**MSUAASF Winter 2012 State Board Meeting**

**January 27/28 2012**

**Meeting Location St. Cloud State University Student Union** Meeting began at 2:18 pm

**Attendance:**  Linda Meidl, Barb Oertel, Jillian Quandt, Veronica Michael, Mike Sharp, Rich Wheeler, Jim Anderson, Pam Ekstrom, Mike Sharp, Kari Seime, Loralynn Kuechle, Adam Klepetar, Victor Cole, Jay Lee

**Officers’ Reports**

**President Oertel** Welcome everyone. We will have some people missing today due to illness and other commitments. Our membership chair, Jeremy Johnson, resigned and we will need to discuss this issue later. I attended the October Board meeting and spoke at the installation. Thank you to the ASF members who came to the event. I attended the Academic Student Affairs Coordinating Committee on November 2nd. I met with Chancellor Rosenstone on November 3rd..  This was a more formal meeting than in the past with Chancellor McCormick. It was a 45 minute meeting and his Chief of Staff Nancy Hoyer in attendance. She will apparently accompany the Chancellor at all of his meetings in the future. At the November 26th Board of Trustees meeting I was joined by Mike Sharp and Victor Cole

On December 19th the Chancellor called in the ASF, IFO, and MCCFA presidents to his office to discuss how to help him achieve his strategic framework and he asked us feedback on how to open a dialogue with faculty about the framework. January 10th I attended the Academic Policy meeting. On January 17th I visited Metro State with Kari Seime and this was an excellent meeting with ASF members. Finally, on January 18th went to the Board of Trustees meeting with Rich Wheeler and Jim Anderson.

**Vice President Klepetar** I attended a meeting representing ASF on December 19th with the system office and other union leaders. This meeting was to solicit our support for the legislative message coming from MnSCU during the session. Job creation is going to be a big emphasis in this session, and the Chancellor noted that we are all in it together at the legislature. I also sent out the new committee governance structure. Linda Meidl has volunteered to serve on the Transfer Oversight Committee. We still have a few spots open to fill. It would be a good thing to have one person from the State Board on at least one committee in the new structure. Adam will be working with ASF Board to finalize our new committee representatives and will get these out to the Board and President Oertel soon.

**Secretary Anderson** I attended the Board of Trustees meeting with Barb and Rich last week at Dakota Technical College. Minutes of the October State Board meeting and October Meet and Confer with the Chancellor were distributed electronically to the Board. Mike Sharp moved to accept the minutes, Linda Meidl seconded, motion carried.

**Treasurer Ekstrom** Former ASF Treasurer Mike Hodapp is wrapping up the project to determine reimbursable travel expenses from Teamsters. He is indicating that there is approximately $35,000 in Teamsters reimbursement funds and he will be meeting with me next week to figure out the exact amount and make that request. We have $19,641.26 in our checking account and $50,551.40 in savings account. Rich Wheeler moved that we establish the typical fiscal process to pay campus maintenance of ten dollars per member for campus maintenance at the Teamsters, until we know what our exact reimbursement is from Teamsters and can adjust this amount for maintenance at that time, if needed. Sharp seconded. Motion carried. Kari will send out the rosters next week and that campus presidents will determine the number of full share members to determine campus support maintenance.Mike Sharp moved to accept the Treasurers Report, Veronica Michael seconded, motion carried.

**Grievance Office Wheeler** Rich Wheeler updated the ASF State Board on current on-going grievances at the various campuses. There is an issue coming up during this period of time about separation payments for state employees, that we may see arise during bargaining and will play out over the upcoming months. PDF funds were distributed successfully and have gotten to the various campuses. Lori Lamb, Vice Chancellor for Human Resources is no longer in her position; I do not think that this will change our day-to-day contact with MnSCU. We will work more now with Laura King at the Office of the Chancellor and we should be able to work with the new change in leadership since Bill Brady and Chris Dale continue in their positions. Fixed-term positions will continue to be an issue for us and Access and Opportunity fund hires will need to be watched as well that they are probationary hires. We continue to see unit growth in ASF, however, there still is a trend where ASF members in externally funded ASF positions are being removed from the unit, such as development officers in Foundation work. We need to keep in contact with each other to know what is going on at the campus level.

Please go to the Local 320 website and sign up for the updates provided by the Teamsters about what is happening in St. Paul. There are a lot of things going on that we need to inform our members about and we need our members to contact their legislator. Kari Seime passed out a sign-up sheet to get us signed up for the updates. The legislature is also looking at limiting our sick leave or vacation pay reimbursement and accrual in a constitutional amendment and this is also something that we need to let our legislators know about our opposition.

**Local 320 update-Kari Seime** Kari noted that the possible constitutional amendments being considered at the legislature currently on right to work that could be devastating to ASF and other state employee units. The idea of right to work is to weaken the union and have a voluntary process of being members, or not being members in the bargaining unit. The right to work amendment is one issue that you need to contact your legislator and let them know of your opposition. We are going to get the word out to all members about these possible amendments.

**MSUAASF Committee Reports**

**Negotiations (Kari Seime)** The Negotiations team will be meeting on February 9th and with management March 21st and April 10th. We will be looking at topics to discuss first in negotiations. AFSCME and MAPE typically settle first. In the area of health insurance, management is looking at single health insurance to pay more for their insurance and the Governor seems to be supporting this concept. Rich Wheeler noted that there may be pressure on AFSCME and MAPE to settle prior to the legislature ending in May. This could invoke a veto by the legislature and inject politics heavily into the negotiations process. There could be a situation where our contracts could go into a court situation based on this conflict. The ground work set by the AFSCME and MAPE contracts does set precedence for other units so this is important to watch.

**Legislative** No Report. We need to discuss this committee representation.

**Nominations and Elections Committee (Rich Wheeler)**  Information on the election and the nomination process was sent out to the campuses and are seeking at least one candidate for each officer position. President Oertel has decided not to run again because of more duties being added to her position at WSU. She will serve on the Board as immediate past president. We will need to submit a slate of candidates to the State Board soon so that we can run the election in March, and approve the election in April. We will have to get the nominations wrapped up in the next week as far as our slate of candidates.

**Membership** No Report. We need to discuss this committee representation.

**MnSCU Committees**

**Academic/Student Affairs Policy (Barb Oertel)** We looked at the revised 3.36 academic programs language taken out of legislation to prepare people for the work force. At Meet and Confer we noted that it did not address Liberal Arts education impact and Chancellor Rosenstone has added language about preparing students to be citizens with a broad knowledge base and I noted this at the Board of Trustees meeting. We also talked about 3.51 PSEO students policy.

There was discussion about PSEO students who are minors, and issues that might be occurring on campus with these PSEO students who are minors.The ASF Board discussed PSEO at their campuses and if there are issues with minors on campus.Barb Oertel noted that this is a good example of how the new shared governance committee structure being developed will include people who are involved with issues that impact on campus being brought in to discuss issues. I will bring this issue to the Chancellor at our next meeting. I continue to have struggles with Mike Lopez over policy 3.29 academic standing policy and if you have any comments about this policy on your campus please let me know. I want to discuss this issue with the Chancellor at our next meeting.

**Assessment for Course Placement (Adam Klepetar)** No report

**Defined Contribution Committee (Victor Cole)** No report

**Diversity Task Force (Shahzad Ahmad)** No report

**System Evaluation Committee (Lynn Carlson and Diane Berge)** No report

**Transfer Oversight Committee (Jim Anderson)** The committee still has not met this year which is odd since we typically meet three times a year? I am excited to have Linda Meidl from MSU Mankato joining me as ASF reps on this large committee.

**Students First Working Groups**

Student’s First committees have been suspended

**Old Business**

**ASF Brochure and Informational Documents for Candidates** Veronica Michael will send out a copy of MSU Moorhead’s brochure to the State Board. Jillian Quandt mentioned that she would be willing to incorporate other campus brochure information into a central ASF brochure and get this out to the Board. Thank you Jillian and Veronica for your work on the new ASF brochure to be provided to current and new ASF hires.

**Chancellor’s Strategic Framework** The framework was approved at the MnSCU Board of Trustees meeting in January and this replaces the old MnSCU strategic plan.

**ASA Shared Governance Structure update and appointments** Adam sent out a nice visual representation of the new committee governance. ASF has about 5 spots left to fill. We hope that we can get as many ASF Board members on these committees. The ASF Board discussed a number of options and appointments to serve on these committees and Adam will send out the final roster of our appointments in the near future. Thank you to ASF Board members who have agreed to serve on one of the new shared governance committees.

Here is our working list of committee appointments:

Coordinating Committee

1. Barb Oertel
2. Adam Klepetar

Academic Affairs Council

1. Adam Klepetar
2. Victor Cole

Student Affairs Council

1. Barb Oertel
2. Jill Quant

Policy Council

1. Barb Oertel
2. Adam Klepetar
3. Linda Meidl

ASA Information Technology Council

1. Braden Kuznia
2. Pam Ekstrom

Course Placement

1. Veronica Michael
2. Linda Nelson

Transfer Oversight Committee

1. Jim Anderson

2. Linda Meidl

**Students First Topics** ASF Board members indicated an interest in keeping Students First initiatives on the radar screen of the Chancellor that affect our members in their daily work. There are logistical issues that are happening on the campuses that we need to let the Chancellor know about these issues.

**Data on Fixed Term Appointments for Campus President** The ASF State Board discussed at our last meeting about getting data for local presidents on fixed-term position. Veronica Michael noted that at MSU Moorhead she has received a copy of fixed-term hires from HR. When Veronica entered the presidency there were 23 fixed-term positions and are down to 11 fixed-term hires at this time. Linda Meidl noted that she has a list from HR on vacancies and their status, and a fixed-term status report that indicates the original start date of the fixed-term position.

Jillian Quandt noted that WSU ASF gets a report from HR but it does not give the original start date for the fixed-term position so there is some work to determine start date. SCSU sends a request to HR and keeps track of the start date. Mike Sharp noted that SCSU has very few fixed-term positions. BSU requests the list from HR. Veronica Michael noted that this has been a very labor intensive process and the level of trust with our HR department is very low.

Rich Wheeler noted that this is something that he has talked about with Bill Brady about the information to list the appointment dates for hires and that the MnSCU would provide the Teamsters a list of these employees which could help local campuses keep track of their fixed-term hires more easily.

**New Business**

**Changes in MnSCU System Office Leadership** There have been changes in MnSCU leadership mostly the transfer of Lori Lamb to the University of Minnesota. The decision was relayed to President Oertel by the Chancellor and Barb noted to the Chancellor that we had a very good working relationship with Lori Lamb and this is a concern regarding who we will work with now? The Chancellor stated that Chris Dale will be the contact at The Office of the Chancellor and that there will be more changes at the system office.

It should also be noted that Nancy Hoyer, Chancellor Rosenstone’s Chief of Staff, will always be at meetings with the Chancellor. Kari Seime noted that this can be a concern regarding this new format of meeting with the Chancellor. She suggested that an ASF State Board member should accompany Barb at the next meeting with the Chancellor; Adam Oertel will try to accompany Barb at the next meeting with the Chancellor since he knows Nancy Hoyer. Also Doug Nolton the Vice Chancellor for Academic Affairs begins working this month so more new people are taking positions in the system office.

**Capital Projects- Governor Recommendation** The e-mail went out about the Governor recommendations for funded projects. There was only one project for the State Universities on this list and this is disturbing. State universities make up 80 percent of the infrastructure in MnSCU so this is troubling that only a small amount goes towards these campuses. Rich noted that the Governor wanted jobs that were ready to go for construction to stimulate the economy.

**Faculty Conversations** President Oertel noted that she has received information from the system office about conversations to be held by faculty and staff at the individual MnSCU campuses about a specific way that they should address the strategic framework and telling campuses to get started on addressing initiatives in the framework. It came across as suggesting that these things had not been occurring in the past, which the faculty union reps pointed out we have been doing all along. The other point about the memo was that strategic framework supporting conversations should be done this spring semester still which seems difficult given the late time frame of the document in the academic year. President Oertel wanted to give campus ASF presidents a heads up.

**System Staff Supporting Campuses -Barb Oertel** The system office goal is to support campuses in daily operations which we know is not always the case. If you know of cases of processes that negatively impact your campus please share these with me so that I may convey that information to the system office. Linda Meidl and Veronica Michael noted that IT and eservices are two examples of system support items that are not helpful to local campuses to make working with students easier. There is a disconnect between MnSCU IT and local campuses about technological issues. Mike Sharp noted that the registration process with visiting students and ISRS are major problems for Records Office employees.

**Nellie Stone Johnson Dinner-March 22** Teamsters Local 320 has purchased a table for us at the Nellie Stone Johnson dinner; we have spots for 8 people. We have decided to have Board members attend. It looks like we have commitments for 4 people so far. The program and dinner is very timely with dinner at 6:30 p.m. and over by 8:30 pm. President Oertel will be attending as well so that makes 5 people. Victor Cole will ask Jeanne if she plans on attending the dinner? Rich Wheeler will also plan on attending so it looks like we have our table with Victor Cole being the 8th person to attend.

**Local versus State ASF Issues** Mike Sharp noted that we have an ongoing campus issue about an office on campus that the workplace environment being very negative and we are trying to get a grasp over how to deal with these office issues and how we should approach this with management?

Mike asked the ASF State Board how we deal with high turnover rate in this office and the hostile work environment. Rich noted that we have dealt with this before at another campus where we brought this to MnSCU’s attention and they assisted us with dealing with the local campus president to bring it to their attention. He noted that this is a situation where you have to have evidence that you tried to resolve this at the campus level before moving on to bringing this to the system office. Adam Klepetar noted that this situation on the SCSU campus for quite a few years and that local ASF leadership has talked with management and that there is not a clear cut violation of the ASF contract and really more about a hostile work environment. Veronica Michael and Jillian Quandt gave advice and counsel on how to deal with this situation from and employee counseling and support stand point to help make the work environment better, and Veronica Michael noted that she encouraged employee supervision training for the supervisor in the situation. Rich Wheeler noted that we have worked with campuses before in engaging staff in a counseling setting and there has been success with this method of intervention in the past. Rich is happy to come to SCSU to discuss the situation with employees

**Legislative and Membership Concerns Committee**  Veronica Michael and Jillian Quandt are interested in being the Membership committee chairperson. Jillian Quandt nominated Veronica Michael as committee chair, Adam Klepetar seconded, motion carried. Thank you Veronica for volunteering to serve as chair for this committee.

The ASF Board discussed the Legislative Committee representative. It was determined that we need a person who can coordinate the local campus legislative representatives. Rich noted that during the current legislative process we have to have a voice at the capital and that having an active legislative committee is important to getting our message out about our service to students. Jillian Quandt moved to nominate Mike Sharp as legislative rep, Adam Klepetar seconded, motion carried. Thank you Mike Sharp for volunteering to serve as chair of this committee.

**Campus Reports**

**BSU Report-Loralynn Kuechle** We currently are searching 2 of our 3 VP level jobs.   The Director of Admissions position has been changed to an Assoc. VP of Enrollment – also in the process of a search.   Student Health Insurance and Tobacco Free policies are still working thru the issues associated with them.  BSU seems to be down this semester in credit hours.   We are currently working to re-invigorate our campus membership.   We had a meet and confer right after Thanksgiving, which the president stated that the Foundation would no longer be run through the University, and instead will be a private company of its own.  This affected 5 members.  1 position was open, 2 received non-renewals, and 2 layoffs.   Our past campus ASF president resigned her alumni position to take over this new foundation.  There were questions raised since this person was instrumental in layoff of current ASF members, while being the ASF president.   At this meet and confer, we instituted our contingency plan, and had the current secretary take over the president role. (our current past president, and pres-elect are on fixed terms out of the unit).   We feel confident that we have done everything we can to help the members that received notices, including a timeline “restart” for the layoff notices for the university not following the contract.  We have asked for several things from HR and Administration for future layoff or non-renewals, and those suggestions were met positively (some were clarification of contract language like advance notice, and some were just “nice” gestures).  We, HR, and the laid off employees are good about what has transpired since the initial day.   Since the transition was a bit rocky, we may be ‘missing’ items, please resend any items from the past 6 months that are vital, thanks!

**St. Cloud ASF campus report – Mike Sharp**

Reorganization continues apace and is affecting many of our members. Student Life has experienced some challenges as reorganization included the loss of a position and there have been a number of vacancies in recent months as well. There are still concerns with the high level of turnover and unfilled vacancies in our Center for International Studies. Admissions has also experienced a bit of turnover but positions seem to getting filled in a timely manner.

There have been a number of new ASF positions which are being developed in schools and colleges within the new academic structure (student service and internship coordination). It looks like at least two of the schools will move forward with searches yet this spring.

We are trying to push on a couple of situations with regard to the designation of positions as externally funded which are not. One involves Access and Opportunity Funds and the other is a partnership with the local technical and community college

**MSU Mankato Report-Linda Meidl** Enrollment for spring is solid and overall enrollment for Mankato is holding strong.  New Residence Hall under construction. Associate Vice President for Student & Enrollment Management, Dr. David Jones, started June 2011.  We feel he is off to a good start and understands the importance of the roles ASF members on campus. Local ASF doing a push for fair share employees to join and become full members.  We are using the fact that the contract is open so the $25 initiation fee is waived as incentive.

Encouraging members to apply for PIF funds. We do not feel it is in our best interest to show any balance of those funds especially in a negotiations year.  Proposed to use any remaining funds for an all ASF professional development opportunity and asked the management to support ASF members in attending if we do organize an event.

**Local 320 Announcements-Kari Seime** Kari will be traveling to campuses for more grievance officer and steward training sessions. She has set the dates with the local campus presidents and will be travelling around the state in the next few months.

**Meet and Confer Agenda Items**

Official response to the new committee structure and appointments in place

Faculty conversations/Strategic Framework

Legislative Update-capital projects

Budget Update

Communicating information in the new committee structure (Barb will tweak this topic depending on conversation with Chancellor)

Follow-up on policy 3.36 revision

Jillian Quandt motioned to adjourn, Adam Klepetar seconded, motion carried at 11:30 am. **Future Meeting Dates**

Winter Meet and Confer February 10, 2012 9:00 a.m.

Spring State Board Meeting March 29/30 2012

ASF Election Certification April 13 conference call or April 20, 2012 after Meet and Confer

Spring Meet and Confer April 20, 2012

Jillian Quandt motioned to adjourn, Adam Klepetar seconded, motion carried at 11:30 am.