

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

Committee Meetings and Board Meeting
Student Success Building (SSB)
890 Auraria Parkway, Denver, 4th Floor

Friday, December 5, 2014

7:30 a.m. – 8:45 a.m.

Finance Committee Meeting

SSB 440A (Trustees Boardroom)

Breakfast provided at 7:15 a.m.

8:45 a.m. – 9:15 a.m.

Academic & Student Affairs Committee Meeting

SSB 440A (Trustees Boardroom)

9:30 a.m. – 1:00 p.m.

Board Meeting

SSB 400A

Lunch provided for Trustees at 12:00 p.m.

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

Business Meeting

Friday, December 5, 2014

Public Meeting: 9:30 a.m. – 1:00 p.m., SSB 400A

Student Success Building – 890 Auraria Parkway

I. CALL TO ORDER

II. CONSENT AGENDA:

- A. Approval of September 30, 2014 Special Board Meeting Minutes
- B. Office of Human Resources report of personnel actions which have occurred since the last Board Meeting on September 30, 2014

III. CHAIR'S WELCOME & REPORT:

- A. Trustee Recognition
- B. Retreat Recap

IV. ACTION ITEMS:

- A. Academic & Student Affairs Committee: *Trustee Terrance Carroll*
 - i. Approval of New Certificates and Programs (Rae Shevalier, Paul Ballard, and Cynthia Lindquist)
 - 1. Additive Manufacturing Engineering Certificate (Undergraduate)
 - 2. Advanced Composite Materials and Manufacturing Certificate (Undergraduate)
 - 3. Brewing Science Certificate (Undergraduate)
 - 4. Health Data Science Certificate (Post-baccalaureate)
 - 5. Water Studies Certificate (Undergraduate)
 - 6. Wellness Coaching Certificate (Post-baccalaureate)
 - 7. Autism and Significant Severe Needs Certificate (Graduate)
 - 8. Bachelor of Arts in Elementary Education
 - ii. Archiving of Certificates and Programs (Rae Shevalier, Paul Ballard, and Cynthia Lindquist)
 - 1. Sport Industry Operations Certificate (Undergraduate)
 - 2. Teacher Preparation Content Area Programs

V. PRESENTATIONS:

- A. HB14-1319 Update (Stephen Jordan, Steve Kreidler, Loretta Martinez and Christine Staberg)
- B. Board Oversight of Educational Quality
 - i. Financial Aid Basics (Judi Diaz Bonacquisti and Cindy Hejl)
- C. 2014 Defined Contribution Pension Plan Performance Review Report (Tim Greene)

VI. REPORTS:

- A. President's Report: *President Stephen Jordan*
- B. State Legislative Report: *Christine Staberg, Capstone Group, LLC*
- C. Federal Legislative Report: *Mike Dino, Patton Boggs*
- D. Finance Committee: *Trustee Jack Pogge*
 - i. Finance & Budget Report (Steve Kreidler)
- E. Faculty Trustee Report: *Trustee Kenn Bisio*
- F. Student Trustee Report: *Trustee Joe Boss*
- G. Alumni Report: *Alumni Representative Judy George*
- H. Faculty Senate Report: *Sheila Rucki, President*
- I. Student Government Report: *Patricia Ordaz, President*
- J. AHEC Report: *Vice Chair Dawn Bookhardt*
- K. Foundation Report: *Trustee Bill Hanzlik*
- L. Shared Governance Task Force Report: *Braelin Pantel and Winston Willis-Grady, Co-Chairs*

VII. INFORMATION ITEMS:

- A. Human Resources report of personnel actions for the Board's information which have occurred since the last meeting on September 30, 2014

VIII. PUBLIC COMMENT:

IX. ADJOURNMENT

**METROPOLITAN STATE UNIVERSITY of DENVER
SPECIAL BOARD OF TRUSTEES MEETING MINUTES
2014 Board of Trustees Retreat
Tuesday, September 30, 2014**

EXECUTIVE SESSION:

Chairwoman Michelle Lucero read the Trustees into **Executive Session** at 7:35 a.m., and asked for a motion. The motion was made and seconded, and **unanimously approved**.

CALL TO ORDER:

The Board of Trustees meeting was **called to order** at 11:38 a.m. by Chairwoman Michelle Lucero. She was joined by Vice Chair Dawn Bookhardt, Trustee Jack Pogge, Trustee Ellen Robinson, and Trustee Terrance Carroll. Trustee Bill Hanzlik was present during the Board Retreat. Faculty Trustee Kenn Bisio, Student Trustee Joe Boss 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.

CHAIR'S WELCOME & REPORT:

Chair Lucero requested Board members check the 2014-15 Board Meeting Schedule against their calendars. She thanked the participants of the Board retreat for their input and said that President Jordan, Vice Chair Bookhardt, General Counsel Martinez, herself and others will synthesize the discussions held on the topic of shared governance.

Chair Lucero expressed appreciation and gratitude that President Jordan's presidential contract is extended until June 30, 2016, and said that the Board will work to persuade President Jordan to continue as the University's leader for many years to come.

CONSENT AGENDA:

The first order of business was the **approval of the Consent Agenda**. Chair Lucero asked for a **motion to approve** the following items:

- A. Approval of June 6, 2014 Board Meeting Minutes
- B. Office of Human Resources report of personnel actions which have occurred since the last Board Meeting on June 6, 2014
- C. Approval of new board member appointments for HLC@Metro, Inc.
- D. Ratification of Settlement Agreement

Trustee Carroll **moved for approval, with a second** by Vice Chair Bookhardt. The motion was **unanimously approved** for all items.

ACTION ITEM:

A. Approval of Amended and Restated Memorandum of Understanding (MOU) Between Metropolitan State University of Denver and Metropolitan State University of Denver Foundation, Inc.

Board Secretary Loretta Martinez stated that the original Memorandum of Understanding (Prior MOU) between the University and the Foundation was initiated by a task force of the Foundation to enable the University and the Foundation to review the entities' relationship every three to five years. Today's amended and restated memorandum of understanding would replace the Prior MOU.

Ms. Martinez stated that, key to understanding the trajectory the Foundation is taking in reformulating their work, is the recital in the amended MOU referring to the Board of Trustees of the University desiring to "support and empower the Foundation to pursue its mission and to advance the Foundation's objectives in fundraising and other activities in support of the University's strategic plans."

Modifications of the Prior MOU include Section 2.2 which makes explicit the Board of Trustees' responsibility for setting the University's priorities and for communicating those priorities to the Foundation, and the Foundation's responsibility to solicit and secure resources enabling the University to pursue those objectives and priorities.

Section 2.7 makes more explicit the dual reporting role of the new CEO and Vice President for University Advancement. Article 3, "Foundation Responsibilities," is an affirmation of the Foundation's role as the repository for the funds of the institution, its responsibility to manage those assets, and to utilize the Foundation's CEO as its key staff member in executing the Foundation's role. Section 3.9 states that the Foundation's key role is fundraising for the University.

Sections 3.11 and 3.12 refer to the flexibility within the Foundation's structure enabling it to engage in ventures, P3s, and entrepreneurial ventures that the University on its own might not necessarily be able to engage in.

Section 4.1 provides that leadership of both the Foundation and the University will meet quarterly to advance their mutual goals. Chair Lucero stated that these regular meetings will strengthen the strategy linkage between the entities.

Trustee Carroll **moved to approve** the amended and restated MOU between MSU Denver and MSU Denver Foundation. Trustee Pogge **seconded the motion**. The motion was **unanimously approved**.

DISCUSSION ITEM: *(Requires no approval by the Board of Trustees)*

A. Preliminary Review and Amendments to the MSU Denver Naming Policy Statement.

Board Secretary Martinez introduced an update on the progress of the Foundation's Naming Policy Task Force.

Vice President Kreidler stated that the Task Force is working closely with the Finance Division, the Provost, and Deans to develop policies and procedures which they will ultimately present to the Board for review. They are preparing a draft "Naming Policy Manual" that will cover circumstances where naming rights might be extended for an endowment equaling half or more of the cost of a supported facility, but also providing that such right is not automatic. The policies will include a provision for an end date for naming rights.

President Jordan added that the Task Force guidelines will address the difference between a philanthropic gift with a naming right, and a licensing agreement, or sponsorship, such as the ten-year sponsorship by the Regency of the Athletic Facility. Further, the guidelines will articulate the due diligence required prior to extending naming rights, and the circumstances in which the University could disengage from a donor. Board Secretary Martinez added that the standards will delineate the manner in which the institution would, once the fellowship or endowment is complete, take over a program.

INFORMATION ITEM: *(Requires no approval by the Board of Trustees)*

- A. **Office of Human Resources revised report of personnel actions for the Board's information which have occurred since the last Board meeting on June 6, 2014.** Chair Lucero informed the Trustees of the information item and advised them to review it at their leisure.

PUBLIC COMMENT: There were no public comments.

ADJOURNMENT:

Chair Lucero asked for a motion to adjourn the Board of Trustees meeting. Trustee Carroll **moved for approval, with a second** by Vice Chair Bookhardt. The motion was **unanimously approved** and the meeting officially adjourned at 11:59 a.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 30, 2014.**

BACKGROUND: Report includes appointments of non-temporary faculty and administrators, which require Board approval.

RECOMMENDATION: It is recommended by Metropolitan State University of Denver that the Board of Trustees approve the following actions.

APPOINTMENTS

Ms. Salina Blea, Front Office Manager, Annual Salary: \$47,000.00 – Effective September 15, 2014. (ADMINISTRATIVE)

Ms. Bailee Bannon, Academic Advisor, Annual Salary: \$46,000.00 – Effective September 15, 2014. (ADMINISTRATIVE)

Ms. Emma Byers, Academic Advisor, Annual Salary: \$44,500.00 – Effective September 2, 2014. (ADMINISTRATIVE)

Ms. Catherine Hehr, Internship Coordinator, Annual Salary: \$48,500.00 – Effective August 18, 2014. (ADMINISTRATIVE)

Ms. Angela Bender, Interim Assistant Director- Employment Services, Annual Salary: \$68,000.00 – Effective October 20, 2014. (ADMINISTRATIVE)

Mr. Gerardo Ceballos, Excel Pre-Collegiate Counselor, Annual Salary: \$35,000.00 – Effective October 20, 2014. (ADMINISTRATIVE)

Ms. Sarah Hunsinger, Welcome Desk Coordinator, Annual Salary: \$36,000.00 – Effective October 20, 2014. (ADMINISTRATIVE)

Ms. Karen Meyer, Office Coordinator, Annual Salary: \$50,000.00 – Effective September 29, 2014. (ADMINISTRATIVE)

Ms. Melinda Wilding, Center for Advanced Visualization and Experiential Analysis Technician, Annual Salary: \$20,000.00 – Effective October 1, 2014. (ADMINISTRATIVE)

Mr. William Carver, Mechanical Engineering Technology Lab Technician, Annual Salary: \$40,000.00 – Effective September 15, 2014. (ADMINISTRATIVE)

Ms. Erin Hiltner, Assistant Athletic Director for Student Services, Annual Salary: \$57,632.00 – Effective September 16, 2014. (ADMINISTRATIVE)

Ms. Gemma James, Administrative Assistant for College of Business, Annual Salary: \$35,000.00 – Effective September 22, 2014. (ADMINISTRATIVE)

Mr. Kevin Taylor, Associate Director- Information Technology Services, Annual Salary: \$105,000.00 – Effective October 20, 2014. (ADMINISTRATIVE)

Ms. Stephanie Martin, Associate Director, Institute of Women's Studies and Services, Annual Salary: \$54,700.00 – Effective September 5, 2014. (ADMINISTRATIVE)

Ms. Lora Hansen, Director of Stewardship, Annual Salary: \$70,000.00 – Effective October 1, 2014. (ADMINISTRATIVE)

Ms. Fallon Hand, Office Manager, Annual Salary: \$40,000.00 – Effective September 1, 2014. (ADMINISTRATIVE)

Ms. Jasmine Cervantes, Assistant Women's Basketball Coach, Annual Salary \$26,000.00 – Effective September 1, 2014. (ADMINISTRATIVE)

Ms. Kari Talich, Statistical Analyst, Annual Salary: \$46,500.00 – Effective September 15, 2014. (ADMINISTRATIVE)

Mr. Mark Laschnazky, Interim Assistant Baseball Coach, Annual Salary: \$5,000.00 – Effective September 1, 2014. (ADMINISTRATIVE)

Mr. Michael Wolf, Process Transformation Specialist, Annual Salary: \$62,000.00 – Effective November 3, 2014. (ADMINISTRATIVE)

Mr. Timothy Brown, Mesa County Site Coordinator, Annual Salary: \$39,168.00 – Effective November 3, 2014. (ADMINISTRATIVE)

Ms. Chrystyna Banks, Assistant to the Academic Program Coordinator- History, Annual Salary: \$36,000.00 – Effective November 17, 2014. (ADMINISTRATIVE)

Mr. Adam Million, Development Writer, Annual Salary: \$49,000.00 – Effective November 3, 2014. (ADMINISTRATIVE)

Ms. Angelina Ramos, Interim Assistant Cross Country Coach, Annual Salary: \$7,000.00 – Effective September 1, 2014. (ADMINISTRATIVE)

AGENDA ITEM: **Approval of Additive Manufacturing Engineering Certificate
(Undergraduate)**

BACKGROUND:

Additive manufacturing (AM), often referred to as 3D printing, is applied in a wide range of industries including automotive, aerospace, wind energy, biomedical, defense and material manufacturing. The Additive Manufacturing Engineering certificate focuses on technical foundations and advanced training in the digital tools and technologies of engineering graphics and additive manufacturing techniques. This certificate, along with the Advanced Composite Materials and Manufacturing Certificate, provides the first in a series of stackable, latticed certificates MSU Denver and community college partners are developing under a recently-awarded \$1.95 million training equipment grant from the U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. This certificate program is unique to Colorado, does not overlap or compete with any other additive manufacturing certificate program in the region, and partially fulfills MSU Denver's contractual obligations under the grant.

ANALYSIS:

The TAACCCT-funded equipment and the Additive Manufacturing Engineering certificate positions MSU Denver in the AM movement forefront and educates students to meet workforce needs in engineering applications. All engineering technology students may pursue this certificate. Target enrollment is 15-20 students per semester.

Five of the six required courses are existing MSU Denver courses. The TAACCCT grant covers most initial equipment start-up costs*. One affiliate faculty hire is anticipated at start-up with additional faculty needed as the program grows. The department anticipates maintaining the program through state and federal funding, student tuition, lab fees, future grants and support from local industry.

Required Courses:

MET 1010	Manufacturing Processes	3
MET 1200	Technical Drawing I	3
MET 1210	3D Modeling	3
MET 1310	Principles of Quality Assurance	3
MET 3260	Direct Digital Manufacturing	3
MET 3410	Geometric Dimensioning and Tolerance	<u>3</u>
		18 credits

*Equipment includes: electrical discharge machine, metal 3D printer, FDM 3D printer, 3D laser scanning equipment, desktop milling machines, laser engraving and cutting system, heat treatment oven, and Shopbot PRS standard CNC router.

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Additive Manufacturing Engineering certificate.

AGENDA ITEM: **Approval of Advanced Composite Materials and Manufacturing Certificate (Undergraduate)**

BACKGROUND:

The rapid growth of Additive Manufacturing (3D printing) technologies across a range of industries necessitates workforce trained in material identification, design, composite safety, manufacturing techniques, inspection and repairs. This is particularly true in the aerospace industry where composite materials account for a significant proportion of aircraft structure (e.g., a Boeing 787 is 55% composite construction). The Advanced Composite Materials and Manufacturing certificate focuses on the technical foundations of advanced composites manufacturing and repair. Together with the Additive Manufacturing Certificate, it provides the first in a series of stackable, latticed certificates MSU Denver and community college partners are developing under a recently-awarded \$1.95 million training equipment grant from the U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. This certificate program is unique to Colorado, does not overlap or compete with any other additive manufacturing certificate program in the region, and partially fulfills MSU Denver's contractual obligations under the grant.

ANALYSIS:

As with the Additive Manufacturing certificate, engineering technology students may pursue this certificate as a value-added complement or an adjunct field of study to their undergraduate degree. Target enrollment is 15 students per semester. Four of the five required courses are existing MSU Denver courses. The TAACCT grant covers most initial start-up costs*. One affiliate faculty hire is anticipated at start-up with additional faculty needed as the program grows. The department anticipates maintaining the program through state and federal funding, student tuition, lab fees, future grants and support from local industry.

Required Courses:

MET 1010	Manufacturing Processes	3
MET 1310	Principles of Quality Assurance	3
MET 2200	Materials of Engineering	3
MET 3215	Composites Manufacturing	3
MET 4370	Advanced Composite Structures:	<u>3</u>
	Design, Damage, Repair and Testing	15 credits

*Equipment includes: electrical discharge machine, compression molding machine, nondestructive inspection equipment, prepreg materials storage freezer, and heat treatment oven.

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Advanced Composite Materials and Manufacturing certificate.

AGENDA ITEM: Approval of Brewing Science Certificate (Undergraduate)

BACKGROUND:

A 30-member industry advisory board and two commissioned external studies (available upon request) by brewing industry and higher education consulting companies indicate a high demand for qualified employees in brewing and general brewing education, and particularly for sales and marketing employees with substantial practical knowledge of brewing and beer styles, and pairing and serving beer with food. Conversely, few training programs exist, particularly at the undergraduate level, and most offer only a single course in brewing science. The Brewing Science certificate incorporates biology, chemistry, and beverage courses to provide the knowledge and skills needed for these industry positions.

ANALYSIS:

Industry leaders helped design and implement the new courses, already piloted successfully as omnibus courses. A private-public partnership funded construction of a brewing science laboratory and classroom in the Tivoli to provide space and equipment. Existing biology and chemistry faculty and laboratories are also used for some courses. Five industry professionals will be hired to teach specialized brewing courses. All required courses in the certificate can also apply to the Brewing Science minor.

Required Courses:

BVG 3010	Beer of the World	3
BVG 3350	Brewing Operations Seminar	3
BVG 3810	Sensory Quality Analysis of Beer and Wine	3
BVG 4010	Beer Styles and Service	3
BVG 4350	Brewing Science	3
BVG 4810	Brewing Quality Analysis	<u>3</u>
		21 credits

Prerequisite Courses:

BIO 1080	General Biology	3
BIO 1081	General Biology II	3
BIO 1090	General Biology Laboratory I	1
BIO 1091	General Biology Laboratory II	1
BIO 2400	General Microbiology	5
CHE 1100	Principles of Chemistry	4
CHE 1150	Principles of Chemistry Laboratory	1
CHE 2100	Introduction to Organic and Biochemistry	<u>5</u>
		23 credits

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Brewing Science certificate.

AGENDA ITEM: **Approval of Health Data Science Certificate (Post-baccalaureate)**

BACKGROUND:

The medical industry is beginning to mine generations of data in an effort to improve care delivery and control costs. Metro Denver is home to over 95 health information companies and a strong local need exists for skilled analysts who also understand health care terminology, processes and data. The Health Data Science certificate, developed with input from five local health information companies and based on national industry standards, is designed to deliver the essential knowledge and skills competencies required in this sector of the health and medical industry.

ANALYSIS:

This post-baccalaureate certificate is intended for individuals with clinical experience or an information technology background and is separate from existing MSU Denver degree programs. Although based on competencies, the program is not a direct-assessment program and does not fall under the federal definition of direct-assessment competency-based programs. Course development and rollout is staged to control the impact on resources. Targeted enrollment is 20-30 students per course.

Four new and two existing courses comprise the program. Students have the option to apply credit for prior learning to fulfill two of the required courses. Additional affiliate faculty will be hired to teach the new courses, with the goal of hiring fulltime faculty as faculty lines become available.

Required Courses:

HCM 3010	Healthcare Organizations	3
HCM 3600	Health Information Systems	3
HCM 3930	Analytical Methods in Health Data I	3
HCM 3940	Analytical methods in Health Data II	3
HCM 3960	Health Care Business Intelligence	<u>3</u>
		18 credits

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Health Data Science certificate.

AGENDA ITEM: Approval of Water Studies Certificate (Undergraduate)

BACKGROUND:

Water is an important issue for many constituent groups in Colorado and the West, and the analysis of water-related issues requires a multi- or interdisciplinary approach. MSU Denver's One World One Water Center, established through a generous anonymous donation, is uniquely positioned to connect students and working professional with water resource knowledge, and to promote water stewardship and sustainability.

ANALYSIS:

The Water Studies certificate is comprised of existing courses and provides an alternative to the longer Water Studies minor. The program consists of three required courses and two electives, selected in consultation with an academic advisor. Topics covered in the certificate required courses include climate, surface and groundwater hydrology and issues in water law, quality, use, management and conservation.

No new faculty, space or equipment resources are needed for start-up or to maintain the program.

Required Courses:

GEG 1910	Water Essentials	3
MGT/ENV 3250	Colorado Water Law and Water Rights Administration	3
SPE 3200	Water Conflict – Applied Leadership	3
	Two additional elective courses	<u>6</u>
		15 credits

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Water Studies certificate.

AGENDA ITEM: Approval of Wellness Coaching Certificate (Post-baccalaureate)

BACKGROUND:

Wellness coaching is an emerging field in healthcare that focuses on empowering clients to make healthy lifestyle changes to optimize their health and well-being. Educational Advisory Board research indicates an interest in and need for certificate programs in wellness coaching. In addition, the federal health care reform bill creates a climate in which wellness coaching will become an integral part of healthcare practice, leading practitioners to either hire wellness coaches to complement their practice or to become trained in wellness coaching themselves.

ANALYSIS:

This post-baccalaureate, competency-based education certificate is targeted toward working individuals with a bachelor's degree in a healthcare field, or a health licensure, bachelor's degree with certification, or approved certification and 2,000 hours of work experience in an allied health field. Two new courses and four existing courses comprise the program. All courses will be taught by existing Integrative healthcare faculty at start-up; additional faculty needs will be identified as the program grows. Program funding will not detract from any existing department resources. Extended Campus has organized an implementation task force to address administrative issues associated with competency-based education programs. It is anticipated that student tuition will be self-paid or employer-paid; the program can be launched without accepting federal Title IV financial aid in order to meet U.S. Department of Education regulations for gainful employment programs.

Required Courses:

ITP 2500	Complementary and Alternative Medicine	3
ITP 2700	Holistic Health	3
ITP 2950	Wellness Coaching I	3
ITP 3900	Lifestyle Medicine	3
ITP 4400	Wellness Coaching II	3
ITP 4910	Applications in Wellness Coaching	<u>3</u>
		18 credits

Prerequisite Courses:

ITP 2500:	General Studies Written Communication requirement*
ITP 2700:	ENG 1020
ITP 2950:	General Studies Written Communication and Quantitative Literacy
ITP 3900:	ITP 2500 (HES 2150) or ITP 2500 (HES 1050) and General Studies Written Communication or permission of instructor
ITP 4400:	ITP 2950 or HPS 2700 and ITP 3900 or HPS 390I
ITP 4910:	ITP 2500, ITP 2700, ITP 2900

*Post-baccalaureate students are assumed to have completed General Studies requirements with their previous bachelor's degree.

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Wellness Coaching certificate.

AGENDA ITEM: Approval of Autism and Significant Severe Needs Certificate (Graduate)

BACKGROUND:

Research from the Centers for disease Control and Prevention indicates that the prevalence of developmental disabilities in children has increased significantly. However, in the early 2000s, the Colorado Department of Education collapsed two licensure categories—mild/moderate and severe needs--into a single K12 Generalist program that did not provide adequate training for teaching children and adolescents with autism and severe needs. A review of eight Colorado colleges and universities show that most offer only a single course in severe needs, although several offer online autism certificates. The University of Northern Colorado offers a similar certificate online in autism and severe needs; however, MSU Denver's certificate will be offered in multiple formats (online, hybrid and classroom-based).

ANALYSIS:

Students enrolled in the Master of Arts in Teaching (MAT) program with a concentration in Special Education area able to complete the Autism and Significant Severe Needs graduate certificate as part of their licensure coursework. In-service teachers may also complete the certificate as non-degree-seeking students. It is anticipated that 15-20% of students currently enrolled in coursework the MAT with concentration in special education, or approximately 9 to 12 students will add the certificate in autism/significant severe needs. In addition it is expected that initially 15-20 licensed special education teachers in the metro Denver area will be interested in adding the certificate to their current teaching license.

Four new courses and two existing courses, offered on a rotating basis, provide intensive instruction and a unique field placement. Curriculum is based on the best-practice Colorado Model Autism and Significant Supports Needs Project's rubric of Quality Indicators. Qualified fulltime/affiliate faculty, paid from graduate program revenues, will teach these courses. No space or equipment resources are needed for start-up. The program will be sustained as part of the College of Education's cash-funded graduate program.

Elective Courses:

Complete four of the following courses (12 credits):

SEDMC 5600 (3 credits)	Academic Instruction for Students with Autism and Significant Support Needs
SEDMC 5675 (3 credits)	Transition Planning and Instruction
SEDMC 5800 (3 credits)	Communication Skills for Students with Autism and Significant Support Needs
SEDMC 6250 (3 credits)	Effective Behavioral Support systems
SEDMC 6400 (3 credits)	Differentiated Instruction and Collaboration

Required Course:

SEDM 6350 (1 credit)	Field Experience: mentoring Students with Autism and Significant Support Needs
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Total: 13 credits

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Autism and Significant Severe Needs certificate.

AGENDA ITEM: Approval of Bachelor of Arts in Elementary Education

BACKGROUND:

The Department of Special Education, Early Childhood and Culturally and Linguistically Diverse Education, housed within the School of Professional Studies, presents the Bachelor of Arts in Early Childhood Education to the Board of Trustees for approval per Section 5.3 of the Trustees Policy Manual. This program has been approved by the School of Professional Studies Curriculum Committee, the Faculty Senate Curriculum Committee, and the Faculty Senate.

ANALYSIS:

In 2012 CCHE reverse the 1986 decision prohibiting institutions of higher education from offering bachelor's degrees in elementary education. MSU Denver's Department of Elementary Education and Literacy now proposes a Bachelor of Arts degree in Elementary Education. This new residency-based degree provides students to select from one of six concentrations that will prepare them to become excellent elementary teachers who have the knowledge and skills requisite for teaching in the complex K-6 classrooms of the 21st century. The current Elementary minor/licensure program at the undergraduate and post-baccalaureate levels will not be archived until current students have the opportunity to complete the existing program, anticipated to occur within four years. New courses will be cross-walked to allow students who need additional time to complete their undergraduate degree to move into the new program without losing credit hours.

No new faculty lines will be needed to accommodate the additional classes offered in the major. The department currently has a faculty line that has been approved for hiring one faculty member to support needs in the area of literacy.

Required General Studies Courses:

ENG 1010	Composing Arguments	3
ENG 1020	Freshman Composition: Analysis, Research and Documentation	3
SPE 1010	Public Speaking	3
MTH 1610	Integrated Mathematics I	3
ENG 2460	Intro to Children's Literature for Non-English Majors	3
ARTH/MUS 2040	Art and Music for Elementary Teachers	3
HIS 1020	American History to 1865	3
SCI 2610	Integrated Natural Science I	3
SCI 2620	Integrated Earth Systems	3
GEG 1000	World Regional Geography	3
PSY 1800	Developmental Educational Psychology	3
		33 credits

Core Courses Required for the Major:

CLD 3510	Perspectives in Education for Culturally, Linguistically Diverse Students	3
EDT 3010	Instructional Delivery for Interactive Learning Environments	3
EDU 2111	Becoming and Elementary Teacher	3
EDU 3111	Education in Diverse Communities	3
EDU 3222	Developing Differentiated Learning Environments	3

EDU 3225	Field Experience: Developing Differentiated Learning Environments	1
EDU 3444	Instructional and Assessment Practices in Differentiated Classrooms	3
EDU 3445	Field Experience: Instructional and Assessment Practices in Differentiated Classrooms	1
EDU 3550	Teaching Elementary School Science and Health	3
EDU 3665	Field Experience: Teaching Science, Health and Mathematics	1
EDU 3666	Teaching Elementary School Mathematics	3
EDU 4010	Teaching elementary School Social Studies	2
EDU 4115	Residency I	4
EDU 4222	Designing Instruction for All Learners	3
EDU 4225	Residency II	9
HIS 3438	Integrated Colorado Social Studies, Colorado History, Civics	2
HPS 2130	Health and Physical Education for Elementary Teachers	2
MTH 2620	Integrated Mathematics II	3
PSY 3340	Cognitive Development and Learning	3
PSY 3350	Psychology of Social Development	3
RDG 3111	Emergent Literacy K-3	3
RDG 3222	Teaching Elementary School Writing	3
RDG 3333	Intermediate Literacy 4-6	3
RDG 3335	Field Experience: Intermediate Literacy 4-6	1
RDG 4444	Accountability in Literacy Assessment	3
SED 3600	Exceptional Learners in the Classroom	<u>3</u>
		76 credits

Concentration Choices (15 credits)

Culturally and Linguistically Diverse Concentration

ANT 2330	Cross Cultural Communication	3
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--or--

SPE 3760	Diversity in Communication in the U.S.	3
CLD 2890	Second Language Acquisition: K-12 Implications	3
CLD3290	Literacy Development for Culturally and Linguistically Diverse Students K-12	3
CLD 3310	Integrated methods of Teaching English as a Second Language	3
CLD 3910	Assessment of English Language Learners	3

Applied Developmental Psychology Concentration

PSY 1001	Introduction to Psychology	3
PSY 2110	Educational Psychology	3
PSY 3400	Psychology of Exceptional Children	3

Choose one of the following 3-credit courses:

NUT 2040	Introduction to Nutrition	3
PSY 2210	Psychology of Human Development	3
PSY 3250	Child Psychology	3

PSY 3260	Psychology of Adolescence	3
SLHS 2890	Language Acquisition	3

Literacy Concentration

CLD3290	Literacy Development for Culturally and Linguistically Diverse Students K-12	3
ENG 4650	Teaching Composition in Elementary School: K-6	3
ENG 4660	Teaching Literature and Language: K-6	3
RDG 4222	Perspectives on Literacy	3
RDG 4333	Individualized Diagnosis and Instruction	3

Mathematics Concentration

MTL 3710	Number and Operations for Elementary Mathematics	3
MTL 3720	Algebra Connections for Elementary Mathematics	3
MTL 3730	Geometry and Measurement for Elementary Mathematics	3
MTL 3740	Statistics and Probability for Elementary Mathematics	3
MTL 4710	Issues in Elementary Mathematics Education	3

Chicana/o Studies Concentration

CHS 1000	Introduction to Chicana/o Studies	3
CHS 2010	Survey of Chicana/o Literature	3
CHS 3800	Topics in Chicana/o Studies	3
CHS 3300	Education of Chicana/o Children	3

Choose one of the following:

CHS 3100	Social Justice and Activism in the Chicana/o Community	3
CHS 3460	Chicana Feminisms	3

Total credits for General Studies, Core and Concentration Credit Hours: 124

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of the Bachelor of Arts in Elementary Education.

AGENDA ITEM: **Archiving of Sport Industry Operations Certificate (Undergraduate)**

BACKGROUND:

The Sport Industry Operations certificate was offered beginning with the 2011-2012 University catalog as a post-baccalaureate certificate with the purpose of “providing a comprehensive overview of the career path for Sport Industry Operations” personnel.

ANALYSIS:

There has been no enrollment in the Sport Industry Operations certificate since its inception. The Department of Human Performance and Sport has requested to archive this certificate.

RECOMMENDATION:

The Academic and Student Affairs Committee recommends archiving of the Sport Industry Operations certificate.

AGENDA ITEM: **Archiving of Teacher Preparation Content Area Programs**

BACKGROUND:

In 2012, CCHE reversed the previous prohibition on degrees in education. Under the prohibition, licensure students completed an approved teacher preparation “content area” program in an academic discipline, and then completed the licensure sequence. With the advent of MSU Denver’s new Bachelor of Arts in elementary Education, these nine specially-designed content area programs are no longer necessary and will be archived. Although these programs will be archived, the existing courses will continue to be offered and will facilitate those students who are currently pursuing teacher licensure through a content area program. It is anticipated that the majority of these students will finish their degree programs and licensures within four years.

ANALYSIS:

The following specially-designed content area majors will be archived. The host departments will retain their other existing majors and minors:

1. African American Studies Major with Elementary licensure
2. Biology Major with Elementary Licensure
3. Chicano Studies Major with Elementary Licensure
4. English Major with Elementary Licensure
5. History Major with Elementary Licensure
6. Interdisciplinary Major in Human Development with Elementary Licensure
7. Mathematics Major with Elementary Licensure
8. Modern Language Major, Spanish Concentration, with Elementary Licensure
9. Speech Communication Major, Language and Hearing Sciences Concentration with Elementary Licensure

RECOMMENDATION:

The Academic and Student Affairs Committee recommends approval of archiving these nine specially-designed teacher preparation content area programs.

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FAMET Recommended Model HB-1319 Model, Draft Model

User: Todd Haggerty

FUNDING ALLOCATIONS

Total Appropriations for Higher Education

Full Appropriations	\$665,855,077
Projected Appropriations plus SEP only	\$640,523,963
New Total State Appropriations for Model (TSA)	\$525,682,095
Specialty Ed Programs New	\$114,841,868
Local District Junior College Amount	\$15,449,050
Area Vocational Schools Amount	\$9,882,063

Budget Percentage Increase
10.00%

SEP Additional Increase
0.00%

COF Stipend

Total Awarded from COF Stipend

\$294,582,075

Percent of Appropriation Dedicated to COF Stipend

56.0%

COF Stipend must be 52.5% or greater.

COF Stipend per Credit Hour
\$75

Role & Mission and Performance Allocations

Total in Role and Mission Allocation	\$138,660,012
Total: Performance	\$92,440,008

Role and Mission Split Percentage
60%

Performance Split Percentage
40%

FAMET Recommended Model

HB-1319 Model. Draft Model

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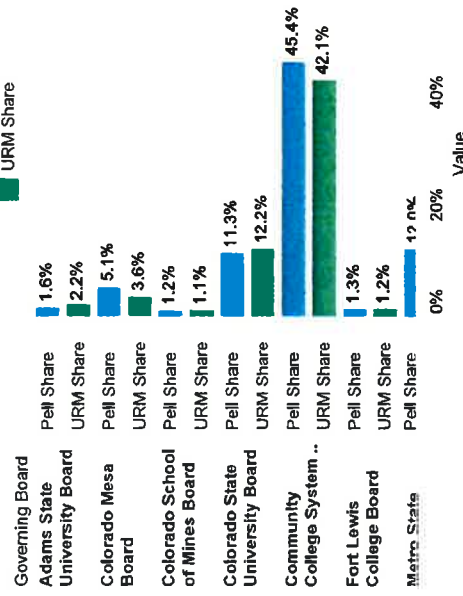
ROLE AND MISSION

Governing Board	Dollars Awarded to Pell	Dollars Awarded to URM	Dollars Awarded to Tuition Stability Factor	Dollars Awarded to Weighted Credit Hours	Total Awarded from Role and Mission
Adams State University Board	\$211,403	\$76,041	\$4,000,000	1,885,890	5,973,333
Colorado Mesa Board	\$683,813	\$125,348	\$1,000,000	3,301,272	5,110,432
Colorado School of Mines Board	\$156,315	\$39,536	\$2,250,000	5,936,977	8,382,828
Colorado State University Board	\$1,502,228	\$420,964	\$1,000,000	19,104,332	22,027,524
Community College System Board	\$6,049,651	\$1,457,556	\$1,000,000	19,118,805	27,626,012
Fort Lewis College Board	\$170,085	\$42,694	\$0	2,344,325	2,557,104
Metro State University Board	\$1,603,703	\$478,489	\$0	8,268,946	10,351,137
University of Colorado Board	\$2,168,768	\$602,025	\$1,500,000	34,895,166	38,965,959
University of Northern Colorado Board	\$668,858	\$197,914	\$6,000,000	6,701,735	13,568,506
Western State Board	\$113,426	\$17,936	\$2,750,000	1,215,815	4,097,178
Grand Total	\$13,328,247	\$3,458,502	\$19,500,000	102,373,264	138,660,012

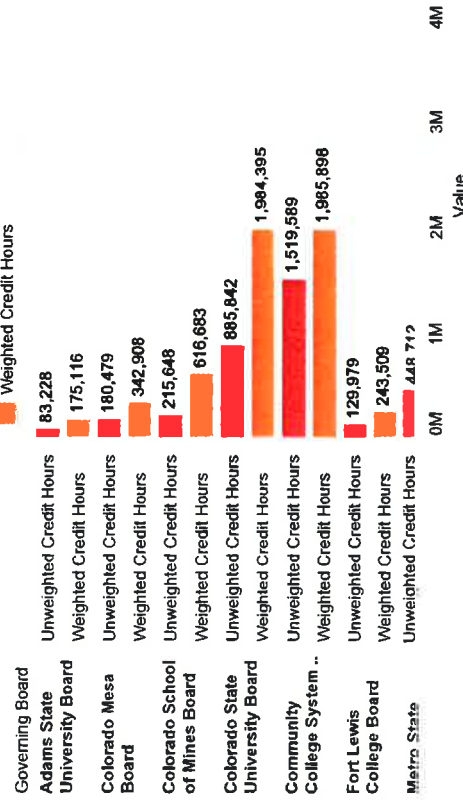
Pell Carveout
10.0%

URM Carveout
5.0%

Pell and URM Percentages



Weighted Credit Hours

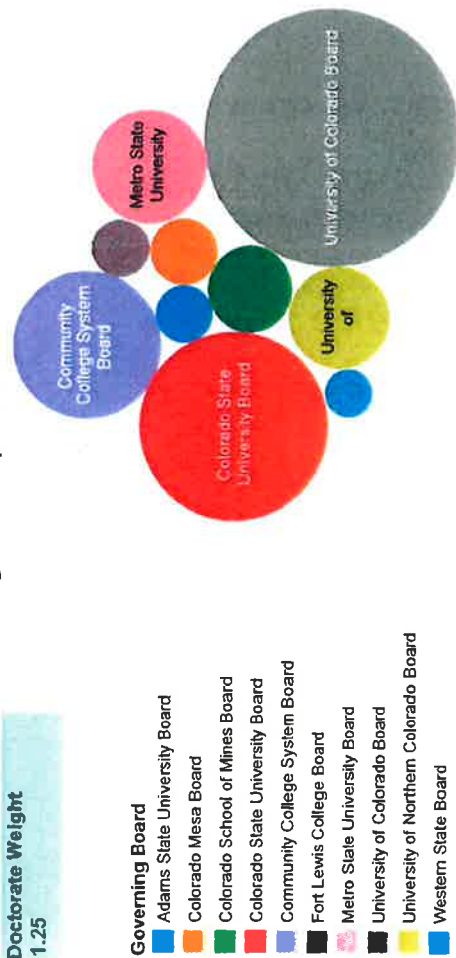


FAMET Recommended Model

User: Todd Haggerty

PERFORMANCE			
Transfer Weight 0.25			
Certificate Weighting 0.25	Governing Board	Dollars Awarded to Completion and Retention	Dollars Awarded to Performance
Associate Weight 0.5	Adams State University Board Colorado Mesa Board Colorado School of Mines Board Colorado State University Board Community College System Board Fort Lewis College Board Metro State University Board University of Colorado Board University of Northern Colorado Board Western State Board	\$886,918 \$1,763,202 \$1,843,221 \$10,106,570 \$12,790,857 \$1,117,738 \$5,215,357 \$17,432,939 \$3,674,925 \$632,278	\$4,971,844 \$4,721,692 \$5,936,149 \$14,125,944 \$15,156,616 \$4,890,724 \$8,872,438 \$21,432,700 \$7,710,740 \$4,621,162
Grad. Certificate Weight 0.25			
Master Weight 1.25			
Specialist Weight 1.25			
Doctorate Weight 1.25			
Total Weighted Completions			
Volume Adjustment Factors			
Awards per SFTE			\$36,976,003

Total Weighted Completions



Volume Adjustment Factors

Awards per SFTE	\$36,976,003
Completion & Retention	\$55,464,005
Total: Performance	\$92,440,008
Two-Pass Total on SFTE	100.27307

Volume Adjustment
40%

Volume Adjustment Total
100.27307

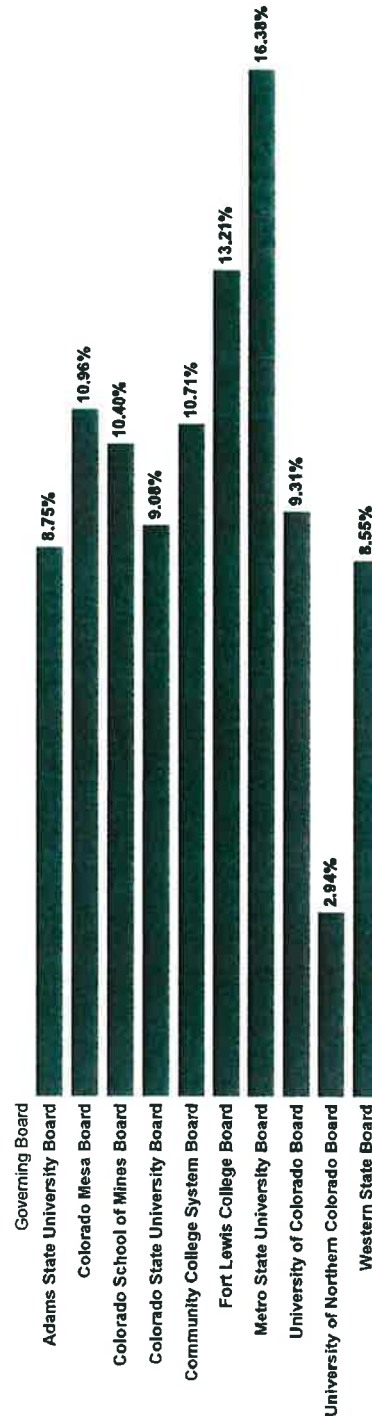
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FAMET Recommended Model HB-1319 Model. Draft Model

User: Todd Haggerty

FUNDING BY GOVERNING BOARD

Governing Board	Total Awarded from COF Stipend	Total Awarded from Role and Mission	Dollars Awarded to Performance	Total Allocation from Model	Total Allocation with SEP	Previous Year's Allocation	Percentage Change
Adams State University Board	\$3,014,775	\$5,973,333	\$4,971,844	\$13,959,952	\$13,959,952	\$12,837,321	8.75%
Colorado Mesa Board	\$14,609,400	\$5,110,432	\$4,721,692	\$24,441,524	\$24,441,524	\$22,027,253	10.96%
Colorado School of Mines Board	\$6,291,600	\$8,382,828	\$5,936,149	\$20,610,577	\$20,610,577	\$18,669,466	10.40%
Colorado State University Board	\$44,015,100	\$22,027,524	\$14,125,944	\$80,168,567	\$133,499,085	\$73,496,160	9.08%
Community College System Board	\$109,407,525	\$27,626,012	\$15,156,616	\$152,190,153	\$152,190,153	\$137,465,917	10.71%
Fort Lewis College Board	\$4,545,825	\$2,557,104	\$4,890,724	\$11,993,653	\$11,993,653	\$10,594,613	13.21%
Metro State University Board	\$31,613,100	\$10,351,137	\$8,872,438	\$50,836,675	\$50,836,675	\$43,681,225	16.38%
University of Colorado Board	\$61,134,600	\$38,965,959	\$21,432,700	\$121,533,258	\$183,044,608	\$111,178,395	9.31%
University of Northern Colorado Board	\$17,177,550	\$13,568,506	\$7,710,740	\$38,456,796	\$38,456,796	\$37,357,034	2.94%
Western State Board	\$2,772,600	\$4,097,178	\$4,621,162	\$11,490,940	\$11,490,940	\$10,585,430	8.55%



AGENDA ITEM: Financial Aid Basics

BACKGROUND: The Office of Financial Aid (OFA) uses the Free Application for Federal Student Aid (FAFSA) to determine a student's eligibility for many types of financial aid at MSU Denver. In the 2013-2014 academic year, more than 36,000 MSU Denver students submitted FAFSAs to MSU Denver. Simplified, summarized information and data are provided below including information on the FAFSA, Federal Aid Awards, State Aid Awards, Scholarships and Financial Literacy.

ANALYSIS:

FAFSA

- Students may begin the FAFSA filing process for the subsequent year beginning January 1 each year. OFA sends email notifications to students through the MSU Denver portal announcements, informing students when it's time to start the process for the upcoming year.
- The FAFSA contains a total of 114 questions that both the parent(s) and student are required to complete. FAFSAs can be completed in either an online or paper format.
- Once the FAFSA is completed, the federal government provides MSU Denver with an Estimated Family Contribution (EFC) via the Institutional Student Information Record (ISIR). The EFC is the amount of assistance the family is expected to provide toward the student's education. The EFC amount can include such things as living at home, paying for food, tuition, etc.
- Beginning in mid-March, OFA receives new ISIR records every Monday and packages students every Thursday. MSU Denver awards federal, state, institutional and outside aid to students in the form of grants, loans, work-study and scholarships.
- Each year, the Colorado Commission of Higher Education (CCHE) approves a budget parameter for institutions to use in the packaging of financial aid, including such items as books and supplies, transportation, living expenses, room and board, etc. In turn, the institutions must provide their tuition and fee costs to the budget. The entire budget is called the Cost of Attendance, or, "COA".
- In determining the amount of aid a student can receive, the institution takes the COA minus the EFC to determine the NEED. Schools are prohibited from awarding a student in excess of their COA.

BUDGETS FOR THE 2014-2015 ACADEMIC YEAR		
Based on 12+ credits for fall and spring semesters		
Type of Student Expense	Amount if you are a Resident and have an approved lease RESAPP	Amount if you are a Resident and live at home RESCOM
Tuition & Fees	\$6,076	\$6,076
Books & Supplies	\$1,200	\$1,200
Room & Board	\$9,072	\$4,320
Transportation	\$1,296	\$1,296
Health Insurance	\$2,600	\$2,600
Loan Fees	\$72	\$72
Miscellaneous *	\$1,332	\$1,188
Total	\$21,648	\$16,752
* Miscellaneous costs include such expenses as clothing, laundry, medical, dental, and recreation.		

Federal Aid

- **Federal Pell Grant:** the amount of this grant is determined by the federal government and is based on the student's EFC and the number of credit hours for which the student registers. Pell Grants for eligible students are capped at no more than 600% of Pell Grant eligibility or 12 full-time semesters.
- **Federal Supplemental Educational Opportunity Grant (FSEOG):** given to Title IV institutions, (Financial Aid-eligible institutions), based on a federally dictated formula.
- **Federal Work-Study:** given to Title IV schools based on a federally dictated formula.

- **Perkins Loan:** a federal loan for MSU Denver students that is based on the collections in the previous year of students in Perkins repayment and typically amounts to \$1 million each year.
- **Federal Stafford Loan:** Subsidized (accrues interest while enrolled) and Unsubsidized (does not accrue interest while enrolled) loan amounts are determined by the COA, year in school of the student, and yearly, overall aggregate loan totals determined by the federal government.

Financial Aid Disbursement Information 2008-2014

	Federal Aid Disbursed by Aid Year					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Pell Grants	\$18,135,770 to 6462 students	\$29,907,712 to 8608 students	\$36,945,449 to 10,578 students	\$36,458,771 to 11,015 students	\$34,328,963 to 10,489 students	\$32,695,447 to 10,314 students
Subsidized Loans	\$33,242,548 to 8967 students	\$39,841,322 to 10,805 students	\$42,853,755 to 11,821 students	\$45,532,266 to 12,262 students	\$41,835,663 to 11,456 students	\$36,789,499 to 10,284 students
Unsubsidized Loans	\$47,118,178 to 9347 students	\$55,398,341 to 11,257 students	\$55,418,509 to 11,763 students	\$57,710,895 to 11,993 students	\$56,068,828 to 11,532 students	\$46,234,183 to 10,302 students
Supplemental Educational Opportunity Grant	\$493,989 to 739 students	\$579,000 to 701 students	\$480,167 to 883 students	\$549,115 to 876 students	\$703,109 to 739 students	\$823,013 to 780 students
Federal Work-Study	\$766,751 to 224 students	\$688,836 to 252 students	\$701,559 to 196 students	\$584,203 to 165 students	\$559,850 to 192 students	\$552,814 to 205 students
Perkins	\$645,361 to 356 students	\$846,200 to 496 students	\$932,950 to 493 students	\$819,799 to 445 students	\$969,057 to 419 students	\$1,026,580 to 373 students
Total Disbursed	\$121,939,369	\$149,651,963	\$163,156,383	\$168,099,156	\$163,703,571	\$159,492,895 (final 09/15/14)

Colorado State Aid

- **Colorado Student Grant:** funding allocated to each institution based on an approved state formula. Each institution is allowed to determine how best to award students and are required to adhere to student definitions provided by the CCHE.

- **Colorado Work-Study:** funding allocated to each institution based on an approved state formula. Each institution is allowed to determine how best to award students and required to adhere to student definitions provided by the CCHE.
- **Scholarships and Special Programs:** See Scholarship section below.

Disbursed State Aid by Year						
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
CCRG	\$7,622,577 to 7,101 students	\$7,595,596 to 6,156 students	\$9,474,545 to 9,585 students	\$9,482,843 to 10,226 students	\$9,117,128 to 10,171 students	\$11,588,240 to 7,895 students
CWS	\$1,996,396 to 607 students	\$1,985,754 to 569 students	\$2,035,726 to 599 students	\$1,955,971 to 525 students	\$1,671,547 to 597 students	\$1,931,042 to 565 students

Scholarships

- There are many types of scholarships: State Need-Based, Merit and Categorical Program Awards, Institutional Awards, MSU Foundation and Athletics administered scholarships, and scholarships awarded by external entities, i.e., the Denver Scholarship Foundation, the Daniels Fund, Rotary, etc.

Colorado State Scholarships/Categorical and Special Programs include:

- **Colorado Merit:** This program was discontinued at the end of the 2008-2009 academic year. The Program will re-activate for the 2014-2015 year and is allocating to each institution based on an approved state formula. Each institution is allowed to determine how best to award students and *required* to adhere to student definitions provided by the CCHE.
- **Colorado Categorical Programs:** Dependents Tuition Assistance Program (DTAP).
- **Colorado Need-Based Scholarships/Special Programs:** Governor's Opportunity Scholarship, (program discontinued at the end of 2011-2012 academic year), CO Academic Competiveness Grant (CACG), CollegeInvest Early Achievers Scholarships (CIEAS), and GEARUP (Gaining Early Awareness and Readiness for Undergraduate Programs).

Only DTAP, CACG, GEARUP and CIEAS programs received funding during the 2012-2013 and 2013-2014 academic years.

Scholarship Type	Scholarships Disbursed by Aid Year					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
**CO State Scholarships/Categorical & Special Programs	\$401,712.25 <i>293 Students</i>	\$166,787.00 <i>47 Students</i>	\$344,602.50 <i>149 Students</i>	\$191,978.00 <i>83 Students</i>	\$120,377.60 <i>66 Students</i>	\$61,199.40 <i>31 Students</i>
Institutional Scholarships/Special Programs	\$1,770,002.75 <i>1132 Students</i>	\$1,880,244.36 <i>1173 Students</i>	\$2,069,616.29 <i>1476 Students</i>	\$2,522,649.62 <i>1554 Students</i>	\$4,513,601.58 <i>2170 Students</i>	\$4,535,791.82 <i>2138 Students</i>
MSU Foundation Scholarships	\$907,131.59 <i>450 Students</i>	\$931,944.55 <i>499 Students</i>	\$950,555.33 <i>526 Students</i>	\$961,507.72 <i>506 Students</i>	\$1,289,002.66 <i>531 Students</i>	\$937,241.27 <i>448 Students</i>
External Scholarships	\$1,316,869.70 <i>553 Students</i>	\$1,129,933.53 <i>518 Students</i>	\$1,493,964.73 <i>703 Students</i>	\$1,635,142.90 <i>722 Students</i>	\$2,267,430.33 <i>857 Students</i>	\$2,141,292.53 <i>837 Students</i>
Athletic Scholarships	\$1,104,267.55 <i>185 Students</i>	\$1,044,092.17 <i>176 Students</i>	\$1,100,536.17 <i>167 Students</i>	\$1,246,529.51 <i>168 Students</i>	\$1,410,796.80 <i>170 Students</i>	\$1,528,544.44 <i>175 Students</i>
Total Scholarships Paid	\$5,499,983.84	\$5,153,001.61	\$5,959,275.02	\$6,557,807.75	\$9,601,208.97	\$9,204,069.46

Financial Literacy:

\$ALT - **Financial Literacy and Default Prevention** program with American Student Assistance, (ASA). \$ALT is a multichannel educational membership program that helps students and recent graduates “Face the Red” by empowering them to take control of their debt on a practical, day-to-day level. \$ALT is also an educational resource providing simple, smart, personalized ways for college students and recent graduates to manage their finances. With a combination of helpful tools, tailored information, and unbiased expertise, \$ALT helps young people borrow less, borrow smart, and repay their loans in a way that works for them. \$ALT programming and services include:

- Proactive communication about student loan repayment options;
- One-on-one repayment counseling with student loan experts;

- A personalized online dashboard to track all their federal and private student loans in one place and compare loan payment options;
- A highly interactive financial education curriculum and other educational content, including the \$ALT Blog: “Money Savvy for College and Beyond”;
- Multiple self-serve online tools and calculators to assist with budgeting;
- Advocacy and assistance with resolving complex student loan related problems; and,
- Meaningful benefits and incentives that lower overall total costs.

Currently MSU Denver has 3,683 \$ALT members and has successfully resolved 1,371 delinquent borrowers’ accounts with the assistance of ASA.

Loan Defaults:

3-Year Cohort Default Rate:

A cohort default rate is the percentage of an institution's borrowers who enter repayment on certain loans during a federal fiscal year (October 1 to September 30) and default prior to the end of the next three fiscal years.

MSU Denver Default Rates, FYs 2009-2011

FY 2009 – 15.5%

FY 2010 – 14.7%

FY 2011 – 13.6%

Institutional default rates are of critical importance. If an institution’s default rate is equal to or greater than 30% for the three most recent years or equal to or greater than 40% for the current year, an institution will lose Title IV (Financial Aid) program eligibility.

AGENDA ITEM: 2014 Defined Contribution Pension Plan Performance Review Report

BACKGROUND:

The Board of Trustees has the authority to create a Defined Contribution Pension Plan (DCPP), often referred to as an Optional Retirement Plan (ORP), for Metropolitan State University of Denver's faculty and administrative staff. *Colorado Revised Statutes* (§ 24-54.5-103) grants this authority to the Board, and the former State College Board of Trustees established an ORP for the state colleges (now universities) in 1994.

This agenda item outlines the requirements of legislation passed in 2004 that clarified and strengthened governing board responsibilities for management of the ORP and presents the independent ORP Report prepared by Innovest Portfolio Solutions, LLC.

In 2002, the State Auditor's office conducted a review of the Colorado higher education governing boards' approved ORPs. The main finding was a lack of clear fiduciary responsibilities for governing boards to follow within the original 1992 legislation. In 2003, governing board representatives and college and university plan administrators worked with the CCHE and the Legislative Audit Committee to review fiduciary oversight material and propose language to help clarify management and fiduciary oversight responsibilities for the higher education governing boards. This led to the passage of House Bill 04-1007.

House Bill 04-1007 details four requirements to assure governing board fiduciary oversight which includes: (1) participants in the plan shall have access to investment alternatives having a range of risk, benefits, and cost; (2) the governing body shall have the ability to monitor the fund sponsor's performance, including but not limited to, the returns earned on each investment alternative or pool and the total fees and expenses charged; (3) the governing board shall periodically review each fund sponsor and compare the sponsor's performance to other sponsors of ORPs available to public employees in the state; and (4) the governing board shall conduct a periodic review of the financial viability and attractiveness of combining any ORP established by the governing board with the plans established by other governing boards. Provided that if the governing board complies with these four requirements, the governing board, its members, agents, employees, and plan administrators shall have no liability to participants in the plan.

A state-wide Ad-Hoc Colorado Higher Educational ORP Performance Review Committee, consisting of representatives from each public college or university that maintained an ORP, was established to address these requirements. Early in 2014, the Committee contracted with Innovest Portfolio Solutions, LLC, an independent retirement benefits consulting firm, to address the first three requirements. The Ad-Hoc committee discussed the fourth requirement and concurred that each of the higher education ORPs differed in enough ways that each plan should continue as a separate IRS-approved governmental ORP.

The attached report was completed in April 2014. Following is a summary of the observations (also found on pages 5 and 6 of the report) and the actions that will or have been taken to address these issues.

- **VALIC indicated that plans are in place to move the State University Plans to the mutual fund platform on January 1, 2014:**

The conversion to VALIC's mutual fund platform was completed by all four universities that participate in this ORP and went live on January 15, 2014.

As it was noted in the earlier ORP Reports, VALIC was collecting more administrative fees than most of the other vendors. That trend is also noted in the 2014 report for those institutional plans still on the standard governmental platform.

VALIC charges an administrative fee for its standard product offering. TIAA-CREF and Fidelity do not charge this type of fee. In addition, all three fund sponsors have varying fees assessed for each of the 109 fund alternatives that an employee may select. Prior to the conversion to the new platform, VALIC's administrative fee is categorized as a percentage basis of the participants account balance per year. (For additional information on fees assessed see pages 12-20 of the ORP Report.) It should be noted that our ORP fees are comparable, and often less than those charged to the Colorado Peer Group.

The Associate VP for Retirement Plan Administration continues to work with representatives from all three fund sponsors to determine if the administrative fees and individual fund fees can be lowered. Effective January 1, 2006, VALIC agreed to lower their administrative fees by 20 basis points and the individual fund investment fees were lowered anywhere from 5 to 50 basis points. Effective January 1, 2010, Fidelity agreed to eliminate their administrative fees. In addition, the Associate VP and Human Resource staff members at each of the four universities worked with VALIC officials to deliver the new mutual fund platform to each school on January 15, 2014. This new mutual fund platform will have fewer fund choices (26), but still maintain diverse alternatives, and will eliminate their administrative fees. VALIC's total expenses will then be very close to those charged by TIAA-CREF and Fidelity.

AGENDA ITEM: **Finance and Budget Update**

BACKGROUND:

One-time Funds Available

In total, the University had \$10,232,304 fund balance in FY2014-15 from the following sources:

- Educational and General Fund (E&G): The FY14 Fund Balance as of July 1st, 2014 was \$9,263,051. Of this amount, after returning \$1,096,072 for the F&A Rate funds and Program Fees, \$8,166,979 was available for distribution.
- Metro Bond Fee: The amount available from the 10% FF&E set-aside for FY15 was \$969,253.

The following table summarizes the E&G fund balance distribution:

1	Fund Balance Available for Distribution	8,166,979.00
2	Designation/Uses	
3	June 2014 Approved Onetime Allocations	(1,564,528.00)
4	Summer Revenue Sharing	(2,750,000.00)
5	Available Fund Balance	3,852,451.00
6	Identified On-going and Other Commitments	
7	Academic & Student Affairs (Professional Development, SAI, OCE)	(1,249,255.00)
8	President's Office (Diversity, Marketing & Communications, Athletics)	(838,000.00)
9	University Advancement (AES initiative, Grant Writer)	(110,000.00)
10	On-going and Other Commitments	(2,197,255.00)
11		
12	<u>Remaining for non-base reserve</u>	1,655,196.00

The Budget Task Force determined that, at this time of declining enrollment, it was essential to be fiscally prudent. Therefore, they worked with the branches to identify and approve critical needs which they defined as any mandatory or on-going requests.

Bond Fee (FF&E portion)

The available fund balance of \$969K in the Metro Bond Fee was distributed in collaboration with Academic & Student Affairs, Student's representatives, and Facilities Management. Of this amount, \$384K has been designated for the English and Math SAI initiative, \$453K for ITS, classrooms, lab upgrades and academic infrastructure. A \$121K of this balance remains for contingency or future needs.

Summer Revenue Sharing

The Summer 2014 semester generated \$9.2 million in tuition revenue, which is an increase of over 13% from Summer 2013 with the enrollment increase of 8.55% in state funded courses. Of that, about \$2.75 million will be distributed to the Colleges and School. The Colleges and School have been encouraged to use these funds toward replacing equipment, repair, maintenance, and other large one-time budget needs. They will be allowed to retain any fund balance at the end of the year. The chart below shows how the funds were distributed based on Credit Hour production minus direct expenses and a 32% overhead:

	College of Business	College of Letters Arts and Sciences	College of Professional Studies	School of Education	Total
Tuition Revenue By CHP	\$ 1,506,030	\$ 5,418,677	\$ 2,093,415	\$ 195,103	\$ 9,213,225
Direct Expenses & Overhead	\$ (1,177,648)	\$ (3,692,790)	\$ (1,438,623)	\$ (155,380)	\$ (6,464,441)
Distributed to Colleges & School	\$ 328,382	\$ 1,725,887	\$ 654,792	\$ 39,723	\$ 2,748,784

Fall 2014 Enrollment Status:

As of Fall 2014 census, total undergraduate FTE decreased by 3.39% when compared to Fall 2013 census. Total resident FTE decreased by 4.02% or 610.07 FTES. Non-residents FTES increased by 14.49% or 78.00 FTES. Resident total includes ASSET students of 326 in headcount that generated 3,512 Credit Hour Production (CHP), the CHP was 262 higher for Fall 2014 compared to Fall 2013. We have 7 Colorado High School/GED Non-Resident students for Fall 2014 that generated 64 CHP, compared to 20 students that generated 96 CHP for Fall 2013.

Budget Update:

Operating – General Fund Fall 2014

The initial FY2014-15 budget took into account a potential 2% enrollment decrease. As of the Fall semester, the total tuition revenue estimate has been revised to consider the additional 1.4% decrease in enrollment. Every 1% drop in enrollment represents about a \$1 million loss in revenue, resulting in an estimated \$1.4 million shortfall for FY2014-15.

The University currently has a healthy cash position which should be maintained. Whereas the enrollment shortfall could be covered on a one-time basis from the fund balance, this would not only be a short-term solution but would reduce our cash position and damage our financial strength. Therefore, the Budget Task Force has created the Blue Ribbon Panel to help identify permanent base budget cuts for FY2014-15. In addition to the \$1.4 million for decreased enrollment, another \$162,000 in base needs was identified in order to address the faculty inversion issue. In total, the Blue Ribbon Panel will work with the branches to find around \$1.6 million in strategic base reductions.

Operating – Business Enterprise (Auxiliary) Funds

Business Enterprise revenue is projected to have a total decrease of \$1,509,161 from the initial budget estimate. This is the net result of the following:

- **Tuition & Fees:** A 2% enrollment decrease was built into the Tuition and Fee initial revenue estimates for the Business Enterprise programs. As of fall, the estimate has been reduced by an additional \$950,000 due, in part, to undergraduate enrollment decreasing more than the estimated 2%. In addition, the masters programs have also seen a decrease of around \$420,000 from the initial estimate. This is a result of a decrease in the Masters of Arts in Teaching enrollment of about 7 FTEs from the previous fall, as well as slower-than-anticipated growth in the Masters of Social Work program. Finally, Extended Campus initially estimated between a 15% and 25% enrollment decrease. However, they have experienced a bigger than expected decline in the Summer semester which may be related to the increase in on-campus summer enrollment.
- **Sales & Service of Auxiliary:** There is an estimated decrease of around \$350,000 in sales and services of auxiliary revenue. This is mainly due to decreased participation in the insurance plan for the Health Center related to both lower enrollment and enrollees switching to Medicaid since the Affordable Care Act policy change. However, they have seen a few enrollees switch back to the Health Center plan as the limitation of Medicaid become apparent.
- **Other Revenue:** The decrease in Business Enterprise revenue has resulted in around a reduction of about \$330,000 in the Administrative Recharge fund.

AGENDA ITEM: **Office of Human Resources report of personnel actions for the Board's information, which have occurred since the last Board Meeting on September 29, 2014.**

BACKGROUND: Report includes retirements, resignations, promotions, reassignments, reclassifications and salary adjustments, which are delegated to the President and do not require approval by the Board of Trustees.

INFORMATION: The following personnel items are presented to the Board of Trustees as information.

RESIGNATIONS

Ms. Tara Areola, Equity Assistance Specialist, Effective October 15, 2014.
(Personal Reasons)

Ms. Jentry Phelan, Classification & Compensation Specialist, Effective November 19, 2014.
(Accepted position outside of the University)

Dr. Jackie Gurley, Assistant Professor of SEECRET, Effective November 11, 2014.
(Personal Reasons)

Ms. Sheila Vidal, Executive Assistant to the Vice President of Administration, Finance and Facilities, Effective November 12, 2014.
(Personal Reasons)

Dr. Catherine Gaither, Chair and Associate Professor of Sociology and Anthropology, Effective December 31, 2014.
(Personal Reasons)

Mr. Corwin Doug Hurst, Professional in Residence- Accounting, Effective May 31, 2015.
(Personal Reasons)

Ms. Yuko Yagisawa, Associate Professor of Art, Effective May 31, 2015.
(Personal Reasons)

RETIREMENTS

Dr. Joseph Sandoval, Professor of Criminal Justice and Criminology, Effective May 31, 2015.

Dr. Milton Wieder, Professor of Chemistry, Effective May 31, 2015.

Dr. Barbara Uliss, Professor of Accounting, Effective August 31, 2015.

Dr. Louis Talman, Professor of Mathematics, Effective May 31, 2015.

PROMOTIONS

Ms. Michaela Clemens, Human Subjects Protection Program Manager, Annual Salary: \$65,805.00 – Effective September 1, 2014. (FROM Human Subject Protection Program Coordinator (\$57,222.00) TO Human Subjects Protection Program Manager (\$65,805.00))

Ms. Tina Moses, Director, Student Persistence, Annual Salary: \$75,000.00 – Effective September 1, 2014. (FROM Coordinator of Assessment and Special Testing (\$71,400.00) TO Director, Student Persistence (\$75,000.00))

Ms. Carrie Warren, Paralegal/Assistant Secretary to the Board of Trustees, Annual Salary: \$80,100.00 – Effective October 1, 2014. (FROM Interim Paralegal (\$72,828.00) TO Paralegal/Assistant Secretary to the Board of Trustees (\$80,100.00))

REASSIGNMENTS

Ms. Yue (Kelly) Huang, Program Manager and Events Coordinator, Annual Salary: \$52,000.00 – Effective September 1, 2014. (FROM Administrative Assistant III (\$42,314.00) TO Program Manager and Events Coordinator (\$52,000.00)) (FROM CLASSIFIED TO ADMINISTRATIVE)

Ms. Linda Sivertson, Equity Assistant Specialist, Annual Salary: \$50,000.00 – Effective November 1, 2014. (FROM Administrative Assistant III (\$42,334.00) TO Equity Assistant Specialist (\$50,000.00)) (FROM CLASSIFIED TO ADMINISTRATIVE)

Ms. Braelin Pantel, Associate Vice President for Student Engagement & Wellness/Dean of Students, Annual Salary: \$100,675.00 – Effective September 1, 2014. (FROM Acting Associate Vice President for Student Engagement & Wellness/Dean of Students TO Associate Vice President for Student Engagement & Wellness/Dean of Students) (NO SALARY CHANGE)

Ms. Laura Strohming Roth, Associate Dean for Student Engagement & Wellness, Annual Salary: \$71,612.00 – Effective November 1, 2014. (FROM Acting Associate Dean for Student Engagement & Wellness TO Associate Dean for Student Engagement & Wellness) (NO SALARY CHANGE)

RECLASSIFICATIONS

Mr. Yared Belete, Senior Associate Director of Admissions, Annual Salary: \$70,000.00 – Effective October 1, 2014. (FROM Associate Director of Admissions- Internal Operations (\$61,699.00) TO Senior Associate Director of Admissions (\$70,000.00))

SALARY ADJUSTMENTS

Mr. Michael Nguyen, Financial Aid Systems Project Manager, Annual Salary: \$75,000.00 – Effective November 1, 2014.
(Salary increase due to counter offer)

Mr. Shifeng (Steven) Long, Senior Project Manager, Annual Salary: \$68,000.00 – Effective October 1, 2014.
(Salary increase due to grant funding)

Ms. Carrie Ngai, Program Associate, Annual Salary: \$45,000.00 – Effective October 1, 2014.
(Salary increase due to grant funding)

Ms. Sharon Simpson, Project Navigator, Annual Salary: \$32,558.00 – Effective October 1, 2014.
(Salary increase due to grant funding)