The ASC Cabinet convened a regular meeting on Wednesday, December 9, in the Student Union Building, Room 315.

Call to Order:
Dean of Students Marquez called the meeting to order at 3:05 PM.

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

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

Guests:  Jenny Yund–Budget Analyst; Rodney Martinez–Custodian Supervisor; Stephanie Lewis–Assistant Director Auxiliary Services; Joel Korngut–Director of Equal Opportunity.

Approval of Previous Meeting Summary:
The summary of the November 20 meeting was distributed electronically prior to the meeting. Dr. Aldrich indicated that the correct name for the Instructional IT Committee is the Faculty Technology Advisory Committee, and asked that this correction be reflected in the minutes.

MOTION: Dr. Aldrich moved to approve the November 20 minutes as amended. Dr. Novotny seconded the motion. Motion passed.

Approval of Agenda:
The agenda was amended to include an Update on HLC as an information item. Also added to the agenda was Approval of the Jr. Varsity Sports Program to the action item category.

MOTION: Professor Doell moved to approve the agenda as amended. Dr. Aldrich seconded the motion. Motion passed.

Action Items:
Spring Meeting Schedule:
For scheduling purposes, Ms Griego asked the group if the current meeting schedule would be adequate for spring semester. The Cabinet discussed that the current 2nd and 4th Wednesday of the month at 3:00 is adequate for the spring semester.
MOTION: Professor Doell moved to approve the Spring Semester Meeting Schedule as discussed. Dr. Aldrich seconded the motion. Motion passed.

Approval of Events Categories:
Mr. Marquez introduced Ms Stephanie Lewis, and Mr. Rodney Martinez and asked the Cabinet to direct any questions to them, as they have been actively involved with this committee. He mentioned that the Events Categories document hadn’t changed much since the last time it was brought to the Cabinet; although a section regarding Employee Discount was added. There are still questions that haven’t been answered and he asked whether employees should be discounted, or whether they will be allowed to use our facilities free of charge. He stated that Alumni and Foundation would fall under the College Sponsored Events category, and Campus Ministries still needs to be addressed.

Mr. Marquez indicated that having a committee in place to draft this policy has eliminated some gray areas. This is a good beginning, and now there is at least a process in place. The next step is to define a billing process that coincides with these categories.

MOTION: Mr. Mortensen moved to approve the Events Categories. Dr. Johnston seconded the motion. Motion passed.

Head Start Budget:
Dr. Novotny stated that with the new Head Start mandate, fifty percent of teachers must have a BA in early childhood education. To position ourselves to meet the needs of the early childhood education field, ASC is offering an Interdisciplinary Studies Bachelor of Arts degree in Early Childhood Education/Non-License Option. This program has been designed and we are going forth with 24 students currently enrolled. The funding piece is the only piece that hasn’t been approved yet. This proposed budget is based on a cohort model which figures 25 students into the calculations. Revenue and expenses are summed up beginning with the Summer of 2010 on through the Summer of 2012. Enrollment drops from 25 down to 15 with 25 in the Summer of 2010; 22 in fall 2010 and Spring 2011; and 15 students the remaining semesters. Teacher Education faculty will teach one 3-credit hour course in each semester, and School of Business faculty will teach two 3-credit hour courses the summer of 2011 and 2012 only. The program begins this summer with a cohort out of Colorado Springs and then Durango will follow. ASC is one of the few colleges that are offering this type of program. Below are listed the revenue and expenses:

Revenue:
- Student Tuition ($113/cr hr) $5424
- COF ($62/cr hr) $2976.
- Fees (Institutional $41/cr hr) $1968
- Sub Total $10,368
- Total # of Students 129
- **TOTAL REVENUE $193,104**

Expenses:
- Adjunct Salaries (plus $250/semester for a building custodian) $25,750.
- TED Faculty (in load based on adjunct equivalent) $18,000.
- BUS Faculty $24,000.
- Director Supplemental – TED Faculty $12,500.
- Benefits $12,840.
- Operating $3,500.
- Institutional Overhead (30%) $57,931.
• Travel $15,350.
• TOTAL EXPENSES $169,871
• NET INCOME $23,233

MOTION: President Svaldi moved to approve the Head Start Budget Request. Professor Doell seconded the motion. Motion passed.

**Intercession Budget:**
Dr. Novotny stated that the Intersession offers highly focused short courses during a four-week time period between semesters. A variety of courses are delivered online for undergraduate degree-and non-degree students. He presented a funding model for the December and May Intersession. Faculty salaries are based on a per-student-basis; although at this time, it is uncertain as to how many students will participate. Currently there are twenty students set up for the December session. The model suggests that per 20 students, there will be 10 courses set up at 3.0 credit hours each. Tuition is $266 and Fees are $34 per credit hour. The break even number of students for December is 11. Total revenue generated is $180,000. Expenses are built into the model in the following categories:

• ASC Overhead $47,880.
• Faculty Salary $50,000.
• Fac Pera/Medicare $7500.
• Benefits $3718.75
• Admin Salary $10,625
• Marketing $1000.
• Operations $2000.
• Support Staff $9000.
• Support Staff Benefits $1350.
• Tech Fee Exp $20,400.
• Total Expenses $153,473.75
• REVENUE SHARING $26,526.25

The May model is similar to the December only that projections are based on 20 classes, with 20 students per class. Each class is set for 3.0 credit hours. Tuition is $266 and fees are $7.50. Total revenue is projected at $360,000. The following expenses are calculated into the model:

• ASC Overhead $95,760
• Faculty Salary $100,000.
• Faculty Pera/Medicare $15,000.
• Admin salary $10,625.
• Benefits $3718.75
• Marketing $7200.
• Operations $10,800.
• Support Staff $18,000.
• Support Staff Benefits $2700.
• Tech Fee Exp $40,800.
• Total Expenses $304,603.75
• REVENUE SHARING $55,396.25

There were questions with regard to assessment and student learning outcomes for these classes. Dr. Novotny indicated that the program has been modeled after the Summer Early Session, and contact time has been calculated using the hybrid online model. He also commented that there currently is no Financial Aid for this program; but, students can apply for loans.
MOTION: Dr. Aldrich moved to approve the Intercession Budget Request. Professor Doell seconded the motion. Motion passed.

AIT Office Position Request:
It was mentioned that this request has been discussed at the Executive Council meeting, and it was determined that it should go forth to the Cabinet for approval. The position is for a Trainer funded through AITC, and wouldn’t require a budget increase. However, Provost Mumper will need to make the presentation and answer any questions that surface. Because he isn’t here, the Cabinet felt uneasy approving the request.

MOTION: Dr. Novotny moved to table the AIT Office Position Request until Provost Mumper is available to present it. Mr. Schoenecker seconded the motion. Motion passed.

Junior Varsity Sports Program Proposal:
Mr. Mortensen distributed a handout based on some of the questions that were asked at the previous meeting. He stated that monies for a new field are available and with the last proposal, $50K was set aside for this new field. The upstairs gymnasium will be available for practices. Most sports have staff in place with a head coach and an assistant coach, with the exception of Lacrosse. The varsity transportation schedule can be incorporated in with the Jr. Varsity schedule for bus usage. A graduate assistant has been hired for the Jr. Varsity teams. If approved, the Cabinet suggested a portion of the revenue should be set aside for access by academics and/or auxiliaries that can bring in 15 new students. They also expressed concern with regard to the practice window and how that will be impacted with this new proposal. Mr. Mortensen asked that a discussion of the practice window occur at another time. He indicated that with two fields being used, there really ought to not be any problems observing the practice window. Concerns with club sports accessing the practice fields were also expressed. Mr. Mortensen didn’t think there would be issues involved, as he will be requesting practice schedules from both Varsity and Jr. Varsity sports as well as Club Sports. Fields will be scheduled accordingly.

Again, there were concerns that scholarships would be given to the Jr. Varsity athletes instead of the Varsity athletes, and there were concerns with housing meal plans being difficult to obtain from Sodexho. Mr. Mortensen commented that due to eligibility and GPA requirements, athletes will retain better.

The following Support System documentation was distributed:

Existing:
- New weight room
- Strength and conditioning supervisor
- New training room
- Synthetic field to be built north of campus w/prior proposal monies
- New north upstairs gym
- Coaching staff in all spots *Lacrosse is the exception
- Game day locker rooms in new stadium complex
- 2 new passenger busses

Built Into Proposal:
- A coach (GA) for JV teams
- Sufficient equipment/travel budget for 6-10 competitions
- (each program to submit a plan for success/retention)
• New locker budget
• 2 new training room GA’s
• Compliance intern
• Benefits staff for sports administration (Chris Day)
• Full time custodial 1 position + increase in Facility budget
• Budget increase for weight room
• Increase in administration budget
• Sample practice schedule

Needed Support:
• Men’s soccer locker room
• 4 more work study positions for game events
• Soccer/Lacrosse complex to include locker rooms
• Two open fields for Lacrosse and soccer practice window (2-6PM)
• Office space
• Indoor track complex

MOTION: Dr. Wenzel moved to approve the Junior Varsity Sports Program Proposal. Dr. Johnston seconded the motion. Motion passed.

Emergency Budget Request for Fire Extinguishers:
An emergency request was sent via email to Cabinet members this morning for electronic vote. Elevator inspections were done recently. It was brought to ASC’s attention that because there are no fire extinguishers in the mechanical rooms. To be compliant, we’ll need to purchase 9-10 extinguishers and wall brackets to mount them on. Each extinguisher costs approximately $100 each and brackets cost $50. This total request is for $1350.

This request was voted on electronically this morning, and passed.

Discussion Items:
Parking:
Since parking issues surfaced this past year, President Svaldi announced that he would be appointing a committee to work on a Campus Parking Policy. The following representation was mentioned: Dean of Student Affairs, Associate VP of Facilities, City Council membership, Community membership, Mr. Shults; and Mr. James Trujillo.

It was stated that the Library Parking Lot would be opened up for free parking. Adams State Police will continue to enforce handicapped zones; reserved spaces, and any imparking. An announcement will go out to the campus soon. A reminder was mentioned that there are still 20 free spots available on the Plachy Hall Parking Lot. Mr. Mansheim and Ms Heersink are attending a meeting in Denver regarding bond issuance. If bonds pass, there could be demolition to Casa Del Sol this summer and construction of a parking lot across from the ES Building that will hold 90 parking spaces. There were issues expressed with diagonal parking on Richardson Drive right outside of the Art Department. Those spaces need repainting.

HLC Update:
President Svaldi asked the Cabinet to review an email that he recently sent regarding draft copies of the HLC team report. He asked that everyone review the drafts for any errors of fact, he’d like comments returned to him by early next week. There will be a repeat visit in three years to review our Assessment Plan. Appointing an individual or an office in charge of Assessment is clearly needed.
1st Reading Academic Policy Review:
Dr. Novotny explained that the following policies are policies that currently exist, and have been reviewed by the Academic Council and placed into the proper policy format. He asked that the Council review them and provide feedback, as he plans to submit them for final approval at the next Cabinet meeting:
- Complete Withdrawals
- Grades: Honors
- Grades: P/F Courses
- General Ed Dev (GED) Students
- Incompletes
- Overload Approval
- First-Time Freshman
- Student Rights & Responsibilities

Information Items:
Budget:
No report given.

New Business:
Mr. Schoenecker suggested that a Cabinet Shared Drive directory be set up to ease distribution of materials, etc. It was suggested that this topic be placed on the agenda of a future meeting as a discussion item.

Adjournment:
With no further business, the meeting adjourned at 4:30 PM.

MOTION: Dr. Novotny moved to adjourn the meeting. Dr. Aldrich seconded the motion. Motion passed.

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