Minnesota State University Association of Administrative and Service Faculty

#### and

#### Minnesota State Colleges and Universities

#### Meet and Confer Summary

**Friday, September 25, 2015**

**10:30 a.m. – 12:00 p.m.**

**McCormick Room**

**Attendees: J. Anderson, S. Murray, E. Gutierrez, R. Wheeler, J. Clarke, M. Sharp, S. Bard, H. Soleim**

**J. Haak, B. Oertel, C. Dale, M. Carlson, S Applequist, J. Jorstad, B. Thompson, S. Rosenstone, J. Jorstad, R. Anderson, L. King, G. Hunter, C. Schoenecker, B. Glass, J. Simonsen, J. Mount, N. Hawton, B. Miller.**

1. **Charting the Future MSUAASF**

There is now a work plan. The plan was vetted at Leadership Council Retreat in September, with bargaining unit representation. The work plan was then presented at the Board of Trustees meeting in Sept. This coming Monday is the first meeting of the Coordinating Committee. On Aug. 4-5, there was a *Change Leadership* workshop to build engagement and skills for change. The intent is that those who attended the August training will be involved on the campuses as CtF moves forward. Presidents have committed to have teams at each campus. Per Steven Rosenstone, the #1 thing on the work plan is advising, with primary focus throughout on student success and diversity. ASF suggestion was given that the Advising sub-group includes those who are most closely aligned with advising.

1. **Colleges and Universities Enrollments MSUAASF**

Laura King reported that enrollment has been trending downward, with this fall being below the planned percentage of decrease. Per the 28th day, overall the system is 3% down in FYE compared to last year at the same time. Colleges are down 3.5%; Universities are down 2%: UG down, but graduate enrollment up. 19 colleges down at least 1% more than planned. Overall, the system budget implications are about 1% down; about a 9 million dollar tuition revenue loss. There is stress on the campuses and FY 17 will be more difficult.

1. **Update on Metro Baccalaureate Plan MSUAASF**

As of yesterday, all University Presidents were sent an email regarding providing an update on programs current and in the works to be offered in the metro area. This data is needed to move forward with a holistic plan. We need to grow; about 50% of growth through Metro State, 30% will be greater MN universities coming in; 20% students going out to greater MN universities.

1. **RFP for New Customer Relationship Management (CRM) Product MSUAASF**

A posting is out to hire a person to guide the CRM process. This will be system-wide discussion to look at needs and plan for the system. The Hobson’s contract expires in December, but the contract will be expended for 18 months.

1. **Minnesota Management and Budget's Respectful Workplace Policy MSUAASF**

MMB has now clarified that the policy applies to all classified employees. The initial policy didn’t have input from faculty units. MnSCU is interested in feedback on the current policy so it can be applicable to faculty. ASF will consider this and bring feedback to the November M&C. M. Sharp brought up the importance of being sensitive to diversity issues in considering this. J. Haak asked about whether this policy would supersede any campus policies. If the system adopts a policy, it will apply system-wide, but a local policy may exist if it does not contradict it. S. Bard also asked about whether the policy would address student workers; they are not covered because they are not considered “employees” under bargaining units.

1. **RFP for Branding Project MSUAASF**

N. Hawton says MnSCU believes a “brand” will help with recruitment. On Aug. 20th, two finalists presented their branding proposals. Padilla CRT was selected. However, decisions were put on hold until N. Hawton began employment. The contract will provide: environmental inventory regarding campus branding, then work plan, then visual identity work & concepts, brand standards, product ready art work, and finally rebranding of MnSCU website. S. Rosentsone does not want to damage any current campus branding. This is about value and access of all programs (to help awareness, understanding, enrollments). How much is being invested? about $350,000 on Padilla contract.

1. **National Association of System Heads (NASH) Strategic Initiatives MSUAASF**

Access to Success initiative; MnSCU now focuses on own % outcomes. We are seeing some gradual improvements on retention of students of color overall in the system. All reports are accessible on systems data warehouse site.

There were three NASH initiatives that came out in Spring (Using predictive analytics, scaling high impact practices, redesigning math pathways).

1. **Faculty Assignment Management Automation (FAMA) Project Update MSUAASF**

Sue Applequist presented this as a grassroots effort that became system-wide. She said it will be launched in January. It affects ASF members if they have a teaching assignment. H. Soleim noted the role of ASF members in Registrar’s; they are being put in the middle of this process. She noted that more training and support will be needed. Applequist said this will be available.

1. **Proposed Amendment to Policy 2.1 Campus Student Associations MnSCU**

G. Hunter presented: replacing outdated language; updated the format.

1. **Proposed Amendment to Policy 3.1 Student Rights and Responsibilities MnSCU**

G. Hunter presented: technical changes, language updates.

1. **Proposed Amendment to Policy 3.21 Undergraduate Course Credit Transfer MnSCU**
G. Hunter: This merges policy 3.21 with 3.37 and includes Smart Transfer Plan.
2. **Proposed Amendment to Policy 3.29 College and University Transcripts MnSCU**

G. Hunter: a few minor changes; procedures are still a work in progress.

1. **Proposed Amendment to Policy 3.38 and Procedure 3.38.1  MnSCU**

**Career Information**

G. Hunter: technical changes and clarifications

1. **Proposed Amendment to Policy 3.7 Statewide Student Association MnSCU**

G. Hunter: technical changes only.

These policies will all be sent out for system-wide review.

1. **Proposed Amendment to Policy 4.2 Appointment of Presidents MnSCU**

M. Carlson: This is out after first read for feedback (which should come to M. Carlson.) J. Haak asked under what circumstances a search would be waived. M. Carlson said this could occur with a failed search, if an interim that is being successful is in place. He said this is a very rare occurrence. S. Rosenstone talked about his listening sessions and feedback process when there are Presidential searches.

Meeting adjourned at 11:57 a.m.

Next Meeting: Friday, November 13, 2015

Summary prepared by Shirley Murray, ASF State Secretary