

**Faculty Association Meet and Confer**  
**May 7, 2009**  
**3:00 p.m., CSU 203**  
**(Faculty Chair)**

**NOTES**

**Attendance:**

**Faculty:** Don Larsson, Jim Grabowska, Paul Hustoles (recorder), Mary Visser, Debra Anderson, Paul Mackie, Jim Peterson, Daniel Toma, Becky Schwartzkopf, Jackie Lewis, John Seymour, Mary Bliesmer, Candace Black, Steve Woehrle

**Management:** Richard Davenport, Scott Olson, Lori Lamb, Rick Straka, Walt Wolff, Avra Johnson, Michael Fagin, John Winkworth, Ted Johnson

**Guest:** Carol Jensen

FA President Larsson called the meeting to order at 3:06 p.m.

**1. Information Items**

**a. Reorder/Additions**—none

**b. FA President's Report**—FA President Larsson: We just sent out a newsletter. One new development, there was a memo circulating among state offices referring to the H1N1 virus regarding suspending contracts and we did object. The language was deleted.

**c. MSU President's Report**—President Davenport: Thank you to all who participated in planting flowers yesterday. It has been a great year even with all of the challenges that have happened. I attribute this to the shared governance approach we follow on this campus. We have problems and issues like institution, however we solve them together.

**d. MSU Provost/VPAA Report**—Provost Olson: There have been some conversations with the Pandemic Planning Team regarding the H1N1 virus. There will be the slightest of changes in Commencement and the Employee Breakfast so we have thought about this. The Cabinet wanted to make sure we responded accordingly. Regarding open searches: Marilyn Fox has agreed to be the Interim Dean of the College of Business. Some of you have heard about the Assoc VPAA—that announcement will go out today. The FA is currently vetting someone for the Interim Dean of A&H. There were 12 or 13 nominees for the Assistant Vice President Flannery position. I am not sure I will be announcing someone by the end of the week. The Registrar's search ran out of time. We are in the process of interviewing an Interim Registrar.

**e. Human Resources**—HR Director Lamb: The lists have been circulated. FA President Larsson: We did appreciate getting from Associate Vice President Winkworth the status of some of those positions that are still pending.

**2. Action Items**—None

### 3. Discussion Items

**a. MnSCU/Legislative Relations**—President Davenport: There is not much to report. May 18 is the date targeted to resolve legislative budget issues. The Governor has threatened a veto and that would result in the legislature extending its session. We have about been informed that Minnesota State Mankato will receive \$4.5 million of stimulus money. It is not clear yet how we will spend it. We could buy down tuition, however we are still waiting before we can start spending. FA President Larsson: There are periodic updates from Russ Stanton on our website regarding the Legislature. Many things are pending. President Davenport: There are special appropriations and we have two big ones. One is a \$1.5 million for the IRETI project fund. And a \$1.2 million for the Range Project, involving delivery of our Engineering program on the Iron Range.

**b. Budget and Planning Process**—VP Straka: We are waiting for the Legislature. We have seen Classified and ASF reach contract agreement. We might be able to reinvest up to 3/4 million dollars to the budget. Our major issue is what are we going to do with the federal stimulus dollars? We have little guidance from the Board but we are putting a plan together. Our approach is to look at one time transitions first. We will use some money to transition and then we are looking at other investments that we can make. One idea concerns the basement of Taylor Center turning into one or two classrooms. We have received some good feedback about what we could do with plantings on campus. There have been some interesting inputs. Use the Cost Containment website for suggestions. We have a plan due at the end of May to the Board. The FA has wanted to know about major contracts. We have signed with Barnes and Noble once again. There was some extra competition so we will get a little higher commission than we have in the past. FAVP Grabowska: Has the 3/4 million dollar distribution been discussed? VP Straka: We have not discussed this yet. Enrollment management remains a priority. FAVP Grabowska: As the Cabinet debates, please be cognizant of the need for reinvestment in adjunct instruction. VP Straka: We will talk about this at Cabinet on Monday and we hope to come up with a plan, maybe as early as June 1. FA President Larsson: As previously announced, our partnership with Wells Fargo will bring us new Mavcards—what is the timeline? VP Straka: It will be early fall when we get back. We don't have a definitive approach yet. FA President Larsson: We are concerned about the new faculty. VP Straka: We will be ready for them. Maybe we can have the new branch up and running by July 1. FA President Larsson: Would there be a timeline when the Taylor Center classrooms could be online? VP Straka: Perhaps by winter. FA President Larsson: What about the refitting of Ostrander? Provost Olson: It is gutted right now. VP Straka: That looks like that is going into September. Provost Olson: Some of the Deans were wanting to put classes in there but it will not be ready, however classes might be able to meet in the CSU ballroom until the Ostrander is ready to open. FA: Would any decisions regarding fixed-term be changed because of monies coming back? Provost Olson: The Deans are preparing a priority list for their college. If the Cabinet decides that funds will be available, we will go down those lists in priority order.

**c. Hazardous Waste Training**—VP Straka: There is required training for employees. The MCPA has had a settlement with MnSCU. They have fined institutions

for not documenting annual training. Any involved employees have to receive this training. We are going to require supervisors to require their employees to attend this. This is something that could be very costly. HR Director Lamb: And this is good for the employees because it gives us information on how to protect ourselves. VP Straka: There is both basic and specific training based on the area. It will be a bit tricky to manage but we must do this.

**d. Holiday Schedule**—HR Director Lamb: For Veterans Day, faculty will have classes but there will be few if any classified staff on campus. MSUAASF will be here. This is a change from the past. The Hub won't be open. Several offices will not be open, nor will the IT folks be here. Think about what won't be open Wednesday, November 11, 2009.

**e. Strategic Planning Report Card**—AVP Johnson: (distributed a draft version) You can also find this online. A final version will be coming in the fall.

**f. HLC Progress Report Update**—AVP Johnson: A 2009 follow-up was requested by HLC. Drs. Larsson and Roca will be assembling that information throughout the summer. FA President Larsson: May is the planning and prewriting portion. The tie into assessment has been sporadic. This will be due on August 1.

**g. Core Values Development Process Update**—Provost Olson: (distributed one copy of the frequency sorts) There were three open forums and several smaller forums. This is a synthesis of where the words began to cluster (one copy distributed; a process sheet was distributed). At the August retreat, we will attack this again. We hope to have a Core Values Statement just as we have a Mission Statement. FAVP Grabowska: There were three steps. 1. We invited small groups to come up with core value phrases or words. 2. Then we handed out the frequency sort and compared that to what the groups came up with, in order to articulate a new list. 3. We choose five words that were most representative. Not only to write these words down but to define them and describe why they should be core values. That is how we have gotten to this point. Provost Olson: This is being overseen by the Great Place to Work Task Force. FA President Larsson: We also want to see how this feeds into the planning process.

**h. Fleet Safety Requirements for Faculty**—HR Director Lamb: Faculty will have to have your driver's license checked by July 1. IT has worked with David Cowan to create a secure website to input information. FA: Everyone has to do this yes, if you are getting reimbursed? HR Director Lamb: That is still up in the air. FA President Larsson: If you were driving your own vehicle, perhaps you don't have to. HR Director Lamb: They have changed their position so many times, we don't want to say anything until we know for sure.

**i. Enrollment Management Final Report**—Provost Olson: (report distributed) This is an attempt to lay out the goals for five years into the future. You will see that we hope to stay steady on campus and to grow off campus. This becomes very helpful for planning purposes. FA President Larsson: It looks like new entering freshmen could go up next year, but will decline from that point onward. Provost Olson: That is reflective of a demographic trend that we know is going to happen. FA President Larsson: Do we have a sense of how things are tracking now? Walt Wolff: Right now we are on track. We are up about 90 for the fall and up over 200 for this summer. It is still early. FA: The stretch mark for 7700 France is twice as much as what we think is achievable?

Provost Olson: We could really grow that area. If we just go over the demographic cliff, we will be looking at very big cuts. But if we are aggressive, we may not only stay steady but we could grow. We are also trying to keep the freshmen numbers up too. FA President Larsson: VP Hoffman has talked to our Exec Committee with updates regarding online training and non-credit options. There are some other developments because of changes in the Higher Education Authorization Act. HLC and MnSCU have never been in complete agreement regarding online learners.

—**Side Note**—Provost Olson: Dr. Warren Sandman has just been announced as the new Associate Vice President replacing the irreplaceable Associate Vice President Winkworth.

**j. Faculty Campus Security Authorities**—Carol Jensen: This comes from the Campus Security Clearing Act (brochure was distributed). We have to provide an annual report. There is a specific request that people who advise student groups need to be included and this includes some faculty. Two years ago we worked with the Student Activities area to discuss specific responsibilities. Last year this was switched to all online reporting. This is our current procedure and I think we are doing a pretty good job of getting this information out there. We can always do a better job. FA President Larsson: There is language in the brochure regarding sanctions if you fail to report. Do we have clear sense of what happens when someone doesn't report? Jensen: There is a \$27,500 fine to the university. They could also reduce our Federal Student Financial Aid. So the penalties are considerable. HR Director Lamb: The university could be sued by an individual if they felt something should have been reported. If they name an individual in the suit, there is a review. This is a complex issue. The general standard is if you are performing the obligations of your position in good faith, you will be indemnified and defended by the Attorney General's office. You are even allowed to be wrong or in error—but you must be working in good faith. If you refuse to report if you are a Campus Security Authority, you would not be working in good faith. Jensen: There are certain crimes that have to be reported, but not every crime. Also there are specific geographic locations that come into play. We can also take a third party report. You can even tell us that a victim does not wish to be identified. We always tell you to never guarantee complete confidentiality. We can provide training. I encourage advisors to call us so we can help you determine what is reportable and, most importantly, to get the students the assistance that they need. FA President Larsson: It would be useful to talk about ways we could bring these different strands of information to faculty so we would know about how to act in certain situations. What are the responsibilities when we are advising students one on one? There are some other areas where this can become gray. This could include study abroad. Jensen: But this is limited mostly to on campus activity. There are many threads that we could pull together. FA President Larsson: What about white collar crime? VP Straka: That would be a whole different policy from MnSCU.

**k. Recycling and Event Support**—VP Straka: The recycling position has been eliminated. You will have to cover that on your own. FA: Most of us do that anyway. VP Straka: We have had some floaters on the GMW staff and these are now eliminated.

We have provided this gratis. Now we will have to have charge back. We will want feedback. FA President Larsson: Is there some kind of general announcement at events that could help people to clean up behind themselves? FA: Further than just special events, if students know that expectations are there, they are more likely to respond. FA: Sometimes stadiums can be cleaned using student groups. VP Straka: We will look at the cost. Provost Olson: We would have to look at bargaining units too.

**1. FA Feedback of Task Force reports**

**1. Nine-Month Appointment Report**—FA President Larsson: Thanks but no thanks. There didn't seem to be any advantages to shift any nine months from the standard academic year. All new full time faculty will be nine months but it will be concurrent with the academic year. There are some faculty at some of the other universities that seem to want this but I don't know the final outcomes.

**2. Endowed Chairs Report**—FA President Larsson: This presented some interesting issues. Provost Olson: The biggest challenge was that although the salary event could be placed on the salary schedule, it couldn't be placed off the list. There was no ability to go higher than the schedule. They couldn't see how the new language could be helpful. The first endowed chair would be in Nursing, but the endowment is not performing well in the market so we have to wait until it is performing better. HR Director Lamb: We developed a form so that someone could make a proposal. These reports will be going to President Davenport. FA President Larsson: There is a disincentive for a current faculty member to receive one of these, because they would have to return to their former status when it expired.

**3. University Scholars Recommendations**—FA President Larsson: This was returned to the Research Committee. This didn't seem to be a pressing issue. The contract puts this at the discretion of the President. There is no report at this time.

**m. FA Feedback on Differential Tuition for Online Programs**—FA President Larsson: Gerry Schneck brought one to us for Forensic Rehabilitation Counseling. He did an excellent job of drawing up the proposal and we voted to support this. Provost Olson: We were looking for a response to all online programs. Are there any objections? FA President Larsson: No.

**n. FA Feedback on Student Affairs Reorganization**—FA President Larsson: We are working with the model of last week. We were mostly concerned with the nature of Student Affairs and Counseling. There are some individuals that are either directly or indirectly involved. A key issue was the placement of the Counseling Center. Under the current plan, the Counseling Center would report through the Director of Health Services. That is a MSUAASF position and there is language in the contract that would allow that. However, the Center felt that this would replicate challenges that they have had in the past. There was talk about a wholesale move of the center to the College of Education. Or perhaps their Article 22 process could go through the AVP of Undergraduate Education. They felt that dividing the reporting lines would create a whole set of problems. They would prefer to see a direct report either to the AVP or to the Dean of Students. Another point they made was that they get more referrals outside of Health

Services than they do through them. Provost Olson: That is good feedback. That model is out there for comment. The planning group took seriously the concerns of the Counseling Center. I can promise that there were efforts to try to understand what the Counseling Center wanted. FA President Larsson: We do have some upcoming meetings scheduled to discuss this. FA: Where do we send comments? Provost Olson: Individual comments are always welcome. Today and tomorrow is the last chance to do that. We need to find an Interim Dean of Students soon. We usually don't do this much process but this is a big move. FA President Larsson: The response has been generally positive. We are excited that Assessment has moved into Academic Affairs.

**o. Summer Meet and Confer**—FA President Larsson: The Exec said that we weren't necessarily opposed but we assume that most items can be held over to the fall. We can meet if there is something extraordinary. Regarding the August retreat, if we could talk about the planning of that event sooner, that would be useful.

FA President Larsson: I would like to offer my own thanks to our Executive Committee and to the Submeets. We are very proud of the work that we do. Thanks to HR Director Lamb in helping to resolve issues. Thanks to the Administration in helping to negotiate these difficult issues. And a special thanks to AVP Winkworth for all the work that he has done for all of us.

The meeting ended at 4:35 p.m.

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John M. Winkworth  
Reviewer for Management

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Paul J. Hustoles  
Reviewer for Faculty