

BSUFA MEET AND CONFER AGENDA OCTOBER 26, 2016 – 4:00 P.M. - DEPUTY 301A

Meeting Minutes

BSUFA Members present: Andy Hafs, Carolyn Townsend, Sheila Paul, Derek Webb,
Steve Carlson, Michael Murray

Administrative Members present: Randy Westhoff, Faith Hensrud, Jim Dillemath,
Megan Zothman, Deb Peterson, Michelle Frenzel

Opening Queries:

1. No retrenchment
2. Investigation? Yes – no details provided
3. No Investigations complete

Updates:

Facilities: KS: We just lost a grant that ended up being awarded to UM-Crookston.
Capital bonding : We are # 6 for FY 2017, same as last year. We also have projects
underway for FY 2018.

MM: Budget? KS: We would lose some funding under the new allocation formula.
Student Associations are going to attempt no tuition increase, irrespective of legislative
funding. She will begin running some financial scenarios soon for FY 2018.

SP: The new financial formula favors the two-year institutions. KS: I wouldn't say that
is the case across the board. Dollars were redistributed with very little variation.

MM: Positions? MZ: 2 special ed, accounting, speech (fixed-term), social work,
business admin, Math (fixed-term). Comparatively, it looks much better than in the past
years regarding the schedule. Winter break: most searches should be wrapping up in
January. All agreed that this was exceedingly positive.

Enrollment: MF: Very successful open house. 1500 visitors during the month of
October, including students and parents. FH: She was impressed by the level of
engagement. MF: 30-day report: FYE, up .5%, most other sister institutions are down
except Metro and Southwest, up 1.2 and 1.3%. We're in the middle of the pack. 71.7%
fall retention rate for 30 days. Next year's goals include a 72% retention rate. We are
aiming for 848 domestic freshman, up 48 from this year. Specific goals are being set for
2018-2019. A semester-by-semester schedule goal is planned. A "Suggested Course

Schedule” is the goal. DW: How do we compare regarding conditional admits. MF: She does not have data pertaining to that.

MA: Jim Dillemath: IT Strategic Plan. Security Plan. Service level agreements. He’s asking for IFO membership. He would like information back in about a week in order to revise the draft. MM: Suggested that we take this to Senate on November 7th. DW: Could we get digital copies of this? JD: Yes. MA: Discussed the composition of the committee. It pertains to strategic planning. JD: He will send it to senate.

Admin Evals: SC: We would like the evals to be conducted as soon as possible. MA: In favor of evaluations and implementing these soon as well. We will have a model in place soon.

Professional Program Discussion: MA: It is absolutely essential that we have a discussion about this. Nursing, Education, and other “professional programs” should be or could possibly be placed differently. RW: We used to have a professional studies program: business, etc. MA: We’re not sure if a rearrangement would help or produce more strain. We are, however, open to the discussion. MM: 3 interim Deans? MA: 2 MM: What’s the timeline for interim deans to expire? Would you reorganize colleges and hire deans simultaneously? MA: Keep deans at the interim level for one more year. The deans need to be involved in this discussion. FH: She has spoken with the deans but has not received a definitive answer at this juncture. MM: We simply cannot add another college. SP: Designation, School of Nursing? Should we cease using that? FH: We have not had a full opportunity to flush this out at this point. MA: What goes on with your accrediting body will be factored into the equation. SP: Advisory boards are coming up in December and this question will persist. MA: We need to have a scheduled meeting soon. FH: BSU and NTC/deans meeting on this topic soon.

National Coming Out Day: DP: Bridgeman. 30 folks attended. Plenty of cake was left over. Presenters were asked to share their stories. In almost all instances, personal stories described struggles. How might we create a more welcoming environment? Students talked about the need for a welcome center. SafeZone training was mentioned, training for faculty and staff, and attention to gender identity was also discussed. Establishing greater ties within the Bemidji community. Randy and Michael were also present for this. SP: Is there a reason why we have to put gender on the forms? D.O.B. for consultants on forms? Vendor forms require a d.o.b. Why do we need that? Why is gender identification needed on some forms? KS: She believes this info is needed to identify the correct vendor. MA: I’d be for taking the date of birth off. DP: Indigenous People Treaty Day: Well attended, several speakers, good material. Bill Blackwell and she will think of other events. November 28 has been identified as a cultural awareness discussion day.

MA: Office hours, FH: She has held office hours twice, once in Hobson, once in Sattgast. She had 8-10 people in a 2-hour block. She plans to move it around campus so people do not feel obliged to come to Deputy. MA: Deans will have office hours set soon and all are in agreement that it should take place. He likes being invited to classes, just not 7 AM classes. He appreciates interacting with the classroom particularly. He likes the insight. He would be willing to hold standard office hours if we feel that he should as well. MM: We appreciate open office hours too. It's a welcome addition.

Non-tenured chairs: MA: He is personally and professionally uncomfortable with un-tenured chairs. It will take an exceptional situation to place a non-tenured person in this capacity. MM: Faculty members nominate chairs, but at the end of the day, it's in the hands of administration. Exceptions would have to be negotiated. DW: You are welcome to contact the central office and put items forward for discussion.

ABD: MA: He would like annual progress reports pertaining to faculty members reporting on degree progress. MM: There is already a contractual provision. MA: We would like incremental communication. MM: It is beneficial to have ABD faculty highlight their progress in Area 2. MA: It's up to the faculty member to keep his/her dean informed. MM: Asked a question about terminal degrees. He's saying that there needs to be clarity with the application packet. CT: We wouldn't have any faculty if we weren't able to have ABD faculty. MA: Reporting in the PDP is a way to keep people in the loop.

MA: HLC – September 2017. An active plan is in place. He turned someone down recently for grad faculty as that individual does not possess a doctorate. The 18 graduate credits in your sub field have to be honored as well. We're looking at a 4-part process to solve this. We're conducting an inventory of our entire faculty. Tested experience will also be a situational consideration. We will show HLC what we are doing. With new hires, they must have the appropriate credentials. MZ: We might need to ask for transcripts just because they are missing in various files. MA: We need to investigate this and follow a plan. MZ: HLC will want complete files. RW: Standards have changed regarding graduate faculty. Committees are ok for faculty members who do not have a terminal degree.

SP: Search Process: I am not entirely comfortable with Deb Peterson in the room, (but she proceeded anyway.) She is concerned about the Affirmative Action Officer holding up the process. She described anecdotally an incident when her search committee had to bring someone unqualified to campus and that it delayed the search process. We need to trust people to look beyond unconscious biases in order to bring the best candidates forward. MZ: AA has had this for 7 years or so. It cannot be removed. There is one additional step in there with the timeline process. Deb looks at all candidates and can identify individuals in this whole pool that can add to the diversity of the campus.

Between HR, Affirmative Action, Hiring Authority, and search chairs, we are now doing shared access files. This will tighten the timelines dramatically. DP: (Seemed flustered). She spoke of feeling comfortable reinserting the person in the nursing search as she did not see the person “head and shoulders” above the other candidates. She says she does try to abide by what the search committee says. She looked around the table and stated that we “haven’t moved the needle” to hire people of color one bit. SP: She respectfully disagreed. She said that the role of a search committee has merely been reduced to a clerical role. The work isn’t respected. More and more impediments are being put in place. The job is not tenable. DP: MMB mandates this. The hiring authority makes the decision. FH: We did this in Wisconsin (grimaces ensued) MZ: Search Advisory Committees are different these days. We are trying to see how everyone wants us to handle the searches. We have talked a ton about timelines. FH: Have you talked about turnaround time? MZ: She spoke of the shared drive element. That clerical piece has not been hashed out yet. SP: It will be important to maintain the communication, especially regarding pool sizes, etc. DP: The affirmative action offices are legally mandated to check in several times. She reviews all elements for evidence of bias. At the end of the process, she communicates with the hiring authority. There has to be a justification for every hire that does not meet an “affirmative action” hire.

NTC: MM: Will we have to give NTC more money? KS: She spoke of MN State’s request of \$143 million. It is unlikely that we’ll get any money. She’ll start with some financial parameters. MM: What is the timeline for knowing something? KS: November 30.

AAR: DW: 2 senate meetings ago we asked for info. All feedback was to keep the status quo. \$225 for travel stipend on a duty day. (Admin seemed confused about this item in general).

Others? FH: She was extremely pleased with the inauguration. She, Michael and Bill Blackwell also have made several trips to various tribal colleges. They have been well received.

Meeting adjourned at 5: 18 p.m.

Respectfully submitted by,

Steve Carlson