

CLASSIFIED MEET & CONFER

September 4, 2008

10:00 a.m., CSU204

Meeting Chair – Rick Straka

Attendees: President Davenport, Scott Olson, Avra Johnson, Lori Lamb, Marilyn Delmont, Mike Fagin, Pat Swatfager-Haney, Karen Foreman, Marie Loverink, Pat Pearce, Valerie Roberts, Matthew Clay, Rob McGinn, Mitch Wallerstedt, Toya Schmidtke, Mike Peters, Rick Straka and Vickie Hanson

Guest: Malcolm O’Sullivan, Karen Buum, Lorita Powell and Kathy Fodness

I. Information Items

- A. Reorder/Additions to Agenda** – Introductions were made.
- B. Approval of Minutes from Previous Meeting** - The minutes were approved and seconded.
- C. President’s Report** –President Davenport welcomed everyone back to the beginning of the school year. He took the summer off to get married. It’s good to be back. He was honored to be one of the selected individuals on the position out East. He has withdrawn from the position and wants to set the record straight. Don’t believe everything you read. He praised everyone for the opening of the school year. He has heard positive comments from parents and has received very few bad comments via email from parents. We have a friendly/beautiful campus. Make sure to stop by Jim’s Apple Barn by Jordan on Hwy. 169. The owner is a good representative for the university as he sent three students here. When you stop tell him you work at MSU.

President Davenport is the Vice Chair for the Council on Budget. Biennium budget is an important issue right now. Good start to the year-Sears Hall is beautiful and full, Ford Hall building dedication will be September 11, homecoming, the Gala, new football coach (prospects for a good season), and alcohol citations are down from last year. Welcome back!

D. Bargaining Unit Leaders’ Reports

- **AFSCME (Pat Pearce)** – The Frontline Conference was held in Alexandria. MSU had good attendance. Lori Lamb asked if they received any feedback from members on supervisors not allowing them to attend. Pat Pearce didn’t recall any here. At the fall convention at the end of September, they will be holding elections. There will be a contract assembly before Thanksgiving.

- **MMA (Barry Wilkens)** – Not present
- **MAPE (Matt Clay)** – Matt Clay was elected as President. The MAPE business agent, Kathy Fodness, is here today. They are working on the bargaining survey, excited about the level of involvement.
- **MNA (Toya Schmidtke)** – Arbitration started at the beginning of August.
- **MGEC (Mike Peters)** – They are committed to Meet & Confer with only seven members. They will also have a representative at Budget Meet & Confer.

E. MnSCU/Legislative Relations – President Davenport attended the retreat for the Board of Trustees to lay out the next five year plan. Access and affordability will be the key looking into the future. Keep education affordable. Need to educate 16 million more students by the year 2025. The number of students with 2 or 4 year degrees is still at the baby boomer stage. There is a lot of work to be done.

II. Action Items

III. Discussion Items

A. Standing Items (If Needed)

1. **Parking**-Rob McGinn reported that the handicapped parking has been moved to Lot 6. It's been a challenge with construction but he has been working with the contractor.
2. **Budget (Rick Straka)**-Working on finalizing the books for this past year. There will be a carry forward increase in reserve this year. Steve Smith and Rick are doing the analysis for the financial statement. Compiled financial index looks good, will have to average out. We are in good shape this year. Enrollment numbers look good (300 FYE increase). All MnSCU universities are down in transfers. Not quite sure why sophomore to senior numbers are down for returning students. We are up 120-130 registrations this year.

There are areas to look at for FY10 to structurally balance the budget. Challenge-forecast \$2-\$4B deficit, State of MN legislature looks at resources. Bargaining units and tuition are what ifs. Rick Straka thanked all who sent members to the budget planning meeting. Looking at the new budget process that was laid out at the President's Retreat at Gustavus. Still need to work with Cabinet. For FY11 we have in place a solid process with timeline dates. Best case/worst case scenarios have in place what implications will be in the budget by November-December each year. The process and timeline is on the budget website www.mnsu.edu/finadm/budgetoffice/. We are working with IT staff to put the process in place. All plans will be open and transparent to the campus community.

3. **HR Topics – Lori Lamb**

- a. **Lists**-The unclassified/classified openings lists were distributed. The lists are long. Forward any questions to Lori Lamb.
- b. **Code of Conduct-Cell**- Discussion was held at the President's Retreat on the code of conduct on cell phones that MnSCU Board of Trustees adopted on 7-1-08. We wanted to make everyone aware at the Meet & Confers first. An all-staff announcement will be forthcoming. The code of conduct can be found at:
<http://www.mnscu.edu/board/procedure/1c0p1.html>
Rick Straka stated that the IRS is going after non-profits for personal phone call use on business cell phones. There is "no personal use allowed" on all state owned cell phones/PDA devices. Don't give out these phone numbers unless it's for state business. AFSCME asked if notification of this policy could come out in paper form as well as email. Rick will talk with Sean McGoldrick, Jason McCue and Larry Kohanek if this information could be put in the employee mailboxes. PDA use will also need clarification. Marilyn Delmont stated that all cell phone users will also get the conduct email. A suggestion was made to bring in cell phone vendors to offer a discount. It was noted that state employees already receive a 15% discount package.
- c. **Classified Staff Development Grants**-Lori Lamb has not heard a response from anyone regarding the classified staff development funds grant. She encourages everyone to think about it.
- d. **FAQ**-There is a list of Frequently Asked Questions at the top of the above link also.

4. **Campus Safety – Rob McGinn**

If you have any concerns, call Rob McGinn.

5. **Getting Dining Service Employees More Involved in MSU (AFSCME**

request)-AFSCME would like to get the Dining Services employees more involved in MSU things such as mailing of coupon books and code of conduct.

6. **New State Guidelines for Vehicle Use (Rick Straka)**

-Still working through student issues with these new guidelines. Staff will follow new travel guidelines at the beginning of next year. Faculty the next year. Basic understanding is it applies to you if general yes or no guidelines for state vehicle use only.

7. **Enrollment Management**

Pat Swatfager-Haney reported that we should have a better picture on enrollment numbers next week. We are currently up 113 registrations from last year. We are slightly behind in transfers. Online numbers are up.

a. 7700 France Avenue Update (Pat Lipetzky 10:45 a.m. time certain)

Pat Lipetzky shared a power point presentation on 7700 France with the group. The extended campus is located a block North of France and the 494 intersection. It's a perfect site, great parking, very convenient location. Enrollment is strong. Ribbon cutting will be held on September 25. There are currently 303 students enrolled. Henry Morris is doing a marvelous job. Hours are Monday-Friday 11-8 p.m. Their website is: www.mnsu.edu/7700france

- 8. Policy Updates-**Malcolm O'Sullivan reported that there were 17 policies done with 15 already signed. The two unsigned polices are smoking and student complaints. The policy committee is set and ready to meet. The new website will be up by the end of the month.
- 9. Master Plan-**The master plan is 75% done. All filling in of the details of the plan are done.

IV. Other Items

Pat Pearce thanked Human Resources on having the Resource Fair. It's appreciated by all. AFSCME has concerns regarding security issues on campus. It was noted that an evening supervisor in Security has been added.

The meeting was adjourned.

Fall Semester Meet & Confer Schedule

October 16, 2008	10:00 a.m.	CSU203
November 6, 2008	10:00 a.m.	CSU204
December 4, 2008	10:00 a.m.	CSU204