The ASC Cabinet convened a regular meeting on Wednesday, September 18, in the Student Union Building, Room 315.

Call to Order:
Provost Mumper 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-Absent  
Mr. Bill Mansheim- Present  
Mr. Ken Marquez-Present  
Mr. Larry Mortensen-Absent  
Dr. Michael Mumper-Facilitator  
Mr. Mike Nicholson-Present  
Dr. Frank Novotny-Absent  
Ms Tracy Rogers-Absent  
Mr. Mark Schoenecker-Present  
Dr. Dave Svaldi-Present  
Dr. Diana Wenzel-Present  
Mr. Erik van de Boogaard-Present

Guests:  Ms Jody Mortensen-Controller of Sponsored Programs, and Mr. Joel Korngut-Director of Office of Equal Opportunity.

Reading of Minutes of Last Meeting:
MOTION: Dr. Wenzel moved to approve the minutes of the September 4, 2008 meeting. Ms Heersink seconded the motion. Motion passed.

Agenda:
MOTION: Ms Heersink moved to add the Nursing Grant to the Action Item section of the meeting. Mr. Marquez seconded the motion. Motion passed.

Action Items:
Nursing Grant:
Mr. Mansheim and Ms Jody Mortensen explained that Dr. Frank Novotny is requesting that the current nursing salaries be adjusted 100% of the CUPA survey. There was discussion as to whether the salary increase would be a one-time bonus for this year, or whether it becomes a base-building expectation. These salaries become a liability to the General Fund if they are determined as base building. Dr. Novotny’s request is for one-time funding. Ms Mortensen explained that currently there is $120,000 in the Nursing Grant fund that was received from the SLV Regional Medical Center to supplement the grant; approximately two year’s worth of money available to fund this expenditure. There was concern for nursing salaries in general and also the recruitment of future nursing faculty. Discussion on the nation-wide shortage of nurses was introduced. If ASC would like to be competitive in the field, nursing faculty salaries must be adjusted to meet market salaries.
MOTION: Mr. Mansheim moved to adjust base salaries for nursing faculty. These increases will be funded from the current Nursing Grant until the grant is depleted. At that time, they will be funded from the General Fund. Dr. Don Johnston seconded the motion. Motion passed.

**Health and Safety Officer/Lab Manager:**
A request has been reintroduced to hire a hybrid position to work with a variety of departments across campus to ensure that we have a safe working and learning environment. This request has been presented to the Budget Committee in years past, and the Cabinet discussed the issues surrounding it. Issues related to the classification of the position; who the position reports to, and whether it should be one or two positions were discussed. Issues with regard to the salary scale were discussed, and that it hasn’t been built into the base budget. The main concern was our compliance to health and safety issues with regard to how we handle hazardous/bio-hazardous materials, store chemicals for disposal, and ventilation systems. Training faculty and staff in health and safety issues was also mentioned. IT WAS SUGGESTED THAT we contact our counterparts-other colleges to see how they handle these types of situations. It was also mentioned that we have an obligation to take care of issues in the meantime until a request can be funded and a person be hired.

IT WAS AGREED THAT Ms Heather Heersink will poll our counterparts at MESA, Western, Ft. Lewis, and UNC. Mr. Ken Marquez will contact County Health Services. Provost Mumper will contact the SLV Regional Medical Center. Mr. Erik van de Boogaard will consult with other colleges as well.

MOTION: Mr. Ken Marquez moved to table this item until more information has been gathered and present it at the next meeting. Dr. Diana Wenzel seconded the motion. Motion passed.

**Supplemental Budget Request/Art Department:**
A request to replace four faculty computers in the Art Department along with Professor Margaret Doell’s was submitted by Professor Eugene Schilling. These computers are beginning to fail and fit the emergency category because they are impacting the job operations of the faculty. Margaret is on sabbatic leave this semester, and will need her computer replaced as soon as she returns. The total amount to replace five computers is $1698 x 5=$8490. The Cabinet discussed issues related to the campus Refresh Program not being funded and that this request is only the tip of the iceberg. There are 350 computers on campus that are out-of-warranty, it will be expensive to replace computers and parts. The number of service hours spent on keeping these computers alive will also be expensive, if the Refresh Program continues to go unfunded.

Cabinet AGREED TO incorporate a discussion of the ASC Budget Update as of September, 2008 to depict our budget status. The budget update indicates that as of September, we are down approximately $800,000 in revenue. Cabinet discussed the fact that this year is the last year of our smallest freshman class; thus the low revenue amounts. It is necessary to communicate our status to the campus, so that everyone knows where we stand with revenue. Mr. Mansheim explained that he is hopeful that we will improve our spring revenue by 5%. It was stated that Capital Fee money cannot be used to fund faculty/staff computer-related types of requests. One suggestion was to establish an internal liability fund, and pay back the account when monies are available. IT WAS SUGGESTED THAT Ms Heather Heersink, Mr. Bill Mansheim, and Mr. Mike Nicholson meet to explore possibilities and present their proposal at the next Cabinet meeting.

MOTION: Erik van de Boogaard moved to table this discussion until the next meeting. Mr. Ken Marquez seconded. All were in favor.
Official Student Email Policy Draft:
This policy states that email is the official mechanism for communication within Adams State College. President Svaldi mentioned that it is possible that the Board of Trustees may have previously acted to approve this policy, he’ll check on the status. Cabinet discussed Policy on Policies numbering, and the fact that this policy may not be enforceable due to students not activating or accessing ASC email accounts. The discussion included the fact that students tend to use text messaging services to communicate. IT WAS AGREED THAT Mr. Ken Marquez will meet with AS&F on this topic AND THAT Mr. Michael Nicholson will contact our counterparts to see how they handle communication with students at their institutions. They will bring feedback to the next meeting; therefore, no action will be taken until then.

Discussion Items:
Proposed Composition of Capital Fee/Facilities Planning Committee Draft:
Provost Mumper presented a draft proposal for review. He stated that a committee needs to be formed to oversee planning and coordination of all major campus building renovation projects including the design and implementation of them. It is proposed that this committee will develop and manage the logistics of major campus moves, and suggests the following representation:

- Associate VP for Facilities, Planning, and Design-Chair
- VP Finance and Administration
- *Provost
- *Dean of Students
- *Athletic Director
- Director of Auxiliary Services
- Faculty Representative (nominated by Faculty Senate)
- Chair (nominated by Academic Council)
- Student Representative (nominated by AS&F)
*May choose to send a permanent representative

After discussion, IT WAS SUGGESTED THAT a Computing Services Representative be included in membership. Provost Mumper AGREED TO revise the proposal accordingly and bring it back to the next meeting as an Action Item.

New Business:
ASC Budget Update as of September, 2008:
See Supplemental Budget Request/Art Department under the Action Items for detail.

Dr. Frank Novotny:
Provost Mumper announced that Dr. Frank Novotny has been offered another position and is contemplating acceptance of that position. He and President Svaldi stated that if Dr. Novotny accepts, a process will be used to replace him in the short term and in the long term. Before any action can be taken, written notification must be submitted.

Volunteer Worker Auction:
Ms Heather Heersink distributed a flyer soliciting participation in the upcoming auction that will support St. Jude Children’s Research Hospital.

Computing Services:
Mr. Nicholson solicited input from Cabinet with regard to organizational issues in Computing Services. He asked that feedback be provided to him.
Adjournment:
MOTION: Mr. van de Boogaard moved to adjourn the meeting. Mr. Michael Nicholson seconded. All were in favor.

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