

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, February 29, 2024 | 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, Margaret Hesser, Mandy Weister, President Inch, Sheri Sargent, David Jones, Anne Dahlman, Michelle Moosally, David Hood, Tracy Stokes-Hernandez, Kasi Johnson, Lindsay Henderson, Carolyn Nelson, Peter Hausladen, Henry Morris, Brenda Flannery, Ann Gillespie, Mark Johnson, Jennifer Velstos

Meeting Chair – MSUAASF President: Liz Steinborn-Gourley

Documents Referenced in Meeting:

[ASF Meet Confer Agenda-2.29.24.docx](#)
[MSUAASF Meet and Confer Notes_01 25 2024.pdf](#)
[Enrollment Report for MC 022724.docx](#)
[Vacancies List - Feb 2024.xlsx](#)
[HR Updates - 2_19_24.msg](#)
[Budget Update Meet and Confer 2.29.24.ppt](#)
[february-2024-forecast-presentation.pdf](#)
[ITS Meet & Confer Feb. 2024.pdf](#)
[Student Employment Survey Results 2_28_24.pdf](#)
[Additional Locations Report, Dec 2023 DRAFT.docx](#)

Standing Items:

Welcome & Introductions:

Reorder/Additions to the [Agenda](#): none voiced

Review of [Prior Meeting Notes](#): no changes voiced

MSU President's Report [E. Inch]

- Would like to honor the 2 alumni from domestic standoff in Burnsville: Matthew Ruge-class of 2018 died in line of duty and Sgt. Adam Medlicott was seriously injured.
 - Additional individual who lost their lives: Office Paul Elmstrand and Firefighter-Paramedic Adam Finseth. Memorial services the last few days commemorating.
 - It makes us reflect: how many of our alum step into line of fire in all kinds of ways, for service of others and the impact?
 - Give pause to reflect on their sacrifice.
- Conversations at the system:
 - What are our goals in trying to manage the gaps on our campus? It requires several different efforts---one example is Laura Jacobi's team with MavPass. Tim Berry's

Art of Equity—how do we reimagine teaching methods? Those are examples that benefit of all students.

- Cybersecurity—one of our campus was hit hard—all systems went down for a month, and as of Tuesday only 70% back. Highlighted how dependent we are on things like technology and Wi-fi. They're still working to come back up. Each of us has to be very diligent. Our ITS team has been working hard to make sure we don't get penetrations like our sister campus did. Be double and extra cautious on what we download, etc. The real vulnerability is that we have records and it's our obligation to secure those so we may be asked to do things some upcoming months.
- Equity Scorecard: problematic for some, how do we understand where people fall into identities and so many intersectional ties that are not reflected in something like a scorecard where people are put into buckets.
- Legislative forecast:
 - it is okay; better than the report on Monday.
 - AH building bonding was not moved forward and we're making it clear it is a critical infrastructure piece. Our legislators are very supportive, part of issue is whether our credit limit will be raised.
 - \$60 million supplemental budget ask—has more hope but not terribly optimistic.
 - We are okay fiscally this year but it's next year to address. Costs have gone up and cost of educating students has gone up and we need to fill that gap.
- Will start rolling out new brand campaign in April.
 - Will be sending out a message to the community tomorrow.
 - We would like to do all of this in one year but it's beyond our capacity to do it all in one year so we will take a longer roll-out plan. Things that can happen faster, in our offices as you finish consumables they can be replaced in a normal order. High ticket or expensive items (large stone signs, sign on Wigley, etc. some of those will happen over time).
- MavFam sign in Performing Arts needs to come down
 - sad because many like that sign
 - Worked with facilities to keep it up through last graduation.
 - It was intended to be there during covid and a building was going to be there so it was built with temporary in mind—
 - so the sign is built out of light-weight and thin material
 - there are broken pieces and at the assessment of our risk team we can't have people that would risk being on it to get hurt.
 - Cost to repair would have been significant.
- Would like the Fountain to post agendas and materials from Meet and Confer so people can read and engage.
- Proposal to change the way we do Meet & Confer: have joint plannery where we talk about the information that affects all then small break out sessions specific to individual areas.
 - Next time we meet, I will be curious to hear any particular opinions.

Discussion Q&A

- Regarding branding phaseout—curious about department level logos—a lot of printing to be happening this season.
 - Should be getting that with the early stages of the roll-out. In the month of April you should have access to that.

- As we consider feedback on what the new structure of Meet and Confer would look like, could you share a written version to help relay this with others?
 - It really started at another meeting and has shaped throughout each time we've talked about it. 1st proposal someone mentioned: Let's have a plannery, everyone together in the room, 2-3 hours in the room. 2nd proposal: only do it for large community events/toics like (Equity or Diversity 2030 plans). 3rd proposal: Maybe we think about a plannery with everyone to hear the common reports, then have break-out reports regarding their specific concerns. The concern in a larger setting is will you still feel the same safety in being able to express your thoughts?
 - Do you know of any other shared governance structures look like this?
 - No; the issue is: do we accomplish what we're trying to accomplish?
 - First response: opportunity to collaborate with others; as a replacement concerns with ensuring ASF specific concerns voiced and if it was topic based, having particular individuals based on the topic.
- For the Fountain: Would it be possible to include contact information with anything posted?
 - Bottom of the agenda maybe so it's easily available.

ASF President's Report [Liz Steinborn-Gourley]

- Icebreaker: Example of Collaboration that has benefit students:
 - Student from SWE, Gender Equity in STEM Dinner was born, iron range joined via zoom, students brought together professionals in engineering in stem.
 - Student called in, from SD, pulled together internal group cross functionality about what we would to support the student. Did it quickly and something that was in the best interest of the students.
 - Collaborations system wide with new system wide emergency grant. It's an interesting experiment for decentralized and centralized and find ourselves talking a lot about what our practices look like in conversations nationally
 - TRIO recently worked with Mavericks First –story telling event that happened a couple weeks ago. Students hear their experiences in careers, as college students, etc.2 weeks later student came in to share how inspiring it was and how it impacted them.
 - Statewide system level: academic affairs calendar group—kudos to Jeet who represented statewide ASF, collectively what we gathered from all campuses as we consider what impact that might have by changing the calendar.
 - Athletics and some of their DEI initiatives, culminating with the MavElite program, it has been good working with them and trying to figure out how to improve success of all students.
 - College of Ed. Collaboration with directors: recruiting and retaining students of colors into teaching positions
 - Student Success Advising Academy: a lot of individuals coming together to design the curriculum and great diversity of faculty and staff that are enrolled in the program—a great campus wide partnership.
 - Belin's idea: hosted a dinner for alumni and share experiences and tips for students (TRIO, etc), people left the room wanting to do it every month. Help develop student networks.
 - Transfer pathway with SCC—been going well and working closely with them.

- Closing housing apps., through that we uncovered some misinformation about financial aid and housing off-campus so Res. Life worked with Financial Aid/Services to help provide more direct information instead of bouncing around.
- 2 departments that teach in nursing through the Art of Equity—starting to see changes in curriculum come to fruition, what might need to change, how can we incorporate interdisciplinary work? It's exciting to see the launch of those this fall to see how improves the DFW rates.
- Undergraduate research day—a lot of collaboration with work with students.
- Some ongoing in Career Development Center is Majors in Minutes: videos from students with callout to faculty and staff to help, IT to help, etc.
- Collaboration is important—we go further and faster when unified.
 - Liz's Report: I laugh when students complain about group work. So much of what we do in our work absolutely MUST be group work.
 - Some great partnerships from ASF members that I've seen recently include a PSEO scavenger hunt to link students to resources to give them earlier dates to register for classes.
 - Advising has been consistently featuring student resources in their regular meetings to provide comprehensive support to advisees.
 - Accessibility Resources is working with the Multicultural Center, Women's and LGBT Centers to help build connections for students with accommodations and to support folks in their multiple identities.
 - If you can believe it, collaborations for the August welcome shirt are underway in Student Activities. And Welcome Week and Homecoming and Winter Welcome are always deep and varied partnerships that connect many of us, from DEI to Health Services to Residential Life to Student Events to New Student and Family Programs.
 - The Center for Multicultural Equity and Access has been partnered with Athletics for years, providing student success coaching and intrusive advising to athletes. And I know one of our members plans to follow the Track team to their National Championship in Kansas over spring break.
 - Community Engagement is eagerly building relationships across campus and in the community that support Minnesota State Mankato as a resource for Mankato. And they are developing thoughtful and creative student leaders taking the lead on building infrastructure within MavCentral to record hours and provide a great experience.
 - I could go on as I know I have not named every area on campus. But what I do know is that ASF members work hard to connect – we want connection with our students. We want connection with our peers. We want connection to the Mission, Vision, and Strategic Plans of the university. Our membership is made up of thoughtful, innovative, and intelligent people.
 - Before I wrap up, I want to share my enthusiastic support for the Pan African Conference that has been co-led by Director of African American Affairs,

BalenciaSariah Crosby and Dr. Dani Scott with support from Tracy Stokes Hernandez and a cast of other fabulous leaders. It starts tonight at 5pm in the Hearth Lounge and continues from 8am tomorrow until 4pm. Please, do what you can to visit one or two sessions – or the whole thing. It's a tremendous program led by phenomenal women.

Enrollment Update [D. Jones]

View Report: [Enrollment Report for MC 022724.docx](#)

- Accomplishments: The Reporter recently won 15 awards. We hired Rob Murray to help students grow their journalistic abilities so we've seen that growth.
- Mike Wells and handball team: Men's team just won for the 3rd time national championship and women's team won for the 1st time—competing against big teams like Texas A&M.
- On-Campus and Off-Campus Student Work Survey: [Student Employment Survey Results 2 28 2.pdf](#)
 - In TEAMS folder (credits to Alison Koenig): what information students are using to make decision about working on/off-campus.
 - Encourage your members to look at it. You can see some things that stand out: Handshake and networking/word-of-mouth as top ways that they find out about positions.
 - What does it look like to require all positions to post on Handshake? We hear some pushback that it's another system to learn but only word of mouth is not equitable.
 - Initial pathway might be through Equity 2030. Here's how students are looking for jobs, how are you helping with that?
- 8 days ago learned that reciprocity agreement with SD residents is no longer being offered which caught us off guard.
 - We have students here now—any current students would maintain reciprocity.
 - We have some in the pipeline, under President Inch, we have created a scholarship to help for those coming into Fall 2024, need to take proposal to Student Government. Would be a one-time solution until we work on figuring it out.
 - Currently Approximately 190 undergraduate. Many others qualify for other scholarships or grants—so only 48 that are currently on the reciprocity rate.
 - SD also has a state of education—they no longer want to offer reciprocity rates for students going to MN. But still offering in-state tuition to MN residents. This is the states not working together or conferring. Similar to IA. Some of our other schools in the state. Data does it support long-term behavior?
 - In December SD had announced any SD university can give in-state tuition to MN, Kansas and Missouri. South Dakota Advantage Preferred Rate: surrounding state areas.
 - Like in response to North Star Promise. We have to have a strong value promise.
 - Is this something that's isolated or national trend? Last 5 years.
 - Midwest Compact—Michigan and Illinois has pulled out in the last couple years. Biggest impact is WI and ND.
 - Incoming impact? Usually, 60-65 including transfer and first year students.

- The scholarship would be honored until they finish the degree.
- WI receives more student from us than we receive from them.

Human Resources [S. Sargent]

View Reports: [Vacancies List - Feb 2024.xlsx](#)

[HR Updates - 2_19_24.msg](#)

- For timely information- look on The Fountain
- Looked like quite a few new positions with new base funds—how are funds being reallocated? Depends on the PRFs. All reallocated within divisions. Academic Affairs, does not request new funding but requesting new funding from cabinet based on the form used. It's asking to be reallocated, most of them come from Academic Affairs. Cabinet has been asked not to increase headcount, not in a position to increase a lot of payroll right now. A good question from budget—we don't have good visibility for headcount strategy which hopefully workday helps with that. WE have our way of classifying and hopefully the new system helps us in showing more visibility of how that works and what that means financially.

Finance [A. Gillespie]

View Reports: [Budget Update Meet and Confer 2.29.24.ppt](#)

[february-2024-forecast-presentation.pdf](#)

- No substantial changes on our financial areas since we last met.
 - We're looking at different funding models, and more dialogue, but our new biennium will come into the fall.
- Today we received the forecast—some continual challenge and outlook of the forecast. There is a nice summary with this group.
 - From a big picture forecast—higher revenue—although projecting a deficit in system, it's a little bit less.
 - So, this will go into how we reconcile with the governor what we're requesting. Continual challenge: unemployment is at an all time low.
 - Direct correlation—first gen. etc, might defer going to school if they can get a job right out of high school.
 - More taxes though also play into our revenue. Our revenue is not as high as what we're spending.
 - The other half is inflation—all time high.
 - Balance –how much pressure do you put on the economy with interest rates versus going down. We will do a lot more analysis and data of what can we control? One of those is space. Still estimating a deficit. If we do get some relief, that may allow us some additional time or it might make us move up some of the decisions we need to make.
 - Good information to share with your groups and discuss as we ask for that feedback.

IT Solutions [M. Johnson]

View Reports: [ITS Meet & Confer Feb. 2024.pdf](#)

- Point out Windows 11 is coming in 2025, --on their desktop if you run the windows tech checker. You can submit a ticket to get ready. If you get a message that it doesn't meet

requirements, we will work with you. We have 3 buying cycles left. We have a lot of time but need to stay focused.

Discussions & Questions:

- Some recycling takes place on campus, have a contract with a company that comes, cleans them/scrubs them and then disposes of them properly. But in terms of how it's disposed maybe in contract that we can look into.

Equity 2030 [H. Morris]

View Reports:

- President and I had a meeting to continue to move forward on the plans and address any confusion. Continue to address: How to move our university forward in supporting all our students to be successful. Ensure all of our students have an equitable chance to be successful. There is not just 1 thing we can do to close the gaps. How do we do a lot of things differently? Continue to be hopeful, we lead the system, but we still need to do better.
- Next Generation: Generation Alpha---there are a lot of first things happening for them. First time that there will not be a majority group in America. Not 1 group that is 50% or more in population. Tells us and any business, we have to look how we do our business differently.

Discussion & Question:

- Workgroup and shorter form
- There is 1 plan-, other ways we have used that plan to help shift things with the Chancellor. PCD plan using all year but will listen to other points of view.

Discussion Items:

Stewarding our Resources [Edward Inch / Anne Gillespie]

- We don't have a bad spending plan. We're able to educate because of size and quality of our people. We still have a gap. Where are we investing our resources—have to look at our infrastructure. Some programs can't schedule any courses during certain times so then we have empty rooms. As I've talked with different departments: some say need new space but system plan is no new square footage, even AH replacement is 1/3 smaller than what we have now. How well are our off-campus sites?
 - 7700 France: What's the best use. Normandale, St. Paul, Mesabi, Hubbard, and North Hennepin Community College.
 - Combined generate 3% of credit hour of our campus. Does it make sense to re-purpose?
 - At beginning of last fall asked Dr. Flannery to assess. Do we invest or pull-back.
- [Additional Locations Report, Dec 2023 DRAFT.docx](#)
 - Post-pandemic, more open to teleworking, modality and pragmatically creative. So as academic works on their plans, how can space be done more efficiently? It's an opportunity to reallocate but also need to still be geographically strategic. Needs to be something we all agree to move forward with.

Discussion & Questions:

- What are the numbers? How are things panning out?
 - The numbers on PowerBI suggest we are losing enrollment. Many students like the flexibility of online.
- Off-campus sites don't have the same feel as on-campus. Some of them it's not clear that it's 'ours,' which can be fixed as part of the branding campaign.

- This is space, which are things, not programs, so space going away doesn't mean programs going away correct?
 - Correct, it's rebranding or repurposing how it's being used—current users are almost all online right now.
- Iron Range is a robust program, it's expensive but it meets a state priority that it meets a mission and priority.
 - When invest in things and it needs to be a choice. We need to make conscious choices. Mesabi range ranked in top 5 engineering programs in the planet a few years ago, great program but you would have no idea it's affiliated with us, it's its own identity, we should get some leverage from that.
- To determine if it's self-supporting—VP of Finance Department—different cost analysis. Has worked really well, like res halls and other ideas, not as successful. How to redefine and if it's mission based, do we supplement.
- Unlimited wants and resources—it's how we choose to allocate our money is the challenge.
- Do we have a demographic breakdown –will we create wider gaps by closing any of these programs?
 - We do know that quite a few of our diverse College of Education faculty/staff at 7700 France location but unclear if they're physically-they're all online.
- How do we plan a potential phasing out or supplemental when proposing a program?
 - We do need to do more planning and forecasting before deciding. Puts more onus on planning and forecasting.
- One thing we have looked at as an institution—holistic view of things—increased our diversity by employing those not necessarily on campus. So not more diversity on campus, which we still want but there's a balance as online helps us to increase diversity employability. How do we increase so diversity is noticeable?
- Need a standard deviation of error that allows you to do continual evaluation to help determine-but is it successful? Need to let enough time pass as well to go through ebbs and flows. You'll see more success in the long term since there can be a lot of variation in short term with enrollment and relying on tuition funds. Contingency planning needs to happen but can't be as precise as we'd like it to be.
- ASF wants representation on any committees evaluating viability of locations

Graduate Hooding and Commencement Proposal [M. Moosally]

- Proposal for Hooding
 - Key part of graduation ceremony
 - Current variations between colleges
 - Provost became aware of logistical challenges.
 - Lining up students so they match up their advisors.
 - Keeping procession moving smoothly across stage
 - Managing the resources (time, people) needed for commencement events
 - How do we balance the importance of faculty/advisee relationship with the staff efforts to keep things moving?
 - Initial proposed solution:
 - Master's by dean of graduate studies
 - Doctoral by capstone/dissertation advisor
 - Brought out for discussion

- Graduate coordinator meeting
- FA weekly meeting
- Others
- There's a mix of perspectives. Concern with photo op. bottlenecks, would disincentivize faculty from attending?
- Graduate Student Survey Results: open for 6 days, 171 (44% response rate). 94% intend to attend commencement. Asked to rank options: hooded by thesis advisor, representative, sitting with friends; second choice: hooded by rep. of department
- This process is part of getting more feedback.
- It's an important tradition. Fully committed to shared governance and initial proposal was just that to get some perspectives.
- Goal of hooding on stage is community and bring people together. Have a community celebration. This ought to be a ginormous celebration.
- Had a member part of the hooding process reach out and consistent what you shared and just requesting consistency and enough resources to carry it out.

Information Items:

Call for Nominations for Comprehensive Academic Plan Working Group [David Hood]

- Will ask for a rep. from ASF with a timeline which will go out tomorrow—this is just a preliminary notice that we are starting the process.

Out of time so will defer the following items to the next meeting:

- **ASF Equity 2030 Feedback [ASF]**
 - Henry is willing to come to an exec. Meeting.
- **NextGen/Workday Transition [Mark Johnson & Anne Gillespie]**
- **Move to all Online Course Evaluations [David Hood]**
- **Finals Schedule for Fall—Implementation [David Hood]**

MSUAASF Meet & Confer Follow-Up Questions, Thoughts or Concerns from MSUAASF members or eligible members can be directed to:

MSUAASF President:
Liz Steinborn-Gourley
Elizabeth.steinborn-gourley@mnsu.edu

2023-24 Meet and Confer Dates

<i>September 7, 2023</i>	<i>October 5, 2023</i>
<i>November 2, 2023</i>	<i>December 7, 2023</i>
<i>January 25, 2024</i>	<i>February 29, 2024</i>
<i>April 4, 2024</i>	<i>May 2, 2024</i>