

**DRAFT MSUAASF Meet and Confer Minutes**  
**March 19, 2009; 1:15 p.m. CSU 238**

**Attendance:**

Richard Davenport, Scott Olson, Mike Hodapp, Shirley Murray, Brian Jones, Lori Lamb, Marcius Brock, Michael Fagin, Rick Straka, Marilyn Delmont, Richard Wheeler, Cindy Janney, Sandi Jessen, Linda Meidl, Walt Wolff, Cindy Janney, Lucette Wildt.

**Meeting Chair – Richard Davenport**

**I. Information Items**

- A. Minutes from February 5, 2009 meeting were approved.
- B. MSUAASF Report: Sandi Jessen, ASF President
  - General membership meeting held on March 16. Provost Olson and Dr. Davenport addressed the membership regarding reorganization. All Exec. Team members have seen proposed SA models and have forwarded questions
  - Membership priority is to make sure reorganization is for benefit of students.
  - Finalized the retreat agenda and thanks to President Davenport for allowing external facilitator and sending out joint message regarding attendance at the retreat.
- C. President Davenport's Report
  - Very proud of Women's Basketball team – going to Elite 8 next week; game will be on KFAN radio Tuesday at noon. NCAA site has webcast as well.
  - IT issue – no huge failures with Oracle conversion, but some challenges are ahead with the data retrieval.
  - 5-year campus master plan will be presented next Monday to Office of Chancellor. Details of this plan were presented at last M&C.
  - Governor's announcement on supplemental budget recommendation equals 161.8 million cut for MnSCU, despite one-time stimulus money. The budget is operating on premise of raising tuition 4-6%, but buy down with one-time stimulus money- this proposal and overall use of stimulus money is yet to be debated .in legislature – stay tuned for more changes.
  - Chancellor has recommended careful scrutiny of travel and hiring. He wants everyone to know that Chancellor's office budget will be cut proportionately to cuts experienced by campuses; as a consequence, certain centralized service cuts will also take place.
  - Overall enrollment up 4% on MnSCU campuses from Fall to Spring.
  - Next town hall meeting will be March 27 to address budget and SA reorganization.
  - First priority is student enrollment, including recruitment and retention.
  - Announcement today regarding 2-year college faculty settlement – tentatively – approved salary freeze. Chancellor just announced taking forward proposal from University presidents and administrators regarding their taking a 2-year salary freeze as well.

- Further divisional reorganization plans are still under way – more announcements forthcoming in next 1-3 weeks. This is to add efficiencies and save costs, which can be redirected to students. MSU will be leaner, with fewer excluded administrators.

D. Interim Assistant VP Student Affairs Report: Walt Woff

- Looking forward to working with everyone to move institution forward. He has been having conversations and wants continued dialogue on the reorganization models.

## II. Action Items

- A. Policies for Formal Review (copies found at [www.mnsu.edu/acadaf/policies/](http://www.mnsu.edu/acadaf/policies/)). Please note deadlines and submit feedback. This includes formal review process, revisions, new policies and policies presented for elimination.

## III. Discussion Items

A. Purchasing Card: Rick Straka

- Plans are under way to increase use of Purchasing Cards for most expenses under \$5000. This will be a move away from purchase orders, advances, and employee reimbursements. The effect will be increased efficiency in Business Services (less handling of each transaction). Roll-out may be 6-12 months (proposal is still being worked out.) This program will also create a revenue stream.

B. Core Values Update

- Two open forums have been held about core values and special session with planning submeet.
- Offer extended to complete this exercise with ASF Executive Committee or general membership.

C. MavCard

- RFP completed and Wells Fargo will be new MavCard provider. Transition will take place with TCF and Wells Fargo this summer.

D. Honors Program

- New Honors Program will begin on pilot basis in Fall 2009 through learning community. One of the 5 faculty will be Dr. Claudia Tomany. She noted that faculty group leading this initiative have global experience and perspectives, and this will be emphasized, as in line with President's strategic goals. All honors courses will cover GE requirements.
- Three major competencies: global competencies, leadership competencies, and research competencies.
- Highlighted that there is broad-based campus support for the program
- Initial program will target Presidential scholars, international students, other groups.
- Model used is based on curricular change. The process started in 2006 with analysis, interviews with Presidential scholars, faculty association consultations, and co-curricular program input. Very sustainable, solid model.

- Question: Is world religions incorporated under culture – Yes, this will be part of core curriculum as it develops further, as will ethics and core leadership skills. Part of effort is identifying already existing courses that meet these goals.
- Question: Will there be a lot of choices? Yes, there will be options in coursework and also learning community activities.
- At present, this is not an alternative General Education model or a Minor – it is still under development. The student input has been more toward General Education, but the emphasis is on outcomes rather than structure.
- Many issues still need to be decided, such as whether this is a set cohort, the importance of including diversity from a broad base, etc.
- The group was commended for their work on this.

E. Human Resources: Lori Lamb

- Retreat: March 24, 2009, 9:00 a.m. – 12:00 noon in Johnson Alumni Room. Final agenda will be sent out Monday with timelines. Appreciation was expressed to President Davenport for funding the outside facilitator for the retreat
- Proposal that the seniority roster distribution be done electronically, rather than paper. Only one is currently posted, on MSUAASF bulletin board.
- PIF funding: Not fully utilized this year; about \$8000 carry-forward to FY 2010. Committee proposes raising cap to \$750, from \$600. Would like ASF Executive Committee's input on this.

F. Budget Update: Rick Straka

- Governor's budget – one-time federal money has strings attached, with significant base reductions. Another use of federal money would be transition money to lower the base.
- The scenario that envisions a 10% (\$10.5M) cut to the University's base budget served as the basis for the FY10 budget proposal presented today.
- The following budget assumptions are guiding current planning
  - 4% tuition increase
  - 13% reduction in state appropriation for our campus
  - 2.5% compensation increases (insurance and IFO salary adjustments)
  - 8% increase in utilities
  - debt service for Ford Hall (the Trafton Addition)
- Consequently, a reduction of 8.5% (\$8.9M) is anticipated, rather than the full 10% cut.
- So working from the 10% reduction plan, several items were strategically "added back in" to achieve the smaller 8.5% cut while strategically reinvesting:
  - \$1.5M to Academic Affairs for direct instruction
  - \$10,000 to Student Affairs for enrollment management
  - \$50,000 to Athletics to preserve women's sports
  - \$35,000 to the President's office for needed Human Resource functions
- Next strategic reinvestment will be in adding back course sections.
- Regarding cuts: Notification will be first to M&C, then bargaining unit officials, then individuals, then full university announcement.
- Question, does the reduction include unallotments – No, this was not a base reduction.

- Lori will be scheduling meetings with bargaining unit executives next week, prior to notification of employees regarding cuts.

G. Reorganization

- Four models proposed, and student government offered two additional models for consideration.
- Question: If this is moving toward Central Michigan model: No, that would not fit this institution, but there may be components that fit here.
- Timeline: Would like formal feedback from ASF prior or at next M&C. Would like to inform students by end of academic year. Also, need to define what is in portfolio of Dean of Students before search can begin.
- Rationale behind four models: impetus was to provoke discussion. Walt Wolff, Scott Olson, Lori Lamb and Rick Straka developed the models. Models are very different so pros and cons can be clearly identified. VP Olson doesn't think we will end up with any one of these. There was also consideration of other universities' structures and where efficiencies can be found.
- Question: How will this be impacted by other large reorganization decisions that are pending? Stated that input could be received now, and then changed when other changes revealed, but there was recognition that it is difficult to do this. Administrators present stated that much of the significant macro reorganization would become evident prior to next Friday's open forum, allowing for a clearer "big picture" prior to giving input on a proposed model for SA reorganization.
- Question: Some members may need to know "what's in the box" for each of the proposed reorganization models. Lori referred to organization charts. Scott Olson offered to walk through the Academic Affairs org chart with ASF leadership. He stated that decisions have not been made regarding the exact contents of the boxes on the proposed charts.
- Sandi Jessen stated that models presented to date will be sent out to membership this afternoon for their consideration and the beginning of gathering input from membership.

Meeting Adjourned at 2:55 p.m.

Minutes recorded and respectfully submitted by  
Shirley Murray, ASF Secretary