

**MEET AND CONFER MINUTES
DECEMBER 18, 2013 - 4:00 PM
DEPUTY 301A**

Interim Human Resources Director **Marybeth Christensen-Jones**, Vice President for Innovation & Extended Learning **Bob Griggs**, President **Richard Hanson**, Vice President for Finance and Administration **Bill Maki**, Student Development & Enrollment **James Parker**, Vice President, Chief Information Officer **Jim Pulliam**, Provost & Vice President for Academic Affairs **Martin Tadlock**, BSUFA President **Chris Brown**, BSUFA Executive members **Keith Marek**, **Mike Murray**, **Mike Morgan**, **Rachele Schafer**.

OPENING QUERIES

Are you considering retrenchment? No.

Brown: "Are we considering restructuring? According to State legislation, Number 812 onward, given this new legislation, how does this affect faculty after the fiasco at Metro?"

Hanson: "The question is irrelevant."

Brown: "In terms of NTC I am really excited to learn what we are able to do. We applaud the reinvention idea. Collaboration starts at home."

Are any faculty members currently under investigation? Nature of investigation (no name needed).

Have any investigations been completed? Results?

Christensen-Jones: "Currently there are two individuals under investigation with no results. The one that is close to closure was the issue of misuse of State property; however, this case is not close to final disposition."

UPDATES

Enrollment update

Parker stated that student enrollment was down about 1%; however, they hope to bring the numbers up for the spring. He also stated that there is a projected increase in housing requirement of 1% and that students will double up in dorm rooms if they need to but that would take 300 more students.

The residency requirement begins this coming fall and Student Government has many exciting events planned for the new freshmen including a Student Olympics and a tailgating event. It is hoped that this, among many other methods to engage students being used here at BSU, will assist with student retention. Everyone at the table agreed that we all need to be vested in the students: who we are admitting and why we are admitting them.

When. Parker was asked what percent of students were conditionally admitted of the 23% that are retained from year 1 to year 2, he stated that the difference can vary between 25% to 35%. Finally he said that we need to focus on what students need.

Facilities update

With all the changes about to happen on campus there have been many meetings as well. These meetings have been to let the faculty and staff who are being moved know key issues such as when and where. Decker, Memorial, Bangsberg, and Sattgast will be experiencing changes this spring. Facilities is finalizing the move of people from Bangsberg and Sattgast. Inventory for Benson Hall has taken place so that construction can begin in spring. Brown asked how noise issues from construction in Benson Hall would be taken care of, the response to which was that the best they can

do is to monitor jack hammering around class times. In order to get construction completed equipment will have to be used. Maki will speak at the campus wide address in January.

Positions update

There are a large number of positions, all of which are now listed in NeoGov. It was brought up by Brown that on Neo Gov a posting was listed for an Assistant Professor position in Psychology as “unlimited full time.” Christensen-Jones stated that she would fix it and Hanson stated that it was not an accident, simply not something that we are used to seeing.

Budget update / NTC - Bill Maki

- **NTC update - President Hanson**
- **Athletics**

During the Meet and Confer, one of the members of the Executive Board asked, “Is athletics self-sustaining?” Maki responded, “There has never been a discussion for athletics to be self-sustaining.” Murray asked Maki about how much athletics is spending. Maki stated that it is too early to tell how much athletics is spending this year, probably around \$4.2 million. Murray asked how much athletics spent last year. Maki stated that as of last spring athletics had spent \$3.6 million.

Maki proceeded to explain that the increase in cost was due to:

- The coaches all received salary increases;
- BSU added five new positions;
- Revenue is down;
- Travel costs are up last spring; and,
- Rent at Sanford Center goes up 3% every year.

Campaign update

- Looking to have a \$50 million endowment in two years.
- When asked if the campaign money is safe from the MNSCU system, Hanson stated that MNSCU cannot get into the Foundation’s money.
- The Campaign is moving forward with a series of meetings around the country. In the Chronicle of Higher Education there was an article that said that in the last 10 years one 1/3 of the universities that have received gifts over \$1 million, have received one gift. BSU has received seven gifts over \$1 million. President Hanson added that even a small gift is appreciated, because it is important to be able to say that BSU has 90% to 97% participation in the campaign.
- The Green & White is part of the campaign.

Strategic Plan update

A worksheet for each strategy, goals and initiatives, is being created. Need to assign responsibility, a type of calendar for each area remaining. The Strategic Plan covers the mission, vision, and values of BSU. The preliminary plan needs to be distributed, then it needs to go back to Hanson; then it will have to go through all the bargaining units.

CARRY OVER AGENDA ITEMS

1. Electronic Communication Recommendations –

(James Parker) (9-25-13 item)

Reviewing feedback – coming back

2. Update on Metro Plan and charting the future discussion – (President Hanson) (10-9-13 item)

More concerned about our Strategic Plan than theirs

3. Organizational Logistics for nursing school, directorships & coaches in progress (Chris Brown) (11-13-13 item)

- Someone to handle the contract issues, TRIO;
- PDR responsibilities for the Chair?;
- Logistical standpoint;
- Coaches communicating with each other;
- PDR is due in February; and,
- Determined to discuss again later.

4. Student Development and Enrollment organization. If still needed? (James Parker) (11-13-13 item)

Parker spoke of student preparedness and the need for the assistance of Disability Services to assist students who may not be quite ready for BSU. Brown said that he would take this to Senate.

5. Draft Policy on purchasing computing & printing equipment (Keith Marek/Bob Griggs) (11-13-13 item)

Charge backs for printing costs

Departments didn't pay for their own paper and toner

In January will be charged per page printed, difference between color and black and white. Incentive to use the Print Shop

6. Emergency training (Chris Brown) (11-13-13 item)

Brown stated faculty are willing to partake in drills to make sure that BSU is a safe place for students, staff, and faculty. Maki stated that he has many plans to assist BSU including a visit from a member of the Bemidji SWAT team. Parker stated that this was a great move in the right direction because there are:

- Eight students who are bipolar on campus;
- Students who have attempted suicide on campus; and,
- Students who have been admitted to long-term health on campus.

NEW ITEMS

1. Lib Ed assessment and class sizes (Keith Marek)

Assessment issues in large Liberal Education classes were discussed by Marek. It has become difficult due to the students that are chosen randomly to be assessed are frequently not individuals whom the professor has had in his/her labs. This means, according to Marek, that the professor has to do extra grading on top of what has been assigned to him/her. Hanson asked how much time faculty are spending assessing the extra students. Marek stated this varies because the additional assessments include Teacher Education and Programmatic assessments. Hanson recommended that Marek and Tadlock visit outside of Meet and Confer to determine an average amount of time.

2. Support of new technologies & system scans (Chris Brown/Jim Pulliam)

Pulliam spoke today about the support of new technologies and system scans. Brown asked Pulliam if IT was, or was going to be, scanning the computers of staff and faculty for illegal software, as has

occurred at another University in the MNSCU system, according to Brown. Pulliam stated that he was unaware of any such scans, but that he would keep a look out for it. He stated that he was not in favor of such an idea because it takes so much bandwidth.

Pulliam stated that Windows 8 needs to be field tested on many of the IT materials. Windows 8 uses touch technology. IT is trying to stay ahead of Bring Your Own Device (BYOD) and touch tech. At the moment ISRS is having compatibility issues but they are putting in patches to resolve the issues. IT is open to what you want to try, but you are responsible for what you attempt and AAC is willing to work with you.

3. Leadership survey of administrators (Martin Tadlock)

The Leadership survey of administrators was presented early to the Executive Board. Tadlock informed us that the survey is an evaluation tool of how well the Deans are doing their jobs and is to address the interest of the faculty.

4. BSU Non-credit CEU policy (attachment) (Bob Griggs)

Today we were given a heads-up about a wonderful program happening at BSU. Kerry Ross, Associate Director of Optivation, is already building more consistency, through the handling of funds and streamlining rules, into the BSU Non-credit CEU policy. This is similar to the Winona State policy

5. Update on class roster & student photo request (Bob Griggs)

Sam Parsons, Web Developer, is developing an early alert reporting system for faculty over break, and the initial development is expected in January. There was a request for a preferred name field as well as a legal name field so that students would have a choice (for example: international students who want to be called an American name). We were told that since Sam is customizing the tool, we would need to speak to him concerning alterations. Academic Affairs has suggested that we use this tool and MSUFA is discussing using the tool at a system level, congratulations Mr. Parsons!

**6. Student request for class cancellation tool - push announcements to students (Bob Griggs)
Class cancelation tool**

Students have requested an app or some kind of customized tool to be able to find out when each class is canceled. The idea is that either the faculty member or administrative assistant would send out the e-mail or text message if the student elects. This will be Phase Two of Sam Parsons' program. Marek reminded those in the room that each Department has its own policies in place concerning the cancellation of classes. Griggs continued that cancellation of classes could be put on a flat panel screen in the lobby of the dorms allowing students the opportunity to check before leaving the dorms. Brown said that he would take it to the Senate.

7. Other

Dynamic issues require collaboration, (Chris Brown)

Brown stated that faculty needs to know where BSU is going to be in 10 years and that there needs to be a quick turn-around between meetings and action. Brown asked Hanson if there needed to be more Meet and Confers and/or additional Senate meetings. Hanson stated, "Probably both."

Dealing with difficult people (Chris Brown)

BSUFA President Chris Brown invited everyone in the room to a seminar on dealing with difficult people.

When are grades due? Calendar says Friday (Chris Brown)

Brown asked concerning when grades are due because according to the calendars the grades were due on Friday but according to the website the grades were due on Monday at noon. Tadlock stated that we always follow the calendar.

CIBT

(Martin Tadlock)

CIBT is not coming for intensive English at BSU because we are using Winona State.

Costing Sheets

(Mike Murray)

Murray stated that it is difficult to collaborate with interdisciplinary programs due to the way costs are assigned by number rather than by faculty on costing sheets. Tadlock stated that this can be fixed on the course level; however, when the course is reported out, it has to go out by the SIP code. The problem of the current method is that the cost study of Department X may be getting credit for the collaborative efforts of a Professor in Department Y. In a collaborative program the Professor would be double rostered.

NEXT REGULAR SCHEDULED MEET & CONFER MEETING:

January 8th, 2014 - 4-6 pm - Deputy 301A