

**ASF Meet and Confer Notes**  
**Thursday, January 15, 2015**  
**Meeting Chair: President Davenport**

**I. Information Items**

- A. Review of Notes
  - No issues were raised.
- B. MSU President's Report (R. Davenport)
  - More to come on enrollment management
  - Enrollment declines across the system is concerning, down over 9% system wide
  - Fiscal uncertainty as a result of republicans having more control in the legislature
  - The Board of Trustees is concerned they have lost their power to set tuition to the state legislature
  - This year is an appropriation year for the legislature
  - There have been more discussions on moving forward with Charting the Future with system leadership
- C. MSUAASF President's Report (K. Seth)
  - Professional Development day was appreciated, for personal and professional growth reasons
- D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
  - Enrollment is down 141 headcount from one year previous. We have been down a couple years now. This isn't likely to change much.
  - This drop off is similar across the system. For MSU, we are 2% down from one year ago. Bemidji has the least amount of loss, Mankato the second least drop.
  - Intent to enroll numbers for next fall is up 8-10%.
  - SharePoint data is incorrect at the moment
  - Thank you to MSUAASF members for service on search committees and involvement in open sessions

**II. Discussion Items**

- I. Budget (Rick Straka)
  - Budget was built on 1 million loss to base
  - Projected decrease of 280 FYE from 2 years ago. Tuition paying FYE could be almost 300 down given that some student cohorts don't bring tuition to the general fund.
  - MSU will be exceeding a 3 million shortfall
  - There are increased and new expenses that contribute to our financial outlook
  - Fall to spring drop is more than normal system wide (twice the percentage for MSU than we were expecting)
  - We are significantly down in tuition. This is not a data error issue.
  - We need to decide what this means short and long term. We need to communicate this to the larger university community.
  - Retrenchment is not on the table. We have been conservative in our spending which has lessened the impact on this 3.5 million dollar challenge. If the legislature does not support the 142 million dollar allocation request, we'll have more serious issues. This would be a 6-7 million dollar impact for MSU (R. Davenport).
  - Legislature uncertainty is part of the concern.
  - (S. Murray)—When do we hit the bottom of high school graduate numbers?
  - (D. Jones)—2017 will be the bottom. Then the growth changes (more diverse populations coming).

- We are going to have to change our base budget by 3.5 million dollars moving forward. This is a similar situation that sister institutions started experiencing a year or so ago.
- Students, faculty, and staff are the priorities. There are a lot of ideas to moving forward with (R. Davenport)

## II. HR Topics (DeeAnn Snaza)

### A. Human Resource Vacancies

- 58-60 open positions on the unclassified staff.

### B. 2015-2016 Holiday Schedule

- Final dates will come soon via email
- MSUAASF did submit our proposal

### C. Affordable Care Act (Human Resources)

- Employers are required to provide all employees with insurance as of January 1<sup>st</sup>, 2015
- 30 hours of week or more for 12 consecutive weeks qualifies an employee for insurance
- Temporary, fixed terms, and student employees who work 30 hours or more for 12 consecutive weeks will be provided health and life insurance. They have no choice.
- HR will evaluate this monthly
- Students not covered by state and federal work study are being evaluated under this criteria (30 hours and more than 12 consecutive weeks).
  1. This is more challenging in the summer when students work full time for more than 12 weeks.
  2. Employees cannot opt out of insurance unless spouse or parent is under the SEGIP State of MN plan. They pay the premium, MSU pays the employer portion. This extends for 12 months.
  3. (R. Straka) We may decide to create policies to restrict this. This hasn't been decided. Some institutions are putting a 29 hour a week cap on student employees.
  4. (R. Straka) How do we ensure that GAs only work 20 hours per week in the event a GA says they actually worked 30 hours per week? There is no system that monitors that GAs aren't working more than 20 hours.
  5. Working more one week and less the next week is not a solution (R. Straka)
  6. Adjunct who teach 9 credits per semester makes them eligible for insurance. This includes their work at any MnSCU school.

### D. AFSCME & MAPE Frontline Conference

- For our members that supervise these staff, they are encouraged to consider encouraging these members to go to this conference; especially employees who have not attended the conference in the past.

### E. HR Staff Updates

- Two generalist positions have been filled
- The goal with these is to assist with labor relation issues. The plan is to divide the HR staff and assign to a labor group
- HR is at full capacity

### F. MSUAASF Award

- Board of Trustees award came to HR one week ago. There will be a website promoting the timeline tomorrow
- The PIF award committee process is going to be mirrored for this award committee

- III. City of Mankato Police (President Davenport)
- “I have had 2-3 conversations with city leadership about this.” They are going forward. 3 new public safety officers have been hired. After those 3 have gone through orientation, police will be assigned to the campus. MSU leadership will participate in interviewing officers interested in being assigned to campus.
- IV. Affirmative Action Director Plans (MSUAASF)
- Linda Hanson has accepted a new position in California after February 5<sup>th</sup>. 2 searches upcoming, first an interim search will take place. Then a national search will take place. Provost Wells will chair the national search. A call for nominations for the interim position will come forward soon.
  - Search committee involvement will come from HR soon.
  - HR is assisting in investigations
  - There will be no delay to searches as a result of this vacancy (R. Davenport)
- V. Graduate Graduation Ceremony Update (MSUAASF) (M. Wells)
- Feedback received “graduate commencement is an interesting idea, but not now”
  - A university recognition for graduate students new to the University is a new idea that has come out of this effort.
  - There is an opportunity to enhance our graduate ceremonies. Less than 1/3 of our graduates choose to participate. The committee is operationally focused, this could shift to a more global looking committee to set the tone for graduation.
- VI. Professional Development Day Review (MSUAASF) (L. Hanson)
- Information about past numbers of presentations: 42 last year, 39 this year, in the 20’s previously
  - Attendees dropped by 100 this year, and has dropped over the past 5 years
  - A campus-wide all staff survey will be coming out about Professional Development Day
  - Summary: presentation numbers up, attendees down
- VII. Charting the Future Update (MSUAASF) (R. Davenport)
- Not a lot of new information.
  - One of the faculty organizations revealed information that conversations are trying to get moving forward. This is a good sign.
  - Spring gallery walk is March 20<sup>th</sup> for implementation teams that got started in the fall (M. Wells)
- VIII. Update on Integrated Academic Planning/Academic Mapping (M. Wells)
- A. Academic Planning: Handout provided
- MSUAASF had 2 members on each task force, thank you.
  - Recommendations are bold and creative. Campus review and comment is open through the end of February. Open forums are also scheduled for each task force. There will also be drop in sessions.
  - Final plan will launch next fall. This is the fun part.
- B. Academic Mapping: 155 degree maps submitted, plus 40 for graduate programs.
- Agile Grad tool that brings the degree maps to life.
- IX. Dean Searches Update (M Wells)

- CSET dean is moving forward. Applications being received. Final candidates to campus in April. July 1 start date. MSUAASF is represented.
- Associate Provost search committee is on a similar timeline
- ??
- Arts and Humanities: K. Contag will serve a second year in the interim role.

X. Midyear Update on University Performance Measures (M. Wells)

- MSU is evaluated by 22 performance measures
- Handout distributed.
- Over half of measures we are making upward progress.

XI. MSSA Update (M. Wells)

- Resolution related to faculty submission of timely book orders
- This will be responded to soon.

Respectfully Submitted,

Jamie Van Boxel  
MSUAASF Secretary