**MSUAASF State Board Meeting**

**October 29-30, 2015**

**St. Cloud State University**

**Present:** Jim Anderson, Barb Oertel, Mike Sharp, Sue Bayerl, Jay Lee, Maureen Acosta, Stephanie Bard, Shirley Murray, Mike Penrod, Tracy Rahim, Jean Clarke, Eduard Gutierrez, Heather Soleim, Rich Wheeler, Sami Gabriel

**Officer Reports**

President (Jim Anderson)

I have had a busy fall semester with meetings with a number of MnSCU administrators and events. I attended two sessions of negotiations and we successfully reached a settlement with MnSCU. On August 4/5 I attended the CTF change leadership training. I attended the President’s Council retreat on September 10th to provide bargaining unit input on the CTF work plan for 2016/2017. Our first Coordinating Committee for CTF meeting was held on September 28th and keeping in MSUAASF tradition with this group I was elected co-chair. I also attended the Board of Trustees meeting on October 20/21. We held a signing ceremony for the CBA also at that time and had lunch with the BOT and MnSCU administrators.

Vice President (Eduardo Gutierrez): No report provided.

Secretary (Shirley Murray) Sent as separate document.

*Motion made by M. Sharp, second by T. Rahim to approve secretary’s report from July 2015. Carried.*

Treasurer (Susan Bayerl)

1. Account Balance as of 7/23/2015: $71,162.72

Account Balance as of 10/25/2015: $40,713.87

1. Business Savings Account Balance 7/23/2015: $40,732.96

Business Savings Account Balance 10/25/2015: $30,738.27

1. Business Checking Account Balance 7/23/2015: $30,429.76

Business Checking Account Balance 10/25/2015: $ 9,975.60

1. Campus Support FY 2016: All campuses have been paid $300
   1. Total = $2100
2. Legal Counsel and Accountant meeting
   1. Strong evidence that ASF is a hybrid of the Teamsters
   2. Application for a new Tax ID
   3. Submit form 1024 and 990EZ
   4. Clarify in the constitution the timeline for financial audits
   5. Submit annual fiscal year financial report to Teamsters

Jim will look through the report that is submitted regarding this issue with Sue.

Sue also said the accountant who has worked with #5 above (Eric) is willing to come to Board to discuss different audits. He will be invited to the spring meeting. It is likely there will need to be some changes in our constitution regarding this matter in the future. The MSUAASF website also needs to be active and updated to resolve this matter.

1. Budget

The FY 16 budget is attached separately with this document.

(See Old Business for recommendations from the budget subgroup that met)

*Motion made by M. Sharp, second by T. Rahim to approve the treasurer’s report. Approved.*

Grievance Officer: (Rich Wheeler)

Noted issue with flexible spending accounts. If there are unauthorized expenses, these will need to be reconciled with tax implications. There is also a dispute between State of MN and Eide Baily on expense resolutions – if there are problems, please report them.

New language in contract is effective today including exceptional achievement and honoraria goes up to $4000. Clean copies of the contract will be sent out soon. It should also be on the MnSCU website this week.

BESI’s and separation incentive – there are 3 possible incentives:

1) Separation, 2) Early notice and 3) BESI. It is possible to have more than one, depending on your campus and specific qualifications. More of these incentives may be forth coming depending on the financial situations of the campuses.

More things are going to need to be posted on the ASF bulletin boards, so a reminder to follow-up on this.

Rich will be doing training at SCSU on November 17th.

Several questions have come up about additional compensation. This will be monitored to see how it is used. Management needs to be trained and reminded about this contract provision.

*Rich Wheeler moved, T Rahim second for the Board to ratify the MOA for insurance for 2016, passed by the Executive Committee in August. Motion carried.*

**Committee Reports**

MSUAASF Committees:

Legislative (Mike Sharp)

I am hoping to do some work in anticipation of Lobby Day for this spring. Specifically I want to:

* Collect local feedback from past participants through local legislative reps
* Meet with Gus and Sami to discuss feedback collected last year from ASF members after Lobby Day
* Engage with Gus and Sam as adjustments are made to the plans for the upcoming Lobby Day.

Ideas I have heard already include:

* Opportunity to meet with Bernie Ohman (ASF member)
* Intentional opportunities for our members to network and socialize
* Union songs

Mike also mentioned that this will be his last year as legislative representative so we should consider other members who have interest.

Membership (Janet Haak): No Report

Negotiations (Sami Gabriel)- Covered in other recorded reports below.

Nominations and Elections (Rich Wheeler, Jay Lee, Barb Oertel)

Follow-up regarding Contract ratification Election:

There were 55 ballots received the day after the deadline and 10 after that. These were not counted. It is recognized that the Columbus Day holiday may have impacted this. The late ballots would not have affected the outcome of the election.

If there is a need to change the constitution, it would need to an item on the election.

As established by the MSUAASF State Board at the July meeting, the committee is made up of me, Jay and Barb.  That committee will remain in place through the upcoming state officer election..

The committee coordinated the recent contract ratification election which concluded with the MSUAASF State Board certification on October 14, 2015.  The MnSCU Board approved the CBA on October 21 and the CBA is being considered by MN Legislature Joint Sub-Committee on Employee Relations (JSER) this Thursday, October 29.  By the time we meet on Thursday, we’ll know the outcome of that meeting.  If accepted the CBA will be fully implemented, but the MN Legislature will need to approve the CBA before they adjourn in May.  If not accepted by JSER or if not approved by the Legislature, both parties will need to go back to the negotiations table.  Although very unlikely, if that were to occur, the committee will need to rerun a ratification election once a new tentative CBA were to be reached.

This committee is integral in the officer nominations process and so the committee will need to begin work at the meeting this Thursday with a review of the process and timeline.  The committee has a goal to present to the members at least 2 candidates for each of the state officers that are elected by the members:  president, vice president, secretary, and treasurer.  We are required to finalize a slate of candidates by the end of January, 2016.  On February 1, 2016 that list is submitted to the members.  Additional candidates may then be nominated by the members vis petition.  Petitions will need to be submitted to the committee by March 1, 2016.  The final candidate list will be completed by March 5, 2016.  If there is not at least 2 candidates for each office, the offices with only 1 candidate will have “No Confidence” listed on the ballot as a candidate.  Write-in votes will be permitted.  Ballots will be prepared and mailed out by Teamsters Local #320 under the direction of the committee and must be postmarked by March 30, 2016 and received by April 5, 2016.  The Board will then meeting via a meet me call in April, 2016 to certify the election.  In the event that there needs to be a run-off election (no confidence is the winner, there is a tie, or if the Board does not certify the election), it will need to be completed by the committee by May 15, 2016.  At that point, the committee sets the various election dates for the run-off election.

The new officers assume their 2 year term on July 1, 2016.

**MnSCU Committees:**

Policy (Barb Oertel, Linda Meidl, Sue Bayerl)  
Committee met on 9/24/15.

* Policies 3.6 (Student Conduct) and 3.39 (Transfer Rights and Responsibilities) were presented for final review.  3.6 was not controversial, and has since gone out for final review. There was a lot of discussion on 3.39 which highlighted the long-standing tension around student expectation of how credits will transfer and how to reflect this in the policy language.  This proposed language generated most of the discussion:  Seek information on whether the associate degree they are pursuing is intended for transfer, and to learn about any related transfer guides or articulation agreements that may exist, and the universities and specific majors to which the associate degree transfers.
* We reviewed the work plan for FY16.
* We began review of 2.9, Academic Standing/SAP Progress, which the CTF Student Success Committee recommended for review.  Input from the group is needed on the possible elimination of the sentence: This policy ~~shall~~ must apply to all students, whether receiving financial aid or not. A~~t~~ ~~e~~Each i~~n~~s~~ti~~t~~ut~~i~~on~~ college and university shall ensure that~~,~~ their Financial Aid Satisfactory Academic Progress Policy and Academic Standing Policy s~~h~~a~~ll~~ have the same grade point average requirement and percentage of completion requirement.

Assessment for Course Placement (Michael Evans) – No report submitted.

Defined Contribution Retirement Committee (Richard Wheeler)

Since the last Board meeting the DCR Committee has not met, but will on Friday, October 30.

The realigned fee structure was implemented by July 1, 2015.   Those fees are charged on a per participant basis.  The new fee structure has a $60 per participant fee effective 7/1/15.  The fee is per participant and if a member has multiple accounts (IRAP, SRP, TSA, etc.) there is still only one $60 fee per year.  The $60 fees will be deducted at the rate of $15 per quarter.  The first quarterly fee of $15 was deducted this past September.

I had reported at the last meeting that the RFP process for the DCR programs would take place in FY 2016.  The current contract expires at the end of this fiscal year (June 30, 2016).  The DCR Committee issued the RFP on September 28, 2015.  There was a pre-proposal meeting on October 7.  To our disappointment, there was not as much interest in this RFP as we had hoped.  The consultant has been working on drumming up additional interest, so that we do get a good number of RFP proposal responses.  The submission deadline was extended to October 28, 2015.  It looks like there is a good possibility that we could receive a good number of responses.  Interviews will take place after the RFP Review Committee reviews are completed in November.  Interviews are tentatively set for December 7, 2015.  The recommendations will be presented to the MnSCU Board in December and a decision will be made by the MnSCU Board at their January meeting.

The new contract will be effective on 7/1/16 and is expected to be a 6 year contract, with the possibility of two 1 year extensions.

I am serving on the RFP Review Committee.

 I will have further reports on the DCR Committee meeting and the RFP process at the next Board meeting.

Addendum: Ultimately, MnSCU received 2 responses/proposals from the RFP for the administrator/record keeping of the DCR program.  Proposals were received from TIAA-CREF and TransAmerica.  Both appeared to submit complete proposals.

              The committee will be receiving an analysis from the consulting team on 11/23.  Interviews are set for 12/7.  I am anticipating that we will be interviewing both firms, but that is not yet set for sure.  As I initially noted at the meeting on Thursday, the MnSCU Board is scheduled to make a selection at their meeting in January.  The current contract with TIAA-CREF ends on 6/30/16.  The new contract will be effective on 7/1/16.

              The next task will be an RFP for the investing consulting firm.  Currently that consultant is AON.  I don’t have the exact schedule for that process.

IT Council (Braden Kuznia, Michael Penrod, Dotty Hayes) – No report submitted.

System Evaluation Committee (Mike Sharp and Kerry Ross)

They will be meeting soon and Dave Johnson from Metro will serve during Kerry Ross’ review. Mike is also willing to serve on subgroup looking at the matrix.

Transfer Oversight Committee (Jim Anderson)

We met on September 17th. Our group heard from a group of Computer Science faculty members who were advocating Computer Science courses into the MnTC. Our committee voted to send to the Academic Affairs committee our desire to allow Computer Science and other applied disciplines such as Business and HPE to also be allowed to be considered for the MnTC if they meet the MnTC course guidelines. We also discussed how we can support the work being done by the Transfer Pathways Committees who are working on statewide articulations in Theater, Psychology, Business, and Biology.

SA Council (Jean Clarke, Jay Lee, and Eduardo Guiterrez) – No report aubmitted.

AA Council (Greg Mellas, Shirley Murray, Heather Soleim)

Academic Affairs Council met on September 14. Information was shared about the launching of the CtF initiatives on campuses based on the Leadership Council’s direction. The Metro bacalaureate options are still be considered, with more focus on program partnerships and less on a new location or facility. The AAC will be giving attention to “Closing the Achievement Gap” as a priority this year and small group discussions were held to kick this off. Discussion was also held about the HLC faculty qualifications and its impact across the system.

Academic Affairs Council met on October 5. Status report was given on multi-state collaborative project looking at measuring student learning. There is an extension of the pilot this year (funded by Gates) but it is not gathering representative data. A good discussion was held about the College Completion legislation and the challenges this presents for our students. A subcommittee of Academic and Student Affairs councils is being formed to work on a response. A subcommittee was also formed to work on the AAS to BAS Pathways response to the legislature, beginning with assessment of what is already in place. The issue of HLC qualifications for concurrent faculty remains a major concern. The system is planning to launch a Diverse Learning Environment Survey. There was also a robust discussion of re-evaluating the MNTC with news that the U of M may soon be interested in engaging in this process.

CTF Coordinating Committee (Jim Anderson and Tracy Rahim)

Coordinating Committee CTF We spent the September 28th meeting looking over the charge of our committee and how we will interact with the President’s Council overseeing CTF initiatives at the executive level, and the campus-based Charting the Future committees. I was appointed co-chair with Vice Chancellor Ron Anderson and two students. It seemed like a popular notion amongst the 31-person committee since Adam Klepetar was co-chair previously. The next meeting of the Coordinating Committee will be on November 12th.

Transfer Pathways Coordinating Committee (Shirley Murray, Jolene Richardson, Ashley Schafer)

We’ve met twice and have twice monthly meetings scheduled for the remainder of 2015. Focus has been on laying out procedures and processes for transfer pathway teams (TPT) to begin in January 2016. In December, this Coordinating will have a joint “launch” meeting with the TPT’s for Business, Theatre, Psychology and Biology.

**Local 320 Report – Sami Gabriel**

Talked about Frederick’s case and prospect of becoming a “Right to Work” state. Most people don’t believe this will be the tipping point, but there is a belief that at some point down the line, there will be national Right to Work, which will eliminate Fair Share. Based on research, this could result in quite a loss of membership. In response, the membership application for Local 320 will be changed as part of a huge membership drive. All current members will be asked to sign up again, with $15 per member who signs up again. Part of the new membership form will be to sign up to continue for a minimum of a year if MN becomes a “Right to Work” state. Sami reported on the members of fair share employees on each campus. Overall, we are at about 80% full share.

**President’s Round Table Discussion-(Formerly Campus Reports)**

Stephanie Bard Jean Clarke

Maureen Acosta Jay Lee

Tracy Rahim Michael Penrod

Heather Soleim

Discussion topics included: investigations, reclassification to other units, professional excellence award, working for a 2-year school, local meet and confers, use of search waivers/interims.

**Old Business**

Fixed-Term extensions past a second year

Barb brought historical context to the issue. ASF wants to minimize the number of fixed term appointments. ASF negotiated that the extension of any fixed term over two years must be requested with a specific timeline and special circumstances; not administrative changes. We also should be working to avoid these from being fixed term appointments in the first place. The contract language also requires management to provide rationale for fixed term positions. We have not done a good job of holding management accountable for this notification, and we need to commit to doing that, as well as communicating our intension to follow the contract.

Mike suggested that all presidents do a round-robin email of all the things that they wish they would have known at the time of becoming president.

MSUAASF State Board Finances Task Force

The subgroup about the budget met to discuss the decreasing balance in our state ASF budget over the past two years. There was a suggestion of having $35,000 in reserve.

*Motion by M. Sharp and second by J. Lee to have President Jim Anderson request of Teamsters 320 an account of the past ten years regarding ASF member money received by Teamsters 320 and funds provided from Teamsters to the State ASF, including an understanding the formula.*

In an effort to save money, ASF State Board will meet on April 14 – 15, 2016, in conjunction with the State Meet and Confer. Maureen Acosta will look for a meeting room. The meeting will begin on April 14 at 12:30 p.m. We also affirmed efforts to carpool and continue to be judicious in our spending.

**New** **Business**

Committee Assignment

Replacements for ASF on Transfer Oversight: Both Jim Anderson and Linda Meidl have resigned. We had three volunteers, those chosen were Julia Vargas Essex from Metro State and Leah James from SCSU.

Branding Committee: Tracy Rahim appointed to this group.

MSUAASF Transfer Pathways Team (TPT) representatives on four discipline groups:

Biology: Laura McCauley, WSU appointed

Business: Linda Meidl, MSU Mankato appointed

Psychology: Mel Iverson, MSU Mankato appointed

Theatre: Carol Cooley, SCSU appointed

Other new statewide Charting the Future follow-up groups:

Academic Advising: Zack Johnson, BSU appointed.

Online Technology: Bobbi Anderson, Metro State appointed

Academic Planning Collaboration: Pending

State Grievance Officer transition

Jim Anderson asked the Board to consider people who might mentor under Rich to learn the grievance officer process in the 2016-17 year.

Spring State Board meeting date conflicts (do we need to pick another date to meet?)

The Board decided to move its spring board meeting to April 14-15 (beginning at 12:30 p.m. on the 14th) to correspond with the State Meet and Confer on April 15. This will save some money and also resolve a conflict with the Easter holiday in March. Our original date corresponded with the Nellie Stone Johnson dinner which ASF supports each year.

*Motion made by T. Rahim, second by R. Wheeler to make a donation to Nellie Stone Johnson of $250 instead of purchasing a table.*

In preparation for the April Meet and Confer, a Meet-Me call will be set for March 25 at 9:00 a.m. to set the agenda for State M&C on April 14.

CEC Recommendations/MnSCU Salary Range Assignments

Strong recommendations from CEC’s are being overturned by SEC. This includes proposed C’s coming back B; others coming back non-exempt. These problems need to be addressed. The Board asked Mike Sharp, as our representative, to report back to the Board about the subgroup’s work on this. Mike also suggested that appeals be sent forward to the SEC committee.

**M&C agenda items**

Data request for System office decisions that are upheld or overturned from CEC recommendations

FLSA (Fair Labor Standards Act) designation process for 2016

Increased requests for extension of Fixed Term Positions, Communications with campuses

Charting the Future – specific committee updates (financial, HR…)

MMB Respectful Workplace Policy

MnSCU Branding Project update

**Meeting adjourned at 12:00 p.m.**

**Respectfully submitted,,**

**Shirley Murray, ASF State Secretary**

**Future Meeting Dates:**

**Board meeting**

January 21/22

April 14/15 in St Paul

April 15 in St Paul (Election Certification Meeting in conjunction with State M&C)

**Meet and Confer**

November 13

February 5

April 15

**MNSCU Board meetings**

November 17/18 May 12/18

January 26/27 June 21/22

March 15/16

April 19/20

**CAMPUS REPORTS**

**Metro State**

Interim president for two years; the search for new permanent president to begin in November.  I have appointed Victor Cole as our MSUAASF rep for this search.

Chancellor Rosenstone had four listening sessions on Thurs., October 22 at Metro State to hear what faculty, staff, administration and the community want in the new president.  The turnout for these listening sessions were good and the Chancellor received a lot of good input.  It is hoped that the new president will be on board July 1, 2016.

A reorganization of our colleges and schools is being planned and will be implemented on July 1, 2016.  One example of a major change is that our College of Arts and Science will be divided into the College of Science, which will move into our new Science Ed Center.  A college including a School of Communication, Writing and the Arts (CWA), a department of Social Sciences and a Humanities department combining the current departments of Ethnic and Religious Studies, History, Language and Literature and Philosophy will be established.

Climate at the university is improving from previous year; scathing survey done May 2014.  Still some concerns but definitely better.

Merger of Academic Affairs and Student Affairs – so far this merger has been going well.  There were a lot of concerns about this merger but it is a work in progress.

No layoffs at this time.

Construction completed on parking ramp and student center; Science Ed Center to be open in January.  We will host a grand opening on April 15 for the Science Ed Center.  There will also be a grand opening of the Student Center in the spring.  There will be soft openings for faculty, staff and students for both facilities.

Enrollment updates:

         Undergrad and grad enrollment is up.  Our total enrollment is up 1% over FY15.

         New enrollment is up but returning enrollment is down.

Other items

I am sending a bi-monthly newsletter to Metro State members; decided it was best way to communicate with my members.

We continue to meet with HR director to discuss several items including lessening the use of investigations.

**Winona State University**

We are in the midst of a search for a new VP of University Advancement as well as 12 ASF positions.

We are in the final stages of the Campus Dining contract process like all the other state universities.

We are starting to put together a long range/strategic plan for the campus and are trying to incorporate Charting the Future campus-based initiatives without them shading other plans we are trying to make for the campus.

All constituency leaders and the Student Senate President met with Dr. Olson and the campus CtF implementation team to discuss content and campus decision-making process for the Charting the Future initiatives. Nothing wholly concrete came out of that conversation, but it was the first time we had all been together in 2 years.

We have a proposal to move our baseball field onto land owned by SE Technical College after several other attempts to find a new location around the city. Our current baseball field does not meet NCAA standards for hosting regional tournaments. And by moving the field, it gives us a large chunk of land that we can develop into other uses since we are so land-locked in the City of Winona. Our railroad underpasses that will allow students/community to walk underneath the rail tracks instead of waiting for trains to cross to get to the other side of campus will be completed in the Spring—this project has taken more than 10 years to get moving.

We had visits by both the House and Senate Bonding Committees to view our Education Village areas. We are very hopeful going into the legislative session.

**Bemidji State University**

Enrollment for Fall 2015 is flat.  Construction on Memorial is nearing completion-classes were held in the building this fall. Construction on Decker is nearing completion with relocation of some student support service areas moving to the building over semester break. A call was made for an ASF member on the presidential search committee and we have nominated people but haven't heard more.

**Minnesota State University Moorhead**

Enrollment  
\* Undergraduate enrollment is down 8.6%  
o New undergraduate student enrollment is down 15.6%  
\* Graduate enrollment is up 3.3%

Notable Vacant Positions and Searches  
\* Dean of Extended Learning  
\* VP Enrollment Management and Student Affairs  
o Athletic Director currently serving in the interim  
\* VP Alumni Foundation

Notable New Hires  
\* Director of First Year Programs – Julia Roland  
\* Director of Career Services – Troy Nellis

Campus Happenings  
\* Discussing declining enrollment, budget deficit, program restructuring  
\* Many positions coming back at lower ranges from MnSCU

o Currently four going to SEC in November  
\* Student union undergoing addition and remodel  
\* New artificial turf installed on football field