

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

**Thursday, November 3, 2016  
1:15-2:45 P.M.  
CSU 245**

**Minutes**

**Meeting Chair –Sara Granberg-Rademacker, MSUAASF President**

**I. Information Items**

- A. Review of Notes – under advisor under ISRS – letter E Professional Advising Model 565 individuals listed as advisors of record in ISRS
- B. MSU President’s Report
  - 1. 150-year celebration
    - 1. 150 volunteers on committee
    - 2. Real celebration just before the new year 1<sup>st</sup> celebration
    - 3. Real kickoff around gala time next year (2017)
    - 4. That we honor the soil that the University is built on Dakota – M. Wells quote
      - a. M. Wells - want to recognize those serving on these committees in this room
  - 2. Interest from Greek system regarding presence on campus
    - 1. Most momentum now
    - 2. Establish Greek Row? Adjacent to campus or property owned by Foundation
      - a. Picking up steam
      - b. Support it in theory
        - i. Students in these groups tend toward leadership with good GPA
      - c. Will help increase the feel of a residential campus
      - d. This will be a huge attraction with to students
      - e. D. Jones – one of alumni groups last year group wanted to buy old Neuman Center
        - i. Opportunity for bigger conversation
        - ii. Met last year and survey and over spring and homecoming; shared results
        - iii. Seeking feedback on results from group
        - iv. With get report to President Davenport in early April
        - v. Lots of interest
        - vi. 2 national groups looking to start here
        - vii. A good investment and recruiting opportunity; only UM has other draw for this
        - viii. R. Davenport - Student revenue fund project
          - 1. Want Foundation to embrace this
          - 2. 12-13 acres owned by foundation may be potential site with help from private developers
          - 3. What would we need in terms of staff?
    - 3. City partnership down town with Hubbard building
      - a. Partnership has had many issues over the year
      - b. Owner of building is willing to give 5000 square feet of free space for certain number of 3 years
      - c. City and businesses want us to have a presence in the community beyond campus
        - i. Small business center, innovation center
        - ii. Would enhance relationship with city
        - iii. Little cost to University
        - iv. Need system approval to move ahead
        - v. More likely to go forward unless there are other snags
- C. MSUAASF President’s Report
  - 1. Busy with FLSA
  - 2. Peak advising and registration season
  - 3. Preview Days
  - 4. LC applications being reviewed
- D. Vice President Student Affairs & Enrollment Management Report
  - 1. Enrollment
    - 1. Spring registrations are running strong
      - a. Up 6.3 percent – 140 additional student applications
        - i. Up in 60 with transfer students with intent to enroll
        - ii. Precursor for transfer pathway
          - 1. System has agreed to pay for those members’ time

2. Thanked M. Wells
  - a. Will follow guidelines from system for payment
  - iii. Continue to have programs people want
  - iv. M. Wells how many have degree in hand
2. Fall
  - a. Processing from free application
  - b. Down compared to last year will know more in a week or so
2. 2017 lowest number of HS graduates
  1. Will be a win to pull in same number from last year
  2. S. Granberg-Rademacker – change in FAFSA resulted in positive?
    - a. R. Straka – 4 times as many as this time last year
      - i. Not sure on returning v. new students

## II. Discussion Items

### A. Budget (Rick Straka)

- Finished the year with a balanced budget
- We should be stable this year
- We saved more money last year than initially thought
- We have met or exceeded our recovery plan
- One of only a few institutions that are not required to do not have a recovery plan
- System wants to move forward with a fully funded tuition freeze
- Talking with students that if funded tuition freeze and if not low inflation increase for tuition
- November revenue forecast – will start the discussion for the Governor to set budget for next budget cycle
  - i. Not seeing any significant change in budget

### B. HR Topics (Sheri Sargent)

- Human Resource Vacancies
- New Position Description System
  - i. Were approached this summer to pilot PD tool to help in archiving, writing and tracking PDs
  - ii. Received message about month ago almost ready to test
    1. Have not received ready to go email
  - iii. Help create fair and valid PDs
    1. Templates for ASF etc. PDs.
    2. Consistencies across system
    3. ADA compliant
    4. Ensure competencies and requirements
    5. Sharing amongst institutions
    6. Will have a Webex soon to preview
    7. Increase efficiencies

### C. FLSA Update (MSUAASF)

- S. Sargent – two big issues getting questions on (see handout)
  - i. Exempt by duties but not because of salaries
  - ii. Have to look at weekly threshold not annual
  - iii. Overtime on adjunct assignments
    1. Overtime is the .5 that will need to be paid not the straight from the beginning
    2. Adjunct weeks may not align with pay weeks
    3. These updates will be communicated more broadly
- Impact on members –
  - i. How members are responding
  - ii. Grateful for our partnership with HR
    1. Glad we are on the forefront of this but still feel and anxiety
  - iii. Recognize that this is federal and not system or MSU
  - iv. Going from all salary to mix (hourly)
    1. Those moving to hourly feeling lesser than
    2. Feeling as though they will be seen as less professional
    3. Feel stifled by confines of schedule; used to working as long as it takes
    4. Fearful that cannot be adjunct because they are viewed as too expensive
    5. Worried about people participating in professional development
  - v. Salaried
    1. Fear that supervisors will put the less desirable times/tasks onto exempt
    2. Positions have gone unfilled and now feeling more of the pinch
    3. Feel that this will take away work life balance
  - vi. Supervisors
    1. Never had to be so intentional before in looking at work between employees
    2. Fearful that they cannot pay for overtime

- a. They may look to management for assistance
- vii. People behind this is more important and morale issues are bigger than ever
- viii. Thank you to S. Sargent and HR for working to address issues
  - 1. Responding to questions
  - 2. Cohosting information sessions
- ix. R. Davenport
  - 1. How do these concerns compare to other institutions?
    - a. S. Granberg-Rademacker - Not many folks had insight as we are ahead of game
- x. M. Wells – how do we have conversations with those who go above and beyond because v. those that need to happen?
  - 1. How can I lead conversations to lead to sense of value and belonging?
  - 2. Dean’s leadership council as an option
- xi. R. Pinero – how does this impact other unions that already have overtime and comp time?
  - 1. Overseeing folks that do not have regular hours
  - 2. Will have to change to be more structured
  - 3. More conversations on how will we adjust with our members?
    - a. Changing attitudes
    - b. If things cannot get done, do we change our goals?
      - i. We are not the only people experiencing this
    - c. S. Granberg-Rademacker do we have some support groups
    - d. J. Clarke – as long time employee of university
      - i. As someone to who has served 20 years why should others be salaried up to make someone’s life easier
      - ii. Not easier on those long time employees; will be hurt by that
      - iii. R. Davenport – what flexibilities do we have on this question
      - iv. S. Sargent – current contract states we could salary up an individual state says yes; Stated ASF says no
    - v. R. Straka – well aware of implications
      - 1. Maybe more beneficial to be hourly
      - 2. Have worked through this with MAPE
        - a. Seen this in IT and Facilities
        - b. Competing interest – not a good path to making everyone feel that they have the better end of the deal
        - c. Athletics – balancing life and work
        - d. We don’t think anyone is less professional because of non-exempt status
  - 3. Need to find right balance of workload

#### D. Professional Advising (MSUAASF)

- Last time M. Wells provided info
  - i. Questions
    - 1. HLC Recommendations, Reference 67-70 full time or partial with advising responsibilities
    - 2. M. Wells last time shared introductory information
      - a. Cabinet will start to look at different or proposed advising models on Monday
      - b. Prior to site team in March
        - i. Student survey
          - 1. Split between undergrad and grad
          - 2. Info sent directly to HLC and then campus gets stuff back
          - 3. Likert scale questions
            - a. Students could also write in comments we had 28 pages of questions
            - b. Concerns with transfers credits
            - c. Shared at President’s fall retreat
            - d. Summary of feedback from HLC
              - i. This gives more info than last time
    - c. 60-70 jobs where advising was all or part of the positions description
      - 1. 70 roles where supporting, advising, guiding students are part of job descriptions though may not be primary
      - 2. Look at what we have and how we can better coordinate
      - 3. There are some gaps where we would need to hire more advisors
    - ii. R. Davenport- has to do with workload, information, and toolbox
      - 1. Goes back to retention and graduation rates

2. High correlation between advising and retention and graduation
  3. We have decided as an institution because our wellbeing is tied to graduation and retention this is an area to focus on
  4. Not saying advising is poor
  5. Coordination and planned advising approach
  6. That can guarantee an increase in retention and graduation for both wellbeing of institution and students
  7. Really pleased that this is a major focus
- iii. Also a focus from our academic master planning
  - iv. Appreciate passion and commitment of members to advising
- E. Professional Excellence in Service Award (MSUAASF)
- Just received information at state board last week
  - Want to consider great nominations
  - This was not emailed to S. Sargent or R. Davenport
    - i. Deadline has been moved up - positive
- F. Classified Representation on Search Committee (MSUAASF)
- Other bargaining units will be bringing forwards proposal of classified staff representative on classified staff
  - We think it is important
  - The unique needs of different entities
  - M. Wells – appreciate that we are committed to having our members on these committees
  - S. Granberg-Rademacker members came through with passion
- G. University Policies for Informal Review (Lynn Akey)
- Now in informal review timeframe
  - After policies will be reviewed and revised based off of feedback and then go into formal review

**In accordance with the [policy review process](#), the following policy drafts are presented for informal review which will run from October 28, 2016 to December 2, 2016.**

**A. Revised Policies**

- Conflicts of Financial Interest with Grants and Sponsored Programs
- Crime Reporting Requirements
- Emergency Notification
- Graduate Assistantship
- Graduate Enrollment
- Maximum Credit Registration Limit (Proposed: Credit Load for Undergraduate Students)
- Missing Residential Student
- Satisfactory Academic Progress for Undergraduate Students (Proposed: Academic Standing for Undergraduate Students)
- Student Education Records
- Tobacco and Smoke-Free Campus
- Undergraduate Admissions
- Weapons and Firearms

**B. New Policies**

- Camera and Video Footage Use
- Campus Communication and Mass Email

**C. Terminated Policies**

- Heating, Ventilation and Air-Conditioning (Proposed: Terminated Policy and change to University Procedure)

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section.

Comments may be provided electronically ([lynn.akey@mnsu.edu](mailto:lynn.akey@mnsu.edu)) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than December 2, 2016.**

- S.Granberg-Rademacker - Is there place to find procedures?
  - L. Akey - Yes on policy website

***FY17 Meeting Dates***

*January 5, 2017*

*February 2, 2017*

*March 2, 2017*

*April 6, 2017*

*May 4, 2017*