

**Minutes**  
**Regular Meeting**  
**Board of Trustees for Adams State College**  
**Thursday, February 10, 2006**  
**Student Union Building, Room 130/127**  
**Adams State College**  
**Alamosa, CO 81102**

The Trustees for Adams State College convened a regular meeting on Thursday, February 10, 2006 on the campus of Adams State College, Student Union Building, rooms 130/127.

**I.** The meeting was called to order at 9:14am.

**II. Roll Call**

Board of Trustees

Trustee Bachicha – Present	Trustee Saltzman – Present
Trustee Cavanaugh – Present	Trustee Scoggin – Present
Chairperson Eck – Present (Via Phone)	Tim Walters – Present
Trustee Lamm – Present	Faculty Trustee Nehring – Present
Trustee Reeser – Present	Student Trustee Schrecengost – Present
Trustee Salazar – Excused	

ASC Staff, Students and Others

George Backen – AS&F Senate	Ken Marquez – Student Affairs
Deborah Blake – Teacher Education	Barbara Medina – Teacher Education
Eric Carpio – Admissions	Lisa Moore – Valley Courier
Craig Colvin – Budget Office	Mike Nicholson – Computing Services
Guy Farish – Academic Affairs	Frank Novotny – Academic Affairs
Priscilla Gardea – AS&F Senate	Gil Romero – Capital Success Group
Andria Gay – AS& F Senate	Phil Schroeder – Financial Aid
Meghan Glick – AS&F Senate	Sandra Starnaman – Extended Campus
Jeri Haley – AS&F Senate	Dave Svaldi – Office of the President
Karla Hardesty – Enrollment Management	James Trujillo – Office of the President
Stuart Hilwig – ASC Faculty Senate	Mary Valerio – Teacher Education
James Johnson – AS&F Senate	Nancy Wahl – Attorney General’s Office
Gary Jones – Purchasing	Ezra Watland – AS&F Senate
Cathi Lucero – Enrollment Management	Julie Waechter – Communications Office
Belen Maestas – Records	Brandi Zamarron – AS&F Senate
Bill Mansheim – Finance	

### **III. Approval of Agenda**

Trustee Lamm called for a motion to approve the agenda with the following amendments: The information item "Faculty Handbook/First Reading" be changed to an action item; move action item "F" to follow the last of the action items on the agenda, and add "Presidential Search" as a discussion item. The motion was passed by consensus.

### **IV. Action Items**

#### **A. Approval of Minutes**

Trustee Lamm called for a motion to approve the minutes from the October 18<sup>th</sup> and 19<sup>th</sup>, 2005 Special Meeting, the November 11, 2005 Regular Meeting, November 23, 2005 Emergency Meeting, December 5, 2005 Special Meeting, and the January 23, 2006 Special Meeting as presented. Trustee Saltzman moved the motion. Trustee Bachicha seconded. The motion passed unanimously.

#### **B. Selection of a Vice Chair to the Board of Trustees**

Trustee Lamm announced a new Vice Chair to the Board would have to be selected due to the position being vacant with the leaving of former Trustee Vicki Ford, who held the position during her tenure. Trustee Lamm called for nominations. Trustee Bachicha nominated Trustee Walters to be Vice Chair. Trustee Scoggin affirmed the nomination. Trustee Lamm called for a motion to name Trustee Tim Walters as Vice Chair of the Board. Trustee Saltzman moved the motion, with Trustee Reeser seconding. The motion passed.

#### **C. Faculty Handbook/First Reading**

Dr. Stuart Hilwig informed the Board the draft of the Faculty Handbook is progressing. The objective is to have the final draft ready for the faculty to vote on it prior to the April meeting of the Board, at which time the Board could review it. Nancy Wahl, of the Attorney General's Office, suggested that the Board waive any attorney-client privilege it may have with regard to the red-line draft version of the Handbook, which could be considered attorney-client privileged material, in order to allow for a complete and final version to be review by Faculty Senate and presented to the Board. Trustee Cavanaugh moved that the Board of Trustees waive any attorney-client privilege with regard to the red-line version of the Faculty Handbook and make it available to the Adams State College community for review, without posting it on the web. Trustee Reeser seconded. The motion passed.

#### **D. Approval of the 2006-07 Board of Trustees Meeting Schedule**

The members of the Board of Trustees reviewed the proposed 2006-07 meeting schedule. Trustee Lamm called for a motion to approve the schedule with the following amendments: The February meeting will be held on the 26<sup>th</sup> and 27<sup>th</sup>, 2007 to coincide with the HLC accreditation visit and the proposed March meeting will be moved to April and will be scheduled on the 5<sup>th</sup> and 6<sup>th</sup>, 2007. It was also noted that Homecoming was incorrectly noted as being in February and is

actually in October. Trustee Scoggin moved the motion with Trustee Bachicha seconding. The motion passed unanimously.

#### **E. Foundation M.O.U.**

Trustee Walters briefly discussed the proposed MOU between the Board and the ASC Foundation. He noted the members of the Foundation were very receptive to the idea, however more work is necessary to work out the particulars that will be acceptable to both entities. He believes it will be a great step in opening the lines of communications.

#### **F. Agriculture-Business Degree**

Dr. Svaldi discussed the ongoing process to create an Agriculture-Business emphasis within the School of Business. A faculty member has yet to be hired with the expertise and the background to develop the emphasis and teach the course. The understanding when the emphasis was created was this faculty member would be an *addition* to the departments' current faculty. In order to attract an individual with the needed expertise, the salary that would need to be offered would be higher than the average salary of the current faculty members of the School of Business. Inversion and compression issues would need to be addressed among those individuals in order to avoid moral problems. Additionally, Dr. Svaldi informed the Board that Dr. Weston will be stepping down as Chair of the School of Business at the conclusion AY05-06. Dr. Svaldi suggested it may be possible to search for a replacement chair combined with someone with Agriculture-Business expertise. Trustee Walters entered a motion that the Board strongly supports and agrees to move forward with the Agriculture-Business program either with an adjunct or full-time faculty, as feasible. Trustee Bachicha seconded. The motion passed unanimously.

#### **G. Low Demand Programs Exemptions/Chemistry**

Dr. Guy Farish informed the Board that due to a misunderstanding of policy set forth by CCHE, Chemistry was thought to have been off the low demand list, however in order for a program to be considered off the list, said program needs to be off the list for two consecutive years. The Chemistry program had only been off the list for one year, therefore a request to have the chemistry program exempted is before the Board. Trustee Reeser motioned that the Board grant an exemption to the B.A/B.S. Chemistry Program. Trustee Saltzman seconded. The motion passed unanimously.

#### **H. AS&F Senate Code Blue Proposal**

Toby Schreengost, Student Trustee and AS&F Senate member, brought before the Board a proposal to transfer existing funds in the amount of \$30,000 from the AS&F roll-over account to their operating account to install "Blue Phones" at various strategic locations throughout the ASC campus. Trustee Saltzman commented that the Finance and Audit Committee reviewed this proposal the previous day during their meeting and fully endorses this proposal. Additionally, the Board as a whole commended the members of AS&F for its wise spending on safety issues which is extremely important to the campus as a whole. Trustee Walters made a motion that the Board agree to authorize the transfer of \$30,000 from the AS&F roll-over account to their operating account to be used for the purchase of emergency Blue Phones. Trustee Reeser seconded. The motion passed unanimously.

## **I. FY05-06 Budget Amendment**

Trustee Saltzman discussed the 05-06 budget shortfall of \$317,000. Of that figure, approximately \$101,797 of expenditures were approved at the November 10, 2005 Board meeting, of which \$75,161 was covered from funds that were being held by the college for specific expenditures and are run through the operating account but funded from the reserve account. Additionally, the Board approved \$25,636 of additional operating costs. The actual deficit is approximately \$216,000. Three items were found to be the contributing factors for this amount. A substantial increase in utility costs, unforeseen attorney's fees, and an error in the calculation of the Athletic Department's ZBB budgeting process. Trustee Saltzman made a recommendation and motioned that the Board of Trustees formally approve, as an amendment to the existing budget, \$75,161 in expenditures from various reserves funds, \$25,636 of additional operating costs, and include the \$30,000 requested from AS&F Senate for the purchase of the "Blue Phones", for a total of \$131,797. Trustee Bachicha seconded. The motion passed unanimously.

Additionally, Trustee Saltzman made a motion for an additional amendment to the budget specifying that the impact on the budget from the COF fee-for-services and various federal grants, would be revenue neutral. Trustee Cavanaugh seconded the motion. The motion passed unanimously.

## **V. Information Items**

### **A. FY06-07 Draft Budget**

Bill Mansheim gave a brief update on the 2006-07 draft operating budget. Trustees Scoggin and Saltzman commended Bill and his staff for the work that has been done.

### **B. Enrollment/Recruitment Update**

Dr. Grantham introduced a few members of her enrollment management staff to the Board in recognition of their fine work. She continued by briefing the Board on enrollment figures and the progress and accomplishments various departments have achieved during the AY05-06. She pointed out the One-stop Student Services Center handled over 4,000 phone calls during a two week period, averaging 45 calls per hour, and the One-stop and Extended Campus websites are the two most frequently viewed website on campus.

The Enrollment Management is currently working on a strategic plan to bring the admissions area and a visitors center to the Student Union Building in order to provide true "One-stop" services. Additionally, an alignment of the operational, records, and financial services in a processing center environment is being proposed. An imaging system is also being considered to manage and safely store a multitude of current paper documents to ensure operational effectiveness.

### **C. Legislative Update**

Gil Romero, the institutions legislative lobbyist, discussed briefly the state of the budget, the capital development request for Plachy Hall, pending legislation, and the honoring of Adams State College's women's cross country team at the Capital. He is optimistic the institution will receive floor funding in the current year and the base will be set for FY06-07; The Plachy Hall project request is in first tier for funding. If the JBC appropriates at least 50 million towards

capital construction, the renovation for Plachy Hall will most likely be funded; A *Differentiated Cost Stipend Bill* is going to be introduced by the Education Committee. It will target base-funding and require all higher education institution to undergo a program cost analysis done by the National Association of Budget Officers in order to acquire verifiable data regarding the cost of educating students at various institutions throughout the state; On March 7<sup>th</sup>, Senator Lewis Entz and Representative Buffie McFayden have agreed to carry a join resolution honoring the history and accomplishments of the Adams State College Women's Cross Country team. In the future, another event at the Capital will be planned to honor academic excellence.

#### **D. Accreditation Update: HLC/HLC Focused Visit, Nursing, TEAC, CACREP**

Dr. Farish summarized several individual program accreditation processes that have been occurring during the past several months, as well as an outline of the HLC regional accreditation activities. (*See Agenda Item V-E*). A focused visit on the institutions distance degree programs occurred in December. The accreditation team recommended full approval of all distance degree programs and gave the institution a status of "no prior approval required" for distance degree programs, which gives the institution the freedom to develop new distance degrees based on current on-campus programs. The accreditation team was very impressed with the documentation of the visit and asked if it could be displayed at the upcoming HLC Annual Meeting in Chicago in April.

The self-study is progressing. Several chapters are in first draft form with several other sections that will be reviewed later this semester. Anticipated completion of the total first draft is slated for late summer. The Board was informed they will be asked to review and approve the self-study during the fall of 2006. The HLC site visit for Adams State is scheduled for February 26 – 28, 2007, at which time the team will want to meet with Trustee members. Following the site visit, the HLC final report will be due May of 2007.

The Board briefly discussed the status of the nursing program and the institutions' relationship with Trinidad State Junior College. Dr. Svaldi informed the Board that the relationship between the two institutions is strong and collaborative efforts are on-going at strengthening the nursing program. The current main focus is on getting the program fully accredited. Trustee Scoggin commend the efforts of both institutions on regaining a healthy relationship, which exemplifies true leadership on both sides.

Dr. Farish asked for a Trustee volunteer to attend the HLC Annual Meeting in Chicago.

#### **E. Admissions Index/Policy Explanation**

The Board briefly discussed the admissions index and the policy the institution is undertaking to comprehensively review potential students conditional admission for those that rank below an index of 80.

#### **F. AS&F Semi Annual Report**

Ms. Andrea Gay, AS&F VP of Finance, gave an overview of the accomplishments of AS&F to date. *Go M.A.D.*, which stands for "Go Make A Difference" was a community service event involving over 300 Adams State College students doing community service projects in several communities throughout the Valley; "*Operation Vote Smart*" was a student campaign promoting referenda C & D which attracted Senator Lewis Entz to the campus to participate in a debate; \$5,000 was donated to the Grizzly Activity Board for Homecoming events; a new program is

being implemented this year called "*Leaving a Legacy*" which would be a class gift from the senior class; \$15,000 in equipment was purchased for the Rex Activity Center; New seating for Carson Auditorium is being purchased; and the much need "Blue Phone" safety addition to the campus is underway with three initial phones being installed. Additionally, the AS&F constitution was amended to change the voting members from 16 to 24, allowing for a better representation of the student body. Student Trustee Schrecengost added that the AS&F Senate elections were held recently which resulted in nearly every senate seat being filled.

#### **G. Presidential Search Process**

The Board discussed the process for starting the presidential search. Faculty Trustee Nehring reminded the Board that the consensus during the December 2005 meeting was to commence a search for a new president the fall of 2006. Due to the length of this search process, and the fact that many of the faculty that may be involved in the search process are not on campus during the summer months, he suggested the Board should start to identify the various committees needed and address whether or not a search firm should be consulted. Trustee Walters suggested the consulting of former leadership for their ideas of what qualities would make a good president for Adams State.

#### **VI. Public Comment**

Dr. Svaldi announced on March 2, 2006 the next "*Talk Straight with Adams State*" will take place in Antonito in Conejos County. On February 16<sup>th</sup>, the college is reinstituting "*Founders Day*" in honor of Adams State's founder, Former Governor Bill Adams. Additionally, Dr. Barbara Median has accepted a one year position at the Colorado Department of Education.

Trustee Reeser suggest the Board take time at an upcoming meeting to visit the classrooms and sit in on some classes. In addition, Trustee Walters added that the Board needs to connect with more community people.

Trustee Bachicha expressed his thanks to the members of the Classified Employees Council for the wonderful luncheon and how great it was to interact with the campus community.

Trustee Saltzman wished a speedy recovery to Emma Salazar, Trustee Salazar's mother on behalf of the entire Board.

#### **VII. Adjournment**

Trustee Lamm called for a motion to adjourn the meeting. Trustee Reeser moved the motion with Trustee Scoggin seconding. The motion passed unanimously. The meeting was adjourned at 11:58am.