MINUTES
ADAMS STATE COLLEGE BOARD OF TRUSTEES
FRIDAY, SEPTEMBER 5, 2003
ADAMS STATE COLLEGE
ALAMOSA CO

The Trustees of Adams State College convened in regular session on Friday, September 5, 2003 in the College Center at Adams State College. Chairman Lamm called the meeting to order at 11:10 a.m.

OATH OF OFFICE: Patti Wilson administered the oath of office to the Trustees who were present. Chairman Lamm announced that Trustee Saltzman is excused as he is out of the country.

I. ROLL CALL

Board of Trustees

Chairman Lamm
Trustee Walters
Trustee Cavanaugh
Trustee Eck
Trustee Ford
Trustee Rodriguez
Trustee Salazar
Trustee Scoggin
Faculty Trustee Nehring
Student Trustee Richardson

ASC Staff, Students and Others

Interim President Halgren Gary Jones
Patti Wilson Rodney Martinez
Provost Svaldi Richard Scanga
Vice President Mansheim Tracy Rogers
Assistant Provost Sanchez Heather Heersink
Guy Farish Matt Gallegos
Linda Reid Opeyemi Daramola
Kim Kelso Jeri Haley
Susan Varhely Philip Lopez
Margaret Doell Michael Cooper
Mike Durnam Darlene Clayton
John Sleeman Mikayla Pickett
Dave Harmon Andrew Ward
II.  APPROVAL OF AGENDA

The agenda was approved with the addition of Information Item 5e, Enrollment Report by Frank Sanchez and Matt Gallegos.

III.  PUBLIC COMMENT

None.

IV.  ACTION ITEMS

A.  Approval of Minutes: Trustee Eck moved that the July 7 & 8, 2003 minutes be approved. Motion seconded by Trustee Walters and passed unanimously.

B.  Personnel Action Items: Interim President Halgren explained that the approval of personnel action items is a requirement of the Board and they, along with the information items, are a normal part of the agenda. Trustee Ford moved that the personnel items be approved. Motion seconded by Trustee Scoggin and passed unanimously.

C.  Facilities Master Plan: Vice President Mansheim presented the Facility Master Plan. This document is required by state statute and is used as a planning document for capital construction and controlled maintenance projects. It requires approval by the Colorado Commission on Higher Education. Approval was requested to hire a firm to assist with development of the plan. Trustee Salazar moved, seconded by Trustee Eck, that Adams State College retain a qualified firm and that the cost not exceed $50,000. Interim President Halgren mentioned that the list of projects was prioritized based on the recommendation from the former board of the state colleges. The current Board will more than likely be asked to reevaluate the priorities later on in the year so that priorities will correlate with institutional and Board priorities.

Chairman Lamm reaffirmed that the motion had been made and seconded to accept the staff recommendation to retain a firm not to exceed $50,000. Motion passed unanimously.

D.  Redesign of ASC College Seal: Julie Waechter, Director of External Affairs presented three designs for a Trustee seal.

Trustee Walters moved that based, upon approval of the Board, the issue of approval of the final seal is delegated to the college community. Motion seconded by Trustee Rodriguez and passed unanimously.
E. **Approval of 2003-2004 Board Meeting Dates**: This item was put on the agenda to reaffirm the three meetings in Denver. Trustee Walters expressed concern about having three consecutive sessions away from the college campus. Chairman Lamm stated that the purpose for meetings in Denver was to meet with the legislature. Following discussion, Trustee Salazar moved to have a January and February meeting in Denver, the March meeting at Adams State and the April meeting moved forward to allow the Board to be at the legislative meetings during final deliberations.

Trustee Walters amended the motion to change the January meeting to a legislative retreat rather than a Board meeting. Trustee Ford seconded the motion as amended. Trustee Scoggin proposed a May meeting at the college rather than June so the Board could participate fully in the graduation exercises.

Trustee Salazar amended the motion by summarizing that the retreat would be held in January, the April meeting would be moved up and the June meeting would be changed to May so the Board could participate in the graduation ceremony. Faculty Trustee Nehring suggested having the January retreat prior to the start of classes.

The Board agreed that the October and December meeting would be in Alamosa, the January retreat in Denver prior to the beginning of ASC classes, February in Denver on the originally proposed date, March at a later date in Alamosa, April would be moved up for meeting in Denver and May would be in Alamosa.

The motion to approve the calendar was tabled until specific dates were obtained.

F. **Presidential Search Firm**: Mr. James Ferrere from Academic Search Consultant Services was invited by the Board to present a proposed presidential search plan. Following the presentation, the Board had a discussion on the pros and cons of hiring a search firm, which included a discussion on costs, budget and timeline. Trustee Ford moved that Academic Search be hired to pursue a search for the presidency. Motion seconded and passed unanimously.

IV. **DISCUSSION/INFORMATION ITEMS**

A. **Early Separation Incentive Plan Update**: Vice President Mansheim gave an update indicating that the early retirement incentive plan was approved by the state controller’s office and has been forwarded to the governor’s office for approval.
B. **Historical Designation Update:** Four proposals are forthcoming for state historical funds/structural assessment grants. They include the President’s house, Casa del Sol, the four-plex, and radio station and public safety building. The grant application for state historical renovation funds will be submitted in April.

C. **Out of State/Country Report:** Interim President Halgren reported on behalf of Provost Svaldi that this report is an annual requirement of CCHE. The significant parts of the report are the number of courses offered out-of-state/out-of-country and the impact on Adams State’s visibility.

D. **Off-Campus State Funded Report:** This summary report is also for CCHE and shows the diversity and extent of offerings that Adams State College offers off-campus.

E. **Enrollment Report:** Assistant Provost Sanchez distributed an enrollment report. Matt Gallegos will head up a task force that will focus on recruitment strategies and finding ways to incorporate the academic community in recruitment. Julie Waechter will focus on the marketing aspect, and Assistant Provost Sanchez will focus on retention. Other goals are to focus on Valley enrollment, and to streamline the financial aid and registration processes.

Matt Gallegos, Director of Admissions reported that applicant numbers are higher than they have been the last few years. This is positive in light of the adverse impact that may have come from the publicity coming from the JBC and the budget crunch. Later campaigns in the Colorado Springs and Pueblo area due to budget concerns and cuts may have affected enrollment. Every effort is being made to bring the yield up by meeting the needs of students, connecting with them once they are on campus, and leveraging financial aid and scholarship awards. Other goals of the Admissions Office are to continue building a relationship with TSJC for transfer students and to maintain persistence levels. Persistence and retention strategies will be presented at the next Board meeting. Chairman Lamm expressed thanks to Matt Gallegos and Assistant Provost Sanchez for their efforts.

IV. REPORTS TO THE BOARD

A. **Chairman’s Report:**

None.
B. **President’s Report:** Interim President Halgren gave a brief update on meetings he has had with the school superintendents and district administrators in nine out of 14 districts. Keeping those relationships open and viable is extremely important.

ASC is in the process of implementing a regional education provider mission. The next major step is the creation of regional advisory Boards to the campus to help in the assessment of educational needs. The Board will continue to be updated.

The organizational chart with names attached to positions has been provided at the request of Trustee Walters.

Interim President Halgren thanked the Board for their interaction on the issue of commencement speaker. He asked that names be forwarded to him within the next week, as he would like to get speakers in place for spring and fall 2004.

Chapter 7 of the Trustee Policy Manual was distributed to the Board earlier, and Interim President Halgren asked that the Board provide feedback as soon as possible on areas that might need revisions before the search process begins. Reactions should be given to Interim President Halgren or John Sleeman.

Interim President Halgren emphasized the importance of the relationship between the Board, the College and the President’s Office. He encouraged the Board to let him or Patti know what is working and what is not in terms of communication.

C. **Colorado Commission on Higher Education:** Trustee Ford reported on the CCHE conference she and Chairman Lamm attended at Denver University. The main topic was integrating Pre-K through 12 into higher education. The waste of the senior year was one of the issues. This is an area that the college can assist the public schools with by continuing to offer classes to seniors during their last year.

Chairman Lamm added that there was discussion on financial reporting. The information Vice President Mansheim provided to the Board has been very beneficial.

D. **Student Trustee**

None.

E. **AS&F:** Mikayla Pickett reported on behalf of AS&F Senate President
Ope Daramola. The atmosphere on campus is very positive this year and the student body as a whole is much more confident that ASC is solid and not in danger of closing as had been feared last year. The recent convocation was very successful. The activity fair had over 45 businesses, organizations, and clubs participating. The most important goal this year is to get students involved so that they stay at Adams State. Future plans for AS&F Senate include organizing for homecoming activities, freshmen elections and approval of two clubs, Circle K and a climbing club. The Board was welcomed and thanked for their work.

F. Faculty Senate: Senate President Farish thanked the Board for the opportunity to address them. He invited the Board to visit classes when they are on campus and to join in the various debates/discussions that are held. Appreciation was expressed for the hiring of a search firm for the presidential search and for the involvement in the process that has been extended to faculty, staff and the SLV community. The Board was invited to attend the campus forums that will be held to talk about presidential qualifications and recommendations. Salaries are an issue for faculty as this is the second year without an increase and health care costs continue to increase. Tenure and evaluation process are concerns with the integration of the Handbooks. Questions are who will perform evaluations now that the dean positions have been eliminated? The early separation agreement has raised concerns about how highest average salary will be determined and the timeline for getting the process started. PERA has stated that it may take 2-3 months to complete the process and the concern for those who have started the process is that the incentive is stalled in the Governor’s office. Any help the Board can give in this area would be appreciated.

The Board was complimented on the decision to be on campus for graduation in May.

Senate President Farish is looking forward to working together towards making this a better place.

G. PASC: Gary Jones, Director of the College Center explained that the Professional Administrative Staff Council represents the non-faculty/non-classified areas on campus. He requested to be on the agenda at the October Board meeting for approval of PASC’S constitution. The group has not met formally, but they do have items they would like to present. They would also like to be involved in the development of the institutional handbook and the presidential search and look forward to being involved with all constituencies on campus to make ASC the best it can be.

H. Classified Staff Council: Rodney Martinez gave a history of the Council. Their goals include fundraisers for scholarships for spouses and children
of classified employees at Adams State. Their concerns are similar to the other campus constituencies and they would also like to be included in the development of the handbook and the presidential search.

I. **Trustee Comments**: Trustee Walters asked that the following items be added as a discussion item at the next Board meeting.

a. 15 Hour FTE to 12 Hour FTE  
b. Non-traditional path exemption -- students who have attended the college but never graduated be allowed to receive credit for life experience.

Chairman Lamm expressed gratitude for the efforts of Interim President Halgren and Patti Wilson for setting up the Board meeting.

VII. **ADJOURNMENT**

There being no further business, the meeting adjourned at 12:55.