CABINET
Summary of Meeting
August 20, 2008
2:30-4:00
SUB 308/309

The ASC Cabinet convened a regular meeting on Wednesday, August 20, in the Student Union Building, Room 308/309.

Call to Order:
Mr. Mansheim called the meeting to order at 2:35 p.m.

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

Guests:  Ms Karla Hardesty-Project Manager for Enrollment Management, and Mr. Brian Roucher- Director of Student Support Services, and Mr. Joel Korngut-Director of Office of Equal Opportunity.

Reading of Minutes of Last Meeting:
MOTION:  Mr. Marquez moved to approve the minutes of the August 6 meeting.  Dr. Landis seconded the motion.  All were in favor.

Agenda:
MOTION:  Dr. Mumper moved to amend the agenda to add a new topic, Academic Calendar to the agenda.  Motion seconded and passed.

Staff Mentoring:
Ms Hardesty introduced Mr. Brian Roucher, the new Director of Student Support Services (SSS) and they explained the new staff mentoring program.  The idea is to pair up incoming freshmen students with ASC staff.  Staff can be a resource and friend to new students.  Mentors will meet as a group twice a month to compare notes and discuss experiences.  Mr. Roucher explained that this is a great way to identify those students who are in need of student support.  Currently there are 240 active students in SSS.  An ABM message will go out to the campus to solicit mentors for the program, and a website is being created.

Year of the Teacher:
Provost Mumper proposed the Year of the Teacher to the Cabinet.  He explained that the 2008-2009 academic year would be declared the Year of the Teacher in a way to recognize the role that teachers play in the educational process.  It also reaffirms ASCs commitment to the preparation of teachers.  There are three purposes for the Year of the Teacher.  The first is a celebration of ASCs role in Teacher Education.  The second is to initiate a State/Regional conversation about the future of Teacher
Education. And the third is to hold a campus-wide conversation on how we prepare teachers. He continued on to say that a planning committee needs to be appointed, and the celebration events can be coordinated by the staff in the Communications, Alumni Affairs, and the Department of Teacher Education. A more diverse planning group would need to be established to engage the community. Proposed members are: Dr. Mark Joyce, Dr. Georgia Grantham, Dr. Diana Wenzel, Mr. LeRoy Salazar, Dr. Kurt Carey, Mr. Bob Rael, and Dr. Tim Armstrong. A budget will be required as there will be significant expenses for a national conference and a state-wide conference, marketing will also be required.

The Cabinet discussed various opportunities for inviting other teacher education faculty to the forums to re-establish the importance of teacher education. This would also provide an opportunity to go out into the public school system and find out what students need to know and what teachers need to know, as well as working to better prepare students for the college experience. It was suggested that Matt Gianneschi could be instrumental in working with legislation. This plan would help us move toward NCATE Accreditation.

**MOTION:** Mr. Mansheim moved to approve the *Teacher of the Year* proposal; to convene a committee to identify various activities; and to assign working groups to plan out those activities. Dr. Landis seconded the motion. Motion passed.

**Track Repairs:**
Mr. van de Boogaard presented the budget request for *Track Repairs*, and explained that the total cost of repairing both indoor and outdoor tracks is estimated at $93,050. The total cost estimated to repair the Placzy Hall floor damage is $70,566. Claims have already been sent to Risk Management, it is hopeful that they’ll reimburse part of the overall costs.

The Cabinet was uncertain as to how this request fit into the overall budget process, they didn’t know whether this was categorized as an emergency situation, or a health and safety issue. It was mentioned that expenditures of cash need to be brought forward to the Board for approval. One view suggested that we not move onto repair until budget approval was sought. This could take some time and Mr. van de Boogaard was concerned with providing the manpower to complete this project because there are other projects scheduled. There could be scheduling issues with regard to the use of the basketball court. It was also stated that the roof does need to be fixed. After discussion IT WAS SUGGESTED THAT the proposal be revised to include roof repairs, AND THAT it be considered for approval. Mr. van de Boogaard AGREED THAT Facilities Services will take care of barricading the area to include warnings about damage and repair; he’ll follow-up with a memo to the campus. This brought up other issues with how the Board handles emergency situations and that a process needs to be confirmed. President Svaldi AGREED TO place this item on the agenda for the upcoming Board meeting.

**MOTION:** Dr. Mumper moved to take the *Track Repair* request to the Board as an action item for the expenditure of cash. Dr. Landis seconded the motion. Motion passed.

**Retention:**
In an attempt to keep the momentum, Mr. Mortensen initiated a continuation of the retention discussion from the Cabinet Retreat. President Svaldi suggested that at the *Day of Reflection*, a well known national speaker could be brought in to discuss retention followed by break out sessions with the campus. Next week on either Monday or Tuesday we would know what our retention rate from last fall is. IT WAS SUGGESTED THAT the Retention Task Force topic be placed on the next agenda along with a discussion of the NSSE. There was reference to the number of students (60) from the Valley that do not graduate each year, and what can be done about them. Various ideas were discussed. Perhaps
providing a pre-perceptual survey to the students, and then providing that survey as a post. The staff mentoring program was discussed. Also discussed was building a career preparatory component into the graduate program, so that graduate students can be assigned as mentors to undergraduate students. Perhaps a survey of mentors could be sent out? The Cabinet questioned whether community members could serve as mentors, as there are many alumni and professionals that could provide excellent mentoring services. They thought that the more people students have contact with, the more they are likely to stay at ASC. Next, the kind of data that needs to be compiled to address all of the Cabinet’s questions was discussed. IT WAS SUGGESTED THAT the topic of retention be placed on the first planning meeting agenda AND THAT questions be prioritized so that data can be compiled, and tiger teams be assigned to analyze it.

Academic Calendar:
The Academic Council recommended the approval of the late start date for fall and late start date for spring. They also recommended canceling the Thursday of Fall Recess and use that Thursday day as the Day of Reflection to be held on October 29, 2009.

The Cabinet discussed the promise to the campus to observe the Martin Luther King Jr. holiday, and hold no classes on January 18, which is the Academic Council’s recommended date for the start of spring 2010 semester. Activities will be planned for students who are arriving on campus, classes would begin on January 19, 2010.

MOTION: Dr. Mumper moved to approve the Academic Council’s recommendation to begin the 2009 fall semester on August 24, 2009; to hold one day for Fall Recess; to hold the Day of Reflection on October 29, 2009; to begin the 2010 spring semester on January 18; to observe the Martin Luther King Jr holiday on January 18 and begin classes on January 19; and to hold one day for Snow Days. Motion was seconded and passed, with two opposing votes.

New Business:
The Cabinet AGREED THAT the Strategic Planning team schedule dates for quarterly planning meetings. And they discussed how an agenda will be set and whether to hold meetings this academic year on Wednesday as in the past. They also discussed the venue, and all AGREED THAT SUB 308/309 was a good place; although the tables need to be pushed together, so that everyone can hear one another. IT WAS SUGGESTED THAT meetings be held in the SUB Conference Room.

MOTION: Ms Griego moved to call for Cabinet agenda items the week before each meeting on a Monday to be due by Wednesday; so that an agenda and materials can be sent out to members the Friday before the scheduled meeting. Dr. Novotny seconded the motion. Motion passed.

MOTION: A motion to change the meeting day from Wednesday to Thursday for the upcoming year, and meet from 2:30 until 4:30 was made. Mr. Marquez seconded. Motion passed.

Adjournment:
A request was made that everyone wear their name tags, as it’s helpful to the students.

MOTION: Mr. Marquez moved to adjourn. Dr. Landis seconded the motion and all were in favor.

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