

## ASF Meet and Confer Notes

### Thursday, February 4<sup>th</sup>, 2016

#### Meeting Chair – Jean Clarke, MSUAASF President

#### I. Information Items

##### A. Review of Notes

1. No changes to the notes.

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

1. Countdown: A look at how many weeks we have left and what was on the agenda for the year. We are working hard to achieve our ambitious goals, including the university work plan.
2. Branding committee:
  1. This has been going for 2 years. 1 week ago the committee voted on 8 different brand proposals. The "Minnesota State" and "MnSCU" brands got the most attention.
  2. Most votes went with MnSCU. This is still being looked into.
  3. (P. Hustoles) The consultant is still recommending Minnesota State. This is concerning given our institution was called Minnesota State before MnSCU existed.
    - a. Our branding is very recognizable, and MnSCU could be encroaching on this. This is concerning.
  4. (J. Clarke) We brought this up through state "Meet and Confer."
  5. It may be difficult to stop this. Even though Student Government and others have expressed concern. We have to pull back on this. The bargaining units are free to keep pushing on this.
3. Our bonding project is on the MnSCU list (#11) and it is on the governors list.

##### C. MSUAASF President's Report (J. Clarke)

1. This is a busy time for members, Admissions is working on Open Houses, the Learning Communities are working to increasing enrollment, the advisors are busy, and Orientation is preparing for next summer.

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

1. As of Monday we are behind 100 full year equivalents from first semester. We are hoping we can narrow this number.
2. Looking forward to fall, there is a lot of activity (open houses). We are over 10% applicants, we are up 3% in admitted students. This data is becoming much more reliable and meaningful. Intent to enroll is almost 9% up. Housing numbers are up almost 15%.
3. We are looking for a MSUAASF rep to serve on filling S. Dugan's position as Director of Security.

#### II. Discussion Items

##### A. Budget (R. Straka)

- Not a lot of change from last month.
- We are looking stable for next year based on this current year.
- We are looking at a need of \$3 million for the next fiscal year.
- MnSCU is asking for a supplemental request of \$21 million; that would give us about \$1.9 million.
  - i. Let's plan budget as if we won't get this.
  - ii. BESSIE accounts for \$1 million of our shortfall.

##### B. HR Topics (S. Sargent)

- Human Resource Vacancies
- Transaction Service Model
  - i. This is about streamlining HR processes throughout the system to meet best practices.
  - ii. This will allow for more continuity of services across campus.

- iii. There will be 4 centers across the state that would manage HR services.
- iv. We are one of 8 campuses in the central region, and we are one of the campuses writing and RFP to be a service center for this area of the state. We'll know if we are selected in about a month.
- v. The HR community is working in groups to build best practices for these new procedures.
- vi. (J. Clarke) If we are not approved, does this impact HR staff?
  - 1. Possibly, we currently have 3 full time staff that do payroll processing. This might mean a redesign of their work, or maybe they would choose to relocate to that service center.
- vii. (J. Clarke) Will there be an increase in funding that comes from this?
  - 1. (R. Straka) There will likely be a chargeback to other campuses for these hubs. The hope is that this will result in a leveling or decrease in overall costs.
    - a. We could see other regional administrative proposals like this.
  - 2. (R. Davenport) This is not being presented as a cost savings move.
  - 3. This is a risk mitigation process. To support small campuses with little staff. All campuses do this process differently, so it was hard for campuses to cover each other.

#### C. Diversity Plan (H. Morris)

- 40<sup>th</sup> annual Pan African Conference. It is moving to March instead of February.
  - i.* This conference is being updated.
- All MnSCU schools must submit a diversity plan by June 1<sup>st</sup>.
- This plan was folded into "Charting the Future"
- Institutional Diversity is charged with the administrative processes related to plan development.
- The focus will be on fleshing out the current plan given that it will take 8 weeks to develop a diversity plan for the university.
- This plan is for students and faculty and staff. The goal is to create an inviting and inclusive place.
- Next year a climate plan will be conducted, last one was 8 years ago, this will drive the diversity plan.
- (Dr. Booker-Chair of the Diversity Commission). See Handout.
  - i.* The assessment outlines evidence that must be submitted.
  - ii.* The work plan is outlined.
  - iii.* Reps will be asked to share what is being discussed.
  - iv.* Input via a website will be unveiled.
  - v.* There will be group sessions to solicit feedback.
  - vi.* This document will not be perfect, it's a starting point that we'll work with after the climate study, and accounting for changing demographics.

#### D. HLC Comprehensive Evaluation and Site Visit Update (L. Akey)

- HLC site visit is March 28-29<sup>th</sup>.
- We are putting final touches on assurance documents. Their findings after reviewing these documents will impact who they visit with once on campus.
- The team will visit with some offices and offer an open session.
- Advertising of visit will promote a site team of 5 that will be here for 1.5 days, the open session will be promoted. Notice from the president will also come out.
- Title IV funding dollars are at stake in this process, through demonstrating our high quality institution.
- B. Jones is the MSUAASF rep that has helped put together the assurance document.
- MSU is on an open pathway for review, this is the most liberal pathway, and this means we are believed to be in really good standing by the commission. They do not expect to find issues with our accreditation.
  - i.* (R. Davenport) This is complimentary of our previous performance.

#### E. Third Party Extended Education Partnership (M. Gustafson)

- We are looking forward to coming to your membership meeting Monday. Your members are asking all the right questions.
- Remember that there is a team working on this to address the questions.
- The Open Sessions (2) had about 65 unique attendees.

- Questions/Groups Being worked through
  - i.* Faculty Model—What will it be?
  - ii.* Recruitment/Admissions
  - iii.* IT Infrastructure
  - iv.* What are the financials? Is this economical?
- Goal: By May 2<sup>nd</sup>: to have a recommendation to President Davenport and the bargaining units.
- RFP Process: This robust process is designed for objectivity. We will put competitors on the website.
- (R. Davenport) Regarding other competitors, have we done any examination of those?
  - i.* Yes, this was done early. The competitors are different and this is outlined on the website under “competitor profiles”
  - ii.* They offer variations of what is being looked at now. Competitors will receive information, and at least 2 look like they offer something similar (at least on paper).
  - iii.* (R. Davenport) Do the competitors offer a coaching component related to retention?
- See Handout for details.
- (J Clarke) Thank you for your time answering the questions that our members are bringing forward.
  - i.* Your questions are the right questions being asked. We may not have all the answers for your members. The process and teams are being set up.
  - ii.* All bargaining units will be a part of the groups above.

#### F. Hubbard Building (M. Gustafson)

- A donor is donated about 4000 square feet. We need funding to get the space up MSU standards, and operating expenses.
- The community frequently comments that MSU needs a presence in the Downtown area working with the community.
- The goal would be that having space in the community will help us promote, market, and brag about what we are doing.
- This will cost about \$320,000 to operate space.
- This building is across the street from The Coffee Hag, currently called the “Ridley Building.” This building has historical significance and will be renamed “Hubbard Building”
- We have a long way to go to get there, it’ll take a community investment.

#### G. Holiday Calendar for 2018 (MSUAASF)

- Consider moving President’s Holiday on January 2<sup>nd</sup>
  - i.* We anticipate that some of our members will be required to work that day by management. It may be best to move that day to resolve the issue from folks being told to work that day?
  - ii.* Move to last Friday in December

#### H. Learning Beyond the Classroom Initiative: Diversity Initiative (M. Wells)

- See Handout
- 22 member Steering Committee
- This will include members from all the bargaining units.
- Submit names of representatives by Feb 19
- The steering committee will develop the pilot this spring. They will oversee the fall pilot and the spring pilot. Assessment is built in. These aren’t specific timelines, that’ll be decided by the steering committee.

#### I. Policy is going into formal review tomorrow (P. Hulstoles)

- March 3<sup>rd</sup> will be the moment to bring this to the bargaining unit.

Respectfully Submitted,

Jamie Van Boxel  
MSUAASF Secretary