

**ASF Meet and Confer Notes**  
**Thursday, March 19, 2015**

**Meeting Chair – J. Clarke**

**I. Information Items**

- A. Review of Notes
- No updates
- B. MSU President's Report (R. Davenport)
- Trends and highlights presentation at the system office was by far the best.
  - M. Wells-Women of Vision and Courage reception was yesterday. Many have received accolades. The fourth *Sip and Chat* was last week during Spring Break for 12 month employees. Thanks to those for supporting these initiatives.
  - D. Snaza.-Linda Meidl was the nominee for the President's Service Award and has been submitted to the system level.
- C. MSUAASF President's Report (J. Clarke)
- 16 of our campus MSUAASF members participated in Lobby Day at the State Capitol yesterday. MSU had the largest contingent present. We let our legislative representatives know why the 142 million is important to us.
  - Service Award-thanks to members of the nomination committee. Thank you R. Davenport for submitting L. Meidl's name forward in this process.
- D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
- Enrollment snapshot: Signs are positive for next fall. Yield and percentage of admitted students is higher. Our admitted student enrollment is slightly down. The capture rate is up 8% compared to last year. We are marketing to potential students in the metro area.
  - Retention: SRCs and Dr. Zierdt are working on an intrusive advising push this semester to help students be successful. There is a "major declaration day" coming soon. We'll be using our call center to contact current students.
  - Fraternity related issues across the nation impact MSU. We do not have an SAE chapter currently, but we do have a group of students who are in the process of bringing this Fraternity to our campus. J. Bulcock is a resource if you have questions about this.
  - L. Alvarez is joining our team as the Acting Student Conduct Director. She worked here as a Grad in Student Conduct and professionally at another universities in Student Conduct. She will be here through December to cover for Dr. Dowd's sabbatical in addition to her interim appointment in Affirmative Action.

**II. Discussion Items**

- I. Budget (R. Straka)
- Good news, the Governor proposes funding MnSCU at 142 million.
  - Bad news, this doesn't solve our 4 million dollar issue.
  - The Senate is more supportive of the 142 million. The House (republicans) are not supportive, they want to give a tax rebate back to citizens.
  - See handout regarding FY16 appropriation based on different funding scenarios
  - In summary, we have a 4 million dollar problem not matter where the state appropriation lands
  - We don't know where the house, senate, and governor will land with this yet.
    1. Our General Fund is 70% tuition. Change in enrollment is key. Any 1% change in enrollment is equal to \$900,000 +/- to our budget.

- We may have to use some reserves to balance the current budget, which eventually needs to save us 4 million dollars.
- We may get a House target next week, the Senate is down the road. April 24<sup>th</sup> is the goal to have budgets out of committees. This timeline is fairly normal.
- Thanks for the opportunity to present to membership in March.
- R. Davenport-We have everything out in the open regarding budget planning, there is opportunity for others to review and consult. We do have some time to make good decisions with this strategy.
- No additional short term strategies are being considered for the rest of this year. These 5 strategies were outlined at the last meet and confer.

## II. HR Topics (D. Snaza)

### A. Human Resource Vacancies

### B. Search Process—Finalist/Offeree Approvals

- Search process offeree approvals—Eliminating the Affirmative Action step proposal being considered by IFO. Other bargaining units are supportive.

### C. Non-Teaching Faculty & Staff Performance Evaluations

- Evaluations are due every 12 months.
- An email goes out to supervisors to remind them when evaluations are due.
- Reminders will continue to come out for anyone who hasn't had a review in the past 12 months. State Statue says this must happen annually.
- A push to get a performance evaluation current will be coming out soon from HR to have completed this spring and summer.
- Classified employees review timeline was previously based on last name. This will change to be based on time from last performance evaluation (12 months)
- Training on performance evaluations will come next year.

### D. Position Descriptions

- These should be reviewed every year to at most, every 3 years at a minimum.
- Data will soon be pulled to see where we are not in compliance. Supervisors will be contacted if a position description review is needed.

### E. STARS Update

- MnSCU is working with the State of MN, who is revamping their system. The State of MN requires mandatory training for this. MnSCU courses are different than State of MN courses, and for now, MnSCU courses have been approved. This system will transition later this spring. **STARS will be going away.** Mandatory supervisor training will be transitioned to new system.

### F. Affordable Care Act

- Employees hired under a bargaining unit or plan: there will be no changes. If they work for 12 weeks for 30+ hours per week an employee will get insurance coverage.
- temporary, or adjunct will be benefit eligible at this same rate
- Students with varying work schedules are considered variable employees.
  1. Over the past 12 months if these students averaged 30 hours a week or more they will be benefit eligible.
  2. They will not be benefit eligible if their average over 12 months did not come out over 30 hours per week.
  3. Benefit eligibility means they must take the benefits.

4. Only way to opt out is if student is a dependent for someone under SEGIP program.
    - Communication to supervisors will come out soon. Supervisors will be asked to push that communication to those who supervise students.
    - Work study employees are not impacted by this.
    - HR will manage this, supervisors do not have to manage this. HR will notify the student if they qualify. HR will not notify supervisor for privacy reasons.
- III. Public Safety Officer Update, Stephanie Wilkins (D. Jones)
    - See attached biography.
    - No start date has been confirmed.
    - There will be opportunities for membership to meet this person.
    - J. Clarke-She has worked with this officer in her neighborhood and has had positive interactions with her in that setting.
  - IV. Cultural Contribution Scholarship Feedback (D. Jones)
    - J. Clarke-only received one response from membership and will send this onto D. Jones.
    - ISA and MSSA endorsed the proposal.
  - V. Civility Campaign (D. Jones & D. Snaza)
    - See handout.
    - With the staffing transition in Affirmative Action, it is appropriate to relook at this campaign.
    - Feedback on the campaign is encouraged.
    - The recommendation is to close the campaign at this point and instead infuse civility into our day-to-day work.
    - Supervisor training, Student Orientation and Welcome Week are other opportunities to infuse this concept into the work we do in the future.
    - D. Snaza-We will incorporate this concept into employee workshops and new employee on-boarding programs. Some of the on-boarding programs are required.
  - VI. Bargaining Feedback on President's Commission on Diversity Proposals (H. Morris)
    - J. Clarke-Feedback from members was shared this morning. There was a lot of feedback from members.
    - Feedback seemed standard that our members wondered why we are not wrapping this into the purple and gold requirements.
    - Concerns with the costs of this program during a time when cuts to staff is anticipated.
    - Have students been asked to comment?
  - VII. University's Policy Consultation and Approval Process (L. Akey)
    - In accordance with the University policy development process, the following policy drafts are presented for formal review which will run from February 19, 2015 to April 13, 2015.
    - This process began at the start of the fall term. There is a 7 year cycle to review policies (unless called for earlier).
    - There is a committee that decides which policies get reviewed. The feedback from these policies came out in the fall. The drafters have submitted these new drafts for formal review (the current stage).

- After April 13<sup>th</sup>, another draft will be written and then presented to the Vice Presidents for review and revision. The president will then complete review by the end of the fiscal year.
- Submit feedback directly to L. Akey through April 13<sup>th</sup> on the following policies:

#### A. Revised Policies

1. Academic Forgiveness
2. Continuing and Professional Education
3. Illumination Standards
4. Lock, Key and Electronic Access Control
5. Minors on Campus
6. Pets on Campus
7. Post-Secondary Enrollment Option
8. Protection of Human Subjects in Research
9. Recognized Student Organizations, Privileges, and Responsibilities
10. Responding to Issues of Research Misconduct
11. Satisfactory Academic Progress for Undergraduate Students
12. Student Education Records
13. Student Financial Aid Eligibility: SAPS
14. Undergraduate Admissions
15. Undergraduate Requirements for Degree/Award

#### B. New Policies

1. Lactation Spaces in Facility New Construction and Renovation
2. Gender-Neutral Restrooms in Facility New Construction and Renovations
3. Recording of Lectures and Materials
4. Zero Credit Hour Courses

- Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section.
- Comments may be provided electronically (lynn.akey@mnsu.edu) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than Monday, April 13, 2015.**

#### VIII. Integrated Academic Planning Update (M. Wells)

- Phase 4. We are in second cycle of campus review (next week). Results from 1<sup>st</sup> cycle of campus review have been shared (see Handout).
- 75 people participated in the open forums.
- 25 people provided feedback online.
- Nominal response to the drop-in sessions.
- Specific departments are bringing a college level summary forward.
- R. Davenport-Thanks M. Wells for being upfront with this process all year
- J. Clarke-Our members on the task force appreciated the “think big, but make sure we can do this” mentality and approach to this process.

#### IX. Parking (D. Cowan)

- D. Cowan represents 6 people who make up the Parking Advisory Committee.

- Open forum took place.
- 4 major recommendations have been brought forward.
- See handouts outlining each proposal.
- Less students are buying permits. More are taking advantage of green services.
- 1000 gold permit holders currently, 200 are students
- See budget handouts.
- Fine revenue generates ¼ of a million dollars that is part of the budget for parking.
- Increase visitor parking fee
- Green Transportation fee: proposed being raised by \$.01, must be approved by the Student Allocation Committee.
- Lot 23 (free) will remain free. The MSUAASF member supported keeping this free.
- Give those who have served the institution for 30 years or more an advantage in the gold permit drawing.

X. Vacant Position Review (MSUAASF)

- M. Wells-Deans and others recently identified top priorities. There is some sense of “sooner rather than later” given that this is prime hiring season.
  1. As of Feb 13, there were 89 open positions under the Provost, of those MSUAASF positions included. All MSUAASF positions are moving forward (except one which is being put on hold).
  2. We are looking for a start date after July 1<sup>st</sup> to save some budget money.
  3. If new positions are needed, continue to move forward with proposing positions to be filled.
- D. Snaza: Deans will communicate back once approvals are given. The process to move forward should be the same as it always was. Some searches might have stopped as a result of a miscommunication. There is not a hiring freeze in place.

XI. SharePoint vs. One Drive Update (MSUAASF) (J. Higdon)

- J. Higdon—we have both SharePoint and OneDrive. OneDrive can be described as “drop-box meets google documents”
- This is a replacement for MavDisc which is not as popular as cloud based services. OneDrive is the cloud service that could be used in our work-flow that is approved by MnSCU. MavDisc and OneDrive are a bit redundant. This is being looked at as a potential cost savings opportunity. Initially, looking at limiting personal student access to MavDisc.
- SharePoint is not a storage space as much as OneDrive. There are a few departments that are heavy users of SharePoint, but many are not using this.
- Technology Roundtable feedback—Since Office 365 came to campus there hasn’t been a robust business related analysis of this service.
- Questions on how to implement should be directed to the Service Desk or J. Higdon.

XII. Bachelor’s Completion in Metro Update (MSUAASF)

- M. Wells-Southcentral and Riverland agreements are in place to ensure admission once associate degree has been achieved.
- Enrollments are growing in some areas in the metro.
- HLC and the Dept. of Edu have new requirements that relate to bachelors completion and graduate enrollment.
- R. Straka—Rental agreements in the metro area are complex issues that make collaboration challenging.
- R. Davenport—Rental agreements with private colleges is also problematic.

- M. Wells-Fiscal prudence means we should use space we have before building additional space.

### XIII. Charting the Future (MSUAASF)

- Charting the Future—Regional Approach
  1. M. Wells—This is the key question for the day. Region is not geographical in all cases. Connections could be through similar programs or partnership programs
- Gallery Walk, Friday, 1-3 pm in the CSU Hearth Lounge
  1. Faculty are being encouraged to participate in this (even though it is Friday afternoon).

Respectfully Submitted,

*Jamie Van Boesel*

MSUAASF Secretary