

CLASSIFIED MEET & CONFER
January 31, 2008
10:00 a.m., CSU203
Meeting Chair – Rosemary Kinne for Rick Straka

Attendees: President Davenport, Pat Pearce, Valerie Roberts, Jerry Harty, Karen Foreman, Marie Loverink, Matthew Clay, Rob McGinn, Brad Heilman, Mike Peters, Toya Schmidtke, Lori Lamb, Avra Johnson, Scott Olson, Marilyn Delmont, Rosemary Kinne, Pat Swatfager-Haney, Vickie Hanson

Guests: Mike Miller, Cynthia Bemis Abrams, and Becky Miller

I. Information Items

A. Reorder/Additions to Agenda – President Davenport will adding to the agenda.

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

C. President's Report –

- President Davenport was on the radio yesterday. There are a lot of positive things happening at the University: Wrestling team #1, hockey team coming back strong, women's hockey team almost beat U of M, recognition ceremony on Monday, theatre program. Pleased with the efforts toward work place environment.
- Introduce preliminary plans for the campus master plan. Seeking input and consultation from members of the community. Scheduled dates for open forums to look at Paulsen Architects plan walk through and ask questions will be February 13, March 7, March 21 or March 24 in the morning. We are in the preliminary stages now and would like to move to the final stages.
- Handouts were provided on the site recommendation for residential halls. Avra Johnson explained that the red area is the planned preliminary new residence hall extension to Carkoski. With this proposal all students would be on this side of Stadium Road. The green area is the proposed second residence hall (600 beds) to compensate for 1,200 beds at Gage Towers when they are decommissioned. Pat Swatfager-Haney stated that they would like the zone of residential students in one area. The cafeteria in Carkoski Commons would be remodeled to become the one main dining room on campus. This will help to make this a pedestrian campus, the internal roads of campus would be drivable for safety vehicles only, helping with the greening of campus and safety issues. ASG was here for two days to hold focus group sessions. There are four scenarios with the best location determined. Looking at 2011-2012 for a possible goal to accomplish this.

- Scott Olson-The academic piece of the master plan siting for the COB building is at the back end of the sunken lot (4a) with a ramp and transportation hub with skyway to the main buildings in front of it. The master plan is to build out Morris Hall with the possibility of Armstrong coming down.
- Student Affairs and Academic Affairs are working closely together focusing on the safety issues first, location and sites of new building, beautiful plan. Would like to see Student Support Services, Trio, Academic Success, FYE and Security all in one location.
- Mike Miller-Academic planning-Would like the planning for the Allied Health and Nursing building to get back on the list.
- They would like to hear your comments. Hard to ask for parking ramp money from private contributors.
- A formal announcement will be coming out on Paulsen Architects walk-through.

D. Bargaining Unit Leaders' Reports

- **AFSCME (Pat Pearce)** – Have been working with Sodexho on tie-ups in payroll system, management issues. Karen Foreman mentioned that the front line conference will be held on May 20-21 with specific workshop information coming out the end of February. Had meet and confer with the Chancellor on January 18 to review SCUPPS, safety practices, diversity in full-time staff.
- **MMA (Brad Heilman)** – Contract is now complete.
- **MAPE (Matthew Clay)** – Nothing to report.
- **MNA (Toya Schmidtke)** – Nothing to report.
- **MGEC (Mike Peters)** – Contract settled. Appreciate the help from Pres. Davenport and Lori Lori on the issue of tuition waiver for dependents on campus. MOA is in the mail. MSU is now a great place to work.

E. MnSCU/Legislative Relations – Bonding and number one capital project. Focus on election. Mankato is looking good.

F. Update on Policy Review Process (Handout) – Please direct any comments or questions to Malcolm O'Sullivan.

G. High Risk Drinking Summit (Scott Olson and Pat Swatfager-Haney) – The summit is scheduled for Wednesday, February 27 from 8-11:30 a.m. at the Alltel Civic Center. This will be a city event, not a university event.

H. Bullying Survey Update (Lori Lamb) – They have started working with the consultants on how to take the data from the survey and bring it to the campus. Over 1,000 individuals responded to the survey.

II. Action Items (Malcolm O'Sullivan)

The informal review period will close on January 31, 2008 for the following policies:

1. Mathematics Placement
2. Campus Information Technology Privacy

Policies may be accessed at <http://www.mnsu.edu/acadaf/policies/>

III. Discussion Items

A. Standing Items

1. **Parking**-Nothing new to report.

2. **Budget-Rosemary Kinne**

A handout on FY09 budget projections was distributed. Negotiations are still going on so no final numbers yet. FY09 budget assumptions include:

- Tuition based on 3% increase over FY08 plus 1% buy down
- Scenario I-No enrollment increase
- Scenario II-100 FTE increase
- Scenario III-200 FTE increase
- Scenario IV-300 FTE increase
- Salary BU increases/fringe based on 4% increase
- Additional staffing for Trafton Addition \$186,000
- Additional debt service for Trafton Addition \$344,373
- 5% increase in utilities budget plus addition utilities cost for Trafton Addition \$334,373
- Talent Grant Scholarship inflation 4%-\$47,424; Grad Asst. inflation 4%-\$69,186.
- Increase in contract travel \$100,000

3. **HR Topics – Lori Lamb**

- a. Lists-The unclassified/classified openings lists were distributed.
- b. Search Issue-Being consistent with a process in place. Still have issues, negative experiences with processes. Need feedback and the H/R Office will be participating in the search process. Need to improve the quality of searches. Let Human Resources know about upcoming searches.

4. **Campus Safety – Rob McGinn**

- a. **Coop Update**-The divisions are working on COOP. Student Affairs is getting close to done, Academic Affairs have more to cover, Finance & Administration have met a few times and continue to work on it. The deadline for completion was December 31 which Don Beckering from MnSCU says is o.k. as long as we are working on. Rob will be setting a deadline for the groups.
- b. **Safety**-Chemicals of interest from Homeland Security; nothing to report.
- c. **Phone System**-Thanks to ITS and Security on the fire alarms and making the system better.

- d. Skirted an issue with department Duty Officer on Tuesday when a mercury spill happened in the Myers Fieldhouse hallway. The mercury was contained and Bay West cleaned it up. Problem was it wasn't reported for three hours. Pres. Davenport asked about the possible health impact when mercury is not recovered. Exposure can cause mental or nerve damage.

5. Enrollment Management (Scott Olson and Pat Swatfager-Haney)

A draft of enrollment management goals for fall 08-09 was handed out. After all bargaining units have settled will be able to look longer term.

B. New Items

1. Creating New College of Extended Learning (Scott Olson)

At convocation, President Davenport put out a call for a new College of Extended Learning. Scott Olson is leading the committee. The college would have the ability to support itself.

2. Capital Campaign Update (Mike Miller)

Plan to be launching a comprehensive campaign this year. We want to grow faster than the state is able to fund with the COB building and other programs. When we receive 60-70% in pledges the campaign will be launched and put in the papers. Donors want to hear that their money will be going to change the world instead of general upkeep. Looking for your thoughts as we get ready to launch the campaign solicitation. In 2-3 months major pledges will be coming in. Would like the majority of money in hand before breaking ground. Last year we received \$10.3 million in pledge gifts.

3. Use of Non-University Security Services for Graduation Ceremonies (Cynthia Bemis Abrams)

The commencement committee is a cross-section of individuals who have been under the direction of Diane Kalis' leadership. Becky Miller has replaced Diane and would like your continued support. The committee asks for feedback after the ceremonies. They need to contract with outside sources. The day is 11 hours long, on Saturdays twice a year with 5,000 to 6,000 people on campus. Suzie Dugan from Security does not have the staffing to provide security officers, parking and shuttles. Would like your consideration and support on using outside security, unarmed security personnel. Carol and Suzie Dugan in Security do not have the manpower and students on campus at these times.

4. Great Place to Work (Lori Lamb)

The task force met before the holidays. There will be a survey coming out to the campus community within the next couple of weeks. It will be a short survey 5-10 minutes to gather baseline data to continue to improve the workplace and making this a great place to work.

5. Voluntary System of Accountability (VSA) (Scott Olson)

This is a system based dashboard. The Assessment SubMeet group has been working on. It is a voluntary response of output in VSA. Same looking document at other institutions to compare data. We would have a link on our home page going to other VSA members for comparison. This would be a good thing for MSU to do.

IV. Other Items

The meeting was adjourned.

NEXT MEETING: Thursday, February 28, 2008, 10:00 AM (CSU203)