CABINET
Summary of Meeting
OCTOBER 13, 2010
3:00-4:30
POR 130

The ASC Cabinet convened a regular meeting on Wednesday, October 13, in Porter Hall, Room 130.

Call to Order:
Mr. Mansheim called the meeting to order at 3:05 PM.

Roll Call of Members:
Dr. Stephen Aldrich – Present
Professor Margaret Doell - Present
Ms Heather Heersink - Present
Dr. Don Johnston - Present
Ms Lori Laske - Present
Ms Tammy Lopez-Absent
Mr. Bill Mansheim Facilitator
Mr. Ken Marquez - Present
Mr. Larry Mortensen - Present

Dr. Michael Mumper - Present
Mr. Mike Nicholson - Present
Dr. Frank Novotny - Present
Ms Judy Phillips - Absent
Ms Tracy Rogers - Present
Mr. Walter Roybal - Absent
Mr. Mark Schoenecker - Present
Dr. Dave Svaldi - Present
Mr. Erik van de Boogaard - Absent

Guests: (Events and Rates Committee: Rodney Martinez, Custodial Supervisor, Bernadine Hostetter, Guest Services Coordinator, Stephanie Lewis, Director of the Student Union, Dianne Lee, Athletics Administrative Assistant, Mark Manzanares, Director of AIT); Ms Beneranda Chacon, Perkins Loan Officer.

Approval of Previous Meeting Summary:
The September 22 meeting summary was distributed electronically prior to the meeting.

MOTION: Dr. Stephen Aldrich moved to approve the September 22 meeting summary as distributed. Ms Lori Laske seconded the motion. Motion passed.

Approval of Agenda:
The agenda was amended to add a discussion item E. Poster Policy.

Action Items:
Approval of Supplemental Budget Request for Microscope Repair:
Dr. Novotny presented a one-time request for $1500 for repair and cleaning of 44 compound light microscopes and 5 dissecting microscopes. The microscopes were last serviced in 2003, and are heavily used in multiple courses. Many of the microscopes do not function adequately and without proper maintenance will become completely useless.

MOTION: Professor Doell moved to approve the Supplemental Budget Request for Microscope Repair in the amount of $1500. Costs will be paid from Capital Fee money, if there isn’t enough to cover all costs, the remaining balance will be paid from the Reserves Budget. Dr. Aldrich seconded the motion. Motion passed.
Approval of Rates and Events Policy:
Mr. Marquez along with the Events and Rates Committee presented the Rates and Events Policy. The Definitions of Events/Categories have already been approved by Cabinet at a previous meeting. A Facilities Usage Form along with Applicant Terms of Facility Usage; A list of fees for Media Services; a list of fees for Event Services, and a list of fees for Room Rental were presented.

A fee comparison analysis was conducted, and the proposed ASCs fees were lower than those of their counterparts. A spreadsheet comparing ASC fee rates to those of Ft. Lewis, Western, Lewis-Clark, and Auraria was also presented.

MOTION: Mr. Mortensen moved to approve the Rates and Events Policy as presented. Dr. Johnson seconded the motion. Motion passed.

Approval of Music Education Master's Degree:
Dr. Johnston distributed a Graduate Program Approval Form; Graduate Initial Program Approval Worksheet; degree plans; and a proposed budget for approval of the MA Music Education Program. He explained that classes will begin the Fall of 2010. Cost of the program is set at $395 per credit hour. The majority of the program is online except for a few on-campus courses. Dr. Johnston indicated that the salary amount includes overload; adjunct, administrative support, chair stipend increase, and course development. The proposed budget is as follows:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Cohort Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Rate</td>
<td>$350.00</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$190,236.00</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>$4,455.00</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td><strong>$194,691.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>$86,948.05</td>
</tr>
<tr>
<td>Campus Employment</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Residency Costs</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Marketing</td>
<td>$5,000.00\</td>
</tr>
<tr>
<td>Travel</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>Tech Expense</td>
<td>$4,455.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$57,070.00</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td><strong>$179,923.05</strong></td>
</tr>
</tbody>
</table>

Assumptions:
- Tuition at $350/credit hour
- 5 semesters 6 credit hours each
- Starting with 20, graduating 17
- Salaries include administrative assistant support, course development, adjunct, etc.
- Additional course development and administrative assistant support not needed with following cohorts. (additional $25,000 per cohort for subsequent cohorts).
MOTION: Dr. Novotny moved to approve the Master of Arts in Music Education Program and budget as presented. Ms Heersink seconded. Motion passed.

Discussion Items:

Employee Recognition Program:
Mr. Nicholson explained that he has completed mid-year reviews for Classified Employees in Computing Services, and expressed concern that there isn’t a way to institutionally recognize good performance. He shared that during an uncertain fiscal climate without cost of living raises, some sort of program could help build morale on campus.

This item was tabled for the next Cabinet Meeting.

UTV Policy 1st Reading:
This item was tabled for a future meeting.

Financial Obligation Policy 1st Reading:
Ms Beneranda Chacon stressed the need for a policy that can be communicated to students with regard to fee payment. The policy states,

By act of registration, students automatically incur a financial obligation to Adams State College. Students who register for classes are responsible for payment of the full amount of tuition, fees, and other applicable costs, whether or not they attend class, unless they officially withdraw within the time specified for refund. Students having unpaid financial obligations due the college are not allowed to register for classes, receive a diploma upon graduation, or receive a transcript of credits.

Ms Chacon indicated that accounts must be paid in full by the last day of the semester in which charges are incurred. Accounts not paid in full by close of business on the last day of the semester will be considered past due, and will be forwarded for collection. She asked the Cabinet for feedback, and will be preparing the document for final approval at the next meeting.

2012-2013 Academic Calendar 1st Reading:
Dr. Novotny presented the 2012-2013 Academic Calendar as first reading. He stated that the calendar has been calculated to allow the following days off in the fall:

- Labor Day September 3, 2012
- Fall Recess September 5 and 8, 2012
- Day of Reflection October 25, 2012
- Thanksgiving Break (November 21, 22, 23, 2012)
- Finals Week Study Day December 10, 2012

And the calendar has been calculated to allow the following days off in the spring:

- Martin Luther King Jr. Day January 21, 2013
- Snow Day February 18, 2013
- Spring Break (March 18-22, 2013)
- Finals Week Study Day May 13, 2013

Poster Policy:
Mr. Marquez indicated that the Poster Policy was presented to the Associated Students and Faculty (AS&F)). There were a few minor changes made to the first amendment statements; otherwise it was
approved by the students. Mr. Marquez stated that now a set of guidelines is available that will help the campus post information. The Cabinet AGREED TO CONSIDER this policy approved by the students.

**Information Items:**

*Budget:*
Mr. Mansheim explained that the September Revenue Forecast indicates a $200 million shortfall in the budget. Comments indicate that cuts to balance the current year budget will not affect higher education.

*Strategic Planning Update:*
No report given.

**New Business:**

*Day of Reflection:*
A discussion of the *Day of Reflection* will be placed on the agenda for the next Cabinet meeting.

**Adjournment:**
Mr. Ken Marquez moved to adjourn the meeting. Dr. Stephen Aldrich seconded the motion. The meeting adjourned at 4:00.

Respectfully Submitted,

Donna L. Griego,
Program Assistant