The members of the Adams State College Cabinet convened in a regular meeting on Monday, July 30, 2007 on the campus of Adams State College, President’s Conference Room.

**Attendance:**

<table>
<thead>
<tr>
<th>Georgia Grantham – Present</th>
<th>Mike Nicholson – Excused</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Landis - Present</td>
<td>Frank Novotny – Present</td>
</tr>
<tr>
<td>Bill Mansheim – Present</td>
<td>David Svaldi – Present</td>
</tr>
<tr>
<td>Ken Marquez – Present</td>
<td>Sandra Starnaman – Present</td>
</tr>
<tr>
<td>Teri McCartney – Excused</td>
<td>James Trujillo – Present</td>
</tr>
<tr>
<td>Larry Mortensen – Present</td>
<td>Julie Waechter – Present</td>
</tr>
<tr>
<td>* Michael Mumper – Present</td>
<td></td>
</tr>
</tbody>
</table>

(*Facilitator)

**Guest(s):** None

**Approval of Summaries**

The July 23, 2007 summary was approved.

**Metrics:**

**A. Graduate School – Teri McCartney**

No update was available at meeting time.

**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. Enrollment in distance degree courses continue to increase.

**C. Enrollment Management – Georgia Grantham**

Georgia Grantham presented a *Fall 2007 Undergraduate Application and Enrollment Data* report. 482 first-time, full-time freshman are enrolled for the fall semester, 400 resident students, and 80 non-resident students.
D. Revenue and Expenses Update – Bill Mansheim

A brief updated financial report was given.

E. Housing and Auxiliaries Update – Ken Marquez

As of meeting time, housing reported that 838 students have registered for on-campus housing.

D. President’s Vision

Tabled until the list is revised.

**Lightning Round**

President Svaldi requested a discussion on establishing an agenda for the all-campus meeting and the August Board of Trustees meeting. He also informed Cabinet of the resignation of David Guerrero effective July 31, 2007.

Bill Mansheim would like to present a report on *Vacancy Savings* at the August 13th Cabinet meeting.

Larry Mortensen presented a brief report on the 2007-08 ASC Corporate Partnership Campaign.

Provost Mumper updated Cabinet on the restructuring of the *First Year Experience and Engagement* program. Due to the recent resignation of Debbie Cunningham, Amy ?? has been appointed as the interim FYEE Coordinator. All other responsibilities will be divided between Karen Lemke and Diego Trujillo.

Georgia Grantham requested a continued discussion regarding work-study allocation. She would also like to discuss the preparations being made for the start of the fall semester and update Cabinet on the staffing changes in the Communications Department.

Frank Novotny briefly updated Cabinet on the upcoming New Faculty Orientation scheduled for August 16th and asked for feedback on the need to provide an orientation to new exempt staff.

Ken Marquez provided a sheet with emergency contact numbers for Cabinet and asked everyone to update their numbers.
**Agenda Items:**

**Work-study Allocation**

Cabinet continued their discussion on work-study allocation. The institution is waiting for a waiver from the U.S. Department of Education which, if granted, will permit the spending of matching work-study funds. Additional work-study funds were requested as follows: $31,500 be allotted to Student Affairs areas in order to reinstate services that were cut the previous year due to lack of funds, $5,000 for the Theatre Department, $7,000 for the Nielsen Library, and $1852 to the Community Partnerships Program to fund an additional work-study position. A communication will be sent to all supervisors reminding them of their need to stay within their allotted budgets and of the approved pay scale.

**One-stop Start-up**

Georgia Grantham informed Cabinet of the plans the One-stop has to handle the influx of Fall 2007 students. She voiced her concern of the shortage of qualified admissions counselors and the need for temporary support during the week before and after classes begin.

**Opening Meeting**

President Svaldi announced that the “All-campus Meeting” will be held August 17th from 8:00 – 10:15 a.m. with light refreshments being served from 8:00 – 8:30 a.m. Cabinet discussed at length proposed agenda items for the meeting. President Svaldi will send Cabinet a draft agenda within the next several days for review/feedback.

**August Board of Trustees Meeting**

Cabinet briefly discussed agenda items for the August 23rd and 24th Adams State College Board of Trustees meeting. James Trujillo requested all agenda items be submitted by end-of-business on Monday, August 13th.

**Communications Department Update**

Georgia Grantham gave a brief update regarding the Communications Department and requested input on filling the vacancies in that area. All agreed to hire qualified temporary help if available to assist in the interim. Additional discussion was had regarding the possibility of outsourcing the A-Stater publication.

**Next meeting of Cabinet**

The facilitator for the July 30, 2007 Cabinet meeting will be Michael Mumper.

**Adjournment**

The meeting adjourned at 10:50 a.m.