

CLASSIFIED MEET & CONFER

**October 18, 2007
10:00 a.m., CSU285**

Attendees: President Davenport, Pat Pearce, Valerie Roberts, Matthew Clay, Robb McGinn, Mark Parsley, Mitch Wallerstedt, Barry Wilkins, Mike Peters, Toya T. Schmidtke, Lori Lamb, Avra Johnson, Scott Olson, Marilyn Delmont, Rick Straka, Pat Swatfager-Haney, Vickie Hanson

Guests: Lorita Powell

I. Information Items

- A. Reorder/Additions to Agenda** – The following additions were made to the agenda:
- 1) Veteran's Day Holiday (LL)
 - 2) Travel & Non-Exempt Employees (MAPE) (LL)
- B. Approval of Minutes from Previous Meeting** - The minutes were approved.
- C. President's Report** – President Davenport was hosting major donors this morning. He will be traveling with the Governor on a trade mission to India where he will be meeting with a number of universities. It will be a fast trip, 4-5 days in meetings. Working on putting together a short term Campus Master Plan making sure the 5 year update (future vision) of the university doesn't conflict with the 10-20 year plan.

D. Bargaining Unit Leaders' Reports

AFSCME (Pat Pearce) – They their fall convention in Duluth; AFSCME members received letters that Mankato Clinic will be Level II.

MMA (Mark Parsley) – Nothing new to report.

MAPE (Matthew Clay) – Nothing to report.

MNA (Toya Schmidtke) – Negotiations on November 7, 8, and 9.

MGEC (Mike Peters) – They are in the process of on-line voting for contract. The MGEC members are disappointed with MnSCU as a whole on tuition waiver provision on members as they were looking for dependent coverage. (They are the only union that does not have dependent coverage.) At this point John Caven has quit the union due to this unfairness issue on campus. Lori Lamb will find out more information and report back to President Davenport and the group.

E. MnSCU/Legislative Relations – Major focus this is a bonding year. We are in the last phase of Trafton Science building. There will be a lot of legislature visits to campus.

II. Action Items

No discussion was held.

III. Discussion Items

A. Standing Items

1. Parking-

- a. **Parking Behind Armstrong Hall** Safety Committee recommendations were distributed. Recommendations generated are as follows:
 - i. The handicap parking stalls and the Speech and Hearing stalls would be eliminated but a stall for stall would be made in Lot 6.
 - ii. All Facilities Mgmt./Vendor stalls would be moved to along side the building and eliminate the Facilities Mgmt./Vendor stalls located in the island.
 - iii. The two 15-minute unloading zone stalls would remain, but parking would be restricted between 7 a.m. and 2:30 p.m. This would allow staff and faculty who teach off campus to load materials, but would eliminate traffic during the high pedestrian periods.
 - iv. Waste Mgmt. will continue to pick up trash prior to 7 a.m.
 - v. Signage at the underpass will be installed to inform people that only authorized vehicles are allowed in this area.

Cabinet asked to recommend the above. The Meet & Confer members were asked to email either VP Straka or Vickie Hanson if they agree or wish to give feedback on this issue.

- b. **Pay Lot** – There has been more spots available for visitors and the revenue is ahead of last year.

2. Budget- VP Rick Straka reported that the budget overall revenue forecast is in good shape. The biggest issue is the remaining settlements yet to come yet.

3. HR Topics – Lori Lamb

- a. **Unclassified Searches/Classified (Handout)** – The latest information on unclassified administrative and classified openings was distributed.

- b. Winter/Holiday Break (AFSCME request)
 - President Davenport sent out an email announcement this morning regarding the winter/holiday break. If there are any questions, they should be directed to Lori Lamb in Human Resources.

- c. Working Graduation (AFSCME request)
 - Pat Pearce-A lot of GMW's work as ushers for graduation, Facilities have picked up the cost with a charge back to Advancement. The charge back was significantly higher last year. Lori Lamb will check into this. Our security staff is not enough so a temporary service is used. They would rather have the Mankato Police Dept. vs. a Minneapolis firm (cost \$28 vs. \$50/hr. per person). VP Swatfager-Haney will talk with Suzie Dugan regarding this.

- d. Veteran's Day/President's Day Holidays
 - To simplify things Human Resources they would like to use "alternative holidays" instead of "floating holidays" for these two days. Hours will be credited to the bank of individuals who work on these particular holidays. These hours need to be used in the fiscal year and cannot be carried forward. Please send any objections to Lori Lamb as soon as possible as a decision will be made soon. Mike Peters asked if Lori could send him an email with this in writing.

- e. Travel and Non-Exempt Employees (MAPE)
 - Lori Lamb will send out an email reminder explaining how this works. It will also be mentioned at the Supervisory Training sessions.

4. Campus Safety

B. New Items

1. Tobacco Free Initiative

VP Straka and VP Swatfager-Haney have been meeting with a small group to deliver the charge of a smoke free policy for the MSU campus. The group will be meeting again next week and will be forwarding their policy recommendation to start the 6 month review process. A survey will not be done at this point.

2. Cross Charges for Employee Tuition Waiver Billed to Other Campuses (AFSCME Request)

MnSCU is working on a tuition waiver module. This is a complex module to create. They hope to have it completed in January 2008.

3. University RFP and Contract Process

A draft of the Contract Review Process was distributed for final review. Pat Pearce gave the go ahead. It will be reviewed again at the end of the year for any necessary changes. Avra Johnson handed out a draft on Strategic Planning Report Card Executive Summary. These were goals set forth three years ago. If you have any suggestions or ideas, let Avra know so they can be put on the scorecard.

4. Parking Behind Armstrong Hall

See above under "Discussion Items".

IV. Other Items

- President Davenport reported that he will be moving ahead with a national search for the VP of Advancement. VP Williams is under contract until November 17. The consulting firm, RPA, has been on campus this week. President Davenport is searching for an interim VP and has both internal and external desirable candidates. He will ask for participation from the bargaining units, but has not yet selected a chair to head up the committee. He said we are looking out 4-6 months as the marketplace is very tough, with a huge shortage of qualified advancement candidates.
- President Davenport is chairing the search for the President at Metropolitan State.

The meeting was adjourned.

NEXT MEETING: Thursday, November 15, 2007, 9:00 AM (CSU204)