

**Minnesota State University Association of
Administrative and Service Faculty Meet & Confer
Thursday, November 6, 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.

Meeting Chair: MSU President: Edward Inch Alissa Morson

Attendees:

<input checked="" 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	<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	<input checked="" type="checkbox"/> Kristel Seth
<input checked="" type="checkbox"/> Edward Inch	<input type="checkbox"/> Sam Steiger
<input checked="" type="checkbox"/> Brian Jones	<input checked="" type="checkbox"/> Liz Steinborn-Gourley
<input checked="" type="checkbox"/> Joe Kmietch	<input type="checkbox"/> Travis Thul

Guests: Jen Besel, Amy Linde, Carine Omele, Matt Clay

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

AGENDA

Meeting Chair – President Edward Inch

1. Standing Items:

- A. Welcome & Introductions -
- B. Reorder/Additions – No reorders/additions
- C. Review of Prior Meeting Notes – None noted
- D. MSU President's Report [**Edward Inch**]
 - Struck by many of the things going on on campus; celebratory nature: Socktober, Miracle League work, Women's Rugby Team. We work hard, we have purpose – beyond ourselves. We impact campus and community. HLC Report – shout out to Jennifer Veltsos – our strong community and important work was ingrained in our HLC report. We don't all always agree with things. We tussle forward, but our systems of shared governance, our interactions with one another, are always guided and focused by our purpose, the mission of the university. HLC has a sense of who we are, what our community is like which was evident in how they spoke about us during our visit. A full report will be coming in the spring.
 - Two capital campaigns:
 - Armstrong – largest ask we and our system has ever made: 97 million. Last M&C we were off the bonding bill. Now, we got a call from House of Reps and Governor's office that MMB also wanted to visit. Visits went well generally. Some House reps visits were more critical. However, our main message is coming through: the impact of this building goes beyond our campus – impacts students and economics statewide. Continuing taskforces for advocacy.

Meetings also with our local legislators to keep planning. Bonding bill for the state is likely between 1.1 and 1.3 billion – lots of projects in there.

- SouthSide Development project – Underway. About enrollment and creating new revenue streams. We need to be less dependent on the System.
- Budget discussions now starting at the system level. We will have budget forecasts in November. Also looking at allocation model (our challenges have been previously discussed). 2/3 of our revenue comes from tuition; students do not want higher tuition. Transfer and Grad enrollments are up, but traditional full time student enrollments are down. This is a trend we expected and will likely continue. We are taking some hits from online institutions who are advertising here. Also concerned that we are slowing the ability of transfer students here. Pres Inch is advocating that we make it as easy as possible for students to transfer to us.

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

- Good afternoon! Solidly in week 11 which means ASF members are very engaged with students in advising, admissions, recruiting, theatre and other academic programs. Bringing up where ASF membership are for a specific reason, which is on our agenda for later today. ASF members are concerned about the HSS Dean search and how our members were initially excluded from the search. We are concerned that our role is not understood on campus. Without ASF we wouldn't have students here. We hope that everyone here knows that ASF members are present all across campus. ASF Stewards are helping ensure with HR that ASF reps will be on search committees moving forward. Our exclusion from this search has broken trust with some members. We ask that we all be on the same page; we need each other. Further, we've had members come forward with concerns about benefits and leave options: retirement, FMLA, and so on. Some members lost out on family leave when a new child is born. This is heartbreaking as we don't get that time back with our young children. Moving forward, we'd like to keep HR accountable. Finally, we've had members come forward with issues on overtime payment. We are all overloaded, but when members report that supervisors are not giving them the option for overtime and yet make them do the work and require them to be here, that is wage theft. We are all important parts to this conversation, and we'd like to ensure that supervisors know the processes, etc. Asks that leadership around the table speak with their supervisors to ensure they know the process/employee rights and that they communicate those options with employees.
- There are also great things happening on our campus: new lactation pod for example, and a new ASF President-Elect.
- Questions/Clarifications: Provost Hood - email – indicated that there were no direct reports to the dean, which was the initial reasoning why ASF did not have a rep on the committee. However, once ASF pointed out that there were statutory reports they immediately corrected the information and invited someone from ASF to show as a rep. There was no intentionality in excluding ASF from the committee.
- Comment: Linda M: ASF is in every area – regardless of whether we are a direct report or not, we should have ASF members on searches as we will be working with and interacting with all areas of campus.
- Comment: Tressa F. It's been my understanding that ASF had been included with reps for these searches before, and really every search across campus.
- Comment: Sheri – thank you for letting them know. Regarding OT, employees who are working OT should be getting paid. Please share specifics if ASF members are not being paid OT.
 - Comment: Kristel S: individuals she has met with don't feel comfortable with bringing up concerns because they are either probationary or empathize with the situation. So, it can be challenging to have the employee bring these cases forward, so we are trying to partner at this level so that Supervisors are messaging the options in fairness,. Perhaps can include ub

supervisor training or ASF newsletters, etc. Not ASF's thought to try to insert the contract within that conversation but are asking supervisors to look at workloads and representing non-exempt rules in a fair way.

- Comment: Liz SG: OT piece, note somewhere, when she was not exempt, that if you put in overtime that you were not approved for that there was a consequence. As a supervisor now she has not gotten the same letter. So, to clarify that currently it's more on employees to manage this (or not report it). We'd like to put more responsibility on supervisors; if you are asking others to work additional time, there are consequences.

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

- Not a very large update, but acknowledge that folks across our division are working hard to support students. Also attended ASA Leadership Conference: attended WorkDay Students modules session at conference last week. He was pleasantly surprised with what he saw. He thinks WorkDay will provide our students and staff to have a better experience. Felt good about what he saw with demonstrations from that conference.

2. Discussion Items:

A. Questions from Administrative Reports [**MSUAASF**] – none noted

B. Budget Update [**Anne Gillespie & Edward Inch**]

- Continue to navigate complexities for closing out our FY25. Fixing some data which was reported in the wrong FY. Reconciling between SWIFT (state funding) and WorkDay accounts, are currently off. Things are taking more time to finalize the closeout. CFOs systemwide are going to meet in December to try to work through some things. Reconciliation of cash is also very challenged right now. Still also budget planning for FY 27 with a focus on revenue. Rec'd feedback from SGA and Students United do not support a tuition increase. Students United is asking for a tuition freeze and an increase in state funding to support inflation increases. We are teetering on a fine line. But once settlements come through and benefits factored in, we will have a deficit. Cutting has already been done so we need to look at revenue. Not sure what the structural deficit will be connected to tuition increases (1 million = 1% increase ask). Will have some budget info coming in Nov/Dec. They continue to lean into a 3 – 5% tuition increase every year, unless we get more funding. This is what we are looking at. More to come. See items posted in M&C files.
- Question: Kristel S: When will indirect allocations be shared? Anne G: not sure, can talk with Steve S.
- Question: Lindsay H: Professional Dev fund for this year? Anne G: Steve has given an estimate but she will check with in about timing for final.

C. Dean of Humanities and Social Sciences Search Committee makeup [**David Hood**]

- We appreciate ASF raising the concerns that you raised, glad that we spoke with Jill FK/HR to solidly the process and ASF engagement moving forward. Additional questions?
- Comment: Alissa M: understand that the issue was rectified quickly but did not feel that Provost Hood would acknowledge that a mistake was made. There is a lack of trust at this moment. She is accountable to members. Looking to hear "we are sorry, it won't happen again". What ASF needs to build trust moving forward.

D. Redefining Academic Departments & Programs, Article 20 of IFO Agreement [**David Hood**]

- Name change for ECET; KSP and ELE Department Merger; Accounting and Finance Department Merger; Software Engineering Roster
 - See presentation on The Fountain (link above).
 - Electrical Engineering, Computer Info Science, Software Engineering looking for a separate seniority roster.
 - College of Ed (ELE and KSP) looking to merge.
 - College of Business mergers proposed, from four departments to three. Reengaged with the departments, and are now advancing the realignments as noted in slides.

Merger work should conclude by May 1, 2026. No real changes to faculty, seniority, programs. More of an administrative change.

3. Information Items:

A. Mavericks Doing Amazing Things [VP Reports]

- Coursera Content Delivery [VP Thul] - will table. VP Thul is not able to attend today.
- Recognition of ASF Members Receiving Awards [VPs Jones and Thul] -
 - VP Jones: Madison Vandersee – New staff member honors – in ASF Newsletter last week.
 - Provost Hood for Travis Thul - Amy Staloch – received an award last week at the ASF Leadership conference; was recognized system wide. Also highlighted the largest career fair and recognized the CDC Director.

B. Armstrong Hall Project Advocacy and Status Update [Edward Inch & Anne Gillespie]

- Been working on Armstrong Hall since 2016. Capital request for Armstrong is 97 million dollars. Largest ask. Have had two mtgs: one with House Bonding committee and Governor's office. These conversations will continue. They toured Armstrong during their visit; they are aware of the challenging facility issues with the building.
- Also requested Enhanced Learning Funds for Library.
- Comment: Liz SG: Please advocate for lactation spaces in new builds.

C. University Comprehensive Content Strategy [Jen Besel, Amy Linde] **Time Certain – 1:30 PM**

- Jen Besel - (See presentation on The Fountain link above. *Modernizing our Digital Campus.*) We will be utilizing existing platforms to manage our content across a variety of areas. System is moving from Information-based experience/environment to *Audience Centered Digital Experience*. Building foundations for sophisticated search capabilities which includes: AI, chatbot, etc. Searches are getting smarter and can help us be clear and consistent. Critical to maintaining and growing our market share.
- Amy Linde - Content Strategy – see slides – one home for each audience. Trying to curate the ‘front of house’ experience for our audience, and we know that it will take ‘back of house’ work.
 - Website – home for Prospective Students and Community
 - The Fountain – Home for Faculty and Staff
 - Platform TBD (current students) – no decisions, trying to determine this, we do have some existing tools
 - Maverick One Stop – Infrastructure platform (back of house)
 - Microsoft Teams – Infrastructure platform (back of house)
- Implementation – they will work with areas, won't happen overnight; likely 2+ years transition. Student facing areas will be first on the plan. No additional software needed – we will use existing systems. Full plan will be published and shared on The Fountain and available in Maverick OneStop.
- Questions: Kristel S: Research and sponsored programs focus primarily faculty and staff but also have a student audience. How will dual audiences function be organized? Crosses over The Fountain and Current Student sites. Amy L: They will look at the content and put where it needs to be for each audience. May be interlinked, etc. They will work with areas to review content to revise content to make sense for new systems. Follow up question: Who are the ‘we’? Is there assistance? Jen B: yes, the Mktg/comm team will reach out and work with areas to build/create this. They will look at existing content/pages but will look at it holistically as well. Content may/may not live in their dept anymore but will live where a user needs to find it. Follow up question: As a supervisor, what will the workload look like for the areas? Amy L: will be able to better project it in time. They are pulling data on content. They plan to help and walk alongside the areas. Time needs tbd. Piloting with HR right now.

D. HLC Next Steps [Michelle Moosally/David Hood]

- Michele M: HLC committee had a good experience on campus. Final report will be coming. Jennifer will provide next steps once she has them.
- E. Digital Accessibility & YuJa [**Michelle Moosally, Matt Clay, and Carine Omole**] **Time Certain - 2:00 PM**
 - Carine O: (See presentation on The Fountain linked above.) Providing updates about digital accessibility: website, mobile apps, etc. Been working on this for the past two years. Why: legal compliance, inclusion, institutional commitment. Moving towards a single version of elements which are accessible for all. Data shows, 50% of students and employees do not disclose their disability
 - Matt C: YuJa Panorama now integrated with D2L. Digital Accessibility Hub includes all info/links. Also hosting drop-ins (14 hours per week). Are drafting Digital Accessibility Policy. Comms will continue. Tracking the challenges and barriers so they can provide support.
 - Two priorities: Website & Courses. Faculty and Staff can use the YuJa document hub to check/test materials. Website Best Practices: See slide for all details.
 - YuJa score – currently 63% accessibility score in D2L materials. See presentations for details on how YuJa works with D2L.
 - Michelle M: What can we do? Use YuJa. PPT are more easily fixed; PDFs are harder to fix. Link to pdfs from original source site helps manage our work (direct links to existing pdfs). MS formatted items are easier to make accessible. Small changes can have a BIG impact. (“don’t let perfectionism stop progress”.) D2L has just unrolled an accessibility tool, but officially we are using YuJa – have better support for that.
- F. Veteran’s Day and President’s Day Holiday Observance [**Sheri Sargent**]
 - Sheri S: Communication re: changes in calendars for Veteran’s Day and President’s Day. Some of the current contracts no longer allow that so we will revert to observing on their actual days. This will impact 26-27 holiday schedule. Calendar committee has taken this up and are adjusting class schedules and duty day calculations. Let reps on Calendar Committee know if we have questions, etc. Trickier with Veteran’s day as it will change days depending on the year (M- F)

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

- A. ITS Update [**Joe Kmiech**]
- 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 2:45pm. 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

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>