

## **PRESIDENT'S CABINET MEETING**

**Monday, February 9, 2015**

**9 – 11 a.m.**

**President's Office –SSB 440A**

**Present:** Cathy Lucas, Carol Svendsen, James Lyall, Emily Davies, Patricia Ordaz, Elizabeth Hinde, Vicki Golich, Steve Kreidler, George Middlemist, Joan Foster, Luis Torres, Sandra Haynes, President Jordan, John Burtness, Cindy Anderson, Percy Morehouse

**Absent:** Myron Anderson, Loretta Martinez

**Substitutions:** Metza Templeton for Catherine Reddy, Laura Roth for Braelin Pantel, Deanne Pytlinski for Sheila Rucki, Scott Groom for Joan McDermott, Clay Daughtrey for Ann Murphy

**Guests:** Edgar Maldonado, Leticia Duarte, Sonia Gonzales

### **AGENDA**

#### **1. Approval of minutes from January 12, 2015**

It was moved and seconded to approve the minutes. Dr. Jordan asked for any changes. There were none. A voice vote was taken and the minutes were **approved.**

#### **2. Commencement recommendation** (Lucas, Duarte, Gonzales, Maldonado)

Cathy noted that the Committee has spent the last month and a half looking at the data from Sector Brands. They have developed four options for Cabinet to consider. Leticia Duarte introduced the Commencement Committee. Leticia said 16-17,000 attended our last spring commencement. She listed their goals for changes to commencement, including to celebrate students' accomplishments, and to create a more positive experience. Venue costs at the convention center make fall more expensive than spring.

The four options are:

1. Denver Coliseum, two ceremonies on one day
2. Auraria Fields, two ceremonies – Sunday
3. Auraria Fields; two ceremonies, two days Friday and Sunday
4. Auraria Fields one ceremony on one day, Friday or Sunday

#### **Option 1: Denver Coliseum on a Saturday**

With an indoor venue there would be no weather worries, we'd have stadium seating for better viewing; improved acoustics, and the students prefer Saturday.

The logistics of the venue would encourage people to stay for the whole ceremony. Cons include it being off site, limited ADA seating, and some impact to our relationship with CU Denver – their costs would increase and they have had Saturday for 20 years. Parking at the Coliseum is \$10.

**Option 2: Auraria Fields, two ceremonies, one Sunday, 9 am and 4:30 pm**

Benefits include that students bring their families to campus, there is free parking, RTD access, better visibility. The drawbacks include time duration for two ceremonies, weather and rain plans, more volunteers needed.

**Option 3: Two ceremonies in two days; Friday and Sunday morning, 9 am**

Benefits include more participation on a work day and less conflict with Mother's Day, more intimate and easier crowd control. Minuses include weather and rain plans, least cost effective option. Also with two half days, more time will be needed by volunteers.

**Option 4: one ceremony on a Friday or Sunday on campus**

Pluses are that it would be the simplest preparation, one event, and free parking; cons include a three and a half-hour ceremony, limited tickets, students may leave early, less visibility, crowd control challenges. We could add bleachers. This does not fall in line with any of the goals the committee was asked to meet. From their point of view, this is the least desirable option, however, it is the most cost effective.

The Committee recommends Option 2; on the fields, two ceremonies in one day, held on a Sunday at 9 am and 4:30 pm.

The Auraria Fields will be worked on by AHEC post-commencement with completion in October. It will be an open outdoor venue that could fit a ceremony of 12,000. We'd have to split it up or reduce the number of available tickets.

Leticia opened it up for questions and conversation with Cabinet. Dr. Jordan asked why there was not an option for two ceremonies on a Friday. The committee noted conflicts with Friday traffic and the work day, and the flip of the set-up for CU Denver's commencement the next day. The reason for the 4:30 time is due to the heat in the spring. It just gets too hot for the students and platform party. Cathy asked about a Thursday and Friday morning. There are still finals on Thursday and while it may be possible, Leticia would have to speak with AHEC. In May, temperatures vary quite a bit. It averages 68 degrees. Any given day there is a 44% chance of rain. The committee is estimating an increase of about 100 students this commencement. AHEC's calendar goes out 5 years for commencement dates. It was suggested that taking out the department name and just announcing the graduate's name should remove about 20 minutes from the

ceremony. Dr. Jordan thinks we should keep the department name and the hand shaking as it personalizes the ceremony.

Discussion turned to two ceremonies in one day with one at 3:00 pm instead of 4:30 pm. Friday seemed to be the desired option by Cabinet. CU Denver would rather pay more with us using the Coliseum than be rushed to turn over the set up. The question of our new Athletic Fields as a venue was discussed. It is not large enough, we'd have to limit tickets to 5 per student, and the turf may not hold a jumbotron, we'd damage it. Scott Groom noted that the turf also reflects back more heat than does natural grass. It also would cost about \$80-85K. Parking is also an issue, because if we held our ceremonies on a Saturday, we'd be competing for parking with CU Denver's audience.

Due to the rain chances, Dr. Jordan noted he'd prefer we hold it indoors. Luis thinks the Coliseum has much better viewing for families. It would take the uncertainty about the weather out of the equation. Surveys showed people requested it to be held indoors quite frequently. The question arose, is the Coliseum willing to commit to five years out? Leticia has asked the Coliseum contacts about this year and next, but not further out; we may be able to negotiate a better rate with a longer term. We could negotiate some parking subsidy as well. The convention center has a higher cost for parking than the Coliseum and many families park there. If we move spring commencements to the Coliseum as well, we'd be able to negotiate more. There are conflicts of timing down the road with the convention center. Seating capacity of the Coliseum is about 11,000. We'd have a 9 -11 am ceremony, with a break to allow for photos and people clearing out, time for volunteers to have lunch, clean up, and get ready for the next ceremony. The second ceremony would be at 3:00 pm; we could move it up to 2:00 pm but Leticia wouldn't recommend any earlier.

Dr. Jordan asked for a show of hands for a preference poll between staying on campus and moving to the Coliseum. Three were not in favor, the majority favored the Coliseum. Next is the choice of day; Saturday or Friday? Friday was least preferred by students. Faculty and staff volunteers would be easier to get on a Friday. Cabinet did a show of hands vote for Friday vs Saturday – there was a preference for Saturday.

**Cabinet chose two ceremonies at the Coliseum on a Saturday** and discussed the timing of ceremonies; 9:00 am and 2:30? Leticia thinks 2:30 is a good compromise.

Leticia noted another piece; two ceremonies affect our speakers. In spring, the President's Award winner is the speaker, and in fall it is the Outstanding Fall graduate. Leticia showed three scenarios for speakers. One, to have two President's Award winners; one in Business and SPS and one in LAS and Education; there would be relevant speeches for students, but those with double majors would be an issue.

Scenario 2; One student speaks at both ceremonies. There'd be no change. This option may not be as personally applicable for graduates and the student would have a long day.

Scenario 3; no student speaker, possible keynote instead. Only a small change, but affects our tradition of the President's Award winner.

Currently, we give the President's Award and the Provost has an award, but that student doesn't speak. Dr. Jordan asked if we could recognize the second award winner; he and Dr. Golich would coordinate to make sure the student awardees come from different areas. Policy could be awardees are to be from different colleges. This would elevate the significance of the Provost's award. It is difficult to ask an outside speaker to speak for 7 -10 minutes. Dr. Jordan asked Cabinet for their thoughts on a different process for selecting a student speaker; what criteria would be used?

Leticia brought up the idea of selecting a different speaker; as a merit award doesn't necessarily make a good speaker and the students are always very nervous. Leticia said we could have students submit speeches and the committee could read them; Patricia noted we could record the student instead of live speech. **It was concluded that this spring we will have the President's Award winner and the Provost's Award winner speak. If we change the process it will have to be next year.**

The commencement committee will plan both ceremonies.

Sandra Haynes asked who would go at 9:00 am and who at 2:30 – **Business and SPS will be at 2:30; LAS and Education will be at 9:00 am.** We need to do a multi-year, spring and fall negotiation with the Coliseum. Leticia will begin the work on that.

### **3. Veteran Military Center Proposal (Golich)**

Dr. Golich praised Student Engagement and Wellness for working under the policy for the establishment of Centers. Recommendations from the Veterans and Military Task Force included the establishment of a Center, as well as priority registration. Services we already offer veterans will be more consolidated in the Center. The active military wanted a space to communicate with other veterans. We have some one-time budget for this, but it would be an ongoing expense. Dr. Golich is requesting pieces to go into base funding over time. The position attached to the handouts is already base funded. The only incremental cost is the base operating budget; space has been approved in the Tivoli, 243. Some renovations and signage is all that is needed. The work study students there would be paid by the VA. There are also two AmeriCorps volunteers that will work there. Joan Foster moved to approve, the motion was seconded. A vote was taken and the Center was **approved unanimously.**

- 4. Temporary Pool Administrative Assistant Job Description** (Morehouse, Tefft)  
Percy Morehouse presented the item for Nicole Tefft. Percy stated there is always a need for part time and temporary people. The idea is to have a pool of candidates to be selected from for this need. The job description is part of the packet today. Steve Kreidler stated we'd have a pool of ready-to-go employees. There would not be a need to contact temp agencies. Positions could be filled quickly with a temporary staff person while the position is being searched and filled. The pool would be people who desire temporary and part-time work. They would be eligible to apply for positions as well. Whether the positions would be exempt or Classified came up. The positions being filled temporarily would be exempt positions. The Handbook states an exempt position can be filled by a temporary for up to two years. Percy is seeking approval for the item. It was moved and seconded, and a vote was taken. Metza Templeton for CSC was the only nay vote. The item was **approved**.

**5. Regular Occurring Updates**

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

A vote was scheduled a week and a half ago and they never got to the bill. (SB 72, regarding our admissions policy) It has not yet been scheduled. It will be calendared.

Luis asked what other institutions think of this bill. Dr. Jordan said that everyone is staying out of it. The Community Colleges are also staying out of it.

The AES Building will go through the JBC as well; the Capital Development Committee has not voted on it yet. It was on their high priority list, however.

Another bill sponsored by Senator Lambert around the funding formula, which provided funding for historically unrepresented students. The senator designed a bill to prohibit funding based "solely" on race; it was amended in the Senate Education Committee. The amendments negated that intent and that version was passed by Committee. It may pass out of the Senate. The CCHE is asking if all can live with it as amended; Dr. Jordan thinks the amendments may not cause us any issues now. Before amended it would have cost us over \$40K, and it would have cost the Community Colleges over \$1M.

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

**i. Education Quality**(Golich)

The Retention Task Force was convened last week. They discussed what is a real replacement number, which is the number who leave vs enter MSU. Once we have that number, we can look at trends in departments and majors, and allocate targets to the Colleges, Schools and Departments. This is best practice in higher education. There is a lot of competition for students. The faculty

are engaged and have increased advising hours to help with retention. Vicki noted that determining what courses to offer online is happening now. The Individualized degree program is reaching out to students who only need a few more courses to graduate as well.

Dr. Jordan gave an update about the national urban schools group; they will focus on Pell Grants, and the Federal College Rating System. They have written a letter regarding their position on it. They will also lobby federal agencies and members of Congress on workforce grants for four year institutions.

1. **HSI Update** (Torres)

Dr. Jordan and Dr. Golich met with Dr. Torres and Esther Rodriguez a week ago. They want to make a final push to reach our HSI number. Luis and Esther will renew our effort by co-chairing the HSI Task Force.

Luis noted that we have remained on target since the origination of the initiative. He hopes to be able to count the undocumented students. They will look at the 55 recommendations from the Task Force. They did an update a year and a half ago, and at that point, 12 of the 55 were completed; 14 were incomplete. They want to accomplish the goals by 2017.

There is a panel presentation on the 24<sup>th</sup> at the new Colorado History Museum that Dr. Ramon Del Castillo is leading. He was involved in the exhibit as well.

Excelencia in Education focuses on emerging HSIs. They are having an event on the 25<sup>th</sup> in DC. They are developing a document focusing on three states, and a few institutions in those states, and MSU Denver is the institution in CO that they will highlight.

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

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

The Athletic Facility should be wrapped up by the end of the month. The AES building planning is going well.

Groundbreaking may be this summer as planned. It will be a four story building, with the fourth floor potentially unfinished, depending on fundraising. Students and faculty will be occupying it by summer of 2017. It will be just west of the SSB along Auraria Parkway. The Foundation has been working hard and has set up meetings with state leadership in support of the building.

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

- i. Campus Climate** (Anderson) No report.

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

- i. Budget Update** (Kreidler)

Steve Kreidler noted that census date was last Thursday. We are about 4 – 4.5% lower than last spring. Funding is now tied to credit hour production. The Budget Task Force must figure out how to best use our funding. Priorities have been sent in to the committee.

- ii. Advancement/Fundraising** (Burtness)

VP Burtness stated that the leadership of the Board is amazing. They have some task forces working on specific fundraising goals. The Foundation Board wants to be engaged. They have large asks out related to the Athletic Fields, the HLC. The Foundation Board will have a working session with the Board of Trustees on how to work together on shared goals.

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

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

Bobby Barrow is filling in temporarily for Marissa Ferrari. She thanked everyone for their participation in the Strategic Plan Update. Pat Sanaghan will return on the 9th and 10th. March 19th is the Spring Update. She asked everyone to mark their calendars.

#### **Updates**

**Joan Foster** – At Museo there is an exhibit called Chicano, and Carlos Fresquez will be there. Art Campa and Adrian Wycoff are working on re-submitting the CAMP Grant. CVA has a great show on Africa.

**Scott Groom** – Hall of Fame inductions had a huge turnout. They took some alumni on tours of the new fields. Basketball had a great weekend as well.

**Patricia Ordaz** – it is election season for SGA.

**Deanne Pytlinski for Sheila Rucki** – Faculty Senate passed a catalog change that clarifies exceptions and what cannot be waived for students on a BASE petition. This mirrors what is on the ASA Website. There were 23 applicants for sabbatical next year. Twenty two were recommended.

**Elizabeth Hinde** – The SoE will be undergoing a state and national accreditation visit on Feb. 22-24. State visitors will be mainly in West Classroom, but also touring campus and visiting school sites. They will also be meeting with the provost and president.

**Steve Kreidler** – OSRP got three NSF grants out totaling three times more than usual. There has never been an attempt this large to bring money to the

university. The travel process is being looked at as well as the reimbursement process. There is an RFP that went out Friday to look for a way to earn more from our banking relationships. Thursday at 1 pm banks will come here for a meeting. We have a print management person coming as well to help save money on that, in partnership with UNC and Mines.

**Dr. Jordan** – spent some time in DC last week; he met with Senator Bennet, Senator Gardner and Representatives Polis, Coffman and DeGette. He thanked Senators Gardner and Coffman for their votes on Dreamers and undocumented students as they are bucking their party on those issues. Senator Bennet will help us with reauthorization to make us eligible for Dept. of Labor grants. Representative DeGette is very involved in helping us achieve HSI Status. Dr. Jordan will return to DC for a week in March. He chairs the Council of State Representatives which voices the AASCU position on public policies; all 50 Presidents will articulate that over regulation is not desired.

**Cabinet adjourned at 11:09 a.m.**