The members of the Adams State College Cabinet convened in a regular meeting on Monday, December 3, 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 – Excused
James Trujillo – Present

(*Facilitator)

Guest(s): None

Approval of Summaries

The November 19, 2007 summary was approved.

Miscellaneous Items

Cabinet discussed the proposed agenda items, logistics and invitees for an off-site Cabinet Planning Session scheduled to take place on December 5, 2007.

Cabinet was reminded that all agenda materials need to be submitted electronically to James Trujillo by end of business today, Monday, December 3rd.

Methods to improve campus-wide communications were discussed.

Bruce Landis, Vice President for Institutional Advancement, informed Cabinet that the total dollar amounts pledged during the annual phone-a-thon was approximately $30,000. 50% of the pledges were from first-time donors.

Agenda Items

Emergency Buzzer Update

Bill Mansheim, Vice President of Finance and Administration, informed Cabinet that the institutions current phone system does have the capability to be used for an emergency alert
function and will be further investigated. An another option is being considered using a “life-line” type system that could be activated with a hand-held alter button. Cabinet will be given a recommendation as to which system to use at the conclusion of testing both systems.

**Potential Building Leasing**

Cabinet discussed the current space issues in Richardson Hall amplified by the recent need to vacate the northeast section of the third floor due to structural concerns. The possibility of leasing an off-campus building to house various offices/departments within Richardson Hall was discussed. It was noted that Richardson Hall is not currently on the state list for Capital Construction funding.

**Land Purchase Update**

Bill Mansheim, Vice President of Finance and Administration, informed Cabinet that the process for the purchase of the 5.3 acres of vacant land north of campus are progressing and are in the final stages. The purchase of said property is contingent upon ASC Administration obtaining ASC Board of Trustee approval at the December 14, 2007 meeting.

**Policy Approval**

Matters of policy approval were discussed. Cabinet agreed that all proposed academic policies will be presented to Cabinet as an informative item. The Provost would approve said policies unless the policy included matters of finance. Proposed policies involving matters of finance will be brought before Cabinet for review/approval.

**Naming Gift Policy**

Bruce Landis, Vice President for Institutional Advancement, presented a draft Naming Gift Policy for discussion/feedback. The proposed policy provides guidelines for the naming of physical spaces and buildings, as well as guidelines for memorial gifts of tress or benches on the campus. Cabinet requested specific verbiage be added regarding the length of time the naming of a physical space/room is to last, as well as the distinct separation of external and internal naming of buildings. Dr. Landis will revise the proposal for approval at a later Cabinet meeting.

**Next meeting of Cabinet**

The facilitator for the December 17, 2007 Cabinet meeting was not selected.

**Adjournment**

The meeting adjourned at 10:36 a.m.