**MSUAASF State Board Meeting**

**March 21st and 22nd, 2013**

**Woodbury MN**

**Attendees: Jim Anderson, Layne Anderson, Pam Ekstom, Eduardo Gutierrez, Adam Klepetar, Jefferson Lee, Shirley Murray, Barbara Oertel, Linda Meidl, Shirley Murray, Jill Quandt, Tracy Rahim, Mike Sharp, Kari Seime, Fran Umerski, Richard Wheeler**

**Meeting Called to Order at 11:15**

**Board vote on CBA:** Bill Brady will come to Woodbury to sign it today and it will go to JSER tonight (although it is possible they will not have a quorum so it will be delayed) and then the Legislature will need to sign it.

**Sign CBA with Management:** Board of Trustees voted to approve our contract 3/20.

**Officers’ Reports**

**President--** I had a pre-meet and confer meeting with Bill Brady, I would certainly encourage us to continue this practice. That day I also attended the Education of the Future meeting.

I testified to the senate sub-committee on higher education with the chancellor and his staff. I focused on the importance of funding MnSCU so that we can continue to serve students inside and out of the class. I further focused on work we do with “at-risk” students, data analytics and early intervention.

Attempted to attend Education of Future meeting but couldn’t park! On the ride home I spoke with the Chancellor several times to discuss if our contract should be ratified at March or April board meeting. After doing research on his end the chancellor determined that our members had a chance for quicker money if the contract was approved in March. I was also asked to testify at the House committee but after the U of M did so the system office staff changed their minds and decided not to include third party representation.

Met with Rich and Brian Aldes to discuss legislative initiatives for ASF. We also signed the affidavit allowing the contract to move forward.

I participated in a WebEx about technology priorities for MnSCU lead by Jonathan Eichten. The major outcome of the meeting was our belief that a new group needs to be created focused on student advising and retention. We are also concerned that technology will be developed or purchased for the whole system that will better serve Community Colleges than Universities.

Attended the 3/20 board meeting where 3 new presidents were names. I was impressed with the collective bargaining experience and even union experience of the candidates brought in. The contract was ratified and I signed it with Chancellor Rosenstone. Massive Open Online Courses are clearly a major point of thinking for the MnSCU board and administration moving forward. I think we need to develop an opinion/message. I wonder if we should meet with IFO leadership on the issue?

**Vice President:** I attended the Transfer Oversight Committee meeting with Linda Meidl from MSU Mankato on March 1, 2013 and will have a report on this meeting later.  The ASF Board has paid our graphic designer for the new ASF logos.  Please be aware that on the original logos that I sent out, there were some missing dotted I’s on the top line of the logo.  The designer updated these and I sent out the updated logos to use on brochures and our website.  If you need the updated logos with the dotted I’s please contact me.

**Secretary**

**Motion: Gutierrez/Rahim) to approve minutes motion passed**

**Treasurer;** Account Balance as of March 21, 2013 $103202.58 Details will be sent out as an attachment with the minutes.

The board discussed our budget balance and agreed to keep the $1.50 charge per members. Pam will create a pie chart to broadly describe how ASF spends their money.

**Motion: Umerski/L. Anderson moved to approve treasurer’s report. Passed unanimously.**

**Motion: M/S J. Anderson/Murray ASF would like to acknowledge Pam Ekstrom for her excellent work as treasurer. Passed unanimously.**

Pam needed more information about the NCSCBHEP Bargaining Conference: Brian Jones, Adam Klepetar, and Mike Sharp are attending.

Pam is resigning once a replacement can be found

**Motion:** **Murray/Wheeler ASF shall permit travel advances for people travelling for ASF business that is consistent with policies used for other state travel. Motion passed unanimously, Klepetar abstained.**

Pam is going to update form anyway, so she can add a box for travel advance on front.

**Grievance Officer:** Rich updated us on multiple union dues. Change in legislative language that if a group requests dues deductions the employer must do that. IFO is doing so, we could also. The Board encourages local presidents to remind members that if they teach courses as adjunct they may end up paying IFO dues.

Audit of new dependents. Members with new dependents will likely get a request for documentation in April. 98% sent materials in. 93.4% were eligible. Of the remaining, ultimately 5.6% were ineligible; 1% were eligible. Annual savings for year one was less than the cost of the audit, but there will be additional savings in subsequent years.

**Motion: M/S Wheeler/Meidl The Board ratifies the action of the e-board on Feb. 22nd that authorizes the signing of the MOU. Passed unanimously**

Rich gave us the rosters from 320 as of 3/19. If you see changes, please send them to Sue Bastien. Statewide we have 763 members, 587 are full share, so a 77% full-share rate. Metro has an exceptionally high rate of 90%, the other campuses range from 72-78%.

Rich is working on setting up a meeting with the security personnel. The Task Force met after our M&C and it was clear that there was a change in tone at that meeting that aligned with the System statement that there is not a concerted effort to remove these positions from ASF. However, it is still likely appropriate to continue the efforts to change the legislative language regarding ASF members being supervisors as it will be relevant to other situations.

Twins Tickets: Local 320 has provided 2 tickets available for each campus. Kari will be bringing tickets to the campuses she is visiting in the near future. The others should hold drawings at local meetings and contact Rich with the names of the full share winner. The guest does not need to be an ASF member.

Distribution of Collective Bargaining Agreement. Contract language each of the parties is responsible for the distribution of the contract to current members. MnSCU is going to print a small number, but will mostly distribute electronically. ASF needs to discuss what we are going to do and talk to management about it.

After discussion, it was decided that ASF wants a copy of the full version signed original and we will be responsible for printing copies for our current members. Management will send the link to new members and Teamsters will send paper copies to new full members.

We should survey members in the future to find out how many want paper copies.

**Committee Reports**

**MSUAASF Committees:**

**Negotiations** (Kari Seime) Will need to start meeting soon for the next round of negotiations. Campuses that do not yet have a negotiations representative should let Kari Seime know as soon as it is determined and she will contact them to determine a meeting date. They will likely meet in at the end of May to put a survey together. We discussed potential topics: wages, career steps, contract language regarding allowing experience instead of a bachelor’s degree, bilingual requirements for positions without pay increases, the Creditable Work Experience worksheet and Position Analysis Matrix.

**Motion:**  **Klepetar/Gutierrez motion/second that Klepetar and Wheeler serve on negotiations.**

Legislative (Mike Sharp) Mike will send the report

**Membership** (Linda Meidl) We purchased a 1 year membership for Survey Monkey. Linda asked if there is a way to email all members statewide. For now she will just send it to campus presidents and ask them to forward it. She has a draft of the new brochure and asked for board feedback. Estimate for design and printing 2,500 was in the range of $700 might increase somewhat with revisions.

MnSCU Committees:

**Policy** (Barb Oertel, Adam Klepetar, Linda Meidl) Is meeting tomorrow. They will send a very detailed survey to CAO and CSAO on each campus to see where the areas of most concern in policy language.

**Assessment for Course Placement** (Holly Schuck) B. Oertel reported that there seems to be a change in the committee with a questioning of whether the traditional developmental course model is effective. Evidence suggests it is more effective to embed some remedial elements in a traditional for credit course. The committee composition is heavily 2 years and that likely makes it more difficult for them to change the mindset as 2 years are heavily invested in remedial course work.

**Defined Contribution Retirement Committee** (Wheeler) Rich attended a meeting. There was a report from each of the fund managers. Members are encouraged to attend the TIAA webinars and individual appointments. This committee has initiated term limits of 6 years.

**IT Council** (Braden Kuznia, Pam Ekstrom, Matt Trombley) They met this morning and Pam will give a report later after she has had a chance to review the WebEx.

**System Evaluation Committee** (Deb Carlson and Diane Berge) The SEC met on February  5, 2013 at Wells Fargo Place, St. Paul.  Both Debra Carlson (SCSU) and I were in attendance as ASF reps to the committee. We had 1 appeal:  the BSU Associate Director of Enrollment and Admissions position.

The result of the appeal was successful and the position was assigned to Range D, having previously been at Range C. It was a very close decision within the committee due in part to some questions and considerable discussion related to the re-organization that appeared to have occurred at BSU in which there was no longer a Director of Admissions. The discussion also pointed to the importance of having clear and understandable ORGANIZATIONAL CHARTS along with accurate and appropriately detailed answers to the questions on the Position Analysis Questionnaire.

**Transfer Oversight Committee** (Jim Anderson) We discussed the system initiative to conduct “reverse transfer” for students who have already transferred into one of the state universities from a community college.  There have been two steering committee meetings held looking at how to find these students (data elements) and how campus residency requirements would be impacted depending on the number of credits left to complete their AA degree?  This information is still being reviewed by the committee.  One issue is that some students have already met the graduation requirement at the community college for their AA degree and do not know it so a process will be developed to inform these students, and work with them to process their paperwork to confer the AA degree.

A long discussion was held regarding the process for the TOC to review the MnTC courses identified by system office staff as possibly not meeting the guidelines of the MnTC?  The intent would be that the TOC would not look at every MnTC course being submitted by colleges and universities but instead those that look to be problematic (possibly not meeting the MnTC guidelines).  This would involve a system procedure change that would delay colleges and universities from placing MnTC courses into curriculum until they are reviewed at the system level.  The idea would be to have the system review be done monthly as courses are submitted and any TOC committee review would be done monthly during the academic year as well to insure timeliness.  One TOC committee member wanted course equivalency issues brought to the TOC for consideration?   The committee decided that an appeal to the system office staff similar to a student appeal would be the best way to deal with instances where a faculty/student believe that one college course should be equivalent to another college’s course.

The Board discussed implications of reverse transfer on our campuses. Although we support the idea of reverse transfer, we are concerned about the resources that will be necessary to implement it.

**SA Council** (Jim Anderson, Jill Quandt, and Jay Lee)

Since the Assessment for Course Placement committee is a sub-committee of the SA council we heard an update about their discussion of looking at different/more measures for placement. They are also reviewing the ACT and College Board products and will have a presentation in April from ACT. We discussed the challenges of providing student services to visiting students. As the lines between Student Affairs/Student services blur and different institutions may house programs in different silos we need to acknowledge that students may not understand or even care about the distinction and just need an easy way to find information. We reviewed some example web pages that are virtual one stop shops for student services and discussed forming a sub-group of this council to create a template for services web pages.

**AA Council** (Adam Klepetar, Shirley Murray) Has not met.

**Coordinating Committee** (Adam Klepetar, Jim Anderson, Pam Ekstrom) Has not met

ASF agenda item for the Coordinating Committee: We think there needs to be an advisory group for Advising and Retention.

**Old Business**

**ASF brochure**: Linda had 2 versions for feedback. The group liked the cover with the map, but with ASF logo larger. For the inside design use the simpler design that has the logo and banner on the bottom. The back cover will be from the brochure with the map on the front, but we want the traditional Teamsters logo.

**Negotiations Conference** Discussed during Treasurer’s report.

**IFO dues/multi-bargaining unit dues:** Discussed during Grievance Officer report

**Web-site** (Layne): The board answered a series of questions that Braden Kuznia, a Moorhead member who is working on this project. We are leaning towards a state site with room for each campus to put their local site, with the acknowledgement that some campuses may choose to just put a link to their current site. The state association would be responsible for the costs. Ideally we would want different levels of access to different parts of the site. There was a discussion of where the responsibilities for website maintenance would fall. For example, should there be another board position, and if so would it be elected or appointed? Should it fall to the secretary or membership representative, but perhaps with release time?

Layne will talk to Braden about setting up the state site

**Motion: Wheeler/ Murray Authorize Layne to make arrangements to purchase the asf.org domain if available or msuaasf.org domain as a second choice and to reasonably compensate Braden for creating the redirect to the current website. Passed unanimously**

**New** **Business**

**Leave time reporting:**  Federal laws regarding exempt employees taking leave would technically apply to us. Taking two hours or less off campus, should not have to take leave. For 3 hours you would take half a day. However, when the system HR folks discussed this, it seems Mankato may be the only one doing this and that was the experience of the board members.

**Supervisor authority legislation:** Even though the security and safety officer situation is being handled the larger concern about the legislative language is still valid.

**Nellie Stone Johnson Board opening:** We have 2 spots, there are currently filled by Stanley Hatcher and Ahmad Shazad

**SEC position allocation.** The matrix was completed in 2004. Many campuses find that some members with considerable responsibility are still stuck in a Range B. It is hard to attract strong candidates to positions with responsibility but low pay. There was discussion about the need to hear back from our SEC representatives, and perhaps one of them could attend the board meetings. We will reach out to our current representatives. It would be helpful to have CEC/SEC training more often.

**Equity Study Oversight Group**—is going to start meeting and we have 3 spots.

**Motion: (Sharp/L. Anderson): Jim Anderson, Barb Oertel, Tracy Rahim will be our representatives on the salary equity study oversight group. Motion passed**

**Board Picture for new website at next board meeting.** Board members should be prepared to have their picture taken and the July board meeting in St. Cloud.

**Treasurer position/IT and Coordinating Committee replacements for Pam.**

**Motion: Murray/Sharp: Quandt will be our representative on Coordinating Committee and Rahim IT . Motion passed.**

Board members should recruit for the Treasurer position, with the hope that we could identify someone very soon to work with Pam during the transition. All those interested should contact Adam on his cell phone 320 493 6484.

**Motion: Wheeler/Lee President, Treasurer and Past President will be identified as signatories for financial purposes. Passed unanimously**

**Campus Reports:**

**Please send Jill a 1-2 paragraph summary of your report.**

**Mankato:**

We are in the final stages of provost search and also have several VP and dean searches under way.  These have been going well, with good representation from our bargaining unit.

Mankato continues to have education presentations each month at our general membership meetings.  The March topic is on the position matrix and process for re-evaluating campus positions.

We have also experienced some challenges with the interim HR director also being the Affirmative Action director.  The combining of these roles has led to some questions, just as the relationship of the positions has led to questions on other campuses.  This may be an item for further statewide discussion.

**Winona:**

* Fall 2013 admitted students are on par, but our housing deposits (one of the top indicators for if they are coming) is down which is concerning.
* Our VP of Student Life & Development has been named as President-Elect at Southwest State. Our VP of University Advancement has been named Chancellor-Elect at UW-Eau Claire. More than 50% of our members report to those two areas. Waiting to hear what the plan is for interims/replacements.
* Have campus interviews for 4 VPAA/Provost candidates in the next two weeks.
* Have formed a work group of ASF/HR/Cabinet to look at our employee development plans and probationary (and possibly fixed term) employee evaluations. Thanks to all campus presidents for sending out their current forms/information.
* Have 8 active ASF position searches with more coming.
* Will be having summer discussions on campus regarding our affirmative action policy. In terms of ASF, we hope to add further clarification on external vs. fixed term status and the parameters for ASF searches.

**Motion: J. Anderson/Rahim ASF would like to thank Jayne Washburn for her many years of service to ASF and to authorize $50 for the purchase of a gift card. Passed unanimously**

**Local 320 Announcements:** Reminder of the importance of following the Local 320 reimbursement guidelines outlined in the email Kari Sent previously. The forms are available on the Teamster’s website. Business purpose needs to be clear on every form. Sue Bastien is the contact at Local 320

Local 320 is tightening up the process for reimbursing campus associations and/or members and I need to let you know about all information we need before reimbursement can be made.  Please make absolutely sure that if you are submitting expense and/or mileage to local 320, you provide ALL of the following information:

MILEAGE REIMBURSEMENTS

1.  Local 320 mileage reimbursement form available on the MSUAASF website filled out completely, including addresses of your beginning and ending location(s) and purpose of the travel, along with your complete U.S. Mail address.

EXPENSE REIMBURSEMENT FOR CAMPUS ASSOCIATION

1.  Local 320 Expense reimbursement form available on the MSUAASF website filled out completely with the name and complete U.S. Mail address of the person/entity to whom the reimbursement check should be issued - we will no longer accept bills directly from vendors.  The campus ASF must pay the vendor and seek reimbursement from 320;

2.  An itemized receipt for the items for which you are seeking reimbursement, along with a receipt that the campus association has paid the bill; and

3.  A copy of the sign-in sheet from the meeting.

Expense REIMBURSEMENT FOR MEMBERS (Negotiators, Campus Presidents for Meet and Confer, etc)

1.  Local 320 expense form filled out completely, including the name, purpose of expense, and complete U.S. Mail address of the person seeking reimbursement; and

2.  Itemized receipts along with credit card/cash receipts for the expense.

Note there will now be two separate forms, Local 320 mileage and Local 320 expense.  All of the foregoing information needs to be provided prior to reimbursement being made.  If a request is incomplete, it will be returned to the person requesting reimbursement for completion.

**M&C Agenda Items**

Legislative and Budget Updates

SEC

Analysis of data from the past year. How many ASF positions went up for review, how many of   
 those were upgraded to a higher range?

Training: With turn over what is the plan for training?

Follow Up on Grad Follow Up Survey

Reverse Transfer: How is the $500,000 grant being used? This will create additional workload, especially for the 4 year institutions to work with students who may be good candidates for reverse transfer.

MnTC: Are there plans to revise the MnTC? Is there are, what will be ASF opportunities for input?

Members paying multiple dues: Is there a mechanism to clearly inform employees who will be required to pay dues to multiple units of the details in a timely manner? For example, ASF members who teach enough adjunct credits to pay IFO dues.

Follow up on NeoGov Data Policy

Campus Affirmative Action Officer/EEOC. Is there direction from the system office on the relationship between this position and HR Directors? If ASF has feedback, what would be the appropriate avenue for us to share this?

System Office item:

Proposed Amendment to Policy 5.23 Security and Privacy of Information Resources (documents emailed with agenda).

Other items: The system office has expressed interest in developing personnel. It would be good for ASF to discuss at the next State Board Meeting how we could work with the system office to promote a systematic approach.

**Future Meeting Dates:**

April 5, 2013 Meet and Confer (No Adam)

July 25th and 26th: Presidential Transition training and Board Meeting. Also discuss roles of board members, especially in light of web page maintenance.

Tentative additional dates:

Oct. 24th and 25th 2013

Jan. 30th and 31st 2014

March 20th and 21st

**Proposed M&C dates:**

**September 6, 2013 (a must for chancellor)**

November 22, 2013

January 10, 2014 –this is only 6 weeks after the Nov. meeting and the Friday before classes start, so we would like to move this to February, ideally the 7th or 14th.

April 4, 2014

--all meetings will be from 10-11:30 a.m. and on Friday’s.

Motion to adjourn at 12 pm: J. Anderson/Rahim. Passed unanimously.