

PRESIDENT'S CABINET MEETING

Monday, February 20, 2017

9 – 11 a.m.

SSB 400

Present: Amy Bechtum, President, Council of Administrators; Metza Templeton, President, Classified Staff Council; Cathy Lucas, Chief of Staff/Chief Communications Officer; Kathy Heyl, Dean's Council; Myron Anderson, Associate to the President for Diversity; Kevin Taylor, Interim CIO; Elizabeth Milewski, President, Student Government Assembly; Vicki Golich, Provost, Vice President for Academic and Student Affairs; President Jordan, Ruth Ann Nyhus, Council of Chairs; Loretta Martinez, General Counsel and Secretary to the Board of Trustees; Steve Kreidler, Vice President, Administration, Finance and Facilities

Substitutions: Andrew Bonham for Matt Makley, President, Faculty Senate

Absent:

Guests: Leone Schulz, Director, Team DELTA; Michael Kilpatrick, Ombuds Officer; Percy Morehouse, Executive Director of Equal Opportunity

Minutes

1. Institutional Survey Research (M. Anderson, L. Schulz)

Dr. Anderson and Ms. Schulz looked at all the surveys done across the institution. Team DELTA can develop a survey repository and then we can share data without duplicating efforts. Last May, Dr. Anderson convened the group to discuss known processes, surveys, security issues.

For Part I, they set out to identify all recurring surveys and evaluate survey fatigue. A calendar of all the recurring surveys was made. Surveys in the same month don't tend to survey the same groups. Faculty and staff have less in number than do students.

Results

The quantity of recurring institutional surveys seems acceptable. Survey fatigue doesn't seem to be occurring. The Business Intelligence Unit of Team DELTA is recommended to be the responsible entity. They also recommend that MSU Denver models our survey services after that of Cornell's IR and Planning Office.

Dr. Jordan asked if the perception of survey fatigue could be a result of some outside surveys we are asked to respond to. Ms. Schulz said Ellen Boswell administered many surveys; it is a drain and something we need to analyze. They came up with a list of those surveys and their owners. Some are driven by program reviews. They will put together an online calendar. Dr. Anderson suggested identifying which surveys are internal, MSU Denver surveys, and to brand them so people know which are internal. Dr. Golich stated that Academic and Student Affairs receives requests for surveys for research, usually via random samples. She can communicate those to Team DELTA who will act as a resource.

Cornell University Model

They have strict guidelines and security. They also use a Google Calendar and a contact person to notify. Each survey has a description, dates open, and a contact name and information. Team DELTA can help design surveys. MSU Denver uses Qualtrix as our official platform. They will work with the new policy area to create a guideline; the group was not interested in creating policy, and Dr. Jordan thinks it's more a practice than a policy.

Discussion

Liz Milewski said that as a student, she is excited to have less surveys. Some have the same questions. Andrew Bonham noted that Departments have accreditation surveys to list on the calendar. Team DELTA will work with the Chairs to do this. Amy Bechtum wondered if Team DELTA can absorb this workload. They assessed that and believe it's possible.

Dr. Jordan asked for any commentary, and a motion to approve the process described above.

The motion was made and seconded and a voice vote held, the process was **approved unanimously**.

2. **2015 Ombuds Report** – 9:30 a.m. (G.M. Kilpatrick)

Michael Kilpatrick stated that his report has many of the same things as did the 2013 and 2014 reports. There is a lot of abrasive behavior. Bullying stayed pretty much the same; this report is from 2015, before the policy was enacted. Abrasive behaviors

are the majority of the issues. He thinks we have a culture of conflict avoidance. In New Employee Orientation and at other presentations, he asks for a first response to the word “conflict”. The first word that comes to mind is often negative. Supervisors will use rules and processes rather than engage in conversation. Those are used as a bit of a shield. Dr. Jordan said the 2016 Report will come out at about the end of March. It will be good to see if the Bullying Policy has had an effect. Mr. Kilpatrick said that sometimes people become entrenched in their position or opinion for so long that they cannot abandon it. Dr. Jordan noted that the report is online, as are the Climate Surveys, in an effort to be transparent on these issues. Dr. Jordan noted that he does not edit the Ombuds’ reports and other than correcting a chart, he made no changes to the report. The Ombuds Officer described his overall caseload. Very few cases opened in 2015 are still alive today. He and Dr. Jordan discussed the demographics in the report and how to report on them while keeping identities unknown. VP Kreidler suggested that we could add the gender numbers of the overall University to the cases by gender to give the figures context and to see if the numbers fall in line or not. In the past reports the Ombuds has written about HR and EO specifically. Those issues are improving now for 2016. More are willing to go and speak with HR and EO to discuss their issues than in previous year reports. The report lives online at www.msudenver.edu/Ombuds

3. Compliance Issues Regarding Instructional and Online Course Technology (P. Morehouse, M. Anderson)

Percy Morehouse began by saying that we have an issue with access to instructional materials. We are required by law, as well as federal regulations, to have that information to them available in real-time. He brought settlement documents from cases at other institutions. He particularly wants to have Cabinet review the Louisiana Tech settlement document.

We had a task force on web site accessibility, and over the last two years we have put together an implementation plan. He recommends that we follow that model. We will be less likely to be contacted by the Office of Civil Rights if we proactively put together an implementation model. We could use a current group or create a new one

to look at online instructional materials. Melissa Cermak, Assistant Director of the Access Center, said that we have students going into the sciences that need accessible materials. The major problem is labs using software from such staples as Pearson, McGraw Hill; but their software, although widely used, doesn't make the labs actually accessible. Dr. Nyhus wondered if this includes equipment. It does. Dr. Anderson asked if those products were the only choices. California has mandated that institutions not use Pearson or McGraw Hill. Some schools, such as the University of Nevada at Reno added positions – one in Academic Affairs to work with faculty to make the software they are using accessible. One is in IT; they need to be a part of the task force on this. Dr. Morehouse stated that Chris Mancuso and others have done a remarkable job on our website accessibility. Dr. Golich wondered if we could join with AASCU or ACE to do this; partner with other institutions to have the leverage to push back on the vendors rather than try to do this by ourselves. Percy and Velveta Howell discussed this within the state. Dr. Golich thinks that is still too small and it needs done on a national level. Andrew Bonham noted that the products are advertised as compliant, but they don't keep their promises. Audience member Carol Krugman, Chair of HTE, stated that if the vendors are making compliance statements then we need to hold their feet to the fire. There is strength in numbers and money talks. Dr. Jordan said we have an opportunity with the new head of CDHE; this issue would resonate with her. He needs a summary to use for talking points with her at an upcoming meeting. Dr. Golich could speak with George Mehaffy on this as well. Pressure on the vendors from large entities will be more effective. The institution is the entity that ends up being sued though. Dr. Jordan will see if he can get this on the agenda of the next AASCU Board meeting. Dr. Golich asked if we could use the existing Accessibility Task Force. It would expand their scope a bit, but they are the most appropriate group to work on this. Dr. Jordan asked for a motion to approve, it was moved and seconded, and a voice vote was held. The motion to have the Accessibility Task Force address this was **approved unanimously.**

4. Cabinet Member Updates (All)

Ruth Ann Nyhus – no report from Council of Chairs.

Steve Kreidler – Budget Task Force held their first Spring semester meeting. They identified \$2.9M in mandated cost increases. We have \$4M in prioritized requests from across campus. They have not begun discussing salary and benefits. The Long Bill in April will address the Classified Staff's salaries. They will follow the pattern from last year, and wait to see how much we get from enrollment. We are also waiting on the legislature on tuition. The last piece of the budget puzzle is retention.

Cathy Lucas – Thanked everyone for their help with Dr. Davidson's visit and for making her feel so welcomed. Spring Update is March 8th. The format will be an overview and questions, facilitated by the Faculty Senate President.

Liz Milewski – SGA had their first activism training for students. Student elections are getting underway. Students were excited to meet Dr. Davidson. Elections will be the second week of April. Many are graduating, so there are many open positions. They hope to have 2 candidates running for each open seat.

Myron Anderson – The Noel Professorship is March 26th and 27th. The campus presentations will be the 27th at St. Cajetan's. The Campus Climate Survey launches on February 27th. You'll receive an email from ModernThink. We surveyed all employees in 2010 and 2013. Dr. Davidson is interested in seeing the results when she returns. The results data are used to make improvements. We need 10 points to make the designation of a "Great College to Work For". Dr. Jordan emphasized how important the survey is. We do use the results to help guide where we are going. We hold ourselves accountable for the issues. Dr. Jordan noted that when he came on board he did a survey asking only what are the top three things about the University and the three things that are most needed to be improved or changed. He got a lot of information from it.

Dr. Jordan – will discuss how we have rebuilt our full time faculty at ACE. He will go to the AASCU Board meeting. Both groups are important to us right now as through them is how our voice is heard by the current administration. We signed on to their statement on immigration. It affects international enrollment too. At the last

Cabinet meeting we reviewed the draft report on ACE Report on Shared Governance; if you haven't done so already, please provide your input on that.

Vicki Golic- The Higher Learning Commission's Assurance Argument is being finalized to be sent in at the end of February. We have a site visit on April 10 and 11. Please keep Friday April 7 as clear as possible. We won't know until the last minute what their agenda will be; they can drop into any office at any time without letting anyone know. She thanked Cathy's shop for printing the CADRE posters, and those using it in email signatures. On that Tuesday, it is Passover, so some faculty may be out.

Andrew Bonham – Faculty Senate passed a general studies moratorium and has worked on curriculum updates. They are also working with the new academic policies committee to maintain the faculty senate's leadership role in academic policy.

Kevin Taylor – we are going live this week with a system that will allow students to look at transfer credits. The data warehouse project's model for HR is done. They are working on the student module now. They will start with finance and the budget office next.

Amy Bechtum – no report from COA

Metza Templeton– at the CSC's last meeting there were concerns expressed over the faculty load compensation process. They are also revising by-laws. Many Classified Staff in the departments have been entering information and keeping up with workload; however, they think it may be more of an HR function instead. Kevin Taylor and Josh Mackey will follow up with Metza and the CSC on this.

Kathy Heyl –This Friday is CPS preview day -120 prospective students have RSVP'd. The College of Business had a successful preview day. Students are getting advisors much earlier, per recommendations. There will be faculty advisors there and they will meet with the prospective students after breakfast. There is actually a wait list for Friday.

Loretta Martinez – no report.

Cabinet adjourned.