

## ASF Meet and Confer Notes Thursday, October 1, 2015

Meeting Chair –Jean Clarke, MSUAASF President

### I. Information Items

- A. Review of Notes
  - 1. Notes were reviewed from both the May and September meetings. No changes were suggested.
- B. MSU President's Report (R. Davenport)
  - 1. I am very pleased to announce that **Dr. David Jones** has won MnSCU's **Outstanding Academic or Student Affairs Administrator Award**.
  - 2. **Honors Program** received the **MnSCU Academic and Student Affairs Award for Curriculum and Planning**
  - 3. Aviation was accredited from the Aviation Accreditation Board International. There are only a handful of programs that receive this. We are one of only a few programs with a jet flight simulator.
  - 4. Homecoming is coming up very soon. Student Government is very excited about this.
- C. MSUAASF President's Report (J. Clarke)
  - 1. Largest attendance ever at Family Weekend. Many of our members are involved. Having it early in the year helped boost attendance.
  - 2. Homecoming also involves many of our members. We are hoping for a safe week for all of our participants.
  - 3. We have a tentative agreement regarding our contract.
- D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
  - 1. Thanks to everyone for being involved with Family Weekend.
  - 2. Homecoming falls on the same week that we would celebrate our Founders Day. Monday at noon will be a big Founders Day Event that also kicks off Homecoming week.
  - 3. Tomorrow is the host day for the ISRS kickoff session. Everyone is invited to attend any of the sessions to provide input on what would replace ISRS.
    - a. Campus Works will be hosting these sessions on First Floor Preska Hall.
    - b. Campus Works is not one of the vendor.

### II. Discussion Items

- A. Budget (R. Straka)
  - 1. BESI
    - i. Looking for more feedback on what was presented at the last meet and confer.
    - ii. The plan is still to come out with a program.
    - iii. There will be an adjustment being made to the two rates that were proposed, to make it a more appealing incentive. Thanks for the good feedback on the proposal.
    - iv. This will be part of our solution for next year's deficit.
    - v. (M. Wells): Employee applies for the BESI, the supervisor and H.R. determine if the position would be replaced.
    - vi. (D. Snaza). BESI is a budget reduction resource tool. There are contract issues to sort through regarding IFO that is currently being worked through.
    - vii. (D. Snaza). Eligibility at age of 55 when actual retirement begins, not when beginning the application process.
    - viii. Submit feedback this week to R. Straka or D. Snaza.
  - 2. Good news. Update will be submitted to our budget recovery plan, which will include:

- i. We will end up with just under \$100,000 cash flow deficit from last year. Including paying some of the back-pay.
    1. Mild Winter and fewer severance pay from retirements reduced our deficit.
  - ii. It is possible we would have an operating surplus from last year, too soon to say for certain.
    1. Bonding for capital projects was a significant reason for this.
  - iii. Most of the cuts were short term one time cuts, we still need to balance our budget moving forward.
  - iv. We did better (used less cash reserves) than any other university regarding cash used to stabilize budget.
3. We need to start talking about how to handle the '17 deficit. We are looking at a 3 million deficit for that fiscal year.

#### B. HR Topics (D. Snaza)

##### 1. Human Resource Vacancies

- i. (J. Clarke) Approved extension to a fixed term position that extends beyond 2 years.
- ii. (M. Wells) Thank you for approval, our goal is to make these requests rarely.
- iii. (J. Clarke) The local and state board was split on this. Do not expect that these will always be approved.
- iv. Questions about vacancy list were talked through, clarification were provided by D. Snaza. She agreed to look into a few of the fixed term/interim positions.
- v. When searching, committees and committee chairs should come up with a calendar plan in order to schedule meetings so that committees don't delay the process as a result of complicated schedule coordination on the committee (D. Snaza).
- vi. (S. Granberg-Rademacker) Interim AVP role that G. Zierdt is in, what is happening to that?
  1. (M. Wells) This search is upcoming. The position description has been revised prior to the Interim (G. Zierdt) taking over the position. This job description has been recently updated. This search will come after the Dean for Arts and Humanities.

#### C. Charting the Future Work Plan (M. Wells)

1. This is a campus regional endeavor moving forward.
2. Recommendations were considered over the summer and were brought to the Presidents retreat in September.
3. There is a 31 member coordinating committee, which supersedes previous committee. This committee first met on Monday. The members on this committee are posted on the Charting the Future website.
4. This committee will track and communicate. Executing this falls to the Leadership Council (the campus Presidents of MnSCU).
5. The 11 folks from implementation teams previously involved will be invited to continue to participate as ad-hoc members of the Planning Sub-Meet committee.
6. The Planning Sub-Meet will be charged with execution on this campus. Feedback is invited on this point.
7. Transfer Pathways Coordinating Committee includes four of our campus members, one from each bargaining unit.

8. (D. Jones) I support using structures that have worked before to pull this off. Many of the charges of Charting the Future are tasks we would be working on anyway, they are good initiatives for us.

#### D. Diversity Graduation Requirements

1. (J. Clarke) MSUAASF members are feeling a bit undervalued on this with respects to shared governance. Our feedback isn't being addressed. MSUAASF has not been well represented in this process. Our members submitted 12 pages of feedback. This process does not have our buy-in.
2. (R. Davenport) We are committed to making sure our principles of shared governance have taken place. Some of this got ahead of me and Provost Wells. We are putting the brakes on this so there is more time to respond to ASf questions and concerns.
3. (M. Wells) We are committed to shared governance. We need to clarify oversight given the confusion that has taken place. We will be following up on ideas of implementation and respond to feedback from ASF.
4. (S. Murray) We want to be a part of the deliberation process. IFO may have gotten ahead of us. We need to "pull this back." There are many good ideas that our members could contribute to.
5. (M. Wells) We learned that a call for participation needs to come from administration, which may not have happened in this case and resulted in these issues.
6. (J. Clarke) This initiative could be an obstacle to retention. Roll-out has been named by some as happening in January, without a lot of consultation on that point.
7. (R. Davenport) Let's focus on a timeline to move forward. What is reasonable to have these discussions? It would be unfortunate to wait to the next Meet and Confer.
  - i. (M. Wells) Proposed a planning group convened by the end of this semester with a pilot potentially starting next year.
  - ii. (R. Davenport) I would like to see some discussions before the next meet and confer. Let's talk about this now, so we can get some answers, and move forward before the next year. (M. Wells agreed to accomplish this).
  - iii. (J. Clarke) Many of our concerns are about the details and roll-out.

#### E. Update on Liaison Public Safety Officer (MSUAASF)

1. (D. Jones) Stephanie Wilkins has been "on the beat" for a couple months now. It is generally going well. There have been a few communication issues with campus partners, which will take some time to work through with campus partners.

#### F. Faculty Assignment Management Automation (FAMA) Project Update (MSUAASF)

1. (D. Snaza) This is being rolled out in phases, focused on instructional staff currently. This has been a 2 year roll-out.
2. Currently, cost centers are being established to correlate with courses. (M. Wells—this is a big task).
3. This will replace the UPD on the academic side currently (IFO). This may take "a couple of years" to roll out. Roll outs are coming in phases. This was initially created for 2 year schools, there are more ways that 4 year faculty are paid making roll out more complex.
4. (J. Clarke) The implementation of this system falls to MSUAASF members.
5. (R. Wheeler) The information provided here has been different than what was presented at the state level.
6. (D. Snaza) This system will be good when auditing to make sure faculty are being paid accurately.

#### G. Climate Action Plan Response (R.Straka)

1. Does anyone have feedback form last week?
  2. Guaranteed Energy Savings Project: We have a more detailed energy proposal that would save us between 8-10 percent of our energy costs. There are issues disposing of used fluorescent bulbs that this project resolves.
  3. The Environmental Committee have taken the lead on this.
- H. (M. Wells): See handout about upcoming event. The Federal Reserve Bank of Minneapolis is coming to speak. (See Handout)
1. Coordinate reservations with the Provost Office.
  2. The Speaker starts at noon.
  3. Lunch (at 11:30 am) would have to be paid for, but attending the speaker has no charge.

Respectfully Submitted,

Jamie Van Boxel  
MSUAASF Secretary