**MSUAASF Spring 2012 State Board Meeting**

**March 29/30 2012**

**Meeting Location St. Cloud State University Student Union**

**Meeting began at 1:10 p.m.**

**Attendance:** Linda Meidl, Barb Oertel, Jillian Quandt, Mike Sharp, Rich Wheeler, Jim Anderson, Pam Ekstrom, Mike Sharp, Loralynn Kuechle, Adam Klepetar, Victor Cole, Jay Lee (Friday)

**Officers’ Reports**

**President Oertel** Welcome everyone. The Exec Committee will be meeting later today so we will wrap up a little early this afternoon. I have been busy the past few months; on February 3rd Adam and I met with Chancellor and had a good meeting with both he and Nancy Hoyer his chief of staff. We talked openly on a number of topics. February 9th I went to Negotiations meeting, and February 10th went to Meet and Confer. I went to the system summit on Student Success and Development on February 15/16. It was interesting to hear topics on student success initiatives going on throughout the system. In March I met with Vice Chancellor Knowlton and Vice Chancellor King. We will hold these informal meetings with the two Vice Chancellors in the future with one scheduled in May. In March I attended a Policy Council meeting and another Negotiations meeting. Barb noted that Victor Cole will join her at the April 18th Board of Trustees meeting, and May 16th Adam Klepetar will join Barb at that Board of Trustees meeting, and he will represent ASF at the June Board of Trustees meeting.

**Vice President Klepetar** I enjoyed the meeting with the Chancellor and Nancy Hoyer and I also attended the Negotiations session using interest based bargaining. The new committee structure oversight committee will begin meeting and we have these meetings happening in the next few months so we will start getting updates from the ASF representatives at these meetings.

**Secretary Anderson** Minutes of the January State Board meeting and February Meet and Confer with the Chancellor were distributed electronically to the Board, along with minutes of the ASF Executive Committee meeting after the Meet and Confer. Quandt moved to approve minutes, Klepetar seconded, motion carried. Wheeler moved to accept the actions of the Exec committee on February 10th, Sharp seconded, motion carried.

**Treasurer Ekstrom** The state ASF account balance as of 3/27/12 is $50,568.02 in savings and $15,641.26 in checking for a total balance of $66,192.66 overall. Treasurer Ekstrom reminded presidents to send her the full share roster of their campus members as of January 15th to receive their campus maintenance checks from her. Wheeler moved that ASF pays $10 per full share member, plus $100 to each local campus ASF organizations for their campus maintenance upon the submission of the campus full share roster as of January 15th to the Treasurer, Sharp seconded. Discussion ensued about the $10 per member amount and that it might help local ASF organizations to have more income from the state ASF budget based on our current funds being strong. Mike Sharp offered a friendly amendment to allocate $13 per member, Wheeler agreed to the amendment. Linda Meidl noted that the previous year allocation was actually $13 in addition to the $10 initial allocation to campuses. Rich Wheeler stated that we are still waiting for reimbursements coming from Teamsters and an internal audit needs to be done in June so that maybe we could revisit additional allocations at that time? The ASF Board agreed that this additional money to local ASF campuses can be looked at the summer meeting. The ASF Board voted on the friendly amendment motion of $13 per full share member plus $100 to each campus, motion carried.

President Oertel stated that the reimbursement issue from the Teamsters for travel costs needs to be looked at again by the ASF Board, and the ASF executive committee met yesterday to discuss the issue. The executive committee is recommending to the State Board that we submit our reimbursable travel documents directly to the Teamsters since using the ASF treasurer as a middle person is not an efficient system and it caused us to have the problem of not getting our annual reimbursable into the Teamsters during the fiscal year. Rich Wheeler feels confident that the Teamsters will pay these reimbursable expenses but that Local 320 wants us to address the issue and work to make sure that this situation does not occur again. Wheeler moved to adopt the policy of sending reimbursable directly to the Teamsters, Sharp seconded, motion carried. Rich Wheeler noted that Mike Hodapp will be doing a review and audit of our ASF accounts so that all of our expense reports are accurate and this will be presented to the ASF Board this summer. Wheeler moved to accept the Treasurers report, Sharp seconded, motion carried.

**Grievance Office Wheeler** Grievance Office Wheeler updated the ASF Board on current on-going grievances at various universities**.** The ASF Board also was updated by Rich on the ASF supervisor/ASF non-supervisory reporting lines and the unique nature of this relationship within state law. ASF is unique under state law regarding this supervisor/employee relationship when both individuals are ASF members. Rich got out information about the SEGIP audit according to the law and under the law the company receiving audit documentation information from state employees does need to lay out the appeals process to members.

The Governor has asked for the unions to advise him on the Board of Trustees appointees and since the Senate has been reluctant to confirm the Governor’s appointments this will be a good thing for ASF to advise the Governor. Rich will be travelling to Moorhead and Bemidji to meet with members in the next few weeks and if other campuses would like me to attend local membership meetings I would be happy to do so.

The reimbursement rates for travel have not changed in many years and the high cost areas and other meal costs have not kept pace with inflation. This reimbursement is tied to the Commissioners Plan travel reimbursement so it is really not a negotiations item but this could be something for Negotiations or Meet and Confer. We want to remind members that meal reimbursements without overnight stays is considered taxable income and the payroll offices at your campuses should be following this according to IRS code.

On behalf of the Exec Committee Rich Wheeler moved that the ASF State Board ratifies the settlement and release of a grievance at Metro that we agreed with management and the ASF employee earlier this year and voted to approve by the Exec Committee, Sharp seconded, motion carried. Rich would appreciate it if local ASF presidents could advise him on Residence Life ASF staff duty time relative to their live in status and how they work with being on duty at night? He is keeping an eye on this issue since there have been a few problems reported by Residence Life staff on this issue.

**MSUAASF Committee Reports**

**Negotiations (Rich Wheeler and Barb Oertel)** Our team continues to meet with management on various issues; there was one issue that was identified during negotiations that we need to discuss as a Board and it deals with externally funded employees and our concern has been related to the question about if these employees are truly funded externally? Management is aware of the problem and we know that there are employees improperly identified as externally funded and because the problem exists we are interested in doing a MOA with management to fix this issue.

Management has identified the total number of externally funded employees and they are up front that many of the Access and Opportunity funded employees are externally funded and this is not correct. The ASF Board held discussion about the language to address the issue of moving externally funded employees to internally funded status. The intent of the proposed MOA would be to get the externally funded employees identified as internally funded to get them reclassified as smoothly as possible for the employee. An MOA will be developed and brought back to the ASF Board in the near future to deal with this issue. Rich Wheeler updated the Board about the AFSCME and MAPE contract proposals and management has given them their final offer, Rich believes that these two unions will most likely not accept these offers because of the insurance and pay proposals. The unions have agreed to waive the right to strike and if the members turn the contract down it will go to arbitration. The idea behind this is that the legislature will most likely be adjourned when it goes to arbitration. The Attorney General and Governor will support to uphold the current contract and the legislature will determine that these are “at will” employees so it will go to the Minnesota State Supreme Court for settlement.

The insurance plan proposed by management will get expensive for those employees that need consistent care and health care appointments. The pay increases in the proposed contract for MAPE and AFSCME were 2 percent in 2012, and one step both years. We will need to keep an eye on this process as we move forward with our negotiations.

Rich updated the Board on the Dependent Verification process and that many employees see this as a violation of their privacy. The process to verify dependents will ask for appropriate documentation but sometime they ask for documents that are not appropriate and this will have to be watched as our members verify dependents through the appeals process. This is a legislature mandated process that has to be done despite the fact that SEGIP and MnSCU have done a good job monitoring dependent status.

**Legislative (Mike Sharp)** It appears that the right to work ballot initiative has stalled and will not be on the November ballot. We are trying to give guidelines to members on talking points with their legislators right now to help make a greater impact during the legislative session and we are still working on identifying local legislative campus reps with the ASF presidents.

**Membership (Veronica Michael)** Vice President Klepetar mentioned that it would be a good idea to start an ASF Facebook and Twitter account. Jill Quandt asked how this would be different than the web page. Adam noted that he goes to Facebook and Twitter so it is more accessible and President Oertel noted that she would update Facebook more easily than the website. Facebook and Twitter could be very valuable for the legislative committee. Adam noted that he would like to contact Veronica about starting a Facebook and Twitter page. Mike Sharp mentioned he is out of membership forms, and that the process of knowing if a fair share member becomes full share is confusing since some members send their full share form to the Teamsters and local SCSU ASF does not know about it until later. Rich Wheeler stated that the Teamsters could send us a monthly membership roster so that campuses would know faster. Rich will look into the issue with Teamsters, and he will send membership forms to Mike.

**Nominations and Elections (Rich Wheeler)** The ballots went out to members and we have had a good turn out and they need to be received by April 5th and Victor Cole, Jay Lee, and myself will tally the election ballots on April 10th to determine the total votes for each office. I have not heard any issues that members have had getting their ballots in the mail**.**

**MnSCU Committees**

**Academic/Student Affairs Policy (Barb Oertel)** There are two task forces proposed individualized studies degrees related to policy and procedures and there are many issues with this policy so there was a call for a sub-committee to deal with this policy language. It was making it appear to students that the individualized studies two year degree was appearing to fully transfer to the four year college. This is misleading and has to be addressed by the sub-committee. The second concern is that the degree plan needs to include job prospects which sound like a guarantee that the student will get a job upon graduation.

The second item was the course placement committee regarding the vote on common ACT scores for placement versus individual campus scores. The ACT scores for all campuses for placement was voted on at this meeting and we did not have ASF members at this vote for common ACT scores. The current policy allows us to use our own campus scores, but the proposal would impact thousands of state university students who would have to take the Accuplacer. This issue has been moved to the Coordinating Council for further review and discussion.

The Academic Standing and Suspension policy language also have gone to a sub-committee and there will be advising and registration staff (Paul Hesterman from Metro) and Financial Aid Directors will be added to this committee.

**Assessment for Course Placement (Adam Klepetar)** Our ASF representatives were not able to be at this meeting.

**Defined Contribution Retirement Committee (Victor Cole)** We will meet on April 26th for the next DCR meeting.

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

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

**Transfer Oversight Committee (Jim Anderson)** Our first TOC meeting will be held on Wednesday, April 11th at the system office. I have a transfer registration program that I am responsible for on our campus that day and will be unable to attend this meeting. Fortunately, our newest ASF member on the committee, Linda Meidl from MSU Mankato, is able to attend the TOC meeting and she will update us all what was discussed at our meeting.

**IT Council- Pam Ekstrom** The committee just met yesterday with Pam Ekstrom attended the meeting about upgrading PALS and accessibility issues. Several people commented on library faculty being laid off. Web ex and Adobe was discussed for classroom purposes.

**Student Affairs Council-Barb Oertel and Jill Quandt** Barb attended by web-ex just an organizational meeting to update committee members on the progress of a few system committees, and we updated a co-chair model with one system office member and one state employee sharing the responsibility.

**Academic Affairs Council-Adam Klepetar** They are meeting today and I am unable to attend because I am at our meeting.

**Coordinating Council**-**Adam Klepetar and Barb Oertel** Meets on April 12th.

**OLD BUSINESS**

**ASF Brochures** Jill passed out a chart of local campus brochure in formation compared to state brochures? ASF presidents noted that they would give out the state brochure but that they have run out. Mankato’s ASF 101 handout is a great model for what information we should give to prospective members and members. Contract information seems to be something to highlight in the brochures and Jill will continue working on the layout and format ideas for the brochure to incorporate all of the good features we have identified. The board noted that a logo would be a great idea to pursue and will look into incorporating it into the brochure. Jim Anderson noted that he will visit with the MSU Moorhead Graphic Arts department to have them submit logo ideas in the fall. Jill will have 150 old brochures printed for now.

**Faculty Conversations-updates from campuses** We have heard nothing at this point for statewide discussion; however, local campuses are hearing dates to hold discussions. MSU Mankato will have a discussion on April 6th at a student success showcase. Jay Lee from SWMSU noted that the facilitative discussions for ASF will not occur until summer even though for IFO it will occur this spring, Mike Sharp noted that originally it was stated at SCSU that it would only IFO talking and he asked the president to have ASF included and it sounds like their will be discussions with all of us in the summer.

**Nellie Stone Johnson Dinner- March 22** We had a nice time at the dinner and raised scholarship dollars for students.

**NEW BUSINESS**

**Administration Position on Right to Work** Are we aware of our system office position on this initiative at the legislature? We have heard that the system office has not had a formal position on the initiative.

**Campus ASF Websites-Linda Meidl** Linda Meidl asked who has an ASF website. It appears that every other campus has a website on the campus server with the exception of MSU Mankato. She will look into working to have an MSU Mankato website established through the campus server. The prices she has researched to create a web page that can be linked to the MSU Mankato website are very reasonable and we will pursue that option. Barb asked that campus presidents send Nancy Peterson at Winona State their campus ASF website URL so that it can be linked to the state ASF website. Rich noted that we can also link the Teamsters website to our state ASF website to improve connectivity of our members.

**Twins Tickets-Rich Wheeler** We have four sets of Twins tickets to give away. The campuses that did not get tickets last year were Mankato, Southwest, and Metro and they should get a set each and then we could give away the last set to outgoing president Barb Oertel. Thanks Barb for all of your hard work as ASF president☺ Rich picked the order for new tickets if he gets them: Mankato, SWMSU, Bemidji, Metro, Winona, Moorhead, SCSU.

**Graduate Follow-Up Report** ASF career services directors have sent a memo to Craig Schoenecker at the system office regarding the 85 percent reporting data on graduates that is taking staff a large amount of time and energy each year that is extremely difficult and frustrating. We are looking for some discussion with the Chancellor about the inefficiency and paper work time it takes to produce this report.

**Reimbursement Rates** Rich Wheeler will do more research on how long the meal reimbursement rates have been in effect? We need this information for our own knowledge so that we can be intentional if we need to address this at meet and confer**.** Minnesota Management and Budget currently sets our rates by the Commissioners Plan so it could be a good thing to bring up to management if we want to see the rates rise because it has been a lot of years since the rates changed.

**Residence Hall Directors Duty Responsibility** Rich Wheeler will continue to solicit more information on this issue, and that if people are not getting credit for working on a weekend that there are issues if supervisors are not giving staff time off credit for time worked on the weekend. If there are abuses occurring of our members we need to address the issue with management.

**CAMPUS REPORTS**

**St. Cloud State University-Mike Sharp** We have a new HR director (finally) and initial meetings have been positive to date. One of her first steps has been to call for copies of Position Descriptions across the board which seems to reflect an understanding of the need for some heightened attention to detail in the office. We also have a number of new positions coming on board due to some successful grant writing and positions created as a result of our ongoing reorganization efforts.

We are in the middle of the recruitment process for nominations and elections of local ASF leaders for the new fiscal year. We continue to be aware that we could be doing a better job of welcoming and mentoring new members. Our history is that we have had interest in the idea but follow-through has been difficult given busy schedules and the like.

**Minnesota State University Moorhead-Veronica Michael**

In February we received notice the management would not offer Board Early Separation Incentives this year. The management reported that our budget remains conservative and sustainable. Currently we have an increase in applications and strong commitments to our registration programs (at a pace slightly higher, but not significant) from new entering freshmen. Projecting for a 3% enrollment decline, our management has approached the Student Senate to approve a tuition increase – seen as a reset to address our investment in retention programs and to best align with our MnSCU sisters.

Unfortunately this month, we received our second contract non-renewal this fiscal year. This impacts our member in the office of admission – the position of multicultural recruiter. Also, our members in the area of the Alumni Foundation have just completed an audit with the management’s contracted service provider, Eide Bailey. As an association, we provided stewardship and support to all involved.

We continue to struggle with issues which harm our members in the areas of range evaluation and proper payroll adjustment, payroll, and matters of HR. We are beginning to create a positive relationship with our new director of HR, who started mid-February and have communicated our concern with consistent errors and lack of understanding of system office practices by the management which harm our membership.

On April 6th, another member faces the end date of their fixed term contract without the completion of the search process. We are empathetic of the issues this break in employment will have on the member’s work VISA status, if the member is the successful candidate. Despite our continued efforts to reach out to members, their supervisors, and the management to inform all of the fixed term contact, employment end dates, and possible solutions, this fiscal year we have experienced this situation for three members in fixed term positions.

April finds us beginning our election process. As an executive board we have proposed constitutional amendments which include-

- Changes to the individual duties of the executive board and length of service of officers to better clarify the business of the association and ensure the longevity and vitality of our organization.

- Creation of committees for membership, stewardship, and Professional Development Funds (PDF). The goal of these committees is to better involve our membership in reaching out to members with information on who we are, providing better support to members in need of a steward, and recreate our PDF process with an eye on how we can better inform the membership of account balances and provide more timely information to members as they try to access these important funds and/or apply for PIF funds.

- Create a non-voting position on the executive board for the local ASF past president to better support the incoming president and provide a more seamless transition for the new president.

Our executive board has spent significant time contacting members about opportunities within our organization and is excited to see interest in our seats for election by members across our community. We open voting on proposed constitutional amendments on April 5th, along with voting for our executive board officers. Voting will be open throughout the month of April.

**Winona State University-Jill Quandt** WSU Presidential search is underway and on campus interviews will be at the end of April.  We currently have interim Vice Presidents for both Academic Affairs and Finance and Facilities. We had our HLC site visit in mid-March, ASF was included in the process and early indicators are that the site visit was very successful.  Applicant numbers for fall appear to be on target.

**LOCAL 320 Announcements** May 15th annual picnic at Local 320 Como Park Picnic August 19th Steward Training Saturday October 18th at Radisson Roseville

**MEET AND CONFER ITEMS** Reimbursement Rates Grad Follow Up Assessment for Course Placement Recommendation Budget Update Legislative Update

**FUTURE MEETING DATES** Spring Meet and Confer- April 20, 2012 ASF Election Certification- following the April 20 Meet and Confer. Summer State Board and President’s Training July 26/27

Klepetar moved to adjourn, Quandt seconded, motion carried at 11:35 a.m.