

**Present:** President Richard Hanson, Vice-President William Maki, Vice-President Patrick Guilfoile, Interim Human Resources Director Marybeth Christenson-Jones, Vice-President Bob Griggs, Vice-President James Parker, BSUFA President Chris Brown, Negotiator Jeff Ueland, Board Member Josefina Li, Board Member Keith Marek, Treasurer Sheila Paul, Interim Negotiator Mike Murray, Secretary Ráchele Schafer

### Opening Queries

**Question:** Are you considering retrenchment or re-organization?

**Answer:** No

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

**Answer:** No

**Question:** Have any investigations been completed?

**Answer:** Yes

**Question:** Results?

**Answer:** No

### Updates

Parker stated that for the 2014-2015 school year there is a goal of 850 first year students and 250 transfer students. Currently AAR has brought in 656 students around with 458 students becoming enrolled and 133 transferring. Housing applications are up to 436 which is up 13%. The concern is still with retention numbers which are 87% down and the raw numbers are higher for returning applications for housing.

### **Facilities update**

Maki indicated that the construction has already started on Benson Hall's first 2 floors. The concern is how do we deal with all the construction? It is important to remember that the construction is a good thing and a temporary inconvenience. Schafer recommended that Administration could communicate with the students with the awesome social media sites that BSU already has available. Maki said that they could use Andy Bartlett for this project.

The construction for next year will be less student-based. At the moment Memorial Hall and Sanford Hall are in the process of getting the construction documents together. There are possible renovations in the student union as well.

#### **Relocations:**

- BSUFA will be moved just still working on it
- Print shop will be moving to Deputy 2<sup>nd</sup> floor
- Webmasters moving to Deputy 1<sup>st</sup> floor

### **Positions update**

The majority of the positions have gone through. When asked about the failed searches; the physiologist and the microbiologist tenure track positions will go forward again next year.

Murray requested the rationale update for 2013 – 2014 for Adjunct positions for the next Meet & Confer.

A question was raised about faculty not being on financial aid position and another committee. Brown stated that faculty are busy and don't have the time for more committees.

### **Budget update / NTC: Bill Maki**

Maki is hosting a Budget forum tomorrow. Depending on how things go, some of Carry Forwards may not exist next fall. There is a very small number that affects the loss.

**Question:** How much will BSU cover NTC for 2014? **Answer:** ½ million; There are so many moving pieces that prediction is difficult (memberships, debt on our buildings, attorneys' fees...). It will take at least one academic year to change NTC. Good news, summer enrollment up slightly.

Carry over agenda items**Update on Student Preparedness for University Success**

This proposal was taken to Academic Affairs. The Academic Affairs Committee found it interesting how the SEMP Committee has a similar construction and mission as this proposal. President Hanson stated that we need something different due to developmental issues, revenue through student retention and recruitment. Some of the SEMP committee members were concerned that they were already doing this. Brown requested more specific communication to take back to the Senate.

Students are arriving at BSU technically unprepared. Build Developmental education through NTC while articulating with BSU. Lower the percentage of students who are unqualified and the numbers in enrollment go up. The Executive Committee will be on duty this summer and will participate in the vetting process. The Executive Board will have a say in what happens with NTC. There is no way that NTC will become a community college. NTC will focus on structure and developmental education. The report is due to President Hanson on May 2nd and he will think about it for a month before he calls on the Executive Board.

**Course evaluation proposal**

BSUFA President Chris Brown: DOA

Vice-President Guilfoile: The intention was to have a campus-wide course evaluation.

New Items**White Whale update**

On 4/17/14 the White Whale CEO will be in Bridgeman 300 at 11am and 3pm to review the final candidate for the home page. White Whale wants to hear your feedback concerning user experience rather than marketing. The CEO is also wants to meet with the ACC and needs to e-mail Pete McDonnell. White Whale is starting work on nonacademic sites this summer, and academic this fall and winter. They are developing the templates for the Departmental pages for the core site. White Whale has a questionnaire as a starting point. Departments can request for electronic form. The MBA's site will be pushed back to this fall. It is important that Departments have one person to fill out the survey; the Campus survey should garner 165 responses.

**New checklist for unclassified appointment**

This is a checklist created by Marybeth Christenson-Jones to assist Departments when interviewing potential hires. Individuals who fall under classified are faculty and administrators. Such things as individuals eligible for fixed term prior consideration: if someone is already in the position, the person gets first choice is in the checklist.

**Timeline calendars for tenure or promotion 2014 – 2015**

Complications occur to the tenure and promotion process when the report goes to the Chair and the Dean at the same time, because there is no time for the Department to have feedback. Administration decided that Keith Marek should meet with Diane to work on the problem.

**Academic Assessment Committee membership and Release Time for Assessment Faculty**

Some Assessment Committee members are losing reassign time because the work load has reduced due to Departments working on it themselves. Let's maintain status quo until HLC is completed, after that the committee will stay but the reassign time will dissipate.

**Load/Overload guidelines for arranged courses**

The attachment is being provided with the intention to provide more clarity for when a regularly scheduled course is offered. Overload only applies to those courses that are regularly scheduled and that the faculty member would generally be paid for teaching.

**Summer Chair 3-way sign off**

There is a 3-way sign off on chair duties, teaching are not a requirement. The chair might lose some of the chair duties if teaching all the time. The contract says that the Chair, the Dean, and the IFO President sign off on this.

**Advising Success Center and Career Services**

Parker's goal is to blend the Advising Success Center and Career Services. According to Parker this will provide more strategic enrollment, best practices services, streamlined services, redistributed work, and assist our students in getting a better job when they leave. There are no IFO members involved in this work.

**Directory Information (attachment)**

If anyone calls, BSU has to give the current directory information. There are obvious security issues when anyone who calls will be given the information in the directory. With the change in directory information more students could participate at different levels. The University e-mail will remain in the directory.

**Hard pre-reqs for BUAD**

There is recognition of the value of this and Records can assist Business Administration. VP Guilfoile can have a talk with BUAD; assist in evaluating the common courses; simplify the pre-reqs; the Instructor needing to look at the pre-reqs; and if the Department is interested they can talk to Administration.

**Grad Assistant update**

Graduate Committee reps said that they had no role to assignment of GAs. Joan was being directed to involve Grad committee. Martin wanted recommendation from Grad committee. The Executive Committee would like some assistance in opening communication.

**Scheduling consultant update**

Hire this person for \$1500 for a couple of programs in the Professional Education Department. Students have claimed that scheduling has impeded their ability to complete their area of study.

**Load report**

The Executive Board requested the assignment of faculty.

**19B money usage**

The utilization of 19B money for faculty may or may not have been explained to you. There are some very specific rules concerning 19B money, lovingly called IFO funds in the Departments, because this money comes from the State Legislature to the University. The University gets audited on how it is using this money. It also means that what is purchased with this money belongs to the University.

Therefore, as faculty we need to have everything purchased with 19B funds mailed to the BSU address. The University is under obligation to obtain the best deal possible for purchases, so it is best to have the Office Manager, after obtaining permission, purchase the item with a purchase card or a P.O.

4:30 – 6:30

## **BSUFA Meet and Confer Minutes**

4/9/14

Deputy 301A

If an individual has obtained preapproval for an expenditure first, and then purchased an item with his or her own money, there has never been a reimbursement declined. However, if the individual did not obtain preapproval first, reimbursements will not be granted of more than \$50. Although this is the case, both Maki and Guilfoile stated that BSU does it best to reimburse faculty if the purchase falls in line with the criteria of 19B money usage. Further, BSU cannot reimburse taxes.

**Laurel house** Brown stated that there were those who were curious about how much it is going to cost to repair the Laurel house.

### **Initial Salary Placement Formula**

Market multiplier involved in this

Process – salary guide, degree, years of experience, CUPA data

Causes inequities

Could we have a posting of how salary is figured out

### **Graduate Education**

The question was asked, “Are we going to keep our graduate education programs?” The answer was that MAP talks about graduate education. Even if a graduate program is having a hard time if we have students, we have an ethical obligation to provide a teach-out program. It is true that Administration is going to be looking at graduation education next fall but these are intended for self-reflection for programs to be viable & sustainable.

### **Handicap Parking Reimbursement**

Everyone who purchased one was contacted if they were inadvertently charged. Maki stated that they are looking into charging for handicap parking starting this fall.