

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, April 6, 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: Katie Hodgden, Lynn Akey, Lindsay Smith, David Jones, Marie Slotemaker, Carolyn Nelson, Mark Johnson, Margaret Hesser, Liz Steinborn-Gourley, Sheri Sargent, Edward Inch, David Hood, Mandy Weister, Peter Hausladen, Anne Dahlman, Rick Straka, Riley Devenport, Kent Stanley, Ryan Schuh, Sara Frederick

Meeting Chair – President Inch

Documents Referenced in Meeting:

[ASF Meet Confer Agenda-4.6.23.docx](#)

[MSUAASF Meet and Confer Notes_03 02 2023.pdf](#)

[April 6 2023.docx](#)

[ASF Salary Compression 2023.pptx](#)

[ITS April Meet & Confer 2023.pdf](#)

[Minnesota State Targets 24-25 tracking March 31 2023.xlsx](#)

[FY2023 General Fund Allocation Budget Summary By Revenue Source Exp Alloc by Division-College - 20230330 \(002\).pdf](#)

[Projections FY24-25 Appropriation Tuition Gov House Senate March 31 2023.xlsx](#)

[Enrollment Report for MC 040423.docx](#)

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

[Human Resources Update_Apr. 2023.pdf](#)

[MC SBP Recommendations Apr 2023.pptx](#)

[Recommendation Form_Dakota Lounge Request.pdf](#)

[SP Update Meet and Confer Apr 2023.pptx](#)

[SAAM \(4.125 × 5.5 in\).png](#)

Standing Items:

Welcome

Reorder/Additions: Request by L. Smith to add updates on CDS timeline proposal

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

MSU President's Report [E. Inch]

- Success and retention rates continue to do better
- Celebrate this time of year things our students have done
 - Scholarship dinner and impact

- Research day: so many activities get at the core of who we are, we educate and compel them to be best people in professions and communities
- Alumni share a lot about impact
- Working with legislature to continue our great work
 - Through discussions---a lot of messages, op-eds, a thing that gets reflected in all is how much our students, faculty and students have aligned to make a compelling case and that's because our campus is steadfast focused on meeting outcomes we have set which is probably why Gov. and leg. Is focusing largest investment with 650 million dollars—gets divided; we make our state a better state when our students are successful and well educated; optimistic relatively positive session
- 30 people applied to chancellor position—important position as it sets the tone for future
 - 9 candidates advanced to semi-finalists; suspect 4-5 out of those for finalists at end of April
- Climate Survey—it's important because we need good baseline data to meet and exceed Equity 2030/DEI goals we have set so we need good data; research company says 10-15%, it would be better to get over 20%, please tap into network you have, to ensure all
- Chancellor Search: Search for finalists ---goals and dreams for Mankato's participation for attendance---you ought to attend, if you can, if you provide feedback to be informed and quality; worry when qualified MN go elsewhere;, would like many ears
 - M. Weister: peers invested, history of last search –what's the pulse on the finalists?
 - E. Inch: Our system is struggling right now, enrollment impacts and serious examination –what are expectations of our colleges and universities, we are all different but as a system what's the package we put together for continuing and increasing support and that's the chancellor's role to unify our campuses in a way that's compelling
 - R. Straka: Is the board going to look for someone internal or work with someone that's working for changing MN policies of education system/process?
 - E. Inch: There's an investment in what we offer so next person should take that and propel it forward of how we prepare our students

ASF (Vice) President's Report [M. Slotemaker]

View Report: [April 6 2023.docx](#) & [ASF Salary Compression 2023.pptx](#)

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

- Mental Health continue to be a focus and your members ability to help students get connected; counseling center just last week received its accreditation for another 5 years
- Increase mental health nurse practitioners in budget
- Thank members part of new pilot for earlier orientations in spring semester and already see results with students registered for classes earlier, appreciate everyone being supportive and we'll see outcomes
- Personnel note: Cindy Janey has formally turned in retirement for January 2024; she's in a very important position and we have some time before sharing what that looks like
- How many students registered for early registration: filled completely for April, all way the way up to June 21st and the cap is at 130

Administrative Reports

- *ITS Update [M. Johnson]*

View Report: [ITS April Meet & Confer 2023.pdf](#)

- Critical appointments—zoom phone implementation is moving very quickly and love to have your support in this transition but will take time and effort
- Updates over next 3 fiscal years related to windows 10-11 and mac updates—look at ways to ensure you're ready
- L. Steinborn: For students with programs having specific requirements on their devices, where does that concern go?
- M. Johnson: if they do coordinate with us, if we are aware then we can help but occasionally there could be a mismatch but they are given
- Provost Hood: not sure here what's in the orientation program on checklist
- D. Jones: strong website information on IT but does not have discipline specific; could be different if they change programs
- *Budget Update [R. Straka]*

View Reports: [Minnesota State Targets 24-25 tracking March 31 2023.xlsx](#)

- [FY2023 General Fund Allocation Budget Summary By Revenue Source Exp Alloc by Division-College - 20230330 \(002\).pdf](#)
- [Projections FY24-25 Appropriation Tuition Gov House Senate March 31 2023.xlsx](#)

- *Enrollment Update [D. Jones]*

View Report: [Enrollment Report for MC 040423.docx](#)

- *Human Resources [S. Sargent]*

View Reports: [Vacancies List - April 2023.pdf](#)
[Human Resources Update Apr. 2023.pdf](#)

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- *Equity 2030 [H. Morris]*
 - **View Reports:**

Discussion Items:

Increase to Copying Costs in FY24 [Kent Stanley/Sara Frederick/Ryan Schuh]Time Certain–1:40 PM

- Both a per black and white and cost of paper
- Paper—doubled in cost up 44% in last 18 months—will move from 4 cents per copy to 5 cents per copy;
 - Off campus can cost around 7%, 10, or 17% so we are still the best deal
- External cost change it hits our bottom line—because our campus is our client, that area did not receive any support during COVID, had to go into reserve to keep employees employed
- 58 units across campus on our network; 24 grandfathered where they didn't have paper costs and the others buy through us; shift to all buy through the service
- Ryan works with multiple sources to buy best prices, buy truckload and get cost of opportunity level
 - If you had 5,000 copies is \$45, so \$45 per box

- All start July 1
- Went from 3-4 last July when doing self-service to not manage 2 rates; there used to be 2 and before that was 1990s
- Cost of student labor has now doubled

Strategic Budget Planning Recommendations [Lynn Akey/Rick Straka]

- [MC SBP Recommendations Apr 2023.pptx](#)
- Adopted process back in 16-17 which is what you see on first slide
- 2 recommendations overall: expand professional development; and link more directly strategic and budget planning processes
- Non-academic side: maybe need more clear definitions
- Biggest take-aways
 - Elimination of use of narratives, huge for non-academic programs
 - Reducing the numbers of measures
 - Make the data and measures available to the campus community
 - There's a committee with representation reviewing and making recommendations to budget sub-meet
- Next steps: sharing with you this month and get formal feedback when we meet again in May, then pending support work on having more refined set of measures then move forward to make sure things are aligned, better match this work
- C. Nelson: supportive of data but also need of qualitative---shifting allocation from VP to a committee?
- R. Straka: think of the committee of talking more about areas of priorities, they won't set the budget, not making individual line budgets and anything they do would be recommendations and then go to budget submeet
- This allows more shared governance ---the guidance from campus
- C. Nelson: interesting to see the IPEDs data, don't always know how we're doing but suspect lean in service areas
- R. Straka: per dollar spending yes; happy to share that again, we can see what our 5 year trend and how we compare to other state universities
- L Akey: move non-academic to move towards functional IPEDs to help look at how things work for the institution not just what I need for my unit/advocating for unit, more institutional perspective
- R. Straka: an all funds, all budget report, right now look at all these different budgets---what if we look at all the program spending, more holistic approach
- L. Steinborn—other institutions use this model?
- R. Straka: maybe not exact model, others do have committees (Moorehead, and SMSU); We need opportunities for more eyes than just the President of saying 'this is it,' it helps increase financial literacy and help people ask the right questions;
- ...: Have we asked other outside Minnstate?
- R. Straka: information not often available, from accruable base—market changes impacting funding under and over as it's more difficult to get data, impact 45 million last 3 years in HERF, have to understand decisions made and how, see what we can pull out of IPEDS, becoming more difficult than old style accounts, private accounting rather than
- Other institutions doing this work: other 3rd parties are starting to work on benchmarking data, consortiums, etc.

- Looking at dollars per students---we will be in bottom quartile of country, we are more than a standard deviation away from what we get in state appropriation, and we have lower tuition
- Important for non-academic as it doesn't move us forward as it keeps to tell us we are all underfunded
- A lot of discussions to keep having moving forward and happy to have further conversations this month as needed

Final Exam Week Proposal [David Hood]

- Propose for no exam week schedule; It has been in place for 10 years and poses several problems:
 - very labor intensive on those that have to plan that 1 week and still that won't guarantee students won't have conflicts as faculty still adjust;
 - not friendly to students as we ask them to uproot their lives,
- Believe common bell schedule would better serve students, aware of some concerns for common exams so my team and Lynn's team for alternative solutions such as using technology solutions
- Students have fully endorsed
- P. Hausladen: supportive and all for it, beside the common exam has there been other concerns or groups that have been concerns?
- D. Hood: Also concerned: multiple exams back to back which can happen in current schedule; some few long-form exams, not a lot of opposition
- L. Akey: if anything at student success round table, generated positive reasons, students, and student employees, would help to not have to readjust everything for a week; faculty –could break it up across 2 days instead all in one day
- Not mandating meeting and having class all week; use that as the exam time period
- L. Steinborn Gourley: members like accessibility resources requesting time extensions, etc. could be impacted

Dakota Lounge Naming Recommendation [Edward Inch]

- [Recommendation Form Dakota Lounge Request.pdf](#)
- Gone through process to CSU board, landmarks and buildings board, now recommendation to trustees
- Feedback? No concerns raised

Information Items:

Equity 2030 Climate Survey Reminder [Henry Morris]

- Thank you to those who have taken it; those who haven't encourage you to do it, encourage others to take it
- We have around 1,100 people who have taken it, we sent out the invitation to about 14k people (students and employees); hoping for a 20% response rate; the more people that take it the better idea of what people are experiencing.
- The survey in itself is important to the institution—our budget is now 70% student enrollment, what we get from state is around 30%; we can control student enrollment easier than state legislation and the growing market of students have been domestic people of color and international; people want to come to a place were they feel respected

and wanted and stay for those reasons to so the more we find how people are experiencing

- This adds more nuances/feelings to the data
- Ends on April 21st
- E-mail just for this information, membership meeting on the 18th
- We've had groups of students, different groups interacting--

Draft Destination 2030 Strategic Plan [Lynn Akey]

- [SP Update Meet and Confer Apr 2023.pptx](#)
- We'll be talking about who is accountable for making sure work is done and met
- Work is not done just progression to next stage

Sexual Assault Awareness Month Events [Liz Steinborn-Gourley]

- In TEAMS this morning: [SAAM \(4.125 × 5.5 in\).png](#)
- April is Sexual Assault Awareness Month—on college campuses it's an issue: national data is 1 in 5
- Interim Director joining us in beginning of Summer

CDS timeline updates add to information [David Hood]

- Proposal going forward not a revision to system; it's an alteration to approval cycle it currently sits in cure until magic day in October then starts going through the system,
- Proposing a continual reviewal cycle, within 2 weeks needs to be approved instead of waiting in the que until the October date
- Would help us expedite the time, especially with new degree programs, the idea could be approved by October, then a month to move through system, then another month to move through dept. of ed and HLC processes, then new programs approved by January
- Help avoid carrying them on the books before
- Key Point: there's a different between a reviewed and approval versus enrollment into a program, need time to recruit students, need it to exist by January

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