

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

Thursday, April 6, 2017

1:15-2:45 P.M.

CSU 245

Minutes

Meeting Chair –President Davenport

I. Information Items

- A. Review of Notes
- B. MSU President's Report
 - 1. Interim Chancellor – leadership will be very level headed
 - 2. New President at Metro State
 - 3. HLC – a lot of concern of the status of higher education with uncertainty in political sphere
 - 4. Chairman Vekich on campus last week – wonderful opportunity to talk with him
 - 1. Very impressed with campus
 - 2. The beautiful weather reminds us to be thankful for our grounds staff who make such an inviting place for individuals to visit
- C. MSUAASF President's Report
 - 1. Thank you to Transfer Pathways groups – a lot of time and energy has been put into these efforts
 - 2. Summer Orientation is just around the corner and members are gearing up to welcome our new students
 - 3. 22 days until graduation
 - 4. ASF had a good group of individuals who participated in Lobby Day
 - 1. Met with legislators, mentioned ISRS request
 - 2. Bringing Teamsters to campus to talk about importance of bargaining units
- D. Vice President Student Affairs & Enrollment Management Report
 - 1. Enrollment – even to this point last year
 - 2. Down 2 percent in applications
 - 3. Down in enrollment confirmation (domestic students)
 - 4. Retention – Starfish implementation retention software
 - 1. Live data fed into it this week
 - 5. Reporter – election cycle for MSSA working through challenges of things that are alleged in reporter

II. Discussion Items

- A. Budget (Rick Straka)
- B. HR Topics (Steve Barrett)
 - Human Resource Vacancies
 - FLSA
 - i. Meeting with J. Van Boxel and S. Granberg-Rademacker weekly to strategize which positions to send when to system for review
 - 1. Academic Advisors and Hall Directors in range B will like be the next group to be reviewed
 - 2. Will be asking what the timeline for review will be of system
 - 3. What do we do when System makes decision on positions
 - a. Training will need to be scheduled for employees and supervisors of those that are transitioning to non-exempt
 - i. Goal is to be as open and transparent as possible
 - b. Communication will go out to all ASF members and supervisors of what to expect and when to expect it
 - c. J. Van Boxel: thank you for transparency and all of your work
 - Professional Development Day
 - i. It happened – have a committee that organizes
 - ii. Soliciting feedback on content on the date of event
 - 1. There is no perfect day to have this event
 - 2. S. Granberg-Rademacker: Who will be sought to provide input/feedback
 - a. Presenters for sure, others not established yet
- C. Strategic Budget Planning Process “Draft” Recommendations (Lynn Akey/Rick Straka) **Time Certain -1:30 p.m.**
<https://www.mnsu.edu/planning/sbp.html>
 - Handout on update of feedback and consultation timeline
 - Revisions have been made through the feedback that was collected
 - On the website will have original recommendations and revised recommendations.
 - Asking for member feedback
 - Feel that there is a strong final draft

- S. Granberg-Rademacker any idea of feedback that was collected
 - R. Straka – forgot the mandate part in the scoring part (list what is mandated)
 - Discussion of composition of budget sub committee
 - Composition of the appeal team
 - Identification of what would be a program or unit that would go through the evaluation process
 - Some programs it is unclear if they would go through the academic or non-academic evaluation
 - Award types
 - Minors – the work of minors
 - Indicators and criteria and weighting – criteria be treated equally
- D. Student Employee Wage Rate Structure (Rick Straka) Handout
 - Looked at wage structure
 - There has been some compression
 - Looked at peers and is there a demand?
 - i.* Results: more applicants than jobs available
 - Proposed changes are in the handout
 - What does this mean?
 - i.* Effective July 1
 - ii.* Don't know if there will be an increase in funds
 - iii.* May mean fewer hours but earn a bit more
- E. Concurrent Enrollment Update and Distribution Proposal (David Jones) (see handout)
 - Our effort to deliver college credit in high school
 - We have been a part of a larger conversation about accreditation and the cost
 - i.* We have charged less for this than other institutions
 - ii.* We will be given opportunity to raise our program cost
 - iii.* We will grow the program and provide a better program
 - iv.* Incentives to academic departments
 - v.* Seeking feedback from members
 - vi.* R. Davenport: how do we compare?
 - 1. We are 3rd largest, 1600 head count
 - 2. Southwest comes in 1st
- F. Review of Candidate Transcripts (MSUAASF)
 - Before formal offer paperwork goes to HR and reviews office of the provost
 - i.* If people are teaching R. Fleischman reviews them
 - ii.* Some files were accidentally sent to R. Fleischman when they should not have been
 - iii.* If teaching is any part of position R. Fleishman reviews them
 - iv.* S. Barret – HR has joint ownership
 - 1. Lingering line that it would go through provost
 - 2. Clearing up
- G. University Strategic Direction Task Force Reports (Lynn Akey) **Time Certain – 1:45 p.m.**
 - 6 new strategic directions were introduced by the President in Fall
 - i.* All 6 task forces have finished reports
 - 1. Available online
 - 2. Can give feedback online regarding
 - 3. Now on planning sub meet and confer
 - 4. Ensuring that they align with mission, vision, and values
 - a.* Looking for contradictory information
 - b.* Recommendations to cabinet by end of term
 - c.* Potential implementation in August
 - d.* Submit feedback by the beginning of May
 - e.* Feedback would go back to co-chairs to see if any changes are needed
- H. University Policies for Formal Review (Lynn Akey) **Time Certain – 1:50 p.m.**

The University's policy consultation and approval process includes two review periods during which members of the University community have the opportunity to review policy drafts and suggest modifications.

In accordance with the [policy review process](#), the following policy drafts are presented for Formal Review, which will run from February 10, 2017 to April 7, 2017.

 - 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) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than April 7, 2017.**

Once formal review closes info provided to drafters and then new drafts submitted to policy custodians and then to the President for approval

I. Diversity Inclusion/Climate Survey (Henry Morris) see handout

- Study launches in next few days
- Last time a climate study was completed was 14 years ago
- By doing this in house we can do this more often and can recalibrate more quickly
- Survey will allow people to write things in to give opportunity to gather as much feedback as possible and to be as inclusive as possible
- Will break down feedback in many different ways to see how people are experiencing the campus
- Sending this to everyone on campus
- R. Davenport: The results will be less meaningful if we do not have a good turn out
 - i. Wants ½ - 2/3 of people on campus taking this
 - ii. Our university composition has changed dramatically since the last survey was given
 - iii. Delaying phase 2 of diversity and inclusion plan until fall
 - iv. Will only take 10-15 minutes, will be open for 14 days when it is launched
 - v. J. Van Boxel: When will access to data be available?
 1. H. Morris: As quickly as we can provide the information we will

J. 7700 France Ave Update (Mike Gustafson) **Time Certain – 2:00 p.m.**

- Dr. Tom Norman with us today
- Currently have 27,000 square feet in Edina and lease expires soon and will need to do a lease extension
- Some absolutes:
 - i. Heard that it is not cash flowing
 - ii. Embrace the responsibility to make this cash flowing
 - iii. Will need to reduce the foot print
 1. A few different options
 2. Will reduce lease expense
 3. Increase utilization
 4. Move grad programs in Edina to 7700 France location
 5. Focus on right programs and get market intelligence
 6. In the last year 5 higher ed institutions have closed
 - a. This is a competitive advantage
 7. Thinking about our audience – we serve adult learners at this location
 8. Have toured other locations in the cities
 - a. Cost
 - b. Ease of student access
 - c. Our current location is a great place
 - d. Great marketing opportunity
 9. May stay on the 3rd and shrink footprint
 10. 5th floor only one on that floor
 11. Meeting with the landlord to discuss terms
 12. If 5th floor would get a sign on the building and would be only sign on that side of that building
 13. S. Granberg-Rademacker mentioned moving grad programs out of Normandale what about the undergrad programs
 - a. Maintain relationship for undergraduate programs

K. The AASCU/MSU Re-Imagining the First Year of College (RFY) Project Mid-point Update (Ginger Zierdt) **Time Certain – 2:15 p.m.**

See handout – list of those on the committees

- S. Granberg-Rademacker – exploratory tracks (meta majors)
- How can we shore up some of these choices and still meet basic requirements
 - Compare to our existing learning community structure and to differentiate these
 - Intentional connection to the Integrated Advising Model
 - Great Lakes opened up the opportunities for Micro-Grants
 - Submitted high quality proposal
 - Matching money – potential for 300,000 over the next two years
 - Student could apply for emergency aid for the barrier that keep students from being successful
 - Story telling events were very successful
- L. The University Integrated Advising Model (IAM) – Listening Sessions Summary, Timeline, and Next Steps (Ginger Zierdt) **Time Certain – 2:30 p.m.**
- Hosted listening sessions (handouts)
 - Turnout was very good
 - No need to change the 3 core components
 - People are diving into the “how”
 - Professional development
 - Moving forward see document
 - R. Fleischman: how did the feedback changed the model
 - Streamed model down into the three core components
- M. Academic Master Plan Mid-Point Progress Report (Marilyn Wells) (see handout)
- People were very excited and wanted to see things happen with the plan
 - i. Handout shows what we have achieved
 - ii. Have received a non-land grant college of agriculture
 - iii. Implementing freshman research experience
 - iv. We have big things are happening and we have achieved more than half of the goals
 - v. Plan needs to be flexible and nimble
 - vi. R. Davenport: meet needs of agriculture in our region world view of agriculture

FY17 Meeting Dates
May 4, 2017 and June 1, 2017