

CLASSIFIED MEET & CONFER
September 20, 2007
10:00 a.m., Armstrong Hall 320

Attendees: President Davenport, Pat Pearce, Valerie Roberts, Karen Foreman, Matthew Clay, 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 – The motion was made to move Malcolm O'Sullivan on Policy Updates forward on the agenda.

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

C. President's Report –Pres. Davenport welcomed everyone back. There were 10 goals/strategic priorities addressed in the convocation address this year. VP Straka will address the challenges to the budget later. Pres. Davenport said everyone will be invited to the pancake breakfast homecoming weekend from 7:30-10 a.m. on Saturday, October 6. The location will be announced. Pres. Davenport has been invited to India by the Governor. He will be the only President from Higher Ed going. Pres. Davenport has more significant roles at the Chancellor's Office such as being on the University Sector meeting and Co-Chairing the IT Committee (Leadership Committee) and he has been asked to chair the search for the President at Metropolitan State. He is happy to announce that VP Straka has been appointed to the most important planning group (Allocation Peer Review Committee).

D. Bargaining Unit Leaders' Reports

AFSCME (Pat Pearce) – They have a new contract, it went well. Sodexo employees are now full fledged members of AFSCME.

MMA (Mark Parsley) – Still in the process of negotiations.

MAPE (Matthew Clay) – Nothing to report.

MNA (Toya Schmidtke) – Nothing to report.

MGEC (John Caven) – Contract still in settling process. They are a non-striking group. There have been a lot of hires with the bridge collapse in Mpls. ABET visit is coming up for accreditation and reaccreditation.

- E. MnSCU/Legislative Relations** – Major focus is bonding. Senate Finance Committee here today-largest ever this year. 4-5 bond groups will be coming through campus. Today they will be having lunch and taking a tour of Trafton of which most have seen already, but Pres. Davenport is interested in what they will say. Future items include tuition, faculty and staff salaries and next biennium budget.
- F. Caucus Night** – A reminder not to schedule any events for the evening of Tuesday, February 5, 2008 due to Caucus night.

II. Action Items

A. Policy Updates

- a. Undergraduate Admissions**
- b. Repeating and Undergraduate Courses**
- c. Administrative Drop Policy**
- d. Access for Students with Disabilities**

Malcolm O’Sullivan reported that all four of these policies have been signed and approved and will not be on the list for five years. He said there will be an announcement coming out on Friday calling for policy reviews for this year, including policies to be looked at and reviewed over the course of the year.

III. Discussion Items

- 1. Parking**-There have been some major changes:
 - a. The free lot was upgraded and paved over the summer creating goodwill with the City.
 - b. Change with pay lot rates (same money, but more spots for visitors to park).
 - c. Traffic on Ellis Avenue, removed parking spots, traffic flow has been better.
 - d. Parking Advisory Committee was very successful in their recommendations.
- 2. Budget**- VP Rick Straka reported with being in the middle of negotiations he won’t know the final impact until the unions have settled. Expect 325 to 350 new NEF which will all help to balance the budget. Right now, in a pretty good spot.
- 3. HR Topics – Lori Lamb**
 - a. Unclassified Searches/Classified (Handout) – The latest information on unclassified administrative and classified openings was distributed. There are more classified positions open now than ever. H/R has very been busy.

4. Campus Safety

- The fire alarm drills were performed last week and went very well.
- Yellow lines will be painted on the west road past power plant.
- Bryan Schneider stated that the Emergency Broadcast should be up and running by the end of September.
- VP Straka reported that the University COOP Plan (Continuity of Operation Plan) will be due to the Chancellor by December 31.

5. University RFP and Contract Process

- A draft of the Contract Review Process was distributed for final review. Please respond to Avra Johnson if you have any feedback or concerns on the process within the next two weeks. They would like to implement the process this year.

6. Vikings (MAPE request)

- The Vikings have been instructed to give tickets directly to the institution who in turn can hand out the tickets. Employees cannot take tickets directly as state law says "you cannot accept items valued over \$5". This protects the individual during a university audit. Lori Lamb will check with Carol Stallkamp on the process of ticket distribution.
- Lori Lamb sent out an ethics email reminder this morning for review.

7. Title Change: Dean of Institutional Diversity

- President Davenport is pleased to announce Dr. Michael Fagin's new title is "Vice President of Institutional Diversity". It is important to send out the message that this area is as important and valued.

8. Financial Aid: Last Date of Attendance Reporting Requirements

- VP Straka reported that this is becoming a bigger issue with the federal government effecting students and institutions. There needs to be an understanding (requirements) that the Registrar's Office/Dean's Office must document the student's last date of attendance.

9. Planning and Assessment Organization

- Avra Johnson reported that it's moving along nicely. IFO constitution change within the next couple of weeks.

10. College of Extended Learning

- Pres Davenport, during his convocation, addressed the need to consider a new College of Extended Learning. A committee has been set up to explore the possibilities for a new College of Extended Learning as well as an online learning plan. Committee members are VP Marilyn Delmont, VP Robert Hoffman, Provost Scott Olson and Dean Lipetzky. There will be no new office, no new staff, only a title change.

11. Tobacco-Free Policy

- VP Straka reported that a request has gone out for bargaining unit committee members with the charge to draft a Tobacco-Free Policy, not to debate, and to get the policy entered into the current policy review process. Pres. Davenport asked why “tobacco-free” term. VP Straka stated to include smokeless tobacco.

12. Great Place to Work

- Pres. Davenport, “What’s it going to take to make this a great place to work”. Lori Lamb said there has been a small group set up to carryout this charge. Committee members are VP Hoffman, Provost Olson, VP Delmont, Dean Alessio, and Lori Lamb. They would also like a representative from each bargaining unit to serve on the committee.

13. Enrollment Management

- Provost Olson distributed a draft of the Proposed Enrollment Management Structure. He asked to have everyone look at the list and let him or VP Swatfager-Haney know if they would like to participate and a seat would be made to build the teams. The teams were created last spring by a group of 30-35 people.

The meeting was adjourned.

NEXT MEETING: Thursday, October 18, 2007, 10:00 AM (CSU285)