The Trustees for Adams State College reconvened the regular session on Friday, March 12, 2004 in the College Center at Adams State College. Chairman Lamm called the meeting to order at 10:15 a.m.

I. Roll Call

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

Board of Trustees

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

ASC Staff, Student and Others

Interim President Halgren Rebecca Calhoun (AS&F)
Kat Olance Aaron Ford (Student Ambassadors)
Provost Svaldi Paul S. Newman
Assistant Provost Sanchez Julia Schwarz (AS&F)
Assistant Provost Novotny
Vice President Mansheim John Tyler
Jeci Haley (AS&F) Ted McNeilsmith
Andrew Ward (AS&F) Dave Newmyer
Philip Lopez (student) Jenny Cooper (Foundation)
Heather Heersink Brent Ybarrondo
Tracy Rogers Ope Daramola (AS&F)
Tim Greene (DCPP) Rodney Martinez (CEC)

II. Approval of the Agenda

The agenda was approved with the amendment of the following Action Items: E – Early Retirement, F-Terms of Appointment, G – Multi-Year Contracts, H - Honorary

Board of Trustees
Degree and under Agenda Items by Consent the addition of Delegation of Authority. The motion was moved by Trustee Ford and seconded by Trustee Eck and passed.

III. Public Comment

Julie Schwartz – Winner of the Rocky Mountain Theatre Association Acting Competition: Paul Newman from the Theatre Department – Before introducing the feature student Dr. Newman wanted to acknowledge the role the new theatre building has had on their program. The new building was started in 1999. The classes of 2003 and 2004 represent a significant increase in the number and quality of students. The old program review noted that they had 12 majors on average over the previous 4 or 5 years. They are now reporting 35 majors on campus. They are currently looking at 14 high school students and 3 transfer students with a possible freshman class of 14 next year. One student, Cassie Bowler, has been confirmed to study Shakespeare at Exeter College in England.

Adams State College belongs to a 5-state regional organization comprising the states of MT ID, WY, UT and CO called the Rocky Mountain Theatre Association. This is a group of community and high-school theatre groups, but mostly 4-year liberal arts colleges and universities as well as two-year colleges. This year’s competition was held at Mesa State. ASC has been able to have students at the competition for the last 5 years because of the quality of students and the increased numbers of theatre majors we were able to take 1st place in the acting competition 3 out of the last 5 years. This is competing against colleges such as Metro, Mesa, UNC, CSU and USU in Utah. Also, for the 1st time one of ASC’s students (Tony Buckley) won the Design Competition and because of that was offered an internship to the Denver Center for the Performing Arts this summer.

Dr. Newman then introduced, for the class of 2004, Julia Schwarz who was the winner of this year’s Rocky Mountain Theatre Association’s Acting Competition:

Julia Schwarz stated that this competition is like the RMAC competition. It’s huge. Students condition for it all year. Ms. Schwarz competed for the past 3 years and getting into the finals. The competition gives each student a 3-minute time slot where you do a monologue and a scene with a partner. The talent was incredible both from the competing schools as well as ASC. Tony Buckley designed the set for Ms. Schwarz’s senior thesis show. It was his design for the show that won the Design Competition. Ms. Schwarz expressed what an honor it was to receive the award and the training from ASC that helped her receive this honor.

Provost Svaldi commented that you don’t get those kinds of students and performances without fine faculty. Dr. Taylor, Newman and Harper are among the college’s very best.
IV. Action Items

A. Approval of Agenda

i. Approval of Minutes

Trustee Ford moved that the February 6, 2004 minutes be approved. Motion seconded by Trustee Eck and passed.

ii. Personnel Action and Information Items

Trustee Ford moved that the personnel action items be approved. The motion was seconded by Trustee Eck and passed.

iii. Delegation of Authority

Trustee Ford moved to amend the Board of Trustees Policy Manual regarding Delegation of Authority be approved. Motion seconded by Trustee Eck and passed.

B. Reorganization – David Svaldi

Provost Svaldi presented the academic reorganization plan. At last month’s BOT meeting this was an Info Item; it is now being presented for the Board’s endorsement. The past month’s review was provided to give staff and faculty the opportunity to read and think about the reorganization as well as giving the campus the opportunity to talk with Dr. Svaldi. Dr. Svaldi indicated that this overall change isn’t for all time or chiseled in stone but it is to send a message that these decisions have been made and we need to move forward. Dr. Svaldi did receive a document from Dr. Grantham that summarizes the approaches to the Summer, Evening and Weekend Colleges. Dr. Svaldi volunteered that he could do a report on those items at a later Board meeting. Trustee Scoggin moved to endorse the Academic Reorganization as presented. The motion was seconded by Trustee Walters and passed.

C. Poster Policy - Lee Halgren

Beginning late September AS&F sent to the President’s Office a suggested revision of the Poster Policy for ASC. After reviewing that policy and
incorporating their suggestions Dr. Halgren thought it of significant enough of an issue to bring to the Board. Dr. Halgren wanted the Board to be fully informed about some of the issues embedded in the Poster Policy. Based on the initial discussion several meetings ago Dr. Halgren solicited input from the campus community and in working with the Attorney General’s office a suggested alternative to the AS&F endorsed policy was prepared. That policy is in the agenda. It has also been sent out widely to the campus community and particularly to the people involved with the initial poster policy. It is now before the Board today for discussion and possible action.

AS&F President Ope Daramola made five suggestions to the presented policy:

1\textsuperscript{st} suggestion - Kiosk – that the college needs to have a minimum of 3 on different high-traffic areas as a student’s schedule will usually restrict them to particular parts of the campus. The 3 areas are the: between ES and the College Center, between College Center and Coronado Hall, and at the sidewalk intersection between the School of Business, Richardson Hall and Science Building. 2\textsuperscript{nd} suggestion – semester-long posters. Asked that the poster policy be looked at to allow for semester-long posters. 3\textsuperscript{rd} suggestion – time duration and restriction. That people should be able to put up their posters anytime before the event but as soon as the event expires it should be taken down. 4\textsuperscript{th} – Definition of “college-sponsored event” is not clear. Need a better definition as even students came up with different definitions. 5\textsuperscript{th} – Banner section – the draft implies banners may only be hung outside of the College center. They would like the banner display area inside the college center created by Gary Jones to be accessible to student organizations.

Interim President Halgren will solicit the Boards review on these items and the policy and bring before the Board at the May meeting for discussion and possible action.

D. Retroactive Pay Increase – Bill Mansheim

Vice President Mansheim indicated that we probably need to move this agenda item out of the Action area into a Discussion item. It’s probably premature to make any kind of a decision at this time. While this has to do with money, this really has more to do with people and what we value. Heading into next year because of the total compensation survey was approved and part of the figure setting of department of personnel we will be required to give our classified staff on average a 3% cost-of-living increase across the board that is an unfunded mandate and the cost associated with that for classified staff is approximately $150,000. When VP Mansheim said “unfunded mandate” he felt one of the important words there was the word mandate and that we need to think about these cost-of-living increases as cost of doing business. In the past we have had our employees sacrifice. To put it in the terms of Senator Owen and
Representative Young...we have balanced the budget of ASC at the expense of our own employees which he thought is our most important resource. What came out of the Joint Budget committee this week with the $460,000 cut we are looking at which may or may not come to fruition. It’s difficult to move forward and make a decision on this. We have had a lot of conversation on campus with the Budget Committee, Provost Council and with Cabinet he thought we need to have more campus discussion and provide the Board with more information and see how the dust settles on the budget process before we can come forward with anything solid for a recommendation. Several issues that Georgia Grantham brought up on the Extended Studies side. VP Mansheim asked the Board to reference Item III of the handout which talks about exemplary performance pay for faculty positions an additional 2% base-building award grant and deny faculty. One of those faculty members, Peter Fisher who is has been an exemplary employee two years in a row is on sabbatical now but more then likely will not return. Pay freezes are effecting academic staffing quality, you get into the situation of compression and inversion. It is going to be a fiscal impact. There may because of the 3% it’s the same thing as saying we got a $406,000 cut plus a $150,000 cut because it’s an unfunded mandate. However if we offer that and give that to our classified staff we have to in my opinion we have to make a commitment to our faculty and exempt staff. Cost-of-living increases are out of our control, we can’t tell the world to not increase the cost of things just because we don’t have the funds in our budget to compensate our employees. VP Mansheim felt that this is the position we need to take.

Chairman Lamm asked if Vice President Mansheim could come back in a couple of months with perhaps a different proposal that can be presented that might include bonus situations and/or performance pay. Some have suggested it might be more properly done in those regards. The Board are also interested in more specific examples of compression. The Board, under the direction of the new President, are very, very committed to getting more money into this institution in many, many different ways because we are very aware that we need to address this problem.

Trustee Walters stated that the BOT has been pre-occupied with the establishing new Board and the search and hiring of the new President. Now that those are being put to bed Trustee Walters thinks this is now a priority for the Board to try and find these funds. There are two things this institution can not do without, students and faculty. Trustee Eck expressed her thanks for the presentation and the very compelling way in which he presented it. You have been heard and it will be addressed.

Vice President Mansheim stated that the Dept Chairs and Assistant Provost Novotny have compiled some information regarding the inversion and compression issues on the faculty side. Hopefully by the May meeting things will be much clearer.
E. Terms of Appointment and Conditions of Employment for College President’s, Section 7.4 of the ASC Trustee Policy Manual – Kathleen Eck

Trustee Eck made a motion to delete section 7.4 of the Adams State College Board of Trustees Policy Manual which would provide the Board the opportunity to further discuss and revise the section in accordance with the actions we are about to take relative to the new President. This section is titled “Terms of Appointment and Conditions of Employment for College President’s.” There are several references in this policy to the Offices of State College’s and other references that don’t conform to the current situation that ASC is in. The motion was seconded by Trustee Saltzman and passed.

F. Multi-Year Contract for President Richard A. Wueste – LeRoy Salazar

Salazar moved that we adopt a multi-year contract for President Richard A. Wueste in compliance with Colorado law due to the prevailing market conditions and competitive employment practices in other states. The motion was seconded by Trustee Ford and passed.

G. Early Separation – Heather Heersink

Heather Heersink stated that the Joint Budget Committee recommended a reduction to ASC general fund of around $460,000. Adopting a voluntary early separation plan would minimize the impact of that reduction. The plan offered this year was very effective. Most employees that signed the plan got a payout of about 25% of their annual salary. This resulted in an average savings per employee to ASC of $22,000 savings in the 1st year. We recommend the Board approve offering the same plan for 2005 with the agreement that all separations take effect by June 30, 2005 to ensure that we realize savings in this fiscal year.

Chairman Lamm asked why not do this on an on-going basis? Ms. Heersink stated that The State controller won’t approve it on an on-going basis unless there is a fiscal emergency. Trustee Saltzman asked if the numbers on this proposal the same as the last time? Vice President Mansheim and Ms. Heersink responded that the results will be different but the plan is the same.

Trustee Ford moved to approve the Voluntary Early Separation Plan using a separation date on or before June 30, 2005. The motion was seconded by Trustee Saltzman and passed.
H. Honorary Degree – Chairman Lamm

Chairman Lamm presented a proposal to grant a honorary degree to Ray Baker at the May 2004 commencement. Trustee Walters provided some history regarding Mr. Baker: Mr. Baker attended ASC for 2 yrs., he is currently the Acting Executive Director and Chairman for CCHE, He has become a very successful businessman, he works hard for higher education and has always done his best of ASC. Trustee Saltzman added that Mr. Baker’s involvement with the Gold Crown Foundation has generated millions of dollars for Colorado in creating ball fields and gymnasiums to help underprivileged kids to get involved in sports. Ray also heads up the baseball stadium commission where the Rockies play, he is also, on the committee for building the new Broncos stadium. He has been very successful in business but in giving back to the community. Chairman Lamm has been working with Mr. Baker to bring the Executive Director for the Gates Foundation on to the ASC campus. Chairman Lamm and Trustee Walters agreed to convey the offer to Mr. Baker.

Trustee Eck moved to approve the conveyance of a honorary degree to Ray Baker. The motion was seconded by Trustee Walters and passed.

V. Information Items

A. Board Fiduciary Responsibilities – Tim Green

Mr. Green, Associate Vice President for Retirement Plan Administration, congratulated ASC for being the 1st board in Colorado (that he is aware of) to ask the questions of their fiduciary responsibilities. To provide some history; optional retirement plan is basically a plan separate from the Public Employee Retirement Association (PERA). It’s a plan that the legislature studied 1988-1990 that allowed governing boards for higher education to establish optional retirement plans. Defined Contribution Pension Plans (DCPP) are for faculty and administrative staff only (not for classified employees or part-time/per credit hour faculty). There are fewer reports and fiduciary responsibilities to follow under this legislature.

In the original legislation there were only 2 requirements of Boards in establishing ORPs (Optional Retirement Plans) Administration. The first requirement was to – provide administration of the retirement plans. The second requirement was that they - designate companies that optional retirement plans should be purchased.

Most of the original retirement bill trying to make certain that those eligible for the PERA plan had the option to go into PERA. Very little time was spent on the fiduciary responsibility. That changed in 2002 after an audit/review that was conducted by the State Auditors office that pointed out that the original legislation was weak in terms of fiduciary responsibilities. All the college’s met with CCHE
staff and the Attorney General’s Office and the State Auditor’s Office and developed a language that is in the legislation that passed this year House Bill 4.107.

Meyer – On page 3 of your handout regarding the House Bill it talks about having to draft a implementation plan.  What are our responsibilities?

Mr. Green indicated that the BOT has 4 main responsibilities:  1. participants in the plan have to have access investment opportunities that have a wide range of risk.  In this plan we have 3 fund sponsors - TIA-CREF, AIG Valic and Fidelity. Each of the fund sponsors have a range of 13-65 different funds. 2. Implementation plan – we need to document everything we are doing.  3, Periodic review is an area that needs some work to determine if the fees are appropriate that the rates of return are appropriate, etc.  4. Periodic review of the financial viability of combining the ORP with other governing board plans.  The bill goes into effect Aug 4, 2004, it was signed by Governor Owen on Feb 20th, 2004.

Trustee Saltzman asked what is the status on the situation noted by Tim Foster regarding the State Auditor’s report of the ORPs which reflects very low returns and somewhat high administrative costs?  Mr. Green responded that the low-returns were universal across the country in 2000-2002.  Fee structure varies with the amount of service provided.  CREF and Fidelity have relatively low fees (around .25% points), AIG Valic is a little higher around 1%.

Trustee Saltzman asked, have we ever gotten reports on these plan operate relative to returns and costs?  Mr. Green responded; No you haven’t but yes, under the new legislation it is required that you get that report.

Trustee Saltzman inquired how are the employees instructed when they enroll in these plans? How do we assist them in the process of selecting a plan other than giving them a brochure?  How do we help them make good choices for their families?  Mrs. Rogers and Mr. Green answered that each of the 3 companies provide information to the new employee via the information handed about by the college’s Human Resources office.  They have 30 days to choose.  The packet also includes a ph# that they can call the companies to get additional information. The selection by ASC of these 3 companies that we have in our plan were chosen because they are good companies to invest with.  That we, the administration, have already provided that these are good, dependable companies that are also well known across the country (which was a consideration in selecting these fund sponsors to provide the employees mobility). They also have the opportunity to switch to another company during the open enrollment period.  Trustee Saltzman expressed that everyone has different risk parameters, different investment needs and different retirement needs we should be giving them a program that says here are the differences and here are
things you should consider when you choose a product for investment. We aren’t giving them investment advice.

Mr. Green, Mrs. Rogers and Trustee Saltzman will continue this discussion to make sure that the Board, as fiduciaries, that we are filling our role to the employees in helping them to make to make good decisions on their retirement plans.

B. Low-Enrollment – Dave Svaldi

Moved to May BOT meeting

C. QIS Response to CCHE – Dave Svaldi

Moved to May BOT meeting

VI. Reports

A. Student Trustee – Trustee Dustin Richardson

No Report

B. Associated Students and Faculty - Ope Daramola

Casino Nite was held last night with 300 + students participating. Elections will be held April 1st and 2nd. April 13th they will be hosting a Faculty Banquet Awards ceremony. Annual Budget Hearings will be held in April.

C. Professional Administrative Staff Council – Gary Jones

Marketing Campaign for recycling; looking at getting a buy-in to get more participation, no cost campaign. Working on the Handbook revisions, done May/June timeframe. Computing Services had an independent contractor come to campus to assess their current technology setup and the presentation will be next Wednesday. Financial Aid had a successful dinner for SLV parents and students, had about 100 attend. Trio-Day was held on Feb 26th was very successful and enjoyable. We are surveying the students for Food-Court remodel. Sodexo is going to provide $175,000 for the remodel. Architectural Engineering firm had been retained for the College Center Roof Contract and the Rex Center. Institutional Advancement is in the planning for a black tie event for May 1st to raise money for our matching funds portion of Title V.

E. Classified Employees Council - Rodney Martinez
General meeting will be held on April 15th that will also include a ice cream social for welcome our new employees. A Valentine Auction was held on Feb 13th luncheon. Made about $700 that we will use for the scholarship funds which currently has an estimated balance of $38,000 (we get matching funds from the Foundation) that goes to children, spouses and employees of ASC. Looking at revising the bylaws to look at raising those amounts of the scholarship dollars. We currently have $700 for children, $300 for spouse and $100 for employees. We are trying to get that to $1000, $700 and $200. During the general meeting we will be voting in new members to CEC. Working on revamping the CEC website, including some adding some history information, current activities listing as well as information regarding Council members.

F. Faculty Senate – Guy Farish

No Report

F. Adams State College Foundation – Jenny Cooper

Working on revising the Foundation bylaws, the last revisions were made in 1989. The Foundation Board is now going to be meeting 6 times a year instead of 4 since they have so much to do. A sub-group of the Foundation board will present the revisions to the full board on March 30th. We have created category of Directors that we will probably call Honorary Directors for allowing the identification of high-profile people to represent ASC in their communities on the Front Range, etc. without the onus of having to attend every board meeting. The bylaws have a provision for donor recognition though nothing has been done about it to this point. We want to have a mechanism to thank those people that made contributions to the ASC and to encourage that behavior in the future. The Foundation is looking at/ in conjunction with the ASC Alumni Association and the ASC Athletic Association in having a donor recognition dinner late in August after school is in session. We are also looking at increasing the # of working board members, those that meet every other month; we have had a problem with attendance. We want to identify some people in the valley to join us. A tactful way of handling this we are going to restate our attendance policy and offer current board members to become emeritus, to give them emeritus board standing. We need to develop a core group of people that are going to attend. Lori Laske is going to start attending our meetings in a continued effort to bring the combined groups together (Alumni, Athletic and Foundation).

G. Chairman’s Report – Chairman Lamm

Trustee Lamm wanted to express her thanks to Kat and James in putting together the Board meeting. Chairman Lamm also wanted to make a public thank you to three distinguished employees that are retiring: Phil Jaramillo, Joe Kolupke and Charles Boyer. She expressed her thanks for all the work they have done for ASC and the students they have touched. Chairman Lamm was
wanted to express again a very special thanks to Lee Halgren – He has been such an incredible gift to ASC.

H. President’s Report – Interim President Halgren

Interim President Halgren discussed some of the seeds that are beginning to germinate that center around our Regional Education Provider efforts: On Feb 24th the Financial Aid office sponsored a workshop with participants from Colorado Mentor, Colorado Student Loan, Trinidad State Junior College and ASC. It was an attempt to reach out to the valley community to say we care at ASC about your potential for post-secondary education.

On April 5, 6 and 7th - We will have sown some other seeds. Partners Advancing Valley Education – the attempt is to increase participation in post-secondary education in the San Luis Valley. This is a significant piece of what it means to be a regional education provider. We will also be hosting a Monte Vista Day on campus where students from Monte Vista will come on campus, they will get personalized attention to emphasize ASC’s value of adding strength to young people’s lives.

He expressed his thanks to the BOT for their support. He thanked them for being quick learners and quick supporters of ASC. It's a tribute to the Board that we went through what could have been a very difficult process of selecting a new President; without the hassles seen at other colleges and universities. You should feel very, very proud of that. Your willingness to listen and communicate and evaluate has been so important and appreciated. I hope that sense of trust and communication will be given to President Wueste, it’s so essential.

You are a very special group of people and the institution is very, very special. It’s an institution that needs guidance, it needs leadership and that’s your role and the role of the new president. I can tell you that this institution is made of good values and good people. It will need your gentle guidance and support of the new leadership and your support of the faculty and staff. Adams State College is positioned to be something very, very special it just needs your support and guidance.

I. CCHE – Interim President Halgren

No Report

J. Legislative Report – Jake Zambrano

No report

K. Financial Report Follow-up – Bill Mansheim

No Report
L. Comments:

**Trustee Award** - Trustee Scoggin presented an award on behalf of the Board of Trustees to Trustee Vickie Ford for being the person that is out in front, getting things done and taking risks, doing the unexpected. Trustee Ford was given a baton.

**Personnel Handbook** - Chairman Lamm asked Brent Ybarrondo, Department Chair for the Geology and Earth Sciences Department to present a report on the Personnel Handbook. Dr. Ybarrondo discussed that they are working on the revisions on the Personnel Handbook beginning with the evaluation process and will be taking it to the Provost Council to discuss at that level. We hope to complete before the beginning of next school year.

Dr. Ybarrondo also spoke about the Sciences work on the Low-Demand program; given that you have approved the restructuring the former Dept of Geology has joined the Biology Department, we are now the Dept of Biology and Earth Sciences. We elected that name because “sciences” is a more inclusive umbrella. While we retain a mainstream Geology degree we are developing a couple of additional degree plans that are targeted towards developing areas as far as jobs using GIS (Global Information Systems) info systems. We have 40% of our graduates are in what we call Wildlife and Natural Resources type careers. We are looking to develop 2 degree plans that will involve GIS. We routinely place students as interns or volunteers or in paid positions with area resources agencies and those positions in many cases have turned into full-time positions. The feedback we are getting that there are positions that require competence in GIS and they have come to realize that projects that they have underway in terms of managing resources now need to use that technology. We are realizing that that is a developing need and perhaps we can attract some students. SLV GIS Authority – they are a clearing house for various agencies that are using GIS in the region including Water Users Association. They have been very useful in letting us know what skills those agencies are looking for and that will help us to design those degree programs. The schedules for 2004-2005 are already established so we are looking at a implementation of Fall 2005.

Dr. Ybarrondo informed the Board that the college was successful in competing for a donation of a geological museum from Ed Ryan, who is a retired geology professor. During his first 20 years of retirement he assembled a Geology Museum collection. During Mr. Ryan’s search for an institution to donate his collection to he looked at 12 institutions within Colorado. Rob Benson and I met with his children; they came down to the campus. Mr. Ryan elected to make the donation to ASC. We have a couple of rooms that we can renovate to house the collection. The Ryan’s will be coming on campus in Sept to have an opening ceremony. We would like to invite the BOT attend that opening ceremony. The collection was appraised 10yrs ago at a value of $140,000; it is now twice as big.
as it was then. The museum will be named the Ryan Geological Museum. We will also be inviting to the Opening Ceremony the campus community, K-12 Science teachers as well as various Alamosa community. We will be using this as a spot-light for the new program.

**VII. Adjournment** – There being no further business, the meeting adjourned at 11:50 p.m.