The members of the Adams State College Cabinet convened in a regular meeting on Monday, August 6, 2007 on the campus of Adams State College, President’s Conference Room.

**Attendance:**

Georgia Grantham – Present
Bruce Landis - Present
Bill Mansheim – Present
Ken Marquez – Present
Teri McCartney – Excused
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 July 30, 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. Summer enrollment exceeded enrollment from the previous year. Enrollment for the fall semester is ahead year-to-date and continues to increase.
C. Enrollment Management – Georgia Grantham

Georgia Grantham presented a *Fall 2007 Undergraduate Application and Enrollment Data* report. As of meeting time, 490 first-time, full-time freshman are enrolled for the fall semester, 408 resident students, and 82 non-resident students.

D. Revenue and Expenses Update – Bill Mansheim

A brief updated financial report was given. Undergraduate, non-resident revenue exceeded budget by 13%. Undergraduate, resident revenue fell slightly under budget by .7%. Graduate, non-resident revenue made budget, however graduate, resident revenue remains 60% under budget.

E. Housing and Auxiliaries Update – Ken Marquez

No update was available.

D. President’s Vision

Tabled until the list is revised.

**Lightning Round**

President Svaldi requested an accurate schedule of events for the upcoming student orientation.

Georgia Grantham requested time to present a brief update on preparations being made for the start of the fall semester.

Frank Novotny requested time for an update on Academic Council and the search for an administrative assistant for the Graduate School.

Ken Marquez also requested a discussion on student orientation activities.

**Agenda Items:**

**Student Orientation**

Cabinet briefly discussed the schedule and activities being planned for the upcoming *New Student Orientation*. Of concern were conflicting schedules for the events and the need to ensure that those scheduled to present are aware of times and locations.
One-stop Start-up

Georgia Grantham informed Cabinet of the plans the One-stop has to handle the influx of Fall 2007 students. The One-stop will be fully staffed using some employees from the Communications Department. Correspondences are being sent to all students informing them of the orientation schedule, events, and the need to accept their loans. Additionally, Dr. Grantham announced that the Federal work-study waiver is anticipated to arrived this week and of the Communications Department intent to hire temporary staff to help with the workload.

Future of Cabinet Meetings

President Svaldi informed the current members of Cabinet that at a meeting with his direct reports on August 3, 2007, it was determined that the composition of “Cabinet” will change to include the afore mentioned reports and will be know as the “President’s Cabinet” starting Monday, August 13, 2007. The group will meet every Monday at 9:00 a.m. in the President’s Conference Room. The purpose of this group is to advise the President on issues that cut across the Institution, to keep each other informed and to take information discussed back to units. The current process for conducting meetings will remain the same and James Trujillo will keep a summary of each meeting for public posting. In Dr. Svaldi’s absence, Dr. Mumper will oversee these meetings. The previous “Cabinet Group” will be the starting point for the President’s Council which will meet at least quarterly at an announced public location to discuss a topic or topics of interest that cut across the campus. Further, it was also decided to continue the daily stand-up process for those in RH at 8:00 a.m.

Next meeting of Cabinet
The facilitator for the August 13, 2007 Cabinet meeting will be President Svaldi.

Adjournment

The meeting adjourned at 10:10 a.m.