

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, January 29, 2026 | 1:15 – 2:45 pm
CSU 238**

AGENDA

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 Alissa Morson

Attendees:

- | | |
|---|---|
| <input type="checkbox"/> Amy Cooney | <input checked="" type="checkbox"/> Linda Meidl |
| <input checked="" type="checkbox"/> Shauna Elbers | <input checked="" type="checkbox"/> Michelle Moosally |
| <input checked="" type="checkbox"/> Jill Fischer | <input checked="" type="checkbox"/> Henry Morris |
| <input checked="" type="checkbox"/> Tressa Flo (online) | <input checked="" type="checkbox"/> Alissa Morson |
| <input checked="" type="checkbox"/> Anne Gillespie | <input checked="" type="checkbox"/> Sergio Salgado |
| <input checked="" type="checkbox"/> Lindsay Henderson | <input checked="" type="checkbox"/> Sheri Sargent |
| <input checked="" type="checkbox"/> David Hood (online) | <input checked="" type="checkbox"/> Kristel Seth |
| <input checked="" type="checkbox"/> Edward Inch | <input checked="" type="checkbox"/> Sam Steiger |
| <input checked="" type="checkbox"/> Brian Jones | <input checked="" type="checkbox"/> Liz Steinborn-Gourley |
| <input checked="" type="checkbox"/> Joe Kmietch | <input checked="" type="checkbox"/> Travis Thul |

Guests: Amy Staloch, Mitch Wallerstedt

Zoom attendees: Many ASFers attended via zoom

Documents Referenced in the Meeting: Can be found on THE FOUNTAIN: ASF Meet and Confer [January 2026](#)

1. Standing Items:

- A. Welcome & Introductions – no intros needed
- B. Reorder/Additions – none
- C. Review of Prior Meeting Notes - no comments
- D. MSU President's Report [**Edward Inch**]
 - A. ICE – our conversations have been dominated by ICE. One of our college system president needs security at all times. Our job is to take care of our students and each other. Good news is it seems to be calming down. Tom Homan just announced that they will begin to draw down ICE official numbers. Our work and appeals have made a difference, as well as public appeals. Mayor called Pres. Inch last week, commented on our work in protesting in non-violent ways, without destruction of property. Important to note that we are protesting in lawful ways. Questions that have been raised:
 1. If we see ICE on campus, what do we do? Contact the President's Office and/or Shari Sargeant.
 2. Can a Constitutional Observer blow whistles on campus? You don't need to be a constitutional observer to be able to blow a whistle. Anyone can, but can't disrupt classes, etc.
 3. Can ICE be on campus / be in parking lots? They need to have a warrant. Warrants need to be verified by the President's Office.
 4. Are students getting notified? Greater Mankato ICE watch is reporting fairly comprehensively. No one has reported ICE on campus

5. Are we utilizing our Star Alert system? Star Alert has criteria for when Star Alert can be used, based on Cleary Act. It will be triggered if it meets that criteria.
6. How to assist students? Faculty and Support Staff are to work with students to identify accommodations. each case is individual, international and academic affairs to figure out appropriate accommodations
7. Off campus event – what to do to support our students? Contact local law enforcement and President’s Office.
 1. Q: Can you clarify the policy re: ice on student events off-campus? Pres Inch – contact security or Pres office and they will coordinate with regional police, if not on campus.

B. Armstrong - Pres. Inch is having state level conversations:

1. Review discussion points and share at next meeting, web page: [Replace Armstrong Hall for the Next Generation of Learners | Minnesota State University, Mankato](#)
 1. Students from every legislative district, should be important for all.
 2. Comprehensive inventory of all spaces – taking pictures to verify a space is being used as it says it is.
2. Discussed Allocations – continue to advocate for a larger allocation for our campus.
3. Asking for multi-year tuition increases, so that we can appropriately plan
4. Coordinate online learning ed – which will require some investment. What can we do now and how do we get word out there?
5. How to create better back-end strategies to combine resources across campus.
6. How do we develop stronger academic prep – so that low enrolled programs might be combined with other campuses.
7. Also asking for tuition leveling.
8. Questions and comments:
 1. Q: How would shared classes work for tuition rates? Pres Inch: need approval first then would figure out revenue sharing.
 2. Q: What kinds of courses are you considering? Low enrollment, and examples that come up are language courses, etc., as those might be lower enrolled.
 3. Comment: Recommend that there is a document of some sort which shares out what will be offered when.
 4. Q: Please restate the shared work proposal, and is it just this campus and impact on shared workload and position or across campuses
 - a. Pres Inch: Contracts is an example where we might consider sharing the workload across campuses. Accounts receivable is another place this may work. These are just ideas. Is there a way to coordinate this? We would need to study it. Operationally, next step is to study this. Capacity will also be considered here. Likely coordination with other 4-year Unis. Our campus might be on the receiving end of support if we don’t have capacity to take on work from other campuses. Much to figure out.

E. ASF President’s Report [**Alissa Morson**]

- A. An eventful month; tough report to give. Want to commend all the ASF members for coming together in support. Many challenges: Budgets, staffing obstacles, ICE. Encourages grace. Three questions from members to share here. Acknowledges that some of these items are on today’s agenda.
 1. BUDGET
 1. Staffing levels concerns. What will happen next fiscal year FY27?

2. Armstrong Contingency plan – sees that it's on the agenda for today. Significant concerns about what happens if the building goes down, where will staff work?
2. HIRING TIMELINES and STAFFING LEVELS
 1. We have depts who have actively been in a search committee for over six months; offers made and turned down, timelines getting shifted. How can we partner to decrease this timeline? Staff are spread thin and burnt out and additional work and hiring is a big challenge. Would welcome a discussion in-coming months about how to put pressure on system office
 2. Staffing levels – One advisor has an advising load so large - doesn't have a spot available until March 16. Not acceptable to staff but also not good for students. Support doesn't feel like support due to staffing and advising loads.
 3. WorkDay – challenges with application process, need to put pressure on the system office to address. We are 18 months in with this system; these issues should be worked out by now. ASF would like to help w/ putting pressure on those folks
3. ICE
 1. Hearing from many members, and recently regarding the Employer in Residence visit from CBP – which ultimately didn't happen. However, many members were upset that the reality with current climate did not seem to be heard. We know we have all political perspectives represented on campus. ASF members came to Alissa sharing actions that students were planning to take. Alissa shared concerns with VP Thul. Appreciated VP Thul's openness to the situation and conversation but was surprised that ASF voices were not heard more in this moment as we have a very close pulse on students. Again, the CBP visit ultimately didn't happen but hopes in future ASF voices might be better heard.
 4. Thanks to Pres. Inch for working through questions with ASF. Everyone is working hard; ASF is appreciative of the work Admin is putting in. Very stressful now. Stress is flowing from students into many interactions. These are all things that Admin/leadership know but ASF members are being greatly impacted. Please encourage your ASF staff to take care of themselves.

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

A. Divisional updates -

1. Todd Pfingston retirement. Matt Melchior will begin new role next week.
2. Shout out to Counseling Center and Security – Counseling hosted accreditation visit last week. Also working with DEI and KIC to ensure their services are available to students (virtual, present where students are).
3. Dining Contract – RFPs in. Next steps: review financial info.
4. SEM – Strategic Enrollment Management Plan – work continues. Subcommittees coming together. More to come.

2. **Discussion Items:**

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

- A. Q: online – Grad Assts for 26-27? Michele M – in conversations, working with same budget planning process as rest of campus. GAs are a part of budget, but not sure yet where that will land. Have asked all the deans to consider their GA plan. Still having conversations. (NOTE: GAs exist outside of AA areas).
- B. Q: From Online – Re: GAship review, are we worried about graduate enrollment impact? They are cognizant and Peter De Haart's group is looking at this more closely. On the radar, but don't

currently have a sense that this would have a big impact on recruitment. Might be program by program.

- C. Q: Member: regarding information about MN HE – re: Bachelor’s degree having a reduced credit load? Pres Inch: HLC now allows for a 3-year Bach degree. Not always possible. MM: AA is aware of this and looking into this to see if certain programs might be a good fit for this. We will be intentional.
- B. Budget Update (include update on PDF) **[Anne Gillespie & Edward Inch]**
 - A. Pres Inch: Anne G. and Pres. Inch met w/ Chancellor’s team. Required consultation if you fall behind one of the financial indicators (CFI) - we slipped so we had to meet and lay out a plan. Our plan:
 - 1. We made the cuts that we had to make w/out significant damage to University. Saved money, became efficient but costs are going up so still have budget challenges.
 - 2. Conclusion was 3 recommendations:
 - 1. Let us control tuition amounts
 - 2. Review our allocation. We asked for median what other campuses get.
 - 3. Credit Card pass through. We are asking to pass through to the user. 1.4 million on this.
 - B. Anne – what is the gap? Thinking about 9.5 - 10 million in deficient. Every time we balance, we get more expenses. Essentially, we need 20 million dollars (10 for this year, 10 for next). Two ways to cover:
 - 1. Tuition increase
 - 2. Increased allocation
 - 1. Board met – will continue to meet to show trends that we have done all we can to be more efficient but yet we are struggling because of the allocation model. It’s a revenue issue, not an expense issue. Appreciate comments on putting pressure on state system to make hiring faster and generally we need to fix WorkDay (reporting, etc.) We need it to be fixed. We are not in a crisis but everyone is feeling the pressure. We need to make improvements and will push for bridging the gap on the revenue side.
- C. Campus Security Plans – Card Access **[Brian Jones]**
 - A. Pres asked VP/Security to look at a security plan. The majority of our doors do not have card access, which also means we don’t have the ability to quickly lock doors.
 - B. Campus security – working on a plan – looking for feedback once proposal is out there.
 - 1. Q: The current policy is that all doors are unlocked always? Yes, short-term measure might be add a smaller amount of doors that are card access and lock all other doors. Sensitive to access to quick ducking in. Signage also important.
 - 2. Comment: consider weather and consider accessibility.
 - 3. Q: Why a camera and a card? So we can see people and cards to ensure they match.
 - 4. Q: Sidewalks vs footpaths – evaluation of current footpaths? Sandy is looking at this for the proposal of additional doors.
 - 5. Q: Idea of cost? \$2000 per door to change. Need to consider the bigger cost to doors, fire codes, etc., as part of the evaluation process.
- D. NextGen Student Update **[Mitch Wallerstedt & Amy Staloch]** - Time Certain – 2:00 PM
 - A. Mitch W. and Amy S. - Updates from system and campus level. See presentation and one-sheeter in M&C files on The Fountain linked above. Amy and Mitch are open to sharing with ASF Members or depts.
 - 1. Next Gen – broader umbrella. Not just WorkDay – also includes all the companion projects. Mission: deploy a tech solution which improves the student experience.

2. Road Map – We know that HCM and Finance are already up, WorkDay student is the next phase and recently shared out prototype demos.
 3. Functional areas overview - **ASFers will likely be engaging with the WorkDay student system though not everything is answered.** You can see more details on NextGen website.
 4. Timeline – Go Live will be phased by different functional groups which will hopefully provide more time for testing and training.
- B. Stay Informed: **Feb 3 townhall, Feb 2 – 6 Showcase – require registration**
1. Q: Townhall and showcase sessions will be recorded? Yes.
 2. Comment: Joe K – System office has heard HCM and Finance feedback, so this process is a bit different. This project is being approached differently. Believes this implementation will be smoother because of learning from HCM/Finance implementation and changes made.
- E. Calendar Proposal Feedback from ASF **[MSUAASF]**
- A. ASF Feedback – none at this time. See The Fountain December 2025 Meet & Confer for current proposal – includes: Wednesday before Thanksgiving would be an additional day for async work, and general understanding among faculty and students that courses which have meeting patterns impacted would be expected to add async time to meet min standards. Adding two faculty duty days.
- F. Comprehensive Academic Plan Feedback from ASF **[MSUAASF]**
- A. Comment from ASF survey result shared: "Administrator portfolios and responsibilities should be included in the CAP along with staff and faculty".

3. Information Items:

- A. Mavericks Doing Amazing Things **[VP Reports]**
- A. Maverick Food Pantry **[Henry Morris]** - Seeing more and more students. ASF and DEI staff are very central to Food Pantry work and are on front-line, often working in crisis mode.
 1. Q: We heard Mav food pantry is doing deliveries. If yes, please share with us so we can share it out to our members and students.
 - B. Kearney International Office Staff **[David Hood/Michelle Moosally]**
 1. Want to recognize the amazing work coming out of KIC – instrumental in keeping enrollments where they are. Successfully secured \$50,000 grant to support KIC student scholarships.
 - C. Counseling Center Services **[Brian Jones]**
 1. Grateful to counseling center for being so available to students – exchange with clinical psych faculty, partnering with campus rec, partnering with DEI and KIC ensuring resources are available.
- B. Contingency Plan for Armstrong Hall **[David Hood]**
- A. Charged to create an alternative plan – in first phase. Starting a space inventory so you may see people taking pics of spaces, etc., for space verification that what it's labeled as is how it is being used. This will help us think about how we schedule. Alternative plans may extend teaching day, etc. Will keep campus updated as needed as they finalize inventory, etc.
- C. Update on Moonshot - Student Success for All **[Henry Morris]**
- A. Moving forward w/ two phases, ASF staffers are heavily involved in both phase 1 and phase two projects
 - B. See handout for more information about projects
 - C. Will update the website and bring recommendations and discussion points through the meet & confer process as needed.
- D. HLC Reaffirmation Results **[Jennifer Veltsos/ President Inch]**

- A. Two weeks ago received notice that our application for accreditation was confirmed for next ten years. Have 3E and 3f – student learning and program review areas tagged for more work/review in short-term. Jennifer Veltsos and team are working on it. We will create another assurance argument in a couple of years. We are excited and grateful for all the work people put in.
 - E. Final Decision: Redefining Academic Departments & Programs [**David Hood**]
 - A. COE & COB proposals
 - 1. Depts of Elem Ed and KSP to Dept of Teaching and Learning
 - 2. Restructuring of 4 depts. down to 3: Dept of Accounting and Finance, Dept of Entrepreneurship, and Dept of Marketing and Business Law.
 - 3. Moving forward as of March 1, full implement on July 1
 - 4. He’s asked Deans to address some issues ahead of July 1. Data impacts.
- 4. Administrative Reports [See Teams Site for Written Reports]**
- A. ITS Update [**Joe Kmiech**] - highlight coffee and CIO sessions – get out to ASF members
 - B. Finance & Facilities Update [**Anne Gillespie**]
 - C. Enrollment Update [**Brian Jones**]
 - D. Administrative Services [**Sheri Sargent**]
 - E. Diversity, Equity & Inclusion [**Henry Morris**]

Closing - meeting adjourned at 2:32pm. 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: Alissa Morson, Alissa.morson@mnsu.edu

2025-26 Meet and Confer Dates

<i>September 4, 2025</i>	<i>October 2, 2025</i>
<i>November 6, 2025</i>	<i>December 4, 2025</i>
<i>January 29, 2026</i>	<i>February 26, 2026</i>
<i>March 26, 2026</i>	<i>April 30, 2026</i>