CLASSIFIED MEET & CONFER
December 9, 2009
2:00 p.m., CSU204
Meeting Chair – Rick Straka


Guests: Malcolm O’Sullivan

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
      A lot of things are going on in terms of planning at the Office of the Chancellor. There have been some retreats and opportunities for the executive committee to get together and influence the direction of the future Board of Trustees Strategic Plan. President Davenport will keep us posted as they make progress. He is on the executive committee. The Board of Trustee members are part of the Strategic Planning process which includes two 4-year university presidents and two 2-year presidents.

      President Davenport has been meeting with potential donors prior to the end of the year. On campus he has met with all the college department chairs and continues the university work arounds.

   D. Bargaining Unit Leaders’ Reports
      • AFSCME (Karen Foreman) – Nothing to report
      • MMA (Barry Wilkins) – Not present
      • MAPE (Matt Clay) – Nothing to report
      • MNA (Toya Schmidtke) – Nothing to report
      • MGEC (Mike Peters) – Not present

   E. MnSCU/Legislative Relations (Standing Item) – Rick Straka
      Last week SMA (Southern Minnesota Advocates) held a meeting where the Board of Directors listened to constituents in the area and talked about what their top legislative proposals were. Rochester has been very successful doing this over the last 20-30 years in coming together in having one voice. SMA is trying to get Mankato into that same mode with what can we do for our legislatures and what the top priorities are. It was a very good session. The President presented the Clinical Science Building as #1 HEAPR. We also showed our support for the city project with the Performing Arts Center and the improvements to the All Seasons Arena and the existing Verizon Wireless Center.

      I don’t think the legislatures and Governor will be doing anything with budget until they see the February forecast out in March. Right now our main priority legislatively is making sure that everyone is aware of the bonding projects we have in front of the legislature and get support for them. The city one has good legislative support. Commissioner Hansen has spent more time on the project at the Civic Center and liked how this one is structured. They like the project and the fact that as part of the site work that the city is putting in money outside of
the bonding in trying to purchase the US Bank building. US Bank has also made a commitment to stay downtown.

II. Action Items

A. Informal Policy Review (Malcolm O’Sullivan)
December 10 is the end of the informal review process of the 14 policies. Formal review will begin in early February. Any questions or comments should be directed to Malcolm O’Sullivan. The policies can be accessed at http://www.mnsu.edu/acadpeer/policies/

B. Core Values Feedback
Scott Olson would like any feedback you have before Thursday, December 10 as there will be a survey going out to all employees and students. The survey will be on the process and the core value statement and an opportunity for employees to comment on it.

C. Veteran’s Day Feedback
Would like feedback from membership on the Veteran’s Day holiday. Classes were in session and some bargaining units were not here.
AFSCME:
- There were a small number of employees that wanted to trade this day for another day
- The holiday was made as an all or nothing day. Good to talk about with the calendar committee on the pros and cons and feedback.
- Would like to talk about the impact on res halls or GMW staffing comments
- Overall went well and they were pleased to be able to respect veterans on that day
- There were 58 classified individuals worked that day
MAPE:
- Some people wanted to trade it for a different date

Faculty response was that it went better than they thought and the students were pleased that they were notified early.

III. Discussion Items

A. Standing Items (If Needed)

1. Parking
There’s a new city strategy in plowing and in major storms that they will be closing the four major hills in Mankato including Stadium, Warren, Parkway and Monks. It will be interesting to hear how this will affect the university so we can talk with the City. Karen Foreman has talked with faculty who are from out of town and the only way they know to get to campus is up Stadium Road. It might be helpful to have alternative routes to campus noted.

2. Budget (Rick Straka)
Big news is the budget forecast. The Governor and Legislature will wait until March to act. The last quote Rick has seen from the Governor is he wants to invite the legislature to help solve the problem, he’s not going to lead the gun with unallotment. We don’t know what that impact will be yet. We do have a little over $2M budgeted and could react to a $25M unallotment to the system without having to do much to our ongoing departmental and base budgets. We still will have to be in the process of planning for FY12. We should be able to get through this year without having much impact on budgets and we have fairly stable budgets for next year. It’s the FY12 budgets that we will be working on.
Rick wanted to make AFSCME aware that the Central Procurement Sourcing Group has put out their system-wide contract with Hillyard. We welcome discussion and what the impact on this will be. AFSCME responded that they would like to use a standard for all the universities in the contract.

3. HR Topics (DeeAnn Snaza)
   a. Unclassified/Classified Lists - The lists were distributed. There are a few more positions not on the list that were approved by Cabinet. DeeAnn will forward Val Roberts an updated copy.

   b. Final Report Numbers on BESI
      As of November 16 there were 35 interest inquiries with letters going out approving 31 of those. Approved BESI’s include:
      - 2 AFSCME
      - 25 IFO (2 pending)
      - 4 ASF
      - 1 MAPE (pending reorganization review)
      - 2 MMA
      - 1 Managerial (pending reorganization for cost savings)
      Employees will be notified in writing by December 15 if they are approved for BESI. Salary savings with BESI will be $1.9M.

   c. Update on Code of Conduct Training
      - 49% of employees completed the online training
      - HR has received feedback on employees completing but it may not have been tracked. They are working with IT and MnSCU on computer glitches (may be a browser problem) and will try to figure out a solution.
      - Possible to make an announcement during Professional Development Day to have employees take the training during breaks, etc.

4. Campus Safety – Dale Plemmons
   Following up on the injury reporting process and how to make it work better. The forms are available on the HR website. The data privacy forms are sent to the employees for signature. We want to hear back from supervisors on preventative actions that can be put into place. Dale commented on winter slips and fall recommendations: Treads on shoes/boots, controlled walking, facilities management is working hard to make the surfaces safe and would like to be made aware of icy conditions. Work orders can be completed online or you can call them in. Comments were made on areas of concern: The front of Wigley is hard packed with snow/ice, the snow was not removed in front of the library, the steep slanted walkway to get to the pay lot and stairs to the sunken parking lot has cars parked in front of the stairs. A suggestion was made to put up barriers right in front of the stairs so cars do not park there.

   Comments were made on smoking too close to the building entrances. It was noted to mark the 15’ from the door with a painted Maverick where people would have to smoke beyond the Maverick.

   There will be a larger H1N1 clinic held on Saturday, December 19 at the Myers Field House.
B. Other Items

1. MavCard Update (Rick Straka)
   You will need a new updated Mav Card if you use it to unlock your office door. The original plan was to charge for replacement cards if your new MavCard was lost, however we will not be doing that. Comments were made that you do not need to open a Wells Fargo account. It is **optional** that you tie your bank account to Wells Fargo.

2. Program Metrics Draft (Scott Olson)
   This was discussed at the joint planning meeting. Provost Olson provided handouts on the input from shared governance. Sharing how the metrics for program closure or downsizing may play out. This is being shared with you so you know what’s going on and also as an invitation for your feedback and thoughts. It will still be going through changes before it is finalized. Any feedback should be forwarded within the next couple of weeks as we will be working on the analysis during winter break. Decisions have to be announced by March 1 according to the IFO contract.

IV. Other Items

President Davenport announced that:

1) He has a small team of administrators working on a plan for the College Access Program. They are looking at the best practices around the country and what changes we need to make for the program to be most effective for our students. After the first of the year he will come forward with the plan.

2) He is also looking at some other reorganization that will help save the institution money. Some of the Vice Presidents are working on them and will come back after the first of the year with announcements.

Karen Foreman commented on the Safety Alert system working well including the text messaging.

The meeting was adjourned.

*Next meeting scheduled January 28, 2010 at 10 a.m. in CSU204*