The ASC Cabinet convened a regular meeting on Wednesday, September 22, in the Student Union Building, Room 315.

**Call to Order:**
The meeting was called to order at 3:05 PM.

**Roll Call of Members:**
- Dr. Stephen Aldrich–Present
- Professor Margaret Doell–Present
- Ms Heather Heersink–Absent
- Dr. Don Johnston–Present
- Ms Lori Laske–Present
- Ms Tammy Lopez–Absent
- Mr. Bill Mansheim–Present
- Mr. Ken Marquez–Present
- Mr. Larry Mortensen–Absent
- Dr. Michael Mumper–Facilitator
- Mr. Mike Nicholson–Absent
- Dr. Frank Novotny–Present
- Ms Judy Phillips–Present
- Ms Tracy Rogers–Present
- Mr. Walter Roybal–Present
- Mr. Mark Schoenecker–Present
- Dr. Dave Svaldi–Present
- Mr. Erik van de Boogaard–Absent

**Guests:** Ms Karla Hardesty, Enrollment Management Project Manager; and Dr. Tim Armstrong, Professor of Biology.

**Approval of Previous Meeting Summary:**
The September 8 meeting summary was distributed electronically prior to the meeting.

MOTION: Dr. Stephen Aldrich moved to approve the September 8 meeting summary as presented. Professor Margaret Doell seconded the motion. Motion passed.

**Approval of Agenda:**
There were no amendments to the agenda.

**Action Items:**

*2011-2012 Academic Calendar:*
Mr. Marquez indicated that the calendar was presented to the Associated Students, Faculty, and Staff (AS&F). Issues on the table were a 3-Day Thanksgiving Break vs. a 5-Day, and a 1-Day Fall Break vs. a 2-Day. He reported that an equal amount of students preferred the 3-Day to the 5-Day Thanksgiving Break, and again an equal amount of students preferred a 1-Day Fall Break as opposed to a 2-Day. There were discussions regarding the Day of Reflection (DOR) and it was unanimous that students were not interested in attending the DOR; the philosophy is that if classes have been cancelled, they’ll take the day off regardless of what has been planned.

MOTION: Dr. Stephen Aldrich moved to approve the 2011-2012 Academic Calendar as presented. Professor Margaret Doell seconded the motion. Motion passed.
NSSE Results and USA Today:
President Svaldi referred to an email message from the National Survey of Student Engagement (NSSE) on September 10, 2010. The email was sent to campus chief executives in an attempt to provide an opportunity involving USA Today for colleges and universities that participate in NSSE. Director McCormick clearly states that NSSE has carefully negotiated the terms of usage with USA Today in order to keep their agreement with participating institutions; and to be consistent with their policy opposing the use of student engagement results for ranking, and serving their fundamental goal of enriching the national conversation about college quality. The email is an invitation to authorize release of most recent benchmark results to USA Today. USA Today has sought intentionally-authorized access to NSSE benchmark data for use in higher education coverage and inclusion in a searchable online database.

The Cabinet discussed that this information is statistically sound and IT WAS DECIDED THAT ASC information be released to USA Today.

Banner XtenderSolutions Test Bundle Supplemental Budget Request:
Ms Hardesty explained that this budget request was a recommendation from the Administrative Institutional Technology Committee (AITC) for a Test Bundle for the XtenderSolutions Imaging System. The request is for a one-time cost of $6,000. With this purchase, there’ll be an annual $1000 maintenance fee. Ms Hardesty explained that this request is only for the Test Bundle; however, in the immediate future, additional licensing would need to be purchased as the campus increases its usage. Each additional license would cost approximately $250, and ASC may need at least ten more licenses. Application licenses cost approximately $2025 each, and we would need one for the Graduate School. Once a Needs Analysis is conducted, an additional request for funding will be brought to the Cabinet for approval.

The group discussed the potential for increasing productivity by using the products. It definitely promotes security and good customer service when student records are scanned and saved electronically.

MOTION: Dr. Novotny moved to approve the Banner Extender Solutions Test Bundle Supplemental Budget Request for $6,000. Mr. Mark Schoenecker seconded the motion. Motion passed with one vote against.

Discussion Items:
ES Building Steering Committee Appeal Process:
Dr. Mumper explained that at a recent Operations meeting a concern was made about appealing decisions made by the Education and Social Studies (ES) Building Steering Committee. Various individuals, not on the committee, want these decisions to be changed. Currently, there are issues with the number of printers that have been approved for the new building. These decisions were based on budget availability. Since there appears to be chaos surrounding these issues, a concern about an appeal process was brought forth to the Operations group. The Operations group recommended that all Building Renovation Steering Committee appeals should be brought forth to the Committee on Renovation and Planning (CRaP). Dr. Mumper inquired with the Cabinet as to whether there should be an alternate process, or whether this committee was the best place for these types of appeals.

IT WAS DECIDED THAT decisions made by building renovation steering committees can be appealed to the Committee on Renovation and Planning (CRaP)
Rates and Events Policy 1st Reading:
Mr. Marquez presented the *Rates and Events Policy* for first reading; however, he indicated that the policy hadn’t been finalized using the policy formatting. He reiterated that the Events Categories have already been approved by the Cabinet; the next step is to approve the Room Rental Fees and forms associated with facility usage. He asked the Cabinet to review the fees list, and provide feedback to him. His plan is to submit the policy in final format at the next Cabinet meeting. He stated that the Attorney General’s Office has approved the policy, and also added the necessary legal verbiage to the back page, i.e., *Applicant Terms of Facility Usage*.

Faculty Technology Advisory Committee:
Dr. Tim Armstrong presented concerns with technology approvals going forth to the Cabinet without the appropriate committees on campus being aware. He asked that all institutional technology requests go through the Faculty Instructional Technology Committee (FITC) and/or the Administrative Institutional Technology Committee (AITC) prior to approval.

Information Items:

*Budget:*
Mr. Mansheim reported that at yesterday’s CFO meeting, an allocation model for 2011-2012 was presented by the Commission. The model was based on a $1.7 million cut and reflected three categories: 1) Total Revenue, 2) General Fund, and 3) Enrollment. The CFO’s hesitated to adopt a new model based on uncertainty with the Governor’s Office. He also mentioned that the revenue forecast for 2011-2012 budget still has a $635 million to $11 billion hole that needs to be filled. Right now it is impossible to address. The best case scenario for us is to take a $1.7 million cut; however, if we get cut more than this, we’ll need to figure out the best way to recover. He also reported good news for ASC. We are ahead by $1.3 million on Our Period Two reporting for last year; operationally we are doing quite well; however the bad news is the $57 million hole in the state budget.

*Strategic Planning Update:*
None.

*New Business:*
None.

*Adjournment:*
The meeting adjourned at 4:20 PM.

Respectfully Submitted,

Donna L. Griego,
Program Assistant