

**Minnesota State University Association of  
Administrative and Service Faculty Meet & Confer  
Thursday, December 4, 2025, | 1:15 – 2:45 pm  
CSU 238**

*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.*

*All support materials and presentation*

**Meeting Chair:**     MSU President: Edward Inch             Liz Steinborn-Gourley (for Alissa Morson)

**Attendees:**

- |   |   |
|---|---|
| <input type="checkbox"/> Amy Cooney                   | <input 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        | <input 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        | <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 Kmiech        | <input checked="" type="checkbox"/> Travis Thul           |

**Guests:** Gwen Schimek-Tischler

**Documents Referenced in the Meeting:** Can be found on THE FOUNTAIN: ASF Meet and Confer [December 2025](#)

**AGENDA**

**1. Standing Items:**

- A. Welcome & Introductions
- B. Reorder/Additions – none noted
- C. Review of Prior Meeting Notes – none noted
- D. MSU President's Report [**Edward Inch**]
  - Hopes everyone had a good thanksgiving. Has been a tough semester but appreciates how conscientious we've all been regarding budgets. Reminded us that with all the things happening, we do such good work for our students. Gearing up for commencement – students are there in part because of the tremendous work that we do as a campus. Our students are grateful for that. He hears that across campus – activities, class, work, athletics. He is amazed by our sports teams, arts, etc., all the work we all do.
  - CBS televised on Thanksgiving day and awarded the [LG award](#) to Luke Strand, MSU Hockey coach. (The LG Life's Good Coaches Award recognizes NCAA collegiate coaches who help break down the stigma around mental health issues, empower student-athletes through personal growth and foster environments that support mental well-being.) Congrats to Coach Strand! This award is reflective of the ethics we have on this campus.
  - Budget is tight – We don't have the November forecast yet due to the state shutdown. However, at this point, the numbers look a bit better than originally thought (state level, some cushioning done). Right now, looks like we might be stable going into the next biennium.
  - Continuing to discuss our allocation model among System Leadership.

- E. ASF President's Report [**Liz Steinborn-Gourley for Alissa Morson**]
  - Grateful, needing rest, and focusing on hope. ASF is integral to many University functions. ASF is everywhere – members impact countless lives, established centuries of work to grow MSU to where it is today. And, our members need rest and continued efforts from Admin to help ASF members find balance. Members are eager to engage in all the conversation – Moonshot, Equity 2030, etc.
  - As we step into the final stretch of this year, I ask each of us and our partners in leadership to remain committed to the values that make this institution extraordinary." Let's continue advocating for the support, the resources, and the rest that our members need. Move forward with clarity and courage. Future depends on all of us rising to the moment.
- F. Acting Vice President Student Affairs & Enrollment Management [**Brian Jones**]
  - Mantra system office contract – will now be more comprehensive and available to any student in the system.
  - Campus Rec director finalists on campus this week and next. Important role to health and well-being of our students.
  - Finals next week – high stress time
  - Annual Student Affairs Kickball match – staff crushed it, and got the trophy back!

## 2. Discussion Items:

- A. Questions from Administrative Reports [**MSUAASF**]
  - Comments: Kristel S. – thanks to Sheri/HR for the email reminder sent Nov 17 re: pay and leave.
  - Comments: Sam S. – changes to paid lunch and 15 minute breaks, also impacts student workers. This may put a strain on some areas with coverage is central. It seems that this has not been shared across student worker supervisors. Asks for better communication for all workers on campus. Will be a big change/impact starting in only three weeks.
- B. Budget Update (include update on PDF) [**Anne Gillespie & Edward Inch**]
  - Anne G: see presentation on The Fountain.
  - Audit for FY25 done and presented to system. There is a material finding, connected to WorkDay transition and inability to reconcile cash balances. This is an ongoing issue that her area will work on. Have not been balanced since we transitioned to WorkDay.
  - Walking a tightrope fiscally. Many impacts to our budgets for FY26 and FY27
  - FY27 - Looking at 12 million in increases overall, but anticipate 3 million in vacancy savings (normal) so estimate now a 9 million dollar structural deficit. To cover: Tuition increases will be recommended (task force will be created) and budget reductions planned. Tuition is our big lever, but we can't absorb all of the expenses that way. Everyone is feeling inflation and passing it on to us. Lots of complexity with financials. Tight year. Whatever we get through with tuition, we will be looking at a budget reduction (i.e. will ask areas for base, priority and budget reductions.) Budget forms will be out in the next month.
  - WorkDay reports are in the folder, first time sharing. She will continue to share these out each M&C so we can start some historical references. We continue to collect on past AR.
  - Questions/Comments:
    - ◆ Kristel S.: Q w/ Indirects. Anne G. will need to follow up. When will indirect allocations be shared. Requests also that any information about this be shared with high level leaders and PIs as well or as widely as possible.
      - Anne G.– with conversion to WD, some delays of indirects getting into the correct FY. Will allow some negative balances if due to timing. But will ask Steve Smith for an update. Will ensure it gets communicated down.
- C. Academic Affairs & ASF semesterly meetings [**Liz SG for Alissa Morson**]
  - These meetings are in the works.

- D. Comprehensive Academic Plan Final Draft [**Michelle Moosally**]
  - See CAP presentation in Fountain M&C materials. Presenting the final version. See powerpoint and full plan.
  - **They invite comment.** Cross university group participation, and good conversations.
- E. Calendar Committee Update [**Michelle Moosally**] - see presentation
  - Adjusted official holiday schedule to include Veteran's Day and President's. Discussed earlier. Impacts academic calendars.
  - Approval of 28-29 calendar and need approval of changes needed to accommodate Veteran's Day/President's Day. **Contact hours challenges** (see slides on The Fountain):
    - ◆ Veteran's day – moves
    - ◆ Presidents day – Always on Monday.
    - ◆ Generally – not requiring more faculty days but want to build in a way to ensure we can audit to make up for those differences.
    - ◆ Faculty duty days – add Tuesday before spring term and that one of those days will be dedicated to assessment. Adding Tuesday after commencement.
  - Comments/Questions:
    - ◆ Jill F. – Impacts on Monday-only 3 credit classes. Will impact but will be treated the same. Include those classes in the presentation and comms.
    - ◆ Sergio S. – can this be addressed at system wide calendar/dates?
    - ◆ Accessibility Resources testing is challenging. MWF there are many finals and impacting Accessibility Services. Michelle M: they have a committee on this.

### 3. Information Items:

- A. Mavericks Doing Amazing Things [**VP Reports**]
  - Student Affairs defeats Student Government in kickball [**Brian Jones**] – see above.
  - Kato Clash esports tournament post event update [**Joe Kmiech**]
    - ◆ Update: Hosted 12 teams, 250 people came in person, 200 coaches, players, staff and 50ish watchers. Broadcasted a livestream. See pictures in The Fountain docs. No Mavericks titles at the Kato Clash, but did win several divisional championships. Congrats to all. Shout out to Levi (ASFer) and others who helped to pull this event off. There are different divisions, depending on tournament, game,
  - Recognition of Successful MSU Cultural Events [**VPs Morris & Hood**]
    - ◆ DEI and University continues to be supportive on sharing and celebrating our cultural richness. Some recent events: Indigenous day, Hmong Cultural day, Mankato wide Day of the Dead. Michelle M. – shout out for International Education Week and CSU Event – was packed a very good day; huge community support and ASF plays a big role in that event.
- B. End Dating Student Records [**Gwen Schimek-Tischler & Amy Staloch**] **Time Certain – 2:00 PM**
  - **Gwen ST:** Larger group convened including these areas: Student Success, Advising, Financial Aid, RaAR, Student Affairs & Enrollment
    - ◆ Current practice –
      - Students who apply but do not enroll, end-dated 30 days
      - Those that enroll but are gone more than two years, they lose access to starid, mavmail, etc.
      - Once graduate, admission status changes to non-degree seeking but can continue to enroll
  - Issues:
    - ◆ When student leaves and returns within two years, they can enroll on their own as systems are active.
    - ◆ We have some non-students with not great intentions – fraudulently registering under other student names

- ◆ We are one of the only state institutions that does not end-date.
- ◆ Student WorkDay – requires that we clean up this data. Impacts programs and end-dating programs which no longer exist.
- **Goal:**
  - ◆ easy, transparent return, engage in best practices for students and records maintenance.
- **Plan:**
  - ◆ We will end-date records if not re-enrolled within 730 days of stopping out.
  - ◆ After that they will work with Student Success (they are working out what that will look like for a smooth return to campus).
  - ◆ Graduated students will still move to non-degree, and that will again be end-dated after 730 days.
  - ◆ Parallel process for graduate programs.
  - ◆ Planning to begin in January 2026, working on what the reentry process will look like.
- See Gwen Schimek-Tischler or Amy Staloch with questions

C. ASF lobby day in March **[Alissa Morson & Sergio Salgado]**

- **Sergio S:** March 10 & 11 – ASF Lobby Day. Mankato ASF is largest group of ASFers in state-wide union. We would like to partner with Leadership/Administration in support of funding for Armstrong Hall. We request info on joint messaging we can utilize and share with our members as we prepare for Lobby Day. If leadership has additional resources or talking points, please share. Send Sergio an email with any suggestions, etc.
  - ◆ Comment: Kristel S. –Some ASF members live in areas with great legislator support, others not as much. Want to acknowledge that and ensure our members are prepared.
  - ◆ Comment: President Inch – Thank you for bringing up, let’s coordinate our messages. Let’s also stay in touch after meetings as well.
  - ◆ Question: Anne G: Any student workshops? Sergio: not sure what is offered, not sure if we can invite students to the ASF lobby days. Sam S./Liz SG: Students United a good Resources.

D. Minnesota Paid Leave Law **[Sheri Sargent]**

- Implementing a new law for 2026. Nov. 11, HR sent out an email, and each employee had to sign off on the attestation of the new law. This law is for personal or family medical leave. More expansive than FMLA. Many details to be determined. DEED runs this program.
- Starting Jan 1 both employers and employees. Also applies to student employees. Need to get info out to student workers.
- Qualification decisions made through DEED.
- Provides job protection, health insurance, no retaliation.
- Provides for 12 weeks of family or medical leave, 20 week max in any calendar year.
- Note there is 30 day notification of one’s employer. Application now open.
- Option for intermittent leave, available Jan 1.

4. **Administrative Reports [See Teams Site for Written Reports]**

A. ITS Update **[Joe Kmiech]**

B. Finance & Facilities Update **[Anne Gillespie]**

- Maverick Professional Development – Opps to come learn about WorkDay. Share and invite others!
- Kristel S: Recommend take questions in advance.

C. Enrollment Update **[Brian Jones]**

D. Administrative Services **[Sheri Sargent]**

E. Diversity, Equity & Inclusion **[Henry Morris]**

- Update on three listening sessions regarding possible name changes. Adding a fourth session for IFO and ASF via zoom for those that couldn't make them. So far the process has shown continued support for activities and centers and for mental well-being of students. And, an ongoing commitment to the name DEI. Recommendations from Listening sessions still to come.

**Closing - meeting adjourned at 2:45pm. 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](mailto:Alissa.morson@mnsu.edu)**

**2025-26 Meet and Confer Dates**

*September 4, 2025*

*October 2, 2025*

*November 6, 2025*

*December 4, 2025*

*January 29, 2026*

*February 26, 2026*

*March 26, 2026*

*April 30, 202*