

**MINNESOTA STATE UNIVERSITY ASSOCIATION  
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES  
Thursday May 2, 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:** K. Hodgden, L. Meidl, L. Steinborn-Gourley, M. Slotemaker, T. Stokes-Hernandez, E. Inch, S. Sargent, M. Moosalay, D. Hood, D. Jones, P. Hausladen, C. Nelson, L. Henderson, P. deHart, A. Gillepse, B. Flannery, H. Morris, K. Meier, T. Berry, M. Johnson

**Meeting Chair** – MSUAASF President: Liz Steinborn-Gourley

**Documents Referenced in Meeting:**

[ASF Meet Confer Agenda-5.2.24.docx](#)

[MSUAASF Meet and Confer Notes 04 04 2024.pdf](#)

[Enrollment Report for M&C 050224.docx](#)

[HR Updates - 4\\_29\\_24.msg](#)

[Vacancies List - April 2024.xlsx](#)

[ITS Updates Meet and Confer May 2024.pdf](#)

[Equity 2030 Framework.pdf](#)

[Equity 2030 Condensed.pdf](#)

[Online Only Financial Mondel Fee Approved Changes for Fall 2024 and Fall 2025 5.2.24.docx](#)

[Approved Student Wage Increase for Fall 2024 5.2.24.docx](#)

**Standing Items:**

**Welcome & Introductions:**

**Reorder/Additions to the [Agenda](#):**

**Review of [Prior Meeting Notes](#):** no changes voiced

**MSU President's Report [E. Inch]**

- Commencements tomorrow through Saturday; over 2,000 expected to graduate
- Celebrated research month, women of courage and vision, excellence & research, reception at Governor's –MSU day in MN, thanks to a team effort; for many it's their first formal graduation since some graduated highschool in 2020
- Protesting set up today through Sunday mornings starting 6-7am and end at 10pm; respectful of events going on and have every right to express their views, promised not to be disruptive. Only goal is for graduates and families to get photos and celebrate and be respectful of views. War on Israel and Hamas
- It does not appear the supplemental budget request will go through at all which is disappointing which means we need to make some other decisions and will have a strategic budget leadership retreat

- AH replacement is also not on the list and likely won't be; requires us to continue to make repairs and will delay 2-3 years before doing substantial. The preliminary design work is really exciting.
- Even with the bad news, need to be impressed with the excitement. Hope you can relax and thank you for a great year.

### **ASF President's Report [Liz Steinborn-Gourley]-**

- The day after International Workers Day and the day before Commencement is a pretty powerful day to find ourselves at Meet & Confer. Gathering and protest and strike and demonstrations are storied in our history of the country and the movements to make lives better for workers and the oppressed.
- Over the last month, our members have led a a flurry of activity – celebrating with longstanding traditions and developing new ones – have you checked out Stomper's mortarboard at Sitting with Stomper??
- Our residential life staff are celebrating the end of the year with the Summer Send Off where over 600 of their residents and guiding their departure to summer.
- Commencement is being organized and staffed by our members.
- Academic advisors are welcoming and registering new students through 2 transfer and 2 new entering first years who had a huge desire to come early (they were full) while simultaneously saying goodbye to graduates.
- Career is bustling with summer employment support and the retirement of our longstanding director Pam Weller.
- Athletics is wrapping up a tremendous year for physical and Esports – all contributed by ASF members.
- Directors in DEI are celebrating graduates tonight with a special stole ceremony to honor the success of our students who successfully navigated a place that doesn't always prioritize their needs.
- Our Violence Awareness & Response Program led deeply powerful presentations to honor Sexual Assault Awareness Month in April.
- Student Activities threw a fantastic party on the mall on one of our nicest days in April.
- \$50,000 in completion grants given out just today to address unpaid student balances to allow students to register for fall. \$2.4 million awarded in scholarships for next year campus-wide.
- We are leading, hosting, celebrating, supporting, honoring, and uplifting nonstop over the last month (and year)! So much of what we do requires planning and training and time. We are losing time and are at the risk of losing incredible ASF candidates who could join our institution because of the short-notice changes out of Workday roll outs. Failed searches are demoralizing our membership because it means prolonged work in "extra duty" status. Dates are changing – we have been operating under the understanding that if new employee paperwork was in by May 8, we could have folks start July 3, but now that date has moved to July 15, taking away an entire week and a half of training time for this staff member.
- A common start date for new ASF members is often July 1, or close to it. This allows time for onboarding and orientation to positions before August launches us into all-hands on deck status. Not to mention the flood of training we've been asked to find time to complete before April 28 when the end of the academic year brings all of the pieces I've

mentioned above. Our members are already incredibly overworked. And folks are fearful of not completing in time and are working outside of their contract to do it.

- Mandatory trainings are falling on approved leave times. We need a direct link to the alternate training dates. The folks we work with who functionally do the work required by the training – how do we get people signed up to do the correct trainings?
- Transitions are hard, of that we are very aware. However, we need to feel like there is clear communication and advocacy to allow us to continue to do incredible work and right now, with workday, our members are feeling beyond capacity.

### ***Enrollment Update [D. Jones]***

**View Report:** [Enrollment Report for M&C 050224.docx](#)

- Thanks for everyone this spring we did 2 orientations in April which was a change in workload, well over 300 people which demonstrates that is what students want and appreciate flexibility
- 2 Key positions: Interim Career Development Center & Director of Residential Life, hope to have updates soon on those hires

### ***Human Resources [S. Sargent]***

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

[HR Updates - 4 29 24.msg](#)

- Employee Appreciation Breakfast and summer hours starting on Monday

### ***Finance [A. Gillespie]***

**View Reports:**

- Without supplemental budget or AH bonding we have to revisit how we address our structural budget deficit.
- Echo sentiments on WorkDay (accounts payable, purchasing, e-builder, marketplace, some places we thought wouldn't be impact)—Steve Smith has put out fiscal deadlines that
- If money isn't spent we're not going to automatically give that money
- Budget worksheets due May 15<sup>th</sup>
- Short-term decisions—Information
- Pick up in the fall conversations with the campus community
- What conversations or processes has the system office had related to budgets?
  - President Inch Response:
  - Long conversations about allocation formulas and tuition.
  - Ideal = increase in tuition supported by the legislator and a freeze for students
  - Looking at allocation formulas to ensure it reflects appropriately the priorities
  - There is a push and pull that requires hard choices
  - Should we lessen the infrastructure to help with costs and/or look at different tuition models?
- Is the system considering redundancy of program offerings—are they considering that when they approve programs?
  - President Inch Response:
  - Worked at previous institutions where only certain schools could offer certain programs and taking that on as part of their identities is complicated. The question is, is competition good or bad for us? We need to look at capacity.

While we do have same/similar offerings—students do prefer different flavors. The worry is in taking on certain programs as identities for the institution. I wonder if competition doesn't help? We need to be cautious and strategic, it's complicated to answer.

- M. Slotemaker mentioned R.N. to BSN and how other schools try to duplicate what we're doing
- E. Inch: Internally we have programs competing with each other

### **NextGen/Workday Transition [Mark Johnson, Anne Gillespie & Sheri Sargent]**

- We are going through a difficult transition and there will be challenges—recognize that it difficult and don't want to negate any challenges people are experiencing
- M. Johnson has been advocating on behalf of the institution to ensure we keep functioning and have institutional integrity with the processes and data this impacts
- We are finding out that there are some pieces we thought wouldn't be impacted but are impacted (i.e. e-builder, Marketplace) and we're adjusting to timelines as they put those forward
- It's really important that as we put information into the new system, we have pauses or freezes so that information doesn't get duplicated or missed from old to new system
- There is a place on the Fountain that offers information and answers to questions as we receive them, we're addressing and answering them and it gets updated:  
<https://mnsu.sharepoint.com/sites/MNSU-IT-Solutions/SitePages/NextGen-and-Workday.aspx>
- We've been walking towards getting WorkDay and now we're running and we feel that. Unfortunately we are also getting information late and we need to change requirements as that happens to ensure integrity
- Continue asking questions to Mark Johnson and to the work day e-mail: [workday@mnsu.edu](mailto:workday@mnsu.edu) We are working on getting a system up and ready, similar to how our IT tickets are handled which will also help so that people who need to request access to certain trainings but weren't given access based on roles versus the function of their positions would be able to put in a ticket—like a Work Day ticket
- We recognize there are a lot of different deadlines and that we will need to work together and we will work through it
- In terms of hiring timelines, follow the guidance provided and adjust when we know more. Exceptions should be very limited and addressed individually but to help overall follow the broad timelines as best as you can
- Appreciation was shared regarding receiving e-mail notifications about updates being posted to The Fountain

### ***IT Solutions [M. Johnson]***

**View Reports:** [ITS Updates Meet and Confer May 2024.pdf](#)

- 3 critical areas in report:
  - Computer store and deadlines coming up—special computers ordered, the time is now and we want you to upgrade because it's important to work towards Windows 11 Update
  - Mavdisk will have some downtime to do updates and some elements that allow you to get in from outside will go away, we will use other tools with better security measures

- Cybersecurity issues from sister institutions is because assets we don't use, don't get appropriate security patches so with our asset verification process we are now going to make sure that if an asset is not verified, it does not have access at all.

## **Discussion Items:**

### **DEI Strategic Plan – ASF Feedback [Steinborn-Gourley]**

- More information to members on how to implement;
  - training;
  - uplifting the work that is happening. Can we highlight and feature on the Fountain things that are working?
- Division and colleges each put out what they are working on and their metrics and expectations.
- Plan and implementation. Many members can't provide feedback because they haven't been given work direction towards Equity 2030.

### **DEI Strategic Plan Status Update and Rollout [Henry Morris/Leslie Darmofal/Luis Posas/Beatriz Desantiago-Fjelstad] Time Certain – 1:45 PM**

- Thank you to your membership for listening and providing feedback
- Feedback listened to throughout this year, at a series of Meet and Confers to talk
- Over 6 community wide listening sessions, presentations (student government, cabinet, bargaining units leadership, etc.)
- Feedback on the initial plan: using the systems Equity Scorecard that has 4 KPIs and asking by 2030 there be no equity gaps and other strategic plans would align at any of the institutions. Conversations about what does no equity gaps mean so as we move forward we will get clarity.
- Feedback: we want to do a good job, especially what can that look like, share updates/progress reports
- 6-7 years ago we started to look at high fail rate classes at our University which is one of the first times we started to look at those and the (called at the time) opportunity gap. DOC successful at the same rate as domestic majority students. Saw multiple reasons why people weren't being successful. The plan looked at the whole student and all intersectionality. Then we also saw, what about us? So as moved forward, as a University we could have different goals and our goal was ALL students are successful while keeping in mind equity gaps as important. As we looked at high DFW courses, our goal was to move them to at least a C as that moved them to a success path as they could graduate. Some strategies seen: MavPass, Art of Equity strategies
- Any difference in the plan: the language definitions in plan, trying to show that our plan is for everyone and not just for domestic students of color which Equity 2030 talked about.
- Original plan always asked divisions and departments to have a plan for what they worked with and the plan was meant to overarch so they can do unique things.
- Training: Dr. Meier is leading a group at how we can better train our employees and how we respond. Group came together about a 1 year ago: HR, CETL, (with 7 components)—includes a DEI ambassador program with a train the trainers model to help expand our capacity across, Mid-year Professional development day, Maverick Diversity Institute,

cultural competency required course—online resource hub and virtual tool kit to help identify what is self-work and resources to do the work.

- Curb side Affect: plans to help specific groups end up helping all groups. For example MavPass started to close gaps but it improved all student success, same with Art of Equity and MavElite programs.
- [Equity 2030 Framework.pdf](#)
  - Framework document will be on website, The Fountain, etc. so everyone has access. Behind this is the additional document helps fill in what these things mean [Equity 2030 Condensed.pdf](#) mean.
- Equity gaps are nationwide, complex and historical and will not change overnight. May be some fine tuning as we go forward, and goal is by August a plan that there is general consensus on a plan to move forward. Next generation is called alpha because there are a lot of firsts they will deal with and one of those is there is no group that is a majority, no polarity. That means schools that do a great job of growing those markets are the ones that will be successful going into the future.
- Provide some guidance on which items were tweaked with clarity to help our membership—will get that to you within a few weeks.
- What is the degree to which we want to see improvement—we did a climate study and the plan is to do another one to see if what we has done has made a difference. More details in the condensed version.
- After fall then what? President and VPs say these are the goals and what we will take responsibility for and some areas will have specific based on the work that they do.
- Goal of Equity 2030 is we're looking at domestic students of color, pell eligible, and first-gen. When we look at the statement, It feels apologetic to say it's not just about race. It's not just about race but the system priority includes race so it needs to remain and at the same time there are all of
- What the goal is and how that is measured at system level. The system has limited measure. We can add onto that goal. The goal is to close gaps for race and we can add to that because we are uniquely different. Critical that we remember that goal too.

## **Information Items:**

### **FY25 Committee Assignment Requests [Steinborn-Gourley]**

- If you would like a committee, new committees seeking ASF representation we are going to start assigning now.

### **Online Only Fee update [Anne Gillespie]**

- Different financial models have put pressure and with more interest we have seen that negatively impact. Have made the decision to hold off on all the fees but will add tech fee for FY25—all the tech changes affect all students as it will impact everyone
- When we do our budgeting, we'll have a better indication of what differentiations and varying factors will work together.
- We do a lot of different pricing and we're trying to simplify it to help with planning and forecasting. A lot of complexities and will take that into consideration with biennium pricing. We need to take it from an institutional lens and not a siloed approach.

### **Student Wage Increase [Anne Gillespie]**

- WE know we have not kept up with inflation, what was obvious in bargaining units, we have not done that in the student side, with increase in student fee up to \$12.50 which helps tweak the hours and line items. Many of our international students don't have choices and can only work on campus. At what point do student wages bump up to what our staff in bargaining units—we agreed to each year we will do an annual competitive analysis in comparison to bargaining units.
- Overall slight progress but again complex and just need to move forward with progress. Anytime we raise tuition and fees we know it impacts students and we hear that but we also have to keep up with inflation.

### **ASF is Requesting:**

- Information in TEAMS in advance
- Requesting Summer Meet and Confers—Meeting in June & Late July to help with communication, shorter meeting, etc. for your consideration
  - June may not be feasible, perhaps small meetings, touch points or other ways where we can keep that information going when we're not meeting

### **Academic Affairs Budget Conversations (Provost Hood):**

- 5 sessions across last 2 weeks in April (L. Chase and B. Flannery)
- 110 participants across them
- Engaged in a protocol to validate current budget fact situations, external factors, moved into a series of prompts that focused on ideation around sources of revenue, and efficiency improvement for immediate and long-term to help turn the curve on our structural imbalance
- 33 Typed pages of input and still combing through to identify themes, lots of questions
- Really invigorating that people had so many ideas of how we can face these challenges together
- Thank you for opening the floor to conversations
- Initial thoughts without reading through all the themes yet: a lot of space for revenue streams like summer camps, short-term learning experiences, big music folk festivals, etc. How do we build upon the power of our region; desire for people to engage problem solving beyond our structures--how do we continue to help idea generating, a lot of people know how the university operates but not how the budget operates—people appreciated the essentials

### **MSUAASF Meet & Confer Follow-Up Questions, Thoughts or Concerns from MSUAASF members or eligible members can be directed to:**

**MSUAASF President:**

Liz Steinborn-Gourley

[Elizabeth.steinborn-gourley@mnsu.edu](mailto:Elizabeth.steinborn-gourley@mnsu.edu)

#### **2023-24 Meet and Confer Dates**

*September 7, 2023*

*November 2, 2023*

*January 25, 2024*

*October 5, 2023*

*December 7, 2023*

*February 29, 2024*

*April 4, 2024*

*May 2, 2024*