

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

Thursday, February 2, 2017

1:15-2:45 P.M.

CSU 245

Minutes

Meeting Chair –President Davenport

I. Information Items

- A. Review of Notes – Minutes will be reviewed at the next M&C
- B. MSU President’s Report
 - 1. Learning Communities, New Student and Family Programs, and Res. Life recruitment for student and professional staff recruitment
 - 2. Res. Life engaged in large recruiting seasons (professional, grad, student staff)
 - 3. Time with professional staff helping students in political world. People feel welcomed, reduce fear
 - 4. Res. Life: Tunnel of Oppression partnered with the Office of Equal Opportunity & Title IX
- C. MSUAASF President’s Report
 - 1. See Handout
 - 2. Took stand on executive order on immigration
 - 3. Want us to understand that there is a movement afoot pushing back on immigration order
 - 4. Higher Ed will not just sit back and let this happen without this fight
 - 5. Cannot violate state and federal law
 - 6. Sanctuary campus may have violated law depending on various factors
 - 7. Protections in regards to private data and what we are willing to do to cooperate with immigration services
 - 8. M. Wells - many people concerned with changes and uncertainty and want to do something but unsure what is appropriate
 - 9. S. Stoyloff – what are actions we can do
 - 1. Campus conversations
 - 2. Input for planning and coordination to help our campus understand
 - 3. 14 students from the 7 countries all students here and are enrolled and attending classes
 - a. They are safe and learning
 - b. Advice to them is not to leave or talk to university staff before making arrangements
 - c. What would happen if ban expanded – could add 300 students to the list
 - d. Faculty: 30 on visa – none from the 7 countries
 - 4. Many professional associations are putting out statements
 - a. Example: graduate student association
 - b. Please share information with M. Wells, R. Davenport, D. Jones, Steve Stoyloff if we find out information
 - c. Please verify information instead of posting something that may or may not be true
- D. Vice President Student Affairs & Enrollment Management Report
 - 1. Enrollment – system report down 12 FYE from a year ago
 - 1. Anticipate that to be improving
 - 2. Fall 2017 overall application down 180 students
 - 3. Intent to enroll up 2.5 percent
 - 4. Transfer students of for fall 2017
 - 2. 2016 fall new record high of international students
 - 1. 1221
 - 3. Grand opening of University Dining Center tomorrow

II. Discussion Items

A. Budget (Rick Straka)

- This year in good shape, made significant cuts
- Even or a little up from spring to spring
- Increased our FYE a bit
- Doing quite well compared to other schools
- R. Davenport – how do you manage a hit like Winona or St. Cloud – down 350
 - i. They are not filling positions, some layoffs
- Governor put forward budget recommendation
 - i. 150 million from Governor recommendation
 - ii. Freeze may be for undergraduate; graduate tuition may be a place to increase
 - iii. Don't expect to hear until mid to late April at the earliest

B. HR Topics (Steve Barrett)

- Human Resource Vacancies
- FLSA
 - i. A long saga
 - ii. Reviewing a number of positions for exempt/non-exempt status
 - iii. System office is revising timelines and giving more flexibility on when positions are reviewed
 - iv. System - How positions will be grouped together for review
 - v. Working with ASF and all units to strategize how to group positions to be sent to system for review
 - vi. Deadline from system is June 2018; no one wants to take that long to complete this
 - vii. Comment from J. Van Boxel – really positive work has been done since you started

C. Strategic Direction Update (MSUAASF)

- J. Van Boxel – progress update and any information on implementation?
- M. Wells – Co Chairs had meeting week ago on Jan. 16
 - i. Timeline taskforces have been meeting as schedule
 - ii. Reports from due in March
 - iii. Implementation in August
 - iv. D. Jones: everything progressing quite well
 - 1. ASF membership has been active and helpful
 - v. H. Morris: prioritizing action and implementation steps

D. Tested Experience Questions (Barry Ries)

- B. Williamson – tested experience kicks in for people without Masters degree?
 - i. B. Ries: Masters in discipline or 18 graduate credits in discipline and if these do not fit than this criteria
- J. Van Boxel – First Year Experience timeline for implementation where we need to use this?
 - i. Have to be in compliance by Sept. of 2017
 - ii. Final review on March 20
 - iii. Our implementation date of April 20
 - 1. B. Ries - Hiring is going on now – review the document when going through current hiring process and try to meet as many tested experience as possible
 - 2. B. Ries - HLC could ask for verification of this credentialing at anytime
 - 3. B. Ries - Have lots of communication to see if what you are doing meets the standards
 - 4. M. Wells: There is not a master's degree in first year experience
 - a. Provide professional development so individuals can meet the expectations
 - b. B. Ries - Professional experience of x number of years equates to degree this is still a draft

E. Integrated Advising Model Feedback (MSUAASF)

- B. Williamson – new staff hired or pulled from existing?
 - i. M. Wells: Not a plan to change existing positions – connect the dots
 - ii. M. Wells: Add 4 new professional advisors
 - 1. What kinds of things can we do in interim time between acceptance to orientation for our students
- J. Van Boxel – overarching feedback is positive

- R. Davenport - can have a great positive impact on retention and helping students to get a degree
 - M. Wells – seeking feedback on elements of the model and implementation
 - J. Clarke – Dr. Zierdt has been soliciting
- F. Campus Climate Survey Update (Henry Morris)
- In process of finalizing climate survey
 - Interviewed 125 people to help create the survey
 - Ready to go before end of this semester
 - 3-5 year plan
 - ASF had two focus groups leadership and members
- G. Diversity & Inclusion Plan Update (Henry Morris)
- Climate study, review of all policies and procedures
 - i. Changed policy on plan to remove board plan (meals) from Res. Life students who had not paid bill
 - Prioritize the action steps
 - i. Accomplished aiding students enrolled in high fail rate classes for diverse students
 - ii. Added supplemental instruction/tutoring into the class
 - 1. High fail rate on first 3 exams then implemented supplemental instruction then lowered failure rate, repeating with class this semester, is this a model to look at for across the University
 - iii. Already have begun implementation of many plans steps
 - Diversity Statement (handout)
 - i. Draft proposal of new statement
 - ii. Looking for feedback on the draft statement
- H. Executive Order Impact (Marilyn Wells)
- See Presidents report
- I. Sesquicentennial Update (Kent Stanley)
- 4 subcommittees over 100 volunteers from campus and Mankato community
 - University Celebration Committee – themes for celebrating
 - College Celebrations – how to celebrate within colleges each college has a month to celebrate
 - Communications group - energetic committee
 - Publications, Promotions, Preservations – marketing things being published and what are we archiving book being published look at 150 years, coloring book, partnering with the Mankato Free Press
 - Oct. 2018 final event Saturday midnight fireworks
 - February 16 bonding date anniversary for the University, will be publicizing logo, no state or student dollars are being used to fund this
 - R. Davenport – want ASF involvement and welcome involvement
- J. Hubbard Building (President Davenport)
- Newspaper article on Hubbard Building
 - 6000 square feet of free space for 3 years
 - Small Business Development Center in there
 - Center for Innovation and Entrepreneurship
 - Strategic Partnerships
 - i. 4-6 weeks for Strategic Partnerships
- K. Dakota Tech BAS degree
- Has lot of community support
 - University presidents took issue with it
 - i. All 7 presidents met with President of Dakota Tech
 - ii. Chancellor said to Dakota Tech that the BAS will probably not happen
 - iii. Davenport sent letter to Dakota Tech asking President to consider talking with the other Presidents

FY17 Meeting Dates

March 2, 2017

April 6, 2017

May 4, 2017