**MSUAASF State Board Meeting**

**Thursday, April 14, 2016**

**Metropolitan State University**

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

**AGENDA**

**Meeting Location: Metropolitan State University Library Trustee Room**

**Thursday, April 14, 9:00 a.m. to 5:00 p.m.**

**Officer Reports**

President’s Report

Congratulations to Tracy Rahim from Winona State University who was elected MSUAASF state president for 2016-2018. I will enjoy serving with Tracy as Vice President the next few years and will work with her on a transition plan this summer. Since I have been elected Vice President, Barb Oertel will be staying on the board next year as immediate past president. As you know the Chancellor has announced his retirement at the end of next year. I expect to hear shortly about a search committee being formed for the new Chancellor.

These past few months I have been heavily involved in Charting the Future coordinating committee work and I attended Technical Advisory Committee WebEx on the financial resources model and a developmental education Adhoc committee. The developmental education group would like to put together a summit which brings all stakeholders to developmental education to develop some consistency in courses and sequencing. These two groups continue to work hard at developing a proposal to the BOT sometime later this summer.

I also attended the February and March Board of Trustees meetings. At the BOT meetings extensive discussion was held regarding the 19 colleges and universities who are currently under financial recovery plans. 6 of the State Universities are among these schools dealing with difficult financial times. The BOT wants the financial resources model team to discuss these issues and come up with some solutions. In addition, the Campus Service Cooperative team has been given direction to come up with more cost savings plans to present to the board in the near future.

I want to take this opportunity to thank all of the outgoing presidents who have served on the board this past year. You were a great group of people to work with on many different issues this past year. I also want to especially recognize outgoing MSUAASF vice-president Eduardo Gutierrez who is retiring this year. Thank you Eduardo for all of your many years of service to ASF!

Vice President (Eduardo Gutierrez)

Not report submitted.

Secretary (Shirley Murray)

This report was submitted electronically to all Board members.

T. Rahim moved, H. Soleim second to approve the report. Passed.

Treasurer (Susan Bayerl)

1. Account Balance as of 01/21/2016: $55,101.93

Account Balance as of 04/14/2016: $54,327.80

1. Business Savings Account Balance 01/21/2016: $30,742.92

Business Savings Account Balance 04/14/2016: $30,747.52

1. Business Checking Account Balance 01/21/2016: $24,359.01

Business Checking Account Balance 04/14/2016: $23,580.28

1. Campus Maintenance FY 2016: Paid to all campuses: $7,624
2. Legal Counsel & CPA
   1. 990 forms for last 3 years submitted to IRS-sent certified mail
   2. Form 1024 with user fee $850 – Recognition of Exemption 501(a)
   3. Bill from CPA still needed
3. Budget

Motion by M. Sharp, second M. Acosta to approve treasurer’s report. Passed.

Budget conversation

There was a follow-up conversation about ways to cut costs. The Teamster’s reimbursement to us will need to continue to be discussed. This is key. The amount of money we have provided to Teamster’s has continued to increase without a corresponding return to us; this needs to be renegotiated. We may also consider continuing to combine the board meetings with M&C.

Grievance Officer: (Rich Wheeler)

The layoff document was updated and is available as needed. The collective bargaining joint trainings are being done. There was late notice at Mankato and St. Cloud about the traininga from management and this impacted the attendance. The anticipated change with FLSA – perhaps effective end of May or beginning of June. There should be notifications and a joint work group to work on the process. Our contract does have language on this. This will impact 40-45% of our bargaining unit members ($52,440 is the figure we believe will be the maximum contract salary for being non-exempt). There are questions about E-time and whether it will accommodate this change. There are also multiple questions about how this will affect workload and assignments. We would benefit from having a “repository of questions and issues” to be addressed in this process.

There are about five active grievances currently.

There is a team looking into adjustments in position matrix. The process will also be looked at. Jim has really been an advocate in moving on the matrix.

Seven pairs of Twins tickets from Teamsters are available to provide to campuses for membership meeting drawing. Dates: 5/23: Metro; 6/2: St Cloud; 6/11: Winona; 7/15: Southwest; 7/31: Moorhead; 8/14: Mankato; 9/24: Bemidji. Reminder that the drawing must be done at a membership meeting and the tickets must be used by the member receiving them.

Our contract still needs to be ratified by the legislature. There is some concern about ratification of all state contracts so contacting legislators is needed and appropriate.

Local 320 membership meetings this summer will be in Bemidji (June 14) and Winona (July 12).

Local 320 also started some regional steward meetings.

Local 320 membership drive goal is 90%; right now Local 320 is at 87%. MSUAASF is now at 82%, we were in mid-70’s, so in both cases there have been good gains in membership.

**Committee Reports**

MSUAASF Committees:

Legislative (Mike Sharp)

Requested feedback on Lobby Day – may want to have something other than black vests to identify us at the event. We’d like to be more intentional about meeting the night before. The communication issues were addressed – follow-up on getting a list, confirmations, directions, etc. Having designated people for first-time attendees was very helpful. The experience for most was very positive. Because ASF is so different than other Teamsters, we might consider a higher education lobby day. Mike will be stepping down as Legislative Chair so we will be seeking another representative. He will contact all campus legislative reps to tell of this opportunity and ask of their interest.

Membership (Janet Haak) No report submitted.

Negotiations (Sami Gabriel) No report submitted.

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

The committee directed the 2016 officer election.  The ballots have been received by Teamsters Local #320 and will be counted by the committee at 9 AM on Thursday, April 14. The committee will report the results and request certification at the State Board meeting on April 14.

At this point we are not aware of any election issues.

Results: 609 sent out, 156 received. No irregularities were noted. The actual count is on file with the State President and State Secretary. Those elected were Tracy Rahim for President, Jim Anderson for Vice President, Shirley Murray for Secretary, Sue Bayerl for Treasurer. Motion by M. Sharp, second by M. Acosta to certify the election results. Motion passed.

**MnSCU Committees:**

Branding (Tracy Rahim)

Padilla CRT has developed three new graphic logos and recommended 4 naming conventions. The Marketing/Communications staff took these ideas around the state to meet with key communicators, admissions directors, etc. to get their feedback. The Steering Committee members have now voted on their preferred graphic and name that will be included in the recommendation that will be made to the Leadership Council and BOT this Spring. The roll-out will begin in the summer.

Policy (Barb Oertel, Linda Meidl, Sue Bayerl)

Met on March 24, Toyia Younger is now the Interim Chief Diversity Officer. She is gathering information on the role of this position and it’s possible this position will be “reset” before a search is done. Policies reviewed included Student Housing and Transfer Policy. Louise would like the Transfer Oversight Committee to review courses for MNTC, but this has not been decided. The committee also began reviewing the State Residency policy. There is a desire to have a clearer way to determine and communicate residency.

Assessment for Course Placement (Michael Evans, Jillian Quandt)

There was a brief presentation on the Accuplacer Next Generation.  MnSCU is still planning on being a late adopter to give time to work out the bugs.

We heard several presentations related to campuses that are using forms of multiple measures, as there seems to be system-wide support for a more nuanced approach to placement rather making decisions based solely on cut scores.

On a related note, there is a bill that looks like it will pass that would mean a high school student who received a college ready score on the MCA could not be placed in developmental courses.

Developmental Education system wide work group agreed to recommendation have developmental courses “transfer” between MnSCU institutions to avoid people having to retake Accuplacer or retake the equivalent developmental education course at a different institution.  Subgroups are working on recommendations on how this would actually work.

The chair of the math dept. at Mankato petitioned the committee to have the math ACT scores be valid for 3 years instead of 2.  The committee seems open to revisiting the length of time the scores are valid.  There also needs to be clarification if validity limits fit with the intent of current legislative language.

The committee is proposing a revised committee charge, ASF would continue to have three spots.  If a member misses 3 meetings in a year without sending a suitable alternative the nominating body will need to choose a different representative.  They are also adding 2 new members, a campus IR representative and a campus disability representative.

Defined Contribution Retirement Committee (Richard Wheeler)

The committee has not met since my last report.  The spring quarterly meeting will be on April 28.  I will report on anything from that meeting that is of particular import prior to the summer Board meeting.

The only thing really of note is that TIAA/CREF has officially changed its name to TIAA.  That was effective last month and the new marketing is clear from media ads and communications to participants.  This change has not effect on the operation of the DCR/IRAP program.

IT Council (Braden Kuznia, Michael Penrod, Dotty Hayes)

Throughout the 2015-2016 Academic Year the Academic and Student Affairs technology Council has focused on how to foster innovation at the campus level.  The council has considered and is considering various options and policies for funding and stimulation of these activities in ways consistent with Charting the Future and institutional strategic plans.  The council is also involved providing feedback on and updating various system policies and procedures related to the use of academic technology.

System Evaluation Committee (Mike Sharp and Kerry Ross)

No report submitted.

Transfer Oversight Committee (Julio Vargas Essex, Leah James) No report sumbmitted.

We are aware that the system is implementing the new process for students to appeal transfer course placement. There is training needed and explanation of the logistics.

SA Council (Jean Clarke, Jay Lee, and Eduardo Guiterrez)

No report was submitted.

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

The Council met on March 28. There was another extensive discussion about issues related to closing the achievement gap. Other topics included updates on the slow progress toward discussions with U of M on MnTC revisions; the work of Academic Planning and Collaboration group; the status of Metro Baccalaureate planning; the work of the Developmental Education group; and the announcement of T. Younger’s interim role as Chief Diversity Officer.

CTF Coordinating Committee (Jim Anderson and Tracy Rahim)

The CTF Coordinating Committee has been reviewing the January and soon April Quarterly reports for the progress on the various initiatives. Our committee is going to be meeting again this next week and hearing more about the progress being made on the ISRS upgrade so far. There have been some continued concerns voiced by this group about the visibility and communication of CTF imitative progress and transparency.

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

Several meetings have taken place and work continues on guiding the Transfer Pathways Teams (TPT’s), planning for the next steps in implementation of the four pilot pathways (biology, psychology, business, theatre), and preparing for the next TPT’s which will begin in fall. The next disciplines to begin in fall are: Communication, Computer Science, Sociology, Criminal Justice, Nursing, Chemistry, Mathematics, Social Work, Kinesiology and Exercise Science, Economics, Elementary Education, Early Childhood Education.

CtF: Academic Planning and Collaboration Workgroup  
The Academic Planning and Collaboration workgroup has been meeting biweekly to develop recommendations that respond to the following charge “Develop a collaborative and coordinated academic planning process that advances affordability, transferability and access to our programs and services across the state.”  
Among the primary meeting topics were the following-  
\* Academic planning activities within selected system institutions  
\* Academic planning activities within other state systems,  
\* Expectations and integration with other planning areas – strategic framework and associated metrics, facilities, diversity, IT, and the HLC requirements  
\* System policy on academic program approval  
\* Strategy for quality online education

The overarching areas of recommendation emerging from the workgroup are the following-  
1. An expectation for every system college and university to have an academic plan that reflects their distinctive missions, cultures, and planning processes and helps inform potential areas for regional and system wide collaboration  
2. A system academic planning process that provides a framework for regional and statewide collaboration and identifies areas for collaboration emerging from college and university academic plans  
3. Advancement of policies and processes that advance coordination and collaboration including, but not limited to, incentives for collaboration and forums for sharing campus priorities and identifying collaborative opportunities.  
These areas of recommendation are being further developed along with action steps for implementation. The final report is due to the Vice Chancellor for Academic and Student Affairs in mid-May.  
Update provided by Todd Harmening, System Office Academic Affairs 4-11-2016

**Local 320 Report**S. Gabriel not in attendance. Some items noted under R. Wheeler’s Grievance report.

**Old Business**

Professional Excellence Award

The MnSCU ceremony will be changed to honor all this year. There was discussion of an alternate $1000 award for local (campus) winners. This would be a campus decision. However, we need to be aware of questions with consistency across campuses and how honorees may feel. Consistency and communication about who is invited would also be helpful.

State Grievance Office Transition Plan

J. Anderson explained the work that has been done this year in securing a person to work “in training” under Rich to learn this role. H. Soleim expressed her interest and willingness to serve. Some process concerns were discussed.

B. Oertel moved and (?) second that we appoint Heather Soleim as grievance officer in training effective immediately. Motion passed, with three abstaining (Wheeler, Soleim, Murray).

Friederichs ruling implications for ASF

Stay vigilant about this and keep working on getting more full share members.

Joint Labor/Management SEC/MnSCU Salary Range Assignments Meeting

This group will continue to meet and work on the issues.

**New** **Business**

IFO Resolution on SCSU Administration

The resolution sounded like a statement about blaming one administrator/one campus for the system problem. When there are problems, we want our members to work with management to address any campus problems. As an association we don’t want to target individual campuses or administrators, but rather to be active in addressing problems.

MMB Guidance Memo Discussion

There are some questions about how this will impact non-exempt members (attending meetings, grievance meetings, consultation with stewards, being officers, etc.)

Summer ASF Board Meeting Date

The decision was made to hold this meeting July 21-22 at Winona. Tracy will look into our lodging options. Both former and incoming presidents are welcome. All are encouraged to car pool. We will stay in campus housing to save costs as well.

All Member Assembly

Two years ago we did this. It was a very valuable experience but it cost about $5000. The idea of using PIF funds for this was discussed. The idea was raised that we could travel costs if we supported only one car per campus. Sue and Mike will check on facility and hotel availability (October 27-28, 2016). Jim will talk with Janet H. and Jean, Stephanie and Heather are also willing to help. We will find out if this is feasible and then decide for certain on the fall board meeting. (Follow-up: S. Bayerl notes we did not make any decision about budget for this.)

Enforcing Smoking Ban Policies on Campus (implications for ASF members)

There are conversations about tobacco-free campus policy and enforcement, with possible disciplinary action.

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

Stephanie Bard Jean Clarke Tracy Rahim Mike Sharp

Maureen Acosta Jay Lee Heather Soleim

**ASF M&C agenda items**

1. FLSA Implementation Plans and our Participation

a.    MMB Guidance Memo for Union Activity; implications with FLSA changes

2.       Universities in Financial Recovery – Status Update

3.       Charting the Future

a.       ISRS Upgrade

b.      RFI for System wide CRM

4.       MnSCU Branding Project

5.       Legislative Update

6.       Update on Financial Allocation Model

7.       Human Resources Transaction Service Model – Locations and Concerns

8.       Work group on Developmental Education and Placement Testing – Status Update

9.       Use of Personal Devices and Acceptable use of Technology (5.22)

10.  Graduation Survey Policy/Rules and need for Task Force to reconvene or alternative to re-examine guidelines.

**Future Summer Board Meeting Date** July 21-22, 2016 at Winona

**Meet and Confer MNSCU Board Meetings**

April 15 April 19/20

**Meet and Confer 2016-2017** May 17/18

September 23 June 21/22

December 2

February 17

April 7

**CAMPUS REPORTS**

**Winona Campus Report:**

* New local officers will be elected in May to begin in June.
* We are finalizing a procedure for the Exceptional Achievement Incentive Program that will be rolled out for FY17 if there is budget available.
* Tracy Rahim and local ASF treasurer Sarah Olcott are completing a Special Initiative Award project surrounding supervisor knowledge of the ASF Master Agreement/associated policies and procedures to better inform Human Resources and Labor Relations on gaps in knowledge of the Master Agreement as well as preferred training platforms and timelines for more consistent training. Results and survey tools can be shared with the State ASF Board for replication as desired.
* WSU is working to adopt a priority registration for parent students (freshmen and sophomores) who are working toward their first bachelor degree. Many ASF members were involved in these discussions and will be involved in the implementation.

**SCSU MSUAASF President’s Report**

April Board meeting

1. Fixed Terms

We are having issues with the administration not notifying us when fixed terms are appointed or re-appointed. Mike Sharp is working with HR to fix this. On our campus this is a particular concern with significant budget cuts on the horizon.

1. Enrollment

Our fall admissions numbers look good our summer numbers are not so hot right now.

1. Re-organization

We seem to be in a constant state of re-structuring and again getting the administration to let us know what they are doing before they do it is a problem. Grieving failure to adhere to the contract is an option but it does not really solve anything.

1. IFO Vote on Dr Potter

I am not sure where this is really going, maybe nowhere. We expressed our concern to the FA chapter about the action and are waiting to see what if anything develops (written Monday April 11)

**METRO STATE CAMPUS REPORT:**

**Major Changes to Metro State**

* The name of our new president will be announced on Wed., April 20 at about 9 am. after the MnSCU Board votes on Chancellor Rosestone’s selection. There are two finalists to be our new president: Ginny Arthur, our provost, and Fernando Delgado, vice chancellor at the University of Wisconsin River Falls. We are very excited to learn who our new president will be.
* A new Chief Information Officer has just been named – Stephen Reed will start on April 25. He is formerly the CIO at University of Wisconsin River Falls. We will be searching for a new CFO and a new VP for Advancement once the new president is on board.
* Plans are being finalized for the reorganization of our colleges and schools. The new reorganization will be implemented beginning 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.
* No layoffs at this time.
* On April 12 we held the grand opening of our new Science Education Center. The Mayor of St. Paul Chris Coleman declared April 12th Science Education Center Day in St. Paul.
* There was a grand opening of the Student Center in February.

**Enrollment updates:**

* Despite national trends, Metropolitan State University continued to experience growth during the Academic Year of 2015-2016. Total enrollment grew by a little over 1%. Enrollment projections indicate that we will continue to grow incrementally this year. Currently, Summer Enrollment is down by -1.5% but Fall Enrollment trends show an early increase of 7% up from prior year.

**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.