

FACULTY ASSOCIATION MEET AND CONFER

Thursday, November 21, 2013

3:00 p.m. to 5:00 p.m.

CSU 253

(Administration Chair/Faculty Agenda)

Notes

Present for the Faculty Association: Jim Grabowska, Mary Visser, Kellian Clink, Lynnette Engeswick, Barbara Carson, Paul Hustoles, Roger Severns, Craig Matarrese, Robert Bothmann, Gregg Marg, Luis Posas, Jessica Schomberg, Marie Pomije, Jennifer Veltsos, Donald Ebel, Emily Stark, Miriam Porter, Ronald Nickerson, Georgia Holmes, Teri Wallace, Richard Liebendorfer.

Present for the Administration: Richard Davenport, Marilyn Wells, David Jones, Ed Clark, Kim Greer, Rick Straka, Barry Ries, DeeAnn Snaza, Joan Roca.

Guest: Lynn Akey, Institutional Research, Planning and Assessment; Mike McLaughlin, ITS.

President Davenport wished everyone a good Thanksgiving & happy holidays. He advised that the Board of Trustees approved *Charting the Future for a Prosperous Minnesota*. He is pleased there were MSU members on the workgroups, including Jim Grabowska, Donna Brauer, Moriah Miles and Michael Ramirez. He wished everyone success as we move forward. President Davenport briefly discussed our budget challenges. Also, the President reminded everyone of the upcoming two commencement ceremonies as well as the annual chili luncheon.

1 Information Items

- a. MSU Provost & Senior Vice President for Academic Affairs (Marilyn Wells): It is hard to believe it's the end of the semester. I want to share a few thoughts. This past Tuesday we had the Department Chairs/Division Directors Fall Workshop from 1:00-3:00. The Workshop began with case studies on department chairs and common situations/challenges they experience. A second topic of the Workshop was enrollment management, with an informative PowerPoint and presentation by Lynn Akey. The focus or purpose of the presentation was on what enrollments mean for our sustainability and future growth. The first section presented information on enrollment by student demographics and the different segments that comprise our total enrollment. The second half of the enrollment management presentation looked at what enrollment means for our revenues, that is, how enrollment determines our allocation dollars and our tuition revenues. Related to sustaining and growing our enrollment, on Jan 21, 22, 23 we are having three workshops conducted by EDI on curriculum mapping/planning – these tools will help in the advising process. Chairs, SRCs, faculty members, administrators are encouraged to participate in the workshops. To assure that we gain full benefit from these workshops, we are also considering what we need to do before and after the workshops. There will be another workshop March

25th on Improving Student Success. Furthermore, we will soon bring forward more information about master academic planning. The question has come up in several places – will advising be included? Do we recognize the importance of advising? This was also one of the scenarios discussed at the workshop. Indeed, advising will be a component of our academic master plan. On another note, we are working to improve that grades are recorded for every class for students, aiming for 100% of all grades submitted the end of this semester. On another topic, at the Planning Sub-meet, we followed up on previous work on our centers/institutes, which will provide us with more information for future planning. With this update, I ask if there are any questions? Jim Grabowska: Workshops – Can we check to see if we can make this information available to people who cannot attend? There was some additional discussion about who might want to attend. Paul Hustoles: Follow up question about missing grades being a MnSCU initiative. Provost Wells: If this is a MnSCU initiative, I am unaware of it. This is important to us because this can have serious implications for students. This is just GOOD PRACTICE. Teaching and grading students is core to who we are and what we do. Jim Grabowska: It might be important to investigate this. Paul Hustoles: There was a time not too long ago when chairs could see grades. Now, we do not have that information any more as they are submitted electronically. Biggest challenges are the graduate assistants from a decade ago who did not submit the grades. Provost Wells: This is something we plan to do moving forward. We will be advising deans/chairs when there are missing grades starting one week out.

b. Mike McLaughlin joined us to give a StarID update. Handout. So far 1429 employees and 2751 active enrolled students have activated their STARID. Talk to your colleagues to encourage them to do so, especially “Mac” users. The last early adopter session is scheduled for Dec 3, and we may raise the cap on that higher.. A large number of alumni have activated their StarID, as well, but we are more concerned with current customers. Address to early adopt: <http://link.mnsu.edu/stars> More info: <http://www.mnsu.edu/starid>. Announce it to your classes. Your TechID and PIN will continue to work, but nothing else will. Handouts will go out. During the break, use the service desk at 6654. The staff will be trained to help. For international students, there are a small number of people who don't have a social security number or personal email, we are working with them. VP Clark: the worst-case scenario...they have adjunct teaching multiple places. If you came in, you wouldn't be able to attach to our WIFI or your email. We need to spread the word. They won't know how to get in. Jim Grabowska: Donna Blom is not an employee: VP Clark: We have 400 exceptions, military, Sodexo, others. We're working on making them recognized; we're being proactive. Paul Hustoles: What about an IMAC that's hard wired? More the issue with MAC OS system. You can't get into the WIFI. Make an appointment with the service desk. President Davenport: Can we run it on the digital post boards, text alerts, and twitter? VP Clark: If it's a personal computer, it's a lot less problematic. Asset tagged is more of a problem. Early adopter sessions don't have to come to anything, but if you want help, come to the CETL or the IT service desk, we're going to have the glass room in the CSU by Jazzman. With our first session, only 12-17 showed up. Roger Severns: Our department went as a group. It wasn't a big problem. Nice to have the

whole department go at one time. VP Clark: Colleges that have an IT person have been lucky, so have that person, have the deputies. There's a team behind the scenes to make it happen, not JUST the person's computers.

c. MSU President's Report (Richard Davenport) My comments are included under the legislative relations agenda.

d. FA President's Report (Jim Grabowska) FA hosts a holiday get-together...organized by Donna Blom, come see the new conference room. December 4th from 11:00-1:00, everyone is welcome. Met with our unit reps this afternoon...taking proactive role to develop their roles...extend invitation to deans to allow them to [invite them to come to council meetings are wherever they would be most helpful]. We want to facilitate communication – misunderstandings, lack of information can be addressed.

e. Human Resource Report [DeeAnn Snaza, Director]: Vacancy list. Two positions not on list – ASST Director/my old position – new AD will focus on payroll and benefits. Sheri and I will be the Labor Relations experts – working as one. Position posted shortly. Will post a benefits specialist – Therese Mullins will be retiring sometime this year. She will stay to help with the transition. It will be a tough position to fill – she has been in that role for 21 years. It is a huge job with many areas of specialization. We seek your patience as we work to fill those roles.

1. IFO Leave Reporting Update, In January, it will be rolled out that we can report these electronically.
2. Holiday break and limited hours. Closed Tues 24, 25 and Wed January 1. Limited operations other times, offices can be closed, but employees cannot be forced to take their vacation then.
3. 2014-2015 holiday calendar. For IFO doesn't impact, but will be sending out a communication to study proposed dates.

2. Discussion Items

a. MnSCU/Legislative Relations (Standing). President Davenport: Our budget requests are limited to capital projects since this is a bonding year. Our bonding project is ranked #9 on the MnSCU list – the Clinical Sciences Building. One never knows how the legislative session will materialize, however, we stand a good chance of getting our building project supported. The Board of Trustees and the System leaders are taking a strong stand on a very limited bonding bill...fewer buildings and more renovations. What I would say, for an institution that is growing in order to get support for new buildings, we have to demonstrate maximum utilization of our current space. The Carkowski Commons renovation/construction project is a little different and is funded through the revenue fund. I will be engaged in some intensive lobbying this year. The \$17million allocation piece, which was added to budget is very restricted in how we use it. Chancellor Rosenstone is planning to ask

that the \$17 million be changed to base versus one time funding and have restrictions removed.

b. Budget (Rick Straka) (Standing) Shared a handout. Excluding the \$17 million to retain quality faculty and staff, we're in one situation, if that changes, we're in another. The tuition freeze means a limited base budget. This fall, we're down a few students, but enrollment holds steady; graduate students are up 3%. The real change in our revenue is that our expenses have changed. Insurance came in lower as the employees spend more themselves individually. Classified salaries went up. We projected a certain rate of inflation, looks like it's going to be 3.6-3.8%, which makes a big difference, higher than we anticipated – 1% equals \$1 million. Both utilities going up as well. Projecting we could have a million dollar deficit this year but we have money in reserves to cover that. Projecting forward to next year, it's a similar situation. If we have flat enrollment, we will have a \$2 million deficit. What can offset that? If we can get the \$17 million into base, it would make a huge difference. Our share would be \$1.5 million. If that is our base, we are only short a few \$100,000. It is not all bad. I am being a little conservative about projected enrollment. If our enrollment and/or retention is better this spring, those are all things we can add to the revenue side. We may have to look at reallocations or reductions. Not certain but a possibility. All CFOs are in same spot; we are better because our enrollment is stable. Enrollment and retention matters...those are ways we can increase our revenues. As we look through here, how are we going to think about reallocation or shared services. Those will save us money. Contract with Office Max – we have seen some significant savings. We don't know how much of that savings will go back to help fund the shared cooperatives. There are savings with p-cards. Key is what is going to happen with the \$17 million that is parked right now. Not much discussion at CFO meeting. We'll know more in two weeks. OfficeMax will help, cooperative sourcing can help. OfficeMax will mean significant savings.

President Davenport: When you talk about enrollment management. That \$2 million dollars in base...by increasing retention of our students by 150 students solves our deficit. \$1 million dollars for every 150 students. What separates us from other institutions? We have taken a very broad budgetary approach. We are in pretty good position to solve this problem.

Barbara Carson: When we go to the state board meetings, we will advocate for these things.

VP Straka: The \$17 million is to retain quality faculty and staff but has no operational definition. That could be a key part. Without a definition they can't put it in the base it can't be a onetime thing.

Barbara Carson: If we got this allocation to our campus won't it be used to improve faculty quality?

VP Straka: Looking forward to seeing better numbers. Still projections, based on multiple variables.

Paul Hustoles: What is the restriction on the 17 million?

VP Straka: Retain quality staff/faculty – there is not an operational definition.

Ron Nickerson: Without that definition they cannot add it to base. The way it is in appropriation, rider language, it is a special pot of money.

Rick Straka: That really needs to be part of base. If we want to retain faculty/staff it cannot be one time only. It needs to be added to our base.

c. Charting the Future for a Prosperous Minnesota - Discussion (President Davenport)
(AD) Jim Grabowska: The FA response has been sent to Administration. FA leadership supports the core-- access, affordability, extraordinary education. The one concern that came up yesterday, is the level of participation by the IFO in the creation of the next document, which the Chancellor said he would have in place in January in terms of initiatives. We will not be able to contribute to that. Concerns continue. President Davenport: I find this last draft to be much better and more acceptable. There are still contentious issues. The SIX goals approved yesterday are not problematic. The issues are included in the details. Any comments? The plan is on the MNSCU website. We will include it on our website now.

d. Star ID- Update (Ed Clark): Any Questions about Star ID? Jim Grabowska: Will you be able to alert students? We need a cheat sheet in the classroom from IT that faculty can use. Happy to help educate students but we need a one pager. Send it to Donna Blom and we will send out. Lynnette Engeswick: Distance learning students? How are they going to get it? VP Clark: Students will go through the transition Dec 19; they cannot go early. Kiosks all over campus...flooding the communication system. Lynnette Engeswick: If I live in MD, how will I get the word? VP Clark: Email message. Lynnette Engeswick: Our program is entirely online – students are spread all over the country. DeeAnn Snaza: Do you have a separate email list for these students? Could we target the class list? Ron Nickerson: Lynnette is not the only one with entirely online courses. We have to find a way to communicate with these students. VP Clark: We have this same thing with some of the adjunct faculty – some of these folks are not paying attention to our email. Barbara Carson: We have a notice on the first page of our website...for student explaining what to do. Roger Severns: If we cannot log on to page, can we still get to MSU homepage, prominent link – how to suggestions? This will help new students as well as returning students. VP Clark: If students are not here...website is a great idea – I will give this to my team. Greg Marg: Our Administrative Assistant called all adjuncts in a program and walked them through the process. Marie Pomije: Is there any way to let them know at log in this will not work? VP Clark: That is part of the plan. Marie Pomije: Can that message come up after the 19th...can they get a message that tells them how to make the change? VP Clark: No, that will not be an option. President Davenport: Were the 2 year colleges under this same timeline? It seems like a short window. VP Clark: We had all kinds of advice from the community colleges; the best advice is make sure you have people around when you go through this transition.

e. D2L (FA). Jim Grabowska: A faculty member was hacked. What kind of security is in place to protect faculty? VP Clark: I apologize for not knowing about this issue in advance of the meeting. Kellian Clink: Are the grades secure? VP Clark: Is this person part of StarID conversion? No. StarID will be a harder account to hack. I don't know what happened in this case. Barbara Carson: Faculty member signed on to D2L and there were all kinds of stuff on her page – she did not know how it got there. VP Clark: This one is new to me; I apologize for not having more information.

The most common ways people get hacked are easy passwords, having a file out there with passwords. People will send Phishing schemes...time to change password...that one has gotten people. We are not going to ask you to click here to change your password. Barbara Carson: Faculty are concerned because D2L is our grade book. Is it secure? VP Clark: Let's say you are storing it on excel on desktop – that is less secure.

f. Tele-Presence. Jim Grabowska: Concerned telepresence is becoming more popular but limited space. Provost Wells: Guidelines developed around telepresence. I shared at present we do not have programs approved solely on the use of TP. They are programs that existed before but are now embracing telepresence. We need to share principles and also revisit guiding principles as this is becoming more of a used technology. Roger Severns: There are a couple of programs with telepresence; our MAcc program is done entirely on telepresence. That is why they moved to NCC. Now we have confusion about how to reserve the rooms for TP. There are a limited number of rooms. Question is whether we will create new rooms. They are expensive but have benefits in that they cut down on mileage. Provost Wells: MAcc moved to Normandale Community College. We shared our guidelines with NCC. To my knowledge we do not have conflicts in scheduling there yet. Roger Severns: It is not a problem today but it will become an issue. Georgia Holmes: It is a problem in the spring. I have to drive up there in the spring because someone is teaching there. VP Clark: I want to build on what Marilyn is saying, as programs want to teach at the same time [MBA, Nursing, and Education] all in the evenings. But it is very open other times. We have to put that schedule through early...bridgeports must be available for the number of students who want to come in via laptops. Provost Wells: We have to think about scheduling in a strategic manner.

g. Jim Grabowska: What is happening at 7700 and NCC? We are hearing a range of different rumors. Wondering where is the truth in all this. Provost Wells: It is always interesting to hear what you have been hearing. As I understand it, we went in to 7700 before the NCC Partnership Center was available, with the idea that we would re-evaluate once it was completed. During this time, we expanded the amount of space, but enrollments have remained steady. Now that we have the Partnership Center, we have an investment there, and it is less expensive. In regard to graduate/undergraduate programs, there is no formal discussion or decisions about where they will be. Many community colleges want us to partner with them and are willing to give us free space. How do we make those decisions? As we move into master academic planning, this has to be part of the discussion. We must be strategic about what programs and at what location, and guided by the strategic framework of MnSCU. We are in collaboration with partners at NCC and are interested in what we can learn from each other as we move forward. VP Straka: Academic planning drives this, we want metro to provide stream of resources to campus, not vice versa, and part of that is the cost structure of the buildings where we will be teaching. Facilities and finance follow the academic

plan. What are the opportunities at other locations? With Charting the Future, we are in a different place than we were 3 years ago. President Davenport: We have a number of telepresence classrooms at 7700, if we have space for free in other places why would we pay rent at 7700? We have talked about downsizing at 7700, but also realize graduate programs have done well there. We have a contract through June 2016. There is an out in case of financial reason so there is some flexibility but must balance that with being a good tenant. Barbara Carson: This is good, but at the department level – we are analyzing the markets and thinking about what we offer/where based on where we are now. If that is going to change, we need to know a couple of years in advance. Provost Wells: That underscores why we need to undergo master academic planning. It illustrates why we need to do what we are about to embark on.

h. Re-Roster (English) (FA). English Department wants to reestablish the roster; TESOL was re-rostered prior to retrenchment; they would like to be included back as a full English dept. TESL and English moving forward.

i. Benefits and Salaries (FA) Jim Grabowska: FA is concerned about what has happened with Metro State. We want to make sure we don't get the same problems as Metro State. President Davenport: We did send a few HR staff to Metro State to help solve the problem. Director Snaza: Our HR person said thank goodness for our processes here, it can be burdensome but at least we do not have similar issues. We had a successful audit and much of that was due to the checks and balances in our hiring paperwork process. I know paper drives us crazy, and someday we will be electronic, but it is to our benefit.

j. Office Supplies Transition to Office Max. VP Straka: We get significant savings in targeted areas. We will have Office Max come do some training on campus. One of the reasons it is so important for us to be involved – we get a rebate based on volume. We contribute greatly to that volume. We have had considerable encouragement from the system. I am much more convinced that there will be significant costs savings. Roger Severns: Will we have a new department card? VP Straka: Yes. Some supplies are a little more limited. We do not have to change purchasing cards. Still will have next day delivery.

k. Incident Debrief (AD) Grabowska: Scott Olson contacted him and asked what did shelter in place mean? What does it mean? How should people react? David Jones: Learned a lot from this incident. Let me tell you a little about what happened. At 3:15 p.m. we received a call from 911. There had been a stabbing in McElroy. Somebody came into a dorm room, didn't know the people in the room, and stabbed them, then fled. StarAlert was sent out - Shelter in place – which is a common phrase in such incidents. After the alert went out, we continued the investigation; we learned this was not a random incident. After receiving additional information the shelter in place was lifted. As of today, 5 people have been arrested...we believe this was a drug deal gone wrong from the night before. Of

the individuals involved, some were students and some were guests. We need to do more frequent updates. Carriers impact the time at which messages were delivered. VP Clark: Text messaging is not reliable in an emergency...messages will arrive at different time. Not reliable, it is just one of many ways we need to communicate. Kellian Clink: Information was not on the website, not on email, not in places you would assume it would be. VP Jones: Crisis communication team now has new people who were not reflected on important lists. Georgia Holmes: Did message go out to classrooms? Ron Nickerson: It went out but was not clear. Our administrative assistant came down hall – her interpretation was shut the office and go home. Kellian Clink: I think there needs to be improved training. In the library anybody comes in, I am toast. This campus is not prepared to deal with anything. Emily Stark: Could there be 2 levels – major vs. moderate situation? I wondered what I should do, then I saw people outside playing Frisbee. Kellian Clink: Virginia Tech thought it was isolated but it was not. Barbara Carson: Faculty are concerned we cannot lock doors. Frustrated that the fact that it was non-random did not go out sooner. Roger Severns: Do we have a way to flash a message on computer screen? VP Clark: No, not universally. Roger Severns: Would that be more timely? President Davenport: We are going to need to study this issue. VP Straka: We only have PA in Residence Halls and CSU – how do we communicate with everyone? Talking with Suzy, planners will remind you that bad people can use locks to keep good people in...at the very least we should know classroom and office protocol. Kellian Clink: I looked in all the places (university website, the security message place) and there was nothing.

3. Information Items

a. In accordance with the review process, the following policy drafts are presented for informal review that will run from November 8, 2013 to December 11, 2013. Important that people study these and offer their comments now.

A. Revised Policies

1. Acceptance of Materials/Hazardous Waste Donations
2. Campus Information Technology Privacy
3. Emergency Closing
4. Make-Up Work and Missed Classes
5. Mathematics Placement
6. Return to Work Policy for Medical Conditions
7. Student-Athlete Drug and Alcohol Testing and Education
8. Student Complaints and Grievances
9. Tobacco and Smoke-Free Campus
10. Transfer of Credits from Technical Colleges
11. Undergraduate Admission for Non-Degree Seeking Student

B. New Policies

1. Academic Credit Hour Definition
2. Credit for Prior Learning

Copies of all policies under review may be accessed at:
<http://www.mnsu.edu/policies/whatis/review/>, within the "Policies under Review" section.

Comments may be provided electronically (lynn.akey@mnsu.edu) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). Please submit comments no later than December 11, 2013.

FA/AD Meet & Confer Scheduled Meeting for 2013-2014

Thursday, January 09, 2014 – 3:00 to 5:00 MH 210 (FA Chair/AD Agenda)

Interim Dean Brian Martensen

Thursday, February 20, 2014 - 3:00 to 5:00 CSU 238 – (AD Chair/FA Agenda)

Dean Jean Haar

Thursday, March 27, 2014 – 3:00 to 5:00 - TBD – (FA Chair/AD Agenda)

Dean Walter Zakahi

Thursday, April 17, 2014 – CSU 253 – (AD Chair/FA Agenda)

Dean Brenda Flannery

Thursday, May 08, 2014 – 3:00 to 5:00 – CSU 238 – (FA Chair/AD Agenda)

Interim Dean Maria Bevacqua

Kimberly Greer / Kimberly Greer *Kellian Clark* / Kellian Clark