



President's Cabinet Meeting Minutes  
April 7, 2020  
11:30-12:30pm

**I. Approval of March 11, 2019 Minutes**

Minutes were approved at the end of the discussion.

**II. President's Briefing (30 minutes)- Dr. Janine Davidson**

The President began by thanking everyone for joining the first virtual President's Cabinet meeting. She acknowledged the format of the meeting would be different than previous meetings, and much of the time would be spent with her talking and providing updates on how senior leadership has been addressing the challenges of the COVID-19 pandemic. She also expressed this meeting was a call to action for unity of effort and inclusive leadership.

An update was given on how senior leadership planned for this challenge and how they have reacted so far. A slide was shown that summed up the timeline from when the crisis first began to where the university is now. The President pointed out that the university was ahead due to the early preparedness that took place. The senior team were hoping for the best but planning for the worst. Planning began back in January thanks to Larry Sampler, the online learning and IT teams and the health clinic team. The first and second weeks in March things began to accelerate—thanks to faculty and staff with their agility and student first mentality. The President expressed how proud she was of the agility to which all pivoted to working and learning online. However, despite all the preparation, MSU Denver could not have predicted some of the scenarios to come and the decision that would need to be made. The President stressed that while the senior team has a good structure in place to manage the crisis and aid with decision making, the farther into the future this crisis stretches the more unpredictable it becomes.

An update was given on the current infection and death rates related to COVID-19. New York City is the epicenter with the highest rates; however, the data is constantly changing. The President pointed out that this weekend Colorado was under the radar as being one of the emerging hotspots. The upcoming week is a critical one for the country, with numbers expected to spike. Urban areas (such as Denver) are the obvious spots for spikes since they are the most congested. There are currently 5,172 confirmed cases in CO, and 150 people in the state of CO have already died. The guidelines brought down from the state are all designed to flatten the curve. It has been predicted that the peak will not be until the summer, with residual effects way out into the fall.

Mayor Hancock extended the stay at home order until April 30<sup>th</sup>. The President stated the guidelines and extended order leads her to believe this challenge is not going to end anytime soon. The campus community (due to its size) can be a large part of the solution or

become part of the problem. The President shared examples of how MSU Denver is doing things to be part of the solution in Denver. Workouts from coaches have been posted online, hospitality have been conducting cooking classes online. Some faculty have been providing expert commentary on the news and insight to the media to help folks make sense of what's happening in the world. Industrial design team are making 3D face shields and sharing those designs with other university teams. The Theatre and Costume department has been making masks. The clinic has been opened and testing has been performed. The President also expressed her gratitude to all those who have sent thank-you messages and has shown support to the leadership team. The team has been working extremely hard.

The President explained what most of her time has been consumed with. Her time has been spent communicating and lobbying with partners and lawmakers around the campus, state, and nationally. This is necessary as this crisis will be an economic problem in the short and long term. Meetings are held with other Presidents and Chancellors across the state to share ideas and best practices, and for lobbying and collaborative efforts. All have been lobbying vigorously to secure funds and increase the amount of the latest bill and upcoming bills from Washington DC. The money is not currently enough, but all these efforts are helping in that regard.

The President summarized how the crisis has affected the economic situation at MSU Denver and what she believes can be done about it and how everyone can help. The highlights included the estimated short-term crisis costs. The biggest expense so far has been the IT costs (\$1.2 million) associated with transitioning to remote learning and working. AHEC has projected they will lose \$6.1 million (in lost revenue) between now and June 1<sup>st</sup>. MSU Denver funds about half of the operating costs for AHEC because the institution has the largest number of faculty, staff and students.

The Federal Cares Act was just passed, and \$150 million will go to the state. MSU Denver is expected to receive an estimated \$14 million—half of which must go directly to students. It is currently unclear how that allocation will be conducted. More information will hopefully be forthcoming from the Department of Education.

The current fiscal year ends June 30<sup>th</sup>. Looking ahead to the next fiscal year, big shifts will have to be made. Prior to the pandemic it was estimated that enrollment would be down one percent. Post pandemic the numbers are unknown, but it is being estimated that enrollment will be down between 5 to 10 percent. The President stressed it will be a huge hit on the university's revenue. Various state funding scenarios—coupled with the decreases projected in enrollment were explained. The President described what hitting the middle of the pack scenario would mean for the university. A 10 percent drop in enrollment, coupled with a 10 percent decrease in state funding would mean a \$18 million shortfall even if tuition was raised by 3 percent.

The President explained that an initial analysis has taken place to brainstorm ideas to mitigate the short and long-term shortfalls but asked the university community to step-up and bring forth ideas (efficiencies, investments, etc.) and analysis that might help. The President reiterated that the process is inclusive and there are a lot of smart people at the campus that may be able to assist the finance team.

The Strategic Planning Team (now Futures Team) have been asked to take a strategic intellectual pause on the plan (originally to be published in June) and shift that date out a couple of months to allow for additional ideas and analysis.

The President shared the decision to postpone commencement was not easy and was put off until the last possible date. It became clear as that decision deadline drew closer, cancelation was inevitable. The plan is to have a big commencement in December. In addition, the commencement team is looking for other ways to honor the graduations. More information on this will be forthcoming.

Some of the steps the university has taken to assist students include the follow. The pass/fail option has been offered to students. The withdrawal deadline has also been extended. Most of the summer session will move online. Refunds on some parking will be given, but tuition refunds will not. The President stated while it may be tempting as a student to take a semester off, this is the best time for students to invest in their human capital. She stressed, no one can take that away, and this is the most supportive place a student could be. MSU Denver is stepping up to support students on their journey. She encouraged students to speak up if they are struggling, as the university can be flexible in accommodating their needs.

### **III. Christine Marquez-Hudson, vice president and executive director, University Advancement and MSU Denver Foundation (5 minutes)**

Christine began by thanking the President for her presentation and the importance of being clear and honest with our community. She then gave a summary of the following:

- A. MSU Denver Day of Giving- outcomes and thank you  
She thanked the entire MSU Denver Community that made the gifting campaign such a success. The hope was to raise \$100,000, but instead \$155,559 was raised from 714 donors. Last year just over \$90,000 was raised from approximately 500 donors. Most of the money (just over \$88,000) will go to the student emergency fund.
- B. YTD fundraising totals  
As of March 18<sup>th</sup>, \$5.1 million was raised—79 percent towards the goal of \$6.5 million. As of March 30<sup>th</sup>, \$5.6 million of the goal was reached. The department continues to work to figure out a pathway towards that \$6.5 million goal. Communication engagements with alumni and donors and have shifted to accommodate everyone working from home. A donor virtual meeting has been conducted with another one scheduled for late April or early May. The comprehensive campaign has been put on pause. The time is being used to work on making cases for support of major initiatives around campus. Full implementation may be delayed until the crisis is over.
- C. Emergency Grants  
Unexpectedly, as a result of this crisis a lot of new resources have made themselves available. Various grants have been applied for.

### **IV. Kevin Taylor, Chief information officer and associate vice president for Information Technology Services (5 minutes)**

- A. Laptop checkouts  
To date, 148 laptops have been checked out. Another 29 device requests are in the queue awaiting pick up. There are still 43 laptops in the inventory and

another 20 or so Chrome Books. Another 250 Android tablets are expected to be donated. IT is collaborating with Student Affairs to get the word out to students that devices are still available.

- B. Cybersecurity tips and reminders while working remotely  
Kevin reminded everyone to stay vigilant. He suggested to turn on automatic updates on devices, and to use MSU Denver issued device when accessing sensitive systems like Banner. He advised not to share issued device with others. He warned to be on the lookout for criminals taking advantage of the current situation. To pay attention to words and phrasing in emails that appear suspicious. When in doubt forward the emails to IT's span email address and the cybersecurity team will look them over. Pay close attention to conference calls and webinar invitations. There are malicious ones out there parading as Zoom invitations. The IT/helpdesk is still available 24 hours a day to assist with technology needs.

**V. Michael Benitez, vice president, Diversity and Inclusion (5 minutes)**

- A. Census updates  
Everything pertaining to the census has officially gone virtual and remote. The team has been working closely with students, faculty and staff. Volunteer groups will be reaching out to those on all three Auraria campuses—continuing work with outreach and encouraging completion of the census. Completing the census is important as it is tied to receiving various resources for the state and city of Denver.
- B. Introducing Manuel Del Real, HSI executive director  
Manuel was introduced and a summary of his background and accomplishments was given.

**VI. Liz Hinde, dean, School of Education (5 minutes)**

- A. Faculty and staff recognition for the work they did moving classes online  
Liz gave a shout out, praised and thanked all for how quickly they pivoted and have adjusted to remote working.

**VII. Braeden Weart, president, Student Government Assembly (5 minutes)**

- A. SGA updates  
Braeden was unable to join the call.

**VIII. Will Simpkins, vice president of Student Affairs (5 minutes)**

- A. Calling campaign  
This campaign has been conducted for the past 2 enrollment cycles. The team is gearing up once again to contact students that might have questions about registering for the summer and fall semesters. A goal has been set to contact 100 percent of all spring 2020 enrolled students. Will gave a shout out to those leading this effort. Many from the MSU Denver family have stepped up and asked to join the calling campaign.