MSUAASF Meet and Confer Minutes
May 7, 2009; 1:15 p.m. CSU 204

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 April 9, 2009 meeting were approved.

B. MSUAASF Report: Sandi Jessen, ASF President

- Elections are underway for next year's officers, with deadline for ballots on May 13.
- Summer meet & confer date(s) should be arranged with new M&C team.
- General membership meeting scheduled for May 18.

C. President Davenport's Report

- All is still pending in terms of appropriations and stimulus money. Office of Chancellor is looking at using part of stimulus money to buy down tuition, with remainder going to campus to use within the parameters provided for one-time money.
- It's been a great year – accomplished much during very challenging times.

D. Interim Assistant VP Student Affairs Report: Walt Wolff

- H1N1 flu meetings have been held to consider appropriate actions. Minor adjustments are being made to commencement and employee breakfast on May 11. General prevention strategies are being promoted. There are concerns that this virus may reemerge in the fall with the coming of a new flu season.
- Enrollment numbers look as expected. Summer registrations are up about 220 and fall up about 90. New and first year students will be registering throughout the summer. Residential Life numbers are down a bit overall, but up with returning students. These are generally positive signs. A calling project was done and names forwarded to Deans to follow-up with prospective students. It appears that U of M is now our main competition among these students. Location and environment are noted as biggest factors in college choice.
- Search for Registrar has been postponed until fall. An interim will be selected with two candidates for interim being interviewed today, with plans to announce this by May 11.
- Jenny Cashin has accepted a new position in Business Services. A temporary person will fill this position until a permanent replacement can be hired.

II. Action Items: None

III. Discussion Items

A Student Affairs Reorganization

- Sandi Jessen presented comments received from members since the submission of the newest proposal for consideration. This is a collection of comments, and not a position being taken by MSUAASF. A question was raised regarding when a decision would be made, with response that it would be within the next couple of weeks at the latest, to allow for hiring process this summer.

B. Human Resources Update: Lori Lamb

- The Holiday Schedule for 2009-10 was distributed, with specific attention to the change in the Veteran's Day holiday. Classified staff will be taking Veteran's Day as an observed holiday, but classes will be held on that day. If classified employees are needed that day, these positions will need to be decided upon by the unit, and staff will be paid holiday pay.
- Request for Absence Form: Lori explained that some supervisors have requested a tool for tracking MSUAASF employee work hours. She is proposing the use of the Request for Absence form as an option for supervisors who would find this to be a useful tool and would like MSUAASF to take a position on this. Rich Wheeler mentioned it would need to be used consistently (rather than selectively) within a unit, which was agreed.
- Question arose about Unclassified Position Openings, specifically the two new MSUAASF positions and one new Excluded Administrator listed for Extended Learning, and whether additional MSUAASF positions are anticipated to be added in this area. The two new positions were created as part of the reorganization of the area. Lori Lamb stated it is yet unknown whether additional positions will be added. Rick Straka noted this still represents a savings from the positions that were previously eliminated from the college. President Davenport acknowledged that cost savings was a major factor in the reorganization, and that he will be watching the outcome of the reorganization in terms of cost savings. Rick Straka noted that the new model for EL will be more of an allocation + income model, which allows for growth based upon income generation.
- PIF Question was raised again regarding MSUAASF position on PIF amount for FY 10. The MSUAASF position is to raise amount to $650, but not higher for next year. The rationale is that lower usage this past year may have been a result of the travel restrictions, rather than representing an ongoing trend. Question was raised regarding whether travel restrictions will continue – President Davenport said he could comment on that after June 29.

C. Hazardous Waste Training: Rick Straka

- MPCA and MnSCU agreement requires that all employees who handle hazardous waste must complete Hazardous Waste training annually. Rob McGinn is overseeing this process.

D. Budget: Rick Straka

- It is anticipated that tentative settlements may result in about $750,000 in savings that could be added back for priority use.
- The bookstore RFP has been awarded to Barnes and Noble again, but a competitor bid resulted in an increase in commission to the University. This could be used for scholarships or other purposes.
- Stimulus money planning figure given to campus was $4 million, to be used for transition purposes, renovations, sustainability plans – one time uses. Suggestions can be made through the Cost Containment website.
- Retirement incentive money may also be considered an appropriate one-time use as transition money.

E. Vehicle Use Check: Lori Lamb

- July 1 is the deadline for MSUAASF employees to complete the Vehicle Use Check process in order to be eligible to use state vehicles. There remain some questions about other implications, such as eligibility for mileage reimbursement for use of personal vehicles, and liability issues. Lori has been in contact with Risk Management for

clarification of these issues. The Vehicle Use Check must be repeated annually.

F. Core Values: Scott Olson

- Input has been gathered through three Open Forums and 2 or 3 other forums this spring, resulting in nearly 1100 responses. These responses were summarized through a frequency sort, and resulted in a synthesis of themes. This summer a small group, associated with the Great Place to Work group, will work on crafting a draft statement based upon the data that has been gathered. The goal will be to gain campus agreement on statement(s) regarding core values by sometime in the fall. The report data is posted on the Great Place to Work website.

G. Strategic Planning Report Card: Avra Johnson

- The draft publication summarizing progress on goals related to the strategic plan was distributed. Corrections should be forwarded to Avra Johnson. The report shows significant progress on the strategic priorities.

H. HLC Progress: Avra Johnson

- Following the 2006 accreditation visit, a follow-up report addressing planning and assessment questions was requested in 2009. This report has been completed, indicating progress in these areas of concern.

I. Enrollment Management: Scott Olson

- The enrollment management goals chart was again shared with the team. This resulted from input at the 2008 MSUAASF-Administrative Team retreat.

J. Online Differential Tuition

- A position was requested from MSUAASF regarding differential tuition for online courses. MSUAASF has no objection to this. Funds raised through this will be used for increased quality through support of online learning.

K. Funding for Recycling and Event Support: Rick Straka

- Due to implementation of the 10% reduction plan, Building Services can no longer provide staffing for in-office recycling pick-up or special events clean-up. A campus-wide message in this regard will be sent in the coming days. Recycling will continue to be provided through the use of centralized containers.

Meeting adjourned at 2:30 p.m.

Minutes recorded and respectfully submitted by
Shirley Murray, ASF Secretary