**MSUAASF Fall 2011 State Board Meeting**

**October 13/14 2011**

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

**Attendance:** Victor Cole, Adam Klepetar, Barb Oertel, Mike Sharp, Rich Wheeler, Jim Anderson, Pam Ekstrom, Kerry Ross, Kari Seime, Jillian Quandt, Jay Lee (Friday)

**Meeting began at 1:00 pm**

**Officers Reports**

**President Oertel** Welcome Kerry Ross former campus ASF president for BSU filling in for Marla Patrias, and please note that we will have some officers joining us on Friday and some of our officers will only be attending today. Steward Training went well, and we think that members will be asking about health insurance which sounds like it will stay status quo for this year.

In September I attended Board of Trustees meeting, Academic Advisory Policy Committee meeting, along with doing the Vice Chancellor search interviews at the airport. We have met with a wide range of candidates and the contrast between each of them was interesting. My work on this search committee should be coming to an end now. The next thing will be the announcement of finalists coming from the Office of the Chancellor.

The Chancellor installation is next Wednesday and I have been invited to speak there (Rich, Pam, Victor, Mike) all plan on going to the installation ceremony. This year I was invited to the new campus president installation ceremony so this is a positive step in being recognized along with the other faculty groups. Barb passed out the Chancellor’s strategic framework to the Board to discuss how ASF fits into these strategic goals and we will discuss this in New Business tomorrow.

Barb noted that as we begin moving into negotiations with management it will be important for Board members to bring back to campuses the message about all of the great things that ASF has done for members, and that promoting the positive messages to them and our local communities helps us greatly as we go into negotiations. Our public perception is important to positively promote to members and the communities we serve.

Recapping President Oertel’s activities this fall: September 20 Board of Trustees, September 22 Policy Council, September 23 Vice Chancellor search, September 26 Negotiations Team meeting, October 3 Meeting with other faculty union leaders, October 10/11 Vice Chancellor interviews, October 19 Chancellor installation, November 3 upcoming meeting with Chancellor.

**Vice President Klepetar**  I joined Barb at the Negotiations meeting and the Academic Advisory Policy Committee in September and will be updating the State Board on committee activity later in this meeting.

**Secretary Anderson** Minutes of the July State Board meeting were distributed electronically to the Board. Jill Quandt moved to accept the July State Board minute, Adam Klepetar seconded, motion carried. Mike Sharp asked a point of question after the minutes were approved that he would like to discuss how to local ASF campuses can find out fixed-term appointments that are on each of our campuses? Rich will follow up with Bill Brady at MnSCU about the issue on getting the information to campus presidents.

**Treasurer Ekstrom** Pam noted that she would like to spend some time with Mike Hodapp (former ASF Treasurer) about how to properly process documents and reimbursable expenses to Local 320? Rich Wheeler noted that Mike is willing to help Pam reconcile documents from last year. Mike can sort out the reimbursable and help us reconcile and update our books to help with Pam. Adam Klepetar moved that we pay Mike Hodapp’s travel expenses to help organize and reconcile ASF books, Mike Sharp seconded, motion carried.

Pam passed out the transaction report from the past few months, and mentioned that she is keeping the negotiations travel expenses recently conducted to be reimbursed from the Teamsters. Pam noted that we have $67,267.10 in checking and savings currently; however, we will be submitting reimbursable expenses to the Teamsters soon after Mike works with Pam to determine those amounts? Rich Wheeler moved that we table acceptance of the Treasurer’s report, Mike Sharp seconded, motion carried. Wheeler moved that the ASF Board authorizes the Treasurer to pay usual and typical expenses until our next Board meeting, Mike Sharp seconded, motion carried.

**Grievance Office Wheeler** Grievance Officer Wheeler updated the ASF Board on current grievances which are occurring throughout the state. At Negotiations we should consider looking at the reassignment of remaining ASF members left in a particular work area after layoffs occur of ASF members in that area, since this is an issue that we are seeing right now in the system. There continues to be fixed-term issues that we are dealing with regarding the interpretation of the funding source dictating either a fixed-term appointment versus probationary. Access and opportunity funds is an example of monies which were considered externally funded in the past and is now determined to be funds which should dictate a probationary appointment.

Rich reminded campus presidents to check fixed-term positions and determine when the length of time for the fixed-term is over? It seems like management is using fixed-term appointments during this time of tight budgets for financial flexibility, and we need to be diligent about holding management to the two-year time limit to get these positions to probationary hires. The SEC appeal process timeline continues to be an issue and there are two appeals coming up that I have been trying to (along with Bill Brady) to get the SEC to meet to hear the appeals. The contract does not spell out a timeline for the SEC process. We continue to see layoffs at campuses and I have been involved with campus presidents to help these employees through the process. IBT elections ballots are in the mail; please encourage your members to vote in the election. Local 320 hired a communications director Gus Froemke and he is going to be working on improving legislative information and responding to members. There is a new local 320 website as well.

**MSUAASF Committee Reports**

**Negotiations (Barb Oertel)** Kari Seime noted that negotiations are going to be slow. We open negotiations on October 25th

**Legislative (Marla Patrias**) No Report

**Nominations and Elections Committee (Rich Wheeler)** Rich provided a handout to the ASF Board that officially in January we begin the election process, however, the Nominations and Election Committee needs to be selected. Jay Lee is currently on the committee and we need one more person to serve. Barb nominated Jillian Quandt serve on the committee, Rich Wheeler seconded, motion carried.

**Membership (Jeremy Johnson)** No Report. The Board had a discussion about how to improve the membership officers’ connection with ASF employees, Barb asked local campus presidents to provide Jeremy with a list of their membership officers so that he can try to make a connection with them to discuss ways to support members and promote ASF full membership to fair share employees.

**MnSCU Committees**

**Academic/Student Affairs Policy (Adam Klepetar)** Satisfactory Academic Progress was discussed regarding the changes in Financial Aid satisfactory progress rules changing to meet federal regulations. MnSCU also has a policy that Financial Aid and Academic satisfactory academic progress policy needs to be in line with each other and this created a lot of discussion at our meeting. We also had a discussion about PSEO rules changing to allow 9th and 10th grades to be enrolled in “college in the classroom” concurrent enrollment now as PSEO students.

**Cross Functional Advisory Committee (Mike Uran)** Not met for over a year. Mike believes that this committee is done.

**Assessment for Course Placement (Adam Oertel)** They are going to reconvene this committee later this year

**Defined Contribution Committee (Jeanne Cornish)** Victor Cole noted that Jeanne is retiring and we need to find a replacement. There is a link on the MnSCU website about the performance of investments. The second chance option to move into TRA has been pretty unsuccessful in the past two years as only 2 members out of 13 have taken advantage of this option. The feeling is that information on the benefits of moving into TRA is pretty limited and even certified financial planners find it challenging to calculate the benefit.

 Jeremy Johnson noted that contacting the TIAA-CREF representative when they are on campus is a good idea since they can help with the process of looking at these investments and be an information source. Victor passed out information about the MnSCU retirement webinars for AY 2011-2012. HR offices give out this information, but each campus president will get a brochure to share information with members at their local membership meetings. Victor Cole volunteered to serve as Jeanne’s replacement.

Here is the web link to the MnSCU DCR information: http://www.hr.mnscu.edu/retirement/campus\_resources/documents/MnSCU\_Retirement\_bro.pdf

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

**Online Academic Services Committee (Lynn Johnson)** Lynn is no longer serving on this committee and we need to find a replacement. They have not met as a committee so this one committee may be completed.

**PSEO Advisory Committee** We do not know if this committee will continue under the new committee structure

**System Evaluation Committee (Lynn Carlson and Diane Berge)** This committee will meet in early November. There are position evaluations to review at this meeting

**Transfer Oversight Committee (Jim Anderson)** This committee will be meeting sometime in late November or early December

**MnSCU Committees Note** Barb Oertel noted that she has been contacted by MnSCU regarding appointing someone to the coordinating board for the new committee structure planning which we will discuss in New Business. This means that for now committees that we do not have a representative we can hold off appointing someone.

**Students First Working Groups**

**(Some of this information comes from the MnSCU Students First updates website)**

**Single Search** The school search tool has been enhanced to order by the university or college that has the highest number of attributes for which the student searches. For example, if a student searches for biology major, chess club, and tennis, institutions with all three attributes will show first, and then institutions with two out of three, and finally institutions with only one of the attributes. On a different note, universities and colleges have provided updated links to majors and programs. These links (URLs) have been updated on Single Search.

*Interesting tidbit: Referrals to Single Search (mnscu.edu) from search engines are 63% higher this year compared to summer 2010.*

**Single Application** Applicants who have attended institutions outside of the U.S. are now able to enter transfer data. Enhancements of September 8th include that the welcome page has only one MnSCU logo, the application fee language is changed to “I understand that I will not receive information about an admission decision (admitted or denied) until I pay the $20 application fee if I am charged," and the session timeout is increased to 30 minutes.

 **Grad Planner-Jim Anderson** The Students First Graduation Planner Subject Matter Expert Working Group recommends ceasing work on u.direct due to the lack of functionality in the software to meet our students' needs, and due to the poor response from the vendor in terms of timelines and quality of fixits. However we value a graduation planning tool to help students in terms of retention and transfer, and therefore recommend that the working group be charged to review other options.

**Single Registration**

Visiting students have been a topic of discussion. As part of our continuous quality improvement process, we encourage you to provide your input on this issue to Mike Lopez and Jon Eichten, who will review the issue with Chief Academic and Student Affairs Officers at their October conference. The Student Dashboard is being worked on and is expected to include information on financial aid, demographics, and other areas.

**Single Billing/Single Payment** Students Student Direct Deposit is now available to any university or college that is ready. Alternatively institutions may choose to implement Higher One.

Single Payment is now available to students at thirteen universities and colleges, and will soon be available to students at all universities and colleges. Work has begun on W-2 and 1098 tax forms, while the application of financial aid overage to non-home institutions is being reviewed.

**Student Loan Acceptance and Certification** More than 130,000 loans have been accepted via the web-based process since launch. Furthermore, nearly 125,000 of those loans have been certified using the new and improved paperless certification process.

**Old Business**

**Externally Funded Positions-** Make sure to challenge any positions that look like funds that are not externally funded being designated as fixed-term searches. We continue to see this issue being confronted as management tries to hold the line on probationary hires

**PDF-**MnSCU has agreed to extend our PDF funds to the 2011-2012 contract year once we go to the first negotiations meeting where we will be given an MOA to sign with management to extend our current language of PDF amounts from 2010-2011 to 2011-2012 effective July 1, 2011. Rich Wheeler moved this as a motion that we accept the MOA from management to extend our PDF to this contract year, Mike Sharp seconded. Motion carried.

**Attendance at Board of Trustees meetings-**Barb noted that we did not get anyone to sign up to attend the Board of Trustees November 16th meeting which is an all day event, Rich and Mike will see if they can go?

**ASF Brochure**- Gus Froemke at Local 320 can help assist the membership committee chair (Jeremy) to produce a new ASF brochure and the ASF Board directed Jeremy to work with Gus to develop a new brochure. Jeremy thought it would work well to have local campuses visit with members about what they like about the current brochure and what else they want to have added to the brochure? Jeremy would then plan to meet with Gus and have other membership officers come as well to provide input.

**New Business**

**Chancellor Rosenstone’s Strategic Framework Document-Barb Oertel** Barb noted that the new Chancellor wants to emphasize MnSCU’s role as a servant helper to our MnSCU campuses in this document, and in statements he has made to MnSCU employees. Three points to the framework document: Ensure access to an extraordinary education for all Minnesotans, Be the partner of choice to meet Minnesota’s workforce and community needs, Deliver to students, employers, communities, and taxpayers the highest value/most affordable option. We will plan to have this document be discussed at Meet and Confer later this month

**ASA Shared Governance Structure-Barb Oertel** First meeting is November 2nd to talk about the MnSCU committee structure modified into three councils and there will be sub-committees under each of these three councils. It will be very important to have a few ASF Board members represented under each of these three councils. This may also be a topic which will be on our Meet and Confer agenda.

**Penny Fall Fundraiser-November 11-Rich Wheeler** This is a dinner and reception in which ASF has bought a table it is on Friday, November 11th at the Como Park Conservatory. It is $250 dollars for 4 tickets. Anderson move that we sponsor 4 tickets for $250 for the dinner, Sharp seconded, motion carried. Jay Lee and Mike Sharp will attend and maybe Rich Wheeler and Victor Cole. Rich is willing to give up his ticket for someone else.

**Students First Topic-visiting students, credit limit, satisfactory academic progress, and financial aid)** We discussed the co-registration option of the visiting students feature of Students First.

We discussed the co-registration issues of the Students First visiting students. Students are being allowed to register for courses that they may not be able to handle prerequisite wise and that the advisor does not know what courses the students are taking at other MnSCU institutions. There are also issues related to the special student admission codes which identify a non-degree seeking students. We believe that these concerns should be brought up in a Meet and Confer setting to see if the Office of the Chancellor is aware of these issues?

**Communications to Retired ASF-Rich Wheeler for Linda Meidl** At MSU Mankato we have had some requests by retired members to keep their email accounts active for receiving ASF notifications and possibly be allowed to attend ASF meetings as retired members? Linda Meidl wanted to know if the ASF State Board has a problem with this practice. The ASF State Board discussed this issue and does not see any problem with this happening but that the local ASF campus president should use discretion on what events and activities they can attend.

**Issues with Benny cards-Jillian Quandt** Some WSU members are reporting a number of receipt requests and that they are having to send these through many times in addition to having receipts match up the dates on the Benny forms used by the provider. Rich Wheeler believes that the stores that are sending information to Eide-Baily are different than the receipts since they send the information electronically to them and it takes awhile for Eide-Baily to get the information from the store. Rich noted that mailing in receipts works better than faxing them in and we continue to have discussions at the coalition bargaining about this issue. Eide Baily reported to us that the IRS about this benefit and that is why they are scrutinizing documents being sent in by the members.

**MOA on Health Insurance-Rich Wheeler** If we are presented an MOA to extend open-enrollment health insurance with no changes from the current contract as of last year I move that we authorize the State Exec Board to sign this MOA with management to extend our current health care plan, Jay Lee seconded. Motion carried

**Local Meet and Confer Agenda Items-Jillian Quandt** Jillian noted the meet and confer contract language in the ASF contract which identifies the topics that we can discuss with management? Jay Lee noted that he meets with the Interim SWMSU president to discuss the items that are going to discuss on the agenda. MSU Mankato does the same kind of thing where they also compare notes on what is being discussed on the IFO agenda which helps us cover all of the topics important to members. Mike Sharp noted that at SCSU he sends the campus president the agenda items and that this sets the course for the meeting.

Jim Anderson noted that a new campus ASF president training might be a good idea in the summer when the new ASF president takes office? This could be coordinated with the ASF State Board Summer meeting and Stewards Training, and involve the outgoing presidents and new incoming presidents. Victor Cole mentioned that he meets with the Metro campus president and HR director regularly to discuss topics and work on agenda items. In addition, he meets with other campus administrators regularly to keep on top of issues that might need to be discussed?

**Campus Reports**

**Bemidji State University – Kerry Ross** Bemidji State University and Northwest Technical College, operating under one president, have a number of people appointed as interim in leadership positions. These positions include NTC provost, BSU VP of Academic and Student Affairs, VP of Student Life and Development, BSU Admissions Director, Chief Information Office, Dean of the College of Business, Technology and Communication, and Director of News and Publications. President Hanson is implementing “work groups” to analyze current structure of the university and college looking at issues ranging from Access and Partnerships, STEM, Student Success, Academic Program Development, Legacy Programs, Administrative/Academic restructuring, and Title 9 Compliance/Division II athletics.

These interim appointments have caused movement of people out of ASF to fill these leadership positions, or other positions left open because of ASF members being promoted to these interim appointments. This movement has moved our ASF Past President Lynn Johnson and ASF President Elect Andy Bartlett into interim positions classified as excluded administrators. Our current ASF President Marla Patrias has submitted her name for a newly created position that was classified as excluded administrator. This position is a chief development officer for the BSU Foundation. This movement is concerning because 1) it wipes out our presidential suite for campus ASF, and 2) it reduces our already small membership roster to be even less. Current ASF positions being searched are PT admissions rep for underrepresented/minority students and an assistant director of 360 Center of Excellence.

**St Cloud State University-Mike Sharp**

The dust is still settling around the dramatic reorganization of the academic side of the house (we went from 5 colleges to 2 colleges, 2 embedded schools, 4 independent schools and a variety of programs and yet to be defined institutes). There is a high proportion of interim deans and associate deans and current plans include searches occurring during spring semester for many of these positions. Early retirements were disproportionately offered to ASFCME colleagues and issues of work load and space allocation continue to simmer. The large redistribution of what might be termed clerical work has raised questions for some members about how we define bargaining unit distinctions while we step forward to maintain service in the midst of reduced resources.

Two members received layoff notices at the end of FY11 and one has now been able to move to an open position on campus. Turnover in the director position of HR has added to the complexity of working together to be certain that these two members were treated fairly within the procedures outlined in our contract.

Reorganization efforts continue this year which affect many of our members. Examples include a comprehensive review/reorganization of academic advising, the formation of a University College, a review of orientation for new students and the dust settling on some new roles and organizational structure in areas of Student Life and Development.

We are also working to get a better handle on tracking fixed term positions to be certain that term timelines fit within the confines of our contract. We are also trying to be more assertive in catching attempts to extend contracts for members funded with Access and Opportunity Fund in time to have the members classified as probationary.

**Local 320 Announcements** None

**Meet and Confer Agenda Items**

**ASA Shared Governance Process**

**Response to Strategic Framework Document**

**Students First Update**

* **Visiting Students**
* **Grad Planner**

**Budget Update**

**Legislative Plan for 2012 session**

**Please note:** Meet and Confer will be at 2:00 p.m. on October 28 at the Officer of Chancellor and our prem

Mike Sharp moved to adjourn at 11:40 am, Kerry Ross seconded, motion carried