

Meet and Confer February 28, 2018

Present: Sarah Tarutis, Sheila Paul, Elizabeth Rave, Keith Marek, Karen Snorek, Randy Westhoff, Megan Zothman, Faith Hensrud, Marie Bock, Lainie Hiller, Michelle Frenzel.

KM- Are you considering retrenchment?

FH –no

KM- Are any members currently under investigation

MZ- haven't been able to hear from deb, but I can send that as soon as she returns

3. NA

FACILITIES update

KS- we had education commissioner Hogan miller about a month ago and he toured HS and all the projects that we are going to do, he seemed impressed and encouraging, and that if there was a capital bonding that we would be number1 on the list, that we would secure funding.

ER- if we secure those dollars, how soon would the demo occur, from standing of classes, large classes? Still be good for fall?

KS- If we would receive funding in May 18, in May of 19 we would want to tear down. We would start working on Bangsberg first because those offices are open and we could move from HS to Bangsberg, would also ask all faculty that when you're done teaching a topic, and you have stuff that you are finished using, can we start boxing up, and during the year can you start boxing stuff up. Start purging because as soon as classes are done, because as soon as classes are done, we need move out.

KM- is it just bangsberg?

KS- No, others too, it would probably take until Dec until we start. By the time we tear down HS, every faculty will know where their office will be moving forward.

ER- will be told again? It's been a while

KS- Yes

KM- do you expect there to be any, has the money been going up proportionally over the years?

KS- Hope so originally bid was 18+ mill, now up to 22ish (?)

KS- march 18- migration to office 365 single tenant. Work over spring break.

Marie Bock- main areas that are changing, and keep watching email, will come on email, via web, electronic displays, signs on counters for students.

On march 19 when everyone comes back, won't be able to get into anything from outlook, skype etc. (SEE Handout FRM MARIE) for Microsoft products, your login in changing, it's going to change for

Minnstate.edu for the login. Confusing is that your login is in the form of an email address, and people will think their email has changed but it's hasn't. When you come in, you won't be able to get in, and you'll need to reenter the credentials one time, and then it should be good to go. Same for phones etc. and anything that you're using to log in.

One thing people are asking is why- mainly because of students, we have students attending multiple institutions and different emails/logins at every one. This is the concept of where d2L is going, one login no matter how many schools you go to, for Minnstate. NTC will also rollover, first, and whatever school goes first will be their primary email address. If students are confused, please send to the help desk. They can change back to BSU from the helpdesk. It can all be corrected, just keep that in mind, same thing for those who teach at different campuses. But can all be changed.

Our email will totally be down the weekend that spring break is ending. Please let students know. They'll be lucky if they can get in on Monday morning. One drive access will be restructured and will be a longer timeframe.

AH- is there any risk of losing material on one drive?

MB- no. yammer is going away totally however. Calendars if shared, you'll have to reshare you may have to set up contact groups again, or teams. They have to migrate manually. Some things will need to be manually, and we are available to assist in anything that needs to be manually set up. We are going to err on the side of caution and migrate a lot of stuff.

KM- when is NTC migration?

MB- same weekend, but will probably start first. Throughout the weekend, anyone who messages when the email is down, they'll get a message that said it didn't go through. It may or may not go through.

AH- can that message say why it's not going through? We have a lot of students going for internships and that will look really bad for the students?

MB- I will ask, and think it will be a good idea to splash something on the website too, that alerts that email will be down that weekend.

After the conversion happens, new employees will be getting first. Last @Bemidjistate.edu. We will also get that same format, but both will work.

RW- will we have to check our emails in two different places?

MB- no.

FH- why was this timing selected for this conversion

MB- I don't know

KS- All I know is that we were told two years ago that we needed to do this, and that they are holding us to this. Schools are going almost every two – three weeks apart.

MB- we plan to have kiosks around campus, working later, can talk to classes, whatever it takes. We are feeling a little bit overwhelmed but willing to do whatever it takes.

KM- if you get stuck in the NTC email, do you need to actively switch it back to BSU?

MB- any email that you have ever had with us will still work.

KM- is there anything we should be doing proactively before break?

MB- not a bad idea, they're telling us no need to worry, but some of us are a little more paranoid than others, and you might want to do that. If you're unsure if you're a member of a group or team, ask helpdesk and we will tell you if you are. If you've uploaded docs to a team or a SharePoint site you can go back and get before this happens.

## POSITIONS

MZ- I have a couple of updates. Spreadsheet from MZ.

MZ- also four administrator searches going at the moment, all in committee currently, Jesse Grant's interim position, open forums on campus. Marla Patrias' job, next week. Also two dean positions, both currently in committee, although we are keeping one posted, "dean of wellness, social sciences, and advocacy". The name change and keeping it open won't hinder the timeline, but keeping it open until filled. New applicants will still be accepted into pool.

KM- is there a listing of departments on there yet?

MZ- yes, believe so

SP- I would like to register my objection to nursing not being in the title of that department

RW- that's not the name of the new department, but the name of the dean search for the advert.

SP- we would really like to get a nurse for the dean

MZ- without giving too much away, we attracted a lot of people with health background

5, search update- RW for the individual and community health, they're doing Skype. The other search did skype last Monday, and interviews are on campus soon

SP- I have a question on upcoming posting. It say MSCF and sabbatical are they really MSCF?

MZ- yes, that's for NTC and that's their bargaining unit

KM- emergency preparedness- is that job going to have some of his duties in that

KS- Facilities will be taking that over

KM- what exactly does that mean

KS- We collect the permit, and then we have...

KM- a concern that I have about that, I think there is some stuff that rich does in that position and it's kind of hard to quantify, and you get a bottle of something and it's purple, and you know it should be orange. And he would know that it needs to be tested

KS- We won't be testing anything

KM- they won't pick up our stuff if we send them the wrong stuff one time, and that person picking it up is assuming that the person on our end didn't make any issues.

KS- I am not aware of any concerns in that area.

AH- we are worried that there are some safety concerns, that people won't have the training

KM- it's more than just filling out paperwork. Are you willing to sit down and talk about that?

KS- Yes

KM the geology position, Tim Kroeger's.

RW- we are not filling that this year

KM- I thought there was talk one time about a FT or adjunct to teach out those classes

RW- there is not a FT for that this year, might be an adjunct

AH- there are multiple classes on campus that require geology that should have a fulltime geology

AH- if the plan is to have an adjunct in there every year, that's a contract violation

RW- might be a special...

AH- for a college that touts stem, it's an ongoing issue. I want it noted that it's a concern.

#### BUDGET UPDATE

KS- Things are changing last week we receive state appropriation amount, and up to then it was a guess and we did better than anticipated and that's helping the budget. Also doing some fine-tuning, we decided on scenario #3 that we would be working on, we would take difference in state appropriation and the NextGen for ISRS and HLC \$ out of the fund balance. O now that we've made that decisions, we are working on diff scenarios, going up by 20 FYEs and down by 20Yes and really fine-tuning. I will be working with FH and TP in March 12 to look at in more detail and making some final determinations at that time. I heard, but have not seen, that the state is showing a positive surplus, supposedly around 320 million one of things we heard is many cuts from feds coming down to state. So state will be looking to fund those first before any extra.

The other thing is I believe RW sent out info on differential tuition. If it's extraordinary, it can be done, if it's not extraordinary, it can't be done. We really need proof if you're going to say that. I don't make those approvals, the system office makes those determinations

RW- I tried to make the form simpler

SP- to clarify, we do it every other year

KS- We would like to do it every year

RW- this year you don't have to do it again if you're not asking for any increase

KS- Keep in mind that you need to make sure you're using it for what you say it is. It's an auditable item

RW- if the money is rolling over and you're building a surplus, that shouldn't be happening, should be spending the money you're getting

ER- we have

KS- Internally, you should keep a record of that, because system-wide it's gotten out of control and that's one thing that the auditors will be looking at.

AH- the sub title of #3 was open forums and we want to know if that's planned?

KS- we will let you know

AH- in the last table you presented, there was (ask Andy) and it was a very general answer to cuts to FT and adjuncts etc. it seems that those cuts should be justified and explained to faculty. The reason is that this message is that we brought up the fact that faculty really cue in to increases in administrations, and so when you present these numbers, you need to be very clear.

KS- And it will be

AH- we are very aware of admin new hires, and we aren't aware of new faculty hires the message is more administration and not faculty

FH- it's not new faculty lines,

KS- You also saw administration reduction in the budget. You saw it in the college restructure, and the IT restructure.

AH- my point is to make sure that message is very clear as faculty pick up on new administration

RW- for professional development funds, I look at faculty numbers we've gone up. We have more faculty now than the year before recalibration.

ER- I don't think anyone knows that.

AH- at the startup meeting, we came away that we are cutting positions, and cutting students.

FH- so sharing that information would be very helpful.

RW- we have been steadily adding faculty

KS- And our student enrolment is down by about 400 FYEs

AH- point out the good things

KS- We will, thank you.

## ENROLMENT

MF- 30-day enrolment report for spring, headcount undergrad is down by 2%, grad up by 13%. New on-campus up 12%, new off campus flat. New overall student 3.9%. We are excited by that.

Returning on campus down 3%, down overall in FYE 1.1%. Spring enrolment didn't come in like the fall, returning off campus slightly down, overall down 1.2 %. We have 100 less than last year.

If you are willing to help with AAR, reach out to Michelle Frenzel or Paul Muller.

RW- did you have any plans to put out hits list to fac/staff?

MF- I hadn't but I definitely could

KM- how many people on this list might not show up at the end of the day?

MF- we have 1800 on this list, and we probably have another 400 or so to add.

KS- When you look at the returning students, any ideas as to why? Ideas where to start with that?

MF- we would like to do non-returning students, but haven't yet. When we have done them, it's always the same- personal, time commitments, financial.

#### STRATEGIC PLAN UPDATE

FH- I'll update on both NTC and BSU. For BSU we are in implementation phase we are in the project manager are working on the project charter and have been submitting for EL team review (executive team review). Says "here as the activity, and here is our plan to accomplish this" we will review and the process for holding people accountable will be through ELT. For NTC we didn't use a consultant because we have the process now. We rolled out the four draft priorities and we are in the feedback phase, until march 9, and then the committee is working in subgroups at this point and then taking back to committees. Our intent is to finish my mod-may, and being meeting on jul1

#### MASTER ACADEMIC PLAN

RW- several items in a row. We formed a planning task force for the MAP, we met, as a large group to ID five priorities and split in subgroups to writing up details for that we are getting together net week and each subgroup I will report on that then. Coming along well.

KS- What was the ultimate timeline?

RW- supposed to be out to campus by April 15. i don't remember the date, moving very quickly, draft by end of next week.

RW- higher learning commission- 5 criteria committees all committees meeting regularly, either Marty of myself has been attending, each one is making very good progress in very good shape in stage of assurance argument, federal compliance and data teams are in place, steering committee met last Monday of the first time last noonday as a group.

This is an association item, even though it has my name on it geography would like to merge with EECE and it's on here because departmental configuration is contractual item with March 1 deadline. Steve and Derek greed that because it was coming from you would make it part of M&C.

.the merger is coming, and the 2<sup>nd</sup> part is to change the name, they would like to be called the school of sustainability, but sustainability doesn't just live in that department. It's all over the university. I'm bringing it tall all of the M&C.

KM-you'd like us to take to senate?

RW- yes

SP- you want to change to the School of Sustainability?

FH- we don't currently have any criteria for creation of schools

ER- when I see "school" I think it's at a higher level than this

FH- I think we need to develop criteria before we create schools

ER- whose idea was it to be a school?

RW- it was the department's. Not mine. We are kind of concerned that everyone will want to be a school.

AH- make it a department, but school is a whole other level

RW- the contract doesn't differentiate between a school, department, or.....

AH- that wasn't my only concern, there were others

KM- when would you like to hear back?

RW- normal 10 days, next M&C? Won't be effective until next fall. Not a huge rush. If we are developing criteria, it will take some time.

PTR timelines,

RW- if you have any feedback, let me know. Some dates were changed, there are a couple of places where we changed a couple of things, were at Mike Murray's request.

AH- sabbatical policy in effect then?

RW-yes

DIVERSITY CERTIFICATE

KM- Mike sent response to deb. We didn't discuss emeritus. For the full year scheduling, there were a lot of logistics questions. Concern about pressure on admin assistants

AH/ER- flexibility if we need to change? That was a big concern

KM- what happened if adjunct support gets pulled, issues like that. Lots of logistics concerns. Sounds like some departments were already doing this a semester in advance, because they need to do this.

AH- SP brought up a good point about HS in that the building might not be there in a year or two.

KM- there was a great deal of empathy for the administrative assistants

AH- they are already stressed enough as it is.

RW- hopefully if students can see problems a whole year ahead, then maybe we can address some of those things.

MZ- that's a good feedback on the administrative help.

RW- especially those that are seasonal.

MZ- most are seasonal. I'll probably meet with that group too.

KM- tell them we are concerned for them 😊

AH- have you discussed this at all with them?

MZ- not one-on-one with them, mainly just academic affairs and the student timelines. So no, the logistical piece would be very different in how we do it now. Because the outcome is different semester by semester. They would need to add that input.

AH- even them getting wind of this would cause stress

MZ- there's a lot of change with this. If you're having conversations with them too, the intent is figuring out with all parties involved what this could even look like?

KM- is it even possible

MZ- I think it is possible

ADMINISTRATIVE SURVEY

KM are you doing that again this year?

RW- yes. I'm bringing the one we did last year to the next dean's council and reviewing. There were issues last year. Some issues like could submit multiple times, textboxes that didn't expand, perhaps change questions

DH- the chancellor has asked me to do a 360 assessment, I have selected 24 individuals. To provide feedback.

ST- did you select them yourself?

FH- yes

AH- this is an interesting time to do one on deans. Might be a better time to do administration

MOA

MZ- is attached. If people have questions, Carol Hess is the best resource.

KM- are you anticipating anyone biting on this?

MZ- we thought maybe there would be a handful.

KM- even if you ran searches into summer, the quality of applicant pool would not be great.

MZ- yes, if we get these in, we won't be hiring a permanent. We would do it in a condensed way for the next year, or maybe there's currently someone in an addict role who could fill that

KM- seems like a situation that prior consideration would rear its head again.



RW- there's no intent here to reduce the number of fulltime faculty

#### BUDGET GUIDING PRINCIPALS

FH- more strategically, I've been talking with ELT, to discuss the need for guiding principles for when making these decisions so that when we are making these decisions we can have them in front of us and be thoughtful when asking those decisions. We are thinking about the process this year, and going forward would like to be consistent.

AH- every year re we balancing cost and revenue, any savings for a rainy day

KS- We are trying to balance cost and expenditures every year. We can have revenue over expenditures and if we are successful at the end of the year with that everything in budget has held true, then those dollars can go into the fund balance and the money can be used for rainy-day. If we do other, we must dip into reserves.

RW- we have been dipping into our fund balance

KS- for about 4 years

KS- Are you looking for feedback?

FH- yes please

#### OTHER

KS- I notice emails for director positions, in the past, which would be a dual stream process where the applications would also get passed through senate. Before I went on sabbatical, this was happening.

RW- I've never done it since I've been here.

RW- why do you think senate needs to talk about it?

KS- I don't remember why it changed

AH- the entire process can be cherry-picked, we don't get a say.

KM- yes that was the reason. Because there has been very little input in the process, it was a nice way to make sure that we were getting someone vetted by the senators.

RW – maybe you could come back with a proposal. Have it on the next agenda. There's no reason why we can't change it back, or...

AH- there have been debates in senate about that.

RW- do they recommend one person?

KM- it's more a comment, and we don't have a problem with these people taking on this job

#### PRESIDENT'S UPDATE

FH- the legislative session has started. Minnesota hosted a dinner, I participated. It was a really good event, and all 4 of our legislators were at the Bemidji table, and the Minnesota Chippewa tribe hosted an event and 2 of our legislators were at the event, and at the beginning of the session it seems like everyone is getting along nicely.

Chancellor's search, and today there were some open forums. My understanding is the board has a special meeting scheduled for this Friday, where they intend to make a decision. We will see what happens at that point. BoT has approved the sexual violence policy that include the affirmative consent wording and we will need to make some changes to our own policies to accommodate that.

MX- I have one. March 5<sup>th</sup>, before spring break, there will be a facstaff, the employee recognition event, we added the BSU awards of excellence, selected by the president, an open nomination process, so I would live to see everyone get involved whether it's in our department, or faculty, or open to all, some are team. It's a really nice thing, and popular last year.

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FH- executive director for advancement search, open forums will be on 8<sup>th</sup> and 9<sup>th</sup> of March if you can participate it would be great.

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KS- In the open positions, there will be an interview position going on for the IT position. When you see request come through, please let us know if you want representation on that committee.

KM- I would think that we would.

ST- were the chancellor forums taped?

FH- I don't know.

RW- I don't think that they did.

KM- pretty short notice.

FH- the presidents also got the same notice?

Adjourn 542