

**FACULTY ASSOCIATION MEET AND CONFER**  
**Thursday, September 27, 3:00-5:00 p.m.**  
**CSU 284 ABC**  
**(Faculty Chair/Administration Agenda)**

**Notes**

**Attendance:**

**Faculty:** Jim Grabowska, convener, Mary Visser, Dan Swart, recorder, Lynnette Engeswick, Barbara Carson, Paul Hustoles Brigette Cooper, Richard Liebendorfer, Georgia Holmes, John Seymour, Robert Bothmann, Gregg Marg, Kevin Parsneau, Kirsti Cole, Ellen Mrja, Danae Quirk Dorr, Jennifer Veltsos, Emily Stark, Maria Bevacqua, Cindra Kamphoff, Claudia Pragman, Miriam Porter, Gina Wenger, Ronald Nickerson

**Management:** Richard Davenport, Linda Baer, David Jones, Ed Clark, Henry Morris, Warren Sandmann, DeeAnn Snaza (for Becky Barkmeier), Rick Straka, Joan Roca

**Guests:** Lynn Akey, Chandler Holland

The meeting was called to order at 3:02 p.m.

**1. Information Items--**

**a. Reorder/Additions:**

**b. FA President's Report (Jim Grabowska):** We've been invited to provide input on the MnSCU budget. We've also been asked for input on the Metro plan for baccalaureate degrees. On campus, fall is the time of PDP/PDR, Renewals, etc. FA VP Visser and I will keep up with answering question regarding these.

**c. MSU President's Report (Richard Davenport):** Welcome back everyone and thank you to those who participated in the Fall Retreat. It helped me define the priority goals for the year.

I want to bring you up to date with the Provost and Vice President for Academic and Student Affairs search. We will be working with the Storbeck/Pimentel search firm; they have an excellent track record in finding university VP's. I think this is the right firm for us. The committee is almost ready to go; we're just waiting on another member from the FA and the unclassified bargaining group. VP Rick Straka and FA President Jim Grabowska agreed to co-chair the search committee. We don't want the search to linger too long into the next year.

Associate VP Jones serves on the Council of Deans. Since enrollment management is so important, we are recommending a change in his title to Vice President. We are the only University that doesn't have a VP in this position. We do have Homecoming this week; we've been working to minimize the possibility of a perfect storm, in regard to safety. We have been recommending the "buddy system" to our students during Homecoming.

**d. VPAASA Report (Linda Baer):** "No one gives you the instructional manual for the last 40 years of your life" - Author of the Common Read. I have been recommending this book to everyone. This statement is what we're about. He discussed how he bridged his past experiences with those in the University setting. We have important ways in which we are reinvesting in this place; we have great things going on and great communication. I will have more concrete things to say at our next Meet and Confer.

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

i. **Civility Campaign Kick-Off - David Jones:** With Provost Olson's departure, I've been able to step up and work on the Civility Campaign. We have sent a budget to the President, which he approved. We have developed 18 posters which are interactive. They ask a question and create a reflection moment.

Online D2L training - customized training called bully-free workplace. We are populating this with campus specific content. The hope is that, as we get new faculty and staff, this will become part of our training. We've also talked with Director Lynn Akey to discuss how we might assess these steps to increase civility.

FA: Is there any intent to bring in Residential Life and Student Affairs to talk about programming for students both on and off campus? VP Jones: Yes. FA: Are the D2L modules for students? VP Jones: No, but that is something we could consider. FA: We need to focus on the fact that this doesn't just include workplace violence; it also includes violence across campus. Are we still talking about that? VP Jones: No, it hasn't popped up in our conversations. FA: We are hiring new faculty, this is a good way to orient our new faculty. Are there plans to incorporate the Civility Campaign into the hiring process? VP Jones: Yes.

ii. **Campus E-Mail Access Outside of Work Hours:** This is related to classified staff who are paid hourly. This is nothing new - hourly employees are paid to work their hours. We've been asked to reiterate across the system that any overtime worked needs to be pre-approved. If we send late night emails, we must remember that our employees should not check them until their next work hours. We don't want them to ask to be paid for the hours that they are working. FA: Aren't we covered by the prior approval clause? Assistant Director Snaza: We are still culpable. If they did the work, you have to pay it.

f. **Update on 2013 Administrative Searches:**

i. **Provost and Vice President for Academic and Student Affairs:** Any questions?

ii. **Associate Vice President for Research, and Dean, College of Graduate Studies - President Davenport:** Position title was changed to Associate Vice President for Research and Dean, College of Graduate Studies. The search process has begun.

iii. **Dean, Institutional Diversity – President Davenport:** This search process has also begun.

2. **Discussion Items--**

a. **MnSCU/Legislative Relations (Standing): President Davenport:** We won't hear anything much until after the November elections. It is possible the Legislature will consider a special, but limited, bonding session. We have a major budget shortfall in this state, and it hasn't been fixed--it's just been put off. Our allocation model has been fully funded and given a thorough evaluation since its inception. The Chancellor has been looking about how we can revise allocation models. FA President Grabowska: Are the presidents involved in the discussion on how budgeting works? President Davenport: Yes, Rosenstone is hearing from both the two- and four-year presidents. FA: There is never any mention of graduate education in this funding model. If it is missing from the model, it gets lost. President Davenport: As comprehensive universities, we need to work together, but we are only 7 of 31 presidents. This has all been brought to the Chancellor's attention. Currently, he is focused on the on the Metro area and the bachelor's completion rate. He has never said anything negative about graduate programs. FA: In a conversation with the IFO, I think he said that people don't need Masters Programs! President Davenport: He has an agenda, but we need to provide the importance of graduate education. Personally, I've never heard him say anything like what you heard, Jim. FA President Grabowska: If you have any input, we would definitely support and

encourage your advocacy for our graduate programs. President Davenport: Just as a point of information, when I arrived ten years ago, the System Office came up with their goals. I looked at it and noticed that there was no mention of graduate or liberal education. Chancellor McCormick said the reason is that this wasn't a priority, but it did get into the goal documents eventually. We just need to continue our efforts.

**b. Budget (Rick Straka) (Standing): VP Straka:** I don't have a lot to say, because we don't know where we are on our budgets for the previous years yet. We will be down about 300 FYE on student enrollment. Long term, this year is still our seventh highest enrollment. When we were planning for this budget--we set aside \$2 million. We won't have that \$2 million to invest this year, but we won't be asking for anyone's money back. After FY 14, we may have to look at our parameters for tuition increases, etc. We will have a carry forward in savings from last year. We'll have some more specific numbers next month. FA: Does the cliff in Washington affect us in any way? VP Straka: If they change student loans as some sort of austerity measure, it will definitely affect us. President Davenport: We aren't going to allow this 300 FYE problem to continue without effort to correct the problem. We are working to reduce that quickly and boost retention. We are being proactive.

**c. Campus Communication Guidelines for Administrative use of All-Staff E-Mails (see handout) (Warren Sandmann): AP Sandmann:** This is regarding administration, not bargaining units ability to contact their constituents! We got some complaints last year, but we are having problems getting information that needs to get out to people. We still have to get out need-to-know information. We are looking at ways to get this information read without people just deleting or ignoring yet another all campus e-mail. This is part of a bigger question of how we increase our communication in the campus community.

**d. MAVEARS (David Jones): VP Jones:** We are doing several things. One of the things we can do is increase retention. We have created MAVEARS, an early alert system. It allows people to share information. Math 098 and English 100 courses are part of this pilot study. It has now been live for three weeks. We have had 19 submissions so far. Fourteen alerts regarded attendance and nine were regarding academic performance. This information goes to Nicki Dose and she sends it out to the appropriate person. FA: How can a parent send a message without signaling FERPA? Also, as a faculty member, I don't know if I want to send text that can come back to me. VP Jones: FERPA has never disallowed a University employee acting in good faith trying to help by sharing information with other faculty. This was blessed fully by our legal counsel. FA: If you look at this from the standpoint of the student, the first question a student is going to ask is "who the hell told you that?" This could easily blow up. VP Jones: We have eight Masters- level trained hall advisors. FA: As a PR statement, I think MAVEARS is a terrible acronym. It sounds horribly intrusive.

**e. Hiring Process Bottlenecks (FA): FA President Grabowska:** There were working adjuncts who had no access to D2L, were not on the payroll, etc. In last FA Executive Committee meeting, it appeared that there were multiple anecdotal statements of this problem. Three hundred UPD's came through in late August. How do we make this better? AP Sandmann: There are some bottleneck issues. We talked to Affirmative Action and HR on how we can make short-term and long-term changes to the system. We need to make sure that the UPD forms are filled out correctly so that they aren't sent back. In the longer term, we thought about bringing in a consultant to turn the paper processes into a paperless system like CDS. AD Snaza: The hiring process was reviewed by the Luoma group last year, and the result of that review was that we cannot shorten the process for legal reasons. We may need to turn some of the stuff to electronic submission. AP Sandmann: Another short-term solution is to work with ITS to get faculty access to D2L and e-mail earlier in the hiring process. FA: Sometimes we aren't told we can hire until the middle of the summer, so we

can't send UPD's until August. I hope this isn't a widespread issue, but there were several fixed-terms that were lost because it took too long to get them hired. They took other positions. VP Ed Clark: One statement on D2L: It is run by MnSCU, so everything is slow. My understanding is that there is a slow-down at the System Office. FA: Regarding using something like CDS for signatures, is there a timeline on this? AP Sandmann: CDS took seven years, so this is going to take a while. FA President Grabowska: I would invite from Academic Affairs, HR, and Affirmative Action a list of ideas that we can use to fix this problem. I will do the same thing at the next FA Exec. Let's see if we can find a few solutions. Hopefully at the next Meet and Confer we can pull together two or three ideas.

**f. Enhancing Student Engagement (Linda Baer/Lynn Akey):** The President has given us the charge of understanding student engagement on campus. For some unknown reason, we are coming up at the bottom of the scores for schools like ours. We don't know why. How do we improve student engagement? We worked on some ways to approach a model to increase engagement. We've begun to look at this, and we'll be sharing a timeline. This is in process.

Director Akey: Sharepoint Environment - if there is an interest, I'd be happy to come to a future meeting to discuss the Sharepoint system.

**g. Chick-Fil-A (Paul Finocchiaro—time certain 4:00-4:15 p.m.):** Finocchiaro: I urge you to look at the possibility of severing our contract with Chick-Fil-A through Sodexo. Three of our five core values are being violated on a daily basis by this organization. Anyone who is LGBTQ is just slapped in the face with hate every time they walk into the CSU. There are student groups that are rabid to get involved. I don't know how much it would cost to sever our contract. FA: What is the process of severance? If we wanted to sever a contract, how would we do it? VP Straka: We have no precedent, so without some legal research, I don't know how it would be. President Davenport: We talked about this at the Fall Retreat. I wouldn't want to venture a statement from the President without legal representation. I have always been supportive of diversity, but I would be cautious. FA: Can you please get that advice, so that we can have that conversation at our next Meet and Confer? President Davenport: Yes. FA: There was a unanimously supported motion in the FA Exec to remove Chick-Fil-A from this campus. FA President Grabowska: The core values were not arbitrary and capricious; they were vetted by the entire University community. I particularly appreciate that point, because these values are all of ours and we have in our midst a violation. FA: For future contracts, perhaps we need to require that the vendor support our values or be removed without paying a penalty.

FA: I am really proud that the faculty took a strong stand, and I am happy that we are going to get legal counsel.

**h. Lack of Large Van Transportation Ability (Gregg Marg):** Tabled.

**i. MPCA Hazardous Waste Stipulation (Chandler Holland—time certain 3:45-4:00 p.m. - see handout):** Holland: I'm here to share the agreement between MPCA and MnSCU. The MPCA visited some of our sister schools. Problems were found and several were repeat offenses. As part of this agreement, any future charges will go to the individual campuses, colleges, departments, and programs. The acceptance of "gifts" is now a big problem. As soon as you accept an expired material, you are now saying that we are hazardous waste disposal contractor. That can be fined. Mankato wasn't listed in this document simply because they didn't visit us. There will be a day in the coming weeks where I will be meeting with chairs to see if you are a hazardous waste generator or not. We have a nine-month window where the MPCA won't be visiting.

FA: Is this an unfunded mandate? How will these responsibilities impact faculty load? Holland: I don't have a good answer. President Davenport: We won't get much financial assistance, but we need to make sure that we can fund what needs to be done. VP Straka: We need to find out what

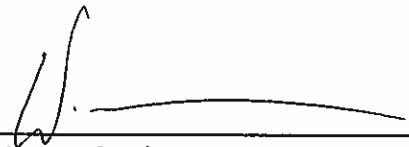
it's going to cost. It is obviously going to be taken from somewhere else. Holland: We are going to be using online training for hazardous waste. We'll know by June what our budget is going to be. I anticipate that "he who uses it, pays for it"--perhaps a purchase tax? VP Straka: It isn't so much about disposal, it is about documentation. That is where the costs come in. Holland: Part of the agreement is the stipulation that the system needs to be part of the planning. I am trying to get it done during Professional Development Day.

**j. Tobacco-Free Campus Update (FA): Tabled.**

Meeting adjourned at 5:00 p.m.

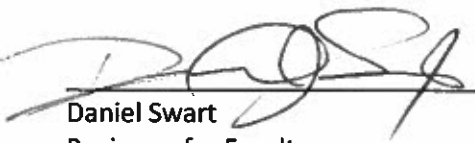
**FA/AD Meet & Confer Scheduled Meeting for 2012-2013**

October 18, 3:00-5:00 p.m., CSU 238 (FA Agenda/Admin Chair)  
November 15, 3:00-5:00 p.m., CSU 238 (FA Chair/Admin Agenda)  
January 10, 3:00-5:00 p.m., CSU 238 (FA Agenda/Admin Chair)  
February 21, 3:00-5:00 p.m., CSU 284 ABC (FA Chair/Admin Agenda)  
March 21, 9:00-11:00 a.m., CSU 238 (FA Agenda/Admin Chair)  
April 18, 3:00-5:00 p.m., CSU 284 ABC (FA Chair/Admin Agenda)  
May 9, 3:00-5:00 p.m., CSU 284 ABC (FA Agenda/Admin Chair)



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Warren Sandmann  
Reviewer for Management



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Daniel Swart  
Reviewer for Faculty