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Campus Assembly minutes 05/02/2018

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Campus Assembly
May 2, 2018

Chancellor's Remarks.

“At this, our final assembly of the year, I would like to accomplish two things in my remarks: (1) provide an update on our work to balance the budget this year and next, and (2) highlight and celebrate some of what we have accomplished as a community this academic year.

Budget update: In December, and again in February, we held community forums to update the campus about campus finances and plans to address the need to balance our budget in fiscal years 2018 and 2019.

FY 18: As of February, we anticipated an annual operating budget shortfall of just over a million dollars for this year, fiscal 2018. We proposed to fill the shortfall through one time vacancy savings, an SE&E reduction, and one time capture of funds from carry-forward accounts, and the campus' contingency fund. We made those adjustments in consultation with the division chairs and department managers, and I am happy to report that we have closed this year's budget shortfall. We will end this fiscal year on June 30, with a balanced budget, as required. Thank you all for your careful and important work managing our budgets this year to address this gap.

FY 19: As I indicated at the earlier meetings, using one time monies such as vacancy savings and carryforward reductions to balance this year's - or any year's - budget doesn't get us to a sustainably balanced budget, only recurring monies can. And, particularly because we do not yet know about our final enrollment figures for fall 2018, the legislative session's final outcome, or compensation increases, FY 19 continues to be a work in progress. As of February, our plan was to achieve about \$1.5 million in recurring salary and fringe savings, make a further reduction in SE&E allocations, request a 1% increase in resident tuition and an increase in certain student fees - all recurring. The request for the tuition increase will go forward to the Regents if the legislature does not pass the \$10 million funding supplement for the University of Minnesota. In addition, we proposed additional one time capture of carry-forwards and use of the contingency fund. A reminder that all of these things together - even if perfectly executed and best case - will still not get us quite to our estimated target of close to \$3.3 million without some short term help from the UMN system. (So we have ongoing work to get us to long-term sustainable funding.)

We submitted our budget compact request to the system in early March, and should hear the final results of that process in early June, after the close of the legislative session and the Board of Regents vote.

Our work to identify areas for recurring reductions continued our guiding principles of preserving the Morris student experience, mitigating long term impacts on our academic programs and mission, and looking for administrative savings and efficiencies.

Because much of the campus conversation has revolved around the administrative savings and efficiencies efforts, including proposals to reorganize several campus units, let me summarize where we are with these. Morris is fortunate to have a dedicated staff team with deep commitments to their work, to their offices and programs, and to their colleagues. Changes of this sort are always difficult. When reorganizations include reductions and letting go of staff positions, those impacts are personal and, of course, confidential.

IT/IMT/Communications and Marketing reorganization: This reorganization has moved forward with reassignment of several positions. There is now one information technology unit, and the search for the information technology director is underway. The media technology/video production function now reports to the Office of Communications and Marketing to leverage these strong resources in support of our mission, student recruitment, and comprehensive campaign and fundraising; the Help Desk and teaching and learning functions now report to IT to better integrate our hardware, software, and technology infrastructure resources including direct support to students, faculty, and staff; and sound, lighting, and

Event Location support now reports cohesively to student activities. (Parenthetically, we have also begun the search for a new Director of Communications and Marketing.)

Registrar/One Stop: Conversations about how best to configure this newly combined unit continue. We are working hard to best integrate the functions of the two previously separate units in ways that preserve service to students and still create efficiencies behind the scenes with the staff managing these important internal processes. The combined academic support unit now reports to a single person, the Academic Dean, and the directors of the Office of the Registrar, One Stop, and Business Office are meeting regularly as a single unit, Morris Academic Support Resources, to collaborate on areas of common interest.

Business Office: New personnel have been hired at changed classifications and overall reduced FTE.

ACE and Career Services: ACE and Career services merger is moving forward; most of the actual merging will take place after Commencement. We are getting set to launch the search for director of for a new position -- a director of the combined unit. The position will have responsibilities with our new grant-supported programs, expand the current part-time ACE director role, bring leadership roles together, through reallocated salary dollars and external funds.

Budget cutting is hard work, and not very much fun. We have tried, really hard, to do it carefully and thoughtfully and to keep the strengths and long-term health of UMM in mind. I appreciate the tireless work of the Budget managers, program and office leaders, DCs and VCs who have worked carefully and thoughtfully to address our fiscal challenges. We know we are not alone in Minnesota and across the country in doing this difficult work and finding our way forward in a challenging fiscal environment for higher education.

While it is still early, our new student numbers look strong relative to last year. We had the largest group of students register in our April session in many years. Our first year retention numbers are a bit above those used to build our budget for fall. And with continued work from all of us across campus supporting these efforts I am hopeful that our new transfer and retention numbers are moving in the right direction as well.

* * * * *

Throughout the year in my Campus Assembly remarks, I have highlighted some of our successes and elevated members of our community for their contributions. I think it appropriate to do so again on this occasion. Our list of committed and good work and progress is too lengthy to mention everything here in the short time that is allocated to my remarks, so let me mention several additional items that I haven't noted to date:

Holding our first ever international Alumni reunion and event in Shanghai, China resulting in a significant gift, new alumni engagement, and great promise for the future;

Receipt of our first fully electric vehicle;

Two sustainability interns figured out a simple way to cut energy usage and save us thousands of dollars in the process;

Beginning a long-needed renovation of Edson Auditorium and the surrounding area supported entirely by private gifts and student fees.

Acknowledging our campus's boarding school past and its connection to our present and our future in multiple ways, including:

- Hosting Minnesota Public Radio on campus to amplify our Native student voices, and
- Commissioning a sculpture acknowledging our past and looking to the future by a highly regarded Minnesota Native American artist to be erected in Pine Glen this year, funded fully by private donors.

Recognition for our Cougar Women's soccer program with a Team Ethics and Sportsmanship Award – one of just 10 men's and women's soccer programs celebrated for exhibiting fair play and sporting behavior across all three NCAA divisions, NAIA, and NJCAA.

Receiving a Mellon Foundation grant – to support the centrality of the humanities as relevant and innovative to our general education curriculum

Please join me in celebrating these successes.

I know that as a community we all have worked hard this year in support of our students, our community, and our state. In early May, it is sometimes difficult to appreciate how far we have come over the academic year. Let me end by personally thanking all of you for the contributions that you have made to UMM this year and every year. While we as individuals sometimes hold differing opinions with respect to our path forward, I understand that as a community, collectively, we are all committed to this institution and its sustainable and vibrant future--and to finding the way to make that happen. Again, thank you for all that you do."

- II. **For Action.** From the Steering Committee. Approve minutes from 4/3/18 Campus Assembly Meeting approved as presented with correction.
- III. **For Action.** From the Membership Committee. 2018-19 Committee Rosters approved with one minor change.
- IV. **For Information.** From the Commission on Women and Gender Equity. Equity and Diversity Advocate: Two-Year Pilot proposal.

The PowerPoint presentation and proposal are attached to these minutes.

Comments from assembly members:

- Would it be possible to use the community hour for training?
- Will someone keep track of how many EDA advocates are serving on committees?
- What happens if someone is assigned to a committee for a single semester?
- It would be good in incorporate this at the division and discipline level.
- Will be interesting to see how this impacts the overall actions of the committee.

- V. **For Information.** From the Dean's Office. Academic Personnel Plan.

Janet Schrunk Ericksen reported that among the charges of the University Senate's Academic Freedom and Tenure committee (AF&T) is monitoring University policy on staffing, in particular, the policy on Academic Appointments with Teaching Functions. This policy states that colleges should seek not to exceed a 75%/25% ratio of tenure and tenure-track to contract faculty and it stipulates that this be monitored by a periodical review of all college staffing data and plans for their implementation, including supplemental plans explaining why a college might exceed this ratio.

As part of this monitoring, an updated UMM Academic Personnel Plan was submitted in February 2017 by then-Vice Chancellor of Academic Affairs and Dean, Bart Finzel. It explains the appointment categories used at UMM and the percentage of tenure-line faculty in the Full Time Equivalent (FTE) count.

After the plan was reviewed by the U Senate committee on Academic Freedom & Tenure, the Provost's office scheduled a meeting with the chancellor and me as well as with Vice-Provost Rebecca Ropers-Huilman for discussion of the document. One challenge concerns the ratio of UMM non-regular faculty to regular faculty. The way that the Provost's office calculates appointments is different from the calculations of FTE that UMM does for itself. The Provost's Office was very receptive to our comparison of the numbers (report from Nancy Helsper, Institutional Research) and did not realize the limitations of the Provost's

count. We are mostly below the 25% ratio when using Nancy Helsper's numbers. We are more often above 25% if we use the Provost Office's numbers – and the whole question of how we count faculty is much more complicated to answer than it might seem.

The Provost's office noted, too, that the plan "includes very little about mentoring or professional development opportunities." This is an area I've begun working on in a variety of ways, including plans for implementing a monthly workshop for new faculty next year, trying to regularize a baseline, at least, of mentoring across divisions and different kinds of appointments, and figuring out how to clarify responsibilities and expectations for those who are not in tenure-line positions.

Janet has asked the FACP&A Affairs committee to examine the current job codes for appointments at UMM, to see if they can clarify how we use the non-tenure line positions and to consider how we might develop promotional tracks for these positions. The University system has many job categories for academic personnel and some of these categories are not used at UMM. Some of these categories do include a promotional track.

Input is welcome on any part of this topic. Janet will be working with division chairs as well as the FACP&A Affairs committee.

VI. **For Information.** Update from the Visioning and Strategic planning.

Nic McPhee, Jennifer Herrmann and Tiernan Lenius, members of the visioning and planning group, presented the following update:

Draft vision statement

At Morris we practice inclusive liberal arts through creative and innovative collaboration. Grounded in our sense of history and place, we serve our diverse communities locally and globally. The Morris experience challenges students to connect their passions to meaningful futures.

Draft goal statements, part 1

- Honor our liberal arts tradition by preparing students to discover, through project-based work, solutions to complex interdisciplinary problems of the 21st century.
- Work to ensure that UMM is a socially, economically, and environmentally sustainable institution. This requires stable enrollment so that UMM can engage in effective planning that will provide students, faculty, and staff with consistent support and resources.
- Acknowledge our history as a boarding school and our continuing commitment to Native American students and communities through curriculum, programming, and service.

Draft goal statements, part 2

- Provide full accessibility to all of UMM's living, service, teaching, and learning spaces for everyone who uses our campus.
- Define UMM's place in the University of Minnesota system, local region, state, nation, and world.
- Foster community engagement and personal growth by creating a democratic community where students, faculty, staff, and local community members from diverse backgrounds contribute to the decisions, infrastructure, and interdisciplinary education on UMM's campus.

Avenues for feedback

Full vision and goals document: <https://z.umn.edu/MorrisVisionAndGoals>

Google Form: <http://z.umn.edu/MorrisVisioningFeedbackFormS18>

- A short form, and a longer, more detailed form

Canvas: <https://canvas.umn.edu/courses/26265>

- Join the “course” if you haven’t been there before
- Link to the vision/goals discussion at the top of the page

Thanks for your feedback and ideas. The committee plans to collect information until May 7 and will try to wrap things up before the end of May. Chancellor Behr will shop it around externally over the summer and will work on a draft implementation plan.

Comments from assembly members:

- Does our vision statement change our mission?
- MCSA discussed the goal statements and it feels like we are already doing many of these things. Some members of the student body have concerns about the language. It is worded in the present tense and should be looking to the future and isn’t as strong as it could be. MCSA compiled a list of things at the last meeting addressing the wording and feels strongly that something should be added about sustainability.

VII. **For Information**. From the Steering Committee. Community hours 2018-19.

Nic McPhee said now that Campus Assembly has approved the new Community Hour, the Steering Committee is beginning to assemble a proposal for a schedule and process for managing this new resource.

Steering would like to suggest the following schedule for the Tuesdays:

- Every 1st Tuesday is Campus Assembly
 - This gives us 8 meetings a year (Sep, Oct, Nov, Dec; Feb, Mar, Apr, May), which is about an hour less total time than the current 6 meetings of 1.5 hours each.
- Every 2nd and 4th Tuesday is for major campus committees
 - Not every committee would need to meet every other week, but the slots would be there.
- Every 3rd Tuesday would be available for Division and Discipline level business
 - Disciplines that meet very frequently (e.g., weekly) won't be able to use Community Hour for that many meetings and will still need to sort out a separate meeting time, presumably like they do now.
 - Divisions will likely need more than one meeting a month for their business, especially if they're limited to hour-long meetings. They may be able to handle "regular" business, but things like annual reviews and promotion and tenure meetings may require other meetings outside of Community Hour.
- The occasional 5th Tuesday will be dealt with as needed

Our current hope is to preserve most of the Thursday Community Hours for primarily non-governance activities like student group meetings, ad hoc meetings (e.g. our current Campus Visioning Discussions), and outside speakers.

If you see something that you think won’t work, please contact a member of the Steering Committee. This does not provide enough time for everybody to be involved. Some committees will have to find time outside of these slots. For some committees, this will hopefully be enough time.

Comments from assembly members:

- Would appreciate having clear guidelines regarding who gets priority, etc.
- The amount of energy to create the community hour is tremendous. Hopefully, this will become a time where things can simply happen and people can have an hour of flexibility or free hour.
- This might be the time for the campus to have a serious conversation about how often committees need to meet. Perhaps this could be a time for us to get together for big events during the day.
- Would be great for this document to be in one place so everyone can view.

- There are concerns from the USA staff about people serving on multiple committees that will meet at the same time.

VIII. Announcements.

HLC Quality Initiatives update: Melissa Bert

Although this short description of takeaways from the three quality initiative groups will give you a sense of what the groups have discussed, we would really appreciate the opportunity to have additional campus community members weigh in on what we've learned and what we're grappling with as we enter the second year of this initiative. We'll be sending out more information about campus conversations in the summer and into the fall.

High impact practices in the First Year

- Although UMM has an excellent set of High Impact Practices according to the NSSE and AAC&U rubrics, there are minimal or no connections linking first year students to either information about or participation in HIPS
- Need is to improve awareness
- One suggestion is to help make these connections for first year students through the ICs

Assessment of Retention Initiatives

- Lack of clear communication and coordination related to retention initiatives and efforts
- Need for a more comprehensive and cohesive first year experience which coordinates getting information both to and from students in a systematic manner
 - For example, students need information about academic choices and opportunities, career options, mental health resources, how to navigate the first bad grade, etc.
- Heavy emphasis on wanting to share this information with first year students in IC
- Programs on campus collect lots of data, but individuals in programs are not always trained on how to conduct assessments, or where to start with assessment

Fostering Student Mental Health and Wellbeing

- New pilot programs have successfully been introduced, including telepsychiatry and "Let's Talk"
- Although there are many student mental health and wellbeing programs already being offered on campus, Morris lacks an overall model that identifies essential programs, pulls them together into an intentional whole, and delivers them in a way that will reach all students and maximize their impact.

McNair update: Nancy Carpenter said the McNair program has been a huge campus-wide effort and acknowledged the work of Charise DeBerry from Washington State University. The charge in our proposal was to recruit 25 students in the first cohort and we've successfully recruited 24. We've worked hard and have been pretty successful thanks to the efforts of everyone on campus.

IX. Campus Committee Reports.

Consultative Committee: Sarah Buchanan reported recently that we sent a memo to Chancellor Behr and Vice Chancellor and Dean Ericksen expressing concerns about the budget cuts and restructuring processes, the Consultative Committee would like to report that Michelle and Janet came to our committee to follow-up. They spoke to our committee about their deep commitment to shared governance, how specific system-wide constraints affected many of their decisions, and how most of the details are governed by privacy concerns and regulations. They also expressed a desire to work with campus to build trust, asking three questions:

1. What does it look like to have campus governance be a partner?
2. How do we work together to build more trust?
3. How do we better coordinate efforts across campus and between committees, especially when we are so thinly staffed?

These are good questions and the Consultative Committee suggests that we all work on them as a campus next year as we face another round of budget cuts.

For more information about this or any other Consultative Committee meeting actions, please see our minutes in the digital well.

Faculty and P&A Affairs Committee: Sara Lam reported the committee is working on the report related to faculty and P&A salaries. The report should arrive in your email soon.

X. **All University Reports.**

Academic Support Services Committee: Wes Flynn said the ASSC is primarily an informational committee; among our membership is what is known as the "Tech Partners" - the directors of Briggs Library, Information Technology (IT), and the area formerly known as Instructional and Media Technology (IMT). In addition, we work with Facilities Management and the Office of Academic Success. Mostly this year we concentrated on keeping abreast of developments in the changeover from Moodle to Canvas and provided some oversight to the Tech Fee application process.

The recent changes have made the committee reassess both membership and direction. Student needs for and use of support services are at an all-time high - in light of the changes, this committee will continue to monitor and support student services, faculty needs, and support for student success. To that end, there are three areas that we would like to focus on in the coming academic year:

1. Open access materials - in an age when textbooks and other resources are expensive, we believe our committee can work to find better solutions.

2. Accessibility - working with IT, the disciplines, Facilities Management, and other interested partners, we hope to develop protocols and plans for improving accessibility to course materials, especially electronic ones.

3. Tech Fee - We will work with IT and MCSA to discuss more and better ways to disburse the Tech Fee monies.

He thanked members of the committee for their hard work this academic year.

XI. **Adjournment.**

Adjourned at 5:55 pm.

Submitted by Carrie Grussing

Date submitted to Digital Well 10.3.18