



**President's Cabinet
Agenda
September 26, 2024
11 a.m. – 12:30 p.m.**

HIGH LEVEL SUMMARY ITEMS

- New Strategic Plan SharePoint and revitalized website is available to view
- CFO Jim Carpenter explained how and why employees will receive a pay increase, and encourages those with questions to view the [Early Bird article](#) summary and FAQs
- New Cell Phone / Tablet Policy aims to update language that reflects current practices, allows reimbursements to go through HR, and for department chairs to approve cell phone reimbursements
- Academic Policy Enactment Policy and the Survey Management Policy were both approved and move forward to the President for consideration/decision (voting breakdown listed in detailed minutes below)
- Faculty Employee Handbook Committee Policy failed and does not move on for consideration (voting breakdown listed in detailed minutes below)
- Both the Graduate Tuition Benefit pilot program and the Withdrawal Decision Memo were approved by the President and are currently working through communication and operationalization strategies

ACTION ITEMS

- Share [Cell Phone / Tablet Policy](#) with constituents and be prepared to discuss/vote at the next Cabinet meeting
- Human Resources would like all changemakers to help better define the CADRE values by taking a [short survey](#).
- Public feedback for 9/26 President's Cabinet can be submitted through this [Qualtrics link](#).
 - Submissions are confidential unless stated otherwise.
 - **Deadline to submit feedback is October 23** – eight days before next President's Cabinet Meeting

Attendees: President Davidson, Provost Laura Nieson de Abruña, Edward Brown, Dr. Michael Benitez Jr., Jim Carpenter, Stacy Dvergsdal, Nick Stancil (sitting in for David Fine), Hailey Glass, Dr. Liz Goodnick, Dr. John Masserini (sitting in for Dr. Liz Hinde as Deans' representative), Long Huynh, Christine Márquez-Hudson, Ruby Matheny, James Mejia, Dr. Jess Retrum, Larry Sampler, Andrea Smith, Kevin Taylor, Todd Thurman

I. Approval of minutes from [8/22/24](#)

- Approved

II. President's Update – Janine Davidson

- Roadrunner Shoutouts
 - Faculty winner – Nicolette (Nyki) Giasolli
 - Staff winner – Jessica Wade
 - Student winner – Stevie Songstand
- Homecoming updates and thanks to all who worked hard this week
- Shoutouts given to 15 faculty who received tenure and promotion as well as the Teacher's Excellence Award winners
- University Communications team won several awards at the Colorado Public Relations Society
- Recapped a successful HSI week last week; mentioned that other university presidents have reached out to compliment how well the Diversity and Inclusion team did
- Several events celebrating [Latinx Heritage Month](#) (September 15-October 15)
 - Castro Professorship featuring José M. Hernández, a former migrant farmworker selected by NASA as member of their 19th class of astronauts in 2024

- Board of Trustees meeting highlights from September 19-20 include:
 - Expanding enrollment recruiting both geographically and demographically
 - Academic offerings for adult and non-traditional learners
 - Emphasis on post-graduate outcomes and good ways to track data from graduates
 - Efforts to build student and employee housing
 - [2024 MSU Denver Economic Impact Report](#)
- Budget cycle is gearing up; currently working on the President's budget charge
- Upcoming events
 - October 3 - [President's Fireside Chat](#) with the NSA's Director, Jenna Sidel and General Timothy Haugh
 - October 22 - Bipartisan dialogue session discussing tricky issues and collaborating across the aisle

III. Strategy Update – Meredith Jeffers

- [New Mission to Motion: 2030 Strategic Plan SharePoint](#)
 - Events Calendar
- [Updated public website](#)
- [Fall 2024 Implementation Progress](#)
 - Please note that only those with access can view the OKR/Pillar updates in Viva Goals
- Next steps include detailed progress report and recording in SharePoint, and news and featured items in SharePoint

IV. Pay Increase Update – Jim Carpenter

- [Early Bird article with FAQs](#)
- BOT approved a compensation increase if enrollment is flat or up by 1% when the fiscal 2025 budget was approved (originally budgeted for enrollment to decrease by 1%)
- Enrollment is approximately 2% up year-over-year, therefore employees receive a permanent flat dollar pay increase
- Equation to figure out this amount:
 - $\text{Total compensation} / \text{number of employees} = \820
- Pay increase will be included in October paycheck; affiliate faculty will see a payout in November
- Faculty salaries that are on a 9- or 10-month contract might see a slight decrease in their July paycheck due to withholdings that will need to be accounted for

V. First Read – [Cell Phone / Tablet Policy](#) – Beth Christiansen

- Purpose of policy: reimbursement for cell phone usage
- Proposal updates the policy so that cell phone reimbursements run through HR, has updated instructions, and is a better reflection of current practice
- Reimbursements are also decided upon at the department chair level rather than going through several approvals to the VP level
- A concern was raised around using personal cell phones for MSU Denver usage – falls outside the scope of this specific policy, however IT is planning to have a broader conversation around this
 - The authenticator app was specifically mentioned; Kevin Taylor confirmed there are other methods to secure log-in that do not require the app
- Policy will go to a vote at the next meeting

VI. Second Read and Vote – Policies

- Academic Policy Enactment Policy
 - No changes from first read at 8/22 meeting
 - Policy passed unanimously
 - Next steps: policy moves to the President for consideration
- Faculty Employee Handbook Committee Policy
 - No changes from first read at 8/22 meeting
 - Robust conversation outlining arguments for and against policy - see [8/22/24 Cabinet](#)

[Minutes](#) outlining those arguments

- Vote to move the policy forward to the President:
 - **Approve:** Dr. Liz Goodnick, Ruby Matheny, Stacy Dversgal
 - **Do not approve:** John Massarini, Provost Laura Nieson de Abruña, Larry Sampler, Dr. Michael Benitez Jr., Christine Márquez-Hudson
 - **Abstain:** Dr. Jess Retrum, Andrea Smith, Jim Carpenter, Todd Thurman, Long Huynh, Kevin Taylor, Nick Stancil
- Motion fails and this policy does not move forward to the President for consideration
- Survey Management Policy
 - Revisions made to the policy since the first read aqt the 8/22 Cabinet meeting include:
 - Adding examples of surveys that would be included
 - Changed the deadline to 30 days prior to the survey
 - Updated the definition of “students”
 - Clarified what “external participants” mean
 - Clarified that Alumni Association is separate from MSU Denver, therefore this policy does not apply to the Alumni Association
 - Concern around who’s considered a “prospective student”; clarification is still needed and the hope is that the policy will help the Enrollment Office rather than deter
 - Concern around ambiguity of the policy language, specifically the appeals process; it was suggested that if there is an issue that it can most likely be adjudicated by senior leaders representing the specific unit
 - Vote to move the policy forward to the President:
 - **Approve:** Provost Laura Nieson de Abruña, Dr. Michael Benitez Jr., Jim Carpenter, Stacy Dvergsdal, Nick Stancil, Hailey Glass, Dr. John Masserini, Long Huynh, Christine Márquez-Hudson, James Mejia, Dr. Jess Retrum, Larry Sampler, Kevin Taylor, Todd Thurman
 - **Do not approve:** Andrea Smith, Ruby Matheny
 - **Abstain:** Dr. Liz Goodnick
 - Next steps: policy moves forward to the President for consideration

VII. Decision Memo Updates

- Graduate Tuition Benefit (GTB) Proposal
 - Graduation Tuition Benefit was approved as a two-year pilot program
 - In the process of crafting a communication strategy to go out to community
 - Will collect information from the first year of the pilot to assess if funding for the program should be included in the next cycle’s budget
- Withdrawal Deadlines SSL Decision Memo
 - Few questions that needed to be answered about SRIs; those answers will be attached to the final decision memo
 - Approved and moved forward for operationalization

VIII. Shared Governance Updates

- TSAC
 - Welcomed Hailey Glass as the new co-chair
 - Busy representing students on several committees including SACAB, BOT, Shared Governance, UPBAC, Dialogue Committee, housing project, RTD, Election Committee, etc.
 - Goal to build up TSAC presence on campus
 - Working to rebrand the Sustainability Committee to focus on student wellbeing sustainability in addition to environmental sustainability
- Staff Senate
 - Working on drafting an ethics policy statement
 - Drafting an executive statement on policies that will propose a more thorough vetting

process of policies through Staff Senate

- **Chairs**
 - General concern over the financial sustainability of the graduate tuition benefit and the unintended consequences this might have on graduate programs such as funding sources, draining resources, accreditation impacts, etc.
- **Faculty Senate**
 - Faculty appreciated the comp equity presentation from Amanda Berry in HR
 - The Provost and Interim Deputy Provost are putting together a compensation committee that will make recommendations to UPBAC
 - Initial workload mapping was presented by the Provost at the last Faculty Senate meeting that clarified instruction and advising, and faculty are now looking toward the second and third phases that address service and research (mostly through department guideline updates)
 - Pause on substantive curriculum changes for AY26-27 due to HLC site visit; one more cycle to get changes in before the pause
 - Exceptions made for accreditation and other major curriculum needs

IX. Key Updates

- Homecoming
 - Website – www.msudenver.edu/homecoming
 - Several fun events for students, faculty, staff, and alumni
- College of Letters Arts and Sciences received a proclamation from the city for the mariachi group; sponsored the Southwest Mariachi Festival last Friday with University Advancement – MSU Denver was well represented
 - Has free tickets to the opening of Ragtime if anyone would like to go
- School of Hospitality's Work Ready Program for refugees in the process of receiving work authorization is underway with 72 participants over the academic Year
- SOE received approval for a new Literacy Center – one of a kind in the city