

MSUAASF Meet and Confer Minutes
January 22, 2009 1:15 p.m. CSU 204

Attendance:

Richard Davenport, Scott Olson, Patricia Swatfager-Haney, Doug Mayo, Mike Hodapp, Shirley Murray, Brian Jones, Lori Lamb, Marcius Brock, Michael Fagin, Rick Straka, Bryan Schneider, Richard Wheeler, Cindy Janney, Malcolm O'Sullivan, Linda Meidl, Avra Johnson.

Meeting Chair – Richard Davenport

I. Information Items

- A. Minutes from December 4, 2008 meeting were approved.
- B. MSUAASF Report: Marcius Brock, ASF Vice-President
- ASF would like to thank Lori Lamb and committee for putting on Professional Development Day.
 - Expressed gratitude for town hall meetings and transparency in communicating budget information.
 - Noted tentative date of ASF retreat with Cabinet as March 24, 2009.
- C. President Davenport's Report
- Emphasized serious nature of budget challenges and importance that discussion on options and decisions remain as transparent as possible.
 - Reminded that Governor Pawlenty's message on the budget will be given on February 3rd.
 - Noted that Susan Heegaard has resigned from Higher Ed. Services Office and will be with the Bush Foundation, working with teacher education initiatives.
 - Board of Trustees will challenge the 60/120 credit legislation and is seeking a bill sponsor to repeal this legislation. MSU will move forward with its 120 credit planning until any new legislation is passed.
 - The Board also continues to discuss tuition increases and may be softening position a bit, noting that some increases may be necessary (but not double digit increases).
 - The President's Office is reviewing all out of state travel (from all funding sources) to increase our due diligence in these economic times. President is honoring all contract travel requests that are appropriate for professional development.
 - President praised work on Professional Development day.
 - Clarified MSU's relationship to the city's new hockey center. This is not an MSU project, but a city project which MSU supports. It will be built on MSU property with a long-term lease with the city. MSU will rent the facility for women's hockey and other appropriate uses. Noted that availability of this facility also addresses gender equity and Title IX issues.

- D. Vice President for Student Affairs Report: Patricia Swatfager-Haney
- Thanks to Cindy, Rich and staff for work on McElroy renovation proposal, which was approved. Work continues on new 600 bed residence hall proposal and also on campus recreations facility.
 - Emergency Building Coordinator training will be held soon - names of interested persons have been solicited. SCC will provide assistance with emergency templates and STAR alert notification is also being addressed.
 - Food service consultation is underway, with special attention given to food service for residence halls.
 - Student Affairs is addressing the aftermath of the recent off-campus party, which involved numerous MSU students, Greek organization members and student leaders.

II. Action Items

Policies Presented for Informal Review (all accessible at <http://www.mnsu.edu/acadaf/policies/>) Malcolm O'Sullivan

- Three revised policies have informal review periods running through January 26, 2009; MSUAASF input has been received on the Alcohol policy; MSUAASF input is still solicited and needed soon on Locks, Keys and Electronic Access and on Data Practices. Formal policy review will be from February 13 – April 10, 2009.

III. Discussion Items

A. Human Resources: Lori Lamb

- Classified and Unclassified openings were distributed earlier this week via email. The lists show Cabinet approval status for positions. Question regarding number of classified positions being held at VP level; this isn't known because HR only counts those that are submitted to HR for Cabinet consideration. Lori also noted that, in the event of any layoffs, the layoff process is blind to the funding source of positions.
- PDF and PIF travel (addressed earlier by President Davenport). These funds are not depleted but required review for out-of-state travel is in place. For MSUAASF members, completed CS 1404's along with brief explanations of need for travel should be submitted. Turnaround time on these requests is quick.
- Implications of possible lay-offs: This will be budget driven, and more will be known after the 6% and 10% reduction plans are submitted and reviewed. All attempts are to handle personnel reductions through attrition, but this may not be possible. The process will remain as transparent as possible. The notice of non-renewals will not used as a blanket approach or strategy for keeping lay-off options open. Non-renewals are being handled as they have been in the past, with ASF leadership informed prior to the notices going out.
- Special Initiative fund has approximately \$20,000 remaining for this fiscal year due to some uncompleted projects. A new call for proposals to be completed in this fiscal year is out. It is uncertain whether these funds will be available in FY10.
- Ethics Modules online should be completed by all MSU employees. There is a March deadline for completion and a reminder of this, along with the link, will be sent out again.
- Professional Development Day was very successful and a few sessions will be repeated during Spring semester as "Back by Popular Demand" – managing money,

communications in stressful situations, mental health issues, African drumming – more information will be forthcoming on these programs.

B. Budget Update: Rick Straka

- Some questions arose about employees being allowed time to attend Town Hall meetings. It is the intention of Administration that these meetings be open and available to all employees, but some consideration will need to be made to maintain appropriate staffing in offices (such as alternating meeting attendance, etc.)
- A “ray of hope” is that Spring enrollments and tuition dollars were up, with projections of ending about \$150,000 ahead in tuition dollars as compared to last year.
- The first unallotment (more probably coming) for MSU equals about \$1,544,000. Details on this need to be reported by mid-February, so while all collective bargaining unit input is desired, the timeline is tight. Administration desires written comments back from Executive Board as soon as possible. Currently, the strategy for addressing this includes implementing some of the FY10-11 cuts now, holding the \$400,000 for secondary equipment requests and applying this to unallotment, realizing some salary savings from unfilled positions, and tightening up administrative travel and other expenses. Rick stressed that we need to be prepared for more unallotments as the spring goes on since the state has to balance its budget.
- There will be little use of reserves for the unallotment (if possible), because these reserves may be needed for transition costs following the FY10-11 cuts (severance, unemployment costs likely to rise).
- Both Rick and President Davenport emphasized that our budget is largely enrollment based, and that adding positions with enrollment increases will not be an option in the near future.

C. Enrollment Management: Scott Olson & Pat Swatfager-Haney

- Handout was distributed outlining enrollment goals for the next 5 years. Importance of enrollment and retention were discussed, with issues of maintaining student services while potentially reducing staff addressed. Creativity will be needed to increase section sizes where possible, and do things in new ways. Another handout was distributed indicating M&E increases that have supported enrollment growth to date, with comments that some of the needed personnel growth may already be in place from these previous additions.
- Creativity examples cited: use of Cinema space (rental) for larger sections when MSU space filled.

D. E-Applications: Pat Swatfager-Haney

- Continued work on system is leading to better operations.
- Some concerns voiced about down-time that will occur with Oracle conversion in February.

E. MSUAASF/Cabinet Retreat

- ASF members request similar format to last year, with major issue for discussion identified as budget.
- Administration asks that all topic requests be forwarded soon for planning purposes.

- E. Great Place to Work Task Force: Scott Olson & Lori Lamb
- The work on institutional core values is underway. A survey will be coming out soon, along with open sessions for discussion.
 - Mike Miller is also leading a subgroup that is available to lead campus conversations – perhaps an option to invite him to MSUAASF general membership meeting.

Meeting Adjourned at 2:45p.m.

Minutes recorded and respectfully submitted by
Shirley Murray, ASF Secretary