

MSUAASF Meet and Confer
September 21, 2006
1:10 PM; WA 303

Attendance: David Williams, Ted Johnson, Patricia Swatfager-Haney, Diane Berge, Lori Lamb, Rich Wheeler, Mike Hodapp, Linda Meidl, Lucette Wildt, Joel Johnson, Scott Olson, Sandi Jessen, Rick Straka, Richard Davenport.

Guest: John Winkworth

Meeting Chair: Joel Johnson

I. Information Items

- a. **Approval of Minutes:** Minutes of the July 13, 2006 and August 24, 2006 were distributed and approved.

b. MSUAASF President's Report—Joel Johnson

Johnson reported that there will be a New Member Orientation for new MSUAASF members. The new members will be oriented to the policies and procedures of the MSUAASF Bargaining Unit on Friday, September 29, 2006.

Vice President Marcius Brock has put a call out to the MSUAASF membership to serve on current university committees and task forces. Johnson asked that he be made aware of any new task forces and committees wanting our representation as soon as possible.

MSUAASF state meetings were held last week to prepare for the Chancellor's Meet and Confer. MSU representatives were made aware at that meeting that our MSUAASF membership has the largest number of awarded special initiatives. President Davenport asked that we encourage our members to present their projects/initiatives at the MSU Professional Development Day. Johnson will encourage those who did their projects during the summer term to present.

Diane Berge stated that the MSUAASF membership thanks Human Resources for their assistance with the Special Initiative process.

c. MSU, Mankato President's Report—Richard Davenport

An Enrollment Management Task Force will be assembled which will include First Year Experience, Financial Aid, Registrar's, and Admission. Walt Wolff and Henry Morris will be co-chairing this Task Force. The charge will be to come up with a short term plan after which they will continue to work on a long term plan. This Task Force will report to Sr. Vice President Scott Olson. President Davenport stressed the urgency of an enrollment management plan.

Presently, two thirds of MSU recruited students are from southern Minnesota with one third of recruited students from the metro area. There is a sense of urgency because of the projected 20% drop in high school graduates. Public relations will be a part of this plan. In crunch time, it is imperative that MSU, Mankato get their name out there so that all become familiar with the Minnesota State, Mankato name. President Davenport stated that we need to figure out how our students feel about MSU, Mankato. Pride in MSU, Mankato is not where we want it to be. Over 5000 first year students were accepted to MSU, Mankato, but only a little over 2000 first year students came and enrolled at MSU, Mankato. However, two thirds of the students that came here selected MSU, Mankato as their first choice in institutions. But, too many questions remain unanswered.

The Diversity Commission has floundered because the charge that they received was too broad. The charge now is to develop a short term enrollment management plan after which a long term enrollment management plan will be developed. It is critical that MSU, Mankato have a stable enrollment in order to move forward.

President Davenport reported that he would be changing Sr. Vice President Scott Olson's title to Provost. He said that this is a more appropriate title for a Sr. Vice President of Academic and Student Affairs. President Davenport stated that because 40% of his time needs to be devoted to the Capital Campaign, there needs to be someone in the role of running the University while he is not on campus.

Hodapp asked if this was part of the university re-organization that he was referring to at the August MSUAASF Meet and Confer meeting. The President said that this was a step, but as for the future of the reorganization he was not going to say. President Davenport stated that he and VP Swatfager-Haney agreed to put the search of an Assistant VP of Student Affairs on hold because that position may not be needed.

Berge asked about the Timeline of the Enrollment Management Task Force. Scott Olson said that in October they would be meeting with a consultant, in November they would hope to have a plan for Fall 2007 and by the end of the academic year they would hope to have some type of a long term plan, perhaps a 5 year plan. Olson also stated that the new task force will have some of the same task force members that served on the force last year.

d. Vice President of Student Affairs Report—Patricia Swatfager-Haney

The Vice President thanked all who were involved in assisting students with registration, move in, welcome week and other activities that have made for a great opening of the school year.

She reported that as far as campus security there would not be an armed Police Officer from the city on campus. However, an additional Public Safety Officer

will be hired as will an additional night security guard. The Vice President reported that the space issue of the Campus Security Department is being studied.

Vice President Swatfager-Haney reported that a Psychiatrist Dr. Michael Farnsworth will be coming to campus to assist with student mental health issues. Jessen asked if Dr. Farnsworth would have specific times that he would be on campus. Vice President Swatfager-Haney said that he will be on campus about 5 hours per week and will assist students through consultation with Health Services and Residential Life.

Homecoming is September 29 and updates will be sent to faculty and staff regarding events that will take place during that week.

II. Discussion Items

a. Human Resources—Lori Lamb

- **Unclassified Position Openings**—an updated roster on searches in progress, completed searches resulting in hires, and vacancies posted was provided.
- **Committee Lists**—a draft of current Minnesota State University, Mankato Committees was distributed.
- **Academic Calendar/Veteran's Day**—Copies of the approved 2007-2008 and 2008-2009 calendars were distributed. The Veteran's Day holiday for the 2007-2008 year will remain the same as last year in that MSUAASF members will be awarded an alternate holiday for Veteran's Day. The campus will be open on November 11, 2006. The campus will close on November 11, 2007 in observance of Veteran's Day.
- **Holiday Schedule 2007-2007/Survey**—Of the 452 responses from the survey, 106 of the responses came from MSUAASF members. The results of the responses were: 333 voted yes, the campus should close, 119 voted no. Lori emphasized that the cabinet wants bargaining unit perspectives before a decision is made on this issue. The cabinet will move on this issue and needs to move on this issue, but input on this issue is welcome and wanted.
- **Relocation of Searches to Human Resources from Affirmative Action**—The location of the search process will move to Human Resources from Affirmative Action for specific reasons. The Affirmative Action office needs to focus on recruitment and retention of diverse students, staff, and faculty. They also need to train and educate MSU, Mankato staff and faculty on how to recruit diverse students. The Affirmative Action office will continue to review applicant pools. Human Resources will review the search process with all bargaining units. After reviewing the process, needed changes will be implemented. The revised search process should be in place by November 1, 2006 and training on this process will take place in November. Lorraine Knutson will move from the Affirmative Action Office to Human Resources.

b. Budget—Rick Straka

The first Budget Sub Meet and Confer meeting will be held October 10, 2006. Scenario Planning will be on the agenda.

Because this is a biennial year, budget planning will go late and tuition rates will not be final until June.

Enrollment is down 110 FYE, but the adjustment that was made because of the predictions of enrollment being down is appropriate.

MSU, Mankato has raised its unrestrictive reserves to 5% which is what the Chancellor requests.

Straka was asked about the result of the drop for non-payment. He said that of 130 students dropped (after the first payment deadline), 90 re-enrolled. 40 students that registered after the first payment deadline were dropped for not meeting the second payment deadline. The majority of those students have re-enrolled.

c. Policies—John Winkworth

Winkworth reported on the University's Policy Consultation and Approval Process which is as follows:

Outline of the Process

- Creation of the Policy Consultation Committee (in the next few weeks) with reps from each division, MSSA and the collective bargaining groups
- Committee solicits recommendations from campus community on policies to be revised or developed
- Committee establishes a prioritized list of policies to be reviewed this academic year
- Draft is developed by a writer, not a member of the committee
- Draft is distributed for informal review
- Based on comments received, the draft is revised
- Draft is distributed for formal review
- Final changes are made
- Policy is presented to the President for approval

ASF president Joel Johnson stated that in at times in the spring our unit feels rushed to get feedback back during the review process and asked for a more efficiency in the process.

Lori Lamb stated that she feels that the institution has a responsibility to let all employees know what policies and when policies take effect.

d. Pandemic Planning Update—John Winkworth

1. A draft was developed in response to a letter from the Office of the Chancellor requesting that we plan how we would react to an outbreak of “bird flu” on our campus or in our region and how we would return to normal operations if a severe outbreak occurred.
2. The request called for a June 16, 2006 initial submission date
3. System meetings were held in July where institutions review drafts and shared ideas.
4. A revised draft was developed in early September based on that sharing.
5. Our attempt was to submit only a basic outline since all campus constituents were not available during the summer to contribute to the document.
6. We will solicit comments and suggestions from all groups during fall term to develop a plan that based on the comments of all affected groups.
7. Carol Jensen and Chris Connolly are leading this initiative
8. Malcolm O’Sullivan has worked on a template for Academic Affairs.
9. Work will continue on this institutional document throughout the year with participation by all groups.

e. Doctoral Programs Update—Scott Olson

Dr. Olson stated that there are 2 programs that are in the process of going forward for approval, one an MSU, Mankato program, and one program is a consortium with MSU, Mankato, Winona, Metro State and Moorhead. The solo MSU, Mankato Program is an Ed. D. in Counseling and Student Personnel (CSP). The consortium program is a doctoral in nursing. Both programs need to be submitted to the Chancellor’s Office by September 30, 2006. This will not be an issue with the CSP program as it will probably be submitted a head of schedule. The Nursing program will most likely be submitted in draft form and will continue conversations in November. The Chancellor is aware of the development of the nursing program. Dr. Olson stated that as far as we (MSU, Mankato) can tell, we are the only campus submitting two doctoral programs for approval and we are the only campus submitting a solo doctoral program for approval. Berge asked if there would be a chance for some of our members to teach in these programs. Olson stated that it may be possible and then explained the different types of faculty status.

Meidl asked if these programs are approved, will they be funded by MnSCU? Olson explained the different ways that the programs could be funded, by differential tuition and by reallocation of resources. It is unlikely that MnSCU would fund these programs.

f. Other

Vice President Swatfager-Haney wanted to let all know that retention has gone back up to 77.6%. She thanked all involved (Rich Wheeler) in the planning of the new residence halls. She also thanked Mike Hodapp for his leadership during his tenure as interim CSU director. The Vice President stated that there are some issues that are still being worked out with the new food service company and that if any member has feedback, questions, or concerns to contact Swatfager-Haney, or Cindy Janney.

Lori Lamb noted that the new calendars distributed during today's meeting reflect the MnSCU common start date.

Hodapp asked for news on the capital campaign. David Williams said that at this time they are mainly working on verbiage to state the case for the capital campaign.

Meeting adjourned at 2:35 PM

**Minutes recorded and respectfully submitted by
Sandi Jessen, MSUAASF Secretary**