

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

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: C. brown, A. Dahlman, H. Morris, R. Straka, T. Stokes-Hernandez, M. Weister, L. Akey, M. Johnson, D. Hood, D. Jones, E. Inch, S. Sargent, M. Hesser, M. Slotemaker, C. Nelson, K. Hodgden, L. Steinborn-Gourley, L. Smith, R. Devenport

Meeting Chair – President Inch

Documents Referenced in Meeting:

[Agenda](#)

[Prior Meeting Notes](#)

[ITS November 2022 Meet & Confer Talking Points](#)

[Campus Telecommunications Upgrade Presentation](#)

[Budget Primer Presentation Updated October 2022](#)

[FY24-FY25 Biennial Budget Request 1st Reading](#)

[Enrollment Report for MC 11032022](#)

[Vacancies List- Nov 2022](#)

[Human Resources Update Nov. 2022 Meet and Confer](#)

[HR Update Email 10.26.22](#)

Standing Items:

Welcome

Reorder/Additions: None voiced

Review of [Prior Meeting Notes](#): No corrections needed

MSU President's Report [E. Inch]

- Getting our balance back
- System level—certain issues of importance to trustees
 - transfer (there was a belief it was fixed a long time ago but we still have issues)
 - How do we make this much more seamless
 - Competition in this space
 - Optimistic of how we might move forward
 - Workforce Development, connections like career center ---how do we meet employer needs,
 - 2 new trustees appointed---Jim Grabowski, Kim Huepp with strong Mankato connections

- Chancellor announced retirement effective July 2023 and what will we ask the chancellor to do
- Working with VP Straka—how to make our budget processes much more transparent and today we will talk about basic institution financial literacy
 - then we can have really good conversations
 - Align strategic plan with budgets
 - I don't want to build a plan that we aren't committed to doing it
- M. Weister: talk more about how curriculum can respond to work force?
- E. Inch: one of the big things you're seeing—moving away from 1 way lecture linear format, flipped classroom, and now to work force and business partners for project based learners—build them out more and better interaction. Businesses met—great paid internship and I'm not sure I have an answer for that. We want a design that helps them design an internship that fits their curriculum. The notion employers are telling me (Dotson Foundaries)--we'll take someone, pay them to work and help teach to meet curriculum outcomes. We have a competitor that's doing this well-Guild Education. Now if you want your employer to reimburse you—they will reimburse you but you have to go to one of their universities and we're not a part of that right now and we ought to be a part of that (Target, Walmart, etc.). We want to know the curriculum is going to emphasize these learning outcomes
- M. Weister: Recently came back career leadership and many were either employer relations or career education side and the way our institution works—we don't have a employer or education side separate; career champions doing an event in January with “What Employers Want” and let me know if there is a contact of who you want (Jan. 30th, would love to collaborate) and your point of internships agreed and there's maybe some work to do to synthesize
- L. Steinborn-Gourley: really good conversation with a student this week, most historically related to Mankato (Great-Great-Great Mankato) and facing some challenges and looking to be a Maverick remotely and we are considering this topic, there are few programs that take into consideration the online and serving the folks who want to be a part of us but can't physically be with us.
- E. Inch—700k students out there that have earned some credit, but stepped out with no credential and no degree so we've done harm. Placebound, access; our secret sauce is the relationships and that may not fit every learner. We ought to be able to provide services for every eligible MN and we need to serve those who don't have the luxury to pick up and move to Mankato. That means needing to design towards it, online components which I know the provost is working on. The retreat this summer, a student that wanted to be an electrician and he was able to do it online (child care, commuted) so when we moved in person his wife had to quit work so he could finish his degree—why do we want to be the ones that force that to happen?
- D. Hood: first step towards that goal, team and I is capitalize to fit more classrooms with zoom –what does hyflex mean for this university after covid? History department--that remains to be a distinguishing factor compared to other institutions and how valuable that flexibility is; what that means for instructor and what it means---and will launch a pilot with departments willing to move forward
- E. Inch: real issue around access, not everyone has access; not working-learners

ASF President's Report [M. Slotemaker]

- We are at the point in the semester where our ASF members are extremely busy doing what we all do – providing the services our students need both personally and academically!
- Here are a few highlights from the past month:
 - Admissions received over 5,000 applications during the month of October – this is an increase of 10.5% from last year and a four year high returning to pre-pandemic levels.
 - 30 ASF Members from Admissions, Advising, Res Life, DEI, and across campus represented Minnesota State University at the National College Fair in early October.
 - Also, admissions along with ASF partners across campus hosted 5 on campus open houses and 2 virtual information sessions this month.
 - The CDC held their annual Career & Internship Expo on October 18th and 19th where they had 1,167 unique scans from attendees over the 2 days!
 - Just this past Tuesday, November 1st, Senior Sport Management Students held a Sport Management Career Fair that was led by students with the guidance of the CDC.
 - The RN Baccalaureate Completion Program signed their 4th MAP Partnership with Minnesota North College on October 24th. North Hennepin Community College will become the 5th partnership on January 11th, 2023. These partnership help streamline the transfer process for Associate Degree Nurses to continue for their bachelor's degree while working in the Nursing field.
 - Registration for spring 2023 begins TODAY! Advisors across campus have been diligently meeting with students to assist with the planning process and this great work will continue through the end of the semester as registration window continue to open and of course those last-minute procrastinators who will wait until the end of the semester.
- Each November, I try to focus on gratitude – something, I admit, I need to be better at on a regular basis throughout the year. Today, I find myself filled with gratitude for the work that we all GET to do each day. Whether great or small, seen or unseen, the work we do makes an impact every day in the life of a student. Today, I want to leave you with a few of those stories.
 - **Todd Pffingsten, Director of Campus Recreations**, shared with me that he had a student that upon graduation, told him that if it weren't for his experience working in and being connected to Campus Recreation, that he would have dropped out of school. That's powerful when it comes to retention.
 - **Mike Altomari, Director of PSEO**: Our current GA is a former PSEO student. They were full-time PSEO for a year at Riverland and two years at MSU. They graduated high school in 2021 and graduated with their undergraduate degree in 2022. They are currently enrolled in a graduate program. Their story is a perfect example of what the PSEO program can provide to students, a clear path to graduation with limited to little debt.
 - **Amy Staloch, Director of Communications & System in the office of Student Success**: New military connected student that started with us in fall 2022. Previous experience at a MN State community college but dropped out as things were not going well academically. I connected with them as they responded to the automated message when they received an early alert concern from their faculty member. We

- connected to talk about academic strategies and during our conversation, I realized they had not finalized their military benefits/applied for FASFA yet. I was able to help them complete the FAFSA, connect with our VA representatives, and ensure they were able to purchase course materials. With this addressed, the student has mentioned they are now able to focus their energy on coursework. They also shared it is nice to have individuals that proactively reach out to check in and are willing to connect students to the right resources when they are needed.
- **Liz Steinborn-Gourley, Women’s Center Director:** Last month, a student appeared in the Women’s Center with her new baby. She looked so familiar to me, and then ten minutes into our conversation, I remembered she had been involved in an organization with the Women’s Center before we went home for Covid. She reached out to learn more about the Bridge to Benefits assessment and the Emergency Grant. I just was notified she’s received the Emergency Grant and will be graduating at the end of this semester! And I got to squeeze the baby!
 - Another student I was working with last semester reached out because they’d been asked to apply to speak at graduation. She told me that I “saved” her last semester. While I don’t believe I saved her, I believe I was a consistent support for her during a really difficult time, and now she’s stepping into her future more confident in her leadership and herself.
 - **Sara Hausladen, Student Advising Director for Humanities and Social Sciences:** I recently had a student come in who was feeling a little aimless about her major possibilities. She had thought Psychology or Social Work, but she really felt overwhelmed by the options. After speaking with her for a bit and trying to explain the options with Psychology I stopped and asked her pointedly “What do you care about so much that it keeps you up at night? What problem in the world would you like to fix?” She thought and began talking about women’s issues. I saw a physical shift in her posture and knew we had hit gold. I asked her a few more probing questions to get to the heart of what it was she wanted to do (a combination of one-on-one support and policy change) and suggested a combination of Social Work and Gender and Women’s Studies majors. She didn’t know GWS was even an option for study as a major, or that it could compliment the Social Work major so well. She immediately wanted to declare the double major option and stated “I didn’t know I could do this! I’m actually excited!” She left my office looking like a totally different person, shoulders back, chin higher, and a confidence and excitement that exuded from her. It’s not every day you get these types of interactions with students where you get to feel like you made a true difference to a student. For that student though, I know I was able to show her she had the answers all along, she just needed someone to ask the right questions. I’m thankful I got to be a small part of her journey and I’m excited to see what she does in the years to come.
 - **Tessa Delaney, Assistant Director of Student Success Services:** This student was part of my stop-out group for spring 2022. They only needed one semester to finish up their degree in psychology. The student needed financial assistance, so they planned to apply for aid. However, they had reached max timeframe. I shared with the student they would need to submit an appeal indicating what their circumstances were for having to take more credits than needed to complete a 120-credit degree. I learned that the student would need to be specific. When the student learned that they initially said no.

- After further discussion with the student, I learned their reasoning was due to being a victim of domestic violence. They still did not feel safe sharing details about their experience. Of course, this became the larger matter of concern and with their permission I was able to connect them with the Office of Equal Opportunity and Title IX and the Violence Awareness and Response Program. Because the staff in these offices could serve as advocates, the student and I revisited the conversation about financial aid.
- I am happy to report the student submitted an appeal sharing what they were comfortable sharing and utilized the support of the offices to advocate for their story. The student's appeal was approved and between financial aid grants and the Mav reCONNECT scholarship, they did not have to spend a penny to fund their last semester to complete their degree. The student completed my survey at the end of the semester and said, "This program is the only reason I came back and finished my degree. I am forever grateful for it. Please help others like me."
- This is my 'Why.
- When the days are long and busy, I'd like to encourage you to remember your "why."

Vice President Student Affairs & Enrollment Management [D. Jones]

- October has been a busy month for us and see where we end up as a follow-up
- Tuesday the Dome opened---more open community times in addition to regular scheduled activities
- Family Weekend is Coming up –involving a lot your members and appreciate that as well

Administrative Reports

- **ITS Update [M. Johnson]**
 - **View Report:** [ITS November 2022 Meet & Confer Talking Points](#)
 - [Campus Telecommunications Upgrade Presentation](#)
 - 4 key points—encourage you, especially 1, 3, and 4 related to TEAMS and next GEN
- **Budget Update [R. Straka]**
 - **View Reports:** [Budget Primer Presentation Updated October 2022](#)
 - [FY24-FY25 Biennial Budget Request 1st Reading](#)
- **Enrollment Update [D. Jones]**
 - **View Report:** [Enrollment Report for MC 11032022](#)
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- **Human Resources [S. Sargent]**
 - **View Reports:** [Vacancies List- Nov 2022](#)
 - [Human Resources Update Nov. 2022 Meet and Confer](#)
 - [HR Update Email 10.26.22](#)
 - Remind you of Open Enrollment until Nov. 16th

Discussion Items:

Minnesota State Biennial Budget Request [E. Inch]

- There was a proposal for 350 million –substantially large proposal and largest. History of getting 1/3rd of the total request.
- This isn't so much a luxury as much as it is necessary in order for the system to provide the services and provide the support we are supposed to during a record surplus environment and on track to have another surplus in the budget we have
- Optimism but uphill road; especially with election—not all believe it's a good investment and some are very supportive
- 3 large buckets: student support (emergency scholarships, tuition freeze, all those thing we need to attract and keep in higher education), 2nd is stabilization---financial ability to keep us functioning with providing what we have been and operational support to maintain what we are already offering, and 3rd expansion on workforce & economic development (lowest employment)—the hope is that our system will be able to power our workforce by graduating students who skills and ability align with state needs and emerging workforce needs—that will be a strong case made to the legislature
- Areas believe trustees believe we have the best case to make:
 - Tuition freeze
 - Basic Needs Support
 - Budget that tackles inflation
 - Stay on top of compensation needs
 - Infrastructure needs to be not only maintained but enhanced to mee the demands of what students need to have (access, building needs)
 - Positions were added during pandemic that were critical for equity but when HEERF funding went away—how do we keep these positions?
- R. Straka: Stability versus continuity of campus operations

Restructuring of Departments of Mass Communication and Communication Studies [David Hood/Chris Brown/ Sachi Sekimoto/Amy Lauters] TC 1:30 PM

- Context: in October meet and confer issued a charge to Dean of HSS to continue merger initiatives and as part of that –find synergy and reduce # of academic depts. From 18-10 with guiding principles
- Separate and apart from that professors came froward with their own request to formally merger, have been working on it for quite some time—effective July 1st—received on October 17th and we endorse their efforts and think proactively on how their disciplines might come together to serve students and better serve them as professionals
- **C. Brown**
 - I was at forefront as faculty member in communication studies department
 - Grew out of our belief to grow on curricular strengths—increase majors and opportunities for students
 - Both are very successful departments, especially in recent years strategic planning process (tier 1)—both will combine their curriculum
 - Potentially invigorate the course and program offerings---to have post-optimal graduation career choices

T. Stokes Hernandez: will there be a new major?

C. Brown: yes they are combining their curriculum B.S. in communication media; public relationsh

K. Hodgden: Have you been in contact with any sort of employer advisory board to help educate employers on the changes to help with the post-graduation employment?

C. Brown: Yes.

Update on Process of Department Mergers in College of Humanities and Social Sciences [David Hood and Chris Brown] TC – 1:45 PM

- Merged on July 1, 2022
- Before the official merger a workforce met to formulate ideas and overlapping ideas and interest to form a transitional plan (operations, inventory)
- Provost Hood submitted a memo to reduce departments from 18 to 10 and use 5 strategic imperatives from P. Inch
- Submit a redesign proposal but also focus on synergies and innovative programs, address inefficiencies and address smaller department and lower enrolled departments
- Our response: 2 phases to draft this redesign
 - Initial Phase: Gathering information-humanizing process, the initial charge was unsettling to faculty
 - Spoke with department chairs and content and asked to talk about memos
 - Presented 2 models (not obligatory, to help get them thinking about what a school might look like or stand alone or merged depts)
 - Received counter proposals
 - Initiated conversations among faculty
 - PDR meetings (Professional Dev. Review)
 - Met with and still meeting well over 100 faculty to talk about their teaching and research
 - Asked for insights on merger and allowed me to answer questions
 - Wanted Data
 - Met with office of provost to discuss profitability
 - Met with colleges and what people are thinking
 - Talk with former St. Cloud State University that experienced mergers themselves about what worked and what didn't work
 - Second Phase: Set Parameters—delineating processes
 - Talk with Dept. Chairs and set parameters based on memo—faculty size, dept. size, current trends in majors, academic combinations that make the most sense, think critically about who they are (service oriented, etc.)
 - Next 2 weeks –listening sessions, Tuesday, Wednesday and Thursday with 4 different groups then the following week will be open forum
 - Will provide specific question prompts
 - Will also talk to student advisor board and ask chairs to talk among themselves about this process
 - WE have a working document –focus on priorities, efficiencies, and data
- L. Smith: depts. Merge—any talk of interdisciplinary programs being created?
- C. Brown: major focus of merger, is to initiate in terms of curriculum and collaborations for example music and theatre—they're both in the PA, both have affinities—how can they combine productions—have courses that are similar –they're at the forefront

- E. Inch: merging dance, theatre, mass comm, comm, journalism, etc. in 1 department. Sounded crazy at the beginning because the cross collaborations became really exciting; opportunities depending

Budget Primer Presentation and Discussion [Rick Straka]

- Use some more transparency and financial literacy training on campus so the primer is a sample of the training we will provide university wide
- Think of questions not only for today and how we might improve the training moving forward
- [Budget Primer Presentation Updated October 2022](#)
- If you want to send topics that would be helpful overall and what kinds of channels you think we should use to get the information out to the University community –we are certainly looking for that type of feedback.
- T. Hernandez: Differential Tuition—have we
- R. Straka: not aware, every differential I’ve seen has been additive
- M. Weister: mandatory fees—does that mean no matter what
- R. Straka: fees that insitutues have to institute, not every student will have a certain fee. Something we pay regardless of how many credits they pay—we’re still responsible for that fee; like parking—the reason it’s there is parking operations has to be funded by the users who use it.
- M. Weister: onlinestudents
R. Straka: right now—we have to offere that fee
- M. Weister: Curious: is unrestricted giving is the gold standard—is that seen better?
- R. Straka: in this respect—if there’s ever a problem can we just take gift and use it to solve a problem? No because it’s restricted—it’s not available for the President to do whatever he wants; in the advancement world—moving away from unrestricted and you’re seeing less in endowments and putting in donor advised funds.

Information Items:

COVID 19 Update [D. Jones]

- Any questions? None

Destination 2030 Strategic Plan Update [L. Akey]

- Task force has been meeting throughout fall to bring forward to campus community a set of goals and objectives and strategies
- Glimpse at some of the goal area work:
 - You’ll see the big draft—very accurately under work—just met this morning, this will not be the final words in the plan but gives you a good sense of the direction we are headed in; we are at aspirational not concrete goals
 - MSU will be:
 - A leader in equitable, accessible, and affordable education for all learners at all life stages.
 - A goal community of care that is built upon diversity, inclusion and belonging for all Mavericks throughout their lives
 - A learner centered environment and engagement hub where faculty, learners, and strategic partners work collaboriatvely to curate and embed

high impact experiences that are linked to career aspirations and real-world applications

- A nimble and responsive steward of resources that enables excellence in our pursuits
- *A place for effective partnerships for high-impact outcomes
- 5th one—had some strong discussion on where it might go
- There will be some additional opportunities between now and end of semester to engage in conversations; happy for any conversations, initial thoughts?

2022-23 Meet and Confer Dates

September 1, 2022

October 6, 2022

November 3, 2022

December 8, 2022

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023