Faculty Association Meet and Confer
September 4, 2008
3:00 p.m., CSU 204
(Faculty Chair)

NOTES (revised)

Attendance:
Faculty: Don Larsson, Jim Grabowska, Paul Hustoles (recorder), Mary Visser, Roger Severns, Chris Corley, Debra Anderson, Anne O’Meara, Daniel Toma, Becky Schwartzkopf, Jessica Schomberg, Jackie Lewis, John Seymour, Scott Granberg-Rademacker. Mary Bliesmer
Management: Richard Davenport, Scott Olson, Lori Lamb, Marilyn Delmont, Rick Straka, Patricia Swartfager-Haney, Avra Johnson, Michael Fagin, John Winkworth
Guests: Malcolm O’Sullivan, Pat Lipetzky

FA President Larsson called the meeting to order at 3:06 p.m.

1. Information Items
   a. Reorder/Additions—none
   b. FA President’s Report—FA President Larsson: We are happy to keep our President. We lost a couple of colleagues during the first few weeks just before school began due to death and illness. Rod Henry is the new IFO State President, from Bemidji State. We recently had a good meeting that included President Davenport. Connie Howard is our new General Counsel at IFO. We have a new Academic Affairs Co-Coordinator in John Schneider from Metro State. We have a number of issues to deal with this year, several listed below. There is a new employee code of conduct that combines a number of issues that have been out there before. We are concerned about intellectual property at the state level. Our campus has been somewhat better off than some campuses. Emergency Planning is another issue. Lots of people are doing lots of planning but the faculty tend to come to these discussions late. What is going to be happening to the budget? The Legislature is in its allocation year. How will this affect MnSCU and how will that affect our funding? What happens when we have a faculty member at one state university that is also hired as an adjunct at another state university? They are supposed to get permission from the Presidents. They should be paid as overload rather than adjunct. Thanks to HR Director Lamb for getting the paper copies of our contract to the faculty. Adjuncts will be getting CD copies. All finalists for FA positions should be receiving contracts during the interview process. Donna Brauer will continue as our FA Negotiator. We do not want to see any slippage in what we achieved this year. The focus will be on language issues. On the state level, there is going to be a task force to study stipends and honoraria. Normally these are forbidden, but there have been exceptions. Locally we are planning to form a task force to deal with nine-month appointments in accordance with the new contract language. Summer has been re-defined. There is potential for some difficulties. We just need to keep an eye on this. It does also bring up when department chairs will take their duty days. We do not want to literally bump into the Vikings. There is a new designation regarding University Scholars. How will that particular item be implemented? Finally, Athletic Coach
reporting lines have been somewhat defined in the new contract. Article 22 needs to be useful to the coaches.

c. MSU President’s Report—President Davenport: We had a great move-in this year. We only had 1/5th the number of arrests for underage drinking. We are still going to be pushing hard on making reducing high risk drinking a top priority. We have gotten so much negative press, it is canceling out some of the good things that we do. I have been elected Vice Chair of the Leadership Council of Presidents. I will be working with the Board on the next five-year plan. I will be promoting STEM. We will have a plan to educate additional students, making it affordable and with increased access. We are also looking at the Metropolitan Area Strategic Plan. I am hearing mixed signals regarding the budget. The early version of MnSCU’s proposed budget is higher than the University of Minnesota's ($126 vs. $120 million) but this could change. About 10% of the MnSCU budget is ours. On the Republican side, I just got the sense that they are going flat regarding the next biannual budget. The Democrats will be a bit easier. The MnSCU proposal is way beyond where the Republicans will want to go.

d. MSU Provost’s Report—Provost Olson: There will be some open contracts this year. The MavCard and banking contracts are both up. Both will go to the Planning Committee. Some of the other big ones are not up this year. HR Director Lamb will pass out the searches electronically. Regarding the RASP search, we are really having trouble filling this position. There was a good candidate but we were not able to come to terms. Three finalists came to campus for the AVP in Student Affairs position. That should be coming in the next couple of weeks. Regarding Assessment, we have interviewed three candidates for the interim position. It is very close to being announced. Regarding packaged courses, there were 21 sections offered by 10 faculty this summer. This fall there were 13 offered by 7 faculty. Enrollments ranged from 1 to 95 students. The average size is 18 per section. There were 11 different disciplines involved. FA President Larsson: The language on this is a holdover from some time ago. It was meant to address correspondence courses. It now refers to online courses as well. This normally does not apply to the teaching load of the faculty member. I suspect that it will come up in negotiations. At our campus, this has been an opportunity. At St. Cloud State, some faculty have made a lot of money teaching thousands of students. It raises the question of quality.

e. Human Resources Topics—HR Director Lamb: Please review the lists and let us know if you have any questions. In July, the new Code of Conduct went into effect. It is on the MnSCU Board policy website. It is a compilation of all the ethics rules that we have already been subjected to. There is nothing new in here. Attached at the top of it, this is a link to FAQ. It is a useful tool and has helpful examples. FA President Larsson: When people publish articles or write reviews for journals that give a small stipend, do they need to report this? HR Director Lamb: Generally no, if it is one time deal. If it is something that takes you away from your work, you need to get those approved in advance. There is a very wide range of employment opportunities to faculty. Pre-approval through President Davenport is the safest way to deal with this. FA VP Grabowska: Is there any consideration being given to having a session on this during our
Professional Development Day? HR Director Lamb: I have done that in the past and we will continue to do this. I have also reviewed the online training module that will be available to all very soon. It is very good. Again, prior approval is the best approach to follow. The issue that got everyone’s attention is cell phones. VP Straka: This is not something that is punitive. They don’t think it was about anyone really abusing this. It is a tax issue. A state cell phone is a taxable benefit. We should be monitoring this. That’s what it stems from. A California institution had a $600,000 fine from the IRS regarding this. They are looking at issues in 501c3s and are making sure that the rules are being applied and followed. FA President Larsson: There is a state official who has taken on the watchdog role. Caution is advised. VP Straka: We are trying to finalize a document on this. There is no personal use of a state cell phone allowed at all. And PDAs are included. There is a minimal allowable use on computers. Be as proactive as you can. There are ways that reimbursements are available for state use of your personal phone. FA President Larsson: For faculty, I am not aware of many of us who have this. Provost Olson: Coaches would be your biggest users.

2. Action Items
   a. Summer Guidelines for 2009—Provost Olson: We are anticipating some feedback from the FA regarding the new summer definitions. FA President Larsson: As earlier stated, this is something we will need to monitor as the summer schedules are getting made. We have also noted before that word has gone out to the chairs that under the contract, chairs may teach but they are not required to do so.
   b. Policy Updates: Malcolm O’Sullivan: There were 17 policies reviewed last year and 15 have been approved and signed. Two are still being resolved. Until they are, we still have polices in place. There are no gaps. The Policy Committee will be reforming in the next few weeks and they will be examining those policies that need to be reviewed this year. Faculty reps are Paul Hustoles and Mike Bentley and they are both returning members. There will be a call out to the academic community to discover if there are any other policies that need to be reviewed. (Document distributed.) FA President Larsson: Part of the state ethics code has to do with the sale of property that you have received as part of your duties, primarily text books. Those cannot be resold for personal gain. That might be a useful side discussion to have. FA VP Grabowska: I noticed that there were some changes about where scooters might be parked or not parked. O’Sullivan: That was a policy that came to us last year under expedited review. FA VP Grabowska: Are there more silver lots? FA President Larsson: David Cowan did point out there were more spaces. O’Sullivan: I will contact Cowan and have him send something to you on this issue. FA President Larsson: We need to make sure that the lines of communication are maintained and open. We all understand the rise in vehicle costs but we need to be able to plan on them. VP Straka: No one anticipated the cost of gas that resulted in the increase of scooters on campus.
   c. Nine-Month Appointment Task Force—FA President Larsson: The contract stipulates that all new hires will be designated nine-month hires. Current faculty will remain as is unless they opt into this. What will the consequences of that be? We need to
approach this in a systematic way. The contract asks for a task force on each campus. We suggest 7 faculty representing all units and 7 administrators. Provost Olson: One thing to think about is that two of the groups most affected are not in the normal structures: the Counseling Center and Athletics. As you select your team this would be something to think about it. FA President Larsson: They are covered in our Library and Unaffiliated unit.

3. Discussion Items
   a. MnSCU/Legislative Relations—President Davenport: I already talked about the budget. Regarding the privacy laws in this state, we tried to get our local legislators to change this. Students are adamantly opposed to this as a group. The new FERPA rules allow us to take a look at this. This ties back into the alcohol and substance abuse issue. If a student signs a waiver, then that’s fine. Most of them do not. We are looking for legislation that is in line with FERPA. The city is not happy, believing we have done enough on this issue. If we could involve the families, that might be a big part of it. FA President Larsson: We have our first statewide Meet and Confer next week.

   b. Budget and Planning Process—VP Straka: We did finish FY08 in very good standing. Our budget is going to show a good composite financial index. We had a good carry-forward amount for this year. We are just fine, with a good reserve level. In FY09 we were looking for a 300 FYE student increase and it looks like there will only be 100. We did make a $1-1/2 million reduction in our budgets. We have been putting aside $500,000 a year to cover our uncompensated absences. We are really going into FY10 much better than most institutions. It is going to be an interesting year. Given the forecast, even a level year would be good for us if the state is in deficit. It sure would be nice to see our Legislature show some commitment to higher education. FA VP Grabowska: What is the potential impact of the salary equity adjustments? VP Straka: We do have one-time dollars to deal with that this year. It was around $300,000 to $400,000. Provost Olson: In some cases the adjustment was as many as 5 steps. It seems like it was equity in market terms rather than other issues. FA President Larsson: There were some 500 faculty statewide and we had nearly 1/5 of those right on our campus. VP Straka: It was calculated in the central office but not funded. FA: Will people get a letter? FA President Larsson: Yes. Provost Olson: And the raise will be retroactive to the beginning of the year.

   c. Master Plan—AVP Johnson: We are 75% compete. We are looking at some architectural details. VP Straka: We really need to coordinate a transit hub on our campus. We decided that we would coordinate that effort first. We are trying to coordinate what kind of partnerships we can look at. Once that is in place, we can look at a transportation and parking plan for the campus. FA President Larsson: I know we were looking at the Hiniker lot for parking. Have we acquired that? VP Straka: The Foundation has acquired the main piece of property. We are putting forward a funding request to acquire the property from the Foundation and funding for four additional homes in this area. FA President Larsson: We have to keep Astronomy aware. VP Straka: We have taken their ideas and consultation very seriously. FA: Do you have
people who ride the bus give input into the process? VP Straka: Absolutely. AVP Johnson: We will try to have a small group give feedback. FA: What about Stadium Road? VP Straka: It will never fully shift south. How do we deal with the intersections at Ellis and at Warren? We are still talking about this. We have thousands of students coming across Warren. We have to figure out which of these safety plans would be best. Options are expensive and funding will be an issue. FA President Larsson: We need to make sure that everyone who needs to be involved in the Trafton move are involved in the planning of it. Everyone has the good will; we just need to keep communication open.

d. 120 Credit Hour Limit for Baccalaureate Process—Provost Olson: The first thing that needs to happen is that ground rules have to be established. Larsson has developed a spreadsheet about how we might go about this. We might get departments looking at how to do this. The BA degrees have to be converted by 2010, the BS, BFA and all others by 2012. You either have to get to 120 or seek a waiver. There are three waiver options: accreditation, industry norms and program uniqueness. Most accrediting agencies won’t specify credits, but learning outcomes. Tuesday morning we polled the chairs and about a third indicated that it will not be a problem. About a third thought they could get a waiver and a third weren’t sure. There might be a lot of BA programs that could be grouped together if going for the 120 and do no other action. Dance Education is already there. Be careful if you are asking for a waiver, that other MnSCU schools are also going for that number, or your argument will be undercut. We welcome your ideas about the process. We need to get everybody to the table to figure this out.

FA President Larsson: I am assuming that most of this discussion will go through UCAP.

e. Vehicle Use Policy—VP Straka: We sent out a memo trying to clarify some of these issues, primarily with students. We are trying to limit the cost of insurance for the system. The basic question is, Would you allow a student to check out a state vehicle for a day?, then they fall under this policy. If it is for a clinical or student teaching where you wouldn’t give them a state vehicle, then you wouldn’t ask them to get clearance. This is a program set up for the entire state, not just MnSCU. Please continue to give us feedback. We know there are some issues working through the state IFO. When we call MnSCU for clarification, we often get the “it depends…” answer. And what about international students? FA President Larsson: We appreciate the willingness of Administration to get out some initial policies that will help clarify this.

f. Enrollment Management—VP Swatfager-Haney: As of yesterday, we were up 113 in total registrations and slightly down in transfers and new graduate students. Our diversity numbers have really increased and international numbers look good. We want to continue the Enrollment Management leadership and ten subgroups structure for this year. Our online numbers are up significantly. FA VP Grabowska: Were we able to accommodate the students in dorms? VP Swatfager-Haney: Yes, Gage has allowed us some flex spaces. We have about 200 rooms offline as we continue renovations. If you haven’t seen Sears, the rooms are beautiful and it’s full. The renovated dorm rooms are also nice. We are hoping to go for bonding for another 600 beds. By 2013, Gage will be off line.
g. **7700 France Campus**—Dean Lipetzky: “A great university just got closer” has been our theme. An informational PowerPoint was shared.

FA President Larsson: Thanks to ITS, to Ted Johnson and Jeff Iseminger for the new webpage roll out. The reaction has been very positive.

The meeting ended at 4:45 p.m.

John M. Winkworth  
Reviewer for Management

Paul J. Hustoles  
Reviewer for Faculty