

Faculty Association Meet and Confer
Thursday, January 9, 2014
3:00-5:00 p.m., MH 210
Faculty Chair/Administration Agenda

NOTES

Present for the Faculty Association: Jim Grabowska, convener, Mary Visser, Kellian Clink, Lynette Engeswick, Barbara Carson, Kristi Cole, Paul Hustoles, Roger Severns, Craig Matarrese, Gregg Marg, Luis Posas, Marie Pomije, Jennifer Veltsos, Donald Ebel, Emily Stark, Miriam Porter, Teri Wallace, Richard Liebendorfer, Anne Dahlman, Terri Wallace, Donna Brauer

Present for the Administration: Richard Davenport, Marilyn Wells, Ed Clark, Kim Greer, Barry Ries, DeeAnn Snaza, Kristine Retherford, Lynn Akey, Brian Martensen, Rick Straka.

1. Information Items:

a. Reorder/Additions: FA President Grabowska: I would like to add the following topics under Discussion:

2d Interim Administration Positions

2e Eide Bailly Cards

2f. Request Continuing CDS Position

b. Review of Notes:

c. MSU Provost and Senior Vice President for Academic Affairs [Marilyn

Wells]: We had a very busy and successful fall semester. There are at least 29 probationary searches underway. At the beginning of the fall, we looked back six years for missing grades; we had 159 missing grades. We now have NO MISSING GRADES from previous years and only two from this fall semester. I want to thank everyone for this wonderful effort as we know this is very important for our students' success. Also recapping, over the holiday break I had time to review other changes this year; we have added more structure to Chairs'/Directors' monthly breakfast meetings to be productive and include more discussion of our own data/information. At the Chairs'/Directors' Fall Workshop, we focused on common challenges experienced by chairpersons and the second half of the workshop was devoted to enhancing our understanding of our enrollment and how that translates into revenue. We appointed the new Interim Dean for International Affairs and moved IELI to International Affairs. I also provided a new charge to the University Technology Roundtable. We have had a number of productive meetings with our partner community colleges. I have also had opportunities to attend many excellent events on campus.

d. MSU President's Report [Richard Davenport]: Welcome back. I hope everyone had a good break. Want you to know we are thinking about Ron Nickerson and are hoping for a speedy recovery. We have spent a lot of time talking about enrollment management. We did have a Leadership Council meeting: to major topics emerged [1.] Budget and [2.] Bonding. We talked about *Charting the Future for a Prosperous Minnesota* and where we go from here. Chancellor Rosenstone is realistic that it will not be implemented overnight. It will take a few years. The challenge now is figuring out where we begin. I would also say, in the area of student enrollment, I just received a report from David Jones - we are doing pretty well. Enrollment numbers fluctuate a lot right now. At this time, we are 95 students ahead of last year. We are

somewhat in an enviable position in terms of our enrollment, retention, and hopefully graduation rates. I want to thank you for all you do to help keep students here and moving forward successfully. We think we are going to be up in enrollment next year, but it is a little early to make those kinds of predictions. With students who are not as qualified for admission, rather than turning them away, we are taking those students and talking with our community college partners to encourage them to start there and then transfer to MSU later. We are getting positive feedback from community colleges for this new approach. For some of the other universities in MnSCU: Winona – enrollment is down, St. Cloud – enrollment down 15-20% since 2010. Metro State – enrollment is down slightly, South West State – enrollment is down. We are the only institution in a stable position – we will be conservative/prepared for the future. FA President Grabowska: Could I ask a question? Is there a proposal to label all two-year institutions colleges?

President Davenport: We did not discuss that at this last meeting. We are talking about ways to build partnerships with community colleges.

e. FA President's Report [Jim Grabowska]: This just happened to be a shocking holiday season, Mary Visser lost her sister, Donna Blom lost her sister, Nancy Black was diagnosed with breast cancer. Ron Nickerson had a heart attack. We must all take care of our community. Negotiations – things seem to be going very slowly. This may be a contentious year; we hope that is not the case. IFO is paying attention to retrenchment. We are also interested in seeing what happens with *Charting the Future for a Prosperous Minnesota*. IFO made two suggestions: (1) Create a committee to determine priorities and, (2) Talk about the allocation model which is critical to moving CTF forward. It will be interesting to hear what the Chancellor has to say. F.

f. Human Resources Report [DeeAnn Snaza]: Welcome back everyone.

1. Holiday Calendar: With the rollout of leave time reporting we have four potential roll out dates and I ask for your thoughts on which would be the better pay period to begin: February 26, March 26, April 23, or May 21.

2. eTime: Sick leave and personal leave are the only things that will be submitted. Another system will give you your leave balances. Enter in one and see balance in another location. Everyone else on campus is on eTime. All seven universities looking at these dates too. FA Severns: Any change to calculated? Director Snaza: No. FA Hustoles: Chairs have been working for it for a while. It is a system that is up and running. In past Chairs have been stopgap to get to Deans, is there anyway the system could help Chairs know that they need to cover a faculty member's class? Director Snaza: Deans could allow Chairs to do that. Deans could route department faculty to Chairpersons. FA Hustoles: One of the reasons grades were so successful this time is because Chairs were now included in the information loop. Director Snaza: There is a "view" option. FA Severns: It goes beyond viewing. We have a small department so it should not be a problem. If someone takes days and it doesn't go through the Chair, it will be missed. Need a way to close the loop. Director Snaza: Challenge if Chair is not approver, there is nothing in the system to let us know that leave has been submitted. We recommended you cannot take leave without supervisor's approval, recommended with larger department that there be

email communication to let the supervisor know that eTime leave has been submitted. We have had to come up with workarounds – sending an email message was a successful work around. FA President Grabowska: Is there a date where you would like feedback on roll out dates? Director Snaza: In a week or two. FA President Grabowska: We will absolutely get you a response. Director Snaza: There is nothing in there about training. It is a simple system but we will try to figure out how we will help people figure out the system. Vacant positions - any questions? If you do, email or call me.

g. Star ID Update [Mike McLaughlin]: Completed conversion December 19. Staff did drop in to every office on campus. Qualtrex updated Services update and ready for you on Monday. There are 1,143 students who still need to activate their account. There are 419 employees who still need to activate account. There are a number of adjuncts who may not be returning. Maybe some faculty on sabbatical haven't converted. As of this morning, 95% of faculty have logged in with new ID; Excluded – 97.5%; Confidential – 92%; Adjunct 29.7%; AFCSME – 89%; MAPE – 94% ; and MSUAASF – 93%. Have not heard about too many BIG Issues. If you have, please let me know. We will try to take that and use it to improve our process. Feedback is very important to us. We will send out a survey to seek more information about how the process went for everyone. Vice President Ed Clark: Do not want to embarrass Mike but I think my team deserves a lot of credit. This was one of the biggest conversions on this campus, ever. St. Cloud recently came to study our process to model it for their campus. MnSCU has asked for information as they see this as an example of best practices. Provost Wells: Would like to echo the praise, we appreciated the early collaboration so we could work together. FA President Grabowska: Questions? FA Hustoles: Ambassadors came around, it was fun to know there was a proactive attitude. Recommended they come back in January, which they did! FA President Grabowska: On behalf of FA thank you for helping us do our job.

2. Discussion Items:

a. MnSCU/Legislative Relations: President Davenport: This is a bonding year. We do have a project, the Clinical Sciences Building, but I feel we will probably get that funded this year. We got the building past a review committee which was a battle – it was a challenge to design a building that would meet all needs. We will be working very hard to get legislative support for that project. We received a green light to move forward with Carkowski Commons. We will be able to move forward on that soon. It is a bonding year, but at the same time, we going to pursue a supplemental budget this year. 48 million – 17 million in one-time plus 31 million to base. We need to get 17 million into operations. We are moving forward with this. The State does have a surplus this year but we have to compete with everyone in the State for it. Inflation. Compensation increases – these are the two factors influencing our request. Even though it is a bonding year, it will not be a light year at the legislature. By the way, Carkowski Commons is a revenue fund initiative. FA Carson: Has the Chancellor decided what he wants to use the 17 million for? President Davenport: It will be used to solve budget deficits at every institution. FA Carson: Thought the original purpose was to retain quality faculty. President Davenport: This is not inconsistent with that purpose.

FA President Grabowska: BESI's sunset this year – any plan to continue? President Davenport: I have not heard. Vice President Straka: Thought I heard it might be considered. Director Snaza: Have HR next week, I can ask about it. Vice President Straka: At CFO meeting it was discussed.

b. **Budget [Rick Straka]:** When we talked in December, we talked about a possible 2 million deficit; if we can move forward with the supplemental budget request, there is still 825 million – might be tax breaks...if we receive the 31 million mentioned, we would be made much more than whole. If we got our share of that appropriation. It would take 22-25 million, taking rider off 17 million, or whatever combination, 22 million would make us whole. However, just being prudent managers, we need a plan for how we would come up with 2 million in the event none of this other money becomes available. I move forward with great hope but we have to have a contingency plan if we get to May and there has been no action on the budget. President Davenport: WE ARE NOT declaring retrenchment, but we do not want to get to the fall with no contingency plan. Vice President Straka: If we got the supplemental, what would be helpful, is for people to talk about removing the restrictions to the supplemental. It is not about declining enrollment; this is just about language that happened in the last legislative session that left us short as we are moving forward. 31 million = 3 million for us. We are looking at a broad range at this time.

FA Carson: We've heard the 17 million will go to bail out failing schools. Vice President Straka: I have not heard that discussion. We would battle that plan. President Davenport: We are not talking about bailing out schools in difficulties, just keeping budget in a balanced range. FA President Grabowska: We hear this information about the budget, but we hear another message that there is plenty of money. Where the hell is the truth? Vice President Straka: If there is no action, based on calculations, we set aside 4% for inflation – contracts settled higher. Initial settlements 3.6-3.9%, we can afford about 1.8% increase. There may be two different stories...we need this 31 million for compensation similar to what MMB has already agreed to. We have to walk a very delicate balance, we cannot bargain. I am not attempting to do that but also want to answer your question and provide you with information. President Davenport: The other issue is enrollment declines. We are not attempting to solve that with the supplemental appropriations. Other institutions are just beginning to address that. Vice President Straka: St. Cloud's loss in enrollment is \$2.9 million.

c. **Integrated Academic Planning. Wells [see brochure]:** Overview from her initial days here. HLC – need for integrated plans. HLC requires us to integrate. We are so lucky to have Rick and Ed say we need to know what your academic plan envisions before we have a financial plan and a technology plan. For all these reasons, we are now bringing to you, some early/initial thoughts about academic planning. How do we link what you already have [college plans, strategic plans]? Who has to do what, when? We have gotten a lot of helpful feedback. Brochure provides an overview. How can we capture many of these conversations occurring at a department level to connect them in meaningful ways? How do we assure we have good enrollments? We seek your feedback on what we had crafted for an initial conversation. The graphic showcases the core components of an academic plan. What do we want to be in terms of research? In terms of retention? Advising? This will link with the other plans of

the University. Vice President Jones has led development of an enrollment management plan. Where do we want more international students and graduate students? We fill in the gaps with an Academic Plan and connect the various plans. The FAQ handout might be helpful. We plan to establish an Academic Plan website. This is something I have mentioned in various forums, you may have heard a little about it, we bring it to you to for your thoughts, questions.

FA Hustoles: You actually said something that is intriguing to me, that all of us are involved in program reviews on a 5-year cycle; we do them and then forget them. There is a lot of excitement about an Academic Plan but will we get useful information from these activities? The last time we did this, we were talking about cutting programs. This creates some fear or discomfort. We know retrenchment is not the impetus for this planning, but it still causes us concern. Then we see another Task Force - oh great, another task force. We have full time jobs, so it can be hard to add yet another responsibility.

Provost Wells: Will you get useful information – absolutely! We are going to be the first at the table and make it our own. For example, we are participating in the Itasca Workforce Pilot Project – this will bring us useful information to help us with the project. We have also joined the Education Advisory Board [EAB]; that will have all kinds of information, tools, and research for our disposal during this process. We want you to tell us what information you need. It will not be one size fits all. Second question dealt with the fear associated with retrenchment. That is not my goal. The idea is to prevent the need for retrenchment. If I may use an example from my prior institution, there were a number of French programs that were lagging but no Italian program, which was very popular and the faculty had the skills to offer a World Languages program. The intent is to provide opportunities/resources into developing people to help us get from here to there overnight. We want people to have a voice in shaping that. As I sit here as a Provost in her first year, these task forces will not do new things but will link together what we have already done so we can build upon what we have already done. It would build upon the good work that has already been done. Perhaps we can add resources to help us make significant progress. FA Porter: I missed executive meeting so I did not hear all the specifics, but I like what I am hearing about aligning resources with our plans. How will the outcome be used? Vice President Straka: Isn't this a requirement of HLC?

Assistant Vice President Akey: Yes, this is a huge part of my focus. We often struggle to explain our plans to HLC in terms of where we are going with our academics – this guides our need for technology, facilities, and finance. What labs do we need? Who can we partner with? Even personnel, we know we will need additional lines; it helps us think farther into the future with a more intentional, strategic approach. Provost Wells: This will help us do important planning in a more mindful, intentional way. For example, we have a record number of international students but not enough English and Math courses. Other questions? FA Brauer: We've been talking on a very abstract way. I am worried about some of the language in these documents. Delivery mode and delivery location. We are not UPS – this is not our language. We do not deliver, we facilitate education. The delivery language connotes 19th century factory work. That is a very big problem.

Provost Wells: The thinking was, if we want to take three programs online, how do we know which programs that should be? How would we make that decision? Where does it make sense to offer a hybrid program? FA Brauer: That is a faculty decision, not an administrator decision. Provost Wells: This is all going to be done at the faculty level. FA Brauer: Supposedly that was going to happen at the department level before but that is not the way it happened. Provost Wells: Clearly there is an element of trust involved, how we have made decisions about Twin Cities Engineering [TCE] and Engineering on Iron Range - those were made with faculty input. President Davenport: If institutions are going off in many diverse directions, we have problems. We are ahead of the game. This planning helps us be intentional. Everyone needs data to help you make educated decisions. We are in this together. Vice President Straka: If we are doing this from the bottom up, this is a very short, tight timeline. I would like to suggest that you have in mind a plan for some slippage - there are some things we need to stop and discuss more before we put together a final plan. Provost Wells: Jim has mentioned this and we realize there will be differences in terms of departmental readiness and we realize we need to take that in to consideration. Each department is different. FA Severns: In Business, Economics teaches some entry level courses for us, but as we try to put together a plan for us, we cannot do it without also talking with the Department of Economics. Some of that is across colleges. Provost Wells: Absolutely, these programs are interrelated. President Davenport: I have a slightly different perspective. I want to compliment Marilyn for what she has done to initiate this conversation. Having something in front of you provides a great starting point. Who else is going to do this? That is my perspective, I tend to be optimistic. Provost Wells: This is an introduction - it is a discussion item - we seek your feedback and hope you will provide that to us soon. FA Clink: This structure does not seem to be helpful. Cross pollination. There are some structural barriers to sharing credits across departments, much less colleges. Examples would be advertising (graphic arts & marketing) or a CSI program (involving law enforcement, chemistry, anthropology) - can be difficult to allow for visionary discussions and planning when the conversations are happening at the departmental level. Provost Wells: How do we create those kinds of spaces? FA Carson: One of our colleagues this morning had a suggestion about looking at research for AP for similar universities. Provost Wells: The Council of Deans has looked at the need for more information on best practices. We just joined Education Advisory Board [EAB] - we welcome all the help we can get. FA Engeswick: Ask faculty where some of the issues/problems are. Provost Wells: Think this is something we can do within the task forces. FA Severns: Next steps? Provost Wells: We are discussing this information at all Sub-Meets. We are seeking as much feedback as we possibly can. President Davenport: Upcoming HLC - how much of this do we need to have made progress on before HLC. Assistant Vice President Akey: 2015-2016 is our next recertification - we want to make significant progress. We need to make sure we do not spend all our time planning. We have to make progress. Year and a half process - this is on the longer end of the continuum and respects more of our culture and valuing of shared discussions. This is a three-year plan. I think many of our departments can articulate what they are thinking about for

the next three years, but may not have had conversations with other partners/departments.

d. **Interim Positions in Academic Affairs:** Provost Wells: We have six interim positions: Kim Greer, Brian Martensen, Scott Fee, Dan Cronn-Mills, Steve Stoyhoff, Maria Bevacqua. At this point in time I have extended three into next year - Kim, Brian and Scott through June 30 of 2015. Other positions have not had conversations or decisions. SBS position will continue to be acting. Just had not had conversations or been able to give thought to those positions.

e. **Eide Bailly:** FA President Grabowska: Half of executive leadership had not received card. In call to Eide Bailly, that they would resend the card but bill the person \$10. This raised hackles. FA Marg: There are two different categories. Study the communication. FA President Grabowska to Director Snaza: Could you follow up with EB? Director Snaza: Absolutely. Carson: We greatly appreciated release time for Ron Nickerson to help with CDS questions. He is going to be retiring; I was hoping that release position would be extended to someone else. Could we get someone training with Ron before he goes? Provost Wells: Thank you for bringing that issue forward and appreciate your comments. FA Severns: My understanding is that there are some features they still need to integrate. FA President Grabowska: First request is continue the position if possible, need time to train someone in before the retirement. It is critical to what we do.

3. Information Items:

a. Academic Mapping Workshops.


b. Procedures for Class Cancellations and University Closing Due To Severe Weather.

c. **Interim Dean College of Extended Learning. Provost Wells:** Few points of clarification: Some people may not have applied or not nominated someone due to thinking the position is in the Cities. That is not correct, the position, I envision about 60% of the time will be on campus and when off, engaged in visits/meetings in other locations. There will be office space on campus for this person. We might extend the date for applications past tomorrow into next week a little bit. The intent is to begin a national search this spring semester. Any questions or other points we can clarify?

FA President Grabowska: Meeting adjourned at 5:00 p.m.



Kimberly Greer
Reviewer for Administration



Kellian Clink
Reviewer for Faculty