

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER
Thursday, November 5, 2020 | 1:15-2:45 p.m.**

ATTENDEES: Marie Slotemaker, Katie Hodgden, Mark Johnson, Debra Schulz, Amanda Weister, Shirley, Murray, Melissa Iverson, Rick Straka, Henry Morris, Brian Martensen, Steve Barrett, Matt Cecil, Lynn Akey, David Jones, Tracy Stokes-Hernandez, Oscar Gonzalez, Richard Davenport, Brian Martensen, and Jennifer Velstos

Meeting Chair –President Davenport

I. Information Items

- A. Review of Notes- No revisions suggested in meeting
- B. MSU President's Report
- C. MSUAASF President's Report

M. Weister:

Good Afternoon,

As I look back on the past month, and semester - I remain proud of what our membership continues to accomplish in our service to students. A few highlights include:

Based on comprehensive advising & support from our ASF members, with special recognition to Karey Kalakian and Shane Drahota in Athletics, 92.5% student-athletes registered for Spring 2021 during Priority Registration on November 3-4.

Student Activities ASF members remain eager to engage our students in safe ways and currently have an impressive list of 15 upcoming events for students, including a free online cooking class called "Mavericks in the Kitchen" - have you Saved the Date?

The Career Development Center celebrates achievement in their first virtual fair with 92 participating employers, 442 students meeting for 872 1:1 sessions, and 524 total virtual sessions between students and employers. We may not be able to see all these beautiful connections happening on our campus, but it is important we know all the connections being made in the virtual world.

And as I recorded these thoughts, a group of socially distanced prospective students led by a tour guide walked past our office – visual evidence that our ASF Admissions Staff keep providing opportunities for future students to see themselves as a Maverick. ***It's possible I got a little too excited to see a group of students as I ran towards the door to welcome them to campus. Don't worry David – I reigned it in and did not scare them off.***

And in every role across campus- which I could not name them all, I see our membership giving more of themselves and doing the best they can in the situation we are in.

BUT THE THING IS: well doings, doesn't necessary mean doing well. While I am an optimist at heart, you can't appreciate great times, if you don't acknowledge challenging times. Truth and transparency are just as important as optimism. And the truth is, this semester...this month, it's been hard. Mentally, physically, morally, and spiritually – Fall 2020 has demanded more and given less.

Lack of election finality is immensely draining. As an institution committed to integrity, diversity, and access as 3 of our core values, we would be naïve if we were not worried about what the presidential election might mean for our less privileged community members depending on the outcome. Even in a favorable outcome, for these populations whose rights hang in the balance– the deep divide that runs through America is terribly troubling. The deep care and concern our members hold for these populations OF NOT ONLY the marginalized in this community, but across the nation – weighs as a heavy burden on our hearts.

It is the point of the semester where a reprieve is just out of reach, but there is still so much to be done. When Spring break stretched to 3 weeks in March 2020, our members pivoted in a weekend, adjusted, and kept serving without break. ASF members worked tirelessly through the summer and when we go virtual after Thanksgiving, our ASF staff will continue to show up and work in the same fashion they did all semester. When Winter break hits, our members still keep working. Often citing this time as the easiest to get a lot done and catch up without other interruptions. I do hope ASF members use Winter Break this year as chance to take a much needed step away through use of vacation and personal time. I will be encouraging this for my

membership. This slow trudge to the end amidst national chaos and unrest, an unpredictable pandemic, and personal concern for the safety and health of loved ones is felt not only by ASF members, but also by our students. Students are at an important cross-roads of deciding what to do next semester and our members are working hard to help them remain committed and successful in their education goals.

The unease felt across the nation as America keeps the embarrassing & shameful title of fastest growing and most cumulative COVID cases in the world is made all too real locally as we find numbers of increasing cases of COVID at the Children's House and within Athletics. While we have much to be thankful for, comparatively regarding our low numbers, it still causes members anxiety to see us trending in the wrong direction.

People have been appropriately isolating and continuously cautious for going on 10 months. We are entering the dark days of winter. The mental health challenges that these elements bring when combined have me concerned for all staff and students.

So, from an optimist, the truth is we are down, but we are not out. I know ASF members are the type that don't give up easily, they give more when it's not easy. Despite this strain, we will pull through to the end of the semester. Maybe a little more ragged than usual, but none-the-less, accomplished. At times like these, one of my favorite quotes gives me hope:

“It is always darkest, before the dawn.”

We are holding on to hope **that that** dawn, is just over the horizon...and that a more hopeful morning to a new era is near.

Thank you for your time and attention – I am happy to answer any questions you may have.

R. Davenport: Underscore comments and concerns, we are an institution that welcomes all views even ones we disagree with, we are a democratic society, we want to hear all of our student, staff, and that's what makes us stand out, because we can all feel free to express our concerns. In history, never seen our staff step up to the plate quite like they have—can see it in the outcomes. We are in this together and that's what is encouraging to me. Reality is it is difficult for many. We want our faculty and staff to leave for their Thanksgiving break and come back healthy and safe. And remember we take our goals in increments and our goal right now is getting to the Thanksgiving break. Thanks to the work our staff and administration are doing—we are all making those sacrifices. Speak on behalf of extended cabinet, we are all in this together, it's an unbelievable effort. Go be with your families and come back safe. We have a lot of partners, and legislative have stood by us. They have learned our University is the flagship and 2nd largest University. Because we care we can help our students be successful but we all have to keep healthy in order to help our students be successful. We do care about you as much as we care about our students. Enjoy these days while we have some warm weather and prepare for the winter.

D. Vice President Student Affairs & Enrollment Management Report-

D. Jones- Short update to Mandy's points, your members insistence is viable to our success.

- We are at 14,747 students up 402 in head count (8.2%), We are envy of the system.
- Spring 2021 up 7.3% for new start applications. Transfer students are down.
- Next fall, some concern down 19.2% in undergrad. applications (1,480)—still 1,000 down compared to other years.
- Just finished free application month (were down 29% before that), crept up and hope to make progress. Contributing to that: pandemic, # of ACT and other placement tests has led to less leads for students, so many that are not in high school are not interacting with that champion that help them to take the steps and consider. In particular, under-represented populations. Coming up with additional creative ideas, including working with Institution Diversity, Saturday events—we are different for allowing campus visits, Brian Jones reported that our experience with applications is being shared by everyone. With all the angst in society, whether it's election or pandemic related, we will see a later acting class. We saw this a few years ago as well. Hard financial decisions and uncertainty around what that looks like are reasons for deciding later. Always welcome feedback or ideas through your role and want to continue to tell the story of being the right place for students.

S. Barrett: Is there a sense for graduation applications?

D. Jones: Don't because of new data system, it doesn't seem to change much, there is not a massive ebb and flow with that. Jerry Oman in Data has built us a great data set but it will take time to have enough historical data that is meaningful.

R. Davenport: Thanks to you and your staff working under incredible circumstances. I think your optimism is well received, I think in the long run we will come out fine but until that actually happens we need to keep nose to the grindstone as they always do and agree with your optimism.

E. HR Topics (**Steve Barrett**)

- Human Resources Vacancies—Questions, clarifications or mistakes let me know and we will clean it up.
- Workplace Environment Investigations—It's different right now, a lot of people telecommuting. Only 2 complaints, 1 finished in 35 days and the other was just received. Not expecting a lot more or into the spring.
- COVID-19 Leave, Accommodations- We are processing through telework requests, we have stabilized in the last couple of weeks but as circumstances change we will be ready to accommodate.

II. Discussion Items

I. COVID-19 Update (Matt Cecil & Cabinet)-

M. Cecil: Reiterate gratitude, your members have been at the core to retain and keep students persistent in reaching goals. Lastly, to thank leadership Mandy and Deb, thank you for everything you do.

- A. 31 active cases today among students (up 10 from last week) which reflects what's going on in the state. 16 were on campus. 2 Employees as active cases. It's when people are away from our campus. Outbreak (11 cases) from track and field. Leadership acted quickly to shutdown activities (174 student athletes on the teams). Shows how we are able, to through processes we have in place, to address these situations. Quickly and locally mitigate the spread. We have seen this in similar previous situations as well in theatre and athletics--had to shut down toddler room in MSU Children's House early and again potential case today as well. We are able to take those localized actions to contain the spread. Ongoing house—big day for cases yesterday. Fair to say we will see an increase over time and confident we can make it through thanksgiving.
- B. A lot of development over testing options. State testing facility over at former Gander Mountain—free tests if people cannot afford. Sent all student athletes over there.
- C. Also free tests to MinnState employees (saliva test to be sent to your home ordered online).
- D. Another is free onsite of surveillance testing, meaning ongoing testing to identify cases among asymptomatic people. Providing as many tests to as many students to identify cases early. A result of meeting with Gov. Walz and MDH with lack of cases among younger 18 year olds. One reason for being low, is just not being tested. Amanda Frie is redeployed to MDH—so we are front on the line to do this type of testing. Testing at risk groups like student athletes, ROTC, theatre, dance, and not limiting to providing to larger community. Started today ---it's saliva testing which is less complicated than event earlier in the year to provide a baseline and help us continue activities. These are self-administered—do not need medical staff. 600 tests today—focusing on at risk communities first and work out kinks. Looking at ballroom for next week's event then possibly field house.
- E. We want people to get tested before they go home. Extensive communication to get a test before you go home. Perhaps 1,200 tests. Will continue through graduation unless federal funding gets cut off. Getting paid for through federal funding. A couple questions we commonly are getting: Why do you want to bring sick people to campus? We don't this is for asymptomatic people that are already walking around. If symptomatic we tell students via the self-screening to avoid coming on campus. What about the county numbers and shutting down the public schools? We had higher numbers at the beginning but it didn't shut down the schools and it's more of a conversation it's not just the cases. MDH is most interested in cases among those working and children in the schools. It's not necessarily going to automatically tip the schools into action. I've talked with the schools and they understand and wish they could do it. Show our students we care.

D. Jones: students in res. Halls requesting refunds: 2,200 that live in the halls---1,023 have requested a refund and would not come back for that 2 week period, still missing 1,100 responses.

R. Davenport: Do we know how many of the 1,100 not returning back on campus are returning in the spring?

D. Jones: This is separate from cancellation process

From [Amanda Weister](#) to [Everyone](#): 01:48 PM

A note regarding the saliva requests staff can request: As it currently stands, I have been told by ASF State leadership that they would need to be requested and completed by Dec 31 as that relates to the date funding is available through.

From [Matt Cecil](#) to [Everyone](#): 01:49 PM

That's correct, Mandy. My understanding is those are provided through the same funding source as our weekly surveillance testing. So we're hopeful that both programs will continue once the funding is continued. And we think that's highly likely at this point.

L. Akey—We know this provides another disruption in their experience and certainly this can impact their success in their courses which we know is a critical time so needing communication to remind of resources and making choices. Many are just beginning registration for spring term and where they will live and whether they will register.

From [Shirley Murray](#) to [Everyone](#): 01:50 PM

Just a clarification about the testing on campus... is that only for students and not for faculty and staff?

From [Matt Cecil](#) to [Everyone](#): 01:51 PM

Good question, Shirley. Anyone can get tested. But we would like to focus on students since it's more difficult for many of them to visit, for example, the Gander Mountain facility for free test there.

From [Shirley Murray](#) to [Everyone](#): 01:51 PM

Thanks.

II. Budget (**Rick Straka**)

Break it into 2 pieces: 1) looking forward at the University Level and remember our planning variables

Budget Planning Variables

- ◆ **Academic Year Tuition is Approx. \$100M**
 - 1% Tuition Rate Increase = \$1,000,000
 - 100 FYE Change = \$750,000
 - 133 FYE = \$1,000,000
- ◆ **Appropriation is Approx. \$57M**
 - 1% Change is Approx. \$570,000
- ◆ **Compensation Budget is Approx. \$125M**
 - 1% Change is Approx. \$1.25M

 **MINNESOTA STATE UNIVERSITY MANKATO**

- Looking at current biennium which is a \$3 million structural challenge (due to lost enrollment for FY 20, this year up a little but we want to make sure where we are at with spring so some tuition loss and structural deficit due to budget being frontloaded with biennium)
- And we look at FY 22 at next biennium looking at \$4.7 million deficit for the state and will know more in Dec. (9% deficit for the state)

- \$5-7 million –which is about 3-4% of the University Budget
- Open Forums for budget, communication coming soon
 - Next. Wed 9am-10am and Thursday 3pm-4pm as zoom open forums.

Talk about here are the tools, reviewing the data, what can we look at to increase revenue, BESI options (right now at about \$105 million) which goes a long way to start, we have re-organizations, review duty days and release time, summer session, non-salary reductions, seeking campus input---available on budget website. <https://admin.mnsu.edu/finance-and-administration/budget/>
- Board of Trustees looking at this during October and visit again in November.

\$120 million in new funding over the biennium

- \$75 million for **campus responsiveness and stabilization** to support increases in campus expenses due to the pandemic and inflationary costs over the biennium
- \$45 million for **equity and affordability** to directly support our students' critical needs:
 - Student Basic Needs
 - Mental Health Needs
 - Additional Campus Support Services
 - Career and Technical Education
 - Open Educational Resources
 - New Scholarship programs


MINNESOTA STATE

A. Social Work-

M. Cecil -- Initiative by faculty in social work that feel their programs and mission fits better in CAHN.

- Proposed in spring, it was delayed due to pandemic but brought forward to President Devenport, Chancellor, VP Chancellor, and Provost supportive.
- Start date proposed is Jan. 1st and meetings to start this move. Has been happening informally for last 10-12 months. No roster changes—relocating a department to another college though questions on advising resources.
- Criminal Justice—also a reorganization but does involve roster changes. After murder of George Floyd and resulting advocacy for justice reform, President Davenport formed a committee to review our programs. That work was led by Pat Nelson in Law Enforcement, Sherrise Tuesdale-Moore from Corrections, Dean Loayza, and VP Morris, and I think you heard about their review in a previous Meet and Confer. One of the recommendations in the report is that we consider reorganizing these programs. Currently Law Enforcement is part of the dept. of Government, Corrections is part of the dept. of Sociology and Corrections, and the Criminal Justice program lives between the two and is shared between those 2 different groups of faculty in 2 different departments. Request, authored by Pat Nelson is that we make a separate department of Criminal Justice with faculty coming together to create programs which have great potential to become national leaders. It's difficult to work across departments where you are not the majority of the department. It adds distinctions to this department—it's growing and we want to highlight it. It does involve re-rostering and contractual obligations to work through a consultation process and notify FA by Feb. 1st so we are bringing that today to their consultation. Another difference here between social work and the criminal justice change is that once Feb. 1st comes, we don't have to have everything fully in place. It will be July 1st for when we need to decide chair, create materials, etc. in a second stage. Since Social work has been in progress for a while they want to move more quickly with Jan. 1st.

B. **L. Akey**—Social Work has been actively working as they have been thinking about this transition and its impacts and certainly conversations with Shirley and Mel regarding services for students and identified date is Jan. 15th (300 students seeking majors as well as 50 students that seek minors in the social work either and 90 new students everywhere). As well as support for program admission, redirection for those not admitted. Not a minor shift for the advising work that occurs. I think we have been working closely with Shirley, Mel and the program to identify a plan to address the question of the demand that would be put on Allied Health.

M. Weister-- In addition to the advisors there are 3 additional ASF members that work with social work.

M. Cecil—everything just moves over so I don't think there would be any changes.

M. Weister—the current supervision line is with the dean and their preference would be with the new Dean will that be possible

M. Cecil—yes, my understanding is none of that would change we are literally picking it up and moving it over and everything is the same with relationships in tact.

M. Iverson—with Criminal Justice—how would it impact the other departments—will they change?

M. Cecil—Just a new department and other departments would remain the same. Always an option to discuss reorganization later but all that's being considered right now is adding the new department and keeping everything else the same.

M. Iverson—and remaining in College of SBS?

M. Cecil- Yes.

C. Removing language requirement for BA degrees—

M. Cecil-- A conversation at UCAP, the bottom line is nothing is changing right now, we are asking a group to study this. Need more faculty and staff input into his conversation. We don't have a formal conversation—a lot of strong opinions but not a formal conversation. Not concerned with what we come out with but more concerned in making sure we do it right and follow a process. Step back and create a work group. It would involve faculty and advising staff members for input. When we can, we take the time and do it right.

III. Proposed Name Change for Registrar's Office (**Lynn Akey**)—Thank you for meeting with me on Oct. 19th regarding the proposed change and the feedback sent this morning. Saw your support for that change of name. to Registration and Academic Records. Meeting today for consultation and following other meet and confers and will continue to work with the unit to move it forward.

R. Davenport—Pretty well discussed but open to questions and suggestions.

L. Akey-- met with students and student government today—they were supportive. As I talked with others questions around timeline. That would emerge over the next semester. Not a magical date and in being fiscally responsive we want to make this transition over the next semester into next academic year.

IV. University Policy—

B. Martensen--informal review begins today (<https://www.mnsu.edu/policies/whatis/review/>)

The informal review process starts today and to put context and reminder. In September we solicit requests to review what should be reviewed. <https://www.mnsu.edu/policies/whatis/review/> Policies now able to be reviewed and solicit feedback for the next 30 days. And in early spring we will do feedback for 45 days as a formal feedback process. Then final drafts and signing approval.

V. IT Update (**Mark Johnson**)-

Critical Projects

- A. **FlexSync Project:** put together quickly but relatively effective to meet needs in and out of classroom. 30 more rooms requested to add technology because we need this which will happen over spring break. Updated all the flex sync rooms. Improved the video and audio quality. Also taking a look at FlexSync 2.0--looking at what's working and do more of it and what's not working and how can we improve that. Taking a studio capability as well with higher resolution for higher quality videos. This is a lot more than a response to COVID but rather a new modality we want to leverage the new method.
- B. **Ask Stomper:** A lot of different groups piloting different technology like chat bots, knowledge base of common questions. Push is about student service.
- C. **What are we missing?** We haven't done a lot for employees. We are announcing today a 3rd major project to address employee needs. How they communicate and connect? The flows of documents when not physically there. Electronic signatures and TEAMS environment. One of the best products was the MavLife Employees—so might have one for Employees. Asking to take the Ask Stomper concept and do the same thing for employees asking questions they may have for HR, supervisors, etc. There is more to this challenge than just students in classrooms.
- D. **Website Transition:** on this path for 1 ½ year and hope by spring 2021 to finish. We are doing standard transition, a fast track transition, and a transition now (take old and flip it to new and clean it up). About 60 sites left in the old template.
- E. **Multi-factor authentication:** put in and all staff required to use it which is a great safety precaution. We have offered to faculty to students as an option. Will be requiring student workers to use to protect themselves and others.
- F. **People have been asking about NextGen has hit a bump and is delayed in final vendor negotiation and the VP Chancellor has left the system so now in new conversations.** Still trying to get contract settled. So far from everything I understand, the project will continue but with significant delays and cost delays. The interim, Ross Berndt, has been around for a long time and understands our needs.
- G. **M. Iverson:** Is supervisor communication occurring regarding student workers
- H. **M. Johnson:** Not sure how it's occurring but that question I did ask the team and pretty sure working with someone on Ricks team to get the names together and information out. Should be happening next week so if not, should be receiving communication soon (Tracy said she received communication for her student worker via chat box).

FY21 MSUAASF Meet & Confer

December 10, 2020

February 4, 2021

March 4, 2021

April 1, 2021

May 6, 2021