

CLASSIFIED MEET & CONFER

October 15, 2009

10:00 a.m., CSU204

Meeting Chair – Rick Straka

Attendees: President Davenport, DeeAnn Snaza, Jane Lebert, Avra Johnson, Ted Johnson, Walt Wolff, Scott Olson, Mike Fagin, Bryan Schneider, Pat Pearce, Julie Dornack, Karen Foreman, Matt Clay, Mitch Wallerstedt, Barry Wilkins, Toya Schmidtke, Mike Peters, Vickie Hanson and Rick Straka

Guests: Don Larsson

Introductions were made.

I. Information Items

- A. Reorder/Additions to Agenda** – Additions to the agenda- Recycling and Restroom Cleanliness (Matt Clay).
- B. Approval of Minutes from Previous Meeting** – A motion was made and seconded to approve the minutes.
- C. President's Report** – President Davenport brought Halloween treats since we won't be meeting before then. He will be attending the Board of Trustee Retreat next Tuesday and Wednesday to discuss future planning for the System. He will keep us posted on the outcome. Yesterday we had two outstanding events at 7700 France with 200 people participating in sustainable green energy workshop on construction management. Experts around the state focusing on company needs. At the same time we invited key business leaders from the Twin Cities. David Olson, Board of Trustee Chair hosted that along with the University. There was great discussion about what the needs are in the corporate world. The business leaders in the area of manufacturing are very concerned that technical and vocational education has gone by the wayside.

President Davenport will be visiting most of you over the course of the year and will let you know before coming. He will be hosting some events for each of the bargaining units where you will have a chance to visit and share issues and concerns.

Karen Foreman asked about Student's First Initiative Integration System and the impact at the University. President Davenport, we are waiting to find out a little more about it. Scott Olson along with others will be meeting with John O'Brien who will be heading that up for the System. The universities and colleges are trying to determine what the impact will be on our campus to get geared up for the needs. Student's First is the next level from earlier discussion (2-3 years ago) when we were talking about best business practices for the System. A student can go to one site to register for classes for any number of universities/colleges. It's very student oriented and intended to be a seamless system. John O'Brien is coming to the next LTR meeting on November 10. President Davenport would like to set up an open forum on this topic and allow different groups to come to hear a presentation from John O'Brien.

D. Bargaining Unit Leaders' Reports

- **AFSCME (Karen Foreman for Pat Pearce)** – Thank you to Rick Straka and DeeAnn Snaza who came to our membership meeting yesterday to discuss budget and the changes in policy affected by H1N1. AFSCME had their convention Saturday in Duluth with 800 members attending. It was a great convention. Ten of the gubernatorial candidates came and they will be doing screening of the candidates and endorsing one of them in a couple of weeks.

- **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

We recently had a couple of bonding tours. Tom Hansen, Commissioner of Finance visited the City of Mankato on the Performing Arts project. He seemed positive in support of it. Bonding will be the primary focus this year.

II. Action Items

III. Discussion Items

A. Standing Items (If Needed)

1. Parking- Nothing to report.

2. Budget (Rick Straka) A handout was provided with FY12 General Fund Projections including two scenarios in preparation for the retrenchment topic on the agenda. There are certain steps that need to be taken with faculty and we are at a point now to look at FY12. This projection is a “draft” as we are 1 1/2 years out and we have no idea where bargaining will be, what is facing the state and what our new governor’s views will be. The two amounts projected include a \$4B state deficit to a \$7B state deficit for the next biennium. The state budget is \$31.5B, our possible impact if we did 22.5% at the \$7B level our impact would be \$10M, if 12.7% it would be \$5.8M. Tuition revenue of \$3.7M could offset what inflation will be. Net result is we would be somewhere around state appropriation. We are required to plan ahead with the faculty agreement and notification rules and give an estimated projection.

There is a level of budget fatigue and not wanting to hear the bad news. A suggestion was made to refer to FY12 as the big mountain we have to climb instead of the FY12 financial cliff. There were great questions that came up when visiting with AFSCME yesterday. The layoffs are more allocation based. Some have been the result of bumping and the dominos still falling and others part of a division reallocation. The question being asked is how are there still layoffs out there when we keep saying we are o.k. for this year? The layoffs happening right now are not being driven by the overall budget process.

We have a balanced budget this year. We could be \$300,000 ahead in tuition. We are up in graduate enrollments which is higher tuition and up 150 FYE.

3. HR Topics (DeeAnn Snaza)

- a. **Unclassified/Classified Lists**-The lists were distributed. Any questions should be directed to Jane Lebert in H/R.
- b. **BESI**- IFO members have been given until November 16 to look at their retirement options. We will report back with the final report number of BESIs at the December 3 Meet & Confers. BESI options will be reviewed each year at Cabinet as a possible tool to use.

4. Campus Safety – Dale Plemmons, new campus safety officer will be starting on Monday. It was suggested to schedule an open reception meet and greet with the campus since he interacts with all the bargaining units. This request will be forwarded to Sean McGoldrick.

B. Other Items

1. Sick Leave Policy Guidelines as Impacted by H1N1 (AFSCME Request) –

DeeAnn Snaza reported that sick leave should be used for illness or injury. Vacation leave is pre-approved time off and not to be used for sick leave absences. Recently Minnesota Management & Budget made a recommendation to state agencies to be more flexible in allowing individuals during this H1N1 time period if out of sick leave to use vacation leave to maintain their benefit compensation. Cabinet is supportive of this. Also coming out of MMB is if an employee shows signs of H1N1 at work, their supervisor could tell them to go home, the university will compensate them for that day with regular earnings, they will not have to use sick leave for that day. But if they are gone subsequent days they would have to use sick leave. President Davenport encourages employees if they are sick to call in sick instead of coming in to work.

The seasonal flu shot clinic will be held on Monday, October 19. The H1N1 shots may be in by January.

DeeAnn will follow up on a comment made about faculty members bringing sick children to work.

2. Update on Lockers for Sodexo Employees (AFSCME Request) Rick Straka discussed this with Laurie Woodward and Bill Harvey and small size locker spaces will be provided for day use for employees to store their valuables.

3. System-Wide Power Outage (Bryan Schneider) Some of the MnSCU systems will be down October 24 and 25. This is a planned outage and will affect any students who are trying to apply as the services will be down as well as student records. Rick suggested that Mike Cooper send out an advance notice announcement on this. This will not affect most systems here on campus.

4. E Services PIN Number Log-In Change (Bryan Schneider)

MnSCU is proposing a PIN number change by November 5. This will impact everyone who visits the MnSCU website and logs onto E Services including all students. Everyone's password or PIN will expire and will have to be changed. Passwords must be 8 characters or more with letters and numbers. This will have the biggest impact on the Registrar's Office who takes those calls. Students will have to change their PIN to a password. This won't expire and next spring there will be another change using a star ID. It will give you a unique ID to be used at any institution.

5. Retrenchment (Scott Olson)

Later today, President Davenport will be talking to the Faculty Association about retrenchment. There is a clause in the IFO contract, Article 23, that says when the President is first considering the possibility of retrenchment he needs to begin a conversation on campus about its advisability. When you look at the numbers we are projecting and convert those into faculty positions, you are looking at 60-100 faculty positions that would have to be eliminated to make a balanced budget in FY12. The IFO contract has a March 1 date for announcing academic program closures. Programs identified for closure have other rules. Programs usually have to stay open for a couple of years to get the current students through the program (like we did with the Interior Design). According to the IFO contract, faculty who are identified that their position will be eliminated must be notified by the 20th working day of the academic year (second week in September). If a program were identified this March 2010 for elimination, by the second week of September 2010 we would be identifying positions for elimination and those positions would be gone by May 2011. Timing is critical as FY12 is the problem. All bargaining units will have an opportunity to discuss and provide feedback. We may want to put it on the agenda for the next Meet & Confer.

-Program Metrics

- Program Metrics is used to rank programs for closure. There are five main ways to do this:
 - Mission Centrality
 - Quality (Accredited, national recognition, state awards, licensure exam pass rates)
 - Cost per Student
 - Enrollment
 - Professional Relevance (career trends in Minnesota)

President Davenport stated everything is back on the table. We need to look at administrative overhead and maybe reorganization in the Academic Affairs area. Provost Olson, this is a serious matter and we are early on doing this. Five of the seven universities in the System are not having this conversation. You might draw the conclusion that's because we are in worse shape than they are. That is a wrong conclusion. We are in better financial shape than five of the seven others and comparable shape to one of them. We are coming into this discussion sitting as good as we could. We have time to figure this out. We have to plan for the worst and hope for the best. Two-thirds of the budget goes into Academic Affairs who holds the share of the overall university budget.

6. Veteran's Day Update (DecAnn Snaza) - November 11, 2009

This will be an observed holiday by AFSCME, MAPE, MMA. MGEC and MNA are recognized but there is a difference in how they take it. With MGEC, employee gets paid according to contract and MNA they can get an alternative holiday. There will be classes scheduled that day. Determination of office closures should be made by the Vice Presidents. AFSCME expressed appreciation of being able to observe this day.

7. Advising Task Force (Don Larsson) Time Certain 10:30 a.m.

Don Larsson, President Faculty Association talked about a draft circulating for a task force that the FA Association and the students are working on together. They are forming two task forces on advising since a number of you, especially in office roles, have direct or indirect dealing with those kinds of issues. We are looking for a group that aims to be inclusive of the faculty, students, and then representatives from MSUAASF (areas such as FYE and CDC), and the classified staff. The task force can determine the role of the group. The goal would be to make this a viable group that would be productive and have a report issued around spring break to report to Meet & Confers at the end of the semester. There may be some recommendations that can be immediately implemented and others that might need further discussion at the Meet & Confer processes in the coming year. Since it's not an official university task force the question was raised if employees could get reassigned time to participate on the task force. Let Don is you are interested in participating.

8. Recycling and Restroom Cleanliness (MAPE Request)

Staff in Wissink Hall have consistently had to make calls to have the bathroom restocked with supplies. The computer lab is having issues getting their recycling picked up. Rick Straka will follow-up with Sean McGoldrick on these items.

IV. Other Items

President Davenport will keep us posted on the new Presidential Work Plan (also institutional work plan) and five goals. Last year we met three of the five goals. The two goals we did not meet were access and opportunity for underrepresented students and students enrolled in STEM (Science, Technology, Engineering, Math) classes. He will review this with the Chancellor as we had the highest number in the state of underrepresented students and recruitment the last few years. What's happening is the bar has been raised so high for us and lower at other institutions. President Davenport is going to challenge the Office of the Chancellor to make him aware of this.

The meeting was adjourned.

Next meeting scheduled November 12, 2009, 10 a.m. in CSU204