CABINET  
Summary of Meeting  
SEPT 11, 2013  
1:30-2:30 PM  
BUSINESS 136

The ASU Cabinet convened a regular meeting on Wednesday September 11, 2013 in the Business Building, Room 136.

Call to Order:  
Mr. Mansheim called the meeting to order at 1:30 P.M.

Roll Call of Members:  
Mr. Eric Carpio - Absent  
Mr. Jeff Cook – Absent  
Mr. Kevin Daniel – Present  
Professor Margaret Doell – Present  
Dr. Carol Guerrero-Murphy - Present  
Ms. Heather Heersink - Present  
Mr. Larry Joe Hunt - Absent  
Ms. Lori Laske – Present  
Ms. Michelle Little - Present  
Ms. Tammy Lopez - Present  
Mr. Bill Mansheim - Facilitator  
Mr. Ken Marquez - Present  
Dr. Michael Mumper - Present  
Dr. Matt Nehring - Present  
Dr. Frank Novotny – Absent  
Ms. Patti Ortiz – Present  
Ms. Judy Phillips - Present  
Ms. Tracy Rogers - Present  
Mr. Walter Roybal - Present  
Mr. Mark Schoenecker - Present  
Dr. Dave Svaldi - Absent

Guest: None.

Approval of Agenda:  
The agenda was amended to add Discussion item C. AIM Task Force, and Information items F. Richardson Hall Updates and G. Banner Upgrade.

MOTION: Mr. Schoenecker moved to approve the agenda as amended. Mr. Daniel seconded, all were in favor.

Consent Agenda:  
• August 13, 2013 Meeting Summary  
• ITA: Office of Suicide Prevention

Action Items:  
There were no action items presented.

Discussion Items:  
Change of Freshman, Sophomore, Junior, Senior Terms:  
Dr. Nehring informed the Cabinet of a conversation that occurred in Academic Council. The topic was the elimination of the term freshman, due to its gender connotation. There is a nation-wide movement to change the terms for this reason. While many agreed on the Council that the term should be changed,
they weren’t quite sure what to do with the remaining sophomore, junior, and senior terms. The possibility of moving toward an ASU 1, ASU 2, ASU 3, ASU 4 reference was discussed. However, the ASU 1 term or any reference to first-year is problematic as the first year refers to having taken up to 30 credit hours-worth of coursework. There are also issues with part-time students and transfer students.

The Cabinet discussed the fact that there is strong support for eliminating the term *freshman*, although there are issues that must be worked through. Mr. Marquez and Ms. Little AGREED TO take this topic back to the Associated Students and Faculty Senate (AS&F) to see what emerges.

**TU/TF Policy:**
Dr. Nehring inquired as to which version of the *TU/TF Policy* was presented for approval. A previous version was not clear as to when the TU and the TF grades should be given. After discussion, a revised version clarified that instructors would make the decision as to when the student would be given the TU or the TF grade based on attendance. Dr. Nehring was concerned that the policy that was presented for final approval may not have had the correct language.

MOTION: Dr. Nehring moved to amend the agenda to include 1st Reading of the *TU/TF Policy* as a Discussion Item. The motion was seconded and all voted in favor.

Dr. Nehring AGREED TO email the Policy to the Cabinet, so it can be presented at the next Cabinet meeting for final approval.

**Adapted Intervention Mapping (AIM) Task Force:**
Mr. Roybal reported that the task force has been working with Jeremy Yeats to institute policies on healthy eating and activity. Based on the summary that was provided, On September 24, the task force will conduct its final meeting, which will focus on transitioning toward a health and wellness committee operating under the name of EMPOWER U. This is one of five objectives to sustain the effort to provide a healthy and active community. The other objectives are to improve the vending machine selection process; to modify the curriculum of HPPE 120 to include healthy eating and nutrition Student Learning Outcomes; and to reinstate 1 credit hour of activities courses with improved academic focus and identification of walking/biking/boarding loops around the campus and the development of formalized exercise groups on campus. These objectives were the focus of AIM, which was a year-long strategic planning process focused on improving healthy eating and physical activity on campus. The process included development of objectives based on proven research and best practices. The task force also took into consideration feasibility for the ASU campus, which would have the greatest impact on the community as a whole to include students, faculty, staff, administration, etc.

Mr. Roybal presented this initiative and asked the Cabinet for approval to move forward with EMPOWER U. The Cabinet GAVE THEIR APPROVAL. They also had many questions with regard to the HPPE 120 course, which will be presented to the Curriculum Review Committee (CRC) for approval.

**1st Reading Academic Policies:**
Dr. Nehring indicated the policies required minor language changes and are being brought to the Cabinet for review. He suggested that all comments and revisions should go to Dr. Novotny.
1st Reading Electronic Security Systems Policy:
Mr. Daniel indicated the policy has been reviewed by the Institutional Technology Committee (ITC) and ASU’s legal advisor. Basic language has been changed to reflect Adams State University. The purpose: Adams State University utilizes security systems including but not limited to Closed Circuit Television cameras, alarm systems and emergency response buttons in order to maintain public safety as well as security of University assets. This policy is intended to be an overview of the university’s security systems policies, which governs the installation, use and maintenance of security measures with the goals of standardizing security system protocols, reducing long term costs, simplifying management and mitigating risk.

Mr. Daniel asked the Cabinet to submit comments and suggestions to him, he will make the necessary adjustments to present the Policy for final approval.

The Cabinet discussed issues related to security cameras in bathrooms and locker rooms.

Information Items:
Strategic Planning Next Steps Mission/Vision/Goals & Strategic Plan:
This item was tabled for discussion at a future meeting when President Svaldi is present.

Update on Security of Academic Buildings:
As a result of the Parking Fee Increase Proposal that was presented last spring, Dr. Nehring inquired as to the outcome of a discussion that was to take place regarding building lock up issues. As per Mr. Mansheim, a subgroup met and outcomes were developed. Mr. Marquez AGREED TO send an email to the Cabinet communicating and clarifying the locking and unlocking of buildings on campus.

Budget Update:
The Department of Higher Education (DHE) and the Governor’s budget office reported that there may be one-time money available for capital control maintenance. The budget for next year could be set at $60 million being allocated for higher education, which means that ASU may receive $1 million. This figure falls short especially if ASU wants to maintain the 3% tuition rate and cover cost-of-living raises. There are talks at the state-level that more money will be allocated to financial aid. It would be much more helpful if this money is distributed institutionally. However, if money is assigned to financial aid, there may not be a cap placed on tuition.

Ms. Heersink reported that ASU didn’t make its undergraduate enrollment projection this fall, which puts us behind $200,000. This shortfall is due to some upper division students not returning. While online enrollment in graduate courses has increased, the increase isn’t sufficient to cover the undergraduate enrollment shortfall. This increase to graduate enrollment netted $250,000. Of this $250,000, 34% goes toward the General Fund budget. The remaining percentage goes back to the academic programs under our revenue-sharing agreement. We’ve balanced our budget using our Reserve Account the last two years, hoping that State support will increase.

Dr. Mumper reported a flat enrollment of 535 students in the freshman class. Transfer students increased by 15-20 students totaling 220. First to second-year retention is identical to last year at 54.5%. There were about 70-80 students who have earned more than 30 credit hours who didn’t return. There were students who have earned 45-90+ credit hours that didn’t return.
Banner Updates:
Mr. Daniel announced that the latest Banner update will occur on September 21 from 8:00-12:00 noon. This will be an update to the Payroll and Finance packages.

Richardson Hall (RH) Updates:
A meeting took place between the design team and the architects to identify areas that were missed on the original plans, there was also a duplication of requests. Departmental adjacencies will be identified in the next iteration. The design houses Admissions, Financial Aid, Records, the Mail Room, and the Print Shop on 1st Floor. The President’s Office will be located on the 2nd Floor. The Veterans Center will be located in the SUB currently where the Welcome Center is. Beyond this, nothing else has been determined. An RFP will be sent out for moving services. The first domino to fall will be Extended Studies, an IT closet has been installed in the East Campus to accommodate this move. Once Extended Studies has moved out in October, others will be able to move into that space. The goal is to renovate the southwest part of the building and the auditorium in the first phase. More activity will occur in the months of October, November, and December. A furniture budget is in the works as well. A town hall meeting will take place soon to convey information to folks in Richardson Hall.

AS&F Report:
Ms. Little announced that AS&F is reviewing their constitution at this time. Also, quarterly funding requests are coming up, and preparation for Homecoming.

Colorado WINS Report:
Ms. Ortiz reported that the August 24 Convention took place in Denver. As a result of a vote, membership dues will remain the same. The focus of the convention was on building relationships with state legislators. A 3% base building increase was requested for all state employees for the Governor’s 2014-2015 budget proposal. This increase will allow state employees to keep pace with inflation and cost-of-living.

New Business:
No items were presented.

Adjournment:
The meeting adjourned at 2:30 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President