



## President's Cabinet Meeting Minutes

March 11, 2020

10:00-11:30am

### Attendees:

- Dr. Janine Davidson, president
- Michael Benitez, vice president, Diversity and Inclusion
- Andrew Bonham, chair, Department of Chemistry and Biochemistry
- Cathy Lucas, chief of staff and vice president of Strategy
- Christine Márquez-Hudson, vice president and executive director, University Advancement and MSU Denver Foundation
- Arlene Sgoutas, dean, College of Letters, Arts and Sciences
- Danielle Holmes, president, Student Government Assembly
- Katia Campbell, president, Faculty Senate
- Vicki Golich, provost and executive vice president of Academic Affairs
- Stacy Dvergsdal, associate vice president, Human Resources
- Rebecca Reid, president, Staff Senate
- Will Simpkins, vice president, Student Affairs
- Anthony Grant, director, Athletics
- Kevin Taylor, chief information officer and associate vice president for Information Technology Services

### I. Approval of January 8<sup>th</sup>, 2020 Minutes

### II. President's Update (5 minutes)- Dr. Janine Davidson

- A. A class team award was presented to Applied Restaurant Operations. The award was accepted (on behalf of the class) by Professor Jackson Lamb.

### III. Emergency Preparedness (10 minutes) - Larry Sampler, vice president for Administration and Finance, Chief Operating Officer

- A. COVID-19 update  
Larry shared the Town Hall went well this morning. He advised everyone to continue to monitor the webpages for the latest updates. Additional announcements will be made this afternoon. He reiterated things are constantly changing, but the team is staying abreast of new developments and information.

### IV. President's Advisory Council update (20 minutes) - Kristy Lyons, associate professor, Department of Psychological Sciences, and Sean Petranovich, lead data scientist, Business Intelligence Unit

- A. Academic and Student Success

An update was given on the initiative surrounding academic and student success. The council has been looking at how the university prioritizes time. In the spring the focus will be on the learning journey and strategic enrollment management. The group wants to ensure that efforts in these areas are not being duplicated. What they are discovering so far is faculty is not being leveraged effectively. Many faculty members are not aware of the retention rates for their departments but are invested in making improvements in that area. In the fall, focus groups will look at DFW rates, the Georgia State Report and existing data. A meeting with Dr. Simpkins and Dr. Golich has already taken place, and feedback was given.

Following are some of the recommendations provided:

1. The dialogue used around retention needs to shift. The focus needs to be on the students we have right now rather than the students we have lost.
2. Information around retention such as: numbers for programs and departments, and enrollment rates of current students, needs to be pushed out to all relevant parties. The focus should be on the department level. Knowing what to do with the numbers is the next step. Repetition in pushing out the above information is necessary. We need to send out data reports to each department on everything we are collecting (climate survey, care center, enrollment, etc.)
3. Pair data on retention with:
  - a) Specific suggestions / resources
  - b) Opportunities for dialogue and discovery
4. Create a faculty associate position for retention that will serve as a point of contact and needed resource. This should be a rotating position to keep the momentum going with new and fresh ideas.
5. Look at course release for the associate (cost would be approx. \$5,000 per semester). We have only looked at having one person in this position, but if it proves valuable, we could consider one for each department.
6. Improve avenues of communication between faculty and units supporting students. All should work together to amplify success.

Following are the next steps:

1. Seek approval for the recommended suggestions.
2. Implement the communications campaign.
3. Kristy will send out the PowerPoint slides (also available in the SharePoint).

- V. Proposed University Policies (20 minutes)-** Sheila Rucki, Professor, Political Science, Nick Stancil, Deputy General Counsel
- A. BOT Contractual Indemnification Policy (presented by Nick Stancil)

This policy has been in process for years. Board approval is required to indemnify or hold harmless contractors up to \$750,000 (current policy is \$250,000 and it is being proposed to move up to \$750,000). Some of the questions to consider include:

1. What's the risk the institution is willing to take on?
2. Have we considered insuring against this risk?

Currently, anything above \$250,000 requires board approval. Indemnification has been a huge issue for a long time. It can delay contracts for up to 6 months. Adjusting the policy will give the institution more flexibility. Other things to consider include:

1. We can opt out of state code and put our procurement code in place.
2. The change allows us to indemnify in certain circumstances.

B. President's Contractual Indemnification Policy (Nick Stancil)

This has a form included that must be fill out to proceed with indemnification. This policy was moved to approve.

C. President's Global Email for Students Policy (Lindsey Coulter)

This is an existing policy; however, the student aspect is new. A lot of the original language remains the same, but some language is outdated. This policy ensures we are not spamming people or over communicating to anyone. It allows most important messages to rise to the top. It won't affect AHEC timely warning. We want to ensure the quality of the content is good and mitigate things like "I have an event on campus you should come".

D. President's Global Email for Employees Policy (Lindsey Coulter)

We need to ensure all are aware. Notices can be sent via the Early Bird and provide clearer direction for people who want to send emails. One designee per department should be established. If you have more ideas for students, please send the information to Amanda McClure. We have discovered some units have their own databases that are over emailing students. We are in the process of cleaning this up.

E. BOT Intellectual Property Policy (Liz Goodnick & Jessica Weiss)

This was in development for 18 years. Many groups have been involved to include faculty senate, staff senate, and UPAC. Jessica, Liz and Katia have worked very hard on it. The policy is quite favorable among faculty.

F. BOT Academic Policy Enactment Policy (Liz Goodnick & Jessica Weiss)

Some of the processes weren't clear so they have been rewritten into the policy. One such process was what happens after the academic policy goes to the provost. Policy that needs to move forward will go to UPAC as an information item then be presented to the cabinet.

VI. **Academic Reorganization (20 minutes)**- Arlene Sgoutas, dean, School of Letters, Arts and Sciences, Jenn Capps, dean, College of Professional Studies

Reorganization recommendations/ updates were given, and included the following:

1. Creation of School of Hospitality.
2. Small departmental moves, some of which are already in progress (for example, moving dance to theater, moving speech to CPS) which will create better academic alignment.
3. Creating better models between computer sciences and math, as they no longer belong together.
4. Having open discussions with criminal justice and JRN to determine what changes would work best.
5. Navigating through the variations of the reorganization (some changes may be as simple as a name change).
6. Cyber security has been very successful with 175 degrees in the last year. It behooves us to focus on this and leverage this success.
7. The process is taking a long time because it has been inclusive and is being examined from an academic and financial standpoint.
8. The next decision point is in conjunction with the strategic plan and then to present to the BOT.

VII. **Round Robin (10 minutes)**

Michael shared the state has been awarded a grant close to half a million dollars, and how important it is for the state to get the funding. He reminded everyone that on March 12<sup>th</sup> the census count goes online and encouraged all to complete the census.

Christine shared that to support the strategic plan, a campaign has been started. She provided an update on what has currently been raised (\$4.6 million dollars). The goal is \$6.5 million. She reminded everyone that next Thursday the university will be celebrating MSU Denver Gives Day. The Goal is to obtain 550 donors.

Rebecca addressed the importance of including student employees in staff discussions.

Will reminded everyone that fall registration begins March 30<sup>th</sup>, and to get the word out. A new employee, Mary Salsetta, will begin next month.

Stacy provided an update on the compensation structure initiative. An email was sent out by George with additional details. More training will be added. The faculty compensation review is set for April. She also shared she was encouraged that Roadrunners who soar nominations have been steadily coming in.