

BSUFA MEET AND CONFER MINUTES FEBRUARY 27TH, 2019 – 4:00 P.M. - DEPUTY 301A

OPENING QUERIES

1. **Retrenchment**
No
2. **Are any faculty members currently under investigation? Nature of investigation (no name needed).**
No
3. **Have any investigations been completed? Results?**
No

UPDATES

1. **President's Update**

President Hensrud

Three items to share: Athletics Strategic plan, Governor's budget, and Re-Imagining MN.

A. Athletic Strategic Plan

- a. We need assistance in the planning. We want to have an ask of folks to participate. Some surveys have come out for this plan already. Financial stability and marketing reputation given out the 6-19th of February, and next week another one is coming. A series of listening activities are coming in March. We're interested in getting everyone's voice heard. Please participate, it will be very beneficial.

Keith: Have we had an Athletic Strategic Plan before?

Yes, years ago we did, but we don't have one in place as of now.

B. Biannual Budget request and the Governor's budget.

- a. We're disappointed with the 51 million dollar amount. Only 43.6 million of 169 million requested was listed. 150 million of requested Higher Education Asset Preservation and Replacement dollars was funded, so that's good. A good thing was Governor Walz was silent on tuition. We were also disappointed in the dollar amount for ISRS (NextGen) as well. We are working with senate and house to get our voices heard. Unfortunately, where the governor's budget is originally is where it usually ends up...or close to it. Met with 3 or 4 of our representatives and we're trying keep tuition off the table if possible.

Derek: IFO is working hard behind the scenes too.

C. Re-imagining MN

- a. March 6th at 10 am in the Crying Wolf room, we're hosting a meeting. You can also check it out online. We should have the first synopses of the online watching session. In May there will be an outline of the whole process available.

2. **Strategic plan update**

President Hensrud

Criterion 4: Focus on Community Engagement and efforts to develop partnerships. We want to do a better job of using the space in the May Flower building. We're leasing this space in partnership with the Bemidji

Chamber of Commerce. We can use it as a center for community engagement, and for faculty development for engagement so that students can be more engaged with businesses and with citizens. I'll have more of a thorough update later in the semester.

Keith: Is NTC part of this?

Yes, we have an individual working on customized training and we're still refining it. We'll be looking at BSU later as well for professional types of programs to offer to business and industry.

3. Master Academic Plan update

Tony Peffer

One of the ambitious challenges in the plan was to review our liberal education program over a period of 3 years and the first part of that was to break down the purpose of Liberal Education into a single Learning Outcome that could be explained to 10th graders and parents. Randy has been working with a taskforce and I've been impressed with them, it's a tall order. Randy please share the plans.

Randy: We've been meeting all year. We have a Learning Outcome and a name called the Core Curriculum that we'll be bringing to senate soon. We're happy with it and I hope you guys will be too.

4. Facilities update

Karen Snorek

Comprehensive facility plan: two names were received. I think they will be great people and we can take two more if there's interest. This will be a great thing. Wrapping up on the energy control system.

5. Hagg-Sauer renovation update

Karen Snorek

I sent out an email to those who did not sign up for a chair. We want them to choose a new chair to match their offices. Tomorrow (2/28/19) at noon is the cutoff and then I'll choose it for them.

We did the carpet selection and we invited everyone to vote. We are moving forward with our interior designers with colors, chairs, desks, etc. We'll bring out those samples when the configuration is done (hopefully by 3rd week of March). The project renovation is on time and on budget so that's good. Additional 5.8 million from the governor's budget for updates, so that's good too.

Keith: Heat control is working? It's still typically plus or minus 15 degrees in the building (60-85 degrees).

Almost there...Energy control system is almost there.

Randy: Chat with facilities

Keith: We do.

6. Budget update

Karen Snorek

We're looking at FYE budget numbers with the governor's proposed budget so that's a bit different. Once we have the numbers figured out and have outcomes from house and senate, we can have a better idea. We were told there's a 29 million gap for ISRS (NextGen). We were told to budget 12.5 million system wide for each year to make up for 25 of the 29 million dollar gap. We have some surplus with one-time things in the school year 2020 budget and the comprehensive facility plan. I'm thankful for that to help with this.

Keith: Is it the tax, fee, or charge back?

It's a direct expense from NextGen not a charge back because we don't get the appropriation with that. Roughly, \$400,000 each year is the expense. We have a long ways to go. Middle of May is more realistic for numbers in our budget.

7. Positions update

Attachment A

Megan Zothman

The attachment is located on the HR website now. Theresa Hansen works on this spreadsheet on a daily basis. This is a pretty comprehensive and you can view it in Excel. All the information is public but you do

need to be logged into BSU and it may prompt you to log in with StarID credentials. If you have questions, call Theresa or any of us. We'll keep this going until June 30th. We can ask the committees that completed quickly what they did or those who finished slower what could we do to help.

Mike: What is the timeline for Debs Position will it be one position or more?

Pres: I need to look at that more in depth. There's many responsibilities there. We're looking at adding an NTC dean too. Deb is in the role for one more year but she told me she is done after that.

Mike: On the IFO books it looks like it is reassigned time...it should be a regular admin position since it has been since 2015. It seems like a long time to list it as reassigned time. We can bring it up again in August.

Pres: This is her last year, she told me that. Yes, I should have it sorted it out by then.

8. Enrollment update

Michelle Frenzel

Fiscal 2019 down 100 FYEs from 2018, not much change is expected. This is in line with what we planned for in the budget. Fall 2019 our freshman are down by 600 applications and we realized this by October. Freshmen will probably be down by 50 (40-45 fye), transfer applications are down but not as much. Every year we find that students wait until the last minute to confirm. Starfish is going well. The Academic Success Center has shifted their focus to solely students who are missing class or assignments. Retention is important. Our out of state recruiter has been to IA, NE, CO, WA, and SD. We won't see much of an impact until FA 2020 probably.

Derek: Is everyone in the system experiencing this?

Yes, everyone is down. There's a system report that shows this. But, every day we're working hard and you are too, so thank you for that.

Dean: What's the percentage difference of 600 less applications?

I'm not sure on the percent right now; it was 18% at that point in time.

Tony: Applications themselves are only part of the story. When everyone went to common applications, the applications went up but yield when down. When students wait until the last minute, it's harder to predict yield.

AGENDA ITEMS

1. Climate Commitment

President Hensrud

In 2008, President Quistgaard signed Carbon Neutrality by 2050, and we're working toward that goal to decrease our energy consumption. We'd like to add the Resilience commitment. Student Senate has asked to add the resilient component. The work in the past has put us on a good path for that recommendation. No additional cost but there's a commitment to work with your community to increase resiliency in the community. Karen can explain more.

Karen: It includes working with community (things we're already doing) like Anna Carlson working local energy, we just haven't documented the efforts. We'll now document what we've been already doing. We may not be able to do all of it, for example, solar options are great but too expensive. We're working on other options in the community and we don't know if it will work or not but we're trying. Working with emergencies as well, for example how can we help the community if all of the snow melts all of a sudden?

Pres: We are the only MN state school looking at this and we are the leader nationwide. We want to continue with that same commitment. I'll sign it around end of March or late April during a campus event.

Karen: No additional charge from Second Nature and we always look at UW Morris as a step ahead.

Derek: Can we leverage grants or partnerships with utility companies?

Karen: We can. It's a good reminder to do some small things like switching out our lights to LEDs and getting money back with that process. Especially with the wellness center, that is open 24 hours. These types of areas are where we want to focus more. Headwaters is looking at us as an example.

Keith: Are they using climate change or are they including other things?

Karen: More geographic... how it affects us as well.

Keith: Weather related?

Karen: It can be...or the butterflies' migration habitats is another example.

Dean: UW Morris has both Carbon and Resilience?

Karen: Yes, they've had both for a while.

Dean: Can we contact them and have a joint announcement for marketing as two green campuses?

Karen: They did it a while back, but maybe?

Dean: From a marketing standpoint, we may get more press with both involved. This is one of the top student concerns for social issues.

Keith: Second Nature is what?

Karen: We pay them a fee and they are a good resource. They provide data and programs that we can compare ourselves to. It's \$2,400 and they are a non-profit organization.

Mike: There's a list online of who signed the Carbon initiative.

2. AAR Parent Program – Pilot

Michelle Frenzel

This pilot deals with the 2019 AAR programs we want to run. Last year we gave a survey to parents and got a 20% response rate. We asked what's most important to them and what is their biggest worry. Important items included speaking with current students in QA format, learning about campus resources, talking with professors, and financial aid information (housing, credits, and meal plan) etc. Biggest worries included, class registration and financial aid package information.

I asked the group to do some assessment on the parents. We did a listening session with the faculty. Faculty spend more time with parents than the potential students. Some felt one on one was important others thought group would be good. In response we'd like to hold a conference style program, pick 2 of the following 4 (Students, Financial aid, Resources, and Professor meeting). This means to faculty now it went from two 40-minute sessions to one 45-minute session. We are redoing the schedule so there are 15 more minutes with faculty.

Used to be 11 am to visit with students and parents stay until 4:30. The new AAR pilot will be from 1:15 pm - 4:30 pm. We will compensate the faculty half of a duty day and continue to ask for representation from every program. This works well. We will assess again this year to see if we need to make changes for the next year. The number of AAR sessions remains the same as well.

Mike: Our IFO position is that half duty days do not exist. Just an FYI our position is that we do not do half duty days. Often times we are donating a full day since it pulls us from other things during the day we cannot commit to due to the AAR session.

3. On campus students enrolling in online courses

Tony / Michelle

Michelle: Proposal- adjustment to opening online class to on campus students. Currently we open certain online classes to on campus students 4 weeks after registration begins. We're proposing opening all online classes 5 weeks after registration begins. Rational: to reduce the barriers to enrolling students. Increasing from 4 to 5 weeks gives CEL and others extra time to have communicate this change.

Kari: I attended an online coordinators meeting yesterday and since this policy had been provided in a deans meeting earlier, it was a topic at the meeting. I asked anyone who was still at the meeting if there were concerns. Accounting, Business, and Psychology were very concerned. Nursing limits their enrollment so it won't affect them as much if at all. Criminal Justice said it would probably be okay since they open their courses at 4 weeks anyways. Other coordinators had left at that time.

1. My question is this, will our (Business for example) department policy of only allowing those on campus students into our classes if they are a senior, have approved grad plans, 90 credits, and have exhausted all options, be allowed to continue?
2. Another issue that was brought up at the meeting yesterday was late admittance of online transfer students. If they are admitted after the 5-week mark, there will be absolutely no classes for them to register for since the shift of on campus students will fill those very few open spots.
3. Finally, another concern is with this shift of enrollment from on campus students to online sections, our waitlists will skyrocket, giving a false impression of demand. It is a shift of enrollment, not new enrollment, which will then feed into the caps policy in that my course will look like it needs to be increased by 10 since there is a much larger waitlist of on campus students wanting in.

Tony: Institutional policy would override department policy. I don't know that 5 weeks is the best period. We can't prohibit a student from enrolling in a course based on delivery type. That's my concern, I'm not sure HLC would allow that. We want to make sure those online students that have the opportunity to enroll, but there's a point when we feel online students should have the opportunity.

Kari: I've been here 18 years and there has never once been any concern that you've mentioned? Do you see where our concerns are coming from?

Michelle: I do, but I looked at business at 5 weeks, and they are already full so it really shouldn't matter.

Kari: There will be a shift of students from on campus to online because they prefer it, not because they need it.

Michelle: How we will manage those requests is that we will have to do our due diligence. Determining if students want it rather than need it. Do they need it to graduate? If it turns out that they are a sophomore, etc.

Kari: So let me understand this, you guys will be deciding if a student needs a course, and then enrolling them into that course based on your findings. Although we have a department of 17 people that is already doing that, you feel you will be in a better position to make that decision? Sounds like a ton of work for you.

Tony: It's part of the course caps policy and I'm looking forward to this senate meeting. Student senate is a big group of students from a lot of different majors. They were telling us they had real problems getting courses and staying on track to graduation. What has changed in the last 18 years is how it's changed in curriculum. Lots of concerns of back then...now that is not the case.

Kari: I would have loved to be at that student senate meeting. I would have asked what their majors were, what year they were, if they were unable to take a full load that semester, and how they thought it delayed their graduation date. 90% of students' situations can be handled by good advising, at least in my experience it can.

Tony: The only issue is opening up seats to those who want them, opening up makes more sense.

Michelle: That's why I'm proposing this. I think this is fair to reduce the barriers.

Keith: Is there any data that this is a campus wide problem or can certain departments have discussions with deans about this? If it's just a few departments, can we look at those instead of a university wide solution?

Tony: What I see is that courses on the schedule that say on campus students cannot take this course. Why can't they? We can't tell a student they can't take a class due to its method of delivery.

Kari: That's just not true. At least with our department, we allow online students to take on campus classes however, by the very nature of being an online student, it is very seldom needed. We do allow on campus students to take online classes if all other options are exhausted (senior status, graduate plans are in, and no other credits are available). We have too high of an online demand to do it any other way.

Mike: Making a commitment to the online students to allow them to graduate on time. We have students migrating from on campus to online but not the other way around. Advising is more difficult. I did an online advanced degree and they just had courses designed to just students in that program. On campus students were not allowed. Our online students may be in the same situation. Why does this policy need to be in place? We should stop advertising our online programs then because we won't be able to get them into any courses.

Pres: What online courses are available to on campus students now?

Michelle: there is a list of courses that are available after 4 weeks except for high demand programs like, Accounting, Business, Psych, etc.

Derek: it's more work to service on campus students that transfer to my online sections, which will increase a faculty member's workload.

Tony: Only part that confuses me is that we're talking about seats that are already available.

Derek: We're not talking about workload for some reason. We have a cap in the online and the on campus courses so if they don't both fill, I have been told to keep online caps low for quality purposes.

Tony: You should expect the possibility that both will be full so that's the workload to expect.

Derek: Course caps will feed into this.

Keith: We'll have double enrollment. The same students will sign up for both on campus and online.

Randy: If the students on the online waiting list are on campus students, we can see that and make that part of the decision making process for caps.

Tony: I don't want to bring in the course caps discussion with this policy. But you're talking about multiple sections; it kicks in when more than one section fills. We're not there yet with the final version. I appreciate this being a concern.

Dean: Part of the problem you were addressing was they couldn't get the classes they needed to graduate, but your proposal has my students (and advisees) approaching me for help as an advisor so now I no longer have any power. Now it's up to the registrar, not us.

Derek: Why we would add more students when we don't know the top end of our classes set by the registration office?

Tony: There's nothing in this policy that doesn't allow you to add people to your courses.

Derek: You've taken away the incentive for us to add students. Please get me this proposal in writing Michelle.

Michelle: Yes

Tony: Thanks Dean for letting me know that this didn't come to M&C.

Pres: You guys are making a lot of good points so this additional feedback will work well.

4. Reassigned time & extra duty days

Randy Westhoff

This topic was supposed to be removed and added to a future agenda.

5. Faculty Pay Concerns

Megan Zothman

Not sure what you're hearing, but we've identified in FWM some issues with pay. When using our new tools, we were doing things correctly for the most part but we had some people get missed. Since fall, the service center has done all the processing. There have been errors here and there but nothing too drastic. Carol is great at looking for unique pieces of load assignments for faculty so she is back in the mix for quality control. Carol is looking at the amount of overloads that have been paid out. Prior to the agreement in place, the service center was pulling people through the system when they were supposed to wait. Email will go out to verify in Faculty Workload Management (FWM) your load. A couple of people caught the mistakes on their check, but this was not anticipated. Wanted you to be comfortable with us sending this out. There was a communication gap between BSU and the Service center that caused these issues. We'll send Derek a list of who was impacted. Then, I'll send an explanation email to you Derek, if that's okay, and you can forward to the IFO. Send faculty our way if they have issues or questions.

Dean: How does that FWM help them understand their issue of load? Was there a misstatement of the amount of credits?

Randy: Yes, overloads specifically. For example, a faculty should only have 2 credits of overload but was paid for 4. It shouldn't have happened. Eight faculty that we know of were affected, but it could be as high as 18 so far.

Deb: Are duty days easier to track?

Randy: Yes, we find them easier as there aren't as many.

Keith: Will NextGen will fix this?

Karen: If their faculty load is scheduled in NextGen, then maybe.

6. HR Responsibilities

Attachment B

Megan Zothman

Attachments listing who does what in HR are on our website. There's been some change over in HR so that makes it harder for our end-users to know who does what. You can call any of us and we'll get you to the right person though.

7. Taskforce Respectful Workplace Members

Attachment C

Megan Zothman

Friday afternoon is our first meeting. We still plan to complete the committees work this spring. I think it will be a really good group to work with.

8. Refresh of computers

Karen Snorek

New plan for rollout: Anyone who is part of the move (any department) is the first rollout this summer (SU 2019). For example, the whole English department will be in the first wave since they are moving to Bangsberg (instead of just faculty and then non-faculty as it was done in the past). Now, we're doing the complete department. This summer everyone who is moving will be in the rollout and then anyone not moving but is in a faculty academic program will be in the rollout over winter break (Winter Break December 2019 – January 2020). After that, next summer (SU 2020), non-faculty will be in the rollout, but not all at the same time. It will spread out so that by September or October of 2020, everyone should be done. This way we cover 3 fiscal years for dollars too. Survey has gone out to faculty in the first rollout and they can choose one of four computers that are not charged to the department. The fifth option you will have a \$1,500 charge to your department and is typically only used by graphic design or specialty programs. There is still a one-computer exception rule.

We are not buying the extra accessories like last time as many didn't need or want them. You will get mice, keyboards, and if you want more, it will come out of your department budget. We will require everyone to take a course in OneDrive during the rollout. It will be a tutorial type of meeting so we can get people to use OneDrive instead of our other servers.

Derek: Can faculty come during summer or fall? What is the transition timeframe for OneDrive?

Yes, either summer or fall will work. Maybe a year for time frame for OneDrive.

Keith: Will we be able to get the machines sooner than over winter break? Has Rob met with ACC? Those conversations were helpful in the past for rollouts like this.

We will do our best to get the computers in before break. Graduate students that have 10-year-old computers will get the 5-year-old computers you have now. Not sure if Rob met with ACC?

9. Other

Deb: Any reactions to the Title 9 committee?

Derek: Nope

Deb: Good!

Meeting Adjourned 5:51 pm

BSUFA MEET AND CONFER ATTENDEES:

BSUFA MEMBERS for 2018-2019

ADMINISTRATORS

Derek Webb, President
Steve Carlson, Past President
Bill Joyce, Treasurer
Michael Murray, Negotiator
Dean Frost, Chief Grievance Officer
Keith Marek, Board Member
Elizabeth Rave, Board Member
Sheila Paul, Executive Committee Secretary
Kari Wood, Senate Recording Secretary
Lainie Hiller, Staff member and M&C note taker

President Hensrud
Tony Pepper
Karen Snorek
Michelle Frenzel
Deb Peterson
Randy Westhoff
Megan Zothman

BSUFA SCHEDULED MEETINGS FOR 2018-2019
4 PM – DEPUTY 301A

MARCH 6TH, 2019 – ALTERNATE

MARCH 27TH, 2019
APRIL 3RD, 2018 – ALTERNATE

APRIL 24TH, 2019
MAY 1ST, 2018 – ALTERNATE

MAY 8TH, 2019
MAY 15TH, 2019 – ALTERNATE