

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

Thursday, March 2, 2017

1:15-2:45 P.M.

CSU 245

Minutes

Meeting Chair –President Davenport

I. Information Items

A. Review of Notes- no changes

B. MSU President's Report

1. Pleased to have had Board of Trustee's member Jay Cowles on campus – Trustee Cowles requested to visit

a. Tried to tell our story – what makes our university so distinct

i. Seen as exceptional by our peer institutions

ii. Trustee Cowles wanted to understand our path forward

a. Attribute lots of our success to our enrollment management team

b. Looking to improve retention

b. State financial surplus is now 1.7 billion

i. Higher Education is a high priority of democrats and republicans

a. Not sure to what level Higher Education will be funded

c. Day at the capital merged with Rochester – March 10

i. A sign up list exists and individual are encouraged to sign up

d. Branding – we will introduce new concepts in branding building on what we have without violating MN system brand

2. Interest for a summer meet and confer?

a. Several dates will be proposed in the near future

C. MSUAASF President's Report

1. Working to hire students in various offices

2. State ASF board met with system office to understand legislative agenda

3. Locally working closely with HR to review processes for determination of ASF position exemption status

a. Thank J. Van Boxel and Steve Barrett for help

D. Vice President Student Affairs & Enrollment Management Report (Brian Jones sharing report)

1. Spring semester enrollment – down ½ FYE for spring

2. Fall overall 1.8 % down in admits

3. 2.8% up in confirmations

a. New 1st year down 4.7 %

b. Up in transfers and grad students

4. 2nd largest percentage of MN students only to University of Minnesota

5. Wrapped up with large recruitment events recently

II. Discussion Items

A. Budget (Rick Straka)

A. Will have salary savings

B. Looking forward to legislative updates

i. If we get less than 178 will there be language included that speaks to tuition freeze

ii. Appears that Board will honor undergrad tuition freeze, but ok with inflationary increase for graduate tuition rate

C. Parking see handout

i. Lots by softball fields redone first followed by lot 16

B. HR Topics (Steve Barrett)

- A. Human Resource Vacancies
- B. FLSA

- i. Meeting with ASF leadership weekly
- ii. Working on how we want to implement FLSA review and how to send positions to systems office
 - 1. Generated list of questions for the system office
 - 2. S. Barrett will meet with them next week
 - 3. C. Nelson – any sense of how things going with system ?
 - a. Only one person reviews everything including FLSA
 - b. Results all over the board, need a better sense of are we looking at same factors - are they being weighed differently
 - 4.

C. Professional Development Day

- i. Tomorrow email sent out this morning
- ii. Starts at 8:00am in Ostrander

C. Policy Review (Lynn Akey)

The University's policy consultation and approval process includes two review periods during which members of the University community have the opportunity to review policy drafts and suggest modifications.

In accordance with the [policy review process](#), the following policy drafts are presented for Formal Review, which will run from February 10, 2017 to April 7, 2017.

A. Revised Policies

- Conflicts of Financial Interest with Grants and Sponsored Programs
- Crime Reporting Requirements
- Emergency Notification
- Graduate Assistantship
- Graduate Enrollment
- Maximum Credit Registration Limit (Proposed: Credit Load for Undergraduate Students)
- Missing Residential Student
- Satisfactory Academic Progress for Undergraduate Students (Proposed: Academic Standing for Undergraduate Students)
- Student Education Records
- Tobacco and Smoke-Free Campus
- Undergraduate Admissions
- Weapons and Firearms

B. New Policies

- Camera and Video Footage Use
- Campus Communication and Mass Email

C. Terminated Policies

- Heating, Ventilation and Air-Conditioning (Proposed: Terminated Policy and change to University Procedure)

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the "Policies Under Review" section.

Comments may be provided electronically (lynn.akey@mnsu.edu) or in writing (Lynn Akey, Office of Institutional Research, Planning, and Assessment, 315 Wigley Administration Center). **Please submit comments no later than April 7, 2017.**

Encourage members to provide feedback on policies up for review

S. Granberg-Rademacker – which policies received the most feedback during the informal review
Graduate assistant and enrollment policies

D. Strategic Planning Budget Update (Rick Straka & Lynn Akey)

- A. Have budget planning principles that guide us
- B. Commitment to make investments into the institution
- C. Working on how we can reallocate resources
- D. We are coming off of 2 years of reductions
- E. Want to be more proactive for future budget cycles
- F. 3 work groups that
 - i. Budget process look like overall
 - ii. How to evaluate academic programs

- iii. How to evaluation non-academic programs
- G. Now looking for feedback from campus members
 - i. Forum last week and many ASF members took part
 - ii. Videos will be posted from campus informational sessions
 - iii. March 13 and 14 feedback sessions
 - iv. All of feedback will go back to the work groups
- H. Not a decision making process
 - i. Candidates for reduction
 - ii. Candidates for maintenance
 - iii. Candidates for investment
- I. This is about the general fund areas
- J. Thank you to those serving for their work and dedication
- K. Would like a lot of input
- L. Would like a final draft in May
- M. S. Granberg-Rademacker - what will feedback sessions be like?
 - i. Similar to how the process worked within shared governance
 - ii. Continued conversation around evaluators
 - iii. Not ranking programs from 1-99, put them into categories
- E. Integrated Advising Model (Ginger Zierdt)
 - A. See handouts
 - B. Over 350 folders of info distributed
 - C. Individuals are very invested in this process
 - D. Last page of the document is a summary of feedback into visual
 - E. Three distinct areas within the model
 - i. Online Orientation Onboarding
 - ii. Advising Stations
 - iii. Developing framework policy and procedure framework
 - 1. Received great feedback from those with students at MSU working
 - iv. Key reflection questions – come to listening sessions
 - v. S. Granberg-Rademacker – handout with feedback
 - 1. Sought feedback through weekly updates
 - 2. Themes identified on back of documents
 - 3. R. Pinero – will individual make decisions on transfer credits be made by one individual through this model or are they going to need to send students to various offices?
 - a. Need to clearly identify “lanes”
 - b. Question cannot be answered today due to numerous stakeholders but have clearly heard the feedback and concerns of many individuals on campus
 - c. C. Nelson – students get lost in convoluted nature
 - d. M. Wells – this will be transformational process but not solving everything other things are being worked on at the same time
- F. Student Success Component in the Allocation Framework (MSUAASF)
 - A. S. Granberg-Rademacker - This came up at state meet and confer
 - i. Want members to have a better understanding for our members
 - B. M. Wells willing to come to general ASF meeting to give more information
 - C. Counts for 1% of allocation model – signaling that performance matters
 - i. Of 1% .75 percent - did you achieve your expected metric?
 - ii. .25 percent if you improved but didn’t expect it
 - iii. Based upon 3rd semester retention
 - iv. S. Granberg-Rademacker - how do you think that MSU will fare with this metric?
 - 1. R. Straka – speaks to the question of have you reached your goal or have you improved?
 - a. Overall impact on budget will be very small as R. Straka’s understanding
 - b. M. Wells performance targets are set for 5 years – we are reaching the end of our current 5 year targets

G. Diversity Plan Update (Henry Morris)

- A. Last Meet and Confer shared proposed diversity statement did not receive any feedback
 - i. We will be moving forward with feedback that has been provided
 - ii. Required to share midterm update with MN State System by March 15
 - 1. Have asked stewards for updates on the action steps of the process
 - 2. Will share with the University updates that are provided
 - 3. Document will be part of the 3-5 year diversity plan
- B. Climate Study will be launched after spring break; before the end of March
 - i. Developing a development opportunity for employees on how to work with individuals who they have not worked with in the past.
 - ii. Demographics will continue to change
 - iii. J. Van Boxel – who is the intended audience of this study
 - 1. Send it to everyone on campus – students and employees
 - iv. J. Van Boxel – would encourage strategy to have people complete the survey
 - 1. GMWs, etc (less access to email)
 - a. Ask faculty to talk about it in class rooms
 - b. Spend a lot of time marketing the survey
- C. How do we work with faculty on to better respond to changing demographics
 - i. Looking to get people Intercultural Development Inventory (IDI) trained
 - 1. Hope to have a representative and ASF trained
 - 2. What is IDI – Intercultural Development Inventory
- D. Have also begun a Know Your Rights campaign (example: legal rights, how to challenge things you are opposed to)

H. University Colloquium Series (Marilyn Wells)

- A. See handout
- B. The University wants and can do more
 - i. Idea grew out of several sources
 - ii. Geared towards both minimal understanding and also advanced knowledge
 - iii. This is a save the date document
 - 1. If suggestions for individuals for the panels open to suggestions
 - 2. More urgent topics might come up and topics may change
 - a. Want people to provide potential topics
 - b. J. Van Boxel fantastic resource

FY17 Meeting Dates

April 6, 2017

May 4, 2017