CABINET
Summary of Meeting
December 23, 2009
3:00-5:00
SUB 315

The ASC Cabinet convened a regular meeting on Wednesday, December 23, in the Student Union Building, Room 315.

Call to Order:
Mr. Mansheim called the meeting to order at 3:03 PM.

Roll Call of Members:
Dr. Stephen Aldrich–Present
Professor Margaret Doell–Present
Ms Heather Heersink–Present
Dr. Don Johnston–Present
Ms Lori Laski–Absent
Ms Tammy Lopez–Present
Mr. Bill Mansheim–Facilitator
Mr. Ken Marquez–Present
Mr. Larry Mortensen–Present
Dr. Michael Mumper–Present
Mr. Mike Nicholson–Absent
Dr. Frank Novotny–Present
Ms Tracy Rogers–Present
Mr. Mark Schoenecker–Present
Dr. Dave Svaldi–Absent
Mr. Erik van de Boogaard–Present
Dr. Diana Wenzel–Present

Guests: Bea Martinez–Director of Student Business Services, and Joel Korngut–Director of Equal Opportunity.

Approval of Previous Meeting Summary:
The summary of the December 9 meeting was distributed electronically prior to the meeting.

Approval of Agenda:
The agenda was amended to table Action Items C. Approval of the Bandwidth Policy; and D. Approval of Post Baccalaureate Program. Also tabled were Discussion Items A. 1st Reading Policy on Copyrighted Digital Material; D. American College/University Presidents Climate Commitment Membership; E. Cabinet Membership for Classified Staff; F. Attorney General Office; and G. Cabinet Shared Drive.

Action Items:
Approval of Touch Net Credit Card System:
A Supplemental Budget Request was distributed electronically to the Cabinet prior to the meeting. Ms Bea Martinez distributed copies of the Touch Net Student Account Center Proposal as Option 1, plus a proposal to add the EBill component as Option 2. She explained that in July of the coming year, all credit card payment systems or software must be Payment Application Data Security Standard (PA DSS) compliant. She added that SCT SunGard has just recently announced that it will not seek PA DSS compliance. SCT will no longer store credit card information in Banner nor will it support Java Payment Client. Web credit card payment and web ACH check processing will both be affected here at ASC. And our hosting agreement with Touch Net is paid up until April 30; which will complete our 5 year agreement with them.
Her proposal is two-fold in that we will need to continue with the Touch Net Account Center service in proposal 1, or include the proposed EBill component all for an additional $27,508.

Ms Martinez explained that the Touch Net Account Center is our current payment gateway. A new feature that this system will provide us is an authorized third party payer; which will allow the student to designate access to parents, guardians, employers, or other third parties to view and pay campus bills. This feature will allow ASC to keep within FERPA guidelines; currently ASC has to play the middle party when parents request access to view student information. The additional Touch Net EBilling will eliminate the need to process paper bills; which will cut down on direct costs used in processing. Direct cost calculations are approximately $510 monthly. There are also indirect costs such as wear and tear on printers; staff time used to process paper bills; research time for returned mail, etc. Other features of EBilling are tracking mechanisms; enhanced customer service; timeliness in turnaround time; capacity to store bills at various times of the year; and a decrease in telephone calls as students will be able to access their own information.

MOTION: Dr. Novotny moved to approve Option 2 of the Touch Net Credit Card System Proposal at an addition of $27,508 to the yearly base budget. Ms Heersink seconded the motion. Motion passed.

Approval of AIT Position:
Provost Mumper stated that the AIT Office is now at a point where they have the resources to hire an additional staff member to work with faculty to develop the skills for online teaching and creating courses. This new position proposal is for a Trainer. He explained that this position is funded by an online course fee that students pay. This proposal has been brought forth to the Executive Cabinet and has been approved for presentation at the Cabinet.

MOTION: Dr. Novotny moved to approve the AIT Trainer Position. Professor Doell seconded the motion. Motion passed.

Approval of Academic Policies:
Dr. Novotny thanked the Cabinet for providing feedback based on 1\textsuperscript{st} reading of the following policies. He’s made the necessary changes, and presented the following for approval:

- Complete Withdrawals
- Grades: Honors
- Grades: P/F Courses
- General Ed Dev (GED) Students
- Incompletes
- Overload Approval
- First-Time Freshman
- Student Rights & Responsibilities

MOTION: Mr. Mortensen moved to approve the Academic Policies as presented. Provost Mumper seconded the motion. Dr. Aldrich commented that there seems to be campus confusion as to the correct credit limit for an overload. Some individuals are under the impression that the credit limit is 17 credit hours and above. Dr. Aldrich moves to amend the Overload Approval Policy to change the credit limit to 17 instead of 20 credit hours. The motion died with no second on the floor. The original motion passed with 13 in favor, and one vote against.
Discussion Items:

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:

- Second Additional Majors
- Courses Not Applicable to Degree Requirements
- Non-Degree Seeking Students
- Readmit-Returning Students
- Repeating Courses

There was question with regard to the 20-year age limit for the Non-Degree Seeking Students Policy. It was stated that this age limit rules out all concurrent students. Dr. Novotny will research the policy and provide follow-up for the next meeting.

Budget Request Reviews:
Ms Heersink used a projector to display a categorized list of budget requests that had been presented at the December 7 Campus-Wide Budget Meeting. The categories used to classify these requests are:

- General Fund Base
- General Fund One Time
- Auxiliary Base
- Auxiliary One Time
- Capital Fee-Building Repair –General
- Capital Fee Building Repair Auxiliary
- Capital Fee Tech Upgrade-General
- Capital Fee Tech Upgrade-Auxiliary
- Capital Fee Equipment Repair-General
- Capital Fee Equipment Repair-Auxiliary

Ms Heersink indicated that budget requests will be presented as action items at the next Cabinet meeting for prioritization.

Information Items:

Budget: No Report Given.

Reserves Report:
Ms Heerink distributed a copy of the General Fund Reserve Account as of October 31, 2009. Highlights on this report are:

- $1,917,846 - Reserve Balance
- $1,140,175 - Total Additional $$ (Enrollment Adjustment)
- $19,269 - Additional Expenses (October vacancy savings (transferred in November)
- $1,000 - Band Uniform replacement
- $20,269 - Total Additional Expenses
- $3,037,752 - Total Amount Available
- $3,950,788 (0 in FY11-12) - ASC ARRA funding as of 8/25/09
- ($913,036) - Base operating shortfall
- $20,000 - Pending LDD Overpayment to Anthem
Ms Heersink distributed a copy of an ASC Budget Outlook for the next four years. Adjusted reserve estimates are as follows:

- $1,720,664 - FY10-11
- $175,674 - FY11-12
- $140,400 - FY12-13
- $32,305 - FY13-14

**New Business:**

*Presentation by Brett Sokolow:*
Dr. Novotny distributed a copy of a presentation, *The Disruptive Student – a Training for Faculty and/or Staff.* This presentation will take place on January 19 at 7:00 and on January 20 in the morning. A location will be announced soon. He encouraged everyone to attend.

**Advising Policies:**
Dr. Aldrich indicated that a subcommittee of the Faculty Senate has been researching advising polices and is ready to present a report to the Cabinet.

**Adjournment:**
With no further business, the meeting adjourned at 3:50 PM.

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