

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, February 6, 2025 | 1:15 – 2:45 pm
CSU 238**

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.

Meeting Chair: MSU President: Edward Inch Liz Steinborn-Gourley

Attendees:

<input checked="" type="checkbox"/> Shauna Elbers	<input checked="" type="checkbox"/> Lindsay Henderson
<input checked="" type="checkbox"/> Jill Fischer	<input type="checkbox"/> Linda Meidl
<input type="checkbox"/> Tressa Flo	<input checked="" type="checkbox"/> Michelle Moosally
<input checked="" type="checkbox"/> Anne Gillespie	<input checked="" type="checkbox"/> Henry Morris
<input checked="" type="checkbox"/> Peter Hausladen	<input checked="" type="checkbox"/> Carolyn Nelson
<input checked="" type="checkbox"/> Margaret Hesser	<input checked="" type="checkbox"/> Sheri Sargent
<input checked="" type="checkbox"/> David Hood	<input checked="" type="checkbox"/> Marie Slotemaker
<input checked="" type="checkbox"/> Edward Inch	<input checked="" type="checkbox"/> Liz Steinborn-Gourley
<input checked="" type="checkbox"/> Mark Johnson	<input checked="" type="checkbox"/> Travis Thul
<input checked="" type="checkbox"/> David Jones	<input checked="" type="checkbox"/> Bobbi Urban

Special Guests: Amy Staloch (HLC reports)

Documents Referenced in the Meeting:

Found on THE FOUNTAIN: ASF Meet and Confer [February 2025](#)

Agenda

Meeting Chair – President Edward Inch

1. Standing Items:

- A. Welcome & Introductions - Brief welcome back. Everyone knows everyone, intros not needed.
- B. Reorder/Additions - None
- C. Review of Prior Meeting Notes – No comments
- D. MSU President's Report [**Edward Inch**]
 - A. He was reminded why we do this work, especially when engaging with students on and off-campus. Shared recent happenings on campus. We have a deep commitment to local and regional communities. Center for Rural Health launched recently – will be an important model and resource for our area. Already has many clients lined up; had a great showing at the Opening. Highlighted the UDA Open National championship dance team – they performed their award-winning routines last weekend at MSU Women's and Men's BB games. President Inch went ice fishing with students last weekend; was good, learning time had by all. First time ice fishing for many. Student perspectives of their experiences on campus, so many ways to be involved, many different activities. Our University life and community is important, life-giving to students.
 - B. This week, meeting with legislators in St. Paul. Need to continue to work with legislators on budgets/funding. Message is: don't expect to get more than what we have. "It's going to be

a tight year and next biennium is going to be worse.” We will keep pushing our agenda, but it’s a tough landscape.

- C. Reiterated two important campus construction projects: Armstrong Hall work and Taylor roof replaced. Briefly shared funding/bonding options (HEAPRA for Taylor). Also mentioned possible capital campaign for a new stadium – still in the works. Also, still looking to build a new residence hall. The president was also asked by a senator about why we fund DEI on campus and how changes there could help our budget situation. Conversation ensued but not sure the needle moved in terms of the senator’s understanding of what DEI is, why it’s important. President Inch stated we are not in control of all the forces that come at us, we do our best to try to educate and advocate.
- D. But this sets up the last two things the President Inch wants to share today. We do a lot of good things but are not in control of all of it.
 - 1. Tumultuous last two weeks. We are not in control of this and President Inch has deep concerns for our students. For example, he was up at the Board of Trustees and suddenly people do not have access to grants, TRIO, daycare funding, etc. He worries about our DACA folks, international students, DEI, TRIO, identity-based centers, library collections. We will need to figure out a strategy to encounter these challenges. Would like to post most up-to-date information up on the Fountain. We will need to decide how we will function as a university. **Chancellor Olson stated we will not waiver on the outcomes that have been identified in Equity 2030.** Chancellor asked that we do not get out ahead of what the system office is doing. U of MN-TC came out on Tuesday that they will not be changing their practices, as did UMD. Now these two schools are getting hammered. We are federally funded. President’s Commission on Diversity has provided an action plan of some strategies to create a supportive environment. President Inch asked how do we educated and create a supportive environment for our students, staff, and faculty on campus? We will also need to assemble a rapid-action team to scan what we need to be aware of what is on the horizon. This is not something President Inch thought would unveil itself as quickly as it has. How do we support one another and support our students? He does not have the answer, but we will work on it together.
 - 2. Also out of our control – limited state’s resources. There will be a budget shortfall for FY26, and the house is not in session until March as they are two months behind. They are expecting an extended session into July. This timing won’t provide a lot of lead time to make budget and tuition decisions. Governor’s budget takes away several millions from the system – down 70 million overall, our share is 6.5 million. We need to find savings or revenue generation of 14 million for FY26. Our CFI dropped enough to trigger a financial warning in the system. President Inch and VP Gillespie want to ensure we do not trigger anything additional warnings on CFI. Promise to us is that we will have a balanced budget as of July 1. We also need to make sure we have financial literacy. Tuition accounts for 2/3 of revenue in the general fund, state funding is the other 1/3. Sources of revenue span 2-3 years out. Looking to create a clear, coherent model of budget reductions. Still in discussion of different budget models. Getting a lot of different feedback. Three different standard scenarios/options:
 - a. Broad cutting across the board is well liked (e.g. 10% in all areas), but President Inch doesn’t think that does the job as effectively as it could, doesn’t account for high-performing programs.

- b. Could put resources where we have opportunity for growth, take from other areas – put resources where demand is, but this is a slow process, takes many metrics.
 - c. California method – don't grow past your budget figures. Hold to our enrollments and don't take more enrollments, but that doesn't seem to work either. Our region is not served / students are not served appropriately and according to our mission with this method.
 - d. President Inch has asked all divisions to provide a plan for cutting. Budget sub-meet and cabinet are being asked about how to get to a balanced budget. Academic Affairs is doing a lot of work. Hope that as a community we are able to do this. Criticism is that president has already decided, but he hasn't. He's open, but he does have his preferences. He will share the results once he gets feedback from Cabinet and budget sub-meet.
- E. Not the best news but students are still working, studying, creating, and are doing this all in the midst of chaos. His ask to us:
 - 1. Please take care of students
 - 2. Please take care of one another
 - 3. Help to create a collaborative environment to make these choices
- F. Question Carolyn N: Clarify date of balanced budget: Answer: To the president by April, presented to the chancellor on July 1, 2025 for implementation on July 1, 2025. Tricky timing for getting proper information for putting together a balanced budget, presenting to chancellor, and then implementation. We won't know until very late if we will have tuition increases, loss of programs, etc.
- G. Question Liz SG: So we may not know if we can raise tuition before the balanced budget must go into effect? President Inch-correct. That is a very good question. We are asking for the allocation formula to be changed so it is less of a burden on our students.
- H. Question Jill F: Will program portfolio changes be a part of immediate and long-term budget. Answer: yes, some, but will depend on changes. Some may be more immediate, others will have a phase out, etc. Some changes may impact/help FY26 budget, others may not.
- I. Search update – VP IT and VP Advancement searches are coming. MinnPoly search having position description finalized.
- E. ASF President's Report [**Liz Steinborn-Gourley**]
 - A. ASF -16 local members planning to go to Lobby Day. Other good news from ASF around the campus (some highlights representational of all our good work): KCACTF accolades/theatre article written by Lenny Koupal; PSEO office accolades; Office of Student Success working with stop outs; Alex J. Lucier appointed by Governor Walz to the Minnesota Commission of the Deaf, DeafBlind, and Hard of Hearing; DEI hosted Diversity dinner and representation across campus; KIC and Center for Multicultural access hold sessions to help students understand their rights. Our members are holding our students and ourselves and one another. Call for transparency and support particularly around DEI and Immigration issues as much as possible as we move forward. Consider:
 - 1. Landing page on The Fountain.
 - 2. Landing page on the Website
 - 3. Request that we be clear on communications and what direction to resources for the entire community.
- F. Vice President Student Affairs & Enrollment Management [**David Jones**]

- A. Search season: Chairing VP IT and also working on Associate VP of Enrollment Management and Director of Academic Records. In the Registrar's area, he's meeting with the team for interim leadership. Fuller update coming later.
- B. Met with Greek leadership, pitching an apartment style of housing for our Greek orgs in Stadium Heights. Greek housing is important to students in Greek orgs. Might be a multi-year item to get it going as a December offer of housing can be too late. David talking with Anthony B. and Res Life about the opportunity.
- C. Questions re: offers made, how to handle the Greek recruitment process. Where does this fall – under Greeks or Res Life? David J: Fully under Res Life.

2. Discussion Items:

- A. Questions from Administrative Reports [**MSUAASF**]
 - A. No comments or questions.
- B. Arnold and Betty Wells Handball Courts Naming Recommendation [**Edward Inch**]
 - A. Share doc with membership, bring back information/recommendations to March meet and confer. Share any questions ASF may have in advance, if possible, so President Inch can have an expert available for the meeting as needed.
- C. Academic Calendar Proposals [**Michelle Moosally**]
 - A. Just posted the actual calendars in Meet and Confer teams file, **looking for feedback on 27-28 calendar**. State issues the start date, we are bound by that.
 - 1. Michelle M provided a presentation. See presentation for proposed updates.
 - 2. Discussed future actions the calendar committee will look at.
 - 3. Two questions for input for 27-28:
 - a. Should we add an additional week between end of spring term and beginning of summer, primarily to accommodate spring faculty led study abroad programs which are experiencing some 'term based' challenges? But pushing the end of summer one more week might impact prep for fall term.
 - b. Student wellness days – on-going request from students. History here. Fall semester is three days shorter than spring so challenging to take more time out of fall. Fall – many more weeks w/out break before Thanksgiving so does feel longer. They will discuss with IFO and SGA to work through it.
 - c. Requested input/feedback from ASF.
 - d. No additional comments or questions at this time.

3. Information Items:

- A. Diversity Strategic Plan / Moon Shot for Social & Economic Mobility for All [**Henry Morris**]
 - A. January and February has been a challenging time for working with students. Update on the work DEI and President's Commission on Diversity and President's Commission on Women: They are planning to do monthly forums to provide support, invite members of the community to gather. For employees and students.
 - B. Also working with students along with the Dept. Of Global Education and SGA bringing lawyers to campus for both individual counseling and large group convos. Some alumni involved here. Support students, ensure they know their rights, etc. Share as we can.
 - C. EAB Moonshot update: The committees, steering and action groups listing is now in Teams files. They are working this semester, looking at primary areas to propose actions/projects. Goal is to present to the University how they can help improve student success by end of spring. Those groups as well as other action groups will be formed. **New name of this project is now MoonShot: Student Success For All**. We will stay focused on decreasing gaps.
 - 1. Question Liz SG: Can there be updates to the Fountain on Moonshot? Feels like a big investment and waiting until end of semester for updates feel like a long time.

Answer Henry M: Yes. They have formed a Moonshot Comms group who will be sharing out; they are working on details of that. Climate study is currently on the Fountain. They are looking at best locations to house digital updates so that students can have access as well.

2. Plea from Liz SG regarding the University community going to forums and lifting up our black and brown colleagues because they are doing this work, taking on the additional labor to support students, and are struggling as well and need our support. Go and listen and hold people up.

B. Academic Department Update [**David Hood**]

A. January they held a special meet and confer with IFO for approval for two items:

1. A name change from Automotive and Manufacturing Engineering Technology department to Automotive and Manufacturing Engineering. Approved by all.

2. Merging of two departments in COB (was presented at December Meet and Confer). That item needs more work/time. Will revisit in fall.

C. Formal Policy Review [**Jennifer Veltsos/Michelle Moosally**]

A. January 13 informal drops – were open for public comment. Formal drafts will be posted March 3 and will have 45 days to comment. Encourage review/feedback and thank to all for participation.

D. HLC Update [**Jennifer Veltsos/Amy Staloch**] **Time Certain – 1:45 PM**

A. Amy S read a statement from Jen Veltsos. *“The Assurance Sub Committee of the Assessment & Evaluation Sub Meet has completed a first draft of the university's assurance argument. This argument is the basis for our 10-year comprehensive review, which will be October 13-14, 2025. The Assurance Sub Committee's membership consists of students, faculty, staff, and administrators from around the institution. Nevertheless, this is a big place, and we may have missed some examples or evidence that would make a stronger case. We ask the campus community to read the four sections of the argument and offer suggestions. The evidence can be a copy of a report that we upload to the evidence locker, a link to a webpage we can convert to PDF, etc. The materials are <https://link.mnsu.edu/hlc-assurance-argument>. Within that folder is an online form so you can provide feedback and additional content or evidence. Thank you for your assistance.”*

E. Budget & Proposed Tuition Update [**Anne Gillespie**]

A. Anne G shared additional data re: CFI trigger. Battling a structural deficient, now starting to impact our financial health. Continuing to work on budget. Challenges already addressed. Budget sub-meet is evaluating possible different strategies. Evaluating fee structure as well. Between tuition and fees need to come in at least 10 million higher and that's catching up on past inflationary pressures. Not anticipating more funding from the Governor's reports. They are modeling a number of options, but don't have anything to present today. FY25 – still anticipate 5 to 6 million deficit; around what we expected. We will draw down some general funds to cover this year as the short-term fixes helped but did not cover our entire deficit, and we were not able to adjust tuition or fees for this year. FY26 – doubly impacted due to loss of additional funding from tuition relief and we still have inflationary pressures. We are modeling a worse case scenario, but could be even worse than that. Looking at 14 million plus deficit – we will not get approved a double-digit tuition increase from the system, so we need to be careful here – need to manage increase against impacts. General inflationary pressures with everything we buy, etc. There is additional funding to try to keep the state grant program fully funded and North Star Promise which is GOOD. Average amount our students pay has actually gone down with these programs for lower income, etc. State needs to decide how we want to support students/systems. General reserved funds, we cannot continue to rely on that. Working as quickly as possible to have a better

sense of our budget as more items get into WorkDay. So hopefully in another couple months we'll have full visibility to where we're tracking from a budget standpoint. And then we will know the impacts some of our grant module and grant budgets. May have a budget recommendation at next meet and confer. Send to Anne G any continued ideas! Still working to get fully staffed in Business Services and to get WorkDay fully functioning w/ reports which will help.

1. Question: Peter H: What funding options are being considered for larger scale building projects? What roadblocks or challenges can we expect? Answer: Different funding sources for different projects. Also, some donors want to support some projects over others, etc. HEAPRA funding – may cover Taylor roof but not sure. Perhaps more optimism with HEAPRA than with capital asks. President Inch: Stadium has to be done privately working with Foundation. Res Hall have two choices: Revenue bonds or public/private partnership. Working through many different avenues; some are dictated by the type of building, etc., others have different options. Considered Private/Public partnership idea for Armstrong, but that's a challenge. State Vice Chancellor – visited in January. Condition of Armstrong is such that it may cost as much to remodel than to build new. Trying to stay the course for a new building. Armstrong is worth it but current environment is challenging.
2. Question Liz SG: for next meet and confer can we have someone from Advancement there to hear from them about the forecast for these things? It's a hard time. Are people wanting to support higher ed right now? President Inch: We do have folks who are committed to supporting some of these new projects. So, a group dedicated to student housing and another group that is dedicated to a new stadium as it supports our wider community and their businesses. Their drive is economic – can we build and maintain an economic workforce. David J: will bring the plans to meet and confers as well.
3. Liz SG comment – hard to understand the push to build new when we are working with a deficit. David J: Our Res Hall debt is rolling off. Want to build a new building to address current students, and something that can be used for summer programs.
4. David H – strategic approach to Donors. We are a donor led campus. Scholarships are the same way.
5. Bobbi U Question: Timeline of online financial model? David H. putting together a plan and recommendation this spring. Strong likely hood that they will consolidate under one general fund/structure. Need to determine the strategic and financial structure moving forward. Anne G. we will have some sort of plan in March.

F. Quality Online Initiative Update **[David Hood]**

- A. Shauna E: recap of the MSU Standards for online course Design. See presentation
 1. Purposes – improve courses themselves and the experience of students.
 2. Current status – MSU online training, 10 hours; CETL launched training Spr25 (60 fac signed up); working to identify an accessible software to integrate into D2L (Yuja); may add a position to support faculty training.

David H announcement - transfer Taskforce – April 2 – first transfer summit – as schedule permits, please attend. They will be advertising soon.

Ending note: take care of eachother and our students.

4. Administrative Reports [See Teams Site for Written Reports]

- A. ITS Update **[Mark Johnson]**
- B. Finance & Facilities Update **[Anne Gillespie]**
- C. Enrollment Update **[David Jones]**
- D. Human Resources **[Sheri Sargent]**
- E. Equity 2030 **[Henry Morris]**

Closing - meeting adjourned at 2:40pm. Will move items *not addressed* to next meeting

**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:liz.steinborn-gourley@mnsu.edu)**

2024-25 Meet and Confer Dates

September 5, 2024

November 7, 2024

February 6, 2025

April 3, 2025

October 3, 2024

December 5, 2024

March 6, 2025

May 1, 2025