The ASC Cabinet convened a regular meeting on Wednesday, August 26, in the Student Union Building, Room 315.

Call to Order:
Provost Mumper called the meeting to order at 9:04 AM, and welcomed Professor Margaret Doell as the new Academic Council representative.

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

Approval of Previous Meeting Summary:
The summary of the August 12 meeting was distributed electronically prior to the meeting. Provost Mumper asked those who had corrections to contact Ms Griego.

Approval of Agenda:
The agenda was approved to include Free Parking as a Discussion Item.

Action Items:

Fall Meeting Schedule:
After discussion IT WAS AGREED THAT Cabinet meet every 2nd and 4th Wednesday at 3:00.

Art Recruiting Supplemental Budget Request:
Professor Doell explained that this request has always come to either the President or the Provost in the past. This year, she was asked to bring forth the request to the Cabinet, since it is a yearly request and it should be budgeted accordingly. The Art Department implemented an extensive recruiting plan in 2004, since then a significant enrollment increase has occurred. The request is for $8800 to cover expenses in the following four component areas: 1) Arts Extravaganza; 2) Travel; 3) Advertising; and 4) Arts Conference.

MOTION: Dr. Wenzel moved to approve the Art Recruiting budget request in the amount of $8800. Dr. Novotny seconded the motion. Motion passed.
Computing Services Supplemental Budget Request:
Mr. Nicholson presented a one-time request for purchasing increased bandwidth, and a new edge router. He explained that with the increase in student enrollment, current bandwidth is not at the level that it should be to provide support to the students. In July, Computing Services budgeted to increase the bandwidth from 33 Mbps to 34 Mbps. Now it appears that we need an additional increase to 95 Mbps. A new router will also need to be purchased to accommodate the increased bandwidth. Bradford Network Access licenses and Aruba Remove Access Point licenses will also need to be purchased as well as NAC licenses.

MOTION: Dr. Wenzel moved to approve the IT Supplemental request of $47,702 one-time expense from Student Computing Cash (pending board approval) and $27,000 additional annual need from additional tech fee revenue due to increased enrollment. Dr. Novotny seconded the motion. Motion passed.

Amphitheatre Fee Proposal:
Mr. Schoenecker presented a proposal for the scope of work and fee for master planning for an amphitheatre on the north campus of the college. The proposal is to help determine the appropriateness of this type of facility and in the location, through a master planning process. The total fee is a one-time fee of $9000 from the General Fund. Since there is no specific plan for the area, now is the time to begin the design process. After the scope has been identified, the college will need to decide whether this type of facility is appropriate for the campus, and any modification will be an additional cost to the existing plan. This facility has not been budgeted; therefore, funding will need to be determined. Mr. Schoenecker stated that Ms Mary Hoffman was in attendance at a meeting with the CRaP committee where this proposal was originally presented. Ms Hoffman was confident that the majority of expenses could be funded by donors. All agreed that this type of facility would be a long-term investment for the college and would provide a link to the community.

After discussion, it was decided to TABLE this item for the next meeting. Mr. Schoenecker will obtain more funding information to bring back to the group and will invite Mary Hoffman.

Discussion Items:
E2 Campus:
Mr. Nicholson inquired with the group about the intent of the E2 Campus technology. He asked whether we intend to continue with its use of announcing emergency situations, or whether we want to broaden the scope and begin to announce other types of informational pieces as well. He mentioned that there are currently issues with regard to its management. If we decide to broaden the scope of usage, we’d have to identify an individual to assist with the administration of it.

The Cabinet AGREED TO continue with the E2 Campus, and only use it for emergency situations.

Initial Review of Revised Policy on Policy:
Mr. Nicholson presented a revised Administrative Policy Process document. He stated that the current policy is still confusing and he had concerns about it. His changes reflect a clear distinction between a policy and a process. He also elaborated on the review process and that he created a policy alert that will provide campus feedback. One concern is the need for a policy coordinator; this current policy is based on the assumption that such a position exists. Other changes include a policy numbering scheme, and that policies on the policies page be linked to policies within each department. This provides clear ownership of the policy and allows the owner to maintain and upkeep one document.
The Cabinet discussed the role of the policy coordinator position, and where that position would be located or what office would take on that responsibility. It was mentioned that at other institutions, this type of position was filled through an administrative or graduate intern through the President’s Office.

**Procedure to Address DMCA & RIAA:**
Mr. Nicholson presented an internal office procedural document, and asked whether this should be presented to Cabinet for approval. He inquired as to whether departments can have such procedures and what is the process involved in maintaining them.

The Cabinet discussed that there are differences between an Institutional Policy, and a Departmental Procedure. The Cabinet and the AG need to approve policies, there is no approval process required for departmental procedures. It was also discussed that policies can include penalties, and that procedures should be written to lead to the policy. Therefore IT WAS AGREED THAT Mr. Nicholson rewrite the *Administrative Policy Process* to include penalties, and he’ll rewrite his DMCA and RIAA procedural document to refer back to the policy.

**HLC Preparation:**
No report given

**Budget:**
No report given.

**Free Parking:**
The Cabinet discussed that the free parking zone in Plachy Hall was an effort made in good faith to relieve nearby neighborhoods from students and staff parking in their streets. Mr. Marquez stated that a free parking zone will be designated within the Plachy Hall lot. Restriping will take 2 days to complete, and will provide at least 22 parking slots within that area. No decal will be required in this section. This restriping will occur the weekend after Labor Day-on the 12th and 13th of September. The lot will be shut down during this time. An announcement will be sent by September 1 through ABM to the campus community.

**Information Items:**
None.

**New Business:**
None.

**Adjournment:**
With no further business, the meeting adjourned at 10:47 AM.

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