

**CLASSIFIED MEET & CONFER**  
**September 8, 2005**  
**10:00 a.m., WA303**

Present: President Davenport, Karen Foreman, Mark Johnson, Mary Ellen Kamas, Joe Klaseus, Richard Kolodziejcki, Scott Olson, Mark Parsley, Pat Swatfager-Haney, Dean Trauger, Mitchell Wallerstedt

Also in attendance: Don Larsson, Rob McGinn, Joan Roca

President Davenport welcomed everyone and introductions were made.

**A. Information Items**

1. Reorder/Additions to Agenda – Vice President Swatfager-Haney will address Discussion Item #6 Health and Wellness.
2. Approval of Notes from Previous Meeting – No discussion.
3. President's Report – As the President stated in his Convocation Address, there are a number of challenges to focus on this year. Discussion is underway on the Baldrige Award. This award is the ultimate national award. This award has been for business excellence, but now has been expanded to separate Baldrige Awards for health and medicine, and higher education. Only one university has received this award – the University of Wisconsin – Stout. It is a very special award.

We thought MSU stood out in teaching and learning, and that's what brought students here. However, after 1,000 people were surveyed, we found out that was not the case. When compared to other institutions, there was very little difference. We found that name recognition was a big issue. We need to get our name out there in order for us to raise our level of prestige. We are in the top of the third tier, but we should be in the second tier. We need to raise the level of recognition. We thought that St. Cloud State was our competition, but found that our number one competitor is the University of Minnesota and the second is University of Minnesota-Duluth. President Davenport also mentioned that he received a call from the Chancellor's Office about seeing the billboard advertising MSU.

Karen Foreman noted that with accreditation and a capital campaign this year, we do not want to duplicate efforts. The President said he will bring back more information to the next meeting.

All meet and confers are scheduled for the same day, so members will all receive the same information on the same day. However, the information that is shared at the meet and confers is not being conveyed to other union members. We need to communicate to everyone. Putting info on the web is good, but people don't always have time to look at it.

Other areas the President addressed in his convocation speech, which is posted on the President's Office webpage, includes developing a leadership program for women; more institutional planning and research for making better decisions based on fact; and more discussions regarding budget. One of our weaknesses based on the survey results is in graduate education – he will be working with Vice President Olson and Dean Delgado. We also need to challenge our athletic programs to win more games, conferences, and win a national championship. The President has asked Vice President Trauger to continue to oversee Athletics. The ribbon cutting for the new Otto Recreation Center is planned, and he is hoping the Governor can attend.

The President also distributed documents on the Hurricane Response and an update about efforts at MSU to help hurricane victims. Glen Taylor has also given a major gift toward this in the way of scholarships. There is also information on the web regarding the good response from MSU and what we are doing. MSU is the first university to get approval from the System office to coordinate efforts without going through the Chancellor's Office. The System office wanted efforts to go through them, but MSU sent them what we were doing, and they were fine with that. The concern was legal issues, but we can move forward with our plan. We are off to a good year.

4. Bargaining Unit Leaders' Reports

AFSCME – Karen Foreman said that they are happy about their contract being settled. The legislative board will meet on Monday to approve the contract. Most of the membership was pleased with the settlement, especially with the insurance side of it. If the contract is approved next week, it looks like the raises would show on the October 14 check and the back pay on the following check. Also very happy with the start of school and the ease of moving in of the students in the dorms – best year as far as another move in, partly because of the good weather. Resource Fair yesterday had a good turnout. The Recreation Center now has state of the art equipment - you can watch TV, listen to the radio, check e-mail, and more. Happy with programs that are directed at staff and happy to be part of the community. President Davenport said he gets remarks about how beautiful the campus is. He wants to take two hours a week to walk around campus and meet people.

MAPE – Mitch Wallerstedt said that their contract was also settled.

MMA – Mark Parsley said their contract has not been settled yet.

5. MnSCU/Legislative Relations – There has been a lot of discussion about the Center for Excellence. The Senate tour will be here today. Last year we got funds for the Trafton design. Not taking for granted we are getting the \$60M. Ranked #2 on capital list of projects and 1<sup>st</sup> on new projects. Want to thank the Board of Trustees for bonding for new student housing. This effort was headed by Vice President Swatfager-Haney.

## **B. Discussion Items**

1. Budget – Vice President Trauger stated that Budget Sub Meet & Confer will meet next Tuesday at 3:00. Information from that meeting should be disbursed to members of the unions. The Cabinet is working on ideas for fine tuning the FY06 budget. Some of the contracts have not been settled, such as IFO, which will have the biggest impact. Hard to get real specific on FY06. Looks like reserve balance for FY05 will be 5% of budget –

MnSCU requires 5 to 7%. Fringe benefits – trying to get projection on AFSCME. Insurance – will be some savings. We have 70-80 new faculty, so there are a lot of variables. In late October we can be more specific. We have not been given guidelines for tuition by the MnSCU Board of Trustees yet.

2. Recurring Items
  - a. Parking – No report
  - b. Master Plan – No report
  - c. Unclassified Searches – The Unclassified Position Opening report was distributed for review. President Davenport said he has canceled the search for Executive Assistant to the President for Communication. He will rewrite the job description to make it more consistent with his needs.
  - d. Campus Safety – Rob McGinn said the Federal EPA is conducting campus visits. All campuses will be inspected. In Crawford the fire alarm system was replaced; Otto Arena had a new system installed; Nelson and Trafton have asbestos abatement taking place. Karen Foreman said a state-wide sub Meet and Confer on safety is being established through the Chancellor's Office. Also developing procedures on the new phone system to activate speakers to notify employees of tornado warnings or of an armed intruder. We will continue with the interim campus demonstration policy. Areas for free speech can be reserved as long as the activity does not interfere with the university's business and there are no health or safety concerns. No longer need to fill out an application form. Can send an e-mail or make a phone call to Scheduling and Conference Services to reserve.
3. Explanation of Tuition Waiver Calculations – Karen Foreman asked for an explanation. Vice President Trauger said that previously classified employees were able to use 1.3 bands for tuition waiver (12 credits + 4 credits). MnSCU says we now have to count credits per the bargaining agreements. Vice President Trauger said the best way to maximize the benefit would be to use 8 credits each semester (8 credits + 8 credits). We don't know if other institutions are doing it this way, but we are now in compliance with what MnSCU wants. President Davenport asked that Dean put this in writing. Dean will check with Student Financial Services as they probably already have it.
4. HLC Update – Don Larsson and Joan Roca, Steering Committee Co-Chairs, were at the meeting to talk about the Higher Learning Commission Accreditation Visit, which will take place February 6 – 8, 2006. As President Davenport mentioned in his Fall Convocation speech, this is our year for re-accreditation. A team of 12 people will be coming to interview people. There are five criteria (with a total of 21 core components) that we must address in our campus self-study: 1) Mission & Integrity, 2) Preparing for Future, 3) Student Learning and Effective Teaching, 4) Acquisition, Discovery and Application of Knowledge, 5) Service and Engagement. Criteria 1 and 2 are fairly complete. Criteria 3 should be on-line tomorrow. The Steering Committee is asking for your feedback – Is information accurate? Missing? We should receive a report back in early December.

President Davenport says this is the ultimate accreditation as it is an institutional accreditation. When we are asked what MSU is all about, our answer should be to promote learning. We have no way of predicting who will be interviewed during their

visit. We should have the schedule before winter break. The first two days of the visit will be interviews. The third day they will have a preliminary report for the campus.

5. Center for Excellence RFP Process- Scott Olson stated there was a meeting yesterday where a final draft was presented. Expect to get parameters from the Chancellor's Office. Hasn't changed much, so we know what to expect. Four categories can be applied for – Health Care, Manufacturing and Engineering, Biological Sciences, and Business Technologies. Our best bet is Manufacturing and Engineering. MSU has the best partnerships, which include Normandale Community College, Hennepin Tech, Anoka Tech, North Hennepin Community College, and Alexandria Tech. Everyone has been up front about our expectation. This has become very competitive with other institutions where it once was cooperative, and it is very political. Should be done in about a month.
6. Health and Wellness – Pat Swatfager-Haney extended her personal thanks for the help with the move in. She handed out a draft of the charge to the Health and Wellness task force. She wants to get the task force up and running as soon as possible. Wants to present a preliminary proposal to the President in February so would like feedback. This charge includes workers comp and health insurance. Rob McGinn said that the number of reportable workers comp injuries has dropped over the last five years. In 2000 there were 59. Last year the number was 19. A lot has to do with having ergonomic money and training. Dr. Swatfager-Haney said the President is very supportive of this. It is important to him that health insurance and benefits are tied together as it applies to everybody. We will be establishing membership of the task force. Karen Foreman pointed out that mental illness was not included.
7. Telephone Update – Mark Johnson handed out an update on the new phone system, which has many new features. More information on the phones can be found on the website. President Davenport would like Mark to come to a future meeting for an update. Also, let Mark know of any issues with the new system.
8. Smoking Survey Update – Rob McGinn handed out the survey results that were completed in April. Just over 3000 people responded, which was about a 20% response. About 51% want a smoke-free campus. If there are smoke-free entrances, need to decide how far from the entrance people could smoke. How do we enforce the policy? How do we make the campus cleaner? Rob would like your feedback. After implementing a change, we would probably resurvey in a year.

Meeting ended at 11:45.

**NEXT MEETING – October 6, 2005, 10:00 AM, WA303**