The ASC Cabinet convened a regular meeting on Wednesday, September 4, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 2:40 p.m.

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

Guests: Mr. Eric Carpio - Director of Admissions, and Mr. Joel Korngut - Director of Office of Equal Opportunity.

Reading of Minutes of Last Meeting:
The summary of the August 12-13 retreat, and the August 20 were approved as distributed.

Agenda:
MOTION: Dr. Mumper moved to amend the agenda so that Mr. Eric Carpio could present the Hobson’s project first. Motion seconded and passed.

Action Items:
Approval of Full Time Volunteer ID’s:
Mr. Mansheim explained that from time to time ASC employs volunteers under contract to work on campus 40 hours per week. These volunteers usually come to us as Vida Volunteers and from Americorps. Currently we have volunteers working with the Earth Group, the Small Business support Center, and with cultural art outreach. Since these individuals serve the campus for a small salary; he would like to treat them as ASC employees while they are under contract. This means they’d be assigned an ID number, an email account, and access to our facilities. After discussion Mr. Mansheim AGREED TO write a policy to allow contractual volunteers to use our facilities and acquire an email account. He’ll bring the policy back to the Cabinet for approval.

Approval of Remodel Process for Projects/Moves/Changes:
Mr. van de Boogaard commented that the goal of the process is to initiate planning, and will help establish a priority system for remodeling projects. This proposal is for those projects that are currently under $2000000 that do not require legislative approval. Currently projects are selected at random and very little thought has gone into the allocation of resources and planning. The proposal suggests that a
Memo to the campus be sent from the Provost Office twice a year outlining the steps and asking for requests by the deadlines given. A subcommittee of the Cabinet will establish priority order based on a priority score formula of Operational x Funding x Construction, the lower the score the higher the priority. Cabinet commented that this was a good process to identify costs before hand.

MOTION: Dr. Don Johnston moved to approve the Remodel Process as presented. Ms Heather Heersink seconded the motion. All were in favor.

Approval of Tuition and Fees Policy Update:
Ms Heersink referred to a draft of the Tuition and Fee Policy document that was distributed via email. This policy has been revised to align with the CCHE Tuition and Fee policy that has being updated. She indicated that there have been no major changes to the policy only to the order and the flow.

MOTION: Mr. Mansheim moved to approve the draft policy subject to the approval of the Attorney General. Mr. Marquez seconded the motion. All were in favor.

Discussion Items:
Hobson’s CONNECT Recruiting Software:
Mr. Carpio gave a brief presentation on the new recruiting software that was approved for purchase by the Board of Trustees. He commented that it was one of the most significant investments for the campus in terms of recruitment and communication with students. The software program allows us to target groups of students to provide initial contact with the college. Once the student has expressed interest, we have a means to communicate with them in hopes that we can recruit them. He added that this is the first time that ASC is able to purchase lists of names to send inquiries to.

HLC Meeting in Chicago on April 17-21:
President Svaldi announced the upcoming HLC meeting in Chicago in April and suggested that a representative from each of the four HLC focus topics attend plus Dr. Teri McCartney.

Amethyst Initiative:
President Svaldi explained that this initiative gives nineteen year olds the legal right to drink. The initiative is being discussed by many college presidents around the country; currently there are only two from Colorado. He mentioned that ASC hasn’t discussed this as a group, and he would not sign any such document without the approval of the Board and the Cabinet. Mr. Joel Korngut will be preparing a presentation on the subject, as there is quite a bit of debate from MADD and other agencies. It appears as though the majority of the public is against the initiative.

New Business:
President Svaldi announced that Mayor Farris Bervig submitted a letter from City Council with overwhelming thanks to the College for our contribution during the salmonella crisis.

Adjournment:
With no further business, the meeting adjourned at 4:16 PM

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