

President’s Cabinet Minutes

February 1, 2024

11 a.m. – 12:30 p.m.

# Approval of November 2023 minutes

1. **President’s Update (11:00 AM-11:10 AM) –** Janine Davidson, Ph.D., President
* Introduced a new Provost Laura Nieson de Abruña, and new Faculty Fellow Kelly Evans.
* Enrollment numbers are at 3.9% with a 4.7% headcount.
* Last semester the University had an increase in overall enrollment but not an increase in retention rate.
* They have a goal this year of 10,000 engaged alumni and they are at 83% of that goal.
* Board wants to help with fundraising and legislative funding.
1. **Roadrunner Shoutout Awards (11:10 AM-11:20 AM)** –Janine Davidson, Ph.D., President
	* **Faculty winner – Dr. Elsa Dias**
* Nominated by student Katie Kirby.
* She said, “I have had a privilege of being in Dr. Elsa Dias’s online American Government course. She is dedicated to imparting knowledge and celebrating the accomplishments and intellectual growth of her students. Her dedication to making us use research and being unbiased while writing our ideas and discussion points stands as a testament to her unwavering commitment to excellence in education. I am extremely grateful for her guidance, support and impact she has made on my academic journey. When somebody asks me why I am proud to be at MSU Denver I am going to tell them about you.”
	+ **Staff winner – Metza Tempelton**
* Shaun Shafer and Steven Barella.
* He wrote, “Mesa manually enters course schedules each semester and works with AHEC in assigning rooms for classes and for finals. The processes gets better every year. She went above and beyond in preparing the Spring 2024 schedule, which will be impacted by large improvement project in just two days. She relocated 100 course sections and found space for more than 50 course sections that did not have rooms. Thanks to her we have our scheduling for spring 2024.”
	+ **Student winners – Denny Palacios and Juan Vargas**
* Denny was nominated by Dr. Sheila Ruhi.
* She wrote, “Denny’s work in my political theory class has been transformative, prior to him coming in I would try to facilitate a classroom environment conductive to critical discussion but often students were hesitant to engage much less than the faculty and staff. Denny established coffee hours for informal chats and drop-in hours on zoom to provide lower stress opportunities for students to test ideas and work through material.”
* Juan will come back next cabinet meeting.
1. **Board of Trustees Fund Reserve Policy (11:20 AM – 11:30 AM) -** Jim Carpenter, CFO
	* Approved by Board of Trustees

- Reserves are needed for unexpected declines in enrollment, abrupt decreases in state funding, and emergence of unanticipated opportunities to pursue

- Reserves are set at about 16.5% in the State of Colorado.

- They are sitting at 12-13% right now and we need to be it to 15% of our annual expenditures.

* + Presented for informational purposes only
1. **University Policy Advisory Council Policy Recommendations (11:30 AM – 11:50 AM)**
	* Tuition Assistance Military 60% Return Policy - Joseph Foster, Veteran and Military Services
* Active-duty military members can receive $250 per credit hour, a total annual amount of $4500. If they withdraw the class, then the DOD looks at that 60% completion rate and the university owes a prorated rate of money.
* Keeping retention in active military members is a priority.
	+ Complaints by Administrators and Staff Policy – Charles Kibort and Diane Forgione, HR
* The University softened the language on the reporting period, included more support resources, added details about what human resources does in the process and we offer a flowchart for an overview.
* Goal is to ensure improve resources, complaints are being handled properly, and improve follow through on the action taken.
* Aligns with the Dean of Students when staff is complaining about students.
1. **MSU Denver Day of Giving (11:50 AM – 12:00 PM) -** Evan Coad
* 8th annual MSU Denver Day of Giving is on April 11th.
* 1400 doners
* Theme – gold medal Olympics.
* Website opens March 18th.
* They are hosting an esports tournament, cornhole tournament, torch run/opening ceremony and MSU Denver Olympic Village.
* Telethon is going to be live-streamed.
* Submission form link that will be sent to everyone who wants to set up for fundraising
* Deadline is March 1st to submit a fundraising project.
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# Round Robin Updates (12:05 PM -12:30 PM)

* + Edward Brown, Chief of Staff
* Communication and connection to feedback given from our community is important. Value and consistent/alignment in terms of proving trust in our community.
	+ Dr. Michael Benitez Vice President for Diversity, and Inclusion
* February 21st Black World Conference.
* April 4th, Higher Education Diversity Summit.
* 345 people attended Martin Luthor King breakfast.

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* + Dr. Jess Retrum, President, Council of Chairs and Directors
* Council of Chairs’ goal is to make sure they are being efficient and that the Deans are doing their roles. They also want to promote welfare.
* The Chairs meet the first Wednesday of each month.
	+ Denny Palacios, TSAC
* 3 primary initiatives that TSAC is working on.
* A bus that is specific for student and faculty use from Union Station
* Sponsored resolution, to make the University have a statement for global conflicts.
* TSAC is fully supportive of the Chicano Department.
	+ Dr. Laura Niesen de Abruña, Provost
* Going to co-lead some initiatives on the council of Chairs and the Deans.
* Going to try to have a series of workshops for the Chairs.
	+ Christine Marquez-Hudson, VP of University Advancement and E.D., MSU Denver Foundation
* Planning to launch a fundraising academy for Faculty and Staff, which started February 2nd.
	+ Dr. Elizabeth Goodnick, President, Faculty Senate
* Senate voted to support recommendations from the shared governance and action work group.
* First presentation of the handbook changes presented by the task force to change teaching service and scholarship guidelines for tenured faculty or faculty and track for tenure.
	+ Larry Sampler, Vice President for Administration and Finance, Chief Operating Officer
	+ Ruby Matheny, President Staff Senate
* 3 areas of focus for this year: workload compression for their staff, the graduate tuition benefit pilot, discovering what merit-based pay means and figuring out if they are in support of it.

* They also want to better student employment issues and working with HR in solving them.
	+ Dr. Will Simpkins, Vice President for Student Affairs
* Hillel Colorado has planted a Hillel here on the Auraria campus.
* Student success launch will be next week.
* Their time right now is being spent of the budget and are working from 3 different revenue streams.
* Focused of strategic plan with housing, equity gaps, and using our data. We are now at 9% vacancy rate, in 2021 we were at 41%.
	+ Long Huynh, Chief Enrollment Officer, Student Affairs
* Undergraduates FTEs is up 3.99% compared to last year, headcount is up 4.77% compared to last year, our FTEs from undergraduate courses is up 7.12% from last year. Applications are down, but enrollment is up 7.5% and graduate headcount is up 2.9%.
* Hosting our first campus tour in Spanish.
* Working on FASFA with students and engaging students and their families.
* SAI being updated, 1.8 million more funding is being anticipated.
	+ Todd Thurman, Director of Athletics
* Volleyball won the ARMAC Championship, lost to West Texas in the finals.
* 110 athletes were on the honor roll (3.5 GPA and higher), 95 percent of the volleyball team was on that.
* Mens team are pushing for basketball playoffs.
* Track, tennis and baseball are starting.
	+ James Mejía, Chief Strategy Officer
* Pushing the capital request (health institute and C2 Hub) to the Senate.
	+ Jim Carpenter, Chief Financial Officer
* Budgets are due on February 16th.
	+ Kevin Taylor, Chief Information Officer/Associate VP, Information Technology Services
* Webinar on the way for student employment and financial aid on March 1st at 10 am.
	+ Stacy Dvergsdal, Associate Vice President, Human Resources
* Senior leaders had meaningful conversations. They want to open the door to our community and everyone in the cabinet to receive feedback.
* Testing in workday went well to edit timesheets.
* VPs are submitting their engagement plans.
	+ Dr. Elizabeth Hinde, Dean of the School of Education
* April 19th is the AFRO summit, regarding School of Education and other careers.
* June 6th is a premiere about childhood education initiatives.
	+ Whei Wong, Associate Vice President of Marketing and Brand
* They are about to launch a Spring advertising campaign in March.
* A-Z directory is being worked on and developed for locations around campus for departments and classes.
* Working with AHEC to organize signage to navigation around campus.
* Trained web authors and website improvements should be made soon.