The ASC Cabinet convened a regular meeting on Wednesday, August 12, in the Student Union Building, Room 315.

Call to Order:
Provost Mumper called the meeting to order at 9:06 AM.

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

Approval of Previous Meeting Summary:
The July 22 meeting summary was distributed electronically prior to the meeting. Provost Mumper asked those who had corrections to contact Ms Griego.

Approval of Agenda:
A supplemental budget request for psychological assessment costs by the Students of Concern Committee, and a supplemental budget request for expenses associated with the H1N1 flu outbreak by the Incident Management Team were added to the Action Item section of the agenda.

Action Items:
Proposed Change to the Fee Policy:
Ms Heersink indicated that the policy was changed due to confusion when the Art Fees were submitted for approval last fall. So that everyone knows what the notification process is, the policy needs to be clearer. The policy now states that a 30-day notice shall be posted during the academic year, and will exclude Christmas break from the calculation.

MOTION:  Dr. Wenzel moved to approve changes presented in the Fee Policy. Mr. Mortensen seconded the motion. Motion passed.

Sodexo Preseason Meals Supplemental Budget Request:
Mr. Manshein indicated that last year, the Academic Calendar was moved back one week. Due to this change, a budget request is being made for $5117 to pay for preseason lunches and dinners in the Cafeteria for the men’s and women’s soccer teams, and the volleyball and football teams.

MOTION:  Mr. Marquez moved to approve the $5117 Preseason meal request. Dr. Wenzel seconded the motion. Motion passed.
**H1N1 Prevention Kits Supplemental Budget Request:**
Mr. Marquez presented the $5000 request to support the Incident Management Team’s intention of preparing for the H1N1 outbreak this year. The monies will be used to promote a poster campaign and to prepare prevention kits. These kits will be distributed to students during the Orientation week to create awareness.

MOTION: President Svaldi moved to approve the $5000 H1N1 budget request for prevention kits. Dr. Johnston seconded the motion. Motion passed.

**Psychological Assessment Costs Supplemental Budget Request:**
Mr. Marquez explained that our Students of Concern Committee has negotiated a rate with the SLV Mental Health Center for mandated psychological assessments for those students whose behaviors suggest that they are a threat to themselves or others. The rate includes 10 mandated assessments at $500 each per year. Having a system in place for mandated assessment gives the committee one more mechanism for identifying and intervening with troubled students.

MOTION: President Svaldi moved to approve the $5000 psychological assessment costs. Mr. Mortensen seconded the motion. Motion passed.

**Offices Open during Opening Weekend:**
Mr. Marquez stated that a day is needed when offices are open for students to conduct business during Orientation weekend. As of now, the Student Affairs area will be open. Provost Mumper AGREED TO discuss with Belen Maestas and Phil Schroeder the idea of keeping the One Stop open. He’s unsure of the Cashier’s area, as that area doesn’t report to him. There was discussion with regard to paying individuals involved overtime pay or allowing comp time hours off.

This item is TABLED until discussions with these areas have occurred.

**Cheer Purchase Request:**
Mr. Mortensen explained that the cheer team was not allocated a budget by AS&F; at the time they thought the cheerleaders were part of the athletics program. He is requesting $9000 to purchase uniforms for the cheer team. Mr. Marquez indicated that there was confusion with the cheer team at the end of last year when AS&F was earmarking monies for this current academic year. He assures that this year AS&F will approve a budget for the cheerleaders.

MOTION: Mr. Mansheim moved to approve the $9000 budget request to purchase uniforms for the cheer team. Mr. Marquez seconded the motion. Motion passed.

**Fall Meeting Schedule:**
Ms Griego stated that currently the Cabinet meets every 1st and 3rd Wednesday morning at 9:00, and the Operations Group meets every 2nd and 4th Thursday at 2:00. She inquired with the group as to what the Cabinet meeting schedule will be this fall, since there is one more meeting scheduled for August 26 using this format. A new schedule will need to be determined, so that a room in the SUB can be secured.

This discussion was TABLED for the August 26 meeting pending the new Academic Council representative’s schedule.
Discussion Items:  
**HLC Preparation:**
President Svaldi reminded the group that the focus visit is scheduled for October 12-13. Ms Traci Bishop and Dr. Teri McCartney worked on the *Self Study* document that was mailed out to the HLC team. He anticipates a follow-up visit regarding Assessment; otherwise, ASC should be in good shape. The four areas that HLC will be reviewing are: 1) Assessment; 2) Faculty Shared Governance; 3) Administrative Structure; and 4) Strategic Planning.

**Budget:**
Mr. Mansheim reported that our financials look strong with last year’s closeout; this will be reported to the Board at their next meeting. He will attend a CFO meeting next week to find out more information about the State Waiver. We received the Rex Stucco Grant in the amount of $200K; we will be requesting a $49K match at the next Board meeting. We have spending authority for the following Housing projects: the Monterrey Project, furniture, mattresses covers, and tile. We’re also seeking a regular window cleaning contract.

Information Items:  
**Enrollment:**
President Svaldi reported that enrollment looks good this fall. We are up approximately 13.5% in undergraduate headcount. And 14% SCH with an overall 18%. This does not include graduate rates, when those are figured in, we will look impressive. Housing continues to move students around. This year all double rooms are filled in Girault and Connor. Last year rooms were filled, only they were of the single occupancy level. The Housing situation seems to be better than originally anticipated. We have secured local motel rooms and apartments in the event that our occupancy rate exceeds 100%.

**Tuition Window:**
Dr. Aldrich inquired as to the change in the tuition window. He reported that not everyone knew of the change, and students had been misadvised. Mr. Mansheim stated that a scholarship was set up in the APAA Office to accommodate the needs of those students that were affected, mostly those taking music classes and labs. The group discussed the need to communicate changes more effectively. IT WAS SUGGESTED THAT a discussion of the E2 Campus be placed on the next meeting agenda.

**Yearly Luau BBQ:**
Mr. Marquez reported that due to financial constraints and issues hiring a local band, the yearly luau barbeque will not be offered this year. After discussion, President Svaldi assured there were monies available to host the luau, and he strongly encouraged that the event take place.

**BOT Retreat:**
Dr. Johnston inquired as to the outcomes or decisions that came from the Board of Trustees retreat. It was stated that the Board stressed continued engagement with Valley high schools, and the one action item that resulted was to *Grow Enrollment*.

**Bandwidth:**
Mr. Nicholson reported that the contract for additional bandwidth had been approved; the AG still needs to sign off on it. The increase in bandwidth will not be available for the start of the semester though.

**New Business:**
No new business was discussed.
Adjournment:
The meeting adjourned at 10:47AM.

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