

PRESIDENT'S CABINET MEETING

Monday, September 22, 2014

9 a.m. – 12 p.m.

President's Office –SSB 440A

Present: Cathy Lucas, Patricia Ordaz, Judi Diaz Bonacquisti, Joan McDermott, Cindy Anderson, Percy Morehouse, Braelin Pantel, James Lyall, Ann Murphy, Liz Hinde, Sheila Rucki, Greg Watts, Myron Anderson, Joan Foster, Sandra Haynes, Luis Torres, Vicki Golich, Steve Kreidler, Catherine Reddy

Absent: Carol Svendsen, Loretta Martinez, President Jordan

Guests: Perla Gheiler, Janell Lindsey, Brooke Dilling, Emily Davies, Joan Mobley, Steve Monaco, Nicole Tefft

AGENDA

1. **Approval of minutes from August 25, 2014**

Dr. Golich asked for any additions or deletions to the minutes. It was moved and seconded to approve the minutes. The minutes were **approved** by voice vote.

2. **50th Anniversary** (Lucas, Mobley, Gheiler)

Goals are to celebrate the 50th anniversary of MSU Denver, which includes engaging alumni and donors to invest in the next 50 years, and to reinforce the University's reputation.

Perla and Joan spoke about the opportunities to tell the MSU Denver story and celebrate accomplishments, build the University's base of support, strengthen the brand. Perla also showed a 50th anniversary celebration video.

A list of events from July - December of 2015 was shown. These include fireworks at the Regency Athletic Fields at MSU Denver, AES Groundbreaking in August, an event bridging Auraria Campus and Larimer Square, and taking Holiday Card to the City off-campus and into the community.

January through the end of June events include the MLK Peace Breakfast, Homecoming, A Golden Night Gala, which is a celebration with the community, Commencement and the NCAA Division II Sports Festival, ending with a Future look at Higher Education and Why MSU Denver is positioned to lead the way. In addition to events, there are campaign initiatives that involve the business community and students. They will provide banners to businesses that say, "Thank you MSU Denver!" They will have branded benches and then auction them off at the Gala. Industrial Design students will build the benches and Arts students will decorate them. There will be many MSU Denver Pride Days, where they hope to get the whole city involved. They are planning an Open House at Extended Campus. They plan to use a short bus to go on tour with to provide information, registration and swag items.

The website will be updated with a timeline that one can click on a time period and learn about events of importance in that time frame. They have developed a logo as well that includes some gold in the 50th lettering. Perla showed examples of those as well as billboard content.

Joan described what's next. Each element will have a work team to flesh out details of the events and initiatives. Alumni, student affairs and Advancement will be most involved. Joan asked Cabinet to think about how they want their areas to be involved.

Discussion

Myron asked about student events and how they fit into the celebration plan. Perla said to have them contact Marketing and Communications for assistance, tips, and perhaps loans of tablecloths and swag items. They will also have a program booklet available with the year's events, resources and links. Joan said there is opportunity for student involvement and she has spoken with Patricia Ordaz about it. Brooke asked about funding for events. There may be a budget after the plan goes to the Board. Cathy noted that we encourage all to use the logo. Perla noted we could bundle some events for Advancement to bring in some sponsorship funds.

3. (10:00 a.m.) **The Affordable Care Act (ACA)** (Steve Monaco, Nicole Tefft and Joan Foster)

Steve said that Nicole, Joan and he sat on the task force. He handed out the report. The Task Force was charged with compliance with the Affordable Care Act. They wanted to ensure that the operational structure of the institution is in compliance. First, they listed the key provisions. Who is eligible for benefits in October is the first challenge. Notifications for open enrollment must go out November first for open enrollment in January.

There are four recommendations from the task force:

- 1) Establish a work hour ratio that equates to credits taught for Affiliate faculty. Joan Foster noted it is spelled out on page 5. They found the number that is fair for all the activities of an affiliate faculty member by looking at what others are doing as well. Each credit hour equals 2.66 work hours. There was consensus as to the process of arriving at this figure.
- 2) Define three categories of work Affiliates do to be added to the credit hours in #1. There are 5 items that make up the required scope of work: First, there is traditional and online teaching hours. Second, correspondence courses are open ended and open exit; they can sign up anytime in a calendar year and have 365 days to complete the course. Heather at extended campus came up with a way to calculate this. Page 12 shows this work. Third, alternative work assignments include labs, varying loads. Joan contacted her fellow Deans to find how many hours a week those folks are working. This in on page 16. Theatre Dept. works hard on productions and their hours are long. They will need to reduce hours or be paid for more hours. Fourth, there is supplemental work – as with a salary supplement. They need to equate the hours worked with the supplement. In the past it was a dollar amount and no hours. (This is for part-time employees only.) Fifth, there is Voluntary Work – which does not count to the ACA hours worked and includes things like professional development (presenting at conferences), and working with student organizations.

- 3) Students can work up to 30 hours a week in a semester. This does not apply to work-study student employees.
- 4) Recommendation 4 is to approve the key action items needed for compliance. HR & IT are most impacted and need assigned personnel to shepherd the next phase to ensure institutional compliance with the ACA.

Discussion

Steve said there is a lot of detail and it took them six months to go through it all. Affiliates will still teach 9 credit hours. Joan Foster noted that they worked with Affiliates to make sure they are being paid for the work they do. Luis asked how many Affiliates this will effect. There is another month of tracking to do but no one has hit the threshold yet according to Nicole Tefft. There was an Affiliate on the committee, and there was communication from the Provost as well. A communication strategy for all Affiliates is part of Recommendation 4. Tracking is done by employee 900 number to get all courses taught whether in differing fields or at Extended Campus. Steve said this is an improvement to our processes as well as compliance with the ACA. Clarifying the expected workload of Affiliates is a positive outcome for the institution.

It was moved and seconded to approve the item. A voice vote was taken and **the ACA Task Force Recommendations were approved.**

4. (11:15) **Student Success Collaborative** (Lyll)

The Education Advisory Board is an organization of which MSU Denver is a member. We are engaged in a variety of ways. They offer a service called the Student Success Collaborative. A value to this conversation is related to the data. It will illustrate any gaps in the data and allow examination of the data issues. Sarah and Ashley were on the conference line from EAB addressing Cabinet. Sarah noted access to the best practices information on their website. The EAB generates completion rate statistics for students. Recruitment and retention is the most critical driver of funding in their view.

They will use about 10 years of MSU data and run it through their predictive modeling and Academic Analytics “engine.” The workbook of analytics on MSU Denver will be available after about three months into the project.

The platform can identify courses that are roadblocks to graduation, what fields students abandon for new majors, and what minimum grade to expect to achieve success in a program or major. It points out risks for non-completion by students. It allows user institutions to create campaigns to improve the numbers in any given area; student grades in a particular course, completion within major, etc. There are several other features to the platform that address student persistence to graduation and the specific issues of concern.

All the vendors are pushing into this area due to the pressure on institutions of higher education to graduate students. Our data goes to their platform, and is updated or refreshed nightly.

Discussion

Braelin asked if it will play well or interact well with our other systems such as email. James said it will work well with our email. Cindy Anderson asked about overlap of information provided by DegreeWorks. There is some overlap, but James said it can be compared to historical data, trends. Vicki noted that this platform does not take your average student, it actually uses OUR student population. It does not assume our students are like students elsewhere. Eventually students will have access to the system. For now, advisors and faculty will have access. Faculty advisors will need training on the use of the platform. Timeline for access to the data is about 60 days. In parallel with engaging with the vendor, we will define and improve our data input. For this reason, James thinks implementation will take longer than 60 days, perhaps 120 days.

5. Regular Occurring Updates

A. President update (Dr. Jordan)

No report

B. Theme I – Student and Academic Success

i. Education Quality(Golich)

The military transfer policy was approved by Faculty Senate. It would allow veterans to transfer in more easily.

The **Veterans Transfer Policy** was moved and seconded for approval, a voice vote was taken and the item and it was **approved**.

Catalog Selection for Degree Requirements makes clear to students what catalog year they started with. It has also been approved by Faculty Senate.

It was moved and seconded to approve the language. A voice vote was taken and the item was **approved**.

Dr. Golich added that the Equity in Excellence Steering Committee will be responsible for ensuring that recommendations from last year are put into place. They will expand data collection to more cohorts as well. She noted a faculty and staff learning community focused on inclusive excellence. There is also an EiE Advisory Committee that will advise the steering committee regarding gaps, etc.

1. HSI Update (Torres and Diaz Bonacquisti)

Luis noted that JTOH had a welcome at the new Historical Museum. They have a new partnership as JTOH has a Pueblo School involved this year.

October 2-4 we are co-sponsoring a grant writing workshop just before HACU. We are partnering with CCD. Emerging HSIs are involved. President Jordan will give a Welcome on Friday October 3rd at 5:30 in the Confluence Building.

Ramon Del Castillo received an award from CLLARO. Luis and Ramon both gave presentations. Luis noted that the Latin American community is concerned with the funding plan in HB 1319. We have four student interns from CLLARO.

Judi Diaz Bonacquisti noted that we are at 19.8% toward HSI status. We are on target to slightly ahead of the projected timeline. Loretta and she met with Congresswoman DeGette looking at means of funding and support. Luis and Judi will present at HACU. Spring 2015 applications are up 13%.

Cathy noted that CU Denver is saying they are the most diverse. Our freshman class is double in size from theirs. Percentage is what they used, while we have more by sheer numbers. And they are only talking about the freshman class. Myron noted there is much more to diversity than just ethnicity. He is willing to have a conversation with Cathy about how we market our diversity.

Patricia asked how diverse is their graduating class? Are they providing the services and programs those students need to graduate?

Cathy said this is our branding niche. Joan Foster noted that imitation is the greatest form of flattery.

C. Theme II – Urban Land Grant University

i. MSU Denver Neighborhood update (Kreidler)

Steve asked Cabinet to go by and note the progress of the Athletic Fields. Joan said the surface was incredible. Our team beat the #5 team in the nation yesterday. Construction timeline is on target. Spring season will be up and running on the new fields.

They selected the architects for the AES Building. They are in the process of selecting a general contractor. The designers will work with the constructors on the plan. There is a full timeline ending in opening for the 2017 school year.

D. Theme III – University Culture

i. Campus Climate (Anderson)

Myron announced that MSU Denver won the HEED Award. This is a national diversity award for the institution. He listed some of the other winners. MSU Denver is the only Colorado Institution to win one.

Myron is presenting a Keynote and a workshop at a conference at Weber State University in Utah this week.

E. Theme IV – University Resources

i. Budget Update (Kreidler)

The final census data puts us down by 3.4%. The additional 1.4% translated into a shortfall of about \$1.4M. The Budget Task Force will look at how to close that gap. We are down 10% in student enrollment credit hour production over the last four years, but have not cut expenses accordingly. Recommendations will come to Cabinet and the President.

Steve described the progress of HB 1319 and base funding for higher education. The process will end on December 6th. CCHE is required to deliver a plan to the JBC. Steve serves on the financial modeling task force. They are to develop metrics and measures. The driving document is the Master Plan for Higher Education. He thinks they are about two meetings from completing their work. He is more optimistic now than he was earlier.

He was able to add a metric for underserved students which was agreed upon and will help MSU. There are 16 town halls being held across the state. Cathy is working on advocacy efforts around this now and will communicate through @MSU Denver.

ii. Advancement/Fundraising (Wollard)

No report

F. Telling the MSU Denver Story

i. Strategic Communications and Branding (Lucas)

No report

Cabinet adjourned at 12:08 P.M.