

ASF Meet and Confer Notes

Thursday, December 3, 2015

Meeting Chair –Kristel Seth, MSUAASF Vice-President

I. Information Items

A. Review of Notes

1. No feedback on the notes.

B. MSU President's Report (R. Davenport)

1. D. Jones filled in for President Davenport who is in China at a Western Scholars Conference and will visit one university while in China.
2. M. Wells
 1. We continue to be impressed with all of our students, faculty, and staff in the work they are doing.
 2. Great job to all of the MSUAASF members who have contributed to the many diversity related activities that have been happening across campus (Diversity Dinner, Hmong Night, etc.)
 3. The President has many Big Ideas moving forward, and looks forward to discussing them next semester.

C. MSUAASF President's Report (K. Seth)

1. Jean Clarke is out with her ill son today.
2. Thanks you for a great semester. Lots of our members are out recruiting, advising, and helping wrap up the semester. This is a busy time of the year for our members.

D. Vice President Student Affairs & Enrollment Management Report (D. Jones)

1. Enrollment—Current standing compared to last year and system comparisons:
 1. We are down 43 FYI from last year. This is within the window (less) than we anticipated.
 2. The system is down 2.2%.
 3. We are down 298 head count for registration compared to last year. Late Thanksgiving could be impacting this. There are conversations about earlier registrations in the future.
2. NSFP Office is doing a calling initiative to get unregistered students to register for spring (text messages and email initiative too)
3. Spring 16 is up 15.8% in applications for new students. Intent to enroll is down 2 students from a year ago (for undergraduate first time). We are up 9% with transfer students. International student admits is up for the spring semester, this is good given our new international scholarship initiative.
4. For next fall, B. Jones team has done fantastic! Applications are up 22%, admitted is up 17%, and committed first year students is up 30% in comparison to last year.
 1. We are adding an additional Orientation Day to the schedule.
5. B. Jones—We have been up a startling amount with admit numbers, which is unusual since we haven't seen this before. We'll start assigning more meaning to these numbers later in January. I'm reserving caution. If we see these increases into January, that will be a more solid indicator.
 1. R. Straka—It's good to see housing numbers continue to trend up.
 2. S. Murray—When do we start asking questions about increasing capacity to account for these students?
 - a. D. Jones—I have started some of these intentional conversations already.
 - i. There are a number of considerations that need to be sorted through.
 - b. B. Jones—I appreciate this question, this is a concern.
 - c. R. Straka—It might make sense to have 7-10 year projections/trend analysis to inform where to put the money (which class sections).
 - i. M. Wells—We are getting more sophisticated with our data analysis of class sections to inform decisions on this.
 - ii. S. Murray—last year we ran out of foundational classes in June, we need to look at this complex problem.
 - iii. M. Wells—It is easier to resolve this issue now than trying to sort it out in July.
 - iv. R. Straka—We've been adding money to these sections for all of the past 7 years. We need to look at this and try to figure this out.

II. Discussion Items

A. Budget (R. Straka)

1. At the state-wide level, there is good news. The outlook improved by almost 1 billion dollars from what they were looking at last June. This should result in a 1.2 billion dollar balance for tax reductions or spending increases.
 - i. MnSCU has no plans to put in a supplemental request.
2. 2018-19 should be a stable budget year for MnSCU as a result of this.
3. We had the best general fund cash flow this year than any of the other 7 MnSCU universities.
4. There are some new budgeting adjustments (accrual based) that have been necessary. We look good through these adjustments.
5. Our campus facility build-up over the past 10 years is creating a depreciation expense that we need to continue to cover.
 - i. The depreciation issue is a future issue for us and the system to continue to work through. There are many unanswered questions related to this issue.
6. Overall, we are in good shape.

B. HR Topics (S. Sargent)

1. Human Resource Vacancies
 - i. Send S. Sargent an email if there are any questions.
2. BESI
 - i. See handout.
 - ii. 58 applications, 2 withdrew interests, 6 were not considerable. Of the 31 offered, 15 were accepted. This is \$767,000 savings.
 - iii. R. Straka—for the positions we are not replacing, there are a number of fringe benefit savings at about 10% savings. So this should put savings close to \$1,000,000. This is pleasing, and it is good to see that this program spread throughout the bargaining units. It's positive to have people voluntarily leave.
 - iv. C. Lindsay—Does this take pressure off retrenchment?
 1. R. Straka—We haven't considered faculty retrenchment at this time. Divisions do have targets they are working towards to balance the budget. These targets will continue to be addressed. Discussions early next spring.
 - v. Supervisors are being notified of these decisions. In some cases so searches can be started. This is confidential information, the employee should be a part of the decision on how to notify others of this decision.

C. ITS Embedded Support Model (D. Jones)

1. See handout.
2. 1,100 people responded across the university to this survey. There was a lot of discrepancy among colleges related to the amount of support they are receiving.
3. The new model (see chart on Handout) regards redeploying 3rd floor library center to two other locations, the ACC and the CSU, in addition to the Res Tech Center which already exists in Carkoski.
4. Current staff will be deployed to the colleges at no cost to the college in order to get us closer to providing the support to that college and to better learn the unique issues that each college faces.
 - i. Colleges could match funds to change these staff from ½ time to full time, or to 2 ½ time support staff working in different locations.
5. There is new software that is being implemented that is contributing to allow this plan to play out smoothly.
6. Feedback so far is positive. Reflective feedback is helpful. IFO will be approached.
7. Colleges will have input on who gets assigned to which area.

D. Diversity Education Requirement (MSUAASF)

1. K. Seth—What is the timeline to form a steering committee?
2. M. Wells—The steering committee will be populated in the spring semester.
3. S. Murray—We are supportive of the steering committee. We are concerned about pilot projects. Issues should be worked out by the steering committee prior to the pilot project moving forward.
4. K. Seth—Where will the call for participation come from?
 - i. This will come from the President's Office or the Provost's Office.

E. Contract Updates (MSUAASF)

1. J. Clarke and R. Wheeler are working on this, more information will come next month.
- 2.

F. Professional Development Day Update (MSUAASF)

1. K. Seth—What is the update, is this being rescheduled?
2. S. Sargent—This is being postponed given feedback. This isn't a good time of the year given first duty day, international orientation, and advising. The goal is to push this to the October date when there are no classes.
3. J. Van Boxel—What is the timeline for coming out with a “call for programs”
 - i. S. Sargent—This isn't worked out, but late Spring Semester seems to be the direction this is moving.
4. R. Wheeler—Is theme still a part of this?
 - i. Yes, that is being discussed.

G. Holiday Calendar 2017-2018 Update (MSUAASF)

1. S. Sargent—We did receive the feedback from MSUAASF, thank you.

H. Policies for Review (B. Fleischman)

1. The University's policy consultation and approval process includes two review periods during which members of the University community have the opportunity to read policy drafts and suggest modifications. The first period, entitled “informal review,” results in revisions of the initial drafts based on the comments received.
2. **In accordance with the review process, the following policy drafts are presented for informal review which will run from November 6, 2015 to December 11, 2015.**
3. B. Jones—Kudos to G. Zierdt for her work on the new “acceptance and evaluation of transfer credits” policy. She is phenomenal to work with on this policy review. She is digging into this which will have a huge impact on enrollment.
 - i. M. Wells—I appreciate those comments. G. Zierdt understands the big picture and the granular picture.

A. Revised Policies

- Alcohol and Other Drugs
- Assessment of English Language Proficiency of International Students
- Bicycles
- English 101 Placement
- Fire Safety and Protection
- Grading
- Grilling
- Mathematics Placement
- Rollerblades/Skateboards/Personal Assistive Mobility Devices
- University Equipment and Property

B. New Policies

- Acceptance and Evaluation of Transfer Credits (New policy that incorporates Transfer of Credits from Technical Colleges)
 - Information Privacy and Security (New policy that incorporates Campus Information Technology)
 - Protection of Animals in Research
 - University Data Governance
- 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) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than December 11, 2015.**

Respectfully Submitted,

Jamie Van Boxel
MSUAASF Secretary