

# ASF Meet and Confer Notes

## Thursday, February 4<sup>th</sup>, 2016

### Meeting Chair –President Richard Davenport

#### I. Information Items

##### A. Review of Notes

1. No changes suggested.

##### B. MSU President's Report (R. Davenport)

1. Thank you to those involved in the VP for Advancement and VP Chief Information Officer. We had a great pool of candidates. We hired Mark Johnson, it was not an easy decision, but we are happy to have Mark back.
2. Thank you to D. Jones for filling in.
3. Thank you to P. Hustoles for continuing to serve in the interim role for the VP for Advancement role. Thanks to all those who participated in the search to fill this role. P. Hustoles will be involved in the sesquicentennial moving forward. Thank you to all of those who were involved in the search. Please welcome our candidates with open arms.
  1. Advancement VP: April 20<sup>th</sup>
  2. CIO: March 23<sup>rd</sup>.

##### C. MSUAASF President's Report (J. Clarke)

1. We are not on spring break next week. We have a lot of members working to catch up.
2. Many of our members are part of the Orientation Info Sessions.

##### D. Vice President Student Affairs & Enrollment Management Report (D. Jones)

###### 1. Enrollment Update

1. Huge numbers this spring, we have great momentum and excitement. Thank you to Brian Jones and the SRCs who have spent time with students and families. We have seen a bump due to these efforts.
2. We are up 4.3% for new undergrad first year students related to enrollment confirmation. This comes in the shadows of the open houses.
3. Applications are at all new high records. We are up 9.9%. We are up in admitted students, with greatest growth at graduate and international students.
4. Enrollment: we are down 1.4% compared to last year at this time, this is 88 equivalent students.

###### 2. IT

1. Software available for personal use, Office 2016. You are able to download this on up to 5 devices for free. This is valid until one year after ending your relationship with university.
2. We are currently using Windows 7, will be moving to Windows 10. The goal is for this to be in place by August when students arrive.
3. IT will be working with offices on how best to update machines.

3. Thank you to those who bowled with MSSA, we won by 4 pins!

##### E. Academic Master Plan (M. Wells)

1. See handout for updates on Strategic Priorities and Performance Indicators.
2. See handout related to annual report. This highlights achievements to improve ongoing reporting.
3. We are seeking feedback on how to better communicate to campus related to their academic plan.
4. All sub-meets have been involved.
5. If ideas on how to showcase achievements of the academic plan, please send those up. A lot has been happening with this initiative.

#### II. Discussion Items

##### A. Budget (R. Straka)

- Allocation Framework Redesign Update (MSUAASF)
  - i. The first glance at the first run of the allocation model looks good. An update will be coming out next week.
- Thanks to those who attended the budget open forum.
- There is an article in the Free Press today related to the budget. The reporter didn't introduce herself at the forum. They did hold the article a day at my request so we could announce the information to faculty and staff directly first.
- We have identified about 3.8 million dollars of our 5 million dollar shortfall. We are considering how to share this with staff.
- We've had about 100-120 total people at the open forums. Somewhere between 30-40 people at each session. Yesterday's had more passion. There were really great questions asked. Some people shared values, most asked questions related to how to move forward.
- I'll be recalculating FY17 impact, which will likely be recalculated in a positive way.

- In the allocation model, we are 10% of enrollment, but about 9% of the appropriation share. The impact of this has been discussed. There were some positive allocations related more to enrollment, which resulted in \$4-\$500,000 change to the positive for us.
- (R. Davenport) We had two sets of rules going into allocation as it relates to the 2-year schools. We needed to fight on principle, and R. Straka spent some political capital that netted us this extra money.
- With the little time left, we need to determine how we will talk about addressing these budget cuts in the future so we aren't as reactive. Let's reallocate based on goals, not just taking money from where it was available. We should determine a reinvestment plan in line with the budget.
- (R. Davenport) We need to crack the code on retention. We've improved about 1.5% on this each year. We need to get this up to about 3% each year.
  - i. (J. Clarke) Figuring out where to put our resources is related to retention.
- We are in a time of plenty in Minnesota and we are cutting across the system. This is a concerning trend given that we'll have an economic downturn eventually. It is unlikely that tuition increased will be the solution. Reallocating is a big part of the solution. Conversations will be difficult, but we have to have it, we have made these decisions before.
- (R. Davenport) Given the allocation formula and the limit on tuition, there will be a lot of institutions struggling. There is a pattern without a way out for many of these institutions. We will need to pick up more of the share of the issues at other campus. We need to manage our institution so we put our money in the right places, so we are on top of it. We don't want to be the institution at the bottom.

#### B. HR Topics (S. Sargent)

- Human Resource Vacancies
- Holiday Calendar (MSUAASF)
  - i. We haven't yet made progress on this and need to take another look at the January date.
- Professional Development (MSUAASF)
  - i. The professional development committee, and a subcommittee, is still looking at what is the best date. This is being reviewed and planning is happening. A committee meeting in two weeks will provide more information coming from the subcommittee looking at this.
  - ii. There is also a sub team working on the MSU Leadership Institute.
  - iii. (S. Murray) The old January date would be difficult to go back to, given the shortened week.
- HR Service Model (MSUAASF)
  - i. The service center will be located in Winona at Southeast Technical College, not at Mankato.
  - ii. Some of our services will be moving to Winona. More information to come.
  - iii. (R. Davenport) When the service center is fully operational, we need to make sure that they understand the difference between the two and four year university, so there is not slow down related to this.
    1. This has been a consideration.
  - iv. The northern region is located in Virginia.
  - v. (B. Jones) What is the purpose? Is there savings?
    1. (R. Straka) Emergency management is more of a priority than savings. They are hopeful that it will eventually be savings.

#### C. Hubbard Building Update (MSUAASF)

- The goal is to put definition on what this opportunity is. The rules, we have a donor, we can't incur expenses. We've had meetings with the donor to see what he can do that is longer term and longer lasting for the university.
- There is a lot of momentum in the community to bring together business and our campus so we can utilize this space without any strings.
- We do not yet know what will happen. I feel good about what we can do, we'll see if this fits into the donor vision.
- (R. Straka) currently we are working with a contingent lease.
- We are thinking bigger and more sustainable than the last time we presented this.
- This might not happen.
- (R. Davenport) We are not going to use university resources on this, we are looking for private resources.

#### D. Carkoski Dining Update (MSUAASF)

- New Dining Hall is on target for substantial completion. We are looking at moving equipment in December, and serve our first meals in January. This project is really going well.
- The question now, is what do we do with this place? The RL master plan says we demo this and build a new Res Hall. This doesn't seem feasible for at least a decade.
- There are ideas related to interdisciplinary lab, health services, etc. Will Carkoski be here forever, or a 7-10 year intermediate use plan developed? Can this be used for swing space for Armstrong? Could it be renovated for academic space? This will be a big piece of the next master plan update.

#### E. Third Party Extended Education Partnership Update (MSUAASF)

- (M. Wells)

- i. Last month at meet and confer we provided each bargaining unit with a document with various decision point.
- ii. We asked for feedback by March 19<sup>th</sup>. We did receive feedback on that process from IFO and the School of Nursing. The School of Nursing is looking for more information. We'll be meeting with these faculty to see what more information they need. Other feedback was not fully enthusiastic.
- iii. (P. Davenport) If the faculty don't love it, it's probably not going to work. In this case, we want the nursing faculty support. Less than half voted. We want to learn what they are thinking.

#### F. Policies (L. Akey)

- The University's policy consultation and approval process includes two review periods during which members of the University community have the opportunity to read policy drafts and suggest modifications. The second period, entitled "formal review," results in revisions of the final drafts based on the comments received.
- Reminder, we are in the second phase of campus feedback and review of policies. This was launched Feb 9<sup>th</sup> and will go until April 4<sup>th</sup>. Consider each policy and provide feedback. Some policies have significantly changed since initially proposed. It'll be important that the bargaining unit consider providing feedback so we can put together the best policy for the president to review.
- Thank you to M. Iverson, she is very active on the committee and represents you well.
- Policies are on a 7 year review cycle. We are between 12-17 policies to review each year.
- (P. Hustoles) Anyone can call up a policy review when it needs to be revisited. You all have a lot of ability to effect change by being involved in the policy review discussion.
- (M. Wells). We have a number of policies that help keep us up to date with Federal and State laws. Many of our policies also help student success, we have many related to first year students, we need more focus on sophomore and juniors. Student are very engaged in the policy process.
- (R. Davenport) This is important to HLC, our reviewers want to make sure we are up to date and follow our policies.
- (S. Granberg-Rademacker) Which policies have had the most changes?
  - Significant work on alcohol, international student placement, grading, and acceptance and evaluation of transfer credits.

**In accordance with the review process, the following policy drafts are presented for formal review which will run from February 9, 2016 to April 4, 2016.**

#### A. Revised Policies

- Alcohol and Other Drugs
- International Student English Speech Placement (Previously: Assessment of English Language Proficiency of International Students)
- English Composition Placement (Previously: English 101 Placement)
- Fire Safety and Protection
- Grading
- Grilling
- Mathematics Placement
- Non-Motorized Vehicle and Electric Mobility Devices (Previously: Bicycles and Rollerblades/Skateboards/Personal Assistive Mobility Devices)
- University Equipment and Property

#### B. New Policies

- Acceptance and Evaluation of Transfer Credits (New policy that incorporates Transfer of Credits from Technical Colleges)
- Information Privacy and Security (New policy that incorporates Campus Information Technology)
- Protection of Animals in Research
- University Data Governance

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](mailto: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 4, 2016.**

#### G. HLC Update (L. Akey)

- All our materials have been submitted. We are currently being reviewed by a team of 5.
- Our assurance argument is available on the website to internal constituents.
- We expect to hear from the team about two weeks prior to their visit, the schedule related to offices and people they will want to spend time with. We don't know who they will want to visit, but we do know they will have some open session with students, faculty, and staff.
- This is the last meeting before they arrive.

- Thank you to all of those on the committee for the last year and a half for the work they have done on this. They have put narrative to paper, and put a lot of time into this process.
- Information has gone out through the campus newsletter, there have been postings across campus, including on electronic monitors. There will be one more open forums coming up after spring break. The President will send out information.

#### H. University Extended Education Progress Update (J. Haar/M. Gustafson)

- J. Haar: Our intent during the interim period was focused on people, continuity, and crafting a vision for MSU's vision for extended education. (See Handout)
  - i.* Energy has been focused on defining what extended education is, creating opportunities for students, create a clear program guide (Normandale) so students can finish degrees in a timely manner, we have created online apps, we have created a contract with distance Minnesota, ensure compliance, and create a plan to pass this off to the incoming Dean.
  - ii.* Thanks to everyone for helping with these efforts.
- M. Gustafson
  - i.* We have worked with the Provost to add structure and discipline for this program.
  - ii.* Thank you to J. Haar for serving the College of Education, and also taking on these responsibilities as interim Dean. The search process went live today. J. Haar has done a fantastic job, and she has done two jobs very well.
  - iii.* (J. Clarke) She is an amazing professor too.
  - iv.* (M. Wells) Thank you to MSUAASF for involvement in the sub-meet committee.
  - v.* (R. Davenport) Part of the solution regarding retention is related to Extended Learning. This is a market to help us address our budget challenges. This has been something we have worked on for a decade, and this is the most progress that has been made. We can address a number of our budget issues and serve a number of populations that wouldn't otherwise be served. This also supports Charting the Future.

#### I. Sesquicentennial (P. Hustoles)

- See handout—working document.
- The important part, is the formation of a planning commission—exec committee, and four other committees. “Many hands make light work.”
  - i.* Committees:
    - 1.** University Celebrations: Coming up with university and community wide-celebrations.
    - 2.** College Celebrations: College focused only.
    - 3.** Community Celebrations: Both Mankato and MSU will celebrate their 150 years at the same time.
    - 4.** Publications and Archives Committee: A book has been commissioned on our sesquicentennial. A pictorial history would also be fun.
    - 5.** Area Workgroup: Event Specialists, Fundraising Workgroup.
- Intent is that no tax dollars will be spent.
- This will be a 1.5 year celebration.
- All bargaining units will be on all committees.
- This will be fun and festive!
- Announcements on committee chairs will come out after Spring Break. We'll work on this over the summer. We'll start celebrating this throughout 2017-2018.

Respectfully Submitted,

Jamie Van Boxel  
MSUAASF Secretary