

## **PRESIDENT'S CABINET MEETING**

**Monday, June 29, 2015**

**9 – 11 a.m.**

**President's Office –SSB 440A**

**Present:** Sheila Rucki, Metza Templeton, James Lyall, Braelin Pantel, Cathy Lucas, Emily Davies, Christian Itin, Joan Foster, Liz Hinde, Ann Murphy, John Kietzmann, Myron Anderson, Luis Torres, Steve Kreidler, Vicki Golich, Christian Solano

**Absent:** Percy Morehouse, Loretta Martinez, John Burtness

**Substitutions:** Kathy Heyl for Sandra Haynes

**Guests:** Winston Grady-Willis

### **AGENDA**

#### **1. Approval of minutes from June 1, 2015**

Vicki Golich asked for any comments on the minutes. Joan Foster moved for approval, a voice vote was taken and the minutes were **approved**.

#### **2. Shared Governance Task Force Report (Pantel, Grady-Willis)**

Braelin and Winston presented the Task Force Report. They summarized their presentation to the Board of Trustees and highlighted some additional items. Their intent is to lead a discussion as to the role of Cabinet in shared governance. They were charged in the fall to solicit feedback, review the principles of shared governance, look at best practices, and to draw on the strategic plan. The Task Force was an appointed group. Existing constituency groups reviewed their recommendations and gave feedback. They held focus groups with all staff classifications.

There are 22 recommendations meant to start a university-wide conversation with the community at large. Findings include; determining what shared governance means, issues of trust and mistrust, communication, policies and decision-making. They determined 7 important values; to honor all, communicate effectively, promote transparency, embrace dialog, respect structure, think institutionally, and cultivate trust.

Recommendations

Trust comes back to communication; at the unit or departmental level. Key decisions should be made where the information lies; they argue for a move to decision making in those areas. Streamlining the curriculum process is an example.

The report ends with next steps. The Task Force sees their work as a process.

The Board will continue the process in their fall Retreat.

Braelin asked Steve Kreidler to update Cabinet on the policy process as the work under VP Kreidler is in conjunction and coordinated with the work of the Shared Governance Task Force. The policy process has been put together; one can go to

a policy person for assistance; proposals go to the committee, then in draft form they will go to the university committee, have input, and then once vetted, they would come to Cabinet for a vote. Policies can go back and forth in that process within a timeframe of about 90 days for a quicker pace, however there is flexibility there. Promoting transparent communication is the goal of both groups.

#### Cabinet

MSU has more expansive and inclusive membership that is standard at other like universities. We have a website with minutes posted. This group is the only formal structure where constituent groups sit at the same table and meet regularly. There does not appear to be a clearly delineated role for Cabinet within the university community. Many don't know what it does, what its purpose is. There is some confusion as to the relationship between Cabinet and other groups on campus. There is some skepticism, and a potential for missed opportunities. The campus community needs to clearly understand the purpose of Cabinet as a leader in University planning, policy, and Cabinet needs to be seen to actualize a stated purpose. Others on campus may have increased trust knowing the purpose of Cabinet and what it does for the University. The recommendation is "a re-conceptualization of the President's Cabinet to serve as a connection point for members of the representative constituency groups and key institutional leaders".

#### Discussion

The expectation that members report out information to their constituency groups will not change, although President Jordan is open to other changes. Dr. Golich asked about the differences between a University Council and President's Cabinet as it exists now. Re-conceptualization of current structure was the idea instead of adding new structures and committees. Dr. Anderson asked about a method of having issues come up to Cabinet from the university community. Some discussion of this came up in the focus groups regarding faculty senate. Braelin noted that the role of Cabinet was not necessarily a popular theme in their research. Dr. Itin noted that the VP group is more equivalent to a Cabinet and Cabinet is more equivalent to a University Council. Dr. Torres noted a section at the end of the report and asked how the survey, evaluation may change – what do people think now about the state of shared governance at MSU? In general, people seem to think the concepts in the statements were good, they liked the key concepts, but didn't see it coming about in current structures. The Task Force thinks it is important to keep the feedback going evaluating shared governance and the sense of it on campus after the Task Force is done. Dr. Anderson wondered if the diverse definitions of shared governance and perceptions of it can be brought together under one banner. Dr. Foster noted the lack of defined purpose and that lines of communication need work. Roles may need increased definition. Dr. Golich agreed that defined roles and responsibilities will be more helpful. Faculty Senate now meets twice per month instead of once per month. University wide issues should come to Cabinet so as not to add unnecessary vetting levels to something without a broad impact. Some things can be done at the unit or School/College level. Dr. Itin noted that

the scope and authority of various groups needs more definition. VP Kreidler added that some things can run virtually independently while others require some centralization. It is a cultural shift that is difficult. Dr. Golich noted difficulty in some things as to whether they should come to Cabinet; there are some clearly defined things that do not need Cabinet discussion or approval. It has depended level of impact, whether she determines to bring something to Cabinet. Braelin stated that the consultant they worked with recommended a matrix which would determine who has principal authority for this, who needs to take action, who needs to give input. There may be frameworks to draw from. Dr. Anderson noted that discussion and information sharing is as important for this body as decision making. Cabinet could invite various areas to attend certain meetings for input. Dr. Golich asked what if Cabinet met just once per month? Some months Cabinet may need to meet twice a month. Dr. Rucki noted some conflicting impulses on campus as well as in the report; people interested in campus wide communication and discussion must realize that on the other hand, it will slow things down a lot. Dr. Golich feels that results of task forces are posted online and no one reads them. A culture change would be adding a deadline for everyone to read and provide their input. It makes everyone take things seriously. Braelin said there were some positive things in the task force outcomes as well, such as Dr. Jordan's Town Halls. The Task Force sees communication as the one thing that needs prioritization across the board. There is a needed balance between communications and too much email. Multiple vehicles of communication are necessary. Dean Hinde has heard that meaningful dialog is needed more than more communication, as it is perceived as top-down right now. Dr. Golich asked about next steps: think about the charge, purpose, roles and responsibilities; a matrix for issues; principal responsibilities, where decision making makes sense, recommendations. Dr. Golich asked if Cabinet should tackle the charge for Cabinet; members could talk with the consultant, Steve Reno, for a facilitated conversation in Cabinet.

### **3. Bullying Policy and Workplace Bullying Complaint Procedures (Morehouse, Anderson)**

Dr. Anderson said the draft policy has involved various areas for feedback. Changes were made; there is a one-page policy and a process or guidelines book instead of three documents. The policy would reside in the Handbook, the Procedures are separate. Flow charts were added. The number of examples of bullying was reduced as well, to those that fall in line with repeated behaviors and those listed in other policies in the country. Listed also is what is behavior not considered bullying. The goal is to receive any revisions or changes and get final feedback. Braelin likes this version, but noted that student employees need more information on reporting options; if the bully is not a student employee but just a regular student, how would that be managed? How it meshes with the Student Code of Conduct needs to be ensured. Dr. Anderson and Dr. Morehouse will meet with Braelin and her area to make sure the policies work together. James Lyall is concerned that the second paragraph about technology is too broad. Dr. Anderson stated that they wanted to be clear that devices attached to the

university infrastructure are included. James suggests replacing the paragraph with something about communication in general, and about the behavior not the technology. Dr. Itin suggested to perhaps use the examples section to list some technology used in bullying behaviors. Dr. Rucki noted that there's a difference between rigorous academic debate and bullying. Dr. Anderson stated that academic debates, differences of opinion, are listed in the examples given under the not bullying section. Dr. Torres noted there is a passage in the AAUP Guidelines that addresses bullying and academic freedom. Steve Kreidler asked if there are differences between the flow chart process and the usual grievance process. Dr. Anderson stated that the formal EO Grievance process allows 300 days; timeliness in this policy are different. Dr. Anderson said they aligned the process with the current grievance process. Classified Staff have the choice of using CSEAP or MSU's policy and procedure. Metza Templeton added that there is an organization that certifies bullying investigators and conflict investigators, mediators. Dr. Anderson said they will be training investigators and there is the possibility of using external investigators.

#### Next Steps

Endorse with changes, or revise and bring back to Cabinet? Dr. Golich asked for a show of hands – **a revised version will return to Cabinet's next meeting for approval.**

#### 4. Regular Occurring Updates

A. **President update** (Dr. Jordan) (no report, see Updates)

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

##### i. **Education Quality**(Golich)

Dr. Golich noted enrollment is still down. She received some interesting reports from the Deans that were very helpful. The retention task force has been doing solid work. She wondered if concurrent enrollment at the community colleges is actually hurting MSU. We know we are hurt by not being able to make up enrollment with non-resident students.

##### 1. **HSI Update** (Torres)

Dr. Torres stated that the Task Force meets again on July 8<sup>th</sup>. The three sub-committees will have met and presented their initial reports. Then each month the groups will be updating the main group; one group is looking at K-12 and recent high school graduates; one is looking at transfers, veteran students and other adults, and the third group is looking at retention. They will look at what data they need and begin gathering data. They'd like to see where Latino students transferring from and what may we be able to do in the way of expanded outreach.

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

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

Steve Kreidler said we keep finding things in the SSB systems and fixing them but it doesn't fix the issue. Last semester students at UCD voted for a fee for a wellness center with a pool. We don't know what that means for their participation in the current facilities. AHEC owns the space, all three institutions pay equally, but MSU Denver manages the center. They will be choosing the firm doing the facility master plan. Included will be cyberspace and off campus locations.

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

#### **i. Campus Climate (Anderson)**

Diversity applied for the HEED award again this year. We won it last year. We will know in about 30 days if we won. Dr. Anderson thanked all the areas that assisted Diversity with information for the application. The Campus Climate survey results will be disseminated soon and posted online.

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

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

The budget office is doing next year's budget.

#### **ii. Advancement/Fundraising (Burtness) (no report)**

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

#### **i. Strategic Communications and Branding (Lucas) (no report)**

### **Updates**

**President Jordan** – is a co-chair in an effort to put an initiative on the ballot in November that would raise sales tax on every \$10 to support scholarships for graduates from Denver high schools to be used at any institution in the state that is not for profit. They have been meeting with the mayor's staff for several months now. They are close to having a completed proposal for city council. It would raise about \$9M a year. It would essentially be a reimbursement; the student would have to continue in school to receive it, so there's some accountability built in.

In the last legislative session, a bill was passed saying the Commission had to pass a tuition policy. After the required plans were submitted they didn't like that tuition still went up. Their proposal is due in November, which provides no time for dialog with governing boards. So they created a panel with Board Members and Presidents. They will try to formulate something that is flexible, but at the same time constrains the

increases possible. It will be difficult to find a one-size fits all policy with such a range of institutions. Performance contracts keep us in an enterprise status.

**Vicki Golich** – a team and she were in Orlando last week for an AASCU meeting on First Year Success Programs. They shared ideas on what works and what doesn't work. All types of institutions were there. It is a three year project.

**John Kietzmann** – Four Athletic Director candidates were here last week. The process is moving forward.

**Steve Kreidler** – hired a CAVEA Director. Sarah Harmon will start in July.

**Metza Templeton** – the new President, John Wiltsie, will attend the next Cabinet. The CSC picnic went well. They will be encouraging Classified Staff to participate more.

**Christian Solano** – SGA is creating plans for the year and becoming cohesive.

**Joan Foster** – CAMP Grant is funded for the next 5 years, for \$4.2M. Art Campa has headed it up for years and is mentoring new faculty. Dr. Luis Rivas had a major role in getting it refunded.

Cabinet adjourned at 11:12 a.m.