Attendees: President Davenport, DeeAnn Snaza, Jane Lebert, Avra Johnson, Walt Wolff, Scott Olson, Marilyn Delmont, Jerry Harty, Pat Pearce, Julie Dornack, Karen Foreman, Norleen Turensky, Dale Plemmons, Barry Wilkins, Mike Peters, Vickie Hanson and Rick Straka

Guests: Malcolm O’Sullivan, Barb Mitchell

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 – Veteran’s Day went very well. Thanks everybody that helped. We had a good turnout earlier in the week for the event and have a good model to continue in the future.

You’ve been reading a lot about the CAP Program (College Access Program). I want you all to know that we are doing a lot of research and really need to look at this model to see if this model is what we need. There are so many problems with it that we have to figure out how can we serve these students and make sure these students get integrated into the colleges. We are researching the literature in the field nationally to find out what does work. There are 34 new students to the CAP program this year. Karen Foreman asked if these students get integrated into the Student Support Services. President Davenport, we need to make sure that they get integrated into the student support services and they need to meet with their faculty advisors in their majors. They also need to be meeting with a financial aid advisor.

Headlined in today’s Free Press was the Latino Center. President Davenport has a call into the editor of the newspaper about information in the article being completely inaccurate and how Robb Murray, who wrote the article, failed to contact anyone from administration to get the facts. We have signed a “Memo of Understanding” on the Latino Center that says we are going to see if we can put a Latino Center together on this campus and if all the pieces fall together we will. Nobody has dictated that it should be located in the Student Union, it could be anywhere.

President Davenport has asked that the Classified Meet & Confer scheduled for December 3 be rescheduled. The reason being it was just announced this morning that the Bush Foundation is having a major press conference on December 3 from 9-10 a.m. in St. Paul and they have asked the Presidents to be there. We may be receiving the largest grant of all the institutions from the Bush Foundation.

D. Bargaining Unit Leaders’ Reports

- AFSCME (Pat Pearce) – Day on the Hill will be February 17 with over 1,000 members attending. The Frontline conference will be the third week in May. Veteran’s Day went well with the people on campus doing the overtime.
- MMA (Barry Wilkins) – Nothing to report
• **MAPE (Norleen Turensky)** – Last month the issue of Wissink restrooms not being picked up and recycling was brought up. They have both improved since last month. VP Straka, thank you for bringing that to our attention. It has been a difficult time for us as we had to make some reductions to our staff and we are still trying to figure out exactly what all the impacts are.

• **MNA (Toya Schmidtke)** – Not present

• **MGEC (Mike Peters)** – Nothing to report

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

We are waiting to see what is going to happen on the bonding issued this year. There are different points of view on the bonding amount going from the highest we have seen in years to Laura King saying it’s not going to be as high as usual. It’s way too early. The College of Allied Health and Nursing Building in on the table. Ranked #25 on the list and ranked #1 for new programs. Also HEAPR projects are a $400M MnSCU request, the first $100M off the top request is for HEAPR. If you take HEAPR off the top we are down $150M for getting our project funded. We are on the bubble.

**F. Informal Policy Review**

Malcolm O’Sullivan presented the informal policies up for review from November 6 to December 10, 2009. This is the first review process of the 14 policies. Classified representatives on the committee are Deb Spreng and Krystal Lynch. Some of the new policies are required by federal mandate. Any questions or comments should be directed to the policy committee or Malcolm O’Sullivan no later than December 10, 2009.

A. Revised Policies
   1. Dealing with Conflicts of Significant Financial Interests as Related to Grants and Sponsored Programs
   2. Maximum Credit Registration Limit
   3. Weapons and Firearms
   4. Crime Reporting Requirements
   5. English Placement
   6. University-provided Clothing
   7. Election and Campaign Guidelines for Employees
   8. Heating, Ventilation and Air-conditioning (HVAC)

B. New Policies
   1. Minors on Campus
   2. Emergency Notification
   3. Missing Student

C. Current Policies Presented for Elimination as University Policies
   1. AIDS
   2. Receiving and Delivery Services
   3. Theft, Prohibitions Against

(Policies may be accessed at: [http://www.mnsu.edu/acadeaf/policies/](http://www.mnsu.edu/acadeaf/policies/))

**II. Action Items**

**III. Discussion Items**

A. Standing Items (If Needed)

1. **Parking**-VP Straka, thank you for the participation of staff and students in the MATAPs study. Perry Wood represented the university well in the regional transportation study. Coming out of that study was the issue of mass transit and how the university ties into the regional plan.
2. **Budget (Rick Straka)** There’s not a whole lot of change since we talked. We had our audit exit interview with the Office of the Chancellor staff. Congratulations go out to Steve Smith and his staff in Business Services. We had a clean audit opinion and zero findings in the management letter. This is a reflection on the entire university. We will talk about the Composite Financial Index, CFI, at Budget SubMeet & Confer next week, and do a brief presentation. I recommend that you look at the accrual based financial statements. They should be on the Business Services website. Suggest you read the management discussion and analysis (MDNA) at the beginning of the financial report, a narrative that describes the financial condition of the university. We are in as good of financial state as we could be heading into these challenging times as anyone. The Higher Learning Commission is using the Financial Composite Index and they have some areas of concern if your composite index over 1, then there is no review by HLC. If your CFI is between 0-1 and you have 2 or 3 findings in a few years time you will probably receive a review. You will automatically be reviewed if your CFI is under 0 (negative). We are at a high 2 (healthy range), not in a range to be reviewed. Bemidji moved above us this year. Their surplus compared to their net assets on the financial statement was high for year.

3. **HR Topics (DeeAnn Snaza)**
   a. **Unclassified/Classified Lists** - The lists were distributed. Any classified questions should be directed to Jane Lebert and unclassified to DeeAnn Snaza.
   
   b. **Search Update**
      - Asst VP Undergraduate Studies & Int’l Education-posted since October 20, applications coming through with January 15 deadline
      - Dean Allied Health and Nursing-position just approved and will start the process of job posting
      - Dean Arts and Humanity-posted since October 5, committee to look at applicants November 30
      - Dean College of Business-posted since October 1, starting to review applications received by November 8
      - Dean of Students-finalizing the posting to get out shortly
      - Director of Admissions-finalizing the posting
      - Human Resources Director-posted October 2, applications were to be received by October 6 to be reviewed
      - Registrar-posted since October 12, reviewing applications January 4
   
   c. **Winter Break Schedule**
      We are bringing this to Meet & Confer for your feedback and to ask if you want to do something similar as last year over winter break. Christmas and New Year’s Day are on Fridays this year. In the past there was limited coverage with supervision during the two week period but we did not force individuals to take time off. Classified Meet & Confer decided to do what was done in the past. Pat Pearce commented and was not sure on the locking of buildings. VP Straka will check on this and let him know. DeeAnn will move forward with the decision of what was done in the past and take it to Cabinet for approval and send out an all staff email.

   d. **BESI Update**
      The BESI deadline is November 16. An email reminder was sent out. There are 13 individuals who have submitted their letters of intention to retire under BESI, which is slightly under $1M if you look at the salaries. We believe there are a few more interest letters to come in. In December we will bring back the overall amount totals for BESI, including a split by bargaining units.

   e. **Veteran’s Day** - Confirm with your members and bring it back to the next Meet & Confer if you want to continue having the Veteran’s Day Holiday off for the classified bargaining units again next year.
4. **Campus Safety** – Dale Plemmons, new Director of Environmental Health & Safety and Risk Management was introduced to the group. His background includes working for MNDOT as Safety Coordinator for 10 years and University of Atlanta in the health and safety area. He attended a state-wide safety and loss conference in October for all state agencies. They had MnSCU specific sessions and provided them with handouts that he is sharing with the group.

   a. Worker’s Compensation Costs (Handout)-MnSCU paid out $2.5M in worker’s compensation in FY08. Claims filed jump down in FY08 and incident rates varied. He has been working with Diane Roggow in HR on how we get claims in when a person gets injured. We are doing a good job and the reporting is being done properly. There is a new form for the employee to complete “Employee statement regarding injury/illness incident”. This is information we haven’t been answering. President Davenport asked if any questions have come up with regards to privacy. Dale, there is also another form that goes to the employee about data privacy before they enter any information. DeeAnn Snaaza will follow up on this. The information only goes to HR and Worker’s Compensation (should stay private). VP Straka would like to know what an average claim is.

   b. Injury Incident Rates for MnSCU-Shows where all MnSCU universities were for FY08. Numbers on the bar graph are based on 100 FT employees. Minnesota State University, Mankato is at 3.38, a little above the average. VP Straka, this is helpful for the classified employees if we see a series in claims and similar or repetitive work injury, we need to figure out what management can do to prevent those kinds of claims.

B. Other Items

1. **Feedback on Retrenchment (Scott Olson)**
   At the last Meet & Confer we talked about the fact that the President is considering retrenchment. A tool that would allow the President and institution to eliminate faculty positions. We are looking for any feedback on this. Karen Foreman commented that over 77.5% of our budget is academic. As we go through these difficult times with the biggest chunk of employees in the Academic Affairs area, it seems wise to look at that area as there is only so much cutting you can do in the other areas before you need to decide about certain services. It’s good to look at the class sections. We are supportive of that as we know how difficult it is, but you have to look at the whole institution. Mike Peters expressed concerned with retrenchment that it will take the energy. Certain areas will suffer more and possibly create a spiral effect where a program will die for lack of energy. Provost Olson, we can’t by law encourage any individual to retire. The IFO contract does say that when you are doing cuts in an area, you need to work through the probationary employees first, then the seniority rosters.

2. **Core Values Statement (Scott Olson)**
   We have been through a process of looking at what a core value statement might say for the university. We began with a survey that went out to all employees and students. We got 1,000 responses with 3,500 different words to consider. The HR office did a frequency sort of those words and we brought the sort to open forums. The 10 key words were worked on at the Gustavus Retreat and now we are on to the final two steps in the process. We are presenting a Beta Draft Core Values Statement that reflects all the work done so far. The final step will be to send an email to all staff and students with the question “is this us” and “what comments do you have”? The Cabinet and the President will make a final endorsement. These 10 words were crafted into a statement…“I DARE”…which corresponds to the first words in each of statement. We would like your feedback before the next Meet & Confer so the email could be sent out before the end of the semester.
“I DARE”

- **Integrity** and respect in the way we conduct ourselves;
- **Diversity** in who we are and what we do;
- **Access** to our programs and services that create opportunities for all to achieve their dreams.
- **Responsibility** to those we serve by providing solutions to society’s challenges; and
- **Excellence** in everything we set out to do.

3. **Strategic Priorities (President Davenport)**

   We are moving forward with nominations for the specific strategic priority committees. I was hoping to get through the first phase of strategic priority planning before the holiday break instead February 1 will be the date for the first phase. The committees will be responsible to develop the objectives that will support the strategic plan. Results will then come back to Meet & Confers as well as open forums for input. The second phase, end of academic calendar, we will be working on what approaches we will take to implement the objectives to support the priorities. Will be working very closely with Dr. Johnson and all the groups and also the sub-planning group will play an important role. We want to make sure it is out in front of everybody.

IV. **Other Items**

   President Davenport has been doing walk arounds at the University and is really enjoying it. He’s doing two a week and has had a range of experiences. The purpose for this is to try to understand from employees what are the problems. He hasn’t had a chance to share with Cabinet the pages of notes he’s taken. Today’s modern President needs to be an external President. He will always announce ahead of time when he is scheduled to visit your area. He meets with every employee then meets as a group. People have been very free and open.

   The meeting was adjourned.

   **The next meeting has been rescheduled to December 9, 2009 at 2 p.m. in CSU204**