CLASSIFIED MEET & CONFERENCE
November 3, 2005
10:00 a.m., WA303

Present: President Davenport, Karen Foreman, Tony Francour, DeAnna Hoechst, Terry Homer, Mark Johnson, Rose Marie Ley, Scott Olson, Mark Parsley, Pat Pearce, Pat Swatfager-Haney, Dean Trauger, Mitchell Wallerstedt

Also in attendance: Kathy Trauger

A. Information Items

1. Reorder/Additions to Agenda – Terry Homer requested an addition to the agenda: Update on Veterans’ Day.

2. Approval of Notes from Previous Meeting – Minutes were emailed prior to meeting with no feedback.

3. President’s Report – Thanks to Doran Hunter’s connection, Lech Walesa will be on campus December 1. On November 9 the Center for Excellence will be having a celebration. A HLC meeting was held in Chicago with President Davenport, Joan Roca, Don Larsson, Scott Olson, and Fernando Delgado attending. President Davenport will be in China on November 11-19. He has asked Vice President Olson to be in charge during his absence. The President is happy to report that Vice President Dean Trauger has agreed to stay on until July 1, 2006. A national search will be conducted. President Davenport has asked one of the vice presidents to chair the committee with representatives from each bargaining unit to serve on the committee. The President has received many compliments on our campus. He has never seen the campus more beautiful. He wants to create more of a pedestrian type of campus. We are working very hard on our student housing project. This will be a free speech campus with designated areas that will need to be reserved in advance. Prior to the next meeting, President Davenport is asking for the names of representatives from all bargaining unit groups to be part of the group to identify designated areas.

4. Bargaining Unit Leaders’ Reports
   AFSCME – Karen Foreman thanked Human Resources for doing a nice job with Open Enrollment and appreciates the raise and back pay that was on the last check. Karen wanted to stress the importance of everyone having access to a computer and printer during open enrollment. She complimented Mark Johnson’s staff and their willingness to help with problems. There will be a Quality on the Frontline conference in May at St. Cloud. They have received money from the Chancellor’s Office to partially fund the event. She will let everyone know once the date is set. They are hoping that once again it can become an annual event. Previously this event didn’t have support from the Chancellor’s Office.

   MAPE – Mitch Wallerstedt had a question regarding if there was a bulletin board on the second floor of the Administration Building for classified staff. Dean said one of the bulletin boards was for classified, but it was not identified as such. Dean will take care of it.
MMMA – Mark Parsley said their contract has not been settled with the legislative board. He also stated that Open Enrollment is going well and that Human Resources has done a good job.

5. MnSCU/Legislative Relations – The President said it was too early to report much. MnSCU is intending to submit a supplemental budget request. Regarding tuition, last year the Board put a cap of 7% on tuition. The Board doesn’t want double digit increases. We are looking at 7 – 9% again, but all universities are different. Some already have high tuition rates. Ours ranks lowest, but when looked at nationally, we are right in the middle, so we could make a strong case for higher tuition. If we have to keep tuition at the lower level, we would need to see if cuts need to be made. Trafton Science Center is at the top of new project list.

6. Update on Veterans Day – Terry Homer stated that President Davenport agreed to back us on the Veterans Day recognition. However, the President will not be on campus, so Scott Olson will fill in for him. Also speaking that day will be Tom Hallett, a retired Army Colonel. Those in attendance will include the MSU Vets Club, ROTC, and the Vets organization from downtown. Programs will be held in the morning around town, but they have agreed to come to MSU in the afternoon to visit with students and staff. Cookies and punch will be served. Michael Cooper from Media Relations will be doing a number of spots on radio and in the newspaper. Mike, from our Sign Shop, did a poster that will be put up by the Ballroom. The observance at the Memorial Site has been canceled. They are asking all of the members of the campus who have served to wear something to signify they are veterans. The reception will begin at 1:00 p.m. in the South Ballroom with the program starting at 1:30 p.m. Terry thanked the President for his support. Michael Cooper and Gregg Asher also helped in putting this together. Another student group on campus is Operation Minnesota Nice, who adopts a soldier and sends them a package once a month.

B. Discussion Items

1. Budget – MnSCU is preparing a supplemental budget request to give to legislators: $10-15 million for technology. Vice President Johnson has asked MnSCU to get more up-to-date equipment. $3-5 million for Centers of Excellence - adding one more center (four have been funded so far). $10-15 million for utilities.

2. Recurring Items
   a. Parking – No report
   b. Master Plan – No report
   c. Unclassified Searches – Question was raised as to whether an AFSCME person will be on the search committee for the Student Union Director. Vice President Swatfager-Haney said that one person has been identified. The procedures that Human Resources and Affirmative Action have outlined for searches will be followed. There will be an ASF person on the committee as it is an ASF position. Historically there has been an ASFCME rep. The job description for the Executive Assistant to the President is still being looked at.
   d. Campus Safety – No report.

3. December Commencement Payment – Graduation is on Saturday, and employees are asked to volunteer. People were encouraged to take comp time. In the memo that came out, it was made clear that it was for comp time only – no cash overtime. However, employees in high five want to take cash. Also, if people can only take comp time, there may be less people willing to volunteer to work graduation.
4. Professional Development Day – The date for Professional Development Day is January 11, 2006, which is a duty day for faculty and classified staff who normally work nights will be working days. There will be a welcome from the President at 8:30 a.m. in the Ballroom. At 9:00 a.m. people will be off to sessions. There will 35-40 sessions, which will include health and wellness, new recreation center, food for mood, diversity. If you have ideas, give them to Kathy within the next five days. The program will be going out the week before Thanksgiving. This will become a yearly event. Bill Tschida from MnSCU has invited Lori Lamb to do workshops for other campus.

5. Winter Heating Costs – Information regarding this topic has been shared with the Budget Sub Meet & Confer. We should be able to cover the increased costs for this winter.

6. Fire Safety and Protection Policy – The Mankato Fire Department is responsible for the evacuation of the mobility impaired. Campus staff will help with the evacuation. Terry Homer said Rob McGinn will give training on portable fire extinguishers. How do we assist in the evacuation? Safety Committee will take it on. Dean will follow up.

7. AFSCME Bulletin Board on First Floor of Wigley – There is a bulletin board designated for classified staff on first floor, but it needs to be marked as such.

8. Phased Retirement for Classified Staff – In July a memo from DOER was distributed at Meet and Confer regarding the Post-Retirement Employment Option. This is not phased retirement. The Cabinet is waiting for additional information from DOER. Once the information is received, the Cabinet will meet and set up some guidelines.

C. Action Items

1. Formal Review of Revised Smoking Policy - http://www.mnsu.edu/acadaf/pdfs/SmokingPolicy.pdf - The survey was done and sent to the smoking committee to rework the policy. This revised policy is the result of that and is out for formal review. There is a 45 day period to respond. There is concern for enforcement, which is more of a procedure than policy. Rob McGinn will check with the City of Mankato regarding the rules and regulations applying to the lower level of the Student Union. If you wish to respond, please bring your written summary statement to the next meeting.

D. Other Items

1. Utilization of Campus Colors – President Davenport stated that we must ensure that we use the correct colors around campus – purple and gold.

Meeting ended at 11:15 a.m.

NEXT MEETING – December 8, 2005, 10:00 AM, WA303