

Faculty Association Meet and Confer
Thursday, April 17, 2014
3:00-5:00 p.m., CSU 253
Administration Chair/ Faculty Agenda

Revised Notes

Attendance:

Faculty: Jim Grabowska, Mary Visser, Kellian Clink, Lynnette Engeswick, Barbara Carson, Roger Severns, Brigitte Cooper, Queen Booker, Robert Bothmann, Gregg Marg, Luis Posas, Kirsti Cole, Marie Pomije, Jennifer Veltsos, Donald Ebel, Amy Hedman, Miriam Porter, Ronald Nickerson, Richard Liebendorfer, Anne Dahlman, Georgia Holmes, Deborah Jesseman, Teresa Wallace, Jackie Lewis

Administration: Richard Davenport, convener, Marilyn Wells, David Jones, Ed Clark, Henry Morris, Kim Greer, recorder, DeeAnn Snaza, Steve Smith, Barry Ries

Administration Guests: Kris Retherford, Brenda Flannery, Lynn Akey

Guests: Shane Dwyer, Joan Roca, Diane Coursol, Michael McLaughlin

1. Information Items:

a. Reorder/Additions: Under Information Items-FA President's Report is before the MSU President's Report.

b. Approval of Notes: None.

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

Good afternoon. This is the time of year we have many faculty/student events on campus. I attended an event for the Counseling and Student Personnel graduate program last night; it was a very nice event. I want to thank you for all you do in planning these events. Thank all of you who work with our students or whose students are winning awards and scholarships. We had an MSU team attend the Higher Learning Commission [HLC] conference last week. About six [6] faculty members attended Thursday through Monday. Our attendance is very important this year; as our assurance argument is due next year. We will give a fuller update later, particularly informing the campus community what we need to attend to. We are in the Open Pathway for reaffirmation of accreditation. Likewise, on March 26, several members of the administration attended the Trends and Highlights session at MnSCU. Our presentation was received very well; our school acts as a model for the system in a number of ways. On March 25, we held an *Increasing Student Success* workshop; participants enjoyed talking about student success with others as well as carrying forward ideas and activities. I want to share and congratulate Walter Zakahi on his new job at Keene State College in New Hampshire. We will be doing a call for nominations and an internal search soon.

d. FA President's Report [FA President Jim Grabowska]: When we were packing up my mother, she said she felt like she was planning "for my own damned funeral." Feels a bit the same with my election as State IFO President. Opens up many possibilities, the FA will have a new President; a new VP, Gregg Marg, lots of new leadership. Still have some choices to make. The IFO was disappointed about contract negotiations. FA Brauer could speak more to that. We went four years without a change in our salary, 24 months into negotiations, there is still no contract. We are working very hard and we do add value. We need to continue to have conversations.

Monday Nancy Black and I are meeting with others to work on the Metro Plan. That will have direct impact on MSU and all other state universities. Broad implications and continuing growth of MSU. Please provide input and ideas to me before Monday. Particular agenda that insists on balanced approach to bachelor's completion not privileging the metro area. In support of student access to all the students in the state, not just in the Metro.

e. MSU President's Report [Richard Davenport]: On behalf of the administration I want to congratulate Dr. Grabowska on the new position at the IFO. I also attended HLC in Chicago – there is a day-long workshop for presidents – this was beneficial. MSU was well represented with faculty and staff. People commented on our visibility at HLC, and presentations given by our team members which was good. I also just want to say, I agree with Jim, I know a little bit on the administrative side as we crunch the numbers and try to reach an agreement. I was on the phone talking with Representative Kathy Brynaert and Senator Kathy Sheran - others agree budget negotiations at Legislature are moving forward. I am encouraged and positive and want to make sure faculty and staff are compensated appropriately. We play a key role in the Baccalaureate Completion initiative in the Metro area. We have been a leader in this endeavor. I have had a lot of conversations with Chancellor Rosenstone; he understands we do not want to take resources from our campus, or weaken our existing programs in the process of trying to serve the Metro area. I am encouraged that something positive will come out of the meeting.

f. Human Resources Report [DeeAnn Snaza]: Vacancies – any questions? Or as always, you can contact me if you have any questions. Tricia Bleck joins us from Park Nicollet; her focus will be on payroll and benefits.

2. Discussion Items:

a. MnSCU/Legislative Relations [Standing]: [President Davenport]: I talk about the bonding project every time we meet. We think we have the votes to support the Clinical Sciences Building. I am optimistic. It is likely that Governor Dayton will approve our project if it comes forward from both houses of the legislature. We have done everything we can at this point.

b. Budget [Steve Smith] [Standing]: The University's general fund with anticipated contract settlement, could have a budget problem. We are hopeful on three fronts:

1. Converting the 17 million to retain excellent faculty from one time to base.
2. Supplemental to the base.
3. Language changes to help us with budget challenges. The Governor is supportive, but House and Senate will decide. We are hopeful.

We will know more in a couple of weeks. A good thing about our budget – general fund reserve is good – at 7%. We can deal with the challenge. Governor approved minimum wage increase – \$8.00 – we are already at that minimum. In August 2015 it will go to \$8.50/hour and then \$9.50/hour in August 2016 for a combined potential increase of \$800,000. This will be beneficial to our students. We have been doing well using work-study funds - we have been improving the resources we receive from this fund.

President Davenport: Can you talk about the allocation formula? I think a lot of people do not know how it works.

Steve Smith: VP Straka has been trying to communicate our concerns to the System. It is charged with getting \$500 million to the universities. Needs to be fair and predictable. Now that we are seeing variation in enrollments - we see things that cause us concern. Our FYEs are growing, but our percentage of the appropriation is going down. Students now pay for 73% of the cost of their education. Allocation formula doesn't reflect that.

Some of the universities that are struggling [losing enrollment] actually are getting more of the allocation. This is meant to give them time to restructure. The unanticipated consequence is that stable institutions, like us, get a smaller percentage of the allocation. We are not seeing changes as fast as we would like.

President Davenport: As we grow, we are going to continually supplement the other college and universities via the funding factor. We have made these concerns clear to Vice Chancellor Laura King on numerous occasions; however, the formula does assist colleges and universities on the downside on purpose.

FA Member: Proposing that it be based on FYE based on institutional costs? Steve Smith: Academic support, physical plant, 'revenue buy down factor'. The higher your revenue buy down factor, the less your allocation.

FA Member: Some colleges use high school facilities. The model tries to do adjustment for certain kinds of enrollment. Financial aid cost, instructional cost is not included. VP Straka has brought it up a number of times.

President Davenport: Some of you that have been around a while will remember that a few years ago, 70-75 percent of our funding was state money, students contributed the rest. Today, they are paying 73% of the cost of their education. There must be an element of fairness. After 15 years, its' time to revisit the allocation model, and I plan to raise that issue at our next Leadership Council meeting.

c. **Integrated Academic Planning [Marilyn Wells]:** I will be brief in my update on academic planning. Much has happened since our last meeting on March 6. At the end of March and first week of April we had three listening and visioning sessions. There were around 15 people who came to each session. They represented all divisions and all bargaining units. Participants were asked what piqued their interest, what did they want to share? Some people, said "tell me more", others had questions or suggestions for the timeline, some were not supportive of this planning process. Notes are available. This last week saw meetings with town people at a community location as well as on campus. Over twenty individuals, from a variety of businesses and nonprofits attended; notes will be shared. We have four task forces focused on accessing people's perspectives at these sessions. The Academic Program Planning Tool which the first draft was presented March 4, has subsequently been shared with all M&C as well as sub-meets, three departments and six individual = 26 edits of the initial draft tool - some related to language - all suggestions were about adding things to the tool rather than taking things out of the tool. Final tool was emailed to Jim and Mary earlier today. We also have print copies if you want them. The tool will be rolled out through the deans. The target for completing them will be by the end of December. There will be resources to support planning: archived and available on website, TF specific websites, CETL drop in sessions, likewise some departments may want more data, they can work with

Nate/IRPA. Chairs/Directors progress report as well as various sub-meets. So a lot has been done in the last month – thank you so much for your participation. Questions?

MV: Who replaces Dean Zakahi on the TF?

MW: Maria Bevacqua

d. **Restructuring Enrollment Management/Student Affairs [David Jones]:** This marks the two-year mark for our Enrollment Management Plan; this seems a good time to reflect on where we are [PowerPoint slide disseminated]

Throughout this spring, there have been conversation with all sub-groups and others. Is this model working for us in terms of increasing retention/graduation? Helping with communication but not successful in significant ways. Could we make some adjustments to make us better. This new plan proposes to shrink four subgroups into three groups. Retention and Completion becomes Student Success Group. Steering Committee becomes Advisory Team. Added another communication line to Meet & Confers, SRCs, Technology Roundtable, Chairs'/Directors' Breakfast, etc. [i.e., improve our communication]. These three subgroups are paused for 2014-2015 while we have the four (4) Extraordinary Education Task Forces in operation. Many of the people on these groups will also be involved on the TFs. I share this with you and I would love to get your feedback by May 1. Looking at implementing at the start of the year.

e. **Civility Campaign [Kellian Clink]:** Linda Hanson requested 30 minutes at FA Exec, but we have a full agenda. The FA has concerns about the current Civility Campaign. Recommends that listening sessions are held to suggest alternative civility campaigns.

f. **Financial Advising for Students [Barbara Carson]:** In our various roles, we hear about students' financial problems, there are a lot of first generation students. We talked about the many opportunities to understand money better - first year seminar, our arrangement with Wells Fargo, something about advising about financial planning. Looking to think about other ways to help students think about their money. We have students graduating, student loans. They don't realize that they can make arrangements. Junior and seniors. Suggested with MSSA. Davenport: Developmental classes may make inroads into their financial aid options. Run out of financial aid. Wells: More like financial literacy. Jones: Duly noted.

g. **Strategic Priority Delays [FA]:** We continue to be concerned. When might that decision be announced?

President Davenport: We thought we would be able to make a decision sooner because we assumed the legislative session would be wrapped up by now. We are holding off on the release of the funds for a while longer, however, I may release half of the funds soon.

FA Member: Some of the projects are time-sensitive.

h. **Recommended Tobacco Use Policy [Progressive Discipline]: [Clink for Hustoles]:** Our recommendation was unanimously approved by Executive Committee. Winona has progressive discipline for sanctions. We think it's time to enforce. We strongly and unanimously recommend as a group. Winona's program was used to model our recommendation. Important part is that it has bystander training to help us

remind scofflaws that we are a nonsmoking campus. Winona's policy has been in place since 2008. There are no complaints.

Davenport: If Winona has a policy that works for them, we would like to hear about it and we will investigate it.

Mary Visser: They have had this policy since 2008 and there have been no complaints. We want to pledge our support in working with administration to create appropriate training.

President Davenport: I will talk with President Scott Olson to learn more about their model. We have to figure out a way to enforce the policy.

i. **Professional Travel Forms [Bobby Bothmann]:** Is there some way for them to be electronic? I took a trip in January, request never made it to your office? That made it through but the request for money got lost. They get lost in lots of spots. We have the personal leave, but can we track more easily. Wells: We have streamlined it this year; we will look at making it electronic.

j. **Learning Roundtable []:** Defer to the next meeting.

k. **Staffing Requests for 2014-15:** We hadn't heard that there was going to be a staffing request process. Now we have heard.

l. **Office 365 [Ed Clark][Time Certain 3:30 p.m.]:** Michael McLaughlin: It is necessary to provide an alternative for sharing documents on mobile devices. The only cloud service that has been vetted by MnSCU is Microsoft's answer to Google, Office 365. My staff is leaning toward doing this change for faculty and staff in the summer. Many of you will not be here. If we put it off to the fall, all calendar events will have to be removed and recreated. Security issues necessitate that we move forward with this. We will have to help you with your mobile devices. It will be impactful in the summer, but in the fall it would be worse. We must make the change in such a fashion that we do it a department at a time. This process could take up to two weeks. We will move data into the cloud. This will affect the mobile devices, no matter what. Phone support, other support will be available. OneDrive, SharePoint, Yammer, would all be tied together.

FA Member: Grave concerns for those departments that are using D2L or email.

McLaughlin: Using the cloud is going to be brought forward to the IFO. Grabowska: computers, flip a switch, you are done. D2L won't be impacted. Mail won't be lost, bounceback possible, but hasn't seen it.

McLaughlin: With StarID we moved us first to see how it works. We'll work it out. IT has been on it for two weeks. We would have loved to have an opt in scenario, with the linking in and out; it would create more problems than it would help.

FA Member: CDS relies on email. Looking at what happens in the fall with CDS. Have we looked at?

McLaughlin : We would ask you when do you want it?

FA Member: Automatic notification might be impacted, let us look at it together. NOT replacing Mavdisk, not now. If people are in agreement, it will be its own service.

FA Member: IFO Board says it's not secure. There are people statewide who will fight it.
Clark: There was a potentially dangerous breach. Was on a system that we can control. We need to work with the vendor who has a contract that says we'll be responsible if a breach happens.

FA Member: Google would not guarantee the HIPA data, but health wasn't allowed to move over.

FA Member: Is that the reason we're doing 365?

McLaughlin: Yes, because Google wouldn't guarantee. If after discussion, people were in favor, would be between the end of summer classes and before fall? If you have a current browser, you can reach it over the web.

m. **Screen Saver [Shane Dwyer/Ed Clark] [Time Certain 3:45 p.m.]**: We are in rapidly changing time for security. A month ago, U of MD lost 3000 accounts, staff, and students. Ohio 750,000 accounts breached. Best steps we can to protect our users. We had a breach with a logged onto computer. Dwyer: We wanted to create a 15-minute screensaver and a two-hour logoff. Going to do awareness now and in the fall. Implementation July 1, 2014. All machines will have 15 minutes, and then the screen saver will come on. It is more convenient. Push down. This change will occur automatically this summer. Will be an awareness campaign to let people know this change is coming – July 1, 2014.

FA Member: Tied to StarID? This will work on Mac as well as PC.

FA Member: Do Mac users have to contact IT?

Clark: Casper Suite is being built for campus MAC users. Two-hour users are for lab.

FA Member: Fifteen minutes if there's no use.

FA Member: Could we have alternatives for classroom?

Dwyer: Wherever you were is where you are after you logged on. Simply to prevent what happened on campus from happening to anyone else.

FA Member: Fifteen minutes seems too short.

Snaza: You can have exceptions to the business practice available to every faculty member?

FA Member: In the middle of the lesson, we have to logon again, not a good idea.
Clark: What would be the right time?

FA Member: Do we need to talk about it?

Davenport: Do you have an announcement beforehand? No.

FA Member: Can you image the computers with a reminder that it's going to go off in 15 minutes.

FA Member: Can you exempt the classroom?

FA Member: I think it already happens on a lot on people's computers. Meet the classroom needs and others. People could access a lot of data.

FA Member: Can you prevent it shutting down by touching it to keep the screen alive.

FA Member: We may have a lot of faculty who have concerns.

FA Member: Most people have laptops both in their office and in the classroom. Might need to be different in those two situations? Use of their machine for different purposes?

Grabowska: Can get exceptions. People cannot forget the damage that was done was serious. People can't just say no. Collect some feedback and what we're trying to do is critical.

Clark: Do not want our computers to be vulnerable.

FA Member: Options with timing?

Visser: Liability. If I opt out, I'm liable. Not good. Not just our info, but FERPA and data privacies. Even breeches from outside. If we have the screensaver, it prevents them from breeching from the outside.

n. **Campus Service Cooperative [Steve Smith]:** Office Max we have figured out the bugs, the website isn't as good as we would like, have given them feedback. Have asked them to develop some tools so we can realize the benefits. We just got a draft list of items that they deem best value. When the bids were studied, there were products were priced out that were thought to be. This list is supposed to help us know where the real values are. Trying to find a way to provide additional tips. The contract pricing that is on the website, isn't accurate in that departments will get a quarterly rebate. We haven't seen one dollar of that yet. Expense credits for the entire cost center to get the rebate. The initial analysis saw a 20% rebate on what we are spending. They don't factor that in, but it's true. We have to do a better job of communicating this out. Come up with a more robust plan for rolling new purchasing cards out in the fall. Hopefully not significantly different from Wells Fargo. Potentially new tools, don't know which ones. Once we've been on for a year, \$120k coming back to the University. A lot of value in making this change. Others have piloted it. With our printing services have had some conversations looking at our impact if we

went from our personal printing shop on campus to outside vendor, lots of issues including privacy, no timelines or decisions at this time. Ongoing discussion.

FA Member: Will have a USBank card instead of the Wells Fargo card? Travel; eliminate the need for travel advances. The card will work the same. Will replace the current ones.

3. Information Items:

a. Degree Maps Template: Guidelines and Common Language.

b. Professional Development Calendars: AY15, AY16, AY17.

FA Member: FA concern for first-year probationary faculty. They have to turn in a PDP in September. The contract says the PDP is not due until the end of the first semester. There was an asterisk (agreement date end of fall semester). Not good enough. The Deans do not know and are inappropriately pressuring the faculty. Violation of the contract. Needs to be moved to the end of the fall semester for first-year probationary faculty.

Greer: Feedback from the FA? Do we need further discussion.

Grabowska: Need clarity. The points are valid. Need to be clear, the contract language is the contract language. Grabowska/Visser will work with Greer.

c. Search Update: Dean, University Extended Education - Greer is chairing. Met once, reviewed the materials. We are reviewing the applications. First conversation next week. Moving along appropriately.

FA Member: Losing another Dean, timeline for replacing Dean Zakahi?

Wells: Will start a search for an interim.

d. CDS and Curriculum Coordinator: A call went out in early March to the campus community. We had applicants and just sent a message to FA providing a recommendation. Also sent this recommendation to MSUAASF. We are recommending Dan Cronn-Mills. Please provide your feedback. Class planning to be done, etc.

FA Member: We now have another vacancy. If this one is approved, then we will be searching for another position.

FA Member: The stability of the admin is problematic for faculty morale.

FA/AD Meet and Confer Scheduled Meetings for 2013-2014
Thursday, May 08, 2014, 3:00-5:00 p.m., CSU 238 [FA Chair/AD Agenda]
Dean representative: Maria Bevacqua



Kimberly Greer
Reviewer for Administration



Kellian Clink
Reviewer for Faculty