



MSUAASF Meet & Confer
Tuesday, April 21, 2009
10:00 a.m., FH 219

AGENDA

1. Realignment of Residential Life, Student Center and Event Management (AASF)

Is there any more information on this? Proposal is to eliminate Jeff Helms' position. Scott Crowell would pick up some of the duties and would possibly move over to the Student Center.

2. Recruitment, Retention and Orientation Strategies (AASF)

Recruitment: Jan Louwagie asked if we have any plan/priority to recruit veterans? Beth Weatherby will talk to Admissions and Pam about this. Sandy Nelson expressed concern for international student recruiting with the departure of Rich Shearer. Rich Shearer went to India and Nepal. Scott Crowell responded with the administration's concern on spending budget for this. Don Robertson is still in conversation with Nepal. They are working on giving more money to the students each subsequent year so the students stay long-term. Tim Alcorn said he is seeing new things being implemented regarding recruitment (i.e. postcard for call center). He thinks a session to update everyone on the recruitment plan should be done. Beth said that is a really good idea. We could do an all-university meeting at the start of fall semester. People do want to get involved. Registration days need campus involvement – the first impression is very important. LeAnn Thooft has had meetings with parents of college students to glean suggestions from them.

Orientation: Jay Lee stated that their area was involved with this in the past, but not this year. He's concerned about ADR not being in the process...it could be a retention problem. Beth will follow-up and have a more thorough discussion with Jay Lee.

Beth Weatherby said that after two failed searches they're not going to do another search for a Director of Admission at this time. We are happy with the current interim director and LeAnn Thooft is willing to be Interim Director for another year. The next search would be with a search firm.

3. Prioritizing Funds received through VLWOP and the Campus Relief Fund (AASF)

Tim Alcorn stated that if they knew what the dollar savings would be used for we could get more participation. Doug Fraunfelder said the money would initially go into salary savings. The estimated VLWOP salary savings to date is about \$110,000. This would be part of the \$600,000 we need to come up with to prevent further cuts. Doug added that if early retirement incentives come through the Legislature and MnSCU there could be an increase in early retirements.

4. Information Security Assessment Program (ISAP) (Admin)

Dan Baun distributed a handout. He said that last year there was an assessment team here. We need to form an Information Security Team to set policies, procedures, guidelines, and standards to ensure SMSU is in compliance with MnSCU policies. This group would probably

meet once a year. At some point we will be audited on this. Bring this to your general membership and then get back to Dan Baun. Send an electronic version to Jay Lee.

5. Other

a. Fleet Safety (Admin)

Doug Fraunfelder said this has changed once again. Now this only applies to vehicles owned by the University. Since we don't have our own motor pool this doesn't pertain to us.

b. Bike Path (Admin)

The University will become part of the Marshall Bike Path. The City will paint in a lane. The City will assume maintenance of the street between the two Highway 23 entrances in exchange for the University giving them access to the campus for the bike path.

c. Highway 23 Underpass (Admin)

Another thing being *discussed* is a pedestrian underpass between SMSU and the Marshall High School. MnDOT is doing the design this year and hopefully will construct it next year. It will be large enough for pedestrians and a "gator type" vehicle, but not a full-size vehicle. We'll see if this actually happens.

d. AASF Special Incentive Award (Admin)

Bill Mulso said the date for meeting has been pushed back. We will get back to people ASAP.

e. Dean of ALS Search (Admin)

We are in the process of doing on campus interviews with four candidates.

/ljp

cc: President's Cabinet



MSUAASF Meet & Confer
Tuesday, February 17, 2009
10:00 a.m., FH 219

AGENDA

1. **Budget (Admin)**

Budget presentation was handed out. It's a proposal being put on the table and the administration would like feedback. This document is also posted on the SMSU President's Office web page.

2. **Fleet Safety Update (Admin)**

The rules just apply to rentals. Follow the policy and fill out the forms. You can use your own car if you don't want to go by their rules

3. **Impact of Proposed Cuts (AASF)**

a) **Academic and Diversity Resources**

Marilyn Leach distributed a handout on the impact of the proposed solutions to the budget deficit. Marilyn spoke on how cuts will impact the ADR. Her proposal is for the administration's consideration. President Danahar said they will take a look at it.

b) **History Center**

Jan Louwagie asked how SMSU will fulfill its commitment to the MN Historical Society. The History Center was established in 1972 and serves the 19 county area. State and Federal documents are house here. School and church records are stored here. SMSU students, high school students, Senior College students use the History Center. Around 700 regional people who want genealogy information come in the door. It's an outreach into the community. Jan's main concern is donor documents. Want to make it safe without a professional staff person. Jan will email the documents.

c) **Fixed Term Positions**

Jefferson Lee expressed their concern about grad assistant's taking on the duties of fixed-term positions.

4. **Discuss the possibility of an All-University meeting to address salary savings leave or leave without pay (AASF)**

Throwing out leaves without pay.

5. **More transparency in the event we should have another round of cuts or reductions (AASF)**

They would like to be informed about layoffs in a timely manner. Contract timelines are being followed regarding layoffs.

President Danahar said the administration will take all of this under advisement. He stated again that this is a budget *proposal*. We're still not sure what the MnSCU funding and tuition will be. We also don't know what the settlements will be on the union contracts. Don't know what the State deficit will be. The Governor won't do anything until after the February forecast comes out. Right now the Governor is predicting the deficit could be as high as \$7 billion. It could be as late as July before we know what the budget will be. If people are hoping on the stimulus package, they may wait a while. Only 10% will be for this year.

We are not alone in this.

We will carefully go through the responses.

6. Other

/ljp

cc: President's Cabinet



MSUAASF Meet & Confer
Tuesday, January 27, 2009
10:00 a.m., FH 219

AGENDA

7. Current Travel and Purchasing Policies (TPP PDF) (AASF)
8. We would like a list of current vacant and/or unfilled AASF positions. (AASF)
9. Are there any updates as to perspective cuts or reassignments, in particular in the AASF unit?
If so, when can we expect to be informed? (AASF)
10. Information Items: (Admin)
 - a. Commencement 2009
 - b. Homecoming Committee
 - c. Family Day Committee
11. Other

/ljp

cc: President's Cabinet



MSUAASF Meet & Confer
Friday, December 12, 2008
11:00 a.m., FH 219

AGENDA

1. 2010-2011 Academic Calendar Draft dated 11/4/08 (Admin)
2. List of University Standing Committees (AASF)
3. Campus Cell Phone Policy (AASF)
4. Meet and Confer Dates for Spring (AASF)
5. Other

/ljp

cc: President's Cabinet



MSUAASF Meet & Confer
Monday, November 17, 2008
3:00 p.m., FH 219

AGENDA

1. List of all University Standing Committees (AASF)
2. Interim and Fixed Term Positions (AASF)
3. Other

/ljp

cc: President's Cabinet



MSUAASF Meet & Confer
Tuesday, October 21, 2008
11:00 a.m., FH 219

AGENDA

1. Travel Authorization Policy (AASF)
2. New Contract – Informational Items (AASF)
3. Budget (Admin)
4. Online Catalog Timelines Proposal (Admin)
5. Informational Item: NSIC Strategic Plan (Admin)
6. Other

/ljp

cc: President's Cabinet