



**President's Cabinet Minutes  
February 13, 2019  
9 – 10:30 a.m.  
JSSB 400**

1. Approval of January 9, 2019 minutes
  - a. Motion by Matt Makley: approved
2. President Janine Davidson's updates
  - a. Advisory Councils update: Reminder from President Davidson of what they are. Idea is grounded in inclusive leadership and shared governance. Councils provide a structure, process and culture for other members of the University to bring ideas to leadership. Opportunity for people who want to make the day-to-day better. Three will continue, three will sunset.
    - i. Culture and Workplace surfaced issues that have been rolled into the work of HR, Professional Development, other groups are doing. This council will continue to exist, seeking new leadership; staff and faculty. Topic for next month's Cabinet. April 8, Roadrunners Who Soar awards ceremony came out of this group.
    - ii. Built Environment & Infrastructure surfaced things that we otherwise would have had insight on. Emphasis on accessibility has risen to the top of priority list. Issue of infrastructure/AHEC. MSU Denver is the biggest user of most of shared buildings. Joint board retreat in October focused on infrastructure. Topic for next month's Cabinet to co-lead with Tina Wells, Director of Facilities Planning & Space Management.
    - iii. Academic Excellence & Student Success focused last year on reorganization. Council's efforts will affect Strategic Plan. Focus of council moving forward is retention. Matt Forcella and Kristy Lyons of the Psychology Department are the new co-leads.
    - iv. Policy Council lead by Nick Stancil and Sheila Rucki have streamlined processes and will be mainstreamed in Policy Action Council.
    - v. Strategy Council spawned Housing Task Force. Rolling council into Strategic Planning process.
    - vi. Fiscal Responsibility raised issues and highlighted it's difficult to think about large scale efficiencies. Rolling efforts into to Budget Task Force.
    - vii. President's Cabinet is the interactive soundboard for the Councils.
    - viii. Dr. Davidson thanked participants from the past year.

3. Process Transformation Update - presented by Sarah Buller, Office of University Effectiveness process transformation specialist
  - a. What process improvement is, what it looks like at MSU Denver, accomplishments, Higher Ed landscape, growth in 2019
  - b. Respect for people, continuous improvement, values defined by those we serve, eliminate waste to increase value
  - c. Let's stop doing things that don't make sense
  - d. 2018 Wins: Smart cards, Masters Faculty Budget, College Completion, HSI Transfer Workgroup
  - e. Plan, do, check, act (experiments)
  - f. Methodology
  - g. Process Improvement in Higher Ed: student-serving, increasing efficiency and effectiveness University-wide.
  - h. Anthony Grant asked how they prioritize; project size, criteria, does it align with University goals, scope
  - i. Evan Bowles asked what resources Sarah needs: capacity building, student employee, change leaders to ask the same questions of their teams
  
4. Retention Book Club – presented by Matt Forcella and Kristy Lyons, Psychology Department
  - a. Vicki Golich announced Matt Forcella, Courtney Rocheleau, Greg Singer and Lisa Hagan spontaneously created a book club to create evidence-based research on what needs to be done to foster student retention and success
    - i. Matt Forcella, Courtney Rocheleau, Greg Singer, and Lisa Hagan are the leads
    - ii. Presentation of certificates by Vicki Golich to:
      1. Dr. Mo Flynn, assistant professor, Department of Psychology
      - Dr. Bethany Fleck, associate professor, Department of Psychology
      - Dr. Anna Ropp, associate professor, Department of Psychology
      - Dr. Kristy Lyons, assistant professor, Department of Psychology
      - Dr. Chris Garris, assistant professor, Department of Psychology
      - Dr. Pam Ansborg, professor, Department of Psychology
      - Dr. Christine Good, affiliate faculty, Department of Psychology
      - Jake Cooney, affiliate faculty, Department of Psychology
      - Dr. Katherine Hill, associate professor, Department of Psychology
      - Dr. Chad Mortensen, associate professor, Department of Psychology
      - Dr. Bill Taylor, affiliate faculty, Department of Psychology
      - Dr. Layton Seth Curl, department chair & professor, Department of Psychology
      - Dr. Aaron Richmond, professor, Department of Psychology
      - Dr. Jovan Hernandez, assistant professor, Department of

## Psychology

Dr. Lorraine Kubicek, affiliate faculty, Department of Psychology

- iii. Courtney Rocheleau provide insights; good pedagogical tactics have impact on graduation rates. Faculty can impact retention by teaching style. Imbedding academic advisors into departments helps students navigate the journey and impact culture. This semester they are reading a new book.
  - iv. Vicki tasked the committee to work with Jeff Loats, director of the Center for Teaching, Learning and Design to streamline the process out to other faculty.
  - v. Strategic Enrollment Management Task force on retention – Matt Makley suggested the book club connect with them. Matt will connect book club with Michael Nguyen, director of Enrollment Management.
5. Roadrunner Gives Back Day – presented by Julie Lucas, Strategy Branch special projects manager
- a. April 11, multiple shifts throughout the day. 11 confirmed projects and adding more. Institution-wide day of giving back to the community. Projects that are family inclusive, faculty/class inclusive.
    - i. Ex. Newborns in Need at Denver Health
    - ii. Variety of opportunities at Florence Crittenton – family inclusive
    - iii. Sack lunch packing on campus, HLC has volunteered space and a class of participants
6. Cyber Hygiene – presented by Kevin Taylor, associate vice president of Information Technology Services and chief information officer and Mike Hart, director of Security, Infrastructure, and Network Services
- a. Current threat status – FBI and Department of Homeland Security alerted it's a high threat time of year, financial aid distribution.
  - b. Recent examples – recommended to use University servers i.e Y Drive, they are regularly scanned. Synch to those resources, they are backed up.
    - i. iTunes phishing example
    - ii. 71 MSU Denver email accounts that have Dropbox accounts; hundreds of thousands of documents. Other professional orgs request us to use Dropbox; best practices are to not use Dropbox. Highly recommend using Office 365. For collaboration with specific other institutions, Dropbox is ok but within MSU Denver use Office 365 for collaboration.
  - c. Best practices – work/life balance, personal/public information. Use personal accounts for personal data/information. Synch data. Avoid emailing data, use collaboration tools. Don't email sensitive information. Don't save data any longer than is necessary.
  - d. Ongoing initiatives – regular appearance in Early Bird. Risk assessment. Data loss prevention tools are being looked into. Windows 10, support for 7 goes away this year. Implementing new Security Awareness Training, policy updates.
  - e. David Fine recommended from a legal perspective to make phone calls wherever possible and do not "reply all."
  - f. DO NOT USE DOODLE POLLS

- g. Contact HelpDesk with any questions or for advice/help
- h. Mike Hart and Kevin Taylor will investigate SSC for secure document uploading
- i. Training for search chairs regarding sharing of confident information for searches. A portal for candidates is used, but internally candidate materials and interview schedules are coordinated through email.
- j. Dr. Davidson recommended less email, more coffee. We should not lead or make decisions by email. Added benefit of cyber hygiene.

7. Round robin (All)

- a. Shaun Schafer, president, council of chairs – thank Vicki for her support in bringing Academic Impressions to Denver for the professional development of Department Chairs and Directors.
- b. Cathy Lucas, chief of staff & vice president of Strategy – presented Strategic Plan to BOT with Matt Makley. Hired Prosono to help with SP, still seeking nominations for SP Team; open through the end of the month, will announce team in March, apply online. MSU Denver is in DIA (DEN)
- c. David Fine, general counsel – legal supports initiatives going on at MSU Denver, much of the work is confidential.
- d. Christine Marquez Hudson, vice president of Advancement and executive director of Foundation – finished Advancement playbook and presented to FB in January, helpful tool in focusing fundraising team on priorities of Senior Leadership. Fundraising training this Friday for deans and SL, later in the month for faculty. Deeper dive fundraising trainings and additional opportunities in the Fall.
- e. Liz Hinde, dean, School of Education – College of Business is hosting a book talk on Feb. 19 12:45-1:30pm. College of Letters, Arts and Sciences is hosting Black World Conference, Bridge Conference Feb. 28. CPS hosting Navigating Your Health Career conference. School of Ed keeping busy with strike policy.
- f. Anthony Grant, director of Athletics – announced Athletics feasibility study to Board of Trustees. Should MSU Denver transition to D1 or stay in D2, consideration of data over next couple months, will present data to campus community. Will update the campus accordingly. Homecoming weekend this weekend, softball, baseball and basketball, VIP reception Saturday.
- g. Matt Makley, president, faculty senate – senate is getting significant policies, David will present on academic policy. Online teaching policy, disciplinary policy.
- h. Vicki Golich, provost & executive vice president of Academic Affairs – meeting with Hsiu-Ping Liu to discuss recs for director of Office of Sponsored Research & Programs.
- i. George Middlemist, interim vice president of Administration & Finance/COO – AVP for Human Resources interviews over the next week. Health Institute program plan is holding worship next week. Urban Master Plan task force planned and holding first meeting this month.
- j. Evan Bowles, council of administrators – structuring committee for Roadrunners Who Soar awards. Working on budget details. Working on by-laws for joint staff.
- k. Will Simpkins, vice president of Student Affairs – Justin Darnell resigned as Student Government Assembly president, John Andres steps into role as president. Launching virtual C2 center. Mayor Hancock attending Homecoming Yard Show tonight. Lauren Sullivan resigned as director of Veteran Military

Affairs, Sheila Rucki stepping in interim, Angela LeValley resigned as director of Student Engagement & Wellness and took a position with AHEC, Emily Willan will serve as interim.

- l. Metza Templeton, classified staff – coordinated with Evan on report out
- m. Kevin Taylor, associate vice president of Information Technology and chief information officer – Technically Speaking article in EB. Updated RAVE alerts. <https://www.getrave.com/login/MSUDenver>
- n. President Janine Davidson – today's Early Bird had a wrap up of BOT meetings. Policy shift allowing President to delegate down several authorities. Empowering provost, deans, chairs to lead. Reinforces inclusive leadership. Enmeshed in the legislative session. Schools that support minority students need funding to support those students. Supporting AHEC's ask to support deferred maintenance. Critical upkeeps. First Capital Development Committee vote is tomorrow, Feb. 14.