**MSUAASF Fall State Board Meeting**

September 30, October 1, 2010

Primrose Room on the St. Cloud State University campus

**Meeting began at 1:00 p.m.**

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

**President Oertel**

Welcome everyone. Thanks to Kari for bringing us the EEOC employee to talk with us this morning at Steward Training as it was very valuable to hear from them about issues such as what is a hostile work environment? We are adding an intermittent employee hiring issue to New Business from Winona (Jill Quant) and we have a busy agenda. I went to lunch on September 11th with Scott Olson and Lori Lamb from MnSCU and that went well. We had much discussion on workloads increasing for our members and increases in fixed-term members. The Board meeting was interesting in September with a lot of data on president’s salaries and additional compensation. Remedial education is being looked at for community colleges only, and the possibility of three year bachelor’s degree being approved by June 30, 2011. I did address the Board at the meeting on our challenges with workload for our members. I have a meeting scheduled with the consultants for the Chancellor search and the search committee has met already.

**Vice President Klepetar**

We have a couple of requests for committee assignments. Academic Standing and Financial Aid Policy Review Committee needs a representative from ASF. The second committee is the Syllabus Review Committee needs an ASF member. We will pick one of our Financial Aid Directors to the committee it appears for the first, and two members can be appointment for the second to look at the Course Syllabi system procedure policy. Jill Quant is willing to serve on the Course Syllabi policy committee and we will find another member to serve on that committee.

**Secretary Anderson**

Minutes from July 30, 2010 were distributed. Rich Wheeler moved to table the approval of the meeting minutes until tomorrow for editing information in the Grievance Officer Report, Cornish seconded, motion carried. After reading the amended July 30th State Board minutes, Wheeler moved and Cornish seconded to approve the minutes, motion carried.

**Past President Ahmad**

I am on the search committee for the new Chancellor and we are on a fast track for selecting a new Chancellor we have a search firm leading the work on picking candidates with our committee and hoping to have candidates in February ready for interview

**Treasurer Reed**

Account balance is $106,353.77 as of 9/28/10. Business savings account transactions are attached from 7/2/10 to 9/28/10 which is our interest accrued of $42.19 for that period. The next report attached is our checking account activity which includes our maintenance income and expenses from Grievance Officer activities and presidents training in July. Our books were reviewed by Judy Wheeler and the findings were reported to me. The review looks good with no problems in our accounts, Alicia will provide copies for the board to approve tomorrow we will table the approval of the Treasurer’s report on Friday morning for the board to review the report first. Alicia passed out the summary from the review done on the Treasurer’s Books and the report reviewed activity from 7/1/2009 to 6/30/2010. J. Johnson moved to accept the review of the State Treasurer’s report, L .Johnson seconded, and motion carried, Wheeler abstained. Cornish moved to accept the Treasurer’s report, Quant seconded 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. Local 320 Stewards Training will at the Roseville Radisson with the Teamsters on Saturday, October 16, 2010. This would be an excellent opportunity for you to learn more about representing members and being effective negotiators. Campus presidents and grievance officers would learn a lot at this training. The membership lists were sent to you from the Teamsters, Metro has the highest rate of full share members. This is a good time to take a look at your list and see who fair share to approach to becoming full share members.

**MSUAASF Committees**

**Negotiations- Kari Seime**

I am setting up the Negotiations team meeting on 2nd, and 6th and 7th of December most likely. Talk to your members about what strategic issues are of interest to them. The reality is that there is no money. The Governor election is a critical issue for us in Negotiations also. We want to avoid givebacks and take backs in our negotiations for our next contract. Teamsters have endorsed Mark Dayton for Governor and I urge your support for his candidacy. Our team is Sandy Nelson-SMSU, Evelyn Rollof-Metro, Vicky Decker-Winona, Iris Gill-Moorhead, Margi Giauque-MSU Moorhead, Brian Jones-Mankato, and Adam Klepetar-SCSU. Make sure to have your election posting information on the bulletin board for ASF.

**Legislative-Adam Klepetar**

Marla Patrias from BSU is still interested in serving as a chair of this group but cannot take on a lot of duties until late October. Adam can convene the group but needs the list of committee members. The chair can be elected at the first meeting. The committee is looking for direction from the State Board. There needs to be some action items to move forward on the charge of the committee. Please let Adam know who is your Legislative Committee representative.

**Membership-Jeremy Johnson**

Jeremy presented two documents the policy which deals with the Career Information Board Policy minutes from June 2010 and asked if we have heard anything else on the matter? It appears that nothing much else has happened in this area since that meeting. We will have Barb follow up with Mike Lopez about when this will be implemented? We conveyed to Mike our concerns over this language and he did clarify to us what the state universities will be required to follow with the policy. We talked yesterday about creating a “best practices” document for Membership concerns officers that would help new Membership local campus officers in their ASF leadership roles and I will work on this document.

**Nominations and Elections-Rich Wheeler**

We should put together a Nominations and Elections committee appointed since we have had some changes to our past group. Rich Wheeler and Jay Lee currently are the two representatives on the committee and we need a third. Lynn Johnson volunteered to serve and Rich Wheeler moved to have Lynn Johnson appointed, Michael seconded, motion carried

**MnSCU Committees**

**Academic and Student Affairs Policy-Adam Klepetar**

Mike Lopez chaired our meeting and brought up policies that are being considered for review by this committee this year. We have four ASF members who serve on this committee. A couple of non-controversial items were brought up along with the work plan including the Academic Standing policy review, and Assessment for Course Placement policy, the Admissions Policy and Semester Start Date policy is going to be reviewed.

**Assessment for Course Placement-Adam Klepetar**

We are meeting on October 7th. I cannot go so I am looking for someone who can replace me at this meeting. Veronica Michael from MSU Moorhead will check her schedule to see if she can attend? Veronica is going to join this committee.

**Cross Functional Advisory Committee-Mike Uran**

No Report

**Defined Contribution Retirement Committee-Jeanne Cornish**

We are looking at a new consulting committee. There is discussion about a new record keeper for the funds, TIAA-CREF is our current record keeper and can be bid to be the next one. October 27th is our next meeting and we will hear presentations from Hewitt and Segel about our next record keeper.

**Diversity Task Force-Shahzad Ahmad**

Diversity award nominations will occur in November

**Minnesota Online Council-Phyllis Webster**

Report is on the MnSCU website

**Online Academic Services Committee-Michael Evans**

No report.

**PSEO Committee-To be determined**

No report

This group might be reconfigured in the near future. Holly Schuck from SCSU is in charge of PSEO and is interested joining this committee.

**System Evaluation Committee-Vicki Decker**

There were no evaluations and will plan to meet again in November

**Transfer Oversight Committee-Jim Anderson**

The Transfer Oversight Committee is a system-wide committee comprised of faculty, administrators, student campus associations, and system transfer staff which provides transfer policy and procedure input to the Office of the Chancellor.  The committee is working on implementing a plan in the draft stage called "Smart Transfer" which will be designed to carry out system initiatives such as *Students First and Course Outline access to students* in the next few years.  The Smart Transfer plan is still in the draft stage and our committee talked about how this plan can be completed sometime this year?  A big part of our discussion was how to promote course content information to students for all MnSCU courses?  We also discussed ways to advertise these outlines to students through Uselect and eventually the graduation planner web sites.

**Grad Planner-Jim Anderson**

We are working with Red lantern on developing a Graduation Planner. A sub-committee of our task force group will be working with Red Lantern and MnSCU IT.

**Single Search-Alicia Reed**

We are looking at how that information is to be delivered on the web and our next meeting is on October 18th.  We are going to be looking at testing the Single Search web engine at this meeting with a June 30, 2011 implementation.

**Shared Services-Jill Quant**

We still do not have a strong sense of what is going on with this group?

**Single Application-Rich Shearer**

No report

**Single Registration-Jayne Washburn**

No report

**OLD BUSINESS**

**Health Care Savings MOA**- This MOA would change the way our Health Care Savings is removed to have it spread throughout the year. Local campus presidents reported back to the Board on what they heard from members. There appears to be two to three paychecks where people pay up to ten percent of their salary for both supplemental retirement and HCS deductions. It appeared that many of the campuses want the deductions spread out over the year. Rich will bring the MOA draft document in January to move forward on the MOA.

**Steward Credit Arrangement**-Rich Wheeler noted that this discussion is when members will start to pay an initiation fee to become ASF members: the biggest factor is that the local campus association needs to submit the new member’s registration form so that the Steward credit can be given to the local campus association from the Teamsters. We need to connect with our new members prior to Local 320 so that we can get the initiation fee credit. Reminder: there is no initiation fee currently be charged by Teamsters. Sign up your new ASF employees to become full share members!

**Follow-up on appreciation for outgoing officers and webmaster**-Alicia talked to Nancy Peterson about her gratuity for serving as ASF webmaster we will be giving her a $100 visa gift card. Wheeler moved to authorize a $100 gift card and small card processing fee, Michael seconded, motion carried. Alicia noted that Nancy was very grateful for our gift to her.

**Budget discussion for system office input-**We were asked by the OOC about discussions regarding leaner budget times and we talked about eliminating duplication of services (i.e. system offices that are doing things on the campuses) and more information about OOC budget trimming at the system office. We know that there is budget cutting occurring at the OOC and it is clear that the next few budget cycles will be affecting our funding on our local campuses when more students are expected to enter the system. There are greater expectations from a number of different constituents in educating students with less money for staff to implement system level procedures and policies. We need to reiterate the need to keep staffing levels on the local campuses at a strong level to serve our students.

**Follow-up discussion on utilization of accumulated ASF funds**-Our ASF state checking and savings accounts were identified during the Teamster’s audit as being exceedingly large (over $100,000) dollars in savings and checking combined. We began discussing ideas on ways to use these funds and is there something more that we should do to benefit our members. Veronica Michael noted that members like the idea of scholarship dollars, and asked if there are ways to help members who are going through layoff or reduction. Members have asked about the dues being too high and are there could be the possibility of doing a rebate for some of the dues that are withheld from our members. Adam Klepetar asked about the 3 million dollar strike fund being large at the Teamsters, and if these funds could be used as well? Rich Wheeler noted that this fund protects us from the idea that management could break a strike quickly without these funds in place. A strong strike fund is a good thing for us to keep in place. Jeremy Johnson noted that clothing has been a good way to use our funds and maybe this can be something we could give them to advertise who we are to management. Rich Wheeler thought that we could look at reducing dues for a period of time? Margaret Vos thought it might work well to let the local ASF’s decide how to use that funding. We all have different cultures at our local campuses and this would be a good way to let them use the funds. Ahmad moved that we take $25,000 dollars out of the state ASF treasury, and Wheeler seconded, Alicia Reed noted that this would be $3,571 per campus. Discussion ensued on the motion. Veronica Michael and president Oertel noted that they were uncomfortable with the amount and want it lowered. Margaret Vos noted that we could spread the $25,000 over three years as a way to lower that amount each year. We have about 585 full share members in our unit noted Rich Wheeler. Motion was withdrawn by Shahzad and Rich Wheeler due to these concerns about the large amount of dollars coming out of our treasury. Adam Klepetar moved to allocate an additional $13 per member for each of the 2011 and 2012 fiscal year for a total amount of approximately $15,210 of our treasury, over the next two years, to go to local campus associations for the betterment of members during the next two years. Motion carried.

**Follow up discussion on allocation to campuses**-see discussion above

**NEW BUSINESS**

**Leave Time for Union Business**-Rich Wheeler directed the Board to page 9 of the contract subdivision 4 regarding release time for Association meetings/business. When this language was developed we met a lot on Saturdays and some Sundays to meet the one day release meeting this requirement, now we have our meetings on Thursday and Fridays so we use two days for ASF meetings versus one day. Please be aware of this because management may come back to us and say you only can take one day. Past practice is two days currently. This is just an FYI.

**ASF travel documentation-**Make sure to notify your supervisor of when you are gone for ASF business

**Penny event November 12-**it is at the Union Depot in St. Paul and it would be great to have someone represent us. We used to buy a table at the event, no one went last time but we need to support the event. Jeanne Cornish, Shahzad Ahmad, Rich Wheeler, and Margaret Vos will be going. Rich Wheeler moved to allocate $180 for six tickets for the Penny Event, Cornish seconded, motion carried.

**MnSCU funds for recruitment and retention of underrepresented students-** we have been receiving funds for this program and most have been using for fixed-term ASF employees to provide additional staff to support students. This feeds into the problem of fixed-term ASF members and this causes issues for stability and more externally funded positions causing a changing work setting and it hampers our ability to plan and use the money in the most effective ways. We also know that graduate students are being hired with these funds. This is an excellent Meet and Confer topic and president Oertel will place this on the agenda for the October Meet and Confer.

D**esignated alternate holidays (Article 17, Section A)-**Lynn Johnson asked about the old floating holiday. We have voted as an Association at BSU and she is asking why we have to pick one instead of keeping it a floating holiday. Shirley Murray noted that it is HR that said that we cannot have it be a floating holiday that we have to select a date for the membership as a whole. Jeremy Johnson noted that ASF did not negotiate a floating (alternate) holiday that is why we have to pick a date. It is most likely that HR will not let use a floating date but make local campus ASF members select a date.

**Intermittent Appointments**-Jill Quant noted that Winona will be hiring intermittent ASF employees’ for day care services. Her question is do we need to do a full search or not? They are looking for a pool of candidates for substitutes in day care. The Board indicated that we should treat these searches like an adjunct hiring and follow the hiring guidelines of the local campus to fill these substitute day care positions.

**Meet and Confer Agenda Items**

Access and Opportunity Funds-Fixed term MSUAASF positions

Budget Discussion requested by System Office for MSUAASF member’s ideas and input

Budget Update

Students First Update

Vice Chancellor for Academic Affairs search plans and SWMSU campus president search plan

Meeting Date for Meet and Confer: October 29, 2010 (Also February 18, 2011 and May 6, 2011)

**Campus Reports**

**Bemidji State University-Lynn Johnson**

* Fall enrollment numbers (10 day) showed a 4 % increase in headcount and 5% increase in FYE.
* The University President shared his communication model for the campus recalibration process to ASF Meet and Confer in September, which included a conversation about the sculpting of a new academic vision and profile for BSU and the schedule and timeline for the distribution of the proposed model and notification of plans for program retention, suspension and closure process.
* The new director of admissions, Linc Morris, will begin at the University in mid-October.
* Funding was eliminated for the Veterans Upward Bound programming which led to the elimination of one externally funded position and cut .25 FTE from a second ASF position in that area.

**Winona State University-Jill Quant**

We are working to educate administration on the items they are contractually obligated to send across the table.

Although retention is strong, our overall enrollment is down slightly.  Administration is developing a plan to target other populations, largely working professionals seeking additional degrees or certifications.

Our campus association is working on revising our PDF and PIF processes, and the information we received from several other campus presidents was very helpful.

We do have a position elimination that will result in a layoff effective 6/30/10.   We also have one position that was vacated by a Bessie retirement that isn’t being filled

Our Integrated Wellness Center opened, and includes a partnership with MnSETC to provide counseling & health services to students from both institutions

**Other Topics/Items**

None

**Future Board Meeting Dates- January 20-21, 2011, April 7-8, 2011**

J. Johnson moved to adjourn at 11:59 a.m., Wheeler seconded, motion carried