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President’s Cabinet Agenda

August 25, 2021

10:00-11:30am

1. **Approval of May 26, 2021 Minutes**
	* May meeting Minutes approved by Cabinet
2. **President’s Update (10:00-10:15)**-Dr. Janine Davidson
	* Welcome to new Cabinet members; Eric Mason, Interim Vice President for Strategy, Marketing & Communications, and Dr. Elizabeth Ribble, President of the Council of Chairs and Directors
	* Thank you to the MSU Denver Community for coming together amidst the pandemic, constantly pivoting to continue to put mission and students first
		+ Specific mention of faculty, IT Services, Health Center at Auraria, Roadrunner Safe Return Committee
	* COVID-19 Vaccinations & Masking
		+ Faculty & Staff – 92% Vaccinated
		+ Unvaccinated faculty & staff to be tested once a week
	* Budget
		+ Thank you to George Middlemist, Chief Financial Officer
		+ Significant focus on people – Faculty & Staff
			- Emphasis on the need to ensure that employees are compensated in a competitive way
		+ Physical Infrastructure
		+ Administrative Backbone of the University – Financial Aid, HR, IT systems
		+ Marketing & Communications
	* TEDx Event – September 10th, tickets are still available
	* General Laura Richardson, MSU Denver graduate - Highest ranking woman in the military right now, to provide Commencement Speech Fall 2021
3. **Update on COVID-19 Policies & Protocols (10:15-10:25) –** Leone Schulz, Chief of Staff to the Vice President for Administration and Finance/COO
	* Vaccine Requirements
		+ All students, faculty and staff are required to provide proof of vaccination by August 23rd
		+ Employee proof of vaccination rate is 60% (excluding affiliates)
		+ Weekly testing for unvaccinated community begins this week
		+ Student monitoring process is in place – Dean of Students to track compliance of weekly testing
	* Health Protocols
		+ Do not come to campus if feeling unwell, if symptomatic there is testing available at the Health Center at Auraria, located in Plaza Building
	* Masking Requirement
		+ Masks are required indoors for vaccinated and unvaccinated individuals
	* Positive Case Protocols
		+ Notify supervisor and the Health Center at Auraria (303-615-9999) immediately
			- Investigation by Medical Director begins to determine exposure risk level, and next steps
			- Quarantine Duration – Unvaccinated individuals will be advised, vaccinated individuals will not need to quarantine
4. **Policy Updates (10:25-11:05)**
	* Children and Minors Policy – Christian Hardigree, Dean of the School of Hospitality, Nicholas Stancil, Deputy General Counsel
		+ Policy Outlines the responsibilities of University employees who interact with or supervise children or minors who participate in University programs
		+ MSU Denver employees are legally required to report instances of child neglect, abuse, or trafficking
		+ Liability for failure to report. It is a misdemeanor to fail to report items that should be reported
		+ Policy approved by the Cabinet. Policy to go to President to review, President has right to sign or refuse to sign
	* Electronic Signatures Policy – Nicholas Stancil, Deputy General Counsel, Allie Dirks, Online Enrollment Initiatives Manager
		+ Purpose of the policy to provide guidance on the University’s acceptance of electronic signatures
		+ Four main tendrils to this policy – IT to vet all software and CRN’s and the security behind them for electronic signatures, General Counsel to assist when it is necessary to use written/electronic signatures, Office of the Registrar to manage student signatures, Human Resources to manage employee signatures
		+ Policy allows for students to avoid seeking a notary when submitting forms online in accordance with FERPA
		+ ITS to publish a list of approved software to use for electronic signatures
		+ Policy is approved by the Cabinet. Policy to go to President to review, President has right to sign or refuse to sign
	* Staff Alternative Work Arrangements Policy – Rebecca Reid, Senior Program Manager, Learning & Development, Nicholas Stancil, Deputy General Counsel
		+ Policy was first introduced in 2019, it was determined that it was not needed. During COVID-19 it was determined that this policy is needed amidst pandemic and moving forward
		+ Policy provides guidance for staff and their supervisors on flexible life-work options, including remote work and flexible schedules
		+ Staff senate collaborated with HR and other offices to research, develop and advocate for the policy to address ongoing needs for flexible schedules and remote work options to retain staff due to the pandemic and changing work environment.
		+ Sentiment from Cabinet to recommend this policy to the President, acknowledgement that the policy is not complete without the correlating guidelines.
		+ Motion to move the policy forward to present to the Cabinet at the next meeting with the outline of handbook/guidelines
5. **AHEC Strategic Plan Preview for Feedback (11:05-11:20)** – Amy Kern, Associate Professor, Industrial Design
	* AHEC interested in MSU Denver community feedback on the AHEC strategic plan
	* Amy Kern meeting with stakeholders within MSU Denver community in listening sessions to ensure all voices are heard
	* AHEC Strategic Plan emphasis on:
		+ Vibrant campus, vibrant community, increase alternative revenue, community-minded mix-use development, sustaining the voice and legacy of Auraria, creative and flexible funding, reclaiming identity, renewed spirit of shared campus, maximization of campus revenue, elimination of digital divide, advocate for Auraria campus partner strategies
	* Send follow up inquiries/ideas to: akern@msudenver.edu
	* Feedback provided by Cabinet members:
		+ Dr. Benitez suggestions
			- Honor the history of Auraria by reaching out to members of the Arapahoe tribe directly to lead tri-institutional efforts in honoring the history
			- Revisit the Aurarian scholarship and commit to it across all institutions
		+ Provost Tatum
			- How do we think about research and innovation in spaces to increase the academic reputation of all of our institutions?
		+ Eric Mason
			- Two partners from each institution come together to refine the strategic plan - Amy Kern and Eric Mason represent MSU Denver
		+ Dr. Simpkins
			- To consider revenue vs. student experience - would like to ensure that students do not pay for more amenities

1. **UnDocuhub Presentation –** Gregor Mieder, Director of Immigrant Services Program, Center for Equity and Student Achievement
	* To present on UnDocuHub at September Cabinet meeting due to lack of time
2. **Round Robin (11:20-11:30)**
	1. Edward Brown, Chief of Staff- NSTR
	2. Michael Benitez, vice president, Diversity and Inclusion
		* Congratulations to MSU Denver – Winning Outstanding HACU Institution Award
		* Recipient of Excellence in Diversity Education Award
		* Campus Climate Survey Conversations, reports forthcoming this fall
		* Castro Visiting Professorship event - Sept. 7th
		* Annual Inaugural EDI Report for University forthcoming
		* First Director of Faculty Diversity Research and Development, Dr. Chalane Lechuga
		* EDI Faculty Fellows Program
	3. Elizabeth Ribble, chair, Department of Mathematics and Statistics- Happy to be back on campus
	4. Eric Mason, interim vice president for Strategy, Marketing and Communications-
		* Appreciative of patience, feedback re. the new website, each day it is being developed further
		* Exploring ways to expand MSU Denver reach
	5. David Fine, General Counsel-
		* COVID-19 Implications around vaccine and testing requirements
		* Title IX changes by Biden Administration
		* AHEC development, conducting review of agreements between AHEC and MSU Denver
		* Advising those who advise student government due to last election
		* Board of Trustees Meetings – Sept. 2nd-3rd
	6. Christine Marquez-Hudson, vice president and executive director, University Advancement and MSU Denver Foundation-Outcomes and highlights from the year, Campaign next steps
		* Last year despite COVID, exceeded fundraising goal of $5.5 million, received $6.6 million
			+ Over 4000 donors, exceeded over 11,000 gifts
			+ Exceeded goals in data improvements, alumni engagement
		* This fiscal year: have already raised $1 million, $4 million are in the pipeline, goal for this year is $7 million
		* Homecoming Sept. 27th – Oct. 2nd
		* TEDx Event – Sept. 10th
	7. Larry Sampler, vice president for Administration and Finance, chief operating officer-
		* Alternate work arrangement conversations
		* Revisiting budget process
			+ Incorporate more Sr. Leadership guidance upfront in budget process
		* Initiating new professional development opportunities
		* Process improvement and process automation, pursuing workday transition
	8. Liz Hinde, dean, School of Education- Happy to be back on campus
	9. Katia Campbell, president, Faculty Senate-Faculty Senate first meeting on 08/25
	10. Alfred Tatum, provost and executive vice president of Academic Affairs-
		* Welcome back
		* Share your powerful student and faculty stories – the Roadrunner experience, is an excellent academic experience
	11. Rebecca Reid, president, Staff Senate
		* Staff Senate election: Rebecca Reid elected as President; Jeremy VanHooser elected as Vice President
	12. Will Simpkins, vice president of Student Affairs- Enrollment updates
		* Enrollment Report
			+ Undergraduate FTE11.24% down compared to Fall 2020
			+ Graduate FTE 1% increase compared to Fall 2020
		* Total headcount – Just under 18,000
		* To make investments in:
			+ Transfer process - COSI Finish What You Started coming from the state
			+ Transformation of Financial Aid Department
		* Strategic Enrollment Management Planning processes
			+ Update forthcoming
	13. Todd Thurman, director of Athletics- New staff, upcoming events
		* Happy to be back on campus
		* Athletes and coaches are excited to be playing fall sports in the fall
		* Volleyball Premier Tournament – Sept. 10th – 11th on campus
		* Women’s Volleyball Team is ranked 11th in the country
	14. Stacy Dvergsdal, associate vice president of Human Resources- Resignation letters, new hires, vaccination card upload/testing update, Roadrunners Who Soar event
		* Reminder to supervisors - Please send resignation letters to HR once received
		* Do not send new employees to new employee orientation without their laptops, badge, etc. in place
		* Vaccinations and Testing protocols
			+ HR will support discussions with team members who are not in compliance
		* Roadrunners Who Soar Event – Oct. 14th
	15. Kevin Taylor, chief information officer and associate vice president for Information Technology Services-
		* Reminder to be vigilant about paying close attention to suspicious emails, send spam@msudenver.edu if you are suspicious of an email