

Faculty Association Meet and Confer
October 15, 2009
3:00 p.m., CSU 204
(Faculty Chair)

NOTES

Attendance:

Faculty: Don Larsson, Jim Grabowska, Paul Hustoles, recorder, Georgia Holmes, Roger Severns, Mary Bliesmer, Jeffrey Bumgarner, Richard Liebendorfer, Ron Nickerson, Roland Nord, Jim Pertersen, Rebecca Schwartzkopf, Daniel Toma

Management: Richard Davenport, Scott Olson, Bryan Schneider (for Marilyn Delmont), Avra Johnson, Warren Sandmann, Kimberly Contag, DeeAnn Snaza, Rick Straka, Walt Wolff

FA President Larsson called the meeting to order at 3:06 p.m.

1. Information Items--

a. Reorder/Additions—FA President Larsson: We will move the discussion in the following order: a, c, b, f, d, e, g, h.

b. FA President's Report—FA President Larsson: It had been a very busy week. We thank the Administration, HR Director DeeAnn Snaza, and all of those who helped to expedite the change of the BESI deadline. This was done in record time and we are grateful for the additional time. There are a number of other topics, retrenchment, et al. A lot of my time has been spent answering questions about BESI. About 90% of the questions have referred to deferring the retirement until next year. At the state level, the "Students First" issue is prevalent. John O'Brien will be coming down to talk to the LTR. We are interested in the Task Force that is asking for RFPs for a system-wide curriculum and program approval system; it seems like what we already have in place. We are hoping that they won't fix what we just did. Dan Cronn-Mills will be one of two IFO reps to that state committee.

c. MSU President's Report—President Davenport: We are happy that John O'Brien has agreed to visit campus on November 10 to discuss "Students First" and to participate in an open forum. This initiative is controversial inasmuch as the campuses need to know more about what impact it will have on our day-to-day activities in relation to enrolling and registering students. The IT initiative will also provide a new financial aid system for students interested in enrolling in more than one MnSCU institution at the same time. The questions regarding "Students First" seem to revolve around the cost of implementation, the timelines and lack of input from the campuses. The goal of "Students First" is to create seamless transfer of two-year students to four-year institutions and to accommodate dual enrollment. In regards to the Board of Trustees' work plan and the Chancellor's work plan we hope to learn more about the next five years during the Board's retreat next week as they discuss how to position MnSCU for the future. Once this is determined, all presidents will incorporate these priorities into our own work plans for the campuses. This past year, several misunderstandings and questions arose as a result of how presidential work plans were evaluated, especially in the areas of STEM and Access goals. We hope to have a discussion with the Office of the Chancellor regarding how presidential work plans are evaluated. The work plans equate to institutional work plans and therefore become institutional goals.

d. MSU VPAA/Provost's Report—Provost Olson: Regarding the Assessment Academy, Assistant Vice President Johnson is forming a team to participate. Next Tuesday there will be a Chairs' workshop where there will be three topics: PDP Evaluation, NEOGOV training and Budget concerns, in CSU 284 ABC.

e. Human Resources Topics—HR Interim Director Snaza: Let us know if you have any questions about the previously-mailed lists. We will also be contacting everyone about the H1N1 situation. MN Management has asked us to look with more flexibility about how to use vacation if someone ran out of sick leave. Provost Olson: We heard some concern that some faculty were bringing in their sick children. We encourage them to stay home until they get better. FA President Larsson: Do you have the dates for Open Enrollment? HR Interim Director Snaza: I don't have them with me. [They are November 4-17, 2009] Our flu clinic is on Monday, October 19. FA: Will we have an H1N1 clinic? Provost Olson: H1N1 will be planned, but college students are no longer identified as a priority - high priority is 18 and under, so we won't get that for a while. FA President Larsson: Another issue has to do with reporting sick leave and how that relates to the family medical leave. After three days the FMLA kicks in. How does that relate to H1N1? HR Interim Director Snaza: If the employee meets the eligibility, H1N1 could qualify. If they are out for three days, we will automatically send them notice that we are applying it without a medical certification, as that might be hard to get. FA President Larsson: Does that apply to faculty? HR Interim Director Snaza: You should fill out the sick leave notice. FA President Larsson: This might need more discussion. What constitutes a workday? Quite often we do not fill out these kinds of forms.

f. Student Fee Process—Associate Vice President Sandmann: This is how student course fees are applied to specific classes. For example, an art class or a horseback riding PE class might require a special fee. A workgroup was formed last spring and we have sent a draft document to the FA leadership to look at. We are asking for an annual review of all fees. We want to make sure that students are consulted on these fees because that is Board Policy. We have run it past the MSSA and some other groups. We hope to have this implemented by next year. FA Secretary Hustoles: Yes, this has worked very well for Theatre and Dance, following Music's lead. It is very important to engage the students in the discussion.

g. Leave of Absence Process—Associate Vice President Sandmann: There is an attempt to bring an orderly process to this. In the past, we have neglected things like a date of return or what exact terms are specified. We want to make this clear. There is a checklist that HR will be able to use and there will be a transmittal form similar to what we use for sabbaticals. FA President Larsson: These are for longer term leaves? Associate Vice President Sandmann: These are for one year. FA President Larsson: For one semester? Associate Vice President Sandmann: That could apply yes. It is still in draft form, please make comments.

h. Cover Letter for NEOGOV—Associate Vice President Sandmann: In preparing for the transition to NEOGOV, we noticed that there are agency-wide questions that are on all applications. We notice that there was no cover letter requested. It is in the system now. People applying will have to include a cover letter to be "qualified" for the position. HR Interim Director Snaza: It will also include other things like three references, a diversity statement, vita, etc. FA: No longer an MSU application form? HR Interim Director Snaza: This is all done online. FA President Larsson: There has been some concern to make sure that those online applications can be tailored to the individual needs of the department.

2. Action Items--

a. FA Response on Packaged Course Process—FA President Larsson: The big positive step is that faculty will now know ahead of time if the course is a regular course or a packaged course. There is no real distinction in content. People realize that packaged courses can have a useful function, but there are issues that need to be, and have been, addressed to a great extent.

b. FA Response on Metro-Area Differential Tuition—FA President Larsson: We have some concerns with how we apply this and how our competitors do this. We are in the same ballpark but it does have an impact on the types of students we attract to these programs. This needs to be part of our long-term planning for working in the metro area. A simple example, we had the “Normandale Fee” and there are some students living in Mankato that have to commute up to Normandale and then have to pay the fee on top of transportation. We have to think very carefully about the market. We don’t want to actively discourage students. President Davenport: I don’t think there is a less expensive program in the Cities. Our pricing is average for the public universities. The private college fees are sky high in comparison. We do need to be considerate of students who enrolled in a program with one set of expectations and now find themselves with a new fee levied. Therefore given these issues, we have waived the fees. In regards to 7700 France our purpose for being there is to serve non-traditional students who will not travel to our campus. We are really serving a need in the Cities. At the same time, we need to return revenue back to the campus eventually. If we are not building and maintaining the departments who are doing the work, we know that it will all eventually fall apart. FA President Larsson: Whether we are talking about 2+2, or 7700 France, or online, these have been generated by the faculty. We want to continue this but also reap some of the benefits of this work.

c. FA Response on Online Differential Tuition—FA President Larsson: This arrived on our doorstep with some surprise. We thought it was going to be \$30 but it turned out to be \$35 (\$5 to MnSCU). The main issue is how this fee will be used and the revenue applied. Roland Nord for FA: We are in the process of trying to work out an agreement about where those funds would go. It seems this is designed to increase the total number of students. Everyone on the Sub Meet agrees that we don’t have a way of measuring those students. We need the administration’s help. We need to identify them. We need help with ISRS in tracking them. We need to channel the money to the programs that are successful in bringing students to online education. FA President Larsson: We recognize that there are infrastructure needs for support but there needs to be recognition of the faculty who help develop these courses.

d. PDP Calendar for Coaches—FA President Larsson: Some of this had lapsed for the coaches. We did make some progress on this last year. We had some good discussion about how to apply this process last year. The general point is that Associate Vice President Sandmann was able to get that calendar up and running right away. We are all trying to get this working and I commend the coaches and Kevin Buisman for doing this.

3. Discussion Items

a. MnSCU/Legislative Relations—President Davenport: Not much to report. I am following the Governor’s race just like you. The Democratic Party is now in control of more

than 60% of the wealthier districts in the state. This shift of wealth is a very interesting new pattern. The political climate might be right for an Independent candidate during this next gubernatorial race. Our goal is to seek support for our bonding project. FA President Larsson: One of our concerns is that there has been tension between the Legislature and the Governor, and now that half the Legislature is running for governor, this could complicate the bonding procedure. Technically, how MnSCU views shared governance at the state level is very different than how we view it here. IFO would like the process to be much clearer. This is going to continue to be an issue of discussion. President Davenport: The Leadership Council of Presidents does have some influence on the legislative agenda. Even at that level, though, the presidents are not always on the same page. FA President Larsson: And we don't always have common views with our community college faculty colleagues.

b. Budget Planning Process—Vice President Straka: (handout) At Budget Sub Meet this past week we looked at ways to look at reduction and the Cabinet has talked about the process. We have a very significant issue with FY12. We would like to move forward for FY11 at status quo and then really deal with FY12. The feeling at the Budget Sub Meet is that this was a good way to proceed. There is a certain amount of budget fatigue. We have also been told not to use the word "cliff." Three major things to look at: state appropriation, tuition and expenditure assumptions. We are looking at a \$4-7 billion state budget deficit. This is still an estimate. There is a whole lot that is going to happen before that happens. We are thinking that a 5% tuition increase is reasonable for the Board of Trustees. The salary increase of 3% is an absolute guess. About \$100,000,000 of our budget is in salary and fringes. Our library funding has been out of whack. We need to stay committed to graduate assistantships and their scholarships. We are guessing that utilities will go up 8%. Our best guess is that we could be looking at anywhere from a \$5.7 to \$10.2 million deficit. FA Secretary Hustoles: We need to realize that FY 12 follows FY 11 - we need to tackle this right away. Why are we not moving immediately to address some of this for FY11? Vice President Straka: We are on that timeline now. FA: Why not do a +2/-2 scenario for FY 11? Vice President Straka: Because we need to plan for FY 12 instead. Why take 2% now instead of dealing with all of this in FY 12? We are reserving the right to look at 2% as a way to start dealing with FY 12.

c. GE Assessment—FA President Larsson: Having gone through two complete cycles of this assessment, there have been many good things but it can also be frustrating. FA: There have been issues regarding faculty participation and also what is being done with the results. Gen Ed is looking at alternatives about what we do now. Assistant Vice President Contag: The Gen Ed questions were supposed to be raised back in March. Chris Corley sent a letter that very articulately talked about the challenge of getting faculty participation. The Assessments don't seem to come back to the people involved. Some of the things we were supposed to be doing are not getting done. The Gen Ed Committee wants to continue with the GECCIG this year but perhaps look at something different for next year. FA President Larsson: Some departments tie assessment to accreditation and that is smooth sailing. But there are many things that cannot be measured easily. Sometimes we couldn't figure out how to define outcomes in the performing arts and other areas. Then, once the recommendations are made, how are they implemented? FA: We have to make faculty feel that participation is valuable. Our outcomes are driven by the transfer curriculum. We might not like them but we have to live with them. We have to be careful about what we are trying to do with the results. This is not like doing a research project.

FA President Larsson: As the VSA is being implemented, we discovered that many of the areas overlap with the GECCIG outcomes.

d. Retrenchment—President Davenport: Some context: The Dow today is over 10,000 points. This is a very good sign but we don't know if that will hold. But the cash flow in Minnesota is down. We can only project our economic future based on the financial patterns in MN and across the nation. We can expect about a 12-month lag before the revenue will start to pick up. If we are looking at the state having a \$4-7 billion deficit, that equates to a 15-20% deficit in state funds to MnSCU. These numbers all follow each other sequentially. Anything positive that happens to the state helps us, but we have to live in a world of reality of what we see today. (Retrenchment letter distributed.) Any time an institution thinks about retrenchment, it is important to have a discussion. Because of the budget deficit, and because we don't see any immediate sources of revenue from the state, and because we can't increase tuition enough, because the BESI retirements will not generate enough and across the board cuts would devastate all aspects to the University, we have to look at Article 23. I hate to do this, but this addresses FA Secretary Hustoles' question. Provost Olson: We are considering retrenchment; we are not declaring it yet - this is a conversation, not a declaration. They are pros and cons but we have to hit 60 to 100 positions to balance the budget. The timeline is going to go something like this. We will talk about this in November. By that point we will know about the BESIs. I am guessing there will be 20, and not all of these will be by type A with positions eliminated, so chances are that we are still going to have 50-60 positions to cut. March 1 is the date that we would have to announce programs for closure according to the Agreement. The spring semester would be spent identifying programs for closure. Closing programs does not automatically mean position elimination. We have closed 50 programs since President Davenport has been here. By the 20th working day of the fall semester, we would have to identify specific positions for elimination. Unlike some of the other provisions in the Agreement that allow a year in addition to the year that it is announced, our reading of the Agreement is that positions eliminated by retrenchment are gone by May of 2011. If the positions are gone by May then it will take effect in fall of 2011 when the major problem would hit. FA: So we have the BESI but at the same time we are talking about retrenchment? How will that effect attracting new faculty and wouldn't they be the first to go? Provost Olson: Certainly recruitment will be a challenge. Some states have shown a willingness to have tuition go up 25-30%. Our Trustees are not going to go there. Retrenchment is not an across the board thing. It would not be like all of the first years would be gone, then all the second years. Retrenchment targets specific programs - it uses a scalpel. FA: So the programs in Type A BESI would be targeted? Provost Olson: One metric of evaluation is the Data Book, but it is not the only one - there are other data sources that need to be used. You might hear some of your other college colleagues asking what is going on here. Morehead is already there. Southwest is having challenges. We are probably in the best shape of any of our sister institutions. Why are we doing it now? Just look at the calendar. Some of our colleagues who are not looking at this will not have this option in FY12. What will they do? They would have to eliminate all of their GAs, adjuncts, probationary faculty and even then declare retrenchment. FA: The President has noted that we never get credit by beating everyone to the punch. What if the system decided to give us additional misery if we make this kind of sacrifice? Provost Olson: I don't know if the system could further cut us to help us. President Davenport: Given the magnitude of this problem, I can't imagine that they would penalize us for

good fiscal planning. Provost Olson: The political process is worth commenting on. President Davenport is very well connected with the Legislature. A new Governor will be in place a January from now. The Legislature knows our issues. Our local legislators are with us 100%. President Davenport: I believe our Board will hold the line on tuition, however, I am not sure about what our legislators will do. If we are able to increase our tuition by more than 3%, we could impact this issue dramatically. The students will not like that. We can't shoulder them with so much debt that it is impossible for them to afford to attend our University. FA: Can the institution use revenues for financial aid? Provost Olson: We have a large variety of grants that we have access to but the bulk of the funding comes from the state. Will there be another federal stimulus bailout? The only reason we can talk about this now is because of the stimulus money. We know that the federal stimulus dollars we have now will be gone by FY11. If we did have more, we could get over the hump and we'd be home free. There are many things we could be hopeful for but we have to plan for the worst while we hope for the best. That's why we are bringing this forward today. If the situation is not as bleak in the near future, we will be able to restore things. We can't cut things unless we plan for the cuts. It is easy to restore. FA President Larsson: This is going to be a constantly moving target. I appreciate that it is coming forward now. Planning for the worse is one response, but we need to do so in a measured way. The model we set last year for budget cuts is a very good model. We need to have continual and open discussion about this. We need to make sure people are aware and can ask questions. Moorhead is well down this road. It seems to be going fairly smoothly for them. It sounds like they worked out a collaborative process. Another question to think about as we approach with the scalpel you were talking about, we have to think about the deadlines as they come to us. The next financial forecast will be critical. It will be interesting to see what develops on the political front. We have to keep the context in mind. So even if we have gone down that road, we might still be able to hold back the scalpel. No one is going to know anything for certain until a year from May or June. FA: Through the dean, departments should consider what programs would be closing? If you announce program closures on March 1, what happens then? Provost Olson: Two main questions: do you advise that we add retrenchment to our toolbox? Second: If we are going to close programs, what matrix are we going to use? If we identify a program to close on March 1, we would follow certain procedures. This happened with Interior Design. No new students are admitted. Then you don't offer 100-level courses the next year, 200- the next, and so on. There could be ways to speed up this process, but generally speaking, students are not left immediately stranded. By the way, the head of this program is still on our faculty. It would be an awful thing if the students were left stranded. FA: At Moorhead the doctoral nursing consortium students could not call Moorhead their home university. FA: If it is possible to identify areas as early as possible, it is better then to just deny a program new hires. You could use that tool before you even get to retrenchment. Provost Olson: We just had the staffing presentations from the Deans and nothing has been approved there yet. But we could say "no" to a lot of those requests. President Davenport: We have to let students know if we are going to admit students to a program or not. This is about cost saving. We can't run a program for four years and save money. If we have students in the pipeline, we will try to get them through the program as quickly as possible, maybe not even here. FA: The calendar works against us. It is not likely that we will know what FY12 will look like until May of 2011. They are not going to do anything before then because of the election year. What happens if the Legislature finds a pot

of money? What could we do? Provost Olson: Some of you know, if you have kinfolk in K-12, this happens all the time. Often they will get a letter laying them off in May and then are hired back in August. The program closure process can be reversed. We can also do program suspension rather than closure. In terms of the positions, we would need to explore this.

President Davenport: Article 23 includes very specific provisions for recall and reassignment. They would have rights within the system. Provost Olson: There is also a retraining provision.

e. Program Metrics—Provost Olson: The question: How do we identify programs for closure? I can tell you how we've been doing it. This is open for conversation, and these were introduced at the Planning Sub Meet. You can share your thoughts with me, Assistant Vice President Johnson, or your Planning reps. There are four metrics plus one: Mission Centrality, Quality, Cost and Enrollment. Plus one is professional relevance. The first two are more subjective, the last two more objective. For mission centrality, first level, a bulls-eye right in the middle of target: Programs that have to exist or we are not a university. If there are universities without this program, then you are not in the bulls-eye. FA President Larsson: What about the mission of the college? Provost Olson: That is part of the equation and consideration. I will go back to that later. Many of you have multiple programs in a department. Even within those, some would be more or less mission central. Second level: Is it the strong expectation of the Governor, or Legislature, or the Board that we are involved with this? Third level: There are expectations that the community has. For example, our community has a strong expectation that we have a theatre. Fourth level: There are others where it would be nice to do if we had the money. Fifth level: Then there are those that we say, why are we doing this? We have developed a set of preliminary questions that speak to this. We need to see if this is demonstrable, not just if we think this is what the expectation is. Regarding quality: self-asserted quality is fine but we need to objectify this. One way is through program accreditation. We need to hold harmless those who can't be accredited. But if you could be, are you? Or did they say you failed on their metrics? Winning national or regional awards speaks to quality. Theatre and Dance has chosen not to be credited. But on the other hand, that program is winning national awards to demonstrate quality. Another thing is licensure and Board pass rates. If you have thoughts about these or any others, get these to your reps. Cost and Enrollment metrics are easy to see. We have a draft of the cost study that tells us the cost of instruction per student for every program at the University. Your Deans have this for last year. That's what led to the closing of the Department of Gerontology. It was by far the most expensive program on campus. Why did Interior Design go away? They weren't mission central to the college. There was an oversupply of graduates in the state of Minnesota. We did an internal accreditation standards study and discovered that they would not do well. Enrollment is the Data Book. The type A BESI list was generated mostly by this. We didn't have time to look at the other factors. Professional relevance would be only for those programs where it is relevant. It allows us to see the fields in Minnesota that need more employees. There is a known shortage of nurses and engineers and accountants. There are other fields, like interior design, where there were too many graduates. We haven't decided the weighting of these yet. We need to know what we keep, grow, shrink, eliminate. FA President Larsson: We need to make sure the data is accurate. There have been many complaints about the Data Book and the standards that were set quite a long time ago. We want to try to verify the data. With the more objective areas, we want to make sure the data is available, perhaps on the website. The Planning Committee will be talking

about this. As you said, the BESI has been driven by credit generation, but this gives a much fuller picture. Weighting is a big issue. Is there one scale, or does it shift from one program to another? FA: We have had problems sometimes defining even what a program is, especially in regards to seniority lists. That sort of thing could make the process much more complicated. Provost Olson: It seems to me that if it has a CIP code, it's a program. The CIP codes and the seniority rosters don't line up - granted this is complex. President Davenport: That's where the ongoing discussions take place. FA: If we could have the data as soon as possible for our sub meets, that would be helpful. FA President Larsson: We have some people double listed for complicated reasons.

f. BESI Update—HR Interim Director Snaza: We have had three as of Monday. FA President Larsson: We are grateful for the extension. I think the estimate of 20 is pretty accurate. HR Interim Director Snaza: We hope to report how many there are by the December Meet and Confer.

g. Veterans' Day—HR Interim Director Snaza: Wednesday, Nov 11, 2009 is a holiday for all classified units and they will not be reporting for work.

h. System-Wide Power Outage—Bryan Schneider: An email was sent out on Tuesday. The outage will be on October 24 and 25, 2009 and it will affect e-student services. FA: Should we back up stuff on an exterior hard drive? Bryan Schneider: It should be fine. FA President Larsson: I would recommend a backup as general practice.

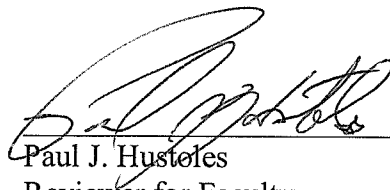
i. E-Services/PIN—(handout distributed) Bryan Schneider: MnSCU is continuing to add services for the students, including banking. The passwords must become much more complex. This is an interim change. By spring, we will be changing from tech ID password to Star ID.

j./k. Advising Task Force; Differential Tuition Task Force—FA President Larsson: Thanks to the administration and all who have had input. I went to all Meet and Confers today and all are willing to participate. We need to make sure there is clarity about what the task forces should accomplish and that there are results to respond to. We hope to have reports by this spring and move this forward. We will put out a formal call for volunteers within a day or two.

The meeting ended at 5:11 p.m.



Warren Sandmann
Reviewer for Management



Paul J. Hustoles
Reviewer for Faculty