

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, December 7, 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: Katie Hodgden, Marie Slotemaker, Lindsay Smith, Carolyn Nelson, Peter Hausladen, Mark Johnson, Margaret Hesser, David Hood, Anne Dahlman, Henry Morris, Rick Straka, Tracy Stokes-Hernandez, Mandy Weister, Sheri Sargent, President Inch, David Jones, Timothy Berry

Meeting Chair – Marie Slotemaker, MSUAASF President

Documents Referenced in Meeting:

[ASF Meet Confer Agenda-12.7.23.docx](#)

[MSUAASF Meet and Confer Notes 11 02 2023 \(1\).pdf](#)

[Dec 7 2023 MSUAASF President's Report.docx](#)

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

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

[november-2023-forecast-presentation.pdf](#)

[Enrollment Report for MC 120723.pdf](#)

[HR Updates - 11 27 23.msg](#)

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

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Standing Items:

Welcome: [ASF Meet Confer Agenda-12.7.23.docx](#)

Reorder/Additions: ASF Professional Development Funds was a discussion item but being moved into MSUAASF President's report

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

MSU President's Report [E. Inch]

- Getting ready for commencement:
 - Will do amazing things contributing to economy and all tells a story.
 - Ability to set goals all comes from the support provided here—it's also noticed by others. Our students choose to be on campus because we collectively create an environment that encourages, supports, and helps them find a community with a sense of belonging. This is not what regularly happens at other campuses.
 - Great gratitude to all those who help contribute to creating this environment and it's reflected in those that graduate and come back.
- Of all the things I worry about, it's the other things we don't have control 627 mass shootings, yesterday ULV, Monday morning active shooter training—it's serious work to protect our community.

- After that there is the Chili Feed that hope everyone attends
- Radar Recap:
 - Fall enrollment up .4%; spring tracking up 3.8%--very good story, only 1 of 2 universities in our system growing.
 - 2-year colleges up 3% fall and 8% spring; we may continue to see that gap widen
 - We need to have budgets and resources—one of the things the trustees did was pass a resolution for a supplemental budget to help cover gaps in our budget---additional 61 million for the system and our share is just shy of 7 million; also asking for Armstrong Hall
 - It will be a tight budget year –read the paper there’s a small surplus but that won’t be there after next biennium.
 - Our advocacy is clear: what will drive our state and support our state.
 - 2 very good visits from capital investments from legislature—they understand where we’re at and what we do.
 - Made 3 appointments this week with an e-mail going out tomorrow
 - Brenda Flannery: Interim VP of Student Success & Engagement
 - Lin Chase: Interim Executive Director for Institutional Analytics and Planning
 - Sheri Sargent: Chief of Staff and Vice President for Administrative Services
- **Discussions:**
 - Were questions asked about whether supplemental budget was that enough?
 - R. Straka—update yesterday and their understanding is that people would like the to ask for but receptivity from legislators is low; yesterday’s release with state money is that there is not money to spend.
 - E. Inch—this is the largest ask that’s ever been made, concern was if we ask what we need, you don’t want to get laughed out of the room, so the goal and safer bet was what we need to balance. We’re going to push this investment to pay off.

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

View Report: [Dec 7 2023 MSUAASF President's Report.docx](#)

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

- Thank everyone for a great fall semester; been fun to see an active vibrant campus.
- 2 vacancies: Director for Res. Life (closing) and Dean of Students (just opened)

Discussion:

- M. Slotemaker: conversations are being had regarding how long it takes to wait for positions.
- M. Weister: Conversation at state level-- Vice Chancellor Davis shared there are some real equity application concerns around the work experience form; in conversation about letting go of system office of range reviews and maybe some changes on the form. Early to say really how long and what will change (maybe an audit process for checks and balances).
 - If our HR staff has not met with state yet---- we just added 5 more steps, the calculator has not been adjusted based on the steps—not sure how soon that will be forward. But we should utilize our new steps, and form and utilize appropriate and would love that voiced moving forward.
- E. Inch: just trust the campuses to get it right, auditing will help.

Administrative Reports

- *ITS Update [M. Johnson]*

View Report: [ITS December 2023 Meet & Confer.pdf](#)

- 206 days until Next Gen comes live—the more you know the better.

- *Budget Update [R. Straka]*

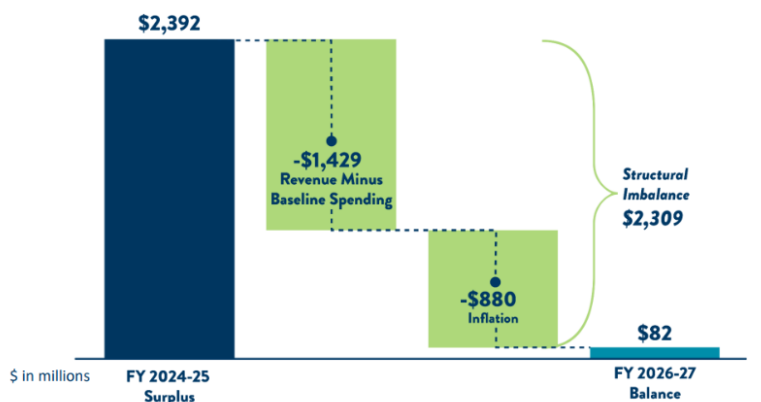
View Reports: [2024 Legislative Session Minnesota State Supplemental Budget Request.pdf](#)

- [november-2023-forecast-presentation.pdf](#)

- Slide that sums up what the economic forecast says: there is a 3.92; end of this biennium \$1,429, after the next biennium \$2.3 billion deficit. All the projected deficit it would leave \$82 million at the state budget.

Current Surplus Supports FY 2026-27

Biennium Balance Comparison: FY 2024-25 vs. FY 2026-27



- Gov. Walz quote from [MPR article](#): “We need to be measured in how we approach this,” “If we’re cautious on this, we balance out in the out years.”
- focus on a bonding bill and triage other issues.
- Last biennium one time money was spent as base money---that’s why we’re tempered on what our request is.
- We don’t have a spending issue; we have a budget issue; we have a couple universities that maybe looking into loans. We know Gustavus, Bethany and SCC have been facing cuts. This is the environment we are facing right now. The good news is we stay on the strong side of enrollment. There are a lot of good things locally.
- We will have to face that deficit together as a system.
- Could still happen: a soft landing from the fed in keeping out of a recession, then maybe that could improve the picture. Some mixed reviews on whether a recession is coming.
- Yesterday was as big day for news on where we’re going to be so now, we wait for March.

Discussion:

- D. Hood: As we think about the local ethos around why the provost wants to cut low enrolled courses, this is why, those really do cost our institution and cutting those is to help us soften the blow. The money comes not in cutting programs but in effectively managing the schedule. So that’s the ‘why’ of what we’re trying to accomplish on academic side.
- M. Slotemaker: St. Cloud State—when they first announced cuts, we had State Meet and Confer around that time and colleagues shared they were relieved because decisions hadn’t

been made so they wouldn't be in that position and others have shared MSU, Mankato is making decisions the right way. When articles come out, people jump to conclusions, but hard decisions have to be made.

- R. Straka—we're in a position of strength and we'll continue to do good things.

- *Enrollment Update [D. Jones]*

View Report: [Enrollment Report for MC 120723.pdf](#)

- Poster of Strategic Enrollment Plan---the progress we're making, we have work but we are moving in the right direction, lower lefthand gold is most recent updates on Equity 2030 updates.
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- *Human Resources [S. Sargent]*

View Reports: [HR Updates - 11 27 23.msg](#)

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

- Making choices and being proactive—we did a BESI offer, time period has closed: 11 individuals that accepted---long-term saving of about \$1 million.
- Report on Tuesday—annual compliance training –67% have completed; we're #3 on the systems' completion rate.

Discussion:

- M. Slotemaker: we can send a reminder in ASF Newsletter

- *Equity 2030 [H. Morris]*

View Reports:

Discussion Items:

Sharing on current activities related to Equity 2030 [ASF]

- R. Straka:
 - 1) partnership with athletics—we had seen some athletes underperforming so we have proactively gone into work with advising with those students which has yielded good results.
 - 2) Rachel Sherlock and her staff helping to reach out to provide service---less Siloed and more helping each other and seen good results in those areas.
- M. Slotemaker: easy to get comfortable with the norm, not being afraid in the RN to BSN program to challenge why do we do this and letting it go and choosing to remove the barrier. Sometimes ASF folks have ideas but
- H. Morris: tag line for last 6 years—it takes a university to close an opportunity gap—even before Equity 2030. It takes everyone and all the people. DEI is also a student success program. People on the front lines are why we're seeing improvements.
- HR & Equal Opportunity and Title 9: a lot of work in being proactive at the beginning of our hiring plans—how can we be intentional of where and how we advertise. It has been reactive in the past. A lot of continued work in reviewing position descriptions—a lot in CEC meetings; are the requirements in right location and truly reflect needs. Also working on a pilot model for an onboarding (I.e. security, Health, campus rec, etc.)

- C. Nelson: we know one reason people leave is financial, our underrepresented that receive emergency grants acts a leveler to graduate at rate similar to those who are not underrepresented.
 - In last year changed our name and relook at the rubric that helps encompass or consider unique stories instead of just traditional academic and also removed standardized test requirements.
 - Working closely with COB and School of Nursing: COB rolled out doing a name blind review to help remove cultural bias and classroom bias; SoN revamped review process and aligned rubric.
- H. Morris: we think a mentoring program for new employees would be helpful---what are thoughts from ASF?
 - I would think there could be interest.
 - What would be the purpose? Different ways to match our think about it. Assigned? With someone has same background? Etc.
 - No different than students to create that sense of belonging
 - Also turn to CETL as we already have some strong mentors for faculty
- A. Dahlman: liked the menu of options Carolyn presented—sometimes it’s hard to know what those strategies could be
- D. Jones: always reflecting in our division.
 - Career fair with minority owned businesses.
 - Admissions—how to provide culturally sensitive messages.
 - Res. Life—reaching out to underrepresented to serve in leadership roles, etc.
- K. Johnson: working closely with colleagues/faculty in Nursing is a direct holistic admissions process so that as they apply to university they’d be admitted to the program. A better holistic process and unique to what else is being done compared to others in the system. Done intentionally and well, proud of the work so far.

Information Items:

Update on Academic Affairs Searches [David Hood]

- 3 searched concluded this week: <https://admin.mnsu.edu/academic-affairs/office-of-the-provost/administrator-searches/>
 - Receiving feedback from the committees and other campus stakeholders and deliberating to make decisions.
- Associate Provost for Research & Dean of Graduate Studies: 22 applications for dean of studies; zoom interviews with 6 candidates and 3 finalists on campus.
- Dean of Global Education: 30 applicants, 12 for zoom next week
- Others: Initial reviews start early January
- Hopefully next week ag position announcement will go live.

Weather Related Campus Closures and Class Cancellations [Sheri Sargent]

- Board reviewed 4.04--provides more flexibility related to teleworking, part of that requires campuses to have a written plan of how to assess, how to communicate and what to include in those communications. Group on campus that is looking to review and also assess template messaging so it’s clear what’s open, etc. Trying to make sure we have consistent language.

- Please encourage members to sign up for star-alerts (news advisory doesn't always pick up the details correctly so pay attention to campus star alerts)

Destination 2030 Updates [Sheri Sargent]

- Was an update at last town hall-it's all in The Fountain on its own tab.
 - <https://mnsu.sharepoint.com/sites/MNSU-Fountain/SitePages/Destination-2030-Strategic-Plan.aspx>
 - This year 6 strategies moved forward with draft action.
 - Planning sub meet is our shared governance that's monitoring.
 - Reviewing draft action plans and providing feedback to the workgroups that put it together, then will come back to campus and cabinet.
 - Also starting to have conversations about next year.
 - Thank you to members serving.

Employee Recognition and Culture of Care – Promoting Community Wellbeing on January 19, 2024 [Timothy Berry]

- D. Hood: great conversation with your leadership some of the misconceptions about what wellness means which prompts us to re-evaluate how we plan that day. Because as we create that culture it means helping to have difficult conversations in workplace, helping people holistically to help people be well.
- Reached out to campus community with a survey to inform offerings of interest. Still formulating and finalizing activities:
 - Strength's Finder Assessment will be offered
 - Opportunities to engage with mental health awareness and healthy habits.
- Open that portion of the day up with a panel or discussion around what it means to us as a campus to practice well-being, what it means to be a community of care to ground the day in a common understanding.
- Should be getting solidified with guest speakers and registration in the next week or so.

Additional:

Active Shooter Training-professional from department of homeland security; not sure if it will be recorded—if we can, we will but will ask.

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