

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, March 3, 2022 | 1:15-2:45 p.m., via zoom only**

The following notes are provided as a way for the MSUAASF Meet and Confer representatives to communicate conversations that occur at Meet and Confer with membership and to concur with administration summaries of points discussed. They are not reflective of exact statements shared in the meeting and are not meant to serve as a transcript. Any members with questions can reach out to their ASF Meet and Confer representatives for clarifications. The previous month's notes are reviewed at Meet and Confer by all attendees to ensure the overall essence of the meeting was captured and updates can be made accordingly when necessary.

Attendees: David Jones, Katie Hodgden, Oscar Gonzalez, Mark Johnson, Mandy Weister, Debra Schulz, Edward Inch, Liz Steinborn-Gourley, Steve Barrett, Jennifer Velstos, Anne Dahlman, Rick Straka, Henry Morris, Marie Slotemaker, Tracy Stokes-Hernandez, Lindsay Smith, Timothy Berry, Jeff Pool, Sheri Sargent

Documents Referenced in Meeting:

[Meeting Agenda](#)

[Vacancies by Status](#)

[Vacancies by Bargaining Unit](#)

[ASF Fixed Term](#)

[MC Enrollment Report](#)

[Diversity Equity and Inclusion Hiring Procedures](#)

[University Demographics Section for Hiring](#)

[New School Review Guidelines](#)

[IT Solutions MC Talking Points](#)

Meeting Chair: President Edward Inch

Review of Notes: No corrections needed

MSU President Report (E. Inch):

- It's been a tough couple of years---appreciate all the work---encourage all to take downtime for spring break; reiterate extend compassion for one another to help each other through difficult times; compounded with events around us it's easy to forget how much we are all going through
- February forecast for the state budget is considerably better than expected. Hopeful for getting requests supported and passed
- Emergency evacuation drills---asked VP Morris and Jones to convene a team to go through and look at: are we meeting the legal and system requirements and beyond that, best practices we may want to employ to have a safe environment? What is a reasonable drill schedule to practice?
- Students United—2 sets of commitments they are presenting overlap with our work so-referred to committees we have already set up to see what ideas we can integrate into current efforts to make policies stronger

- 1) Diversity changes to DEI committee
- 2) Sustainability and Climate change refer to Environmental Committee

ASF President Report (M. Weister):

- Theme this month is: Variety
- ASF Members—a lot of thoughts about flexible work, provided 7 pages of feedback to Steve and his committee. A lot to consider. When making decisions of where and when to work data can be helpful and should be taken into consideration.
- Celebrated ASF Enrichment Award Winner: Oscar Gonzalez
- The Accessibility Resource Office has experienced increased student appointments this spring. This may be due to the shift of office culture to a holistic model that uses a student-centric approach. ASF members, MAPE, AFSCME, and Management work together in collaboration to provide advocacy and services to our Maverick community to increase higher education access.
- State Officer ASF Elections coming up---Mankato ASF member, Jeff Pool is running for state VP role
- Local ASF Election—VP, Secretary and Negotiator up for election—would love your support in nominating candidates
- Looking forward to Spring break and a different pace

Vice President Student Affairs & Enrollment Management Report (D. Jones)

- [MC Enrollment Report](#)
 - Looking at last table in the enrollment report—looking at combined international and domestic count we are up by 25%; slicing it we are up by 4.5% for domestic which means we are up really high from membership by international students, a lot of hard work from your membership
- The Reporter had an article on Student Government updates
 - They are not immune to budget pressures with declining enrollment and increased inflation,
 - Conversations will be tough and I want to raise to your attention as your members and employees are impacted by their decisions on pragmatic and supportive dollars.
 - Will hear and read more over next couple of weeks

HR Topics (S. Barrett)

- [Vacancies by Status](#)
- [Vacancies by Bargaining Unit](#)
- [ASF Fixed Term](#)
- Vacancy Lists questions direct to Steve Barrett
- Workplace Environment Investigations –

- lower than this time last year, expect more this spring
- completing just over 30 days (at goal)
- Announced in President's newsletter—insurance through SEGIP, premium holiday for both individuals and the university in which they do not have to pay insurance premiums; will be seen in next 2 paychecks.

Budget (R. Straka)

- Good news: State forecast \$9.3 billion surplus; \$3 billion of that will likely stay in reserves which leaves about \$6 billion to actually spend.
 - A lot of proposals: tax cuts, spending, etc., limited talk about reducing bonding bill, a lot of support and more clarity in April about how it will affect operating budget
- SEGIP premium holiday will help with a little savings.
 - Programmers don't know how to account so it may not show up on that end right away-
 - Almost \$1.5 million impact to the University
 - Helps to offset inflation in other areas
- Keep eyes on legislature over next month
 - By Mid-April hopeful spending targets and supplemental budget bills

COVID-19 Updates (B. Martenson & D. Jones)

- CDC has updated measures and system has done a full review of mitigation strategies. Recent as of March 1st
 - Face Coverings---counties in low and medium, as of March 1st can remove mask requirements. High transmission counties have the option to remove after March 4th and submit to system rationale.
 - Cabinet reviewed and our success due to following guidance so we believe it makes sense to continue mask mandate on our campus and monitor with spring break
 - Transmission rate...lowest it's been in a while, just below 5%
 - Beginning March 14th no longer requiring testing/proof of vaccination for individuals in res. Halls or select groups. Exceptions NCAA, medical areas
 - Out of State International travel—more responsibility being given back to campus. President Inch can make decisions
 - Encouraging that after spring break faculty can bring to return in-person activities that were originally promised at registration
 - Decision on International Travel---likely this summer, depends on the receiving country (level 3/4 more hesitant, level 1 and 2 much more likely to approve) – President Inch
 - Is there a metric that would change our mind on the March 4th masking time line? (M. Weister)---medium or low would be the triggering event (President Inch).

Our transmission rate was over 33% in January and today in early March less than 5% . Do not want to put anything into place that will trigger changing that.

IT Solutions Update (M. Johnson)

- [IT Solutions MC Talking Points](#)
- New IT-Solutions service portal—in order to take your tickets, replaced (6-month project done in 3 months), credit to former ASF member Cathy Hughes, done in middle of semester. New capabilities to solve problems.
 - ITS-services, if you have problems that's where you go.
- New purchase technology option for departments through the web. Have been able to personally purchase technology items from campus store but now should be able to purchase departmentally through the web.
- March is Microsoft March: we offer a lot of webinars, to learn more about the products and utilize/be more efficient. <https://mankato.mnsu.edu/365>

Administrative Searches & Future College Update (D. Jones & B. Martensen)

- Search for Provost
 - thanks for membership involvement
 - 60 applicants narrowed down to 11, zoom next Monday and Tuesday, finalists by end of March
- 3 administrator Searches:
 - Dean of Library and Learning (finalist stage),
 - new college founding dean and College of Allied Health and Nursing dean---working with search firm, now just entering recruitment window, hoping to have finalists in mid to late April.
- Future college workgroup
 - Continue with updates and finalizing updates, what should wait for a founding dean to structure.
 - Using matrix report do decide how do you operationalize.
 - Finalizing some positions that will change (mostly classified) and biggest impact to ASF is advising which is being discussed with Sara GR and her staff in how that will be handled.

MSU Diversity, Equity, & Inclusion Hiring Practices (H. Morris)

- Equity 2030—how do we improve overall situation for students, domestic and students of color, diverse students and employees
- How do we move from our current (less than 13%) person of color ratio to our goal number of 20% based on state demographics and projected goals of students (18% for students, 20 by next year or so)?
- To get more employees, need them to be interested. How do we define and advertise ourselves as a place that people want to work?
- [University Demographics Section for Hiring](#)---to reflect missions, values, as first part
- Rationale from HR and recruiting—turning our process around, how can we have the best candidates choose us (not us choosing them)?

- Other pieces to this job posting would be description of the college and department, then list the qualifications, etc.
- Instead of starting with here is what we are looking for and apply here, starts with here is what we are about as an institution.
- Also looking at positions (looking at classified first), removing barriers to expand our applicant pools
- Invite Steve and Henry to a meeting at ASF—would like ASF feedback on this proposal
- Initially we had a version stating we are second largest university in MN, we changed it to say largest in MinnState system.
- What have we done to find out what those best candidates are looking for (the great resignation and gen Z reflect what they need) to inform what we are putting out there? Handshake –remote work clicked on 3 times more than non-remote work option job postings (M. Weister)
 - Gen Z and others---they want to know the values of the institution to see if they align. IN this document DEI is important, long history of being here, people that want to be a part of Equity/Destination 2030, and flex-work (H. Morris)
 - Reaching out to past applicants for positions, faculty then others, asking them not about their experience in the application process and why they chose MSU, Mankato. #1 is location and after that people want to be a part of something bigger and contribute to student success. National research –candidates think of first: can I envision myself working there? Still gathering data on past recruitments and data—why us and experience and happy to share as we gather more. (S. Barrett)
 - Intention is we would post on the flex-work eligible status (President Inch)
- [Diversity Equity and Inclusion Hiring Procedures](#)-How do we then evaluate those people that come here and ensure their values align with what's important to us? We have always had a diversity and inclusion statement, not always used well but now all must fill out and then use a rubric to help the search committee evaluate. The general level of commitment and what things they have done.
 - This roll-out will be leading with our unclassified, classified will come later because of some other nuances to fit their work into the rubric/evaluation process
 - Remind people: search committees need to have at least 2 on-campus interview questions related to DEI. If there are other more appropriate questions not listed—e-mail and propose the list grows over time.
 - Working with supervisors/hiring officials
 - Venues for job search advertisements—to help them see our commitment
 - ASF would love to have presented at membership and would like feedback from our group as a whole. Mandy will be in touch after today. H. Morris will e-mail.
 - Will there be opportunities for hiring authorities to have self-reflection assessment? (L. Steinborn-Gourley)
 - Yes there is DEI plan—training for search committees and maybe also into diversity institute (H. Morris)
 - March 14th DEI Search Training –announced through Provost e-mail, is that related to this process? (M. Weister)
 - Yes, led by AVP Timothy Berry who was on the work-group to develop this process. Event is for unclassified. (H. Morris)

Strategic Budget Planning Update (L. Akey)

- Provost announcement ---moving into Phase 2
- Working to review all, shout out to evaluators—commitment and diligent getting to learn aspects of campus
- Notifying programs on Monday, March 14th of initial categories and results—all programs have a chance to look at results and then 30 days to file an appeal. Work with appeal and final outcomes to share with campus community by end of semester.
- Questions reach out to Lynn Akey

Emergency Plan & Fire Evacuation Task Force (D. Jones & H. Morris)

- Thanks for membership involvement
- Will be completed in March
- Recall incident (in newspaper) from fall that highlighted shortcomings in current process and P. Inch is convened a group to take a look ensure safe
- Updates planned for April

Process for Development of New Schools (B. Martensen)

- [New School Review Guidelines](#) from sub-meet with guidelines
- How do we vet the process of creating schools and what do we want to accomplish?
- Guidelines—not a prescriptive process
- Didn't include definition—we have some as a University
- Includes a matrix to think about ways to differentiate schools versus, departments, colleges, etc.
- The process is: if a group comes forward and wants to explore they are ask to look at:
 - What their mission, values and vision
 - How does it promote learning
 - Address DEI and societal needs
 - Articulate evidence of needs for MSU and broader community
 - Potential for recruiting new or retaining current students
 - How it makes MSU more regionally competitive
 - What is the broad appeal---should span multiple areas of interest
 - Resources for short-term and long-term
 - External resources?
 - How would we assess the school is succeeding?
 - Describe the structure
 - Level of support from current administration