The ASC Cabinet convened a regular meeting on Wednesday, September 9, in the Student Union Building, Room 315.

Call to Order:
Provost Mumper called the meeting to order at 3:04 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Present
Professor Margaret Doell–Present
Ms Heather Heersink–Present
Dr. Don Johnston–Absent
Ms Lori Laski–Absent
Mr. Bill Mansheim–Present
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–Present
Dr. Diana Wenzel–Absent
Mr. Erik van de Boogaard–Present

Approval of Previous Meeting Summary:
The summary of the August 26 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 amended to remove Action Item D–Supplemental Custodial Budget Request. A Supplemental Budget Request for Physics was added as an Action Item. Two Discussion Items were tabled, A–Student Health Services, and B–Amphitheater Proposal.

Action Items:
Administrative Policy Process:
Mr. Nicholson stated that the current policy assumes a Policy Coordinator position exists. If we decide to decentralize those responsibilities, then we must rewrite the policy to be compliant. After discussion, President Svaldi stated that there is a need to have a Policy Coordinator position on campus. He will discuss this issue with Mr. James Trujillo, as there are a couple of Work Study students in the President’s Office that could serve in this capacity.

This item was TABLED for a future meeting pending feedback from individual departments, the Faculty Advisory Committee, the Administrative Advisory Committee, and the Attorney General.

Updated Bandwidth Policy:
Mr. Nicholson presented the Bandwidth Policy, and stated that most of the revisions are in the attachments. Attachment A–ASC Response to Bandwidth Abuse states 1st, 2nd, and 3rd offenses, and the actions that result from those offenses.
The action required for the first offense on behalf of the student, staff/faculty, or guest must meet with the appropriate Lead person to discuss the incident, and sign an *ASC Computer Misuse Notification Form*.

The action required for the second offense on behalf of the student, staff/faculty, or guest must meet with the designated Lead, and supervisor, and may have their network account disabled. They must either sign off on the *ASC Misuse Notification Form* to re-enable the account or if they are a guest, will have their account disabled for the remainder of the semester; this violation will be documented on the *ASC Misuse Notification Form*.

The action required for the third offense on behalf of the student, staff/faculty must meet with their designated Lead, and supervisor and their computer will be rate-limited for 60 days. They will not be able to perform bandwidth-intensive applications without contacting Computing Services, and they must sign an *ASC Misuse Notification Form*, which will be kept on file for one year. The guest will have their account disabled for an entire year.

*Attachment B-ASC Computer Misuse Notification Form* is the form that is used to document these violations.

**Policy on DMCA & RIAA Violations:**

Mr. Nicholson presented the *Policy on DMCA and RIAA Violations* and stated that this policy deals with the distribution of copyrighted digital materials (over the Internet) without permission, and that the federal government and various organizations are serious about enforcing the provisions of the legislation, and violations can carry stiff fines and potential jail sentences. The offenses and actions within *Attachment A-Escalating Response for DCMA & RIAA Infringements* are very similar to those stated on the Bandwidth Policy. *Attachment B-ASC Computer Misuse Notification Form* is the form that is used to document these violations.

Mr. Nicholson stated that while these violations aren’t an AITC issue, there is a 4th tier built into this policy for those that commit a fourth offense, disciplinary action can be imposed.

The Cabinet discussed the need for all to take this policy back to their respective units to review with their employees. It is important that students, staff/faculty are aware of the stipulations. Mr. Nicholson will also take the policy back to the *Instructional and the Administrative Advisory committees*. He will also acquire the approval of the Attorney General.

These two items were TABLED for action at a future meeting.

**Physics Emergency Budget Request:**

Dr. Novotny presented the request for 8 new laptops for the Physics area. Six of these laptops were purchased in 2004 and two of them were hand-me-downs from Dr. Emmons' NASA connections via UCCS (same exact models) in 2007. Two of the computers died last summer, and one other is sick. They have lasted beyond their expected lifetime, and because they are outdated; current versions of Physics software will not run on these computers due to memory and speed issues. These computers were funded in the past from Department of Defense Grants for HSI institutions; since, then the grant has ended. The request is for $6312 to cover the cost of replacement. The department researched replacement costs based on private use; rather than educational usage. Mr. Nicholson stated that the costs would decrease significantly due to purchasing for use in the educational arena. He confirmed that the cost would be $4300.
MOTION: Mr. Marquez moved to approve the emergency budget request as amended by Mr. Nicholson for $4300 to come from Capital Fee Technology Enhancement funding. Dr. Aldrich seconded the motion. Motion passed.

Discussion Items:

HLC Preparation:
President Svaldi reported no new news other than the HLC team leader will obtain a user name and password to access our website.

Budget:
President Svaldi reported that Mr. David Skaggs stepped down as Director of the Colorado Commission of Higher Education effective September 11th. The statewide master planning effort has been postponed until further notice. Ms Heersink reported that Fall 09 tuition revenue is $300K above budget on the revenue side. This figure does not include Housing and Meal Plan revenue.

Information Items:

New Sports Proposal Enrollment Update:
Mr. Larry Mortensen and Ms Heather Heersink presented a New Sports Revenue Estimate for the 2009-2010 Academic Year. Dr. Tim Armstrong, Faculty Representative to the ASC Board of Trustees requested the figures for the next Board meeting. The report indicates that there is a total of 84 athletes enrolled in Men’s Golf; Women’s Swimming; Women’s Lacrosse; Men’s Soccer’ and Cheerleading. The total amount of headcount increase is 50.4. Quick Facts show a New Sport Fall SCH increase of 1036; which is a 49% increase.

The total for Tuition and Fee revenue (assuming a 24 credit per year charge) is $342,555. The total COF (assuming ARRA backfill 28 credit hours per year) is $95,312. The total General Fund Revenue generated is $437,867.

Expenses for the New Sports Proposal are: $198,920 approval for the new sports proposal; $8,100 costs associated with Club Sports for total expenses of $207,020. The net increase to the General Fund is $230,847.

There has been an impact to Housing as well. There has been a 76% increase from last year in student athletes living on campus. A 293% increase from last year in student athletes living in apartments. A 36% increase from last year in student athletes living in the dorms. The annual Cafeteria revenue increase is $186,840, with 54 new meal plans being added by student athletes.

Retention:
Provost Mumper announced an increase in retention to 57% this year as opposed to 50.5% last year. He indicated that the Institutional Research Office will be conducting research and assessing the impact of our interventions. He will present data at the next Cabinet meeting.

H1N1 Report:
Mr. Marquez reported a first case for Adams State is a woman who has been positively diagnosed. There have been four students who have reported flu-like symptoms; although there haven’t been any cases reported officially in the Valley. Mr. Schoenecker announced that we are feeding information into ASC’s H1N1 webpage from the CDC.
Joshua Thomas-Cary Memorial Scholarship:
Ms Tammy Lopez announced that the TV News Crew from Channel 9 News will be on campus tomorrow interviewing Christina Agustin, who is the recipient of the Joshua Thomas-Cary Memorial Scholarship.

New Business:
None.

Adjournment:
With no further business, the meeting adjourned at 4:11 PM.

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