CABINET
Summary of Meeting
DECEMBER 12, 2012
1:00-3:00 PM
SUB 315

The ASC Cabinet convened a regular meeting on Wednesday December 12, 2012 in the Student Union Building (SUB), Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 1:01 P.M.

Roll Call of Members:
Mr. Eric Carpio - Present  Mr. Larry Mortensen - Absent
Mr. Jeff Cook – Absent  Dr. Michael Mumper – Absent
Mr. Kevin Daniel - Present  Dr. Matt Nehring - Present
Ms. Heather Heersink – Present  Dr. Frank Novotny – Absent
Mr. Larry Joe Hunt - Present  Ms. Judy Phillips - Present
Dr. Brent King - Absent  Ms. Tracy Rogers - Present
Ms. Lori Laske - Present  Mr. Walter Roybal - Absent
Ms Tammy Lopez - Absent  Mr. Mark Schöenecker - Present
Mr. Bill Mansheim – Facilitator  Dr. Dave Svaldi - Absent
Mr. Ken Marquez - Present  Mr. Erik van de Boogaard - Absent

Guests:  Mr. Ryan Shiba, Director of the Academic Instructional Technology Center.

Approval of Agenda:
The agenda was amended to include Action Item D. Emergency Budget Request for Art Department Security:

Consent Agenda:
- November 28, 2012 Meeting Summary
- Intent to Apply for a Grant: Archeological Institute of America

MOTION: Mr. Marquez moved to approve the agenda as amended. Ms. Rogers seconded. All were in favor.

Action Items:
Approval of the Intent to Apply for a Grant (ITA): SEED Institute for Student Exchange Leaders:
Based on the brief abstract provided on the ITA, ASC Community Partnerships will build on prior foreign hosting of students to develop an active network exchange of emerging leaders that share and implement innovative and positive environmental solutions to economic development. The program will include 10 foreign students and 10 locally enrolled students, with Dr. McNeilsmith as the faculty director and Mary Hoffman as the project director. The program allows for 4 weeks in the Valley and 1 week in Washington D.C. with the Department of State.
(Note: 10 foreign students @25 days @$20. The number of housing beds requested is 10 @ $500 cost/bed = $5000.)

Mr. Mansheim reported that the 10 foreign exchange students proposed in the grant will be from China. The grant will also provide internship opportunities. The Cabinet discussed the $5000 in-kind match. IT WAS DETERMINED THAT the in-kind match should be reduced by one half to $2500. Mr. Marquez AGREED TO check with Housing regarding the occupancy dates specified in the grant (7/3/13 to 7/28/13).

**MOTION:** Mr. Marquez moved to approve the submission of the ITA with the $2500 in-kind reduction. Mr. Mansheim seconded and all were in favor.

*Approval of Academic Policies:*
The following policies were recommended for approval. However, the Cabinet had questions regarding the monitoring of the *GPA Requirement Policy.*

- Transfer Pre-Approval
- Student Rights-Responsibilities
- Student Non-Attendance Verification
- Class Attendance-Tuition-Fee Payment
- Accessibility of Expired Courses in Blackboard
- COF-Late Adds/Drops
- Advanced Placement
- Credit-Military Experience
- Credit for Prior Learning
- Assessment
- Sub in the Major or Minor
- Academic Standing-Probation-Suspension
- Grade Appeals
- Technical Failure (TF)
- Technical Unsatisfactory (TU)
- Math Placement
- Connections
- Non-Degree Seeking Students
- Academic Integrity
- GPA-Required Grades
- First-Time Freshmen
- General Educational Development (GED) Students
- Transfer Students
- Non-Traditional Students
- International Students
- Readmit/Returning Students Policy
**MOTION:** Dr. Nehring moved to approve the academic policies as presented with the exception of the *GPA Requirement Policy*; which will be tabled for approval at a later date. Mr. Schoenecker seconded and all were in favor.

*Emergency Budget Request for Art Department Security for $800:*

The budget request was presented and based on the brief abstract provided; a new security camera system is being requested for the Cloyde Snook and Hatfield Galleries within the Art Department. Recently, the old VHS system has gone out and is unusable. This directly affects the security in the galleries for exhibits that can range up to and above tens of thousands of dollars. It would also affect insurance coverage by not having a security system in place. Below are some reasonable priced systems that have been researched by and approved by ASU’s Computing Services.

- Camera system with 4 100 ft. cable extenders estimate $600.00
- Shipping and installation estimate $200.00
- Total requested $800.00

The proposal indicates that Computing Services also confirmed that the present system is not repairable and is invaluable to the department and the university.

The Cabinet discussed the larger issue of how we handle temporary systems. Mr. Daniels AGREED TO talk with Otis first as he is almost positive that we can set-up something in the interim. In the meantime, this item WILL BE TABLED for further discussion at the next meeting.

**Discussion Items:**

*Spring 2013 Cabinet Meeting Schedule:*

Since there were no academic representatives present, the Cabinet AGREED TO meet on the 1st Wednesday of each month from 1:00-3:00 in the Spring Semester. Ms. Griego will follow-up via email with Drs. King, Mumper, and Novotny and will notify the Cabinet of results.

**Information Items:**

*Budget:*

Mr. Mansheim presented an all-fund balance sheet for FY13 Period 5 versus FY12 Period 5. He reminded the Cabinet of last year’s decision to balance this fiscal year’s budget using $500,000 from the Cash Reserves line. There was also the acquisition of the Evans Building for $850,000. Based on the Consolidated Income Statement for FY13 Period 5, there’s an additional $1.8 million shortfall due to Pell eligibility regulations being changed that resulted in decreased enrollment. The Consolidated Income Statement for FY13 Period 5 versus FY12 Period 5 shows a 9% gap between FY12 and FY13 due to a shortage in non-resident tuition this year.

The bottom line is that we must change next year’s budget; otherwise we will run out of cash. Mr. Mansheim reminded the Cabinet that the Cash Reserves line was built up intentionally to get us through the tough times. However, we were unable to do so due to decreased enrollment and changes to Pell regulations that we did not anticipate.
The Wednesday budget meetings continue, and it’s important to keep in mind that we must keep tuition as low as possible. There’s also a huge decline in non-resident enrollment. This means that the shortfall cannot be made up with tuition. For every non-resident student that we lose, it takes 2 resident students to replace the tuition lost. Pell had an impact on non-resident students as well. Mr. Mansheim indicated that not only ASU, but CSU-Pueblo and Western State Colleges were in similar situations.

Spring 2013 enrollments look promising, as well as Fall 2013 applications.

*Strategic Planning Updates: Mission/Vision Statements:*
Since the mission and vision blogs were released, there have only been two comments posted. It is worthwhile to make mention of it again. The value statements have been included and are a lot cleaner.

*The National Endowment for the Arts-Fast Track Grant:*
Mr. Mansheim introduced the Arts-Fast Track Grant and reported that ASU is the fiscal agent for a $10,000 grant to the National Endowment for the Arts which has been submitted through Dorothy Brandt and the San Luis Valley Museum. This grant partners with ASU’s Community Partnerships and the ASU Art Department and the SLV Museum to support a collaborative mural project with artist/alumnus Ian Wilkinson. There will be internships available for art students to assist Ian with the painting.

*Banner Upgrade:*
Mr. Daniels reported a Banner upgrade scheduled for Saturday during the 8:00 A.M. – 12:00 noon window. The upgrades are to the Accounts Receivable and Financial Aid Modules in Banner.

*New Business:*
No items were presented.

*Adjournment:*
The meeting adjourned at 1:49 P.M.

Respectfully Submitted,

[Signature]

Donna L. Griego,
Assistant to the Senior Vice President