

## CLASSIFIED MEET & CONFER

September 17, 2009

10:00 a.m., CSU204

Meeting Chair – Rick Straka

Attendees: President Davenport, DeeAnn Snaza, Avra Johnson, Ted Johnson, Walt Wolff, Scott Olson, Bob Arndt, Pat Pearce, Julie Dornack, Valerie Roberts, Jerry Harty, Matt Clay, Barry Wilkins, Toya Schmidtke, Mike Peters, Vickie Hanson and Rick Straka  
Guests: Kathy Fodness, Barb Mitchell and Carol Jensen.

Introductions were made.

### 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-We are off to a good year, there's a lot happening at the Office of the Chancellor. I am serving as Co-Chair of the President's Leadership Council. One of the things I am going to do this year is to get to know what everyone on campus is doing. I want to get out on the campus so don't be alarmed if you see me show up. Please share this with your units. I want to find out first hand from you what is going on, what the problems are and how I can help. It's important to look at the big picture. I may be visiting the late shift employees as well.

We are moving forward with the convocation address and strategic plans. I will be asking your members for participation in task forces that will be charged with coming up with the major objectives under each strategic plan. Similar to what we did 5-6 years ago with our strategic plan priorities. We created a task force chaired by one of the President's Cabinet members and asked for membership from all of the bargaining units and co-chairs from some of the bargaining units. The five strategic priorities are:

- 1) Global Solutions here at the Institution (Provost Olson, Chair with two classified members to serve on the task force).
- 2) Realizing and Developing a Doctoral Campus (Dr. Anne Blackhurst, Chair with two classified representatives).
- 3) Quality and Excellence (Dr. Johnson, Co-chair, with a member from ASF to co-chair and two classified representatives to serve).
- 4) Extended Learning (VP Hoffman, Chair and a member of the FA bargaining unit to serve).
- 5) Developing the Campus of the Future (Co-chaired by VP Straka and a member of the bargaining unit).

### D. Bargaining Unit Leaders' Reports

- **AFSCME (Pat Pearce)** – Over the summer we had a one-day retreat with Cabinet and it was very helpful. Thank you for that. Our fall convention is coming up in October. We look forward to President Davenport visiting our membership at the next meeting in October.
- **MMA (Barry Wilkins)** – Nothing to report
- **MAPE (Matt Clay)** – Nothing to report
- **MNA (Toya Schmidtke)** – Nothing to report
- **MGEC (Mike Peters)** – Nothing to report

E. **MnSCU/Legislative Relations** (Standing Item) –President Davenport

The Senate Bonding Committee has been here on campus. They walked the campus looking at Ford Hall and the Trafton building. The purpose of being here was to look at our next bonding project which is the Clinical Science Building. This building will house Speech and Hearing Disorders, Dental Hygiene, Speech and Hearing Clinic. It ties into our campus of the future concept. The location will be in front of Ford Hall with a connecting corridor into Ford Hall. I think we will have good support from the Senate and House for the bonding project. Wednesday morning a number of us attended the city meeting with the legislative committee who met with the City Manager, Pat Hentges on the bonding proposal which included the Performing Arts Center downtown that would attach to the Verizon Center and provide updates to the existing Hockey Center and significant upgrades to All Seasons Arena. The City is planning to do that with the ½% sales tax asking for 50% of the funding to come from the State. Earlier last year we talked about the Women’s Hockey Center on campus and that it has been pushed to the wayside as we are trying to come up with an alternative. This year our focus is bonding.

**II. Action Items**

**III. Discussion Items**

**A. Standing Items (If Needed)**

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

2. **Budget (Rick Straka)** In summary, we have made about \$8M of reductions to the general fund budget last year. These were difficult reductions to make. We have a balanced budget this year. The positive news is our enrollment is up 1% in FYE. We need to see where all of the tuition waivers roll out to see what our next tuition will be for this semester. Next year the plans as we talked about the operating budget at the Board of Trustees meeting in July, are we are still looking at a 5% tuition increase for next year. If we roll through with that tuition increase, appropriation looks like it will stay level. We are looking at a ballpark figure of \$2M budget in surplus next year, I don’t see us able to put money back into positions because we know FY12 is coming behind with a \$7B problem with the State of Minnesota budget. \$7B is 20% of the state’s budget. That’s a significant issue to deal with. Our goal is to look at FY11 as one-time use of those funds such as additions to equipment and infrastructure improvements. Preliminary estimates show that we ended last year with 6.8% in reserves. The Board of Trustees has a policy of between 5-7% in reserve. FY12 will be a difficult budget year for us. We may have to do similar planning exercises and scenarios like last year.

3. **HR Topics (DeeAnn Snaza)**

a. **Unclassified/Classified Lists-**The lists were distributed. Any questions should be directed to Jane Lebert in H/R.

4. **Campus Safety** – Rick Straka reported that Rob McGinn has left the university and we are now searching for a replacement for that position. We hope to have someone in place by mid-October. We are constantly working on updates to the H1N1 plan to our COOP plan. There is a group working on the emergency response plan. Carol Jensen is working on our all-hazards planning.

**B. Other Items**

1. **Locker Space for Sodexho Employees (AFSCME Request)** - Pat Pearce indicated that the cafeteria lockers in the CSU were not replaced when it was remodeled. The Sodexho employees need some where to store their personal belongings. Is it possible to put locker space back in? VP Straka will follow-up with Laurie Woodward on this matter.

2. **Hillyard Study Goals** - VP Straka has a meeting scheduled for next week regarding this. Keeping open dialogue helps ensure the group that we value shared governance and open discussions. We know we will face future issues in funding and if we are going to have future reductions, can we have some data to make a good judgment decision of what resources we will have to use in the future and the other piece of this is to try to assure that we have equitable work areas for our employees. We want to hear your feedback and concerns on how you think that data might be used.
3. **Metro Differential Tuition** – Last year we brought the online tuition increase of \$35/credit through the process. The Board also asked for a differential tuition for our metro group. With the unique situation we had last spring with reorganization, we missed bringing this topic through the Meet & Confer process. Even though this has been enacted, we still want the feedback of shared governance.

With those students in the metro area and extended campus, we are trying to develop a new financial model for extended campus. We want them to become very entrepreneur, businesslike entity and have their own profit and loss statement. There is a \$250,000 subsidiary from the general fund to do extended campus work. Our ultimate goal is to not only eliminate that campus subsidiary of \$250,000, but actually get to a level of profitability within extended campus where they would be able to send a revenue stream to actually enhance the general fund budget. The \$50 fee was part of the recommendation from a financial consultant we had on campus. He saw the fee as a normal course of extended campus operations. Our tuition rates are still very competitive. At the graduate level we still are the least expensive in the market. In the undergraduate market, St. Cloud is a little less than we are. They are per credit, we are banded. Their differential is at \$7 per credit, we are asking for \$50. We are asking for your feedback.

President Davenport was just on a talk show this morning where people asked questions like why do you need the fee, what is it being used for? We need to help explain to our students that even though they might not use all the services provided on campus, the option is available for them to use. Whether the services are used or not they have to be paid for (like a tax), infrastructure costs to a university.

4. **BESI Feedback** – AFSCME did not have any comments from the open forum. Matt Clay responded that MAPE members are frustrated that BESI is targeted at faculty, which is not fair to those in other bargaining units close to retirement. Would like to see some type of incentive, a flat rate or anything. VP Straka mentioned that this is a management tool for cost savings, not an employee benefit but thanked Matt for the feedback.
5. **H1N1 Pandemic Potential (10:30 a.m. time certain)** Carol Jensen reported that we get new information about H1N1 every day. A handout was presented to the group. The important thing to know is that it is not the seasonal flu season now, we are seeing cases of Influenza A on campus and we can only assume that those are H1N1, because it is not flu season. Our clinic on campus is able to send in two samples per week for confirmation. Generally by the time they get them back (several weeks later), the person has recovered and is back at class. The important things we need to do as a university is work on our prevention efforts such as covering our cough with our sleeve, washing our hands frequently. Staying home if we are sick. The recommendation if you are sick is to stay home 24 hours past all symptoms. MN Dept of Health is asking us as a campus to identify to them if we are seeing clusters or pockets. They need to be reported to Chris Connolly at SHS.

It is on campus and we are encouraging students to stay home. We are also encouraging our faculty to not penalize students who need to be out of class for an extended period of time for this reason.

Comments were made on keeping the restroom free of paper litter as some individuals when exiting the bathroom are taking paper towels to grab the handle to open the door and if a trash can is not available the paper is thrown on the floor. Carol Jensen reported that they have been working with building services on this item to have cans available closer to the doors. Pat Pearce said we are not having any problems getting soap supplies. VP Straka-we are open to hear the opinions from the front lines and also suggestions on the best way to deal with the handle issue and trash cans. Health Services has posted signs on hand washing in the restrooms.

Toya Schmidtke, stated that the Dept of Health said we are just beginning to see the tip of the ice berg. Most outbreaks will be in about 6 weeks.

Immunizations-We are trying to get the faculty/staff regular flu vaccination moved up, it's now scheduled for October 19.

- 6. Code of Conduct (DeeAnn Snaza)** Last spring email messages were sent out to encourage everyone to take the Code of Conduct/Ethics training on D2L. We have recently learned that we have close to 50% of employees who have taken the training. This is low compared to other institutions in the MnSCU system. We need to look at a way to encourage employees who haven't taken the training session. Goal date is by the end of the year or sooner. We will be sending out another communication, but are wondering from the bargaining units if there are any ideas on how to get groups of individuals to take the training. Ideas might be to set aside 1/2 hr. to 45 minutes to bring people to an open lab where we can walk through it together with a group of employees as professional development to help people. We are open to what time frames might be best and what work days, shifts, how we could make that as easily accessible as possible to employees. The training takes 15-20 minutes and it is a good tool to protect ourselves. Although it is not mandatory, we will be audited as a university on participation. All we have been given so far is email addresses of individuals how have completed the training. The President's Office is working with IT to see if they can match them up with departments or individual bargaining units. It may have to be done manually at some point.

Instructions to the link for the Code of Conduct training on D2L are listed below:

1. Open the Minnesota State Mankato home page on the Internet (<http://www.mnsu.edu/>)
2. Click "Current Students" on the left side links
3. Select D2L login
4. Enter your username/password (this is the same as your MavMail username/password)

**7. AFSCME Retreat Follow-Up**

A meeting will be set up with the Retreat Sub-Committee to review the retreat results and to follow up on the to-do lists and work on the action items. We have shared the information with your group and now we need to get together and come up with the top five priorities.

#### **IV. Other Items**

Pat Pearce asked where the enrollment numbers are:

- Enrollment numbers are up 80 FYE for a total of 164 FYE for the semester
- Retention numbers are excellent; a little down in freshmen from last year, but that was a record year. This is still a big year.
- Head count numbers are good at 7700 France Avenue
- Up 300 head count around 14,900 to 15,000 students this year

- Transfers are up 30-40

The meeting was adjourned.

*Next meeting scheduled October 15, 2009, 10 a.m. in CSU204*