Faculty Association Meet and Confer  
9 November 2006  
3:00 p.m., CSU 204  
(Faculty Chair)  

NOTES  

Attendance:  
Faculty: Stephen Bohnenblust, Roger Severns, Paul Hustoles, recorder, Mary Visser, Georgia Holmes, Patricia Young, Pat McKinzie, Glen Peterson, Theresa Salerno, Daardi Sizemore, Scott Page, Linda Duckett  
Management: Richard Davenport, Scott Olson, Lori Lamb, Bryan Schneider, Rick Straka, Patricia Swartfager-Haney, John Winkworth  
Guests: Avra Johnson, Malcolm O’Sullivan, Chris Connolly  

FA President Bohnenblust called the meeting to order at 3:07 p.m.  

1. Information Items--  
   a. Reorder/Additions: FA President Bohnenblust: None.  
   b. FA President’s Report: FA President Bohnenblust: I have nothing overly dramatic. The good news is we are back on track, making progress on a variety of things. The doctoral programs are on track.  
   c. MSU President’s Report: President Davenport: I’ll begin by talking about the election. We appear to have more legislative balance than we have had in awhile. I am very encouraged about the future of higher education. We hope this will mean higher state appropriations for higher education. A tuition increase of 4-6% is what we need. We are talking with the students about tuition levels. There is a possibility that the appointments of one or more of the four Board of Trustee members recently appointed by the Governor may be overturned. The makeup of the Board does make a difference to our University. We have a new congressional leader in the area, Tim Walz of Mankato. I continue to be positive. FA: The FA is thrilled that a faculty member (Kathleen Sheran) has been elected to the State Senate. President Davenport: We are proceeding with the search for the Vice President of Information Technology, to be headed by Vice President Swartfager-Haney. We anticipate hiring a search firm to assist us. At present, we are planning on March 19-30 for candidate visits to campus with the announcement of the new Vice President in April. I met recently with the Committee on the Status of Women.  
   d. VPAA’s Report: Vice President Olson: Our IPESL proposal has been approved with high commendation. I extend special thanks to Dan Cronn-Mills and the faculty of our advisory group, and to Mike Fagin and Brenda Flannery from administration. There is a campus faculty panel that will review the faculty applications. Please do whatever you can to encourage faculty to submit proposals. FA President Bohnenblust: I have heard that we can expect official word in a couple of weeks. Vice President Olson: CETL was a finalist for a national award for innovation. Please remember when we go into the hiring season that “prior consideration” (as articulated in the Letter of Understanding) does not mean priority consideration. The right “establishes
only a procedural right with respect to the review and possible interview of the internal incumbent or coach by the search committee”. The Academic Calendar Committee is meeting 11/16/06, in CSU 204, from 7:30-9:00 a.m. David Haglin has been appointed as the Director of the Center for Excellence in Scholarship and Research. HR Director Lamb: Thanks to the FA for their participants in a workshop on improving the search process. We’re distributing copies of the unclassified administrative positions. Your questions are welcome. We are making available a new on-line process to expedite criminal background checks for certain faculty, staff, and students. This process should reduce the checking from two-three weeks to two-three days. Please contact me or Johanna Simpson about this totally on-line process. This can be of assistance to the process with students currently in place in the College of Education. This process should improve the efficiency of the process. FA? Has this choice been approved in the State? Are we sure this will provide the data we need? HR Director Lamb: We have looked at a variety of similar services and this one appears to be the most option for us.

2. Discussion Items--
   a. MnSCU/Legislative Relations: President Davenport: The MnSCU Advocacy project kicks off today. We have some concerns that our donors will be contacted to make contributions. Recently, the Presidents’ leadership group had a thorough discussion of this. This project is developing a list of potential MnSCU supporters.

   b. Budget: Vice President Straka: Later this month at the Budget Sub Meet we will be talking about next year. We are considering making a change in the purchasing policy. A pilot process is being proposed to raise the minimum purchase without bids to $10,000 from the current limit of $2,000. FA? Will this increase the credit card limit? Vice President Straka: This is a separate issue that we will be looking at as well. FA? Because the allocation of summer surplus money is so late, there is a problem in getting the money spent. Vice President Straka: We are looking at a possible $5,000 limit. While we are easing some of these restrictions, we anticipate tightening up the procedures for purchases in the $10,000-20,000 range. We will need greater care in meeting required quote-date requirements. In another area we are strongly considering adopting the FACTS External Student Payment Plan. The MnSCU System has approved a vendor for this third-party payment plan. When the plan is implemented, students will have an option to make payments to a third party vendor. The cost to students is comparable to the current late fees. All the third party income will come from the service charges to the students and not from the University. This is a form of an installment payment plan. Finally, on the subject of the Facilities Master Plan, we are looking at two choices for architecture/engineering firms to work with us on our plan. One campus group needs to work with the firm that we select on a weekly basis. In terms of campus governance, we would like the Planning Sub Meet to be the formal group with whom we work with on the process. Of course the final report will come to the main Meets and Confers.

   c. House Calls: FA President Bohnenblust: We have been delayed in meeting on this topic. Vice President Swattfager-Haney: We are working to gather data on the
effectiveness of this program. I ask this item be tabled until the December meeting to
discuss this subject in full. FA? What is the advisability of knocking on student doors
versus meeting in a common room? Vice President Swattager-Haney: We will get
information on this as well.

d. Non, Non-renewal - an Invitation or a Requirement? FA President
Bohnenblust: Are department chairs invited to participate in this non-renewal process or
is it required? The practice in departments seems to differ. Vice President Olson: The
Agreement is clear that it is an invitation not a requirement. Is there evidence to the
contrary? FA: “Like, it is due this Friday?” Vice President Olson: We have been
listening to departments and value their participation of these processes. FA? What
about the language? Could you call it “continuing appointment” instead of “non, non-
renewal”? FA President Bohnenblust: With the detail in the PDP and PDR that Deans
are getting from the departments, shouldn’t that be sufficient? Vice President Olson:
Until the processes are combined (in the Agreement), we need to keep them separate.
HR Director Lamb: People do value feedback that they are doing a good job. FA: The
redundancy of information is a concern, especially in small departments. One of the
challenges is to make the case for non-renewal but when things are positive, we are
repeating ourselves. HR Director Lamb: Can the Agreement be modified to
accommodate this? FA: Can we do something if there is a non-renewal recommendation
but do nothing if no non-renewal is required? The system has evolved and departments
have taken more of a role in the PDP/PDR process which is a significant difference. Vice
President Olson: We will look at this. There is mixed practice in departments. Not all
departments are taking this as seriously as others. FA: Some times there is turnover in
personnel and when this occurs, the new personnel profit from the existence of a paper
trail. Vice President Olson: The confidence of the Dean increases with active
participation of the departments. FA President Bohnenblust: How about asking the
Deans how well this is working? Vice President Olson: It is an invitation. We will talk
to the Deans.

e. Campus Dining: Vice President Swattager-Haney: I have distributed a two-
page document entitled “Dining Services Contract Interpretation and Procedures” for
comments. You need to consider this an evolving document. FA? Is this a draft? Vice
President Swattager-Haney: It is more of a working document. This is a draft. FA: It
would help eliminate some of the confusion if it was clearly marked as a draft and if there
was a specific date on this. Additional questions were asked on the subject. Questions
and concerns should be addressed to Cindy Janney.

f. Health and Wellness Task Force Report: Chris Connolly, Co-Chair of the
Task Force: The FA was broadly represented on the task force. I am passing around
copies of the information distributed at the open forums and the final recommendations.
We recommend things like doing a better job of marketing the health and wellness
activities, and using external grants for support. There is some really good stuff
happening. There is a program for a free trial membership to the Otto Recreation Center
from mid-December to mid-January.

g. Affirmative Action Advisory Committee: Affirmative Action Director
Kenneth White: This is a proposal to create an Affirmative Action Advisory Committee.
We are looking for comments and reactions to this idea. President Davenport: I strongly support this idea with broad campus participation from the bargaining units. The application process has moved to Human Resources but the education and training of search personnel is the responsibility of Affirmative Action. I ask for your support. FA President Bohnenblust: How will this group share responsibility with the Diversity Commission? Director White: This differs from diversity because affirmative action is different. This group will participate in training as well. Affirmative action and equal opportunity go hand in hand. President Davenport: Link affirmative action with hiring. Everybody should get a fair chance for employment.

3. Action Items--
   a. 2007 Summer Assignment Guidelines Draft: FA Response: FA President Bohnenblust: There is a concern with listing of “staff” instead of an actual instructor for a course. Some Deans seem to be using the staff designation as a form of enrollment management. This might be a case of departmental wish versus the Dean’s mandate.
   b. Formal Policy Review: Rollerblades/Skateboards/Bicycles/Personal Assistive Mobility Devices: Vice President Straka: This policy has received a great deal of attention already. I want to acknowledge and thank Rob McGinn for his work in this area. Now that it is in formal review, there are forty-five (45) days for comment. FA: Limited to Segways? Vice President Straka: No, all devices of a similar nature are included. (The “i.e.” on the statement needs to be changed to “e.g.”.) The web address for the policy is: http://www.mnsu.edu/acadaf/Resources/Policies.html.

The Next Meet and Confer is on Thursday, 7 December 2006, at 3:00 p.m. in CSU 204.

The meeting ended at 4:48 p.m.

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John M. Winkworth    Paul J. Hustoles
Reviewer for Management   Reviewer for Faculty