

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, January 25, 2024 | 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: President Inch, Sheri Sargent, Kasi Johnson, Lindsay Smith, David Jones, Brenda Flannery, Mark Johnson, Tracy Stokes-Hernandez, Anne Dahlman, David Hood, Rick Straka, Peter Hausladen, Katie Hodgden, Margaret Hesser, Liz Steinborn-Gourley, Marie Slotemaker, Mandy Weister, Timothy Berry, Anne Gillespie, Jennifer Veltsos, Beatriz Desantiago-Flejstad & Leslie Darmofal

Meeting Chair – President Inch

Documents Referenced in Meeting:

[ASF Meet Confer Agenda-1.25.24.docx](#)
[MSUAASF Meet and Confer Notes 12 07 2023 .pdf](#)
[Enrollment Report for MC 012524.docx](#)
[Vacancies List - Jan 2024.xlsx](#)
[HR Updates - 1 22 24.msg](#)
[2024 Legislative Session Minnesota State Supplemental Budget Request.pdf](#)
[Fee Analysis for Charging Fully Online student Student Fees.xlsx](#)
[24-25 state appropriation tracking 5-9-23.xlsx](#)
[Projections FY24-25 Appropriation Tuition as of November 09 2023.xlsx](#)
[november-2023-forecast-presentation.pdf](#)
[ITS January 2024 Meet & Confer.pdf](#)
[2024-2027 DEI STRATEGIC PLAN.pdf](#)
[QRCode for Diversity Plan Feedback .png](#)
[UpdatedStructureJan. 2024 \(2\).pdf](#)
[Policies Review](#)
[Schedule Development Process SpF24-Sp25 revised 1.25.24.docx](#)

Standing Items:

Welcome & Introductions:

President Inch, Sheri Sargent (Chief of Staff and VP of Administrative Services), Kasi Johnson (Student Advising Director for School of Nursing), Lindsay Smith (currently in the UAC but just accepted a MAPE position as Transfer Credit & Degree Pathway Specialist), David Jones (VP of Student Affairs), Brenda Flannery (Interim VP of Student Success & Engagement), Mark Johnson (VP of IT Solutions & Chief Information Officer), Tracy Stokes-Hernandez (Student Advising Director of College of Education), Anne Dahlman (Interim Associate Provost & Dean of Global Education), David Hood (Provost & Senior VP for Academic Affairs), Rick Straka (retiring VP of Finance & Facilities), Peter Hausladen (Assistant Director of Residential Education), Katie Hodgden (Assistant Director, Campus Career Liaison), Margaret Hesser (Student Support Services Director), Liz Steinborn-Gourley (Women's Center Director), Marie Slotemaker (RN to BS Completion Program Advisor), Mandy Weister (Associate Director of Career Development)

Center), Timothy Berry (Interim Associate Vice President for Faculty Affairs & Equity Initiatives), Anne Gillespie (Incoming VP of Finance and Facilities)

Reorder/Additions to the Agenda ([ASF Meet Confer Agenda-1.25.24.docx](#))

): Request to add to reviewing updates on “The Class Scheduling” process be added to the Information Items section

Review of Prior Meeting Notes: no changes voiced.

MSU President’s Report [E. Inch]

From trustees meeting:

1. The more listening, more prideful of what we have been able to do here
 - a. A couple hundred people at Stomper Sitting Bench dedication
 - b. Last Friday, Employee Recognition and Day of Wellness (provost office, HR, Sheri’s office)---celebrate those who have been a part of us and take some time to look at what would make our lives easier. Greatly appreciative of all those who helped.
2. 2 of our own stood out. Dr. Timothy Berry (Art of Equity) and Dr. Laura Jacobi (MavPass) helped to stand out in discussion for system—why not all systems be doing these things
3. Bill Mackey recognized Rick Straka for improving our campus but the monumental difference he has made across the system. Has cared about meeting needs of our students and balancing.
4. Strong focus on workforce development—how we begin to build better bridges, internships come in as a significant part of that
5. Top 10 list of colleges Minnesota high schools students choose to attend: we are #2
 - a. Students choose us and data shows students stay with us
 - b. Bond request for AH replacement ---change way we teach and use our space, working hard with legislators on this, it’s a priority but work to do.
 - c. Work through strategies to strengthen our DEI work—draft plan in file for today

ASF President’s Report [Liz Steinborn-Gourley]

- Really appreciated hearing from folks and what they’re excited about, helpful to get to know each other and talk about our shared vision and values
- Talk about ways we show appreciation, gratitude and for the work. Ways you recognize contributions of your team:
 - M. Weister: a moment to honor years of service; a day-to-day business lean into different levels, from the CDC a “you rock” rock painted and pass it monthly of who, positive prance ---positive feedback at the start of each staff meeting, allows you to see what others see about your work,
 - A. Dahlmann: The Fountain and The MavCoin, it never gets old to be recognized in a formal way from outside of your division
 - D. Jones: write a lot of thank you notes, or note of recognition about humanity of employees—show you respect and appreciate
 - S. Sargent: tell personally or via teams, this had an impact here and appreciate---I recognize what you did, its importance and thank you for that
- How many people it takes to get things done and move forward (i.e. a 2 page document can take many)
- State of the Union, as we work for more students and expanded opportunities, we can lose track of what’s gone well in the hustle to get to the next new thing
- We can look at data and see what’s served students and where the gaps are
- Each student retained, staff and faculty –it’s a community of support that deserve recognition

- ASF members have been hard at work since we returned earlier this month (approximately 10 years ago). From the unveiling of the new Stomper Statue, to the committee that plans Employee Recognition Day, to being panelists and presenters at Wellness Day, to hosting the Greater Mankato Diversity Council's Martin Luther King Jr Pathfinder Award, the Career Development Center's new cohort of Career Champions now totally 177!, to doing our best to host a Winter Celebration Week in the rain, our members have been integral and involved in building town and gown relationships, supporting student and employee belonging and wellness, and creating new campus traditions and landmarks.
- We're excited about the members in transfer and advising supporting the work of developing transfer pathways, credit for prior learning, and building important relationships with community colleges.
- And our student leadership opportunities are in full fall recruitment – pause to let that sink in. This includes Learning Community Coordinators, Community Advisors, and Orientation Peer Assistants.
- I could go on and on.
- It feels like we've been sprinting last 22 days; students are tired, didn't feel as refreshed upon returning, also shared by colleagues, still experiencing a pandemic
 - We need wellness, we need to take care of ourselves to help others
- How does appreciation look in terms of our employment?
 - Our contract: special awards, extra duty pay, etc.
 - 70% of work is because of our members
- Supporting our members is paramount to retaining
- What opportunities do we have to subtract?
- Trade initiatives out with old initiatives that no longer serve, we can make hard choices
- Supervisors absolutely need to support flexible work opportunities and professional development opportunities
- There's always more we could and should be doing, please continue to find ways to fill them up.

Vice President Student Affairs & Enrollment Management [David Jones]

- Cindy Janey retired---Nicki Stock stepped into Dean of Students role
- Worked with CEC committee and now Dean of Student position moved from D to E in range
- Torrin Akey step in as interim for Res. Life
- Director of the Career Development Center position moved from D to E with the support of CEC.
- Student Survey regarding employment went out yesterday
 - How they're making decisions, are there better ways to advertise?
- Last legislative session, set aside money for emergency grant, Carolyn Nelson has agreed to be point person for our University, watch more info. as we learn more
- Huge props to members Lenny and Mark, came up with Sitting for Stomper 2 years ago, reinforces the sense of place, something of pride

Discussion/Q&A:

- Plan from Torrin: is to not fill his Associate Director role as well but to fill his responsibilities among the team.

- The team had an opportunity to voice their thoughts and additional compensation is in place.
- M. Weister: Library leading that survey because they hire so many employees, is that more independent with library or was this administrative based?
- D. Jones: this was a separate initiative, not aware of what the Library is doing, the Director of CDC has been part of the conversations
- R. Straka: members from budget sub-meet as there is a committee looking at student wages being led by S. Smith.
- D. Jones: It is mostly a discovery survey
- L. Steinborn Gourley: will that data be disaggregated with DEI?
- D. Jones: ultimately yes will break down information that we can.

Administrative Reports:

Enrollment Update [D. Jones]

View Report: [Enrollment Report for MC 012524.docx](#)

- Fall to spring retention rate added to more
- K. Johnson: for SMSU, what might be contributing?
- D. Jones: they continue to focus on high school for concurrent enrollment, and they started a bridge program (similar to our old CAP program)
- M. Johnson: also look at their numbers they are smaller
- R. Straka: also fully online programs with partnerships, not impacting on campus residential

Human Resources [S. Sargent]

View Reports: [Vacancies List - Jan 2024.xlsx](#)

[HR Updates - 1 22 24.msg](#)

Finance [R. Straka]

View Reports: [2024 Legislative Session Minnesota State Supplemental Budget Request.pdf](#)

[Fee Analysis for Charging Fully Online student Student Fees.xlsx](#)

[24-25 state appropriation tracking 5-9-23.xlsx](#)

[Projections FY24-25 Appropriation Tuition as of November 09 2023.xlsx](#)
[november-2023-forecast-presentation.pdf](#)

Analysis of looking at our fully online programs and how they're charged tuition and only charge students united fees and not others; there's analysis and one of the concepts: Should we charge all of our students all student fees? 40% of courses are primarily or entirely online in the system. We are less than that as we have focused in person. Students have come forward with it as an equity issue. We aren't the only university that doesn't charge every credit (Moorehead and SMSU charges every credit). Do we change tuition versus fees? What other technical ways for us to smooth out. Give people a chance to comment at budget sub meet and confer.

- M. Slotemaker: If we are going to charge those students those fees, for completely 100% online, make sure we're looking at our resources and providing those. Prior to COVID, couldn't access counseling services.
- R. Straka: very fair feedback, something we definitely have to look at. There's a number of offsetting factors.

- E. Inch: students have picked up on it

IT Solutions [M. Johnson]

View Reports:

- [ITS January 2024 Meet & Confer.pdf](#)

Equity 2030 [E. Inch]

View Reports: [2024-2027 DEI STRATEGIC PLAN.pdf](#)

[QRCode for Diversity Plan Feedback .png](#)

- By the time we get the recommendation, hoping to align it with University Plan. Having 2 can cause challenges of getting pulled in different directions. Your feedback is really really important—QR code that allows you to contribute feedback. It's important to get this right. Focused efforts can really make a difference, we can't do 100 things.

Discussion Items:

None

Information Items:

Staffing Updates [Sheri Sargent and Friends]

[UpdatedStructureJan. 2024 \(2\).pdf](#)

- Uploaded a document the organizational realignment, divisional and portfolio re-shuffling, trying to map out in a more visual way.
- First page is narrative around that
- 2nd page is President's org. chart
- 3rd page is org. chart for administrative unit
- 4th page org. chart for student
- Last Page: color coded version to illustrate former and current

Academic Affairs Searches (D. Hood):

- Dean of Global Education: final candidates on campus today
- Assistant Provost for Accreditation, Assessment, and Curriculum Innovation: Jennifer Velstos
- Vice Provost for Academic Affairs: Michelle Moosally
- Dean for College of Education and Executive Director for School of Applied Ag, food and natural Resources: both are in applicant review stage

Draft DEI Strategic Plan [Beatriz Desantiago-Flejstad & Leslie Darmofal]

Time Certain – 1:35 PM

[2024-2027 DEI STRATEGIC PLAN.pdf](#)

[QRCode for Diversity Plan Feedback .png](#)

- Latest adaptation will be on the Fountain by Monday
- Students will also see through MavLife
- Any final feedback by April

Formal Policy Review Process [Jennifer Veltsos] Time Certain – 1:55 PM

<https://mnscu.sharepoint.com/sites/MNSU-Academic-Affairs/SitePages/Comments-Requested--Notice-of-Policies-for-Informal-Review.aspx>

- Currently in the informal review change for annual policy
- 9 policies on the website revised by subject matter experts
- Your opportunity to offer comments, identities removed, comments go to the drafters, if they want to know more then get connected
- Sometimes there are very good reasons why we can't change based on comments--- February you'll see
- Formal drafts posted in March
- Some further review
- Then goes to President Inch in April for final approvals
- Please share with colleagues, etc.
- ASF put in a note in newsletter and will do it again for our last one.

Academic Schedule [A. Dahlman]

[Schedule Development Process SpF24-Sp25 revised 1.25.24.docx](#)

- Huge undertaking, Academic Affairs has collaborated with Registration.
- Trying to provide more coordination
- 3 stages of the schedule: editing, optimization and publication
- Publication marks an end of changes, a student should be able to make selections based on a stable schedule
- Editing is what we typically have in place right now—departments can make change, very organic, very free, no oversight. Will continue to be the place initially
- Departments can start making changes based on roll over schedule earlier but for Summer and Fall, ability to make changes without questions is Feb. 8th (requested, approve, implement)
- The creation is initiation level
- Approval will vary
- Refer to document
- 2 weeks after schedule, away from department into the college level—deans or their delegate are more involved in judgement calls and changes to be made (course cancellation and room changes we want schedulers to be able to made)
- Common bell and space optimization is what we want to be adhered to
- After schedules published, only necessary changes will take place
- Cannot change modality on an individual basis because students rely on that on a regular basis. Have heard feedback from departments on legitimate reasons why they might need access to decisions that need to be made.
- Start process for low enrollment (process for fall happens in July) and deans are asked to constantly review and be in contact with dept. chairs. So Deans are already constantly reassigning. Ideally at least a week prior to the semester.
- With this process, we're also looking at historical data and in the process of putting together a scheduling guide sheet on how to better forecast (Lin Chase will be helping with this). Even with PowerBI you can look at historical course offerings, what your seat

capacity was and what seats were filled (not an automated process yet), how to strategically put out courses based on previous numbers so we don't have to get to the point of having low enrolled sections.

- K. Johnson: Asked to establish a process in consultation with Dr. Flannery and Sara Granberg-Rademacker to monitor and roll out course sections in an intentional and timely manner to meet the needs of students during orientation/registration sessions. Encouraged a process be established for Deans and Department Chairs to follow which includes advising when course sections are cancelled due to low enrollment. Advisors want to minimize the impact on students and assist them in altering their schedule.

2023-24 Meet and Confer Dates

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

January 25, 2024

February 29, 2024

April 4, 2024

May 2, 2024