**MSUAASF Winter Board Meeting**

January 20/21, 2011

Primrose Room at St. Cloud State University

Meeting began at 1:00 p.m.

**Attendance**: Barb Oertel, Alicia Reed (Friday), Jim Anderson, Kari Seime, Rich Wheeler, Pam Ekstrom, Jill Quandt, Shirley Murray, , Margaret Vos, Adam Klepetar, R. Veronica Michael, Lynn Johnson, Jeanne Cornish, Pam Ekstrom, Mike Sharp (Friday), Shazhad Ahmad (Friday).

**President Oertel** Welcome everyone. Treasurer Reed will be joining us tomorrow. I want to thank Rich and Kari for our training this morning on layoffs, non-renewals, and personnel reduction and it was very informative to our campus presidents given the current budget situation and expected staff reductions. In October I met with the Chancellor, Scott Olson, and Lori Lamb for lunch. We discussed the Chancellor search and other items. I went to the Grad Planner information meeting in October and this Students First initiative is a big undertaking. I attended the Board of Trustees meeting on November 18th and the Academic Affairs Policy Council on November 19th. Kari and I went to MSU Moorhead and had a good visit with ASF members and administrators at this campus. We believe the meeting was very helpful and let our members know that we are working for them to help with their issues.

I met with Don Larson, IFO President in St. Paul and was able to get to know their leadership better, and discuss collaboration on issues that we both share the same goals. I attended a negotiations meeting on Tuesday this week and a Board of Trustees meeting yesterday. They discussed a new initiative called “resources for results.” This is where some system wide funding would be based on meeting results driven indicators where funding will be attached to specific goals. One percent of our system allocations would be attached to these goals and this is something that we may want to bring to meet and confer to discuss further. I learned from Don Larson about a Higher Education Bargaining conference in New York in April. I would be interested in having one of our board negotiations members attend this conference which provides training and strategy sessions. Jeanne Cornish moved to approach local 320 about helping with funding our negotiations team members (up to 2 members) to attend this conference, Rich Wheeler moved to table this until tomorrow when the Treasurer is here, Cornish agreed to table her motion. Kari found an airfare online of under $300 and it is the intent that we would authorize up to $3000 dollars per member to travel to this conference. Wheeler moved to take it off the table, Cornish seconded, motion carried.

Wheeler moved for the ASF Board to authorize up to $3000 dollars for each of up to 2 members to attend the Higher Education Bargaining conference for a total amount not to exceed $6000 dollars of financial support from the ASF Board, Klepetar seconded, and motion carried. Alicia would work with members who are going for travel and hotel expense assistance. Kari Seime plans to attend with Teamsters support and would be the third member of our group going to New York.

**Vice President Klepetar** I am working on our committees and making sure that leaders are identified for each committee this year.

**Secretary Anderson** Minutes of the September 30/October 1 State Board Meeting and October 29th Meet and Confer with the Office of the Chancellor were distributed electronically earlier this week. Klepetar moved, Michael seconded to approve the minutes, motion carried.

**Past President Ahmad** No Report

**Treasurer Reed (Friday)** Our account balance for savings at Wells Fargo is $50,406.88 and Wells Fargo checking is $59,395.79 for a total amount of $109,802.67. The checking account summary is included in how are funds have been spent since our fall board meeting. The Wells Fargo account does not match my account due to the Teamsters maintence checks not clearing yet, but when these are cleared we will match the Wells Fargo checking account. I will be working with past Treasurer Hodapp on the reimbursements from Teamsters and we are still going to be getting a large amount of funds from Teamsters for expenses such as negotiations and training events. Jeanne Cornish noted that State Meet and Confer meetings are also reimbursable from Teamsters Local 320.

I will be meeting with Mike Hodapp soon to have more training on what type of expenses are reimbursable and the process of providing receipts for this purpose. President Oertel asked about the local campus maintenance checks? Treasurer Reed noted that once we get the rosters from Teamsters that indicate who is a full share member this will be how we determine what campuses will receive from Teamsters. Kari Seime noted that campus ASF presidents need to verify this information and Katie Ziembo at [kziembo@teamsterslocal320.org](mailto:kziembo@teamsterslocal320.org) will work with presidents to confirm the full share members. Treasurer Reed will get the maintenance checks to you once we have the signed rosters from local campus presidents. President Oertel asked local campus presidents to provide Alicia the name and e-mail address for their local treasurer that will help her get information out to these folks, and get information directly to them. Sharp moved and Wheeler seconded to approve the Treasurer’s report, motion carried.

**Grievance Officer Wheeler** Grievance Officer Wheeler reported to the Board dealing with grievances and other actions happening on our various campuses and this was provided to board members. Rich noted that it is important for campus ASF presidents to get to know their HR Directors well this semester since the pending layoffs, non-renewals, and personnel reductions are going to be occurring and it helps to be in touch with HR about what is going on. This is hard work during difficult financial times and it is important to be in communication with HR. Please be aware of the non-renewal deadline dates that are coming up and it is good to be there for these members to help answer their questions.

A Health Care Savings MOU document is on the agenda for tomorrow under Old Business. There have been a number of questions regarding positions that are being considered being moved between bargaining units. This has normally benefited ASF but it can go both ways and we should be monitoring this process. This is usually done when there is a vacancy and the position is then looked at to determine a move between units. We have a couple of MOA’s one regarding extending fixed-term positions at MSU Moorhead. I have visited with President Oertel about these MOA’s but we have determined that these requests to extend the fixed-term appointments beyond 2 years are not something we have historically supportive and told MnSCU about our standing position to reject this MOA. The second MOA that I have received is regarding the scoreboard operator at St. Cloud State University which we have gotten in past years. The work has already been done by the member and the Executive Board has approved this by 6-0 to approve the MOA, Wheeler moved to approve the MOA to pay the scoreboard operator who is an ASF member, Cornish seconded, motion carried. We have another MOA from MSU Moorhead they would like to reduce the notice given to get the early notice incentive when the BESI early retirement was offered. The Executive Board voted 6-0 to support the MOA to give a reduced amount of notice to take advantage of the BESI, Cornish seconded, motion carried.

**MSUAASF Committees**

**Negotiations- Kari Seime** We have received back our negotiations surveys that we sent out and we received a very large 50 percent of our negotiations surveys returned. We have started to see some trends with the results of the surveys returned and will continue tabulating this information. Our next meeting is March 22 and 23 and we will start to formulate our proposals.

**Legislative-Adam Klepetar** We are still trying to pull the team together. No one has stepped up to take the lead from our group and I have been busy so we will need to try and get this going. I will try and convene the committee soon so we can elect a chair to take the lead on this group.

**Membership-Jeremy Johnson** No Report. Kari will be getting the membership rosters to campus presidents

**Nominations and Elections-Rich Wheeler** No Report

**MnSCU Committees**

**Academic and Student Affairs Policy-Barb Oertel** I attended web ex there was not anything real controversial policies went through with little changes. Visiting students was clarified that a 2.0 GPA minimum means that campuses cannot raise that minim mum GPA higher. PSEO committee will not be started again this year. Career Services follow-up survey was discussed and a committee will be convened soon to discuss this survey and we have not clarified if they have asked anyone from ASF to participate in this group. We meet again next week.

**Course Syllabi Policy Task Force-Jill Quandt** Wediscussed course outlines versus course syllabi at our meeting. The committee wants to make this an academic policy change to the system policy 3.22 on course syllabi to clarify procedures on when a course syllabus is provided to students and what is on the syllabi versus what is on the course outline. I do not see any issues at this time for ASF regarding this proposed amendment. Jeanne Cornish mentioned that there seems to be some inconsistencies between policy and procedure on content in the syllabus, and Veronica Michael noted that there is not information on disabilities accommodations.

**Assessment for Course Placement-Adam Klepetar** We have to renew our contract with Accuplacer. There is speculation that this committee will not continue to meet since MnSCU employee Linda Lade will be retiring and she convenes this group.

**Cross Functional Advisory Committee-Mike Uran** This committee has not met the entire year since Students First initiatives are taking resources to complete their work.

**Defined Contribution Retirement Committee-Jeanne Cornish** The next regular meeting is next month and I will be forwarding you the notes from this meeting. We have listened to the presentations of three different financial services firms recently, and there could be a change in who our record keeper so stay tuned and I will keep you informed with that process.

**Diversity Task Force-Shahzad Ahmad** Shahzad noted that a new contact is working at MnSCU with this committee to select awards and he will forward this information to encourage nominations of ASF members for these annual awards.

**Minnesota Online Council-Phyllis Webster** No Report

**Online Academic Services Committee-Michael Evans** They have not met

**System Evaluation Committee-Vicki Decker** This committee has not met since our last State Board meeting.

**Transfer Oversight Committee-Jim Anderson** We are meeting in mid-February

**Grad Planner-Jim Anderson** We are still waiting to hear information from MSU Mankato how the pilot project is going?

**Single Search-Alicia Reed** The task force is moving forward and there is a meeting on Monday for a demonstration on how the look and feel of the single search engine.

**Shared Services-Jill Quandt** We still need to get clarification of what the task of the Shared Services initiative is about in Students First?

**Single Application-Rich Shearer** No Report

**Single Bill/Single Pay-Greg Peterson** The single Bill/single Pay group’s last update was held on December 2nd.  There has been good progress made in the ePayment reframing project.  This project is envisioned to provide an online location for students to view a single bill for enrollment at all MnSCU institutions within a particular term.  The view has been designed and preliminary testing has been successful.  The project is being deferred for other required programming and will be reactivated in about a year. The group has reached consensus on a start-of-term disbursement schedule that may be recommended for implementation by all institutions during the fall of 2011. As you may know, we now use a standard start of term for all MnSCU institutions, which for the fall would be Monday, August 22nd.

All institutions would run the Registration Cancellation for Nonpayment (RCFN) five business days prior, which would be Monday, August 15th.  Students would be exempt from cancellation if they had paid a $300 deposit or had chosen a payment plan or had a financial aid application (ISIR) on file at the institution with which they are registered.    The five day drop/add period would run from Monday, August 22nd to Friday, August 26th.

     At the end of the drop/add period all institutions would again run the RCFN with the same exemption criteria in place.

     All institutions would run the first financial aid disbursement on the seventh class day, which for fall would be Tuesday, August 30th.  Since the Aid Apply/Fund Apply is an overnight process this means that aid would be on student accounts throughout the system at the start of the business day on Wednesday, August 31st.

**Single Registration-Jayne Washburn** We need a new representative on this committee.

**Three year baccalaureate and 12 month calendar-Linda Meidl** No report.

**Developmental Education Committee-Barb Oertel and Adam Klepetar** Committee will be looking now at best practices to work with students and this committee task has changed so we will keep you informed on what is going on with the charge of this committee?

**OLD BUSINESS**

**Chancellor Search Update-Shazhad Ahmad** Airport interviews have been completed and the search is now in the hands of the Board of Trustees but there is not a date set and clear information on interviews. It seems like that information is up in the air. We need to know how and when these interviews will be conducted noted president Oertel. It may be February 1 and 2 to see the finalists but that is not set in stone.

**Health Care Savings MOU-Rich Wheeler** Rich noted that per our action at the last Board meeting I worked with the OOC to get a draft memorandum of agreement that we will spread the disbursements over 25 pay periods due to IRS regulations and this would be equal withholding amounts during those pay periods. Members not on the full year pay could do equal payments of the annual amounts during the smaller number of pay periods, or do a balloon payment. It is the feeling of the ASF Board to go with the equal payments for shorter pay periods. Klepetar moved, Michael seconded to have the State Board authorize the MOU, motion carried. Rich will get the document ready for signing later today.

**Penny Scholarship Event November 12** It was a wonderful evening of visiting with friends and colleagues and supporting student scholarships through the Penny Foundation.

**New Allocation for Campuses** This increased allocation for members on each of our campus rosters which we voted on in July will be in our next Teamsters maintenance checks coming later this semester.

**NEW BUSINESS**

**Discussion about communication to Board, Campus, and Members** The Board held a discussion about our communication with members at all levels. A robust discussion was held by the State Board about how we can better communicate to each other, our campus members, and our local executive board members. President Oertel noted that all of the information was helpful and she will work to provide personal visits with campuses, make clear her electronic communication with campus presidents, and make our web site more informative to help improve communication with ASF members.

**February 17 conversation invitation from the OOC** We will participate with other faculty unions in a conversation regarding an open discussion with the Office of the Chancellor in a visioning exercise. We will be working to set the agenda and the new committee structure will be one of these items. The three year/12 month idea will be discussed. Jeanne Cornish mentioned that finding common goals and agendas would be a good idea. Barb realized that she had sent this out to the Executive Board only and not the ASF campus presidents so she will forward this to the campus presidents for their input.

**Career Partners presentations/recommendation-Rich Wheeler** Placement assistance is the obligation of management to provide placement assistance for members laid off. The Teamsters Service Bureau has been the traditional partner and they are indicating that this might be a large undertaking during this period of budget cuts and that another agency might be better suited to help members. Career Partners came to the Negotiations Committee to talk about their services and we were impressed with their presentation. MnSCU was also fine with Career Partners being the provider for layoff placement assistance. President Oertel felt that they would do a very good job and the president of this company has ties to the State Universities, and was impressed with the services and presentation. Wheeler moved to have the placement assistance provider be Career Partners, Klepetar seconded, motion carried.

**Release time for state and campus officers-Barb Oertel** We have had discussions about our work requirements to represent our members and some of us get some release time to do association business. The association has one full-time FTE release time permission and I get 40 percent of this release time as ASF president. It is about 4000 dollars for each 10 percent of release time. Vice President Klepetar gets 15 percent of release time, and Grievance Officer Wheeler receives 20 percent of the remainder of the FTE amount to 75 percent of the total 1.0 FTE. This means that we have .25 remaining of this FTE release time.

Vice President Klepetar noted that a small amount of release time does help a great deal for assisting him with his additional ASF duties, and President Oertel noted that this would also address the issue of being present State Board and Meet and Confer meeting dates. Wheeler moved that we authorize the ASF President up to 15 percent release time for the State Treasurer for association business, (Klepetar asked for a friendly amendment to allow 25 percent release time for any executive board member), Wheeler accepted this friendly amendment, and Klepetar seconded Wheeler’s amended motion, motion carried. President Oertel noted that this is something that we can continue discussing and this would be something that would go to the Negotiations Team if we want to increase the amount of release time for ASF executive board members. Sharp moved to have this release time tied to the officers salary, (Shahzad asked for a friendly amendment to have the flat rate amount increased to help make it more simple, and Sharp agreed to this friendly amendment. Cornish called the question, motion carried to support the amendment to have it be a flat rate increase for simplicity. Cornish moved that the ASF board recommend that the Negotiations Team support the contract language modification that up to 2.0 FTE in article 7 Section G Subd. 2 be allowed for release time for State Board members, Sharp seconded, motion carried.

**Credit Cards for Travel** No problems being indicated with this MnSCU policy and procedures for ASF members. Jill Quant will send out the system policy to the Board as an information item.

**Retirement checklist document** MSU Moorhead members Iris Gill and Janet Haak created a BESI check list and have allowed this to be used on other campuses. Jeanne Cornish moved to thank in appreciation these two members for their work with this document, Michael seconded, motion carried.

**Committee restructuring proposal from IFO and OOC Barb Oertel** President Oertel has been trying to determine what the proposed committee structure changes are and we need some clarification as to what the structural changes are, Jeanne Cornish noted that it looks like the reporting lines are changing and we seem to be missing the current structure. Barb will share this information hopefully prior to the Board meeting and we will bring this to Meet and Confer.

**CEC position reviews-Jeanne Cornish**

We are having some issues at Metro for ASF positions that are doing similar tasks and that we are in disagreement over if these identical positions have to go to the CEC for review.  This has been long standing past practice at Metro.  We are taking the position that this position should not have to go to the CEC; there is no reason to change the level.  There is no benefit to have this position reviewed and other state universities are following this practice.  New positions are only reviewed by the CEC when they are truly new jobs being created.

**Formal investigations within departments-Jeanne Cornish** Jeanne noted that she has begun to see formal complaints of ASF members on the Metro campus where members are being investigated for alleged misconduct in their work environment. A Tennessen warning was issued to members regarding complaints and a formal investigation is begun. Rich Wheeler noted that we have had investigations in the past at Mankato and Southwest of members. Jeanne noted that these investigations also include student complaints against someone. ASF leaders need to be aware that these issues are going on. Rich noted that this could be a result of the legislative audit commission pressure to show that issues are being investigated rather than swept under the rug.

**Mileage Rate Adjustment-Rich Wheeler** Wheeler moved to adopt the new IRS mileage rate of .51 cents for travel effective January 1, 2011, Cornish seconded. Motion carried.

**Nellie Stone Johnson Dinner March 24-Jeanne Cornish Shahzad Ahmad** Jeanne is not on the committee anymore but Jeanne noted that the silent auction items are needed for the event. We also have not seen the letter regarding purchasing tickets. Shahzad will follow-up with that and we will want to buy tickets for the event. Kari will provide some items for the event that Jeanne will pick up at Teamsters. Jeanne asked local presidents consider a gift basket for the event. Barb asked for anyone interested to attend to notify Barb for ticket information. Jeanne, Rich, Kari, and Barb will probably attend so far.

**Penny Golf Scramble-** June 2nd and Teamsters provide a foursome for this event so get ready for summer and consider playing in the Scramble!

**Faculty in ASF-Jillian Quandt** Jillian asked if other campuses are finding that local campus presidents are addressing your group as faculty or staff. Other campus presidents noted that their administrators think of us as staff and we have to constantly remind them of our faculty union status. We need to constantly remind our administrators that we teach and are faculty.

**Campus Reports**

**Bemidji State University-Lynn Johnson** The University President announced the “recalibration” plan for BSU to deal with the budget shortfall expected for FY 12 and FY 13. This plan includes reducing 18 academic programs by approximately 33 IFO and MSCF faculty positions, in addition to 10.5 administrative and non-academic positions. At this point, the only ASF position affected was a fixed term Case Manager position that was eliminated. The campus is currently searching for a VP for Academic Affairs and a Registrar.

**Metropolitan State University-Jeanne Cornish**

**Minnesota State University Mankato-Shirley Murray** Mankato’s MSUAASF President Linda Meidl will be stepping away from her MSUAASF responsibilities for an underdetermined amount of time due to a serious illness in her family.  Shirley Murray will be Acting President until further notice.  No big issues at Minnesota State Mankato to report at this time.  We will be watching the budget forecasts and implications for our campus and members. Jeanne Cornish moved to authorize ASF Board up to $100 to give a gift determined by local ASF leaders for the Meidl family, Klepetar seconded, motion carried.

**Minnesota State University Moorhead-Veronica Michael**

**Saint Cloud State University-Mike Sharp**

**Southwest Minnesota State University-Pam Ekstrom**

**Winona State University-Jill Quant** Winona State will be doing a second round of BESI by invitation and early indications are that it’s likely no ASF members will be on the list.  Steps are being taken to identify positions for lay-off, if it becomes necessary.  Administration has acknowledged that ASF is lean.  Some ASF members have experienced delays on PD, PAQ reviews because supervisors are not responding/signing off in a timely manner.  This could result in grievances.  No ASF members applied for PIF funds, so increased efforts will be made to encourage applications.

**Local 320 Announcements-Kari Seime**

There is a bill at the legislature to make our state a right to work state under a bill proposed in the Minnesota House of Representatives. Governor Dayton would veto this bill but the House is trying to make this a state amendment and place this into law. There is no companion bill in the State Senate. There is also a bill to freeze State Employees for the next two years in the House of Representatives. Kari noted that this trend is nationwide and that public employees are under fire to reduce salaries and benefits. We are in a wait and see attitude but get in touch with your legislator because it is getting very difficult for state employees here and around the country.

**Meet and Confer Topics**

Update on Students First-Graduation Planner information update on the pilot project? Shared services group status?

Committee Restructuring

Resources for Results

Budget Update

Legislative Update

Policies (OOC will provide)

Update on Access and Opportunity Funding-Mike Lopez

**Other Announcements** Make sure members have their HRA funds of $125 in their account

Quant moved to adjourn, Klepetar seconded to adjourn, motion carried at 11:52 a.m.