



Board of Trustees

Policy Statement
University Policy Library

Functional Area:	University Governance
Responsible Executive:	Chief Executive Officer
Responsible Office:	General Counsel's Office
Effective:	April 1, 2019

Communication between Employees and Students and the Board of Trustees

University Governance

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I. Introduction

- A. **Authority:** C.R.S. § 23-54-102, *et seq.* (2019) authorizes the Trustees of Metropolitan State University of Denver (MSU Denver) to establish rules and regulations to govern and operate the University and its programs. The Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy defines a formal process for students and employees to communicate with the Board of Trustees.
- C. **Scope:** This policy applies to University students and employees, including faculty, staff, and administrators.

II. Roles and Responsibilities

- A. **Responsible Executive:** Chief Executive Officer
- B. **Responsible Administrator:** General Counsel and Secretary to the Board of Trustees
- C. **Responsible Office:** Office of General Counsel
- D. **Policy Contact:** Assistant Secretary to the Board of Trustees, 303-605-5364



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III. Policy Statement

To enhance communication and to give prompt attention to concerns, the Board of Trustees urges that internal mechanisms for the expression of the views of students and employees that respect clear administrative lines be established and maintained. Direct communication with the Board concerning issues affecting the University community without prior discussion with appropriate individuals on the campus denies the opportunity for conflict resolution at the appropriate level.

Parallel structures that confuse communication and exclude or circumvent appropriate administrators without giving them an opportunity to address the issues are destructive of morale, as well as contrary to common sense and the principles of good management. This policy, however, is not intended to inhibit communication between the University faculty and faculty trustee or the student body and student trustee.

Since access of students and employees to the Board should be accomplished through an orderly and open process, it is Board policy that individual students and employees, including faculty, staff and administrators, who wish to be heard by the Board at an official meeting shall request to do so by signing up prior to any such meeting, indicating the topic to be addressed. The Chairperson shall have the right to deny any such request.

IV. Policy History

- A. **Effective:** April 1, 2019
- B. **Revised:** This policy supersedes section 1.13 of the *MSCD Trustees Manual*, 2007.
- C. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.



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V. Policy Approval

A handwritten signature in black ink, appearing to read "Janine Davidson".

Janine Davidson, Ph.D.
President, Metropolitan State University of Denver

A handwritten signature in black ink, appearing to read "John Paul Pogge".

John Paul Pogge, Esq.
Chair, Board of Trustees, Metropolitan State University of Denver