

MSUAASF Meet and Confer
March 8, 2007
1:10 PM WA 303

Attendance: David Williams, Rick Straka, Patricia Swatfager-Haney, Mike Hodapp, Lori Lamb, Rich Wheeler, Marcius Brock, Linda Meidl, Bryan Schneider, Diane Berge, Lucette Wildt, Torin Akey, Joel Johnson, Scott Olson, Sandi Jessen, Malcolm O'Sullivan, Richard Davenport

I. Meeting Chair: Joel Johnson

II. Information Items

A. Approval of Minutes: The minutes of February 1 were distributed and approved as read.

B. MSUAASF President's Report: Joel Johnson

- Johnson reported that invited members are preparing for the enrollment management summit.
- ASF members have concerns about the budget picture as well as preparing initiatives for 2300-2400 students. Additional concerns are physical plant issues supporting additional students.
- Members would like to know the status of the College of Business building.
- Membership is also questioning where we go if we want to seek consultation from a Bargaining unit. Is there a central contact?
- ASF members would like clarification on the policy governing weather closings.

C. MSU President's Report: Richard Davenport

- The Northern Sun Conference delegation visit has been rescheduled for March 14 & 15. We do not anticipate a decision on conference acceptance until a few weeks following the visit. For MSU to be accepted to the conference, we would need to receive 7 out of 10 votes.
- The President's office has been involved in fund raising, traveling to various cities in the country to meet with prospective donors.
- The second phase of the Trafton Science building was presented to the bonding committee.
- The College of Business building is going to be a great building. At the present time we are looking for and talking with donors.
- The enrollment management summit to be held on Friday, March 23, 2007 will be very good. It will include: a campus master plan, an academic master plan, a financial master plan, and a student master plan. The morning will include visioning, the afternoon small work groups, and President Davenport will wrap up the day at 3:00 PM. It will be an opportunity for attendees to

contribute to the vision of what Minnesota State University, Mankato.

- Commissioner Dan McElroy has announced a 5 million dollar WIRE grant be awarded to MSU, Mankato.
- Senator Julie Rosen and Senator Kathy Sheran are introducing and supporting a 15 million dollar renewable energy consortium
- to be housed out of MSU, Mankato.
- Very creative, innovative ideas are coming out of the student affairs office.

D. Vice President of Student Affairs Report: Patricia Swatfager-Haney

- Office of student affairs is trying to get a handle on immediate needs of student support services.
- In the midst of more formal planning for Residential Life
- Vice President of Technology Search: meet with consultants on March 19. It is the hope of the committee to have the search completed by mid May.
- VP Swatfager-Haney extended a personal and institutional thank you to all who assisted during the weather closing.
- VP Swatfager-Haney extended a thank you to the admissions and recruiting staff. Admitted students are up 19.5%, admitted transfer students are up 7.5%. The total incoming applications are 6898 compared to 6331 last year at this time. Admissions rate for Ethnic students is up 50%.

President Davenport asked Diane Berge for the general consensus of the profile of the students. Are the profiles stronger than of those students in the past? Berge was not able to give that specific information.

Dr. Davenport stated that the President of Winona State University stated that his institution has a 91% retention rate. Discussion followed with questioning if that is Fall to Spring? First year to sophomore year?

Dr. Davenport asked if there is a good time for a media blitz to impact enrollment. David Williams stated that the past media campaign was a 2 year blitz to improve name recognition and that it was not geared specifically for enrollment. Dr. Davenport stated that he felt that a media blitz could include multiple goals.

E. Informal Review of Administrative Drop Policy: Malcolm O'Sullivan.

- Response by March 14, 2007

F. Informal Review of Access for Students with Disabilities Policy: Malcolm O'Sullivan.

- Response by March 14, 2007

III. Action Items

A. Formal Review of Policies

- Undergraduate Course Repeat Policy—Response
- Undergraduate Admissions Policy—Response

ASF membership feedback was distributed in written format.

IV. Discussion Items

A. Human Resources Topics: Lori Lamb

- Personnel Searches and Hires—an updated roster on searches in progress, completed searches resulting in hires, and vacancies posted including classified positions was distributed.
- Classified Staff Development Fund—DeeAnn Snaza. \$10,000.00 has been set aside as a classified staff development fund to assist classified staff in enhancing their professional growth. Applications for funds are available on line. Deadline for application is March 16, 2007. The goal is that this will be offered each year, but at this point that is not a guarantee. Applicants accepted to receive staff development funds will be notified April 2. The maximum award will be \$800. but that amount is subject to change depending on the number of applicants. Dr. Davenport asked where the funding was coming from and if it is a line item in the budget. Rick Straka stated that he was not sure, but he would work on this with Rosemary.
- Security Awareness Training—Kevin Thompson. Kevin’s position is fairly new and his job is to keep hackers out of the computer system. Training will consist of 3 modules administered through D2L and each module will be 15 to 20 minutes in length. It will be launched out to all employees, then to graduate assistants and students.
- Sexual Harassment Training—Lori Lamb. This training will be campus wide web based training. There will be 2 versions and both will be required if you are a manager or supervisor. David Williams suggested that the term be changed to “Prevention Training of Sexual Harassment.”
Lori stated that MSU, Mankato is doing several things to address bullying in the work place. She stated that we need to do a better job of education and training to ensure that our campus is a friendly, welcoming campus.
- Weather Closing—Lori Lamb. The good and bad news is that we don’t close very often. The President was out of town at the time of the storm, so it was up to Scott Olson to make the decision about closing. Because the university has not closed in so long, the employees in charge of the closing were unaware that when the governor closes state offices, the university may still stay open. There was confusion but there will be no confusion in the future. Lori also stated that we need to evaluate who specifically are our weather essential employees.

B. Budget: Rick Straka

- We are six weeks away from knowing where we will be next year. The President together with Vice President Straka have had discussions with the students on a 4% tuition increase. Mike Hodapp asked at what point do we determine where we need to go? Straka stated that we will not have tuition set until June or July. The first hearing will be in May with an open hearing most likely taking place in June. President Davenport stated that we need to figure out what we need to get the job done. He stated that both he and VP Straka have been speaking with students and have let them know that tuition may increase as much as 5-6%. When asked about initiative funding for enrollment management, Straka stated that we will look at the return on our investments and make prudent decisions.
- Campaign Update—David Williams. VP Williams showed the video clip that is being shown to possible future donors.
- Trafton Renovation, Science labs—Rick Straka. Straka stated that there will be an additional 10 to 15 labs by Spring of 2009 and that there should be 25 total additional labs by 2010.
- Bargaining Unit Consultation—Joel Johnson. Johnson shared the concern of the ASF membership that we don't know where we should go to find out if consultation from specific bargaining units is needed or wanted or when specifically the ASF bargaining unit should be included on committees, task forces, or in discussions. Lori Lamb stated that perhaps a procedure or policy should be created on how the consultation process would work. A group could be assembled and could put together a draft of procedures. Dr. Davenport asked what the purpose of this would be? Johnson explained that in the past our membership has been excluded from discussions that we feel we should have been a part of. Scott Olson shared that this administration is deeply committed to shared governance and in trying to do so, have made some mistakes. VP Olson asked that ASF bring concerns of this to the attention of the Vice President's. He also said that he liked the idea of a draft or document. Dr. Davenport stated that if shared governance is done properly, we don't need another level of bureaucracy. Another layer may be too much and he is for streamlining the process. Lori Lamb stated that she believes we need some type of common understanding or common agreement, so that inadvertent overlooking will not take place.
- Update and Discussion on Enrollment Management Summit—Scott Olson. Discussion took place under the President's report. President Davenport reiterated that this is going to be a great day and is looking forward to the summit.

Meeting adjourned at 2:35 PM

Minutes respectfully submitted by Sandi Jessen, ASF Secretary

