

**Faculty Association Meet and Confer**  
**Thursday, February 4, 2016**  
**3:00-5:00 p.m.**  
**CSU 245**  
**Faculty Agenda/Administration Chair**

**NOTES**

**Present for Faculty:** Mary Visser, Roger Severns, Dan Cronn-Mills, Kelly Krumwiede, John Lindberg, Patricia Hoffman, Steven Gilbert, John Thoemke, (recorder for Daniel Swart), Roland Nord, Joseph Reising, Patricia Nelson, Richard Liebendorfer, Anne Dahlman, Jacqueline Lewis, , Barbara Bergman, Kirsti Cole, Shannon Miller, Gwen Westerman

**Present for Administration:** Richard Davenport, convener, Marilyn Wells, Rick Straka, David Jones, Paul Hustoles, Michael Gustafson, Bobby Fleischman, Sheri Sargent, Henry Morris, Bonnie Windschitl, recorder

**Guests:** Lynn Akey, Queen Booker, Kelly Meier

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

**1. Reports:**

**a. Reorder/Additions:** The agenda was re-ordered to allow Provost Wells' to present her items before leaving for a conference. Paul Hustoles will have an update on commencement.

**b. Review of Notes:**

**c. MSU Provost and Senior Vice President for Academic Affairs [Marilyn Wells]:** The Academic Master Plan is being implemented. Task Forces: 1. Two grants were submitted and the AACSB grant was successful and will support our academic engagement and advising Task Force recommendation. The Research Sub Meet has taken steps to implement the second and third recommendations on integrating students into research earlier in their academic careers. The Planning Sub-Meet is meeting with representatives from Sedona. Planning Sub-Meet is doing work around planning principles. One of the recent conversations has focused on inter-disciplinary work. Tracking progress by using Annual reports to document our work on this. Progress is also being made on faculty searches. Administrative searches are also moving along: Information Technology VP & CIO, Dean of Arts and Humanities and Assistant VP for Undergraduate Education.

**Diversity Event Requirement "Learning Beyond the Curriculum":** This is moving along with a 22-member steering committee convening in February. FA appointments/representatives are requested by February 19.

**Hubbard Building Update:** The discussion was turned over to Michael Gustafson, Vice-President for Strategic Partnerships. He reported there will be 4,000 square feet of donated space in the Hubbard Building. We would need to raise funds to build out the space. Estimated build out cost is \$200k, with \$40k estimated annual expenses. FA: How would this impact funding raising for the Sesquicentennial? Gustafson: These are extraordinary funds – not in lieu of anything being raised for the Sesquicentennial. Strategic Partnerships and Extended Education may be given access to a University presence in a downtown space. People are intimidated to come to campus and it has been three decades since we have had a presence downtown. President: This is what the community has asked for decades, and that is for MSU to have a presence downtown. This will help relationships with the business community. It behooves the University in our efforts to serve the business community and public sector. We want our students connecting with businesses. Gustafson: This will not happen until we come up with the funding. FA: How long is the lease for? Gustafson: Up to three years. If it works – great. If not, it ends. All bargaining units and divisions have received the information; the website was launched with a place for questions and comments. We are looking for feedback and need a "yes" or "no" by June 30.

**Academic Partnership – Summarize Feedback (handout):** The purpose is to provide an update. The next step is to explore faculty model, workload, compensation, etc. Looking at input and feedback as a next step. Feedback on the proposed process and representatives for the work group are requested by February 19.

**d. MSU President's Report [Richard Davenport]:** The MnSCU Branding Initiative would not be beneficial to us. Paul Hustoles: Our reputation as Minnesota State University, Mankato – we are recognized as second in the state. The BOT wants to change MnSCU to Minnesota State.

**e. FA President's Report [FA President Mary Visser]:** Gregg Marg is attending a Transfer Pathways meeting. Pat Nelson addressed successes to *Charting the Future* – we are ahead of many of the other schools. Government Relations FA representatives attended the government appropriations meeting. Cronn-Mills: Contractual salary equity study – adjustment and we attended two meetings. There are 50 faculty System-wide who salaries have been adjusted thus far. FA President: A significant amount of time has been spent on Academic Partnerships.

**f. Human Resources Report [Sheri Sargent]:**

**i. Vacancies – Unclassified and Classified Searches:** Sargent noted that the Director of Development for A&H and SBS shows up twice on the list. The list will be revised. There were no questions on the list received before the meeting.

**ii. Transaction Service Model:** System-wide we are looking at how we provide HR services across MnSCU. An RFP has been submitted for MSU Mankato to serve as one of the central HR and payroll hubs. There are still a lot of unknowns and work groups will be formed to look at best practices. If we are successfully awarded one of the hubs we would be looking at space in the basement of Morris Hall. FA President: Space is at a real premium. Straka: We are looking at several moves once the Clinical Sciences building is up and running. The HR and Payroll Hub would be in the basement of Morris Hall; Mav Productions will move to a different space in the basement of Library instead of Morris Hall. President: Having the payroll hub here has its value with one-third of southern Minnesota resources. Straka: Some Financial Aid and Business Services centralizing is coming down the pike as well. FA: When IT functions and programs were centralized the big schools lost, so we need to be careful.

**iii. Administrative Search Update:** VP for IT/CIO candidates on-campus interviews are taking place. And, the VP-Advancement candidates are scheduled for on-campus interviews as well. These are single-day interviews. FA: Could a reminder be sent? A&H Dean Search Committee is reviewing applications; and the Assistant VP for Undergraduate Education and Dean of University Extended Education searches are underway. The position description for the CSET Associate Dean is being finalized. FA President: Exec Comm. Will finalize membership for search committees on February 18.

## 2. Discussion Items:

**a. Hubbard Building Update [Marilyn Wells]:** See above under Provost's report.

**b. Diversity Event Requirement (handout) [Marilyn Wells]**  
"Learning beyond the Curriculum": See above under Provost's report.

**c. Diversity Plan Update (handout) [Henry Morris] Time Certain 3:45 p.m.:** The Michael T. Fagin Pan-African Conference will be held on campus in March. It is shorter this year due to time constraints. As an initiative of the President's Commission on Diversity, and related to *Charting the Future*. Dr. Queen Booker and Dr. Kelly Meier outlined the Inclusivity Plan (changed from Diversity Plan), which is due by June. The formation of focus group were mentioned and handouts illustrating the timeline, data assessment and work plan were reviewed.

**d. Academic Partnership – Summarize Feedback:** See above under Provost's report.

**e. MnSCU/Legislative Relations [Richard Davenport] [Standing]:** We are number eleven on the Governor's list for the bonding project. There is a lot to be said about bonding projects.

**f. Budget [Rick Straka] [Standing]:** With regard to the MnSCU BOT's request for a \$21million supplement was made. However, we are going to move ahead as if we are not going to get it. If we do, that's great. Enrollment is down, but where we projected it. The \$3 million deficit for FY17 is what we need to look at. Over two years \$.5 million revenue increase, \$8 million in expenses, 3.6% revenue increase, 4.6% increase in compensation increases, \$1.6 million for our campus insurances. Salary increases are not significantly different. We will finalize the \$5 million and look at the additional \$3 million. President: There is \$100 million in tuition relief. CFOs revisited previous biennium for frozen tuition. We are pleading our case with the Chancellor. Tuition for the next four-years is not frozen, but it is frozen for two years. We are in the 99<sup>th</sup> percentile for highest tuition in the country. FA President: Has

planning for the deficit started yet? Will retrenchment be looked at? Straka: We are not considering retrenchment for the first \$5 million. We need to start discussions on how we move forward. FA President: FA needs to be informed of the Budget Sub-Meet proposal. February Open Forums are important – Q & A, not just presentation. President: We have not talked retrenchment. We have a lot of options. FA: The Allocation Model is talked about year after year. Is there anything to push? President: Let's think about everything without getting sideways with our sister institutions. FA: We are in better shape than a lot of schools. President: If we increase student retention by 5% we won't have a budget problem.

**g. On Line Forms [Dan Cronn-Mills]:** So much paperwork gets lost on this campus. Forms that are online are all over different websites and there is no way for students or staff to get to them. Something has to happen. Jones: Image Now for the System is being updated and could enable us to have forms accessible online. Straka: Electronic signature is very important and we need to be very careful to integrate a database that is secure. Let's figure out how to move forward. President: It can be brought to Cabinet for analysis.

**h. HLC Comprehensive Evaluation and Site Visit Update [Lynn Akey]:** a five-member HLC team will be here March 28-29, 2016. We won't know until shortly before their visit who they will want to meet with. The Assurance Argument is locked down. Open Sessions for faculty, staff and students. Lunch interaction or scheduled sessions. They should not be going into classrooms. Thank you to the Assurance Committee. FA President: Anything the FA can do to help get the info out.

**i. Some Proposed Changes to the next Commencement [Paul Hustoles]:** The Commencement Committee is diligently working and Dr. Hustoles requested an invite to the FA Exec Comm where he will provide definitive steps for changing Commencement. No radical changes are being talked about, but they are changes you will love.

### **3. Information Items:**

**a. FA Policy Review Committee [Paul Hustoles]:** Formal review of policies with only one Meet and Confer for feedback. FA President: We have a vested interest so look at them now. Hustoles: Sometimes there are changes you aren't expecting depending on the author's take on the information given.

*Antigone* is playing right now.

Meet adjourned at 4:45 p.m.

#### **FAAD Meet and Confer Dates**

Thursday, March 3, 2016, 3:00-5:00 p.m. – CSU 245 (FA Chair/AD Agenda)  
Dean representative: Kimberly Contag  
Thursday, April 14, 2016, 3:00-5:00 p.m., CSU 245 (FA Agenda/AD Chair)  
Dean representative: Brenda Flannery  
Thursday, May 5, 2016, 3:00-5:00 p.m., CSU 245 (FA Chair/AD Agenda)  
Dean representative: Barry Ries

Reviewer for FA: John Thoenke  
Reviewer for Administration: Bobby Fleischman