

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, December 9, 2021 | 1:15-2:45 p.m.**

Present: Mandy Weister, David Jones, Mark Johnson, Rick Straka, Steve Barrett, Edward Inch, Sheri Sargent, Shirley Murray, Tracy Stokes-Hernandez, Carolyn Nelson, Deb Schulz, Henry Morris, Jennifer Velstos, Anne Dahlman, Katie Hodgden, Brian Martensen, Marie Slotemaker, Jesse Heath, Jeff Pool, Timothy Berry, Moses Langley, Lynn Akey

Meeting Chair: President Inch

Welcome & Introduction: *new*-Jesse Heath, works in Residential Life, serving as Membership Chair, returning from parental leave

Review of notes: *no corrections voiced in meeting*

M. Weister: Propose a re-order to move future college update towards beginning to allow discussion.

MSU President's Report- E. Inch:

- Many have been having to deal with COVID added on top of job, plus individualized needs; it's a lot
- We are holding the first in person Commencement—all the people involved, much of your members involved, make a difference (90 students are coming back from last year); for that I say thanks
- When things are going well you don't know it's working well until the wheels start to fall off then how things run are noticed; Students have said appreciation and no wheels have come off
- Favor to ask of you:
 - spring might look the same as it did for fall,
 - it's important for people to disconnect and take time.
 - What doesn't work is when people come back and burned out. I hope people take a deep personal time during break; Exercise grace for one another. What I didn't emphasize is that for us too.
- Because of community efforts, hosting safely 2 commencement ceremonies on Saturday
 - —limit and precautions, changed traffic patterns and requiring masking throughout the ceremony.
 - Emphasize and help us remind guests to wear masks.
 - By doing every mitigation we can it's helped keep rates low which allow us to do this and I hear from students that they appreciate it.
- Spring semester will happen as planned; not relaxing mask mandate. Campus is doing well but in the community it's 17.7% transmission rate—until it gets to the low-moderate/low will continue mask.
- State budget came in with surplus more than expected-\$7.7 billion; request. For campus support, funding tuition freeze and basic student needs.
- Proposal to increase student wage

- College merger discussion –focus first on structural change---dean’s office and will relax on the other timelines so people can have a break, there’s been a lot of pressure so decompressing. More when Provost reports.
- Proposal to roll back out-of-state tuition freeze that passed; want to see what happens with enrollment and look at staffing

President’s Report- M. Weister:

- With the current season of finals, holidays, and travels, both ASF members and students alike find themselves acting a lot like **Santa Claus**. No, I don’t mean living only on cookies and visiting shopping malls regularly (*although that does sound like a pretty good weekend to me*). I am thinking about the many checklists and to do lists that are anything but short, just to help keep us all on task and successfully reaching the end of the semester and year. In the spirit of **making my list and checking it twice**, this month I have a top 10 list for you of ASF Priorities for December and beyond.
 - **10. STATE LEVEL RECOGNITION:** We look forward to nominating a member to the BOT Professional Excellence in Service Awards – due January 10th - please check inboxes for nomination directions from this committee and consider nominating so that we can recognize the amazing work being done by members across campus.
 - **9. LOCAL RECOGNITION:** We recognize outstanding ASF members with our monthly Enrichment Award: in October our very own Deb Schulz and in November we recognized Beth Claussen. We have a very deserving December winner that I am eager to announce to membership next week at our membership meeting....stay tuned!
 - **8. CONTRACT UPDATES:** We are pleased to have our tentative agreement for our contract settled and working it’s way through final processes. We extend our sincere thanks and appreciation to our local negotiators – Oscar Gonzales and alternate Tracy Stokes-Hernandez.
 - **7. STEWARD UPDATES:** Our Stewards continue their excellent work on behalf of members; they are currently exploring refined ADA accommodation procedures and are helping several members work through payroll and service center concerns. This is a growing area of concern for our members, most notably those that are less than 1.0 FTE. We have had continued issues with overpayment, vacation accrual, accurate pay, etc. for over a full year now. My colleagues, local presidents at our sister institutions, indicate varying levels of concern with their payroll as well. We encourage you, as our administration, to take action in this arena to impact positive change for the good of the employee.
 - **6. CONTINUED CONCERNS:** Members have expressed concerns to our steward team that there is variability and inequities in the philosophy and practices regarding telework across the university. Different managers view the potential for telework work differently and allow or disallow flexible work schedules differently. This leads to questions and perceptions regarding fairness.
 - **5. EMERGING CONCERNS:** A new era of work begs for new definitions and greater clarity. Case in point: the black and white boundaries that used to inform our e-timesheet time off requests, are muddied by advancements in both access to new technology, diverse expectations, and new ways of working. Consider cases that are complicated by sick leave for self or dependents, or unable to get to work due to weather. What are expectations for telework or use of Annual Leave/Sick Leave during these times. We are thankful for the

recent MOA that allows for retroactive use of Sick Leave in the stead of vacation leave for quarantining dependents since July 1, but these questions will continue to get more muddled and complicated as time goes on. We encourage clear communication, transparency, and expectations in this situations and hope decisions are made with a balance of pragmatism and compassion.

- As it currently stands, great inequities and a broad range of interpretations of these practices exist: our membership is craving clarity beyond allowing our divisions and managers to decide among themselves. We are asking for a universal policy that can be appropriately applied with a standard of equity across all universities in the division and is understood generally by the average employee.
- All of this to say, our members are invested and eagerly waiting to read the recommendations from the *Task Force on flexible work* and understand there is some real work to be done, that is not easy, on this front. This item was heavily supported in our recent survey results of our general membership.
- **4. FEEDBACK DATA:** You should know about the quantitative results of our current climate membership survey.
 - On a scale from 1-5; our members AVERAGE RESPONSES to the following were:
 - With regards the policies and safeguards currently in place, do you feel safe at work regarding the pandemic? 3.5
 - Do you feel the mask mandate is being followed by the community? 3.32
 - Do you know how to go about requesting telework if needed? 3.14
 - Do you feel confident that the vaccine reporting and testing procedure is being enforced? 3.14
 - Do you feel confident that your supervisor and other administrators will support an immediate need for telework or other accommodations related to the pandemic should they arise? 3.59
 - These across the board averages have a story to tell- I believe there is a WIDE range of satisfaction among membership. From the deeply concerned to the well-received, members viewpoints vary greatly and many are eager for more clarity and structure, but desire the opportunity to voice perspectives in the creation of that structure. Again, the recommendations on the Task Force for Flexible Work are highly anticipated and I encourage all ASF members to share perspectives with our rep on the committee, Jeff Pool.
- **3. FEEDBACK STORIES:** You should be aware of the qualitative comments submitted by members during the current climate survey:
 - Members are frustrated telework is not more readily available, they expressed not feeling validated or heard in their concerns. Lacking options for safe choices.
 - Members expressed positive feelings towards a mask requirement, but disappointment in it's enforcement.
 - Membership feels stuck between personal safety concerns and needing to work from home coupled with the impression that their VP does not support teleworking.
 - Members request greater transparency and communication from Administration on when and how telework should be universally supported across divisions.

- Winter conditions and cold season/increased spread of germs creates more anxieties for members working in-person in crowded hallways and busy indoor spaces.
 - Members are eager for data – campus cases, local vaccination numbers for both staff and students, etc.
- **2. ASF LEADERSHIP TRANSITIONS:** Want to keep you up to date on the transitions that are occurring for the most exciting of reasons among our Executive Board! We welcome Jesse Heath back after his return from parental leave, and thanks to Liz Steinbourn-Gourley for stepping in during this time to lead our Membership Committee. Jesse brings an exciting energy and passion for union membership and I'm so excited about the directions he will take the committee and the projects he is already working on. And we thank our President-Elect, Marie Slotemaker for doing double duty on the board as she also fills in for our Treasurer Lindsay Smith, who we congratulate as she welcomes a new little one to her family and steps out on parental leave. I cannot express my gratitude enough not only for the members willing to serve in leadership roles right in the midst of the best and biggest time of their lives, but also for our members who have stepped in and made that possible. Leadership of our organization would NOT be possible without this dedication and commitment. As is often the case with big life decisions and volunteer leadership roles, there is never the "perfect time," but I thank each of the ASF Exec board and M&C team for making the time to take a seat at this table, join the conversation, and ultimately be of service to our members.
- **1.5 NEW ASF STATE LEADERSHIP:** Hot off the press within the last hour ASF state board has voted on and amended our bylaws to officially include an Equity & Inclusion Chair on the State ASF board. This position will Coordinate and advise the Statewide ASF Association on equity and inclusion matters pertaining to labor and other shared governance issues within the Minnesota State system, help lead DEI initiatives in ASF, and provide that every important perspective and reminder to keep DEI considerations at the forefront of all decisions and communications.
- **1. ASF IMPACT:** As always, ASF members across the university give life, meaning, and purpose to the words found in our organization's name: "Administrative," "Service," "Faculty." We provide vital functions to foster the self-actualization and degree attainment for our students: a culminating experience of the successful completion of an academic program. And as we provide resources, processes, support, information, access, and inspiration to help students across the finish line...we also celebrate their success, for it is also our own! Congratulations from ASF to our December graduates and a joyful THANKS to the many ASF members who helped make that possible. I think that is most worthy of the #1 spot on a Top 10.5 List. Thank you for your time and attention, I am happy to answer any questions you may have.

Vice President Student Affairs & Enrollment Management Report- D. Jones:

- [Enrollment Report LINKED](#): Numbers are looking fairly stable, still question on international students; domestic transfer continue to look strong
- Student Government perspective: The new scooters were noticeable --- city has endorsed and broadened the area. Kudos to students and David Cowan to lead a growing endeavor

HR Topics- S. Barrett:

- Vacancies—if you have questions or anything needing to be changed, let me know directly
 - [Vacancies by Status LINKED](#)
 - [Vacancies by Bargaining Unit LINKED](#)
 - [ASF Fixed Term LINKED](#)
- Workplace Environment—volume is about the same of last 2 years, consistent; finishing average of 38 days—we want it to be closer to 30 days. Reminder before we focused on this, the average was over 120 days. Will keep you posted each month
- Taskforce on flexible workplace-- publicly thank Jeff Pool as ASF rep. We have a draft report to President that we are working on, it is being finalized as we speak and will give likely tomorrow, then from there President and other cabinet leaders will discuss possible implementation.
- Board of Trustees of Excellence—sent out a Qualtrics survey to nominate people 21 nominees so far, a lot of good nominations and details on the hard work you all are doing and it is never easy. Only get to nominate 1 for the system award—so many that are worthy. Committee will meet soon to nominate finalist. Jan. 10th deadline to get it into the system. Very good list so far.

M. Weister: Do we recognize those were nominated but not selected? It may be worth mentioning; that is an honor in and of itself.

S. Barrett: good idea, people should know they were nominated, our committee can talk about that

E. Inch: Can you talk about how things are going with vaccine and testing protocols?

S. Barrett: 93% of our employees are vaccinated; 88% student workers vaccinated esp. compared to Blue Earth County; testing a little over 100 a week; last week 3 and this week 2 positive tests. In corresponding with those who did, symptoms are mild and they are all doing well but still going through HR protocols. Positivity rate is low since starting vaxtrac started in September.

D. Schulz: Can you share with us a status of professional development day?

S. Barrett: We have a committee and are looking to schedule a time to meet and discuss. We have had these days up until covid hit and attendance had been going down so looking for ideas to revitalize—will get the group together soon to breathe some new life to that concept.

Future College Update- B. Martensen:

- Process is: there is a merger workgroup and there are 4 ASF members (2 from each college)—30 total
 - Subcommittees with recommendations are being vetted by both---access via TEAMS site and feedback survey
 - Most important time sensitive items we are focusing on at this point:
 - 1. DEAN search to commence
 - 2. Ranges from What the college name is to structural changes
 - Most direct ASF, areas like Advising—mostly deferred to the advising group itself then coming back to the workgroup with their suggestions

- A lot of parallel work in Registration and Academic Records Office, IT, etc. that has to make that merger happen. Starting now how communication will happen to coordinate
- Parallel to the work group—have visited with 17 of 18 (#18 is tomorrow) of the 2 colleges. Also visited with Dept. chairs and AFSCME separately. Like town halls. With Anne Dahlman as well.
- As President made reference to, we have decided to disaggregate on the 2 processes—take department merger as a separate conversation. There are 2 that are willing and ready by Feb. The rest are designing a process for communication over the next year. It does cause some decisions to be delayed--but a positive light overall that people needed.

S. Murray: Members shared wanting updates as they are working things that can still be impacted: I.e. admissions—redoing a lot of materials, advising and how that will affect services if there is a summer deadline that is in the middle of welcoming our new students, orientation and Registration and Academic Records Office and all the ripple effects—there is just a desire to staying updated on timeline—even though they aren't part of the merger they are part of the work that is done.

B. Martenson: I give credit to workgroup that they have been working on this; Hollie Stanley expressed this in conversations. I will be having individual meetings with Cabinet Members. They don't need a ton of information but need some and at certain times. Good question we want to stay on top of. Behind the scenes work is often underestimated.

COVID-19 Update- D. Jones & Brian Martensen:

D. Jones:

- Plan for Winter Break with how work days fall—plan to continue to offer on those Tuesdays.
- We have offered more tests at University Security if testing time doesn't work.
- We have a regular group of people being notified and reminders being sent.
- We are not continuing the Surveillance Testing during winter break---just based on vacation and holidays.

B. Martensen:

- With Events for graduation: proper spacing and precautions
- Continued registration efforts for spring: asked deans to watch courses and modalities are filling and watching overall enrollments. As your members are seeing things, please let us know and we will do our best to be responsive. Some of our previous markers/good predictors don't hold in covid-era.
- Other big issues: a large number of international student applications and a large orientation session.
 - Somewhere between 35-40% are VISA holders—we're not sure if that will hold this time.
 - Vaccine statuses, etc. in other countries.
 - Continue trying to vet and develop strategies for the # attending.
 - Can we handle orientation day and do we have courses for them to register for.

- We know a lot are from Comp. Science and STEM fields.
- A lot of courses are paired together. Considering a block schedule—not a final plan, something we’ve been discussing

A Dahlman:

- Potential course maps, Jacy fry is working with Sara GR and SRCs to help

D. Jones: Students vaccinated at 66.69%—nearly 400 at vaccine clinic last week—confident at over 70% upon return in Jan.

D. Sculz: Do we know which days expect to be highest for enrollment for international students?

A. Dahlman: Jan. 6th—trying a new virtual event, where even prior coming to here, if they attend this pre-orientation they will be able to try to register. Typically it’s 1 day and it’s crazy for Faculty and SRCs for trying to get students into classes

M. Weister: For the regular Tuesday testing—is that the take and swab? I did the surveillance testing but wondering if that’s the same; it was so easy and great; how do they know the results---do we rely on the honor system?

D. Jones: Tuesday testing—ones we purchased and self-administer, low nasal swab. Positive, let who is in the room know then they get directed. The M, W, F is slightly different we received from state, insert into cartridge—similar process overall. Ones from Security are ones like from the Armory.

Budget-- R. Straka:

- Wanted to Share information on the HEERF Awards
 - i. 2 different groups of awards.
 1. CRSSA Funds from last spring we ---about \$5.3 million last spring to 6,000 students.
 2. This fall: about 13.5 million to about 6,500 students.
 3. By ethnicity –no one underrepresented in this area. We tried really hard that those with highest need ended with the funds.
 4. I did nominate my student financial services and business team for working together to develop these processes and submitted at a CFO conference , they received 1 of 5 outstanding service awards.
 - ii. 2021—reporting distributed almost \$19 million of additional aid to students; international students showing up this fall with American rescue plan—we did have a lot as we cleaned up CRSSA funds. We had some that didn’t cash their checks, tried to follow up but no response so cancelled and rewarded.
 - iii. Next step: considering ability to look at lost revenue giving awards to students for outstanding bills in spring 2020, summer 2020 and fall 2020 in recognition of the pandemic. We have not taken anyone to collections based on where we are at.
- Supplemental Budget
 - i. \$7.7 Billion Surplus projected for fy 22-23
 1. \$3.1 million was rollover from fy21; 5.5 for just next year alone
 2. \$111 million needs to be set aside for stadium reserve allocation

3. \$870 million budget reserve allocation
4. Our request is just approx. 1% ; slightly disappointed the Governor did not mention higher education at all in his speech about plans with surplus; \$30 million to fulfill our ask from last spring for what we are underfunded and also support a tuition freeze which would allow for students to afford while getting an increase in funding.

NextGen Update--M. Johnson:

- Moving along and staying on task
- Finance and Human Resources are impacted first
- Why and what is it: we currently use a homegrown system: ISRS—grades, registration, HR functions—as this system as aged, it hasn't kept up with meeting our needs. Have had to buy other software to make it hook it all. We are part of a group for many years where I've been saying let's stop writing and start buying.
- This new system will do a lot more—that means we have changes coming. This is change we want. Help get this to membership. We want to make sure we adapt to the new system. In the ERP system—WorkDay—Next Gen project for the Minnesota State System.
- Many of you will have influence in how it configures and operates. You can positively impact how we use this to service our students and find HR information. We can positively impact the system as well. Get involved if asked for input on how things work. Once it's configured we will have to use it and will use it.
- Transition Management Team for our campus to prepare for this big change. Even though most of you think of ISRS as student system, that is a lot of it, but it also is finances, HR, etc. We want to make sure we influence it.
- WorkDay is a system we bought with certain features. And then we decide how to take advantage of those features.

S. Murray: Will the new system allow us to make our less than 1.0 people without any problems?

M. Johnson: I don't know the answer to that.

S. Barrett: Confident WorkDay will help with that, how is what we will have to work on

?: Is there an update for when it will be set for student aid?

M. Johnson: start in 2023 and finish in 2024;

R. Straka: Students is broken into 2 parts 2026-2027

S. Barrett: Is that when it's fully done?

M. Johnson: We are quite a ways far out, the student component, implementation teams, etc.

R. Straka: in the Accounting area we already have a deadline of next week, how we currently do things is with a 6-digit cost center, it won't be that way moving forward.

- Away from a numerical concept to an alpha-based smart search concept.

- Different hierarchys and worktags. Definitely stepping outside of comfort zone—but looking forward to some really positive changes; implementing change management and training positions. July 1, 2023 for live date. Full year and 3-4 of iterations of workday and testing before kick off accounting system. See great possibilities translate well to mobile. Very hopeful for mobile and user-friendly

M. Weister: I understand there will be different modules released at a time at various times. A lot of members work closely with the 3rd party vendors—curious about that process looks like and how WorkDay can take over or some won't. Some of the way the data is pulled/integration ---we have a lot of things that will be affected and daily operations and decisions and hoping to have a voice or planned process

M. Johnson: yes we want to be a part of that process to influence how that will work; we do have an integration system team to help—for instance Res. Halls, some items we will still keep using others we may shift over. Program called Net boomy to help with those integrations.

R. Straka: we will work to talk with campus as we go along, for instance marketplace will be going away so we will work with WorkDay on how to do those tasks. Functional decisions are happening as they go along. You'll see departments have input as we get there. I feel like we have had a lot of input from a finance standpoint.

S. Barrett: HR hope as much as possible to go into WorkDay to avoid peripheral data sources

M. Weister: I love streamlining as much as we can and at the same time we can end up diluting the experience by putting it into one as well. Happy to get the word out to members—have invested members. Let me know if there are listening sessions or as modules come online, let me know.

E. Inch: our voice carries a lot of weight, the system turns to us first---the transition looks at us first to say "does this work". If you have an opportunity to have a say, take advantage of it. They'll listen to us because they trust the leadership.

M. Johnson: student start October 2022 to July 2026. So we are a ways out but not far from the planning.

Strategic Budget Planning Update- L. Akey:

- In the process of updating data that informs strategic budget planning—prior to Jan. 31st—have been hosting many sessions and continue as we move into Jan. call for narratives
- Once we have assembled the subcommittee---reviews the narratives submitted and score based on rubric that have been established
- I have sent a call-out to Mandy for ASF Reps.
- Jan. to Feb. short and intense
- Members last time learned a tremendous amount
- Will create initial categorization results
- Thanks members that have participated in sessions and actively thinking about narratives that are due 31st and receiving your appointments.
- D. Schulz: are you looking for 5 or 2 ASF Reps?

L. Akey: We are looking for 2 ASF Reps.

--Conversation about clarifying this is a committee separate from Budget Meet and Confer--

January Minimum Wage Increase (\$10.33) and Update on Student Wage Increase Task Force-- R. Straka (topic requested by MSUAASF to be discussed):

- Yes there is a required min. wage increase from 10.08 to 10.33; .25 across the board instead of just one.
- The student task force, came to consensus (not unanimously): wage increase to 12 dollars an hour. 19% increase and 16% increase from where we would be. Talked about all the student categories up by that amount.
- Considerations: impact on state and federal grants offered with line item based on wages, when we implement (in Jan, mid-semester or new fiscal year?), no wage compression, concern in looking at high end bumping against collective wage next to full-time—what we say keeps below the lowest collective bargain position).
- Not unanimity, some pressing for \$15/hr for what they see in the community.
- Read articles that share some labor market is starting to soften, so it may not stay at that, we have seen this in previous economic cycles.
- Concerns from others for sources of funding: different from general fund, but the student fee and self-funding areas like The Children's House and places like that that rely on other income so trying to balance all those factors.
- Hope to make a recommendations soon.
- Work-study is being underutilized—going off-campus. But overall, we haven't heard of absolute dark of student workers with tons of positions not being filled. Most people aren't terribly understaffed. Seen reduction in demand for work study positions. Work with Dept. of Ed. To see how many to convert from work-study to supplemental grant based—we do have a certain flexibility.

M. Weister: That's good to know as I reflect on that I had a work-study position posted for 3 weeks; promoted on Handshake and not a single applicant; opened it to all students and received many applications.

R. Straka: definitely a trend that has been happening for a while; increasing that it has been more difficult. Not accepting as high of percentage of their awards---5+ year trend

M. Weister: makes me wonder if there are other factors besides salary. Benefits us in being staffed but also the students to be connected.

J. Velstos: just a reminder: Policies are out for review—posted online, appreciate comments.