

**CMU Academic Affairs Council
Agenda April 4, 2018
3:00-5:00 pm, UC 213**

AA Council Members in Attendance: Dr. Cynthia Pemberton—Vice President of Academic Affairs; Dr. Kurt Haas - Asst. VP, Academic Affairs; Mr. Tim Pinnow—Asst. VP, Academic Affairs, Director of Graduate Studies/Director of Distance Education; Dr. Sonia Brandon—Asst. VP, Institutional Research, Planning and Decision Support; Dr. Blake Bickham—Dept. Head, Teacher Education; Ms. Suzie Garner—Dept. Head, Art and Design; Dr. Jeremy Hawkins—Dept. Head, Kinesiology; Dr. Jessica Herrick—Dept. Head, Social and Behavioral Sciences; Dr. Calvin Hofer – Dept. Head, Music; Dr. Barry Laga—Dept. Head, Languages, Literature and Mass Communication; Mr. Mo LaMee—Dept. Head, Theater Arts; Dr. Carrie McVean Waring—Dept. Head, Biological Sciences; Ms. Millie Moland – Director of Academic Services; Ms. Christine Murphy—Director of Instruction/Director of Developmental Programs, WCCC; Dr. Sandie Nadelson—Director, Health Sciences; Dr. Steve Norman—Dept. Head, Business; Dr. Lori Payne—Dept. Head, Computer Science, Mathematics, and Statistics; Ms. Sylvia Rael—Director, Tomlinson Library; Dr. Gary Ratcliff—Director, CMU Montrose Center; Ms. Holly Teal—Registrar; Dr. Russ Walker—Dept. Head, Physical and Environmental Sciences.

Members excused: Dr. Scott Kessler—Dept. Head, Engineering; Dr. Bette Schans—Director of Assessment and Accreditation Support.

Also in Attendance: Ms. Lisa Harris, Professional Staff Assistant to VPAA.

Info Items & Updates -Announcements/Reminders/Air-time & Action Issues

Reminder: Roll Forward budget plans: Dr. Pemberton reminded Council members that the Budget office had requested roll-forward spending plans with the budget process. As per the VP for Finance, not all departments/units submitted plans. Dr. Pemberton asked that those who had not yet done so, send in a plan via email to Ms. Laura Glatt, Vice President of Finance, copying Whitney Sutton.

Exemplary Faculty nomination/deadline review and reminders – Dr. Pemberton highlighted the process and deadlines associated with the evaluation process generally and the Exemplary nominations (see Appendix A).

- March 29 AA distributes nominations scoring sheet to ADHs, email sent (3/29)
- April 3 ADHs return scoring sheet to AA – email Ms. Erin Rooks by noon on 4/3.
- April 4 AA distributes scoring summary to ADHs for discussion at the end of the 4/4 Council meeting, possible submission decision – discussion completed. Dr. Pemberton will bring recommendations forward to President Foster.
- ~~April 18 ADHs discuss (if needed) at end of 4/18 Council meeting to finalize recs for the President~~

Communication flow and reminders – Dr. Pemberton reminded Council that practices identified as “policies” require Board approval. She emphasized to all the importance of sharing Council information with their faculty and staff, noting that often process/procedures and guidelines are communicated via Council and documented through the Council Summary notes (available online:

<https://www.coloradomesa.edu/academic-affairs/faculty/academic-council.html>). Examples of instances where communications from Council seemed not to be reaching faculty/staff were shared.

Program Review – Dr. Pemberton gave kudos to both English and Art for their clear and articulate program reviews. Both adhered to component elements and format requirements. Program review presentations move forward to the Board of Trustees in August annually.

Concurrent Enrollment – Dr. Pemberton reminded Council that Academic Affairs and ADHs are responsible for concurrent instructor vetting, evaluations (faculty observations, class evaluations, etc.), and course approvals. Concurrent instructors undergo an academic orientation during the Lecturer/Instructor Resource Night hosted by Academic Affairs in August annually.

Retirement info/change update: Ms. Laura Glatt, Vice President of Finance and Administration, and Mr. Kevin Price of Insight Financial Solutions, discussed the upcoming retirement defined contribution plan considerations and possible changes. They discussed the plan and process for the next 18 months, which was sent out in an email to faculty and staff that day (see Appendix B). There will be opportunity for a few ADH/faculty to be a part of a CMU/Finance and Administration committee that will convene over the summer and fall/winter 2018.

Academic Units & Leadership Reports, Commentary, etc.

AVPAA: Dr. Kurt Haas noted that work was ongoing re: the Internship task force. A report is anticipated by the next Council meeting.

AVPAA: Mr. Tim Pinnow noted that the Course Comparability Manual update working group was nearing completion of the manual review. He shared that the 2018 Student Showcase has 198 entries. He asked Council members to help make sure folks know that the Showcase will **not** be in the University Center this year; registration, opening session, and awards will be at the Moss Performing Arts Center – Robinson Theatre. The sessions will be predominately on the south end of campus. The Trustees will be joining as guests. Art and Design will be doing a bronze pour at 3:15.

Montrose: In keeping with Council's group reading highlight sharing, Dr. Gary Ratcliff shared thoughts on leadership specific to a survey done by people who report to leaders; the findings showed that employees respect supervisors who are consistent and predictable in their behavior. Honesty and integrity were of utmost importance. The survey also showed that employees want a leader who maintains an even keel, is predictable in behavior, and provides a supportive learning environment.

Dr. Ratcliff then reported on Montrose campus events and activities, highlighting the speaker series and E-Day (April 5). The Eday luncheon featured Dan Richie as a keynote speaker. Funds from the luncheon go toward the Doyle E. Burns Endowment which provides scholarships to Montrose area students.

Library: Ms. Sylvia Rael shared her leadership reading take-aways commenting on exemplary leaders as forward looking. She applies this as the Library Director by risking to do something new, such as the Cultural Café.

Registrar: Ms. Holly Teal shared CMU's tentative 3-yr academic calendar (see Appendix C). She explained that J term will be lengthened moving forward (12+ days typically). She stated that meetings and coordination with District 51's holiday schedule are ongoing (hence the "tentative" label on the attached schedule).

Ms. Teal shared her Leadership reading thoughts on Kouzes and Ponser's statement "You've lost the right to suffer in silence". She encouraged the group to take the initiative to encourage talking within their departments to help identify and solve issues; and requested if there were things her department could do to make things easier or work better to let her know so she can make efforts to improve.

Living the Teacher-Scholar Model

Kudos and Congrats to Ms. Melissa Calhoon and the CMU TRiO Staff. We just received word that our TRiO grant will experience a 6% increase for the 2018-2019 budget cycle. Melissa and staff will be preparing information to submit to the Department of Education on how the grant increase will be used to intensify services and/or increase the number of students served. Hooray for CMU and our TRiO students!

Dates & Deadlines/2017-2018 Meetings: UC 213, 3:00-5:00 pm

Apr 18; May 2 (last Council meeting!)

Performance Review / Salary Adjustment Timeline: 2018

Initial Communication

Administrative and Classified Staff - February 22:

- Human Resources emails all Managers / Supervisors –
 - providing them information for completion of the **17-18 performance review** which runs April 1, 2017 through March 31, 2018 (timeframe, forms, etc.) – final due to HR by April 30
 - instructions to complete **18-19 performance goals** - due to HR by May 31

Faculty: Academic Affairs communicates process to Department Heads via Academic Affairs Calendar

Timeline

April 30, 2018	Completed 17-18 performance reviews due to Human Resources.
May 7, 2018	HR submits list of Merit Pay candidates to President's Office. Merit pay is based on performance review rating for Administrative Staff and Faculty. One-time payment of \$1000 for Excellent rating and \$500 for Highly Proficient rating.
May 7, 2018	Management Team Exemplary Pay submissions due to President Foster - \$3,000 one-time award based on exemplary performance. Recommendation with justification submitted to the President by May 5 for approval. Administrative Staff and Faculty are eligible for Exemplary Award. Employees recommended for an Exemplary Award must have received an "Excellent" rating on their 17-18 performance review.
May 15, 2018	Human Resources submits approved merit and exemplary awards to payroll for processing.
May 18, 2018	Merit and exemplary letters completed and mailed to eligible Administrative Staff and Faculty
May 31, 2018	Merit Pay and Exemplary Pay received via Direct Deposit for Administrative Staff and Faculty (May payroll)
July 1, 2018	<p>Classified Staff: Cost of Living and Merit <u>effective July 1</u>.</p> <p>Administrative Staff: Cost of Living <u>effective July 1</u>. Administrative staff must be hired prior to April 1, 2018 to be eligible for a cost of living adjustment.</p> <p>Other Salary adjustments approved through the annual budget process are <u>effective July 1</u>.</p>
August 13, 2018	Faculty: salary adjustments / promotions effective <u>August 13, 2018</u> .

Harris, Lisa

From: Glatt, Laura
Sent: Wednesday, April 4, 2018 4:31 PM
To: Faculty; Staff
Subject: Upcoming CMU Defined Contribution Retirement Plan Changes

We are beginning to look at how best to configure our 401a defined contribution retirement plan and 403b optional retirement plan. We currently have four vendor options (*TIAA, Fidelity, Valic and MetLife*) with almost 200 investment options. Best practices suggest that simplicity is the key to investing. A recent higher ed retirement trend survey of 250 higher ed institutions, indicated that 27% offer fewer than 10 investment options, 31% offer 11 to 15 options and just 12% of the plans offer between 16 and 20 options. The report notes that between 16 and 20 is “generally considered to be the ideal number for accommodating—but not overwhelming—participants with choice.”

Given this, CMU clearly needs to simplify investment options. In this process, we believe we will be able to reduce fees paid by employees, provide better investment advising to employees and simultaneously provide better performance monitoring and fiduciary oversight.

In order to accomplish these goals we have engaged legal counsel and an investment advisor to work with a new CMU committee over the summer and into the fall/winter of 2018. That committee, which will include faculty and staff representation, will make recommendations to the campus and the Board of Trustees. We anticipate the committee will recommend one or more of the current firms to serve our plan and you will continue to see some of the same or similar investment options in the line-up.

Further, in the fall/winter of 2018 we will hold campus forums to discuss this more, both before and after the Board of Trustees make the final selections in about October. Our new local investment advisor, Insight Financial Solutions, will be available on campus for individual meetings with employees to discuss options. We currently anticipate the full transition to be completed sometime early in CY2019, but that is subject to change as we move through this process together. Thank you.

This will NOT impact employees in the PERA defined benefit plan or in the PERA 401k or 457 plans.

Laura Glatt

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Please check the CMU web site periodically for any updates to this calendar.
<http://www.coloradomesa.edu/academics/documents/3YearCalendar.pdf>

Colorado Mesa University

Three-Year Campus-Wide Calendar: Summer 2016 – Spring 2019

	Academic Year 2016-2017	Academic Year 2017-2018	Academic Year 2018-2019
Summer	Summer 2016	Summer 2017	Summer 2018
First Session (4-wk) Begins	May 16	May 15	May 14
Second Session (4-wk) Begins	Jun 13	Jun 12	Jun 11
Third Session (3-wk) Begins	Jul 11	Jul 10	Jul 9
7-Week Session Begins	Jun 13	Jun 12	Jun 11
Fall	Fall 2016	Fall 2017	Fall 2018
Convocation	N/A	Aug 19	Aug 18
Full Semester/Mod 1 Classes Begin	Aug 22	Aug 21	Aug 20
Late Start Classes Begin	Sep 12	Sep 11	Sep 10
Fall Break	Oct 14	Oct 13	Oct 12
Mod 2 Begins	Oct 17	Oct 16	Oct 15
Thanksgiving Break	Nov 21-25	Nov 20-24	Nov 19-23
Final Exams	Dec 12-15	Dec 11-14	Dec 10-13
December Commencement	Dec 16	Dec 15	Dec 14
January Term	J Term 2017	J Term 2018	J Term 2019
J Term Begins	Jan 3	Jan 2	Jan 2
Spring	Spring 2017	Spring 2018	Spring 2019
Full Semester/Mod 1 Classes Begin	Jan 17	Jan 16	Jan 22
Late Start Classes Begin	Feb 6	Feb 5	Feb 11
Spring Break	Mar 20-24	Mar 12-16	Mar 18-22
Mod 2 Begins	Mar 13	Mar 19	Mar 25
Final Exams	May 8-11	May 7-10	May 13-16
Commencement	May 14	May 12	May 18

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Colorado Mesa University

Three-Year Campus-Wide Calendar: Summer 2019 – Spring 2022

	Academic Year 2019-2020	Academic Year 2020-2021	Academic Year 2021-2022
Summer	Summer 2019	Summer 2020	Summer 2021
8-Week Session Begins	May 28	May 26	Jun 1
First Session (4-wk) Begins	May 28	May 26	Jun 1
Second Session (4-wk) Begins	Jun 24	Jun 22	Jun 28
Fall	Fall 2019	Fall 2020	Fall 2021
Convocation	Aug 17	Aug 15	Aug 21
Full Semester/Mod 1 Classes Begin	Aug 19	Aug 17	Aug 23
Late Start Classes Begin	Sep 9	Sep 7	Sep 13
Fall Break	Oct 11	Oct 9	Oct 15
Mod 2 Begins	Oct 14	Oct 12	Oct 18
Thanksgiving Break	Nov 25-29	Nov 23-27	Nov 22-26
Final Exams	Dec 9-12	Dec 7-10	Dec 13-16
December Commencement	Dec 13	Dec 11	Dec 17
January Term	J Term 2020	J Term 2021	J Term 2022
J Term Begins	Jan 2	Jan 4	Jan 3
Spring	Spring 2020	Spring 2021	Spring 2022
Full Semester/Mod 1 Classes Begin	Jan 21	Jan 25	Jan 24
Late Start Classes Begin	Feb 10	Feb 15	Feb 14
Spring Break	Mar 16-20 <i>Tentative</i>	Mar 22-26 <i>Tentative</i>	Mar 21-25 <i>Tentative</i>
Mod 2 Begins	Mar 23 <i>Tentative</i>	Mar 29 <i>Tentative</i>	Mar 28 <i>Tentative</i>
Final Exams	May 11-14	May 17-20	May 16-19
Commencement	May 16	May 22 <i>Tentative</i>	May 21 <i>Tentative</i>

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