

MSUAASF Meet and Confer February 28, 2008 1:00 PM

Attendance: Pat Lepetzky, Scott Olson, Michael Miller, Linda Meidl, Marilyn Delmont, Marcius Brock, Mike Hodapp, Sandi Jessen, Diane Berge, Rick Straka, Rich Wheeler, Lori Lamb, Cindy Janney, Pat Swatfager-Haney, Lucette Wildt, Linda Hanson, Mike Fagin

I. Meeting Chair: Scott Olson

II. Information Items

A. Approval of Minutes—Minutes of the January meeting were distributed and approved.

B. MSUAASF President's Report—Joel Johnson

- Johnson welcomed Linda Hanson Minnesota State, Mankato's Affirmative Action Officer
- The MSUAASF February general membership meeting was very well attended.
- MSUAASF is actively planning for the March 21 retreat. Thanks to Lori Lamb for developing the schedule.

C. MSU President's Report—Provost Scott Olson for President Davenport

- President Davenport's surgery went well
- Maximum Credit Count—there will be three exceptions. 1) Accreditation, 2) Industry Standard and 3) Unique programs. This will be put into place in January 2009 with implementation in June of 2010. We are a part and will continue to be part of those conversations
- MSUAASF has been invited to the conversations occurring on VSA. We are recommending that we become a participation institution, but we need to look at which instrument will be right for our institution.
- The President's written response to the open forum held with the MSUAASF membership in November was given to Joel Johnson. Johnson asked if it could be sent to him electronically so that he can send it out electronically to membership. Provost Olson will have the President's office send it electronically to Johnson.

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

- The alcohol summit held at the Alltel Center was a success. There was a broad range of attendees. We are now working on putting materials on the web site, and collecting and collating materials gathered from the summit. Swatfager-Haney and

Provost Olson will be convening a group to discuss the next step. There is a sense that the entire community needs to be involved.

E. Update of Policy Review Process

- Policies distributed this week for formal review: Smoking and Tobacco Use or Sale Prohibited, Resolution of Student Concerns, and Weather and Emergency University Closure. The formal review period for these policies will end on **April 22, 2008**.
- The formal review period for the following policies will end on **April 7, 2008**. Transfer of Technical Credits, Student Athlete Drug and Alcohol Education and Testing, Grading, Priority Registration, Make-up work and Missed Classes, Mathematics Placement, Campus Information/Technology
- The current policy entitled Verification or Enrollment for Students with Disabilities is recommended for elimination since its content are included within the policy entitled Access for Students with Disabilities which was approved last year. The review period for the elimination of this policy will end on **April 7, 2008**.

F. Master Planning Open Forum Dates—Rick Straka

- Open forums will be three hour sessions, March 31 from 9 AM to Noon and April 2 from 1 PM to 4 PM. The forums will take place in the Heritage Room.

III. Action Items—there were no action items

IV. Discussion Items

A. Human Resources Update—Lori Lamb

- An updated roster of both classified and unclassified positions posted and recent hires was distributed. Lamb stated that they did a thorough review of positions because past rosters have not been accurate. They are now much more accurate and up to date.
- Vacant Position Form—this is the form that will need to be completed if a position needs to be filled immediately. The Chancellor is urging all to be thoughtful and cautious when considering filling a position. The Cabinet approved the process of using this form. The exceptions would be adjuncts, very temporary positions or emergency hires because of death or retirement.
- Notice of Vacancy Language—get feedback to the Diversity Commission as soon as possible.

B. Budget Update and Discussion—Rick Straka

- Economic forecast is that the state will have a \$935 million deficit. Minnesota does have a constitutional amendment that states we must have a balanced budget. The reserves are in good shape. We do not know the effects of the gas tax. We will know more next week.
- MSU, Mankato is in good shape for the current year budget. Next year with additional 300 FTE, we could likely see a \$1.5 million deficit. The cabinet is looking carefully at this and doing planning as to how we can balance the budget.

C. ASF Retreat with Dr. Davenport—Lori Lamb

- The retreat is planned for March 21 from 8:30-12. The agenda and details are in the process of being planned. There will be a limited number of topics that will be worked on by attendees of the retreat.

D. Update, Strategic Priority Dashboard—Scott Olson

- Comments from task forces are being integrated. A published report should be complete by April or May.

E. Extended Learning—Scott Olson, Pat Lepetzky

- A proposal for the establishment of the College of Extended Learning was distributed. Feedback on the proposal is requested by the next Meet and Confer.
- Off campus site update—We are in the process of lease negotiations but have run into a road block. We will continue to negotiate but also will look at other sites. The systems office has been involved on this every step of the way.
- Lepetzky will send a summary document to Johnson to share with membership.
- When asked if this will assist with the offset of the budget issues Straka stated that this will probably not cash flow for about 3 years. Reserves from Extended Learning will be used as seed money.

Meeting adjourned at 2:10 PM

**Minutes recorded and respectfully submitted by:
Sandi Jessen, ASF Secretary**