The ASU Cabinet convened a regular meeting on Wednesday October 9, 2013 in the Business Building, Room 136.

Call to Order:
Mr. Marquez called the meeting to order at 1:30 P.M. Ms. Carol Smith, Director of the Library and Mr. Scott Travis, Facilities Services Director were introduced to the Cabinet. Each Cabinet member introduced themselves as well.

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

Guests: Dr. Don Basse, Director of the Counselor Education Master of Arts Program.

Approval of Agenda:
The agenda was amended to include the following items:
- Discussion Item B.xiii. TU/TF Policy
- Discussion Item C. Freshman, Sophomore, Junior, Senior term changes
- Information Item D. National Cyber Security Awareness Month
- Information Item E. Work Study/Campus Employment

MOTION: Dr. Novotny moved to approve the agenda as amended. Professor Doell seconded, all were in favor.

Consent Agenda:
- September 11, 2013 Meeting Summary
- ITA: Montana Campus Compact: College Readiness/AmeriCorps
- ITA: Colorado State Library: Nielsen Library
MOTION: Dr. Svaldi moved to approve the Consent Agenda as presented. Ms. Heersink seconded, all were in favor.

Action Items:

Approval of the Academic Dishonesty Policy:
Dr. Novotny explained changes that appear in section IV. A. There are bulleted items that have been added based on recent practices in Extended Studies. These items are related to the solicitation of test proctors and grading papers, etc.

MOTION: Professor Doell moved to approve the Academic Dishonesty Policy as presented. Mr. Roybal seconded and all were in favor.

Discussion Items:

Counselor Education Course Specific Fee Proposal:
Dr. Basse explained the Counselor Education course fee proposal. He stated that currently students pay for exams for the COUN 527, the COUN 528, and the COUN 546 courses. The course specific fees will allow the Counselor Education program to purchase and administer the exams for the students. Students will be able to bundle these costs within their financial aid package and the Counselor Education Program will be able to purchase exams in bulk, thus reducing costs overall.

Based on the process for approving course specific fees, the next step is to present the proposal to AS&F and post the proposal for 30 days prior to Board of Trustee approval.

MOTION: Mr. Mansheirm moved to amend the agenda and approve the Counselor Education course specific fees as presented. Dr. Novotny seconded, and all were in favor.

1st Reading Academic Policies:
Dr. Novotny indicated that the following policies required some minor language cleanup. He asked the Cabinet to review them and provide feedback, so final approval can be sought.

- ACT/SAT Credit
- Credit-Military Experience
- Institutional Syllabi
- Program Reviews
- Advanced Placement
- Credit for Prior Learning
- New Program Approval
- Assessment
- Credit by Examination
- New Course Approval
- Program Changes
- Changes to gtPathways Approved Courses
- TU/TF Policy
**Freshman 1st Year:**
Dr. Nehring indicated that the discussion of Freshman 1st Year should be a continuous topic of discussion, so that we don’t lose track. Mr. Marquez and Ms. Little will certainly place this item on the next AS&F agenda.

**National Cyber Security Awareness Month:**
Mr. Daniel announced that Computing Services is promoting *Cyber Awareness Month* by sending email messages and displaying posters regarding security issues associated with Cyberspace.

**Information Items:**

**Budget Update:**
We will know more about the State budget on November 1, it is hopeful that $60 to $100 million will go toward higher education, and another $100-$200 million to go toward capital construction. The East Campus Project is ranked #8 on the list.

Institutionally, the budget team meets every Wednesday to discuss the $500,000-$550,000 budget hole. There have been conversations, but nothing has been decided yet. To assist with this shortfall, vacancy savings has been budgeted aggressively. Taking all faculty lines and the 2-month position salary savings into consideration, there has been $450,000 earmarked to address the budget deficit. On the Extended Studies side, expenses are down and revenue is up, which places Extended Studies in a good position moving forward.

**Strategic Planning Updates:**
Dr. Svaldi reported that the Steering Committee will be meeting soon to set a Planning Meeting date in the fall. They will be discussing tactics, strategies, and may be adding more goals. The next Planning Meeting may be scheduled closer to the end of the semester and may only be ½ day rather than a full day.

**Richardson Hall (RH) Updates:**
Mr. Mansheim reported on the status of the *RH Renovation Project*. The design team met with the architects to make sure all units fit into the new building design. Thus far, everyone’s content with the block planning. The next step is to work on internal office partitions. The moving RFP has closed with 2 respondents. Rocky’s Moving and Storage out of San Antonio, Texas was chosen. Carpeting and cubicles will need to be installed prior to the Extended Studies move to the East Campus. There were issues with the restroom space and the Financial Aid area that must be revisited. The start date for construction was set for December 1st and that has changed to mid-January. The one-year renovation cycle still remains as scheduled.

**Campus Employment/Work Study:**
Dr. Mumper explained that Campus Employment and Federal Work Study are two programs that are used to hire students. The *Federal Work Study Program* governs job descriptions, pay, and requires that students are enrolled. The *Campus Employment Program* does not have rules and regulations associated with it. Because there are no guidelines that govern *Campus Employment*, there are equity issues and Medicare compliance issues. Last year, the campus spent $400,000 on *Campus Employment* and there were substantial variations in job requirements, pay levels, and hours worked, etc. Phil Schroeder was asked to compile data that represents these inconsistencies.
The Cabinet AGREED TO review this data at the next meeting and assign a subcommittee to establish a Campus Employment policy.

Board of Trustees Meeting:
Dr. Svaldi announced the next Board meeting will take place on Friday, October 11, 2013 from 10:00 to 3:00 at Vistas. This is an open meeting and invited everyone to attend. Don Richmond was nominated for an honorary degree.

AS&F Report:
Miss Little reported AS&F working with 25 clubs on campus for Homecoming Week. Events for Homecoming include: the Medicine Show, tonight Wednesday October 9 at 7:00; the Bonfire, Friday October 11 at 6:00; the Homecoming Parade, Saturday, October 12 at 10:00. Burgers will be available at the bonfire and a hot dog eating contest will take place. Ben Evans will facilitate a sidewalk project. Positions still need to be filled on the Senate: 2 freshman senators and one graduate senator.

Colorado WINS Report:
A Colorado coalition for retirement security, SECURE PERA will hold a meeting at the United Methodist Church at 5:00 on Thursday, October 10. Lynea Hansen, the Executive Director for SECURE PERA will share information and challenges facing PERA. The SECURE PERA Coalition Steering Committee Members are representatives of employers and employees from 8 groups. Colorado WINS is represented by one member.

New Business:
No items presented.

Adjournment:
The meeting adjourned at 2:26 P.M.

Respectfully Submitted,

Donna L. Griego,
Assistant to the Senior Vice President