The members of the Adams State College President’s Executive Council convened in a regular meeting on December 4, 2011 in the President’s Conference Room.

Call to Order: President Svaldi called the meeting to order at 9:06 a.m.

Attendance:

Joel Korngut – Excused
Lori Laske – Present
Tammy Lopez – Present
Judy Phillips – Excused
Bill Mansheim – Present (Via Phone)
Ken Marquez – Present
Isabel Medina-Keiser – Excused
Larry Mortensen – Present
Michael Mumper – Present
Frank Novotny – Present
Walter Roybal – Excused
Tracy Rogers – Present
David Svaldi – Present
James Trujillo – Present

Guest(s): None

Approval of Summary

The November 21, 2011 meeting summary was approved by acquiesce.

Miscellaneous

Council briefly discussed the need to encourage students to sign up for the Adams State “e2campus” mobile alert system which provides emergency notifications, such as school closings, advisories, etc., via a text message to an individual’s cell phone. Ken Marquez, Assistant Vice President for Student Affairs, informed Council that there are approximately 600 staff and students currently signed up to receive the notifications and the campus-held license for the service has the capacity for an additional 400 more subscribers. Mr. Marquez will send a message encouraging staff and students to sign up for the service.

President Svaldi reminded all present that the annual staff holiday party is scheduled for Wednesday, December 7, 2011 starting at 5:00 p.m. on the first floor of McDaniel Hall. A guest list will be kept and all invited will be required to check in. He also reminded everyone that today is the deadline to RSVP for the Holiday Party at the Marvel House on December 9, and that there will be a Strategic Planning Retreat held this Friday starting at 8:00 a.m. in the Student Union Building, room 315.
Council was informed that local hotels and motels may be expecting a much higher visitor volume than usual during the 2012 spring commencement timeframe. Council discussed whether or not to send out a notice to students who plan to graduate in the spring, advising them to have any friends or family who may be traveling to Alamosa for commencement on May 12, 2011, make lodging reservations as soon as possible. It was agreed that a notification would be sent to the spring 2012 undergraduate and graduate candidates. Ken Marquez, Assistant Vice President for Student Affairs, agreed to coordinate the effort.

**Agenda Items**

**Higher Education Summit Meeting Update**

President Svaldi and Frank Novotny briefly summarized the four preliminary State goals that were discussed at a recent Summit on Higher Education meeting they attended on Friday, December 2, 2011. Chairman Valdez of the Board of Trustees also attended the summit meeting.

**Board of Trustees**

Council briefly reviewed the proposed agenda for the upcoming Board of Trustees meeting scheduled to take place on December 16-17, 2011 on the Adams State campus. James Trujillo, Executive Assistant to the President/Board of Trustees, reminded all that all agenda materials are due to him by C.O.B. on December 7, 2011.

**Personnel Contract Recommendations**

Tracy Rogers, Human Resources Director, presented Personnel Contract Recommendations from the Department of Admissions, Department of Facilities Services, and the Department of Biology/Earth Science. After extensive review of the requests, including funding sources, Council unanimously agreed to approve the requests as presented.

**McDaniel Hall Move Update**

Frank Novotny, Vice President for Academic Affairs, briefly updated Council on the status of the move back to McDaniel Hall. He reported that all the furniture that had been in storage was moved in last week, with unwanted items being sent to the East Campus for sorting, and that faculty will be permitted to move their personal belongings into their new offices the week of December 5th from 8:00 – 5:00 p.m.

**Financial Aid Model Proposal**

Bill Mansheim, Vice President for Finance and Governmental Relations, briefly updated Council on financial aid models that will be discussed at an upcoming budget meeting. He noted that many institutions are in favor of the “Homestead Exemption Act”.

**Adjournment**

The meeting adjourned at 10:08 a.m.