The members of the Adams State University President’s Executive Council convened in a regular meeting on September 4, 2014 in room 315E, Porter Hall.

Call to Order: President Svaldi called the meeting to order at 2:35 p.m.

Attendance:

Carol Guerrero-Murphy – Present
Heather Heersink – Present
Lori Laske – Excused
Tammy Lopez – Present
Bill Mansheim – Present
Ken Marquez – Present
Larry Mortensen – Present
Michael Mumper – Present
Frank Novotny – Excused
Tracy Rogers – Present
Frank Novotny – Excused
David Svaldi – Present
Julie Waechter – Excused
James Trujillo – Present

Guest(s): None

Approval of Summary

The August 18, 2014 meeting summary was approved by consent.

Miscellaneous

Dr. Svaldi was pleased to report that the recipient of the Adams State University Boys and Girls Clubs of the San Luis Valley scholarship, Ms. Kadie Scott from Craig Colorado, will be graduating this year and will have completed her degree in three years.

Bill Mansheim, Vice President for Finance and Governmental Relations, announced that Amanda Bickel, Chief Legislative Analyst for the Joint Budget Committee, will be on campus and will be meeting with various individuals.

Agenda Items

Library Coffee Cart

President Svaldi informed Council members that a proposal has been submitted to restart the coffee cart located on the second floor of Nielsen Library. Council briefly discussed logistics and of possible business internship opportunities for students. It was also announced that 5% of any profits would be donated to the Boys and Girls Clubs of the San Luis Valley.
Public Relations Operating Budget

Members of Council were informed that additional funds will be needed to subsidize the operating budget for the newly formed “Department of Public Relations”. Council discussed possible funding sources. No action was taken.

Evaluations

President Svaldi discussed the need for evaluations to be conducted on all those who have exempt direct reports. Copies of said evaluations need to be sent to the Office of the President by January 31, 2015. President Svaldi informed Council that evaluations will also be conducted on all Executive Council members. Council then discussed types of evaluation forms and the relevance for various departments.

Personnel Contract Recommendations

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the Department of Psychology, the Nielsen Library, and the Department of Facilities Services for consideration of approval. After review of each request, including funding sources and logistics, Council unanimously agreed to approve the requests as presented.

Proposed Drug Testing for Student Athletes

Larry Mortensen, Athletic Director, discussed an issue that the NCAA and athletic programs state-wide are having regarding the use of marijuana by student athletes, the need to educate students, and the possibility of imposing random drug testing. Council discussed logistics, costs, and budgetary concerns. No action was taken.

Work-study Hourly Wage

Ken Marquez, Vice President for Student Affairs, informed Council that the hourly wage for student work study will increase next semester, with the pay scale reaching $10/hour. Council discussed the impacts the change could have on the budget and contracted employees. Council also discussed an issue regarding the authorization process for work study students and what needs to be done to resolve the situation. No action was taken.

Plagiarism Software Cost

Frank Novotny, Vice President for Academic Affairs, informed council that the licensing cost for the plagiarism software used on campus has doubled in price. Council agreed that the software is needed. Dr. Mumper suggested checking to see if the Cooperative Grant might be able to cover cost. More information will be brought to Council regarding possible funding sources at a later meeting. Council all agreed that it would need to be funded regardless.

Grant Incentive Stipend
Council discussed the possibly of awarding stipends for those individuals who write successful grants for the institution. What percentage to award, funding sources, budgetary concerns, and current policy were addressed. Council unanimously agreed to the proposal pending further review of policy.

**Student Scholar Days**

Dr. Mumper, Senior Vice President for Enrollment Management and Program Development, informed Council that his office has funded the annual *Student Scholars Day* event for the past several years, however he will no longer be able to fund the event moving forward. Council discussed the need to establish a budget for the event. Ken Marquez, Vice President for Student Affairs, and Tammy Lopez, Executive Director of the Adams State University Foundation, both offered possible funding sources through AS&F and the Foundation.

**Student Support Services Grant**

Dr. Mumper, Senior Vice President for Enrollment Management and Program Development, addressed the need to designate an individual to manage the Student Support Services grant. He noted that although some of the grant has been written, the need to continue with the grant is vital for the viability of the program, and that work needs to continue immediately. All agreed of the importance of the program.

**Financial Aid Issues**

Council was informed that an Ellucian software trainer has being contracted to train several individuals in the Department of Financial Aid on crucial financial processes. The cost of the services will be covered by vacancy savings, however there may be a need for additional funding for the department should a replacement be found for the vacant position in the department as the vacancy savings could be possibly depleted.

**Housing Numbers**

Ken Marquez, Vice President for Student Affairs, reported that as of meeting time, housing numbers are down 84 residents compared to the same time the year prior. Campus meal plans are also down by 53 plans. The number of complete student withdrawals from the University stands at 29 students.

**Adjournment**

The meeting adjourned at 3:26 p.m.