

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

**PRESENT:** Marie Slotemaker, Lindsay Smith, Shirley Murray, President Edward Inch, Sheri Sargent, Tracy Stokes-Hernandez, Deb Schulz, Henry Morris, Rick Straka, Mark Johnson, David Jones, Oscar Gonzalez, Anne Dahlman, Jeff Pool, Jennifer Velstos, Lynn Akey, Brian Martensen, Mark Constantine, Steve Barrett, Katie Hodgden

**Meeting Chair –Debra Schulz, MSUAASF Vice-President**

- **Information Items**
- **Welcome and Introductions (D. Schulz)-**
  - Mandy is out on maternity leave and will be back for next Oct. meeting.
  - Welcome and nice to see everyone; nice to see faces.
  - Went around for introductions-names and positions:
    - E. Inch- MSU President
    - B. Martensen- Interim Provost & Senior Vice President for Academic Affairs
    - L. Smith- Acting Student Relations Coordinator in College of Arts and Humanities; Mankato ASF Treasurer
    - K. Hodgden- Assistant Director at Career Development Center; Mankato ASF Secretary
    - M. Slotemaker- R.N. Degree Completion Program Advisor, Mankato ASF President Elect
    - D. Schulz- Associate Director in Office of Registration and Academic Records, Mankato ASF Vice President (filling in for Presidential duties while Mandy is on Maternity leave)
    - H. Morris- Vice President of Diversity and Inclusion
    - M. Constantine- Director of Centennial Student Union & Student Activities, Mankato ASF representative filling in for absent member
    - L. Akey- Vice President for Student Success, Analytics, and Integrated Planning
    - R. Straka- Vice President for Finance & Administration
    - M. Johnson- Vice President for IT Solutions
    - D. Jones- Vice President for Student Affairs and Enrollment Management
    - O. Gonzalez- Interim Accessibility Resources Senior Director, Mankato ASF Negotiator
    - T. Stokes-Hernandez- Student Relations Coordinator for College of Education, Mankato ASF Alternate Negotiator
    - A. Dahlman- Interim Associate Provost and Dean of Global Education
    - S. Murray- Student Relations Coordinator for College of Allied Health and Nursing
    - S. Sargent- Chief of Staff
    - J. Pool- Outreach Coordinator for University Extended Education, Mankato ASF Member at Large
    - S. Barrett- Director of Human Resources
    - J. Velstos- Interim Associate Vice President for Undergraduate Education
- **Review of Notes from May (last) Meet and Confer-**
  - Took time to review independently and group indicated no need for revisions
- **MSU President's Report (E. Inch)-**
  - Thank you, I echo the point of being nice to be back face to face; a lot of excitement, people enjoying seeing each other. Really positive. Not excited about going back to masks, vaccine mandate but being together and open is important and significant driver. Hopeful we can do our part to stop the spread.
  - Chancellor's message/video sent this morning, good sign he was wearing purple and gold.
  - Particularly enjoy alum, elected stakeholders, people in our community and the role we play in elevating their community. We help make this a live-able region and are appreciated by the community. I think it's important—the work you do is what it takes for our students to be successful. You help them see pathways, give them positive experiences.
  - Transition issues working on-talked with President Davenport when he was here that we need to work on: 1) Lincoln Statue, what are our best options, 2) provost search to conduct and stabilize (several interim), 3) Task force to put together equitable flexible work schedules to allow to provide services but also get work done.

Things change on a day-to-day basis—this year, starting with campus retreat and convocation going through extended strategic planning process.

- Fortunate to inherit University in good shape. Very good at what they do, managed resources effectively. Will continue to address the 5 points introduced in President's Retreat and Convocation. We know things change, enrollment & demographics. What will our students be by 2030? We need to focus resources, invest and how? Not just people and constituents but also in providing experiences (job shadows, etc.) in partnerships with community members. Concerned with health and well-being. Figure out how we move forward together. Health and wellbeing and balance we need to be sensitive to. How do we look at creating an equitable and accessible environment?
- Terrific experience so far, 2 months, good people here that work their hearts out to give students a good experience (i.e. welcome week)-thank you for your work and making that happen.
- Questions? (none)
- **MSUAASF President's Report (D. Schulz)-**
  - Thank you, you covered a lot of what we wanted to talk about.
  - Normally Mandy would be giving a very eloquent speech but I'll give it a try.
  - The start of Fall semester is once again in full swing and we are excited for the new school year.
  - We are looking forward to continuing our positive relationship in Collective Bargaining and we are excited to have you, President Inch, on board.
  - ASF stands for Administrative and Service Faculty. Service is the key word here. We currently have 146 full members serving students, faculty, staff, parents and administrators the full academic year. It once again has been a busy summer for our members as we set the stage for the upcoming year and welcome our new and returning students.
  - Our members are involved in every step of a student's career. From Admission, Orientation, Advising, Registration, Financial Aid, Housing, Student Activities, and many very important support services up until graduation and beyond. Our members are here to serve.
  - Our members also find time to serve on over 25 shared governance committees to better our campus community. They also step up and serve on multiple search committees, adhoc committees and wherever needed.
  - The pandemic continues to be a challenge for all of us as we continue to provide a positive experience for our students. Our members have served our clientele very well through it all whether it be working remotely, on-campus or a hybrid model.
  - The majority of our members are now working back on campus as requested. We continue to look to this group to provide the safest work environment possible and will do our part to help. We also request that remote or hybrid models be considered if appropriate and look forward to further discussion on this.
  - As we move forward, we ask that we reflect on what we learned during the pandemic and discuss innovative and progressive ways to continue to make MSU a great place to learn and work.
  - I believe that ASF and this group has had a good relationship in the past look forward to continuing that work in the upcoming year.
- **Vice President Student Affairs & Enrollment Management Report (D. Jones)-**
  - Appreciation: learned a lot the previous summer to apply this summer and your members were instrumental in the pivots (enrolling, re-enrolling students) and your efforts helped a lot
  - 13,894 students down 1% (145 students) in head count right now. Huge credit to all
  - We are over 5,000 more students than the next MinnState School
  - First year class 2,100 (180 less than previous years) continue over next
  - Transfer: up compared to 5 year average, still big area of opportunity for energies
  - Graduate 7.4% headcount up; bouncing back up as well
  - Met with student government last hour and echoed what we're seeing: last year was a lost year for their membership. Hopefully they saw campus and community fair—a lot of vacant seats, young and inexperienced leadership. They want our help. When you see/meet with someone with leadership skills—connect them and ask for your help in that area. Greater growth for their interpersonal, real world setting., etc.
  - Really looking forward to a pretty strong fall, with activities. Your members work to help them experience that 'new normal' and what that looks like
- **HR Topics (Steve Barrett)-**
  - Human Resources Vacancies- Sent separately, same format sent last couple of years, questions let me know directly and my staff will go in and change/update.
  - Workplace Environment Investigations-still early so not any yet but with last year the volume of cases ended up being the same as any other year which we didn't expect. With physically separated we thought it would

go down. As we have more and more on campus, getting used to being around adults/interacted it will be interesting to see what happens. We will keep you updated on # of cases and timeline of getting them involved. Average 30 days, last year was 34-36 days.

- D. Schulz—We didn't see the fixed term list that normally you provide
- S. Barrett—Yes, let me get it to you today, I have it so let me get it to you right away
- D. Schulz—Thank you Steve

- **Discussion Items**

- **COVID-19 Update (L. Akey)-**

- Reminding folks as we move through our planning process, we do have a planning structure in place.
- When we went into the pandemic we created a Return to Learn group –cabinet and committee and action teams across campus. It was up all of last year up until May with that phase of that pandemic. They submitted final reports and recommendations.
- That phase came to an end, this year, and we put in continued structure to respond to COVID—return to campus structure we are still using. Supported by advisory committee with broad engagement between the 2 teams.
- Cabinet has been busy. COVID pandemic and operations team—Lynn gives credit to them as they have done a lot of the work to ensure we provide a healthy environment. We will continue to work on Covid most of this year unless otherwise deemed not needed—no end time.

We have been busy on the COVID front.

- **September 8<sup>th</sup> Employee Vaccine Reporting or Testing Requirement**

- D. Jones—the next important date is the Sept. 8<sup>th</sup> date. IT and HR instrumental in developing new tool
- S. Barrett— we developed with our own IT and HR, partnering with system office.
  - Developed a tool for employers—link will be sent to all employees (including student workers and GAs) to have them answer if they've been vaccinated or not or not share, then take them to upload their card.
  - Submitted to HR, review it, if it looks good employee and supervisor are notified employee is eligible to work.
  - The testing protocol will look a little different but it is all automated messages.
  - Tool is being tested on other campuses.
  - A couple minor quirks need to be ironed out.
  - Should be rolled out to all staff in the near future—need final blessings—fairly soon.
  - Up to HR to cycle through everything that is submitted.
  - Pretty slick and simple process for employees to follow.
  - Thanked Mark, IT, Mitch Wallerstedt, in developing this tool in a matter of days. Started with MSU but going to be used without the Minnstate team. Mark and his team did phenomenal job.
- M. Johnson--- Developed in the Microsoft environment so it can be done on the computer or phone.
  - You can take a picture of it if you can't scan.
  - Same process flow in testing.
  - Pretty exciting. Working on green lighting 3 campuses testing. Hopefully roll out by the Sept. 8<sup>th</sup>.
- M. Constantine--- Is it safe to say all campuses are using the same procedure?
- M. Johnson--- yes
- M. Constantine--- What about that affinities that we work with? (dining, Sodexo, etc.)
- D. Jones--- We though contractors initially would be included but have since seen clarification
  - 1-day people ( don't have to worry about)
  - The other ones is exactly as you're sharing. They will receive message, to their point person, here's how we are following this guidance and how we want you to follow it. But we don't want their employers' private information
- L. Smith--- If someone tests positive will those they work closely with, in the same physical space, be notified?
- D. Jones--- What's still in place is still in place—reach out to hotline and go from there.
- L. Smith--- Contact tracing is still happening?
- D. Jones--- Yes it is
- S. Barrett--- Employer notified employee is not eligible to work
- S. Murray--- What about those that go through the testing, details still being worked out?
- M Johnson-- if you go down the not vaccinated/not share path, you will sign a consent form that HR sends info. on reminders to do testing weekly procedures

- D. Jones—for the actual testing we have not 100% lock down on all options available to us but right now:
  - 1) call the covid vaccine hotline at the state, have tests sent to you
  - 2) In-town testing site at Armory by DMV Monday-Thursday 11-6;
  - 3) Some capacity on campus but in smaller numbers
  - When we did survey of all employees---39% responded, 89% of those that responded (anonymous) had at least 1 does of a vaccine. If extrapolated, reduce 10% for error--400 would need to test weekly—we don't have the resources to do all of these tests consistently on campus
  - 4) Other are pharmacies or local providers—there may be insurance charges
- T. Stokes-Hernandez—what is the supervisor's role?
- M. Johnson—they just will receive a message of the employee being “yes they can work or no they can't work”
- D. Schulz-- how would they know when they can plan on employee can be back xyz date?
- S. Barrett-- It's a difficult balance because we are dealing with confidential health information. They could be eligible next week or not next week. It could put supervisors in a difficult spot. We don't want supervisors to have access to privy confidential health info. If David's survey result translate to only 1-8/9 employees vaccinated. We recognize that, but we have to balance the needs of the supervisor and the privacy needs of the employee. Err on side of privacy to employee
- L. Akey-- It is okay for supervisor to ask the employee when they believe they might be eligible to work again
- S. Barrett-- That's a legitimate conversation. We don't want inappropriate conversations It's okay to ask.: approximately when might we expect your return? Temporary teleworking: we are set for the fall, those have been closed and some positions are more flexible than others to work from home as long as the work can get done
- M. Constantine—Will an employee be required to take sick leave?
- S. Barrett-- they can; there are conversations at the system office on when can use and when not.
  - Big debate: test positive but no symptoms—that is unresolved right now. Test positive and symptoms, take sick leave
- S. Murray-- We anticipate our members asking supervisors those questions. Still worked out but look forward to more specific information
- L. Akey—may need to refer to HR. Leave and benefits of that leave who has proper access to that type of information
- R. Straka—if vaccinated, MDH has guidelines of when they would isolate, etc. If an unvaccinated, did they not get a test or tested positive. If you positive go to MDH site to know if they isolate in FAQ
- S. Murray: My question is more about the type of leave.
- R. Straka: if they test positive, work with HR, who says paid leave or unpaid leave
- S. Barrett: When all these scenarios are debated and resolved at system office then it might make sense to put out a message for scenarios of types of leave, etc. in a matrix and get it out to people. That would be very helpful once resolved.
- O. Gonzalez--just to confirm: the supervisor will get a message about employee when ineligible and when eligible to work?
- S. Barrett-- Not a weekly report sent to supervisor: this is the status until notified otherwise
- D. Schulz-- Are there certain deadlines of when to report weekly?
- S. Barrett-- Some of those details for testing capacity are still being resolved.
  - Need to be tested at least weekly. Sept. 8<sup>th</sup>.
  - Our system will indicate based on when they enter their first date sent out in Sept. 8<sup>th</sup> app: your next test date is by \_\_\_\_date, then it automatically notifies employees of when they need to submit a test result again.
  - If we had testing capacity for all employees then it would be a consistent date. If employees are getting tested at sites it may be on different days to keep them on that weekly cycle.
- S. Murray--related to COVID policy, and behalf of our group and membership I am going to put on my steward hat to share some questions we know that will come around the topic, necessarily expecting an immediate set of answers:
  - Transparency of communication: some information on infections, etc. are not as readily available want to bring to attention
- D. Jones—we have been communicating in the summer, every week we do get something new; previously we did have dashboard and so did the system but as we moved into summer we had a message from the system office to bring that down from the website;

- We still do keep track of all that information behind the scenes and have not been given the green light from system level to bring it back. We are interested in transparency as well.
- Campus conversations—consistency
- L. Akey-- we have not received a report on activity----will the system be doing same or have us do our own to more readily share.
- B, Martensen-- keep in mind we are using community data to make our decisions, if you're putting out other data it might confuse what is actually driving our decisions
- S. Murray: Appreciate that, it's just when there's a change it raises questions and want to ask
  - There are concerns among members, there is no more covid leave from the state, there is a change and different level of responsibility on needing to take leave, unpaid leave, etc. there's just a lot of concern about that. Get sick at work, bring it home, impact of income. Passing on of that concern. Voicing it on behalf of our members.
  - Consistency of openness to look at remote work: feeling different level of risks, different managers, perceive it differently—what is a legitimate request (looking on website couldn't find current form, sent a request on the website)—info does not seem to be readily available.
- L. Akey—wouldn't find teleworking as that was a part of COVID governor's exec. order which ended so then MMB offered new guidelines on teleworking, thinking long term, not just COVID specific. Question to Steve in updating form and in HR website.
- B, Martensen—the state form is the form we use
- S. Barrett--- It is on the HR website, July of this year is the most up-to date but perhaps we could highlight this more
- D. Jones: to affirm, it is a super generic form
- S. Murray: The reality is there is no clarity on an employee knowing if they can say: may I request this? Perhaps could be illuminated more on the website.

● **October 4<sup>th</sup> Residential and Select Programs/Activities Vaccine Reporting or Testing Requirement (D. Jones)--**

- Important date to implement recording of vaccine status or weekly status for students living on campus or select activities.
- Trying to decipher select activities: performing: intramural sports, theatre, nursing, dental hygiene.
- Over 5,000 students. Survey this summer—vaccinated or testing: more conservative 1,600 needing to test weekly. Still working out the details.

● **Professional Travel Updates (B Martensen)--**

- If your employees need to travel: domestic travel has returned prior to pandemic as long as you are not requesting international travel.
- International: If it's a level 1 or 2 on risk level—work it's way up to President level for approval, higher level risk goes to system level for approval.

● **Budget (Rick Straka)- [\(see full view here\)](#)**

Minnesota State University, Mankato				
FY22-23 Biennial Budget				
Impact on State Appropriation				
As of August 30, 2021				
	FY22	FY23	Biennium Total	
FY22-23 MinnState System Increase	\$ 20,000,000	\$ -	\$ 20,000,000	
FY21 Appropriation - Mankato	\$ 57,106,839			
Mankato % Share of Allocation Model	8.90%			
Pro Rata Share of State Approp.	\$ 1,780,000			
Unrestricted Allocation Change - Mankato	\$ 1,729,318	\$ -	\$ 1,729,318	

Unrestricted Allocation Change - Mankato	\$ 1,729,318	\$ -	\$ 1,729,318
<b>SCENARIO 1</b>			
IFO no ATB in FY22, Full FY23	\$ 1,729,318	\$ -	\$ 1,729,318
- Appropriation in Year 1, no Change Year 2			
Other factors to Still Consider:			
1. Inflation (Compensation)	\$ (2,812,500)	\$ (5,751,563)	\$ (8,564,063)
- \$125M at 2.25% FY22, 4.5% FY23			
2. Tuition Increase	\$ 3,500,000	\$ 3,605,000	\$ 7,105,000
- 3.5% increase per year*			
3. Enrollment Change Impacts			
- FY22 (-400), FY 23 Level	\$ (3,000,000)	\$ (3,000,000)	\$ (3,000,000)
4. HEERF 3 Lost Revenue Tuition	\$ 3,000,000		
Total Changes in Assumptions	\$ 2,416,818	\$ (5,146,563)	\$ (2,729,745)
Budget Reductions Already Planned for FY22-23	\$ -	\$ 2,000,000	\$ 2,000,000
Net Difference of Assumptions from Budget Plan	\$ 2,416,818	\$ (3,146,563)	\$ (729,745)
* Does not include the 2.5% increase in base to offset the elimination of Online Differential Tuition.			

Note Assumption Impacts Below"

Tuition - 1% change approximately	\$ 1,000,000
Appropriation - 1% Change Aprox.	\$ (570,000)
Compensation - 1% Change Aprox.	\$ (1,250,000)
Enrollment - 125 FYE Change Aprox.	\$ (1,000,000)

- Looking at how our biennium budget plays out for this fiscal year: we receive \$20 million in first year, same in second year.
  - Looking at structural changes of the benefit (budget).
  - Scenario looking at the most that IFO put on table, needs to go through bargaining but the projection is they are forgoing in the first part of the biennium but will catch up in the 2<sup>nd</sup> year of the biennium.
  - Tentative agreements from AFSCME, MAPE
  - Nothing yet with MSUAASF
  - 3.5% tuition increase
  - Scenario provided does not include the 2.5% increase in base to offset the elimination of Online Differential Tuition
  - What enrollment changes are in certain models, pilot programs, PSEO & Concurrent that will give us a better idea on tuition impact.
  - Seek HEERF 3 funding—only for this next year otherwise have to recognize that 3 million tuition loss in the second half of biennium
  - Legislation brought forward a frontloaded plan; If we got a \$40 million in a normal plan it would be \$13 million in the first half and \$27 million in the second half. But because it's front loaded, we are only receiving \$20 million moving forward; this is an approach framed in the Republican party to control money spending. 4
  - This scenario is front loading appropriation and backloading inflation. We end up with a projected structural deficit of approximately over \$700k at the end.
  - Even if we follow through with the plan unrolling this way and do need to realize that \$2 million in savings for budget reductions, given the situation, it is a fairly positive legislative session for us.
  - Good cash flow year because we didn't spend as much in a remote environment
- **Minn State/Legislative Relations (President Inch & Rick Straka)**
    - R. Straka--- this year is a bonding bill year.
    - Short term: we will see small groups coming to campus, touring in evenings (the house and senate capital investments)—project we have has us at no. 9 on list but highest ranked new is Armstrong for planning and construction to complete first level of CSB.
    - Good news financially since Feb. forecast ahead of schedule—July's ahead of schedule. Looking for a positive forecast in November for possibilities for supplemental budget request

- E. Inch--- Recent meeting with legislatures and governor has expressed support for Armstrong project in particular.
- Last Thursday met with Luke Frederickson—seemed very interested in how we teach Criminal Justice and I provided an Armstrong Hall tour. Great chat about how education is changing
- **Equity 2030 Update (Henry Morris)**
  - Continues to be an ongoing initiative of the system—something we should continue in a pandemic. Answer is Yes-this is probably the time to do it. Eliminate educational and financial equity gaps ----fill in goal.
  - These are the 3-legged stool:
    - student success
    - employee success
    - women and minority owned business
  - Started here 5 years ago by looking at data (equity by design)—looking at data to determine where we have challenges and implement solutions to improve.
  - We started our journey before pandemic and system started in middle of pandemic. Saw improvement in student success.
  - We saw these improvements as a larger part of our access (18-19% of our student population pre-pandemic was part of those groups)—very intentional about growing those populations.
  - President and I discussed—used the demographics of the state as a baseline---currently for MN about 20%. Our goal is 20%--just a minimum, we can certainly go beyond that
  - Gap is less than 4% (historically been at around 10 or 11
  - We will have a better read at beginning of October, anticipate expecting slide back and see an increase in the gap again. Because these groups were harder hit by the pandemic. Prior to pandemic we had issues figured out—once we get back in our regular mode will continue to progress.
  - Employees: long term position of past administrations that Dr. Inch reaffirmed. Employees of color and diverse should be reflective of student body—again 20% Currently behind, less than 13%. When we segment that data, faculty are hired around 16% the other groups ASF, classified are lower
  - We have been meeting on how should we recruit, hire, retain, and people feel support to be successful. Example: move to advance professors, range b vs c. If they feel like they can't get promoted here, they will likely go somewhere else. How do we do those? Do they feel welcome? All issues we have to work on.
  - Equity gaps: financial, educational and access; Other groups are disproportionally in those numbers. We are working as an institution on better student success. As this number moves up, we need to be more intentional as the gap can increase.
  - Equitable access to contracts: Rick is leading that
  - R. Straka-- big money in construction, how do we get women and minority into those contracts? Not a lot in there. How can we help set up targets and subcontractors to have enough numbers to handle large projects. Implementing vendor software that helps make finding these opportunities easier.

- **University Strategic Planning: Destination 2030 (Lynn Akey)**
  - L. Akey—I will be brief due to time—[refer to power point for full view](#)
  - As president mentioned, we are launching into our next strategic plan. As we think about that process and the timeline with that development, we are looking at a 2-year timeline and multi-phases for that process.

### Strategic Planning Phases and Timeline

Phase	Timeline
<b>Futuring</b> Thinking about the future to frame reasonable expectations, identify emerging opportunities and threats, and anticipate actions.	Fall 2021 and Spring 2022
<b>Visioning</b> Envision how the University will change from its current position to achieve its goals in the future	Fall 2021 and Spring 2022
<b>Direction-Setting</b> Direction setting using design thinking and innovation principles to bring <a href="#">futuring</a> and visioning into actionable strategic goals.	Late Spring 2022
<b>Strategic Plan (Goals and Initial Strategies)</b>	Fall 2022
<b>Strategic Action Plans</b>	Spring 2023

- When we talk about futuring,--what the future might be, trends internal and external in higher education.
- Then visioning---how it will change into goals
- Then Direction-Setting: actions we want to take to align our vision into the future.

- Next year would be the articulation of the strategic plan (goals and initial strategies) Fall 2022, and then Spring 2023 putting it into action.
- It's a long time but allowing to adjust to world around us and President Inch's newness.

### Continuous Action Framework Approach

- Identification of Strategic Goals Guiding Strategy to 2030 (7 years)
- Articulation of "Rolling" Strategies Over 3-Year Timeframes
- Annual Futuring and Visioning Checks Supporting Adjustments
- Living vs. Static Planning Document
- Supporting Changing Environmental Conditions and System Vision

- We are adopting a continuous action framework approach—7-year plan for identification of strategic goals. To help balance that time, we will look at rolling strategies—3-year time frames (initial and additional strategies that will come into the plan).
- What that means is we will need to regularly check in that we are adjusting appropriately. It will be more active than what we have experienced in the past. Not just 1 time but checking in. Allows us to be more responsive to system vision.
- So how does that actually look—visual aid example

### Continuous Action Example

Strategic Goal XYZ Goal		XYZ Goal Performance Indicators/Outcomes						
		Year 1 (2023-2024)	Year 2 (2024-2025)	Year 3 (2025-2026)	Year 4 (2026-2027)	Year 5 (2027-2028)	Year 6 (2028-2029)	Year 7 (2029-2030)
		Performance Targets	Performance Targets	Performance Targets	Set After Year 1	Set After Year 2	Set After Year 3	Set After Year 4
Action Plans	Strategy A							
	Strategy B				Needed Additional Year			
	Strategy C		Done in 2 Years					
	Strategy D (added in 2024)							
	Strategy E (added in 2025)						Needed Additional Year	
	Strategy F (added in 2027)							

- Each strategy might have a different timeline, some might roll off –more responsive and action orientated.

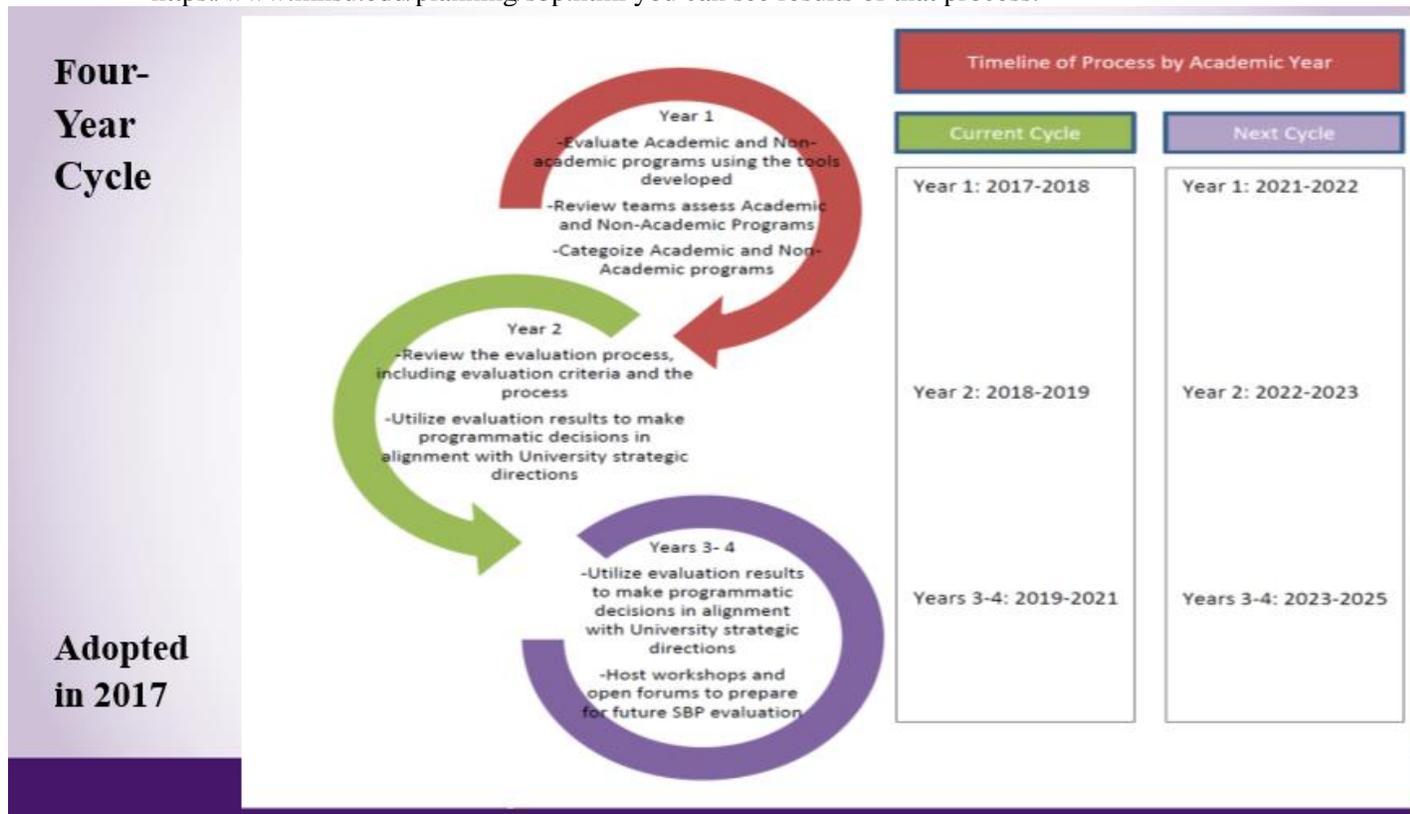
### Launching our Futuring and Visioning Work

Activity	Five Themes to Frame our Exploration
<b>Consider the Future</b> <ul style="list-style-type: none"> <li>○ Internal and External Trends Impacting Higher Education</li> </ul>	<ul style="list-style-type: none"> <li>○ Serving Students &amp; Managing Enrollment</li> <li>○ Focusing Our Resources</li> <li>○ Student Experience</li> <li>○ Health &amp; Well-Being</li> <li>○ Equity &amp; Inclusivity</li> </ul>

The image shows three promotional materials for the 'Communities' initiative at Minnesota State University, Mankato. On the left is a flyer titled 'Introducing Communities' with a QR code and the link 'link.mnsu.edu/community'. In the center is a poster titled 'DESTINATION 2030 STRATEGIC THEMES' listing: Serving Students & Managing Enrollment, Focusing Our Resources, Student Experience, Health & Well-being, and Equity & Inclusivity. On the right is a poster titled 'WHAT ARE COMMUNITIES?' explaining that communities are a new online idea board for holding space and generating group concepts.

- Where do we really start? First things first: 5 themes initially guiding our explorations
  - 1. Serving Students & Managing Enrollment
  - 2. Focusing Our Resources
  - 3. Student Experience

- 4. Health and Well-being
- 5. Equity & Inclusivity
- Those 5 areas of where some of us work.
- Communities platform to help members of our community into the conversation and get ideas flowing. Use this as a platform throughout to bring ideas forward. Encourage if you have not explored, please do that. You will be invited at various different times new conversations and encourage members to do so as well.
- **Strategic Budget Planning Cycle (Lynn Akey)**
  - As an institution took over 4 years ago coming out of series of budget reductions—we wanted to be more proactive in budget of resources. 2016/7 we implemented in the fall <https://www.mnsu.edu/planning/sbp.html> you can see results of that process.



- We are at the beginning of a new cycle—every 4 years we will renew that information start in fall 2021.
- Process itself under joint budget, planning and assessment and evaluation sub-meet. Moving into it this year. One of the things this year is fresher work and working sessions at the start. Initially—not many were ready to engage in spring to make sure we are ready to move forward as a campus.

# General Fund Strategic Budget Planning

## Data/Information Update: 2021-2022 Academic Year

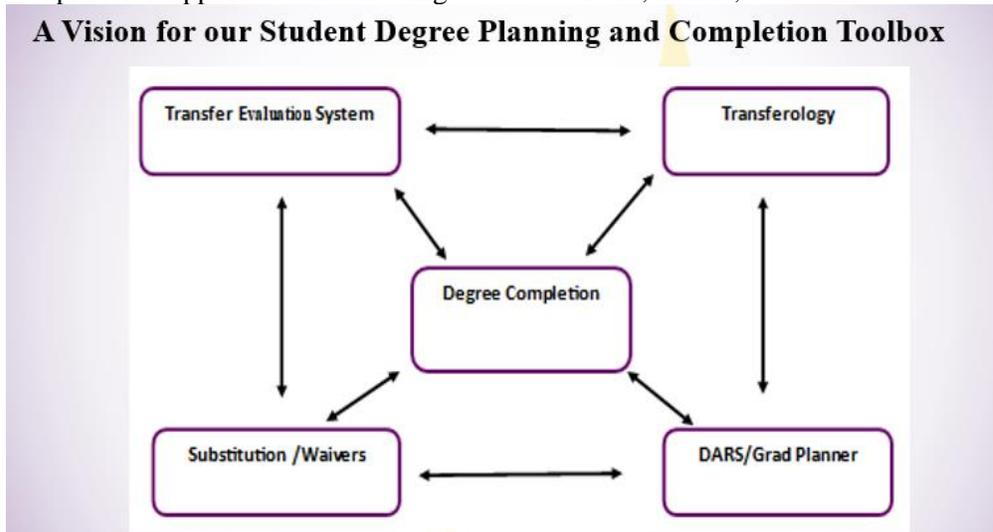
TIMELINE	PROCESS/STEPS	COMMUNICATION POINTS
<b>Strategic Budget Planning Implementation Phase</b>		
Sept. 2021 – Dec. 2021	<ul style="list-style-type: none"> <li>• Refresher on SBP Process (Council of Deans, Joint Budget, Planning, and Assess &amp; Eval Sub-Meet, Meet and Confer).</li> <li>• Refresher on SBP criteria, prompts and rubrics*</li> <li>• Establish communication platform for process (Teams site)</li> </ul> <p style="color: red; font-size: small;">* For Academic Programs, consideration of Cost Effectiveness/Viability Measures developed during the 2020-2021 Academic Year</p>	Council of Deans (Sept.) Meet and Confer (Sept. 2) Joint Sub-Meet (Sept. 28) Meet and Confer (Oct. 7) Joint Sub-Meet (Oct. 26) Meet and Confer (Nov. 4) Open Information Sessions
<b>Data and Information Generation Phase Oct. 2021 – Jan. 2022</b>		
<b>Initial Categorization Phase Feb. 2022</b>		
<b>Final Categorization Phase Mar. 2022 – May 2022</b>		
<b>Process Review and Evaluation Phase Sept. 2022 – Dec. 2022</b>		

### School of Ag (Brian Martensen)

- New school’s discussion going last year, among the 3 looked at had been presented to planning sub meet then meet and confer in April/May. The new president has been briefed.
- E. Inch—It is an area we can really make a difference
  - Talked at Green Seam celebration—what we could do to make a difference: discussed new interdisciplinary majors—farmers—big deal for family farms because of location for 4 year degree. A lot of excitement and potential around the design.
- B Martensen-- School of Food and Agriculture—still work group working on it and initial groups for start-up.
  - Big impact on ASF membership and those units, advising and career options. New degree in COB is officially approved last 2 related degrees.

### U.Achieve Grad Planner Implementation (Lynn Akey)—[refer to power point for full view](#)

- Exciting component—we see joining the wave of adopting this tool as part of degree planning and completion. Support students in using—subs. Waivers, DARS, etc.



- Robust tool to further support that work. Bring forward transfer evaluation system.
- Key population: transfer students to see who their credits transfer—all students not just transfer –apply credits to their completion—important decision factor. We need to be able to articulate that.
- We know this is not a small project the tool itself and the systems that go with it—2 year project (this year based activity)

## Tools New to Our Campus

**Grad Planner/Schedule Builder** is a new interactive degree planning feature which allows students to build personalized roadmap(s) to degree completion using their DARS Audit.

- Students are able to create an adjustable path to degree completion while staying on track to achieve their educational goals
- The DARS Audit will identify completed, in progress and planned courses which will assist with academic advising
- Term-by-term plans will provide our institution with valuable aggregate data needed for demand analysis and classroom scheduling

**Transfer Evaluation System (TES)** facilitates the administration and maintenance of course equivalencies and communication of course data between staff, students and faculty.

- Using the workflow, Academic Departments can compare course descriptions and learning outcomes
- Make decisions on course equivalencies
- Maintain a communication log of equivalency decisions
- Equivalencies are reflected in degree audits and in Transferology
- Provide reports to aid in a review cycle of equivalencies

## Over the Next Two Years our Goals Include

- Implement the interactive Grad Planner/Schedule Builder feature within the DARS Audit
- Create clarification between equivalencies, substitutions, and waivers and when to use them
- Rollout an electronic substitution and waiver workflow and review process
- Implement a course equivalency workflow system using the Transfer Evaluation System (TES)
- Align the Online Graduation Application with the student experience and Grad Planner
- Establish opportunities for more alignment between CDS proposal development and the DARS Audit
- Forecast course offering calendars to utilize Schedule Builder
- Build campus consistency that DARS Audit is the campus advising tool used by students, faculty and staff

## Grad Planner Consultation Team

### Current Activity

Establishing an Implementation Team and Consultation Team

#### Implementation Team

Purpose: Serve as the core team to facilitate the implementation and rollout experience of Grad Planner to the campus community.

#### Consultation Team

Purpose: Assist the core implementation team with various development stages of the Grad Planner implementation and rollout out to the campus community.

### Have Questions? Or want more information?

Contact Associate Director for Registration and Academic Records

Gina Maahs-Zurbey at [gina.maahs-zurbey@mnsu.edu](mailto:gina.maahs-zurbey@mnsu.edu)

No small lift—initial stages—system office will provide training to our implementation team putting together and a broader based campus team. If we make good progress technically this fall and open doors to early adopters work out challenges then broader campus roll out next fall and spring.