

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, February 2, 2023 | 1:15-2:45 p.m., via zoom and in person**

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.

Attendees: K. Hodgden, A. Dahlman, D. Hood, L. Steinborn-Gourley, P. Hausladen, R. Straka, T. Stokes Hernandez, C. Nelson, R. Devenport, M. Johnson, M. Weister, L. Smith, D. Jones, S. Sargent, E. Inch, M. Hesser, T. Berry

Meeting Chair – Edward Inch, President

Documents Referenced in Meeting:

[Agenda](#)

[Prior Meeting Notes](#)

[MSUAASF February \(Vice\) President Report](#)

[ASF Salary Reality 2023 M&C.pptx](#)

[ITS February Meet Confer 2023.pdf](#)

[Enrollment Report for MC 020123.docx](#)

[Vacancies List - Feb 2023.pdf](#)

[Human Resources Update Jan. 2023 Meet and Confer.pdf](#)

[Meet and Confers Feb 02 2023 Biennial Budget.pptx](#)

Library Services Reduction Plan: [2023-02-02 M&C presentation - Copy.pptx](#)

[One Sheet Summary - Library Physical Reduction Plan - January 2023.pdf](#)

[Strategic Plan Update MC Feb 2023.pdf](#)

[AASCU Organizational Assessment Final Report and Intro Letter.pdf](#)

[CHSS Announcement January 2023\[57\].pdf](#)

Standing Items:

Welcome

Reorder/Additions: None voiced

Review of [Prior Meeting Notes](#): no changes voiced

MSU President's Report [E. Inch]

Leadership retreat & trustees:

- System report—contributed 8.4 billion dollars to economy; for every \$1 state invests in us, we return \$11—we are all important drivers in quality of life and economy
- We contributed \$820 million
- A lot of what we enjoy in the state is because of our system-institutions
- 1 Trustee shared: make sure Mankato is the Gem of the system --- this place is special
- Same time as economic impact report, we received Governor's budget proposal

- We requested: \$350 million—\$125 to support student success; \$125 to campus stabilization, and \$100 to economic and workforce development; the economic report shows we do that well that should support the need for those requests and value of it
- Governor campus back with \$130 million only for stabilization
- Chancellor---we still have months to work with our legislature to negotiate to have a better investment
- Thank you for the work you all do to make the economic impact that is and most important to work you do for students

ASF (Vice) President's Report [L. Steinborn-Gourley]

View Report: [MSUAASF February \(Vice\) President Report](#)

- [ASF Salary Reality 2023 M&C.pptx](#)

S. Sargent: I think what you're hearing is stunned silence, we appreciate you sharing this, if you're willing to share a copy of these I'd like to share them with HR team who are part of negotiation conversations as well.

Vice President Student Affairs & Enrollment Management [D. Jones]

- Antonia Yenser has started in the Student Health Services Director Role, thank you to Nikki Stock and Jodi Egeland who helped step in the interim before the position was filled


Administrative Reports

- **ITS Update [M. Johnson]**
 - **View Report:** [ITS February Meet Confer 2023.pdf](#)
- **Budget Update [R. Straka]**
 - **View Reports:** [Meet and Confers Feb 02 2023 Biennial Budget.pptx](#)
 - The way the Governor (in the report) is giving us the portion of the \$350 million, he has put money towards campus stability which has the most flexibility but unfortunately the way is giving it is putting up a front load in the front biennium—which is matching his previous decisions
 - Gov. did not support a tuition freeze; still discussion in house about tuition freeze
- **Enrollment Update [D. Jones]**
 - **View Report:** [Enrollment Report for MC 020123.docx](#)
 - Yesterday launched scholarship month, please encourage students to look in Scholarship Finder and to apply-apply-apply
 - M. Weister: State MSUAASF is sponsoring 5- \$1,000 scholarships to support students as well which are also in there; just have to be attending one of the 7 universities
- **Human Resources [S. Sargent]**
 - **View Reports:** [Vacancies List - Feb 2023.pdf](#)
 - [Human Resources Update Jan. 2023 Meet and Confer.pdf](#)

- L. Steinborn-Gourley—I noticed that it said there would be 2 new hire orientations per month—when will we have more details on this?
- S. Sargent—thought it was already provided but will make sure that gets shared out

Discussion Items:

Library Deselection Process Update [Chris Corley/Jenny Turner/Daardi Mixon]

- Library Services Reduction Plan: [2023-02-02_M&C_presentation - Copy.pptx](#)
- [One Sheet Summary - Library Physical Reduction Plan - January 2023.pdf](#)
- Engaging academic departments in the fall—plan regular communication via library website and communication resources on campus
- link.mnsu.edu/libreductionproject
- Questions? Libraryproject@mnsu.libanswers.com or Library Administration Office, 507-389-5952
- 
- K. Hodgden: Do you already know data for usage of materials under 10 years that it was decided as the threshold?
- C. Corley & J. Turner: Under 10 is just not a current target but there could be some items not being used; we do have data but we also work really well with faculty and they work well in advance to make decisions on materials so there could be reasons why some have not been used yet

AASCU Consultant's Report [E. Inch]

- [AASCU Organizational Assessment Final Report and Intro Letter.pdf](#)
- Their charge: by examining current structure are there features that are getting in the way of our mission? Can we better streamline in places or rethink ways we do things to take pressure off and flow better?
- Some we will do that seem very obvious:
 - strategic plan
 - given that enrollment is such a large budget—hiring a director for marketing and communication is important
 - communication and decision making needs to be standardized and clear—
 - difficult to find notes from meet and confer
 - how do you find student resolutions?
 - Archive and channel
 - how we approach is important
 - when a decision is made we should be able to find easily
- Purpose: standardized workflow processes, stop doing work we don't need to be doing
- Asked them to look at org. charts, reports on what has worked and hasn't worked, and interviews to understand why we have some structured the way
- This is meant to just start brainstorming and having conversations so a couple questions posed to you and would love to hear feedback

What Opportunities does this report uncover?

What barriers do we need to grapple with?

L. Smith: I have a vested interest in transfer: some pieces felt a little inaccurate, wish there was acknowledgement of the significant workload and worry about the positive changes and reputation of the office. Would argue that a lot of the work that can happen can because of the positive changes that have happened. Example: 12,000 subs ---curriculum issues not just transfer, some faculty use within their own programs. I would be curious to know more about who was all interviewed or included in these conversations

C. Nelson: students receive poor advising at a 2 year---we as a university are the 'bad guys' and transfer students usually choose because of the affordability, we need a conversation about who 'owns' transfer and is a leader

E. Inch: We have the highest rate for successful transfers in the system; the system loses 70% of those that apply to 2 year colleges, largely first-gen, pell eligible, or students of color; work now is getting on the 2 year campuses that approve courses so we know in advance, my dream is that a student at SCC should be able to just come over without a lot of paperwork in the background so Workday hopefully can help automate

C. Nelson: transfer students---sometimes we make the decision but 1/3 are from another 4 year institution which is another; estimate experience working with high achieving students that already have AA done in high school; so many credits in high school but maxed out on financial aid before you can even graduate

E. Inch: transfer students are not all 1 size fits all---we will see an explosion---career changes when going into different fields, life experience, transfer credit for prior learning, military credits; make more uniform and firm up for how we evaluate credits---moving transcripts should become much simpler

L. Steinborn-Gourley: what parts do you disagree with, when will we know more?

E. Inch: If I say we are or aren't going to do something, that's what will happen so my preference is for you to change my mind, so I want your honest opinion. I would need communication would need a stronger community sense ---doing a resell and reorg of enrollment management would need more data and discussion and the other I would need a strong case for affinity [multicultural] areas to join student affairs (DEI or student affairs)---without a clear rationale to back up---not looking to add just to add

L. Smith: agree that the run around a student could experience in the transfer process does need to be streamlined

E. Inch: One IFO conversation there was a whole department that will meet to evaluate then inform student---I appreciate the thoughtful consideration but think about the time that takes, if there's a way we do things so we streamline so there aren't as many manual. If you are getting

waivers—those are urgent because it impacts registration, but is there time to go through each one, are there better ways

T. Stokes-Hernandez: Recommendation 1 --- huge culture and change so appreciate open and willing to hear feedback and ideas

E. Inch: They get there is nothing more important than enrollment ---I am not likely to be convinced---we actually do well with enrollment, where we can improve is with retention----retention specialists not enrollment; I don't want to change something just because it's in the report; there was a major R1 school that decided they had too many divisions so they put everything under the provost—we are not likely to do that; I asked them to challenge us and they did

M. Weister: Career Readiness- Recommendation 6 ---We use the same leading point about 80% of students pursuing a college degree for a good career into our Career Champions onboarding program, that is the goal that we need to integrate into classroom because current serves the privilege—I agree with integrating into the classroom, how are we making them run into those opportunities to help –we could pin point milestones along the way—road mapped in there; called us high functioning and well but traditional here felt a little wrong, I'm not sure the exact conversations but I would argue are already doing some of what they mentioned like the NACE career readiness competencies and the career champions program; I would also agree and can get behind items about employer relations—it's a gap we have, we don't have a dedicated role to that, especially compared to some other schools where they have a whole Employer Relations side and an entire Education side

E. Inch: Head of Mayo wants help with a lot of interns, how can we help get them connected, etc.....strategic partnerships...

K. Hodgden: Agreed, I see it similar to the transfer conversation in that employers come forward asking for a better relationship with MSU and wanting a centralized hub and communication to feel connected

M. Weister: Without this we are missing out on opportunities for instance, what are they willing to sponsor, we just recently received funding from an employer for an initiative but how many more could we have that would help provide services and connect with the students

E. Inch: Right some of them will say if you do this for us, we will chip into help you—they would offer money, significant interest; if they're working it's awfully good for them, helps with them onboarding and having less hiring costs, etc.

L. Steinborn-Gourley: appreciate that you need to have your mind changed to have DEI sorted—the paths and the work for a student to come in to talk to a VP That looks like them and understands their lived experiences is crucial, believed, valued and trusted in valuable—it would create unnecessary barriers if that changed; there's some points on what is not clear---what areas--how do you want that information?

E. Inch: this group is always engaged and you're reading it how I hoped, what data helps confirm or deny what we "should" do; the ones that are low-hanging fruit that we should do? I want feedback from those who would be affected by it. We will grapple with these 1 or 2 at a time.

M. Weister: faculty association got to chat with these people [consultants] but ASF didn't, my feedback would be at the table for these

P. Hausladen: pleased to see HR as highlighted and early on—immediacy need

E. Inch: we need to move on that and work on structure that quickly

- This can be shared with membership now

M. Weister: I imagine we will give this to membership in a structure process to bring collective feedback to next meeting

C. Nelson: think proactively about enrollment

E. Inch: why are we not helping those to get a degree completion, can't get into programs, not enough or packaged the right way—we want a path for professional development for all our people. Truly intended to have a conversation: are there ways we can work better and light loads? Are there ways we can structure ourselves a little differently? We will talk more at next meeting

Information Items:

COVID 19 Update [no changes]

Legislative Update [E. Inch & R. Straka]-

- Bonding bill-
 - last year not supported with a bonding bill
 - definitely interest this year which gov. did propose over \$3 billion;
 - \$146 in HPER for deferred maintenance and all 19 projects including a little over \$8 million for AH project—the design and build out the lower level of the CSB; using cash they can get a simple majority for other would need a super majority so may be some politics on what they would use the cash for

Formal Policy Review [Reminder]—review up on website

<https://admin.mnsu.edu/organizational-information/policies-procedures/policies-under-review/>

Redefinition of Departments [D. Hood]

- [CHSS Announcement January 2023\[57\].pdf](#)
- Last week President accepted recommendations and realignment of departments in HSS--from 18 to 11 after a series of meet and confers with IFO
- Moving forward with Dean Brown leading the work with chairs and IFO leadership for a checklist to guide departments in administrative tasks by end of this semester then things to work on next year (name, culture, curriculum alignment and changes, etc.)

Additional Questions and Topics:

Strategic Plans [Strategic Plan Update MC Feb 2023.pdf](#)

E. Inch: recommended to review, will be wrapping up soon.

M. Weister: Could we have access to documents for this meeting sooner? –contractually I think it is 7 days before the meeting; that could help us have more informed conversation

Branding updates (E. Inch):

- brought up to system level, some push back, went through the concerns expressed by partners and what would we need to do to meet community needs and will get back to me after that and hope at next Meet and Confer to know what it will look like.
- The biggest concern: it looked similar to another institution's so we will reconstruct
- There was also some sensitivity for us to go by Minnesota State University but ways to manage that so should have a final package at next meeting

2022-23 Meet and Confer Dates

September 1, 2022

October 6, 2022

November 3, 2022

December 8, 2022

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023