

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, May 1, 2025 | 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
☒ Jill Fischer
☒ Tressa Flo
☒ Anne Gillespie
☒ Margaret Hesser
☒ David Hood
☒ Edward Inch
☒ Mark Johnson
☒ David Jones
☒ Lindsay Henderson

☒ Linda Meidl
☒ Michelle Moosally
☒ Henry Morris
☒ Alissa Morson
☒ Carolyn Nelson
☒ Sheri Sargent
☒ Marie Slotemaker
☒ Liz Steinborn-Gourley
☒ Travis Thul
☒ Bobbi Urban

Guests: none

Documents Referenced in the Meeting:

Found on [THE FOUNTAIN: ASF Meet and Confer](#) (May Docs not posted as of 5/2/25)

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 – none noted
- D. MSU President's Report [**Edward Inch**]
 - We've experienced a weird and stressful year. Workday and other system issues from across the year have been very challenging. Budget shortfall this year, which we got through, and ongoing budget stressors for next biennium given limited state funding and lack of firm information at this late time continue to add stress. New presidential administration has also been stressful, particularly with international students. Shows a vulnerability for our campus but also highlights how incredible we are as a community. So many people stepped up and continue to do so.
 - From community members: "Our campus makes our community proud." "Our campus does exceptional work."
 - Commencement is coming up – chance for us to celebrate our students and take a pause and acknowledge our good work as faculty and staff.
 - Questions brought to him regarding students and employee rights to protest. Do employees get to protest – yes. But:

- State will not pay you to protest
- Need to make sure that notice has been given to your supervisor and that you are authorized to take leave
- VP Johnson retirement...off to the sunset to Nevada. Thank you for your good work
- Federal legislation as part of reconciliation package being discussed now. You may want to do some advocacy on following items
 - College Cost Reduction Act – regarding student loans and risk-sharing. If this goes through it will change how we do our work. This act will redefine a full-time student to 30 credits per AY. Eliminates eligibility for students enrolled less than ½ time. Need-based on based on program costs. There will also be an aggregate loan limit approved. Subsidized Stafford loans would end, and Parent Plus loans will be capped. Some of us may support some of this as these are cost conscious items, however, it will dramatically impact how we do our work and students' access to loans. We would now be responsible for assessing risk in lending to students.

E. ASF President's Report [**Liz Steinborn-Gourley**]

- This is a full time of the year. Celebrations and graduations. Then we are back at it for our students and our colleagues. At the same time, we are awaiting budget news and academic portfolio review reports. We are balancing our work supporting our ASF union and colleagues with our work supporting our institution. In this room, we could focus only on collecting bargaining unit work, but then we miss shared governance opportunities. We need to reimagine the vision of shared governance: is it symbiotic or symbolic? Need to reassess the agenda of ASF Meet & Confer. We need more time to address the big items facing us. We need more time for staffing decisions: What can we anticipate for cuts vs. holds for this coming FY? We appreciate that VPs will hold decision making power but ask that they include their staffers and departments in the conversations and planning as they are able.
- We request a June Meet and Confer meeting to ensure time to discuss the budget, portfolio review, and staffing impacts.
- Would be remiss not to mention that today is the original Labor Day/May Day – in 1866 labor fought to move toward the eight-hour workday. Took until 1928 for that to pass.
- “The arc of the moral universe is long but bends toward justice.” MLK

F. Vice President Student Affairs & Enrollment Management [**David Jones**]

- Search updates:
 - Dr. Nikki Stock – Accepted Dean of Students role
 - Director of Registration and Academic Records – interviews happening now
 - Assistant VP Enrollment Management – interviews next week – should receive info regarding sessions soon.
- CSU also won a national award for “Sitting with Stomper”.

2. Discussion Items:

A. Questions from Administrative Reports [**MSUAASF**]

- Comment: David J: See link to current strategic enrollment plan on the Enrollment Report (in shared files on Fountain). They have updated and extended the plan through next year. There is a lot of good work and accomplishments to be proud of.
- Question: Liz SG: How much is Moon Shot costing the University and is it worth our investment? Answer: Pres. Inch: \$100,000 / year for five years, and yes, it is. Four more years to go on current contract.

- Question: Liz SG: Clarify, staff working on Moon Shot will be shoulder tapped for future work?
Answer: Henry M: Recommendations coming May 15. Action teams will continue into next year and they may role out new action teams.
- Comment Liz SG: ASF wants to continue to be included in meaningful ways in the work. Henry M: ASF is currently chair of three of the four action teams so we are well represented.

B. Academic Portfolio Review Decision **[Provost]**

- Presenter: Michelle Moosally: Final portfolio decisions. See presentation in Meet and Confer docs on The Fountain. Lots of time and effort went into the process. A lot of feedback from across campus.
 - Slightly modified version of Model 2 from March package is what is moving forward.
 - President will send an email message after Meet & Confers today with a website link to a Program listing with status (Keep, Suspend, etc.) They want to be transparent with information.
 - Why this Portfolio? – see Presentation for all details
 1. Centers around programs with strong student interest and market potential
 2. Honors institutional commitment as a community and regional partner
 3. Provides greater institutional sustainability
 4. Disciplinary diversity via program or certificate.
 5. Enacts needs portfolio updates
 - Current portfolio – 318 total programs. Final portfolio will have 216 programs, including 12 new programs. Suspending 87 programs. About 1.6% of current students impacted by programs. Approximately ~\$2,000,000 in predicted aggregate program net income.
 - We will stop enrollment of new students into suspended programs immediately. Program suspension does NOT mean all courses won't be taught.
 - We need to recommend similar programs or encourage students to meet w/ an advisor to learn about the other options for success and degree completion.
 - UG impacts: ~300 students will need teach outs for UG majors; 140 students will need certificate program teach outs. Estimate do not includes teach outs for BA/BS programs where one of the counterparts have been suspended. It is assumed students will switch to the offered degree (BS or BA).
 - Graduate impacts: 44 current students impacted; 26 of those have good other options. 16 students doing certificate programs and likely have another degree going so less impact there. These figures do not include deferred admissions. Grad studies office will reach out to impacted graduate students.
 - Students will be allowed to start suspended programs this summer, be a part of the teach out cohort.
 - ~40 incoming students will need to be contacted for advising. We will honor accelerated students who have started their program as well.
 - May 5 communication going out – notifying students about suspended programs. (See presentation for full schedule of comms roll out).
 - Fall schedule will NOT be impacted by program suspensions but will continue to be monitored for enrollments. If a student needs a class to graduate, we are committing to offering it.
 - Others can also communicate with students in any way they like, but standard communication happening as per plan for documentation and accreditation purposes, etc. Navigate360 will be used for broad based student comms via office of Student Success.
 - Will start to look at minors next year.

- Question: Liz SG: Have impacted students been disaggregated by Equity 2030 standards? Answer: Michelle M: No.
- Question: Linda M: What is the plan for public communication? Answer: Pres. Inch: communication to faculty and staff today, and then will send out to local media and supportive legislators. Also, a plan to communicate with targeted alumni via the Alumni office. Website will be updated as well. Likely build FAQs there too.
- Question: Lindsay H: New student orientation coming up tomorrow, and transfer orientation on Monday. Will program information in usable forms be available? Answer: Michelle M: Website will be live and they will make a sortable list for advisors. Will work to adapt to address orientation immediate needs.
- Question: Linda M: Minors for some programs which no longer have a major. E.g., COB Intl Business minor. Not a lot of students now but does tend to be a program Intl students gravitate towards. Can we think about assessing minor programs sooner vs later? Answer: Will likely address during teach-out plans for those suspended majors. They are committing to teaching courses which students need to finish.
- Question: Carolyn N. In email today will it be very clearly communicated exactly which programs will be suspended? Or will we need to reconcile the slides info against Model 2? Answer: Website lists every single program and its status.
- Question: Plan to meet w advising team? Answer: Jen V. met with advising leadership on Tuesday, and then will meet with Sara GR tomorrow. They will release a list for advising purposes which is sortable. Will get sortable list today, preparing for tomorrow.
- Questions: Tressa F: Is there a plan in place to reimburse students for orientation if they do not want to switch to another program. Answer: David H: good question. Hope that we encourage them to look at their future career plans and the ways that they can achieve that while still becoming a Maverick. Highlight the good of our institution and community. Use the tools we have as professionals to know that there are multiple routes to get to their career path. Tressa F: been working with transfer students who have been planning for two years on their transfer. We will have to deal with that fallout. David J: This is not new work for us, happens every year with admissions. While uncomfortable, important to be transparent as early as possible. Reimbursement work included.
- Question: Carolyn N: How will teach out process works? How do you have a music education program without a music program? Answer: We retain an MS in music and music education. We will need to maintain music faculty to teach programs.
- Comment: David H: To be clear there is no direct correlation between these decisions and staffing/teaching of programs.
- Comment: Liz SG: After website has landed and we are doing initial navigation of new info, we will invite AA staff to ASF meeting. If there are impacts that impact staffing, etc. please share with ASF as soon as you know. David H: these are separate decisions – the Portfolio review and decisions has nothing to do with our staffing decisions.
- Comment: Linda M: Budget and Portfolio decisions are being tied together by the community as they are coming so close together, so please include language in the communications shared that so that assumptions are not being made. I.e., the Academic Portfolio is not a budget model and doesn't have provisions for staffing/reduction in staffing, etc.
- Comment: Anne G: these are low-enrolled programs so staffing impacts not immediately clear, but there will be implications. Pres Inch: strategic budget planning indicates that we are reaching capacity in popular programs. This will allow us to serve those areas better.

C. Budget Update [**Anne Gillespie & Edward Inch**]

- **FY26 Tuition and Fee Strategy [Anne Gillespie]**

- See Finance and Facilities presentation in Meet and Confer files on [The Fountain](#)
- Budget process not as streamlined as desired given nature of the year. Workday has been challenging. Tuition freeze for some time. House passed an education bill consistent with the Governor. Likely we will not get more money so...we are looking at our worse-case scenario. Challenging modeling scenario. Deficit still around 10 million after tuition increases.
- Been hearing feedback that they are throwing around a tuition increase ceiling. Not sure if it would cross all campuses or per campus. Discussions around tuition ceiling will change our budget strategy. We are pushing forward, and will not be backing off until we hear specifically that there is a ceiling. We have a Plan A and Plan B.
- Cabinet has been reviewing a lot of budget reduction options. This year we held 20 positions which helped us get through this year. Some holds have been released, but ultimately, we still need to provide a balanced budget by June 30. Position savings have to be a portion of how we balance the budget. Saved \$2 million this year in position holds. In a normal year we have 3 – 5 million in savings for ‘vacancy savings’. Have we made decisions on reducing positions? Not yet. We will continue to assess *Held* and open position as they come up. Academic Affairs has done a good job, found savings with overloads, adjuncts, etc. If tuition is accepted as submitted, we were feeling okay about our budget situation. But now that there is chatter re: tuition ceiling, we may need to readjust.
- Timeline: Target budgets by end of June. Then will make position decisions.
- Thought we were in a good place, but destabilizing when we get mandates of tuition ceilings. It’s a challenge. Will post items on The Fountain as we receive info via summer.
- We have not modeled how federal items (e.g., loan risk sharing Act noted earlier) may impact us if it goes through on budget, positions, staffing, etc.
- This is hard because our budgets are reasonable, we are not spending lavishly, but we have challenges. We don't have the finality of position information but this is best we can do.

- **Retrenchment and Layoff Notice per Contract Provisions [Edward Inch]**

- Per Article 22, starting this conversation re: scenario if we were to need layoffs. His goal is to manage the budget in a way that does not mean we have retrenchments or layoffs. However, given where we are with the budget and lack of figures, we need to raise the issue.
- Refer to budget assumptions published on April 3 (in [April 2025 Meet and Confer](#) docs). This doc guides our plan and advocacy of what we need for tuition increase. Just not enough information about state budget information at this time. In January we were asked about what we need in tuition increases/budget. Our budget seems reasonable as it currently stands. Important to recognize that retrenchment/layoffs are possible. We have a lot of levers we can use ahead of retrenchment/layoff, e.g.: hold positions, not fill new positions, etc., but if those don’t work, we may need to go into layoff. Timeline is not ideal. We don’t know what state legislature will do. We don’t know if the current 3.5% tuition-freeze funding will remain. We don’t know what trustees will approve for tuition. Last year he (Pres Inch) asked to get the 6% tuition increase for this year (FY25). It was voted down. We asked for an exemption last year, which may get us some influence to get the tuition increase we need for FY26.

- Since September – Anne G and her team have been working hard on the evolving budget. He has been meeting monthly with Liz SG and he appreciates her ideas and advocacy as well.
 - **Timeline moving forward:** April – VPs forwarded budget info, projected savings. That information now goes to the him (Pres. Inch). He will discern what he thinks the final budget will be. Challenge continues to be unknowns around tuition options/increases. Once info is received, he will send a rough draft to Minn State Chancellor for initial review. Then toward end of June, info will go back to Division heads/VPs who will then figure out how they are going to meet their budget targets – both personal and non-personal budget items. At that point, wider campus will be in the loop. VPs have discretion how they handle these conversations in their areas. We will then know if we are moving into layoff or retrenchment territory. Balanced budget is due June 30, 2025.
 - Question: Carolyn N: Am I hearing that we can persist, if all things align, we might be okay and that you have thoughts on how things need to go? Are you willing to share your current thinking on how you will approach Divisional cuts? E.g., across the board? Targeted asks by area? Etc. Answer: Pres Inch: Appreciate the question. Does not think across the board cuts is a good approach. Will want us to be thoughtful about where resources are needed. Some areas are very under-resourced. There are other areas that have more capacity. Will try to shift more resources but do not want to do it at the expense of student services. So, budget asks will be targeted.
 - Comment: Linda M: appreciates the not 'across the board' cuts as she did not think it worked out well in 2008-10 cycle. Also, as a university we need to make decision as to what our priorities really are and how we want to support those priorities and students.
 - Pres Inch: Our north star needs to be our students and their success and experiences here. Right now we have 300 more full-time employees than we had 20 years ago, and same number of students. But - that investment has led to greater student success. Been a good investment but we need to be able to support our students and our workforce. If we get the April 3 budget plan done right, we can make our budget work at 8% tuition increase. We are going for a reasonable number based on need.
 - Comment: Lindsay H: how do we reconcile this against going into a contract/bargaining situation? She does not expect an answer, but wage and step increases are important to employees. It's hard to lose people to areas/sister comm colleges which pay better. Pres Inch: We will figure this out when we are at the table. It will get sorted out. These are all important items. Anne G: Vice Chancellor Maki is trying to educate the board of trustees on just this item: bargaining contracts w/ budget. Tuition is KEY for us this year. We are undervalued. We don't want to be most expensive, but we need the increase.
 - Pres Inch: System data shows that our average cost to educate one FYE is \$14,800 which is the LEAST in the system. We are an extremely good value. At same time, our tuition is the lowest across the Minn State. Last year we wanted to get to average, but didn't get it, which is why we will fight for 8% this year even if it is only us that gets it.
- D. Proposed Online Tuition Model – final feedback **[Michelle Moosally]**
- SGA has confirmed that they support the proposal made in April. So, fees listed on April proposal will be charged this fall to online students (student activities, health services, athletics and campus rec.) Others will be added next year. Next, online students will not see a change in tuition, but Online students will be brought into tuition model year 2. Still considering impact of non-res, res. (REFER to April 3 Meet and Confer docs for details).
- E. Comprehensive Academic Plan (CAP) - final feedback **[Michelle Moosally]**
- This will come up again in the fall. No feedback from ASF.

3. Information Items:

A. Special Initiative Award in ASF Contract [MSUAASF]

- Liz SG: Feels challenging to bring this up now given the budget, but to Pres Inch's point, excellent work is happening and it should be acknowledged. This program/award requires an application process and is reviewed by a committee. Liz would love to see us roll this out in FY26 as a way to encourage the leadership from ASF members who are doing great work/projects without additional compensation. Marie or Margaret, want to comment?
- Marie S: understanding is that Pres Inch asked Liz to bring forth a process. One should already exist. Marie received the award in '07. Marie and Margaret updated the application.
- Marie: Background: Special Initiative Award – not a part of people's normal jobs. Propose a project. Collaborated and utilize D2L to pilot online writing tutoring. Great opp. Shared outcomes publicly.
- Liz SG: Let's chat in June and talk about next steps.
- Question: Anne G: Was there a budget associated with this? Answer: Marie S. Up to \$5000 at the time. But we are open. Anne G wants to include in budget. To Liz SG - please send the proposed budget for next year to Anne G. so we can start planning.

4. Administrative Reports [See Teams Site 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]
- F. Update on Digital Accessibility Plans and Resources [Michelle Moosally]
- G. HLC Accreditation Cycle Update [Jennifer Veltsos]
- H. EAB Moonshot Update [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

<i>September 5, 2024</i>	<i>October 3, 2024</i>
<i>November 7, 2024</i>	<i>December 5, 2024</i>
<i>February 6, 2025</i>	<i>March 6, 2025</i>
<i>April 3, 2025</i>	<i>May 1, 2025</i>