

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES
Thursday, May 4, 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, Sheri Sargent, Edward Inch, David Hood, Mandy Weister, Peter Hausladen, Anne Dahlman, Rick Straka, Riley Devenport, Peter Hausladen, Henry Morris, Liz Steinborn-Gourley, Tracy Stokes-Hernandez

Meeting Chair – Marie Slotemaker, MSUAASF President

Documents Referenced in Meeting:

[MSUAASF Meet and Confer Notes_04 06 2023.pdf](#)

[ASF President Report_May 3 2023.docx](#)

[IT Solutions Monthly Updates May 2023.pdf](#)

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

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

[Revised Recommendation Form_Dakota Lounge Request.docx](#)

[COVID-19 Changes starting May 11th.pdf](#)

[Enrollment Report for MC 050423.docx](#)

[ASF Meet Confer Agenda-5.4.23.docx](#)

[2024-2027 DEI Strategic Plan Writing Guidelines and Format .docx](#)

Standing Items:

Welcome

Reorder/Additions:

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

MSU President's Report [E. Inch]

- Graduation: No one walks alone across the stage---resources along the way
- When this graduating class started, they probably didn't imagine all the isolation and still make it
- This weekend: culminating event of things we got to do (research, musical production, emeriti faculty/staff, etc.)--exciting time and happy to be a part of that
- Last weekend—vandalism in reflection space;
 - I told the students I don't want to believe and can't believe that someone from our community would do this
 - Reaffirm commitments to each other to better understand in our differences
 - We serve as a role model to make the world a better place live
 - Disappointed this happened on our campus

- Appreciative the bias response team and Henry Morris to ---create conditions that this will not happen again. Understand bad things happen, doesn't mean we tolerate them on this campus
- Continue to investigate
- We are ending the year in a good space
 - Enrollment ticking up
 - Still work to do on retention but ticking up a little bit
 - 2/3 of general fund is dependent on student enrollment and retention--- significant because not only a benefit to them, communities and families but to us to explore strategic options to make it a better place and strengthen the professional core as educators
 - Thankful for strategic planning committee led by Lynn Akey---it was vetted broadly (meet and confer, chamber of commerce, board, etc.)--market and quality
 - New strategic plan and how we will meet goals of Equity 2030—even if we don't think we are going to make it, we need to make it. Look forward as the plan rolls out
 - In 1 week we will meet as leadership team to discuss how might we streamline processes and structure ourselves ----focus on work that meaningful moves us forward for students
 - Hire director of HR
 - Targeted BESI program for redeploying resources not for budget cutting
 - Look at if there are structural reforms we need to take

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

View Report: [ASF President Report_May 3 2023.docx](#)

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

- A lot of your members involved in effort to have earlier orientations sooner and it's been positive for us
- Cindy Janney's retirement and what's next:
 - Cindy will be here until January so gives us a long runway
 - In ASF contract, she is in a consolidated position from student general fund and student affairs and will continue to have conversations after we catch our breath about what that will look like
- M. Slotemaker: early orientations: have we thought about what that means for the future?
- D. Jones: heavily influenced by our structure---is there a hunger from our students for earlier planning? For sure. Some at 2-year level are planning a whole year—will that trickle into 4 year? What we can offer though depends on other things we have in place.
- L. Akey: we will watch closely at this interesting split in trend—some earlier interest but also the other end, arriving the week before classes—how to serve both students well. How to be more nuanced in supporting our students. Really think about new ways to support our students
- D. Jones: 2nd summer in a row to make adjustments—prefer in-person versus virtual
- P. Hausladen: Back to Cindy Janney's position, is the thought that will become split positions?

- D. Jones: At first brush my answer is yes but don not hold me to it; Cindy was in a long career and new challenge so fit with where what we needed at that time---we need to look at what's the best service solution for our University
- L. Steinborn-Gourley: when is financial aid typically awarded for new students?
- D. Jones: more changes to FAFSA—will see this marketplace change overtime, some stuff as early as Feb.
- R. Straka: limited by program in ISRS
 - June is when we set tuition—so final packaging can't happen until we get all that calculated.
 - Change away from EFC to student aid index---won't open until Dec.--things will be a little later,
 - everyone in higher ed. will learn what does this index do to change the packages and how that will impact.
 - This is the first major change and rely on system office to be able—will it be a little rough on everyone in higher ed? Yes absolutely because we don't have final interpretation
- L. Steinborn-Gourley: this could be a cool opportunity for our late deciders which are usually underrepresented students
- R. Straka: late deciders do come with challenges since we can't process sooner,-more difficult to get book money, cost of attendance, etc. Want to do everything we can but there are challenges that come with that late deciding population
- L. Akey: just in time population
- R. Straka: looking at drop/add--looking at the 10th day; we process aid on the 10th day based on 6th day---getting aid by end of second week, if we move it then it delays payment to majority and other students as well—highly recommend people comment on that when it comes out

Administrative Reports

- *ITS Update [M. Johnson]*

View Report: [IT Solutions Monthly Updates May 2023.pdf](#)

- *Budget Update [R. Straka]*

View Reports: N/A

- *Enrollment Update [D. Jones]*

View Report: [Enrollment Report for MC 050423.docx](#)

- L. Smith? Any changes since St. Cloud's announcement have we seen any movement in students moving to our institution
- C. Nelson: not a big rush of students, we've seen the transfer changing trend of not a positive experience certainly from other institutions as well

- *Human Resources [S. Sargent]*

- **View Reports:**

- [Vacancies List - May 2023.pdf](#)
- [Human Resources Update_May 2023 Meet and Confer.pdf](#)

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- **Equity 2030 [H. Morris]**
 - **View Reports:** [2024-2027 DEI Strategic Plan Writing Guidelines and Format .docx](#)

Discussion Items:

- **Strategic Budget Planning Feedback Response from ASF [Lynn Akey/Rick Straka]**
 - Follow up from last month's conversation is there any feedback from your membership?
 - K. Hodgden: I think in general I've heard agreement that it makes sense to align these processes and no major concerns voiced so far
 - L. Akey: Still work to do but feel free to voice
 - L. Steinborn Gourley: How is the time determined and evaluated to know?
 - L. Akey: Historically --- typically use the 3-4 year mark and leaned on external entities—often accreditors look for how will this program reach maturity in 3 years but would be a campus based decision and still determine if that fits
 - R. Straka: should it be an annual cycle or a 4-5 year cycle; no absolute timeline
- **Dakota Lounge Naming Update [President Inch]**
 - [Revised Recommendation Form Dakota Lounge Request.docx](#)
 - When we last met we discussed the recommendations and took to each group at Meet and Confer—everyone was in agreement except 1 alternative at faculty meet and confer which was to name it in Dakota Language in order to really name it WAMBDI WAPAHA (wahm-BDEE WAH-pah-ha) which means “eagle staff”--sent it back to students and they agreed with recommendations, then CSU board and agree and now presenting it today---any other feedback or are we in agreement?
 - What's the significance of Eagle Staff?—the flag of the Dakota Nation—symbol regularly used at events
 - Feedback—nothing this week but by end of week will go to board of trustees

Information Items:

- **COVID-19 National Emergency ends May 11th [David Jones]**
 - [COVID-19 Changes starting May 11th.pdf](#)
 - May 11th will end national emergency of COVID
 - Feel free to share document
 - Impacts for us: no longer free tests by mail or picked up locally—you can go get tested for free by facilities—but going to dr. Co-pay as normal
 - Inventory in student health will be provided for free as long as we have
 - Extended expiration date another year
 - International travel restrictions back to no test requirements no matter where you are coming from
 - No longer weekly reporting—updating website which will be a general infectious disease

- L. Steinborn-Gourley: SNAP benefits—will see decrease in amounts due to COVID---benefits of signing up now versus June which is reduced amount
- **Climate Study/Diversity, Equity & Inclusion Plan Update [Henry Morris]**
 - Finished our climate study—first in system to offer and complete: 1,700 responded which is normal for institutions like us; should be getting official response back in next 2 weeks—waiting for other campuses to complete by April 30th so around mid-May—will share it with everyone for full transparency.
 - Thank you for those who responded and those who encouraged others to take it
 - Important people understand strategic planning—how the university will respond to the system’s equity 2030 initiative and how to make this place a receptive place for everyone. I.E. act of vandalism, heard from students on board lack of comfortable for Muslim population especially women, encourage reading President’s Letter
 - R. Straka—
 - 2 ways to get at minority appropriation spending—big chunk is through construction, very few minority diverse contracts so the work there is expectations of general contractors getting diverse subcontractors, create the environment where minority employees would want to start their own business;
 - 2nd one is more difficult—very decentralized in purchasing as departments all do their purchasing—hoping to work with state of MN and MMB to mark who are those vendors
 - [2024-2027 DEI Strategic Plan Writing Guidelines and Format .docx](#)
 - Just finished the 2019-0222 plan this one will be 2024-2027 event though Equity 2030 goes out further, it allows us to reflect on progress; we know a lot of data points; how do we support, what will we do differently and initiatives we have already been doing –move from pilot to full implementation –example MavPass, pedagogy in classroom----get more people to look and position us for the last sprint to 2030 and at the same time doing some new pilots; 3 primary reasons not successful (academic, environmental, financial); it is easier to keep students than it is to have them return after they leave

E. Inch: Reminder next Monday morning –employee appreciation breakfast!

2022-23 Meet and Confer Dates

<i>September 1, 2022</i>	<i>October 6, 2022</i>
<i>November 3, 2022</i>	<i>December 8, 2022</i>
<i>February 2, 2023</i>	<i>March 2, 2023</i>
<i>April 6, 2023</i>	<i>May 4, 2023</i>