

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER**

**Thursday, October 13, 2016
1:15-2:45 P.M.
CSU 245**

Minutes

Meeting Chair –President Davenport

I. Information Items

- A. Review of Notes
 - 1.No changes
- B. MSUAASF President’s Report
 - 1.Members have been involved in many initiatives
 - 1. Family weekend
 - 2. Internships
 - 3. FLSA – impact on members
 - 4. ASF has a very active state president; learning a lot on state level
- C. MSU President’s Report
 - 1.President’s Leadership Council
 - 1. Urgency of continuing to implement Charting the Future
 - a. We are right on target for our institution
 - b. Pushback from presidents and that system was piling on to campuses
 - c. MSU has most faculty and staff involved
 - d. If we are at the table we have input and we can impact
 - i. This is important
 - e. Timelines for meeting strategic goals is becoming tighter and tighter
 - i. Presidents wanted some breathing room
 - f. Most questions on online learning
 - i. Centralized online learning/clearinghouse
 - ii. Campuses are not on board with system coordinating online learning
 - iii. Ok with clearing house
 - 2. Diversity plan
 - a. We received high marks
 - b. We continue to work to implement
 - 3. Workforce solutions
 - a. Mixed support
 - i. Customized training Community Colleges
 - b. R. Davenport on planning committee – rep for 7 universities
 - i. 2 representatives from our University
 - 1. Kristel Seth
 - 2. Jenny Cashin
 - a. Experts and qualified people
 - 4. Financial Sustainability
 - a. Appropriation request change
 - i. 20 mil base request to replace ISRS
 - ii. Raise rest from individual campuses
 - iii. Not asking for as much from legislature
 - 1. Taking more from reserves
 - 2. We have never bought down our reserves
 - 3. System office says we are going to have to do that
 - 4. We will pay our share
 - 5. We will build our reserves back up over a number of years

- iv. Concern on impact on accreditation
 - v. System has discussion with HLC to alleviate problems on individual campuses
 - 1. Asking them to make an exception
 - 2. \$150 million over 6 year period
 - 3. Administrative side set up first before other aspects
 - a. Make basic functions work first
 - vi. We are in bonding project for clinic
 - 1. Was 6.2 now 7.4 mil request
 - 2. Additional bonding request 40 mil for complete overhaul of Armstrong hall in two cycles
 - 3. Then Nelson most likely similar amount
 - 4. What will be next in capital campaign
 - a. New college of business building
5. Concern about partnership with 2 year colleges in cities
- a. w/ St. Thomas
 - b. tried to understand
 - c. answer that was given was not satisfactory
 - d. 7 universities raised concerns
 - e. Need to take care of our own system first
 - f. Dakota Tech was working on developing a 4 year poly tech would be 8th university
 - i. Concerned raised that this has been in development over past 3 years

S. Granberg-Rademacker: what changed stance on reserves?

Cannot afford to pay for it and precedent was set at the University of Minnesota

M. Johnson – we have underspent on this for so long that we need to do something and sometimes you need to take from other things to do what you have to do.

R. Davenport – reserves are one time monies

Don't have a problem with spending in – we need this – to continue to improve – we will get hit harder because of size – fair tap into funds

Can we tap in now? Would have to be replaced in specified period of time. Not an advocate of this

M. Johnson – this is a process – current system will freeze as some point and only updated for absolute needs

Purchase fully integrative system – will be huge improvement

S. Smith – we are counting on enrollment and we are ok because of our enrollment numbers; other universities will be challenged

M. Smith – buy software and we change our process – need to embrace change

D. Vice President Student Affairs & Enrollment Management Report

- 1. Thank everyone and hope had great homecoming
- 2. Ramon – Founders day – thank you
- 3. Enroll 15144, ½ percent down 74 down
 - 1. Down 9 undegrads
 - 2. Down 44 full year
 - 3. we are credit leader
 - 4. thanks for help with recruitment
 - 5. MEA coming up
 - 6. Oct 1 prior prior year FAFSA
 - a. Well over 1000 fafsa in already
 - b. Get the word out there

II. Discussion Items

A. Budget (Rick Straka)

- S. Smith – had good financial year
 - i. Finalizing financial statements
 - ii. Giving more details on CFI
 - iii. Current year President's Cabinet did approve equipment allocation of over 1mil dollar over 40 items

1. Any institution that missed enrollment by more than 2 percent on watch list have to resubmit budget
2. 22 universities on that list not our university
- iv. S. Granberg-Rademacker: we have been encouraged to take part in webinars – why are there now more in October than originally scheduled
 1. R. Davenport: Cannot speak to that
 2. M. Wells: communication, materials, implementation

B. HR Topics (Sheri Sargent)

- Human Resource Vacancies
 - i. Emailed out
- Update on FLSA
 - i. S. Granberg-Rademacker and J. Van Boxel met regularly with questions and concerns
 - ii. A. Johnson sending communications to supervisors and those impacted
 1. 3 different communications
 - a. Supervisors
 - b. Those impacted
 - c. Those not impacted
 - d. Sent to system
 - i. Using our stuff as reference materials to other universities
 - e. Coming to member meeting to answer questions and concerns
 - f. Rumors of delay will not stop our work so that we are prepared
 - g. S. Granberg-Rademacker hosting smaller conversations at the end of October
 - h. S. Sargent– modifying eTimesheet to be used for our affected members
- iii. Moving forward search for regional HR directors
 1. PDs not finalized for staff positions no searches
- Update on HR-TSM (Human Resource Transactional Service Model)
 - i. Conversation at HR retreat
 - ii. Draft position descriptions were shared
 1. Business solutions – not final documents; asked for feedback
 2. Email sent by S. Sargent earlier this day
 - iii. Moving forward search for regional HR directors
 1. PDs not finalized for staff positions no searches
- Holiday Calendar 2018
 - i. Proposal to move from Jan. 2 to Dec. 29
 - ii. plan to move forward at this time
- B. Williams: Professional Development Day – committee coming together in next few weeks
 - i. FLSA exemption does it follow person or position?
 1. S. Sargent: salaries and duty test

C. Sesquicentennial Update (MSUAASF)

- D. Jones speaking for P. Hustoles
 - i. Four subcommittees
 1. Over 100 events
 2. Every college has signature events
 3. Branding
 4. K. Stanley: Foundation board set aside money this year and next year to help fund over 100,000 to help with events
 5. Website established

D. StarFish (David Jones)

- Good news - Hobson's Retain bought starfish and we have purchased
- N. Stock will lead implementation
- Will be asking for help
- now affordable, moving ahead
- N. Stock working on demo
- Will be able to fully utilize
- S. Granberg-Rademacher: timeline to implement?

- i. D. Jones: Timeline has not been established
 - E. Professional Advising Model (Marilyn Wells and Richard Davenport)
 - M. Wells – 3 task forces suggested changes to advising
 - i. Moving forward with recommendations
 - ii. 3 round tables on prof advising model
 - iii. G. Zierdt developing what would implementation look like
 - iv. Principles – don't need to hire more people 67-70 FTE
 - 1. Need to better coordinate
 - 2. Hire director of advising to coordinate
 - 3. Professional development - not receiving or delivering same message
 - 4. Policies and procedures
 - a. Institutional responsibility and student responsibility
 - b. 565 advisors – average 28 some with over 800 advisees
 - c. Space and a place and leveraging tech tools
 - d. Much of advising now focused on struggling or at risk
 - e. Helping average student become exceptional and grad students
 - 5. Interim report was submitted to HLC was accepted and given praise can now move forward.
- F. Cyber Security Month (Mike Menne)
 - October is cyber security awareness month
 - i. Easy things to improve security (presentation)
 - 1. Awareness and education is key
 - 2. With resources – we are at a deficit – people and capital
- G. AASCU RFY Project (Nikki Stock)
 - Reimagining the first year
 - Partnership b/w MSU and AASCU
 - i. Increase retention and student success
 - ii. Submitted application and selected as one of only 44
 - iii. Form a learning community that will collect and share evidence
 - iv. Receive extensive support through webinars conferences tools, resources
 - 1. Easy access to support
 - Dr. Zierdt took lead on this
 - Met 5 times over summer
 - i. 7 signature strategies were developed
 - 1. Moving forward with these
 - a. Micro grants
 - i. Source of funding to support student with short term financial hardship
 - b. University communications
 - i. Language we use
 - ii. What communications are being sent out
 - c. Student success data workgroup
 - i. Culture of evidence
 - d. Belonging and growth mindset
 - i. Student see themselves as part of community
 - e. Exploratory tracks
 - i. Students have general area of interest
 - ii. Stay on an academic path
 - f. Gateway course study
 - i. Look at gateway courses
 - ii. Have access to equitable courses
 - g. First year seminar redesign
 - i. Student dev course
 - ii. Available to all students
 - iii. Cohorts

2. Many of strategies align with academic master plan
3. Next step call for members of teams coming late October
4. N. Stock will send out handout via email
5. M. Wells – one of reasons we were selected – shared governance - how we will succeed in our system

H. Strategic Budget Planning Process (Lynn Akey)

- How we allocate resources knowing that we need to look for opportunities to grow; to reallocate resources
- Developing strategic budget planning process
 - i. Academic programs
 - ii. Nonacademic programs
 1. What would be the indicators we would consider to invest more, un-invest
- Starting work this week
- R. Straka sent out email about campus forum (handout and look at email)
- S. Granberg-Rademacker: how do you define academic v nonacademic –
 - i. academic = degree granting program
- S. Smith – important undertaking to reposition us to be more successful
 - i. Being transparent and inclusive of campus
 - ii. Because of stable budget now this is a good time to take a look at things to make framework
- M. Wells – not only positions, technology, space – will serve campus well
- R.. Davenport – Provost Wells and Dr. Davenport and Dr. Akey: what will transform university to next major university in Midwest – can't do this alone everyone has to be invested. Other strategic plans were building blocks to this

I. University Strategic Directions Call for Task Force Appointments (Lynn Akey)

- Will be active this year
- Call came out to 6 taskforces
- Still collecting from other Bargaining Units
- Will begin at end of month

J. Feedback on CTF Workgroup Recommendations (Lynn Akey) handout

- Have received recommendations back
- On charting the future website
 - i. Can provide feedback via online
 1. Info sent to campus and system

K. Change in Meal Plan Suspension for Non-Payment (Rick Straka)

- S. Smith – last year opportunity gap task force to see how students of color impacted
 - i. Meals plans were one area and removed this barrier
 1. Students were reminded multiple times and then removed from meal plans
 2. Some students never contact for options
 3. We are only institution in MNSCU to do this
 4. Not suspend student for non-payment will flag for financial hold
 5. Working on communication and follow up

FY17 Meeting Dates

November 3, 2016

January 5, 2017

February 2, 2017

March 2, 2017

April 6, 2017

May 4, 2017