

PRESIDENT'S CABINET MEETING

Monday, May 5, 2014

9 – 11 a.m.

President's Office –SSB 440A

Present: President Jordan, Vicki Golich, Cathy Lucas. Carol Svendsen, James Lyall, Dean Foster, Dean Murphy, Percy Morehouse, Patricia Ordaz, Dean Haynes, Myron Anderson, Greg Watts, Steve Kreidler, Carolyn Wollard, Laura Roth for Braelin Pantel, Cindy Anderson, Metza Templeton, Catherine Reddy, Emily Davies

Substitutions: John Kietzman for Joan McDermott

Absent: Loretta Martinez, Judi Diaz Bonacquisti, Luis Torres

Guests: Yvonne Flood, Gwendolyn Mami, Rae Shevalier, Michaela Clemens, Brooke Gerber

AGENDA

1. Approval of minutes from April 21, 2014

Carol Svendsen has a correction to page 6, hospitality courses are at four south metro districts including one in Colorado Springs. Joan Foster has a correction to page 8 – \$87,000 now, not \$85,000 has been raised by Joan McDermott, not Joan Foster. James Lyall has a change to page 7, in his update which he will email. Minutes were **approved as amended above**.

2. Professional Development Conference (Kathleen Jewby)

The theme is Bridging the Gap. A company called VitalSmarts, famous for crucial conversations, will provide the keynote and some breakouts. The Keynote will be on Changing Culture. It supports the Strategic Plan regarding culture. The first 150 registrants will receive a free copy of their book *Change Anything*. Kathleen would like feedback so the committee can provide content that is relevant to everyone. She will provide her email to Cabinet. She is willing to meet in person to receive feedback. The committee will send out flyers and emails, but they'd like leadership to advertise to their constituencies as well. Carol Svendsen feels it's a great topic. Dr. Jordan reminded everyone that the conference duration is a half day so that coverage of offices is uninterrupted. Dr. Jordan encouraged staff and faculty to go. It is a great professional development opportunity. Cindy Anderson praised Kathleen's talents and organizational ability and thanked her. It will be in the King Center. Promotional materials will go out this week. Decisions on breakouts will be made today.

3. Email/Collaboration Suite (Lyll/Hart)

James Lyll stated that about a year ago we started the ITS Task Force to make recommendations on organizational structure, etc., and it made recommendations to the President, and this past fall those were implemented. They focused on infrastructure in their budget requests for this year. With additional funds, they are well on their way to meeting goals for ITS infrastructure. They had over 20 vacancies and now have fewer than five. He thanked EEO and HR for their support. Now they can address improving services.

This item is informational for Cabinet. They want to raise awareness on campus. The handout in the packet is to illustrate the complexity. Students are using Gmail for their email; faculty, staff and student employees are using Microsoft Exchange. It creates complexity and duplication for students working on campus. James feels it is a fragile system that is nearing its end. We are running out of space. They will be recommending to the ITS Strategic Oversight Committee to bring the students into the Exchange environment, or to move everyone to a hosted Gmail solution, but not with a Gmail address. Similar to what we have now. There are advantages and disadvantages to each of the three options on the handout. Gmail is not HIPPA compliant. That is something to be aware of. They have an open forum this Thursday at 8:00 a.m. in SSB 440A to have a conversation, hear concerns about these solutions. May 16th is the meeting of the Strategic Oversight Committee. Students have sent out a survey to all students on this as well. All of the options will improve service; the migration may be challenging, but will be worth it. Related issues to refine service can be addressed after the migration. The Exchange we are on right now is from 2007.

4. Global Email Discussion (Lucas, Flood)

Yvonne Flood has been looking at the global email policy and has done outreach; she met with the leaders of the employee groups, faculty, and athletics regarding discussion lists. Instead of emails to “all” they’d use a discussion list. It would be moderated and run by that organization. All members would be on the discussion list in the beginning with the ability to unsubscribe. Information would go to New Employee Orientation as well. Student Activities is in charge of emailing students. Departments can contact their majors. Questions regarding what is appropriate to send to students were frequent. Someone in Judi Diaz Bonacquisti’s area will be in charge of that list. Affiliate faculty remain on listservs in case they return to teach. HR updates it annually.

Discussion

Joan asked if Chairs can send information to students minoring as well. Yvonne said that could be done. Cindy Anderson said using reminders and texts with students will work better. They have email fatigue. Cathy said multiple channels are used to reach students including social media. Dr. Jordan wondered if we might re-think the email as the official means of communication if students are not reading their email. The student employee list is run from HR by Ramona. Global email requests will still exist. The intent is to move it to ITS and out of HR. Employee groups liked this idea.

5. College of the Arts Proposal (COTA) (Kornelsen)

The proposal is winding its way through the system. The key rationales are student success and better student services. Visibility of the program is still somewhat of an issue. They want to be a leader and community resource. Credit hour production grew faster than the overall figure. Economic development: the creative cluster is the 5th largest in the state. Job growth in the creative sector was 7%, which was greater than in other clusters. The second largest factor in bringing people and companies here to Denver is culture and the arts. There was a creative industry summit in Salida recently that was well attended. The COTA structure will include “Schools of “(music) etc., which is the term generally used in higher education. The COTA role and mission is aligned with the needs of the state and the strategic plan of the University. They are working on offering master’s degrees in art and music. They have 2 of the 5 positions necessary in place. They are proposing a smaller staff (5) than is typical, which is 7- 13, and CU Boulder has 31. The COTA is fully supported by the FT faculty and staff of the departments. Dr. Kornelson highlighted some top alumni of the Arts and noted what they are doing now. They have been working on this since 2007. It will benefit the entire institution. The proposal will go to the Board of Trustees in its May meeting.

Discussion

Carolyn noted that the community outreach has helped to drive this idea forward and their connections to the local businesses helps as well. Vicki noted the excellent placement rates for our graduates.

It was moved and seconded for Cabinet to recommend approval to the Board. Steve Kreidler noted that in 2015 there will be increased budget needs for the new office and 3 new positions. Dr. Kornelson said they will add them gradually to ramp up instead of doing it all at once. Cindy Anderson thinks that we will attract increased numbers of students to the program. Vicki Golich noted that there are three more graduate programs in the pipeline that will also add revenue to the University. If the proposal goes forward and there’s not committed budget will it change the timeline for implementation? Steve Kreidler thinks negotiation may occur. Dr. Jordan asked if there have been any revenue estimates made. Dr. Kornelson said there are no specific dollar estimates. Joan Foster noted an increase in rehearsal spaces, which has provided increased capacity, however space is still a limitation. Our Arts enrollment is currently 1600 and is larger than some comparators. The space problem exists today so is not caused by our growth. CCD is trying to grow their Theatre program as well. Carolyn asked what the student population is for the Arts in Colorado, and wondered how many of those we could attract from other schools. If we add master’s degrees, which do not exist in the Metro area right now, Cindy knows we will attract those students. CU Boulder’s program has strict number limits for their admissions, so we may pick up those who didn’t get into their institution.

The recommendation for a College of the Arts was **approved unanimously** by Cabinet.

6. Research Misconduct Policy and Procedures (Golich)

Vicki noted that we were out of compliance in a few areas, and we have now rectified that. The document in the packet is an informational item that now complies with the federal rules. Dr. Jordan asked for the principal changes from the old policies. Dr. Mami said we had a statement on ethical policies. Included now are a notification process, definitions of research misconduct (in depth) and there is a more detailed process. NIH and NSF Grants require a policy with a process for research misconduct and corrective actions. They followed Department of Health & Human Services, Department of Education, and Defense policies. The initial draft included a faculty committee for direct input into the policy. They consulted with the General Counsel as well. The draft has been submitted to the Federal Office of Research Integrity. They are waiting to hear back from them to see if it is approved. How it is disseminated to campus rests with Cabinet. Steve Kreidler moved for approval, and it was seconded.

Discussion

Dr. Jordan said the General Counsel noted in Section 102.1 that it says all employees have an obligation to report research misconduct. The policy does not say what would happen if someone does not report what they are aware of. Dr. Jordan wanted to make sure Cabinet was aware of this.

The policy was **approved unanimously**. Vicki thanked the group for their hard work.

7. Regular Occurring Updates

A. President update (Dr. Jordan)

We are in the last 3 days of the legislative session. The most important thing for us is that the governor signed the budget and the capitol budget. The two year limit on tuition increases at 6% is now in place. Our budget made that assumption, so our fiscal planning is in line with these figures. The Higher Education funding bill that would change the distribution of state funding for next year has passed Senate Appropriations. It is up for a second reading in the Senate is today. CU and perhaps Mesa may bring forward a second reading amendment with criteria regarding transfers. Either way we are fine with it. The House will likely concur with the amendments done in concurrence with the Speaker.

B. Theme I – Student and Academic Success

i. Education Quality(Golich)

Tracking Alumni has been an issue for us. We are piloting a new vendor that we have used via Career Services in the past; they are surveying students who have applied for graduation. We expect a 30% response rate versus the 10% we are currently receiving. Vicki will communicate the results to Carolyn. Luis is working with HACU to bring 120 students over the next 3 days to campus

to see STEM education fields. Enrollment is up a bit for the summer but we don't have new numbers for fall yet today.

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

Dr. Jordan noted that Loretta had received a call indicating that Secretary Duncan would like to use our facility to meet with 4-5 high school students and 4-5 of our students – all Latino males; he wants to have personal conversations about the issues they face and what can be done to get more Latino males into higher education. His office is coordinating the media coverage. This will be Thursday between 12:30 -2 pm and will be in room 400.

Brooke Gerber provided an update regarding Commencement. Commencement is coming up May 18th, at 9 am; it is not Mother's day but it is the day of the Colfax Marathon. Today they are preparing space on the first floor of the SSB for cap and gown distribution. Pick-ups will be 10-6 starting tomorrow. Brooke passed out an indoor rain plan for commencement. 2200 have applied to graduate. We will do the double line and no keynote again. The inside plan is to do it all in the PE Event Center. Each student will get two rain plan tickets. Overflow will be in the Turnhalle, with streamed coverage in case there are too many for the PE Event Center. The detailed rain plan is on the Commencement Web page. There are some changes to give more space for students to assemble; Business students will gather in the Turnhalle and line up and merge with the other graduates on their way to the field. Master's hooding ceremonies will be separate ceremonies. Social Work has really grown. They have enough marshalls and volunteers. Dr. Jordan thinks we may have to consider changes to our commencement. There is a limit to how long people will stay seated. Brooke said the discussion is already going on and would be welcomed.

C. Theme II – Urban Land Grant University

i. MSU Denver Neighborhood update (Kreidler)

There are 4 groups meeting regularly on the AES Building. There is the AES Advisory committee, composed of industry leaders, one group working on fundraising, another one finalizing the architectural process, and the AES Planning team coordinating the overall effort.

D. Theme III – University Culture

i. Campus Climate (Anderson)

The campus climate committee will meet to finalize recommendations to the President. MetroLeads is resuming for 2014-15 after its program assessment. Examples of changes made include a leadership framework infused throughout the program and the retreat, President Jordan will provide an overview of how MSU Denver works in the first seminar, and some scheduling issues were tweaked. May 16th is the application deadline.

E. Theme IV – University Resources

i. Budget Update (Kreidler)

Friday they finished up the budget recommendations. Steve will send them to the Cabinet once the President has received them.

ii. Advancement/Fundraising (Wollard)

Gifts in excess of \$1M will be aligned with the Strategic Plan. They have a \$1.5M gift for the HLC which will be announced soon. They are getting more involved with Alumni. They hope to raise \$250K via the revamped phone program. Endowments may move from a minimum of \$15K to \$25K.

Telling the MSU Denver Story

iii. Strategic Communications and Branding (Lucas)

There was a story today in the Denver Post as well as on the radio regarding our Supplemental Academic instruction. Distinguished Service Award program – are we seeking nominations for it? Friday, Dat Le sent an email seeking nominations. Cathy will put it into @MSU Denver. COA will be in charge of it this year as the COA and CSC take turns administering the program. There is an Executive Update on Wednesday which will focus on the creative arts.

UPDATES

Joan Foster- Channel 9 did a news show from the CVA and interviewed Greg Watts.

Steve Kreidler- please don't fill out Official Function forms.

John Kietzmann - on behalf of Joan McDermott, noted that the softball team won the RMAC Tournament and qualified for the NCAA Tournament. The team will be heading to Canyon, Texas to play beginning May 9

Cabinet Adjourned at 11:07 a.m.