



**President's Cabinet Agenda
May 20, 2020
10:00-11:30am**

I. Approval of April 8, 2019 Minutes

Minutes approved

II. President's Update (10 minutes) - Dr. Janine Davidson

The President gave an update on what life has been like during the nine weeks since leaving campus. There have been many difficult decisions to make, but one of the hardest was having to postpone commencement. She shared there has been a sense of acknowledgement that the situation the university community currently finds itself in is real, and there is no knowledge pertaining to when it will end or when it will take another turn. Dr. Davidson stressed we can't control the virus or what our leaders do, or the state of the economic situation. What we can control is how we react and communicate with each other—how we support each other and how we take care of ourselves and others. She shared some things that all can focus on:

- Compassion—don't blame, and give folks the benefit of the doubt
- Sympathy and empathy
- Gratitude

Her hope is that we will look back on this time and think of it as an awakening and be proud of how we acted. The President reiterated that how we react and go forward is our responsibility.

Updates were given on the follow:

COVID Planning

The goal is to have as many classes on campus as is physically and practically safe. This will require a lot of collaboration and coordination across MSU Denver. There are a lot of experts at the table coordinating this effort. The President thanked Larry's team and everyone on the various subcommittees—faculty, academics, and health and safety. She said, there will not be an optimal answer for the decisions that lay ahead, only choices among sub optimal plans. There will be far fewer classes on campus. The President stressed, all must stay flexible and people must be prepared for what's to come. Some students are really thriving in this environment, but for others it's very difficult. The President thanked everyone for their flexibility and compassion as the university works through the logistics of planning for the upcoming semester.

Budget Update

Enrollment is up 3.6% for the summer. The hope is that a similar thing will happen in the fall. Currently the fall enrollment is down 13%. A calling campaign is currently underway to reach out to every student. Final numbers on the budget is still not available and won't be until the process is complete and the Governor signs off on it. The entire education budget for Colorado was cut by 58%. MSU Denver's share of that cut will be 36.9 million dollars. Colorado has received 450 million dollars in additional funding, so the university is expected to get back 33.6 million dollars. The target remains at an overall 14 million dollar budget cut. Steps being taken to account for the loss include Senior Executive pay cuts, voluntary retirements, furloughs and pay without leave.

III. Transfer Process (20 minutes)

A. Liz Hinde, dean, School of Education

An update was provided from Liz and team regarding improvements to the transfer process initiative. During the summer of 2019, a deep dive was taken into the transfer process. The university aspired to be a national model in this area. That has not yet been realized, but progress continues towards the goal. A target was set to review 90% of all transcripts within a week or less. That target has been met. Most weeks that goal is exceeded. The eight-week backlog is a thing of the past. A new person dedicated to transcript evaluation was hired to take care of the back log.

One of the biggest problems with the transfer process is it had become a complicated mess. The focus had been on technical resolutions when it was a cultural shift that was really needed in the process. The issues have been faced head on, but some problems persist. Another problem that was identified was transcript evaluators were unclear how credits would transfer.

An update was given from the team on the specific steps taken to reduce the backlog and ensure the process is smoother for students. One of those steps include allowing departments to have access to the course equivalency system, to review for accuracy the information contained within.

There is still work to be done, but so much work and progress has been made already.

IV. President's Advisory Council update (10 minutes)

A. Culture and Workplace, John Kietzmann, interim director of Athletics and Bill Carnes, professor, Department of Management

An update was given on the ways in which the employee experience can be improved. Three areas have been identified:

1. Professional development
2. Roadrunners – employee recognition
3. Onboarding – has changed since working virtually

The new focus will be employee retention and recruitment, culture, and mental health. Reinforcement is required among employees that it is okay to take time off when needed. During discussions, something that came up was Roadrunner recharge day. The roadrunner day could be a personal, mental health, and selfcare

day. Next steps are how to achieve, implement and move forward with these ideas. HR has been helpful during this process. Work will continue with HR regarding what is feasible.

V. Proposed University Policies and Catalog Updates (20 minutes)

A. Sheila Rucki, professor, Political Science, Nick Stancil, Deputy General Counsel

1. [Social Media Policy](#) (*President's policy - new*)
 - a) Presenters: Associate Vice President of Marketing and Brand Whei Wong-Howerton and Social Media Strategist Sarah Hunsinger
 - b) This policy creates an administrative framework to manage MSU Denver-sponsored and -affiliated, social-media profiles and provides guidance to employees and students on the responsible use of social media related to conduct, privacy, free expression, and intellectual property laws and policies.

This policy was necessary to ensure there were guidelines and expectations regarding voice and tone. The goal is for all accounts to align with SMC—who take the lead in this area.

The policy was voted on and approved.

2. [Administrator / Staff Sick Leave Policy](#) (*President's policy - revision*)
 - a) Presenter: Benefits Manager Amanda Berry
 - b) This revision allows exempt administrators and staff to use existing, sick leave to care for the health needs of domestic partners, in-laws, and step relatives.

The reason for this policy was to match what the state of Colorado does. The policy was voted on and approved.

B. Katia Campbell, president, Faculty Senate

1. [Academic Freedom Policy](#) (*Board of Trustees policy - revision*)
 - a) Presenter: Academic Policy Committee Chair Jessica Weiss
 - b) This revision clarifies the rights of faculty and students regarding the freedom to pursue intellectual inquiry and to publish research free from institutional censorship or discipline.

The presentation on this policy was merely informational. This policy does not require a formal vote.

2. [Transfer Articulation Agreements and Memoranda of Understanding Policy](#) (*Provost's Policy - new*)
 - a) Presenter: Academic Policy Committee Chair Jessica Weiss
 - b) This policy describes how the University and its academic units create, implement, and track transfer articulation agreements and memoranda of understanding with other college's programs.
3. [Transfer Evaluation Credits](#) (*Provost's policy - revision*)

- a) Presenter: Academic Policy Committee Chair Jessica Weiss
 - b) This revision aligns current policy with current practices in advance of the upcoming Higher Learning Commission visit. This revision allows for transfer of credit from non-regionally accredited institutions when a transfer agreement or MOU is in effect.
4. [Undergraduate Curriculum Manual](#) (*Provost's policy - revision*)
- a) Presenter: Curriculum Committee Chair Zsuzsa Balogh
 - b) This revision creates a process for honors courses to be created and reviewed and includes changes to the definitions of the face-to-face, hybrid, online, and self-paced online, instructional delivery methods.

Group voted on and approved this policy.

VI.Round Robin (20 minutes)

A. Michael Benitez, vice president, Diversity and Inclusion- MSI/HSI care funds, HSI lobbying, DEIC updates

Over a million dollars has been received. The department has been lobbying for HSI by meeting with various legislators. Work Continues in support of DACA/Dreamers.

B. Andrew Bonham, chair, Department of Chemistry and Biochemistry- NSTR

C. Cathy Lucas, vice president of Strategy and External Affairs- Future's team update

Due to the lack of time, Cathy said more news will be forthcoming regarding June's meeting.

D. David Fine, General Counsel- New Title IX regulations

Regulations are being looked at to determining how procedures might need to change. There is lots of information to sort through.

E. Christine Marquez-Hudson, vice president and executive director, University Advancement and MSU Denver Foundation- Fundraising, campaign and digital engagement updates

The university is close to hitting the goal of 6.5 million with hopes to hit the goal by the end of fiscal year. Investment portfolio is currently down only 1%. The team is busy finding creative ways to engage with donors. Donors are continuing to donate. Efforts remain with raising money for those not included in the CARES Act.

F. Liz Hinde, dean, School of Education- Thank you to the chairs and faculty

G. Braeden Weart, president, Student Government Assembly- New SGA members SGA just finished up elections. There will only be two returning members.

H. Katia Campbell, president, Faculty Senate- Faculty Senate updates

I. Vicki Golich, provost and executive vice president of Academic Affairs- Provost updates

Reminded everyone about the two big communications that came out of the office this week.

J. Larry Sampler, vice president for Administration and Finance, chief operating officer- Admin branch updates
Said he would provide a link to a website on Zoom fatigue. The expectation is that we are not going to be on campus anytime soon. If you can work from home, continue to do so.

K. Rebecca Reid, president, Staff Senate- Student employee recognition
Shared some details to highlight two student employees.

L. Will Simpkins, vice president of Student Affairs- Enrollment and calling campaign updates

M. John Kietzmann, interim director of Athletics- NSTR

N. Stacy Dvergsdal, associate vice president of Human Resources- performance management deadlines, upcoming trainings and Roadrunners Who Soar

O. Kevin Taylor, Chief information officer and associate vice president for Information Technology Services- NSTR

The President closed by thanking everyone for attending and saying a fare well to Jenn Capps.