

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES**
Thursday, March 31, 2022 | 1:15-2:45 p.m., via zoom and in person

The following notes are provided as a way for the MSUASF 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, Mark Johnson, Mandy Weister, Debra Schulz, Edward Inch, Liz Steinborn-Gourley, Steve Barrett, Jennifer Velstos, Lynn Akey, Rick Straka, Henry Morris, Marie Slotemaker (via zoom), Carolyn Nelson, Lindsay Smith, Timothy Berry (via zoom), Jeff Pool (via zoom), Sheri Sargent

Documents Referenced in Meeting:

[Meeting Agenda](#)

[MC Enrollment Report](#)

[Vacancies by Status](#)

[Vacancies by Bargaining Unit](#)

[ASF Fixed Term](#)

[3.31.22 M&C Calendar Drafts](#)

[April Meet and Confer Talking Points IT](#)

Meeting Chair: President Edward Inch

Review of Notes: No corrections needed

MSU President Report (E. Inch):

- Senator Frentz initiated bonding to replace Blakesley Stadium
 - Have been working on a plan since started in this position—we were working on it through private donations
 - Hockey put a spotlight on our campus and the increased need for a new facility, one beyond a football stadium (family and kids capacity, etc.)
 - After Hockey Day, Senator Frentz started talking about if it is important for the region, it should be for the state as well.
 - What he is proposing would help cover half the cost.
 - We have been clear though that our top priority is academic space. This cannot replace/compete with Armstrong Hall. Nor can it compete with the trustees' bonding legislation.
 - However, getting the stadium in the conversation is important.
- Conducting Permanent Provost Search
 - On-campus interviews last week
 - Need someone who can be creative and effective in the way we reach Destination and Equity 2030
 - Thank you to those that participated

- I have another interview with top candidates next week to test out some of the comments received back and get idea of directions they would take
- Accessibility:
 - Fire drill in the fall with a student that was not taken good care of. Asked VP Jones and VP Morris to look at how well we adhere to policy for accessibility in immediate evacuation. Also, recommendations based on best practice to guide future actions.
 - Concern over introduction of MavPods being accessible. Addressed ADA compliance, U.S. Dept. of Education, and Office of Civil Rights policies.
 - Will need to add 1 more large format MavPad.
 - We continue to look for ways to have private accessible ways for study.
 - Just a note that the accessible MavPods in front of the Office of Registration and Academic Records are very popular—there are lines to use it. (D. Schulz)
 - Utilization rates –up over 70% during business hours; they’re used on weekends too even when the campus is quiet. We need to make sure we have taken care of all our students. (E. Inch)

ASF President Report (M. Weister):

- If you have an old wooden boat and slowly you replace pieces of wood until every piece has been replaced; is it a new boat or an old boat?
 - Josh Slocombe answers this beautifully in his book Sailing Around the World Alone
 - He finds an old vessel left in a field and over time he slowly rebuilds every part until there is none of the original timber left. He says the transition from the old boat to the new was such that at no point could it be said that one had ceased and the other begun.
 - It is the same with the human body. Every part of our body is replaced with new matter. The process is continuous. Over about a ten year period, the process is such that not one atom that was part of you ten years ago remains. Yet you are still the same person, are you not?
- Could the same be said about our University and our shared work?

We are slowly and steadily removing old boards that no longer serve us and adding new boards that will help propel us to a new horizon for the next leg of our journey. What are examples of these old boards and new boards you may ask?

- We let old structures go (like colleges) to make room for a new one.
- We welcome new technologies for students and staff alike to meet, to message, and store shared documents/projects.
- And one really big board we are in the process of replacing has something to do with ISRS and Workday.
- We have recognized unintended barriers that inhibit progress in our DEI realms and the institution actively working to remove these boards and replace them with something more student friendly.
- There are so many ways that ASF members have been contributing to our slow and steady replacement of old boards with new timber on the vessel of the S.S. Maverick

At the local level....

- ASF Member Jeff Pool with Extended Ed finalized an agreement with North Hennepin Community College that will bring Mechanical Engineering, Civil Engineering, and Recreation, Parks, and Leisure via Zoom technology to their campus, as well as a seated RPLS cohort for working adults. He is also moving forward with the Maverick Advancement Plan agreements, known as MAP, at Riverland, Ridgewater, Century College, Lac Courte Oreilles Tribal College (WI), and the newly created Minnesota North Community College, which will help position us as the university partner of choice for online nursing degree completers. Other priorities for Extended Ed include partnerships to bolster transfer recruitment and align program outcomes at community colleagues for a smoother transfer experience.
- Over 300+ students registered for the Maverick Virtual Career Fair hosted last week by the Career Development Center – while they have hosted virtual fairs in the past as the only option during COVID – this one was the first one by choice, set to meet a need for job searching students as a convenient option to bring employers and students together.
- March and April bring several important topics to recognize for our members. The Women's Center provides ways for students to learn during Women's History Month, Sexual Assault Awareness Month, and Earth Week.
- Our professional advisors across campus continue to refine and perfect the process of helping thousands of students register for summer and fall courses
- Out with the old and in with the new is hard work. We are balancing both online/virtual programming as well as in-person programming. These strategies are met with much success in offering students many options, but many ASF members are feeling the stress and strain of this coupled with this time of year.
- A natural part of transformation is welcoming new professionals and colleagues aboard. Many ASF members participated in Provost Interviews over the past week, and in general there is positive anticipation by ASF members of solidifying permanent roles for stability as we set sail for future planning.
- Some ASF members would note that we are in choppy waters at this part of the journey – the end of the academic year, semester, and planning that needs to be completed for next year mean all hands on deck.
- Change isn't easy, some ASF members have expressed ongoing unease over the prolongment in decision-making regarding the college merger. While we recognize the work-group is dedicated to making sound decisions, communicating progress, and moving the project forward, the many unknowns naturally produce a sense of anxiety/discomfort. As with any large change, this is to be expected, but is also worth recognizing.

At the state level

- We broke the record of the number of ASF members who have participated in Lobby Day in its 10-year history with more than 100 members statewide! I am eagerly awaiting

final numbers by campus as I have a strong hunch that Mankato led the pack in participation – thank you to everyone who participated.

- ASF has recently made 2 appointments for the MnTC Process Review Task Force: Jami Koivisto, Senior Associate Registrar from Winona State University will serve as the ASF representative and Shirley Murray, Student Relations Coordinator, Minnesota State Mankato will serve as the appointed designee on behalf to he ASF President. I know Shirley will be a key player on this Task Force and Mankato will benefit from her involvement.

Wow, I'm so proud to be part of an institution that is not content to sit idle in port, but rather look to the horizon for inspiration and possibility. Whether we call it an old boat or a new boat, the Maverick Spirit within is strong and steady. I suspect ASF members know the truth of my favorite quote by John Shedd: "Ships are safe in port, but that's not what ships are made for." Anchors away to another month of innovation as we transform our boat into a vessel best suited for student success and navigating new waters.

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

- [MC Enrollment Report](#)
- Thank you to membership nominations and involvements
- Finalized student fee budget (IT, athletics, union, etc).
 - This year was particularly challenging
 - Pressures of less enrollment + inflation that needed be absorbed
 - Dipped into reserves (grew threefold during pandemic from items like less bus service being used, etc.)
 - Addressed some of the issues for this year but really those will need to be readdressed next year
 - One of the more contentious sessions seen over the years
- Are you finding students want to go for leadership roles in government (D. Schulz)?
- Others are still forming for candidacy---across the board we are seeing the impact of COVID when it comes to students being involved and older students being able to pass the knowledge along to younger students. (D. Jones)

HR Topics (S. Barrett)

- [Vacancies by Status](#)
- [Vacancies by Bargaining Unit](#)
- [ASF Fixed Term](#)
- Vacancy Lists questions direct to Steve Barrett---
 - Provost was spotted it was in the not started. We are changing practices now that when a search firm is involved more up-to-date
- Workplace Environment Investigations –
 - Volume is down at this point compared to early April of last year
 - Average time to complete: about 20 days which is significantly better (4 years ago was 100 days, our goal is 30)

MinnState/Legislative Relations (President Inch & Rick Straka)

- Clear message out of legislation meeting: need to invest in criminal justice/law enforcement reform to curb crime waves in Twin Cities in particular
- House and Senate will introduce items that may be on their agenda but not necessarily things that they will really take action
- We are about 4-6 weeks out from centralized spending target points and seeing that language
- Looking at record surplus and yet it may be creating a record standoff of how that money is chosen to be spent
 - Reminder: \$3-3.5 billion is meant to be carried over and reserve
 - Closer to \$6 billion for the surplus
 - MinnState put forward 3.5 undergraduate tuition increase and 3.9 graduate tuition increase---our share of that is over \$2 million, governor supported this.
 - Haven't heard where the senate is at but likely language about tuition freeze.
 - Not sure we will know before we leave for commencement
- One thing that came up at Lobby Day is the administrative system Star Tribune article—got push back that it's hard to make a case for Minnesota State—do you have a sense of whether or not it will hold us back? (C. Nelson)
- We did see that the 1b1 policy for expedited review in hopes to get ahead of some of that discussion. But you're right it did not shine in favor. Often things will come up during this time period that will get a lot of talk and attention but then as we get closer to the decision time frame they'll concentrate on where they will actually lead. (R. Straka)

Return to Learn/COVID-19 Update (Brian Martensen & David Jones)

- At a healthy stage of things
- Continue testing option on-campus, prepared to continue this option even after decision of requirement to stop it, for purposes of convenience, etc.
- Community testing site at armory location will be changing
- Something that affects ASF is the fall schedule: continue to prepare for a variety of situations, assumption end of pandemic stage. Course offering: # is strong, we are hearing student desire to be more in person. We have encouraged people to have flexibility. #s are not that out of line pre-pandemic
- Students report that flex sync offerings are not truly flex sync—it is stated but then it is really online. Is there anything in place for fall to curb the pattern? (S. Murray)
- We have sent stronger messaging of what the expectations are if choosing to teach flex sync –only 7% indicating.
 - We are getting to a better understanding.
 - The challenge is continued messaging of everyone knows what it is.
 - If you hear of those instances, it is helpful to let us know when the student experience is not matching what they signed up for. This semester is a bit different. (B. Martensen)
- As we looked at summer orientation—strong indicator from admitted new—prefer 2-1 in person than online and have made adjustments and it will have a lot of impact on our members. (D. Jones)

- It is great our students want to be here. (E. Inch)
- Last couple of years we have really been focused on what has been happening at course level now we are looking at program level.
 - Pulling out 4-year maps to look at and understand in person versus online—what's the threshold of this being an ‘online program’ expectation for students (B. Martensen)
- Can you share an update on Orientation—any overnights? Modules like it has been? Cost? (D. Schulz)
- Happy to have Jeremy in front if needed. (D. Jones)
 - Some information front loaded in D2L is continuing to happen (i.e. parking) so that their time here is social and academic connections.
 - So those choosing in person---1 day event though we are opening the night before or of to stay —optional.
 - Went to \$75—raised the transfer student rate to match the rate.

Budget (Rick Straka)

- Last biennium: there was a front load of state appropriation, and second year is more expenses. \$700k deficit.
- Good news: draft of FY 23 model and first time in 10 years is increased percentage (\$600k).
 - Preliminary of bargaining settlement costs 2.5-4.5 set aside
 - Not currently looking at a budge deficit
 - Have to look at new entering students
 - Looking at tuition estimate
 - This is all before any supplemental budget requests
- Insurance Premium Holiday—significant savings for institution: over \$1 million.
 - People during pandemic did not seek out care/as many services which is why they were able to offer this holiday
- HEERF3 Update
 - We are officially waiving outstanding balances from spring 2020 to Fall 2021, impacted by the pandemic: which is approximately \$1,465,000
 - Bulk of tuition was related to spring of 2020; \$799k from spring of 20
 - Students that we wrote off their debt will receive communications
 - We then turn around and can claim that in HEERF funding and count it as loss revenue can put it into areas that lost it (Room and board, etc,--- fees based on enrollment)
 - We are moving forward with getting it done
 - We can claim a 10% indirect cost (over \$2 million)—can internally cover costs and not get audited. There will be a final student aid allocation projected Pell eligibility and EFC or if aid not met---
 - Straight across the board grant program (not emergency)
 - For international students we can look at a supplement to the current program in place for these students
 - Cleaned up and finalized by June.
 - Draft management letter

- Perkins reconciliation each month---make sure we sign and date our review of those each month so auditors can see that is happening
 - We were able to show appropriate use of all our funds
- How/What do you think students will react/do when students receive it the messaging? (M. Weister)
- They will usually question when they get good news if it is even real. We want to make sure students know it is real and it may be an opportunity to reengage. (R. Straka)
 - There was Aid from the first ones that students didn't cash their checks and we are doing follow-up. We reversed some HEERF funds—will reallocate and re-award those funds. That is a concern especially on communications/messaging.
- Are these students that get awarded only those who are not currently enrolled with us? (M. Weister)
- It is possible there are some current students that have balances that old—would have to go back and look—don't want to answer firm, I will look into it and get back to you (R. Straka)
- There are conversations in Student Financial Services and Student Success---a variety of activities to work that list for communication (i.e. text messaging, Student Connections Calling team, Tessa Delaney's position, etc.) (L. Akey)

Calendar Drafts (Tim Berry)

- New Juneteenth Holiday that will be observed is main thing to note
- [3.31.22 M&C Calendar Drafts](#)
- Available for review
- ASF has had conversations about calendars and a conversation that I will be bringing to a state level for discussion: There are a lot of ways we could better serve students and help our staff by delaying our spring start date and recognize it's a system issue. What are all of your thoughts about a change like that and the hurdles to get to that place? For example: Winona—online winter session. And things that need to occur in between leaves little turnaround time---like housing, registration, etc.—they don't have the breathing room to have the transition successfully. What is the reception for our campus of changing a spring start? (M. Weister)
- ASF members did bring it forward, we communicated with the system office regarding that perspective—responded with information (shared with ASF) –they did not want to share because of domino effects going into summer. (T. Berry)
- One thing to add is that the system office decides start date for fall and spring and we have freedom then outside of that. The community colleges end a week later. If we say it has to be uniform as a system, it would have to be an obstacle to address. We are aware that locally there is a fair amount of interest. (B. Martensen)
- We did put in that request to the system office a few years ago (used the Vikings conflict) and another time—they entertained the request but didn't make that decision to accept it. (D. Jones)
- We are taking it as a state meet and confer conversation so please take those comments and thoughts on the subject to me (M. Weister)
- Difficulties of fall to spring transfer student (provided example of timeline really only being 1 week to accomplish all that need to be done in between semesters to be a spring start transfer student) (C. Nelson)

- In regards to the Juneteenth holiday –has that made a difference for the academic calendar? For drop and add, tuition refund deadlines, etc? (D. Schulz)
- It slides in to occur the day of or day after the actual holiday; didn't see where it would impact deadlines. (T. Berry)
- This year it happens what would have been the first day of classes—probably always will be that first week of classes. Before Juneteenth, there was an equal number of days in the summer sessions—in the end decided to have just 1 less day instead of extending into the next week. (B. Martensen)
- The holiday is great for us to recognize—it is going to fall within those first 5 days the add/drop and refund dates which ripples through Registration and Academic Records and Student Financial Services and we will have to always continue to work through that (L. Akey)

Search Updates (B. Martensen)

- Encourage participation even outside of ASF reps. attending
- Timing so that provost selected can then interview finalists of the 3 administrator positions
- Interviews Occurring: April 11th interviews and throughout the month
- Library and Learning Week of April 11th
- Merged College Dean week of April 18th
- Dean of Allied Health and Nursing Week of April 24th
- Search firm for 2 of those searches (Merged College Dean and Dean of AHN)
- Good # of quality applicants

Strategic Budget Planning Update (Lynn Akey)

- Mid-March notification of scores to departments
- Currently now holding Consultations and information sessions
- Departments have up to 30 days to file an appeal
 - April 22nd for academic programs
 - non-academic is April 25th
- Then our team will look at appeals to decide final outcomes posted at end of spring term via internal server much like last time
- Last phase—review and evaluation phase---feedback throughout this year and a team in the fall; encourage members of interest to participate
- Thank you to VP Akey, Steve Barrett and VP Morris for attending a special session with our members last Thursday March 25th (M. Weister)

Future College Update (Brian Martensen)

- College of Humanities and Social Science—name decided!
 - Accurately represents the disciplines and departments
- This will help the updates that need to be made
 - websites, registration and records, etc.
 - Accounting –all the behind the scenes, letterhead, etc.

- Currently working on department profiles---each department was asked to collect a profile of what they are, where they are headed, and their strengths for the following reasons:
 1. Understand each other
 2. Look at ways to collaborate (curriculum, research, etc.)
 3. Inform the founding Dean about the departments
 4. Some departments are considering merging, or we have asked to see if that is a good fit
- Are any of the departments that are considering merging, or other similar changes making plans that would impact whether they would fall under a different college? (K. Hodgden)
- There has been one department that requested to move to a different college, and we requested that they present information to support the request but at this time the departments at this time are set within the college. (B. Martensen)

IT Update (Mark Johnson)

- Look through the links in the document [April Meet and Confer Talking Points IT](#)
- New online ordering process for departments.
 - Would love to hear feedback
 - With the supply chain—encourage you to do that early
- Eduroam (wi-fi network)
 - stands for Educational Roaming which is a higher ed. conglomerate—
 - please be sure to be on this MavNet Encrypted will be taken away.
 - Eduroam adds value---wherever you go it adds security and flexibility

Destination 2030 Strategic Planning (Lynn Akey)

- This semester we are advancing our feedback on current vision, mission, and value statements
- Extended cabinet, eval submeet, campus open-forum ---avenues for current feedback given this semester
- There will be a survey out to campus community next week in the Provost Newsletter as we continue to hone in on those statements