**MSUAASF State Board Meeting**

**October 24-25, 2013**

**St. Cloud State University**

**Draft of Minutes—Subject to final board approval.**

**Attendees:** Carol Grimm, Jim Anderson, Tracy Rahim, Shirley Murray, Juan Rangel, Kari Seime, Brenda Zamlen, Rich Wheeler, Jefferson Lee, Michelle Frenzel, Susan Bayerl, Jill Quandt, Mike Sharp, Adam Klepetar

**Campus Reports send to Jill if you want included in minutes**

Mankato ASF met to discuss and formulate feedback on "Charting the Future" and also to discuss contract negotiations. We are scheduled to meet with Kari on December 3. Our social committee has been active in setting up opportunities for members to meet and build relationships and our membership committee held an outreach and orientation event for new members in September. University committee membership and involvement are strong.

WSU Campus Report

* We’ve made changes to our local constitution and bylaws and created a membership coordinator position. This person is doing a great job in recruiting new full-share members.
* Several searches underway for 3 academic deans and the VP for University of Advancement. They are assessing the needs for our Student Life & Development division with 2 interim associate VPs filling the VP role currently.
* 8 ASF searches currently going
* Our HR Office is taking over most of the functions for SE Technical in Winona and Red Wing. They will eventually hire 2 more HR employees this year.
* Launching strategic planning for the campus through 3 major campus committees.
* Overall enrollment is down ~ 1.4%. However, new under-represented minority students is up 25% and new degree-seeking international students is up 18%.

Discussed having the 320 membership form on the website. Sue will work on making some of the reimbursement forms online and fillable

**Negotiations** (Kari Seime): We have hit a wall in negotiations on the economic issue. MnSCU is claiming that they do not funds to a compensation increase beyond 1.87% (and insurance increases would basically chip that away to nothing) which is 1.13% less than the other units that have settled. They are claiming that IFO Career Steps are one of the fixed cost that nothing could be done about, which seems unfair.

We need action on the part of the general membership to push that our salary increase needs to be in line with what other state employees are receiving. We are starting a contract campaign. Gus Froemke, 320 Communications and Government Relations Director was called in because there is a need to push beyond what can currently happen at the negotiations table.

There is a need to educate the membership that the rules have changed and this is not similar to past negotiating situations. Kari will send a letter to members at their homes explaining the importance and urgency and with info. on how to sign up for action alerts.

Regarding the decision to drive folks to 320 website--it is a way to keep our communication confidential—only members can access the negotiations notes. It can be set up so when there is an update published an email alert will be sent to direct people back to the website.

Gus Froemke – Local 320 Communications and Government Relations Director: Negotiations   
 strategy

Encourage members to join the online forum on the Local 320 Website

Encourage members to join the Local 320 Action Alert System

Refer to handout and website for more information

Message Working Group—Adam, Gus, Kari, Rich, Mike

Discussed what our voice/connection to Local 320 once Rich retires as well as the void in terms of the grievance officer. We are also concerned about how much of past practice is not in really known beyond Rich and a very small number of other people.

**Officers’ Reports**

President: Adam will send to me

Vice President: Attended 2 Student Affairs, 1 Transfer Oversight, and 1 Coordinating Council meeting. Details of the meeting are included in the committee reports below.

Secretary—Discussed the abridged format of minutes and board indicated it was useful. Waiting until the board approves the minutes before sending to members/website means there is a 3 month delay. Suggested we put a statement at top saying Draft—Subject to Final Board Approval

**Motion: Murray/Rahim M/ S to approve Secretary’s report. Passed unanimously**

Treasurer: Account Balance as of 10/24/2013--$109,351.38

Business Savings Account Balance--$40,674.17

Total Interest paid 2013--$26.45

Business Services Checking Account Balance--$68,677.21

**Motion: Wheeler/Jefferson moved to allocate the extra $43.06 cost for laptop (included external hard drive for back up) and $216 for Microsoft Office. Passed unanimously**

Suggested we set up a Direct Pay account with Grandstay. Those staying for MSUAASF business will need to make their own reservation and it is essential that they say they are part of MSUAASF

**Motion: Wheeler/Lee moved to reimburse Mike Hodapp for mileage for audit. Passed unanimously**

Sue will work on developing a proposed budget—she will contact Pam to locate previous versions.

**Motion: Murray/Rangal moved to approve Treasurer’s report. Passed unanimously**

Grievance Officer : The HR issues at Metro could have statewide serious implications if it is not cleaned up before the end of the year. If there are issues with HR at your campus resist ask for assistance because if it is not resolved quickly the impact on members and time/effort to resolve is problematic

* Confirm MOA’s & MOU’s

**Motion: Wheeler/ Murray Exec committee seeks board ratification of the approval of the extension of intermittent appointments Passed unanimously**

**Motion: Wheeler/Rahim Exec committee seeks board ratification of the authorization of the FY 2014 Insurance Article Passed unanimously**

**Motion: Wheeler/Rahim Exec committee is seeking the board to ratify the MOU from MnSCU to continue FY13 to FY14 PDF Passed unanimously**

**Motion: Wheeler/Quandt Moved to authorize the signing of an MOA with regard to the extended probationary and notice period for a St. Cloud State employee. Passed unanimously**

CEC training—efforts should be made to consult regarding the scheduling of CEC training to get more people trained.

There has not been action on moving safety and security into a different unit. Adam will be receiving an update.

Changes at system office: Jim Jorstad will be the primary system contact for ASF, except that Betsy Thompson will be the main contact for negotiations since she had already started the process.

Nominations and Elections Committee – 2014 is an ASF officer election year and the process begins in early January.Current e-board members need to decide if they are running for re-election and we also need to think of campus members to encourage to run. The Board agreed that Rich Wheeler would continue on the nominations committee and Tracy Rahim will be the third person on the committee.

There have been some changes in the Joint Labor and Management Committee that may lead to more true collaboration.

Katie from 320 is processing a lot of new member applications and will send rosters out to campuses in mid-November

Salary upon hire: The MnSCU documents sent to HR offices does not include the idea of hiring up to two steps above target. There used to be that explicit 5 step language, and while it may have disappeared at some point there has been an on-going understanding/language that enforced the idea of the 5 steps. Our brochure says they can ask for 2 steps above. There is language that says it can be negotiated up to mid-step of the range without the need to consult with the system office with supporting explanation. It might be better to have any future language in our brochures and web pages to match the language from the Initial Hiring Salary Placement document and be very clear that this is their only opportunity to negotiate your salary.

ASF positions going to MAPE and MMA. Overall ASF has grown and the number going to other units is not huge, but it is important to track.

**Local 320 Announcements:** Information from Gus shared elsewhere in minutes.

**Committee Reports**

**MSUAASF Committees:**

**Legislative** (Mike Sharp): Mike will send it to me

**Membership** (Linda Meidl)

**MnSCU Committees:**

**Policy** (Adam Klepetar, Linda Meidl, Jefferson Lee) Leslie Mercer is retiring so Mike Lopez will be leading that group. They are working through the academic policy to look for what is important and manageable/least controversial.

**Assessment for Course Placement** (Chee Moua , Juan Rangel) No Report

**Defined Contribution Retirement Committee** (Richard Wheeler)

Advisory Committee. The Committee has not met since the last Board meeting in July. The last meeting was on May 1. The next meeting is on October 30.

The discussions at committee meetings has been centering around the various fund performance stats and the information to participants (mostly the educational pieces and meetings).

TIAA-CREF has ramped up the info that has gone out to participants on the availability of staff for private meetings and also the web ex and on line seminars. MnSCU has been archiving the recent informational meetings on their web site through 3 links from the MnSCU retirement web site: <http://www.hr.mnscu.edu/employees/retirement/index.html>

There has been some discussion about having a longer term archive of things available, but the concern has been that some of the information gets outdated and there is a concern of people using out of date information to make decisions.

If there is anything urgent I can report it via e-mail. Otherwise, there will be a report at the winter meeting.

The upcoming DCR Advisory meetings are: October 30, 2013

January 29, 2014

April 24, 2014

**IT Counci**l (Braden Kuznia, Pam Ekstrom, Matt Trombley)

* They have created a task group to focus on D2l issues & updates within this council. With the roll-out of D2L version 10.1, there were approximately 15 pages of issues that were reported. IFO/MSCF not happy that the roll out happened over the summer.
* GPS Lifeplan website/resources: There is an initiative to roll this out system-wide. The council had a preliminary preview of the website for those not familiar with it. Further discussion will be had during the December meeting as there needs to be budget allocated for the roll-out.
* Jon Eichten reported on the “Top 13 Priorities” of the council. HIGHLIGHTS:
  + Closed Captioning/ADA needs: Determined this is not a project for this council. ASA needs to act on it as there needs to be human resources behind it.
  + Educational Intent/Address Change for Students: ASA is leading the charge with Mike Lopez
  + Graduate Follow-up: They are working on this through the co-op.
* E-folio: it was recommended last spring to defund e-folios as campuses are finding other resources. Now it is being funded through 6/30/15 for no more than $60,000 more.

Tracy indicated that having ASF reps with technology backgrounds or who work with implementation of the system tools attend the meetings is important as it is hard to track the conversation because of the specialized jargon. The board will consider the mix of representatives on this group.

**System Evaluation Committee** (Deb Carlson and Diane Berge)

1. There were no appeals for the scheduled May 2013 SEC mtg so it was cancelled.
2. On August 8, 2013 Diane Berge participated as the ASF rep co-presenter (with Wanda Barrett and Bill Brady) in the ASF CEC Training via WebEx. The power point used for that WebEx is attached and the ASF part was page 30 to the end.
3. In late August 2013, Wanda Barrett sent out the FY14 SEC meeting schedule and also updated us about SEC membership as follows: Betsy Thompson is the System Office - Vice Chancellor’s designee;  William Maki Bemidji State University is the Administrator designee and Sandy Reed, Winona State University is the HR designee.
4. We were notified this morning that there are no appeals for the scheduled November 5, 2013 SEC mtg next week, so it has been cancelled.
5. The remaining FY14 SEC meeting schedule specifics are:

Tuesday, February 4, 2014         9:00 am to 12:30 pm           Conference Room 3310, Wells Fargo Place, St. Paul

Tuesday, May 6, 2014                 9:00 am to 12:30 pm           Conference Room 3310, Wells Fargo Place, St. Paul

**Transfer Oversight Committee** (Jim Anderson) Met on Sept. 19th and heard a report from the Lumina Foundation grant team “Credit when it’s due” reverse transfer project. The team has identified a number of students at various state universities who nearly qualify for an AA at their previous community college, or have all of the requirements done to graduate with an AA. They are focusing their initial attention to the Twin Cities metropolitan area students at Metro State University, but have plans to move on to other state universities in the near future. We discussed the Charting the Future draft report and gave comments to Louise DeCesare. We discussed our next move to have MnTC courses that look problematic reviewed by our committee for placement consideration. Louise will be meeting with CAO’s in October to identify the process for campuses to submit their courses before campus implementation into their MnTC. A group of language faculty came to talk to our committee about allowing global language courses to count in more than one category of the MnTC.

Transferology rollout is March 31st. It will look at the courses the students have taken in MnSCU and show how they would transfer into a particular program level so students can compare what they would still need to finish at various institutions in the system. Incomplete or outdated information will be very problematic. We believe that Transferology needs to be brought to the Academic Affairs committee soon and we have questions about the reasons for the change and the implications/limitations compared to USelect.

**SA Council** (Jim Anderson, Jill Quandt, and Jay Lee) The Student Affairs committee met on Sept. 4th to review the Charting the Future of Minnesota State Colleges and Universities and had a discussion on the challenges to provide enhanced educational opportunities with the reality of declining resources in funding from the legislature. Some of the discussion topics at the meeting included: first generation and place bound students having less option for degree programs in their region due to ending duplication. Serving diverse students and providing them resources to be successful. There was also discussion about the complexity of certifying competencies, and how to use practical life learned skills, or corporate training, as a part of their educational experience. Finally, shared services and potential campus closures were discussed and the political implications of both of these issues.

The SA Committee also met on Oct. 3rd. A MnSCU health services task force has been established to look at student health care coverage options for the 2014-2015. There are four different options that the system office is looking at right now ranging from keeping the current student policy provider to dropping this provider and going with a MN SURE provider under the Affordable Care Act. A MnSCU official involved with the committee said that any new relationship with a provider will require a hard implementation model where students will have to prove that they have other coverage in order to not be required to buy the system coverage. A student is being given to students regarding the issue and the data will be shared at the next meeting. We also had discussion about the Charting the Future Draft Report and reviewed Report on Baccalaureate Programs on College Campuses.

**AA Council** (Adam Klepetar, Shirley Murray, Eduardo Guittierez) Discussed Charting the Future. There was unanimous support for accepting world language courses to fit into more than one goal area, as the U of M will now accept it in more areas. There are system wide issues with transfer. They are proposing a form that the Transfer Oversight Committee would send to a university to justify why they are not accepting a course from a community college. It is not clear if it’s just a feedback loop or a means to try to push the university to accept more courses.

**Coordinating Committee** (Adam Klepetar, Jim Anderson, Jill Quandt) The Coordinating Commission met on September 12th and discussed the composition and purpose of the group during the first part of this meeting. A decision was made to change the group to be an advisory committee comprised of the committee chairs of the four system governing committees. This will mean that ASF will not have any representation of the Coordinating Commission moving forward into the future. The second part of this meeting was to have comments solicited regarding the Charting the Future draft report.

**Salary Compression Study Committee:** They met once and will meet again on 11/21. The committee will be bringing in a consultant firm who is familiar with salary studies.

**Old Business**

Web-site : Braden will be paid for developing the invoice. We need to decide what to do to maintain it. The options discussed are hiring someone, looking for a volunteer, or making it part of an officer’s role. One possibility would be to pay someone for 1 year and then maybe transition it over to an officer role, perhaps with release time. Jill will look at what is currently being used for release time and what is available. This topic should be put on future agendas.

**Motion: Sharp/Grimm to hire Braden Kuznia to maintain the website at a rate for 1 year up to $800 Passed unanimously**

**New** **Business**

Delegate Assembly Committee Report: The group met and discussed the following:

**ASF Delegate Assembly 2014**

* Goals for delegate assembly
  + Build positive identity with ASF members across the State
  + Give input on strategic direction of ASF
  + Have more cohesiveness as a statewide unit--SOLIDARITY
  + Create an educational and information-sharing venue
* Dates
  + Summer is difficult for availability of members
  + Early to mid-October would be better (semester is going, weather is still good for travel)
  + Tie in with board meeting time: THURSDAY for delegates assembly, FRIDAY for board meeting
    - Wednesday evening: social hour (appetizers provided, beverages on own)
    - Thursday—10am-4pm: Delegates Assembly
    - Friday—8:30-4pm: Board Meeting
* 3-5 people per campus plus ASF State Board (50ish people)
* Central location in St. Cloud (Atwood)
* Topics
  + Educational
    - Wanda—CEC Training—1 ½ hours
    - Teamsters Services
  + Listening session on ASF issues/topics
    - Unlock Rich’s brain on past practices, procedures not outlined in the CBA, etc. (similar issues he is hearing on every campus)—1 hour
    - Additional compensation
    - Searches
  + Strategic Direction for ASF
    - Value within the system
    - Long-Range Goals
    - Involvement with other bargaining units—our place at the table on campuses and in the State
    - Charting of the Future—next drafts—where do we fit in with the final priorities
    - Negotiation/Contract priorities
* Logistics Planning
  + Finalize Dates/Times
  + Reservations at Atwood
  + Hotel Block
  + Meals
  + Evaluation—should this be done on a bi-annual basis eventually??
  + Session leaders
* Budget Considerations--$10,000
  + Atwood reservation
  + Food service
    - Refreshments
    - Lunch (TEAMSTERS?)
    - Social hour Wednesday—appetizers (TEAMSTERS?)
    - Hotel rooms for delegates
    - Mileage
    - Materials

**Motion: Murray/Shirley to move ahead with planning a delegate assembly next October. Passed unanimously**

Discussed the need to either do it on a weekend or seek release time—if we are including CEC training can it just be part of Professional Development? Campus Presidents should get feedback on the event and gauge interest.

Campus Maintenance: Need to look at if we want to vote on increasing campus support and make a decision in January—Sue can look at the numbers.

Grad Assistants as Admissions Counselors: Southwest—Grad. Assistant is doing campus visits and it’s in their job description. Brings up the question of them representing the university unsupervised and filling ASF responsibilities when there is an unfilled ASF position.

PIF Grants Reimbursements—many campuses have a committee of ASF members look at it before it goes to the President.

**Other Topics/Items**

**M&C agenda items**

* For meet and confer – propose a work group to look at the position classification matrix – possible revisions
* Coordinating Group—Since we do not have any members on this group we would like information about the new charge and direction of that committee.
* Transferology Update
* StarID—Information on system-wide rollout plan
* Legislative and Budget Update
* Use of search firms
* Metro Strategy Update

**Future Meeting Dates:**

**Board meeting**

Jan. 30th and 31st 2014

Move to March 27th and 28th so we can attend (Nellie Stone Johnson)

**Meet and Confer**

Nov. 22

Feb.14

Apr. 4

**MNSCU Board meetings—If you are interested in attending a Board Meeting let   
 Adam know.**

November 20th 2013

January 22nd 2014

March 19th 2014

April 23rd 2014 (awards for excellence in teaching, cc only awarded)

May 21st 2014

June 18th 2014

**Meeting Adjourned at 11:30**