MSUAASF Spring 2011 State Board Meeting

April 7/8 2011

**Meeting Location Minnesota State University Mankato Student Union**

**Meeting began at 1:15 p.m.**

Attendance: Kari Seime (Thursday),Jeanne Cornish, Adam Klepetar, Linda Meidl, Lynn Johnson ,Shirley Murray, Barb Oertel, Jeremy Johnson, Jillian Quandt, Veronica Michael, Margaret Vos, Rich Wheeler, Greg Peterson (Friday).Jim Anderson, Jay Lee (Friday), Alicia Reed (Friday)

**Officers’ Reports**

**President Oertel**

Welcome everyone. We had a good meeting this morning with the legislative committee reps and thank you to Adam for pulling this meeting together. I have attended the Remediation and AACSP committee meeting recently and will report on these later. I was invited to the reception to welcome the Chancellor designee in March. I have a lunch meeting set up with Lori Lamb and the new Chancellor in May which I am looking forward to talking with him about ASF. I visited recently with MSU Mankato ASF members and enjoyed my time with our members here, and I will be going up to Bemidji State University soon. The Nellie Stone Johnson Dinner was very enjoyable and we had a good turnout of current and former ASF State Board representatives. I am working with MnSCU's Vice Chancellor for Information Technology to reschedule a meeting that was to be held April 14th about a MnSCU IT policy being considered regarding campus autonomy regarding technology. It looks like May 2nd will be the rescheduled date and please let me know if you are interested in attending this meeting.

**Vice President Klepetar**

It was a good morning of discussion with our legislative affairs committee this morning and I will report more details during the legislative committee report.

**Secretary Anderson**

I emailed the January State Board meeting minutes and February Meet and Confer minutes earlier this week. Jill Quandt moved to accept the minutes from these two meetings, Veronica Michael seconded, motion carried.

**Treasurer Reed**

Our account balance is $94,244.06, of that total $43,793.66 is in our Wells Fargo checking account and the rest is in our savings account $50,450.40. I have also attached a detailed transaction report of activity from 1/11/11 through 4/7/11. This report tells us where the money is going to during this period of time. I am still waiting to collect money for grievance officer and negotiations expenses so I will be making that request soon to the Teamsters. Jeanne Cornish moved to accept the Treasurers Report, Jillian Quandt seconded, motion carried.

**Grievance Officer Wheeler:**

Rich Wheeler updated the ASF State Board on employee issues going on at the present time. I continue to receive questions from members about a possible government shutdown looming in the near future and I do not have a lot of answers for them right now. I also continue to get questions also about various retirement options and advice on what members should be doing in regards to their individual retirement situations which I am not qualified to tell members what to do in regards to their individual retirement situations. This opened up a discussion among State Board members about how they can help provide information for their local members about retirement planning and options. Rich noted that we will soon be coming up to the deadline for the first non-disciplinary involuntarily moved employee and this will be an important time for this situation since it can become precedent setting.

**MSUAASF Committee Reports**

**Negotiations (Kari Seime)**

There is nothing new to report at this point. We are waiting for the legislature to finish their business.

**Legislative (Adam Klepetar)**

The committee elected Marla Patrias our chairperson and we are focusing on the health care initiatives at the legislature as our emphasis and we will do a weekly e-mails sent out to campus presidents. We want to keep our members informed of what is happening so that they can talk with their area legislators. We also want to help our members talk to their neighbors and the voters of our communities about the current situation and how important maintaining a strong educational system is to the State of Minnesota.

**Nominations and Elections Committee (Rich Wheeler)**

No Report

**Membership (Jeremy Johnson)**

No Report

**MnSCU Committees**

**Academic/Student Affairs Policy (Barb Oertel)**

We meet last week and the syllabus issue continues to be a hot issue. The graduate follow-up study is also a major concern and the career services directors are ready but I have not heard anything yet from Craig, but he assures us that he will be asking for our input. We talked about academic standing and satisfactory progress with financial aid and I will keep reminding them that this policy is impacting our members. They are looking at giving the council more of a role in policy review which would be a good thing for us to get more input on academic policies.

**Assessment for Course Placement (Adam Klepetar)**

The committee meets tomorrow and they will vote on whether or not we keep accuplacer testing? This is a difficult decision and we will most likely vote to keep the accuplacer is my guess.

**Cross Functional Advisory Committee (Mike Uran)**

Still have not met

**Defined Contribution Committee-Jeanne Cornish)**

We have heard nothing further from the companies who made proposals to choose a vendor. It looks like TIAA-CREF would be the most likely vendor and we will hear more at our meeting on May 10th

**Diversity Task Force (Shahzad Ahmad)** We are working on granting awards to students

**Minnesota Online Council (Phyllis Webster)**

1. There is money being focused on universal design and making online courses accessible to students with disabilities.  Lawsuits at other institutions such as Penn State are brining this issue to the top.

2) Legislation is in the works to prevent institutions from offering courses outside their state.  Rather than tackle this legislation one on one, the institutions are asking MnSCU to be involved so that we have a solid and consistent voice across the system.  The other issue that keeps getting raised online is how do we prevent cheating and verify the identity of the student taking an exam, doing the homework, etc.

**Online Academic Services Committee (Michael Evans)** No Report. We do need an appointee to this committee. Lynn Johnson would be willing to serve on this committee and the State Board thanked her for volunteering.

**System Evaluation Committee (Vicki Decker)**

No Report. Next meeting on May 17th

**Transfer Oversight Committee (Jim Anderson)**

We met in mid-February and focused our discussion on the Smart Transfer Plan initiatives and also had a very spirited discussion regarding the Transfer by Design report submitted to the Office of the Chancellor in December 2010. There were some negative opinions expressed about the report’s findings.

**Academic Standing and Financial Aid Policy Review Task Force (Greg Peterson)**

Greg Peterson came to our State Board meeting to speak to the Board in person. He has been serving on the financial aid satisfactory progress task force which will develop the MnSCU system policy for SAP. Students will now receive a series of academic warnings regarding their satisfactory progress which if not corrected can lead to the suspension of the student. The suspension would need to be appealed and cleared of this financial aid suspension prior to being cleared to receive financial aid at another MnSCU university. The system procedure is 2.91 on financial aid policy. The State Board discussed the implications of this policy for students and ASF members who support students. This draft policy has been placed on the MnSCU website for member to view. The ASF State Board thanked Greg for appearing in person to submit his report on this important issue.

**Course Syllabi Policy Task Force (Jillian Quandt)**

We are done with our work and the task force has ended.

**Three-Year Baccalaureate Program and 12-month Calendar (Shirley Murray)**

The committee seems to being presented an idea that the OOC has already determined their goal to create a new calendar with little input from our committee even though we expressed our concerns about this idea working for all of our campuses

**Remedial Committee (Adam Klepetar and Barb Oertel)**

The committee will be an ad-hoc developmental advisory committee and it looks like there will be some good ideas created to help students be more successful and positively impacting their developmental education. Barb noted that at the second meeting that very few examples were identified from the universities and this is because the survey was sent only from the two year colleges. SCSU was noted and Mike Lopez did send out the survey to the other universities to get more ideas noted.

**Students First Working Groups**

**Single Search (Alicia Reed)**

No report

**Single Application (Rich Shearer)**

No report

**Single Registration (Jayne Washburn)**

We need a new ASF representative for this group

**Graduation Planner (Jim Anderson)**

The graduation planner implementation will be slowed down this spring and continued in the testing stage through the summer into next fall. The earliest plan for full implementation would be July of 2012. A steering committee is being formed to help guide the implementation process along and the DARS team from MnSCU is now being included in the implementation of Grad Planner.

**Single Bill Single Pay Task Force- Greg Peterson**

A payment time frame to standardize the registration and bill payment activity at the beginning of the semester including when the final payment needs to be made for the term is being developed. The Board of Trustees guidelines are to standardize system schools business practices regarding the timing of registration, payment requirement, and cancellation date for non-payment. This task force is recommending changes in the timing 5 days before the term begins and again 5 days after the term begins for every MnSCU schools. Many individual schools were not supportive of this policy standardization. A sub-group came back which wanted the cancellation 30 days prior to the start of school because they want to remove non-paying students earlier to allow paying students to register for the courses earlier so there are widely divergent views within this task force group. The current compromise with the policy is to DFNP 15 days prior to the start of the semester. This topic will be put on the May Meet and Confer with the OOC.

**Shared Services (Jillian Quandt)**

We have not met and committee members are getting mixed messages about what they want us to be doing at this point.

**Old Business**

**The Proposed System Committee Restructuring Proposal-**

President Oertel handed out a flow chart of the new proposed Academic and Student Affairs consultation

process which would be the new committee structure to make it more functional. There are four components: ASA Information technology Council, ASA Policy Council, Student Affairs Council, and Academic Affairs Council. This structure would make it easier for us to have Board representation for these four main committees and there would be no changes to the number of ASF reps needed for the various committees. Adam Klepetar asked if we could have PSEO moved to Students Affairs and that Minnesota

Online be considered under Student Affairs as well since advisors are heavily involved in online learning. He also noted that the dotted line relationships in the flow chart be clarified. Barb noted that our input is needed by the information deadline for tomorrow.

**February 17th Conversation Invitation with OOC and Faculty Unions**

President Oertel noted that we had this discussion at the meet and confer in February.

**New Business-**

**Telephone charges for union related conference calls**

This issue is just a reminder that you should use your personal cell phones when possible for union-related calls even though this may not be an issue on your campus.

**Twins Tickets-Rich Wheeler has 8 tickets either May 15th or June 10th.** We held a drawing and these four campuses got tickets SCSC, Moorhead, Bemidji, and Winona were the winners. Mankato, Southwest, and Metro were the runner-ups in that order.

**Penny Golf Scramble-June 2nd**

Local 320 will support a foursome. The Executive Board will find four players to fill out our foursome. It was noted by Vice President Klepetar that we are the defending champions of the scramble so they better be good players.

**Mike Hodapp Appreciation**

Jeanne Cornish moved to allocate $100 visa gift card in appreciation for his many years of service to ASF as a State Board member, Jeremy Johnson seconded. Motion carried. Thank you Mike and enjoy retirement!

**Using our computers to contact our legislators?**

President Oertel noted that we need to be careful not to use our work computers to e-mail our State Legislators. Adam Klepetar noted that he would instruct our legislative reps to not use work time or computers to contact legislators. This is also the recommendation of the State Board.

**Externally Funded Positions** President Oertel passed out a list of externally funded positions on each of the ASF campuses

to the ASF presidents. What we are trying to do is get a clear picture of who we are talking about on each of our campuses and what is the source of their funding? SCSU president Vos noted that some of the the employees on their list are no longer employed. President Oertel asked the presidents to look at the position, the source of the funding, and collect this information so that we can get a grasp over how many of these employees we have in ASF? Barb asked the presidents to find the source of the external funds and get back to her as soon as possible. Lynn Johnson asked for two weeks to do so and please get back to Barb by April 22nd with this information.

**Members attending mandated supervisor training**

Shirley Murray noted that members are complaining about the expense of travelling to training and management is threatening ASF employees who do not want to go to the training because of conflicts in schedule. At MSU Moorhead Veronica Michael we brought the training folks in for one day to make it more convenient for members. She noted that the training was valuable for supervisors and ASF members.

**Searches after non-renewals**

Shirley Murray noted that non-renewals are getting a strong HR message that the replacement

hiring needs to be done after the employees are no longer working on contract. The HR director consulted with MnSCU and they indicated that it is due to not breaking the confidentiality of the members non-renewal. Jeremy Johnson noted that was the case at MSU Moorhead that we had to wait to search the non-renewed position and only were allowed to post the position prior to the non-renewed member leaving. Rich Wheeler noted that the past practice was to wait 60 days after the non-renewal notification to start a search. Margaret Vos mentioned that this is difficult for the employee but is very difficult for offices like Residential Life to fill the position in a timely manner. Rich Wheeler will meet privately with Bill Brady on the issue since it is more of a local issue.

**State Shutdown Implications**

Rich Wheeler noted we are going to have a meeting with coalition healt insurance group on the

issue and he is hearing that the Governor will be holding meetings with agencies in May about potential shutdown but he believes that this should be a topic that could be brought up at Meet and Confer since he believes there is a chance that there could be a shutdown of State agencies. The question at Meet and Confer is there planning at the OOC for this event?

**Early Incentive notice issue**

Jeanne Cornish clarified to the State Board that when the additional 5% pay increase is added to a members salary as a part of the incentive for early notice that the vacation and sick leave benefit of the lump payment is adjusted upward at the point of retirement to include the new salary parameters and this is a good thing for members.

**Campus Reports**

**Bemidji State University-Lynn Johnson**

* The initial budget cuts made to academic programs and reduction of IFO faculty made in January appears to have been “enough” to meet the budget reductions that are being discussed at the state level for MnSCU. In addition, the University will be “taxing” departmental carry forward from FY 10 to create a reserve fund in the event we see an enrollment decline due to academic program reductions.
* Four candidates for the VP for Academic Affairs position will be interviewing on campus through April.
* The University Registrar retired in February and the position was filled recently by the previous Assistant Registrar; therefore, we are currently searching for an Assistant Registrar.
* This spring’s commencement ceremonies will be moved from the field house on campus to the recently completed Sanford Event Center in Bemidji.
* Our local elections will be held in April to fill the President Elect role; all other executive board and meet and confer positions will remain the same until next spring.

**Minnesota State University Mankato-Linda Meidl**

Applications for both new entering freshmen and transfer students up for Fall 2011.  Ground on new residence hall that is scheduled to be completed for Fall 2012.  Student Union Ballroom Renovations scheduled  to be completed Fall 2011.  Both projects involve many ASF members.  Approximately 65 employees at MSU retiring this spring.  Of the 65, three long time ASF members retiring (over 100 years of service between the three).  Members continue to have concerns about budget and upcoming contract negotiations.  Although no new cuts of ASF members are being made, members share concerns about more work with less staff.

**Winona State University-Jillian Quandt**

WSU ASF has several new positions, several of which seem to be the result of IFO no longer having release time for program administration responsibilities.  We used our additional funds from State ASF to purchase coffee cups with ASF on them and are hosting coffees once a month, the first of which was very well attended.  ASF leadership has been invited to attend a meeting with Dennis Young, a consultant from the National Center for Higher Education Management Systems (NCHEMS) will be helping us develop a framework to evaluate all out non-academic areas in relation to budget reductions.  However, the overall sense is that deep cuts beyond what has been planned for  won’t be necessary.  3 ASF members took the BESI.

**Local 320 Announcements (Rich Wheeler)**

Teamsters summer picnics dates will be announced soon

**Meet and Confer Agenda Schedule and Agenda Items**

State shutdown implications and planning

Training-make accessible

Single bill/Single pay

Students First Update

Budget Update

Legislative Update

**Future Meeting Dates**

Meet and Confer---May 6, 2011

July Presidents Training- July 28 and July 29- St. Cloud

Fall State Board Meeting- October 13 and 14

Winter State Board Meeting January 26 and 27

Spring State Board Meeting March 29 and 30

ASF Election Results Certification Conference Call Meeting Friday April 13th

Jeremy Johnson moved, Barb Oertel seconded to adjourn at 11:55 am, motion carried