

**TRUSTEES OF THE
METROPOLITAN STATE COLLEGE OF DENVER**

**Wednesday, June 4, 2003
8 a.m. – 12 noon
Tivoli Student Union, Room 320
Auraria Campus**

MINUTES

I. CALL TO ORDER

The meeting was called to order at approximately 8:07 a.m. by Chair Benson.

Board of Trustees Present:

Trustee Bruce Benson
Trustee Gin Butler
Trustee Alex Cranberg
Trustee Mark Martinez
Trustee Adele Phelan
Trustee Ann Rice
Trustee Pat Wiesner
Faculty Trustee Gene Saxe
Student Trustee Harris Singer

Metro State Cabinet Present:

Sheila Kaplan, President
Teri Bokn, Executive Assistant to the President
Michael Barnett, Vice President for Finance and Administration
Lee Combs, General Counsel
Gay Cook, Vice President for Executive Operations and Planning
Percy Morehouse, Executive Director, Equal Opportunity
Cheryl Norton, Provost and Vice President for Academic Affairs
Yolanda Ortega-Ericksen, Vice President for Student Services
Carolyn Schaefer Wollard, Vice President for Institutional Advancement

II. APPROVAL OF MINUTES

- A. May 7, 2003, Board Meeting Minutes: It was moved and seconded to approve the minutes of May 7, 2003, Board Meeting as presented. The motion passed unanimously.

III. REPORTS

- A. Board Chair: Chair Benson said the AHEC Board had been discussing the budget, water rights on campus, and current space limitations. He noted there are conflicting reports regarding whether the new Parking Garage facility is on track. He discussed tuition and fees as well as funding comparisons with other Colorado colleges. He also expressed his desire for the Board of Trustees to work more closely with the Foundation.

Chair Benson concluded his report by saying Metro State had been through a lot in the last few months, particularly with the new Trustees Policy Manual and Handbook for Professional Personnel. He said he hoped the college community understood that the Board had listened to everyone and, while the Board did not accept all the recommendations it received, had incorporated many suggestions into the new policy manual and handbook. The board's intent, he said, was to put together a policy manual and handbook that would work for the entire institution, and he stressed that the Board is "on your side, and we are in this together." He concluded his report by saying the Board wants to drive the college forward and continue to make it the absolute greatest institution of this type in the nation.

- B. President: President Kaplan announced that enrollments for summer were up 5.5% and anticipates fall enrollments will be the same. She thanked the Trustees and Foundation Board members for attending the college's annual Scholarship Dinner on May 21. She reported that more than 14,000 people attended Spring Commencement on May 18. As part of the President's Report, Cathy Lucas, Director of College Communications, presented news coverage of the commencement.
- C. Student Government: Student Trustee Singer communicated the information received from the student tuition and fees assessment survey and expressed the support as well as the concerns of the students.
- D. Faculty Senate: Dr. Joan Foster, President, announced that she was re-elected to a third term as Faculty Senate President and that the college's three schools were represented in the election of officers to the Senate. She expressed the need for more communication between the Board and faculty.
- E. Legislative Report: Mr. Jep Seman gave a summary of the 2003 Legislative Session and the legislation that affected Metro State. Chair Benson commented that the lobbyists had done a fine job.

IV. ACTION ITEMS

- A. Election of Board Officers: It was moved and seconded to reappoint Trustee Benson as Chair and Trustee Rice as Vice Chair of the Metro State Board of Trustees for the 2003-2004 year. The motion passed unanimously.

Chair Benson announced that Dr. Gene Saxe had been re-elected as Faculty Trustee, and it was agreed that Chair Benson and Vice Chair Rice would share the AHEC Board member duties. The possibility of a Finance Committee was discussed; trustees agreed to revisit that idea at a later date.

- B. Approval of the Proposed MSCD Trustees Policy Manual and MSCD Handbook for Professional Personnel: Mr. Bruce Benson, Chair, Board of Trustees, led the discussion regarding the proposed MSCD Trustee Manual and MSCD Handbook for Professional Personnel.

Joan Foster, President of the Faculty Senate, commented on behalf of the faculty, saying she believed the Board had listened seriously to their concerns about the RIF policy and tenure. Liz Friot, of the Faculty Senate, commented on the Professional Development policy, and Kimberly Clark, Chair, Council of Administrators, thanked the Board for listening to the concerns of the administrators. Gene Saxe, Faculty Trustee, said he did not support the RIF policy as it is written, because he believed it undermines tenure.

Jerry Jones will prepare a memo of summary for the Board.

It was then moved and seconded to accept and adopt the MSCD Trustee Manual and MSCD Handbook for Professional Personnel as amended and revised. The motion passed by majority with Faculty Trustee Saxe opposing.

- C. Approval of the FY 2003-04 Budget and a Tuition Increase for FY 2003-04: Mr. Michael Barnett, Vice President of Finance and Administration, gave an overview and presentation of the FY 2003-04 budget and tuition increase. It was moved and seconded to approve the FY2003-04 Budget and tuition increase. The motion passed unanimously.
- D. Approval of the Student Affairs Fee Allocation Plan: Ms. Yolanda Ortega Ericksen, Vice President of Student Services, and Dr. Karen Raforth, Associate Vice President and Dean of Student Life, gave an overview and presentation on the Student Affairs Fee Allocation Plan. It was moved and seconded to approve the Student Affairs fee allocation plan. The motion passed unanimously.

- E. Approval of FY 2004 DCPM Memorandum of Agreement: Mr. Michael Barnett, Vice President of Finance and Administration, gave an overview of the DCPM Memorandum of Agreement. It was moved and seconded to approve the FY2004 DCPM Memorandum of Agreement. The motion passed unanimously.
- F. Curriculum: Dr. Cheryl Norton, Provost and Vice President of Academic Affairs, gave an overview of the proposal for an increase in the requirements for the Computer Science Minor required for the Computer Science Concentration of the Mathematics Major. It was moved and seconded to approve the proposal as presented. The motion passed unanimously.
- G. Personnel Matters: It was moved and seconded to approve the personnel items as presented. The motion passed unanimously.

V. PRESENTATIONS

- A. Overview of the General Studies Program: Dr. Joan Foster, President of the Metro State Faculty Senate, gave an overview and presentation of the General Studies Program.
- B. Assessment of General Studies Program Goals: Dr. Frieda Holley, Associate Vice President of Academic Affairs, gave an overview and presentation of the assessment of General Studies Program's goals.

VI. WRITTEN REPORTS FOR POSSIBLE DISCUSSION

- A. Academic Program Review Report for AY 2002-03: Dr. Cheryl Norton, Provost and Vice President for Academic Affairs, gave an overview of the Academic Program Review Report for AY 2002-03.
- B. Institutional Responses to the 2001-2002 Academic Program Review Questions: Dr. Cheryl Norton, Provost and Vice President for Academic Affairs, gave an overview of the institutional responses to the 2001-2002 Academic Programs Review questions.
- C. Academic Program Review List for AY 2003-04: Dr. Cheryl Norton, Provost and Vice President for Academic Affairs, gave an overview of the Academic Program Review List for AY2003-04.
- D. "Report of a Focused Visit to Metro State" by The Higher Learning Commission of the North Central Association of Colleges and Schools: President Kaplan commented on the report by the Higher Learning Commission of the North Central Association of Colleges and Schools. It was followed with discussion about their recommendation for improved communications.

VII. PERSONNEL INFORMATION ITEMS

A. Personnel Actions Delegated to the President: There were no presentation as this is an information item only.

VIII. PUBLIC COMMENT

There were no comments from the public.

IX. EXECUTIVE SESSION

At approximately 1:22 p.m., it was moved and seconded that the board convene into Executive Session to confer with the Board's attorney to receive specific advice on legal questions in accordance with 24-6-402(3)(a)(II), C.R.S. The motion passed unanimously.

X. ADJOURNMENT

At approximately 3:00 p.m., it was moved and seconded to adjourn the meeting. The motion passed unanimously.