

# PRESIDENT'S CABINET MEETING

Monday, April 17, 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, Loretta Martinez, General Counsel and Secretary to the Board of Trustees; Steve Kreidler, Vice President, Administration, Finance and Facilities

**Substitutions:** Layton Curl for Ruth Ann Nyhus, Council of Chairs, Andrew Bonham for Matt Makley, President, Faculty Senate

**Guests:** Megan Jones, Mike Hart, Administration Team Units

## 1. IT Security Policies (M. Hart and M. Jones)

Policy Administrator Ms. Megan. Jones provided some background on the standard review process for policies. They began with the drafting stages of policy review through the Policy Advisory Committee. There is stakeholder feedback and a broad spectrum of the campus doing review. Drafts for review were on the Policy Website, with a form for feedback.

Director of Security for Infrastructure and Networking Information, Mike Hart, stated that ITSOC reviewed the feedback, which was constructive and helpful. There were good recommendations provided. The final draft is for Cabinet approval.

The existing policies were very specific. The new policies are more general and much shorter; more approachable and usable. They made an effort not to have duplicative policies.

The focus is classifying data and security.

President Jordan asked about the portion addressing confidential data. Senate Bill 40 is to modernize the Colorado Open Records Act (CORA). This doesn't change what is protected under the Family Educational Rights and Privacy Act (FERPA), for example. Higher education is interpreting SB 40 is that it could allow data to be searched by an outside entity. Records referred to are covered by the Health Insurance Portability and Accountability Act (HIPAA), FERPA. Our 900 numbers identify people though we do still store Social Security numbers. Defining what is confidential is done by both federal and state law.

Dr. Jordan praised the process as a major improvement.

Mike Hart will meet with Loretta Martinez first and then bring the policy back to Cabinet at its next meeting. They will discuss as to when the Board can review and approve the policy. We will need to provide them an overview.

**2. Administrative Policymaking Policy (M. Jones)**

This is a revision to an existing policy in the Trustees' manual. The policy was updated to include roles and responsibilities. There is some delegation of authority to the President to approve policies related to administration. Dr. Jordan asked about clarity around the Board delegating such authority to the President. The purpose is so that he may empower people to make decisions. Ms. Jones added that assessment of the policy and its attending training is needed to assure effectiveness. Policies with expiration dates will be reviewed and brought to Cabinet for renewal and or revisions.

Deputy Provost Sandra Haynes asked about Academic policymaking. That is under the Provost. Procedures for review are slightly different; Faculty Senate will be involved along with the Provost's office. Dr. Golich said there are some in process now that she would like to get through the current process before this goes into effect. Dr. Jordan asked if this is ready to go to the Board. It will go through the Board's Governance Committee. Dr. Jordan asked if there was a motion to recommend this to go to the Board. It was moved and seconded, and **approved unanimously** by voice vote.

**3. Administration Branch Updates (Middlemist, Admin Team)**

VP Kreidler said AFF held a retreat. One of the things they asked everyone to do was to come in and brag a little about their unit and perhaps something they did over the last year. He had employees from each area show Cabinet their presentations.

Ellen Boswell, Director of Institutional Research, began with her presentation. Data is being moved to the Data Warehouse, something that they achieved early compared to their deadline. ITS is helping them to move the data.

Josh Mackey, HR Director, provided an update on HR priorities. They had four key themes; Stabilize HR, Process Improvement, Leverage Technology, Professional Development. Everyone in HR has been to at least one outside training. Banner improvements have been the focus of Process Improvement. There is a team looking at online trainings, Lynda replaced Skillsoft, and is more user-friendly.

Dr. Jordan asked Dr. Mackey about hiring process improvements he's been working with Equal Opportunity on. Mountain States Employers Council has made recommendations and revised roles and responsibilities and other efforts are continuing. They are also working on process improvements.

Budget Office – Nate Grimm, Deputy Budget Director, Jinous Lari, Budget director and Cipriana Patterson, Deputy Budget Director presented. Legislative changes and budget projections for Colorado inspired their theme of “Changes”. They looked at their goals and created a three-step plan for improvements. They listed all their processes and found that most are telling people why they cannot do what they intend. They re-defined the role of the budget office to be more responsive, to do some outreach, to reform some reporting styles and to do some training. They want to make sure everyone is using the same system. Spreadsheet server is a reporting system that sends information to a person’s email. Reporting functions will be at the management level. The software uses Excel, which most everyone is familiar with.

Bursar’s Office – This area includes Bursar, Cashiering and Perkins Loans. They improved communications with students and reduced the number of students whose accounts were going to collections from 1200 down to 800.

Office of Sponsored Research and Programs (OSRP) – Executive Director Gwendolyn Mami shared goals in progress and those met. They tied in their action plan with the strategic plan. Community partnerships and community collaboration was another goal. Compared to their metric for each goal, they have exceeded several of their goals to increase funding, provide training/workshops. They will be coordinating with our federal lobbyists as well.

Facilities – Office Manager, Damon Glover showed their animated presentation. It centered on improving communication and coordination with AHEC facilities. They also updated the website for accessibility and usability. They implemented School Dude, a software program to schedule repairs. They addressed emergency preparedness, and fiscal responsibility. Any construction project or remodel has updated information on their website.

Accounting Services – Director Liza Larsen introduced their presentation showing the improvements over the last year. They standardized the chart of accounts to improve the structure of data. They broke up their trainings into smaller modules or tutorials that are searchable to help people find what exactly they need quickly. They reduced redundancies in purchasing by taking us down to one corporate card rather than three separate credit cards for different things. They are working on connections with AHEC for improving the PO creation system.

Team DELTA – is about transformation; this past year their focus has been transparency. Megan Jones, Policy Administrator, presented. Their major accomplishment has been the Policy Website. The Business Intelligence Unit is within Team DELTA. The unit sees itself as a support for all other units.

VP Kreidler stated that AFF is also working with the CAVEA around decision making. He noted that AFF as a whole is working on fundamentals, focusing on the core operating issues in order to support the campus well.

Dr. Jordan thanked the areas of AFF for their work, for making things better for our students and for the administrative staff helping our students.

### **Cabinet Member Updates**

**Layton Curl** – Council of Chairs' meetings information is now online.

**Andrew Bonham** – Faculty Senate agenda and minutes are also online.

**Steve Kreidler** – Budget Task force meets this Friday. They will come to conclusions on the tuition rate. We will be below the state cap. As of July 1, they will fund mandatory increases until we see what student enrollment is like for the fall semester.

**Cathy Lucas** – Dr. Jordan will be recognized by the state legislature for his work at MSU Denver over the last 12 years. May 2<sup>nd</sup> is the Faculty and Staff Appreciation BBQ. The DSA's and Faculty Teaching Awards will be presented there. Dr. Davison will be back on campus in mid-May, to meet with the Deans and Department Chairs in LAS and SoE. The brand journalism platform that was implemented in Oct. is doing well and was profiled by Ragan Communications.

**Loretta Martinez** – The last Board Meeting of the Academic Year is on the 4<sup>th</sup> and 5<sup>th</sup> of May. The next meeting will be early September. May is always a big meeting as it has to do with the budget. Tenure is also decided at that meeting. We have a new board member, Jim Mulligan who is the former Chair of the Foundation Board and an attorney for Husch Blackwell.

**Liz Milewski** – student election results will be announced April 28<sup>th</sup>.

**Myron Anderson** – Thanks to all who participated in the Campus Climate Survey; we had a 60% participation rate from full time employees. Results data will be ready by the end of May. As with previous surveys, the results will go on the Website. This year there is a portal as well, where the data can be sliced in different ways. There will be a presentation to the campus in fall when faculty return. The Higher Education Diversity Summit is this Friday in the King Center. Dr. Rosemarie Allen from the School of Education is our keynote. There will be a combination of HEDS Talks and workshops.

**Dr. Jordan** – thanked everyone for their work on the HLC accreditation visit. We won't know results until sometime this summer. The accreditors said they never had a visit with so many attending the open forums. Next week he will go to Scotland and visit the University of Sheffield, which has a very good Advanced Manufacturing Program. He is spending a lot of time on the transition with Dr. Davidson. She will be back in May, and then in June.

**Vicki Golich** – the reviewers from the HLC site visit were complimentary about how well prepared we were and how many attended the open forums. At the May Board meeting tenure decisions will be announced.

**Kevin Taylor** – ITS has several projects underway. Their voiceover IP project, the new phone system site shows the schedule and where they are with the rollout. VP Kreidler praised ITS' customer service focus.

**Amy Bechtum** – COA elections will be in May. The May meeting will involve a meet-n-greet. There will be a small survey in with the voting this year.

**Kathy Heyl** – The CPS Outstanding Student Awards ceremony will be on May 2. CLAS is sponsoring the State Destination Imagination tournament again this year on April 22<sup>nd</sup>. The event brings about 1700 student competitors and 3,000 supporters to campus. Our logo will be on the programs and shirts.

**Metza Templeton** – no report from Classified Staff Council.

Cabinet adjourned at 10:45 a.m.