

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, September 1, 2022 | 1:15-2:45 p.m. , via zoom and in person**

The following notes are provided as a way for the MSUAASF Meet and Confer representatives to communicate conversations that occur at Meet and Confer with membership and to concur with administration summaries of points discussed. They are not reflective of exact statements shared in the meeting and are not meant to serve as a transcript. Any members with questions can reach out to their ASF Meet and Confer representatives for clarifications. The previous month's notes are reviewed at Meet and Confer by all attendees to ensure the overall essence of the meeting was captured and updates can be made accordingly when necessary.

Attendees: Liz Steinborn-Gourley, President Ed Inch, Kristel Seth, Lindsay Smith, Peter Hausladen, Katie Hodgden, Riley Devenport, Marie Slotemaker, Tracy Stokes Hernandez, Henry Morris, Rick Straka, Mandy Weister, David Hood, Mark Johnson, Anne Dahlman, David Jones, Lynn Akey, Sheri Sargent

Meeting Chair – President E. Inch

Documents Referenced in Meeting:

[Agenda](#)

[Prior Meeting Notes](#)

[MSUAASF President's Report](#)

[ITS Monthly Updates Sept 22.pdf](#)

[Enrollment Report](#)

[Budget Report to Meet and Confers September 1, 2022.docx](#)

[Total HEERF Funding Table as of June 30 2022.xlsx](#)

[HR Update September 2022 Meet and Confer.pdf](#)

[Vacancies List - Aug. 2022.pdf](#)

[Equity 2030 Meet & Confer September.docx](#)

[After Action Report Fire Drill.docx](#)

Standing Items:

Welcome

Reorder/Additions: None voiced

Review of [Prior Meeting Notes](#): No corrections needed

Brief Introductions

MSU President's Report [E. Inch]

- Excited for energy of returning class
 - Community Involvement Fair—wonderful event and comments from community were positive
 - Celebrate what we do
 - Amazing work in classroom and research, design, impromptu meetings, etc. Great to see how many people talking in the Union space
 - Back to the rhythm we're supposed to have
- Inauguration week: hard working committee designing it, it's a reflection and celebration of who we are
 - Tuesday—BBQ, pizza with students—our time to be together, it's about us

- Day 2—about our community—institution tightly linked to the region, living and engaging in ways that enrich one another,
- Wednesday—day of service to use our skills and services to help improve, a day of focus and connection
- Thursday—celebrate work we do—the Scholar walk, the work our students and faculty do to generate knowledge and contribute to wellbeing
- It’s really moving to see what we get to do
- Friday—aspire where we are headed, goal is to build on the strength of who we are, build strengths, retain themes and celebrate---with the reception
- Focal points for this year: design and develop strategic plan and assess how we will focus our budget
 - Many working hard and feeling stretched thin—go a mile more, appreciated but not sustainable
 - Allocate funds and formal requests, informal requests, more than what we have in the fund so how do we want to change our document---part is provost’s role—how to strengthen enrollments—improve transfers?
 - Would love if it didn’t have to apply to the University, and would like there to be clear pathways
 - Bolster retention rates
 - Goal is 80% year 1-2, stretch goal is 85%---educating more students and supporting and more revenue which helps offset strategic costs
 - Consultants on campus this week from AASU---to evaluate structure—are we designed in a way that makes sense for what we need to do, be successful, and be student centric. They will give us a sense of options

ASF President’s Report [M. Slotemaker]

- View [MSUAASF President’s Report](#)

Vice President Student Affairs & Enrollment Management [D. Jones]

- Extend appreciation for members in enrolling new students and starting the year
- Channeling student support resources to have it make sense---student case wellness navigator—a person students could go to help them navigate ,
 - We happen to have a doctorate student with this type of background, Deb Klinnert who will serve in this role to help us understand: what would a resource look like to best serve our needs?
 - Your members may interact with this role
- November will be a big election—Jeremy Reisenberg tapped for getting students to get out to vote; can’t be a single person effort—we all participate in encouragement
- National College Fair is going to happen again October 5th and 6th; to participate, get a hold of Admissions, Brian Jones,
 - Hasn’t happened in a couple of years
 - We are the 2nd largest in the state and that experience reinforces it

Administrative Reports [See Teams Site for Written Reports]

- *ITS Update [Mark Johnson]*
 - View Report: [ITS Monthly Updates Sept 22.pdf](#)

- If you haven't seen the report and have trouble with TEAMS we can help you
- Next Gen/Work Day we will all be using soon; it is on track –you can start learning more about it and will talk through the year about how it impacts you and the people we serve
- Not in report: Link.mnsu.edu ; shortener for things, we have added the QR code ability to put in publications and print
- **Budget + HEERF Update [Rick Straka]**
 - **View Report:** [Budget Report to Meet and Confers September 1, 2022.docx](#) & [Total HEERF Funding Table as of June 30 2022.xlsx](#)
 - Allocated through all 3; the 49.6 million; as of June 30th committed all those funds, some who don't cash their checks and trying to follow up especially automatic reward that they didn't know. No more support for students this year, what we did receive did really help areas like Res. Life and Student Union—it helped subsidies fund
 - Know it's a legislative/biennium year
 - Chancellor coming around; October for report; elections and house and senate; new economic forecast—fed adjusting actions, and legislative session next year, big pressure on collective bargaining next year, guessing higher than 2% due to inflation, other pressures—utility budget, equally pressures to keep down tuition, hopefully better than last fall—amount then equated to 6 laptops; better shape than sister institutions
- **Enrollment Update [David Jones]**
 - **View Report:** [Enrollment Report](#)
 - Success—10th largest class in history, new mark for international students only made possible by a ton of partnership
- **Human Resources [Sheri Sargent]**
 - **View Reports:** [HR Update September 2022 Meet and Confer.pdf](#) & [Vacancies List - Aug. 2022.pdf](#)
 - Steve accepted a position at Metro State, for the interim made some changes:
 - Jill is managing HR operations and Sheri is providing leadership and support
 - Chrys Dylla acting associate and new staffing and benefits people
 - HR partnering with IT to redesign their website—to know who to contact, much of it is already updated: <https://admin.mnsu.edu/human-resources/>
 - 4 different sections: Current Employees, New Employees, Supervisors, and Future Employees
- **Equity 2030 [Henry Morris]**
 - **View Report:** [Equity 2030 Meet & Confer September.docx](#)
 - There is a longer report than what's in TEAMS
 - We will be focusing on writing out the scorecard—
 - some around the table we will be meeting with, how will it be used in your areas,
 - we will really need your help and your members help we hope this process will help us to know better
 - Study, look and compare to inform how we move forward

- Profile comparing our domestic students of color –what challenges they may come to us with---first generation (no family history of college) 54% of students of color are first generation versus white 36%
 - Always be diligent with pell-eligible—need more financial assistance—43 of domestic students of color versus 24% of white students pell-eligible
 - The goal is NOT to lower the standards but rather lift everyone up
 - Takes the whole institution
 - Oscar Gonzalez’ position—will fill back behind him soon
- **Fire Alarm Drill Report [David Jones]**
 - **View Report:** [After Action Report Fire Drill.docx](#)
 - Had an effort in the spring across residence halls to campus buildings
 - Had first campus wide fire drills this fall--the Tuesday before classes
 - The report is a result of that day
 - Learned something about facilities and how to do better
 - M. Slotemaker: should accessibility be addressed based on what prompted this?—that seemed like it was not in the report
 - D. Jones—that is in a separate response that address even more which contains fire drills but also gate access in campus rec....those will take some take time to address

Discussion Items:

Flexible Work Feedback and Group Request [MSUAASF]:

- M. Slotemaker—on behalf of MSUAASF, sent request to David for a shared governance opportunity as we pilot telework based on feedback form membership. Other unions as well.
 - Talked with Sheri this morning to float ideas
 - Surveyed Membership: about 50/50---50% satisfied, other 50 unsupported or unsatisfied
 - Some concerns: some areas not yet implemented ---survey feedback from Monday—no discussions been had, very concerning
 - Are we tracking area, is this rolled out and appeal processes?
 - Is it happening and equity issues as well—individuals No they cannot have any sort of flex work
 - Many members have left for higher paying positions
 - See it as a major selling point to attract individuals to institutions, retain current employees, can be a win-win and need to give it a real go
- M. Weister—started with us wanting this to be successful, avenue for real-time feedback, request is all unions to the table for collaborative feedback
- S. Sargent--- shared [link on the HR website](#)—can share positive and negative on the website, that will be very helpful
 - Under Current Employees Section---<https://admin.mnsu.edu/human-resources/flexible-work/>
 - can put more information about whether it needs to be for a conversation;
 - a tracking tool still developing, as the acknowledgement form come back in –that tool of how to gather and have a good view is under development

- E. Inch--- I am 100% committed to this---it has the ability to improve quality of life; recommendations talk, we know there are going to be bumps, What I like about this conversation is that the only way it's going to work is by doing it collaboratively, sharing our experiences, what are our challenges, bumps is not a reason to delay, this is working pretty well and specific areas we can do some work, very open conversations, any electronic is treated but an ability to share ideas from area. It should be something we are capable of doing. Goals are designed to increase satisfaction in work, equity on campus, ensure people can take care of needs fair, improve the student experience. Did we do those things is what I will ask at the end of the year
- L. Steinborn Gourley---it's difficult to reimagine the way things are getting done, work in a field that is a 'calling' or passion work—we have an opportunity to support new staff and emphasize to Make sure you're doing well, put your mask on first, deeper conversations to envision what could work. Points in the semester where it didn't work at a ll and other times with clear purpose where it would be beneficial. We are seeing burn out, Incredible people, water them where they're planted.
- E. Inch—it's more about collaboration and sharing information
- K. Seth—Margaret and I were talking about this this morning—stepping into lead roles after Shirley Murray—what is that best we we can serve our roles and roles of our members, when do we get involved and how do we advocate? This is a whole unknown—may not be contract issues—potential conversations for mediation, getting that voice heard, direct our members to the right place. Not always a steward issue, but if we don't have a channel avenue it can lead. Support staff AND the supervisor in the office.
- M. Weister—sometime the staff and supervisor are ASF members—how do we represent both, where the conversation and goals come into play
- K. Seth—we want it to be successful—it's not about a winner
- E. Inch---we get this right we will all win
- K. Seth—also serve on the CEC—see a lot of PDs that address that, that's what makes us competitive, what makes MSU, mankaot the best fit
- E. Inch—really competitive market right now; even with bumps glad we're doing it, I believe this will improve quality of life, attract people here, this has real opportunity, you're right about being creative—we have a changed mindset in the way we can think for our community, what are the changes we can make that make it a better place, what are the things that we can do. Britain is experimenting 4 days—40 hours a week—we will find different ways to make this work
- Have opportunity to have a full discussion---would like feedback on how this works for you all

Information Items:

Destination 2030 Strategic Plan Update [Lynn Akey]

- Last year started working towards next strategic plan (futuring and visioning around 5 core themes), discussion throughout the year, looking at our vision and core values
- This year: actually articulating our strategic plan—goal statements, strategies and action plan. Keep in mind it's for next 7 years and where we want to go. Asked for rep. on task force, ask by September 15th/16th. First is Sept. 22nd and meet regularly throughout. Will bring back to campus community for feedback and input then move forward in spring with action plans.
- M. Weister—seeing that---in search committees and committees --only 17 responses,
- intentional shoulder tapping (L. Steinborn-Gourley)
- Want to make sure ASF has a voice as part of that moving forward

Strategic Budget Planning Update [L. Akey]

- Phase 4 of process—last year plan in 2016-2017 has 4 phases generated new info. And evaluation of our programs and now is review and evaluation. Will pull together a shared governance body. Recently spoke with co-chairs of the sub bodies to serve
- Thinking about more intentionally connecting budget with strategic plan, make sure we have resources towards our priorities as an institution
- Will have action plans to support our goals towards 2030 and we need to think about where those resources come from; working in env. In constrained and not new, need to continue our work in identifying funds that will come forward at Budget sub meet and and joint submeet

COVID 19 Update [D. Jones]

- System update on Aug. 17, 2022—heels on CDC update, changes on what we would do upon individual pos. exposure, no longer need to isolate for 5 days, wear a mask for 5 days then test on the 5th day
- Fall—every Friday through end of September= vaccine clinic
- Last 24 hrs form FDA—approved Moderna and Pfizer vaccine in additional original—will visit on if we need to do vaccine clinic for entire campus
- Also start by Sept. 14th—reinstall website with positive case counts—already up and running again---12 positive student and 3 employees—midwest seeing red and yellow again, blue earth in yellow but surrounded by ones with red. Not a drastic change if in high—would be much more drastic
- Monkeypox—planned this summer what we would do if we had a case---skin-on-skin contact transmission, open sore— isolation plans in place, we are going to transition our covid website to infection disease website also TB—1-2 cases in the fall, up and running in the next week
- M. Slotemaker—thankful, here at Mankato and not all other institutions in our state have, someone last week at exec and talked already in submeet
- E. Inch—we have a good team, let them know,
- D. Jones—we are blessed for student health services and the leadership

Armstrong Redesign Project [R. Straka]

- The legislature did not pass so we did not get money for Armstrong; hope bonding bill so that our existing ask roll forward so planning for 2024—requiring us to update pre-design.
- Changing from a 3 bienium ask, instead proposing do a 2 phase ask—move renovation up in same year as ask of design and that it does not take same amount as update, will be presented and planning submeet and a sept. deadline for update review. Chancellor office very supportive. Believe our project should score well under the new capital guidelines
- L. Steinborn-Gourley---is there a lacion space planned?
- R. Straka--That's what will the actual design piece and will make sure we bring up once funded for design. Pre-Design does not get into that level—it's a very broad
- E. Inch -- Appreciated having conversation and looking forward to the year—remain collaborative and work through it—we'll have a great year.

2022-23 Meet and Confer Dates

September 1, 2022

October 6, 2022

November 3, 2022

December 8, 2022

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023