

**ASF Meet and Confer Notes**  
**Thursday, September 3, 2015**

**Meeting Chair –President Davenport**

**I. Information Items**

- A. Review of Notes
  - 1. None shared from previous meeting by J. Van Boxel
- B. MSU President's Report (R. Davenport)
  - 1. 3<sup>rd</sup> largest first year class, thanks to our enrollment management staff! They did their part, now we need to do our part and make sure they get to the graduation level.
  - 2. Emphasis from Convocation:
    - 1. We will be going forward with Charting the Future. The chancellor wants to make sure that the colleges and universities are heavily involved. Presidents and bargaining unit leaders will be meeting in early September in order to move forward and determine the process and procedure to implement on each campus.
      - a. In early October the Board of Trustees will be meeting, they will involve bargaining unit leadership, and the executive committee of the leadership council (which includes 4 presidents) to finalize plans in moving forward.
      - b. This is a primary objective this year.
    - 2. Moving forward with the Academic Master planning is the second area of focus.
    - 3. Addressing current budget issues in an ongoing focus.
  - 3. Thanks to all other units who helped make this campus the "one to come to." We are the flagship university.
- C. MSUAASF President's Report (J. Clarke)
  - 1. We are looking forward to the new year after a very busy summer (orientation, move-in day, welcome week, etc.)
  - 2. Welcome week had the largest attendance at the New Student Rally.
- D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
  - 1. Kudos to B. Jones and his team.
  - 2. Great job goes to the International Office, we have record international enrollment.
  - 3. Graduate enrollment is also very strong.
  - 4. Overall enrollment is going to be down. It is good we have a large incoming class, yet overall we are down.
  - 5. Revenue fund budgets and fees are impacted by a drop in enrollment.
  - 6. The launch of the semester has been incredible, move-in day was incredible. Our university stacks up well against others. Our facilities are part of this, but it is really the staff of our university that makes MSU great.
  - 7. Family Weekend is coming up on Sept 18-20.
  - 8. IT Report: A planning process is being initiated to replace ISRS. This will take a lot of resources and time. We are building the case for a large legislative ask.
    - 1. Oct 2<sup>nd</sup> will be an opportunity to provide input on this topic.

**II. Discussion Items**

- A. Budget (R. Straka)
  - 1. See handout.
  - 2. 4.2 million dollar issue last February that was addressed by one time initiatives.
  - 3. There has been utility, salary, severance, and freezing equipment savings that helped us have a positive cash flow.
  - 4. Base budgets need to account for the 4.2 million for fiscal year 16 and 17.
  - 5. 4.2 million plus tuition loss for this current year puts us at a 5 million dollar shortfall.
  - 6. Budget planning accounts for a 3% salary increase and newly projected health care increases around 7%. The change in insurance projects out to be about \$1.6 million impact.

7. We had an increase in state appropriation, and tuition for this year. Next year, we have to solve for the \$5 million base plus an additional \$2.8 million shortfall. This doesn't include the clinical sciences building coming online.
8. This isn't great news, but all MnSCU schools are looking at fiscal year 17 deficits.
9. (R. Davenport) The optimistic view is to turn around retention this year, keep enrollments high, this would allow us to close the budget gap. This focus on retention is the key, it'll bring us close to solving this problem. Keep and graduate students along the path. Student Services is key to this. 10% is the goal and would save jobs.
10. The November forecast is important. A supplemental request by MnSCU could be on the table if the economy is stable (this isn't a certainty).
11. (B. Jones) Is there a surplus in fiscal 16 and a shortfall in fiscal 17?
  - i. This is a \$5.6 million dollar change. We will lose revenue at the same time we add expenses. The \$2.7 million will be used as transition from one time cost savings to the permanent cost saving measures.

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

##### 1. Human Resource Vacancies

- i. The list includes updates since May.
- ii. (S. Granberg-Rademacker) Why are some of the ranges listed as "TBD?"
  1. The Director of Retention is vacant and being reviewed. The other TBD position is actually a range C position. Changes will be made to reflect that.
2. There will be training opportunities and workshop information coming out, including the topic of Civility and Respect, Managing Leaves, etc. Supervisors and members should be encouraged to attend. This adds value to our employees, their growth and development.

#### C. Preferred Name Policy (D. Snaza & G. Zierdt)

##### 1. G. Zierdt: 1b.1.2 Handout distributed.

- i. This was announced on July 30<sup>th</sup>.
- ii. See excerpts from the implementation plan in the attached handout, including information on phasing this in.
- iii. There is a kick-start team working on this initiative.
- iv. There are structural (IT) needs that impact implementation, which are being worked on.
- v. The Registrar (for students) and Human Resources (for employees) are the "approvers" as established by the system.
- vi. University Policy and Consultation team is being consulted to determine relevant procedures and processes.
- vii. Currently, forms are being collected by the Registrar and HR, and held until there is a procedure created to implement.
- viii. If there is interest in joining the kickstart group, please contact G. Zierdt.
- ix. This has been in the works for approximately 10 years.

#### D. Final Climate Action Plan (L. Schwartzkopf)

1. Emeriti faculty member in physics. Co-Chair of the environmental committee.
2. See handout. The PowerPoint with more information will be available on the following website:
  - i. <http://www.mnsu.edu/greencampus/climateactionplan/index.html>
3. A carbon footprint study took place a "couple years ago." The next step is a campus climate plan to reduce our greenhouse emissions to make our campus more sustainable.
4. 70-80 members of the campus community participated in the kickoff.
5. Strategies and action steps were identified, as were the responsibility parties for implementation.
6. The plan was written by a group of students in a related course.
7. Feedback from membership is important. Contact information is in the slides attached. Feedback due at the October 1<sup>st</sup> Meet and Confer.
8. The writing team has already made contact with the responsible parties to get buy in.
9. There is no need for a request for money for the first full year.

10. (R. Davenport) This is important to our university, and world. We need to set a good example on our campus. The sooner we move to wind and solar energy, the better our future. This is a baby step in this.

E. Guaranteed Energy Savings Update (R. Straka)

1. This is a material part of the climate action plan.
2. We received approval to do a plan with a 10 million dollars of guaranteed savings.
3. An agreement on scope of work has been reached. \$8.7 million of investments will be made. We will get rebates from the energy companies. More LED lights, no hazardous waste disposal, and other savings.
4. Projects will hopefully starts late spring/summer.
5. This will involve a 20% savings in energy cost (conservative estimate).
6. This will come at no cost to annual operating budget.

F. BESI's (R Straka & D. Snaza)

1. See handout.
2. This is being revisited as a part of cost savings.
3. Employees must be at least 55 with 5 years consecutive services, etc.
4. Criteria—see handout.
5. Delayed retirement and reorganization are other considerations.
6. Please seek feedback from membership quickly given timelines for various bargaining units. September 11<sup>th</sup> deadline for feedback so that information can be pushed out the following week. Share feedback with D. Snaza.
7. Proposal is pending approval by MnSCU.
8. This was done previously, last time there were other funds to support this, making the offer a bit richer.
9. This program is not targeting a specific area.

G. Medical Marijuana (MSUAASF)

1. (D. Jones): The Alcohol and Drug Policy is being reviewed to account for medical marijuana law changes in MN. This review has been forwarded to L. Akey.

H. Tobacco-Free Campus Updates (MSUAASF)

1. (R. Straka): The bargaining units are not close to consensus on this generally. Legal counsel says we do not have statutory power to institute fines/fees initially. There is a push to revisit this with legal counsel.
2. There are consequences given progressive discipline within student discipline that comes without consensus within the bargaining units.
3. Marketing and awareness campaign has been upgraded this summer to address this issue.
4. Some landscaping has been done in key areas.
5. (R. Davenport): Other Presidents reported having no issues with enforcement. Presidents would not support the idea of enforcement given they did not think it was a problem. Without full support our legal counsel didn't want to move forward with a statutory change.
6. (R. Davenport): Ask your members if they would be willing to bring this forward at the state level.

I. Charting the Future (MSUAASF)

1. Previously covered.

J. Extended Education Update (MSUAASF)

1. (M. Wells) Dr. Har has taken on these duties as additional duties for the time being. She has been in the role for two weeks. She is evaluating student service aspects and meeting with partners (community colleges).
2. K. Greer will chair the search committee for the new Dean of Extended Education.
3. (R. Davenport): This area reports to VP M. Gustafson due to the collaboration with campus partners under M. Gustafson's portfolio. This looks to be a good formula for future success. This unit has to be at least a breakeven program, it has the potential to solve some budget problems in the following year.

4. (B. Jones) Has there been a change to the strategic direction?
  - i. (R. Davenport) This has been left up to the institution to determine. We know what we need to do, we just haven't done it.
  - ii. (M. Wells) We work with some of the community colleges, not all. We are challenged by the chargeback for facility use by the community colleges. Our graduate programs are the more successful programs. There are opportunities to continue to refine this.
  - iii. (R. Straka) CFOs agree there needs to be recognition for classes that meet 1-2 times a semester shouldn't pay a full semester of rent. The high cost of telepresence is also a concern. Decisions about revenue sharing that is not cost prohibitive needs to be solved.
5. (B. Jones) What is the impact to 7700 France Ave?
  - i. (R. Straka) We are working on scenarios related to fiscal implications of these area. No direction has been set.
6. (B. Jones) Where do lines of supervision fall?
  - i. (M. Wells): Dr. Har is the supervisor, who reports to VP. Gustafson. M. Wells has a "dotted line" relationship between.
    1. The majority of the staff in extended education is MSUAASF, faculty also have a role.
  - ii. (R. Davenport): We need to move forward with more online learning opportunities to meet the needs of students we are not currently reaching.

K. Student Pay Rate Plans (MSUAASF)

1. (R. Straka): We will be coming out and looking for reps in order to review this and decide how to look at different classifications. This will hopefully be a September process with a November recommendation to cabinet.
2. The current dollar change impacts this knowing it is an additional \$.50 and then impacted by inflation after that point.

L. Diversity Graduation Requirement (MSUAASF)

1. See handout.
2. (M. Wells)
3. (J. Clarke) I will reach out to our MSUAASF reps to see if they have feedback or questions to offer.

Respectfully Submitted,

Jamie Van Boxel  
MSUAASF Secretary