

**CLASSIFIED MEET & CONFER**  
**December 11, 2014**  
**10:00 a.m., CSU204**  
**Meeting Chair – Ron Fields for Rick Straka**

Attendees: Richard Davenport, Ron Fields, Sheri Sargent, Ed Clark, Kim Greer, David Jones, Marilyn Wells, Chandler Holland, Mark Parsley, Kevin Schull, Toya Schmidtke, Pat Pearce, Val Roberts, Julie Dornack, Katie Roeder, Jerry Harty, Craig Rasmussen and Vickie Hanson

Guests: Robyn Cousin, My Lee and Gary Kloos (MMA)

**I. Information Items**

**A. Reorder/Additions to Agenda** – There were no changes to the agenda.

**B. Review of Notes from Previous Meeting (Ron Fields).** No changes to the notes.

**C. President's Report (President Davenport)**

Thanks for the successful semester and all your hard work. The President's Chili Luncheon will be held on Monday, December 15. Fall commencement ceremonies will be Saturday at 9 a.m. and 12 p.m. The football game with Concord will also be on Saturday, we have a chance at the national title. There is also theatre and basketball this weekend.

**D. Bargaining Unit Leaders' Reports**

- **AFSCME (Pat Pearce)** – Unions United Food Drive continues with a big announcement coming at the Chili Luncheon.
- **MMA (Mark Parsley)** – Thanks for inviting the MMA guests.
- **MAPE (Mike McLaughlin)** – Not present.
- **MNA (Toya Schmidtke)** – Nothing to report.
- **MGEC (Kevin Schull)** – Nothing to report.

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

On the agenda is a request for \$142M; \$70M is base adjustment for the standard cost of living increases and the other \$72M is set aside for a buy down of a 3% tuition. We are hoping to be able to freeze tuition. We have a change in the House, the chair of the Higher Ed Committee was Representative Gene Pelowski. Bud Nornes is the new chair. We stand a good chance of getting the House support for our request. We've had good relationships with the Senate and as long as we have the Governor and everyone on board we should be able to freeze tuition and get the resources we need in order to operate the university. There is a bit of a challenge in the way it all comes to fruition and we get the 3% buy down, we want that 3% tuition to be handed to us fully as 3% and not incorporated or run through the allocation model. There is a difference if you take that through the allocation model, then we come out on the short end of the stick, meaning we really only get the equivalent of 2%. The reason using that approach is there is a formula built into the allocation model that boosts up the institutions that are falling in enrollment to try to keep them so there is not a sudden drop. We happen to be the institution that is increasing in enrollment. We will be arguing that each institution get a straight-out 3% tuition. This is not a bonding year, but sometimes they pick up some projects. We do not have any projects in the cue right now. The cost of construction is coming in very high, much higher than we predicted and even the Verizon Wireless Center has had to size down the new auditorium and reduce the expenditures of the hockey arena. My worry is the Clinical Sciences Building which we have been fully funded for is going to come in high on construction costs. These are the challenges on this side of the legislative agenda.

Pat Pearce-The AFSCME Policy Committee have put together a group of lobbyists from all around the state that will be helping Melissa Fanning. President Davenport-We will need your help as there is HEAPR money and the fact is if there is a bonding bill, there are a couple of project we want to get in and out. The reason is when we come up in the cue for the next capital project that place is a little higher. We've been treated pretty well, getting the student food commons approved through the revenue fund, the Clinical Sciences approved, we have a good chunk of HEAPR money to operate on, our next project is going to be a massive overhaul of Armstrong and Nelson which will be a tough one for us to get approved, but we will work on.

Ron Fields-There was a meeting earlier this week with government players and its incredible the amount of work that will be happening in our community this year. District 77 has two major projects, MnSCU and the city, the Verizon Center, we've broke ground for the Clinical Sciences Building and the dining hall. There's going to be a lot of work, really good economically for our community. President Davenport, the downtown auditorium has to be built first before the hockey center gets completely done. That will be the priority and once the hockey auditorium is done they can transfer the convention activity over to the downtown auditorium and open up the ice full time for men's and women's hockey.

## II. Action Items

## III. Discussion Items

### A. Standing Items (If Needed)

#### 1. Parking – (Ron Fields for Rick Straka)

There will be a lot of people on campus this Saturday and there are special maps and signage out there. The football game was moved to 2 p.m. which has helped a lot.

#### 2. Budget (Ron Fields) – The new budget and economic forecast looks positive with over \$1M budget surplus forecast for next year that includes some rollover from this year. It's very speculative how that might impact us at this point. The session begins January 5 so it should be an active session.

#### 3. HR Topics (Sheri Sargent)

a. **Unclassified/Classified lists** were distributed-Questions can be sent to Sheri or DeeAnn.

b. **2015-16 Holiday Calendar**-An email will be resent to bargaining leaders for input from their members on the alternate dates for next year.

c. **Provost Wells**-Update on the Associate Provost search, Rick Straka will be the chair of the search committee and the first meeting of the committee will occur in the new year. We also appreciate the timely submission of names for the search committee for the College of Science, Engineering and Technology. That search committee has already had three meetings. We anticipate a call for appointments for a search for the Dean of International Affairs in the new year.

#### 4. Campus Safety (Chandler Holland)

a. **Ford Hall Update**-We are moving forward with replacing the three wheels during spring break. On Friday, Paul Corcoran and Chandler will be meeting to look at the idea to create some dedicated lab space on third floor that would be direct vented. The wheels have been ordered and we successfully replaced one while the building was occupied so it's important to get the operations of that so that academic exercises can continue with minimal impact. We believe there will be improvement by replacing these wheels. We have found that the way that building was set up it is a very expensive building to operate and we are looking at a re-commission effort that could save 50% of the energy used. It is the most expensive building on campus to operate and I think we can save the university significant energy costs as well as improving the safety of the area.

b. **Slips and falls**-We are doing pretty well so far. Only one to two minor falls this fall. The grounds crew are doing a remarkable job.

#### 5. Tobacco Free Enforcement Update (Ron Fields)

There is a group that continues to meet and the new information that Rick Straka has asked to share is he has been in contact with MnSCU legal and the information came back that one of the tools we had to offer to help with enforcement might have been financial sanction or fines, we cannot do that. So they are

looking at other ways that might be effective. President Davenport-We have been doing a lot of talking about enforcement. There was language in the MnSCU statutes that we thought would allow us to present a fine. Then there is a Minnesota statute that prevents us from doing that. We would have to run that back through the legislature. We are the only university throughout the 31 colleges and universities that say they want that or need that. In talking with my colleagues about that issue they all have accepted this opinion about a tobacco free campus. It's a goal that we are working toward. Therefore when Rick and I talked a couple of days ago, we put together a plan and it will be presented to all the other bargaining groups, the plan involves going ahead with putting receptacles on the border of the campus. Moorhead and Winona State have done this and have been very successful. The other thing we are going to do is do a better job of posting. We will also be writing articles about the policy and talk about the health benefits. We are going to be proposing to the bargaining groups that we hire someone that won't be our security officer, but would be our tobacco enforcement officer without any power to enforce. We have to talk about what that person is going to do and work out the details. The unions will be coming back to all of our bargaining groups to say are you o.k. with a progressive discipline of some sort? There hasn't been a lot of popularity among the unions for that so not sure that will go over. We are in a sort of dilemma regarding the enforcement piece. But what I've learned is no other university or college enforces it because they have no way to do it. We are not alone in this dilemma. We are always open to ideas.

Mark Parsley-One of the things being on that committee is that the air intake for some of the buildings are right where people stand and smoke, so if there a way to move the air intake? Ron Fields-It would be extremely expensive as it is part of the building mechanical system.

#### **6. Cultural Contribution Waiver/Scholarship (David Jones)**

We've had great success the last couple of years in the growth of our international student population. Part of that success has been one of our scholarship approaches to recruiting international students. Four years ago we changed the way we implement to the cultural scholarship. The cultural contribution scholarship allows an international student to pay in-state Minnesota tuition rate if they keep their GPA above a certain rate and do a certain amount of volunteer hours here on campus. It's been a great success for us in trying to recruit international students. Last year the International Office looked at what we need to do to put into place a plan to grow our international program. We are under 1,000 students and have a goal to get to 1,800-1,900 international students. With the budget situation we are in right now, there is not additional dollars to make investments needed to do that. One of the strategies we've had conversations on is the idea we need to consider changing the dollar value of the cultural contribution scholarship. As an example, right now the gross amount of money that we are waiving over an academic year for our international students is \$5.2M. We are also in a situation where the international students we recruit here are very focused on affordability. There is an opportunity for some solution in between where we are able to increase in revenue on our international enrollment to help support some of the growth in the international area as well as contribute back to the general fund of the university. A summary document will be sent to the group outlining the initial thoughts and comparison data from peer institutions in the area. Any change to a scholarship that has an impact on a population that is growing for us, comes with risks so we need to be very careful in what we consider, but I do feel we are in a position where it makes sense to look closely for opportunities. St. Cloud would be one of our competitive institutions. They are a couple hundred dollars more than us. At a minimum we could change our international tuition scholarship to a rate that we become even with the highest rate in MnSCU. We are about \$3,300 for in-state tuition. The highest in-state tuition within the System is \$3,600. Any changes we are talking about would be for new incoming students. Current students would be grandfathered in. President Davenport-On the admissions side, St. Cloud University is facing a huge decline and facing a \$10-\$11M deficit and their President is hoping to help dress that through recruitment of international students and is traveling non-stop to establish those partnerships. We will partner with St. Cloud in some of those partnerships abroad, but for us as an institution, we do want to maintain the right mix of international students. 2,000 students seems reasonable considering by the time we reach that goal we might be close to 17,000 students. The other thing is we really don't want all the students from the same location geographically around the world. There is a lot to be said about bringing students and their cultures from all around the world.

**7. Concurrent Enrollment (David Jones)**

Concurrent enrollment is the delivery of college classes in high schools across the state of Minnesota. We have two types of programs 1) PSEO-where a high school student takes a class here on campus and 2) Concurrent-is a bigger program for us. Where a professor works with the teachers from a high school and the teacher delivers the material. English 101 is our biggest one. Until last year our class cost \$2,000 to every school district. We are limited to 25 students within that class. Last year after looking at the market place and the market the biggest provider in the state are Southwest Minnesota State and the University of Minnesota Twin Cities, followed closely by St. Cloud. They are all priced at the \$3,500-\$3,700 per class range. We went from \$2,000 to \$2,500 and actually added a couple of new high schools. The staff is recommending at this point that we make the next jump to \$3,000 for next fall. Our concurrent program is fully self-sustained within its own program. The additional income will allow us to pay for bus trips for the high schools to come visit our campus and possible additional dollars to give scholarships to those students. Later today we will be meeting with MSSA through MnSCU policy with the creation of a scholarship we need to consult with the students.

**8. Integrated Academic Planning Update (Marilyn Wells)**

We have been engaged in our academic master planning since last January, we have members of your bargaining units serving on the four task forces working since March and are submitting their reports by the end of the semester. The early drafts have been prenominal. We are at the end of phase three, which of the five phases in the academic planning has been the heaviest lift. As we conclude phase three, what does that look like and what will happen as everyone turns in their plans at the end of this semester what happens in phase four when we put everything together and do the drafting and review in preparing to launch and celebrate our academic master plan in August. There will be two levels of campus review, the first level for the task force reports will be posted online, similar to our policy process with campus open forums. For the first wave of academic program reviews will be within the colleges and second level at the university level. We will be bringing the final draft document to the meet & confers in March and April with the final endorsement of our plan in May and the celebration in August. If you have feedback on the process, you can provide that to Lynn Akey or Marilyn Wells. We will be moving into phase four in January. This is important for our HLC as we are linking our budget with technology with enrollment with facility as they are all connected together.

**9. Academic Mapping (Marilyn Wells)**

We will have 8 semester 4 year plans for each of our programs for students to graduate, that we are offering the right courses at the right time with the proper number of sections. Our target was that we would have maps for 100% of our undergraduate programs by the end of this semester and 100% of maps for our graduate programs by May. As of Monday morning we currently offer 136 different bachelor degree programs, as of Monday we already had the maps in for 113 with two weeks yet to go. It looks like we are on target to meet our goal of maps for 100% of our undergraduate programs. We have in about 30% of the maps for our graduate programs in with a May goal.

President Davenport-this ties into the overall university plan for enrollment management for retention. How do we take all this information and put into the hands of our students with an app that a student on any given day knows where they are in the process. We are getting really modern in how we serve our students. Provost Wells-in January we are going to have a celebration for all of the 45-50 members of the task forces all together in the JAR. Each of the task forces are celebrating as they have their final meetings this semester. Ed Clark-We do have a unique application that will take the information that Provost Wells, Academic Affairs, Student Affairs, everyone has started to put together all these pieces and put together in one place for all students to have on their mobile app so they can see where they are in their program and what risks they have and what their current situation is.

**10. Malware (Ed Clark)**

We have six interns that are working under my staff, and have also partnered with faculty member, Chris Veltsos, under IT security and wrote "What is Malware" to share with the meet & confer groups. They have seen a lot of the compromises that are going on. The attacks come in two categories. You can either click on a link and you are compromised or you download a file and you are compromised. Attack type one, don't click on the link just hover over it and look at the address (for a MSU link). The other one, my

document, without the t went around in email, don't open, delete. Do not open a zip file. If you opened it, it had a screen saver and if you clicked it would go into your browser and steal all of your credentials for all of your websites. It also sends to everybody in your mailbox. That's why it looks like it comes from someone you know. It's all about education and if you see a link, don't click on it, hover over it. If you see a file you are not expecting send it over to IT ([spam@spam.MnSCU.edu](mailto:spam@spam.MnSCU.edu)) and you can delete it. They are getting more and more savvy. A lot of people get compromised when they go and look for a wireless access point. We try to track this on campus so we can see if that's happening.

#### **IV. Other Items**

Pat Pearce-MnSCU Policy Committee will be meeting this afternoon with Phil Davis on the campus shared services to find out where we are at. President Davenport-What I would recommend in your participation is that, the questions that we need to ask involve what we are paying for in shared services. As you know the resources they were anticipating coming in for shared services was very low and we may have not made enough resources to pay for the costs. Phil Davis has been in the trenches so he is going to be very careful on what we go forward with. I'm going to be very aware of campus services cooperative because I worry about building enterprise that will be very expensive and produce very little savings for us. I've been tracking it and am very hesitant to do much with it. The purchasing cards turned out to be very profitable for us, the Marco printers we need to be very careful about.

The meeting was adjourned.