The ASC Cabinet convened a regular meeting on Wednesday, September 23, in the Student Union Building, Room 315.

**Call to Order:**
Provost Mumper called the meeting to order at 3:04 P.M.

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

**Approval of Previous Meeting Summary:**
The summary of the September 9 meeting was distributed electronically prior to the meeting. Mr. Mansheim asked those who had corrections to contact Ms Griego.

**Approval of Agenda:**
The agenda was approved as distributed.

**Action Items:**

*Lacrosse Supplemental Budget Request:*
Mr. Mortensen requested $7500 to begin searching for someone to begin recruiting student athletes for next year. He stated that recruiting needs to begin as early as now, to be certain that we are set for the upcoming year.

**MOTION:** Dr. Novotny moved to approve the $7500 supplemental request, pending a review of the hiring process by Tracy Rogers and Joel Kornigut to assure that protocol is being followed. Mr. Marquez seconded the motion. Motion passed.

*Porter Hall Exhaust Fans Supplemental Budget Request:*
Mr. Mansheim presented a Supplemental Budget Request along with a Project Agreement; which identifies the terms of agreement for repair of Porter Hall exhaust fans. The total amount requested is $9893 for materials and labor. The following scope of work was identified:

- Remove shaft and bearings from damaged Twin City fan
- Install new shaft and bearings within fan
- Align fan wheel in the housing for balance of fan
- Professionally balance fan
- Advise if further repairs are needed for fan
- Start and check units

**MOTION:** Dr. Novotny moved to approve the $9893 request to repair Porter Hall fans. President Svaldi seconded the motion. Motion passed.

**University Name Change Proposal:**
Provost Mumper reported that name change discussions have occurred at the Academic Council, the Graduate Council, and with the AS&F. A campus blog has been established to generate discussion, focus groups from all major stakeholder groups have occurred, and a vote has taken place via survey by the faculty and staff. A presentation will also be made at the October 2 Board of Trustee meeting. He stressed a timing issue, and that the Board will need to act on this proposal in October, if a bill is going to be proposed at the next legislative session. One main concern is that there won’t be much time to debrief the campus using this timeline. He was uncertain as to whether the Board will need to act at tomorrow’s meeting, or whether a special meeting late in October or early November will need to be scheduled for this purpose.

The Cabinet identified concerns by some of the faculty in that a clear marketing plan using the name change has not been determined. Some have expressed that they’d like to see how the name change will affect our marketing. Cabinet also discussed the need for a marketing plan regardless of whether ASC’s name changes. Although, it’s difficult and expensive to proceed with a marketing plan at this time due to timing constraints. The Cabinet felt that having established a marketing plan would also give the impression to the campus that the name change is a done deal, and it is not.

There are other issues related to the name change, in that we need to update our sponsors; so that we can present comfortably to the legislature by the deadline. Discussions with CSU need to take place, so that we don’t catch any of our constituents by surprise.

In sum, there is a need to have a marketing plan; so that we can execute the change. A timeline needs to be established, so that we can gather the appropriate data to present to the campus. Parallel work in updating other institutions also needs to occur, so that we can meet an early November timeline.

IT WAS AGREED THAT Provost Mumper will continue to gather information and quantify costs and benefits to present this proposal as an information item to the Board of Trustees at their October 2 meeting. This will allow ample time to keep the campus conversations going for another month. It was stressed that the window of opportunity is open now, and timing is of the utmost importance. Provost Mumper will report back to the Cabinet in two weeks, at which time this item will be presented for action.

**Discussion Items:**

**Building Signs:**
Professor Doell inquired with the Cabinet as to the correct process by which proposals for new building signs are submitted. The Cabinet AGREED THAT proposals are to be submitted to the Campus Renewal and Planning (CRaP) Committee.
Updated Bandwidth Policy and Policy on DCMA & RIAA Violations:  
Mr. Nicholson stated that ASC's Attorney General has reviewed the policies, and they have been taken to the Instructional Technology Committee as well. There were concerns with enforcing faculty to sign the ASC Computer Misuse Notification Form. He asked the Cabinet if they had any feedback from their respective areas; otherwise, he will bring them back to the group for final approval.

HLC Preparation:  
President Svaldi reminded the Cabinet that the HLC Accreditation visit is scheduled for October 12-13. He asked that all executives and the Institutional Research Office be available those two days in case the site team would like to meet with them.

Day of Reflection:  
President Svaldi announced that a draft agenda has been submitted by CELT, and they are moving forward with planning. The President’s Office will be sending out specifics on what the day will look like. There’s a keynote address by Victor Villasenor scheduled for the morning session. In the afternoon, there are three breakout sessions that employees and students can attend, round table discussions are planned for each. There will be 7-8 CELT fellows facilitating these discussions. He asked the Cabinet what a reasonable attendance expectation would be for employees. He suggested that all employees would be required to attend the morning keynote address, and to choose at least one afternoon breakout session to attend. He asked those who have any thoughts on this notion, to let him know.

Budget:  
Mr. Mansheim reported that the quarterly revenue forecast fell short; thus, he compared the 2010-2011 budget to a train wreck. The bond market is ready to go, and we will refinance all of our 2004 bonds. The Sodexo contract came in, and $100,000 a year for 15 years was approved for capital construction projects, this is all refinancing-we won’t be using Capital Fee monies to fund these projects. Ten to fourteen thousand lights on campus will be replaced; which will save us $100,000 each year in electricity costs.

Information Items:  
Roaring Fork Cohort:  
Dr. Johnston reported that a cohort will begin this summer for the LLC Excel Grant in Glenwood Springs.

Banner Upgrade Schedule:  
Mr. Nicholson reminded the Cabinet that the Banner 8.0 upgrade is scheduled for Thanksgiving Break. Banner will be taken down the afternoon of November 25. Forms and processes testing will continue until November 11. Dr. Novotny indicated that Course/Faculty evaluations are scheduled to begin that Sunday, November 29. They have altered plans and will begin the evaluation process the following Monday.

Discontinuing our Modem Pool:  
Mr. Nicholson also mentioned that Logan Hansen has pulled statistics on the number of users for the model pool. He reported 14 people who have used the system, and there is a total amount of 201 hours in the timeframe that he researched. Since there are so few users, and very little time spent on the modem pool, they have decided to discontinue the service. They are going to let the users know that the service will cease by the end of October. The Cabinet did not think there would be any issues associated with this decision.
**Student Email to Gmail:**
Mr. Nicholson reported that all student email accounts will be transferred to Gmail. CEOs from Colorado institutions all report moving toward Gmail usage. There will be a monetary savings if we use the Gmail service, in that we won’t have to purchase new servers. Once students graduate, their accounts will be converted to alumni accounts within the Gmail system.

**New Business:**
**Strategic Planning:**
Mr. Nicholson reminded the Cabinet that the Strategic Planning session is scheduled to begin at 9:00 on Friday, September 25.

**Adjournment:**
With no further business, the meeting adjourned at 4:15 P.M.

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