5/31/24

Present: Nate Hallanger, Beth Noble, Kim Lynch, Melissa Fahning, Toni Munos, Jim Jorstad, Chris Dale, Eric Davis, Scott Olson, Satasha Gree, Stephen, Bill Maki, Jacquelyn Bailey, Andriel Dees, Tarnjett Kang, Priyank Shah, Nicole Emerson, Beth Swanberg, Garrett Stewart, Aaron Pierson, Amanda Prince, Ann Maile, Kay Pedretti, Paul MacIntyre, Ben Nwachukwu

1. Required Annual Compliance Training Program Minnesota State

Molly Noble

(two handouts)

There are some changes to the training in 2021 54% to 93% for the MAPE BU for completion

Quality of course design and recognition of learning

Met in Jan to find out what was working, and get feedback, will be developing tools to improve the work

1st 3 courses on handout - come from MMB there are going to be some mimor updates to RW

MNIT created cyber security awareness - videos and quizzes, works off prior learning

Code of Conduct, General Safety, Ferpa and Data Privacy redesigned and merged, free navigation within each unit, must get 80% to complete

Last 2 are in supporto of equity 2030

Total of 4 hours, deadlines Nov 1 existing -ees moved from Nov 24 because of T-giving, wanted it earlier (oct 1), but due to system limitations, can't offer until after Sept, which conflicts with beginning of Classes - goal to make consistent year to year

Kay asked-Last year couldn’t get into it until Sept , talked to people last year b/c there was no time to take 4 hrs. So it wasn’t useful.

Can it start Aug 1 for continuing -ees?

It was Todd and Molly Noble who Kay talked to.

Technical limitations, dividing timing to diff -ee groups

Nicole - can you release it to everyone?

Molly will explore and find out

2. Equity 2030 Minnesota State

Andriel Dees - handout

Recap: 1.5 yrs ago, internal audit to do advisory review about how 2030 is landing across the system. Challenge: grasping it, but wanted a deeper dive of how we are measuring and where we are going. Have been coming up with an evaluation framework. How will we know we've been successful? Collaborative effort with E and I council - thank you MAPE, presidents of leadership council. Hope is to present next month at BOT, getting feedback and moving forward.

Tarnjeet Kang goes over handout: questions how do resources and tools work together, what are we doing as a system to make progress toward goals

Framework will allow comm. Original working of goal didn’t specify 1st Gen status, now clarified and added in Geo workforce context and campus

Last page - went over

Questions: none

a) Update

b) Evaluation Framework

3. Campus Climate Survey Update MAPE

Kay: looking for data since 5/5/23, still don’t have it, several emails to SO, but months pass and just get passed around. Asking for the data that you collect out of the surveys - not all of it- specifically workforce and talent diversity, but we can support unless we have it

VC Davis: We didn’t have the data, we do have it now. We are going to give it to you. Start with Board presentation - aggregated. You asked by school.

VC Davis: We were confused by what you asked for, so we redirected back to the campus. There was a window in which we did not have the data.

Nicole - a lot of our emails were not responded to.

4. Legislative Update MAPE

Melissa Fanning:

Provided handout: 2024 Legislative Summary

Find ourselves in a lot of different legislative committees. Thank you for all the work that members have advocated for. HiEd, MinnState, etc. Regardless of outcome, it doesn’t always reflect this work and effort. Looking at a lot of the “no bills” in bonding years, with this not being a Bonding Year, I know they weren’t looking to pass a bonding bill, focused on asset preservation. If they were going to pass a bill, it was going to be for HEAPR. Chaotic ending, not being able to come up with a bipartisan bill, tried to get a cash bill, HOUSE passed, but SENATE did not (0:30 sec too late).

Did pass the HiEd bill, not all that exciting. Merged Policy and Finance bills together. 500K total. We were asking for a lot more than that ($60M). What they did with that was Kids On Campus partnership with Head Start (™). Done in other states (TX), we don’t really know why that was how it ended up. Getting a feel for where this is headed. 11 institutions currently have Child Care Centers. We’ll see how this ends up. Want to be sure we’re being as effective with this small amount of money, being Student Friendly on campuses.

This is an election year, the House will be on the ballot (not Senate). Some retirees, some vacating their seats. Heading to SOS to declare their intent to run. Will be working with campuses to develop a supplemental biennial budget. Determining what students and campuses need. Similar to 2 years prior, will be holding “Listening Sessions”.

Chancellor Olson:

The Senate is not really up, but may be in play. (commentary)

5. Budget/BESI’s/Enrollment Update MAPE

Aaron/Nicole: Are we seeing any enrollment trends? How are we doing on budget? We’re getting closer.

Maki: Gearing up for board approving budgets at June meeting. Budgets have been submitted, updated enrollment predictions. Have a decent idea of what is going on at the campus level. For the current year, FYE will be up 2%, College sector 3.7, UNI down ~0.5%. Within, institutions “all over the board”. Predicting up 1.4%. Colleges predicted to be up, while Universities flat. {Presented a breakdown by semester, further broken down by uni vs. campus.} “Enrollment is looking promising”. Not sure what specifically relates to NSP.

Satasha: It is hard to gauge at this time, but should be able to get financial aid letters out in June, should then be able to more accurately attribute gains to NSP.

Maki: Modest increase system system-wide (1.2%), different from what we’ve seen in previous year. Updated in Oct, then again in Feb. Supplemental wasn’t a “nice to have”, it was more of a need. Campuses are having to decide how they are going to cover these costs. 50M one-time money last year FY19-FY23 to cover FYE gaps. That funding was used differently across the system. ¼ of that is left. Some had to use all in FY24 to cover said gaps. Looking at options, RIFs, attrition, delaying projects (e.g. Facilities). Not getting capital is stressing campuses to keep things moving (leaky roofs as an example). Good news is that FYE is moving in a positive direction, which we could not say for many years prior. Board Packet will come out in about a week.

Kay: Enrollment, projects, were those based on “bot” registrations? Double checking.

Maki: Can’t speak with 100% certainty. Each campus does their own projections and we (S.O.) roll it into one. Different at each campus.

**6. Workday**

a) **Training on Accessing and Using Workday Minnesota State**

JB: 31 days out to go live - on track, campuses doing cut over, teams will co-locate at SPC until 7/19, Training updates every couple weeks at 61% for computer based trainings. Moving forward to cut over and go live.

b) **Data Entry Freeze Preceding Workday Go-Live Minnesota State**

Toni Munos-Int Sr Sys director - handouts - talking points has provided to CHROs sent out so HR can share went over handouts

NO impact on -ee experience, will rec info from Workday and will need to do duplication of forms. HR staff will help ees do that. Job changes during

delay i;n compensation - entry will go through, and retroactive

Progression inc potential for delay, will be made whole when stable in WD

Leave req -members have been informed by HR req after 7/7 will have to be reentered. Will there be issues with reapproval - this should not be an issue - we envision it will happen in the new system - let us know if there are problems

Questions:

Kay: Some delays and diff times when ppl made whole - doesn’t address what happens when check gets missed, most ppl don’t know how to handle it. How will MMB handle it if on 7/12 200 ppl don’t get paid. What happens? ™: we are having discussions about contingencies how to handle, not envisioning, but need to have plans

Toni M: Working through contingencies, please provide a level of grace. If something on a large scale happens, there are a lot of people “smarter than me” who are on hand to handle as needed. We are all humans. Hope we can handle this in a respectful manner. Announced the Frontline Conf deadline

VC Davis: One of the areas we haven’t done enough is our “Tier 0, Tier 1” support. Working on it, but running out of time. Not sure, but I think it may be inadequate. T0: Self Help. T1: “Where is my timesheet”. Someone on the campus can hopefully help with that. Two fears: 1 - campus just doesn’t know where to start, push it up to SO, so we drown in tickets. 2 - Campus HR puts “superhero cape” on, but they don't really know how to help and THEY drown in issues. People need an answer NOW, trying to simulate in a table-top way, hard to do in a real-world way. Counting on people doing what they need to do. Good question, Kay. Any luck you can send our way.

Nicole: Have a majority of people who are MAPE represented, they feel the timeline is inadequate. One person JUST got OT to work on these things. We know a lot of what’s happening on the ground. Feel we’ve had a respectful conversation. But getting paid is where that grace ends for some people. The process to get paid immediately is where Kay’s question stems. People are putting a LOT of time in, they understand what is at stake. 60-70% of our workforce lives paycheck to paycheck. We’re just not there where people can give a lot of grace.

VCD: Timesheets, even if exempt, they will submit a timesheet. 200 discrepancies out of many pay records we send to MMB. VAC donation, something we do by hand, we fix VAC issues. Faculty assignments, things we struggle with today - my confidence in MMA, MAPE, etc is pretty high.

c) **Student Module Minnesota State**

SGS: The great thing is that we have been in convos since the beginning, the more we can plan, we know Student issues will be more complex. We have been planning

Kim Lynch: preplanning, standardization and process alignment: func area stewards-still some lean areas, mock onboarding, to test if wer are giving the right docs and info, background needed for standardization between 2 and 4 year. That doc will follow a life cycle with a path of decision making, and feedback. We have used “as common as possible as different as necessary? To help students and staff

Companion project inventory: learned a lot Stephebn kelly dev set of tools to streamline process so each campus has tools. To use integrations, bring folks together and using what is common when possible. Launch next week, id-ing point folks.

Nate Hallanger:ASA Leadership building prep work. Underscore the way student project is implemented in conjunc w/ Financial Aid and School year calendar. If we don’t meet deadlines, we can’t push things out. Normal cycle where timeline doesn't change, so this year we have to follow deadlines to configure WD product. Can’t communicate enough about this project.

Question: 6 groups of functional areas form WD, Recruit and Ad, fin aid, student finances, student worker,. Operational and Academic Alignment - these have to align, some are possible to align, but not required. Common start date, but different at some campuses. AP ARe ind aspects - which of these would my department fall under, doesn’t it grouped into these.

NH those areas are based on WD product. At the same time there are cross-functional. 6 areas based on WD framework, but doesn’t match campus, we will regroup them into student life cycle. There will be representation, but don’t have outlined yet.

d) Continued Discussion of Concerns MAPE

Aaron: Hearing from IT ppl: risk analysis, contingency planning, not enough knowledge in -ee pool at campus level to solve anticipated problems. If it is 5 or 2% of catastrophic, we’re doomed. They don’t feel like they are being heard.

PPL who knew they were going to have work due to cross-over, now deadlines are moving, not approved for OT that Is necessary.

JB: Hard to generalize, can you send specific examples so we can support. I think you are referring to T1 support. Having convos about Tiers - creating training toolkit. I will be sent to everyone. If ther is a need for more knowledge - it exists on website and can be sent o members. Have heard they want more info, being more intentional to get it to them. Tier 2 - ticket at SO. Tier 0 is self help - cultural issue, make sure ppl have done training

Tickets will be high, ppl frustrated. Go live -teams will be triaged at SPC, creating a communication flow, working on it

Understand that ppl need to know, the work is happening. Acknowledge, fear, but have high confidence in the pple working on it. We don’t have major concerns. We are asking Exs.

Give us specific examples where we can work on triaging.

AP: the ppl are concerned ARE SO level or ppl have passed things up and are not satisfied with response. Also ppl and HR ppl and project managers are gone - leads to panic, no plans for that.

JB: Knowledge transfer - isn’t just 1 for 1, and is ongoing, mastery is not an expectation, but we have teams that want that, we have WD care on our side. There is no expectation that mastery.

RE folks on a project who aren’t getting what they need, 3 VCs here that will answer questions, so feel free to escalate. Happy to answer questions.

NE: we ill forward emails JB: forward to me, I will get them to the right person.

7. Job Audits/Reclassifications Update MAPE

As you know there are only 2 -ees, insufficient, so ppl are waiting too long, we need a solution. SO is constrained, cant just hire someone, we are looking at shared service model to hirer person to do work for a cohort of campuses. Prioritizing, ex with backwards day. In the end, we’re just overwhelmed. I’m willing to sub delegate to do subclassification audits. Unwilling to delegate this authority to someone that is not qualified to do this work.

US: We want consistency, we want it to be timely, but not at the expense of accuracy.

VCD: See some inequities.

Nicole: Reallocation requirement (40% - nonexistent), being told that is what the denial is justified. If AP2 at SCC and counterpart at AP1, why is that the case.

VCD: Asked MMB if they can help us, they can’t, but have offered to do the training. Allows SO staff to continue working, and campuses get the training directly. Might want to know we are experimenting with AI. Can look at “stuff”, say you’re missing Org Charts, send that back to the campus and say “you won’t be in the queue anymore if you send us that”. {general commentary about how this may speed up process}.

Aaron: Conflicts of interest? Campuses doing reviews for their own employees?

VCD: Some resistance to the SO growing, if say MSU Mankato ask to help, then doing their own, or “we” do MSU Mankato? TBD. Need to review our own authority. When I was at MNDOT, we worked on MNDOT.

8. Performance Review Follow-Up MAPE

KAY: Skipping, we will conduct this over email.

9. Prior Service Credit for Vacation Accruals (System Office) MAPE

KAY: VCD, you may know what this is about. People applying and finally getting it yesterday (long length of time for approval).

VCD: That took too long. You shouldn’t expect it to take that long. Discussed this in May with CHROs on how to respond to these requests for service credit. Used to regard faculty in a certain way. We agreed that shouldn’t deprive anyone of that right. There was some issues, we also are not satisfied with these timelines, and we need to do better.

10. Service Center/Pay Disparities MAPE

NIC: May need to push off to another meeting.

VCD: If something on your mind, happy to discuss

NIC:

Chris Dale: We are unsure on what you are asking for.

VCD: If not sure…

NIC: I’ll check Barb’s notes.

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Future Meetings:

▪ September 6, 2024 – 1:30-3:00

▪ December 6, 2024

▪ March 14, 2025

▪ May 2, 2025