

MSUAASF Meet and Confer
November 7, 2007
CSU 203 2:00 PM

Attendance: J. Johnson, M. Fagin, C. Janney, S. Olson, L. Meidl, M. Delmont, A. Johnson, M. O'Sullivan, P. Swatfager-Haney, R. Davenport, R. Straka, L. Lamb, L. Wildt, R. Wheeler, M. Hodapp.

I. Meeting Chair: Joel Johnson

II. Information Items

A. Minutes of October 18 meeting were distributed and approved.

B. MSUAASF President's Report – Joel Johnson

- Thanked President Davenport for participating in the ASF Open Forum on November 2nd.
- Distributed the summary of questions and President's responses from the open forum.
- MSUAASF is scheduled to have its State Meet and Confer on November 16th.

Submitted Agenda Discussion Item from MSUAASF Meet and Confer Team

MSUAASF

Minnesota State University – Campus Association
Minnesota State University Association of Administrative and Service Faculty

Date: 11/05/2007

To: Administration

From: MSUAASF Executive Board

Subject: Requested Agenda Items-Meet and Confer

- Campus Safety concerns
 - An increase in the number of incidents, campus related safety concerns has been a discussion by our membership
 - There has been a question raised regarding the need to hire additional (6) Campus Security Officers to provide full time **professional** coverage **24 hrs. a day, seven days a week**. The current staffing level (**6 FTE officers**) cannot provide for a FT Officer on each shift leaving the safety and security of the campus community and its property in the hands of "student" part time patrol officers. This has raised a safety and liability concern for members. When will this be addressed by administration? Is Minnesota State, Mankato moving forward to professionalize the campus security department?

- MSUAASF requests results from Program review of Security made available to bargaining unit for review.
 - Crossing guards removed at key points on campus. Please discuss rational for the elimination of this service to the campus community
- Enrollment Targets for Fall 2008
 - Concerns from the membership that targets are not set in a timely fashion to afford our members in key EM positions, the opportunity to meet declared goals/objectives.
 - When will these come forward? Should members anticipate increased targets for next year? What is the campus enrollment capacity viewed by cabinet? Will targets have a goal of not exceeding campus capacity? Dr. Davenport stated to the bargaining unit at our Friday retreat that growth would not exceed campus capacity.
- Campus Bullying, Work Place Environment Concerns
 - Was acknowledged as a problem by Dr. Davenport at Friday's 11/2 retreat with AASF
 - The bargaining unit is obligated to follow up on any reports of bullying to insure an appropriate work place environment for our employees.
 - This is an ongoing concern vocalized by our membership for which the bargaining unit will continue to monitor.
 - President's plan for intervention/elimination of behavior
- Retreat with MSUAASF-Plan Date
- PDF of report card for Strategic Priorities, AASF has not received electronic access to this document. Was agreed at last meet and confer would be shared electronically in PDF format
- Search processes on our campus are not perceived to be followed consistently by administration. Examples include divisions/offices following established guidelines for emergency hires, or internal postings, combined with what has seemed to be different search process expectations between divisions.
 - A current example is the Intl Recruit and Retention specialist position. Questions pertaining to why the department has not been allowed to bring in three candidates versus two and why the supervisor was not allowed to make a recommendation for hire based on recommendations of the established search committee.
 - MSUAASF requests follow up with regards to status of this search and rational for exclusion of supervisor
 - Why was the department not allowed to bring in three candidates versus two?

Please note that minutes from the MSUAASF Open Forum will be forthcoming. Administration will also provide a written response for each question. The minutes and the written response will be circulated to members for review and continued dialogue

C. MSU, Mankato President's Report - Richard Davenport

- Reflecting on the open forum, proposed that a retreat with Administration and ASF on specific topics could be helpful.
- Since his return from India trip, has been working on Vice President for University Advancement search processes.
 - a. National search consultant was hired.
 - b. Search Committee Chair will be announced soon.
 - c. Hopes to name an interim by the end of this week.
 - d. Has met with University Advancement Department heads to discuss the search.
- President's Leadership Council has met to discuss bargaining unit updates, tuition, and budget issues.

D. Vice President of Student Affairs Report - Pat Swatfager-Haney

- Recognized Admissions Office for their work – admits for both Spring 08 and Fall 08 are up.
- Noted the University community response to the 3 recent tragic deaths of students.
- Four MnSCU campuses have new or interim Vice Presidents of Student Affairs.

III. Action Items

A. Formal Review of Policies - N.A.

B. Informal Review of Policies - Malcolm O'Sullivan

- Summary of Changes in Policy Drafts was distributed.
- Requests feedback in 30 days. ASF feedback should be sent to President Johnson.
- **Policies may be accessed at**
<http://www.mnsu.edu/acadaf/policies/>
 1. Transfer of Technical Credits
 2. Resolution of Student Concerns (new name recommended: Student Complaint and Grievance Process)
 3. Weather and Emergency University Closure
 4. Student Athlete Drug and Alcohol Education and Testing
 5. Grading

6. Priority Registration
7. Make-up Work and Missed Classes
8. Tobacco Free Policy

C. Policy Review: Policy Presented for Elimination

- Verification of Enrollment for Students with Disabilities.

D. Policy Review: Policy Presented for “Expedited Review”

- Undergraduate Extended Learning Student Admission to the University.

IV. Discussion Items

A. Human Resources Topics – Lori Lamb

- An updated roster on searches in progress, completed searches resulting in hires, vacancies posted including unclassified and classified positions was distributed.
- Distributed a revised (10/30/07) MSU criteria for proposals regarding MSUAASF Special Initiative Awards. Timelines are posted on the HR website. Criteria changes related to project completion and final report due date.

B. Budget Update – Rick Straka

- Financial Audit has been completed. No problems found. Recognized Steve Smith, Comptroller and his staff for doing an excellent job.
- Reported Southwest and Bemidji are facing budget reductions which will result in positions reduction.
- Per MnSCU directive unrestricted compensation absences and severance costs have been built into budget.
- FY 09 Budget. Cabinet will receive various budget scenarios tomorrow. Bargaining units contract settlements will have a major impact on the budget.

C. Enrollment Management

- ASF issues/concerns regarding enrollment planning are provided on the summary of the open forum.
- President stated again that we will not sacrifice quality and excellence for quantity.
- Provost Olson reported that departments were asked what an achievable enrollment goal is and what would be a stretch. Want to maintain a good faculty-student ratio. A meeting will occur tomorrow to set targets.
- An investment has been made in faculty and ASF additional positions.

D. Bullying Survey - Susan Taylor

- The survey was distributed by email to the campus community on Monday, November 5th by the consultant Joel Neuman.
- If the email got deleted go to the Commission on the Status of Women website.
- Paper copies of the survey will be available on Monday, November 12th at the Hub.
- It was stressed that the identity of the person completing the survey will not be known.
- Consultants will report back the results during Spring Semester.
- Final report will go to President and Cabinet for action on recommendations.
- Kudos to Susan for all her hard work on this project.

E. Campus Master Plan Update - Rick Straka

- Have been working with consultants on infrastructure issues.
- Stadium Road and Warren Street intersection and landscape architect are other topics being discussed.
- 50% completion of plan, means Office of the Chancellor staff agree with the campus direction of the development of a campus master plan.
- There is no deadline – plan goes to Vice Chancellor's, but does not need Board of Trustees approval.

F. Campus Safety - Joel Johnson

- This topic continues to be a concern for our members i.e. 3,543 calls for service during 8/22/07 – 11/2/07.
- Number of positions and appropriate space allocation was discussed. Administration recognizes issues.
- Partnership with City would mean armed officers.
- Office space considered: off-campus, Res. Life, Morris Hall 1st floor if College of Business vacates.

G. Workplace-Environment - Joel Johnson

- See summary of the open forum.

H. Search process - Joel Johnson

- See summary of the open forum.

I. MnSCU Audit - Pat Swatfager-Haney and Rick Straka

- Per MnSCU Procedures 2.91 transfer credits can not be used for SAP or GPA.

- However, they could be used in the appeals process related to academic probation.
- Suggested that a forum be held to discuss other issues related to using transfer credits, if allowed.

Meeting adjourned at 3:40 PM.

**Minutes recorded and
respectfully submitted by**

Michael C. Hodapp