

**CLASSIFIED MEET & CONFER**  
**November 15, 2007**  
**9:00 a.m., CSU204**

Attendees: President Davenport, Pat Pearce, Valerie Roberts, Mike Cofield, Jerry Harty, Bob Lutz, Matthew Clay, Robb McGinn, Mitch Wallerstedt, Barry Wilkins, Mike Peters, Lori Lamb, Avra Johnson, Scott Olson, Marilyn Delmont, Rick Straka, Pat Swatfager-Haney, Vickie Hanson

Guests: Lorita Powell and Malcolm O'Sullivan

**I. Information Items**

**A. Reorder/Additions to Agenda** – There was no reorder of the agenda and it was approved as stands.

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

**C. President's Report** –

President Davenport clarified his enrollment mgmt. plan. The long-range plan is to grow to 20,000 students as we expand the capabilities of the campus. Part of this enrollment plan includes security, residence halls, business building and the Gage Towers. Off-campus growth will be a major part of the growth, as will graduate levels and we will see a noticeable impact along the 169 and I-35 corridor. Management has been talking about technology issues. \$500,000 on technology resource has been earmarked for instructional program in the classroom and student use service.

**D. Bargaining Unit Leaders' Reports**

**AFSCME (Pat Pearce)** – Things are coming forward for Sodexho employees. They would like to be more incorporated into the university. The new seniority rosters are out for your review.

**MMA (Barry Wilkens)** – They have reached a tentative agreement on the contract and will vote on it later this month.

**MAPE (Matthew Clay)** – Nothing to report.

**MNA (Toya Schmidtke)** – Not present.

**MGEC (Mike Peters)** – Their contract has been approved. Now it will go to the state. They are looking at January for back payment. Tuition waiver problem-Since there are only seven employees in MnSCU system and it is difficult for them to get anywhere. Lori Lamb will schedule a meeting with Pres. Davenport and Mike Peters to discuss this after Thanksgiving. Lori Lamb and Human Resources have been trying to work on them getting the same coverage as other unions.

- E. MnSCU/Legislative Relations** – This is a bonding year and the top priority- Bargaining year/contract settles/budget
- The third phase of Trafton building (renovation)
  - Number two on the list (fairly good position)
  - Number one is HEAPR money
  - The Board of Trustees met Wednesday. There are various scenarios, and a decision has not been made on tuition yet:
    - 1) Allow to go forward with 4% on buy-down
    - 2) Only charge students 1% (4 yr. presidents have buy-down concern)
    - 3) 2/3 base vs. 1/3 base (one-time money) to replace tuition
  - There are suggestions to figure out:
    - 1) Take appropriation money in FY09 to buy-down tuition
    - 2) Discussion about technology (senate side, push to recover tech money to put in salaries and other initiatives).
  - There is a bond tour on campus today. Politicians have set \$1.2M grant money for diversity. We will be partnering with 12 campuses making up the “Center of Excellence” for the underrepresented.

## **II. Action Items (Malcolm O’Sullivan)**

- There are nine policies on the agenda:
  - **Policies Presented for Informal Review** (Informal review period runs from October 31-December 3, 2007)
    - 1) Transfer of Technical Credits
    - 2) Resolution of Student Concerns (new name recommended: Student Complaint and Grievance Process)
    - 3) Weather and Emergency University Closure
    - 4) Student Athletic Drug and Alcohol Education and Testing
    - 5) Grading
    - 6) Priority Registration
    - 7) Make-up Work and Missed Classes
    - 8) Smoke-Free/Tobacco Free Policy
  - **Policy Presented for “Expedited Review”** (single review period of 30 days from October 31-December 3, 2007)
    - 9) Undergraduate Extended Learning Student Admission to the University
- If you have any comments on the Tobacco Use Policy get them to Malcolm by December 10.
- Malcolm handed out a chart titled “Summary of Primary Changes to Current Policies in Policy Drafts”. He would like your comments.

- There will be two more policies for informal review coming out today:
  - 1) Athletic Placement
  - 2) Campus Info Tech Privacy
 These have a return date of January 31, 2008.
- That makes twelve policies for Fall semester-Send changes or suggestions to Malcolm in writing.
- The informal policy review time is the time to debate or make suggestions to a policy, then once the informal time is completed a formal policy will move forward to the VP in charge of the policy, then it is forwarded to Pres. Davenport. This will happen in the Spring.
- VP Straka-The smoke-free policy will more than likely create debate on campus. Malcolm, the policy committee processes the policy to present to the campus community. They do not comment on content of the policy that is up to the campus community.

### III. Discussion Items

#### A. Standing Items

1. **Parking-** Rob McGinn asked about the status and comments on parking behind Armstrong Hall. AFSCME highly recommends and supports removal of parking. Rob will move forward with this recommendation. Rick Straka stated that the new parking rates in the sunken lot has freed up the demand for parking spots for visitors.
2. **Budget-** VP Rick Straka
  - Hurry up and wait for near future. Still in negotiations and awaiting impact of the settlements.
  - During his CFFO conference call this morning there was new info that the board will buy down tuition and will not want to use any one-time money (out of base monies).
  - FY09 state consultation-state position on tuition – sent forward resolution to board 3% tuition buy down to 1%.
  - Reopen discussions if negotiations come in more significant than expected.
  - Sean McGoldrick reviews facilities future prices in fuel and forward purchased natural gas in August/September. Should see a significant savings of \$300,000 to \$500,000 in heating dollars.
  - Fuel prices on vehicle fleet will also have an impact with prices.
  - Reserve level at 6.3% to 6.4%, System Office would like it to stay between 5%-7%.
  - The University had their exit audit interview last week. It was a clean audit, with no findings.

### **3. HR Topics – Lori Lamb**

- Unclassified Searches/Classified (Handout) – The latest information on unclassified administrative and classified openings was distributed.
- Pres. Davenport announced that Mike Miller will be the Interim Vice President for Advancement. Co-Chairs of the search committee are VP Hoffman and David Andreas. The search firm will be on board for 6-9 months.
- Facilities working commencement (AFSCME request) – Discussion was held and it was explained that the charge back from University Advancement to Facilities went up \$4,000. Facility related work employees will be compensated for working commencement. Usher and event work is not related to facility positions. Commencement will be seeking volunteers; however if you are assigned to work that is a separate issue. Lori Lamb reported that as part of the MnSCU Board Policy on volunteerism, you can volunteer your time at commencement. She will forward the policy link to AFSCME and also a copy to Becky Miller/Diane Kalis in University Advancement. Rick Straka will follow up on budget ending balance for summer commencement.

### **4. Campus Safety – Rob McGinn**

- MnSCU is looking for information on campus fires. A program will be developed to train students on cooking in dorms.
- Rob McGinn received correspondence from Homeland Security regarding chemicals of interest on university campuses. He is coordinating with John Frey and department chairs to take inventory of these chemicals. He has been given a short deadline to comply with the inventory evaluation or a \$10,000/day penalty will be imposed.
- Work continues on the COOP. Information has been moved to the server so multiple people can work on it.

## **B. New Items**

### **1. LEMAP Security Team**

- AFSCME would like to know where Security levels need to be at for the university. They would like a follow-up report on the status of number of students vs. security officers on campus. VP Swatfager-Haney reported that there are 5-6 F.T. officers on campus. Security has been very proactive and she will have Carol Stallkamp send out the security report to Pat Pearce. During the past 3-4 years, Security has hired 2 F.T. Security Officers (M&E funded), a MAPE supervisor (revenue funded), and a .50 Community Service Officer (grant funded). They have also done a lot of reorganization and reclassification within Security.

## **2. Bullying Survey Update (Susan Taylor)**

- Susan Taylor provided the group with an update on the survey. As of today 18.3% of employees have participated. The survey went out to 34,000 employees (including student workers). It was sent out via email on November 5 from consultant, Joel Neuman. A reminder will be going out today. Paper copies of the survey can be picked up at the Hub, Library or Highland North Atrium.
- Susan would like to dispel concerns of taking the survey:
  - You cannot be identified
  - Fear of retaliation (work place policy)
  - Fear that nothing will happen (the consultants will be back next semester with the big picture and stats from this survey. They will meet with stakeholder groups and hold open sessions.)
  - The survey will remain open until December 7.
- President Davenport wants to make this the best work place environment we can have. Look for education and training and people opening up.
- Lori Lamb acknowledged Susan Taylor for her accomplishments and all the work she has done on the bullying survey.

## **IV. Other Items**

The meeting was adjourned.

**NEXT MEETING: Thursday, December 6, 2007, 10:00 AM (CSU204)**