

Minnesota State University, Mankato
Faculty Association Meet and Confer
Thursday, January 15, 2015
3:00-5:00 p.m., CSU 245
Administration Agenda/Faculty Chair

Notes (revised)

Present:

Faculty: Mary Visser, convener, Gregg Marg, Kellian Clink, recorder, Barbara Carson, Bobby Bothmann, Paul Hustoles, Roger Severns, Kelly Krumwiede, Craig Matarrese, Steven Gilbert, John Thoemke, Jessica Schomberg, Roland Nord, Lynne Weber, Jackie Lewis, Rhonda Dass, Avra Johnson, Queen Booker

Administration: Richard Davenport, Marilyn Wells, David Jones, Ed Clark, Henry Morris, Kim Greer, DeeAnn Snaza, Rick Straka, Brenda Flannery, Dean representative

Guest: Lynn Akey

Meeting called to order by FA President Visser at 3:05 p.m.

Reports:

a. **Reorder/Additions:** None.

b. **Review of Notes:** FA: If we could ask administration to be more timely in the distribution of the notes. Paul Hustoles will be the reviewer and he will provide feedback quickly. FA: Were there any other comments? FA: Two points I would like clarification on in the December notes - UCAP reviewing 600 proposals - these are CDS proposals not maps. Under *concurrent enrollment* - we need to correct sentence to say: *IFO central office views the current practices of the concurrent enrollment as similar to the Wild, Wild West.*

c. **MSU Provost and Senior Vice President for Academic Affairs Report [Marilyn Wells]:** Welcome back - hopefully you had a great holiday season and a wonderful new year. It is 2015, hard to believe how the years pass, and we are off to a great start. I'd like to share just a few remarks: I want to thank Mary Visser for her commitment to shared governance and a great relationship between the Faculty Association and Administration. One example of our working well together is our recent second meeting for Sub-Meet co-chairs....there was such a wonderful sense of teamwork and collaboration. The co-chairs reflected on what they did in the fall, what they learned from the process, and how they plan to move forward.

Last year's theme for Academic Affairs was "Intentional Successful" and this year's theme is "Untapped Potential". One example is the progress we have made together with missing course grades, which is important because of the impact to students. As of Monday, there are only four missing grades from the fall semester.

We have so many good things going on; for example, our Honors Program is hosting the 2015 Upper Midwest Regional Honors Conference in March. We have many opportunities, and challenges to tackle, but working together, I am confident we can achieve great things.

d. **MSU President's Report [Richard Davenport]:** I spent two days at the recent President's Leadership Council; the focus was of course on the budget. The MnSCU request to the Legislature is for \$142 million- \$72 million is to account for a tuition freeze. The proposal is out there, if the Legislature does not want to buy down the tuition freeze, we are in trouble. There has been a lot of discussion among the presidents; the Board of Trustees wants to regain their authority to set the tuition. Rick Straka will discuss the budget implications in a few minutes. We also discussed the enrollment declines; it is not looking good. We are down in returning students; our enrollment is down. Enrollment decline is not as bad as our sister institutions, but it is still significant.

Charting the Future - if we cannot move forward how are we ever going to get to an implementation stage? Presidents are raising questions as well; it is not just faculty.

Mankato Day at the Capitol is January 20; everyone is invited. The briefing on key policy issues is at 9:00 a.m. at the Marriott here in Mankato. I hope the University is well represented at this event. The capitol is under construction - much of the event will be held at the Kelly Inn. They are providing transportation. (President provided the itinerary - he will send it to Mary Visser who will distribute to faculty.)

President Obama's recommendation about free community college - that has generated a lot of discussion. Gene Pelowski has raised lots of issues. You will hear more about the free tuition proposal. There are questions about whether this will have a chance of being approved - most people are doubtful. How much would it cost our state and how much would it really benefit our students? Those are some of the topics discussed amongst the presidents. I am looking forward to a great semester.

- e. **FA President's Report [FA President Mary Visser]:** Happy New Year and best wishes for a great semester. I did bring a prop today. Union United Food Drive - this is our trophy - the winning building was Morris Hall. We raised a total of 595 pounds of food plus cash. We hope this is the first of many successful food drives. We look forward to being even more organized for next year. I also want to thank Provost Wells for collaborating on our second meeting of the Sub-Meet Co-Chairs; it was very well attended. I do not always know specifically what the Sub-Meets are doing, therefore, it is always good to hear what people are doing - they take their work very seriously but they are also very collegial. I also want to notify the group, FA membership confirmed Dan Cronn-Mills as our negotiator for this campus. We know he will do a great job for us. Ballots for FA candidates have gone out. First IFO meeting next week as well as first meeting with Chancellor Rosenstone - we continue to explore ways to work more effectively with BOT; we are committed to having the contract ratified.

The IFO is hiring a new attorney who will focus on equity issues; salary equity process has not gone on as effectively as we would like. We now have three attorneys and one legal assistant. Probationary administrative assistants - two people have become permanent. We are expanding the office to accommodate the additional staff. We look forward to the opportunity to better support our members.

f. **MSU Director of Human Resources [DeeAnn Snaza]:**

1. **Vacancies:** Vacancy lists went out – any questions from anyone? We have 45 [?] faculty positions posted in addition to those lists just distributed. If you have questions or concerns, contact me.

2. **Affordable Care Act:**

- Effective January 1, 2015 - Affordable Care Act/Employer Shared Responsibility.
- Need to be 95% compliant by 1/1/2016 or face fines of \$2,000 per benefit eligible employee.
- Mandatory coverage of single health insurance and basic life insurance. The only exception to waive health coverage is if the employee is already covered under SEGIP because their spouse/parent/dependent is a current state employee.
- MnSCU is its own control group, meaning that employees who work at any institution within the system may have their hours combined for benefit purposes if they work at more than one institution.

- Covers both employees and student employees (non-work study students covered by state or federal funds).
- Variable hour employees (temporary classified) qualify for benefits if we anticipate (and it's in writing) they will work 30 or more hours per week for 12 weeks or longer. If the hours an employee is going to work is unknown or is anticipated to fluctuate, the hours will be reviewed 12 months after the hire date to see if the employee has averaged 30 or more hours/week. If they did average 30 or more hours they will gain benefit coverage.
- Adjunct faculty qualify for benefits if they work nine credits per semester. Fixed-term employees with less than nine-month appointments will qualify for benefits if they are anticipated to work 30 or more hours per week for 12 weeks or longer.
- Student employees not covered by state or federal funds may qualify for benefits under the same conditions at time of hire. This includes grad assistants and teaching assistants.
- A continuing employee for MnSCU is anyone who has worked at least 1 hour at any MnSCU institution within the previous 26 weeks, including retirees.
- Employee schedules/hours worked cannot be impacted because an employer doesn't want to provide mandatory benefits due to the ACA. Staffing decisions need to be based on legitimate business needs. Denying insurance is not a legitimate business need.
- The initial measurement period (October 2013-October 2014) resulted in the following: two employees moving from partial to full employer contribution four classified temporary employees gaining benefits 18 students gaining benefits

Provost: Another relevant point, because MnSCU is an employer group, someone who works for us but also another MnSCU institution, when they hit 30 hours/week, they become eligible. If they work at multiple institutions, we do not know how costs will be charged - split between all or assessed to the primary location. This also applies to student workers who might be employed at more than one institution. President: If we know someone is working at another institution, we still have to hire them. Snaza: All our hiring decisions are based on business need, but not on whether the person is eligible for health care. Adjuncts - If we re-hire a retired faculty member within 26 weeks of their retirement date, once they work one hour upon their return, they now are eligible for insurance. Contracted people are not consider employees, thus, they do not fall under the ACA. FA: They have to pay premiums for a year? Straka: We get penalized if we don't offer it, not sure how it will be handled if they do not pay the premium. We have issues with students employed by MnDOT grant - those students are eligible. Time and effort reporting for graduate assistants. We currently have no way to verify GA's/TA's are not working more than 20 hours/week. Those are all discussions happening in our sister institutions as well. We are moving forward with setting up insurance and we will continue to keep you posted as we learn more. HR is managing insurance questions related to both employees and students.

3. **2015-2016 Holiday Schedule:** Veterans' Day on December 24 and Presidents' Day on December 31. In this way, we can close campus down for long weekends.
4. **HR Staff Update:** Two generalist positions have been filled. Jill on leave from current position - filling one of the Generalist positions on interim basis; Angie Johnson is the other Generalist. Plan to break them into points of contacts based on Division [e.g., Academic Affairs, IT, etc.]. FA: Is HR staffed adequately? Snaza: Yes. FA: Asking because we have a number of faculty searches, we appreciate timely responses so searches are not held up. Snaza: If there are delays, I would like to know. FA: You will. We know your office is capable, there have been gaps on our part in the past too. We have tried to step up our efforts as search chairs to assure successful searches.

5. **SAVE Act:** Training on D2L for all new students from New Students/Family - message from President's Office, message to all new employees going back to start of this academic year. Supervisors copied so they know they have to complete training.
6. Other questions/comments?

Discussion Items:

- a. **MnSCU/Legislative Relations [Standing] [President Davenport]:** I had an opportunity to hear from Governor Dayton and both party leaders. During election period, Higher Education was on everyone's mind. Now, they are talking about roads, bridges, etc. My comments about the appropriations request; we know this is not a capital bonding year, yet we have some needs in the area of HEAPR. Laura King and Chancellor Rosenstone met with Governor Dayton. The Governor noted he values HEAPR, which is good news. We have no bonding projects on the agenda. Other than that it is about who power - BOT or Legislature in regards to tuition setting. FA: Any questions for President Davenport? Okay, Rick.
- b. **Budget [Standing] [Rick Straka]:** Enrollment is down. Enrollment has been down last three years. We are down a significant number. We are 100 FYE lower - we are going to be down 300 FYE from where we were two years ago. We thought we would be down \$2 million but now must add an additional \$1 million. That amounts to a \$3 to \$3.5 million budget deficit for this year. This must be balanced this year. What are we going to do both this year and next year? We cannot take this entirely from our reserves. We have it in reserves but we do not want to take it entirely from there. Change from fall to spring is not unique to our campus. Moorhead is down almost 8% in one year in enrollment. Southwest is down but they have a lot of PSEO. Winona is down about 2%. Metro is, right now, steady. We are not alone. FA: What is our percent? We are down about 2% from fall. I am projecting it will be 3% for fall. We are up in graduate students which means we are closer to 4% down in undergraduates. We have some work to do as a university community – we will have to solve the deficit. Roland and I and Mary have talked - we need to communicate this widely across campus. We need to talk together about different approaches we can use. We will listen. I will have some ideas and will lay them out. We can decide what we deem more or less desirable. President: This enrollment decline is serious, but we are not talking about retrenchment. We are not there - we will have to solve the problem in other ways. We cannot count on Brian Jones, in Admissions, to solve the problem with increased student numbers through recruitment. We need to focus on retention. We need to look more closely at the retention numbers to fully understand the problem before us. Straka: We had a three scenario projection - we are close to our worst case scenario. If we had had a 2% increase in enrollment, we would be looking at how we would spend an additional million. I am concerned about what a change in the MnSCU allocation model would do us - we did not fare well in the last allocation. FA: Has there been a drop in retention? Straka: The Provost will talk about this, we actually have an increase in retention. FA: I see more students being suspended. Provost: This is an area where we want more data. FA: Check it out. FA: I noticed when you talked about other institutions, you did not mention St. Cloud - how are they? Straka: Down over 450 students in one year. They are still declining. As they have grown concurrent enrollment, it is harder to project for them. They did not have a double drop. FA: Faculty reps from St. Cloud say they cannot make sense of their enrollment numbers. Straka: I don't know that they have any more than two years worth of cash available. FA: Does someone at state level know about this? Straka: Yes. President: Generally, all higher education institutions are in fierce competition for students. We have been successful with graduate and international students, as well as increasing concurrent enrollment. Jones: Proposal to let PSEO students take courses online - we have not done this in the past and that decision has caused us to lose students. Provost: Another area where we want to make improvements is transfer students. FA: This may be a small number but we should also be able to identify temporary students [e.g., military students] - they

plan to come back. Straka: Lynn and David may know how to get at that data. Part of the explanation may be related to the economy. We need to better mine the data - what are the underlying factors? FA: You talk about the demographics, it might be nice to see if some colleges are impacted more than others. There are areas of growth and others where there has been significant loss of enrollment. Some of the data we have provided the central office will be correlated with Lynn's data. Provost: As you will recall, last year we had to make some quick changes to address undecided students, we know students who are undecided have a lower retention rate. President: That is another area we want to investigate further. We will be happy when our SharePoint site is back up. FA: Is that down? Straka: I feel confident with the broader data I have been using. Noted problems with ISRS. FA: I have asked the Budget Sub-Meet to address some larger budget conversations. I think getting the information out is important so we do not create panic. This is a significant challenge but it is one we will face together. FA: I would hope we could look at the things. FA: It is important not to panic. The sooner we can get information the better.

- c. **City of Mankato Police Officer Update [Richard Davenport/David Jones]:** I have had three recent conversations. The City is moving forward with their "proposal." It will not be rolled out until later in the spring. They are hiring three new officers who will need orientation. The City will not recommend moving forward with the MSU officer, until the University is consulted on hiring the public safety officer assigned to the University. I will not be paying for this or any future officers. FA: I will consult you when we reach that point.

- d. **Director of Affirmative Action Vacancy/Search [Richard Davenport]:** I assume you are all aware that Linda Hanson will be joining the California State University System, working in the area of Affirmative Action. Lori Lamb hired Linda. She will be here through February 5, but will be taking some vacation. We do not want any bottlenecks in the hiring process to replace Linda. There will be two searches - one is for an interim, involving a local search. I will interview those candidates and select someone who will be in the position for approximately four months. I have asked Provost Wells to chair the search for the national search thought it appropriate that the Senior Vice President chair this very important search. In the meantime, DeeAnn has previously assigned one of her staff members to help with investigations. Melissa will continue in her role as well but we will hire another person in the interim role as soon as possible. I do not anticipate any problems with ongoing searches. FA: Considered hiring a search firm? I've heard that sometimes these search firms have a list of people who cannot get hired at other places they are not as effective. Snaza: Are you recommending this? FA: No. President: We are going to do our best. FA: In the unlikely event something falls through the cracks, what do you want us to do? President: Contact the President's Office. Snaza: If it is related to a search, contact LuAnn Struck who will let me know about it. Provost: The Deans are also committed to having successful searches and will be important resources. President: We will be asking the bargaining units to provide names for folks who will serve on the national search committee. FA: Barb Carson and Linda Duckett have served successfully in that role; if you know of others, please nominate them.

- e. **Academic Mapping & Integrated Academic Planning [Marilyn Wells]:** Academic Mapping, you know that has been under way. Maps have now been submitted (155 undergraduate degree programs). Deans are reviewing. We have 40 graduate maps submitted to date while the target date is May. We are moving forward with AgileGrad, and are in a pilot phase this spring. Ginger Zierdt has had bi-weekly calls with Hobsons who will be importing 50 maps; for beta test, six are being created now. Moving forward with a lot of work. We have created plans for students to graduate in eight semesters, now we have to make sure the courses are being offered. FA: AgileGrad reps were here and while many functions were possible, perhaps they were not desirable. Are there faculty members working on the team with AgileGrad? Provost: Dan Cronn-

Mills is involved from CDS. Ginger Zierdt has also been involved. Hobson has been responsive to our requests to work from our campus.

FA: Will invite Ginger to one of the Exec Committee meeting. Which maps have been submitted? Provost: Accounting, Special Education, Psychology, Communication Studies, Chemistry & Geology and Exercise Science. FA: We do not want to hurry too much - we want to make sure we are doing this correctly. FA: I agree, I do want to make sure we take a good look before we move into the 50 maps. We are the ones who will be involved in implementing these maps. If you want our buy in, we really need to be consulted. FA: We are putting in a []...I do not know how quickly they will be going but we might want to bring in their expertise. Ed Clark: This might be something to look into. Hobson's was not interested in us messing with the [internal nuts and bolts]. Provost: As you know, with Academic Planning, there are two strands: Extraordinary Education Task Forces and Academic Program Plans. My initial read of the Task Force reports and recommendations is that they are brilliant and bold. [Handout]. Phase 3 done. [Phase 4: discuss cycles, review dates and functions]. May 7 FAAD M&C, Cabinet, launch plan in August, celebration during Orientation Week with implementation to follow. FA: What will happen with comments? Provost: There will be revisions based on comments. We have talked about having an editing team to provide consistent voice. Who is the referee if people have various conflicting opinion. Provost: We will bring it to M&C and then take it to Cabinet. We will endorse plans but will follow shared governance processes. FA: Given the budget situation, what we put in our plans may not be doable based on budget deficit. Provost: I would assume we would have conversations; if for example, three departments wanted to launch new programs/degrees, then we would think about which goes first, how we need to fundraise, etc. FA: I'm just concerned, I don't know how we could explore in depth, in one day any concerns or issues. Provost: That would be the final date, but there will be multiple opportunities for discussion. FA: Plans change and so we may have plans for two years down the road for my department and two years from now, realities may be very different. Is this a rolling process? Provost: The most important word in this is process. This is a living, breathing document. It has to be flexible but the plan is there to guide us and allows us to be more proactive. FA: Is there a system in place to tell AA that we are completely changing our plans or is this not a possibility? Provost: There is that possibility. We are not abandoning staffing, R&R, but they are connected. I certainly welcome ideas and suggestions. Straka: As we are using this, we will get out in front. The next time we are doing the facilities plan, we will be using the planning documents to inform our decisions. Facilities plan is done every five years. The academic plan should be driving the facilities plan. Provost: As articulated at the first Department Chairs' meeting, plans are guidelines for our future, just like each of us has our own financial plans. Spring will be a time for campus review and comment, and we hope for broad campus participation.

Information Items:

- a. **Performance Achievements: [handout] [Marilyn Wells]:** I thought we would share some areas where we have made steady, positive progress. These are areas where we have all contributed to the success in these specific areas.
- b. **Graduate Commencement Ceremony [Marilyn Wells]:** This topic was presented and discussed at M&C multiple times, plus GCAP and other groups. Based upon the feedback received, the decision is that now is not the time to pilot a Graduate Commencement this spring. However, consultation through the fall resulted in good feedback about how we, as a university, might do a better job of welcoming graduate students on the front end. So, this fall, we will move forward with an orientation, picnic, or some way to welcome them as a university. Barry Ries, working with others, will plan something for this August to better welcome graduate students.

Throughout the fall, we also had discussions about how we could improve the commencement ceremony. As you heard in December, our data show that only 1/3 of undergraduate students participate, and fewer graduate students. How can we make the ceremony more memorable, more fun? Our current committee handles much of the logistics but does not come from an academic perspective. We might create another committee of interested individuals to work on bringing our ceremonies up a notch. President: They are rather flat ceremonies. I think we have a lot of work ahead to improve the event. We need to add some grandeur to the occasion. We do not know exactly what that might look like; however, I am sorry we got a little distracted with the discussion about a graduate ceremony. FA: Are you looking to put together a group for this spring? You may be asking for volunteers, I know several people who really dig it. I hope those folks will step forward.

- c. **Administrative Searches [Marilyn Wells]:** Search for the Dean for CSET is underway, committee has met more than once. Position was posted December 23 - goal to bring final candidates to campus in April, with an offer in mid-May for a projected July 1 start date. Jean Haar is chairing this search.

For the search for the Associate Provost, the committee is now populated. Rick Straka is chairing this search. The committee meets for the first time tomorrow. For the Dean of Global Education, the call for search committee appointments recently went out. Brian Martensen will chair this search. A search we will NOT be having is for the Dean of the College of Arts & Humanities, as Kimberly Contag has agreed to serve in the interim role for another year. She is doing a bang up job and it is important to have consistency in that role with our upcoming HLC visit. FA: Any questions? FA: *Assassins* will open in two weeks. It is about what we do to beloved presidents. Tickets are on sale.

FAAD Meet and Confer Dates 2015

- Thursday, February 19, 2015, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)
Dean representative: Jean Haar
- Thursday, March 19, 2015, 3:00-5:00 p.m. CSU 245 (FA chair/AD agenda)
Dean representative: Kimberly Contag
- Thursday, April 16, 2015, 3:00-5:00 p.m., CSU 245 (FA agenda/AD chair)
Dean representative: Brian Martensen
- Thursday, May 7, 2015, 3:00-5:00 p.m., CSU 245 (FA chair/AD agenda)
Dean representative: Maria Bevacqua

Meeting adjourned at 5:04 p.m.

Reviewed by: Kellian Clink and Paul Hustoles, Faculty
Kimberly Greer, Administration