The Trustees for Adams State College convened a regular meeting on Friday, May 9, 2008 on the campus of Adams State College, Student Union Building, rooms A130/127.

I. The meeting was called to order by Vice chair Peggy Lamm 3:49 p.m.

II. Roll Call

Board of Trustees

Chairman Walters – Excused
Vice Chair Lamm – Present
Trustee Bachicha – Present
Trustee Darricades – Excused
Trustee Oreck – Present

Trustee Montoya – Present
Trustee Scoggin – Present
Trustee Valdez – Present
Faculty Trustee Armstrong – Present
Student Trustee Martin – Present

ASC Staff, Students and Others

Benita Brink – Faculty Senate
Bruce Landis - VP of Institutional Advancement
Heather Heersink – Budget Office
Ruth Heidi – Valley Courier
Mary Hoffman – Community Partnerships
Joel Kornogut – Affirmative Action Office
Bill Mansheim – Finance & Administration
Teri McCartney – Graduate Studies
Michael Mumper – Provost Office
Mike Nicholson – Computing Services
Frank Novotny – APAA Office

Bill Schlaufman – Finance and Administration
Tracy Rogers – Human Resources
Mark Schoenecker – Communications
Phil Schroeder – Financial Aid Office
Sandra Starnaman – Extended Campus
David Svaldi – Office of the President
James Trujillo – Office of the President
Julie Waechter – Office of the President
Nancy Wahl – Attorney General’s Office
Rafe Weston – School of Business
Jennifer Yund – Budget Office
III. Approval of Agenda

Vice Chairman Lamm called for a motion to approve the agenda as submitted. Trustee Bachicha moved to approve the agenda. Trustee Oreck seconded. The motion passed unanimously.

IV. Public Comment

There was no public comment.

V. Action Items

A. Approval of the April 3, 2008 Board of Trustees Regular Meeting Minutes.

Vice Chairman Lamm called for a motion to approve the April 3, 2008 Board of Trustees regular meeting minutes. Trustee Scoggin moved the motion. Trustee Montoya seconded. The motion passed with Trustee Bachicha abstaining.

B. Approval of the Release of Student Technology Fee Funds for Technology Expenditures

Mike Nicholson, CIO, explained to the board that Computing Services upgrades a portion of the campus technology infrastructure every year, primarily during the summer months to avoid any major campus disruption, to ensure that the campus has adequate IT resources to support the academic mission. The upgrades are funded through a combination of Computing Services general funds and student technology fee roll forward funds. He requested approval for the 2007-08 expenditure of $62,000 and the 2008-09 expenditure of $138,000 from the Student Fee Technology Reserves for campus computer equipment upgrades (See Agenda Item V-B). Vice Chairman Lamm called for a motion for approval of the request. Trustee Oreck moved the motion. Trustee Valdez seconded. The motion passed unanimously.

C. Approval of the Funding for the Academic Instructional Technology Center

Dr. Sandra Starnaman, Assistant Provost for the Extended Campus, explained to the Board that one of the stated outcomes of the creation of the Academic Instructional Technology Center (AITC) was to become self-sustaining as a result of the growth of enrollment in online, WebCT courses. In the past year, web-based enrollment has more than doubled. Portions of delivery fees collected from campus programs that utilize the Technology Center for the delivery of their courses will be kept in an account specifically to help support the Center. It is anticipated that Center will become fully self-sustaining in the next 2 to 3 years. Extended Campus seeks Board approval for a dispersal of $95,550 from the Extended Campus fund balance for continued support, development and expansion of the Academic Instructional Technology Center. Vice Chairman Lamm called for a motion for the approval of the funding for the Academic Instructional Technology Center. Trustee Montoya moved the motion. Trustee Bachicha seconded. The motion passed unanimously.

D. Approval of the Student Capital Fee

Bill Mansheim, Vice President of Finance and Administration, informed the Board that the student body voted in favor of the capital fee proposal which will support the financing of $35
million in construction and other campus improvements. A Facilities Planning Team has assemble and charged with prioritizing projects according to the newly adopted ASC Facilities Master Plan. Several smaller projects that do not require spending authority approval will be done over the summer months such as seat replacement in Leon Memorial Concert Hall, parking lot repairs/replacements, and the replacement of furniture and appliances in the residence halls. In addition to the capital fee piece, an approved fee will also establish a scholarship and grant fund, a building and grounds repair fund, technology enhancement fund, and an equipment repair fund. ASC Administration recommends that 10% of the annual revenue generated by the debt service fee be placed in a reserve fund as a means to smooth enrollment fluctuations, and that 25% of the revenue generated each year in the scholarship and grant, building and grounds, technology enhancement and equipment repair funds be placed in endowment funds to insure the long term financial stability of the institution. Vice Chair Lamm called for a motion to approve the Student Capital Fee as presented. Trustee Bachicha moved the motion. Trustee Valdez seconded. The motion passed unanimously.

E. Approval of the FY09 Tuition and Fee Rates and FY09 Budget

Heather Heersink, Budget Director, requested board approval of the FY08-09 Tuition and Fee Rates and the FY08-09 Operating Budget. Ms. Heersink briefly reviewed the calculations and assumptions used in preparing the proposed rates and budget and the Tuition and Fee schedule, (See Agenda Item V-E Supplemental 1).

Ms. Heersink reviewed the FY08-09 budget noting the total revenues were approximately 38 million dollars which is slightly lower than last year due to scholarship allowance. Total expenditures were approximately 39 million dollars with gifts, donations, and interest income remaining constant. Depreciation is based on this year’s estimated actual amounts.

Vice Chair Lamm called for a motion to approve the FY09 Tuition and Fee Rates and the FY09 Budget as presented. Trustee Montoya moved the motion. Trustee Scoggin seconded.

VI. Information

A. FY07 Audit

Karla Willschau, from the accounting firm of Wall, Smith and Bateman, provided a bound copy of the audit report that was performed on the institution in June 2007 and briefly reviewed it. She noted that the timeliness of the returning of Title IV Federal student grant monies once a student has completely withdrawn from school needs to improve to ensure federal timeframes are met, and that the institution should review the policies and procedures to better ensure the accuracy of Student Uni-Record Data System (SURDS) reporting. She also noted that both the financial statements of the College and the Foundation were audited.
B. & C. FY08 Period 8 Financials and FY08 Period 9 Financials Update

Bill Mansheim, Vice President for Finance and Administration, gave a comparison update on the FY08 Period 8 & 9 financials. A decrease in net assets of $1,023,000 of which $2,201,650 was driven by depreciation of capital assets and is offset by $1,237,448 in construction in progress. The decrease in net assets driven by depreciation is still not being met by the investment in capital.

D. President’s Report

Dr. David Svaldi gave a brief President’s Report to the Board. Some items reported were: the recent “Targeted Industry Study” that ASC is partnering with the City of Alamosa, TSJC and others to do a detailed targeted industry study for the SLV which will help to inform future program and curriculum developments on campus; the recognition of 7 ASC scholar athletes out of 14 that the RMAC recognizes conference-wide; the qualification of ASC’s Pi Beta Lambda with a record number of ASC students for the national competition in Atlanta, GA; ASC’s Model UN’s successful National Model UN competition in New York; the imminent hires for the Chair of the Department of Teacher Education and the Associate Provost for Graduate Studies; an update on various capital construction projects around campus including the Plachy Hall renovation/addition, the Marvel House renovation and the near completion of the Community Outreach Center; the formation of a “Facilities Planning Team” charged with prioritizing projects to be funded via the Student Capital Fee; and the possible funding of the Richardson Hall remodel/addition with A&E to take place next year and construction to start the following year.

E. Enrollment Update

Dr. Michael Mumper, Provost, gave a brief Enrollment Management update as of May 2, 2008. Applications for the fall semester stand at 1,772 which is 119 more applications from the same time last year or 7.2% increase. Admissions to date are up 3.7% over last year although the admission process has become more lengthy and more in-depth due to the new HEAR requirements. “Enrollment Nights” are being conducted in the Valley, Denver, Colorado Springs and Pueblo areas resulting in a 10% increase in enrollment over the same time last year. Transfer applications are up 23.9% over last year and are being processed as quickly as possible. First time student resident applications are up 1.8% with first time non-resident applications up 16.9% mainly from New Mexico, Texas and California. Additionally, President Svaldi, on behalf of Sandra Starnaman, Assistant Provost for the Extended Campus, added that the Extend Campus has met or exceeded all of their enrollment goals for the previous year.

F. First Reading of Professional Personnel Handbook Revisions

Nancy Wahl, from the State Attorney General’s Office, informed the Board that anytime there is a proposed amendment to the Professional Personnel Handbook, it needs to be brought before the Board as in informational item to allow any interested parties the opportunity to comment on the proposed changes. The proposed changes to the Professional Personnel Handbook have already been reviewed by the Professional Staff Council and have received their approval.
G. First Reading of Faculty Handbook Revisions Proposed by Faculty Senate

Nancy Wahl, from the State Attorney General’s Office, informed the Board that anytime there is a proposed amendment to the Faculty Handbook, it needs to be brought before the Board as an informational item to allow any interested parties the opportunity to comment on the proposed changes. The proposed revisions to the Faculty Handbook originated with the Faculty Handbook Committee and were voted on by ASC faculty.

Please note: The following information was added to the agenda with Board acquiescence.

H. AS&F Update

Tanya Martin, Student Trustee and Vice President of External Affairs, gave a brief AS&F update. She informed the Board that the annual Faculty Awards Banquet was a huge success and that the officers for next year have been selected with the exception of a few vacancies. The entire Board thanked Ms. Martin for her service on the board and wished her the very best in her future endeavors.

VII. Executive Session

Vice Chairman Lamm called for a motion to convene in an executive session pursuant to §24-6-402(3)(b), C.R.S. for the purpose of discussing certain employment matters personal to particular employees and/or pursuant to §24-6-402(3)(a)(II), C.R.S. to meet with the Board’s attorney to discuss pending or imminent court action and to receive legal advice on specific legal questions. Trustee Montoya moved the motion. Trustee Valdez seconded. The motion passed unanimously, Provost Mumper was invited to attend the session and the public was excused.

Open Session Reconvenes

VIII. Discussion and Possible Action

Vice Chairman Lamm called for a motion to amend the agenda. Trustee Scoggin moved to amend the agenda to include the appointment of faculty. Trustee Montoya Seconded. The motion passed unanimously.

A. Appointment of Faculty

President Svaldi recommended the approval of the appointment, contingent upon his acceptance, of Dr. Mark Joyce as Chair of the Department of Teacher Education and as a Full Tenured Professor of Teacher Education effective June 1, 2008. Trustee Montoya moved the motion. Trustee Oreck seconded. The motion passed unanimously.
IX. Adjournment

Vice Chairman Lamm called for a motion to adjourn. Trustee Oreck moved the motion. Trustee Scoggin seconded. The motion passed unanimously. The meeting adjourned at 6:33 p.m.