**MSUAASF State Board Meeting**

**January 29-30, 2015**

**St. Cloud State University Welcome Center**

**Present:** A. Klepetar, R. Wheeler, T. Rahim, J. Anderson, S. Murray, S. Bayerl, J. Clark, E. Gutierrez, H. Phillips, O. Zimpel, Z. Johnson, J. Haak

**Campus Update – please see Appendix A**

**New Business**

1. **ASF transfer report position/strategy**

Concerns were discussed about ASF position on the transfer legislation and our involvement on various groups that are addressing the same issue. ASF wants to be sure that minority positions are recorded. We want to continue to be involved in all of the groups and conversations and encourage communication and transparency from the groups. We want all efforts made to bring the constituencies back together.

1. **Being on-call during designated holiday**

Question about Res Life staff (hall directors) being on-call for designated holidays. What is defined as “work” in our contract? It was reported that on other campuses, it is dealt with as comp time, informally, and not reported with through HR. It is best to be flexible with this.

Also, it was suggested that it would be useful to have a “road show” (by Rich, Jim J., others) about contract issues and HR practices.

1. **Voluntary leave without pay**

Jay brought forward that a member from Southwest went on cost-savings leave without pay. While on leave, her Benny Card was suspended without notifying her. HR/Payroll should have worked with the member. Jay will follow-up with HR on the Southwest campus.

1. **MSU Mankato extension of Fixed Term into 3rd year**

Reminder: these should come to the State Board even if the local board agrees to this.

This position is a placement officer within the College of Education at MSU, Mankato. The office was dealing with tremendous change and they don’t believe they could get the search done by October (when 2nd year ends). M. Sharp moved and T. Rahim second that this request be approved for a 3rd year pending an official request by MSU Mankato Human Resources. The issue of these requests coming to the State Board will be brought up to Jim Jorstad by President Klepetar.

1. **Response to Governor’s Budget and IFO/MSCF/System office joint statement**

Do we make a statement? We want to continue to collaborate, but we are not in a position to mediate the conflict between other faculty unions and administration. We need to work with the legislature and continue to collaborate with all parties toward a resolution. We know the timeline is tight and the stakes are high. Adam and Mike worked on a joint statement to be sent through campus Presidents to the membership and posted on the website regarding the current status of Charting the Future and all of its implications. **Motion by M. Sharp, second by J. Haak to approve the statement, motion passed.**

1. **Affordable Care Act Issue**

A member at Winona went from part time to full time and became eligible for ACA; now the member has complications with needing to have our insurance as primary. Our contract is silent on the Affordable Care Act. Be aware of these issues for part time employees who this may impact.

1. **Consultation on Extra Duty Pay**

Need to know that the minimum in the contract is not the maximum. Sometimes it means looking at job description and whether it needs to be revised. Always need to have the conversation up front. You might also want to consider the option of honorarium.

1. **Contracts not Approved by the Legislature yet**

Adam has been meeting with lobbyists from IFO and MSCF about strategies to get this done. There is a bill that will be considered to approve the contract next week.

**Old Business**

1. **Campus maintenance follow-up discussion**

March 15 is the deadline to let Sue know how many full share members are on each campus. She will then send $15 per full share member to the campus; it is ok to send a scanned PDF document. A discussion was held on the use of maintenance funds and possibility of decreasing it for FY 16. **Motion by M. Sharp, second by Z. Johnson to set the FY 16 campus maintenance amount per member at $12. Motion passed.**

1. **Bachelor’s requirement for ASF positions**

When this was brought to M&C, they said it was a Negotiations issue. It was discussed in Negotiations and Central Administration feels strongly that this item is not going to be agreed upon. Adam said we should keep the issue active on Negotiations and present it as a potential accreditation issue.

1. **BOT (Board of Trustees) Service Award**

Concerns were expressed about the tight turn-around. Adam asks that we make every effort to get nominees from each campus.

1. **Strategic Planning follow-up**

We are awaiting the information from the planning session at Professional Development Day (via Adam) before a conversation can be held. Plan for this at March meeting.

1. **Professional Development Day 2015**

Participant evaluation summaries were forwarded to the Board – overall very positive – please review these. The actual expenses for the event were lower than budgeted, with the total being $5,214.28 ($10,000 budgeted). An topic idea shared for the next PD Day is Retirement Planning, etc.

1. **Website**

Teamsters is currently not taking care of the website. Janet will reach out to the Teamsters to find out what the process is for getting information on the website. The letter of support for Charting the Future was not on the website. Gus will be the contact at Teamsters for the website. They need to know what our expectations are so they post what we want.

**Officers’ Reports**

**President Adam Klepetar’s Report:**

Since our last meeting I have been actively participating in the following:

Academic Affair Council

Transfer Legislation meeting – there have been 4 in person meetings and 1 conference call with IFO/MSCF/MSCSA/MSUSA

HELL group – Higher Education Legislative group – several meetings with Bernie Oman, John Bohn and Gus.

Charting the Future Steering Committee

Sub Group on rules of engagement

Sub Group on Summit

Board of Trustees ASF Award

Visited Mankato and Bemidji

**Vice President Jim Anderson’s Report**

I attended a Student Affairs Council meeting on December 4th. I also attended a Charting the Future meetings on December 5th and 19th, and January 19th. I also attended a Transfer Oversight Committee on January 22nd (details under each respective section of committee reports)..

**Secretary’s Report: (Shirley Murray)** See previously forwarded document from 10/31/14 Board meeting. **Motion by E. Gutierrez, second by R. Wheeler to aprove as amended. Motion carried.**

**Treasurer’s Report: (Sue Bayerl)** See attached.

This was sent previously to the members and will be attached as Appendix B to this report.

**Motion by J. Anderson, second by T. Rahim to purchase a table for Nellie Stone Johnson dinner on March 26. Carried.** (Board will meet at Green Mill/Country Inn Woodbury that day to allow attendance at the dinner.)

**Motion by M. Sharp, second by J. Lee to approve treasurer’s report. Carried.**

**IRS Nonprofit Status**

ASF should be a non-profit separate from Teamsters and filing a Form 990 each year. **Motion by R. Wheeler, second by T. Rahim to have S. Bayerl pursue hiring Eric from Legacy CPA’s (recommended by the Teamsters) to get ASF in appropriate standing with the IRS. Motion passed.** Sue will follow-up by email with information on this as it becomes available.

**Grievance Officer’s Report** (Rich Wheeler)

Campus Presidents need to make sure management knows who their stewards are so they know who can attend meetings. It is recommended that there be a number of stewards on each campus. Also, stewards need to keep notes confidential and retain for three years.

MOA was signed for a $5000 Service Award. **Motion by R. Wheeler, second by O. Zimpel that the Board approve this MOA. Carried.**

There’s been a request by MnSCU that an alternate representative be available for SCC to make it easier to schedule meetings. **Motion by R. Wheeler, second by T. Rahim to appoint Eduardo Gutierrez as the alternate for SCC. Motion Carried.**

**Local 320 Announcements**

**Lobby Day** is March 18th. This is an important day, especially given the MnSCU budget situation. It is suggested that members stay in contact with their legislators even before Lobby Day. Member expenses for Lobby Day (except the pay for the day) will be covered by Teamsters.

**Negotiations**

Kari Seime was re-elected as chief negotiator.

Board members asked that items that were brought up at Professional Development Day be brought to the Negotiations table this round, as well as those in previous survey information. The survey to membership for this round’s Negotiations has been redesigned and will be sent to membership in late February. Until the budget is set, there will be no negotiation on monetary items. Each campus should have an alternate negotiator and this person will be invited to the February meeting.

**Committee Reports**

**MSUAASF Committees:**

**Legislative**: See previous related discussions.

**Membership (Janet Haak)**

**MNSCU COMMITTEES**

**Policy Council**

Policy Council Report from 11/20/2014

Sr. Vice Chancellor John O’Brien has stated that he would like to hear all dissenting or opposing opinions regarding Policy Council recommendations. Regardless if there is a consensus, John would like members to have the opportunity to attach opposing/dissenting opinions to the recommendation for him to read.

Procedure 3.36.1 Academic Programs

The council went through the document line by line to see and review the many editorial changes. The council agreed this procedure is finished and it will move forward in the process.

Policy 2.6 Intercollegiate Athletics

Discussed if the term “transgender” needs to be added to this policy. Scott Goings, General Counsel, was consulted on this issue and his recommendation was that the transgender issue is already addressed in Policy 1B1 Equal Opportunity and Nondiscrimination in Employment and Education. Student Affairs will research the topic of how transgender athletes are covered in similar policies in higher education and if there is better language that can be added to the board policy.

Policy 3.29 College and University Transcripts and Procedure 3.29.1 College and University Transcripts

Editorial changes were made to Part 2. Further discussion will occur at the January 29th meeting.

**Enrollment Management Think Tank** (Rich Shearer is the rep) – no report

**Assessment for Course Placement** – no report

**Defined Contribution Retirement Committee**

The MnSCU DCR Committee met on 1/29 in St. Paul for the Winter Quarterly meeting.

                The main points of interest are:

1.            The DCR program consists of 3 parts:  IRAP, Supplemental Retirement Program, and the TSA program.

                New employees choose when hired between TRA or IRAP.  Supplemental retirement is mandatory upon the third appointment year.  The TSA program is fully voluntary.

2.            The program is administered by MnSCU and managed by TIAA-CREF.  The money that MnSCU receives to administer the program comes from 2 sources:  $14 per participant fee and money from TIAA-CREF based upon a percentage of their fees.  Their fees comes from a percentage of the money members have invested.  The contract that MnSCU has with TIAA-CREF does not have language on the revenue sharing by TIAA-CREF.  It has just happened.

                TIAA-CREF has informed MnSCU that effective in April they are no longer sharing any money with MnSCU.  Instead they are lowering their fees, so that more money stays with the members who are in the programs.  MnSCU can then determine how they get the money needed to administer the DCR program.

                DCR needs to have $281,000 a year (based upon this FY) to administer the program.  If the problem for FY 16 is resolved with a per participant fee increase, the fee would need to be raised to something like $67.

                MnSCU is looking at options, which includes use of reserve funds from the DCR program, fee increases, and negotiations with TIAA-CREF to not totally eliminate the revenue sharing.

                This has yet to be resolved.  There will be an update at the next meeting in April and a chance for the committee to provide more input.

                For the part of FY 15 from April through June, reserve funds will be used to cover the shortage.

3.            MnSCU will be pursuing an RFP for the DCR program.  The current contract ends at the end of FY 16.  The RFP process will begin this summer.  The DCR Committee will be part of that RFP process.  It is clear that revenue will be part of that RFP.

4.            There are still some of the investment options on the watch list due to very serious under performance.  It is expect that 2 of the options will be eliminated as an investment option as of FY 16.

5.            The lowering of the TIAA-CFRE fees as noted above will result in some transactions taking place for legal reasons.  Those transactions are automatic and will not affect the members money in the program.  There will be 3 communications with members about this and what will be happening.

6.            There is still concern about the readiness to retire by plan participants.  As such, the increased educational programs by the DCR program will continue.  That will be a priority for FY 16 as well.  Members will be invited to participate based upon their investment performance, but the information will go out to all and all are invited to take part in the programs.  Most will be on line.  There will also be the increased campus visits for personal appointments.

**IT Council**-

**System Evaluation Committee** –

ASF’s two representatives are Kerry Ross and Mike Sharp, with Eduardo Gutierrez as alternate.

**Transfer Oversight Committee :**

At the January 22nd meeting we had extensive discussion about the Transfer Degrees for Baccalaureate Completion proposal that will be going to the legislature in regards to creating statewide articulation agreements with all MnSCU institutions in four distinct major types by 2016.

The discussion that ensued was very contentious in that faculty members on the committee felt that the legislative mandate will require MnSCU to water down academic quality and freedom for the sake of this mandate. They criticized the research and analysis that was done by the committee doing the background research on the need for these universal transfer articulations. The TOC gave input to MnSCU on how to make the proposal more flexible in regards to timeline and the review process to determine the four major programs to be a part of the first group of system-wide articulated majors.

**Student Affairs Council : Jim Anderson**

At the December 4 meeting we discussed how the Academic and Student Affairs Commission will work. We discussed student representation to be added to CTF committees. They will be called committee specialists in particular subject areas. We received an update on the transfer legislation planning being done by MnSCU transfer staff and received an update from Neil Asave from MSUSA on the Academic Advising Survey. We also heard from Leon Rodriguez about Diversity Office activities.

**Academic Affairs Council : Shirley Murray, Adam Klepetar, Greg Mellas**

Discussed Charting the Future and particularly the Acad. Planning & Collaboration team’s draft report on transfer. Feedback was given with concerns about specificity, timeline and budget, along with some faculty members noting this came from a “flawed process.” Reports were given on multi-state collaborative, developmental education, group on media codes will be formulating, and draft report on World Languages was discussed (this process reported went very smoothly and might be model for transfer process.) Subcommittee reports were also given including upcoming faculty development survey (now out), progress on Open Textbooks group, and the work of the Transfer Oversight committee.

**CHARTING THE FUTURE IMPLEMENTATION TEAM REPORTS**

**Coordinating Committee – Adam Klepetar**

**Diversity**-Shahzad Ahmad –

**Student Success-Tracy Rahim**

1-We have been pouring over data and feedback from the Gallery Walks and focus groups in terms of our 4 strategies that are inhibiting or can enhance student success: best practices in advising, developmental education, MnSCU/Local policies, MnSCU hosted/supported technologies. We specifically are analyzing themes that aligned with strategies, emerging themes/ideas, and new ideas that had not come up in our previous discussions.

2-There were many comments about why the transfer process was not address in terms of Student Success but we knew that the Academic Planning team was looking at this.

3-We are meeting with the  IT implementation team on Friday to determine where our strategies may cross over and also with the Diversity implementation team during the CtF summit in mid-February.

**Comprehensive Workplace Solutions-Michelle Schmitz**

**System Incentives and Rewards-Jim Anderson**

We received an update from the Chief Human Resources meeting to get feedback from them on one of our chief initiatives proposed. Received an update on how the MnSCU talent management team works. Also received information about the Payroll Campus Service Cooperative case study being done. We are preparing for the CTF summit in February and plan to bring to main proposals to this group regarding a redesigned financial allocation model and system wide human resources planning model to help assist campus human resources office serve employees better.

**Academic Planning and Collaboration-Shirley Murray**

Focus has been exclusively on working on transfer report to go to legislature in March. Feedback was solicited on the original draft in early January. The team is considering the themes within the comments received: 1) feedback calling for less specificity in number of majors chosen, in the number of institutions participating, in the make-up of the transfer credits; 2) feedback calling for re-visiting the timeline to consider curriculum process review timeline and workload issues; 3) feedback calling for inclusion of budget implications – what will it cost and where will resources come from? There is tension in the group and time pressure to move this forward while still dealing with including feedback and accounting for the missing voices of the IFO and MSCF.

**Competency Certification Credit for Prior Learning**-Marcia Anderson – no report

**Educational Technology**-Chad Kjorlien –

**IT Systems Design-Sue Bayerl**

Team members have reviewed existing IT business process literature and the Charting the Future document to inform their discussions. The team conceptualized the MnSCU of the Future to explore possibilities and processes for change, which resulted in broad categories of pain points currently within MnSCU. Discussion of these categories will highlight the Gallery Walk content.

September – Initial review of information, established team expectations, drafted charter statement, conceptualized the MnSCU of the Future.

October – Finalized charter statement and communication plan, discussed Student Success team theme #4.

November - Finalized feedback statement for the Student Success team, discussed and documented some MnSCU business process pain points.

December - Discussed business process pain points, identified four broad categories to focus on to develop concepts.

January - Discussed and further developed the four theme/concept categories. Meeting with Student Success team on January 30th to discuss interdependencies.

**Other Topics/Items: None**

**M&C agenda items**

1. Fixed Term - Third year extension process
2. Charting the Future – Implementation Strategy and Budget Implications
3. Budget Update
4. Legislative Session Update
5. Update on Metro Baccalaureate Plan
6. Vice Chancellor for Academic Affairs Search
7. Sexual Assault Prevention and Advocacy
8. Padilla Marketing Firm – MnSCU Branding Survey Results

**Future Meeting Dates:**

**MNSCU Board meetings**

March 18th

April 22nd

May 20th

June 17th

**ASF Board meeting dates:**

March 26-27 (St. Paul)

**Meet and Confer:** Feb. 17, April 3

**Minutes respectfully submitted by Shirley Murray, State MUSAAF Secretary, with thanks for the assistance of Jean Clarke.**

**Appendix A**

**CAMPUS REPORTS**

**Bemidji State University**

Bemidji State University freshman accepted students for fall are up 7% and we are up 39% for transfer students. It will be interesting to see where these numbers go as we near our first registration event on March 20. I would expect them to be closer to even with our numbers from last year.

The responsibilities of New Student Orientation at BSU has shifted from the Advising Success Center to the Hobson Memorial Union, our student life department. This will bring some changes to the program and a positive link to the first week’s events for new students. It will also open up opportunity for the Advising Success Center to provide more advising services during the months of August and September.

There has been one organization change, BSU International Program Center has moved reporting lines from Student Development and Enrollment to Academic Affairs.

Memorial Hall, the old campus gymnasium, is currently under a major renovation project to become a new location for our business and accounting programs. Another anticipated project is the demolition of Hagg-Sauer Hall, one of the major academic buildings on campus. The current building is expected to be demolished and a new building built in its currently location. These projects are part of a larger master facility plan to improve the campus’ space utilization.

We are continuing to see a greater alignment with Northwest Technical College where BSU staff are sharing NTC responsibilities. Example is that our Records Office staff are holding office hours at NTC and the Advising Success Center at BSU is now managing the NTC early alert tool. At this point we are keeping a pulse on how much members are being asked to be responsible for.

**Minnesota State University Moorhead**

Enrollment

Spring 2015 10-day enrollment has not yet been released.

An anticipated 2.5% decline is enrollment is planned for Fall 2015.

Vacant Positions and Searches

A Director of Public Safety was recently hired and will start this week. Formerly MSUAASF Range E, the position classification changed to Managerial Plan (after attempts as an MMA and MSUAASF position).

Ann Heideman became Chief Human Resource Officer in January 2015.

Several searches are currently in progress on anticipated:

* Provost/Vice President for Academic Affairs (posted). Michelle Malott, Dean of College of Science, Health, and the Environment is in the role on an interim basis until June 30, 2015.
* Vice President for Finance and Administration (posted). Jan Mahoney, current Vice President for Finance and Administration, will retire in April 2015.
* Searches for Associate Vice President for Academic Affairs and Associate Vice President for Enrollment Management and Student Affairs are expected, with anticipated starting dates of July 1, 2015. Denise Gorsline is currently serving as the Interim Associate Vice President for Academic Affairs. The Associate Vice President for Enrollment Management and Student Affairs position is vacant.
* Several positions in the Office of Admissions are currently posted and/or applications are under review, including: Director, Associate Director, Assistant Director for Communication, Assistant Director for Campus Visits, and two Recruiters.
* Searches for two positions in the Career Development Center are underway: Director and Assistant Director.
* Searches for two positions in the Office of Diversity and Inclusion are in process, including the Director, and Coordinator for Multicultural Affairs. The Coordinator for the Women’s Center/Rainbow Dragon Center is still vacant. The position description needs to be updated and reviewed by CEC prior to posting.

The Assistant Director of First Year Programs has served as the Interim Director for nearly three years. There has been an individual in the Assistant Director role on a fixed term bases for nearly three years. An updated position description and consequently review by CEC is anticipated, but a search or searches will likely not occur before the conclusion of the fixed term period.

Other Notes

Faculty and staff recently participated in the “Great Places to Work” survey to assess campus climate, administered by ModernThink. Three presentations of the data were available to faculty and staff. The data are now being shared with directors, and planning for next steps is underway.

The Comstock Memorial Union is scheduled to undergo a major renovation beginning in May 2015. The project will be funded through the sale of Revenue Bonds, as well as Reserves.

**Minnesota State University Mankato**

Our enrollment for Spring Semester is 13,973 and FYE is 6,051.  This is down a little from last year at this point.

We have several administrative searches going on right now:  Dean of Science Engineering and Technology, Dean of Global Education, Associate Provost and Director of Affirmative Action.

We are working on reviewing the PIF process on our campus. This review is very supported among administration.

Ground breaking has occurred for the new Clinical Sciences building.  Construction on the new dining hall will begin this summer.  MSU worked with the City of Mankato on a bonding project for the Verizon Center which is the home of the Men's Hockey Program.

The Academic Master planning is continuing and in the implantation phase.  This includes program mapping for all our majors.

**Winona State University**

1-We are in the midst of searches for a new VP of Enrollment Management/Student Life and a new Assistant VP for Rochester. We just hired a new Assistant VP for International Studies & Programs. Our VP of Advancement was recently reassigned to special projects within the first year of being at WSU, so we will need to start a search soon for that position as well. There are many ASF employees who report to these administrators.

2-Enrollment numbers are fairly steady for Spring semester but we have not seen official 10-day numbers yet.

3-At the university, we are in a long-range planning process that is out for campus comment this week and next week before a final draft is forwarded to the constituencies.

3-In terms of ASF, we worked hard this past semester to update/improve our PIF Grant application dates and sabbatical application dates/process to be more ASF employee-friendly.  We also are in the midst of 8 ASF position searches with up to 8 more searches to start.

**St. Cloud State University**

SCSU continues to have budget problems.  Our enrolment has now dropped by a bit over 20% from our high point a few years ago.  The latest report from our local M&C puts the shortfall at 9.5 million.  Our index score has dropped to.5, and we were required to file a work-out plan with MnSCU.

SCSU has put a “flexible” hiring freeze into place.  The flexible part is that the four VPs can decide to fill positions that are deemed essential to the operation of the university.  MSUAASF has a few positions that are being held vacant, with no search moving forward.  We are engaged in a program review that has an extremely short turn-around time.

We have completed a successful Provost search.  We have an interim Provost who will remain in place until the end of June, our new Provost is scheduled to start July 1.  We have a couple of Dean searches in progress.  Our relatively new AVP for our Center for International Studies is looking at a reorganization of CIS.  We have two open positions in that area that could be affected.

SCSU has engaged a number of consultants in the past two years.  The consultants are for parking, way-finding, GPW, redesigning our secondary logo, facilities planning, security, and now one will be sought out for communications.

Treasurer’s Report

1. Account Balance as of 10/25/2014:$92,512.18

Account Balance as of 1/25/2015:  $67,426.27

1. Business Savings Account Balance 10/25/2014:$40,711.19

Business Savings Account Balance 1/25/2015:$40,719.40

1. Business Services Checking Account Balance 10/25/2014:$51,800.99

Business Services Checking Account Balance 1/25/2015:$26,706.87

1. Campus Support FY 2015 – Paid to All Campuses: Total=$2100

1. Campus Maintenance
2. Deadline for fiscal year 2015 is March 15, 2015
3. Need a list of full-share members for each campus

1. Nellie Stone Johnson table

1. IRS – Non-profit status

1. Budget