Minnesota State University Association of Administrative and Service Faculty &

Minnesota State Colleges and Universities Meet and Confer Summary

**Friday, February 5, 2016; 10:30 a.m. – 12:00 p.m. ; McCormick Room**

**Attendees:** J. Anderson, S. Murray, E. Gutierrez, R. Wheeler, M. Sharp, S. Bard, H. Soleim, J. Haak, B. Oertel, J. Lee, S. Gabriel, J. Simonsen, B. Yolitz, K. Campbell, L. King R. Anderson, M. Carlson, S. Rosenstone, C. Dale, A. Maile, B. Glass, N. Hawton, G. Hunter.

1. Charting the Future   
   (Jaime Simonsen) Completed first quarterly report last week and posted on CtF blog. Progress is happening on the campuses and there is engagement. Handout shared about transfer pathway group. The SharePoint site includes all reports and communications. ISRS team is working on report from 33 listening sessions and other communications. S. Rosenstone acknowledged J. Anderson for his leadership on coordinating council.
2. MnSCU Branding Project

(Nelle Hawton) The problem is there has never been a way to leverage a brand platform to show how MnSCU institutions are related. There is no intention of changing college or university names, but creating a system name that is short and memorable (not an acronym). Plan is for this to build awareness. Brand steering committee has been expanded (Tracy Rahim from MSUAASF; no IFO representative). Padilla is doing environmental inventory to see where MnSCU appears on print and electronic media, and interviews are being held with key communicators on campuses. The committee is struggling with the name and pushback on the value of this. Three options are being considered: Minnesota State Colleges and Universities; Minnesota State; and Minnesota State System.

Goals – attract more students and advance image/credibility

Tracy – there is work to be done to impress upon internal constituencies the importance of this, especially in tough budget times; Rosenstone acknowledged this but emphasized this is a Board priority.

1. Legislative Plan for 2016 Session

(Jaime Simonsen & Brian Yolitz) Bonding proposal is around 80 million with most MnSCU requests included. (Bonding book link below). It’s early yet, so a lot can still happen. Need to have our members talk to legislators about these needs.

Supplemental request – 21 million- This is about protecting the services that need to be in place for our students. MSUAASF Lobby Day is April 13. Theme – about student success, talent development, caring for our assets. S. Rosenstone emphasized the need for grass roots work on this.

M. Sharp asked about talking about the value of higher education in general to sway public opinion.

Bonding book link: <http://www.finance.mnscu.edu/facilities/capitalbudget/pdf/Bonding%20Book_Final_.pdf>

Link to poverty session by Board and Leadership Council: <http://www.twincities.com/2016/02/03/mnscu-focused-on-poverty/>

1. Fair Labor Standards Act (FLSA)

(Chris Dale) Distributed a list of the number of ASF members in different job categories that may be impacted if/when the proposal goes into law. The salary test be increased to $50,440 – therefore members below that threshold would become overtime eligible.

Final regulations may come out in July (or may be delayed)… it could be that implementation will happen by end of 2016, impacted 90% of Range B and 43% of Range C. They are involved in training on doing FLSA overtime calculations. The employee groupings will be looked at to see what the best plan is to deal with this. B. Oertel requested early interaction with ASF representatives as these reviews are being done; Rosenstone acknowledged the need for this as well.

1. Excellence Award Nomination Process  
   (Brent Glass) Provided a handout. Deadline for President’s packets is Feb. 19th. Question about who is on the review committee at the state level – Brent will send this information to Jim Anderson. The committee is considering some revision to the recognition ceremony. J. Anderson asked for consideration of campus winners (non-state winners) getting $1000. The time line was also brought up as very tight for the campus nominee, with packets requiring a lot of time to put together. Brent will take these recommendations back for consideration.

1. Update on Metro Baccalaureate Plan   
   (Brent Glass). Todd Harmony reported prepared a report on state university interest in metro. There are four subgroups currently meeting on this. We will bring this back as an M&C item in April.
2. MnSCU Policy 5.22 Cellular & Other Mobile Computing Devices   
   R. Wheeled - If this policy goes forward and MnSCU expects employees to be available, a MnSCU issued phone must be available to them. There are questions about when an employee’s phone may be confiscated or wiped out. L. King would like our questions to be submitted to her in writing. MnSCU will work on a better communication strategy about the policy and its effects on employees.
3. Proposed Amendment to Policy 2.9 Academic Standing and

Financial Aid Satisfactory Academic Progress – Not discussed due to time limitations.

1. Proposed Amendment to Policy 3.6 Student Conduct – Not discussed due to time limitations.
2. Proposed Amendment to Policy 3.30 College Program Advisory Committees – Not discussed due to time limitations

1. Proposed Amendment to Procedure 3.30.1 Community and

Technical College Advisory Committees – Not discussed due to time limitations.

1. Proposed Amendment to Policy 3.39 Transfer Rights and Responsibilities

(Suggestion made that policy items be forwarded in advance and reviewed only selectively at M&C.)

1. Human Resources-Transactional Service Model (HR-TSM)   
   (Kari Campbell) – Handout shared explaining this shared services project. Two big areas – 1) development of delivery model (4 service centers; proposals due today and decisions will be made at the end of this month) and 2) a process review and establishment of common business practices. Implementation of these changes will happen in phases, beginning in January 2017. This should increase uniformity and decrease errors.

Question – will these centers be new employees – that is yet to be worked out. There is a potential that HR offices on campuses will downsize. Concern raised that distinction of 2-year vs. 4-year processes be recognized. J. Anderson asked that he be notified when service center locations are decided.

Next Meeting: April 15, 2016

Summary prepared by Shirley Murray, MSUAASF Secretary