

**MINNESOTA STATE UNIVERSITY ASSOCIATION  
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER**

**Thursday, September 1, 2016  
1:15-2:45 P.M.  
CSU 245**

**AGENDA**

**Meeting Chair –President Davenport**

**I. Information Items**

- A. Review of Notes – no comments and concerns
- B. MSU President's Report
  - 1. Exciting year ahead
  - 2. Convocation speech
    - 1. We have lots of challenges and goals
    - 2. New university strategic plan
    - 3. Follow thru with work plan to MNSCU
      - a. 26 matrix
    - 4. Academic master plan
    - 5. Can be overwhelming but everything is organized and can be met in a timely fashion
      - a. L. Akey: training goals and objectives to make sure we meet the mark
    - 6. Promises to transform university
    - 7. Work within shared governance model
      - a. Make sure we are on the same page
- C. MSUAASF President's Report
  - 1. Very busy
  - 2. Successful move in day
  - 3. Training new staff – lots of graduate assistants
  - 4. Orientation
  - 5. Answering student questions
  - 6. Hosting a large number of perspective students
- D. Vice President Student Affairs & Enrollment Management Report
  - 1. Great start to the semester
  - 2. Engaged group of 1<sup>st</sup> year students
  - 3. Excited to report increased size of 1st year class
    - 1. Speaks to work of people on campus
  - 4. Grad population 5<sup>th</sup> highest
  - 5. Down overall 54 head count sophomore/junior range .4 percent
  - 6. Diversity of campus continues to grow 18 percent
  - 7. International over 23 percent
    - 1. How we need to adjust to support our growing population
  - 8. Excited about student leadership

**II. Discussion Items**

- A. Budget (Rick Straka)
  - Handout
  - Budget plans from division were due after last Meet & Confer
  - This assumes that we made \$5 million worth of changes
  - Expenses went up more than revenue
  - Have shared FY 16 base reduction plans
    - i. All have met targets
    - ii. Have 6.7 in reductions, needed 6.8 mostly balanced
  - FY 17 plans

- i. Transition to extended funding model
- ii. Special Education and Elementary Education
  - 1. Used summer funds to help with academic year
- iii. Update in October about loss of students
- iv. We should be ok if we keep bringing in classes this size
- v. Winona down 4 percent need and the will need to reduce this year
- vi. Our information will be up on budget webpage
  - 1. Will need to log in with star id and password
  - 2. Possible open forum, town hall in the future
- vii. R. Davenport – not moving forward with retrenchment
  - 1. R. Straka one programmatic retrenchment with IFO
  - 2. Small partial layoffs in classified side
    - a. Vast majority by reassign someone or make small adjustments
- viii. Rich wheeler – when will we know enrollment numbers?
  - 1. R. Straka: Dr. Jones will know
    - a. Winona significant decline
    - b. Positive for Moorhead level
    - c. 2 years a real mix some up and some down 12-13 percent down
    - d. L Akey – monitoring daily
    - e. R. Straka– Winona not pulling in a lot of international students
      - i. we knew we had to change how we recruited students
      - ii. H Morris: it is a big deal and we have shifted
  - 2. R. Straka – no BESI programs being offered in near future
    - a. Same number who delayed retirement as took BESI for benefit
    - b. Fairly structured balanced budget
    - c. Willing to come to a membership meeting if ASF wants

#### B. HR Topics (Brian Breck)

- Human Resource Vacancies
  - i. Lists have been emailed out - questions email Shari
- Update on FLSA
  - i. As shared in July affects mostly ASF
  - ii. Working on job audits and continue to audit B and C range
  - iii. Created tracking database
  - iv. October meeting with supervisors
  - v. October/November trainings for those affected
  - vi. Communicate with members affected
  - vii. Host training submitting hours
  - viii. R. wheeler: any trends
    - 1. Direct questions to Shari
  - ix. J. Van Boxel: are you sharing early version to collect feedback
    - 1. Will share with Shari
  - x. Carolyn Nelson: will job responsibilities change? Will individuals be reclassified?
    - 1. B. Breck: Cannot answer but can get answer
- Update on HR-TSM (Human Resource Transactional Service Model)
  - i. Not a lot has changed
  - ii. Lead team building off and to build resources
  - iii. As shared starting with faculty first and then expand in future
  - iv. Share as appropriate
  - v. Progressing slowly
    - 1. Now that bugs are worked out starting to roll out for spring implementation
    - 2. Does affect ASF – creating and maintaining records
    - 3. S.Granberg-Rademacker: what will be moved to Winona?
      - a. B. Breck: Do not know what will be moved
      - b. Anything transactional will be moved
        - i. To what degree still do not know

- ii. Mostly payroll and benefits but could be other things
      - iii. Still figuring out
    - c. S. Granberg-Rademacker what we
      - i. R. Stratka: message on cost savings has savings
        - 1. CFOS do not believe that it will be a cost saving. CFOS believe it will add cost
        - 2. We are 25 percent of southern region
        - 3. Possibly paying 2 positions
      - ii. R. Davenport: original intent was cost saving and efficiency
        - 1. Now it is something totally different
        - 2. Can draw your own conclusions
          - a. Enterprise management
          - b. Directly hits home
          - c. Still in discussion stage
          - d. Chancellor wants to push hard while he is here
          - e. Not comfortable with direction
          - f. This will let us know if there will be cost to us with other centralization
      - iii. R. Straka Community Colleges were very centralized
      - iv. R. Davenport: we are a part of a system
        - 1. Concern that we are looped in with Community College issues and distorts value of initiatives
        - 2. Currently on workforce... which is predominantly Community Colleges – we have to convince we are not the same as Community Colleges
        - 3. Working with Lou Dickmeier to help bring this issue to head
        - 4. Are worried and also be enterprising
  - Professional Development Day Plans
    - i. Committee meeting in next few weeks
    - ii. Have heard ASF concerns and will continue to consider best date for most campus
  - Holiday Calendar 2018
    - i. Still quite a ways out
    - ii. Some communication
    - iii. Will be finalize before next Meet & confer
  - Search Waiver Frequency
    - i. Comparable to last year
    - ii. No marked differences
    - iii. Fall has lots of unexpected vacancies
- C. Introduction of Sandi Schnorenberg, University Security Director Time Certain – 1:30 p.m.
- Excited to introduce Sandi
  - starting week 5
  - Shared about herself
- D. HLC Report Update (MSUAASF)
- S. Granberg-Rademacker: Want to make sure our members are in the know
  - L. Akey – handout – many highly engaged last semester and summer
    - i. Submitted final report
    - ii. June continued to open pathway for accreditation - open pathway
    - iii. One area that came up – credentials for concurrent enrollment staff members
      - 1. Next accreditation action step
    - iv. Long term action assurance electronic review with evidence file August 1, 2019
    - v. Quality initiative: assessment of student learning
    - vi. 2025-2026 next accreditation review
    - vii. They write report and submit to council

1. Write about strengths and weaknesses – on doc
2. Overall had good positive visit
  - a. To have only one concern is outstanding in a small area
    - i. Many other universities have more significant findings

E. Long-Term Financial Sustainability Update (MSUAASF)

- R. Davenport – received survey regarding financial sustainability plan
  - i. Has not responded yet
  - ii. Survey will help direct agenda
  - iii. Like a multiple choice test
  - iv. Either have to vote for something we don't want to or seen as none players
  - v. Doesn't allow for explanation
  - vi. Will complete it, very simplistic survey
  - vii. Presidents have pushed back
    1. Because there is a board meeting right away and don't have decisions made
    2. Is a dilemma
  - viii. Positive side: if views are presented and we explain why there are things we don't want and make case this will be positive, good thing views are being asked for
  - ix. Not a long timeline between consultation and board meeting
  - x. S. Granberg-Rademacker: ASF State Board discussing this – seems counter intuitive
  - xi. R. Straka: it would be good to review the University of Alaska system strategic plan as this seems to be a similar model
    1. \$50 million cut
    2. Some things are national discussions

F. 2016-2017 Strategic Diversity and Inclusion Plan (Henry Morris) Time Certain –1:40 p.m.

- Shared draft document
- Following up on that draft
- Chancellor was impressed with document
- We are moving forward
- Fluid document
- Lays ground work for long term diversity plan
- Will continue to seek input
- Only will work well if everyone believed it will advance the university
- Domestic diversity at 18 percent
- International with domestic 23 percent
- How do we increase and retain our diversity faculty and staff
- Spend about \$500,000 on Noel Levitz to help understand direction
  - i. Has helped
- How we respond to our diverse students
  - i. We have figured out how to recruit, now how do we retrain?
  - ii. How to make them feel wanted
    1. They may respond differently to our interactions/requests
  - iii. This is a changing demographic
  - iv. We are beginning to do a better job in retain these students
    1. Closed gap by 50 percent
    2. We still need to continue to improve
  - v. Rather ambitious document, a lot in a short time, we are up to it
  - vi. Stewards are those with primary have been sent document that relates to them
  - vii. Secondary stewards also have doc that relates to what they need to do
- H. Morris turned his time over to colleagues
  - i. The document is online
  - ii. Will see planning and discussion much of work is already being down
  - iii. Climate study with internal capacity
    1. Like the flexibility to implement what we feel we need
    2. Contracted with outside group
    3. Will hold focus groups for sensitive groups

4. H. Morris – works closely with Diversity commission, constant shared governance process to gain feedback
5. S. Granberg-Rademacker: is climate study for just students or also faculty and staff?
  - a. H. Morris - everyone
6. S. Granberg-Rademacker: What steps are left to be done
  - a. H. Morris: there was a gap in bringing back information to shared governance
- 7.

G. FY17 Work Plan (Lynn Akey) Time Certain – 1:55 p.m.

- Charting the future
  - i. Handout for charting the future
  - ii. Pres retreat highlighted implementation and plan
  - iii. Tapped Sub Meet & Confer to help lead the way to provide overall guidance and priorities for campus
  - iv. System office has work plan for FY 17
    1. Activities at system and campus direction on what to act on
    2. Work plan on Charting the Future work site and our campus activities
    3. Additional links to
    4. Link to provide comments and feedback as been there since launched
    5. System has asked for feedback by 28 of September due to system office on October 1
    6. R. Davenport – encourage people who want to be personally involved to do so
      - a. We want people at the table. If we are not there we will get what they hand us
      - b. They are leaning on us heavily
      - c. M. Wells – 30 members plus serving from our campus
      - d. S. Granberg-Rademacker: will feedback be collected feedback online?
        - i. L. Akey: yes, online preferably to keep it together
          1. Feedback going to coordinating committee of chart future

H. Transfer Pathways (Marilyn Wells)

- Four discipline teams piloting
  - i. 30 members from our campus
  - ii. Meeting all day, sometimes every week or every other week
    1. IFO will receive stipend for term of service
    2. ASF did not ask but it was brought up
      - a. Value contributions
      - b. Same honorarium
        - i. \$1,250 for semester they participate
        - ii. Is being calculated
      - iii. Not required but value and provided level of stipend as well
      - iv. Spring will see if curriculum adjustments are needed
      - v. Whole 1<sup>st</sup> 2 years from Community Colleges will be counted
      - vi. R. Davenport – does it help prevent student fall between cracks
        1. Does role of registrar get limited
        2. M. Wells must complete associate
          - a. Gets rid of articulation agreements
          - b. We can do better with transfer equivalencies
          - c. Starting on same playing field as long as has associates degree
          - d. Encourages completion of associates degree

- e. Idea to save student time money and improve bachelor degree graduation rates and keep them in system

I. HLC Faculty Qualifications (Marilyn Wells)

- For concurrent faculty
- New HLC guideline 9/1/17
  - i. Need to be fully compliant
- Make sure how we document experience and transcripts
  - i. Need to close loops
  - ii. If asked it is to make sure we are compliant

**FY17 Meeting Dates**

*October 13, 2016*

*November 3, 2016*

*January 5, 2017*

*February 2, 2017*

*March 2, 2017*

*April 6, 2017*

*May 4, 2017*