

CLASSIFIED MEET & CONFER

May 7, 2009

10:00 a.m., CSU204

Meeting Chair – Rick Straka

Attendees: President Davenport, Scott Olson, Lori Lamb, Avra Johnson, Marilyn Delmont, Mike Fagin, Walt Wolff, Karen Foreman, Valerie Roberts, Julie Dornack, Jerry Harty, Bob Arndt, Pat Pearce, Rob McGinn, Mitch Wallerstedt, Matt Clay, Rob McGinn, Barry Wilkins, Toya Schmidtke, Mike Peters, Vickie Hanson and Rick Straka

Guests: Kathy Fodness

I. Information Items

- A. **Reorder/Additions to Agenda** – The agenda was approved.
- B. **Approval of Minutes from Previous Meeting** – A motion was made and seconded to approve the minutes.
- C. **President's Report** – President Davenport talked about what's happening at the legislature. Higher Ed is coming through pretty well, treated well in terms of appropriation. The big problem is the federal stimulus. That could hold everything up in terms of Higher Education. They will not decide what happens to Higher Ed until E-12 is worked out. MSU has two specials in the bills 1) IRETI (International Renewal Energy Technical Institute) project with Sweden, the State of MN and two other states. We will be getting \$1.5M (the article was in the Free Press) (not final yet and could get vetoed. 2) Engineering program delivered at the range (Dr. Olson has been working on). We will be getting \$1-\$1.5M for that project. The position we are taking is that the stimulus money will buy down tuition.

This is the last meeting of the year, but there may be summer meetings as needed to give you updates.

D. Bargaining Unit Leaders' Reports

- **AFSCME (Karen Foreman for Pat Pearce)** – Last Friday we had a state employee housing conference. There were numerous workshops, one on how our vending card works (the card is good for 3 years). This might be a workshop to have here on campus. Also a workshop on retirements and layoffs. Very pleased to announce that we have reached a tentative contract settlement with no furloughs. Continue to work on campaigning for fair taxes and budget. We appreciate the opportunity to meet during the summer specifically in June.
- **MMA (Barry Wilkins)** – Nothing to report.
- **MAPE (Matthew Clay)** – Have tentative contract agreement. Going to all the sites where we have people at (visited the Civic Center this morning) letting people know about the contract including a meeting at MSU this afternoon. May 11 we have a rally at the Capital Day to Invest in Minnesota. We would also like to meet during the summer.
- **MNA (Toya Schmidtke)** – Nothing to report.
- **MGEC (Mike Peters)** – Negotiations start Friday, with two more dates next week.

E. **MnSCU/Legislative Relations** (Standing Item) – See above President's Report.

II. Action Items

III. Discussion Items

A. Standing Items (If Needed)

1. **Parking-** Nothing to discuss.
2. **Budget (Rick Straka)** VP Straka- Wait and see at the legislature. Continue to review the budget situation and look at if we can add back more money. Will be suggesting at Cabinet. The budget is in good shape and still on track. We are alright in the budget reserve balance. The RFP process for the bookstore is complete. The Barnes & Noble agreement will continue as we move forward. There was additional competition this year that spurred some increase in commission. This may mean additional funding for our scholarships and help with issues in foundation and advancement right now in raising money. Stimulus money could be used as transition money (for retirements). We talked about how much MSU might get in federal stimulus dollars at the Town Hall Forum. We need our plan on how to spend the stimulus money to MnSCU by the end of the month. Our goal for the stimulus money is to invest in transitions and investment in long-term savings. Your suggestions are welcome.
3. **HR Topics (Lori Lamb)**
 - a. **Unclassified/Classified Lists**-The lists were distributed.
 - b. **Holiday Schedule** – The schedule will be posted on the HR website soon. There are classes scheduled Veteran’s Day, but it will be a scheduled holiday for classified employees. Faculty, MSUAASF and Administrators will be here.
4. **Campus Safety (Rob McGinn)** Construction on campus is moving forward so be aware that there will be areas that are off-limits to staff. Staff required to be in the areas will need to wear hardhats. They will be doing a lot of asbestos work with renovations throughout the campus. If you have concerns about areas that you think are unsafe, notify Rob. He will be working on the Coop Hazard Plan this summer which will come to the table in the fall.

B. Other Items

1. **Hazardous Waste Training (Rob McGinn)** This is a big issue with MPCA. Colleges and universities have been getting sited and the MPCA treats us as one agency. What happens at other universities affects us. The biggest issue is they do not feel we are training our staff or they are not attending training. We need 100% compliance. We do have a good reputation with the local MPCA. Fines have been over \$100,000 in Minneapolis. The MnSCU System has an agreement with MPCA that we will make sure the mandatory training is 100% complied with. Lori Lamb has a CD with the electronic right to now on it to use and distribute that she received at an HR conference. Lori and Rob will get together on tracking attendance in the Star System.
2. **Core Values Development Process Update (Scott Olson)** A short report on where we are with the core values process was distributed along with the original results of the core value survey that we took. Had 1,100 responses. Over the summer we will look at and come up with 3-5 words or phrases to craft a preliminary draft statement which will be ready for the August Retreat.
3. **Strategic Planning Report Card (Avra Johnson)** A draft copy of the final report for 2002-08 was distributed. Your comments are welcome. If your name is not in the participation list on the back page and you participated, let Avra know. There are two versions of the report card. The handout shows the outcomes of what happened. The other report card which you can access online is looking at each strategic planning objectives and measuring it. Each one was given a color code (green, yellow or red). There have been a lot of great things happening over the last 5 years that are reflected on the report.

- 4. HLC Progress Report Update (Avra Johnson)** This year we are doing a follow-up report on the 2006 HLC visit. We are in the process of putting together a working team with co-chairs from Planning and Budget and Assessment. We have Dr. Roca and Dr. Larsson as the co-advisors on the HLC. We are gathering information and may come to you to ask questions on how well we are making those objectives for HLC. Any comments or questions to Avra.
- 5. Clarification on How the Contract Settlements and Lower than Expected Insurance Costs will Impact the Budget Reductions (AFSCME Request)** Rick Straka-We are running the model and what we are expecting to see for insurance increases. MMB had put out an estimate of planning for a 6% increase in January. There is concern after seeing what the school districts have settled at. Their premiums are up around 10%. Pay increases and steps for classified employees come on anniversary dates, not on July 1. A conservative value is \$3/4M from what we were looking at in our planning to what our actual settlement might be. It may be \$750,000 that will be added back to the budget. I remind everyone that these agreements are tentative and have to be approved. Plans are fluid yet with layoffs and retirements and it's hard to nail down the costs.
- 6. Enrollment Management Final Report (Walt Wolff)** The committee has met over the year to set goals over the next five years. Each subcommittee was asked to put together what strategies they might use to achieve some of the goals for fall 2009 and fall 2010. The high school population will be dropping after this graduation. On the handout Ach is achievable goal and Str is stretch goal for the next 5 years. In each of the subgroups there are plans for and requests for funding to attain some of those goals for potential enrollment. VP Straka-Clarification on sophomore retention at 66% ,is not 66% of the sophomores coming back to juniors. It's back to the first year. The suggestion was made to add a line in the document for "sophomore" to "junior retention rate is 85-86%.

Housing actual on the report-There are no goals because we house anyone coming in and fill to capacity. There are some concerns with Gage and it's hard to project out with new residence halls. VP Straka reported that we are 80-90% done on the pre-design for the next residence project.
- 7. Summer Meetings – AFSCME** is open on when to meet this summer. Plan the first meeting to be during the first part of June, with a tentative date in July.
- 8. Future Recycling and Events Support (Rick Straka)** There have been some changes made to reach the 10% reduction requirement in the facilities area was the reassignment and elimination of the recycling positions among the GMWs as well as how much support we can give to large events. I wanted to let you know before an email comes out sent on behalf of Sean McGoldrick. One of the services going away is individual offices having your recycling being emptied. You may have to take your paper recycling to recycling bins outside the offices. Wanted to bring to Meet & Confers first. For major events we have had a couple of floating GMWs available for support. Now those positions have been eliminated. We will have to pay overtime or bring new people in. There may be additional charges. At Cabinet we talked about having a plan to help our public through making sure we have receptacles available and visible at events as well as to have announcements to encourage people to police their own trash and recycling.
- 9. Online Differential Tuition Feedback**
We are proposing a \$35 per credit online tuition differential fee. Right around the mean and medium of what's happening in our system. The fee would help support online education and online development. Let us know if you have any feedback on that.

10. Student Affairs Reorganization Feedback-Your feedback has been helpful. MAPE expressed they are not clear on certain areas and will forward emails to Scott Olson. We are still open for input. This is one more opportunity to make recommendations. President Davenport- scheduling is quite interesting. Plan for organized universities events, master plan, need bigger picture and need to put together a plan.

IV. Other Items.

President Davenport thanked everyone that participated in the flower planting yesterday in the rain.

Rick Straka noted that our fall and spring semester meeting dates are listed on the bottom of the agenda. He thanked everyone as this has been a difficult year and your input and consultation is appreciated. We will still be a vibrant university, fulfilling people's dreams and lives. Thank you.

The meeting was adjourned.