Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, December 6, 2024 | 1:15 – 2:45 pm
CSU 238

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.

Meeting Chair: ☐ MSU President: Edward Inch   ☒ Liz Steinborn-Gourley
Attendees:

☐ Shauna Elbers	☒ Linda Meidl
☒ Jill Fischer	☒ Michelle Moosally
☒ Tressa Flo	☒ Henry Morris
☒ Anne Gillespie	☒ Carolyn Nelson
☒ Peter Hausladen	☒ Sheri Sargent
☒ Margaret Hesser	☒ Marie Slotemaker
☒ David Hood	☒ Liz Steinborn-Gourley
☒ Edward Inch	☒ Travis Thul
☒ Mark Johnson	☐ Bobbi Urban
☒ David Jones	

Special Guests: Jean Clarke (for Bobbi Urban)

All Documents Referenced in the Meeting and more can be Found on THE FOUNTAIN: [ASF Meet & Confer, December 2024](#)

Agenda

Meeting Chair – Liz Steinborn-Gourley, MSUAASF President

1. **Standing Items:**
   A. Welcome & Introductions
   B. Reorder/Additions – none noted
   C. Review of Prior Meeting Notes – no comments
   D. MSU President's Report **[Edward Inch]**
      i. Running toward fall commencement. No one gets to this point alone. Meaningful for students, faculty, and staff. Hopes we take a moment to celebrate achievements. We continue to be strong with enrollments and to thrive even through some challenges.
      ii. Highlights:
         1. Invited campus leaders to focus on advancement w/ group from Nat'l Org on Advancement. Want a broader development force on campus among leaders; want to empower leaders. We get funding from state but also need additional funds. Primarily our donors give to scholarships, but also support research, centers, etc.
         2. Commencement Friday lecture by a demographic researcher, Susan Bauer from MN State Demographic Center; will learn about demographics and enrollment trends.

3. Dance and Christmas concerts this weekend. Women's soccer hosting playoff game at noon, then can watch football team in quarterfinals. Women's hocky at 2pm, Men's hockey at 6pm. Lots of good things going on in all areas of campus.
   iii. Flurry of Meet & Confer reports were filed after Monday – so we will not be asked to be ready to discuss this month. Will move discussions to next meeting (Feb 2025). Yesterday, we got the new financials so was important to share that information as soon as possible, but we can read this over the break and discuss at next meeting.
   iv. State Economic Forecast – did not come out to where we hoped it would. 1.1 billion less revenue forecasted than anticipated (~616 million surplus forecasted). Our request to the state is for 456 million (details in Nov M&C docs); given the overall pool we likely won't get fully funded. Will be pushing on Taylor roof very hard, but still see our request as a struggle. Best case scenario would be a flat budget for us next year; will need to keep all options on the table for budget balancing. Legislature will also need to address $212 million state grant program deficits. We imagine the legislature will prioritize some of the surplus money to keep students going with Grants. Part of the 616 million surplus will also need to go to NorthStar funding for students. So much of that surplus may be accounted for before system requests even get considered. Further, Long-term projections based on expected tax receipts and revenues projected are not looking great either, so that's going to be a challenge for us all. Does not expect we will see much change for us this year but we will budget accordingly.
   v. VP Searches updates: VP Advancement will post soon. VP of ITS also coming soon. Many changes coming in the IT arena – need a dynamic and strong leader. Mark has agreed to potentially postpone his retirement date to provide some overlap.
E. ASF President's Report **[Liz Steinborn-Gourley]** President's Report "Gratitude"
   i. Pondering gratitude
   ii. Moment of sharing gratitudes with a partner
   iii. We have worked hard to be engaged and do our work and support students, and it's important to show gratitude, take a moment to pause.
F. Vice President Student Affairs & Enrollment Management **[David Jones]**
   i. FAFSA is live and ready to go. Beat their December deadline.
   ii. 211 million over budget in MN state grant for 24-25. Likely MN State Grants won't be available for summer school
   iii. Dean of Students search coming – Sandi Schnorenberg will chair.

2. **Discussion Items:**
   A. Questions from Administrative Reports **[MSUAASF]**
      i. Liz SG: Workday Student – are we ready to shift and expand with that proposed timeline given current challenges? Is that timeline legitimate?
         1. Mark J: System level is looking for staffing for this project. Complexity of keeping both systems ready. Thinks we should continue to move quickly to Student Module, but it will take a lot of work. System is looking to take people from here and use them as part-timers. Won't do a one day only cutover. Will be a long road. Believes it's a substantially better system, but will take a lot to get there. Is system ready to move? Maybe not quite yet. Kim Lynch is in charge of it (part of AA in the system.) IT will get spread thinner, but still think we need to keep moving.
         2. Pres Inch: If we don't, what is our alternative? We did stop-gap measures so we have some softwares that help us now, but this change will be done, needs to be done, and is needed system wide.

3. Anne G: Discussion last Friday. Workday is aware/system is aware. Stabilization plans moving forward. Some of the issues with current modules are because WorkDay Student is separate. There is a financial implication for pushing it out as well. An additional allocation has been made for WorkDay student. We know there is concern, also know there isn't a choice. Looking for progress not perfection.

ii. Peter H: follow-up question: With the WorkDay finance roll-out, some issues were not found until the roll out itself, are we hopeful the Student Module roll-out will be smoother?
   1. Mark J: Yes, the presentation addresses that, but there is a "lessons learned" element. Mark has more confidence in the leadership for the Student Module side. Early assignment of Project Leaders as well.

iii. ITS Report: Liz SG: "In-place Archive" idea. How has this been shared? Emails?
   1. Mark J: not yet but will verify that emails are there and will continue to try to spread the word (Info available as part of the ITS report in files)

iv. Finance & Facilities: Jill F: Online fees are noted as being recommended in the presentation posted on Teams (Slide 19). Raise now as we had a discussion last month. Are these firm recommendations then?
   1. Anne G: It has not been decided; we are modeling our options. Budget situation means we do need to seriously consider our student fees structure. More of a tax and not a usage fee. We have done the least in this area. Will go through M&C, won't rip that band-aid off with out due process. Currently modeling tuition increases. Anne included it here to follow up on where / how it was shared last year only for more context. We will need to look at all revenues given budgets and allocation forecasts. Will make choice in spring 25. In February, we will start to really plan and talk about it, bring to Meet & Confer in March. Don't want to prematurely make these decisions. Wants to get feedback out there, and we can suggest things we can model out.

v. Peter H: Slide 24 – appreciate the info/modeling regarding budget forecasts. Helpful and digestible.
   1. Anne G: Thank you. Will continue to have conversation with the system office and model our options based on different scenarios of allocations, etc.

vi. Linda M: comment: some students don't know what banded tuition is.
   1. Anne G: Agreed. Students perk up their understanding if they are moving to upper or lower ends of the band in credits. Mankato does banded cost differently – we didn't increase our banded amounts by actual credit costs like most others institution. We don't have the most expensive banded tuition among system universities.

vii. Liz SG: Re Budget Sub-Meets – Position-based budgeting and position reviews & Metrics: ASF roles/areas don't necessarily fall into areas with clean metrics to measure. How will those areas be reviewed?
   1. Anne G: if not a specific metric, will look at workload; good, better, best scenarios; what level of services, etc. What specialization they focus on, what they do and risk of not doing it. Is it important and why? Each area doing the position reviews differently. Forms are being distributed to VPs who share out from there.
   2. David J: Many positions are unique; business need for that student.
   3. Anne G: first time going through every position, learning is very helpful to her. Will share out large metrics. Acknowledges there are very few pockets of

'excess' in positions really – many areas are stretched thin. When timing is critical for filling a position, will go through a review and consider options in that moment.

4. Pres Inch: This is the frustrating thing: we continue to grow in enrollments, and students expect service, etc., and yet we need to trim. We are not necessarily overstaffed anywhere, we are thin in areas. Where do we pull away from student services? Brings us back to system level allocation and getting system support at appropriate levels.

5. Anne G: Quantitative and Qualitative reviews as well. Every division / VP is going through them. Will compile and summarize. VP Jones area is working with area leads to have position-based convos. Different areas are doing it differently. People in roles may or may not be consulted in this process (i.e. supervisors/leads may do the work).

6. Liz SG: Final collected data will be helpful. So that we can review, etc., add context.

7. Anne G: Yes, that's what we want to do. Been a good, learning experience. We are taking baby steps – assess, decide, build to the level of service we need to support our students.

B. Academic Affairs Centers and Institutes Process **[David Hood]**

   i. Context: In 2016 a pilot doc was created for Center, Institute, Labs establishment. This work started and then died off. We are starting again to formalize these processes.

   ii. Michelle Moosally: Why do this work? Many centers have resource allocations – many have external funds, but we need a collective process for understanding who is starting them, what resources they need, etc. Then, once established, we need to be able to review/assess them. Looking at a method for doing this. They sent the draft 2016 Pilot doc to us via teams, and welcome feedback. The form is really for AA, but there are centers across the University; they are encouraging consistency across areas as some of these areas will work across divisions. They will share out definitions as well. Looking for feedback, input about involvement in review process (who should be included, etc.). This is their first sharing of the doc for this round. Would like feedback in next meet & confer.

      1. David J: Would this apply to external facing ideas? If under AA they would want it to come through this proposal process.

      2. Carolyn N: what about evaluating existing centers? Michelle M: may go back to existing centers to gather information, at least get some info on record. May also lead to having inventory to existing centers, etc. Feels that perhaps some centers are under-used. Centers can also have affiliates.

      3. Liz SG: example of existing center in AA. Provost Hood: Ctr for Rural and Behavioral Health. Center for transportation. Contract with MNDOT. Water resources center, smaller grants. Center for aging studies – has potential to connect to AA programs.

      4. Jill F: example of centers outside of AA? Provost Hood/Michelle M: Multi-cultural centers, women's center, etc. But not sure they are the same thing. AA will not be trying to oversee current offices/dept/centers in other divisions.

3. **Information Items:**

   A. Diversity Strategic Plan / Moonshot for Equity **[Henry Morris]**

      i. (ASF is) Looking for document summary of sub-group charges and members.

ii. Henry M: Shared presentation of DEI Strategic Plan Update. Provided overview of their strategic plan, moonshot, president's commission on diversity. Then shared the 24-30 DEI Plan Framework. Signed off by cabinet. Top four core commitments. Align with system KPIs. Missing on this framework are strategy details to help meet goals. See Framework on The Fountain Meet & Confer.

iii. One strategy is meeting with EAB on MoonShot, which should help specific goals but are also University-wide successes. MavPass is an example of something which started out of DEI, moved to cross-Uni, helped with DEI goals but also broader student success.

iv. Liz SG: question re: staffing/leadership of work teams?
   1. Henry M: There will be a sharing of leadership on KPI steering committees. Will ask for reps across ASF. They are currently finalizing reps and committee members for new working groups. Will get in January.

v. Henry M: Shared Diagnostic Result and Best Practice Team Selection presentation
   1. EAB is same company as MavCONNECT
   2. Diagnostics/surveys to certain members of the community for feedback.
      a. Moonshot program owner is Dr. Morris.
      b. Moonshot Leads for four action groups/action teams will be shared in January – this work is beyond technology; it's how we do advising, etc.
      c. Will be populated with membership and have four leads and maybe co-leads. Will be cross-reps from across University.
      d. There will also be other action teams to be created as long as we have partnership with EAB.

vi. Project Name Change: EAB has moved away from name of EAB MoonShot for Equity. They have changed their name to EAB MoonShot for Social and Economic Mobility. We will use **MoonShot for Student Success.**

vii. Liz SG: Is there a concern or any foreshadowing with name change that it may grant permission to create deeper inequities?
   1. Henry M: our institution will make sure it does not happen. We are committed to reducing gaps. Pres Inch: reason for change – their focus is on all students who have not had regular access to education. Social mobility has been a key element in their research. This would apply to all students, all backgrounds, to include underrepresented students. Changed to be more inclusive.

viii. Tressa F: Re: the Transfer sub-group, is it about the Transfer experience or only specific to Transfer Pathway? Note that Transfer Pathway is a very specific type of agreement.
   1. Henry M: looking at the whole experience; not limited to current Transfer Pathway program.

ix. Henry M: we have started many of these items; not starting at ground zero. Willing to come to any ASF meetings to share more.

B. Academic Portfolio Update **[David Hood]**
   i. Academic Portfolio review process. Been engaging the institution and community in a conversation for the last one and half years. How can we better utilize our resources? Ideas about what we are doing and new revenue streams. Been focusing on AA this year – single biggest thing that we can get right and move in a positive direction for entire campus. AA is our CORE BUSINESS…if we get that right, all ships will rise. Through serious of meetings, surveys, open forums, etc. have gotten formal feedback on set of guiding principals, qualitative and quantitative feedback. Made some decisions.
      1. See Presentation – final version of guiding principles, including.
         a. Final Quantitative Data Points
         b. Final Qualitative Data points

2. Lin Chase and team will deploy the quantitative items and analyze all 313 programs. Programs will be sorted into four categories
   a. Keep & Maximize
   b. Monitor & Establish Goals for Tracking Process
   c. Review for Specific Action
   d. Consider for Retention based on Qualitative Data points
3. We will assess now, make choices, plan. And, in future – will reassess every three years with a decision to move forward or teach out
4. Once sorted by Lin Chase and team will move into phase two (see presentation for timeline).
5. Will send letters to all the departments after Lin Chase sorting, they will be given instruction and then will meet with follow ups. Initial responses were sent to AA on Tuesday of this week (from initial 17 departments).
6. Phase Two complete by end of January.
7. Feb – April: will collect inputs, model options/review "what ifs", lay out options. See presentation Timeline Update.
8. Will put forth the Program Portfolio. Will try to design the pathway to that portfolio. GOAL: Solve the financial sustainability at the University level. They are really listening and learning a lot. Impressed with departmental feedback. Lin Chase and team are working to provide clarity on the data points.

C. Academic Department Update **[David Hood]**
   i. See proposal. Automotive and Manufacturing Engineering – AMFE proposal
      1. Comments: noted the proposal was very clear, easy to digest.
D. Limited Campus Operations over Winter Break **[Sheri Sargent]**
   i. We don't close campus but have limited operations. Dec 24, 25, 31, and Jan 1 campus is closed. Other areas may choose to close in between/around those date. Asking that people put out of office messages on email, doors, etc.

4. **Administrative Reports [See The Fountain for Written Reports]**
   A. ITS Update **[Mark Johnson]**
   B. Finance & Facilities Update **[Anne Gillespie]**
   C. Enrollment Update **[David Jones]**
   D. Human Resources **[Sheri Sargent]**
   E. Equity 2030 **[Henry Morris]**

Closing - meeting adjourned at 2:47pm. Will move items *not addressed* to next meeting

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

2024-25 Meet and Confer Dates

September 5, 2024	*October 3, 2024*
November 7, 2024	*December 5, 2024*
February 6, 2025	*March 6, 2025*
April 3, 2025	*May 1, 2025*