Attendees: President Davenport, Avra Johnson, Becky Barkmeier, Walt Wolff, Scott Olson, Bryan Schneider, Karen Foreman, Mark Hensel, Val Roberts, Julie Dornack, Matt Clay, Norleen Turensky, Mitch Wallerstedt, Dale Plemmons, Toya Schmidtke, Jim Dickey, Barry Wilkins, Vickie Hanson and Rosemary Kinne

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
   A recent email was sent out regarding the personal safety program with a 2-part video series. He has received great positive feedback. The first program is Stay Safe at College and the second Shots fired on Campus. All faculty and staff should take part.

   There is good news from federal Congressmen and Senators. We submitted five earmark projects. Three will get support, two strong support from Walz and Klobuchar and Franken. Congressman Walz recommended the Renewal Energy Project (IRETI-International Renewal Energy Technology Institute) partnership with Sweden. He ranked it at the top of his list. He also ranked the Center for Transportation. He is recommending $3M for the IRETI project. Franken recommended $1M and Klobuchar recommended $3M for IRETI. Another earmark is the modeling and simulation proposal. President Davenport has been lobbying for this and is looking for outside resources to help fund the projects. Legislatively Minnesota is done in terms of bonding.

D. Bargaining Unit Leaders’ Reports
   - AFSCME (Val Roberts) – Nothing to report
   - MMA (Barry Wilkins) – Nothing to report
   - MAPE (Matt Clay) – Nothing to report
   - MNA (Toya Schmidtke) – Nothing to report
   - MGEC (Jim Dickey for Kevin Schull) – Nothing to report

E. MnSCU/Legislative Relations (Standing Item) – President Davenport has the Leadership Council meeting coming up in two weeks. On the agenda will be how the apparent chargebacks to the colleges and universities have increased dramatically. It’s a much bigger problem than realized and is more significant than a few chargebacks. He is asking all the Presidents to submit a list of chargebacks from their institutions for him to bring to the next Leadership Council for discussion.

F. D2L Upgrade (Bryan Schneider)
   There will be an update to D2L this summer. Dates are tentatively set for June 4 and 5.
II. Action Items

III. Discussion Items

A. Standing Items (If Needed)

1. **Parking**
   Reminder that today is the very last day to get your name in for the gold parking permits.

2. **Budget (Rosemary Kinne)**
   We have submitted our fiscal year 2011 tuition rates and operating budget to MnSCU. They will be meeting with the Board next week. That will be the first reading of the tuition rates and then there is a second reading in May. We should find out our tuition rates for FY2011 in May. We requested about 5% increase to tuition rates which varies depending on the band. The FY11 budget looks pretty stable and solid. We had good utilities savings this fiscal year and because of enrollment growth our tuition is going to be revenue over budget. There are still issues for FY12.

Karen Foreman asked a couple of months ago when talking with Rick he was anticipating in the fall 20-30 cuts in classified positions. Rosemary Kinne stated there hasn’t been any discussion on the non-instructional side of all of the divisions. This will be starting soon. Nothing new has developed since it was mentioned and this would only be an estimate. President Davenport, we are still laying the groundwork for the format to use for budget cuts at the administration level as well as the non-instructional areas. It will not be done like program metrics as done in Academic Affairs. The budget cutting we are talking about for services we provide here does not lend itself to that kind of a model. We have not yet as a Cabinet developed a plan. Rick Straka is to bring that plan to Cabinet so we can finalize the process. Don’t be too quick to indicate how many positions will be cut in any area. We will be looking at cuts in Athletics and we do have a proposal pending that has not been shared university wide. More information will follow.

3. **HR Topics (Becky Barkmeier)**
   a. Unclassified/Classified Lists-The lists were distributed.
   b. Awards-Information will be emailed this week for the Claire Faust Award for public service and outstanding service awards.
   c. Retirement Luncheon-April 29, 2010, 11:30-1:30 in CSU Ballroom. There are a number of retirees this year.

President Davenport mentioned that he and Provost Olson are quite concerned about the failed searches. We had a discussion at the previous President’s Leadership Council and we are not the only campus this is affecting. Many universities in Minnesota are having failed searches at the Dean’s level positions. It is a sign of the times. Most people interested in Dean level positions have homes, mortgages and families and at a time like this it is extremely difficult to sell those. It limits the number of applicant in a pool. The other thing is that for the academic deans we do not offer tenure. We have not had time to talk about the Dean of Students position, most concerning of all the dean level positions. Provost Olson, the people that work here deserve great leadership and we want to hire great leaders. Rather than put a warm body in the position, we want to get somebody who is great because you deserve somebody who is great.

4. **Campus Safety – Dale Plemmons**
   a. Training-Arc Flash, forklift and aerial lift
      Arc Flash is safety training for those who do electrical work. A MnSCU survey was done on the campuses regarding training and protective equipment. A draft policy was done and shared with Don Beckering at MnSCU. Forklift and aerial lift training also provided. OSHA guidelines are if you provide training to a person there is a follow up on a
proficiency test to meet the definition of certification. On the lift training they are sent to an outside vendor for training.

b. Safety Shoe Approval Form

In the AFSCME contract there is a reimbursement policy for $100 reimbursement every 12 months for safety shoes. When shoes don’t last that long and there is an approval form to use to request an additional reimbursement for shoes.

c. Severe Weather Awareness Week

This occurs next week and we will be providing some evacuation information relating to shelters in buildings. There is a statewide drill on Thursday. Sirens will go off at 1:45 p.m. and 6:45 p.m.

President Davenport, the system we have in place (phones and sound) is great and works very well.

Bryan Schneider, are there supposed to be instructions in all the rooms where the tornado shelters are? Dale mentioned that all the dorms have that information. Others rooms around campus do not have them, but there are signs throughout the buildings.

5. Global Solutions Task Force Draft Goals and Objectives (Scott Olson)

Back in August in President Davenport’s convocation speech he called on the university community to work on five new strategic priorities. One of them was a group on Becoming a Doctoral Institution, Co-chaired by Anne Blackhurst and J. Robicheau. A second group was looking at Extended Learning, Co-chaired by Bob Hoffman and Deb Jesseman, the third was looking at the Campus of the Future, co-chaired by Rick Straka and Paul Corcoran and the fourth was dealing with Quality and Excellence, co-chaired by Avra Johnson and Vanda Viento. The fifth being Global Solutions co-chaired by Scott Olson and Don Friend. Now that we are getting to the end of the academic year President Davenport has asked us to begin sharing with the campus the goals and objectives from each of those strategic priority task forces.

The Global Solutions is being shared with you today for your comments as a bargaining unit and would like your feedback. Between now and May there will be some open forums. This is a “draft” and all comments are welcome. You might say “why in these difficult times of budget cuts why are we talking about strategic initiatives”? The reason President Davenport is asking us to do that is if we don’t have some type of a compass of where we are going then we are absolutely going to get lost. This is why we did the core values so we knew who we were in tough times. This is why we need to have a strategic direction. These are things that matter and will help make choices on what resources should go where.

6. BESI for Classified Staff and Salary Savings Leave (AFSCME Request)

Will BESI be offered in the future to classified staff? The other part of this is salary savings leave, taking time off without pay is that a possibility?

Becky Barkmeier-We have not gotten that far along in the process. It’s possibility but as stated before it’s not an employee right, it’s an institutional driven incentive. This round of BESIs was targeted to specifically faculty programs targeted in the budget cut.

We will be looking at position eliminations, not just retirements with BESI incentives. President Davenport-It’s a catch 22, why wouldn’t we support a BESI for non-instructional staff? The catch 22 is we need the services that classified staff provide. Those are basic, core services. On the instructional side the process was very clear. On the support services side what happens and can have an impact to the overall university. It needs to be thought through carefully at the Cabinet level.
Becky Barkmeier-The salary savings is another possibility more institutionally driven. If it works out in a department where there can be some savings, it could be proposed.

7. Honors Council Proposal (Scott Olson)
Chris Corley, Professor of History is the Director of the Honors Program. He is hoping to establish an Honor’s Council and wants your feedback. Two questions:
1) Do you have any advice or feedback for him on the basic concept?
2) Does your bargaining unit want to have participation in some way in the Council?

Purpose of the Council:
1) Work with the dean to hire and evaluate an Honor’s Director
2) Support Honors Program faculty and students
3) Help with recruiting and student orientation
4) Review and select Honor’s courses and seminar proposals and present them to UCAP
5) Maintain and develop and assess the honor’s curriculum
6) Assess honors courses and portfolio demonstrations
7) Conduct program evaluation

Feedback should be presented to Scott Olson.

IV. Other Items

1. Online Program Revenue Distribution Model (Becky Copper)
The proposal for the College of Extended Learning and how the revenue received would be distributed is as follows: 50% of the revenue from differential tuition comes to the College of Extended Learning. The other 50% goes back to the colleges that help produce the online credits and also the colleges that offer the on-line program. Online differential is $35 for every online credit. $5 goes back to MnSCU with $30 remaining at MSU Mankato. What Extended Learning is proposing to do with their portion of the revenue is to build a foundation to help support growth in current online programs and support the development of new online programs. Also to create access and improve current services that support faculty and staff to support online learners.

The two objectives and how to reach them is a four step process: 1) Doing an assessment on where are we now and getting information from students and staff and identifying those gaps and needs across campus. 2) Work with the program chairs, deans, department leaders to come up with specific objectives. 3) Developing an action plan to find out what the needs are and prioritize those needs and come up with a plan to address them. 4) Assessment plan.

The goal with using this model is to help build a system that supports transparency and accountability so we can show a direct link with the money used and how it’s been used to support online students and services. The proposal is for one year. Of the 50% that is going back to the colleges, they are proposing that 25% go back to the colleges based on the number of online credits they generated and the other 25% will go back to the colleges based on the number of complete online programs they offer.

Matt Clay questioned of the 50% College of Extended Learning takes for growth, can we see the plan on how that is spent? There are five different areas to direct the funds, hoping to carefully track each amount of money spent, so at the end of the year we can show those line items and identify the cost center involved.

President Davenport-The process is intended to be transparent for the College of Extended Learning and the program work being done. There’s a big part of this that is reinvesting in Extended Learning. We can’t expect our faculty and staff to be out there teaching without giving them skills and education needed to make certain that they have the latest procedures. Will there be restrictions on how the colleges would use that
money? Becky Copper-It is the intent that they focus on learning online programs and extended learning growth. But that was not part of the proposal.

Scott Olson-This is important because the students were amenable to the differential tuition assuming that the quality was being improved with the online learning. There is a link there and some type of correspondence. Definition on how the funding back to the college is used to help promote and build a platform for Extended Learning.

President Davenport-The bigger picture on Extended Learning is it’s a big part of the university in the future. The population we serve in the future will be quite different. The new entering freshman that we have always counted on is going to be reduced substantially. This will lead to the strength of the university. We are not alone and it will be extremely competitive. We have 7700 France site and are approved to offer programs in Owatonna. We are offering an engineering program on the Range and we have a proposal to offer and open up a center on the east side of St. Paul in Woodbury. We are still working on that and will roll out later. Our university will grow faster externally with the external populations we are serving.

This proposal needs to go through Cabinet first.

The meeting was adjourned.

Next meeting May 6, 2010 at 10:00 a.m. in CSU204