

## FACULTY ASSOCIATION MEET AND CONFER

Thursday, September 17, 2009

3:00-5:00 p.m.

CSU 204

(Administration Chair/ Faculty Agenda)

### NOTES

#### **Attendance:**

**Faculty:** Don Larsson, Jim Grabowska, Paul Hustoles, Georgia Holmes, Roger Severns, Chris Corley, Mary Bliesmer, Jeffrey Bumgarner, Andrew Johnson, Jackie Lewis, Richard Liebendorfer, Ron Nickerson, Jim Petersen, Candace Raskin (for Candace Black), Becky Schwartzkopf, John Seymour, Daniel Toma,

**Management:** Richard Davenport, chair, Scott Olson, Avra Johnson, Ted Johnson (for Marilyn Delmont), Warren Sandmann, recorder, Rick Straka, Walt Wolff

**Guest:** Carol Jensen

President Davenport called the meeting to order at 3:05 p.m.

1. **Information Items**—The Senate Bonding committee visited campus on Wednesday as part of their state-wide tour of proposed bonding projects. We presented our institutional plan for a new Clinical Sciences building. The committee seemed to respond positively to our proposed plan and the campus tour. Enrollments are exactly where we want them to be - about 14,900.

a. **Reorder/Additions:** No change.

b. **FA President's Report (Don Larsson):** Start with introductions around the table.

Was notified by Walt Wolff that former colleague Dave Ruthenbeck has passed away. I echo remarks of the President about welcoming to the new year. IFO state offices have moved five blocks on the 494 frontage road off Dale; more efficient space and savings. Two items for points of concern: 1. BOT bonuses to Chancellor and Presidents; real question is, where did the bonuses come from and how were they rewarded; need more information about the process. 2. New IT initiative from MnSCU called Students First--an online program for all students across the state--seems like a good idea, but may have many complications in terms of advising, admission requirements. IFO position is that parts make lots of sense (common payment system, for example) other areas need more talk and conversation - concerned that faculty were brought into the conversation late.

c. **MSU President's Report (Richard Davenport):** Wish I could say more about the bonuses, however, I will continue to make personal gifts to the University regardless of my bonus. There are several institutional criteria that were then evaluated by staff from the Office of the Chancellor in determining whether our campus, via the President, met each of the five institutional goals. Also, I understand the Minnesota Newspaper Association will challenge the Board of Trustee's claim to keep much of that information private. We are getting a good start with five new strategic priorities. We need to follow the shared governance process and will create task forces around each of the priorities. We will be asking for participation from all bargaining groups regarding co-chairs for the task forces. I will issue a charge and ask groups to come back with a plan for each priority early in the year. For example, in building the campus of the future, I have asked Vice President Straka to co-chair along with another bargaining group co-chair. FA President Larsson: How will the task forces get the charges, what timelines will be used, how will recommendations be routed through the process? President Davenport: We will use the same process as we have used for past task forces. Other news: Admission numbers look good; retention is very good, especially for freshman. Another area of concern raised by students and faculty involves the number of fees. The Board of Trustees charged the Office of the Chancellor to review the status of fees for the System. FA President Larsson: For the System Office, they need to be clear about the difference between fees and differential tuition. President Davenport: We need to examine our fees and differential tuition practices. While not a strategic priority, we need to do a better job of

coordinating events on campus. There are so many events occurring throughout the year that it is critical we do a better job coordinating University events. This may lead to a better University events calendar. FA President Larsson: Have asked for a common calendar so we can see all the things happening and maybe avoid too much overlap.

**d. MSU Provost/VPAA Report (Scott Olson):**

**i. Iron Range Engineering:** This is unique in my time here - a program that came with money to do it. We will have 1 million a year for three years to establish a program in mechanical engineering in partnership with Northeast Higher Education District schools, primarily in Virginia at Mesabi.

**ii. HLC Good News:** FA President Don Larsson (lead author), working with Assistant Vice President Avra Johnson and Dean Joan Roca, prepared a report called for by HLC on planning, assessment and budget linkage. The report was accepted and we as an institution are good until next regular visit. FA President Larsson: Thanks for all the help by faculty and administration on putting this together; Assistant Vice President Johnson: Assessment academy by HLC - we will be looking for members to be a part of a four-year cohort for training in assessment; hope to start summer 2010.

**iii. Core Values:** Presented a handout on top 10 core values. There was a brief discussion of core values at the fall retreat in August, and these discussion findings are presented to FA; looking for trimming to 4-5 values.

**iv. Enrollment Management:** We are up about 160 FYE, with growth in transfer, online, off-campus, and grad; New Entering First-year student enrollment is down; Enrollment management will start up tomorrow.

**v. College Access Program:** We have lots of people working on the concerns and generating good ideas for solving the problems. As noted at the campus meeting by community activists Spike Moss and the Reverend Macaffee, no institution in the state is doing as much as this institution; however, we still have issues to address in order for everything to run more smoothly.

**e. Human Resources Topics (DeeAnn Snaza):**

**i. Code of Conduct:** All are encouraged to complete this; we have about 50% completion rate as of now, but we need more. We need more faculty and staff to complete this program, which is available online on D2L. We would like to get to 100% completion. We are working with IT to see how we can get the training information to people who do not have easy access to D2L - perhaps set up some group sessions. FA President Larsson: That was a suggestion FA brought up last year. President Davenport: This is not mandatory, but we are strongly urged to complete this.

**f. Information Reports:** Reports will be presented electronically to FA.

**i. Summer 09 Online Courses:**

**ii. Summer 09 Off-Campus Courses:**

**iii. FY 09 Overloads:**

**iv. Fall 2010 Sabbaticals:** FA President Larsson: On sabbaticals, some students have voiced concerns that some programs are having trouble offering courses because of sabbaticals. Provost Olson: Faculty are generally willing to stagger sabbaticals to avoid this; this may be more than a sabbatical issue, as there are also a number of leaves of absence this year. FA President Larsson: Also a number of people on phased retirement. President Davenport: MSU had the highest number of approved sabbaticals - even though Board of Trustees and Office of the Chancellor were not all that happy about the number.

v. **Summer Revenue: Associate Vice President Sandmann:** No summer revenue was used to offset the FY 09 deficit, because summer revenue is not part of base allocation; some Deans may have used summer revenue to do one-time covers of other areas that were used for FY 09 deficit reduction; FY 10 figures should be available soon; revenue will generally be available in the same pattern as the past.

g. **Administrative Searches:** Academic and Student Affairs: These are just the searches in Academic and Student Affairs. President Davenport: Also we are searching for a Human Resources Director, with Joan Roca as chair. Hope to set interviews before the holiday break, as we want to get someone in as soon as possible.

	<u>Position</u>	<u>Search Chair</u>
i.	<b>Dean, Arts &amp; Humanities</b>	<b>Warren Sandmann</b>
ii.	<b>Dean, Business</b>	<b>Mike Miller</b>
iii.	<b>Dean of Students</b>	<b>Terry Flaherty</b>
iv.	<b>Asst. VP Undergrad Studies/Int. Ed.</b>	<b>Kaye Herth</b>
v.	<b>Asst. VP Planning</b>	<b>Marilyn Fox</b>
vi.	<b>Registrar</b>	<b>Anne Blackhurst</b>
vii.	<b>Director of Admissions</b>	<b>John Alessio</b>
viii.	<b>Dean, Allied Health &amp; Nursing</b>	<b>?</b>

Provost Olson: For the Dean of Allied Health and Nursing, I want to meet with the chairs in that college to get recommendation on whether to start the search right away or look at an interim appointment; fear is that we may have some "search fatigue" with all the searches going on already.

## 2. Action Items--

### a. Differential Tuition:

i. **Summary of Differential Tuitions:** Provost Olson: My apologies: The Online Fee made it to Meet and Confer, but the Metro Area Differential did not, but they are here now, and now is the time to review and discuss them. They are in place, but they do not have to stay in place. Vice President Straka: Presented a handout on mission and purpose of Metro Area Differential. The idea is that all Extended Learning courses should focus on new students in new places, with a new financial model that is not based on an allocation but on cash-flowing the program. This way programs can meet demands without being limited by a base allocation, since it will be a revenue-funded program. The model will be more like the summer session model. In the past, Extended Learning has received about \$250,000 annually in a subsidy from the general fund. In the future, the hope is to grow Extended Learning so that no subsidy is needed by creating a new revenue stream. President Davenport came from a school where Extended Learning was a major revenue producer. Extended Learning also had a review this past spring by Gary Peer, and that review also recommended differential tuition. For on-campus classes, there is no additional cost for classroom space; for off-campus classes, we pay additional money for the space for the classes, so we need to cover that extra expense. Even with this differential tuition, we are still below market rate overall; we are a little bit higher than St. Cloud, for example, on undergraduate, because they do not have banded tuition; for graduate, we are at the bottom of the market in cost. Provost Olson: But top of the market in quality. Vice President Straka: We are the best value. FA: Worried about such a revenue model for public education; these added fees put an undue burden on students. Vice President Straka: In response to particular concerns, we have rescinded the new fee for the 2+2 students in Education at Normandale, since they were already in a program prior to the new fee. FA: Off-campus students pay all the regular fees as well, but do not get the services of an on-campus

student. Vice President Straka: Yes, they do get access to those services. We are working with the MSSA on the issue of student fees for off-campus students, but keep in mind that if we remove these fees, we are removing a great deal of revenue as well, so students would need to decide if we cut more services for all students, or raise fees for students to cover those services. FA: We need to do what is fair and right, and not just in terms of fees. President Davenport: That is the key, but this is also somewhat analogous to on-campus students who do have access to all the services paid for by student fees, but do not take advantage of those services. There are also additional costs associated with off-campus students and programs; this is not just about making a profit, but also about covering expenses. Vice President Straka: The Board of Trustees is also putting together a system-wide task force to look at the issue of fees. In the time I have been in MnSCU, there is a pendulum between tuition and fees - sometimes the pendulum swings to higher tuition, and then there are concerns with tuition increases, so the pendulum swings back to fees; right now it is on the fee side. There is no easy way to do this in terms of tuition, so fees are more supported by board policy. FA: MnSCU's use of fees has changed, maybe we need to look at this. FA: There is also a concern about differences among the faculty about differential tuition; the compromise was that differential tuition would be applied to graduate courses, but not undergraduate; we need to talk about the whole concept of a public institution charging fees. FA President Larsson: Need student representation on any discussion of fees. Provost Olson: We are open to this, and to set up our own committee. President Davenport: We need to put this all on the table. FA: What is the metro fee? Vice President Straka: \$50 differential tuition per credit for students in the metro area. FA: As part of this discussion, we need to educate students about what they have access to from fees, such as the Library and IT services. Provost Olson: To sum up: Can the FA please look at the metro differential and get back to us with comments. We will be forming groups to look at fees in general.

**b. Packaged Course Proposal Revision:** Provost Olson: A draft proposal for a packaged course process was provided to the FA, and went to the Extended Learning Sub Meet as well. FA President Larsson: The Extended Learning Sub Meet should review this first, and then send recommendations to the FA Executive Committee and then we can deal with this at FA Meet and Confer. Packaged courses grow out of the Miscellaneous Instruction category in the contract that originally referred to correspondence courses. These are classes that are not part of faculty load, and where faculty are paid \$65 per credit per student. We need clarity in the process of creating these courses so that faculty know when they are doing a packaged course rather than a regular course in load or overload. There may also be some changes in federal regulations regarding these courses that may affect us in the future. First look at the draft proposal is positive.

**c. Advising Task Force:** FA President Larsson: This is a central issue with the new student leadership - we are just not clear about what the specific issues are, so we want to find out what is really needed. Need a task force with faculty, students, ASF and perhaps administrative assistants to look at this and determine what the problem areas are. Provost Olson: Who will set this up? FA President Larsson: We just offered.

**d. Summer Course Schedule Lock-In:** FA President Larsson: Just a reminder that once summer courses are open for registration on the web, they cannot be cancelled for low enrollment without the agreement of the faculty member teaching the course.

### 3. Discussion Items--

**a. MnSCU/Legislative Relations (Standing):** This is a bonding year. Chris Frederick, former and current student at Minnesota State Mankato, was recently named to the Board of Trustees. Lori Lamb, former HR director, is now Vice President of Human Resources at the Office of the

Chancellor. The big issue this year will be bonding. We will be looking for our Clinical Sciences Building as #1, as well as working to get HEAPR money. We are also working with the city on a possible performing arts addition to the downtown Civic Center, as well as a downtown technology center. FA President Larsson: Met with Chris Frederick for a quick talk about the issues for this year.

**b. Budget and Planning Process (Rick Straka) (Standing):** FA President Larsson: Now that we have dealt with the past deficit, where do we go from here? What is the planning process? Vice President Straka: For this year, we need to get back to basic planning for +/- situations so we can plan for internal reallocations if needed. The basic model will be to look at what you would do with +3% and -3%. For FY 11, that is the plan. For FY 12, we are still looking at a state-projected deficit of \$4-7 billion, and if all the accounting shifts and inflation are figured in, it is closer to the 7 billion figure. For perspective, that would be about 20% of the entire state budget. President Davenport: What is the impact of K-12 funding? Vice President Straka: That is a big part of the budget, and if that is held harmless in any reduction, then we would face an even greater impact. Assistant Vice President Johnson: We hope to have a joint Planning, Budget and Assessment meeting soon to look at the next steps.

**i. MavCard for Adjuncts:** FA President Larsson: How do adjuncts and off-campus faculty and students get the new Mavcards? Vice President Straka: There is a process in place for faculty and students at 7700 France; take the picture at 7700 France and send it to Mankato to have the picture and the Mavcard put together. FA President Larsson: Is there notice to the faculty? Vice President Straka: Yes, but the bigger issue is that the Mavcard is also how people access the building at 7700 France, and we are running out of a combination of Mavcards and radio frequencies for door access. We are looking at maybe separating the two processes.

**c. Hazardous Waste Training (AD: Rick Straka) (Update):** Vice President Straka: Rob McGinn has left for a job elsewhere, but tried to get all the training in before he left. For those still needing training, Sean McGoldrick is working on getting this finished. There are also some online training possibilities we are looking into.

**d. BESI Procedures (FA):** Provost Olson: Looking at three categories: A: Position will not be replaced. Criteria for eligibility would be either that the SCH production in a department is below the target; that positions in the department had previously been identified for elimination; or that some other agreed-upon mechanism was in place to identify departments. For A, faculty taking BESI would get a percentage of their salary as the incentive, probably between 75-90%. B. Position would be replaced; faculty would get a certain percentage (again, probably 75-90%) of the difference between their salary and a replacement salary, replacement salary would be calculated as the three-year average of new faculty salaries in that position. C. Give us an idea - there could be reorganization or reallocation in a department; tracks or programs in a department that may be below the target even if the department is not; Deans may recommend reorganization. Send ideas and the Cabinet will review them. For now, we look for FA feedback. FA President Larsson: The higher the percentage, the greater the incentive to retire; replacement positions may not have the biggest return but should still be at a high percentage for incentive. The general plan here is well organized; much better than other schools; this is a rational procedure. FA: Look at the databook - sometimes programs are counted as part of a department, sometimes they are separate; the databook itself needs a good look. Provost Olson: Imagine an unreplaced position at \$100,000; ten of these gets us to \$1 million. Budget deficit for FY 12 will be \$2-3-4 million, so we need 20, 30, 40 retirements to avoid the "stick." BESI is the carrot and it can be stacked with other retirement incentives if the October 15

deadline is made. Vice President Larsson: Will this be available next year? Provost Olson: Doubtful, because the money will not be there to pay the incentive next year.

e. ~~"New" Strategic Priority Taskforces (FA)~~

f. **H1N1 Campus Planning (Chris Connolly – 3:05 p.m. time specific):** Carol Jensen presented for Chris - who is home sick! Carol presented a brief update on H1N1 preparation. If any are sick, stay home - 24 hours past medicated-free no fever. We have been communicating with students and faculty about attendance. We need to keep ourselves healthy. Faculty should consider back-up plans for if they are sick and miss class. Our team is meeting to plan for any changes as needed. There are confirmed cases on campus. The clinic can only test two samples a week and they come back slowly, so the only notification is after the illness has passed. There is less hype about this in the fall than last spring. This population gets sick, but recovers. There will be two vaccinations this year: a regular seasonal flu and H1N1. October 19 is the date for the seasonal vaccine for campus. The more time between seasonal and H1N1 vaccines the better for effectiveness. Three weeks until first tier of H1N1 vaccines released; K-18 is first tier; college population is second tier unless other conditions. Biggest thing we can do is prevention - cover coughs and wash hands - if soap dispensers empty call Building Services; carry and provide hand sanitizer. Interim HR Director Snaza: Are we identifying clusters? Carol Jensen: Yes - look for clusters so we can report to Minnesota Department of Health. FA President Larsson: Bemidji is - making tissues available—should we? Carol Jensen: Maybe if we can purchase and provide. FA President Larsson: The second concern: How should people know when to seek medical help for severe symptoms? Carol Jensen: Hydration is the key; symptoms will generally be the same as regular flu; may get to the point in six weeks or so that people with regular flu may not get seen; immune-compromised will get extra treatment. Provost Olson: Resources online? Carol Jensen: Yes. Ted Johnson: Just had a meeting on getting a “flu” page for website. Carol Jensen: There is an emergency preparedness link on our website now. FA: Difference in symptoms between regular and H1N1? Carol Jensen: Fever and vomiting more than regular. FA: Do we have an isolation space? Carol Jensen: No, no space available at this time - may recommend people go home if we see clusters. President Davenport: We are asking for help in containing illness; use good judgment in absences. FA President Larsson: Same here - use good judgment.

g. **Honors Program Update (Chris Corley):** The program was suspended a couple of years ago. We developed a committee to create a proposed new program focusing on Leadership, Research and Global Citizenship. We have this mapped out for curriculum and are using a Learning Community to try out the process this fall as a pilot group. We will take this proposal to UCAP this year. There will be two open forums to discuss this program.

h. **Clery Act/Campus Security Authority – Training for Advisors to RSO's (Carol Jensen) – 3:15 p.m. time specific):** There is a faculty role in mandatory reporting of crimes: If faculty are the RSO advisor, they are mandatory reporters. Security is maintaining a website and training for faculty, and a way to report. If faculty members become aware of a crime on campus property, let students know that as a mandatory reporter you cannot keep everything confidential and need to report. This can be reported as a third party crime. Contact Carol Jensen, in Security, for details. This does not include faculty in a class or advisors; only RSO advisors. FA President Larsson: What about other crimes, for example financial crimes? Carol Jensen: Not required by act and in statistics, but it is a good idea. Vice President Straka: MnSCU has a fraud policy requiring reporting.

i. **Procedures/Trainings for use of NEOGOV in Faculty Searches (HR):** Interim HR Director Snaza: We are implementing an online employment program - all MnSCU campuses

are. As part of our training of search committees in the past, we used to do large group sessions. This year we will be teaming with Affirmative Action so that all search committees will be getting HR and Affirmative Action training at the same time, including training in the new NEOGOV online system. For the system, search committees need to be careful about setting the minimum required qualifications. HR will also be meeting with Deans and Administrative Assistants for training. HR will also meet with department chairs at the fall chair workshop to provide training on NEOGOV. FA: Is there training right now before search committees are formed? Director Snaza: Not at this time. Provost Olson: This is a fairly easy system to figure out on your own. Director Snaza: We can help out. With the new system, HR manages most of the notification process; the search committee sees all the documents. FA: Search committee sets criteria? Director Snaza: Yes. Provost Olson: NEOGOV means we need to be careful about minimum qualifications. If an applicant does not meet minimum qualifications, the search committee never sees the applicant. FA: Why not? Provost Olson: Because the applicant does not meet minimum qualifications. Director Snaza: Difference between the new and the old is that with the old, search committees still had to eliminate candidates who did not meet the qualifications; with the new, NEOGOV only sends to the search committee those candidates who meet the minimum qualifications. FA: Does search committee get input into the letters that are sent out as part of the process. Director Snaza: Right now they are standard letters, but we have been making them "nicer." FA: When will we know about searches? Provost Olson: Staffing proposals go to The Council of Deans October 6-7; will then be reviewed, with information out by mid-to late October.

j. ~~"New" Strategic Priority Taskforces (FA)~~

k. ~~Student Advising Proposed Task Force (MSSA, IFO, MSUAASF, AFSCME Clerical, Administration)~~

2009-10 FA Meet and Confer Schedule

Fall Semester:

September 17	3:00-5:00 p.m.	CSU 204
October 15	3:00-5:00 p.m.	CSU 204
November 12	3:00-5:00 p.m.	CSU 204
December 3	3:00-5:00 p.m.	CSU 203

Spring Semester:

January 28	3:00-5:00 p.m.	CSU 204
February 25	3:00-5:00 p.m.	CSU 204
March 18	3:00-5:00 p.m.	CSU 204
April 15	3:00-5:00 p.m.	CSU 204
May 6	3:00-5:00 p.m.	CSU 204

Meeting adjourned at 5:00 p.m.



Warren G. Sandmann  
Reviewer for Management



Paul J. Hustoles  
Reviewer for Faculty