The Trustees for Adams State College convened a regular meeting on Friday, December 14, 2007 on the campus of Adams State College, Student Union Building, rooms 130/127.

I. The meeting was called to order by Chairman Walters at 1:20 p.m.

II. Roll Call

Board of Trustees

Chairman Walters – Present  Trustee Reeser – Excused
Trustee Lamm – Present  Trustee Saltzman – Present
Trustee Bachicha – Present  Trustee Scoggins – Present
Trustee Darricades – Present  Trustee Valdez – Present
Trustee Oreck – (Awaiting Confirmation)  Faculty Trustee Armstrong – Present
Trustee Montoya – Present  Student Trustee Martin – Present

ASC Staff, Students and Others

Deb Blake – Teacher Education  Pat McIntyre – School of Business
Zena Buser – School of Business  Leon Moyer – Community Member
Glenda Geu – Library  Michael Mumper – Provost Office
Ruth Heide – Valley Courier  Bill Schlaufman – Finance and Administration
Heather Heersink – Budget Office  Sandra Starnaman – Extended Campus
Mary Hoffman – Community Partnerships  David Svaldi – Office of the President
Gary Jones – Facilities Services  James Trujillo – Office of the President
Kurt Keiser – School of Business  Mary Valerio – Teacher Education
Di Machado - Library  Richard Valone – School of Business
Bill Mansheim – Finance & Administration  Julie Waechter – Communications
Beatrice Martinez – Business Office  Nancy Wahl – Attorney General’s Office
Ken Marquez – Student Affairs  Jenny Yund – Budget Office
Teri McCartney – Graduate Studies
III. Approval of Agenda

Chairman Walters called for a motion to approve the agenda as submitted. Nancy Wahl, from the State Attorney General’s Office, noted that there is no further need to discuss the purchase of property in Agenda Item “VII Executive Session” and requested the removal of verbiage referencing said discussion item. Chairman Walters called for a motion to approve the agenda as amended. Trustee Darricades moved to approve the agenda as amended. Trustee Valdez seconded. The motion passed unanimously.

IV. Public Comment

Leon Moyer explained to the Board that many of the hard-bound legal materials in the law room of the Neilson Library were being removed in favor of electronic versions accessible online. He expressed his concern to the various limitations associated with online access only and requested the consideration of the Board to retain at least some of the basic legal materials in hard-bound form for public access. Additionally, he asked that the agenda for upcoming Board meetings be posted in an area where the public has more access. Trustee Darricades suggested meeting with the library staff to further discuss the issue and update the Board at the February 2008 board meeting.

V. Action Items

A. Approval of the October 4, 2007 Board of Trustees Regular Meeting Minutes.

Chairman Walters called for a motion to approve the October 4, 2007 Board of Trustees regular meeting minutes as submitted. Trustee Montoya moved to approve. Trustee Saltzman seconded the motion. The motion passed unanimously.

B. Land Acquisition Approval

Mr. Mansheim, Vice President of Finance and Administration, informed the Board that the Adams State College Administration has entered into a contract to purchase a parcel of vacant property located north of the campus along Stadium Drive, and that the Finance and Audit Committee approved the recommendation for the purchase of the property with a vote of 2 in favor and 1 against. If acquired, the property would be held as an asset for the institution for long-range planning such as housing or for academic purposes and would not be subject to local zoning codes. He noted that the original action item was amended during the Finance and Audit Committee meeting as follows; the “Colorado Commission on Higher Education” bulleted item should reflect a status as being “Satisfied – Written approval has been received from CCHE”, and that the verbiage of the “Recommendation” section should read “…through the expenditure of housing auxiliary cash reserve or Extended Studies cash reserve...”. In addition to those changes, Mr. Mansheim requested an additional amendment to the second bulleted item titled “Evidence of Title”. The status of this item should read “Pending” subject to the review of various documents by the Attorney General’s Office and final purchase of said property would be subject to the Attorney General’s Office being satisfied with Evidence of Title.

Chairman Walters called for a motion for the approval of the land acquisition in the amount of $275,000 with the funds to be taken from the housing reserve budget. Trustee Bachicha moved the motion. Trustee Darricades seconded. Nancy Wahl, Board Attorney, noted that the motion should include “delegation of authority to the President to execute all documents necessary to
complete the acquisition.” Trustee Bachicha also included in the motion “subject to all bullet points being satisfied including the recent amendment to the Evidence of Title being “Pending” rather than satisfied. Trustee Saltzman commented that the college does not have a long term plan relative to the existing vacant ten acre parcel, much less the proposed five acre parcel, and stated that the purchase would not be the proper use of college funds at this time. His opinion was that the money could be better spent to improve the infrastructure of the campus. The motion passed 5 – 2 with Trustee Saltzman and Trustee Lamm voting against.

C. Marvel House Renovation Project Budget Amendment

Trustee Saltzman informed the Board that the Finance and Audit Committee approved the Marvel House Renovation Project Budget Amendment recommendation in the amount of $54,450 with the funds to be taken from the general fund cash reserves. Chairman Walters called for a motion to approve the Marvel House Renovation Project Budget Amendment. The motion passed unanimously.

D. Approval of Community Outreach Center Renovation Project

The Community Outreach Center Renovation Project was originally conceived under previous administration and since then, the location has been moved and the size of the project scaled back to fit within available grant source funding. Due to construction inflation and other related factors, the construction bids have come in above the available grant funds. In order to complete the renovation and not risk the possibility of having to repay already received grant funds, ASC Administration is requesting Board approval to expend $163,126 of general fund cash reserves. Trustee Saltzman informed the Board that the Finance and Audit Committee approved the renovation recommendation. Chairman Walters called for a motion to approve the Marvel House Renovation Project budget amendment request in the amount of $54,450 with the funds to be taken from the general fund cash reserves. The motion passed unanimously.

E. Delegation of Authority for Execution of Capital Construction Contracts

Nancy Wahl, Board Attorney, informed the Board that the Trustee Policy Manual and the statues governing Capital Construction Projects contain ambiguities as to when contracts and other documents relating to said Projects must be executed by the Board. The proposed Resolution is designed to reconcile ambiguities in the Trustee Policy Manual and the relevant statues concerning the definition of Capital Construction Projects. Under the Resolution, so long as the Capital Construction Projects with an expected cost of $100,000 receive Board approval as to projected scope and costs, and projects less than $100,000 follow the appropriate budget process, the Board delegates authority to the President to execute all such contract and other documents necessary to complete the approved projects. Additionally the Resolution designates the President as the “Board’s principal representative” for Capital Construction Projects and permits the President to sub-delegate to the Director of Facilities Services or the Director of Facilities Services and Procurement authority to sign as the principal representative. The Resolution would facilitate the flow of documents for the many on-going projects, while preserving the Board’s authority to require specific projects or contracts over which it wishes to exercise greater control, to be brought to the Board for execution. Ms. Wahl recommended a motion to adopt the Resolution as presented in Agenda Item V-E. Trustee Bachicha moved the motion. Trustee Montoya seconded. The motion passed unanimously.
F. Amendment to Trustee Policy Manual

Bill Mansheim, Vice President of Finance and Administration, presented a proposal to amend the Trustee Policy Manual by remove language that prohibits the use of student fees for academic construction, (see Agenda Item V-F). Mr. Mansheim explained that the Board would have more flexibility to consider among its options for funding academic construction, the use of student fees. He noted that any student fee increase would have to be presented and voted upon by the student body and is not a method of raising tuition, but rather an avenue to raise funds for a specific purpose in a construction project. Trustee Lamm questioned how the student fee process would work and who would be involved in the overall final decision making. Nancy Wahl offered to give a brief presentation on the student fee process and present it at the February Board meeting. After brief discussion, the Board decided to table the approval of the proposed amendment until such time that further information can be gathered regarding the student fee process. Chairman Walters called for a motion to table the approval of the Amendment to the Trustee Policy Manual until the February 2008 meeting. Trustee Lamm moved the motion. Trustee Montoya seconded. Trustee Bachicha noted an abstention. The motion passed.

G. Approval of the Academic and Student Affairs Committee

Dr. Michael Mumper, Provost, presented a proposal to the Board to establish a new standing committee on “Academic and Student Affairs” which would allow the Board to provide more focused leadership and effective oversight of the academic affairs of the College. The committee would meet at the same time the Finance and Audit Committee meets during each Board meeting and then report at the regular Board business meeting. Some of the functions and activities of the proposed committee could include the review and approval of new minor, major and distance degree programs, review new academic hires, and review and recommend tenure decisions to the Board. The Board discussed who would serve on the proposed committee and whether or not the committee meet simultaneously to the Finance and Audit Committee or sequentially. It was suggested that if the committees were to run sequentially, the committee structures of the Board should be abolished and the Board should meet and make decisions as “a committee of the whole” in the interest of time. The Board agreed if there were to be two committees meeting concurrently, reports from said committees would have to be much more detailed at the regular board meetings. Chairman Walters called for a motion to establish the Academic and Student Affairs Committee. Trustee Montoya moved the motion. Trustee Bachicha amended and seconded the motion adding the motion include the recommendation presented by Provost Mumper, (see Agenda Item V-G), with the exception of the last two sentences of the last paragraph that make reference to when the committee would meet and who would serve on the committee. The motion passed with Trustee Lamm voting against.

VI. Information

Please note: Action item VI-D was taken out of sequence on the agenda, with Board acquiescence.

D. School of Business Updates

Dr. Kurt Keiser, Chair of the School of Business, several business faculty and business students briefed the Board on the Agribusiness, Health Care Administration, and the proposed Masters of Business Administration programs.
Dr. Zena Buser, Assistant Professor Agribusiness, informed the Board that the agribusiness program was very successful during its initial offering and has attracted great interest for the upcoming semester. Many of the courses currently being offered will be developed into on-line courses and offered through Extended Studies over the next academic year. Potential internship opportunities for Agribusiness students have been well received and are continuing with the National Agricultural Statistics Service and the Farm Credit of Southern Colorado as well as others. Additionally, an official Adams State College Agribusiness Club was formed with regular meetings being held on the 3rd Monday of each month.

Dr. Richard Vallone, Assistant Professor of Business, presented a brief update on the new Health Care Administration program. The program was launched during the spring semester of 2007. Current enrollment stands at 30 strong and continues to build and expand by actively recruiting students in the Colorado Springs, Denver Metro and Front Range areas as well as in the San Luis Valley, and developing stronger relationships with stakeholders. The program is seeking accreditation in the Association of University Programs in Health Administration (AUPHA) which is a key accrediting body for health administration programs throughout the United States. Additionally, steps are being taken to establish a cooperative with key Valley health care facilities and the Colorado Rural Health Association for the purpose of making Adams State College the endorsed health care management institute for training of rural health care managers throughout Colorado. A commitment to develop a pilot program for the training of middle managers is already being developed between ASC, Valley Wide Health Systems and the SLV Regional Medical Center.

Pat McIntyre, Associate Professor of Business, and ASC undergraduate Marketing Research class students Angela Conway, Justin Duran, and Kiley Mortenson, informed the Board that a feasibility study/survey was done on the proposed Masters of Business Administration program. An explanation was given on the objectives, methodology, and materials used to administer the survey. As of December 3, 2007, the results of the survey suggest an interest in a Masters of Business Administration program and will assist the School of Business in developing the curriculum for an on-line, cohort-based MBA program.

Agenda Resumes

A. President’s Report

Dr. David Svaldi gave a brief President’s Report to the Board. Some items reported were the recent CEO meeting and the ongoing discussion of funds allocation; the request from Director Skaggs to confirm the commitment of the Board to assume its statutory responsibility to set tuition rates; the accepted resignation of the Head football coach and assistant football coaches effective the end of December 2007; the request from Academic Council for a timeline on a national search for the Athletic Director position and that all budget items be submitted to the campus process; the results of a recent disaster drill and the purchase of an emergency notification system; the continued success of ASC men’s and women’s cross country teams as well as women’s volleyball and men’s and women’s Basketball teams; the success of ASC theatre’s production of Cinderella; and the request of the Governor for Dr. Svaldi to serve on the Governor’s Cabinet Level Committee on Job Training and Development as the representative form the San Luis Valley.
B. Enrollment Update

Dr. Michael Mumper, Provost, gave a brief update regarding Enrollment Management. He confirmed that the target undergraduate enrollment numbers for fall were down slightly compared to fall of last year, but the number of credit hours taken were up. There was a decline in the number of resident student enrolled and a significant increase in the number of non-resident students enrolled indicating a shift in enrollment. Additionally, the number of applications for the Fall of 2008 are up significantly.

Dr. Teri McCartney, Graduate School Director, presented a brief comparative head-count update on graduate programs from last year. The Art, History, HPPE and Coaching programs are doing well. Counselor Education programs are down slightly in their state-funded programs, however their on-line, cash-funded programs continue to grow and three new cohorts will be added in January 2008. Off-campus Teacher Education program enrollment is down considerably due to the loss of Federal grants and increased competition. The Teacher Education department is exploring methods to increase enrollment including new programs, new endorsements and new methods of delivery.

C. Extended Campus Update

Dr. Michael Mumper, Provost, provided the Board with a printed Comparative Enrollment Report for the Extended Campus. Comparative figures indicate that enrollment in Extended Studies has increased over the summer and fall of 2007, and preliminary enrollment numbers for the spring of 2008 are at 70% of enrollment from last year.

VII. Executive Session

Chairman Walters called for a motion to convene an executive session pursuant to §24-6-402(3)(b)(I), 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 Lamm moved the motion. Trustee Bachicha seconded. The motion passed unanimously. The Board convened in executive session and the public was excused. Michael Mumper, Provost was asked to participate in the executive session discussions.

Open Session Reconvenes

VIII. Discussion and Possible Action

No discussion or action was held/taken.

Trustee Saltzman informed the Board that he will be resigning from the Board effective December 31, 2007. Chairman Walters and the rest of the Board thanked Trustee Saltzman for his time and dedication to the Board and to Adams State College and wish him the best for the future.

IX. Adjournment

Chairman Walters called for a motion to adjourn. Trustee Montoya moved the motion. Trustee Lamm seconded. The motion passed unanimously. The meeting adjourned at 4:25 p.m.