

**METROPOLITAN STATE COLLEGE OF DENVER
BOARD OF TRUSTEES**

**MONDAY, JULY 1, 2002
8 a.m. to 12 noon
Tivoli Student Union, Room 320 B-C
Auraria Campus**

MINUTES

The first official meeting of the Board of Trustees of the Metropolitan State College of Denver was called to order at 8:04 a.m. by Metro State President Sheila Kaplan.

I. ROLL CALL

Board of Trustees

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

Metro State Cabinet Attendees

Sheila Kaplan, President
Teri Bokn, Executive Assistant to the President
Michael Barnett, Acting Vice President for Administration and Finance
Lee Combs, General Counsel
Gay Cook, Vice President for Executive Operations and Planning
Jay Martin, Interim Vice President for Information Technology/CIO
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. OATH OF OFFICE

Lee Combs, general counsel for Metro State, administered the Oath of Office to the trustees.

III. ELECTION OF OFFICERS

A. Chair: Trustee Mark Martinez moved to nominate Trustee Bruce Benson to serve as Chair of the Board. Trustee Adele Phelan seconded the motion. The motion passed unanimously.

B. Vice Chair: Trustee Mark Martinez moved to nominate Trustee Ann Rice to serve as Vice Chair of the Board. Trustee Adele Phelan seconded the motion. The motion passed unanimously.

C. Secretary: Trustee Ann Rice moved to nominate Trustee Gin Butler to serve as Secretary of the Board. Trustee Pat Wiesner seconded. The motion passed unanimously.

D. Treasurer: Trustee Gin Butler moved to nominate Trustee Alex Cranberg to serve as Treasurer of the Board. Trustee Mark Martinez seconded. The motion passed unanimously.

E. Appointment of Dr. Sheila Kaplan as Assistant Secretary of the Board: Trustee Ann Rice moved to appoint President Sheila Kaplan as Assistant Secretary of the Board. Trustee Adele Phelan seconded. The motion passed unanimously.

F. Appointment of Mr. Michael Barnett as Assistant Treasurer of the Board: Trustee Ann Rice moved to appoint Michael Barnett as Assistant Treasurer to the Board. Trustee Adele Phelan seconded. The motion passed unanimously.

IV. LEGAL BRIEFING

Mr. Lee Combs, Esq., general counsel, gave an overview of the Constitutional and Statutory Framework, Legal Duties of a Board of Trustee Member, and Special Statutes (Colorado Sunshine Law and Colorado Public Records Act). He answered questions on his written and oral presentation and gave more detailed information as requested. There was discussion about whether a staff attorney who reports to the president can also represent the board, and whether separate legal counsel was needed to advise the board.

V. ENROLLMENT UPDATE

Mr. Bill Hathaway-Clark, director of admissions, gave a presentation on the enrollment statistics at Metro State. Along with Cheryl Norton, provost and vice president for academic affairs, and Carol Svendsen, director of Metro Education Ventures, he answered in more detail questions related to projected enrollment, online courses, campus growth, classroom shortages, classroom scheduling, and the differences between state-and cash-funded programs/facilities.

VI. ACTION ITEMS

A. Approval of Committee of the Whole Structure for Board of Trustees:

Chair Benson recommended that the Committee of the Whole Structure for the Board of Trustees supercede any committee structure that may exist in any trustee manuals or policy manuals and committees would be appointed at will if needed. The definition of "Committee of the Whole Structure" was clarified to mean that there would be no individual committees, the board will meet as a whole and discuss everything in general. Trustee Phelan moved and Trustee Cranberg seconded the motion, which passed unanimously. There will be further discussion on enlisting an outside consultant to work on the review of the college's policies and procedures manuals.

B. Designation of MSCD Web Site for Posting Official Board Notices: Faculty Trustee Saxe moved to accept President Kaplan's recommendation that the MSCD Web Site be designated as the official posting site for Official Board Notices. Trustee Wiesner seconded. The motion passed unanimously.

C. Designation of one MSCD Trustee to the AHEC Board of Directors: Trustee Martinez moved to designate Chair Benson to represent the Board of Trustees on the AHEC Board of Directors. Trustee Cranberg seconded. The motion passed unanimously.

D. Presentation on MSCD Budget and Approval of Revised 2002-03 MSCD Operating Budget: Mr. Michael Barnett, acting vice president of administration and finance, gave a presentation on the recommendation for board approval of the Revised 2002-03 MSCD Operating Budget. After much discussion and clarification, it was decided that the board would table the vote until more detailed information was provided. Chair Benson appointed a committee of Trustee Cranberg, Trustee Wiesner, Trustee Martinez to meet with Mr. Barnett to prepare this information. Trustee Phelan then moved that the board vote to pass the request for a 4.7% tuition increase as presented by Mr. Barnett. Trustee Rice seconded. The motion passed unanimously.

E. Approval of 2002-03 Board Meeting Schedule: Approval of the 2002-03 board meeting schedule was tabled until the August board meeting.

VII. REPORTS

A. Board Chair: Chair Benson welcomed everyone in attendance, thanked everyone who did so much to create the independent governing board starting with the Metro State Foundation, Sheila Kaplan, the administration, the Trustees of the State Colleges, CCHE, legislators and the governor. He said he looks forward to this challenge and this job and thanked the governor for appointing the diverse board. He said he also looks forward to working with all the groups mentioned in creating a shared vision for Metro State and working hard to make it a greater institution. He gave some general personal preferences on how he would like to run the meetings, including suggesting that it was a good idea to have executive sessions at the end of each board meeting.

B. President: President Kaplan also welcomed everyone in attendance and thanked the trustees for their willingness to serve on the board. She also thanked all the people who worked to help pass HB 1165. She shared Trustee Benson's thoughts on the vision of the board, and she said she is also looking forward to this new and exciting challenge.

VIII. PUBLIC COMMENT

Ron Montoya, MSCD Foundation board member, gave a brief overview of the Foundation. On behalf of the Foundation, he said its board of directors was looking forward to working closely with the trustees.

Carol Nesland, president, MSCD Alumni Association, gave a brief overview of the Alumni Association and its activities. She also said the association's board of directors was looking forward to working with the new board.

George Walker, candidate for the U.S. House of Representatives, addressed the board regarding remedial education and the underrepresented populations at all public higher education institutions.

Jim Becker, president, MSCD Classified Staff Council, gave a brief overview of the Classified Staff Council and its activities.

Lee Shores, chair, MSCD Council of Administrators gave a brief overview of the Council of Administrators and its activities. He also said the council looked forward to working with the new board.

Brotha Seku, president, MSCD Student Government Assembly, gave an overview of the Student Government Assembly and its mission and goals. He informed the Board that the SGA was in the process of electing a student trustee to serve on the board and asked for the board's support to make the student trustee a voting member.

OTHER

Chair Benson called for new or old business. There was none.

IX. ADJOURNMENT

The Board meeting went into Executive Session at 12:20 p.m. for the purpose of addressing a personnel matter. The Executive Session adjourned at 12:40 p.m.; the Board meeting then adjourned at 12:45 p.m.