

## PRESIDENT'S CABINET MEETING

**Monday, February 10, 2014**

**9 – 11 a.m.**

**President's Office –SSB 440A**

**Present:** Catherine Reddy, Cathy Lucas, Ann Murphy, Carol Svendsen, Cindy Anderson, Judi Diaz Bonacquisti, Carolyn Wollard, Joan Foster, Joan McDermott, Sandra Haynes, Luis Torres, Percy Morehouse, President Jordan, Kamran Sahami, Steve Kreidler, Greg Watts, Loretta Martinez

**Absent:** Myron Anderson, Vicki Golich,

**Substitutions:** Braelin Pantel for Emilia Paul

**Guests:** Clay Daughtrey, Dr. Jon Richard, C-SEAP

**President's announcements:** President Jordan congratulated the men's and women's basketball teams on their wins over the weekend.

### **1. Approval of minutes from January 13, 2014**

Percy moved for approval, Cathy Lucas seconded the motion. Dr. Jordan asked for any changes, additions or deletions. There were none, Cabinet held a voice vote and the minutes were unanimously **approved**.

### **2. C-SEAP Presentation (30 Minutes) (Percy Morehouse/Dr. Jon Richard, Director)**

Percy introduced Dr. Jon Richard of the Colorado State Employees Assistance Program. His office is based in the Office of Personnel and Administration. He is a psychologist on staff, and reaches out to connect with agencies to share information important to know about available services. They provide core services such as confidential and cost-free counseling services that are also available for part-time and temporary employees, and can often be seen the same day they place a call. Dr. Richard discussed mental health issues in the workplace, as well as workplace violence.

Services are short-term and confidential, unless there is an imminent safety concern. To increase the chances for troubled employee to request help, Dr. Richard urged Cabinet to speak to the employee and refer them to C-SEAP services. They also provide consulting for supervisors and managers who may feel they need to initiate a conversation with an employee, but want advice on handling it.

Dr. Richard can be reached at 303-866-4723 or [jon.richard@state.co.us](mailto:jon.richard@state.co.us).

### **3. Schools to Colleges Transition (Haynes)**

Dean Haynes summarized the process for Cabinet. Dr. Golich formed a task force with wide representation. They researched other institutions for policies on schools and colleges and could not find many policies or definitions. They

examined peer institutions for organizational structures, and found variety there as well. They developed criteria and policy for what a school or college would mean to MSU Denver. This work included an all-campus survey, which recommended that the three schools should become colleges by July 1, 2014. The policy has been approved by ASA Leadership. Dean Haynes asked for comments or concerns about the policy and process.

#### Discussion

Carol Svendsen asked about grandfathering of schools vs. making them colleges. There could be stand-alone areas of multiple disciplines. Kamran asked for clarification on the differences. A school would house closely-related departments or a stand-alone area. He advocated for a solid internal policy that makes sense, in which Dr. Jordan agreed. It's important to set the pattern for how we want to grow. The Centers and Institutes policy was an important start on this. Dr. Jordan encouraged Cabinet to look carefully at this and reflect on how we envision our programs evolving.

Dean Murphy said they tried to stay focused on supporting students. Students who participated via SGA are in favor of this and feel it would help them navigate the system better. VP Wollard asked about timeline. It will first go to the VPs and then likely to the BOT, in April. Joan Foster noted that the School of Education has been in the works for a while now, with BOT approval. Dean Haynes said the committee felt it important that the departments make their own determinations, state their preferences in the proposals. The proposed Arts area has done strategic planning in an effort to organize from the bottom up. Whether it should be a School of Arts or a College of Arts is the question. It is a tough decision and may be decided, in part, by our own culture at MSU Denver. Kamran discussed representation on Faculty Senate committees by numbers based on areas.

Dean Haynes noted the fiscal implications. Proposals will include review by VP Kreidler. General Counsel Martinez brought up longer-term considerations and thoughts on leadership of the new schools, colleges; would it be a less centralized leadership 10 years from now? The board will be interested in long-term consequences. The procedure and criteria address purpose and structure. Page 18 of the packet addresses the approval process.

Dr. Jordan asked long-term staff on Cabinet how it's happened in the past with the 7 areas that were consolidated into three schools approved by the Board. Right now the Board does have the role of approving structural changes. Percy said it was pre-1996; he suggested reaching out to Wilt Flemon and Steve Leonard for historical background.

Names were discussed in the packet – Loretta stated that our Naming Policy may need some work. The policy now is about naming new construction, not re-naming re-organized areas. Dean Haynes said they will do a sub-group of the committee with Loretta and Carolyn on the Naming Policy.

Joan Foster moved to approve the policy. Luis Torres seconded. There was no further discussion. **The Schools to Colleges Transitions policy was unanimously approved.**

#### 4. **SCOB Sales Center** (Murphy, Daughtrey)

Dean Murphy passed out the proposal for a **Center for Professional Selling**. There are two national organizations of which we can become members. We are the only institution with such a sales program in the region. So we will attract students and employers.

##### Discussion

Carol Svendsen asked about the courses, etc. that would be associated. Courses would be offered through the Center, with curriculum by the Marketing Dept. There are corporate sponsors that provide funding. Dean Murphy said the plan is to pool the administrative work in the summer with a stipend for a Director. If it grows tremendously, they would have a full-time Director. Right now it is supported through faculty lines teaching the courses. It would grow as enrollments grow. Kamran stated the Center for Innovation is cross-functional while this one seems more narrow. Dean Haynes stated that employers are looking for engineers that can sell, more cross-functional abilities are being sought in the marketplace. Dr. Jordan noted the same is happening in the Aerospace industry. He thinks it will become more interdisciplinary in focus due to market forces. Steve Kreidler already asked about doing fundraisers with the Center.

The proposal would serve as the charter if approved. Senior Leadership reviewed it last week, with Vice President Golich recommending it be brought to Cabinet. Dean Murphy moved for approval. Steve Kreidler seconded the motion. President Jordan stated he prefers to have Cabinet vote, and asked for discussion, questions. This Center would live within an academic department (Marketing). Cabinet performed a voice vote, and **the Center for Professional Selling was approved unanimously.**

#### 5. **Extra Duty Pay** (Martinez)

General Counsel Martinez stated that currently, Deans are reviewing the policy with department chairs. She and Steve Kreidler are reviewing with HR. Steve Kreidler said that areas were not following the policy so this item is a reminder. The question of where the policy lives was discussed. Steve Kreidler will locate it and report back.

#### 6. **Regular Occurring Updates**

##### A. **President update** (Dr. Jordan)

Steve Kreidler and he are going to Washington D.C. There is a meeting on Wednesday to bring together a coalition of urban institutions to lobby the Department of Education, the White House and the Congress, on higher education. Most of the existing associations who lobby address issues that are too broad in scope for many institutions. They have identified about a dozen items that make sense for urban institutions, including new ways of measuring outcomes, and student veteran issues. Dr. Jordan has been speaking to other presidents about this. The list of

other institutions totals 45-50 schools like MSU Denver, including Central and Southern Florida, Portland State, UNC Charlotte, Boise State.

In Colorado, Dr. Jordan continues to work on the budget distribution for more equity among institutions. There are many behind-the-scenes conversations going on, including a recent presentation to the Hispanic Chamber Public Affairs committee and the Latino Forum

The Council of Chairs (CoC) has requested the authority to move forward with some Handbook amendments. Dr. Jordan agrees that they have the right to do so, and according to the procedure manual they have followed the process. Steve Kreidler is working with the Handbook Committee on process, to establish regular meeting times, and then to cancel if nothing is brought forward.

Dr. Jordan expressed concern about the campus climate based on the current actions of the Faculty Trustee. Citing recent emails where the Faculty Trustee has failed to follow process and wait for the Faculty Senate to investigate issues he has brought forward. Instead he has contacted the news media with his concerns and provided names of his colleagues, damaging how we work together as educators. This, as well as the use of CORA requests of individuals could undermine the faculty evaluation process and tenure process, adding that it has chilled open dialogue in the University. He concluded by suggesting that Cabinet discuss this with their colleagues and stakeholders.

## **B. Theme I – Student and Academic Success**

### **i. Education Quality(Golich) (no report)**

#### **1. HSI Update (Torres and Diaz Bonacquisti)**

Dr. Jordan and MSU Denver received an award from the Anti-Defamation League for leadership on our Colorado High School/GED nonresident tuition rate. There were about thirty students at the reception. He will also be recognized by the American Association of Hispanics in Higher Education and the Latin American Educational Foundation.

Fall applications are up 18% for all students. Accepted students are up 5%. Applications from African American students are up 50% and Latino students are up 19%. From a trend perspective, after several years of declining high school graduates in Colorado, WICHE is predicting a slow rebound with increases that will occur through 2024. Community College enrollments have been

down, which will impact our transfers. Transfer students tend to apply later as well.

### **C. Theme II – Urban Land Grant University**

#### **i. MSU Denver Neighborhood update** (Kreidler)

Serious analysis of student housing is happening around capacity and bond ratings.

The student-run Metropolitan Grill in the HLC is now open for business; today is the first day of their “soft opening” occurring Monday, Tuesday and Wednesday this week, where lunch menu items will be served by buffet. Hours are 11 a.m. to 2:30 p.m. and lunches are \$5.

No updates on the AES Building. March revenue projections will come first. We are currently #7 on the list.

### **D. Theme III – University Culture**

#### **i. Campus Climate** (Anderson) (no report)

### **E. Theme IV – University Resources**

#### **i. Budget Update** (Kreidler)

Jinous Lari will send prioritization requests to Deans, VPs and fiscal managers today. The Task Force will start meeting in about two weeks and meet every week through the budgeting process.

#### **ii. Advancement/Fundraising** (Wollard)

Carolyn stated that Advancement and External Relations has changed their name to **University Advancement at MSU Denver**. They are focusing on strategies and systems. They will produce a business plan to be voted on by the BOT in June.

### **F. Telling the MSU Denver Story**

#### **i. Strategic Communications and Branding** (Lucas)

A 15 second commercial is running on CBS4. The Metropolitan Denver magazine was mailed last week as well and several offsite locations are serving as distribution sites. Homecoming invitations to the VIP Reception went out to all cabinet members, and Brooke Gerber is collecting RSVP's.

### **Updates**

**Cindy Anderson** – the COA will have an event at the CVA on February 21. Cindy is creating an ad-hoc pilot program for students with English as a second language.

**Ann Murphy** – SCOB received notice that their progress report was accepted and that they are moving to the final stage of review for accreditation.

**Braelin Pantel for Emilia Paul** – They are seeking outstanding graduates for commencement.

**Kamran Sahami** – Curriculum and Welfare Committees of the Senate is looking into the curricular pros and cons of selling tickets. Dr. Jordan noted there are other revenue makers at the university such as selling food at the HLC. Kamran noted he is bound by process and procedure and added that student complaints about faculty have been coming to him and he has referred to Percy or appropriate areas. These were about Chairs. He referred one to the Dean, as immediate supervisor. Faculty Senate is following up on the RTP policy that recently passed and are working on a faculty evaluation policy for Chairs.

**Joan Foster** – English has addressed struggling students. Chair Carlson has tried two different models to improve student retention; one, taking the freshman composition course to one year from one semester, and second, in English 1010, remediation rates came down with supplemental academic instruction. In the Fall, they will expand the pilot programs. She passed out flyers about the musical, “Urinetown.” The Black World Conference has moved towards a more community engagement focus under Chair Winston Grady-Willis.

**Judi Diaz Bonacquisti**- ITS infrastructure and James Lyall’s work is helpful in support of Admissions. American Association of College Registrars and Admissions Officials (AACRAO) National Conference will be in Denver March 30-April 2. Encourage Cabinet members to attend and learn how enrollment crosses each of their units daily. <http://www.aacrao.org/training-and-events/meetings/current-meetings/2014-aacrao-annual-meeting>

**Sandra Haynes**- School of Education Founding Dean search will begin. Nursing received a Caring for Colorado Grant for \$88K to support dual enrollment with Community Colleges. She hopes to reach rural areas.

Jackson Lamb did the Taste of the NFL at the SuperBowl, and was joined by BOT Chair, Rob Cohen. An FAA Women in Education scholarship to train in a Lear Jet was awarded to one of our faculty members. They have a draft of AES curriculum. Dr. Jordan thinks the work the AES faculty are doing is very impressive. They are very responsive to industry needs.

**Joan McDermott** – Busy with Homecoming events. Saturday night! Men are number one.

**Loretta Martinez** – February 21 is date for the BOT Work Session. It begins at 7:30 a.m. with an executive session; the open meeting will run 9:00 a.m. to noon. It will be a discussion oriented meeting. The agenda will be on the Website.

Cabinet adjourned at 11:25 a.m.