

PRESIDENT'S CABINET MEETING

Monday, February 24, 2014

9 – 11 a.m.

President's Office –SSB 440A

Present: Anthony Sylvester, , Greg Watts, James Lyall, Joan Foster, Sandra Haynes, Steve Kreidler, Luis Torres, Kamran Sahami, Myron Anderson, Cindy Anderson, Cathy Lucas, Emilia Paul, Braelin Pantel, Joan McDermott, Ann Murphy, Vicki Golich, President Jordan, Judi Diaz Bonacquisti, Percy Morehouse, Carol Svendsen

Absent: Loretta Martinez, Carolyn Wollard, Catherine Reddy

Substitutions: none

Guests: Ellen Boswell, Sean Nesbitt, Jinous Lari, George Middlemist, Yvonne Flood, Nicole Tefft, Rae Shevalier, Amy Phare

AGENDA

President Jordan's Announcements: Emilia Paul was thanked for her service to the University as this is her last Cabinet meeting before her retirement. Dr. Jordan also welcomed Anthony Sylvester to Cabinet, as the new SGA President.

1. Approval of minutes from February 10, 2014

Dr. Jordan asked for a motion to approve the minutes. There were two corrections noted; under Item 5, Extra Duty Pay, Kamran asked that the statement that the policy is clear be struck. Sandra Haynes noted that on page 6, in her update, that the Caring for Colorado Grant was to Nursing, and the opportunity to train in a Lear Jet was awarded to a faculty member, not a student. **With those changes, it was moved and seconded to approve the minutes. A voice vote was held and the Minutes of February 10th were unanimously approved.**

2. Policy Management/Best Practices (Kreidler, Shevalier, Diaz-Bonacquisti)

VP Kreidler noted that there have been many discussions around policy during his time here. Last summer, he attended NACUBO and saw a great presentation on policy. He looked at best practices around policy management. There are 4 or 5 universities that are considered the best at this.

Every policy has a lifecycle that includes being identified, developed and approved, published and communicated, reviewed and maintained.

Critical success factors include: leadership support, accountability – someone to facilitate and coordinate - a defined process for introduction, review, amending, approval, authority, technological infrastructure and communication. There needs to be a clear process for development, revision etc. A review group for offered policies is also a best practice.

Most universities have policy templates for clarity. A revision schedule is part of the institutional process for ongoing policy management.

VP Kreidler showed the policy site of Cornell University which has tabs for policies relating to students, faculty and staff. The template is posted there as well. Indiana University has a “what’s new” tab that VP Kreidler liked. There are many opportunities for MSU Denver to borrow from the best practices of these institutions in developing our policy management. He recommends a group of 5-6 people to devote to policy management processes for MSU Denver. It would increase our effectiveness and transparency. Luis Torres asked where the policy folks reside in the campus structure. VP Kreidler said it was all over the place. Cabinet could decide. He thinks he could assign someone half-time. Judi Diaz Bonacquisti asked if the person would take up where the current process is leaving off. Dr. Jordan asked about what kinds of people would need to be on the 5-6 person group; faculty, staff, and student representation would work and someone at the Dean level as well. We need to find people that like to establish process. He thinks the process development would take about 60 days considering the amount of information out there to borrow from. Percy Morehouse moved and Judi Diaz Bonacquisti seconded to move forward with this process. VP Kreidler will send an email to Cabinet to find someone to help build the process. He thinks we could develop a policy on policies in the next 60 days. President Jordan asked for comments, there were none, **Cabinet voted and approved the formation of a 5-6 person group to establish a policy management process.**

3. Student Military Policy (Diaz-Bonacquisti)

The Office of the Registrar is calling for a policy on missed coursework when a student is called up for duty. Administrative withdrawal may be called for or they may be able to make up missed coursework. It would be determined on a case-by-case basis. The policy would live in the student catalog and direct students to the Veteran’s Services offices. At the end of the second paragraph, the policy notes “in consultation with faculty” – and below that it says Veteran’s Benefits will connect with them regarding their benefits. Dr. Jordan was concerned the student may get two different agreements, one with the faculty and a different one with the Veteran’s Benefits Office. To eliminate separate agreements, faculty would write an email and copy the Veteran’s Benefits Office so they know the agreement between the student and his/her faculty member regarding each course’s work. Percy Morehouse said this is similar to an accommodation – and they may want to look at how the ADA is implemented in comparison. An administrative withdrawal affects their benefits. This is very similar to existing policy; this gives the student the opportunity to make up missed work depending on the time of deployment. It is more flexible. Kamran Sahami suggested standardized forms for all communications. Students gets orders, those are signed off by Veteran’s Benefits, then the student gets a form and takes it to faculty for signed agreement on various options depending on circumstances, and there’s no chance of mixed direction for the student. Greg Watts expressed concern for the faculty member utilizing the ‘incomplete’ policy without knowing of other options. Kamran Sahami suggested guidance could be on the form. Luis Torres

suggested there might be an exception to the incomplete policy that requires 75% of coursework to be completed. A student could be called up for duty with only 50% of coursework completed. The language of the item comes from best practices at the VA on treatment of Veteran students.

Percy Morehouse asked Judi Diaz Bonacquisti to return with some implementation policy as well. **Kamran Sahami moved to approve with the addition of a standardized form for faculty. Judi Diaz Bonacquisti will develop the form and bring it back in two weeks for review. The Policy was unanimously approved.**

4. Regular Occurring Updates

A. President update (Dr. Jordan)

Senate Bill 1 is the Senate's effort to memorialize in statute that \$100M be appropriated to higher education this year, with \$40M to financial aid.

That is still in Senate Appropriations. His concern is that it not only perpetuates, but exacerbates the inequities as well. The Capital Development Committee has approved their items to fund for this year's appropriations. They approved 31 buildings, dependent on the March revenue forecast. It approves \$115M more than the governor recommended. The AES building is number 21 on the list, and we are moving forward with the planning for the AES Building.

The Capital Campaign will require \$20M from private sources, the total required is \$60M. Dr. Jordan met this morning with the Equity in Excellence taskforce. They are interested in creating a theme next year, all year, on cultural competence.

Dr. Jordan had good meetings in D.C. last week regarding lobbying for urban institutions. They are setting up a meeting to move forward with the organization. They met with the lead person for higher education in the White House and some key leaders in the departments of Labor and Education.

B. Theme I – Student and Academic Success

i. Education Quality(Golich)

The Trustees are looking for comprehensive data upon which to evaluate programs. They were amenable to the proposed collegiate structure. The Academic Affairs and Student Leadership team are having budget conversations.

1. HSI Update (Torres and Diaz Bonacquisti)

No report.

C. Theme II – Urban Land Grant University

i. MSU Denver Neighborhood update (Kreidler)

No report.

D. Theme III – University Culture

i. Campus Climate (Anderson)

No report.

E. Theme IV – University Resources

i. Budget Update (Kreidler)

No report – see Updates below.

ii. Advancement/Fundraising (Wollard)

No report.

F. Telling the MSU Denver Story

i. Strategic Communications and Branding (Lucas)

Save the date for March 20 at 7:30 a.m. for the President’s Spring Update. This is a campus-wide event and we want all of cabinet to join us. Bobbi Barrow in the office will be meeting with cabinet members and other key University individual to develop an internal communications

Last week was the MSU Denver caucus at the Capitol. There were 12 -1 5 legislators at the event, and veterans’ programs were highlighted. The President’s Executive Update was last week as well and was very well attended with about 60 community members there.

UPDATES

Percy Morehouse – The Equity Salary Survey is the process of collecting data and he projects a completion date of the end of the semester.

Kamran Sahami – Faculty Senate just completed RTP dossiers. They approved the minor in Selling at their last meeting. There is a new reassigned time form, it will be voted on next week. They are also putting together a campus climate committee.

Anthony Sylvester – there is a March 31st deadline for the Affordable Care Act; they will hold a Town Hall event in March to educate students. . It may be a two-day event. Anthony was previously the chair of the Student Affairs Board. He will keep that role while finishing the SGA President term. He cut the SGA budget by \$18K. There was no policy for the situation, so one is being developed.

Judi Diaz Bonacquisti- we surpassed 20% total headcount of Latino students. (last year we were at 19.3%,) We are at 19% toward his (this doesn’t count ASSET students). For next fall, applications are up 18%, accepted students are up 8%. We are up across the board.

Steve Kreidler – passed out a handout on budget projections.

The AHEC parking structure, which will add about 900 spaces, will be ready for fall. There will be some retail on the ground level as well. Update for this year: enrollment dropped, costing us \$3M of revenue. We set aside \$2.3M for shortfalls. The decrease

was worse than expected. Our emergency fund is now drained. The impact of decreasing enrollment is shown here.

March 7 will be the first meeting of the budget task force. They will look at some scenarios for income. The governor has asked for an 11% increase for each school; this would provide \$10M more than this year. For every 1% student decrease, it costs us about a million dollars. On the cost side, there are some mandatory cost increases. AHEC's allocation is going up, the library is going up, Classified compensation may go up 4.5%. There are other mandatory cost increases on campus that are not yet on the handout list. They will run scenarios as the information comes out from the legislature. A one percent salary increase costs us about \$850K. The budget taskforce will look at all the factors as they build the budget for next year.

James Lyall – had meetings of ITS committees this past Friday. There are some appointments on these committees that are outstanding.

Joan Foster – her LAS mini grants program has grown. It started in 2008 for faculty to support their faculty work toward tenure. This year's Rachel B. Noel Professor is Melissa Harris Perry. It is Thursday. The VIP reception is full. The church community program is from 6-8 pm and is full as well. There is an 11:00 am lecture, the kids from Rachel B Noel middle school will be here for that, and there are 700 signed up for the Turnhalle, which only holds 500. The event has been moved to the PE Events Center due to the incredible level of interest. The faculty show at the CVA opened on Friday night. There was an AES community advisory board meeting last week. They submitted the draft curriculum. We have a good funding position too. The Board liked their progress; felt the faculty listened well and did a great job in a short timeframe.

Myron Anderson April 10th is the Higher Education Diversity Summit. The conference gathers about 400-500 attendees, and is tri-institutional. The committee is finalizing the keynote. Myron reminded Cabinet of the Diversity Initiatives program to promote inclusive excellence on campus.

Joan McDermott- the Athletic Scholarship Dinner is April 15th. The speaker is Jake Plummer. She thanked all for Homecoming events which had good attendance. We will host the men's conference tournament. The Track Team is doing well nationally. Athletes are going to Children's Hospital and will give out some MSU Denver swag.

Cabinet adjourned at 10:50 a.m.