

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, November 7, 2024 | 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 type="checkbox"/> Jean Clarke	<input checked="" type="checkbox"/> David Jones
<input checked="" type="checkbox"/> Shauna Elbers	<input checked="" type="checkbox"/> Linda Meidl
<input checked="" type="checkbox"/> Jill Fischer	<input checked="" type="checkbox"/> Michelle Moosally
<input checked="" type="checkbox"/> Tressa Flo	<input checked="" type="checkbox"/> Henry Morris
<input checked="" type="checkbox"/> Anne Gillespie	<input checked="" type="checkbox"/> Carolyn Nelson
<input checked="" type="checkbox"/> Peter Hausladen	<input checked="" type="checkbox"/> Sheri Sargent
<input checked="" type="checkbox"/> Margaret Hesser	<input checked="" type="checkbox"/> Marie Slotemaker
<input checked="" type="checkbox"/> David Hood	<input checked="" type="checkbox"/> Liz Steinborn-Gourley
<input checked="" type="checkbox"/> Edward Inch	<input type="checkbox"/> Travis Thul
<input checked="" type="checkbox"/> Mark Johnson	<input checked="" type="checkbox"/> Bobbi Urban

Special Guests: Brooke Burk, Sudarshana Bordoloi, Bea DeSantiago, Kelly Meier

Documents Referenced in the Meeting:

Found on THE FOUNTAIN: [ASF Meet & Confer, November 2024](#)

Agenda

1. Standing Items:

- a. **Welcome & Introductions**
 - i. Pres Inch
- b. **Reorder / Additions**
 - i. Requested that DEI Strategic Plan move to *Information*, to be discussed at December meet & confer.
- c. **Review of Prior Meeting Notes**
 - i. No changes / comments made
- d. **MSU President's Report [Edward Inch]**
 - i. Election. Impacts all. No matter the outcome, it's a part of our work to manage election results. It's an opportunity to teach and advise. Very proud of our staff and students. Many people on campus did a lot of work to get students registered. Many MSU Students took the opportunity to vote in the morning. Important election; their voice needed to be heard. Proud of the way our community has handled the election, professionally and appropriately. Need to be able to have convos/civil discourse. President's focus is on Higher Ed and the role we play – a special role: as a public university, wants to ensure we are accessible to our students, and that we share a message of the value of our college degree, and the social mobility a college degree affords students. Our students stay in MN, they power our economy, 1/5 stay in

Mankato. We do good work, no matter the election, regardless of the administration in place. But we do need to be on point with our messages, such as: What is our value? We need to make sure to overcome the increasing challenge of role of higher ed. The success of our students stabilizes communities, builds families, empowers the workforce. We need to stake our investment in our students' success. We take some criticism regarding the cost of HE. It does cost more, and students can't cover their costs on minimum wages. Are we helping them keep their debt load down? We must help students make wise choices and are moving through degree as efficiently as they can. Connected to that endeavor, the Schwab Corporation is funding a financial literacy center for us to try to accomplish this. Very excited about this; great opp for students. A lot on the table; optimistic about where we are and where we are going. We have an important mission.

- ii. Cabinet Level Position searches – 3 happening right now:
 - 1. VP Advancement – critical, significant to the funding stream to University and scholarships.
 - 2. VP ITS – critical – cyber-attacks are non-stop and we operate on / are reliant on our technology, need to be protected, we need to stay innovative, keep up.
 - 3. Exec Director for Minn Poly, collab w/ Minn State and St. Paul College
- iii. Space allocation committee – took feedback, crafted charge. VP Gillespie will lead, stand it up (the committee) in January.
- iv. ASF Leadership and timeliness of reports – voiced concern about how that was characterized at October meet & confer.
 - 1. His promise to ASF leadership and committee: The deadline for a report to be discussed at Meet & Confer is the Monday before meet and confer. Reports/items are to be discussed to be posted on the Teams site no later than Monday. If not there by Monday for that week's meet & confer mtg, then that item will move to the *Information* section of current meeting and will be discussed at the next month's Meet & Confer. Very important that all parties have time to read and digest reports well ahead of discussion time scheduled at Meet & Confer.
- v. System Budget Requests: System is asking Legislature for largest allocation ever asked, \$465 mill. Big sum. Unclear how election results may impact the ask. \$285 mil for cost increases, personnel & non-personal expenses, to mitigate tuition increases. \$40 mil for campus services & non-tuition expense (mental health, emerg grants, etc.). \$40 mil to renew funding for non-credit bearing programs, workforce demand needs, equipment & infrastructure upgrades. \$100 mill critical state funding support-- includes Taylor Center roof, includes building demo and on-going maintenance for unstable facilities, includes WorkDay fees. More budget planning to come for Biennium. Challenges – we won't know economic forecast for state for a bit, but twill move forward with what we have.
- e. ASF President's report [Liz Steinborn-Gourley]
 - i. "I believe..." Believe in higher education as a public service and good. Believe in the work we/ASF do to develop students, allow them to dream, grow. Our work is important to our students. Our ASF staff are supporting vulnerable students. Our academic advisors are doing their best to get students registered. Our Student Support coaching is running high across campus particularly in this final push toward finals and December graduation. ASF and Teamsters have been mtg with legislature, state board, and board of trustees. Members did a tremendous job with "Get out the vote" efforts. Halloween in CSU made it to local news. DEI hosted "My culture is not your costume fair", and it was well received. Commencement coming up. There is so much work happening and

it's ramping up until end of the term. Expressed appreciation for the willingness of President and committee to allow our time and meet and confer to co-evolve. We want to give discussion items breathing room so we can reflect and get feedback that's important from our membership. Happy November!

- f. Vice President Student Affairs & Enrollment Management [David Jones]
 - i. Mantra Contract – for mental health therapy and coaching for students. Will be added to Student Health Center and relevant websites. Will be coming.
 - ii. Legislative Session – mandated that we provide support to students who are parents – for any age. We provide a website, parent navigator, Natalie Schuette. These students are eligible for early registration. Media roll-out coming. Parent will email someone (not using a form at this time) to request access to early reg cohort code, then they will be assigned it.
 - 1. Q: L. Meidl: Will there be a vetting process to verify someone is a parent? Some students trying to register earlier, may be some taking advantage. D. Jones: We will trust those who reach out to say they are a parent. No easy way to verify.
 - 2. Q: C Nelson: please share cohort code with this group/Carolyn. May be helpful for other outreaches, scholarship info, etc.
 - iii. Transfer students update – unveiled a new website, in one month's time we have added 40 institutions, 270 courses inc., look forward to its growth. Will be helpful to students. Many people are a part of this tool, helped to bring it about.

2. Discussion Items:

- a. Budget/Legislative Update: 10 – 15 minutes [Anne Gillespie]
 - i. Received fiscal year draft audit figures. Anticipate that our CFI will drop. We think we will be under 1.5, given last two years. We will not be under the HLC requirement, but CFI is expected to drop.
 - ii. Working on instructional cost budget. Allocation model in details/teams site. System office takes a portion of what's allocated. MNSU Mankato gets least amount per student, and we are the lowest cost. Desirable: 60% allocation/40% tuition. We are flipped. We will be talking about allocation model as we move forward.
 - iii. Should receive economic forecast by end of November. Will help us in our planning.
 - iv. It's challenging to go into the budget planning process when we don't know allocations and budget, but we know most of our costs are personnel. Continuing to review all positions, will share out widely. They are collecting metrics of appropriate staffing levels for areas, etc.
 - v. Tuition strategy – have been discussing items for several years. Want to simplify tuition. We have many different rates, want to look at tuition and determine levels, looking at everything, cost to operate, etc. Anticipate that we will need to raise tuition. Last few years, students have actually been paying less given increased aid, but we still need to look at that, acknowledge that funding has not kept up with inflation, and we must balance cost to operate. Will chat during budget sub meet. Will plan to model out different tuition models/levels/scenarios. Likely higher increases than for other Minn State Institutions.
 - vi. Also will be looking at adding fees for all students beyond online only. (More clarification/discussion needed regarding what has already been recommended and approved in this regard. Fees will also be a part of the tuition modeling to come.)
 - vii. Funding - The Chancellor goal – 60/40 state/students. We are opposite 30/70 our model. We must be able to have enough funding to cover our costs, financial aid, maintain our services, support, etc.

- viii. Broadly – It’s hard to create a budget when you don’t know your funding. If anyone has input or feedback, let VP Gillespie know. Added resources to the M&C teams site. Next week will be modeling some scenarios from the system office. (First model ask was 3.5% increase, but we still can’t get out of deficit at that level). We may ask system for additional flexibility to close our gap. Healthy conversation follows re: tuition, fees, and various scenarios. Gists reflected below.
 - 1. Q: M. Slotemaker: Decision re: online fees?
 - a. A. Gillespie - Decision made but not yet fully approved. Different scenarios still forthcoming. Moving forward with recommending it as it hasn’t fully been approved. Concerns voiced re: online students paying for fees for services which they may not get access to. Online services would like more understanding and talking points to help their students adjust.
 - b. A. Gillespie – Follow-up: there has been a concern for lack of advance notice so to clarify: online fees have NOT been approved (fees structures) and will add it as a formal ask. There are many varying data points on this.
 - 2. Q: M. Slotemaker: Tuition structure for on-line programs In-state and out of state equity? Need to clarify tuition rate for online programs, and how some of these areas may be impacted. Answers and info need to be had.
 - a. M. Moosally – clarified that there are online programs who did not get into the tuition scale. All needs to be clarified.
 - 3. Q: M. Slotemaker: re: banded tuition. Concern for RN BSN as most students are working and working full-time, may not be reasonable for some groups of students. Discuss with other completion programs.
 - a. B. Urban echoes many of same concerns as Marie S. Her students should never take full-time/advantage of banded tuition, and COB faculty are expensive, so a lot to consider.
 - b. A. Gillespie: tiered tuition is another idea, perhaps different strategies for adult learners vs traditional learners. More to come, discuss, ponder
 - c. C. Nelson: To consider: who / which programs might be employer-sponsored and what those impacts might be?
 - 4. For next time – bring concerns, bring scenarios, help determine what makes sense but is more simple, etc. regarding tuition and fees.
- ix. Pres Inch: other fees and tuition conversations also occurring, situations where students are questioning why they are paying fees for one area or another. E.g. a student who has healthcare outside the Uni. A student who doesn’t believe in sustainability. FOR NEXT time review Anne’s file in teams. Worth taking a look at the models/allocation/info which could help guide us in making strategic decisions.
- b. Strategic DEI Plan: 10 – 15 minutes [Henry Morris, PCD Leadership] – **Time Certain – 2:00pm**
 - i. Moved to Information this meeting. Will be discussed next meeting. Presentation was made.
 - ii. Dr. DeSantiago presented. **SEE PRESENTATION.** Teaches in Ed Leadership. Background in equity for 20 years. Presented 2024-25 DEI Plan Framework (one-pager).
 - 1. No one is waiting for plan to come out to do the work. They move forward. The on-pager is still a draft. Focusing on 4 KPIs:
 - a. Empower student Success – MoonShot will focus heavily on this. Desired outcomes for all the students.

- b. Improve Compositional Diversity – to reflect same percentage in state - across students, staff and faculty. Faculty currently meets 18% - move gap to 5%
 - c. Enhance Employee Retention and Development – move gap to 5%. What does retention mean on campus? At least 3 years.
 - d. Enrich Diverse Supplier Partnerships – move gap to 5%, at least 10% of suppliers are businesses or POC.
 - 2. DEI Strategic Plan suggests that each dept do this work. Strategies are laid out in larger plan. Plan will be modified as needed. Will be asking for input in the future.
 - 3. Dr. Morris – want to continue with the goal of NO EQUITY GAP by 2030, even if the system goes for less (5% gap). We want to do more.
 - a. NOTED: Number of years timeframe for employee retention may work for ASF but may not work for IFO – so the timeframe needs to make sense for the different unions.
 - 4. Will discuss at next meeting.
 - c. Academic Portfolio Review Feedback from ASF: 10 Minutes [David Hood]
 - i. Last month provided an overview of Academic Portfolio Review: **See presentation.**
 - 1. Engagement Timeline
 - 2. Have met with 17 departments since October Meet & Confers
 - 3. Did a joint FA / AA survey which went out to constituents for feedback.
 - ii. Questions/Comments:
 - 1. Q: L. Steinborn-Gourley: Re: Equity quantitative data be overlaid or data made public?
 - a. D. Hood: Yet to be determined; working with Lin Chase and Jerry to see if that’s possible. Some dept. conversations led to thoughts about grads who are under-represented but not targeted by Equity 2030, so they are trying to figure out what that looks like.
 - 2. Q: J. Fischer: What does the follow up look like for / timeframe from departments who have been/will be met with? Provost’s office are getting feedback then will apply the final data point to all academic programs, all 313. Working to build a tool to allow depts to play with their different measures, etc. so they can do some “What ifs”, working with Inst Analytics and Shauna, Jen Veltsos on this. More meetings coming. Will give feedback to current 17 depts, ask for specific actions they plan to take. Will present in November meet and confer. In January will model potential changes for moving forward. (Timeframe in ppt pres)
 - 3. Q: L. Meidl: When will program changes be implemented?
 - a. Based on this timeline, changes will be implemented in F26 or longer, depending on the changes needed. Looking at a 3-year process once the portfolio is established.
 - 4. Q: C. Nelson: To clarify, you are meeting with AA depts, but not yet service areas, correct?
 - a. D. Hood That is coming as well. To look at staffing model, etc. Many conversations to come. Metrics for those processes will be different.
 - b. A. Gillespie: will look at different metrics and models.
 - 5. Q: L. Meidl: enrollment management questions – people need to be kept in the loop so admissions and marketing are informed, etc.

- a. D. Hood in convos w/ Brian Jones, etc. Looking a lot at duplicative programs (BA/BS, etc.) may happen more quickly.
 - 6. M. Moosally – comprehensive academic plan: working with enrollment, etc. Doing this to clean up degrees/programs, and have them be understandable.
- d. Writing Across the Curriculum Proposal Feedback from ASF:P 10 Minutes [Brooke Burk] **Time Certain 1:45pm**
 - i. Brooke Burk – Director for CETL presented: Writing Across the Curriculum proposal. **See presentation. Provide an Assessment and Recertification Process.**
 - ii. Feedback/Questions:
 - 1. L. Steinborn-Gourley: Why 10 years? BB: Connected to volume of classes and size of committee. Inventory management is challenging; 10 years due to staff capacity. At 10 years, can assess 15 – 20 courses a year.
 - 2. D. Hood: Assessing just the course? BB: Assessing just the course a course, not the instructor, whether courses are meeting WII expectations. Could shorten timeframe but is challenging. DH: Some courses may not be offered in 10 years. Things to consider.
 - 3. H. Morris: How does it interact with AI and ChatGPT? BB: Larger convo across campus. Yes, there is a natural connection, but it's larger. This proposal doesn't address it but important to have more broadly. CETL offers prof dev focusing on use of AI, and are allowing instructors to think about where AI comes into their courses, etc., appropriate uses of AI, etc. AI decisions are at the instructor level.

3. Information Items:

- a. Electronic Travel Form [Anne Gillespie]
 - i. M. Moosally: More of a reminder: Not using WorkDay, switched to using an electronic form in the Fountain, then attach when you submit your expense report. Need preapproval for some locations. Discussed last month.
- b. Moonshot for Equity [Henry Morris] (SEE PRESENTATION)
 - i. MoonShot is an agreement with EAB to help us look at our student success work, and aligns us with other institutions across the nation. EAB also our vender for MavCONNECT/Navigate. Those two items will work together if we do it right, maximized our efforts. The diagnostic surveys went out, was very limited.
 - 1. Steering Committee Members: (also in Fountain Resources)
 - a. Linda Alvarez, Director, Equal Opportunity & Title IX
 - b. Timothy Berry, Faculty
 - c. Kelly Meier, Assistant VP, DEI
 - d. Amy Staloch, Director of Communications and Systems [title from info submitted] (Director of Student Success)
 - e. Nicole Stock, Interim Dean of Students
 - f. Elizabeth Whitcomb, Director, Student Financial Services
 - g. Leah White, Faculty & Director Honor Programs\
 - 2. Steering Committee members in ASF: Kelly Meier, Amy Staloch, Nicole Stock
 - 3. Four areas identified from diagnostics – for immediate working groups
 - a. Access to a 2nd chance
 - b. Transfer Pathways
 - c. Leverage Tech for Proactive Advising
 - d. Registration Hold Reform
 - 4. Will form **Action Teams** – will include people from across the University. Small to be nimble but large enough to ensure voices are heard. Leadership decisions coming soon, with a report back out to the Univ. More to come next term.

5. Dr. Morris willing to come to future ASF meetings, etc. Fuller Discussion at next M&C.
- c. HLC Accreditation Cycle [Jennifer Veltsos] -
 - i. D. Hood: Please review items in the online D2L HLC class
- d. Professional Development Funds / WorkDay Update [Anne Gillespie]
 - i. Many questions re: accessing fund totals, up to date figures.
 - ii. Steve needs to rebuild it, so Anne Gillespie will talk with him again. They want to get us what we need. Discussion followed.
 - iii. L Steinborn-Gourley: in the meantime, ASF leadership will try to get estimates out to members for FY 25 amounts, ask them to track funds already spent. More info coming.
4. Administrative Reports (**See Teams Site for Written Reports**)
 - a. ITS Update [Mark Johnson]
 - b. Finance and Facilities Update [Anne Gillespie]
 - c. Enrollment Update [David Jones]
 - d. Human Resources [Sheri Sargent]
 - e. Diversity, Equity & Inclusion [Henry Morris]

Closing - meeting adjourned 2:44pm. 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