

CLASSIFIED MEET & CONFER
NOVEMBER 9, 2006, 10:00 AM, CSU285

Attendees: Teri Evers, Rose Marie Ley, Pat Pearce, Valerie Roberts, Rob McGinn, Tom Dougherty, Mitch Wallerstedt, Brad Heilman, Toya Schmidtke, President Davenport, Lori Lamb, Scott Olson, Bryan Schneider, Rick Straka and Pat Swatfager-Haney. Guests: Chris Connolly, Ken White, LoRita Power and Johanna Simpson.

I. Information Items

- A. Reorder/Additions to Agenda – Item III.A. "Health & Wellness Task Force" was moved to 10:15 a.m. because the presenter, Chris Connolly, had to attend another meeting. Lori Lamb asked that item II.A.3.c. "Use of Sick Leave and Annual Leave" be removed from the agenda because Human Resources has met with AFSCME regarding this issue.
- B. Approval of Minutes from Previous Meeting – The minutes from the October 12, 2006 meeting had been sent to members prior to today's meeting for review. No changes were submitted.
- C. President's Report – The elections will have an impact on higher education. The Chancellor is planning to make 50 visits to meet with every legislator in the state. We expect to see some big changes. Higher education was one of the top three issues for the candidates. We should be able to make progress. Tuition was an issue and will continue to be one. It is uncertain if all the new MnSCU Board members appointed by Governor Pawlenty will be confirmed even though he was reelected as governor. Control is in the hands of the Democrats. The Board members eventually dictate the direction we will take as a system. Nothing will be completely understood until after the next Board meeting. There needs to be some community-wide discussion about athletics. A planning task force will be put together in the future. The NCC conference is in serious trouble because it has lost so many members. At least three members announced they are definitely moving out, and three more should be moving to Division I. That would leave us with three members, and that would not be enough in the NCC to maintain conference viability. We have to address our options: (1) break away on our own; or (2) go to another conference with the other three. Athletics is one of the windows to the University and will involve part of the President's time. Vice President Rick Straka will be pulling together the facts on this issue. Athletics does not report to Rick, so he can be very objective. The search for the Vice President for Technology Services and CIO is being planned with Vice President Swatfager-Haney as chair of the search committee. A consultant is ready to begin the search. Union leaders will be asked to submit names for this committee. There will also be representatives from the Technology Round Table and ITS staff who will be appointed by the President. It is hoped that the search is completed by the middle of April. The President is working with HR on a new position that will have its primary focus on economic development. Higher education has failed to connect with the community to see what they want and need. MSU will be the first university in the state to have this type of position. We will be looking for candidates with ten years of top-level senior experience in the corporate world.

III. Action Items

- A. Health & Wellness Task Force – Initiatives and Final Report (Chris Connolly) – Chris Connolly distributed two handouts: "Health and Wellness Strategic Priority Taskforce Final Recommendations, October 2006" and "Comprehensive Recommendations for Group to Move Forward: Health and Wellness Strategic Initiative". A group needs to move forward now and set up an organization to follow the work of the task force and implement its recommendations. The summary document looks at the need of the administration and bargaining units to set up a consortium. Representatives from each union and student leadership will be identified to be members of this consortium which will have faculty and staff co-chairs. Current members of the task force will be allowed to continue if they choose to do so. Marketing the program to the campus community is necessary to inform them of existing health and wellness initiatives and how

they link with student retention, academic success, and faculty and staff professional growth and performance. Research and grant funding needs to be looked into in order to defray the cost of current and proposed initiatives. We do not want to waste any time since we now have the recommendations and campus support. The consortium should be set up as soon as possible. There were no AFSCME representatives involved before, but there will be this time. President Davenport would like "consortium" changed to a different word since it does not denote the true meaning of this group.

I. Information Items (Continued)

D. Bargaining Unit Leaders' Reports

AFSCME (Pat Pearce) – AFSCME has a safety conference coming up February 23 and 24, 2007 in Minneapolis. They had a meet and confer with South Central College yesterday and are looking into the possibility of doing release time for members with AFSCME picking up the expenses. Negotiations will start on November 17 and 18. Many officers will be out of town for this. A Christmas lunch will be held on December 13 at the South Central Campus.

MNA (Toya Schmidtke): No report.

MAPE (Tom Dougherty) – MAPE is gearing up for the negotiation cycle. They met on two consecutive days undergoing negotiation training. They also started the process of determining how the contract needs to be modified or changed. Negotiation dates have not yet been secured with the state.

MMA (Brad Heilman) – No report.

MGEC (John Caven) – Not present.

E. MnSCU/Legislative Relations – We will be hearing more about a new focus from the Office of the Chancellor. The Chancellor is very committed to moving forward with a grass-roots initiative that will focus on the leaders around the state who have influences on policy issues and will support what is being done at MnSCU. This initiative would include increased funding, promoting projects, capital building, HEAPR and other issues that help colleges and universities run better. This will be built up over the next few years. The University of Minnesota has had one for over 20 years. The grass-roots people cannot be asked for any money.

II. Discussion Items

A. Recurring Items

1. Parking – One of the parking signs in Lot 6 will be changed to "State Vehicle" since President Davenport has received comments about having two parking spaces reserved for him. He gets one space, and he pays for it.
2. Budget (Rick Straka)
 - a. Master Plan Update – MSU is scheduled to appear before the MnSCU Board of Trustees in March regarding the Campus Master Plan. We are moving forward with the plan and hope to be able to finalize the selection of an architect/engineering firm. We are looking for the proper place to bring the Master Plan into the meet and confer process. Planning Sub Meet & Confer has been discussing this. In getting ready for the Master Plan process, the President invited people from the city, the community, the local two-year colleges and District 77 to

talk about the athletic recreational proposal. There were discussions about where we can obtain partnerships and synergy so we are not all trying to get the same kinds of projects and facilities, how we can get together in the future, and ways we can collaborate. We will continue having this discussion group and try to make sure these types of groups are brought into the process earlier to receive their input rather than just their review after something is done.

- b. Change in MSU Purchasing Procedure – The Cabinet has discussed a proposal that under MnSCU Board policy allows the limit for bids on purchases to be increased from \$2,000 to \$10,000. We will do a pilot project through the end of FY08. If there are any unforeseen issues, we will look into them. We will have to tighten down our process for \$10,000 to \$25,000 purchases and those we have above \$25,000. The purchasing card has a separate limit, and we are looking at the possibility of also raising that limit. The business of the future is going to be electronic. Many businesses will not accept purchase orders; only credit cards. The purchase order business is quickly dissolving.
- c. The Office of the Chancellor has approved third-party tuition payments through a vendor. We foresee implementing the FACTS external student payment plan at MSU. If students want a payment plan, they will do it through a third party instead of MSU. They will have a choice of using a bank account or a credit card. About 70% of students choose a bank account instead of a credit card. There is a 99.1% collection rate with this company. Students pay a fee that is comparable to our installment fee. There is no direct cost to the University. We will see some lost late fee income, but it is still a good deal for students. Students will have the option of different payment plans and can spread payments out longer and have a lower monthly payment.

3. HR Topics (Lori Lamb)

- a. Unclassified Searches – HR Director Lori Lamb distributed the latest information on unclassified administrative openings.
- b. Update on Post-Retirement Employment Option: Who has been approved, lengths of time taken for post-retirement employment, which bargaining units they had been in, how program has been functioning (AFSCME) – To date there have been four post-retirement positions approved by the Cabinet. Post-retirement positions can be approved for only one year at a time. The employees who have been approved are H. Dean Trauger, MnSCU Administrator; Dave Neve and Garnet Cafourek, both from MMA and now in MAPE; and Gwyn Outka, Commissioner's Plan. These are temporary unclassified positions according to state law. It appears that the program is going well. There is a process to go through, and funding has to be available. SCC is the only other MnSCU institution that has anyone in a post-retirement position. The approval of post-retirement positions is based on an institutional need; not on the desire of the individual.
- c. Use of Sick Leave and Annual Leave (AFSCME) – Deleted from agenda.
- d. Background Checks – Lori distributed two documents regarding a proposal to change background checks. It currently takes a very long time (two to eight weeks) to receive background information, and HR has been looking for a more efficient way. There is an on-line service, Verified Credentials, Inc., through which a background check can be requested on-line after obtaining a release. It is faster and cheaper and there is nothing wrong with doing it this way. HR has

tested the service and has received reports in two to three days. It does not change any of the notices or legal parameters. Absent any objections to this change in background checks, HR will go forward with it.

4. Campus Safety – Rob McGinn mentioned that the next meeting of the MSU Safety Committee will be held next week. There is a state-wide meeting on November 16 and a system-wide meeting on December 5. COOP (Continuity of Operations Plan) is again on the agenda. Training will be offered.

III. Action Items

- A. Health & Wellness Task Force (Chris Connolly) – Reported above.
- B. University Dining Services (Pat Swatfager-Haney) – VP Swatfager-Haney distributed "Dining Contract Interpretations and Procedures". If anyone has questions about the University Dining Services, she suggested they contact Cindy Janney. Cindy can also go to meetings to communicate this information and answer questions. Coming from a risk management point of view, we have a liability as an institution, especially when we sell tickets and fund raise. We will continue to work with the International Student Office and any offices that want to do different kinds of events involving food. We want to promote food safety.
- C. Affirmative Action Advisory Committee (Ken White) – AA Officer Ken White distributed a proposal for an Affirmative Action Advisory Committee that will help facilitate a better understanding of Affirmative Action and its purpose. We must foster discussions to generate this understanding and support of Affirmative Action. Students, staff, faculty and administrators need to have an open dialogue about Affirmative Action. President Davenport has a commitment to this and supports the advisory group. This is at a very preliminary stage and needs to move forward. When we don't hire an underrepresented person, there are always questions as to whether the procedures and goals were followed. President Davenport will speak the loudest in support of Affirmative Action. HR handles searches, but the orientation process for search committees is conducted by the Affirmative Action Office. Before anybody is hired Affirmative Action is consulted and makes a recommendation. President Davenport has not and will not sign off on any hire without Affirmative Action's approval. There are a lot of different perceptions of what Affirmative Action means. The more we talk about it and get the campus on one page, the faster we can move forward. AA Officer White has not finalized the make-up of the committee; six to eight members is not a definitive number. Anybody who wants to be involved can be.
- D. Formal Review of Rollerblades, Skateboards, Bicycles, Electric Assistance Mobility Devices Policy (Rick Straka) – This policy is being brought forward to all meet and confers today for formal review. A response from each union was requested within 45 days. This policy originally generated quite a bit of input and discussion. Rob McGinn has been working on it and incorporated the input. There is no mention in the policy of having to have a sticker on devices. Bryan Schneider suggested one change: "i.e. Segways" should be "e.g. Segways".

IV. Other Items – No items were brought forward.

NEXT MEETING: THURSDAY, DECEMBER 7, 2006, 10:00 AM, CSU285