The ASC Cabinet convened a regular meeting on Wednesday, August 6, in the Nielsen Library, Room 104.

Call to Order:
Dr. Mumper called the meeting to order at 2:38 p.m., and extended a welcome to the Associate Provost for Graduate Studies, Dr. Don Johnston.

Roll Call of Members:
Dr. Benita Brink - Present  
Ms Heather Heersink - Absent  
Dr. Don Johnston - Present  
Dr. Bruce Landis - Present  
Mr. Bill Mansheim - Present  
Mr. Ken Marquez - Present  
Mr. Larry Mortensen - Present  
Dr. Michael Mumper - Facilitator  
Mr. Mike Nicholson - Absent  
Dr. Frank Novotny - Present  
Ms Judy Phillips - Present  
Mr. Mark Schoenecker - Absent  
Dr. Dave Svaldi - Present  
Dr. Diana Wenzel - Present  
Mr. Erik van de Boogaard - Present

Guest: Mr. James Trujillo, Executive Assistant to the President; Mr. Joel Korngut, Director of the Affirmative Action Diversity Office.

Reading of Minutes of Last Meeting:
After hearing no changes to the minutes of the July 16 meeting, they were considered approved.

Agenda:
Review of Board Retreat:
President Svaldi announced that the Board met in retreat in Salida on August 1. He was charged with putting together a Professional Development Plan in Leadership. He will distribute a copy of his goals and objectives at the Cabinet retreat for discussion, the focus is on recruitment. On January 1, ASC collaborated with CHEIBA to offer benefits to same sex and opposite sex partnerships. There were no decisions made with regard to the Plachy Hall Swimming Pool, and the Casa del Sol complex will be completely taken down. There could be issues with the next Board meeting, which is scheduled during the Democratic Convention. Most Board members will participate in the convention; therefore a quorum may not be present. President Svaldi announced that he was given a contract raise by the Board, and the story will break in the Valley Courier soon. Peggy Lamb announced that she would not seek reappointment in December; the person appointment must be of the Democratic Party from the Front Range.

The agenda was amended to move the track repairs discussion to the top of the list.

Track Repairs:
Mr. Mansheim and Mr. van de Boogaard stated that there are a few facilities issues with regard to both indoor and outdoor tracks, and they wanted Cabinet to be aware of them. A risk management claim will
be filed for indoor track repairs, and they’re hopeful that part of the costs will be reimbursed. The cost for removing and replacing surface areas is $23,000. The cost for repairing the interior gym floor is approximately $9000. The problems stemmed from leaks in the ceiling above.

The outdoor track repairs derive from standing water from the football field and involve and involve much more. There are areas that are delaminated and are heaved and sunken within the asphalt. Costs to repair are in the vicinity of $23,500.

A budget request to approve track repairs will be submitted at a future meeting. In the meantime, a risk management claim will be filed. All of this should buy us about one to three years of usage, until a full renovation can be completed in two to three years.

They also presented issues with tank remediation. In 1996-1998, an underground fuel tank was removed from the ground underneath the Facilities Building due to leakage. Soil and tank monitors were introduced into the ground and a corrective action plan was filed with REBA. An excavation was conducted and the situation still hasn’t been remedied. Total cost to close the project is estimated at $100,000. Mr. Mansheim advised Cabinet that this is something that ASC has to comply with. He expects an 80% return from the state for this project.

A budget request to approve tank remediation will be submitted in the future.

_Cabinet Retreat:_
Mr. Trujillo distributed a logistics agenda for meeting times, meal times, and event locations. He asked whether there were any immediate concerns that he needed to take care of, and gave an update on the Mt. Princeton Lodge.

_Dates for Next Academic Year:_
Ms. Griego distributed copies of next year’s academic calendar contact time. A calendar with a later semester start date (Aug 24) was distributed and a calendar with an earlier start date (Aug 17) was distributed for feedback. She mentioned that last year the calendar was pushed back a year in an attempt to rectify the cycle of beginning school earlier and earlier in August. Academic Council also recommended a four week Christmas break. If we continue this practice with the upcoming 2009-2010 calendar, we run into a glitch with the start date of the spring 2010 semester. To begin fall 2009 on August 24, and to allow for a four-week Christmas break, the 2010 spring semester must begin on January 18. January 18 is Martin Luther King, Jr. Day, which the College has promised to celebrate by allowing a day off from classes and promoting campus activities.

There was discussion about offering a day of reflection each year and also not offering two days off for fall recess and 2 days off for snow days. This practice would save one day each semester for emergency situations due to inclement weather.

After examining both calendars, the Cabinet requested that a hybrid calendar be provided and submitted to Academic Council. This third calendar would provide the later start date in August and an earlier start date in the spring, which would remedy the issue of having January 18 off for MLK day and starting the semester on January 19 instead.

_Parking Policy:_
Mr. Marquez distributed a Parking Policy document along with a fee schedule for feedback and approval. It was suggested that the parking fees be increased, that a parking maintenance plan be put
together, and that the City become involved in the process. Joel Shultz, Erik van de Boogaard, Ken Marquez, and Bill Mansheim will meet to review revenue and prepare a maintenance plan that includes parking zones and where the money goes back into the community.

MOTION: Dr. Frank Novotny moved to approve the Parking Policy and to keep the fee structure in place for fall semester. A review of the fee structure will take place for change in the spring. The above suggestions will be incorporated into the policy. Motion seconded by Bruce Landis. Motion passed unanimously.

Alamosa Bus Company:
Mr. Marquez introduced a partnership proposal between ASC and the Alamosa Bus Company, which will provide student access to the loop. The cost to the College for providing this transportation opportunity to the students is $5000 for the academic year.

Cabinet was concerned that there wouldn’t be much use by the students after having paid for an entire year’s worth of transportation. Or that the company could go bankrupt and we would be left with no service.

MOTION: Mr. Mansheim moved to approve the Alamosa Bus Company proposal with contract stipulations that would prevent the issues above from occurring. Dr. Frank Novotny seconded the motion. Motion passed unanimously.

Update on Extended Studies Search:
Provost Mumper requested that advice and recommendations be sent to him soon so a decision can be made.

Year of the Teacher:
Tabled for discussion at the retreat.

Update on the new Equal Opportunity Office:
Mr. Korngut announced that memos will be sent to the campus introducing the new Equal Opportunity Office. Isabel Medina-Keiser will work with Mr. Korngut to serve the entire campus community including students. They are beginning to prioritize a large list of goals and will focus primarily on the campus search process, recruitment, sexual harassment, and ADA functions. They are located in SUB 329.

Mr. Korngut expressed the need for the Human Resource Office to be included in the Cabinet structure. He commented that at other institutions, HR is always at the highest level where planning is involved; so that they can provide input with regard to liability, federal laws, and ADA compliance, etc. He suggested that it be considered that HR be involved as an in-house consultant in these areas.

MOTION: Mr. Mansheim moved to extend Cabinet membership to include the HR Director. Bruce Landis seconded the motion. Motion passed unanimously.

Adjournment:
President Svaldi announced the Day of Reflection to be held on October 29, which will be a follow-up to the Cabinet Retreat and for the upcoming HLC focus visit, an email will be sent to the campus and students tomorrow.
There were questions with regard to the upcoming Board meeting and approval of the Faculty Handbook. President Svaldi will send a message to Drs. Brink and Novotny so the faculty can be notified that the Handbook will be approved.

MOTION: A motion was made by Mr. Bill Mansheim to adjourn. Dr. Frank Novotny and Dr. Bruce Landis seconded the motion and it passed unanimously. The meeting adjourned at 4:15 P.M.

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