

## PRESIDENT'S CABINET MEETING

Monday, January 12, 2015

9 – 11 a.m.

President's Office –SSB 440A

**Present:** Myron Anderson, Carol Svendsen, Sheila Rucki, Vicki Golich, Cindy Anderson, Greg Watts, Sandra Haynes, Joan Foster, Luis Torres, Steve Kreidler, Elizabeth Hinde, James Lyall, Catherine Reddy, Patricia Ordaz, Ann Murphy, Braelin Pantel, Loretta Martinez

**Absent:** Dr. Jordan, Cathy Lucas

**Substitutions:** John Kietzmann for Joan McDermott

**Guests:** Jeremy VanHooser, Bryan Hubain

### **Dr. Golich Presiding, Announcements:**

Dr. Golich announced that the plane crash yesterday near Brighton involved Nicole Tefft's husband, who did not survive. Steve Kreidler said he'd notify everyone of services.

## AGENDA

### **1. Approval of minutes from December 1, 2014**

Dr. Golich asked for comments, additions, etc. and a motion to approve the minutes. It was moved and seconded to approve the minutes. There were no changes noted. A voice vote was taken and the minutes were **approved** unanimously.

### **2. Higher Education Diversity Summit** (Anderson, VanHooser, Hubain)

This is the 5<sup>th</sup> year for the Summit. This event was originated by MSU Denver, but has grown to become tri-institutional. Myron introduced Bryan Hubain, the Diversity Specialist and Jeremy VanHooser, Diversity Technology and Projects Specialist. Bryan noted the date of the event, Friday, April 10, 2015. The conference is a way of showing how inclusive excellence is put into practice. Bryan highlighted the speakers for the Summit, and noted that proposals for sessions are peer reviewed. Reviewers who will score the proposals are experienced, and are from across the country. The Selection Committee will choose sessions for the program. There are four content areas for sessions; LGBTQ Issues, Community Colleges and Two-year Institutions, Accessibility in Higher Education and a Generalist area for diversity and inclusive excellence topics. Jeremy went over the accessibility planning for the event. There will be templates and guidelines for presentations to be as accessible as possible. The planning committee is working with the Access Center and accessibility specialists on campus. Jeremy showed the website for the event and encouraged Cabinet to register and attend. The event gathers about 500 attendees each year

from higher education, non-profits, government agencies and the community at large.

**3. Bullying Policy (Anderson, Morehouse)**

Myron will present information about bullying and Percy will go over the draft policy. Myron began by showing why we need a policy, and what bullying is and is not. There are four key categories of bullies defined by the strategies they employ; the screaming Mimi, the constant critic, the two-headed snake, and the gatekeeper. Bullying comes down to power and control. Myron defined what bullying is not. It is not a personality clash, it is about misconduct. He defined what a good leader does and what a bully leader does, characteristics of a tough boss versus a bully boss. Myron described the cost of bullying; there is a personal cost to physical well-being. Toxic environments increase health issues. Institutional costs include turnover, reduced company loyalty and reputation, absenteeism.

What about MSU?

Our data come from the Ombuds Annual Report, the EO Office and the Campus Climate Survey. Questions 81 and 82 from the survey show that our numbers pertaining to experiencing bullying are above the national average. The Campus Climate Survey Task Force suggested a policy on bullying. Currently there are not many policies on bullying extant in higher education, so we should lead on this as we have on other topics. It would improve the climate, save money, and it would follow our mission and strategic plan.

**Policy**

Percy provided the draft policy to Cabinet. He asked Cabinet to provide it to their constituents and bring feedback to the next Cabinet meeting. Training is key, and will be mandatory across campus. Roles and responsibilities are defined. Joan asked about acts of sabotage; disagreements about issues or actions do not constitute sabotage. Myron noted that using false data intentionally is an act of sabotage. Percy asked for feedback to both he and Myron by email as well. The policy applies to faculty and staff, as well as student employees. Student conduct falls under Braelin's area. This policy addresses non-unlawful discrimination; those subjects will still be handled by EO. Loretta noted that cases can be mixed, with bullying occurring with and/or without racial or gender overtones. She also noted that the terms "hostile" and "retaliation" could be confusing with discrimination cases. She stated that being on the cutting edge could create some bleeding; and we should be aware that we will have to step back and evaluate it after a year. Adequate training of the community and investigators is very important. Percy sorts out unlawful discrimination from bullying. The same actions can arise for different reasons. The unprofessional conduct policy is often not suited for these types of behavioral issues. It is not the best forum for resolving complaints of bullying. Right now bullying is not a policy violation. Bullying is currently not part of the code of conduct. Percy feels we need some guidelines when these issues come forward. Myron noted that research shows that the mistake organizations make is to subsume bullying under other policies. Percy handed out guidelines on what constitutes bullying. It is not all inclusive.

There are some examples of bullying actions and some description of what does not constitute bullying. Braelin pointed out that bullying is not in the student code of conduct. It could be added with a definition. The policy is about the bully, not about those being bullied. Vicki noted the systemic piece of Namie's definition of bullying. That could be important as a definitional component. Joan Foster also thinks that "systematic" should be added to "repeated aggressive behavior".

### **Reporting**

Percy handed out the document describing the reporting procedures. There is also a process described for investigating complaints. This will require training on conducting investigations. Outside investigators could be hired if the bullying complaint is originating in HR. They provided examples of corrective actions, and there is a form to lodge a complaint. Please send your concerns, issues to Percy and Myron.

### **Discussion**

Sandra asked about the corrective action. When does it become unprofessional conduct and subject to that policy? Percy considers bullying to be a form of unprofessional conduct. Vicki is concerned about progressive discipline so that a first time offense is not necessarily punished by termination. The progression of discipline needs to be listed. Loretta wants to change the term "perpetrator". Greg noted some concerns about language on the form. Where it states that the investigator will "try" to protect identity; there should be a guarantee of confidentiality. Loretta agreed and noted the language around other procedures could work here. Cindy noted timeline; once the policy is adopted, could someone say they were bullied four years ago? Sandra Haynes noted there should be an addition of a checklist of who is doing the bullying by job category. Once solidified, the policy will go to the Handbook Committee.

## **4. Title IX Deputy Coordinators, Roles and Responsibilities (Morehouse)**

Percy noted that about a year ago we received a letter from the USDOE about Title IX, sexual misconduct policies. Percy is the Title IX Coordinator for MSU Denver. Deputy Title IX Coordinators were identified around the University. Now we have roles and responsibilities for those positions. Students should have equal access. There is a sexual misconduct policy extant for students through Braelin's area and for faculty and staff through the Handbook. Percy would like Cabinet to review and provide feedback. This will have to go online, and be disseminated to campus. This subject will also require training. There will be assistants investigating and assisting Percy.

Patricia Ordaz asked about student training. It doesn't include obligations. Student employees have the same obligations as any employee. Percy will make sure that is clear.

## **5. Regular Occurring Updates**

### **A. President's update (Dr. Jordan - out)**

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

Vicki noted we are trying hard to keep up enrollment. They are looking for a new co-chair for HSI.

**i. Education Quality(Golich)**

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

Dr. Torres noted that a JTOH event in St. Cajetan’s included a family literacy project that was a service learning opportunity for our students. There was a Jan. 1 article in the Denver Post about our ASSET students. They interviewed a recent graduate who was working for DPS as a paraprofessional, something that could not have happened a few years ago. We currently have 326 ASSET students. UNC has 52. CU Denver has 29. CU Boulder has 27, and CSU has 26. Luis believes there are about 700 in the state, and we have the vast majority. ASSET students have started a new organization called RISE. Luis gave a presentation for them. ASSET students can now participate in study abroad programs via allowances for travel via DACA.

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

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

They will meet twice a month.

**D. Theme III – University Culture**

**i. Campus Climate (Anderson – See agenda Item 1.)**

**E. Theme IV – University Resources**

**i. Budget Update (Kreidler)**

The Budget Task Force intends to have the BOT vote on the budget in their May meeting, earlier than usual. February 16<sup>th</sup> is the absolute deadline for sending prioritized requests for budget. Spring Enrollment could cause us further cuts. We are about 5.7% behind last year’s numbers.

HB 1319 - the CCHE did pass the model we discussed. It has been presented to the JBC. They will make the final decision on the model. Dr. Jordan will meet with Sen. Lambert, head of the JBC. The JBC is asking good questions about funding and history. Steve expects many amendments to the bill next year. The JBC can finalize it at any point, but it will go into the Long Bill. Luis noted that organizations such as CLLARO, the Black Chamber and Black RoundTable, whom we have been working with, sent a letter

in support of the recommendations. Steve noted the faculty also sent a letter, and thanked Faculty Senate for that. Steve brought up the Obama Administration's effort on two years of Community College. While an amazing opportunity for our country, it complicates the higher education picture. This will take years. Joan Foster noted that it could increase our student numbers. Steve noted it would make us different, being a Jr. & Sr. and Graduate Programs school.

**ii. Advancement/Fundraising** (Burtness - out)

**F. Telling the MSU Denver Story**

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

**Updates**

**John Kietzmann for Joan McDermott** – Joan will start April 1 at Cal State East Bay. Homecoming is February 2-7 and we have a number of activities planned that are available online. Feb 6 & 7 – On the 6<sup>th</sup> the Women's game will move to accommodate a live TV broadcast of the game against Mines, who we lost to in OT on Saturday. Feb 7<sup>th</sup> will be the Homecoming games against Colorado Christian. The Hall of Fame banquet will be in the PE Event Center. April 28<sup>th</sup> is the Scholarship Dinner and Auction. Pete Julian, a track coach for Nike, will be our speaker. It will be at the Grand Hyatt, Pinnacle Club. The new Athletic fields can be seen from there when lit at night.

**Cindy Anderson** – COA had a joint welcome back with CSC which was enjoyed by staff from both classifications.

**Joan Foster** – The Colorado History Museum – Ramon and students have been involved and Luis will be on the panel.

**Braelin Pantel** – Friday is the MLK Peace Breakfast, and there are still a few tickets available.

**James Lyall** – the migration to Office 365 is complete. He thanked all for their patience. He gave a "Save the Date – Jan. 27<sup>th</sup> from 2-4 in Admin 450S. This is for Rick Beck's retirement. He has hired someone to transition in before he leaves, his name is Kevin Taylor.

**Patricia Ordaz** – All of SGA will attend the Leadership Immersion Conference in Glenwood Springs; Steve Kreidler will speak at the event.

**Elizabeth Hinde** – school districts congratulated graduates. Their student teachers event was standing room only.

**Sandra Haynes** – HTE has another public-private partnership, this one is with Pan AM for a student run travel agency.

Cabinet Adjourned at 11:00 a.m.