fund. This year, those funds do not exist, or they have been allocated to merit scholarships.

MOTION: Mr. Mortensen moves to approve the One-Time Supplemental Budget Request for Institutional Grant Aid for $50,000 to be used for Colorado Need-Based undergraduate students limiting the award to no more than $1500 per student. Dr. Johnston seconded the motion. Motion passed.

Approval of One-Time Supplemental Budget Request for Campus Signage Master Plan:
This request was tabled for the next meeting.

Budget Request Moratorium:
After approval of all budget requests, and in light of an uncertain budget climate, Mr. Mansheim asked to place a new action item on the agenda: H. Budget Request Moratorium. Mr. Mansheim explained the need to place a hold on all supplemental budget requests for this year, other than emergency requests. However, the Cabinet discussed the need to have a conversation when President Svaldi is present.
MOTION: Mr. Mansheim moved to put a moratorium on all supplemental budget requests other than emergency requests for this year. Dr. Johnston seconded the motion. Motion passed with 5 voting in favor and 4 against.

Discussion Items:
No items were presented.

Information Items:
Two New Counselor Education Cohorts in the Fall:
Dr. Johnston announced two new Counselor Education cohorts beginning this fall.

Budget:

Virtual One-Stop:
Mr. Schoenecker announced that during the Touch Net installation process, the One-Stop site was affected. A revamp to the site will provide temporary services; however, services are not the same as they were before.

New Business:
None.

Adjournment:
With no further business, the meeting adjourned at 5:22 PM.

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