The ASC Cabinet convened a regular meeting on Wednesday, November 11, in the Student Union Building, Room 315.

**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 Laski–Present
Ms Tammy Lopez–Absent
Mr. Bill Mansheim–Absent
Mr. Ken Marquez–Present
Mr. Larry Mortensen–Present

Dr. Michael Mumper–Facilitator
Mr. Mike Nicholson–Present
Dr. Frank Novotny–Absent
Ms Tracy Rogers–Absent
Mr. Mark Schoenecker–Present
Dr. Dave Svaldi–Absent
Mr. Erik van de Boogaard–Present
Dr. Diana Wenzel–Present

**Approval of Previous Meeting Summary:**
The summary of the October 28 meeting was distributed electronically prior to the meeting. Provost Mumper asked those who had corrections to contact Ms Griego.

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

**Action Items:**

*Art Department Ventilation Supplemental Budget Request:*
Professor Doell reported on the multi-component request that if approved will solve air quality and health and safety issues within art department studios; and will eliminate hazardous fumes and dust particles from sculpture, foundry, and woodshops areas. It will also add a ventilated area for spray paints and other hazardous materials in painting, printmaking, and ceramics. The total amount of the request is for $19,562. Recommended costs below are quoted from *Airpro*; although, they could vary between vendors, shipping and handling, and installation:

**Repairs and Maintenance ($8162):**
- $800 for Blast room filters
- $840 for Woodshop dust collection filters
- $6522 for Modifications to woodshop dust collection system

**Additional New Ventilation Needs ($11,400):**
- $7800 for Dust collection system in sculpture
- $2000 for Paint/spray booth in printmaking/painting/ceramics
- $1600 for Exhaust fan for foundry area
Professor Doell added that due to lack of funding, the project was started by a previous faculty member, who since then has retired. The Cabinet discussed that this would be a one-time request.

MOTION: Mr. Marquez moved to change the type of the request from Supplemental to Emergency, and to approve it based on this status. Dr. Wenzel seconded the motion. Motion passed.

Experience Colorado Scholarship:
Provost Mumper clarified that this scholarship is really an out-of-state discount, and not a merit scholarship. The change is in the amount of the scholarship, not in the way that it operates. Students must qualify to receive the award by achieving a minimum index of 80. The policy does state that students must have a 2.5 grade point average; although it hasn’t always been enforced. The rule to renew is that the student must demonstrate satisfactory academic progress. Or it can be awarded on a probationary status, and after one year the students’ academic progress can be reviewed. The amount of the award is $5000; which is in increase of $800 assuming that a 9% tuition increase has been calculated.

Administrative Policy Process:
Mr. Nicholson reported that this policy has been brought back to Cabinet for approval. Since the policy was brought forth as a discussion item, the President’s Office has agreed to serve as the Office of Primary Responsibility; the policy has been revised to include this. Policy numbering on the back page is still in need of revision; if you want to designate a block of numbers for your area, please let Mr. Nicholson know and he’ll update the policy accordingly. Once this piece has been determined, the Administrative Policy Process will be brought to the Cabinet as an action item for final approval.

Discussion Items:
Media Relations:
Mr. Schoenecker inquired with the Cabinet as to whether a formal process has been identified when speaking to the media about the campus. He wanted the group to be aware of the potential negative harm or damage that could arise from such instances. He suggested that any calls or inquiries from the media be referred to Ms Julie Waechter or to him at the very least. The Cabinet discussed whether a policy needs to be established.

Mr. Marquez AGREED TO bring sections of the Incident Management Teams’ Handbook for the Cabinet to review.

Budget:
Ms Heersink reported that reports on next year’s budget cuts including federal stimulus monies will be $1 million this year and next year will be $1.5 million for an overall $2.5 million cut. A revenue forecast is due in December. She reminded the Cabinet of the December campus-wide budget meeting scheduled to review requests. Each Cabinet member will present requests brought forth from their own areas, and invite the audience to comment. An ABM will go out to the campus explaining the process, so that individuals know what is going on.

Information Items:
Strategic Planning Session:
Mr. Nicholson announced the upcoming Planning Session on November 20. He reminded folks that the group will be finalizing goal statements, and discussing values statements. The group will also identify ways to review the Strategic Plan with the campus. Provost Mumper announced that the Cabinet meeting scheduled for November 25 will take place at the Planning Meeting on November 20 as well.
KENY TV Agreement:
Mr. Schoenecker announced a new agreement between ASC and KENY TV. They will be providing two to three feature stories each month. We are also sponsoring Chelsea Sterling as a newscaster. The benefit of this is that we will own our own footage, and we will be able to use it however we choose.

Faculty Senate:
Dr. Aldrich announced that a committee from Faculty Senate will be established to design an evaluation form for three (or more) departments on campus that have a direct impact on faculty instruction and performance. An email will be forthcoming to Cabinet. The Cabinet expressed concern with the intent of the evaluation.

Department of Health (DOH):
Mr. van de Boogaard announced that the DOH is searching for a sponsor for the third phase of the Alamosa River Reclamation Project; a $1 million project to restore some of the river. This could be a high profile, political position; with some involvement by the Biology/Geology Department. We could act as a fiscal agent, putting together RFP documents and managing the project’s financial aspect. This could equate to monies coming toward ASC for those who participate.

New Business:
None.

Adjournment:
With no further business, the meeting adjourned at 4:10 PM.

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