

CLASSIFIED MEET & CONFER

March 8, 2007

10:00 a.m., CSU 202

Attendees: President Davenport, Terri Evers, Karen Foreman, Tony Francour, Pat Pearce, Valerie Roberts, Rob McGinn, Mitch Wallerstedt, Mark Parsley, John Caven, Toya T. Schmidtke, Lori Lamb, Scott Olson, Bryan Schneider, Rick Straka, Pat Swatfager-Haney, Vickie Hanson

Guests: Malcolm O'Sullivan, LoRita Powell

I. Information Items

A. Reorder/Additions to Agenda

Rick Straka asked that **Item II. Action Item - A and B** "Formal Review of Undergraduate Course Repeat Policy" and "Formal Review of Undergraduate Admissions Policy" be removed from the agenda because responses were received at the last meet and confer. A move was made to delete these action items.

An addition was made to the agenda under **IV. Other Items**-Issues related to the MAV mail reply to all button.

B. Approval of Minutes from Previous Meeting-The minutes were approved.

C. President's Report – President Davenport reported that he has been away from MSU and it is good to be back. He was successful with fundraising in Phoenix, AZ, with lots of friends and money. Yesterday the Senate committee proposed \$15 million in renewal energy for the university and it passed unanimously. Dean John Frey was there to testify. The Governor proposed one of three areas to receive a \$5 million wire grant federally funded on renewal energy. The Humphrey Institute will help to write the \$4.5 million grant. Vice President Rick Straka, President Davenport and others attended the Board of Trustees bond hearing in St. Paul regarding the renovation of the Trafton South building. The College of Allied Health and Nursing is two years ahead of time. VP Straka did a fantastic job presenting. The legislature supports what the board supports. VP Straka's feedback on the Board of Trustees was very favorable and they were very supportive on both projects, Trafton and the Allied Health & Nursing building. Sean McGoldrick did a great job and both Dean Herth and Frey were recognized for their work by the board.

The Northern Sun date was postponed due to weather. They will now be on campus March 14 and 15.

D. Bargaining Unit Leaders' Reports

AFSCME (Pat Pearce) –Negotiations are taking place with the state on Tuesday's proposals. The Safety Committee met a couple of weeks ago. Professional Development funding is still available. Karen Foreman said there was a good turn out yesterday for the Day on the Hill. 38% of state employees work in MnSCU for all bargaining units. There are 49,000 state employees (DOER), and 19,000 MnSCU employees. She did testify that MnSCU be included in the salary cap. A reception was held at the Crown Plaza in the evening with 800 people attending.

MMA (Mark Parsley) – They are currently working on negotiations.

MAPE (Mitchell Wallerstedt) – They are currently working on negotiations. They will attend Pre-Meet & Confer for MnSCU with the Chancellor today.

MNA (Toya Schmidtke) – Nothing to report.

MGEC (John Caven) – They are currently working on contracts. Professional staff training is available each year depending on funds. Staff would like to be able to attend training earlier in the year.

E. MnSCU/Legislative Relations – Covered in President's Report.

F. Enrollment Management Summit – The Enrollment Management Summit will be held on March 23, 2007 at the Midwest Wireless Center. The first part of the day will focus on President Davenport's view on how far we have come in past 20 years. During lunch, presentations will be made about what Mankato will be like. In the afternoon there will be working tables on enrollment management.

G. Informal Review of Administrative Drop Policy – Malcolm O'Sullivan said there were a lot of comments on this policy so far. He will bring the policy back for formal review later this term.

H. Informal Review of Access for Students with Disability Policy – Malcolm O'Sullivan will bring this policy back for formal review later this term.

II. Action Items

A. Formal Review of Undergraduate Course Repeat Policy – A move was made and seconded to delete this item from the agenda.

B. Formal Review of Undergraduate Admissions Policy – A move was made and seconded to delete this item from the agenda.

III. Discussion Items

1. **Parking**-The parking recommendations were sent to President Davenport for approval. He has moved and acted on the recommendations including Lot 23 remaining free for next year. Improvements still need to be made to the lot such as safety lighting, and blacktopping of the surface. LoRita Powell commented on the time involved to get into the customer pay lot and having to wait for a ticket as the spaces were counted before proceeding to park. A comment was made that there will be a lot more discussion in the future regarding the customer pay lot.
2. **Budget**- VP Straka stated that the numbers continue to change, tuition numbers looks short, enrollment numbers are there and it is fairly balanced between the good and bad surprises. Continue until mid to late April with spending targets. VP Straka continues to consult with the students to keep them up to date.
3. **HR Topics**
 - a. **Unclassified Searches** (Handout) – Lori Lamb distributed the latest information on unclassified administrative openings.
 - b. **MMA Proposed Layoff PALS** – There will be in-house layoffs as reorganization will take place in PALS.
 - c. **Classified Staff Development Fund** – Lori Lamb introduced DeeAnn Snaza from the Professional Development Committee. The committee is seeking interested classified staff to use funds for attending conferences, classes or workshops. The deadline to apply for funds is March 16 with use of funds to be used by June 30, 2007. An email was sent to all staff encouraging their use of these funds.
 - d. **Subcontracting for Office Moves** – Marty Rost talked about the summer renovation on the second half of the Wigley Administration Center. ITS will be moving the computers and the moving of Xerox copiers will also be handled in-house. The Moving the furniture and boxes will be contracted out through a moving company. With the timing and tight timeframe it would not be possible for this to be handled internally by MSU staff. President Davenport asked how many staff will be moving. Marty Rost said that during the first round, there will be 45 employees moving during the second round the Human Resources Office on third floor will be moving. Later in the summer the Registrar's Office will be relocating.

- e. **Security Training** – Kevin Thompson of IT Services passed around posters that will be displayed around campus regarding data security. Lori Lamb and Kevin Thompson will be the co-chairs. MnSCU partnered with the U of M for on-line training and to develop campus teams. The training will take place through D2-L three training modules (each taking 15 minutes to complete). Kevin wanted to get the awareness out as more information will be following.

- f. **Sexual Harassment Training** – There will be on-line training being offered starting this fall. It will consist of two modules. One module will be for everyone to complete and the other module will be for supervisors and managers. The completion of the training can be tracked online, along with the ability to print a copy confirming completion of training that can be put in each employee's personnel file in Human Resources. President Davenport talked about bullying in the workplace and how we are a welcoming campus and will not be subject to bullying.

- g. **Weather Emergency Closing** – Lori Lamb talked about closing the campus during the recent snow storm. She stated that “we don't close very often, and that this was taken very seriously, with a lot of thought given. It was a tough decision to close the campus and it was not taken lightly.” Lori Lamb sent out a campus email on Monday to help with questions regarding the closing. Discussion on weather essential employees took place. The process for these employees should be reviewed and improved.

- h. **Campus Safety** – Bryan Schneider talked about the Daylight Savings Time change issue with the phones and computers. Make sure to double check your appointments for the correct time. Rob McGinn talked about the parking behind Armstrong Hall. The following recommendations were made by the Safety Committee to VP Straka:
 - 1. The handicap parking stalls and the Speech and Hearing stalls would be eliminated but a stall for stall accommodation would be made in Lot 6.
 - 2. All Facilities Management/Vendor stalls would be moved to along side of the building and eliminate the Facilities Mgmt/Vendor Stalls located in the island.
 - 3. The two 15-minute unloading zone stalls would remain, but parking would be restricted between 7 a.m. and 2:30 p.m.
 - 4. Waste Mgmt. will continue to pick up trash prior to 7 a.m.
 - 5. Signage at the underpasses will be installed to inform people that only authorized vehicles are allowed in this area.

IV. Other Items

- 1. MavMail “Reply To All Button”** – Pat Pearce is wondering if this button can be eliminated as if used a reply message will be sent to everyone. Bryan Schneider will check on this as this is not supposed to happen.

The meeting was adjourned.

NEXT MEETING: THURSDAY, APRIL 19, 2007, 9:00 AM, CSU256