

**October 13, 2010
Meet and Confer
4:05 p.m.**

Attendees: Nancy Erickson (NE); Richard Hanson (RH); Lisa Erwin (LE); William Maki (WM); Troy Gilbertson (TG); Tom Fauchald (TF); Jeff Ueland (JU); Keith Merek (KM); Jeanine Gangeness (JG); Derek Webb (DW); Kathryn Smith (KS)

Opening Queries

- **Are there any faculty under investigation –**

NE: no

KS: further inquiry

NE: there was an investigatory meeting and no further action will be moving forward, the charges were not substantively supported.

KS: Will the faculty receive a letter this week?

NE: Yes

- **Are you considering rostering**

RH: I don't know what rostering means. Could you describe what it means here?

JU: Referred to Article 20 of the Master Agreement and defined rostering.

Inserted for information purposes:

Subd. 1. *The President may, after meeting and conferring, designate or redefine various academic departments and programs consistent with the university's mission and scope of academic activity. Departments or programs defined as of the date of execution of this Agreement shall continue to exist unless the President, after meeting and conferring with the Association, redefines departments or programs based upon the needs of the university. Redefinition of departments or programs shall occur no more than once each year, and shall be announced by and effective with the posting of seniority rosters on March 1. Such actions shall not be subject to the provisions of the grievance procedure.*

RH: I don't think so. We are considering retrenchment; rostering would be more delicate.

- **Considering retrenchment (ad hoc committee charges part of this)**

RH: We are.

TG: We have a few questions about retrenchment. Would you like to answer them now? (TG handed RH a list of questions)

RH: Sure, let's take a look at them.

TG: Is this announcement (Oct 13th) intended to be the required Meet and Confer announcement?

RH: Yes, two are required – this is the first one.

TG: What are the reasons and supporting documentation for retrenchment?

RH: Budget problem is the primary reason. The impact from St. Paul will be at about 3-7 million dollar deficit

TG: The BSUFA is requesting information on steps the Administration is taking to avoid retrenchment by attrition, selective filling of vacancies, retraining, and intra system transfers, other assignments within the university, phased retirements, early separations, and so forth.

RH: Attrition - Yes; selective filling of vacancies - yes; intra system transfers – I'm not sure how that works; other assignments within the university – if it is appropriate; retirements -

We think BESI, retirement,

I would be happy to write something up on this question and provided to you (TG)

TG: It should be noted that pursuant to Art 6, Sec B, Subd 3, the BSUFA is entitled to respond in writing or to request a second meet and confer to be held within ten (10) duty days of the initial Meet and Confer on the topic of retrenchment.

RH: Yes, of course

TG: With respect to the ad hoc committees requested by you (President Hanson), it is the position of the BSUFA that this committee will not be called upon to make decisions or recommendations about which particular faculty positions should be saved or terminated.

RH: That's true they will not be asked to make those decisions, but I do want advice. I will get the charge done.

RH: Will that be done at the next senate meeting?

TG: Yes, November 1

RH: that (timeline) is frustrating

TG: The BSUFA is reminding the Administration that in cases where rosters include brand new probationary faculty who will not be renewed effective May 2012, other more senior probationary faculty and tenured faculty may not be retrenched prior to May 2012.

RH: Yes, I know that – I will follow the rules

TG: Will budget issues effect decisions for tenure, promotion, and sabbatical requests?

RH: Sabbaticals and promotion are resource issues so perhaps. Tenure, probably not. Probationary track positions will go forward later.

TG: So you are saying that the budget will impact promotions and sabbaticals.

RH: Yes, since I am not sure how we would pay for promotion. Sabbaticals will be the first to go – then promotions would be considered.

RH: Bill could you talk about the BESI structure? Would you like this done now (to TG)?

TG: yes

BESI process:

WM: provided a handout specific to IFO (see attached pdf "BESIPlanhandoutIFOOct13")

Structure was provided with the MOA for an extension on the retirement

See handout.

Notifications will be sent out tomorrow (October 14, 2010) to specific individuals.

KS: asked for clarifications on the lottery process

WM: we will seek out that information, all individuals will be provided a fair shake in the lottery as long as they make the November 15th due date.

TG: Clarification on number of BESI's

WM: Clarified the maximum number of BESI's we could accept is 21. The positions will not be replaced.

RH: The BESI is a retirement program and the BESI is seldom strategically focused, not a sculpting process. The strategic decisions will be made later. We need to wait to see what happens.

JU: this seems like a different decision. This doesn't seem serendipitous

RH: This is not serendipitous; we want to see if this impacts our problems. We are strongly focusing on the liberal arts and some of these programs will not be able to offer as a major – and that is intentional. We need to teach students how to think and that happens in the liberal arts, however we cannot offer the broad range of majors that we have in the past.

TF: Clarification on the plan...

RH: we are moving forward to decrease the number of faculty.

KM: You mentioned that this is about financial savings, are there other areas that will be reduced?

RH: Other than liberal arts and reducing majors, no

JU: This seems to be a complete flip from what has been the mission of our university in the past – specifically, us being a: “Liberal arts university with select professional programs”.

RH: I don't know that it is a flip – but I don't know that the other (mission) was accurately describing what this university is

RH: I know this is a change, however there is a lot of discussion about higher education at the national level and the comment is that higher education is broken. I don't agree with this comment (that higher education is broken), but the basis for this belief related to three main issues

1. Student Completion of their degrees
2. Debt incurred during the higher education process
3. Employability after they obtain their degree

We need to address these issues in a responsible way. We need to be distinctive, the root of quality,

In a way we need to reinvent ourselves focusing on distinctiveness, sustainability, innovation, and employability.

Some of the professional programs are strong, some are not. It is time for us to be more focused and stronger – and operating from a base of strength.

We need to realize that our student body and subsequently our recruiting efforts are predominately south of HWY 10 – we are competing in the metro – this is critical to us and our sustainability. We need to move forward with distinctiveness and clarity. We have the people; we need to make some changes. High cost – low enrollment programs are going to be looked at... sometimes those programs are the distinctiveness of the university.

The vision is coming together, I will be posting on my website on Friday about how sustainability and distinctiveness will guide us

(<http://www.bemidjistate.edu/offices/president/budget/>). A calendar will also be posted.

This is a sculpting and shaping process not a hacking process.

TG: Tell me more about the calendar and the dates

RH: Reviewed the following dates and referred us to the website (link above).

BESI will be available through November 15

Open forums next Wednesday (adjusted to next Tuesday)
 January we will roll out a version of the model (program reduction)
 February notify program actions
 March a series of notifications will happen – these will be posted on the website
 TG: Could we request an earlier forum time – due to other IFO requirements next week
 RH: We could do it either Monday or Tuesday – one in the morning and one in the afternoon. We will make a change. We will go for Tuesday
 KM: if this goes (BESI) as you are expecting – what do you expect to save
 RH: how many are eligible? About 30
 TG: Do you expect about 18 to take them?
 RH: Let's say 15 took a BESI that would be about 25% of what we need to cut. These are just gross calculations.

Updates

LE: **Enrollment** update up 3.8% - 5,635 students overall, retention is up .5% is encouraging (FTE increase by 6%)
 WM: Budget update – posted on the presidents website
<http://www.bemidjistate.edu/offices/president/budget/docs/2010-10-06-2012-2013-budget-projection.pdf>

WM: **Facilities** update – there is nothing new

Positions update –

NE: There is a fixed term nursing position for spring going forward, an administrative assistant for VP is posted. Probationary positions are being held.
 WM: Is this a good time to talk about the VP for Academic Affairs position?
 TG: yes
 WM: VP for academic affairs – Bill Maki will chair (Memo from Presidents office – see below).

Memo dated October 13, 2010, stated:

*RE: Proposed Search Committee Structure for Vice President for Academic Affairs Search
 It is time to move forward with a national search for the Vice President for Academic Affairs position. I am writing to propose the committee structure for the Vice President for Academic Affairs search which will commence this fall semester. Committee representation for the Vice President position is proposed as follows:*

Committee Chair: Bill Maki

Dean: TDB

Faculty: Four representatives, with one from each college and one at large

Administrative/Service faculty (MSUAASF): one representative

Student: one representative

If you have any questions regarding this proposal, please contact me at your earliest convenience.

Once the committee structure is agreed upon, I will ask for your cooperation in identifying representatives by October 29, 2010. I anticipate the initial committee meeting will be convened by Bill Maki in early November. It is anticipated that Campus candidate interviews and public forums will be initiated early in the second semester.

Thank you.

WM: We would like to identify faculty by the end of October. Goal to complete by April. And that will be tough in this environment.

TG: This timeline won't work with our planned meeting of the senate on November 1st.

RH: We can adjust to get going by Mid-November and have the committee review the slate of candidates at that point.

JU: what is your plan for sculpting at the administration level?

RH: all areas will be a part of the changes and sculpting process – this is an entire university plan. I am eager to see who is out there who will want to be a part of our future vision.

Legislative update

TF: There is a Candidates Forum on the 18th at 2 p.m. AIRC for senate district 4 and legislative district 4a

Administrative Items

○ **HLC Forum – October 15**

NE: Advertised – closing the loop and a question/answer time (Bridgeman 100)

○ **HLC Accreditation Letter**

NE: a letter was received – reviewed the process. Letter of 10 years of accreditation.

○ **HLC Assessment Academic**

NE: Application to the academy for the spring group – up to five people to learn more about HLC and bring information back to the campus

TG: we had a preliminary meeting about the workshop coming up next week – and we will bring back more after completion of the workshop

NE: this is all a part of the culture of assessment

○ **NSSE (National Survey on Student Engagement) & Assessment Summary**

NE: Will send out information via e-mail – good overview and action points.

Procedures for overload and adjunct assessments provided to the group – will be sent out to the group via e-mail

Internships information will be sent out via e-mail

LE: will send a memo on non-IFO people teaching courses

NE: Requesting a consideration of change to the 3.22 MnSCU policy - Request to include learning objectives on curriculum form

TG/JU: we will take that under advisement

MOA on retirement

TG: This agreement has been approved at the state IFO. (TG then signed the MOA and asked if he should bring it down state)

NE: Yes, Chris is expecting it

5 Year Course offerings

TG: the purpose of the list of 5 year not offered course list is not a plan for re-sculpting. Process has been sent out by Dave Carlson and will be sent to the faculty by TG.

LE/NE: yes that is the process.

KS: re-asked about the five year – not taught list

NE: The idea is that courses in the catalog are the courses that are being taught. We are doing housecleaning

KM: this is a department decision

NE: Yes it is the departments decision.

KS: clarification

NE: The goal is to have faculty give feedback all along the line

BSUFA letter to Hanson on D2L lurking

RH: Asked for clarification

KS: Reviewed that faculty should be asked prior to administration coming into D2L teaching sites

RH: Sure, I can give you a letter

Request from Academic VP

NE: Requested a faculty representative for the academic calendar committee

Meeting completed at 5:15 p.m.

Notes submitted by Jeanine E. Gangeness