

**MSUAASF Meet and Confer**  
**October 18, 2007**  
**WA 303 1:00 PM**

Attendance: R. Davenport, P. Swatfager-Haney, J. Johnson, R. Straka, S. Olson, M. Delmont, C. Janney, D. Berge, L. Wildt, M. Brock, A. Johnson, L. Lamb, M. Hodapp.

**I. Meeting Chair: President Davenport**

**II. Information Items**

A. Minutes of September 20 meeting were distributed and approved.

B. MSUAASF President's Report – Joel Johnson

- **The following was submitted formally to Administration by the MSUAASF Executive Board on both 10/16 and 10/18**

**MSUAASF**

**Minnesota State University – Campus Association**

Minnesota State University Association of Administrative and Service Faculty

MSUAASF President's Report

Meet and Confer, 10/18/2007

MSUAASF Response to Administration Memorandum, 9/12/2007

Enrollment Management

- Open Forum with MSUAASF members
  - Scheduled for November 2<sup>nd</sup>, 12:00pm
  - Room, CSU 253/54, podium and Mic requested
  - Questions will be submitted to Executive Board and read by Exec. members for response
    - Anticipated Themes
      - Lack of Confidence within the membership related to direction of institution, particular to planned growth and Enrollment Management
        - Disconnect between ambitious vision for student enrollment and campus facilities growth, when compared to gap perceived by our members with regards to action plans and budgetary support provided to members to achieve established goals set forth by administration, particularly if the funds are DISPROPORTIONATELY focused on RECRUITMENT without providing PARALLEL funding for the SUPPORT SERVICES needed to retain students.
        - Members report punishment and/or retaliation to either themselves, and/or their departments, when

legitimate implementation concerns are raised and if achieved goals are not met. This has created a non-trusting environment for employees within our bargaining unit

- As such, questions posed by members will be submitted in advance and presented to administration by an Executive Board Committee member at open forum
  - What is the total dollar amount allocated from cabinet to fund initiatives listed for fiscal 2007? Anticipated funds available for fiscal 2008 and 2009?
- Budget
    - MSUAASF looks forward to the opportunity to be informed of areas potentially impacted by budget reallocations and an opportunity to provide feedback
      - A continued concern for members is the well documented MN high school graduation decline predicted beginning 2010 and Minnesota State, Mankato's budgetary preparation to minimize impacts to our membership
- Searches
    - Search processes not perceived to be followed consistently
      - Inconsistency with following established guidelines for emergency hires, or internal postings. Some divisions are required to post two week internal postings while other appointments just seem to happen. Also, inconsistency between DIVISIONS about the use of Interim titles; some Interim appointments have been allowed to not use the word Interim in their titles
      - Examples of positions created, appointments, and/or searches Executive Board has received comment on
        - International Recruitment and Retention Specialist
        - Assist. VP for Planning
        - VP for Diversity
          - Additional examples will be provided as received by our membership
- Strategic Initiatives for Campus
    - Feedback from members questions the credibility of the report card. In regards to how the report card shows initiatives as green for "completed", yellow for "partial/in progress" and red for "not completed", a category marked green for "completed" is not an accurate representation when the initiative was "completed but not funded".

- Will administration consult with past committee members and bargaining units with regards to the rubric utilized for this assessment of progress on each of the past Institutional Strategic Priorities?
- Campus Master Plan
  - Will MSUAASF be provided an opportunity to review the reported completed 50% of the Master Plan
  - MSUAASF does request an opportunity to appoint members on the Campus Master Plan Work Group. MSUAASF does not recognize administratively reported representatives as bargaining unit representation as outlined in the 9/12 memorandum
- Security and staffing
  - In response to the question posed by administration in the 9/12 memorandum, MSUAASF is not recommending one staffing position over another, but simply illustrating a membership concern with current available security staffing
    - A question has arisen regarding a perception that student staffing positions have been cut in facilities, resulting in the elimination of crossing guard positions at busy intersections. Has student staffing been cut? Rationale for cuts? Impacts to students previously employed?
    - A question has been raised with regards to current security staffing levels not allowing for adequate coverage. Please elaborate on “hiring rent-a-cops at peak times (pg. 4, Sample List of EM Investments, Security, item #3)”
    - Concerns with COOP Planning Process
  - Requested items to address
    - ***Institutional Assumptions need to be identified and finalized by administration***
    - ***Institutional Recovery Objectives need to be identified and finalized by administration***
    - ***Confirmation of the 90 units recognized within the report structures needs to be finalized***
    - ***IT support needs to be improved***, inclusive of authorization issues, hints/tips for both input of work and saving of work, and complete instructions for downloading templates for individual department work with confirmation as to whom to email completed templates. Per discussion from 10/10 training, with MNSCU presenter



- Looking forward to Governor's tour to India. Sam Roy, who is on the MSU Foundation Board, is also going.
- He has met with ASF leadership to discuss ASF membership concerns and is looking forward to November 2. Open Forum.
- Discussed the issue of his enrollment growth vision and how there is no time frame because we can't grow until the campus infrastructure is ready. When Sears residence hall and Trafton addition come on line the physical plant will be at the maximum output. Other factors enrollment management, master plan, and an academic plan will dictate how the University will grow.
- He is very concerned about the statement that "members report punishment and/or retaliation to either themselves, and/or their departments, when legitimate implementation concerns are raised and if achieved goals are not met." The President said this will not be tolerated.
- Kudos for the College Fair booth, he saw and heard compliments.

#### D. Vice President of Student Affairs Report

- Bonding for the CSET Living/Learning Community Housing Project is on hold until infrastructure issues and master plan is completed.
- Thanked all you who helped make Homecoming a success.
- Family Weekend, Oct. 19-21, 2007.
- Reported the family of Caty Delwiche were overwhelmed by the memorial service.
- 500 prospective students/parents are here each of the next 3 days to participate in the Admissions open house.
- MSSA invited Councilman at Large Mike Laven to the Senate meeting and had a good discussion of issues of concern to students.

### III. Action Items

A. Formal Review of Policies. N.A.

B. Informal Review of Policies. N.A.

### IV. Discussion Items

A. Human Resources Topics – L. Lamb

- An updated roster on searches in progress, completed searches resulting in hires, vacancies posted including classified positions was distributed.
- University schedule during the Winter break was discussed. The University will be on limited operations during the

time between December 24, 2007 – January 4, 2008.  
Appropriate arrangements for staffing and supervision  
should be made in advance at the divisional level.

B. Budget Update – R. Straka

- University reserve is at 6.4% that meets the MnSCU guideline of 5-7%.

C. Enrollment Management – S. Olson and P. Swatfager-Haney

- Budget Items – University has made investments in recruiting, technology, and positions regarding enrollment management.
- Enrollment Targets for FY 09. – Specific targets have not been determined yet, however over all enrollment numbers are anticipating a 300 – 400 increase.

D. ITS Request for MnSCU Funding – M. Delmont

- FY 08 Initiative Funding Prioritized List that meet the MnSCU 8 key projects was discussed. Six IT initiatives were provided that total \$497,500.

E. Report Card on Institutional Priority Progress – S. Olson

- A strategic planning Report Card Executive Summary draft was distributed. The draft will be put in PDF format and distributed. Feedback should be sent to Avra Johnson.

F. COOP Templates – R. Straka

- Cabinet has approved, now ready for distribution with instructions on how to complete.

G. Update on status VP for Advancement Search – R. Davenport

- Search consultant has been on campus.
- Will probably name an interim for 4-6 months until search is completed. This will occur after trip to India.

H. Update on MnSCU Audit – R. Straka and P. Swatfager-Haney

- MnSCU has changed policy and transfer credits can not be used to determine G.P.A. The University must comply and has no choice.

I. Update on Special Initiative Funding – L. Lamb

- Awards for this funding period will be announced during the week of Oct. 22<sup>nd</sup>.
- Need to find a forum to communicate the work that has been done.

- J. Parking Behind Armstrong Hall – R. Straka
- A memo was distributed with five recommendations regarding parking behind Armstrong Hall.
  - Feedback should be sent to Vickie Hanson in Finance and Administration.
- K. Tobacco Free Initiatives – R. Straka and P. Swatfager-Haney
- Policies from various campuses have been reviewed and a MSU, Mankato draft policy should be ready next week for discussion.
- L. University RFP and Contract Process – S. Olson
- Asked that ASF respond to a draft of the process that was distributed at the last meet and confer.
- M. Campus Master Plan – R. Straka
- Discussion regarding the reported 50% complete.
  - What has been completed is the direction of the plan for MnSCU review.
  - Work group scheduled to meet on October 19, 2007.

**Meeting adjourned at 2:45 PM.**

**Minutes recorded and  
respectfully submitted by**

**Michael C. Hodapp**