

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, October 3, 2024 | 1:15 – 2:45 pm
CSU 245**

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

Special Guests: Brooke Burke, Sudarshana Bordoloi, Jennifer Veltsos

Documents Referenced in the Meeting:

Found on THE FOUNTAIN [October 2024](#)

Agenda

Meeting Chair – Liz Steinborn-Gourley, MSUAASF President

1. Standing Items:

- A. **Welcome & Introductions:** Liz SG – partner icebreaker activity re: recent meaningful interaction
- B. **Reorder/Additions:** none noted
- C. **Review of Prior Meeting Notes:** none noted
- D. **MSU President's Report [Edward Inch]**
 - Good time of year - Homecoming. Palpable energy. Students are engaged. Meaningful story (flow-over from Icebreaker): No Gala this year, timing not good, so decided to celebrate significant donors to a sneak peak of *Cabaret*. Over 300 attended. Had presidential scholar students share stories. Powerful night. The donors felt that their investment in us is impactful. Plug to us: Go see Cabaret... very well done, powerful play.
 - President remarks to donors: Showcased theatre last night, but also shared other areas of achievement. We see a lot of great things, and beneath all of that are many pieces to help students succeed. With all of us, we have a 'margin of excellence'. It takes all of us and allows our students to perform exceptionally well.
 - Last Saturday attended Esports tournament. Our students engaging others at a very high level. Our campus is capable of putting on wonderful events.

- Tomorrow – homecoming, alumni on campus. Exciting day. Athletic hall of fame followed by the bonfire.
 - Saturday morning...pancake feed, shooting for 1500. Moved start time to 11am. Expanded, longer parade route. Mavs on the Mall after pancake feed. Then tailgates and football game at 2pm. Students have been working hard to make it a special week and homecoming.
 - Budget news: good on FY 25. Longer work goes on to create a strategic sustainable budget for next biennium (FY26 & 27).
 - Chancellor is going around the state to discuss priorities-Budget Listening Sessions. Our costs per student increase no matter what with inflation, etc. Chancellor is getting feedback from all our system institutions. Goal for us is that 2/3 cost of education carried by the State, 1/3 is carried by institution. We are currently 1/3 allocation, 2/3 student fees & tuition. We want to change this. We keep pushing this.
 - The NorthStar promise has done great work for us. 1026 of our students got NorthStar promise, ~\$2400 / student average; 2.4 million total. 12,000 students across the system benefited, system average per student is ~\$1500.
 - Our work with Equity 2030 continues. Working to put together a team for each of the 4 pillars:
 - A. Empower Student Success
 - B. Improve Compositional Diversity
 - C. Enhance Employee Retention and Development
 - D. Enrich Diverse Supplier Partnerships
 - Legislature – capital items: replacement roof for Taylor – very important as it’s passed its lifespan. We didn’t get the funds last year for it. Over the next few weeks, we will attempt to patch the roof for the next year. Patches are not a long-term fix. We will revisit our Armstrong Hall replacement project as well. Imp project. Expect our students to have access to the best facilities. We are also engaging a study for need of Res Halls (VP Jones leading). Finally, continuing to look for ways which are already generating revenues outside of student tuition dollars.
 - Question: L. Meidl re: 2/3 – 1/3 allocation to tuition/students . Pres Inch: President feels strongly this needs to change for us. We generally don’t have a spending problem; we have a revenue problem. System level – they are looking at the funding model which makes sense to them, but doesn’t necessarily make sense for our situation. We look at it as a by-student measure. Board of Trustees along with the system office own the funding model. The system looks at square footage, facilities per institution. We get counted differently based on what our campus looks like (by the system.) President does not want to balance our budget on students’ backs by asking them to pay more than a 1/3. Pres Inch: We generally look good because we have great staff, but we don’t have depth right now because we have been operating very lean for many years. Want to change that.
 - Comment: C. Nelson – highlighting ASF members who have been implementing and engaged in a very successful Homecoming week, and ASF members importance to this week, and our work on campus. Crosses athletics, theatre manager, advancement officers, etc.
- E. ASF President’s Report [**Liz Steinborn-Gourley**]
- Liz SG report – echo of Pres Inch’s and Carolyn’s comments. Wrapping up Homecoming and week 6, now entering the hard part. MavCONNECT flags and follow ups. Students are facing financial reality. 700 students visited Mav Pantry for food and support. Laundry time. ASF members continue to show up. Two examples of ASF great work – John Bulcock and Pakou Lee, their love and support of their students is so prevalent in the recorded interviews of the Royalty Candidates. All this is to say we are in the work. Our membership continues to show up and out. Over 50 ASF members did the IDL – thanks to Lin Chase for providing these sessions. ASF

members are deeply committed to our students. Gratitude to VP Gillespie – attending next week's membership mtg to share re: budget and field questions.

- We are focused on improving communication between members, sub-meets, etc. to help address challenges/issues.
- This past Monday ASF Exec Board met to review the info and data for today's Meet & Confer. We had only a few items to review on Monday. We know we are all in the thick of it, however, it is paramount to our ability to actively participate that we receive the reports as early as possible. We want to be good partners, and we are excited to engage and collaborate. Without access to the info we will struggle and look like the student who didn't read the assignment. Lack of information with appropriate lead time to review and discuss is starting to feel intentional. We want to continue on the mission that we are here to meet *and* confer.

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

- Dr. Jones – in addition to the normal data – we doing very well, highest enrollment since 2014. Kudos to ALL! Reminder, it is College Knowledge and Awareness Month! No app fees. Share the word.
- Highlighted the work of Lindsay Smith. Student Affairs have launched two new items for Transfer. New Transfer Site to help students know ahead of time what courses will transfer in. This is a pre-application site. Also have added with support from RAAR a form for students that as they are shopping can submit a course for equivalency, and then we can add to Equivalence Guide. This will also make transfer eval faster post admission.
 - A. Comment: LIZ SG noted Lindsay is no longer an ASF member (her role moved to MAPE) but we agree on her good work and are happy to claim her.
- Question: P. Hausladen re: res hall market study. How will it compare to one done earlier? D. Jones: We did one two years ago, will build upon that study. Will try to determine viable space options. Res Life staff will have more opps to interact with the study/ideas. Will have a more fleshed out plan as it moves forward. We are at occupancy right now. Looking to add more singles. More to come.

G. Administrative Reports [**See Teams Site for Written Reports**]

i. ITS Update [**Mark Johnson**]

- Cyber attack occurs every 39 minutes. Rest of the IT Updates in their monthly report.

ii. Finance & Facilities Update [**Anne Gillespie**]

- Finance Dep - Significantly understaffed in finance. Impact is that they are not as responsive as they should be and would like to be. Finance area is not 100% staffed, and not looking to hold positions. Had many transitions lately. Please get the word out to others who may be looking for a change that openings are coming. We have great employment opportunities in this area. Asking for our help to share out. Questions to Anne G. WorkDay has continued to add to the work. Important that they get fully staffed.
- Facilities – By Jan will have facilities plan draft for us to review. Will look at the not so sexy fun stuff. Comprehensive report which will help us make planning and budget decisions. Perfect timing as it combines with the Biennium planning. While we have some past projects still on our list, there is still lots of hard work in updating the data. Inflation means things will cost more in our planning. Architect is hired for the campus master plan. We do still have an architect for the Armstrong Plan but it's on hold until we get approval.

- i. Comment: Pres Inch: still hoping the legislature will act this year on this imp project. 60 million just to get the building up to speed, 78 million to do what we want to do. It's worth the full investment.
- iii. Enrollment Update **[David Jones]** – addressed earlier
- iv. Human Resources **[Sheri Sargent]** – *(NOTE: Sheri was absent but others from Leadership replied. Apologies I don't have names.)*
 - i. Question L. Meidl – Held positions. Are there some missing? Two comm directors– one in Allied Health, another? Answer: Held positions are on-going; will check.
 - ii. Flu vaccines coming. Open Enrollment coming
 - iii. Question: Liz SG - Vacancy reports: can you include the date the request was submitted? Answer: will work on.
- v. Equity 2030 **[Henry Morris]**
 - i. Thanked everyone here for Equity 2030 work. It's a university-wide endeavor. Majority of the work is done outside of the division. There is a sheet/update of Equity 2030 work in files. Highlights shared. We started this work as an institution ahead of the formation of the Equity 2030 plan. As they looked at the data, saw that there were 3 primary areas students not successful – these areas are where they have grouped their work around. We can do lots of work and still lose students. We will hear more about 'intersectionality' of our students. Can have many different identities. If we are not looking in totality, we can miss the identity causing them to be less successful. Looking at this as a division and institution.
 - ii. Goal – 20% of our domestic Student body to be SOC to match state demographics. We do this by recruiting and retaining students. The growth we have seen in our student populations has been in domestic SOCs and International students. Demographically, this makes sense. Alpha gen – no majority group...by 2040, Caucasians in our country will be 48%...so as an institution need to continue to figure out how to grow our enrollment. We have been successful; we started a long time ago.
 - iii. System scorecard – 4 KPIs – have seen overall improvement in all of them. We are outperforming (as a University) other state institutions.
 - iv. Summer project – entered into an additional relationship with EAB, same company as MavCONNECT / Navigate360. We have a history with them. They have another platform called MoonShot. Have a new agreement. Had first meeting/launch with them last week w/ expanded cabinet and steering community to go over next steps. Three ASF members on that steering committee. ASF is represented. They will roll out and communicate with the University the plans moving forward to reduce the gaps. They will be sending out a diagnostic tool to help us determine benchmarks. So, seeing improvements in KPIs, due to a lot of the University fac and staff and ASF as front-line workers. Dr. Morris is always willing to come to an ASF Meeting to talk more details re: Equity 2030 and MoonShot.
 - i. Question: Liz SG: Steering Committees- when will they launch? H. Morris – soon. Will share out.

2. Discussion Items:

- A. Budget Update **[Anne Gillespie]**

- Listening sessions for legislative sessions have kicked off. Anne G. attended the Century College session. Heard Minn State System's commitment to funding. Stood up to share that we must discuss inequity in our allocation. System goal – get us to a 60% state funding and 40 % tuition. Will discuss structure to come. Will bring info to this group. Hoping to get the legislature to properly fund us. She was glad she went as someone newer to the system and to advocate.
 - Question: Liz SG: state ASF and teamsters is wanting to advocate for the same thing. Anne G: can't keep saying we need to do more with less.
- B. Writing Across the Curriculum [**Brooke Burk**] **Time Certain – 1:40 PM**
- Presentation by Dr. Burke & Dr. Bordoloi.
 - A. ISSUE: no current assessment for Writing Intensive Courses.
 - B. Presentation: Proposal for Writing Intensive Assessment and Recertification (see ppt linked above to Fountain resources)
 - Question: Liz SG – why the 10-year timeframe / purpose? B. Burke: This is in line with accreditation timeframe. Allows teams to provide high quality reviews.
 - Question: H. Morris – how is AI impacting the WI courses? B. Burke.: yes, impacting a lot of writing on campus. More information forthcoming.
 - Question: L. Meidl – currently Eng 101 is not required for WI courses. Envision this might change? B. Burke. have not discussed as a committee at this time. L. Meidl: if that does come up in the future, we need to ensure that we need to be able to get students into ENG 101 in a timely fashion.
- C. Space Allocation Feedback [**Edward Inch**]
- Liz SG: Thanks for proposal. Helpful. Want to raise the idea of Grant impacts on spaces/funds. Revenue-funded spaces. Wondering about committee structure, consider those who will be impacted and add them to the team as well as ASF. For your consideration: add members of Res Life, CSU, others.
 - A. First charge will be to determine space utilization and then bring in folks.
- D. Academic Portfolio Review [**David Hood**]
- Michelle Moosally – presenting for Dr. Hood who is unexpectedly out.
 - They are hosting conversations in Academic Affairs looking for ways to generate revenue. Started conversations, talking with Academic Affairs faculty and staff to understand how they can approach the project.
 - Powerpoint Presentation (linked above to Fountain Meet and Confer site) - Engagement Timeline – reviewed slides. Data is a key driver. Looking at a lot of data points (IDL, others). Previewed convos re: portfolio. Identifying key principles. Looking for a diverse portfolio of disciplines. Starting key conversations/meeting in September, and continuing through October and into November.
 - Now doing budget sessions and then open sessions (see info on the Fountain)
 - A. 313 degrees and certificates programs here – notably larger than our peers
 - B. Identified some principles and data points
 - C. Met with FA leadership and other key areas
 - D. Now sharing at Meet and Confers
 - E. In parallel with academic program conversations, defining scheduling principals, classes not hitting expectations, there are exceptions. Want to do a better job of getting resources back to faculty to serve more students.
 - A. Hoping that all the programs *collectively* can sustain themselves and outside areas as most of our revenue is from tuition.

- F. Data points – see slides (many IDL, then equity measures, grad rates [power bi], also PES Markets from GRAY DI [sophisticated db of student program/employee demand by zip code, used to look at demand]).
 - G. Value-added factors – there are reasons we will keep programs in our portfolios. Financial health, etc.
 - H. Same metrics as strategic budget planning process; adding new resources IDL and GRAY.
 - I. Will look at duplicate programs (e.g. BA / BS versions of same area)
 - J. Low and relatively low viability data (from Strategic Budget process 2021) – will renew and update the data via Lin Chase team. May need to suspend enrollment in programs – will mean not admitting new students but will finish out current programs. We will have teach out plans.
- Complex process. Looking for input/feedback.
 - Timeline coming: Will be talking with individual academic departments sooner vs later. November – will get feedback on principles and data points, and will report out. Some programs decisions may have been made by November Meet & Confers.
 - Big focus of coming semester is to address the program portfolio, and see where there are, and look for ways that we can make it more efficient for us, but also grow it in ways that are going to meet future needs.
 - Distinction between our disciplinary diversity and programs.
 - A. Keeping disciplines important – but whether they stay in the same degree structure will be looked at. So may keep some courses but may not retain the program. How can we use courses in new and different ways in connection with other programs?
 - Question: J. Fischer – We have lots of quantitative data. How are we gathering the qualitative data pieces that will hopefully be a part of this program portfolio review? M. Moosally: comes under the “value-added” area. Programs will be given the chance to articulate their narratives. make a case – feed into the qualitative data. Can review update the narrative if needed.
 - Question: Liz SG – Wish we had more time to discuss this because process seems to be moving quickly. Do you anticipate catalog changes for Fall25? M.Moosally.: maybe. Not sure of timing. Goals is to try to move quickly so admissions have info needed, etc.

****Due to time running out, several items noted below were not addressed at this meet and confer.**

3. Information Items:

- A. NextGen/Workday Transition {leave and sick balance underawarded?} [**Mark Johnson, Anne Gillespie & Sheri Sargent**] [*Not addressed*]
- B. Moonshot for Equity [**Henry Morris**] [*Not addressed outside of area update*]
- C. Electronic Travel Form [**Anne Gillespie**] [*Not addressed*]
- D. HLC Accreditation Cycle Update [**Jennifer Veltsos**] **Time Certain – 2:00 PM**
 - Dr. Veltsos – will be with us monthly to walk us through the process. HCL accreditation is about academics but that is only one part. We all have been enrolled in HLC 101. Last week they delivered module 1 which explains the why of HLC. Biggest reason is that it allows us to give out fin aid. Allows for easier transfer of our students to other inst., and other students to us. It provides a stamp of approval for employers who know we meet a certain standard. It’s a mark of quality that says we do what we say we will do. Next week module 2 coming. Please read and engage. We will discuss as a group. HLC is working on the 2nd draft of the report and will bring to meet and confer in spring.

Closing - meeting adjourned 2:46pm. 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, elizbeth.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