

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, April 3, 2025 | 1:15 – 2:45 pm
Taylor Center, JAR (Alumni Room)**

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"/> 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"/> 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 type="checkbox"/> Mark Johnson	<input checked="" type="checkbox"/> Travis Thul
<input checked="" type="checkbox"/> David Jones	<input checked="" type="checkbox"/> Bobbi Urban
<input checked="" type="checkbox"/> Lindsay Henderson	

Guests: Lin Chase

Documents Referenced in the Meeting:

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

AGENDA

Meeting Chair – President Edward Inch

1. Standing Items:

- A. Welcome & Introductions – no new intros
- B. Reorder/Additions
 - a. Liz SG: Move tuition and fees to 2.F.
 - b. Liz SG: Move budget update from 2.E to 2.B
- C. Review of Prior Meeting Notes – No changes noted
- D. MSU President's Report [**Edward Inch**]
 - a. Spring is a special time. We see outcomes of our work. Attended the Douglas R. Moore lecture; great reminder of our work.
 - b. However, this spring has been turned on its head. Many positive things happening on campus, all overshadowed by Friday. One of our students was detained by ICE. Pres Inch is so impressed with responses, and with our care of each other and with our conversations across campus. This should not have happened, and it made for a difficult week. It challenges our work immensely. How do we balance competing needs around this challenging time?
 - Request of family for privacy. We will not reveal name. There are 100+ people working on this in needed capacities, but we will not publicly share the name.
 - We want to be accurate in information we provide.

- Communications sequencing: In what order are we communicating? So important. We have limited ability to stop actions at federal level, but we can do what we can do. Working with others to put our best resources on alert – Governor’s office, etc., to:
 - Equip them to support and advocate for us
 - Support and advocate for any student who has been impacted
 - We are getting our guidance up to speed: Being worked on.
 - c. Stunning how our campus community comes together in all areas. Level of communication and empathy has been wonderful. Many areas mentioned, from SGA, Marketing and comms, KIC, Global Ed, Provosts, Admin services, HR. None of this is good; none is celebratory, but people have just done the work because of their deep commitment. Many ASFers on the ground, face to face with students, working through this. He’s very grateful.
 - Need to keep pondering if there are different ways to approach responses, support our community, etc.
 - His ask of us: Take care of one another, take care of our students, don’t lose sight of our mission.
 - d. State budget – not in great shape; it continues to evolve. Many updates and revisions. The Governor’s budget as presented is essentially flat, but we are losing tuition help funding. Had been frozen, state provided 3.5 % to make up costs. This is now going away. Normally we would have the final budget in May, but likely will be pushed into summer. One third of our budget comes from state allocation. (Details available on [system budget website](#).) Tuition is two-thirds of our general budget. We are trying to balance keeping tuition as low as possible but covering our budget. We are still the least expensive university of any 4-year in the state. So, there is capacity to change the tuition rate; not sure where trustees will land. Challenge: how to accommodate an uneven state revenue allocation with tuition increases?
 - Right now, if our assumptions are correct regarding tuition increase, governor's budget, etc., Pres. Inch believes we can sustain ourselves through FY26 – so does not foresee layoff or retention but does mean we need to tighten up some areas. His preference is that we keep the people who are here now if we can. Thinks we might be able to do this given current assumptions. This could change depending on budget changes.
 - Question LSG: VP updates – are they targeting any budget cuts which may impact ASF? Pres. Inch: we are doing it differently, having cabinet meet quite a bit to work on what they can do collectively. Doesn’t want them to have to cut the same across the board but rather work together to determine what they can do.
 - Pres. Inch: It’s impossible to say now until we know the answers to tuition and state funding whether or not we need to let anyone go. Pres. Inch’s sincere preference is that we don’t have to do that.
 - e. It’s a tough time. It’s a tough time for universities, for international students. He hopes we know how deeply he appreciates our dedication to our work and our students.
- E. ASF President’s Report [**Liz Steinborn-Gourley**]
- a. Echos much of what Pres. Inch shared. Exciting time of year. We are still doing all of this great work while we are hyper vigilant and on edge about what the future holds for our students and institutions. Changing ways of how best to support students. Staff in KIC, Student Affairs, DEI and others are working so hard with students to support them and us as we respond to ICE threats. Interim LA affairs director working closely with orgs and students. Chancellor and Cabinet have been clear that we are continuing our movement toward Equity 2030. Gives pause when we note that we have many held/open positions in DEI. Missing an opportunity to support students with those key roles not being searched. Thanks to cabinet for attending open forums. Presence really provides support to the community. People need to see that this is an “all of us”

issue. Encourage all to see the role we play in supporting human rights and education. Please keep attending.

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

- a. Thanked members for time working on three searches.
- b. Make sure students are aware of all resources. Refresh on [mnsu.edu/ILife Help](https://mnsu.edu/ILifeHelp): Basic Needs Resources

2. Discussion Items:

A. Questions from Administrative Reports **[MSUAASF]**

- a. Liz SG: Many ASF positions on vacancies list. Why are three in DEI held? Pres. Inch: For every position that is being searched they meet with VP. He hasn't had a chance to meet with Dr. Morris yet. Same practice as all year. Sheri: clarification, a new vacancies list has been posted as there were some that were mis-labeled and not yet through approval process. Some had incorrect statuses, so all corrections made, new report out there (under REV).

B. Budget Update **[Anne Gillespie & Edward Inch]**

- a. Moved to 2.B, see presentation and supporting docs on The Fountain. [Finance & Facilities Presentation](#).
- b. As the President indicated, still a lot of unknowns, WorkDay is still not quite helping. Doesn't think we will get through our position-based budgeting process before we will need to submit our budget. We did get a draft allocation model recently. Apologies for lateness, lots of work going on.
- c. With current model: FY26 would go down an additional 1.5M. Now forecasting a 9.8 million deficit. (See Slide #13). Estimating is still blind as we don't have good modeling tools in WorkDay but there is a slight contingency still included. See also tuition spreadsheet in files. Budget conversations continue to be focused on the General Fund.
- d. Many options discussed at budget sub-meet – see Slide # 15 - 17. Still challenges in making assessments to make good decisions. Can't quite yet pull-out payroll from WorkDay. Position holds may need to be continued to be used for the near future, into FY26.
 - Note: Hard "No" student feedback on items: higher tuition, and reducing student and GA positions (slide 16)
- e. Most want a permanent strategy but we do not have one right now. Anne originally did NOT want short-term solutions for FY26, but given where we are, we will have some.
- f. Operational efficiencies: see slide #17
 - Collapsing financial models: e.g. Summer – move it into the general fund instead of having it stay in the department to be carried over.
 - Q: Jill F: What other funds are we talking about that live outside General fund?
 - A. Anne G: Online Only, Res Life, Metro BNAI accounts, some items have moved already to general funds.
 - B. Not materially large sums of money in these other funds, but hard to be transparent about them when we don't see them/know what they are. Will help oversight of all of our buckets.
 - Comment: Liz SG: From feedback from ASF members. Still lack of clarity of how ASF members are being engaged in budget process outside of sub-meet and Meet & Confer, so ask that VPs to have these conversations with ASFers in your area. Some frustration that we are still here in this process given the timing. When will action be taken? Timeline to us so that we can go back to members to share all the items on the table and a deadline of what's next.

- Response: Anne G: understands that it feels like it's the same info but, for example for Edina lease, impacts are not just the lease but also the programs that are housed there. We are on lease until 2029, so we need to weigh our options. Would need to pay \$200,000 just to break the lease. There are programs set for that area, and other impacts (programs, HLC). Agrees we need to get to a decision point.
 - Pres Inch: All decisions for FY26 will be done by June 30. We must have a balanced budget by July 1.
 - Anne G: Now we are at Go time. Please give feedback.
 - Comment: Marie S: Understand the complexity. Outside this room there are legitimate fears, particularly as it concerns 7700 France. People hear rumblings and are fearful, or read notes and read into it. Marie tries to clarify from her understanding.
 - Provost Hood: FYI for 7700 France, any faculty and staff who might be impacted received a communication yesterday letting them know that 7700 France is on the agenda and that more information is coming.
 - (Not certain if/when a decision here will be made)
 - Anne G: happy to talk with ASF at meetings.
 - Liz SG: cc:ing ASF leadership on notices like what was sent to 7700 France would be helpful to our mitigating questions and concerns.
 - Anne G: Targeted position holds – necessary. Want our feedback. (See Held Positions doc on the The Fountain, Meet & Confer). Also, can submit questions through [this link](#) (also found in the Finance & Facilities presentation) encourages an active role to help come up with ideas.
- C. Comprehensive Academic Plan (CAP) Proposal [**Michelle Moosally**]
- a. See [CAP Presentation & Plan](#) the [Pdf Proposal](#) on The Fountain.
 - b. Group working all year, four sub-groups doing the work.
 - c. Very focused on budget and portfolio work this year so they have scaled back initial plans. Have moved some action items to FY26.
 - d. **Ask: Please review pages 5 – 12 specifically in the [PDF Proposal](#)**
 - Goal Area 1: Academic Program Development & Portfolio Mgmt. Portfolio process immediate, CAP will pick-up and sustain that work.
 - Goal Area 2: Community Context
 - Goal Area 3: Student Experience & Pedagogies
 - Goal Area 4: Fac and Staff engagement
 - e. **Actions and Key Participants: if they missed key partners, let her know. Last two slides listed all names of participants**
- D. Proposed Online Tuition Model [**Michelle Moosally**]
- a. See [Proposal](#).
 - b. Online, vs Online exclusive and Online plus. Have learned a lot from the pilot. Want to be sure to capture and share that learning. Don't believe it's been helpful to separate the online models.
 - c. Proposing a phased approach. Helps in many ways, time to include the background coding, etc. to ensure that back-end work and tracking is correct. Gives opportunities for different online programs to maybe come together. All positions covered by online models will be covered by base – will move to base but there won't be loss of positions or changes in staff per se.
- E. Academic Portfolio Review Update [**David Hood**]
- a. Working on process this last year. March 24 shared proposal of three different models. (See presentations and materials sent out on March 24 to the campus community for all materials)

- Models are estimates of decisions we could make as an institution. One very conservative, one middle of the road, last is more extreme measure to improving our income. Takes into account all the revenue generated in those programs and all of the expenses incurred. Some assumptions were made. These are options for us.
 - Models do NOT represent
 - Specific changes to staffing.
 - Enrollment or PNI projections for new programs approved for Fall25 - will include more info on these at final decisions.
 - Ideas for new programs – will continue this work on this, look for opportunities. Looking for opportunities to bring new students to our University.
 - Models review – see slides and info from Provost.
 - Model 3 – all net negative programs are cut with exception of Education and Performing Arts both which require additional investigation due to licensing and funding situations.
- b. Continuing the conversations, reflections on process. Decisions made and presented at May 1 Meet & Confers. All **current** students supported via teach out. **Newly admitted** students will be communicated with and will not be allowed to enter new into suspended programs.
- c. Question: Carolyn N: commitment to newly admitted for a 4 year teach out? David H: Would not be wise. Will work with them w/ strong advising that we will be able to retain those students.
- d. Question: Tressa F: orientation is already starting, what happens to those students. David H: will have to have some good conversations and be thoughtful. Michelle M: Overall numbers we think will be small. Many majors impacted are discovery majors, so Advising will help them understand options. There have been concerns at the grad level as well. Data shows impacted students in Model 1: one student; for Model 2 only six students.
- e. Question: Carolyn N: How will program savings be realized within the models only merging or losing a program BS/BA. David H: there will be some cost-savings among faculty who may be reassigned, help to cover/lessen overloads, and reduce adjuncts. We Spend 4 – 6 million on overload and adjunct. Will do work to identify faculty resources.
- f. Question: Linda M: do you anticipate that smaller programs without adjuncts, and if they become a service dept, that they might need less faculty? David H: that is possible, but they could need more faculty. Sociology example: working with business and CIS to create a new data analytics programs, etc. Might require more faculty.
- Comment & Question: Jill F: Thank you for transparency and quick dissemination of March 24 Portfolio docs. Helps to mitigate chatter and fear. Regarding number of students already admitted to potentially suspended programs, should we lose a portion of those, have those students been included in FY26 budget projections? Anne G: we do have a contingency; potential student loss is included there.

F. Budget Update [**Anne Gillespie & Edward Inch**]

- a. Moved to 2.B, see presentation

3. Information Items:

A. FY26 Tuition and Fee Strategy [**Anne Gillespie**]

- See doc: proposing 13+ band
- ASF Feedback & Questions follow. (We were short on time so these items were shared but we did not have time for discussion.)
 - ASF indicated a preference for the 13+ tuition band.
 - ASF indicated an interest in splitting the difference to a 14+ band. - This came through as write-ins.

- These plans could create challenges for working students, student parents, students with disabilities – so what are we seeing for impact on non-traditional students?
- Concern that students enrolled in more than 12 credits a semester have lower success rates.
- Will there still be counseling required for students attempting to enroll 18+ credits?
Answer: Yes
- How does the banding model fit within our Equity 2030 goals – has this been looped into the Moonshot steering committee?

DID NOT ADDRESS THESE ITEMS – Documents on The Fountain.

- B. Special Initiative Award in Contract [MSUAASF]
- C. HLC Accreditation Cycle Update [Michelle Moosally/Jennifer Veltsos] **Please review report – Move discussion to next M&F**
- D. University Policy Review Update [Michelle Moosally/Jennifer Veltsos] **Please review report – Move**
- E. Final Decision on the Academic Calendar Proposals [Michelle Moosally]
- F. Update on University Website Project [Sheri Sargent]
- G. Graduate Admissions CRM Update [Gwen Schimek-Tischler & Brian Jones] **Please review report – Move discussion to next M&F**
- H. Creation of the Campus Awareness and Strategy Team (C.A.S.T.) [David Jones]

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 2:45 pm. 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**

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