

Meet and Confer

8/29/18

Present Sheila Paul, Kari Wood, Elizabeth Rave, Derek Webb, Dean Wood, Mike Murray, Karen Snorek, Randy Westhoff, Faith Hensrud, Deb Peterson, Michelle Frenzel, Keith Marek, Steve Carlson, Lainie Hiller.

Meeting called to order 4.03pm

DW- We have 3 new people, (all in attendance introduce themselves)

DW- This is our list of grievance representatives.

DW- Is the admin contemplating retrenchment?

FH- No.

DW- Are any faculty under investigation?

KS- I'm replying on behalf of Megan. The answer is no.

DW- Are any investigations completed?

Ks- No. N/A

DW- Updates of Strategic Plan?

Fh- Handout which includes Strategic Plan on back side, but the mission statement, vision and shared fundamental values are on the front side. Why are you getting this today? It has been discovered our mission and our vision have not been approved by BoT they were developed in 2013/2014, and have record of discussion taking place, but there is no record of them being taken to the board for approval.

Dean- I was on that committee, and it was never advanced that way.

FH- You are confirming what we are saying?

Dean- Yes.

FH- And never been brought to M&C until now. We are now in a situation where we are taking them through an approval process, so bringing them here seeking input and having a record of that, and going to other M&Cs as well.

DW- We technically have 10 days to respond.

KM- Those committees all reported to senate.

DW- I'll go out on a limb and that we have no comment.

FH- So you are fine with us moving forward?

DW- Yes.

FH- there was a lot of faculty input originally, it hasn't gone to MUSAAF as I wanted to take this to IFO first. Thank you for that (approval). The other thing I'd like you to be aware of, is to find a good process to update on the process of the Strategic Plan. We had a retreat in August, to see if we were on track for all aspects and key activities, and so we have that information, but to put it out in a document might be cumbersome, and so we are looking at using the BSU Insider, as a means to provide updates, which would include the Strategic Plan. I'd like to update on one priority a month, so not overloading, and looking at it piece by piece so that by the end of five months, you'll have an update on all aspects. In addition, will have website which will have full update. Good news is that we are making progress in a lot of the areas, but bad news is we are behind in a couple of areas.

DW- MAP Update.

RW- One of the things that was sent out as the colour-coded timelines, and the only thing, basically it outlined when things are taking place. I can't remember what the colours mean. We went through and decided what things are happening in which years.

DW- I can share the timeline with senate in two weeks

KS- Facilities and HS. I really don't have a facilities update, except our HEPA project, final POs just went out. There is a website for the Hagg Sauer project. The website went live yesterday. Our goal is to answer any questions you might have on there, and to answer the questions the following week. The first set of questions from the meeting last week should be out there next week.

MM- So under the HS thing, our sustainability studies, we were promised a set of spaces, including Jim Barta's suite, it's supposed to be a cartography lab.

KS- That was changed.

MM- We were never told that- where is it now?

RW- The 3rd floor of Sattgast in the Physics area

KS- Chairs have been told to get their questions to Jean Lanners by (this week?). We have told them if you are not affected and don't have an interest, to please be off the list.

MM- Are there plans for renovations for first floor of Sattgast for lab space?

KS- We just got them from the architect this morning, and are uploading them.

KM- I noticed that there has been a lot of changes since the last time we saw the plans

KS- I wouldn't say there were a lot

KM- weelllll.....

KS- The deans' space, and we moved Michelle and staff to Jim Barta's suite. And some areas had changed done.

Km- I hear rumours of a student study room/conference area, is that true?

KS- Yes. There will be a conference room, where the stairs are, and the other one will be a study area.

All BSUFA - That gets used by students a LOT.

KM- I heard the rumour that the deans were looking for a conference room and said “oh this looks nice”, I don’t know how much truth in that.

TP- No truth. We took a conference room for the deans’ suite.

KM- I don’t think there was a lot of consultation by/with the people moving in to the building. Looking at the committee composition on the website, it’s all administration.

KS- That’s for the construction. There were no faculty or staff.

KM- When we did the last reconstruction, we kind of stuck to the architects’ plan that we had all had feedback in, and this stopped three years ago, and now that it’s going forward there are major changes to the floorplan, like wiping out a student study area is a major change, and these big things that are happening, we aren’t being consulted.

KS- Can I get someone from Sattgast to help with this?

MM- Environment is losing a lot of storage space, grad students’ space.

KM- I’m not sure what happening in the other buildings, but...

MM- You’d better check!

KS- The plan is, to organise a time for the chairs to work with their departments. If there is a group to work to find a better place for a conference room.

MM- Dean Ritter has some creative solutions for chemistry.

KS- We are not going in to any of the labs

SP- Bensen for nursing has some issues. We have offices in two locations, and we don’t have another space in either locations, and where to locate our OAS and our student worker.

KS- That will be addressed when we meet with nursing

DW- Can you (KM) take the lead on the Sattgast building?

KM- yes

DP- Should it just be current, or also future occupants?

KM- I was going to organise from both groups.

KS- Budget- Bringing back FY18 final numbers when we meet in September. Your pay year on Fri will be the last of the FY18. I’ll be looking at them on Tuesday since Monday is a holiday.

KS- Position updates. I’d believe that MZ sent that out. Any questions?

DW- I haven’t been able to look at that yet.

KS- MZ will be back on Tuesday.

DW- Enrolment update.

MF- Not a lot of updates since start-up seeing some of the same info – down in headcount and credits. Our retention rate (is fluid) but up to 73%, seems to be going up each week, so thanks to you who are working with those students. Official numbers will be updated on official census date, and we will work with institutional research. Thanks to faculty with whom I work.

DF- Question on retention rate number- that's just for first second year?

MF- First-time full- time freshmen – whether online or campus.

TP- Question DW had on impact of changing campus, so MF has been working on that.

MF- I can share what I've worked on so far. I've started to put together some of the changes we started to make over the summer, not all, just ones we kept track of. How many more students did we serve? It's easy to quantify that. In many of the cases, CJ was the exception but the seats we added filled almost immediately. In some cases we were responding to waitlist that were already populated, and in others we were trying to be more predictive, based on who was coming to a particular AR program. We really shined with TAD. Bonny and Lyle and others in the program came up with some solutions and we came up with 23 students and made it work. We are going to dig into that a little more to retell that story.

DW- NTC, how are they doing?

MF- They are up n headcount and credits. We had to add a lab in electrical, which is 16 students, Dental is strong, the PM program has more student this year than last year, it's really hopping over there and it's exciting the commercial fridge program is starting, it's growing welcome day on Thursday, new and returning students, standing room only.

FH- It's looking positive.

Mf- Lot more people and a lot more credits.

DW- Dean search update?

TP- I can tell you that on a couple of searches, the dean for college of maths and science, will reinstitute that search in the next two weeks, and the search for VP academic affairs will do a national search for the permanent position this fall. I don't know if will start quite as fast as the other one. Those are the only two updates in this category I can think of, please let me know if I'm forgetting something.

FH- The marketing and communications will take place this fall.

DW- Can you email with the charge for the calls?

TP- yes.

DW- Laptop program. Where are we at? Year 4, what's the plan, different models being considered?

KS- We are looking at that for this year, for FY20. We will have everything taken care of before you leave for FY20.

DW- Do you think it will look similar?

KS- Yes. A lot of the other CIOs say we are going to 4-5 years, rather than 3 years. Mostly costs, and don't need to do as often. Hopefully as you move into new lab spaces, looking at replacing the labs.

KM- I know that in the past our academic computing committee has been consulted in the past.

KS- Yes

DW- CIO?

KS- We still have a CIO on campus, it's Jim Dillemath, he's on leave and we won't be replaced until his leave is up. I attend all meetings, conference calls etc. in this role. I was given four major areas to complete- Office 365, chair well, internet guardian and ???. Proud to say they have all been completed.

KM- I've asked what to look for FY19, told to concentrate on classroom and offices, NextGen, ISRS,

KM- How much longer is Jim's leave?

KS- About another 3 months.

KS - We have restructured that area (IT) a little bit. Brian Jambor moved around, Melissa Arneson moved to cities, other staff members moved. We are short in IT right now, we have a position open right now, to fill helpdesk. It's great to have people from our IT dept. recognised at the state level.

DW- Item 4 is the MAP timelines attachment. Randy spoke about it earlier.

TP- There is some, we will be using these timelines in provost council, deans' council, telling us when we need to call for volunteers for taskforce and committees etc. There is tech space version of this as well. There are a lot of acronyms for purpose of saving space, and I can send that to you.

DW- that would be appreciated.

TP- glad to do that.

DW- New profit sharing model.

TP- Explanation of that. So we had as you know better than I, as I'm relatively new, we had been using a profit-sharing plan to help incentivise creation of new programs that we called 8020, and it had a noble purpose but there were some issues with it, being vague in several points, so that there were multiple interpretations of what it meant which wasn't so good, and it created a lot of narrowly fenced money that couldn't be used for anything else which didn't seem to be the most appropriate thing to do. So we have been working on a proposed replacement of that system which is this document and I'd appreciate your input.

Some summaries, we want to develop new programs that produce enrolment, so collaborative element between faculty and administration on whether to decide to move forward, and if we do there will be reassigned time to support marketing, but the incentive program ends in three years except in one circumstance, we might extend the development period for one year if our enrolment projections aren't matching what we thought. We won't want to launch a program and then not have the students in it that we thought, it might be an extra time one year of released time to extend that the 8020. Its name came from 80% from gross revenue from programs going to pay the cost of the program and whatever was left going to depts. What we are shifting to here is a 50% of the net profits and the split between the university and TP, and then I distribute the 50% to the colleges that sponsor the programs, rather than the programs making the money. The programs in the college making the money would have considerable leverage in how that's spent, but the money would go to what the college deems. It's splitting of 50% of the net profit. We are also creating a contingency fund, to help with it, and one of the problems with 8020, it wasn't clear who was paying for losses, want the contingency fund to cover losses and we have a plan for what if collectively we lose money. How to cover that. And so I the only thing I should add is also if it's an existing program that wants to fundamentally change delivery model, there is a way to move to use this plan to help incentive this as well. That may be the basic explanation and I'd be happy to elaborate.

ER- so biology has an 8020 model and several other campuses, and AH and I have spoken to you. Hat is going to happen to the existing 8020 models that we had prior understanding with previous presidents etc.

TP from what I read, from the documents you gave me, they didn't support that understanding of what you are saying. We thought there might be two versions, but I read it and it's all the same, so we need to meet. The 8020 will end this year, it's the last of the three years, so most of the programs have already converted from 8020. Maybe beyond that, that answer we can talk more.

ER- I imagine that bio would love to talk to you further. One of the comments, I haven't looked at it in detail, but one of the comments, right now, there's an incentive for the dept. to do this, because the profits come back, you say that the depts. Sponsoring the program have a lot of leverage, and deans cycle through and my concern would be that how much leverage would that home dept. actually has, once the deans turn over, like we have an understanding with the old VPs but not currently shared with current VP. Not sure how much incentive for depts. To design new programs it's a lot of work for the funds to not come back to the dept.

TP- The problem with the 8020 program, there's just a lot of fenced money just sitting there that might have been put to good use by the college, so it didn't seem to be the most fiscally responsible

SP- What is fenced money?

TP- Money that can only be used by one dept.

Fh- The problem with the 8020 model as it was established, it creates a benefit for the dept. at the expense of the institution. If the institution can't recover the cost of the program, it's a problem. The 8020 model was flawed in that regard from its inception, and it needs to change.

MM- So how do you calculate profit. Revenue minus cost, but... revenue, FYE?

KS- Tuition collected.

MM- How do you collect that because we abandoned tuition?

KS- Cost is faculty teaching the program.

RW- Each program has different cost.

KS- Would be FWM.

MM- It would just be the faculty cost.

KS- no overhead or anything like that, just the cost for program.

MM- Are you costing the reassigned time?

RW- FWM does that automatically.

MM- If someone take time to develop this program it's added on to the cost, and if you had a more senior member, it costs more to the program than a more junior.

TP- It wouldn't be at the development stage, because it's not being taught yet. Until you have enrolment, it doesn't really kick in. you develop a program, but you haven't launched it, so that reassigned time is...

MM- You said costs were 100% of collection tuition, and I was just trying to work out how you calculate revenue for tuition and what you would include in expenditures. It sounds like when the program is being developed, there's not reassigned time.

KW- So we don't have to pay that back?

RW- No. as long as we have the correct cost centres, everything should be easier to figure out because of that.

MM- What is the college cost ratio?

TP- The idea is that if when Ks does her 50/50 split, let's say that we the profits is 160k, she keeps 80 for BSU, I get 80k. 20k goes into the contingency fund, and then there's 60k left. I take the 60k times 30% or 45% and that's what goes to the college.

MM- I was thinking that your profit divided by your loss was the ratio.

TP- No.

MM- Ok I got it.

DW- Our next senate meeting is not within the 10 day window.

MM- Can we take this to senate and respond to you via email after that?

TP -George McConnell might want to really start incentivising programs, but yes, that would be ok

MM- Typically we take it to senate, and then they take it to depts. For feedback.

KW- Contingency fund- is that going to be a fenced amount of money just for the purpose of funding anything that isn't profitable.

TP- KS might be a better answer than me I would think that we would have to keep the funds in case we lost money, there might be a point at which, but each scenario made it more complicated, if we feel like there is plenty of money in the contingency fund, we might change that, doesn't seem to be a point of keeping a bunch of money that isn't being used. If we do the market research and the launch well, we aren't going to lose money a lot.

FH- Have to also consider where you're going to get the marketing money and the reassigned time, so where is that money coming from.

KW- The more questions you can answer up front, the better

TP- Any time that I can be somewhere to answer questions, I am happy to do that.

DW- Item 6, T&P guidelines one of the things that which we have talked about considerably, the pres. and the deans council, the desire to be more transparent in terms of what the folks reviewing the materials anticipate seeing, so we tried to put together some guidance to say be more upfront about what's on our minds when we open a file. So if any of this document sounds like it's dictating the faculty what the faculty put in their files, so I appreciate if anything sounds like it's prescribing, it's not our purview and not what we are trying to do, the purpose of the doc is that when the dean, or the provost opens the file, what we anticipate seeing what we found helps the most, so this is a document we intend to distribute, but we would be really grateful if there is any language choice that runs counter to our intent we would be happy to change it.

KM- Is there something wrong with Appendix G of the contract?

TP- There must be.

FH- The problem that we encounter is that there is such disparity in the presentation of the evidence, and we would really like to see some better consistency, and what some people do and they do very well is they put it on electronically, with D2L, or a thumb drive. And then a 25-ish page summary, and the evidence is on the drive. It's very easy to review, it's beautiful. On the other hand we see things in multiple boxes in multiple files, in document protectors you have to pull out and then shove back in, we just want people to keep it simple and keep it well organized and present themselves so that we don't have to hunt and peck and find things. It's not the content, it's the presentation. If it's difficult for us to find things, then it's difficult for us to make that decision and move you forward.

MM- For contract negotiations, I was actually advocating for that, but MnSCU brought up , but MnSCU brought up the need to preserve these documents electronically before someone goes up for tenure, and typically these D2L pages are wiped away, so there needs to be some way to archive them. That's the only thing.

FH- We aren't saying that you have to do things electronically, but it's just helpful.

MM- I've done it on D2L for many years .

RW- One of the reasons to have a paper narrative is that you get to keep it.

MM- Responses are all paper.

SP- Nursing has it set up, and they aren't deleted and kept up year to year.

RW- Perhaps we can create a shell for every faculty.

KW- Some of us just use a word documents with hyperlinks, if you wanted to supply a template, and dedicate some server space.

TP- Whatever is acceptable in terms of the contract.

MM- The contract says electronic submission is allowed on any state-sponsored system.

KW- One drive would be ideal.

TP- The only issue I would have with the template, if the union feels it's too prescriptive.

FH- We aren't saying that we need an electronic system, but we are saying it's helpful .

TP- The motivation, is like the CPD asked the deans, every year to let people know what we are looking for, to help them and that's what we are trying to do here. So please do let us know if there's something that we are saying that it sounds like we are telling people to do.

FH- We want it well written, well organized and easy to find your evidence.

RW- If your response could include whether you want us to provide making a D2L shell for everyone.

KM- I think everyone has a OneDrive automatically

DW- Item 7. NextGen.

KS- It's changed management, so I just sent a file to you DW, and I'm looking for volunteers, a volunteers, to serve on the NextGen change management team local team , each institution has local team, will be in place from end of sept through the end of 7 years, and this team will help

people get through changes in NextGen. The purpose to help people with change. No-one likes change, any time you change a form, people don't like change. Imagine what it going to be like the next 7 years with change. It's not to help with the system, it's to help with change.

MM- Will the term be 7 years?

KM- What composition are you looking at for the committee

DW- Item 8. Another letter TP, RW and I have already spoken about this, contractual date request, putting in letter form.

RW- I also have an other- this is courtesy of MM and I.

There was a change in the way associate profs were evaluated... we switched to an oral report and...? Right now all those associate professors are in a 4-year cycle, so this is a way what they need to do just this year.

DW- The deans will find out?

RW- We will send it to them tomorrow.

Mm- When you talk about additional evidence, you don't raise the quantity of evidence because you don't want to dictate, but would you prefer to have everything, or prefer to have a sample of publications, and then if you need more we should keep it available.

TP- my preference would be the latter, we don't need every article, but what you consider the cream of the crop, and if I need to look at more I can.

FH- And anything you've published would be listed in your CV, so...

MM- Would that we same guidelines for going up for tenure and promotion?

TP- For me, if I have a sample, or for tenure a few samples, then can look at the CVs and see the journal and the like and if I feel like I need to look at more, I can ask, I don't need to have all 10 articles to see it's good scholarly work.

MM- We had one grievance go through the whole process, that the dean commented that the evidence was insufficient or something like that, and it was a strong basis for the denial, and so if a faculty member chooses not to throw everything at the dean and administration so there would be some process to submit more evidence if they don't get hammered that they didn't submit enough evidence

FH- I also think it wold be good to have the conversation with the dean prior to submitting so that person knows what the dean's expectations are.

MM- Because you might have different thoughts to the deans.

FH- We are trying to get on the same page.

FH- I have two others. Last week I mentioned what was formerly called the cabinet will now be called the president's leadership council. For this fall semester we have three meetings scheduled, first one on sept 12, and on campus climate and campus climate survey. We are looking at engaging more in a conversation, and more than informational updates, really looking to hearing from those on the president's leadership council and every campus member who participates. Open meeting, and all of the campus community is invited to engage. There will be small tables where people can

have dialogue and discussion 2nd meeting to focus on retention, and the 3rd to focus on transparency.

Also, other thing to update, my roles at the system level. Last year I was elected to serve on the leadership executive committee and the 4-year sector lead, and elected to that role for a second year, but the board has also reorganised some of their committees and they've created a facilities committee And a finance committee (was previously both in one), and they've asked me to serve on liaison role for the facilities committee.

DW- Will there be email messaging re the first part?

DP- The other that I have is that the system office is strongly encouraging campuses to create a bias related incident advisory team. For instance, faculty have in the past let me or Jesse know when they see swastikas in the tunnels and we take care of that as quickly as possible. I'm in the process of developing this, but I would like faculty on this committee.

DP- Thanks to all who attended??? Why didn't you attend?

SP- It was excellent, one of the reasons nursing didn't attend, we had meeting those days. We also had meetings with Sanford, and another large dept. meeting with another external.

DP- It's difficult to send out messages if we don't have the schedule in May.

KW- We had a dept. meeting that day.

DF- There was a union meeting at 3.

KW- There was also a FYE meeting.

SP-Sometimes the start-up time in January isn't as hectic.

KS- This afternoon you should have received the climate survey result from Megan, this is the summary. There's no way that everything was computed in the summary. You're also going to see negativity in these comments and that we are looking for is what do we need to improve upon?

KS- There was a protest on 3rd street downtown, regarding the pipeline. It got a little more than they thought and then they were going to perhaps make some arrests if people weren't leaving. They moved it from Paul and Babe as that blocks a state highway and the repercussions are more for that so they moved it downtown I'm telling you this because we want our students to remain safe. We also have a protest policy on campus and students need to abide by that. We just want people to be safe.

Adjourn 546pm

