

BSUFA Meet and Confer

August 11, 2004

Called to order at 12:40.

Present: Jon Quistgaard, Rod Witt, Eric Forsyth, Elizabeth Dunn, Tom Fauchald, Joann Fredrickson, Bill Maki, Sharon Gritzmacher

Enrollment Update:

Quistgaard: We're down 2% for fall; up in transfer, down about 50 freshmen. Too early to guess if we'll be made up at open registration. May be a modest increase to offset the decline. Other institutions are also giving mixed enrollment reports.

Transfer scholarships increased from \$600 to \$1000 this year. May be up 37% if all transfer students report.

Doing better in recruiting from the outer rings of the Twin Cities. Concerns exist in NW Minnesota regions, there are fewer high school graduates to recruit from.

Admissions Office is involved in a pilot project with ACT profiling data of students who should apply to BSU but don't. Results will help focus recruitment efforts on potential students rather than expending efforts on unlikely candidates.

There are new 2-year college arrangements coming up, but we won't see the results or improvements until next year.

We're in the middle of the pack for retention and graduation rates. Previously we were closer to the top for both. This is of concern. Reasons for this are unclear. It may be due to geographic issues. We may look at doing exit interviews again. We need to take a hard look at that.

Building/Facilities Update

Maki: Bridgeman construction on schedule. Jeff Sande working with IT faculty to ensure that they have things ready by the time classes begin.

Parking: follow-up to last month's discussion. Parking lot planned for the Berg lot won't be ready this fall. We've taken a step back after a neighborhood group of 25-30 people expressed concerns about the future of the area. A follow-up meeting will be scheduled. We'll include the neighborhood in planning alternatives over the next 4 – 6 months.

Dunn: We appreciate that. This is a faulty housing area. They worry about the future. We need to better educate students. On campus students should walk to class. We need to promote a green campus.

Maki: The last link of the new electric loop update is being completed. There will be an outage on Wed. 8/18/04. The campus will be notified of buildings affected.

Quistgaard: The system office approved the 50% pre-design review done on Sattgast. The pre-design plan will be finished this semester.

Budget/Allocation Update

Maki: Nothing new in this area. The latest budget stands until final enrollment figures are determined in September.

Fauchald: Will there be additional cuts beyond those expected?

Maki: Enrollment driven figures will need to be looked at.

Fauchald: This will affect our appropriation next year.

NTC Update

Quistgaard: Not much new. July 1 NTC became stand-alone institution. Accreditation is satisfactory. Enrollment is up 25%. I would like to introduce the new Provost to the campus.

Legislative Update

Quistgaard: Have talked to both area State Representatives. Both Frank and Doug want to maintain and build relationships with BSU. Say they will support all bonding projects for BSU and that they don't have an "agenda."

An awareness issue: Concerns with the higher ed reauthorization act. Proposals will be bad for our students as far as SEOG is concerned. I've discussed this our representatives in Washington. It's currently on hold.

Fauchald: What about our State Senator and the bonding bill? We're concerned about her support of some bonding bills. She should ask, "Is her district being treated fairly?"

Quistgaard: A meeting is scheduled and these topics are coming up.

Searches/Positions Update

Fredrickson: An offer will probably be made today for the position of Director of Admissions. He is highly qualified and has had much previous success in recruitment.

Associate Director for Hobson Memorial Union position is in the review process.

Fixed term Industrial Technology Model Design position is vacant. (IFO Position)

Fixed term Woodwind position is vacant. (IFO Position)

News and Publications Asst. Sports Information Director position is vacant. Fixed term.

TRIO/Upward Bound Asst. Director/Coordinator for Academic Services position is in the review process. Fixed term.

TRIO/Upward Bound Coordinator for Outreach Services search has begun. Applications being accepted. Fixed term.

Vice President for External Relations search is in progress.

Witt and Fauchald: What about switching around fixed term people in math.

Quistgaard: There is nothing to report on that.

Fredrickson: There are classified position vacancies for:

Customer Service Specialist Intermediate, CEL

College Laboratory Services Specialist, Chemistry Department

General Maintenance Worker, Physical Plant

Personnel Officer, Human Resources

Maintenance Carpenter.

Quistgaard: We need to look at ways of recruiting qualified applicants who will increase the diversity of faculty and staff on campus. We all need to think about this.

Promotion and Tenure

A formal letter detailing Promotions and Tenures was distributed.

Program Indicators

Fredrickson: distributed a handout detailing a new model for Program Indicators developed by Collins that potentially may replace the current "12 Program Indicators." Program indicators currently in use can be sorted within this model. What we are doing now is good, but this model may be a better way of determining whether there should be new positions in particular departments or areas.

Fauchald: The idea of economic engines is no longer valid given the allocation model. This is all about instruction. We're at 47%. We need to look beyond instruction and have actual data on expenditures. What about football, hockey, the library, the foreign student piece? Instruction is always at the forefront. The rest of the University must come up with something. What are the quantitative measures that everyone else uses to fill positions?

Maki: We need to apply the same principles and measures to both instructional and non-

instructional programs. .

Fredrickson: Bill (Maki) is trying to apply Collins' model to non-instructional programs.

Quistgaard: I think what you're hearing is that this indicator approach will be forthcoming in other areas as well.

Witt: We need to look at transparency and application of the process. We often feel that doing these things doesn't pay off. That has been our history.

Fredrickson: The value will be in formulating discussions regarding information that will be sent to MnSCU. I'd like to know well in advance what positions will be anticipated rather than being caught flatfooted.

Forsyth: The treatment does not seem equitable for all programs. The history is that retiring faculty are often not replaced. The same isn't true for some programs. For example, in athletics if we lose a head coach there is an immediate search and rightly so, but that isn't necessarily the case if we need faculty. An example is Philosophy. They've tried for 20 years to get new position and they've never gotten it, even though they have documented a need through course enrollment.

Fredrickson: Yes, Philosophy has proven a need. Indicators will be different for different parts of the institution. It requires a lot of analysis up front and then we should be able to determine whether vacancies should be fast tracked or not.

Witt: How will this work when proposing new programs?

Fredrickson: People proposing new programs will need to provide an analysis for review. Please review the program indicators document and provide us with feedback.

Fauchald: We need a planning mechanism to react to changing market situations.

Marketing plan

Fredrickson: Last year we had conversations about "Branding." The most common theme was that BSU transforms lives through quality learning and personal experiences. We're working to develop a slogan.

Quistgaard: We've had concerns for years about needing to strengthen our marketing and communications. We need to commit resources. We need success beyond Northern Minnesota. We've engaged a firm that has developed a marketing plan. Representatives of all bargaining units will be invited to review the plan and comment on it.

Gritzmacher: Where will those resources come from?

Quistgaard: We'll have to locate them and we'll have to make some hard choices.

Fredrickson: Some can come from reallocation of current advertising budgets.

Quistgaard: We need to move beyond the silo approach to a unified campus-marketing plan.

Forsyth: Do articulation agreements help?

Quistgaard: Yes, but we need to reach more broadly and be more focused. Just received approval for Fall 2005 to no longer charge out of state tuition. This is a pilot plan and includes Moorhead and Southwest. We all have carrying capacities that aren't being filled.

Administrative Positions

- Associate Vice President for Academic Affairs (plans to release currently held position)

Fredrickson: We would like to release this position.

Fauchald: We are in a better position this year than last?

Fredrickson: Yes, we only had to cut \$400,000 rather than \$700,000.

Forsyth: We have \$125,000 for salary and fringe?

Fredrickson: Yes, in the budget. The reasoning is that my position is changing to the Provost model. I need the support. I haven't looked at this lightly.

Forsyth: The consultant suggests that management is hurting.

Quistgaard: Develop a position description and bring it back to the table.

- Director of Computer Support Services (retirement & position restructuring)

Maki: Fred Hartman has announced his retirement as of 10/05/04. We'll need an interim position. In the long term, this technology position needs to be at the VP level.

Witt: There are concerns about the consultant's review of computer services.

Some Administrator: Send us comments.

Fauchald: Get a copy of the report to Wendy to distribute to the BSUFA Computer Committee.

- Assistant to Dean/Graduate Studies (new position, similar to Asst to Dean for CEL)

Fredrickson: This is a new position and is recommended as part of the effort to revamp grad studies at BSU. Position would free up Tadlock for other activities. His responsibilities include both COPS and Graduate Studies.

General Discussion: Lots of nice things said about Tadlock's efforts and the results he has achieved. Agreement that he is overworked.

Fredrickson: Funding for this year comes from salary savings from the retirement of Carol Christenson. I am also holding 1 more position, the Former 2 + 2 position, so have additional salary savings.

Dunn: Any idea about reorganization at the deans' level, Integrative Studies and the Library?

Fredrickson: Interesting, we should have a discussion. There is so much potential. We need to have a conversation with the International Studies Council. They want to entertain an International Education Institute.

- Foundation Leadership

Quistgaard: We're fortunate to have an aggressive Foundation Board. One member is a VP for 3M, another a VP of General Mills. Also have experienced fund-raisers. Board has big ideas about how much money Foundation should raise. Next year's goal is \$3.5 million, up substantially from this year's goal. The current Endowment is around \$10 million. The Legal Legacy is between \$12 and \$13 million.

With Carl Baer's phased retirement the Board believes that there aren't enough people out raising money. Money should be for more than scholarships. We need money for technology and other operational. We have to rely more on tuition now that state funding has been reduced.

Board wants a new Foundation VP as well as another position. Positions would be paid for with Foundation money, but fringe issues need to be worked out. We're anxious to move forward. We need to do a national search.

NTC-Bemidji/Co-located Programs/Tri-College Model

Fredrickson: With BSU/NTC co-location program for model making beginning this fall, we've been looking at ways to facilitate student access to both schools. MnSCU wants a seamless model allowing any administrator to access pertinent student data for registration, financial aid or billing. BUT, the system doesn't yet exist.

We plan to modify and adopt the model used by Concordia, Moorhead, and NDSU. It's a behind-the-scenes approach that puts lots of pressure on the registrar's office but is easy on the student. BSU faculty will teach BSU classes and NTC faculty will teach NTC classes.

Witt. We've put off our arrangement with Duluth for a semester because of the same issues. Will that be ready to go by spring?

Fredrickson: That should be on track, but the Duluth model is different and will probably be a financial aid consortium. Bob Griggs is working on it.

Dunn: Will this move us beyond co-location or do you see MnSCU picking up on this?

Fredrickson: We are only talking about financial aid packaging, billing and registration.

Quistgaard: More collaborations will be encouraged wherever they make sense. We currently offer the Gen Ed for NTC and don't see that changing in the short term. We may also want to look at other programs. There is no grand master plan right now.

Dunn: When does it make sense to talk about absorbing NTC.

Quistgaard: That is premature. They need the chance to stand alone. They're looking at new ideas and directions. We asked others institutions for their best advise and they say don't rush to merger. That's the current track. I'll keep everyone informed.

Fauchald: The concern with co-location is that when barriers are removed student flow could have long-term consequences. Students might want to get their lib ed classes out of the way at NTC. This is an emotional issue especially give our current financial and enrollment situations.

Review of the Planning Process

- Dan Rice, Consultant

Quistgaard: The Planning Process needs to be revisited.

Fredrickson: Last spring BSUFA presented us with a document outlining concerns with the planning process. Some problems are easy to fix, others aren't. Dan Rice has vast experience in educational leadership. He'll help us review what we have. He'll meet with all constituents.

Quistgaard: Questions we're asking include how do we make the process more dynamic, allowing for structures to change? Currently there is no process for change. We also want to determine what should go to planning and what should be handled at the departmental level.

Minnesota Campus Compact Renewed

Fredrickson: Previously we were part of the Minnesota Campus Compact. It's designed to help campuses and students identify service-learning opportunities. They have a strong grant arm. We will again be joining.

Administrative Response to Tom Fauchald's Data Presentation: CIP Codes and Percentage of Budget Spent on Instruction

Fredrickson: There are questions about the Institutional Cost Study. We want a fuller discussion and better understanding of the issues.

Fauchald: My point was that we need to further examine the way funding is being driven. There are issues of instructional versus non-instructional costs. There are discrepancies in the allocation model.

Survey on Engagement

Fredrickson: A follow up to the last M & C. We'll be conducting a survey among all units – faculty, staff, and students to determine what kinds of civil engagement activities we are involved in.

Because this meeting was the last for Eric Forsyth, Faculty and Administration expressed appreciation for his participation during his term as Vice President of BSUFA.

Meeting adjourned at 2:50 PM

Respectfully submitted,
Sharon Gritzmacher
Secretary, BSUFA