Minnesota State University of Administrative and Service Faculty

State Meet and Confer

May 6, 2011

**Meeting began at 10:05 a.m.**

Attendance: Barb Oertel, Margaret Vos, Jeanne Cornish, Shahzad Ahmad, Jeremy Johnson, Jill Quandt, Linda Meidl, Jay Lee, Adam Klepetar, Rich Wheeler, Jim Anderson, Lynn Johnson, Mike Lopez, Judy Borgen, Scott Olson, James McCormick, William Brady, Jodean Thronson, Mary Nadeau, Jonathon Eichton, Susan Anderson, Anita Rios, Gary Hunter, Mike Lopez, Colin Dougherty, Lori Lamb, Chris Dale

President Oertel began the meeting by thanking the Chancellor for his many years of strong leadership to the MnSCU system and the ASF Board wishes the Chancellor a wonderful retirement. The Chancellor thanked ASF for our dedicated service to students and universities. He told ASF that our partnership these past many years has been a great success for both of us.

**State Shutdown Implications/Planning-Chris Dale** Chris Dale noted that the OOC is aware that this shutdown of government could occur this summer and have been looking into what happened during the past two state government shutdowns for potential planning purposes. The Chancellor is hopeful that this scenario does not occur, and that our plan is to get through it again this time. President Oertel noted that our members are wondering about insurance, will they get paid, and who is considered an essential campus employee in case of a shutdown? Chris Dale stated that the term essential employee is confusing and he likes the term core employees which is narrower in definition of who is needed on campus during shutdown. MMB will be communicating this to us if the scenario becomes more likely and we will work with this agency to bring in campus leaders to enact a shutdown plan. It is the opinion of the OOC that Cobra would cover the first 60 days of a campus shutdown for employee health insurance.

**System Training Accessibility-Anita Rios** President Oertel noted that when the OOC offers system training that we wanted to encourage with the web based and regional training models since it is our members have difficulty with their work load being gone from campus for a few days for training. Anita noted that this is the goal of the OOC to work with employees and that we are constantly looking for ways to improve our technology use while maintaining a human connection element. The supervisory training for new leaders is a good example in that we are looking at taking one day of the two day training and putting that online for them to do the training for the first day of their training prior to having one day at the system office. Anita also noted that we are trying to go out to the regional campus sites to make it more accessible to our employees.

**Single Bill/Single Pay Task Force Recommendation on DFNP-Colin Dougherty** President Oertel asked for an update on the Single Bill/Single Pay task force. Colin Dougherty noted that he is excited about the recommendation that the task force will make in regards to this Students First initiative. The online bill payment process for students this fall will be dramatically improved and this new improvement will put all of the payments to various colleges all in one place for students to have one bill. We have decided to allow for flexibility of payment options for individual campuses at the first stage of this new system, we will encourage campuses to implement the new single bill/single pay process by the fall of 2012. This will allow campuses time to implement the new process. President Oertel noted that this change is positive in that campuses will be allowed flexibility for the fall payment to use the date that is in the best practice for that individual campus and thanked the OOC for listening to our concerns. Colin Dougherty noted that we are beginning to provide proactive messages to students on eservices which will hopefully encourage students to take care of the tenets of keeping their classes enrolled.

**Students First Update-Jon Eichton** Barb Oertel thanked Jonathon for getting the Shared Services group together this summer. Jonathon handed out an implementation sheet of Students First initiative progress and said that there has been good progress in all of the areas this past year. He noted that the Grad Planner implantation is very complex in the testing environment and we are beginning to develop a communication group in this area to address this complicated process. The goal of all of these initiatives is to test each of them in a real-life testing environment to help work out problems.

Margaret Vos from SCSCU noted that there is confusion at the campus testing environment of Grad Planner at SCSU, and that our ASF staff has questions about the process. Jon Eichton noted with the encouragement of the Chancellor that he will come to the SCSU campus to visit with staff about their concerns soon. Jonathon Eichton noted that there are bi-weekly updates on the web for system employees. Jeremy Johnson noted that the Single Application work has been helpful in that when students access the MnSCU application on our website it looks like a MSU Moorhead application and this helps us in a marketing sense, along with the fact that students can access our application through the MnSCU website, and he thanked Mike Lopez for listening to the Directors about this concern. Jeanne Cornish asked about the implementation date for Grad Planner and Jonathon Eichton noted that we will look at this more in detail in August and that we are not looking at any forced implementation date for Grad Planner.

**Budget Update-Susan Anderson** We are eagerly awaiting the legislative conclusion because of the unknowns at this time. The OOC are moving forward with setting tuition rates with our Board as if everything will be resolved on time. Our tuition and fees will be set in June. The Chancellor noted that our testimony together as a MnSCU group of different groups was very much in sync with each other and this helped us greatly during those meetings, but the Chancellor said that this legislative hearing process was different than other years so we will have to wait and see what the will be the outcome? The Chancellor believes that the legislature needs to hear a unified message from our constituencies in order to best preserve our resources for students.

**Legislative Update-Bill Brady** Bill handed out the talking points that our legislative team has been working with at the legislature and we are waiting for the conference committees to meet to settle the differences and work with the Governor to negotiate an agreement acceptable to both sides. The OOC is in a wait and see what happens time and Lori Lamb offered to have us reconvene again in the summer if needed. President Oertel thanked Bill for the talking points and asked to have it sent to her electronically so that we can share these with all of our members.

**Board Policy 3.22 Course Syllabi and Proposed New Procedure 3.22.1 Course Syllabi and Course Outlines-Mike Lopez** The Policy Council approved 3.22 for Course Syllabi and Course Outlines and Mike Lopez passed this out to ASF and this revised policy will go to the Board for approval. Gary Hunter noted that most of the changes are directed towards what is a course outline versus a course syllabus. The language clarifies the difference between course outline versus course syllabus to deal with copyright issues related to the intellectual property of a course syllabus of our faculty members, and this new policy helps protect our individual faculty from copyright infringement from outside educational entities. The course outlines will be on a publicly accessible website so that students can review this information easily.

**Board Policy 4.8 Emeritus Status-Lori Lamb** Lori Lamb noted that the Board of Trustees asked to revise the Emeritus Status policy so that it puts some actual emphasis in the Emeritus Status. Most importantly the OOC has added the notation that “all staff” can be awarded Emeritus Status along with the benefits of this designation.

Meeting Adjourned at 11:12 a.m.