

CLASSIFIED MEET & CONFER
SEPTEMBER 21, 2006, 10:00 AM, CSU285

AGENDA

Attendees: Terri Evers, Tony Francour, Rose Marie Ley, Pat Pearce, Valerie Roberts, DeAnna Hoechst, Rob McGinn, Mark Parsley, Toya Schmidtke, John Caven, President Davenport, Lori Lamb, Scott Olson, Bryan Schneider, Rick Straka and Pat Swatfager-Haney. Guests: Chas Martin, Cindy Janney, Chris Connolly, Carol Jensen and John Winkworth.

A. Information Items

1. **Reorder/Additions to Agenda** – The agenda was not reordered and no additions were made.
2. **Approval of Minutes from Previous Meeting** – The minutes had been sent to everyone prior to the meeting, and no changes were received.
3. **President's Report (Standing Item)** – MSU is off to a good start this academic year. The President has met with the student government and all are on board with what is hoped to be accomplished at MSU. Since this is the first meeting of the academic year, everyone was asked to introduce him/herself. The strategic priorities should raise the visibility of MSU. We have to do that to move to the next tier of colleges and universities in this country. We are working on getting to the second tier because of the prestige associated with it and to attract students and clientele nationally and regionally which would put us in a better position statewide. The Public Relations and Marketing people have done an excellent job with MSU billboards. The locations of the billboards will be regularly changed. MSU has been advertised in TV commercials, the news media and magazines. Our PR people estimated that MSU's exposure has been to 72 million people. We are trying to achieve name recognition with this advertising. The message is very simple—we are here and we are the state university. MSSA shared a survey with the President that they had sent to students. One question was about pride in MSU. About 50% of the students who responded take great pride in this institution. The other 50% are mixed. Only one-third of the students thought we had a drinking problem. The number of students participating or wanting to participate in MSU was 84%. Another question asked about the friendliness of our campus (customer service). We were right down the middle which indicates that we need to focus on improving our customer service. This does not involve all areas. Budget and enrollment management are significant issues. We must make our first contact when students are freshmen and get them committed to MSU during their junior year. We need to know why some students don't come to MSU since about 57% of the student who were admitted did not come to MSU, and we are not considered a highly selective institution. The President mentioned the importance of shared governance at MSU. It works well, but there is a general sense that some things fall through the cracks. We will be more attentive to this. When a decision is made, we will make sure it is communicated. If you observe problems on campus, let the President or some other administrator know about them. The President asked if there were any questions regarding his Convocation address. There were none.
4. **Bargaining Unit Leaders' Reports (Standing Item)**

AFSCME (Pat Pearce) – Contract negotiations will begin November 17 and 18. There will be a fall convention at which delegates and new officers will be elected. There will also be workshops available.

MGEC (John Caven) – There was not much going on over the summer. Most things take place in The Cities since there are so few members on the MSU campus. One of the things they will be working on this year is getting language into the contract about tuition waivers. President Davenport mentioned that this is an issue for all bargaining groups. He has talked with the Vice Chancellor for Human Resources about this item. One of the concerns we have is that we are one of the first institutions that will offer

doctoral programs, and we will build it on tuition revenue. The System will have to address the issue of who will get tuition waivers.

MMA (Mark Parsley) – MMA had its convention in September. One of the items was tuition waivers.

MNA (Toya Schmidtke) – The MNA contract has been settled. They will now have to start negotiations on a new contract for FY08-09.

MAPE (Rob McGinn) – MAPE has had elections and are at the start of the process for negotiating contracts.

5. **MnSCU/Legislative Relations (Standing Item)** – President Davenport mentioned that the Board of Trustees has met to plan its agendas for the coming year. The Board is trying to determine its position on tuition and budget. Budget recommendations have not yet been decided by the System. IT will be a major part of the budget this year— a \$50 million to \$70 million special base request. The budget request will be predicated on what the Board determines in terms of a tuition cap. We do not know if there will be a freeze. We will build our budget on that basis for next year.

B. Discussion Items

1. Recurring Items (If Needed)

- a. **Parking** – No discussion.
- b. **Master Plan** – Vice President Straka mentioned that we will be updating our Campus Master Plan. We need to give a report to the Chancellor's Office and the Board of Trustees in the spring. We are in the RFP process, and responses are coming in. We will be evaluating the responses soon and pick an A&E consultant to help us with the master planning process. The key will be in garnering input from across the University. If we do this right, it will be a great help for HEAPR and Capital Budget requests and a good master plan will enable us set out where we want to be in the next five to seven years.
- c. **HR Topics** (Lori Lamb)
 - 1) **Unclassified Searches** – A list of unclassified position openings as of 9/19/06 was distributed for review. Any questions about the list should be sent to Lori.
 - 2) **Shift of Searches from Affirmative Action to Human Resources** – Lori announced that the unclassified search process will move to the Human Resources Office. Affirmative Action will have oversight at different times during the search process. The reason this is being done is to help make the process move more quickly and to allow Affirmative Action to spend more time on investigations and recruiting. The ultimate authority on the hiring will come from the Affirmative Action Office. Affirmative Action Officer Kenneth White will review all processes and make certain everyone has been considered. He will also help faculty and staff in the recruitment process. This has been a mutually agreed-upon approach. This item will be put on a future agenda so the change can be evaluated. An evaluation had been planned after one hiring cycle. Lori Lamb and Kenneth White could design a survey and send it to faculty and staff later in the spring. More resources will be put into Human Resources, and Lorraine Knutson will move to the Human Resources Office. There will be a meeting on October 3 for people on campus, including clerical staff, to give input on the search process. It is scheduled from 1:00 to 4:00 but may not last that long. The meeting is being held to see what is working and what is not.

Search firms are used only for filling upper level positions. Affirmative Action will continue to handle labels for searches.

- 3) **Academic Calendar/Veterans' Day** – Lori Lamb distributed academic calendars for 2007-08 and 2008-09. The Cabinet has approved observing Veterans' Day in 2007-08 as we have in the past. Employees will be compensated according to their bargaining agreements/plans. AFSCME employees will have a choice of annual leave or comp time. This has been agreed to by all the unions and the Cabinet. In 2008-09 we will observe Veterans' Day as a holiday. One of the reasons Veterans' Day has not been observed at MSU is because there are so many holidays that fall on Monday. However, Veterans' Day falls on a Tuesday in 2008-09, and it also gives us time to plan. There is the same number of class days in each year, so that is not an issue. This year and in 2007-08 we will have a celebration for Veterans' Day. Last year's program was excellent.

Lori distributed a list of committees and contact people which was requested by MSUAASF. Lori also gave out information regarding a research project at the University of Minnesota that AFSCME has joined to help union members and other MSU employees quit smoking. The Wellness Committee is also involved. Enrollment will take place October 4 from 11:00 a.m. until 1:00 p.m. The SCC campus will also be involved. The student government survey on smoking had very mixed results; the response from students was surprising. There is an article in the *Reporter* on this today.

The President mentioned that there is a letter to the editor in the *Reporter* today from him that addresses a student's comment that our faculty are lazy. The President feels this statement was very unfair to our faculty.

The President also spoke about the importance of enrollment management. Financial Aid, Admissions, the Registrar's Office and First Year Experience will be part of the Enrollment Management Task Force working under Scott Olson this year to come up with plans to address enrollment management issues. If we don't get our act together on this, we will be in trouble. The Diversity Commission will also be asked to work on a short-term plan for the recruitment and retention of diverse populations. Vice Presidents Swatfager-Haney, Straka and Olson are working together to help the Enrollment Management Task Force succeed. AFSCME said they are interested in this task force and having AFSCME employees do some recruiting, not just the "suit and tie" people. All employee groups will be involved in this effort. We are behind in recruiting students, and demographics show a 20% drop in school populations in the area from which most of our students come.

- d. **Campus Safety** – Rob McGinn, the University Environmental Health, Safety and Risk Management Director, mentioned that there is a state-wide safety committee in which he and Jerry Harty are members. The committee addresses many topics, and it is good to see what other institutions are dealing with. MSU looks good but still need to improve. There will be fire extinguisher training by the Mankato Fire Department in September. This training was requested by the bargaining units. The MSU Safety Committee has met this year and submitted a proposed policy on Segways. The committee is also revising the policy on rollerblades and skateboards. Rob is working on a charter for the University Safety Committee. The Safety Committee is required to have a charter, and it will state how the committee will be run. The proposed policy will be brought to the meet and confers before any decisions about it are made. The Segway policy had been brought to the meet and confers for an informal review. It will now be presented for formal review. Rob has received many concerns and complaints from employees about the new smoking policy not being enforced. According to the policy, it is everyone's responsibility to enforce it. Rob has forwarded the comments to Nancy Hallett because the Vice President for Finance & Administration is the custodian of this policy. President Davenport mentioned that we will be doing a lot more about health and wellness this year. Vice President Straka stated that no one has found a successful way to enforce smoking policies except in Dakota County where the sheriff gives violators a ticket. The faculty, staff and administration need to set an example for the students. Some people believe that peer pressure is the best enforcement. Chas Martin

mentioned that MSU should have a place where people can smoke that is out of the elements and will not bother nonsmokers. Enforcement was the #1 issue when the policy was being written. It will take time for people to go through smoking cessation efforts, so enforcement is currently soft.

- e. **Budget Update** (Rick Straka) – The biggest concern this fall has been the impact of the new registration cancellation for nonpayment policy. It looks as though the drop number is 120 FYE which amounts to a \$600,000 tuition impact. That adjustment has been made to the budget. We have a balanced budget and do not have issues with it. We will have the 5% reserve level required by MnSCU and have \$5.75 million in the unrestricted reserve. In the operating budget we have to address that the 5% figure is not a static figure. We will have to build into the operating budget an amount to keep the 5% reserve. However, the budget is in very good shape. In looking at the biennial budget, we will not know what our appropriation will be until May or June 2007. However, we need to set tuition rates and we have bargaining unit contract negotiations this year. We have to take our operating budget to the MnSCU Board of Trustees in May. The first Budget Sub Meet & Confer will be held on October 10. We will go over the budget in detail then and present more than one budget scenario.

C. Action Items – None

D. Other Items

1. **Holiday Break** (Mark Parsley) – MMA asked what is going to happen regarding the holiday break in December. Lori Lamb has the results from the campus survey that was taken regarding interest in a holiday break. Input is also needed from the bargaining units. The results of the survey alone will not determine what is decided about a holiday break. The survey is one piece of the information the Cabinet will use to make a decision which must be made soon. Input from the bargaining units is needed as soon as possible. Comments should be sent to Lori by e-mail. The survey was not sent to faculty since they do not work during that time. The survey was sent to about 800 employees and responses were received from 452. The breakdown was 73% in favor of the break, and 27% not in favor. We need to assess why some of the groups may not be in favor of a holiday break:

- Some areas will be working anyway
- Some people don't want to be told when to take annual leave
- Some people don't have any annual leave

All of the accumulated information will be sent as a package when more input is received. Mark Parsley and Pat Pearce will talk with Lori about their respective unit's responses.

2. **Food Service** (Rose Marie Ley) – There has been a lot of talk about supposed changes in the new food service contract including not being able to bring in outside food for the monthly AFSCME union meeting, as they have done in the past, and not being able to bring food to Wiecking for department get-togethers. Cindy Janney spoke about the contract and the concerns that were expressed. They went through the RFP process and chose Sodexo as the provider of campus dining services. They are now working on the interpretation and procedures of the contract. There is a "first right of refusal" for some things. If there is an event to which people want to bring in outside food, a bid should be obtained from the source and given to Campus Dining Services (Sodexo). There will be a form and process for this. They will decide whether or not to match the price. If a vendor is not being used, such as for pot lucks, there is an issue about food safety. When a vendor is used, the University doesn't have to worry about people getting sick. The University needs to inform the campus about the liabilities about bringing food products in other than from a vendor. People need to understand the responsibility they are taking on. One of the challenges with pot lucks in the Student Union is how the staff that does the set up and take down is paid. The Student Union gets a commission on the food that Campus Dining Services prepares and pays the people who do that work out of that money. Another concern expressed was if it is all right

for a group of people who are working late to order a pizza. The above explanation applies to reservable spaces. The Student Union will always remain exclusive. Cindy is putting together new guidelines. The contract allows for some exclusions for students. Cindy will continue to meet with various groups and go through issues of concern and what the contract states. This contract is not much different from the contract with Chartwells. MAPE goes off campus for its union meetings, so they don't have this problem. The bargaining units will bring the Campus Food Service item back to this meet and confer to report on how it is working.

3. **Doctoral Update** (Scott Olson) – VP Olson stated that two doctoral programs are going forward: Counselor Education and Supervision EDD and Nursing Practice DNP. The nursing program will be a consortium with Winona, Moorhead and Metro. Students will be recruited in the spring, and the programs will begin next fall. These will be first-rate programs.
4. **Campus Security Update** (Pat Swatfager-Haney) – VP Swatfager-Haney first thanked the many people who were involved with the work that was done for the opening of the school year and the extra day the Vikings stayed on campus. She then mentioned that MSU will not be pursuing an arrangement with the City to have a police officer patrolling the campus. We will have an additional safety officer this year and an evening supervisor. We will be bringing in a psychiatrist a couple of days a week for our students. We are continuing to look at space for the Security Office. Campus Security may be looking for short-term space, but it will also be looking for long-term space through the campus master planning.
5. **Pandemic Planning Update** (Chris Connolly, Carol Jensen, John Winkworth) – Chris Connolly stated that this past summer MSU was asked by MnSCU to put together an emergency response plan. A draft of the Pandemic Planning/Emergency Response Plan was distributed at today's meeting. Whatever pandemic or emergency happens, MSU will cooperate with the city and community emergency preparedness teams. We will take directions from the Dept. of Health and collaborate with MnSCU initiatives to respond. There has been a tabletop activity involving all areas of MSU to think about what would be affected. There is no way of knowing all the things that will need to be done until it happens. MSU's coordinating committee is the President's Cabinet that will meet to discuss the situation and decide who needs to be involved in the response. MnSCU has other committees. The issues that would affect MSU specifically are mass vaccinations, morgue facilities; our residence halls, The Children's House, PSEO and the Vikings Summer Camp. Some of the challenges we face are funding, obtaining input from students, faculty and staff, redefinition of essential staff, contract/union issues, day care on campus and the week of the semester that the emergency occurs which will affect the response of the campus. Input was asked on the draft as well as ideas and suggestions of other issues that should be addressed. The president of each bargaining union will be sent a copy of the draft. The draft plan is not in any consistent format. Employees will have to decide about their families: possibly risking the spread of the infection if they go home; making arrangements for child care, having food in the house, etc. Until it happens nobody will know exactly what to expect. Regarding contract issues, "essential" personnel will have to be reevaluated since additional personnel may have to be designated "essential" depending on the emergency. Employees who do have to report to work need to be protected. The plan will include stockpiling emergency supplies. The Pandemic Planning/Emergency Response Plan will be brought back for discussion at a later meet and confer.

Fall Semester Meet & Confers

October 12, 2006, 10:00 AM, CSU 219A

November 9, 2006, 10:00 AM, CSU 285

December 7, 2006, 10:00 AM, CSU 285