

CLASSIFIED MEET & CONFER
February 17, 2011
10:00 a.m., CSU203
Meeting Chair – Rick Straka

Attendees: President Davenport, Becky Barkmeier, Avra Johnson, Warren Sandmann, Mark Johnson, Mary Dowd, Henry Morris, Deanna Hoechst, Pat Pearce, Julie Dornack, Val Roberts, Matthew Clay, Mitch Wallerstedt, Dale Plemmons, Toya Schmidtke, Vickie Hanson and Rick Straka

Guests: Kathy Fodness, Malcolm O’Sullivan, Deb Spreng, Laurie Woodward, Scott Hagebak and Doug Mayo

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

President Davenport recently sent out communication regarding Safety Message/Home and Personal Property. This will be the first in a series of email communications. Governor Dayton was in Mankato yesterday along with republican leaders. President Davenport met him at the airport along with other community leaders and had a chance to visit with him about the importance of higher education of which he values along with K-12. Our bonding project was not included on his list of bonding recommendations which Governor Dayton did not realize. He did support the civic center which includes the hockey arena upgrade and performing arts center. Last Friday, President Davenport spent the day at the Capitol. He met all the key leaders on the democratic and republican side. He was able to bring bi-partisan support on the democratic/rep side to sponsor a bill for our Allied Health/Clinical Sciences Building. We have a lot of support. Had the unexpected experience of being drawn into the republican caucus with Bob Gunther. Had a chance to meet all the key leaders and had one-on-one time with them in the House chamber. The most significant meeting was with Rep Bud Nornes, Higher Ed Capital Bonding Committee. This committee will make some action on what bonding projects may go through.

D. Bargaining Unit Leaders’ Reports

- **AFSCME (Val Roberts)** – Val thanked President Davenport for visiting the College of Ed. She attended the Culture of Bullying (great panel discussion). Day on the Hill will be March 22.
- **MMA (Barry Wilkins)** – Not present
- **MAPE (Matthew Clay)** – They will be holding a local Legislature Day; not a Day on the Hill this year.
- **MNA (Toya Schmidtke)** – Nothing to report
- **MGEC (Kevin Schull)** – Not present

E. MnSCU/Legislative Relations (Standing Item)

President Davenport invited the group to the Mankato Day at the Capitol on February 23, 2011. The reception will be at the Hilton Garden Inn across from Wells Fargo from 5:30-7:30 p.m. The more representatives we have the more we can lobby our legislatures.

F. Formal Review of University Policy Drafts (Review Period February 15-April 11, 2011)

(Malcolm O’Sullivan and Deb Spreng)

In accordance with this process, the following policy drafts, which include editing marks noting changes from the informal review drafts are presented for formal review which

will

run from **February 15 to April 11, 2011.**

A. Revised Policies

1. Academic Re-evaluation
2. Alcohol and Other Drugs
3. Awarding of Credit for the College Level Examination program (CLEP)
4. Building Access
5. Parking
6. Policy Consultation and Approval
7. Privileges and Responsibilities of Student Organizations
8. Raffles
9. Smoking and Tobacco Use or Sale Prohibited
10. State Vehicles, Authorized Use
11. Undergraduate Extended Learning Student Admission to the University

B. New Policies

1. Continuing Education Registration

C. Current Policies Presented for Elimination as University Policies

1. Employee Complaint Policy and Procedure
2. Facilities and Services
3. Hazardous Private Vehicles
4. Information Technology Services
5. Intellectual Property and Copyright Protection
6. Parental Access to Information

G. Additional Policy for Formal Review of University Policy Drafts (Review Period February 15-April 14, 2011) (Malcolm O’Sullivan) In accordance with this process, the following policy draft, which includes editing marks noting changes from the

informal

review drafts, is presented for formal review which will run from **February 15 to April 14, 2011.**

A. Revised Policies

1. Workplace Environment

Copies of all policies may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, the ‘Policies under Review’ section.

III. Discussion Items

A. Standing Items (If Needed)

1. Parking- Rick Straka

As we start the groundbreaking for the new 300 bed faculty we will be going into the parking lot of Ellis and Maywood. Part of the work includes severing the lines of security cameras for the all of the parking lots. Security is upgrading all of the video cameras around campus as part of that project from analog to digital cameras. We will be breaking ground in March so the upgrade is in process right now. By summer we will have a new closed circuit system. Mary Dowd will follow up regarding the locations of campus cameras.

2. Budget (Rick Straka) Governor’s budget, quoted in the paper as a better than best scenario. It’s hurry up and wait situation again. In two weeks we will have the February revenue projections that will set the actual checkbook we will use. The word is that we

should expect a slightly better forecast than in November. We continue to get good news for the current year budget. We just got our debt service chargeback for this year and there's a one-time savings of \$400,000. Due to some premiums on the bond sales present as well as refinancing some old bonds, there's a big one-time savings. We will not see that again next year. There is a budget surplus this year of \$2.5M, we are ahead in tuition and not having the employer paid insurance increase and fringe with money available again next year. Moving forward, we've identified a little less than \$8M between the academic instructional cuts of \$6M and non-academic cuts of \$2M. I'm hopeful we will not be at that level right now. Some reasons being we have \$2.5M of revenue we can add to our revenue budget for next year; our freshmen enrollment is looking stronger than it did a year ago when we had our second highest freshmen class ever; 3% has been set aside for compensation inflation and we probably won't be there. Republicans are not going to let the tuition freeze bill go through. We just don't know and we are all effected. Everybody's future compensation is predicated on what happens in this legislative session. We have to be cautious in making any projections. Rick, as I wrote in the memo in January, from fall on we are going to have discussions that we have done more than our worst case scenario. Realistically the range of \$8M would be beyond what our worst case scenario would be in my projections right now. Discussion will continue on March 3 with another Joint Planning, Budget and Assessment SubMeet meeting. President Davenport mentioned that in his campus walkabouts he has been hearing that this money is already spent and the decisions have already been made on how to disperse that \$3.5M. This is absolutely untrue as he has not approved anything. This is wide open right now on how to reinvest into the university and how we make the university stronger with one-time money. We have made no commitment on those funds. Please let your members know that it's wide open right now for input on that as it is rolled out. At the Joint meeting on February 8 we talked about what are the priorities and the process we should use.

3. HR Topics (Becky Barkmeier)

- a. Unclassified/Classified lists were distributed.

4. Campus Safety (Dale Plemmons)

Dale has been offered another opportunity and will be leaving the university. Rick thanked him for the work he has done since being here. Dale stated that MSU is seen as a leader in safety. MnSCU has asked Dale for a lot of different programs we are working. There will be yellow stickers coming around to offices to be posted on telephones with emergency and campus security phone numbers.

5. CSU Ballroom Construction (Laurie Woodward/Scott Hagebak)

The CSU Ballroom Renovation Project will begin on March 7. This is the last part of the CSU circa 1967. The ballroom will change dramatically and the only thing being saved will be the floor. The renovation includes a new roof, new heating and air conditioning and media systems. One of things that will happen is that the room will be set up so the room can be divided into three sections, in addition the north and south ballroom will be able to divide into smaller rooms as well. The new walls systems going in will be heavily soundproofed allowing spaces to be used side-by-side.

The CSU will be going offline March 7. The ceilings in the ballroom and lobby have asbestos spray so that will all be taken down. During the week of March 7-11 the door to Wigley and the CSU lobby will be closed for this. The timeline of renovation was distributed to the group. The north offices (Student Union and Women's Center) and corridor will be closed for most of the summer, with offices moving into CSU201-204 conference rooms. They are scheduled to move back on August 1. The plan is to have the ballroom done by September 30 with reservations being accepted beginning November 1, 2011.

- The ballroom holds 360+ events a year (2-3 times a day)
- There will be 17 projectors around the room that will offer the room to change color; new lighting concepts will help to create environments for programs
- The dance ball will be saved for use as needed
- The lobby of the ballroom will have Kasota stone on the walls, enhanced furniture, with the MSU and CSU logos engraved into the stone
- In the lobby, there will be three 42” touch projection screens with the following information: University Branding, Student Life, Alumni. The people that did the Target Field will be doing this display.
- In the corner of the lobby a new space will be built for multi-purposes such as a coat check/registration counter/ticket sales/catering area with sink. Support space for the ballroom off the lobby.
- There is no fee impact to the students (Bonded for \$2.5M of project, payback of that bond is coming out of a deferred maintenance fund). So we will not have to raise student fees to do this and there are no general fund dollars in the project.

6. “The Big Ideas Campaign” (Doug Mayo)

Doug is making the rounds to all of the bargaining units today, met with the Deans yesterday and will be meeting with department chairs in another week. We are in a fundraising campaign trying to raising private resources and raise the awareness of people who should care about what we are doing (taxpayers, alumni, friends). The university is about Big Ideas:

- 1) Brand definition
- 2) Strategic vision
- 3) The campaign
 - Big Dreams
 - Scholarships
 - Competitive grants (faculty and staff)
 - Big Opportunities
 - Global Solutions Building (COL Bldg.) privately funded
 - Invest in experiences
 - International partnerships
 - Big Impacts
 - Research Centers to support
 - Sustainable campus (green)

The more private dollars we can raise the less caught up we are with government funding. The campaign will be announced publicly in September 2011 with June 30, 2013 the closing date. At December 31, 2010 we raised \$52.8M. 40% of faculty and staff give at the university. Any questions should be directed to Doug Mayo.

7. Process and Timeline for FY11 One-Time Reinvestment Funding

There is a draft form on how to do this. The Joint Planning, Budget and Assessment group that met on February 8 came up with the following:

Budget principles:

- 1) Direct benefit to students
- 2) Enrollment management
- 3) Physical infrastructure (facilities and technology)

These became the guiding principles and values that we should be looking at as we invest that money.

The metrics used to prioritize the use of these resources are:

- 1) Student satisfaction
- 2) Valued at greater than \$100,000 (big projects that will have a university-wide impact)
- 3) Student retention

The overall guiding principles in the process were:

- 1) Consistent rules and transparent process
- 2) Short process
- 3) Big ideas/projects

We are looking for ideas from everyone. The project will follow the annual operating budget process, which means that these items should flow up through the divisions (from departments, to department chairs, to deans, to Vice Presidents). Cabinet will look at these projects, make recommendations and bring back to the March or April Meet & Confers for formal feedback and the consultation process with the bargaining units.

This process and application form will be out on the budget and planning websites soon.

IV. Other Items

The meeting was adjourned.

Next meeting: March 17, 2011, 10:00 a.m., CSU 204