Minutes
Adams State College Board of Trustees
Friday, February 6, 2004
Adams State College
Alamosa, CO

The Trustees for Adams State College reconvened the regular session on Friday, February 6, 2004 in the College Center at Adams State College. Chairman Lamm called the meeting to order at 10:40 a.m.

I. Roll Call

The Roll Call was taken prior in Executive Session, and a quorum was declared present.

Board of Trustees

Trustee Eck (Excused)  Trustee Scoggin
Trustee Ford  Trustee Walters
Trustee Rodriguez  Trustee Cavanaugh
Trustee Salazar  Faculty Trustee Nehring
Trustee Saltzman  Student Trustee Richardson

ASC Staff, Student and Others

Interim President Halgren  David Cousin (student)
Kat Olance  Matt Smith (student)
Provost Svaldi  Ken Marquez
Assistant Provost Sanchez  Phil Schroeder
Assistant Provost Novotny  Tracy Rogers
Vice President Mansheim  Heather Heersink
Guy Farish  Chris Cross (student)
Richard Scanga  Phil Lopez (student)
Linda Relyea

II. Approval of Agenda

The agenda was approved.

III. Public Comment

Board of Trustees
Trustee Walters asked Sports Information Director Chris Day to present two of ASC’s student football players that epitomize what we want at this institution. David Cousin and Matt Smith are two of ASC’s Senior Offensive Lineman. David and Matt are both from Idaho and have 4.0 GPAs. David is an Accounting major with a minor in Management and was awarded the Woodard Memorial Scholarship for this year. David’s wife, who is also an ASC student, is a volleyball player and got a 4.0 GPA last semester. Matt is a Social Studies Secondary Education major with a minor in Spanish and was awarded the McDaniel Scholarship. Both are from Ricks Jr. College in Rexburg, Idaho and have both been here for 2 seasons. Both were selected through the College Sports Information Directors of America (CoSIDA) organization to our 1st team All-District Squad for the college division, which are not only NCAA Division II but also Division III and NAIA schools. David was a Second Team All-American from across the nation and Matt was on the All-District team. Further more they are 2 of our 155 ASC student athletes with a GPA of 3.0 or higher on the Athletic Director’s honor role for the Fall ’03 semester. Trustee Walters also noted that Chris Day was the CoSIDA Sports Information Director of the year for the 2001-02 academic year at the 2002 Rocky Mountain Conference.

IV. Action Items

a. Approval of Minutes: Trustee Ford moved that the December 5, 2003 minutes be approved with the correction noted by Trustee Meyer that Trustee Meyer and Trustee Cavanaugh were present at the December 5, 2003 meeting via conference call. Motion seconded by Trustee Scoggin and passed.

b. Personnel Action: Trustee Saltzman moved that the personnel action items be approved. The motion was seconded by Trustee Cavanaugh and passed.

c. College Opportunity Fund: Vice President Bill Mansheim presented a summary that spoke about the Pros and Cons of the College Opportunity Fund. A CCHE performance contract that would be required in order to receive COF monies, exemption from TABOR with an enterprise status and then spoke to pros and cons of the COF. Some pros being increased citizen awareness of the state’s financial support of higher education which could be used as a marketing tool to recruit students and the option to opt out of the state’s fleet management system and procurement rules. Cons included items such as tuition rates will continue to be set by the Governor and General Assembly as well the marginal benefit from obtaining enterprise status for a small rural institution. After much discussion of the pro and cons presented and what this will or won’t do for higher education in Colorado it was felt that a neutral position would be advisable until further information can be obtained and perhaps an aligning ourselves on this issue as one voice with our sister college’s Western and Mesa State. Trustee Rodrigues moved that Adams State College take a position of neutrality on the College Opportunity Fund. The motion was seconded by Trustee Walters and passed.
d. Low-Demand Policy Program - Provost Svaldi stated that Commission policy, and it is also in statute, requires governing boards to take appropriate actions including program closures for academic degree programs that are defined as low-demand or low-enrolled. Benchmarks are as follows: Baccalaureate must graduate 10 students in the most recently reported year or a total of 20 in the last 3 years. However, we do have the ability to exempt up to 5 of our undergraduate programs upon board approval. Our brief history in the past, Adams State has closed 3 programs as a result of this policy. The five programs listed are the programs previously exempted by the State College Board of Trustees. Provost Svaldi asked for the Board’s action to exempt those programs again and that he would inform the Commission again of that policy.

Trustee Walters inquired about a need for an audit, evaluation or an assessment of the Spanish program to see what it is going to take to get it to the stature that we as a HSI campus need to have. Trustee Salazar asked what is the schedule on the program renewal for the Spanish program? Provost Svaldi stated that the Spanish program was reviewed 3 years ago. State policy requires Academic Program reviews a minimum of every 7 years. At ASC they are reviewed every 5 years. That is an in-depth analysis of program productivity and involves the use of an external evaluator to make recommendations. Trustee Salazar asked how we can involve the community in the review process. Trustee Cavanaugh wanted to also see faculty involvement. Trustee Walters commented that we have a $7million theatre and we are also low-enrolled in that. Trustee Walters would like to see ASC go into some kind of remediation program that shows what we are going to do, involve the faculty the community and maybe the outside sources to get these low-enrolled to where they need to be. Interim President Halgren suggested further discussion at the next meeting regarding the review process to include how often the low-enrolled programs are reviewed. An emphasis should probably be with the Speech/Theatre program to make better use of the new Theatre building and most importantly on our Spanish program.

Trustee Walters moved that we exempt the listed low-demand programs this year but with a revision of the review policy that requires a yearly update on what the low-demand programs are doing to improve enrollment. The initial report was requested at the next trustee meeting. The motion was seconded by Trustee Cavanaugh and passed.

e. Authorizing Resolution (Series 2004A Bonds): Vice President Mansheim stated that we were able to get an interest rate about 1% lower then we are currently paying. That saved us a net present value of about $439,000 over the life of the bonds which is a reflection of the debt service savings for the entire term of the bond issue. We were able to generate another $2.1 million in new revenue in addition we will cap flow an additional $535,000 in the first year. The top 2 lines labeled “present value of savings” is the $667,000 minus the $135,000 which is what we realized in the 1st year because we were able to refinance the main payment. The $439,000 net present value is the savings we realized off of the 1% decrease on our existing principal. This doesn’t look to the new money that we added in; it’s just the net present value of the savings of reducing our interest by 1% on the old bonds.
Our total bonding debt capacity of $15.5 million while retaining our 1:25 debt service ratio which is a requirement of the insurance so we are $3 million under what our capacity is. Vice President Mansheim is asking the Board to take action today as well as needing the Chairman’s signature on the bond purchase agreement which will obligate the college and George K. Baum to the deal. We will then have documents to be signed on the 18\textsuperscript{th} of Feb when we close. The Bond Council has approved all of the documents. The final issue to be resolved is with MBIA who insured the bonds; there was some language that was a little vague on some “not to exceed” language on their insurance premium. ASC received the permission move forward with this despite the “not to exceed” language question. ASC will do the official statement and other documents at closing. Trustee Ford moved that the bond resolution be approved as presented. Trustee Rodrigues seconded and passed.

**f. Board of Election of Secretary and Treasurer** – Presented by Interim President Halgren. Item #F is the election of the Board Secretary and Treasurer. Interim President Halgren suggested the election of Interim President Halgren as Secretary and that Vice President Mansheim to be elected as Treasurer. The Secretary and Treasurer positions need to be non-board members. Trustee Scoggin moved to elect Interim President Halgren as Secretary and Vice President Mansheim as Treasurer. The motion was seconded by Trustee Walters and passed.

**Peggy hands the gavel over to Trustee Walters.** Peggy Lamm, Charles Scoggin and Dan Rodriguez had to leave on the state plane.

**g. 15-Credit Hour Rules:** Provost Svaldi - We looked at about 10-years worth of student data, at persistence rates, graduation rates, average credit hours enrolled. It seemed to indicate that the average # of credit hours that students were enrolled increased after we implemented the 15 credit-hour ruling. Essentially to be eligible for financial aid, full financial aid students have to be enrolled in 15 credit-hours. Data also seems to indicate the persistence improved, graduation improved. This seems to be counter intuitive with the belief around campus that this was in some ways hurting students? In trying what to get at what the effects were on non-traditional students it still seemed to be a positive on the other hand they were not enrolled, on the average, in 15 credit hours, which means there are losing approximately $1000 in financial aid each semester.

Provost Svaldi presented two recommendations: Option 1 - The first option is to maintain the current 15 credit-hour rule but administer it for exceptions, for non-traditional and other students that need the flexibility because of their unique circumstances such as Americans with Disabilities, accommodating for Graduating seniors and non-traditional students. The advantages of this approach would be to maintain FTE enrollment close to the current levels. The disadvantage of this is the increased pressure on various offices to understand it and administer exceptions.
Option 2 would be to return to a 12-hour rule which is consistent with every other post-secondary institution in the state and finding alternatives to encourage full-student enrollment. The advantage of this is these students would get access to additional financial aid. That is that students would recover about $1000 every semester. The disadvantage of this is a return to gradual student under enrollment, which is many students enrolled in fewer credit hours each semester, which is what drove the implementation of this policy to begin with. We might have slower student graduation rates and perhaps the FTE we report for state support would decrease. We could use advice and marketing to encourage students to enroll 15 credit hours but such behavior would be voluntary and basically this tells us if you use money as a lever that people will comply as we’ve done in the past with this. There isn’t a guarantee that if we make the full-enrollment voluntary that it will happen.

Assistant Provost Sanchez stated that Option #2 might be more attractive to the non-traditional student population that are trying to balance work and family and other things as well as first generation students or lower socio-economic students that may have 1 or more jobs outside of school that may be very attractive to them. Financial Aid Director Phil Schroeder stated that Option #2 would provide a level playing field for students if we are comparing ourselves with other institutions in the state. Keep in mind that over 50% receive Pell grants and that it is directly related to the amount of money. In addition for students that are less then full-time the definition for loan purposes is based on our institutional definition of full-time is half of what we put out there. So half of 15 is 7.5. So in order to pull just for a loan they have to be enrolled in 8 units at ASC as opposed to 6 units at other institution.

Trustee Cavanaugh asked if a move to Option #2 would do damage to our state support if we make this change? Vice President Mansheim responded that that is the part that is hard to quantify. Because if you look at the stats they seem some what counter-intuitive in that you would think that persistence and graduation rates would be better under where a student was able to take a lower load but that’s not what we are seeing here. A concern would be if we go with Option #2 and every 1% drop in FTE is $100,000 that is just on the general fund support side that doesn’t count tuition side. If we don’t see an improvement in persistence and recruit those additional students we are going to realize a net lose. Trustee Cavanaugh moved that the college select Option #1 (remaining at a 15-Credit Hour Rule) as presented by Provost Svaldi. The motion was seconded by Trustee Salazar and passed.

V. Discussion/Information Items

a. Security Issues Follow-up – Presented by Vice President Mansheim. Based on a letter received from a previous Public Safety Officer Phil Lopez, Vice President Mansheim and Public Safety Police Chief Gregg Mestas met w/ Phil Lopez, to discuss his concerns. We have some issues that we need to deal with in Public Safety. One of those is training for student officers as well as full-time employees. We are now working with CSU, the Alamosa Police Department and a couple of other campuses to develop
a training program for our staff, which is critical. Incoming 911 calls are currently not differentiated if we have a certified officer on duty or it’s a student officer. Another issue is our 911 system in particular for hang-up calls. When a call comes to the 911 system the address shows only as 208 Edgemont Blvd, it’s not a specific address. If there is a 911 hang-up and phone was pulled out of the wall during an altercation there is no method of knowing where the call was initiated from. In working on our 24/7 coverage we are talking w/ the Alamosa Police Chief in getting some help with this situation where we can have 24/7 coverage with certified officers the City felt the liability was too great because they didn’t want their officers to have keys to our buildings. We are also having staffing problems in-part is due to the coverage of the cross-walk. There will be signal light going in that will help with staffing coverage.

Interim President Halgren stated that he feels we are vulnerable as an institution, unless we get the 24/7 issue dealt since some of our publications talk about having 24/7 coverage. We also have problems with the infrastructure with our telecommunications and 911. What Vice President Mansheim is alerting the Board to is that we may have budgetary issues that we will have to bring before the BOT at a future meeting. This is an issue that we can’t avoid. It has also been considered to enter into a contract with the local authorities as a cost savings. This has been done with Mesa State and Western State. We received proposals from Alamosa Police Dept and the Alamosa Sheriff’s Office. The proposals we received were considerably more expensive then what we are currently paying. Vice President Mansheim also indicated that the problem is compounded by the fact that our Public Safety staff are classified employees. You can not displace a classified employee, you can but there are procedures. But in all likelihood we would have to end up contracting with the Alamosa Police Department and have to retain some of our classified employees until they vacate their positions. The quotes received were around $180,000 from both entities which would provide 24/7 coverage. Our current budget is around $80,000. Our talks started with the City Manager and the Chief of Police. If it was decided to further pursue this, Mike Hackett would be involved, though he was involved in the initial response.

b. Reorganization – Provost Svaldi stated that we’ve been going through the planning process particularly with the Academic departments. The bullets on page 24 of the February BOT Agenda summarize the highlights, such as two-person departments having been absorbed into larger departments. We are planning a new approach to remediation which will be all of our developmental math, reading and writing courses together under one umbrella as well as a developing a method for marketing our 2-year programs. We’ve realigned our Math, Computer Science and Physics with the Chemistry department. Counselor Education Graduate program has been separated from the Psychology and placed on its own. The final plan will be provided at the March BOT meeting. Interim President Halgren stated one of the issues we have is that the transition and continuity on these changes can be provided by Board action. There may be an attitude of waiting this out until we get a new President. That would not be productive to the institution; we need to move this forward. Trustee Salazar asked, does it improve the accountability? Provost Svaldi felt that it doesn’t necessarily change that; we would still use the same measures such as student persistence, # of majors
and so forth. Trustee Ford asked if Department Chairs are now doing basically what the Deans were doing? Provost Svaldi informed the Board that we had another committee layout clearly what we would expect of the new and old department chairs. We have promised that we would do some development in training in those regards. We’ve already conducted 1 training in terms of Progressive Discipline and we will have other such trainings.

c. Academic Planning – Provost Svaldi stated that the Academic Planning Report is required by CCHE policy. It has simplified their academic planning process as they require only a brief summary at the end of January. That summary is supposed to include: the goals and activities that drove the planning process, a summary of the outcomes of the proceeding year as well as goals for the current year. The academic plan embedded here as been aligned with the Institutional Plan. The Academic Planning Committee is meeting and we do have to have a complete plan written to be ready to go by March 2004 to drive the Program Plan for the College.

d. Nursing – Provost Svaldi supplied a press release written by Linda Relyea regarding the Nursing Update. We have had a conference with Caring of Colorado with Provost Svaldi and the San Luis Valley Medical Center. The outcome is that we have determined that we will need to move forward with parts of the program before we can actually be approved for grants for the program. Also, we were not successful in hiring a Grants Writer at this point.

e. QIS Response to CCHE – Provost Svaldi provided a handout with the 9 indicators. He suggested that a more extensive discussion might be appropriate about this at a later meeting. An interesting point regarding the indicators is that they have raised the graduation benchmarks but lowered the persistence benchmarks. Trustee Walters asked that the QIS presentation be postponed to the next meeting and noted that the QIS Response might be a moot issue if COF passes because they go w/ QIS.

f. 12/31/03 Financial Statement – presented by Vice President Mansheim. At next month’s Board meeting, Tim Green will talk to the budget and the final fiduciary responsibility on optional retirement plans. The 2nd page of handout shows the monthly budget status report. The 1st column shows the budget, the 2nd column shows the actual year-to-date and the 2nd to the last column shows projection where we are going to be. On the revenue side we are projected at $670,000 ahead of budget. $232,000 more expenditure then we budgeted for a net again of $438,000. Our gifts and donations projecting to be up in the $200,000 range and we also booked in $114,000 in interest earnings on our monies at the treasury. We are sitting in $766,000 to the good vs. our budget. A more thorough report will be able to be provided after the Jan. closing which closes today, 2/6. On the ‘01 budget column you’ll see the size of the revenue figures that come in in January. At our next meeting we will be able to give you a much clearer picture of where we truly are and maybe make some recommendations on looking at doing something with salaries and other budget items.
h. **04-05 Budget Process**: presented by Trustee Saltzman. A glossary of financial terms and fund definitions has been completed that will be handed out to the Board as part of the budget process book that is being put together. That will explain basically how the accounting statements work and what all the categories and funds mean.

i. **Boards Fiduciary Responsibility with ASC Deferred Compensation Plans**: presented by Trustee Saltzman. We had a letter from Tim Foster from the CCHE in September, 2003, that basically advised the Board, “Despite the delegation of fiduciary responsibilities to a co-fiduciary the governing boards retain the ultimate fiduciary responsibility.” Based on that Trustee Saltzman has asked Vice President Mansheim to get a report to the Board on where we stand on these optional retirement plans, what they consist of, how they operate. The state auditor had done an examination of these retirement plans and felt that these plans were reflecting very low returns and higher administrative costs and it also at this point he wanted the Board to appoint one member to participate with CCHE and the Auditor’s Office in these discussions as they will present to the legislature. Trustee Ford asked if the gifts donation column is run through the Foundation or is it separate. Vice President Bill Mansheim will research this and respond to the board at a later date.

It was also asked as to the status of the audit from last June 03? Vice President Mansheim indicated that the state auditor’s office contracts for the auditing firm which was Wall, Smith and Bateman for ASC’s audit. They then submit that to the State Auditor’s Office. From his understanding they have just finished Western’s and Mesa’s and they are still working on ours. Basically there is one individual in the State Auditor’s Office that does all of the audits for higher education. ASC’s audit still has to go before the Legislative Audit Committee and they have to approve it before we can release it. We did get permission to give a preliminary to our Bond Amendment writer and our Bond Council so that we can move forward with our bonds. Trustee Saltzman feels that as a Board we should have timelier reporting for the Audit Reports. Per Vice President Mansheim the delays seems to be due to the workload in the State Auditor’s Office with only one staff person assigned to higher education. Trustee Cavanaugh recommended that what ever we do we should probably speak with one voice with some of the rest of the higher education on this and not go it alone in finding out what if anything can be done to get the turnaround time on the audits reduced.

**VI. Reports**

a. **Student Trustee**: Dustin Richardson presented: At the Jan 24th Colorado Student association board meeting, AS&F took a pro stance on the COF bill and now with the information I’ve been presented with we weren’t brought into light the fact that the governor would be able to set tuition. That is something that dramatically changes my view of the bill. So I will be taking this back to AS&F and we will be rethinking our position to state to the Colorado Student Association.
b. Associated Students and Faculty: Dustin Richardson presented the AS&F report for AS&F President Opeyemi Daramola. AS&F recently made new Senate appointments for spring 2004; Jandalynn Stelter was appointed as Senator-at-Large and Adrian Aguirre Jurado was appointed to be a Justice. We have a new club on campus called the Native Unity Club which was passed at our last meeting Jan 29th. We recently had a Club Fair on Jan 27th from 11-1pm. Each club gained around 3 new members which is really good for the clubs. Tonight in the community, the Chamber of Commerce Silent Auction which is their big fund raiser AS&F and the clubs on campus participated. AS&F made story boards and oversaw what the other clubs did for the auction. Upcoming events are Casino Night March 4th sponsored by Program Council in a association with all the other campus clubs. Our AS&F elections for next year’s Executive Board and Senate will be on April 1st and 2nd. Our annual budget hearings which are where the clubs come and ask us for money are scheduled for April 8th. The week after annual budget hearings the departments who have money allocated through student fees will report to the AS&F Senate. That is due to a new addition to our constitution last year which states that AS&F wants to know what the clubs are doing w/ the student fees monies.

c. Professional Administrative Staff Council: Ken Marquez presented the PASC Report. Revisions to the handbook have been given to the Cabinet for approval. PSAC initiated a recycling project for newspapers and copy papers. Institutional Advancement has a college advantage program a.k.a. Paid-Partners Advancing Valley Education, per info provided by Tammy Lopez, “The idea is to sponsor community events to encourage high school students, particularly 1st generation, to consider college. They are seeking sponsors and partners to make the event more attractive and community orientated. These events will take place during the week of April 5th in Sanford, Alamosa and Monte Vista. They are working with a lot of high schools, BOCES to help identify those students we can market this to.” Financial Aid night will occur on Feb 24th that will involve lenders, letting high school students know how to get the more for their money. Admission has set March 2nd, 2004 as their annual 1-day Bus Tour. This year’s tour will include, in addition to students coming down from Denver, Colorado Springs and Pueblo, an additional tour of students up from New Mexico from Albuquerque, Santa Fe, Espanola and Taos for an ASC tour. On Feb 27th the Academic Awards Banquet will be held for those students that have a 3.5 GPA or higher will be recognized from the fall semester.

d. Classified Employees Council: none

e. Faculty Senate: none

f. Adams State College Foundation: Presented by Tim Walters - There is a new member, Ray Kogovsek who is an ASC Alum and was a US Representative.

g. Chairman’s Report: Presented by Tim Walters – Presidential Candidates interviews are continuing. Chairman Lamm before departing the meeting reminded those involved
of the conference calls schedule for Monday (2/9) at 8am and Thursday (2/12) at 7am with the 2nd group.

**h. Presidential Search Report** – See Chairman’s Report

**i. President’s Report:** Interim President Halgren reported that ASC received a $71,000+ grant from CCHE associated with the “No Child Left Behind” Act of 2001. Items presented to the Board included a Talking Points document and a Presidential Message. Interim President Halgren thought these items might be helpful to the Trustees, as they start the preparation for the confirmation hearings in April and then secondly as they are out and about talking with people about this institution he thought it would help give some needed baseline information.

**j. CCHE:** Interim President Lee Halgren reported that the commission met on Jan 9th. The commission had a chance to hear from Vice President Bill Mansheim and talked about our financials together with a representative from Metro State. Vice President Mansheim was able to answer most of the question from the Commission. It was a good experience for Adams State. The Commission also reviewed the quality indicators system report; the relationship of retention and graduation figures and looked at how those could be worked on with in the state as a state public policy issue. The commission was reminded that they passed the new ACT core requirements for high schools. This could be a very initial and important step in the preparation of K-12 students as they come in and therefore that will also help our retention/graduation. The Commission formally accepted the BSN degree for the college.

**k. Legislative Report:** none

**l. Financial Report Follow-up:** see Information Report item #F above.

**m. Trustee comments:** Chairman Lamm express her gratitude to Kat Olance, James Trujillo and Interim President Halgren for their work in pulling together the Board meeting despite the short notice of changing from a Denver location to Alamosa as well as the coordination of the intertwining schedules of the Presidential Candidate interviews in combination with the Board Meeting.

**VII. Adjournment** – There being no further business, the meeting adjourned at 12:30 p.m.