

**MSUAASF/Minnesota State Meet and Confer Minutes**  
**September 23, 2016**

**Present:** Tracy Rahim, Maureen Acosta, Zach Johnson, Jim Anderson, Mike Sharp, Janet Haak, Barb Oertel, Sara Granberg-Rademacker, Jean Clarke, Shirley Murray, Jefferson Lee, Rich Wheeler, Sarah Olcott, Jessie Swedberg, Ann Maile, Kari Campbell, Brent Glass, Deb Bednarz, Nicole Merz, Lynda Milne, Ramon Padilla, Sue Applequist, Mark Carlson, Steven Rostenstone, Chris Dale, James Jorstad, Derek Hughes.

1. Consultation on the FY2018--FY2019 Legislative Request

Rostenstone thanked ASF President Rahim for conversation and participation in the Board Retreat. MN State is taking feedback from the Board and will formulate legislative document for first read in October. The request will include resources needed for campuses (\$143 million); technology (ISRS Next generation) \$90 million; and innovation for incentives/grants for students (\$10 million). Ideas are still being gathered and analyzed.

2. Consultation on the June 2016 Report of the Work Group on Long-Term Financial Sustainability

Rostenstone thanked ASF for feedback so far. What the workgroup provided was not a plan, but recommendations. The retreat provided more input and analysis of initial recommendations. This will go back to the Board and then it will be in their hands.

3. Proposed New Minnesota State Policy and Procedure 1C.0.2 – Respectful Workplace

Rahim provided printed feedback to MN State representatives present. ASF commends the system for looking at this issue. The ASF input includes both questions and concerns. There is confusion on campuses regarding whether MMB policy applies to all. Dale stated that MMB says that the policy applies to all MN State employees. Second, the procedure does read like a policy; ASF believes our campuses should establish their own procedures to address these issues. Next, the term “bullying” is not used, but behaviors of bullying are designated, so ASF recommends use (and definition) of the term. Next, ASF believes there needs to be differentiation of cultural norms and civil behavior. Additionally, time lines for investigations or communication are not included and need to be. ASF believes concerns about retaliation are not adequately addressed. Finally, criteria used to determine whether an investigation will be conducted needs to be clarified. Dale thanked ASF for the comments. He said that the term “bullying” wasn’t used to reduce the use of “hot terms.” He also said that retaliation “may result in disciplinary action” was included. Administration will take feedback under consideration.

4. Update on Paid Parental Leave Benefits MSUAASF Members

Rahim stated that this other units have gone through this process, however, MN State takes the position that this must go through the Board and possible negotiations before this benefit (initiated by the governor) will be provided to ASF members. ASF finds this problematic and

views as an equity issue. Dale said that MMB followed its process with the classified units, and MN State feels it needs to go through its process. The governor directed MMB to move this forward with the classified units. Carlson stated that the Board Chair believes this should go to the Board. This will be on the agenda for an October closed session. Carlson stated the Board is very aware of this issue. Rosenstone said he doesn't have authority to act on this matter without Board involvement. ASF will be informed of the decision directly. ASF also wants to know the calculation of the cost of this benefit. Dale states that MN State used the criteria that MMB was using. The figure is over 1 million for MSCF and ASF. ASF wants the figure specific to the ASF unit.

#### 5. Update on Fair Labor Standards Act (FLSA) Changes

Hughes addressed the group concerning questions on key dates, communications, etc. The communication plan has been shared. MN State has also completed WebEx's with campus HR about communication plans and encouraged each to reach out to ASF representation. The complexities of this are many; including people with multiple assignments. One campus, SCSU, is especially of concern so Hughes and Jorstad met with SCSU HR. SCSU HR is to be getting back to campus ASF president; has not happened yet.. Future dates: WebE workshops are being hosted on October 6 and 7. Rahim noted that October is the date for formal communication with impacted employees and asked what information is being shared with campuses about "salarying up". ASF does not believe our contact allows this, and also see it as a major equity issue. Jorstad said that, while he believes salarying up is an option, it has not been specifically endorsed. Jorstad said he's like further conversation "off line" about the salarying up issue. He believes many campuses may consider work reorganization. Sharp noted that any reorganization takes time and has impact on our students; we need to be part of the planning. Rahim acknowledged Jorstad and Hughes' responsiveness to our questions and concerns. ASF looks forward to being involved in these discussions ASAP.

#### 6. Transfer Pathway Team Honorariums

Rahim stated that we understand there are MOA's in place with IFO and MSCF for stipends. Why was ASF not included in this? Dale stated that MN State did not need to do MOA with ASF since our contract language already provides for honoraria. Milne then stated that, while ASF contributions are appreciated, MN State is only offering stipends to teaching faculty due to their unique contributions on curriculum and ASF is expected to do this as part of service. Murray stated that ASF contributions are equal in value to the success of this project and go far beyond the normal work expectations; Rahim emphasized these exceptional contributions fit the contract criteria for honoraria. Wheeler noted that he and Jorstad have talked about the use of the honoraria provision for this. Dale stated "bluntly" that the system does not have the funds to pay ASF members for this work. Murray replied that the system is making a 'choice' not to provide these honoraria. This is system work and leaving this only as an option for the campuses is not appropriate and can only lead to equity problems. This is an issue of fair treatment and respect for our members' exceptional contributions. Dale acknowledged that ASF strong sentiment on this issue has been heard clearly by administration. Milne said she would also report back on this to Vice Chancellor Anderson.

## 7. ISRS Re-Engineering Project

ASF would like to be involved in the RFP from the ground up. We'd like an update. Padilla stated that the RFP is worked on and there is recognition for the need for subject matter experts to inform this process. He stated that HR and finance will be the first modules developed. Student applications will be further down the road to be assure the bugs are worked out. The time line for direct input on the RFP will most likely be fall 2016. Padilla and Laura King will be working on the process and there will be attention given to correct representation of both 2 and 4 year campuses.

## 8. Human Resources Transactional Service Model (HR-TSM)

Campbell provided a project update. The four service centers are being readied for operation in January 2017. Hiring should occur from November – January. Once centers are occupied and staffed, the service centers will build relationships with campus partnerships and develop procedures. Haak raised the concern that since these centers are all on 2 year campuses, will staff understand and be experts in university contracts and processes? Campbell noted the importance of expertise in all areas, including the university contracts and processes. Training will be an important part of this.

## 9. Charting the Future

Merz is project manager for Charting the Future; she provided a written update and timeline. Three areas: academic advising, academic planning and collaboration and technology. The corresponding work groups have completed their work and reports have been submitted. The FY 17 work plan will look at the recommendations, with the Leadership Council being charged with moving these recommendations forward. Much of the work plan is expected to be campus-led, however some things may be recognized as most appropriately system-led. There is to be draft plan by December, which will then be opened for further feedback. Haak raised question about how these recommendations will be dovetailed with the allocation model work. VC Anderson will be overseeing this. Rosenstone noted that rewarding student success and rewarding coordination and collaboration are still being worked on as to there fit with the allocation model. He acknowledged the importance of this.

## 10. Update on Financial Allocation Framework

Rahim thanked Deb Bednarz for the quantity and depth of the webinars that have been provided. The opportunities for feedback are appreciated, but we await more information on roll-out strategies. Eight webex sessions have been held and three more will be held. These will include more about roll-out of the recommendations, after leadership council has received this information. October. 13, 17, 26 will be the additional webex sessions. Recognition of mission differentiation will be included, based on feedback. Rosenstone noted that first we need to agree on principles, and then the roll-out. There is a commitment to a transition plan. There will be some campuses that benefit and others that do not. Based upon the reality that there will be "wiinners and losers," Rahim stated that it is unlikely ASF will be able to take a unified position on this, but we will certainly forward feedback from our members.

#### 11. Chancellor Search Update

Mark Carlson and Chair Vekitch have put together a detailed transition plan and have selected a search consultant. The position will be posted on October 26, 2016. There are 19 people on the search committee, including Tracy Rahim representing ASF. Carlson expects the search to be challenging due to the scope of responsibilities in the position and relatively small pool of people available who qualify and may have interest.

The meeting adjourned at 12:15 p.m.

Summary respectfully submitted,  
Shirley Murray  
ASF State Secretary