

**MINNESOTA STATE UNIVERSITY ASSOCIATION  
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES  
Thursday, October 5, 2023 | 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:** E. Inch, S. Sargent, D. Jones, D. Hood, L. Akey, M. Johnson, L. Smith, L. Steinborn-Gourley, R. Straka, H. Morris, A. Dahlman, K. Hodgden, K. Seth, M. Slotemaker, M. Weister, C. Nelson, P. Hausladen

**Meeting Chair** – Marie Slotemaker, MSUAASF President

**Documents Referenced in Meeting:**

[MSUAASF Meet and Confer Notes\\_09\\_07\\_2023.pdf](#)

[October 5 2023 MSUAASF President's Report.pdf](#)

[ASF Meet Confer Agenda-10.5.23.docx](#)

[Enrollment Report for MC 100523.docx](#)

[HR Updates - Oct. 2023 Meet and Confer.pdf](#)

[Vacancies List - Oct 2023.xlsx](#)

[ITS Oct 23 Meet & Confer 2023.pdf](#)

[2024-Armstrong Hall-solution-predesign.pdf](#)

[updated institutional DEI plan \(002\).docx](#)

[Summary of Defensive Tools Use in the Past Five Years at Minnesota State Universities.docx](#)

**Standing Items:**

**Welcome:** [ASF Meet Confer Agenda-10.5.23.docx](#)

**Reorder/Additions:** N/A

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

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

- Celebration for this weekend—hope for all to find this weekend as a celebration and partaking in opportunities like the new Mavericks on the Mall, football game, RENT
- 70% of operating funds is based on enrollment—system is down, we are up by half a point, gets us back towards 2018. Key: continue to offer experiences and embrace/include students and offer support services to help them be successful
- Want this to be first choice for undergraduate in the state and certainly competitive for graduate as well.
- Celebrated Founders Day, looking forward to more wonderful things like NorthStar Promise
- Commend work in Provosts Office work—supporting transfer and pathways, we should not be screening out as many transfer students (example Duluth now takes AS students and we don't)--we have more work and worried we have systems in place the exclude students

- Strategic Plan Destination 2030—continue to build and move forward
- Strategic Diversity, Equity & Inclusion Plan —raise opportunities gaps, raise structural barriers—how do we engage our region, faculty and staff to support. Create a community that embraces all. A lot of opportunities to build a region that people want to work in
- Those will be driving forces for the next years
- Institution is fortunate to have great talent, all of our roles create a critical role. The development of Destination 2030 is a great example as everyone in community, including Greater Mankato and want to applaud work from Dr. Akey—critical in our point of history which is reflective of her career path in the way she has collaborated and lead us. She will be leaving to be VP at University of Wisconsin Whitewater---create choice and congratulations

***Discussions:***

- One of our biggest equity challenges—looking at those we screen out in the transfer process.

**ASF (Vice) President’s Report [M. Slotemaker]**

**View Report:** [October 5 2023 MSUAASF President's Report.pdf](#)

***Discussions:***

- How can we better share this out –we shared at convocation and through the fountain?
  - A lot of resources, hard to pinpoint what to look at
  - Going to affect certain people—shouldn't hear from us or from the fountain—should be direct conversation, some sort of personal connection
  - As searches launch, there would be a meeting, if there’s not a change in your direct change in your supervisor.
  - Recognizing there are other offices that collaborate in areas that work with those spaces experiencing change

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

- Some of your member are likely up helping with the national college fair—country’s largest career fair—thousands
- A couple things to highlight from last legislative session:
  - Requirements around voting and voting education
    - Need to identify 1 individual to lead---Jeremy Reisenberg
    - Legislation is really focused on students
    - While res life provided handouts about it
    - In and Out of state student education
    - Resurrect the get out to vote website—can register same day, etc.
  - Allocation for student needs: we received \$147k, have not received yet but where it’s going:
    - \$50k towards emergency grants
    - \$50k towards completion grants (right at end of academic career)
    - \$13k towards health services to expand mental health services provided, summer and breaks
    - \$34 towards student food pantry (proteins, culturally sensitive foods)
- Updates on Director of Res Life Search and Dean of Students
  - Right now it is submitted to system office for evaluation—right level, bargaining unit, etc. And waiting to hear back

- Target timeline after hearing back from system office: hope quickly, we're all waiting, if it gets closer to when Cindy is leaving perhaps an interim—more conversations will be had

### **Administrative Reports**

- *ITS Update [M. Johnson]*

**View Report:** [ITS Oct 23 Meet & Confer 2023.pdf](#)

- *Budget Update [R. Straka]*

#### **View Reports:**

- We don't have exactly what the new model is going to be, much more conversation next Budget Sub Meet and Confer, Tuesday October 31<sup>st</sup> 2-3:30pm--looking forward to hearing more after that
- Future potential conversation for a supplemental budget request; as a system we have spent some of our money as if it was our base so we'll have some conversations we have to have about how we balance next year knowing we will face a budget deficit in 2025
- Does the bonding bill really represent

- *Enrollment Update [D. Jones]*

**View Report:** [Enrollment Report for MC 100523.docx](#)

- *Human Resources [S. Sargent]*

**View Reports:** [HR Updates - Oct. 2023 Meet and Confer.pdf](#)  
[Vacancies List - Oct 2023.xlsx](#)

- *Equity 2030 [H. Morris]*

**View Reports:** [updated institutional DEI plan \(002\).docx](#)

### **Discussion Items:**

#### **Draft Strategic Diversity, Equity & Inclusion Plan AND Equity 2030 [Henry Morris] – Leslie Darmofal & Kelly Meier**

- A lot of ASF members and appointees
- Reviewed KPIs for Equity 2030
  - KPI 1, Improving Student Success for Historically Marginalized Communities
    - 1<sup>st</sup> year by Race, 1<sup>st</sup> year by Pell/1<sup>st</sup> generation, completion by race, completion by Pell/1<sup>st</sup> generation
    - Academic, Financial, and Environmental, the importance of understanding the intersectionality
  - KPI 2, Compositional Diversity
    - Student/Employee, Student Employee by Race, Employee by Diversity (we don't have an easy to identify minority owned businesses)
  - KPI 3, Employee Retention
    - KPI 3 Years
  - KPI 4, Supplier Diversity
- No Equity Gaps by 2030

- Overarching Goal for 2023-2027 Plan, close equity gaps by 2027
- Foundational Principles of the plan.
- Some Action Steps:
  - Training Leaders, Equity focused professional development, access& enrollment, Review policies & practices including hiring practices, spring semester, PCD & DEI will be holding educational meetings on the KPI and Plan
  - We have already been doing a lot of this work.
- [updated institutional DEI plan \(002\).docx](#)
- There will be listening sessions –will be sharing this with the community to talk about
- How people can interact with the plan: been working on this for 2 years; had rolled out a rubric for academic house and most recently rolled out scorecard for services—know asf and student services will be pivotal –we are here to help you to think about your data; we actually have a session next week around DATA through the Maverick Diversity Series, open sessins in October to talk about plan—give us feedback and a QR code for you to fill out the form and give us feedback

DIVERSITY PLAN TIMELINE	
Draft Plan & Feedback Link	October 6
Feedback Deadline	November 2
Rewrite/Retool	November
Finalized Plan for Review	December
Divisional/Departmental Plan Writing	Spring 2024
Plan Implementation	Fall 2024

- It is an expectation of all divisions and departments to engage, yearly report outs—for it to work, people need to know are you doing what we said we would do
- 1 shift that may occur: it's not just something to do to show, it's something we need to do act on—think of it as a blueprint for the work, shouldn't be a standalone but infused through all of our work. Don't have to do another thing--have an equity mind approaching the work you're doing, we all need to do it as an institution

### University Security Defensive Tools Feedback [David Jones]

#### [Summary of Defensive Tools Use in the Past Five Years at Minnesota State Universities.docx](#)

- What deescalation training do they currently receive?
  - Same provider as standard police receive
- If accepted how would training occur?
  - Done by a 2 year institution in Hibbing—they bring their team down usually end of May and early June, do the chemical irritant training (Minnesota North—certified training post)
- Do security officers participate in anti-bias training?
  - Different resources used over the years
- What have been the questions from others?
  - When would it be used?--DPS standard practice is handcuffs—the habit is here now. Any officer is making their best judgement, an example a year ago someone had marijuana in vehicle in a parking lot—confronted and during that investigation and the individual indicated yes they had a handgun and then

handcuffs could then be used to ensure safety until DPS has arrived—that's an example but doesn't mean it would happen every time.

- Only used in an arrest? Hard to say that, it's meant to be a tool to help with the safety and depends on the situation
- Reports go to David for review and to system
- Procedures for misuse conduct: we have a standard process in place
- Community Outreach in the use of these tools? If an incident occurs that's widely used
  - Not a change in notice related to what's federally required/standard wouldn't do additional beyond that

### **Naming Request Feedback on Mark Schuck Track (Outdoor Track) [Edward Inch]**

- No feedback voiced

### **Information Items:**

#### **Update on Academic Affairs Searches [David Hood]**

- 3 of the searches have been posted (not using search firms), goal for Vice Provost to conclude before leaving for winter break holiday; the last 2 have reviewed and getting approval, we were going to Assistant Provost for Accreditation needed to be expedited with the new chancellor and making sure we have some overlap with Lynn's role
- Vice Provost---#2 person running day to day operations in the Office of Academic Affairs
- Associate Provost for Faculty Affairs—slightly larger portfolio than Assistant

### **Current AA Searches**

<b>Position</b>	<b>Status</b>
Vice Provost	Ad posted; accepted applications
Associate Provost for Faculty Affairs and Learning Innovation	Ad posted; accepted applications
Dean of Global Education	Ad posted; accepted applications
Associate Provost for Research and Dean of Graduate Studies	Search started; preparing ad and materials
Assistant Provost for Accreditation, Assessment, and Curriculum Innovation	Search started; preparing ad and materials

#### **Armstrong Hall [Edward Inch and Rick Straka]**

- [2024-Armstrong Hall-solution-predesign.pdf](#)
- Phase I—8.5 billion covers design, rebuilding and redevelopment of other spaces on campus
- Now moving forward on design and convincing bonding team of direction—they'll be visiting October 11th
  - Original site—site 1 near performing ARTS, in the current master plan, concern of clogging up space
  - Second site in consideration is the space next to the library—helps create a synergy

- Hoping demolition of old building would help us to have a creative and dynamic use of space (ice hockey, basketball, farmers market, businesses and demonstration –solar powers, etc.--showcase what we do and engage with the community)
- So the main piece is which of those 2 spaces and then best use of the space
- State Design –Perkins and Will was the firm selected; through submeet they will be working on filling out the other teams that will be part of the design process

**Other Updates:**

- Updates on VP of Finance and Administration—hope to share next week to campus open candidate sessions potentially on October 19<sup>th</sup>, 20<sup>th</sup> and week of 23<sup>rd</sup> in hopes of the community participating
- Invite people to participate in the 15<sup>th</sup> Annual Carol Ortman Perkin’s Lecture; it’s an Endowed Lecture featuring respected author Ijeoma Oluo ON Tuesday October 24<sup>th</sup> 7-8:30pm

**2023-24 Meet and Confer Dates**

<i>September 7, 2023</i>	<i>October 5, 2023</i>
<i>November 2, 2023</i>	<i>December 7, 2023</i>
<i>January 25, 2024</i>	<i>February 29, 2024</i>
<i>April 4, 2024</i>	<i>May 2, 2024</i>