

**METROPOLITAN STATE UNIVERSITY of DENVER**  
**BOARD OF TRUSTEES**  
Board Meeting Schedule  
December 8-9, 2016

**Thursday, December 8, 2016**

***Location: Student Success Building, Suite 440 (Trustees Boardroom)***

Finance Committee: 7:30 a.m. – 9:15 a.m. (*breakfast provided*)

Governance Committee: 9:15 a.m. – 10:15 a.m.

Academic & Student Affairs Committee: 10:15 a.m. – 12:00 p.m.

**Friday, December 9, 2016**

***Location: Student Success Building, Suite 440 (Trustees Boardroom)***

Executive Session: 8:00 a.m. – 9:00 a.m. (*Breakfast available at 7:30 a.m.*)

***Location: Student Success Building, Suite 400 (Foundation's Boardroom)***

Public Meeting: 9:15 a.m. – 12:00 p.m. (*To go lunches provided for Trustees*)

**METROPOLITAN STATE UNIVERSITY of DENVER**  
**BOARD OF TRUSTEES**

Friday, December 9, 2016

Executive Session: 8:00 a.m. – 9:00 a.m.

Public Meeting: 9:15 a.m. – 12:00 p.m.

Student Success Building

890 Auraria Pkwy, Suite 400 (Foundation's Boardroom)

**I. CALL TO ORDER**

**II. EXECUTIVE SESSION:**

An Executive Session may be held for consideration of appointment or employment of a public official or employee or the dismissal, discipline, promotion, demotion, or compensation of, or the investigation of charges or complaints against, pursuant to C.R.S. §24-6-402(3)(b)(I)(2016); and to confer legal advice concerning pending or imminent litigation, concerning specific claims or grievances or legal advice on specific legal questions, confidential pursuant to C.R.S. § 24-6-402(3)(a)(II)(2016).

**III. CHAIR'S WELCOME & REPORT:**

- A. Trustee Recognition: William (Bill) Hanzlik (2009 – 2016)
- B. Retreat Update
- C. Presidential Search Update
- D. Upcoming Events:
  - i. Fall Commencement: December 16, 2016 – Denver Coliseum
  - ii. AGB National Conference on Trusteeship: April 1-4, 2017 – Dallas, TX

**IV. CONSENT AGENDA:**

- A. September 9, 2016 Board Meeting Minutes
- B. Office of Human Resources report of personnel actions which have occurred since the last Board Meeting on September 9, 2016

**V. PRESENTATIONS:**

- A. Board Oversight of Educational Quality & Student Success:
  - i. Building STEM Excellence in our Community with Center for Advanced STEM Education, *David Ruch and Hsiu-Ping Liu*
- B. Brand Audit, *Cathy Lucas*

**VI. REPORTS & ACTION ITEMS:**

- A. President's Report: *President Stephen Jordan*
- B. State Legislative Report: *Christine Staberg, Capstone Group, LLC*
- C. Federal Legislative Report: *Jennifer McGee, Holland & Knight LLP*
- D. Academic & Student Affairs Committee: *Trustee Elaine Berman*
  - i. Trustee Delegation of Authority to the President to Approve Certain Curricular Items
  - ii. Academic & Student Affairs Committee Proposed Charge

- E. Governance Committee: *Trustee Terrance Carroll*
  - i. Proposed Bylaw and Current BOT Committee Structure Amendments
- F. Finance Committee: *Trustee Jack Pogge*
  - i. External Audit for FY2015-16 & Financial Ratios
- G. Foundation Report: *Trustee Bill Hanzlik*
- H. Faculty Trustee Report: *Trustee Kenn Bisio*
- I. Student Trustee Report: *Trustee Daniel Day*
- J. Alumni Report: *Trustee Judy George*
- K. Faculty Senate Report: *Matt Makley, President*
- L. Student Government Report: *Liz Milewski, President*

**VII. INFORMATION ITEMS:**

- A. Human Resources report of personnel actions which have occurred since the last meeting on September 8, 2016 for the Board of Trustees' information

**VIII. PUBLIC COMMENT**

**IX. ADJOURNMENT**

**METROPOLITAN STATE UNIVERSITY of DENVER  
BOARD OF TRUSTEES MEETING  
Friday, September 9, 2016  
MINUTES**

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**EXECUTIVE SESSION:**

Chairwoman Michelle Lucero read the Trustees into Executive Session at 11:00 a.m., and asked for a motion. The motion was made and seconded, and unanimously approved.

**I. CALL TO ORDER:**

The Board of Trustees meeting was called to order at approximately 11:15 a.m. by Chairwoman Michelle Lucero. She was joined by Vice Chairman Jack Pogge, Trustee Elaine Berman, Trustee Terrance Carroll, Trustee Wendy Dominguez, Trustee Barb Grogan, and Trustee Bill Hanzlik. Faculty Trustee Kenn Bisio, Student Trustee Daniel Day, and Alumni Representative Judy George were also in attendance, along with President Stephen Jordan, Board Secretary Loretta Martinez, Assistant Secretary Carrie Warren, various faculty, administrators, and staff.

**II. CHAIR'S WELCOME & REPORT:**

Chairwoman Lucero welcomed Student Trustee Daniel Day and said that the Board looks forward to his partnership over the next year.

**III. CONSENT AGENDA:**

Chair Lucero requested a motion to approve Item A. (the May 6, 2016 Board Meeting Minutes), Item B. (Faculty Tenure Recommendations), and Item D. (Approval of Human Resources report of personnel actions which have occurred since the last Board meeting on May 2, 2016) of the Consent Agenda. Trustee Carroll **moved for approval** of Items A., B., and D. of the Consent Agenda, **with a second** by Trustee Berman. The motion was **unanimously approved**.

Vice Chairman Pogge stated that President Jordan's accomplishments in the last year have been significant and have included--but are certainly not limited to--the creation of DIME and the AES building.

A **motion** was made by Vice Chair Pogge, **seconded** by Trustee Hanzlik, and **approved** to contribute \$100,000 to the Metropolitan State University of Denver's Qualified Governmental Excess Benefit 415(m) Plan for the 2016-17 fiscal year for the future benefit of President Jordan. The approved contribution will be made on June 30, 2017.

Chairwoman Lucero asked Trustees to make sure that the joint retreat of the Board and the Foundation board on October 20 and 21 is on their calendars. The retreat will be at Devil's Thumb Ranch.

**IV. PRESENTATIONS:**

**A. Board Oversight of Educational Quality and Student Success.**

**i. Higher Learning Commission University Accreditation.** Chair Lucero introduced Dr. Bernice Harris, associate vice president for Curriculum and Academic Effectiveness, and Nate Grimm, Budget and Financial Analyst.

(Chairwoman Lucero left the meeting, and Vice Chairman Pogge then served as chair of the meeting.)

Mr. Grimm gave an update on the status of the University's reaccreditation, which determines a school's eligibility for participation in federal and state aid, as well as the allowance for students to transfer credits from institution to institution, and degrees from institution to institution.

During the reaccreditation process in 2007, the site reviewers identified issues with General Studies and Student Learning Assessment. General Studies needed to be more clearly defined so students could understand what their majors and concentrations would be. Student Learning Assessment involves indirect methods of assessment. As an example, in Nursing, the success rate on the nursing exam following graduation is measured. In response to the report, the University hired a director of Student Learning Outcomes, and that individual has done a very good job of inventorying all the ways that assessments are handled at the University.

There are five main criteria in the assurance argument for proving the University's qualification for reaccreditation. President Jordan and the vice presidents have been provided the most recent draft of the assurance argument, and the final draft will be completed by March 1 when the University officially submits its assurance argument to the HLC and before its site visit in April.

President Jordan added that every regional accrediting body is being pushed very, very hard by the HLC to step up their requirements holding educational institutions accountable for ongoing assessment of student learning. Dr. Harris said that HLC is making a determination as to whether the institution is using data to make changes and demonstrating improvement of instruction. The idea is to build a culture of assessment which must be continued, and the data used to make changes in processes that impact how instruction is delivered.

Chairwoman Lucero asked whether either Dr. Harris or Mr. Grimm has a feel for where MSU Denver stands in this area as compared to its colleagues. Dr. Harris said that the director of Student Learning Outcomes believes the University is doing some exceptional assessment work. If areas are identified by the HLC as needing improvement, then the steps the University will take to address the issue will be provided them. She said it's important to be open about where work is needed, but she believes that overall, the institution's process is very good.

Mr. Grimm said that the peer review team arrives April 10. He encouraged Trustees to study the assurance argument in order to develop a common language for telling MSU Denver's story. An executive summary is in the meeting packet. He would like the Board's feedback on the document, especially if there are better ways to tell the MSU Denver story, its internal or

external mission. Students will also be asked for this kind of feedback, as well as people in the community, which is regarded highly by the HLC peer reviewers.

Secretary Martinez asked Mr. Grimm to prompt the Board of Trustees via email as to the timeline for feedback and where to send it.

Trustee Grogan asked if there would be an opportunity to host the peer reviewers. Dr. Harris said that a reception on Sunday evening could be proposed, where Board members and members of the community could talk about the value of MSU Denver, but that the reviewers determine their own schedule and are generally busy in the evenings, already writing up what they'll turn into the HLC. Mr. Grimm noted that the response from HLC is usually received approximately six months after the site visit.

Trustee Berman acknowledged the amount of work that goes into the reaccreditation process and thanked all the people working on it.

## **V. REPORTS & ACTION ITEMS:**

**A. President's Report.** President Jordan reported that enrollment is down only 2/10 of 1%. He is pleased with all the efforts that contributed to that and will continue working toward making even more improvements.

When he first arrived at the University, its first-time freshman retention rate was only 56%. That prompted the institution to start its First-Year Student Success program, with a goal of a 75% retention rate. He is proud to report that last year, of approximately 900 students who participated in the First-Year Student Success program, the retention rate was 72%. This fall, approximately 1,450 students enrolled in the First-Year Student Success program.

The difference in retention rate between students who participate in the program and those who do not, is marked, and accounts for a large number of continuing students.

The University hosted Anne Holton, the immediate past Secretary of Education for the state of Virginia, and wife of Democratic Vice Presidential candidate Tim Kaine. Ms. Holton is traveling the country to speak about the Democratic position on education, and she is also listening. A panel of K-12 educators talked about their issues, and some MSU Denver Teacher Education students were involved in that. President Jordan said he hopes the University is able to host other Presidential or Vice Presidential candidates before the campaign ends.

President Jordan thanked U.S. Supreme Court Justice Sonia Sotomayor for visiting the campus and taking questions from students. Polly Baca is a friend of the University, and she brought Justice Sotomayor here in 2013. Ms. Baca worked hard to make sure Justice Sotomayor came to MSU Denver again.

Dr. Luis Torres, retired deputy provost of academic and student affairs, was selected to receive the Cesar Chavez Leadership Hall of Fame award from the Denver Public Library. The award celebrates the induction of two individuals (one male and one female) into the César Chávez

Leadership Hall of Fame. The recipients will be Coloradans of Latino descent who have made a major contribution in a particular field which positively impacted the community. The award will be presented at the DPL Latino Awards on Saturday, September 10, at 10:00 a.m., at the Rodolfo “Corky” Gonzales branch library.

Jackson Lamb, Associate Professor of Hospitality, Tourism and Events, received the International Council on Hotel, Restaurant and Institutional Education's (CHRIE) "Chef Herman Breithaupt Award." The award recognizes outstanding achievement and contributions to food service education by a chef or educator through demonstration of high professionalism, a strong commitment to hospitality education, and a record of contributions to the International CHRIE and the industry.

The University hosted Dr. Nihal Abdel Rahman as a guest scholar in its Journalism department. Dr. Rahman is a Muslim journalist-turned-professor, from Egypt. Dr. Shaun Schafer, associate professor in the Department of Journalism and Technical Communication, met Dr. Rahman in 2005 in Cairo, Egypt. The University is really pleased to have had her on campus. Dr. Rahman currently runs the School of Mass Communication at Canadian International College in Cairo, and previously served as head of the Journalism Department at Misr International University, also in Cairo. Before entering the world of academia, she was a television news anchor, including for CNN in Cairo, where she wrote, anchored and edited a weekly program, “Around the World.” Providing students the opportunity to meet Dr. Rahman and learn of her real-life experiences is a hallmark of the Journalism program, President Jordan said.

**B. Finance Committee Report.** Vice Chairman Pogge said that Finance Committee had an extensive review of materials yesterday, and asked if there were any questions.

**i. Fiscal Year 2016-17 Budget Revision.** There being no questions, Vice Chair Pogge made a **motion to approve** the Fiscal Year 2016-17 budget revision as presented to the Board yesterday. Trustee Dominguez **seconded** the motion, which was **unanimously approved**.

**ii. Memorandum of Understanding addendum regarding the Hospitality Learning Center project.** Vice Chairman Pogge stated that the Finance Committee heard a report yesterday on a proposed amendment to the MOU among HLC@Metro, Inc., the Foundation, the Roadrunner Reinvestment and Recovery Authority, and the Trustees, relating to the Hotel and Hospitality Learning Center. Except for the amendment to paragraph 4. relating to the requirement that 50% of funds from operating revenues be applied toward scholarships for MSU Denver students, the Board agreed that the other amendments would be accepted.

Vice Chair Pogge made a **motion to approve** the proposed amendments to the MOU except for the amendment addressing 50% of operating revenue funds being applied toward scholarships. Trustee Hanzlik **seconded** the motion, which was **unanimously approved**.

**C. Academic & Student Affairs Committee Report.** Provost Golich said that the committee discussed the potential changes to its charge, and changes to the delegation of

authority from the Board of Trustees to the President. Provost Golich expects to have an action item at the December meeting.

**D. Foundation Report.** Trustee Hanzlik reported that, under John Burtneess's leadership, the Advancement team is continuing its work with President Jordan on several gifts, including a large and complex gift to support the Hospitality program. Lockheed Martin continues to consider a much-needed gift of \$2 million to support the AES building. Negotiations are under way with a major manufacturing equipment distributor who would provide several advanced manufacturing machines for labs in the new AES building. The University hopes to have a no-cost lease or consignment arrangement where the machines are housed and used at the University. The distributor will also use the machines for training and marketing purposes and will trade them out annually for new models. The distributor is also committing to bringing other equipment manufacturers to the University with similar arrangements.

Two members of the Foundation board are finalizing large gifts in their estate plans.

Project teams continue to meet and work on various projects, and ideas for new project teams are being discussed.

Support from the University's alumni base is being more aggressively solicited. In the past fiscal year, the Strategic Plan metric for increased alumni gift giving was surpassed, with nearly 2,000 donors (up approximately 100%, from 1,083). However, that number is still just over 2% of the University's 87,000 alumni.

Trustee Hanzlik reported that the Summer Soiree Gala held June 4 was a fantastic event with over 500 attendees. Altogether, the Soiree grossed \$200,000 for new scholarships.

**E. AHEC Report.** Trustee Berman said AHEC has not met recently. Its priorities are to continue connecting the pedestrian walks of the Auraria campus with areas of downtown. Tammi Door who has been serving on AHEC for some time recently resigned and is being replaced by someone else from the Downtown Denver Partnership.

Trustee Jeff Shoemaker is very interested in touring the campus and gaining a better understanding of the whole neighborhood concept. Trustee Berman will announce the tour to the Trustees when a date has been determined.

Secretary Martinez added that Barb Weiske from AHEC has been in touch with her office to make the tour happen.

**F. Student Trustee Report.** Student Trustee Day said that he looks forward to making a solid contribution to the Board and a positive impact for students and faculty.

SGA is working on a Campus Week of Action that will begin October 10. It is part of the White House "It's on Us" campaign to increase awareness that non-consensual sex is sexual assault. Attendees can pledge to identify situations in which sexual assault may occur and situations

where consent has not or cannot be given, and to create an environment where sexual assault is unacceptable. The week will begin with an event intended to increase awareness of alcohol impairment and an intoxicated person's inability to consent to sex, as well as help students feel more comfortable discussing consent while at the same time having fun.

The following day is a Poetry Jam, and on Wednesday, there will be an "Art Not Violence" mini exhibit. That Thursday, SGA is hosting a movie, "Justice for My Sister," which gives a broad perspective on assault and the justice systems.

The following Tuesday, October 18, SGA is hosting a "Take Back the Night" march, with speakers beginning at 4:00 p.m. The march advocates for the "It's on Us" campaign to raise awareness of sexual violence. SGA would like to invite President Jordan and other leadership from the University to speak at the event.

Student Trustee Day is continuing initiatives begun by Maria Garibay Campos, including the Student Organizations Council that assists the leadership of student organizations with ideas for streamlining the process of creating their organization, provides a place to collaborate, talk about what has worked for them, to raise concerns, and receive advice and information on resources provided by MSU Denver. He is also brainstorming with other members of the SGA and organizations to find creative ways to reach out to MSU students, to learn about their concerns and engage with them in meaningful ways.

President Jordan said that he put October 18 from 4:00 to 8:00 on his calendar, and asked Student Trustee Day to follow up with him to describe exactly what SGA is looking for.

**G. Faculty Trustee Report.** Faculty Trustee Kenn Bisio said that over the summer he spoke extensively with faculty on campus and the new HR Director, Joshua Mackey, concerning faculty pay and pay dates. There will be more information to come.

**H. Faculty Senate Report.** Faculty Senate President Matt Makley said that Faculty Senate's General Studies committee is working with Dr. Harris and Nate Grimm on the assurance argument for the University's reaccreditation. Its committees are up and working, and Faculty Senate is happy to have a good relationship with administration.

**I. Alumni Association Report.** Representative Judy George congratulated Jamie Hurst, Director of Alumni Relationships, for a job well done. She will meet Monday with Mr. Burtness and Ms. Hurst to survey existing Foundation board members on next steps.

Mr. Pogge drew the Board's attention to the informational items contained in their meeting packets.

**VI. INFORMATION ITEMS:** *(Requires no approval by the Board of Trustees)*

**A.** Human Resources report of personnel actions which have occurred since the last Board meeting on May 6, 2016, for the Board of Trustees' information.

**VII. PUBLIC COMMENT:**

There were no public comments.

**VIII. ADJOURNMENT:**

Chairwoman Lucero **moved** to adjourn the Board of Trustees meeting. Trustee Hanzlik **seconded** the motion. The motion was **unanimously approved** and the meeting officially **adjourned** at 12:05 p.m.

**AGENDA ITEM:**                    **Office of Human Resources report of personnel actions for the Board's approval which have occurred since the last Board Meeting on September 9, 2016.**

**BACKGROUND:**                    Report includes appointments of non-temporary faculty and administrators, and awards of tenure, conferral of Emeritus status, awards of honorary degrees and sabbatical leaves which require Board approval.

**RECOMMENDATION:**            The President recommends Board of Trustee approval of the following personnel actions.

**APPOINTMENTS**

Mr. Steven Stanek, Senior Systems Analyst, Annual Salary: \$80,000.00, - Effective September 1, 2016. (ADMINISTRATIVE)

Mr. Nahum Kisner, Director, TRIO High School Upward Bound, Annual Salary: \$69,500.00, - Effective September 1, 2016. (ADMINISTRATIVE)

Ms. Connie Sanders, Associate Registrar, Annual Salary: \$66,000.00, - Effective September 12, 2016. (ADMINISTRATIVE)

Mr. Robert Park, Director of Advanced Manufacturing Sciences Institute, Annual Salary: \$140,000.00, - Effective October 1, 2016. (ADMINISTRATIVE)

Dr. Chittibabu Govindarajulu, Associate Dean, Annual Salary: \$135,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Ms. Andrea Rascon, International Admissions Counselor, Annual Salary: \$37,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Mr. Michael Reuther, Desktop Systems Engineer, Annual Salary: \$58,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Ms. Sarah Roesch, Perkins Loan Specialist, Annual Salary: \$41,500.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Ms. Tiffany Snell, University Specialist, Annual Salary: \$46,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Ms. Darla Sprinkle Renke, Transfer Evaluator, Annual Salary: \$51,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Ms. Wendy Walker, Finance Advisor & Department Coordinator, Annual Salary: \$45,000.00, - Effective October 3, 2016. (ADMINISTRATIVE)

Mr. Frank Latonya, Junior Windows System Administrator, Annual Salary: \$59,000.00 - Effective October 17, 2016. (ADMINISTRATIVE)

Mr. Robert Gallegos, Family Literacy Instructor & Parent Facilitator, Annual Salary: \$35,000.00, - Effective October 17, 2016. (ADMINISTRATIVE)

Ms. Adrienne Perucca, Graduate Admissions Coordinator, Annual Salary: \$40,000.00, - Effective October 17, 2016. (ADMINISTRATIVE)

Mr. Cory Phare, Staff Writer, Annual Salary: \$52,020.00, - Effective October 17, 2016. (ADMINISTRATIVE)

Ms. Gina Yrrizarry, Communications Manager, Annual Salary: \$52,761.00, - Effective October 17, 2016. (ADMINISTRATIVE)

Mr. Tupua (Roy) Alo Fua, Equity Specialist Coordinator, Annual Salary: \$37,500.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Ms. Kate Bolos, HR Associate, Annual Salary: \$45,000.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Mr. Steve Klodt, Interim Managing Editor/Assistant Director of Communications, Annual Salary: \$76,500.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Ms. Frances Miller, Equity Specialist Coordinator, Annual Salary: \$37,500.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Mr. Mauro Villaseñor, HR Associate, Annual Salary: \$45,000.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Mr. Moses Wambalaba, Equity Specialist Coordinator, Annual Salary: \$75,000.00, - Effective November 1, 2016. (ADMINISTRATIVE)

Ms. Talya Atkinson, Payroll Accountant, Annual Salary: \$42,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Mr. Mark Cox, Staff Writer, Student Retention, Annual Salary: \$57,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Ms. Jessie Henrixson, Academic Program Coordinator, Annual Salary: \$27,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Mr. Jason Murillo, Building Engineer, Annual Salary: \$57,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Mr. Sheriff Rasheed, Accessibility Coordinator, Annual Salary: \$52,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Ms. Riccardi Creseda, STEM Career Specialist, Annual Salary: \$20,720.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Ms. Shantel Torres, Customer Service Coordinator, Annual Salary: \$40,000.00, - Effective November 7, 2016. (ADMINISTRATIVE)

Ms. Jennifer Lampe, Transfer Evaluator, Annual Salary: \$48,000.00, - Effective November 14, 2016. (ADMINISTRATIVE)

Ms. Marlynn Rocha-Vasquez, Associate Director of Internal Operations, Annual Salary: \$61,000.00, - Effective November 16, 2016. (ADMINISTRATIVE)

Mr. Kyle Backlund, Associate Director of Development and Planned Giving, Annual Salary: \$82,000.00, - Effective November 21, 2016. (ADMINISTRATIVE)

Ms. Deborah Ciancio, Child Welfare Stipend Coordinator, Annual Salary: \$31,883.00, - Effective November 28, 2016. (ADMINISTRATIVE)

Dr. Sandra Haynes, Deputy Provost, Annual Salary: \$191,536.00, Effective December 1, 2016. (ADMINISTRATIVE)

Ms. Catherine Break, Study Abroad Advisor, Annual Salary: \$42,500.00, - Effective December 1, 2016. (ADMINISTRATIVE)

Ms. Gwendolyn Thompson, Senior Director of Development, Annual Salary: \$88,000.00, - Effective December 5, 2016. (ADMINISTRATIVE)

Mr. James Tisdale, Registrar, Annual Salary: \$95,000.00, - Effective December 5, 2016. (ADMINISTRATIVE)

Ms. Karen Martinez, Director of Clinical Experience and Partnerships, Annual Salary: \$86,000.00, - Effective January 3, 2017. (ADMINISTRATIVE)

**AGENDA ITEM: Trustee Delegation of Authority to the President to Approve Certain Curricular Items**

**BACKGROUND:**

- At its 11.29.2012 Business Meeting, the Board of Trustees approved delegating authority to the MSU Denver President to approve certain curricular items.
- Items below struck through have already been approved by the Board for delegation to the President.
- At its 08.09.2016 retreat, the Board of Trustees Academic and Student Affairs Committee (ASAC) recommended three other changes; these are in italics.

**ANALYSIS:**

- Section 5.3 of the Trustees Policy Manual addresses specific curricular items for which the Board retains approval authority.
- Presidential review and approval of selected items will improve efficiency and accommodate use of the Academic and Student Affairs Committee agenda and Board agenda for other pressing priorities.

**SECTION 5.3: Approval of Curricular Items**

The Board recognizes that while it has the ultimate authority for approving curriculum, the faculty should play a proactive role in formulating curriculum for the Board's consideration. The President shall develop policies and procedures for the approval of curricular items. Such policies shall conform to all requirements of statute and the CCHE, and shall be consistent with Board goals and priorities. The following curricular actions must be approved by the Board of Trustees of Metropolitan State College of Denver before becoming effective:

- New degree programs (Major)
- New or additional degree titles (B.A., etc.)
- *New licensure programs*
- ~~• Consolidation of two or more existing programs into one~~
- ~~• Renaming an existing program~~
- ~~• Changing the title, e.g., B.A. to B.S., of a degree along with changes in the accompanying degree requirements~~
- ~~• Substantive changes in teacher licensure~~
- New minors, concentrations, and certificates of completion
- Discontinuation of *specific* programs
- ~~• New study abroad courses~~
- ~~• Changes that increase students' requirements to graduate~~
  - ~~–Increasing the credit hours in major, minor, certificate, and licensure programs.~~
  - ~~–Increasing the ancillary requirements.~~
- ~~◇ Changes in the goals and distribution of credit requirements for the General Studies Program (see Section VI.B. of the MSCD Curriculum Guidelines —p. 38)~~
- ~~◇ Additions, deletions, or changes in the goals of other general college requirements that specify types of courses students must take to complete a degree.~~

The Board Policy Manual provides that the Board may make changes to existing policies or delete policies contained therein at any time in its sole discretion. If this recommendation is approved, the new Section 5.3: Approval of Curricular Items will read as follows:

**SECTION 5.3: Approval of Curricular Items**

The Board recognizes that while it has the ultimate authority for approving curriculum, the faculty should play a proactive role in formulating curriculum for the Board's consideration. The President shall develop policies and procedures for the approval of curricular items. Such policies shall conform to all requirements of statute and the CCHE, and shall be consistent with Board goals and priorities. The following curricular actions must be approved by the Board of Trustees of Metropolitan State University of Denver before becoming effective:

- New degree programs (Major)
- New or additional degree titles (B.A., etc.)
- New minors, concentrations, and certificates of completion
- Discontinuation of specific programs

**RECOMMENDATION:**

The Academic & Student Affairs Committee recommends Board of Trustees approval of a permanent delegation of authority to the President to approve certain curricular items per Section 5.3 of the Trustees Policy Manual.

**AGENDA ITEM: Academic & Student Affairs Committee Proposed Charge Amendment**

**BACKGROUND:**

In 2012-13, MSU Denver's Board of Trustees initiated an effort to review and revise as necessary its Policy Manual and Bylaws. As a result of this effort and an Association of Governing Boards (AGB) initiative to engage Trustees more closely with Educational Quality and Student Success (EQSS), we developed a DRAFT charge to the Academic and Student Affairs Committee (ASAC). At the 08.09.16 BoT ASAC Retreat, we discussed the charge initially drafted and proposed in February 2013 and made some revisions. We present the following for discussion, revision, and approval.

**CURRENT CHARGE:**

The purpose of the Academic and Student Affairs Committee is to review and make recommendations to the Board regarding academic and student issues, including but not limited to the addition of new academic requirements, programs, degrees, majors, and fees, significant changes in policies, and other areas essential to the academic endeavor of the University and the welfare of its students. The Provost and Vice President for Academic Affairs shall serve as staff to the committee.

**PROPOSED CHARGE:<sup>1</sup>**

Metropolitan State University of Denver (MSU Denver) prides itself on delivering high quality education to its students. High quality education, an evolving and aspirational goal of any educational institution, ultimately serves the needs of the community. At MSU Denver, high quality education results from the collective effort of faculty and staff to enable students to master the university's academic and student affairs learning objectives;<sup>2</sup> these, in turn, result from student engagement in the learning of MSU Denver's general studies and degree program learning objectives, as well as individual course student learning outcomes (SLOs). The attached "learning outcomes hierarchy" delineates the 'nested' and iterative relationship among these various learning goals.

The Board of Trustees Academic and Student Affairs Committee (ASAC) facilitates the Board of Trustees' ultimate responsibility for educational quality by working closely with academic and student affairs leadership to regularly monitor the following:

- learning goals and outcomes for academic, extra-curricular, and co-curricular programs;
- academic and student affairs program quality, institutional and program accreditation, and program review;
- student retention, graduation rates, graduate school acceptances, and job placements;
- policies and procedures related to faculty and staff compensation, appointment, tenure, and promotion – and when appropriate, the committee makes recommendations for action;
- academic and student affairs planning as it relates to campus Strategic Planning;
- proposals for adding, modifying and deleting programs; and
- budgets for academic and student affairs programs and services.

The Committee reports regularly to the Board and frames recommendations on matters of

policy, quality, and funding that require the Board's consideration and action.

To accomplish this work, MSU Denver staff provides ASAC members with appropriate and timely information and data related to its responsibilities. Working at the nexus between board oversight and academic prerogative, ASAC recognizes and respects the central role of faculty and administrators in academic planning, curriculum development, faculty development, the evaluation and academic advising of students, and recommendations for faculty appointment, tenure, and promotion. Likewise, ASAC recognizes and respects the role of Student Affairs professionals in developing extra- and co-curricular activities, developing and implementing programs recognized to have a positive impact on retention and facilitation of graduation, staffing needs, and evaluation of staff.

ASAC must be mindful that, in its oversight role, the Board is ultimately accountable for ensuring educational quality.

**RECOMMENDATION:**

The Academic & Student Affairs Committee recommends Board of Trustees approval of the Academic & Student Affairs proposed charge amendment.

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<sup>1</sup> Adapted from 2011 "AGB Statement on Board Responsibility for the Oversight of Educational Quality," (Washington, DC: Association of Governing Boards of Universities and Colleges), p. 8.

<sup>2</sup> To be completed by December 2016.

**AGENDA ITEM: Proposed Bylaws and Current BOT Committee Structure  
Amendments**

**BACKGROUND:**

As part of the discussion at the Governance Committee meeting in May 2016, the Committee determined it was important to bring forth the proposed Bylaw changes from December 2013 that were never adopted. This to effectuate the Board's wishes to incorporate more essential institutional governance operations and to effectuate Board leadership positions and succession.

**ANALYSIS:**

The attached revised Bylaws were developed by the Governance Committee in consultation with the General Counsel's office. A redlined document is attached which details the recommended changes in the areas of Board leadership positions and their terms, including length and timing as well as additional changes to the current committee structure.

**RECOMMENDATION:**

The Governance Committee recommends Board of Trustees approval of the proposed bylaws and current BOT committee structure.

## **BYLAWS of the Board of Trustees Metropolitan State University of Denver**

### **ARTICLE I**

#### **AUTHORITY AND POWERS**

Colorado law vests the supervision and control of Metropolitan State University of Denver in the Board of Trustees. The University is a body corporate of the State of Colorado.

##### **A. Authority and Powers**

As provided by section 23-54-101, C.R.S., *et seq.*, the Board has full authority and responsibility for the governance of the University. The Board has such powers, rights, and privileges as are granted to it by Colorado law, including, but not limited to, suing and being sued; taking and holding personal property and real estate; contracting and being contracted with; selling, leasing, or exchanging real property; controlling and directing all monies received by it; authorizing revenue bonds and other lawful financial transactions to raise money; and determining personnel matters.

##### **B. Delegation**

Except for powers that are legislative or judicial in nature, the Board may delegate authority to perform such duties as the Board deems proper and necessary.

### **ARTICLE II**

#### **BOARD MEMBERSHIP**

The Board includes eleven statutory members, consisting of nine voting members and two non-voting advisory members, who shall have such qualifications, and subscribe to the oath, as prescribed by law. In addition, pursuant to Board policy, the Board includes one alumni representative who serves as a non-voting advisory member.

##### **A. Voting Members**

The voting members are appointed by the Governor of the State of Colorado, with the consent of the State Senate, for terms of up to four years expiring on December 31 of the third calendar year following the calendar year in which the voting member is appointed. A vacancy in the unexpired term of a voting member shall be filled by appointment of the Governor for the unexpired term.

##### **B. Advisory Members**

Advisory members shall not vote on matters before the Board, nor shall they attend executive sessions of the Board. Advisory members shall include one full-time member of the University's teaching faculty at large, elected by the faculty at large; one full-time junior or senior University student, who has been a Colorado resident for at least three years immediately prior to election by the student body at large; and one alumnus of the University, who shall serve as an alumni representative. A vacancy in an unexpired term of an advisory member shall be filled by election for the unexpired term. Advisory members shall serve for a term of one year expiring June 30.

### **ARTICLE III**

#### **OFFICERS**

The officers of the Board include the Chair, Vice Chair, Treasurer, and Secretary. Such officers shall be elected by a majority of a duly constituted quorum of the Board.

##### **A. Election**

Election of officers shall take place at the annual Board meeting. The Chair and Vice Chair shall hold office for a period of two ~~one~~ calendar years until their successors are elected. The Secretary and Treasurer shall hold office at the pleasure of the Board.

##### **B. Removal**

The Board may remove any of its officers whenever in its judgment the best interests of the Board will be served thereby.

##### **C. Chair**

The Chair shall be a member of the Board. The Chair shall preside at meetings of the Board and shall sign contracts and documents required to be executed by the Board. The Chair shall appoint members of the Board to committees and as representatives to other bodies. The Chair shall also perform such additional tasks as may be necessary to implement actions approved or taken by the Board. The Chair also shall serve as Past Chair for one year after the term has ended to facilitate the transition to new Board leadership, if the Chair is still a member of the Board.

##### **D. Vice Chair**

The Vice Chair shall be a member of the Board. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair. The Vice Chair shall also serve as the Chair of the Presidential Evaluation Committee.

##### **E. Secretary**

The Secretary shall not be a member of the Board. The Secretary shall make certifications on behalf of the Board and perform such other duties as are normally performed by the

Secretary of a public entity, and those which may be assigned by the Board. The Secretary shall cause all notices to be sent that may be required by these Bylaws and the law. The Secretary shall also cause a record to be kept and maintained of all actions, proceedings, and policies of the Board.

**F. Treasurer**

The Treasurer shall not be a member of the Board. The Treasurer shall cause statements of the financial condition of the Board and other such other financial documents as may be requested by the Board to be prepared, compiled, and provided to the Board.

**G. Assistants**

The Board may appoint such assistants as it deems necessary to accomplish the duties of the officers of the Board.

**H. Vacancies**

In the event of a vacancy in any office of the Board, a successor shall be elected by a majority of a duly constituted quorum of the Board to serve for the period of the unexpired term.

**ARTICLE IV**

**MEETINGS**

**A. Annual Meeting**

The annual meeting of the Board shall be held in ~~December~~<sup>June</sup> of each year or at such time and place as may be designated by the Board by resolution. The annual meeting shall be for the purpose of electing officers and the transaction of other business.

**B. Regular Meetings**

Regular meetings of the Board shall be held at such time and place as established yearly by resolution of the Board.

**C. Special Meetings**

The Board Chair may call special meetings of the Board at any time, and shall do so upon the written request of a majority of the Board.

**D. Committee Meetings**

A Committee Chair may call meetings at such time and place as is necessary to discharge committee duties.

#### **E. Notices**

Notice of the time, place, and agenda of all meetings of the Board and any of its committees shall be given in accordance with the Colorado Open Meetings Law.

#### **F. Agendas**

No less than five days before the annual meeting or any regular meeting, an agenda setting forth the matters to be considered at the meeting shall be sent to Board members. An agenda for any special meeting or committee meeting shall be sent to Board members as early as is practicable.

#### **G. Records of Meetings**

In accordance with the Colorado Open Meetings Law, a recording and minutes shall be kept of all Board and committee meetings, with the exception of certain matters discussed in executive session.

#### **H. Presence of Members at Meetings**

Board members may attend meetings by telephone. Meetings may be held by telephone, video conferencing, or other forms of electronic communication.

#### **I. Motions and Seconding**

All members of the Board may make and second motions.

#### **J. Voting**

Only voting members of the Board may vote on actions before the Board. Only members of a committee may vote on actions before committees. In extraordinary circumstances, a Board member who is unable to attend may vote by written proxy as to a specific question.

#### **K. Executive Session**

Upon a two-thirds vote of the voting members, an executive session may be held to discuss matters as permitted by the Colorado Open Meetings Law.

#### **L. Adjournment**

Any meeting may be adjourned and its business continued to an appointed day by a vote of the majority of the voting members present even though there may be less than a quorum.

## **M. Rules of Procedure**

To the extent a meeting procedure is not addressed by these Bylaws or the law, the Board and its committees may consult ROBERT'S RULES OF ORDER for guidance.

### **ARTICLE V**

#### **EXERCISE OF POWERS**

Official action of the Board or recommendations of any committee shall occur only in open session at meetings duly called and held at which a quorum is present. Matters coming before the Board or its committees at meetings shall be determined by a majority of the voting members who are present.

### **ARTICLE VI**

#### **QUORUM**

A quorum of the Board shall be a majority of its voting members. A quorum of any committee of the Board shall be a majority of its voting members.

### **ARTICLE VII**

#### **COMMITTEES AND OTHER BODIES**

The Board shall have the committees described in these Bylaws and may create ad hoc committees as needed. Formal actions of all committees shall be limited to recommendations made to the [entire](#) Board and shall in no way bind the Board. [Standing C](#)committees of the Board include:

##### **A. Academic and Student Affairs Committee**

The purpose of the Academic and Student Affairs Committee is to review and make recommendations to the Board regarding academic and student issues, including but not limited to the addition of new academic requirements, programs, degrees, majors, and fees, significant changes in policies, and other areas essential to the academic endeavor of the University and the welfare of its students. The Provost and Vice President for Academic Affairs shall serve as staff to the committee.

##### **B. Finance Committee**

The purpose of the Finance Committee is to review and make recommendations regarding the University's finances and budget and significant changes thereto, including but not limited to setting annual budget parameters, tuition rates, salary rates, financial aid, parameters for issuance of debt, and other areas essential to the fiscal soundness of the University. The Finance Committee also serves as the Board's audit committee and shall review annually and report to the Board any material issues or findings pertaining to the

University's annual audit or any significant interim audit or risk management issues. The Vice President for Administration, Finance and Facilities/~~Treasurer~~ shall serve as staff to the committee.

**C. ~~Board~~ Governance Committee**

The purpose of the ~~Board~~ Governance Committee is to review and make recommendations to the Board regarding Board operations and institutional governance, including but not limited to Board policies, these Bylaws, Board meetings, retreats and orientation, the Board budget, nomination of prospective Board members, records management and retention, technology, materials and communications, website, staffing, budget, orientation, and other policy matters areas essential to effective operation of the Board. The General Counsel/Secretary shall serve as staff to the committee.

**D. ~~Presidential Executive~~evaluation Committee**

The purpose of the ~~Presidential Executive~~evaluation Committee is to take necessary actions when the Board is not in session, review the President's performance per the requirements of the employment contract and Board policies, report its findings to the Board, and make recommendations to the Board regarding the terms and conditions of the President's employment and compensation. The Committee may evaluate other appointees or individuals as needed. The Committee shall have the full power of the Board in between meetings of the Board except for the hiring or termination of the President and shall report its actions to the Board at its next meeting. The membership of the Committee shall be the Chair, Vice-Chair, Past Chair and up to two of the Chairs of the standing committees of the Board as designated by the Chair of the Board. The President and General Counsel/Secretary shall serve as staff to the committee.

In addition to serving on committees, Board members also serve on the governing boards of other bodies. These other bodies include:

**A. Auraria Higher Education Center**

The purpose of this enterprise is to support the University, Community College of Denver, and the University of Colorado Denver and to facilitate the achievement of their goals and objectives on the Auraria campus.

**B. Metropolitan State University College of Denver Foundation, Inc.**

The purpose of this nonprofit, direct-support corporation is to promote the development and general welfare of the University by receiving, investing, and administering private support.

**C. HLC@Metro, Inc.**

The purpose this special purpose corporation is to own the hotel and hospitality learning center and provide for its financing, construction, operation, and management.

**D. MSCD Roadrunner Recovery and Reinvestment Act Finance Authority**

The purpose of this finance authority is to issue bonds necessary to finance the hotel and hospitality learning center project and loan the proceeds to HLC@Metro, Inc. This finance authority is also available for the financing of future projects.

**ARTICLE VIII**

**CONFLICT OF INTEREST**

All decisions of the Board and its members must be made solely on the basis of a desire to promote the best interests of the University. A conflict of interest exists when a Board member has or represents interests that may compete with or be adverse to those of the Board and the University. A conflict of interest exists not only when there is any benefit, direct or indirect, received by such Board members or their affiliates, in connection with the official actions of the Board and University, but also when the Board or University interests are, or could be, adversely affected by a conflict of interest or perception or appearance of a conflict. Although Board members may have allegiances to and associations with other outside interests, their paramount fiduciary obligation is to serve the best interests of the Board and the University. All conflicts of interest must be fully disclosed and the interested Board member shall refrain from participation in and consideration of the proposed matter.

Each Board member shall maintain on file a statement with the Secretary identifying: all business or other undertakings in which such Board member has a direct or substantial financial interest; all contracts and/or contract proposals with the University; or, that to the best of the Board member's knowledge after diligent inquiry, no such financial interests exist.

**ARTICLE IX**

**INDEMNIFICATION**

The University shall indemnify any Board member who is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of service as a Board member against expenses and judgments if the person acted in good faith and in a manner reasonably believed to be in or not opposed to the interests of the University, and with respect to any criminal action or proceedings, had no reasonable cause to believe the conduct was unlawful.

**ARTICLE X**

**EXPENSE REIMBURSEMENT**

Board members may be reimbursed for reasonable and necessary expenses incurred in the performance of Board duties.

**ARTICLE XI**

**NECESSARY POLICIES AND PROCEDURES**

The Board has the responsibility and authority to promulgate Board policy by resolution or otherwise.

**ARTICLE XII**

**AMENDMENT AND REPEAL OF BYLAWS**

These Bylaws may be amended or repealed, consistent with the law, at any meeting of the Board by majority vote, so long as written notice is given to each Board member prior to the meeting at which such amendment or repeal is to be considered.

**AGENDA ITEM:**    **External Audit for FY2015-16 & Financial Ratios**

**BACKGROUND:**

CliftonLarsonAllen, LLP (CLA) conducted an annual audit of the financial statements of Metropolitan State University of Denver for fiscal year 2016. The results will be presented at the December 8, 2016 meeting and the University anticipates receiving a positive audit.

**RECOMMENDATION:**

The Finance Committee recommends the Board of Trustees accept the audited financial statements and report for the years ended June 30, 2016 and June 30, 2015.

**AGENDA ITEM:**     **Office of Human Resources report of personnel actions for the Board's information, which have occurred since the last Board Meeting on Friday, September 9, 2016.**

**BACKGROUND:**     Report includes appointments of temporary faculty and administrators, faculty promotions, leaves without pay, administrative leaves, resignations, nonrenewal of probationary faculty members, terminations, denial of early tenure applications/offers of sixth-year terminal contracts, and transitional retirements, which are delegated to the President and do not require approval by the Board of Trustees.

**APPOINTMENTS**

Mr. David Devine, Instructor of Music, Annual Salary: \$45,832.00 – Effective September 1, 2016. (CATEGORY II FACULTY)

Ms. Nicole Furuiye, Lecturer of Human Performance and Sport FRIP hire, Annual Salary: \$50,106.00 – Effective January 1, 2017. (CATEGORY II FACULTY)

**APPOINTMENTS (Category III-Affiliate) to (Category II-Lecturer)**

Ms. Christine Watson, Lecturer of Economics, Annual Salary: \$67,034.00 - Effective August 1, 2016. (CATEGORY II FACULTY)

Mr. Matthew Drake, Lecturer of Social Work, Annual Salary: \$50,270.00 – Effective August 1, 2016. (CATEGORY II FACULTY)

Ms. Sandra Gourley, Lecturer of Nursing, Annual Salary: \$53,479.00 – Effective October 1, 2016. (CATEGORY II FACULTY)

**RESIGNATIONS**

Mr. Ricardo Sarabia, Financial Aid Counselor, Effective August 31, 2016.  
(Accepted position outside of University)

Ms. Alanna Hager, Staff Psychologist, Effective September 2, 2016.  
(Personal reasons)

Dr. Theresa Bazacos, Staff Psychologist, Effective September 9, 2016.  
(Accepted position outside of University)

Ms. Sarah Cozzini, Financial Aid Loan Counselor, Effective September 14, 2016.  
(Accepted position outside of University)

Ms. Kandi Brown, Assistant Director of Alumni Relations, Effective September 23, 2016.  
(Personal reasons)

Dr. Consuelo E. Mendez-Shannon, Associate Professor of Social Work, Effective September 23, 2016. (Personal Reasons)

Ms. Lori Diefenbacher, Individualized Degree Specialist, Effective September 30, 2016.  
(Personal reasons)

Mr. Michael Wolf, Process Transformation Specialist, Effective September 30, 2016.  
(Personal reasons)

Ms. Annie Miller, Field Coordinator, Effective October 13, 2016.  
(Personal reasons)

Ms. Kate Burns, Transfer Admissions Counselor, Effective October 21, 2016.  
(Personal reasons)

Mr. Brett McPherson, Interim 50<sup>th</sup> Anniversary Content Coordinator, Effective October 31, 2016. (Temporary Appointment Concluded)

Ms. Allison Lough, Associate Director of Student Academic Success Tutoring, Effective November 4, 2016. (Personal reasons)

Mr. Justin Mayhall, VA Certifying Official, Effective November 4, 2016.  
(Personal reasons)

Ms. Darlene Pielack, Instructional Technologist for the ETC, Effective November 4, 2016.  
(Personal reasons)

Dr. James Lyall, CIO/AVP Academic Computing, November 25, 2016.  
(Accepted position outside of University)

Ms. Amy Westergren-Amlicke, Staff Psychologist, Effective December 2, 2016.  
(Personal Reasons)

Ms. Christine Kuglin, Professional in Residence of Accounting, Effective December 22, 2016.  
(Personal Reasons)

### **RETIREMENTS**

Ms. Janie Ferro, Data Specialist-Classified, Effective September 30, 2016.

Ms. Sylvette Taylor, Administrative Assistant II-Classified, Effective November 30, 2016.

Ms. Linda Bruce, Office Manager I-Classified, Effective December 30, 2016.

Ms. Annette Lege, Senior Lecturer of Computer Information Systems, Effective May 31, 2017.

Ms. Carol Jenson, Professor of Health Professions, Effective May 31, 2017.

Dr. Catherine Curran, Professor of Speech and Communication Sciences, Effective May 31, 2017.

Dr. Doug Choi, Associate Professor of Finance, Effective May 31, 2017.

Dr. Mary Lee Danielson, Assistant Professor of Education, Effective May 31, 2017.

Mr. David M. Dirks, Professional in Residence-Accounting, Effective May 31, 2017.

Dr. Cynthia Lindquist, Chair – Professor of Education, Effective July 31, 2017.

Mr. Robert Amend, Chair – Professor of Technical Communications, Effective July 31, 2017.

Dr. Diane Carroll, Associate Professor of Education, Effective July 31, 2017.

**LEAVE WITHOUT PAY**

Mr. Michael Caston, Assistant Professor of Industrial Design, January 2017 through December 2017.