ADAMS STATE COLLEGE
Cabinet Summary
November 5, 2007
President’s Conference Room – 9:00 a.m.

The members of the Adams State College Cabinet convened in a regular meeting on Monday, November 5, 2007 on the campus of Adams State College, President’s Conference Room.

Attendance:

Bruce Landis – Present  
Bill Mansheim – Present  
Larry Mortensen – Present  
Michael Mumper – Present  
* David Svaldi – Present  
James Trujillo – Present  

(*Facilitator)

Guest(s): None

Approval of Summaries

The October 15, 2007 summary was approved.

Agenda Items

New Board of Trustee Appointments

President Svaldi informed Cabinet of two new Governor appointments to the Adams State College Board of Trustees. Gigi Darricades of Alamosa, who had been appointed for one year to fill the vacancy occasioned by Kathleen Eck, has been reappointed to serve a four year term starting January 1, 2008. Also, Mr. Bruce Oreck of Boulder, CO has been appointed to a four year term starting January 1, 2008. He will be filling Jeannie Reeser’s position when her term expires on December 31, 2007.

Executive Order Signed by Governor Ritter

President Svaldi briefly discussed the implications for higher education and the state as a whole as a result of a recent executive order issued by Governor Ritter. The order allows, but does not require, state employees to choose a union to represent them in negotiations with state managers regarding workplace safety, training and efficiency. Cabinet will continue discussions at a future meeting.
CFO Meeting Update

Bill Mansheim, Vice President of Finance and Administration, gave an update on a recent CFO meeting he attended. He informed Cabinet there are 8 different funding allocation models being proposed as a follow up to the NCHEMS peer study. The original study included all funds and FTE. This meant that ASC’s extended campus students and associated revenue were included in the study. ASC holds that this is a valid national peer comparison and supports using the study as a means of allocation.

Higher-level Administrative Support Positions

Cabinet discussed the need to identify areas requiring additional administrative support or the need to upgrade positions and correct the pay scale. These needs are a result of increased duties due to the addition of new academic programs in various departments. It was noted that any upgrade/increase will not be based on the length of time the employee has been with the institution, but rather on the change of duties. Bill Mansheim, Provost Mumper and President Svaldi will meet to develop a proposal with clear and distinctive criteria to be presented at a later meeting.

Emergency Buzzers

Cabinet discussed a proposal to have buzzers installed in various offices throughout Richardson Hall to be used in emergency situations. The buzzer would be routed to a designated internal office or individual. Various scenarios were discussed including the absence of the designated individual and the possibility of directly routing the alert to the Department of Public Safety. Bill Mansheim will contact Otis Hagar, Telecommunications Electronics Specialist, to determine if the current telephone system has a “time out” feature that could be programmed to ring a pre-programmed telephone number if the receiver is left off the hook for a predetermined amount of time.

Official Publications

Cabinet discussed incorporating all official campus documents, (handbook, policies, etc.) on one “official” publications web page with a single web address. Cabinet agreed to continue discussion at a future meeting. No action was taken at this meeting.

Space Allocation Issue

A proposal to purchase or lease an off-campus building to house either Extended Campus or the Nursing Department was discussed at length. Due to structural issues, the offices on the 3rd floor of Richardson Hall have been temporarily relocated to the first floor. It has been proposed to relocate the Extended Campus to the second floor of Richardson Hall, (assuming the second floor is structurally sound), and relocate the Nursing Department, which currently occupies the second floor, to an off-campus site adjacent the San Luis Valley Regional Medical Center. Bill Mansheim will arrange to have an assessment done on the second floor and pursue a “lease-to-suite” agreement for an off-campus building.
Athletic Gender Equity Report

Larry Mortensen, Interim Athletic Director, informed Cabinet of a two-part proposal with the gender equity portion being fulfilled this year and the competitive phase needs to be implemented. No action was taken at this meeting.

Facilities Services

Bill Mansheim, Vice President of Finance and Administration, discussed the need to develop a transitional plan for facilities services leadership with Gary Jones' impending retirement on June 30, 2007.

Renovation update on old Student Union Building

Bill Mansheim, Vice President for Finance and Administration, informed Cabinet that the initial bid for the Community Partnership building came in $200,000 over on a $700,000 budget. The scope of work has been value engineered to exclude renovation of the center tiered classroom in an effort to bring the budget in line. Additional funding will need to be identified to complete the tiered classroom at a later date.

Richardson Hall Renovation Update

Bill Mansheim, Vice President of Finance and Administration, informed Cabinet that the capital improvement request to remodel Richardson Hall hinges on the approval and allocation additional capital improvement funds. If approved, the project is projected to start the summer of 2009.

Banner Development Training Request

Bill Mansheim, Vice President of Finance and Administration, requested funding from vacancy saving to send Beatrice Martinez, Director of Student Business Services and Benne Chacon, Perkins Loan Officer, to an SCT Banner development training conference. He noted it would be beneficial to have Ms. Chacon familiar with SCT Banner. Cabinet approved the request. Additionally, Bruce Landis, Vice President of Institutional Advancement, suggested incorporating the alumni development modules into Banner noting that the current separate development software being used is not as efficient or effective. Cabinet requested a feasibility report of said software to be added to the budget requests.

Student Fee Proposal

Bill Mansheim, Vice President of Finance and Administration, requested permission to have conceptual and virtual models made of various projects that would result from the student fee proposal. The proposed fee would establish a controlled maintenance fund allowing for various equipment and technology replacements, remodeling projects including the Music, ESS and residence housing, and provide funding for the renovation of the swimming pool, stadium stands and bleachers, artificial turf for the football field and
stadium lighting. Cabinet agreed to the conceptuals but cautioned that students might construe them as being a “promises” of what is to be done. It needs to be clearly conveyed that it is in fact a depiction or “idea” and not “actual”.

Next meeting of Cabinet

The facilitator for the November 19, 2007 will be President Svaldi.

Adjournment

The meeting adjourned at 10:52 a.m.