MSUAASF/ Minnesota State Meet & Confer  
Friday, Feb. 1, 2019

McCormick Room, Minnesota State Office, St. Paul

Present: Tracy Rahim, Zak Johnson, Shirley Murray, Rich Wheeler, Jamie Van Bexel, Kierstin Hoven, Tyler Treptow- Bowman

Chris Dale, Jim Jorstad, Betsy Thompson, Ann Maile, Jaime Simonsen, Sue Appelquist, Derek Hughes, Scott Wojtanowski, Jamie Nordstrom, Ron Anderson, Eric Davis

1. Vice Chancellor for Human Resources Introduction: Eric Davis.  
   Introduced himself and his background.
2. Reimagining Minnesota State (Jamie Simonsen)

This coming Monday is the third forum session in Bloomington. The Chancellor is interested in early reactions to the forums. Tracy noted that ASF has a key communicator program on most campuses to encourage engagement and participation in Reimagining MN State. We’ve had less than stellar participation due to timing – December forum was during finals week, January was first week of class, the March forum is during spring break. The feedback has been more from a listening standpoint. ASF knows this is important and wants to be sure the university voice was heard. Jamie Van Boxel noted that the content experts were relevant at the forums. Tracy said that there is a need to balance the need of social growth as well as intellectual growth for our students if we are moving toward more online options. Jamie S. asked about whether more information is needed by key communicators, and Tracy said this is being shared. Jamie V. asked if more condensed videos to share highlights could be considered and Jamie S. said she would take that suggestion back.

1. Online Strategy (Scott Wojtanowski)

Shared a handout and noted that ASF does have representation on this group. There are four goals: access, quality, affordability and collaboration. There were 42 proposed action items, with 9 prioritized along with implementation teams. The results of this were a quality improvement process to be used on campuses. The QI process includes items related to faculty and student support, along with course delivery. Campuses are being asked to move through this QI process during the next year. The communication about this will be going to campuses starting in mid-February. Jill asked about the Ask Us service for proctoring/tutoring. Scott said this is meant to be more of a navigation or transition service, not to replace campus services. Jill said it will be important to loop in the campus services as this rolls out. Tyler asked that, since access to higher education across the state is a goal, how has broad band access been addressed? Scott said this is recognized as a barrier, but it isn’t a focus of this project. Jamie V. noted a challenge with ISRS to actually designate online students; Scott acknowledges that NextGen needs to be able to classify these students more effectively. Kiersten said that there is expectation that online students have the same services as on-campus students. Scott and Ron said there is a need to manage where the online differential money is allocated (to support services, etc.) In the QI process, campuses are asked to identify a responsible administrator and QI lead. These people are going to meet regularly to continue addressing online needs. One example is to expand the funding of Quality Matters to other services. Jamie V. noted a content expert in St. Cloud who could be helpful.

1. FLSA Determination Update (Derek Hughes)

Q. Are all determinations back to the campuses? Derek believes there are 22 pending at Metro; 1 pending at Moorhead; 13 pending elsewhere. These pending determinations are at the campus, not yet received by the system office. Everything that has been received at system office has been completed.

St. Cloud: new deadline is April 30, 2019 for completion of determinations. Q. Is everything currently done staying as is at St. Cloud? Derek said it’s a reset; they are starting over. The St. Cloud SHRO plans to do these all individually and determinations could potentially change (about 150 outstanding). Anticipates that the determinations received by April 30 will be done as soon as possible (system will keep us updated).

Jamie V. stated that this process started to occur in 2016, and the prolonged time to complete the work has had impacts on our campuses and our members. Specific impacts are on work schedules, shared governance, etc. Chris Dale noted that this is an issue with autonomy of the universities. The differences between smaller and larger campuses with similar positions being exempt vs. non-exempt has been revealed by this process (i.e. positions with same title may be different in Exempt/Nonexempt determinations)

Q. Are there questions about accuracy of determinations done early on? Derek reached out to BSU and didn’t receive any concerns. Any concerns should be reported to local HR. Derek noted that new PD’s will be re-evaluated. He believes that sufficient training has been offered to local HR’s. Tyler noted the importance of quality control in the process of these reviews.

Derek responded to the request for a completed statewide spreadsheet of determinations. He said this is possible but is not a current priority. Tracy and Derek will talk about a reasonable timeline for receiving this.

1. NextGen Update (Jamie Nordstrom)  
   Distributed a handout from Board of Trustees meeting. The timeline is on track. This is currently the RFP phase, where the RFP is being drafted and will be posted in June 2019. Vendor should be identified and timeline established by March 2020. There are communicators at each campus. An organizational readiness plan has been established. Change management tool kits are coming soon. There will be more updates coming (communications person now hired). Tracy noted that there is great variance in what is being communicated on campuses (thorough communication at Mankato and Bemidji; very little shared at Winona). Tracy asked about uncertainty of pending legislative budget request. Without further allocation, there is 8 million in the base for NextGen, but this would require system and campus contributions. This is worst case scenarios. Jamie said Gov. Walz had good questions about NextGen. It is anticipated that House and Senate will take very different approach to MinnState’s budget request.
2. Central Data Hub (really called the Integration Hub)

The purpose of this is to integrate with the NextGen project.   
Q. Will campuses still be able to get replicated data for their own use? Yes.   
Q. Who is involved with planning decision-making. Three work teams led by VC Padilla. Strategies will be vetted by IT.

Tracy noted that the questions have come from Registrar’s areas, specifically about student service area data. Ron noted that integration hub is not a data source, so access to data shouldn’t change. There is stand-alone software that must be accessed and this should not change. The Integration hub should allow interfaces that are uniform (a universal translator). Ron will also ask Brent to talk with affinity groups about these concerns.

1. Enrollment Update for Spring 2019 (Ron Anderson)

Universities: for spring - undergrad down 3.9%; grad is up 1.2, combined down 3.4;

Range is from down 1.4% at SMSU to down 7.2% at St. Cloud.

Colleges: down 2.1

How does this impact projected budgets?   
Universities missed budget target by 1.8% overall

Ron asked about what is happening on campuses regarding budget discussions? WSU has had two budget forums looking at future scenarios. Mankato CFO gives thorough reports regularly. MSU has a strategic budget process including both divest, maintain and invest. WSU had many positions not filled last year because of budgets (11 in ASF). Jamie noted the importance of retention and ASF members’ roles in this. Jill added the importance of support services for success for retention. Tracy noted we are concerned about layoffs, etc. and need information as soon as it is available. Ron asked that we share practices that are helpful on campuses. Effective models for forecasting enrollment are being sought, including an audit project. Jamie S, noted that looking at that report might be helpful for these retention discussions.

Meeting concluded at 11:57 a.m.

Next Meeting: May 3, 1:00 – 2:30 p.m.

Notes prepared by Shirley Murray, ASF State Secretary