

CLASSIFIED MEET & CONFER
October 13, 2015
10:00 a.m., CSU201
Meeting Chair – Rick Straka

Attendees: President Davenport, Rick Straka, DeeAnn Snaza, David Jones, Marilyn Wells, Robert Fleischman, Joe Lehman, Jerry Jeffries, Mike McLaughlin, Mark Parsley, Pat Pearce, Val Roberts, Julie Dornack, Katie Roeder, Jerry Harty and Vickie Hanson

I. Information Items

A. Reorder/Additions to Agenda - None

B. Review of Notes from Previous Meeting (Rick Straka) - None

C. President's Report (President Davenport)

The annual legislative breakfast with local and regional legislators was here yesterday. What we try to do in those meetings is forecast what's to come and open up the channels of communication. From the legislative prospective what we are interested in is our bonding project, Phase 2, which is ranked #11 on the MnSCU bonding list and to gain their support. We like to meet to tell them as much as we can about the project and how important it is to us to be able to backfill and to renovate the spaces that have been left for the faculty and staff when they move over to the political sciences building in the fall. That was a good open meeting with a lot of exchange and support. We extended our hand to any time they need extra witnesses from our faculty, staff or administration we are open to come and help. We met with MMB staff, they were on campus and wanted to look at the same projects, we had a brief meeting defining all of that for them, gave a tour of the campus where the four buildings are scheduled to be renovated after the Clinical Sciences building.

Homecoming-We knocked it out of the park and the weather really helped. Won our football game, lost our hockey games, they played well.

In the area of our cyber security, there was a hoax that our system was hacked into yesterday. David Jones- Yesterday afternoon in some social media outlets someone made the first fake website, they copied a page from our website and uploaded message about partying and drinking, then took a screen shot with their phone and posted on social media and it looked like it was our legit website. We don't expect any time of media coverage. President Davenport-The good part is our team caught it.

We are moving ahead with Charting the Future. We have decided that the planning group will be the University-wide submeet and we'll add to that group members who participated in CTF this last year and also members that participated in the summer conference planning. As we looked ahead to the 42 goals we are approaching maybe half of those coming out of the shoot to begin working this fall. That's what our CTF planning group will begin to address. We feel pretty good about our university work plan, the focus that we've taken and the number of people we have involved in the CTF. It's very transparent and open and we want as much input as we can get as we move ahead with the goals and objectives. This is an institutional focus, that while it's a system-wide initiative and Board of Trustees initiative, we are making it an institutional focus initiative. We will follow the guidelines in reference to addressing the CTF sequence goals, we fully expect you to be involved and participate and will have open forums. Marilyn Wells-The Planning SubMeet will provide the campus coordination, the monitoring, the tracking making sure we provide the reports of our progress to the System along the way. Val Roberts asked what the role within the institution will be for herself and Jerry Jeffries since they are on the state-wide coordinating committee. Wells- The charge to our planning submeet is going to mirror the charge to the state-wide coordinating committee. Co-chairs are Lynn Akey and Pat Nelson, there will be a formal written charge given to the submeet coming from the President. Snaza-Val is on the state-wide group, is it possible or have we thought about whether or not they might be part of our ad-hoc local group. Marilyn will add that to the list to talk about with Lynn Akey.

D. Bargaining Unit Leaders' Reports

- **AFSCME (Pat Pearce)** – The Front-Line Conference is being scheduled in Winona the third week in May. Meet & Confer with Chancellor this Friday. We had our annual conference two weeks ago and it went very well and thank you for moving this meeting ahead to help with that. Been really busy at the new hockey arena. Straka-Been reviewing the staffing needs to take care of the space and finalize negotiations on who is responsible for changing for the lightbulbs, filters in the HVAC with the City.
- **MMA (Mark Parsley)** – Met with lobbyist and so far the ratification of the contracts with the legislative subcommittee will take place on October 29 for classified staff.
- **MAPE (Mike McLaughlin)** – Nothing.
- **MNA (Toya Schmidtke)** – Not present.
- **MGEC (Kevin Schull)** – Not present.

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

The bonding project is the main thing.

II. Action Items

III. Discussion Item

A. Standing Items (If Needed)

1. **Parking – (Rick Straka)** Nothing to report.

2. **Budget (Rick Straka)**

The budget looking forward is pretty similar to what we talked about last month. We need to annualize the reductions that we identified last April and will have some additional reductions for FY17. Good news on FY15, with all the work that people did to be frugal and serious, we actually ended up with less than \$100,000 draw on our cash last year. We ended up with the best general cash flow of the seven universities. Our initial brush at our financial statements is that we will actually show a little bit of an accounting net operating surplus. What that should do is take us out of financial recovery plan status and am hopeful once the audit is complete that we will be in pretty good shape. As we finalized getting in all of our concurrent enrollments and other updates to our enrollment, we only look to be down 60 FYE for fall (which is 110-120 down for the year). That is better than we projected last May. We have as our official projection 140 down, not sure that we are going to adjust as its close enough to our official enrollment projections that are due this week. Last year February on it has to do with two of the last three years we have bubbled out our top two classes ever. Our retention rates are actually ticking up a little bit, our graduation rates are ticking up. Haven't looked at the effect of programs changing to 120 credits. If the program had been 132 before, that's an extra 12 credit semester that students aren't taking. We have this freshmen class coming in and will work with Lynn Akey on projections and what our retention rates have been for classes and changes in graduation rates. We think we will be leveling off now. We have two more graduation years of slightly smaller high school classes in Minnesota and then it will level off and start to tick up slowly. All in all we continue to gain percent share of the new entering freshmen class. We continue to do as well as anyone in the System. St. Cloud is leveling off a little, hoping to actually have increased their enrollment this year but a little bit down. Winona is down percentage wise more than us. Bemidji looked pretty stable, but a lot has to do with their business programs in the metro area and the way they are funded. Moorhead is still in a spiral of enrollment, down an equivalent of over 400 full-time students this year that's a \$3M current year tuition decline. President Davenport-They already made significant budget cuts. Straka-They have already made a \$6-\$8M budget reduction process a couple of years ago and they will be looking at another \$4-\$6M. St. Cloud is looking at \$6.7M effective for this year and an additional \$9.5M for next year. St. Cloud's cuts will be have to be base.

We have to work on identifying exactly what those \$4.2-\$5M in base cuts from last year are. Then we can start the discussion on how we do the next level. The things we did last year were one-time things to address FY15. Unless we do all of those same things again, we still have that problem. Our transfer numbers are stable this fall. Haven't seen spring registration numbers yet. We do see for the metro schools and some of the schools that feed us other than south central and smaller outstate two year colleges are still experiencing some enrollment declines based on our last report. The bigger metro colleges, Normandale is actually up this year. The System as a whole is down 2.2%. We are down a little under 1% in FYE.

3. Human Resources Topics (DeeAnn Snaza)

- a. **Unclassified/Classified Lists** – The lists were sent out electronically for review any questions can be directed to DeeAnn.

At the last IFO and MSUAASF Meet & Confer sessions prior to this we talked about BESI. We are still planning to roll out a BESI program, we've gathered feedback prior to that. Originally we had proposed if a position was not replaced and an individual retired, we would look at 50% of their base salary being provided to them. You will notice when the announcement comes out that it will be 67% of their base salary. For the positions where we may need to replace or fill behind in some capacity, we will look at the differential salary between what the person retiring is currently making versus what it might cost us to replace or fill a position. At the original proposal we were looking at 50% of that differential, it would be 100% of that differential if someone were to retire with a BESI. We are currently waiting and have been working with IFO on a MOA. They have a specific October 15 deadline for some of their early separation incentive awards and to be able to get a BESI out and allow for decisions we are hoping the MOA will be finalized within the next day or two. A message will go out to the entire campus regarding BESI and the timeline which will be pretty aggressive. It is different this time, the last time we targeted specific areas especially on the academic side, certain programs. This year it is open if people meet the eligibility and they are interested in having us consider whether we would be able to not replace a position or replace at a lower cost, individuals can write a letter of interest to HR, we would make sure they are eligible and meet the BESI criteria and we would work with the respective VP, supervisors, deans to look at whether their position could be eliminated and not replaced or if it was replaced would there be a cost savings. We would follow-up with individuals and have final decisions by the end of November. MnSCU Board policy criteria is age 55 with 5 years of consecutive service.

We had 467 individuals come through the flu clinic yesterday.

4. Campus Safety (Chandler Holland)

- a) Alerts were sent out with the incident on the outside of campus this weekend.
- b) Chandler will be responding to a water situation in Ford Hall a couple of weekends ago. There may be some offices on the first floor where we have to look at shampooing and taking air samples due to odor. The water came from the eye wash station on the third floor that we had some visitors to campus engaged that and we don't have drains as it is supposed to be used in emergency situations. So far all of the instructional equipment started up. President Davenport-Do we have a video camera in there? Jones-We've turned the video over to security. Straka-It may bring up another issue for us, after hours availability through the buildings. Will there be a way that we can still have our egress but can block off some buildings so that we don't have traffic. Right now if you get into Taylor Center you can get to most every building on campus. Part of it is students wanting to have access to certain labs.

5. Charting the Future Workplan (President Davenport/Marilyn Wells)

Discussed above in President's Report.

6. Feedback on Climate Action Plan (Rick Straka)

We had Lou Schwartzkopf come in and talk about the Climate Action Plan. Wondering if there is any formal feedback moving forward on the plan? No comments were made.

7. Diversity Graduate Requirement Pilot

This item was removed from the other agendas and we may revisit it.

IV. Other Items

President Davenport-Any updates on the smoking/non-smoking? Straka-In some areas we did put up signs and replaced faded signage. We seem to be down in the amount of cigarette butts and clean-up, but have certainly not eliminated smoking from campus. Where we are at with the bargaining groups, they have very opposing positions on whether we should go after progressive discipline for employees who break this policy and for student implement some kind of student program like our alcohol Echug Education. Where we had conscience before was if we could find a system where people could be fined for smoking. I have asked that question at the central level and as a review of Policy 5.1.1 in fees, that there is a section of fees that includes library fines and parking fines if that would apply to smoking. They are going to revisit legal counsel to see whether we had statutory authority. Legal counsel a year ago had given us advice that they felt we would have to get statute changed. Would smoking fines stop smoking? They have not stopped parking violations.

Straka-Energy conservation update-We have signed an agreement and are moving into design development. The major pieces that are included is a plan to replace all of our fluorescent fixtures with LED lighting to generate the savings across the university. A great benefit is our staff won't be replacing bulbs because the LED bulb life is a lot longer and the LED bulbs are not considered hazardous waste. Also, by putting in some higher tech variable valves in our chilled water system for our air conditioning to make it more efficient, by doing that one of the benefits will effectively put us down back below our capacity. As we look at adding new buildings beyond what we have online right now the next set of new buildings on campus we will have to look at upgrades to the chiller capacity.

Pat Pearce-The bargaining units are partnering to put together the food drive again this year.

The meeting was adjourned.