

**MINNESOTA STATE UNIVERSITY ASSOCIATION  
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER NOTES  
Thursday, December 8, 2022 | 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, M. Slotemaker, D. Jones, M. Johnson, H. Morris, A. Dahlman, R. Straka, M. Weister, L. Akey, M. Hesser, T. Stokes Hernandez, R. Devenport, R. Maccabee, L. Steinborn-Gourley, E. Inch, S. Sargent, L. Smith, D. Hood, T. Berry, K. Meier, L. Darmofal

**Meeting Chair** – MSUAASF President Marie Slotemaker

**Documents Referenced in Meeting:**

[Agenda](#)

[Prior Meeting Notes](#)

[MSUAASF December President Report](#)

[ITS Dec 2022 Updates](#)

[Projections FY24 Appropriation Tuition Inflation November 28 2022](#)

[November 2022 Forecast Presentation](#)

[November 2022 Forecast](#)

[Enrollment Report for M&C 120722](#)

[Human Resources Update Dec. 2022 Meet and Confer](#)

[Vacancies List- Nov 2022](#)

[M&C SP Direction and Goal Discussion 12.8.22.pptx](#)

**Standing Items:**

**Welcome**

**Reorder/Additions:** None voiced

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

**MSU President's Report [E. Inch]**

- Commencement this Saturday
  - 2,193 degrees being awarded—
  - students worked very hard and didn't do it alone; it takes more than a village
  - 700+ planning to attend ceremony
  - Each person that walks across the stage—that's our success story, a moment of real pride
- Florence Cobb Dedication
  - 'not a dry eye' in the house because it was such a powerful, poignant moment
  - Slides/testimonials from students and get the honest sense of impact we do and generations later the impact
  - Challenge is to do great and continue to improve because it impacts the students

- One of our alums was concerned our scoreboard doesn't work so we rent, so he's donating a new scoreboard with a new screen for us to project all of our events on from commencements, athletics, etc.
- Trustees mtgs:
  - Enrollment is a large concern; dropped off significantly
  - We have not dropped off; we're doing a great job; first year retention still waivers and area to improve on; we should see an uptick in spring which is a testament in students seeing value
  - Student tuition counts for 2/3 of revenue in general fund
  - So more students and continuing is important
  - Record breaking ask is \$350 million
    - First bucket: student success
    - Second bucket: campus stability and services and facilities
    - Third bucket is a little new: economic and job market 17% of students stay within GM area, we are a direct support so a significant push for this legislation to get across
    - We did not get a bonding bill for AH hall; budget is a little tight this year
    - Not enough money to offset inflation, etc. costs.
    - Record 17.6 billion surplus---certainly we can find support for students in educational entity
- Chancellor announced retirement; advisory search is being put together now, expect we will have opportunities to weigh in and meet candidates; will set an editorial tone within this next decade as things will change quickly
- Hope you get a wonderful break and see you on Saturday cheering those students on

#### **ASF President's Report [M. Slotemaker]**

- **View Report:** [MSUAASF December President Report](#)

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

- Super proud of all the work your members do
- Super excited, like many places we've been short-staffed—new person in the bullpen, Trevor and brand-new person working with RSOs starting on Monday
- Highlight:
  - your support and help with the SHS search, waiting for feedback from committee
  - Work the Career Development Center is doing: I know I've highlighted before the work they are doing in making sure employers are hiring international students but also their new career champions program —over 70 people joined so far; whatever we can do to help our students be employable

#### **Administrative Reports**

- **ITS Update [M. Johnson]**
  - **View Report:** [ITS Dec 2022 Updates](#)
  - Encourage ---a lot links in it for more depth
  - One areas to keep eye on : zoom phone upgrade, rather than going through more discussion, it will cost us less; if you aren't completely up to speed webinars are online
- **Budget Update [R. Straka]**

- **View Reports:** [Projections FY24 Appropriation Tuition Inflation November 28 2022](#)
- [November 2022 Forecast Presentation](#)
- [November 2022 Forecast](#)
  
- **Enrollment Update [D. Jones]**
  - **View Report:** [Enrollment Report for M&C 120722](#)
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- **Human Resources [S. Sargent]**
  - **View Reports:** [Human Resources Update Dec. 2022 Meet and Confer](#)
  - [Vacancies List- Nov 2022](#)
  - M. Weister: A lot of openings across campus—scanning the vacancy list---from HR perspective, how is it going filling those, longer timelines?
  - S. Sargent: not longer timelines (anecdotally), smaller applicant pools, working on qualifications which is more art than science, being competitive and meeting needs within units—challenging to find balance for attracting a broad pool; I will reach out to staffing regarding real data
  - M. Weister: As we shift those pool size then committees have to shift their mindset, interesting element that adds to the hiring process; are we hiring a full-time HR director?
  - S. Sargent: broader conversation going back to organizational chart
  - E. Inch: recently met with mayors and city managers within 30 mile radius—conversation was we can't hire enough people; it's difficult to attract people, sometimes you have a good pool but if we move what will my spouse do? One thing we will do, GMG will host, centralized resources to help with companion searching. The hope is we strengthen the overall quality of what we hire as
    - Can we meet our mission with the way we are designed. Every time you see there as an issue between areas—gap or overlap then structure is not what you need
    - Tallied how many people are doing meetings on related work
    - Division, characteristics
    - Just had last meeting with them on the report last week; will give to cabinet for retreat if January and then at the next meet and confer will share
    - Just because an external person recommends something doesn't mean we need to do it
    - HR by end of year—but we have overlaps –title IX, DEI, etc.
    - Higher Education nationally is losing people (advising), how has your university identified the career path? Here we have some good answers for that but one—we should make clear for opportunities and options, where can they go? How can institution support development and growth?
  - R. Straka: Mankato has tightest labor market 1.3% unemployment
  - E. Inch: we need to modernize hiring
    - We have to look seriously at couples hiring
  - H. Morris: part of Equity 2030, how do we continue to diversify our pools, we have begun to make changes already, how we advertise is one; Academic Affairs: we are expansive in qualifications for our jobs, standards in private sector is minimal—hurts diversifying the pool, part of it is what's trainable

- S. Sargent about 120 on our vacancies report (24 are ASF); last December's was 140;
- M. Slotemaker: asked about timeline and meet with Jill and Angie next week

## **Discussion Items:**

### **Workflow and NextGen Updates [M. Johnson]**

- Really 2 different areas
- 1. Trying to eliminate paper processes:
  - Need combination of subject matter area experts and IT to help make it happen
  - Trying to identify all those forms for processes that exist
  - Automatic Workflow Systems, approval processes, online forms
  - This page is linked in the 1 page report
  - **Please review and give it feedback-hope within this calendar year—As soon as you can, within the next few weeks (by end of break)**
  - If we have something that WorkDay has for us to use we should be using, anything we do have we need to make sure things automated will continue to work
  - Will be working on the next week or so knowing what information will need to share to make things still work (i.e. Handshake)
- 2. Charge from System Office: we will continue to watch it but student side isn't until 2025, we can't stop everything and need to find a balance; it's a soft freeze if we submit changes to the system

### **Destination 2030 Strategic Plan Update [L. Akey]**

- Draft Goal Area Discussion—met just this morning
- [Refer to document](#)
- Task force has really taken to heart this charge and strategies we will share in January and inviting you to add
  - Small group, share sessions, and online as well
- Destination and Equity 2030 are aligned
- An excellent task force, people have worked really hard; the work is benefited from rich conversation
- A. Dahlman: In January we need hundreds of people to ask tough questions, be critical and creative
- M. Weister: is that list inclusive
- L. Akey: reflection of how that group talks; you might see different groups use different terms, some of that may come out as we move forward. While the system office focuses on these dimensions in the score card but we may choose others
- L. Akey: this language in particular is based on what system office uses
- H. Morris: Equity 2030 is federally recognized groups
- M. Weister: How many on the taskforce?
- L. Akey: 26
- By March of this year will be our strategic plan
- Visit for a January meeting—option for members to hear from Lynn to ask questions; task force is creating a list of engagement through December and January

### **Plan for Department Restructuring in the College of Humanities and Social Sciences [D. Hood]**

- On Nov. 30<sup>th</sup> Dean Brown submitted proposal
- We met on Tuesday of this week to discuss proposal, concerns and what I'm sharing with you today
- Instead of 11 initially voiced in proposal; we realized there can be 9 departments
  1. Criminal Justice – no change from current structure (recently merged)
  2. Psychology—largest and most viable department
  3. Mass Communication, Communication Studies, Music Industry Program (Music & Entertainment Industries Dept.)
    - i. MIP asked to join that newly form department to join those synergies to help broaden that focus into media and gaming industry
  4. Music and Entertainment Industries (Music and Performance and Music Education Programs), Theatre and Dance
    - i. Opportunity for synergy with Productions and classes
  5. Economics, Ethnic Studies, Government
    - i. Have some sharing of human capital resources already
  6. Art & Design, Film & Media Studies (From English), Creative Writing Program (from English Dept)
    - i. Help with areas that are currently siloed
    - ii. Help with clear career pathways and recruitment
    - iii. Produce new and combined financial viable with great potential
  7. English (English Ed, English Lit & English Studies, Humanities, Rhetoric & Comp, tech comm and TESOL programs), World Languages & Cultures
    - i. Strong focus on language, literature, culture and humanities and teacher preparation as a focus
  8. History, Gender & Women's Studies, Philosophy
    - i. Philosophy has a strong ties with history
    - ii. Natural interdisciplinary studies overlap
  9. Anthropology, Geography, Sociology
    - i. Anthropology and Geography are working collaboratively on a lot of research projects, and GIS lab
    - ii. Sociology and anthropology have common origins of fields
- Open between now and Jan. 19<sup>th</sup> Meet and Confer for individuals to put forth any variations that will meet needs of our students,
- L. Steinborn-Gourley: Will major offers be changing?
- Not immediately except mass communication and comm. Studies as they were already in process
- Feb 1 is final date then faculty will look at the real work of looking at curriculum and unfolding over the next year and 2 years in an intense way then normal curriculum process after that; not changes seen in July
- If students are on a certain curriculum and there are Any changes, those students would be taught out
- Interdisciplinary Studies doesn't sit within a department it reports directly to the Dean's office and no changes discussed at this time

### **Information Items:**

**Equity 2030 Update [H. Morris, K. Meier, L. Darmofal]**

- System wide initiative to ensure no equity gaps with student success, employer success, supplier diversity
- Combination of goals: 20% of MN are students of color; our student population is 18%-- does not count international and if we add that, it's an additional 10%
- Continuing to write the next 3 year plan; part of it requires us to do a climate study
- Leslie: Climate Study: set to begin spring 2023, Planning Jan. 23<sup>rd</sup> to start seeing a message—link in an e-mail; system wide survey; ask help get the word out to get people to take it for data---for both students and employees—everyone
- K. Meier: Previously it was done by each college—you'll see a template coming out aligned with Equity 2030, there will be a format that is used for those particular goals; initial part was for academics but we have a 3-part series in spring to walk services offices through those categories and areas to help better define the work offices do to close the gap
- End of spring—will come back at meet and confer to review and make comments then jump ahead.
- H. Morris: many of our challenges are student success challenges; many historically the things we have tended to we run out for all students but run extra hard after some to close the gap
- M. Weister: some research #1 indicator for persistence is have at least 1 positive relationship with a faculty/staff member, as I'm curious when we think about our Equity 2030 goals and closing this gap—pouring resources into our part-time job as a conduit into that 1 positive relationship on-campus. We don't have anyone in their PD to help with those who supervise—we have this great opportunity, would love to pair them up with most trained individuals. Create a really strong supervision program---such a huge ripple effect and wondering if that's been a part of the conversations
- K. Meier: right on we did pilot something like this summer of 2020, it was all about how to make a connection and develop that connection and help the navigate, reciprocal
- L. Akey: Also work around the student success coach role, Tessa Delaney is working on that; not only supervisors but also others who serve in meaningful impact
- H. Morris: that's what Kelly is helping those areas think about
- M. Weister: I've seen it done it incredibly well and all over –we're missing an opportunity if we're not providing a consistent experience to help them do better
- H. Morris: If we retain 115 students that's \$1 million in our budget; better job we retain the more resources we have to support students

**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*