

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, April 4, 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: T. Stokes-Hernandez, L. Hendersen, M. Slotemaker, A. Gillepse, M. Moosaly, D. Hood, E. inch, D. Jones, M. Johnson, P. Hausladen, L. Steinborn-Gourley, K. Hodgden, K. Seth, C. Nelson, L. Meidl, S. Sargent, T. Berry

Meeting Chair – MSU President: Edward Inch

Documents Referenced in Meeting:

[ASF Meet Confer Agenda-4.4.24.docx](#)
[MSUAASF Meet and Confer Notes 02 29 2024.pdf](#)
[ITS Meet & Confer Updates April 2024.pdf](#)
[Enrollment Report for M&C 040424.docx](#)
[HR Update - April Meet & Confer.docx](#)
[HR-Workday Training Available.pdf](#)
[Vacancies List - March 2024.xlsx](#)
[NextGen Cutover Plan.png](#)
[Cutover Factsheet.pdf](#)
[Fully Online Financial ModelV.06.xlsx](#)

Standing Items:

Welcome & Introductions:

Reorder/Additions to the [Agenda](#): Move Equity Diversity Plan Conversation to next meeting

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

MSU President's Report [E. Inch]

- Naming of track individual Earl “Bud” Myers: Saturday he passed away. Express sincere appreciation—family expressed one of the best things to happen for him, especially with cancer diagnosis, showed what contribution he had to the community and for them to give back; a really fitting honor
- Last week: Men’s and Women’s Basketball Games—there is something where we help students get to achieve what their best is; what you see our students doing is just the tip of the iceberg and there’s a lot that happens underneath the surface, We had the Maverick Machine, cheer squad—because that is part of who we are and they are part of the win. There is pride in seeing the pride in their faces.
- Research Month—lecture series speaker Mriganka De, he chose here, because our students, faculty, staff, lab techs are working together on the grants we get, dedication, all of that was pretty impressive. It’s been a good couple of weeks to see the impact.
- Budget legislation: state budget surplus is not what they hoped so level of spending they gave last year doesn’t exist this year which means choices. AH bonding (single biggest project we’ve asked as a system), central to what we want to do and central to providing to

provide what employers are expecting of us and flexibility to teach or gather the way we expect—everybody gets that. They get the need but not having the space diminishes the access to have same opportunities. While we have great support, it is a great lift. If we fund the first thing ---\$50 million for HPER, \$6 million for St. Paul and then do we use remaining into multiple other things on the list or 1 thing so there's a need to look into impact. Less hopeful asking for \$61 million to fill gaps from last year's appropriations—those resources are imperative and without those we will have to make difficult choices. Our campus is growing, we expect next year's class to be up an additional 250-300 students, res halls full, etc. That tells us we need to do more things and that students are choosing us. They choose us 2nd only to the U of M. Students choose us, the services we provide and learning support and courses we provide help retain our students, persist and complete degrees in a reasonable timeframe with an average debt being less. Our average cost \$14,800 per full time equivalent—we're the least in the system so we have an efficiency that our other institutions haven't found. Our size does help us but we have put together support systems and services that we know what we're doing. Per full-time student, we are less expensive in the state and also lower national average. We get from our system (allocation framework), we get an allocation, and ours is the most of any in the system but it's not enough. We get some income in other areas but we can't use that for teaching students. \$800 gap between income and costs---carry that out over 14,500 students which is over an \$11 million gap. But we have one-time funds we use to supplement and not every student takes advantage of every credit—so there are different efficiencies. \$4-6 million is likely the number we need to address. By any measure, we're doing things right, cost-effective, graduation rates improving, I don't think we succeed through cuts but we do need to look at efficiencies and resources. Look at external opportunities, even if we do perfectly there, we wouldn't see those materialize inside of 2 years. System measures this based on 2 trigger points (system intervention to help avoid trigger points): 1) if in a 2 year a dip is below 1.5 (a 1.0= solid)—enough reserves to carry you on for a certain time period. We were at 1.21, not a crisis but it can be if we don't stop it further. 2) in any one year, drop below 1. These then trigger an intervention and measures. We will have over \$2 million bill from WorkDay which will come from reserves. We have in place a strategic budget planning framework—good data and narrative but it needs to be refined in particular for non-academic areas so asked Provost Hood and Dr. Lin Chase to look at are there other areas to consider. More discussions in the month of April with a framework and data.

- Time of year to receive student resolutions—some things important to their operation and will impact us. Creating a sustainability fee—more active in diminishing carbon footprint. Resolution –for paying speech and debate coach, has done well to highlight on a national scale. Increase student wages to \$13.50, which means fewer workers (Sodexo and Bookstore not impacted by this), a resolution to allow graduate students to allow 20 hours a week, protect Palestinian voices, resolution to support student teachers.
- Budget Community Discussion Dates: will be coming forward shortly, not selected yet.
- Just recently received state allocations and won't know exactly what that is which will have implications.
- We are lobbying and we are in draft allocation stage. But have to move forward, less about what dollars go where but more about what process to use.
- If we don't receive the funding for AH project, how will that affect the timeline?
- Good question don't know the answer. Best Case Scenario, funded in next round of bonding which is 2 years from now but due to likely deficit it would be 4-6 years. Meeting regularly to see what we can do.

- Asking for governor room to highlight what we're doing great for MN.

ASF President's Report [Liz Steinborn-Gourley]

- It's a great week, solicited news from members, flooded with positive recruitment
- As I solicited "good news" from our ASF members this month, I was flooded with stories of incredible uplift and positive impact to the reputation of Minnesota State University, Mankato, through recruitment, retention, and celebration. I want to share some of those examples with you now:
- For last week's incredible National Championships, our ASF Athletic staff worked hard to bring the university and Mankato community together in celebration of our Maverick Women and Men. There were ASF members there working 80 hours a week for two weeks to make this happen! We are so proud of our athletes and our staff who make these institutional successes possible.
- As part of the Research team, Research and Sponsored Programs has launched the 4th annual Research month with poster sessions and a book display to recognize the research and scholarly work happening on campus. This event and celebration is unique to Mankato through the whole Minn State system. You can join RASP each week in April for exciting events that can be found on the events calendar and view on-demand sessions on research, scholarly, and creative works featured on the Research Month website.
- Members in New Student Family Programs and University Advising virtually welcomed incoming transfer students on Monday, April 1 during online orientation. There is one more transfer orientation scheduled in April and 2 orientations in April for new entering first-year students.
- And while we're onboarding new students, members from various offices across campus have been connecting with prospective students at on-campus open house events hosted by Admissions.
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- The College of Education hosted its annual Swing Into Spring event on Tuesday, April 2 which provides opportunity for faculty and staff to connect with students over lunch.
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- It is peak advising season and our advising teams are helping new transfer and current students get registered for summer and fall courses. Allied Health & Nursing Advising met with 37 students for walk-in advising in 4 hours this week!
- The Career Development Center hosted their final Lunch & Learn for Career Champions on Tuesday April 2 where they featured various resources that Mavericks can use to help make data-informed career decisions. One participant commented: "I love the Career Champion program. I always use what I have learned with students, I really appreciate this training & support the Career Center offers to help me be a better mentor, advisor, & advocate for our Mavericks." The Career Champion program concludes its 2nd year with nearly 200 Career Champions from all corners of the campus community. You are welcome to join by completing the enrollment form found on the staff and faculty page of the Career Development website.
- ASF advocated for the shared interests of our bargaining unit and the institution and we attended Teamsters Lobby Day in St. Paul last week. We asked for support to:
- Fully fund Minnesota State's Supplemental Budget Request of \$61 million

- Pass the IRAP to TRA pensions legislation with an appropriation to make retirement accounts whole (members did not get to select the pension plans of their choice)
- Modifications to the North Star Promise to exempt institutional support from calculations – grant and scholarship dollars should be available to the student additionally rather than applied to tuition first, reducing last dollar.
- Full funding of the Minnesota State capital investment request.
- As we look ahead this month, I'm not alone in seeing at least one celebratory event per week to honor our students – usually outside of our 8-4:30 hours, usually on a day with many back-to-back commitments. As the semester is zooming to the finish line, we are nowhere near “winding down.”
- I've been joking with colleagues since January that summer is the bucket in which we dump all our hopes and dreams for planning and developing new strategic initiatives. If you've been to a water park recently, you might imagine the giant bucket that quietly fills among the sounds of the splashing and laughter of the crowd. Quietly and then more persistently, a bell begins to clang, alerting you to the anticipated flood of water as the bucket tips out.
- Well our ASF members are bracing themselves. While the culture of higher ed is to look to summer as a time to rest, reflect, and rejuvenate, I think some of us are just hoping to not tumble when the bucket tips. As the model of higher ed shifts to accommodate the recruitment cliff, the responsibilities are changing for our members. We are not a “go hard all academic year and then rest in the summer” group anymore. The “down time” that everyone hopes for shifts to focus on incoming students and their questions and their family's questions and our training and onboarding of new team members.
- Two members in different areas spoke to me today about the stretch we are all under to perform more with less to support our students. I feel like a broken record as this has been messaging we've shared here and with the Board of Trustees and is felt across the state.
- Rather than our usual icebreaker, I want to encourage everyone to think of where REST can be incorporated into your staffing conversations. What are ways that you model rest to your teams? Rest is fundamental to success, health, and happiness. It heals us, reduces stress, boosts creativity, improves productivity, and enhances decision-making. All of those pieces are critical as we innovate towards a new future of higher ed.
- Point of personal privilege – we need these documents a week in advance. Updates on 4/4.

Enrollment Update [D. Jones]

View Report: [Enrollment Report for M&C 040424.docx](#)

- Appreciate willingness to try something different with helping to orient new students as it seems to be working.
- Admin reps. For system level calendar: (Jeet is ASF state rep.), document that Sara GR made was utilized greatly- thank you for having that available for consideration. Robust conversation for an hour. If there was any momentum it was that potential to start Tuesday instead of Monday for spring semester. No decisions made yet.

Human Resources [S. Sargent]

View Reports:

[HR Update - April Meet & Confer.docx](#)

[HR-Workday Training Available.pdf](#)

[Vacancies List - March 2024.xlsx](#)

- Monday May 6th is Employee Appreciation Breakfast and Claire Faust Awards—nominations due April 12th—link on The Fountain
- Bringing back Maverick Leadership Institution, applications also due April 12th

Finance [A. Gillespie]

View Reports:

IT Solutions [M. Johnson]

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

Discussion Items:

- Online Only Fee Analysis update [Anne Gillespie]
- [Fully Online Financial ModelV.06.xlsx](#)
 - Talk at length at budget sub-meet so pulling out information from there—powerpoint and supplemental
 - \$4-6 million deficit – a
 - FY 24 received \$70 million; this year we are receiving about 4 million more estimated not final.
 - We have complex amount of cost centers, a lot of funds in restricted accounts,
 - Does not cover collective bargaining increase into salary which would be \$9-10 million in additional costs;
 - 40 additional people being hired at system level for workday transition.
 - Anticipate 1-1.3 million in savings from BESIs
 - This is the money we rely on for general funds
 - Different types of budget concepts and goals have been discussed since last fall
 - Trying to simplify how we charge students, it's complex when they change programs (differential fees) and there is fiscal impact when our students move. A lot of hard work in this year, nothing to bring forward but will be using meet and confers to get your ideas and to build on past planning
 - Funding model: we are spending more than we bring in (dig into tuition, fees, etc.)
 - One item that has come up is online only fees: all agreed and felt we could move forward, may decide before this calendar year to implement for next fiscal year. Committed to make it easier, better and more opt-in for students.
 - Should we be charging online same as what we charge all face to face? Should we ban online only? Should we have different department costs help cover? We put data together. Student Government supports same

fees to online as in person, the only question was busing. The other question was timing, and the other question is undergraduate versus graduate. More support for undergraduate than graduate. Student government has committed to communicating more of what is available.

- Bring forward to discuss, decide, goal is to decide before May 1. You have an opportunity to give feedback before the decision is made.
- When we talk fully online—are we talking about fully online program versus doing online courses? Yes, fully online—there was reasoning behind not doing it before but as we move forward this helps to address simplifying.
- For RN to BSN a big draw for the program is to not have to pay additional fees. Many of our online students are not using those items, if we are going to add fees, look at then what are we providing those students? That has been clearly communicated in summary and in writing, please don't hold back feedback.
- Some online programs also have higher tech fees—has that been talked about.
- Just found out about our Ele. Ed. Program is offering something online so some of our students trying to decide---online pay higher and it is not banded tuition.
- Have discussed and considered, can we just band the tuition? Gets into complexities of coding and academic considerations.
- Model is out there so you can plug in to see what the impacts are.
- Differences in how we use the money for fees versus tuition:
 - Fees—allocated and are defined, can only spend and full consultation process with students of how we parse that money- (like IT, health, student activities), students vote
 - Tuition--- in various funds/models not just general fund, those funds are used differently
 - Looking at returns on investments, what is the cost of education with the quality of what we do here.
 - We have outpaced our buying powers not keeping up with inflation.
 - We have to look at all options (differential). 2/3 of our funds comes from tuition and the other 1/3 is allocation, we can't control allocation we want to increase the other 2/3 but that goes onto the burden of students so we've tried to hold the cost down. Many sister schools have added fees back onto online schools. What's the right model for us that balances the burden on students and quality.
 - Tuition is mostly set by state and system---we don't have control over that we do have control over fees.
 - Does this increase the budget that student government has to work with? Yes.
 - If you pay a fee, you get the access, there are some unique challenges that come with meeting the needs of both in person and online students.

Information Items:

- ASF Equity 2030 Feedback [ASF] - deferred
- NextGen/Workday Transition [Mark Johnson, Anne Gillespie & Sheri Sargent] - 87 days to go
- [NextGen Cutover Plan.png](#)
- [Cutover Factsheet.pdf](#)
 - Information just now received. One of most important details: The Cut over—how it's going to go, a lot of details behind it

- Once we know what the system knows what they'll do then we figure out what MSU can do.
 - Information going into system starting July 3rd for paycheck that arrives 26th.
 - May 31st is last day for certain transactions to happen. Cut off on July 3rd for certain transactions with some exceptions.
 - Once all things have taken place, then
 - What does that mean to me for my expense report? We will get more clarification as MSU and will let you know.
 - Certain things will not be impacted at all—in some cases we use other systems which will stay in place
 - Can you not hire student works for June-July?—they do not move over to new system yet
 - This is a situation where you do your best and figure this out as you go through
 - If you think there is a lot to know---you get to go into training ELM—on April 1st everyone should have received e-mail to go into ELM system to learn how to navigate
 - Any vacation or sick leave requests will not rollover into next system so you'll need to enter it into the new system
 - Minimize new information into ISRS from beginning of June to when they roll it over to help avoid any errors or confusion.
 - Try to not enter as much information as possible—employees before June 3rd and after July 3rd with limited exceptions.
 - Encourage to use The Fountain
 - Information is coming fast and changing some of the direction, there will likely be frustration. We're going to let you know what we know in this minute right now and there could be moments where what we know will change.
 - In addition to human capital management, there will be the financial. Requisitions will still happen, start in Marketplace, purchase orders will happen in WorkDay, more of an impact ---buried, understaff and it might take time to respond due to helping prep the set up. New Credit Card for your purchases as well, currently with Well Fargo, no longer active at the end of June 30th. Won't be active and set until July 1. Try to get things done in advance. Purchase Order information will transfer over.
 - Would you advise that as we are approaching June 3rd, that we are screenshotting sick leave/banks? Trust but verify—not a bad thing to do to have a record.
Suggest for these items
- **Move to all Online Course Evaluations [David Hood]** - used to be a process for paper or online, efficiency purposes move to online only model. Faculty are not required to use the University's model, they can have their own but need to have something about how the students perceive the instructional experiences. Is it an option for an instructor to not give it? Yes and no—they will need data . What happens to evals when they're done? Instructors get the feedback. Provost could have access. Instructor gets to decide whether they share it with their dean or not.
 - **Finals Schedule for Fall—Implementation [David Hood]** - Will start next fall—same time as when they take the courses.
 - **NCAA Ticket Payment Processing Issue [Anne Gillespie]** - Sent out tickets, didn't charge everyone cards, not a data privacy issue, we ow that money to NCAA, please encourage people—gave copy of e-mail. Volume exceeded

- [NCAA email final draft for 10am Thursday 4.4.24.pdf](#)
- **June 19th Wigley Administration Building – power down [Anne Gillespie]** June 18th 5pm –down all day on the 19th.
- **Purchasing and Contracts Thresholds changes [Anne Gillespie]** –out on MN site, criteria is same but thresholds changed.
 - [Minnesota State Connect - New Purchasing Thresholds March 2024.docx](#)
- **University Policy Review Update [Michelle Moosally & David Hood]-** Dr. Velstos sent out communication, this year’s are in formal review. Through April 19th- so please add feedback. Late April policies go to VPS then final to President Inch in May and implemented in August. Made a change—procedures are separate from policies. Policies that are due:
 - Camera and Video Footage Use
 - Campus Communication and Mass Email
 - Conflict of Financial Interest with Grants and Sponsored Programs
 - Credit Load for Undergraduate Students
 - Missing Residential Student
 - Weapons and Firearms
 - Student Education Records
- With that separation what does the feedback review look like for procedures? Defer to Jennifer. *Procedures could change outside of cycle.

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>