**MSUAASF State Board Meeting**

**March 27th and 28th, 2014**

**AGENDA**

**Meeting Location: Country Inn and Suites**

**Present: A. Klepetar, R. Wheeler, T. Rahim, M. Sharp, J. Quandt, J. Rangel, K. Seime, J. Anderson, S. Murray, J. Lee**

**Thursday, March 27th, 12:00 pm – 4:30 lunch provided**

**5:30 – Nellie Stone Johnson Dinner;** [**http://www.nelliestone.org/nsj-scholarship-dinner**](http://www.nelliestone.org/nsj-scholarship-dinner)

**8:00 – 12:00 Friday, March 28**

**Campus Reports**

WINONA CAMPUS REPORT

·        4 ASF members have taken the BESI out of 41 total employees who took it. We are unsure at the present time about what positions will be filled, what positions will be restructured, and what positions just will remain unfilled.

·        We are facing a $1.5M deficit in FY15 and every division will be cutting their budgets (operations, employees, etc) to meet the deficit.

·        WSU is opening a branch of our English Language Center in Bemidji (non-matriculating students) in July. They will be WSU students and WSU employees. WSU ASF has concerns about the oversight of a program 6-7 hours away, support of employees, etc. The organizational structure at WSU includes a program direction, ASF-level coordinator, ASF-level specialist, IFO adjunct faculty, graduate instructors. The program director will oversee both programs from Winona, and if they do not get enough students enrolled, they will only have adjunct faculty (no on-site coordinator) in Bemidji.

·        We will be doing officer elections in May for the entire ASF executive board.

MINNESOTA STATE MANKATO REPORT

MSU, Mankato had 15 members participate in Lobby Day on March 19 with good feedback from those attending.  We did a follow-up session with this group at our General Membership meeting with attendees telling about the experience and encouraging others to participate next year.  Monthly membership meeting topics recently have included HR topics, the Academic Master Planning process (presented by our Provost), and budget scenarios (presented by our VP of Finance and Administration).  We’ve had excellent attendance and participation.

There is a lot of focus on the Academic Master Planning going on, with four University-wide Task Forces looking at various aspects (Teaching Excellence and Innovation;  Academic Advising;  Academic Engagement Programs and Opportunities; Research, Scholarly and Creative Activity).  An ASF members is co-chairing the Advising Task Force.

We will be having local elections in April.  Several open offices will allow for new leadership opportunities for our members.  Members also reacted positively to the potential of participating in the ASF Delegate Assembly in the fall.

Other presidents reminded to submit reports to Jill.

**Officers’ Reports**

President: Working on making sure we have representatives on the Charting the Future committees. Has not had a 1 on 1 with Chancellor, but will be meeting with him after M&C next week. He will report on committees he’s on during committee reports. He was invited to sit at the MnSCU table at the Chamber of Commerce event. He also went to the MSUSA delegate assembly and sat on a panel regarding Charting the Future.

 Vice President: In the past few months I have been serving on the Transferology work group with ASF Membership Chair Linda Meidl.  The workgroup is comprised of MnSCU administrators, community college administrators, MSUAASF, and Student Association reps.  Our discussions have been related to how to properly implement the College Source transfer web site successfully on March 31st.  Our discussions have been positive regarding the process of bringing this new product online to students.  There has been many excellent suggestions coming from all sides to make sure that the product is marketed and introduced to students successfully.  College Source representatives have been in attendance and overall the meetings have gone quite well.  We will have one final meeting prior to the soft rollout of Transferology on March 31st.  College Source wants to use the first 60 days of the implementation as a time to see how the site is working prior to the big push to advertise it aggressively to students in the late spring, early summer.

 Secretary: M/S Rahim, Sharp to approve minutes. Motion passed.

 Treasurer: There is a question of whether or not release time was paid to the campuses. We had received an invoice from MnSCU, but with the change in treasurers we need to look into this. Moorhead and Metro still need to follow up on campus support. Campus maintenance forms are starting to come in. We are issuing a 1099 to Braden for web development payment

 Budget: With a balance of over 115,000, we are looking at investing in different services or events for the members. This year the delegate assembly will be the big event. Long term we will need to have less of a gap between income and expenses.

**Motion: M/S Murray, Rahim The board would like our president to have a discussion with Brian at 320 regarding the origin and potential for negotiating our contract maintenance agreement with 320. Motion Passed**

 **Motion: M/S Bayerl/Sharp to approve the Treasurer’s report. Motion Passed**

We decided to not order breakfast for State Board meetings when the hotels offer breakfast.

 Grievance Officer : Rich updated us on his activities, much of which has been focused on Moorhead, Bemidji, and Southwest. The question of what should be brought to M&C, and how far in advance it should be put on the agenda was discussed as some institutions have been more transparent and interested in consultation than others. Local campuses would likely benefit from enforcing the contract language in Article 7 M&C because it is challenging to make a change when there has been a long standing practice that doesn’t align with the contract.

We should also spend time on the Meet and Confer process at training at the July meeting.

MOA regarding $400 reimbursement (input from email). We are checking on a few more names to make sure they were paid.

**Motion: M/S Wheeler/Murray Move to authorize the signing of the MOA with understanding we will verify the issues brought up at WSU. Motion Passed**

Vacation liquidation—The contact states that if someone accepts a different position in MnSCU the vacation can follow them if the receiving institution accepts it, otherwise it would need to be liquidated. However, the law regarding vacation liquidation does not include this type of scenario allowing for liquidation. The law needs to be followed, not the contract. This discrepancy in the contract will need to be dealt with in negotiations.

CEC training on Matrix is going to be put on D2L so it is available on-demand . While this is valuable, not having any live/virtual trainings will not allow for questions/interaction.

The date for the next Matrix Planning Committee meeting is problematic for ASF, so we are going to push for a reschedule. Agreement by management to change this date.

There have been changes regarding pre-tax accounts that we may hear about in the news. The IRS changes are permissive, not required. SEGIP has decided to not jump in until they have more time to understand the changes. It will be discussed.

**Local 320 Announcements**

* Twins Tickets. Between Rich and Kari they have 7 sets of tickets to give away.

Kari’s will give her two away at meetings. The other 5 local campuses should let Rich know who wins their tickets.

* Brian Aldes has discussed some concern that we have over 100 fair share members and suggested a membership drive.

**Committee Reports (see summaries as submitted at end of minutes0**

**MSUAASF Committees**:

 Legislative (Mike Sharp). Mike will send a report

 Membership (Linda Meidl)

Jill will contact Linda to discuss ideas about what the future membership chair could focus on and will bring it back to the board. Ideas could include social media, or working with local membership committee chairs to share ideas on encouraging full share membership.

**MnSCU Committees:**

New Charting the Future appointments:

Diversity – Jay and Shazad both willing to serve (requesting 2 reprentatives)

Steering – Adam Klepetar

Student Success – Tracy Rahim

Comprehensive Workplace Solutions – Michelle Schmitz (St. Cloud State U)

System Incentives and Rewards – Jim Anderson

Fall Roll-out committees:

Academic Planning and Collaboration- Shirley Murray

IT Systems Design – Sue Bayerl

Competency Certification and Credit for Prior Learning – Juan will check with Marcia Anderson (Metro)

Educational Technology – Tracy will check with WSU members

Metro Strategy appointments:Retreat on 4/21. Adam Klepetar and Julio Vargas-Essex (Admission Director from Metro) will represent ASF on this.

Policy (Adam Klepetar, Linda Meidl) – Adam reported and will send minutes.

Assessment for Course Placement (Chee Moua): No report. Discussion continues on what test to use for Math (Accuplacer vs. Compass).

Defined Contribution Retirement Committee (Richard Wheeler) : No report.

IT Council (Braden Kuznia, Pam Ekstrom, Matt Trombley, Tracy Rahim)

Tracy reported on meeting in mid-February.

System Evaluation Committee (Deb Carlson and Diane Berge): No report; no meeting. April 7 meeting will be rescheduled.

Transfer Oversight Committee (Jim Anderson): Jim reported and will submit report. Curriculum committees will submit MnTC courses to Louise and she will send those courses to committee that are questionable for further review. There will also be advocacy for more training for Transferology.

SA Council (Jim Anderson, Jill Quandt, and Jay Lee): Report given by Jill.

AA Council (Adam Klepetar, Shriley Murray, Greg M): Report inserted at end of minutes.

Pay equity committee (Adam and Tracy): Will be meeting April 3. Study will focus on employees employed in 2009 (point of salary freeze).

**Old Business**

* ASF Delegates Assembly. Looking at Oct. 29th and 30th. Invite 3-5 members from each campus. Kari will consider if Teamsters could pay for appetizers on the 29th. We will seek endorsement of the event as an educational event so members would not have to request leave. State Board Meeting on 31st? Local officers should promote the event on campus.

**New** **Business**

* Transfer report to legislature.

All transcripts will have certification of completion of the MN Transfer curriculum. This is because of concerns that students were not getting credit for this completion. Questions arose about process and timeline and resources for getting this done.

* Supervisor training for MSUAASF supervisors - no action will be taken at this time; we will follow the issue.
* Search Process: still continues to take too long to get a search up and running. Discussion that if searches take too long, we may lose good candidates and this especially a concern with the high turnover in ASF over past several years – this is something to keep on our radar for the future.
* Release time for local presidents. It was the consensus of the Board to bring this to negotiations, for changing language to up to 2.0 releases, which would provide the flexibility to provide some release to the campus presidents. Adam will bring this to Negotiations Team.

**Negotiations**

Lobby Day was a success.

Negotiations: Still in Interest Based Bargaining. May move to traditional bargaining
 which would include a discussion of financial aspects soon.

**Other Topics/Items**

**Elections –** Conference call meeting will be on April 7 to certify the election results.

**Rosters –** Some problems have shown up on coding issues between local rosters and the rosters available to Teamsters. Local presidents are asked to check the rosters and let Rich know specifics of these discrepancies so follow-up can occur. Please bring these to Meet and Confer on April 4.

**M&C agenda items**

Transferology

Charting the Future Implementation

Salary Compression Study

Increasing Metro Baccalaureate Opportunities

Legislative Update (Including PSEO and Transfer Report)

Budget Update

StarID Rollout

Seeking ASF Delegate Assembly endorsement from System Office

Communication plan between now and October M&C regarding critical issues

Student Enrollment Think Tank – representation?

Transfer Report Questions

**Future M&C Agenda Items**

Range Placement Matrix Training (Live vs. D2L format)

**Future Meeting Dates:**

**Motion: M/S** Keleptar and Rahim to meet July 31 and August 1 for next Board meeting and also officer training. Motion passed. Rich will check with Kari about Grievance training on that day as well.

Other meeting dates will be set at the July meeting (potential of new officers and Presidents involved).

**Adjourn:** Motion by Lee/Sharp to adjourn at 10:40 a.m.

**Meet and Confer**

Apr. 4

**MNSCU Board meetings**

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

May 21st 2014

June 18th 2014

**Committee Reports:**

**MnSCU Academic Affairs Council 3/25/14**

Intros

Approval of minutes

Karin Hynick update

o   Shared learner outcomes by content - four MSCF/IFO groups meeting

o   Feb 28, faculty training for developmental ed

o   Alignment of secondary to post-secondary education

o   April 15, report due to VC O'Brien.

o   Three areas - shared learner outcomes, improving transfer, targeted intervention in high school and ABE to waive placement testing

o   MSCF and IFO are handling communication back to constituencies. With an early college model, the alignment starts in 9th grade. MSCF rep: Could we define Early College before the legislature does?

o   April 21 -22, MnSCU one of 10 systems invited to Dev Ed Boot Camp sponsored by Lumina.

o   Legislation to open PSEO to Dev Ed students, earn HS and college credits simultaneously.

o   Sharing the cost of dev ed, 1/3 student, 1/3 MDE, 1/3 higher ed

o   PSEO legislation being considered on eliminating language prohibiting PSEO advertising as cost savings mechanisms

o   DOE is moving forward with granting seal or certificate for bi-lingual students with credit equivalency

Charting the Future:

o   Implementation plans:

1 steering committee

8 individual implementation teams

1 organizational capability/support team (staff support for implementation team work)

Presidents have identified the implementation teams they'd like to lead

bargaining units have until April 11 to make appointment

By end of May four teams up and running

Student Success

Diversity

Comprehensive ??

System Incentives and Rewards

Remaining four teams launch in fall semester

Communication plan also being developed

What's the timeline? Teams will meet minimally for at least a year, probably longer.

IFO asked that staggering four groups, then another four groups in Fall, be reconsidered, once process starts, “tracks are laid,” hard to change

Innovative Instruction Technology Presentation

o   50% of students take an online or hybrid course

o   20% of all courses are online or blended

o   Do students have sufficient technology skills to be successful?

Transfer Report-

o   Issues around transfer

o   MSCSA is advocating for transfer for AA, AS, AFA degree to baccalaureate degree completion minus 60 credits

Leon Rodrigues - Chief Diversity Officer of MnSCU

o   from S. Africa, Multicultural Education through critical theory, critical theorist by training. Provide emancipation for oppressed groups

o   Update to the board on achievement gap

o   Three areas - readiness, participation, completion

o   Achievement/opportunity gap is evident upon entry to kindergarten in MPLS schools example

o   Diversity – 3 dimensions

Representation

Climate

How are we preparing students to live in diverse world

o   campuses continue to segregate, not just along cultural and racial lines, but also along class lines

o   Strategies to address the achievement gap and address preparation, persistence, completion

pursue diversity through multiple strategies at multiple levels

Discussion: when we consider strategies that will have the greatest impact, curricular strategies

high-impact practices, promising results from Normandale research and national research (AAC&U)

Research suggests that high-impact practice have even greater impact on underserved student populations

o   Multi-State Collaborative: Century, Inver Hills, North Hennepin participating in multi-state initiative

Info on SharePoint. Future discussion



Discussion: Should AA Council create a sub-committee to focus on curricular integration of diversity and achievement gap strategies

o   ASA Consultation structure meant to reduce committees, not proliferate

o   Diversity overlaps with Student Affairs Council, should consult with them

o   Curricular integration is AA Council purview

o   If goal is to achieve curricular integration, isolated attention and energy will need to be given to this one dimension

o   ACTION: Table for further discussion at Coordinating Commission and future AA Council meeting

Biennial budget development process

o   Request that we share with Lynda Milne or VC O'Brien how we think the process ought to work, this is what Laura King is requesting, a new process, yet to be determined, for gathering input

Faculty Development subcommittee – IFO rep

o   Survey of existing faculty development infrastructure on various campuses to establish baseline information

Report on Open Electronic Resources – Todd Digby

o   two-year plan highlights distributed. Todd said he could make available on SharePoint

Transfer oversight update

o    MnTC topic: transfer of courses in which students earned a grade of D. Most D grades do not transfer, except within MnTC.  Students and academic advisors are generally unaware the “D” grades can transfer for credit from approved MnTC courses. How to make this policy known?

o   TOC Suggested a hot link from MnTC site to policy language, or specific notation on the MnTC page

o   Seeking suggestions from AA Council

Discussion: AA Council does not provide input to TOC, but vice versa, if unable to resolve, then AA Council will take up.

Action: Re-refer to TOC for further deliberation

o   Centralized portal for transfer being proposed by MnSCU to the legislature

Setting days/dates for next year’s AA Council schedule

o   Start in September

o   Staggered with other councils that start in October

o   Tuesday afternoons seem viable for the group- no objections

o   Staff will return with proposed dates

**ASA TECHNOLOGY COUNCIL REPORT**

1-D2L Workgroup

**1)**     **Upgrade Window**

·       The recommendation of D2L 10.3 release date is May 30/31. For colleges and universities who start summer prior to May 30, it is recommended to communicate to D2L site administrators, trainers, CIOs, and CAOs.

·       Universities requested that for future releases that the number of students affected by determined, and to consider a release date that is prior to the beginning of summer term (May 19 for most universities).

**2)**     **D2L communication**

·       The ASA Technology Council recommended to improve and strengthen the current practice of communicating through college and university D2L site administrators and trainers.

ü  Encourage a best practice of a college/university “D2L team,” that includes the D2L site administrator and trainer, CAO, academic deans and CIO.

ü  System Office would provide dual messages to campuses:  one message for site administrators/trainers, and another message in non-technical language to be sent to faculty and ASA Newsletter.

ü  Communicate about upgrades, testing period, and fixes.

·       Of note, there currently is not a mechanism to send a system wide email to all faculty, or to all faculty who use D2L.  Creating such a mechanism would be a new technology request.  Further, the council does not recommend the D2L homepage as a communication method due to the lack of readership.

**3)**     **Consistent experience for students**

·       MSCSA and MSUSA encourage greater faculty use and a (somewhat) consistent use of tools within an institution, but recognized there will always be variance in usage.

·       The council commented that dialogue around the D2L tools available will help lead toward increased commonality of usage but that there will always be some variance.

**4)**     **Best practice when system is down**

·       The D2L workgroup is reviewing this.  The challenge is to write a message that is a meaningful update when the issue is still being explored.  There is also a risk to sending too many messages.

**2.**     **Hobson’s.** Landon Pirius joined the meeting to discuss reduced software pricing opportunities with Hobson’s.  He reported that the master agreement is in affect through FY 15 and is interested in extending it to allow price breaks for campuses.  He explained additional products within Hobson’s including Agile Grad in which four campuses have accounts; eight additional campuses are interested in joining.  He shared cost examples and the benefits for a systemwide agreement.  Members indicated that if there is interest, likely an RFP process and discussions would need to be held on how to facilitate the process with new contracts and existing agreements already in place and what function (academic, business) in the system office.    The Council was asked their overall perception on this type of agreements and to provide advisement on how to proceed.

**3.**     **Proposed Change in IT Priorities.** Jon Eichten shared a recent request sent to Chief Academic and Student Affairs Officers to prioritize and rank on highest priority level the following areas:  1) Upcoming Registration Projects, 2) MnTC Completion Tracking, and 3) D2L Grading to ISRS.    He noted that funding will be lost in regards to the MnTC Completion Tracking if this is not completed in FY14 through a Lumina Foundation Grant.

**4. Accessibility/Closed Caption.** Todd Digby provided an update that many campuses are working on their own and that the next step is gathering a specific Task Force to talk about new tools to aid in captioning software.  He is looking to expand a workgroup specifically for MnSCU and not Minnesota Learning Commons and will identify a leader and provide resources to operating a wider approach to tap into resources.