The ASC Cabinet convened a regular meeting on Wednesday, October 2, 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-Absent
Dr. Bruce Landis-Absent
Mr. Bill Mansheim-Absent
Mr. Ken Marquez-Present
Mr. Larry Mortensen-Present
Dr. Michael Mumper-Facilitator
Mr. Mike Nicholson-Present
Dr. Frank Novotny-Present
Ms Tracy Rogers-Absent
Mr. Mark Schoenecker-Present
Dr. Dave Svaldi-Present
Dr. Diana Wenzel-Present
Mr. Erik van de Boogaard-Absent

Guests: Mr. Joel Korngut-Director of Office of Equal Opportunity.

Reading of Minutes of Last Meeting:
The September 18 meeting summary was approved as distributed.

Agenda:
The agenda was amended to include follow-up discussions under New Business with regard to Computer Refresh, Email Policy, and the Strategic Planning Agenda.

Action Items:
Approval of Health and Safety Officer/Lab Manager:
At the September 18 meeting, a few members of Cabinet agreed to contact their counterparts for information on how they handle health and safety issues, and the type of personnel they have in place to do so. Mr. Marquez reported that he contacted Ms Julie Geiser at the Public Health Office and they were unable to provide specific contact information. Ms Heather Heersink reported that she has only received contact information from her MESA counterpart. The group was certain that Mr. van de Boogaard would provide contact information as well.

Dr. Novotny reported that he and Dr. Brink have investigated State position classifications through our Human Resources Office, and discovered that a Lab Coordinator position is salaried approximately at $55,000 annually; a Lab Support position is salaried at $35,000 annually. The difference between the two positions is that the Coordinator position coordinates the scheduling and teaching of lab sections, whereas the support position doesn’t. The preference would be to hire a Lab Support position to assist the entire campus.
There was discussion pertaining to possibly hiring a permanent Lab Support person, and also contracting a Health and Safety consultant to give us an update on compliance issues, and to provide periodic safety checks. The Lab Support person could be budgeted to next year’s budget to begin on July 1, 2009, and costs associated with the consultant could be budgeted as a one-time expenditure. This Lab Support position could be either as a Classified Employee or an Exempt employee.

MOTION: Ms Heersink moved to approve a Lab Support position to be included in next year’s budget. Dr. Novotny seconded the motion. Motion passed.

Approval of Campus Renewal Standing Committee:
Provost Mumper proposed that this committee be created to plan and coordinate all major campus building and renovation projects including the design and implementation of them.

MOTION: Mr. Marquez moved to approve the creation of the Campus Renewal Standing Committee to replace the Capital Fee Committee. Dr. Wenzel seconded the motion. Motion passed.

Discussion Items:
Work Study Allocations:
Provost Mumper requested that this item be tabled for discussion at the next meeting. It was determined that Mr. Phil Schroeder needed to be present to answer questions and explain the 2007 Work-study Expenditure and the 2008 Work-study Allocation spreadsheets that were distributed.

New Business:
Email Policy:
Mr. Marquez explained that he would like to bring this topic to the AS&F meeting that is scheduled this evening. He’ll report feedback to this group at the next Cabinet meeting. The student feedback he has received thus far has been positive in support of the ASC email address being the official means of communication with students. Students have expressed that they would like to forward their preferred personal hotmail or yahoo email accounts to ASC as well. Also discussed was the means to ensure that these accounts be identified prior to the onset of each semester, so that a lapse of time doesn’t occur before students can actually make the request to forward their preferred accounts. Ms Karla Hardesty will be asked to revise the policy that was presented at the last Cabinet meeting for final approval at the next meeting.

Computer Refresh:
Mr. Nicholson reported that Attorney General Nancy Wall stated it is appropriate to fund faculty computers from student technology fees. Based on this information, he will meet with Ms Heersink and Mr. Mansheim to begin a budget process to create a line item for refreshing faculty computers. There was discussion pertaining to whether student technology fees should be used to refresh faculty computers. The group identified that faculty computers are direct links to student learning, which is one of the criteria used to collect the student fee. Mr. Nicholson will bring information and posters used during the Capital Fee advertising campaign, which identifies those criteria. The group also SUGGESTED THAT this topic be presented at AS&F as an information item to keep the students abreast of the status of the process.

Strategic Planning Meeting Agenda:
Mr. Nicholson distributed an agenda for the upcoming Planning Meeting which takes place in SUB 315 on October 9. The introduction will include discussion of meeting rules, and a definition of strategic
planning. The group will focus in small group discussion on what needs to be accomplished; past strategic planning struggles; and how to ensure success. The decision making segment of the meeting will include team building exercises to create a framework for making effective decisions. A SWOT analysis exercise with the goal to create a body of information necessary to do effective planning is planned as well. This analysis includes identification of institutional strengths and weaknesses, and an examination of our environmental opportunities as well as our environmental threats that we should be taking advantage of or managing effectively so we can thrive in the future. The last piece of the meeting is to focus on brainstorming to allow the team to identify near-term focus items that need to be addressed within the next 90 days.

**Adjournment:**
MOTION: Ms Heersink moved to adjourn the meeting. Mr. Marquez seconded. All were in favor.

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