

BSUFA Meet and Confer Minutes

2/1/2017

4.03pm

Present: Steve Carlson, Mike Murray, Faith Hensrud, Randy Westhoff, Michelle Frenzel, Derek Webb, Andy Hafs, Deb Peterson, Karen Snorek, Megan Zothman, Lainie Hiller

MM- are you considering retrenchment?

FH- answer is the same as last time; concerns re finances at BSU. Have possibility of 143 million from budget request, still will have challenges. All things must be on the table.

MM- have you discussed with Chancellor re retrenchment?

FH- I have discussed that we have a 2.3 million shortfall, but not at that stage yet (discussing retrenchment).

MM- we are going to communicate that to senate.

MM- are any faculty under investigation?

DB- no.

MM- have any investigations completed?

DB- a matter was looked into, but nothing resulted.

MM- facilities update.

MA- don't know that I can give one, is KS planning on being here?

MM- we will hold. Is Megan going to come?

MA- in same meeting as KS (both are held up).

MM- enrolment.

MF- Spring- will be flat or a little bit up 0.2 or 0.3% up overall. For summer fall and spring FYE, we were the only institution in all three semesters that were all positive. Think this is something to celebrate.

AH- have our standards dropped for admissions?

MF – no quite the opposite, we have adjusted the matrix re automatic admittance and who goes to committee.

AF- these are really good numbers then.

MF- for NTC, we have a goal of 270 FYE, which we met. We pushed hard, helped that we opened up the welding program = new students.

MM- is there a policy where students enrolled at tribal colleges are simultaneously enrolled at BSU?

MA- is a goal. Doesn't mean they're not qualified to be enrolled here.

MM- not my implication, I was looking at it as a positive that they would look at BSU to transfer to.

MA- it may be the only similar relationship in the US, and we'd like to tout that (four tribal) but we want to finish organizing it before we herald it.

DW- it's exciting

MA- yes it is

KS- facilities update. We got the door in Memorial. Exit door in accounting. Installed over holidays. They have an open space they can now decide what to do with. The door is an exit only.

Capital bonding. Governor put us in for 2017, senate took us out for 2017. Governor has 80 million in for BSU, senate has 35 million. Energy control for 4.2 million and electric grid for 2 million. Who knows what we will get when that drops down to the 35mill for senate.

MM- painted hallways between Memorial and Sattgast

Randy- planning on remodeling Bensen 115- tiered classroom. Over summer. Another large classroom option.

MM- positions.

MZ- we have numerous positions currently posted. Sociology, Anthropology, Nursing (2), Psychology fixed term, English fixed term 50% (speech) (out of grievance). Part-time fixed term. Those are posted now, we have more in committee. I talked to Carol and she said there are some that are day or two in coming.

Social Work, Maths, Special Ed, Interlibrary Loan, Research Librarian, Clinical Experience Co-Ordinator, Psych, Operations Management and Marketing in Business Admin.

Have filled- Business Admin, and Special Ed Probationary, Accounting, verbal also for # fixed term and # probationary. Two that are out there not yet posted- PEDL, Maths fixed term.

Randy- Criminal Justice and a TAD fixed term from this morning.

MZ- really good compared to last year. Appreciate the committees have worked smoothly, getting through this quickly. Carol has definitely helped with these.

FH- Valerie Wallingford deserves award with their committee for the work they've done.

MM- there is still snow out there and it's not July, so good job.

MM- administrator and other evaluations update

DW- moving forward with evaluations. Thanks to all who had one done, and who helped. Thanks to Troy Gilbertson who also published his results on his blog.

MA- we have learned a lot from the process, in terms of what triggers to put in there. Something that BSUFA has wanted.

MZ- thank you for bringing this topic, we have had that for other bargaining units, and we will be bringing that forward for our team. You will see more coming out on your other leaders.

MA- it's not supposed to replace other things like goal setting. We will learn how to do it more effectively. Was a good start.

DW- I agree

KS- one of the things when I saw BSU/NTC financial impact, I think this is what you wanted. So am sharing with you here. (handout)

My understanding, when NTC and BSU were aligned, there were conversations about what gets moved back and forth and how are we going to do it, especially administrative departments. There was a common aligned services, and they set a price down at that time and said this amount should be charged to NTC every year because these services are being provided by BSU. And then every year this \$ amount would increase by 3%. I don't know how they came to that 3% number. So we charged 233,000 to NTC for aligned services; 2014 we charged 240,000 for administrative services. We do it twice per year middle of the year and end of the year. There are also shared expenditures- more or less indicating a percentage of an individual but not necessarily that individual was doing all of the work, but the hiring of that individual compensated for others. Changes in FY16 because Sheila Paul was CAS assistant dean and in 2017 she came back to just BSU/Nursing. NTC does pay us for these services. They "cut a cheque" (transfer \$). Could be other services we provide that are not accounted for, but that goes both ways.

MM- thank for this it is a start. But it isn't necessarily what we asked for at the meeting. A starting point from the contract, because the president indicated "yes" to retrenchment twice now, that it stipulates that stats and financial data re retrenchment must be shared at M&C. The rationale for that contract language is to provide an informed discussion for any budgetary implications for faculty. What we asked for was cash flow data for instruction and non-instruction across the university. I thought that you and Jeff were on the same page.

KS- I sent the instructional cost, and it lists the lower and the upper and the grad programs, and under each of them has the FYE and the raw total cost, and the assumption that tuition needs to cover 150% of total cost of instruction. So that is there, the tuition is there, and calculated from the FYEs and the difference is there. Jeff and I did talk about that the other day and I provided that to you. The other worksheet that Randy and I are working on, I am questioning some of the numbers in there and I am working on them and will get to you.

MM- what does CIP code stand for?

KS- is national code

(No-one knows what it stands for) MA looking up dr google

MM- this doesn't exactly tell us what we need to know.

FH= (fastest googler) "Classification of Instructional Programs"

MM- I hope that we never get to actual retrenchment, but as it's on the table now, we have to look at it not just by CIP code, but by program. We need to move beyond that 39% which is why we asked for cash flow data on non-instruction

KS – what we need to do on the analysis, is look at other things, and one other area is academic support area. What happens to academic support, based on total dollar of academic support cost centres, is divided by total FYE and added on to formula. We were above average in 15, and you want to be even or below average on FYEs. In 2016 some things were coded incorrectly, so need to look at that. Academic supports includes technology, academic deans....

MM- things that are actually student support like disability support classified as academic support?

KS- no. Talley gallery, Writing Lab, all deans, all IFO travel, CEL, academic support when it comes to computer services (laptop refresh, technology fee, D2L) accreditations, sabbaticals, course and curriculum development, academic personnel, Centres of Excellence, course redesigns, grants, mini grants, ....

SC- what is the %age we spend on academic support? We are lowest of the system.

KS- FY15 was 7.7 million ad 2016 was 6.7 million

SC- what is the %age? What we have told you is that there is a big move in the legislature to get the number to 67%. Is there a discrepancy between our number and your numbers?

KS- don't think so

CS- instructions and academic support

KS- numbers for 2016 aren't out yet

MM- our argument is if you're going to put faculty on the table, then you need to put everything on the table. In terms of how faculty view things, you can either spend money on administrators or you can hire a faculty member. That's literally how people view things. When we have discussion about reassigned time, we view that as being instruction as well. We are sick of the IFO faculty being the only entity that gets looked at when there is a projected shortfall of 2million or whatever shortfall

FH- I wouldn't say that is true. When I walked in the door (to BSU) there was some 400K that had to be cut from the budget and we didn't look at faculty. It's just not true.

KS- we did lose Bob Griggs and didn't replace that position

AH- we don't ever see that. We never see what is cut

FH- you never see that?

AH/DW- never see that and would be tremendously helpful

MM- that's the perception- that is, we are the only ones that are being looked at

MA- that's why we are talking about softer things, like duty days etc. It's my job to look for other ways to save that money short of touching other positions.

MM- perception is equally as important as reality.

MA- data can be interpreted in many ways and we need to come to agreement how to move forward with the 2. Million deficit with the least impact

MM- the point is, we would like instructional costs to be higher. And especially not cut

To KS- on the way you cost programs, with the 150% multiplier. However, you have a variable input of faculty, but all else is fixed, so you have diminishing costs if you keep everything fixed. Bill Maki came up with that number years ago, and I don't know how close it catches....

KS- it also has to cover other things like the academic support area as well. IFO travel, academic support...

MM- the time might be increased by the academic support people, but if you're not adding more people, you're not increasing the costs

KS- into consideration- are you bringing in enough revenue to cover the initial cost of faculty. Are your enrolments covering what you've hired, or will it take years to cover what program you're growing.

MM- every program gets costs studies. Deans gets a ranking of programs from low to high. If your decisions are going to be made looking at only dollars and cents, which I know is not the case, but it matters how you calculate this multiplier

KS- I agree if you only look at the dollars and cents of a given year. Of a given year. You can't just make the decision on one year of data, you have to also look at the FYE and the FTE, and also look at what is the workforce demand. Are we finding students? What is the need out there?

MA- I'd like to make a suggestion. Karen- you made a really nice job of talking us through the two formulas, would it be helpful to do that with all of us?

KS- yes. I am meeting with the IFO budget committee on Monday

MA- seeing the process was helpful

\*coaches are only coded to instruction for the %age that they teach. Their coaching is coded to student services\*

KS would love to come up with something that is standard across the board (for the 150%)

DW- could the numbers change after codes are reviewed?

KS- they could, but it won't be a big jump. Some numbers might not have been coded correctly.

RW- another example, when I put in reassigned time for someone, I put in a cost centre for them and it might not be an instructional code. That's a decision that I just make; someone at a different institution might do it differently.

KS- we are getting it all cleaned up, and as they get cleaner, I will be sharing with you

FH – for the 400k that was cut for the budget, would it be helpful if that was shared?

MM- what 400k?

FH- the 400k that was cut before I came?

MM- it would make sense if you said “we had a 2.3 million hole and here is how we fixed it”

AH- this would help faculty perception if it showed how the budget was cut and how it helps bring that instructional %age up

KS- two admin position that are vacant and not replaced. Some retirements, new hires at lower rate. Also reduced in overall programming. Reduced additional dollars in athletic dept. and technology. Also removed carry forwards.

AH- all we hear is “budget is tight. How can you cut?”

KS- I thought that was shared, but maybe it was just NTC. I will send again.

DW- direct instructional cost. That number is thrown around a lot. We are lowest. Could there be some interest in admin in setting a long term goal of us being the median of the seven institutions. It’s a number that has a lot of significance

MA- this leads back to are we counting apples to oranges

KS- some of the items on academic support needed to go to instruction, to that 39%.

I think that’s a very good goal, but need caution. If we increase %age, need to also look at ratio of what we need to serve the number of FYEs that we have.

MM- how many faculty do we have on campus? 200? If we lose 400 students, each faculty member loses 2 students in class. It’s same percentage of faculty needed to teach the classes. Looking at class sizes isn’t the same as looking at the number of faculty

KS- we need to look at each area

RW- may need to cut sections.

MM- our dean has increased class sizes. It should really be two classes. What defines “full”?

DP- is the number of faculty back to pre-calibration?

KS- yes

3. MM- AARs.

KS- I have decided to discontinue giving the stipend. I want to create a culture where it’s a campus- wide recruiting event. That was the main consideration, but the budget as well.

MM- how much are you saving?

KS- 17k. Just being honest, more importantly this is a recruiting event and I want everyone there

DP- if there is AAR on a non-duty day, and you will get duty pay.

#### 4. Reassigned time

MA- let me give you the picture of my mind. There are roughly equivalent to two dozen (27) positions. Anything that is contractual, chairs duty, first year release, are things we can't and will not touch. My goal, and might be too big, is what if we could save seven positions equivalent through pulling back duty days and reassigned time. This seven, is a simplistic view, is better than cutting seven positions. Doesn't mean that we aren't going to have the duty/reassigned days. Means that maybe they are limited, or new rationale will be going to the dean and say you need one, and when it's signed off on, there is a time limit. Other ways- looking for soft money. One person on campus gets 16 duty days for reviewing transcripts – my view is that it is part of advising and should be part of the duty/job. (Other examples given). Time limits on these should be given, and/or ones in existence already should be reviewed. My goal is to save somewhere around 500k, and it will be uncomfortable, but not as uncomfortable as cutting actual faculty positions. Want to steward the taxpayers' money as best as possible in my area.

DW- this has to play out; there are so many case by case investigations and you'll have to play each one out. The deans will need resources to be able to get things done.

MA- just starting at zero, but won't be ending there. I'm trying to do my best to tighten the best, without damaging students or faculty as best I can.

MM- I don't agree with your numbers. 432.25 credits in reassigned time (didn't separate out) 18 positions if you divide. Adjunct data, and I pulled where it was classified as reassigned time net difference is 125 credits, which might get made up...overload is 386? credits. Costing 430k to fund the reassigned with adjuncts. You're not funding them with actual tenure-track people.

RW- you always say we hire too many adjuncts

MM- no I say you hire adjuncts for the wrong reasons. By getting rid of reassigned time, all you are doing is changing the structure. At the end of the day, this is not going to solve your problem.

MA- what about duty days

MM- I don't have that

MA- let's get all of the information and get together. Lots of ways to make real savings.

MM- if you value it, you fund it.

MA- example given, some things are there because they are remnants of start-ups, and when reviewed, they don't need to be there any more

MM- I'm not saying not review. Is every other line item going to be put to this much scrutiny?

MA- we have to look at everything if we are going to be good stewards

AH- with a 12/12 teaching loads, the release time helps. If we cut down on reassigned time, this will affect faculty.

MA- I understand your point and this is one of the reasons we hired a grant writer- if faculty can write a grant and buy out some of their time, it's great.

MM – can we get that duty day data?

MA- sure, I will get that to you.

MM- are we allowed to dip into the reserve?

KS- the fund balance yes, not the reserve

MM- we are discussing all of these things including retrenchment because of 2.3 mill deficit, but KS told us our enrolment is not bad. What is driving these discussions? Sounds like enrolment's fine

KS/MF/FH- enrolment's flat

FH- I would rather solve this with enrolment, but I can't put that in the budget

KS- the last few years we have been able to increase tuition, but we have been flat before that, and flat for 2017. Also have a new allocation formula and are being told that all institutions are being "held harmless".

6. MZ- HR-TSM. Service centres that are managed by our partners at the system office, and they are coming to be. They are moving forward. Quickly- four service centres throughout the state, and our campus service centre will be in Virginia, all will be MN state system office employees. We don't start paying for any services until FY19. We will have people in place and trained and ready to go in March, but won't pay locally in our budgets until the following year. IFO will be the first group that goes to the service centre, which is why I'm bringing to M&C. I don't know when they will start processing there. Kiki has done a really nice job of communications, and has been recognized for same from head office. Our data needs to be perfect for it to go to these service centres so that there is no interruption to pay etc. From my perspective I am trying to create efficiencies in my own department. I am a strong believer that we need an HR presence on campus. I need feedback from IFO on the system. Open door feedback. You shouldn't see any differences in anything, please keep us in the loop. Is moving faster than anyone thought it would happen in the HR world.

KS- the number that was given was \$125/person to be processed at the centre. Which is all well and good for full-time employees, and the question is what about the contract worker who is getting paid \$100 one-time and it costs \$125 to process that payment. CFOs are up in arms.

MM- Carol Hess and HR are wonderful. We are always going to need HR staff here. This is a poorly-conceived idea.

MZ- I envisage that you will just use HR differently.

7. Searches – Four administrator searches going this spring. IFO are on every committee, except NTC president search. We anticipate finalists for these searches on campus for March/April. IFO specifically, will include scheduled time with the bargaining unit, which is normal. We plan on recording them. Send out the survey. Response to open forums, link to watch the recording and people can watch them if they don't go to the events. Chairing searches:

RW- BSU provost



Bonne Higgins- HSHS dean's search

FH- strategic planning committee and timeline handout. Asking for recommendations on whom you would like to serve on these committees. One faculty from athletics, and one other if possible. Names of three faculty, so we have diversity across the campus. Discussion re IFO voting elf-nominations

MF- change to the order of march for commencement. We would like to not put the list together, and simply on the wall at the Sanford post the name with the year you started. Wouldn't create the list every year, but would still march by seniority. If I'm missing something please let me know otherwise we are moving forward.

DP- passing around some diversity handouts. Can see under #2 some of the items that are planned, encourage IFO and students to attend. Any concerns re. Election/inauguration/executive orders, please forward concerns, we have people in place.

DW thank you to FH for her message to campus.

MM- handed out BSUFA grievance committee list- please give to Diane backer

Adjourn 6:05pm