**ASF State Board Meeting**October 27-28, 2016St. Cloud State University Welcome Center

**Present:** Sue Bayerl, Sara Granberg-Rademacker, Shirley Murray, Jim Anderson, Rich Wheeler, Janet Haak, Tracy Rahim, Barb Oertel, Mike Sharp, Zack Johnson, Jessie Swedberg, Tim Alcorn, Heather Soleim (Fr), Brian Aldes (Th)

**Thursday, October 27: 12:30pm - 4:30pm**

Called to order at 12:37 p.m.

*Approval of Agenda*

**Teamsters Local 320 Update** (Brian Aldes)

The Teamsters Affiliation Agreement with ASF was signed. ASF and Local 320 will revisit the agreement every two years. 320 will pick up 50% of President’s release time and related cost, along with the cost of ASF delegate assembly (up to $5000) and the cost of ASF Board meetings. MSRS /TRA Pensions - a 2% pension increase is proposed with employer paying 1.5 and employee .5%. It as not yet been approved by legislature but is anticipated this year. State Health – about 8 – 9% increase anticipated. All elections (national, state, international union and local union) so important – get out to vote. IBT has endorsed Clinton. Annual stewards seminar will be held on October 29. Local 320 is healthy -- membership is up considerably and treasury increased 30%. Lobby Day has not yet been set; anticipating sometime in March. Tracy thanked Brian for coming and for the agreement.

**WebEx with Labor Relations**

**Update on Position Allocation Matrix & Process** (Renee, Jim Jorstad, Amy Jo, Derek)

A collaborative work group has been working on this. The proposal is to move from an 8 factor analysis to 5 factor analysis, discontinue the PAQ, revise the PD tool (online) - will be tested at Mankato (November), and create a checklist tool. Concerns have been raised about the need for entire department responsibility in order to move up the matrix and also the accuracy of the current process. Other “parking lot” issues are: working titles of positions, flagging positions that need to be reviewed at turnover. There were a number of tool revisions (administrative process, ASF range assignment appeal process, glossary, definition of organizational layers, underlying assumptions, checklist for ASF range assignment, evaluation worksheet, and PD template.) Next steps include consultation with the HR community, follow-up with the full work team, ASF Board review and Meet and Confer, and creation of a communication/training plan. Tracy asked about when documentation packet would be ready to share with the ASF State Board. The hope is that documentation review by the Board can occur yet this calendar year.

The plan is that initially only new and newly reviewed PD’s will go into the new system, with the eventual goal being that all positions are in the new system.

**Update on FLSA**

Generally, still moving along with timeline of implementation by December 1. In October, campus HR are to be communicating with impacted employees, supervisors, etc. The plan for November is to do training (re: time sheets, OT calculation, etc.) Derek said that re-evaluation of positions (duties test) will continue after December 1, using a standard tool created by MMB. There is some question as to whether all campuses are using this standard tool. ASF asked about administrative/advisor exception. It is a narrow definition and campuses can “opt out” and leave these employees non-exempt. For e-time, all employees (exempt and non-exempt) will need to do e-time. For exempt, each member must log in and check a box acknowledging they’ve met their obligations. Non-exempt members must complete e-time cards. The instructions will be forthcoming. Questions about non-exempt members teaching adjunct – it will be overtime + adjunct rate. There will no doubt be fiscal decisions to no longer hire some nonexempt members to teach. We have been told on campuses that the salary test only is based on base, not any adjunct or additional duties. Derek said that’s not the case; it is about the combination of pay. He would communicate back to the campuses about this discrepancy. Question was also raised about guidelines to determine “how much” overtime is justifiable for teaching or other assignments… the only guidance was to have prior conversations with supervisors. The department that causes the overtime is who pays the overtime (the second hiring department). Will the timesheet be able to sub-divide where the overtime comes from? It has to be done manually. Question regarding on-call – FLSA addresses this, but may be incomplete explanation for some of our members (Residential Life, etc.). In cases where place and time limits the person’s ability to engage in their normal activities, they may need to be “paid to wait.” Overall, we learned that there are several discrepancies between system interpretations and what campuses are communicating, and things yet to be worked out. We can bring questions directly to Derek this coming month, and he will respond copying campus HR as well so we can all be on the same page.

**Subsequent Board conversations about FLSA process/communications after WebEx**

There are questions about “salarying up” among members. Barb believes that Winona may be planning to salary up. Zack believes BSU will do it too. Other campuses have left it as an open possibility. Rich and Sami had extensive conversations about this with the 320 attorney. The attorney said there are certainly grounds on which this can be challenged. In labor law, there was an assumption that this could be done with FLSA. There is uncertainly about whether we would be successful in arbitration. The implications on other salary setting events would also be in question. The effects of “salarying up” on morale and workplace environment issues are significant. If there is serious discussion about doing this, we should pursue a meeting with administration to talk about implications. Rich believes we should ask for a meeting with MN State. We are taking a formal position that we want to request a meeting with MN State about the issue of potentially “salarying up” and its implications on workplace environment and the integrity of the salary grid. Tracy will request this meeting.

Also, what about non-exempt members serving on system committees? MN State doesn’t see that is work time. This could end up in a situation where our only committee representatives would be exempt members.

***Officer Reports***

**Secretary** (Shirley Murray) – Report from July Board meeting submitted in separate document.
Approved without revision.

**Treasurer** (Sue Bayerl)

1. Account Balance as of 07/21/2016: $26,856.69

Account Balance as of 10/27/2016: $36,745.58

1. Business Savings Account Balance 07/21/2016: $16,751.94

Business Savings Account Balance 10/27/2016: $16,753.41

1. Business Checking Account Balance 07/21/2016: $10,104.75

Business Checking Account Balance 10/27/2016: $19,992.17

1. Campus Support – Deadline was October 17, 2016
	1. No annual expense report was received from MSU-Moorhead or Metropolitan State University
2. Tax Exempt status
	1. Penalty statements were received for the late 990 forms and the appeal for all charges was approved. All charges were dismissed.
	2. CPA is working on the 990 form for FY 2016
	3. Final charges for the CPA are pending
3. Bank accounts
	1. Bank accounts were converted to comply with government regulations
	2. Debit card was discontinued
	3. Obtained credit card through Wells Fargo
	4. Charges can be paid via the ASF accounts

***Motion*** *by Shirley Murray, second by Jim Anderson to extend deadline for campus financial report and subsequent support payment to Metro and Moorhead for two weeks (November 10). Motion carried.*

Our tax exempt status is now established and all penalties are dismissed. Eric’s (accountant) final charges are still pending. Due to regulations, Wells Fargo would not allow us to continue to have a debit card. So now we have a credit card with Sue and Tracy as “key executives.”

***Motion*** *by Shirley Murray, second by Janet Haak to accept the treasurer’s report. Motion carried.*

**Grievance Officer** (Rich Wheeler)

Please check the rosters for accuracy. There are people who have been moving to positions outside of our bargaining unit and one bargaining unit must drop the member before the other unit can pick them up. Several issues have arisen about full and fair share. It is the individual’s responsibility to contact local 320, not our responsibility.

After last legislative session, governor vetoed the pension bill because he felt retirees were bearing the brunt of the problem. There is a desire to increase the amount paid in by 1.5% for employer and .5% for employees. Our members need to be aware of these issues. Management puts more money into TRA than IRAP. There is a disparity and we may want to advance this through legislative committee.
A question also arose about supplemental retirement. Once someone is eligible, they continue as long as they are employed. It takes two years to be qualified, but it doesn’t have to be consecutive years. If there are missed payments, the employer is responsible.

Talked about a situation where a resolution was negotiated for a member but the member didn’t act on this within the time frame provided- negotiated deals are always time specific. A question also arose about whether a person can get permanent status without probation period. This is only possible within limited parameters of going from external funding to regular funding. Also, be aware of breaks in service and how this may be used by management to save money and keep people from permanent status. If you have someone who is non-renewed, be careful in assigning to committees, etc.

Please contact Rich or Sami if you want contract training on your campus.
MN State just announced that Jim Jorstad will be continuing to work with our union on contract issues. Chris Dale has IFO. Heather and Rich are working on transition training. Katie will be sending out rosters to all campus presidents.

Open enrollment is now active for benefits enrollment. Benefit costs will likely be a big part of the next negotiations because of increase in health costs.

November 1 is the deadline for seniority rosters.

Rich suggests we review the ASF constitution.

**Vice President** (Jim Anderson)

The last 3 months has been busy with solidifying committee positions with Minnesota State and I am happy to report that we have a full roster of committee positions filled. That being said we have all of the new TPT pathways to fill at this meeting. I have been working closely with Brent Glass from the system office who is our committee representative appointment liaison at the system office; he has met with Tracy and I to share some ideas that they have about making the existing committee structure more streamlined and efficient.

We had two concerns, one regarding the appointment of representatives of sub-committees within the various ASA councils that these appointments need to be done through bargaining units, and the second on proposed term limits within the committees to no more than two consecutive 2 year terms on ASA councils and committees. We explained the importance of not having term limits for committees that we have strong long time representation on by ASF members appointed by our board.

My commitments this year committee wise will be serving on the Policy committee, and serving with Vice Chancellor Anderson as co-chair of the Charting the Future Coordinating Committee. A goal I have this year is to find a way to have committee reports easily posted on the MSUAASF.org website so that these can be easily viewed by board members and all ASF members.

**President** (Tracy Rahim)

1.       Since the last State Board meeting, I have been busy attending several meetings either in person or via WebEx to represent ASF. The State Board conference calls that we’ve had so I can fully represent our viewpoints regarding the Long-Term Financial Sustainability Recommendations, the biennial budget request, Charting the Future, and other topics have proven to be very useful. So thank you for your thoughtful comments and feedback. I truly feel as though I speak for our members.

2.       At the September BOT retreat, I shared our thoughts on innovative ideas for the biennial budget request that would protect and support student success, the need for wrap-around services that are imperative outside of academics and the fact that many of our institutions cannot rely on community-based services due to market saturation, and the need for more access to services to help our students be more culturally competent as our campuses become  more and more diverse.

3.       At the October BOT meeting, I thanked them for the authorization to allow Minnesota State HR to enter into negotiations for Paid Parental Leave benefits and that we look forward to those conversations to craft contract language that will be consistent with the other bargaining units who are close to gaining this benefit. I noted that ASF supports the biennial budget request in general as it focuses on ISRS with a $25M request, and it provides student scholarships where there is a great need. They would like to allocate $10M to give students who are making academic progress but at risk for not completing their degree a $500 grant. They would also like to give $500 scholarships for students in a transfer pathway who enrolls in a university for a Bachelor’s degree. But I also noted that the 3% inflationary increases do not keep up with the historical percentage increases for contract settlements. The designation of only a 3% increase appears to be a pre-determination of our contracts even before we enter into negotiations. Other items of note from the BOT meeting:

a.       There was a first reading of the Allocation Framework Re-design (second reading/final vote in November). Some Board members were shocked at the outputs as it truly shows metro schools vs. greater Minnesota schools and the haves/have nots. Universities overall do not fare well at all. From the model, the largest increase would go to MCTC with $472k and the largest decrease would go to SCSU -$557k. There was discussion of how to soften this over the next 2 years so that it is not a blow to schools and especially those who are already experiencing a budget deficit from enrollments. This will be further discussed at the November BOT meeting.

b.      The BOT finalized the review of Chancellor Rosenstone which came back very positive.

c.       3 system presidents were honored with Emeriti status including former President Potter.

4.       I have a meeting on Nov. 3 to kick off the Chancellor’s search committee with a plan to meet in Dec. 13 for an applicant review meeting and then conduct airport interviews Jan. 10-11. The System Office is planning for a public forum the week of Feb. 6, System office interviews the week of Feb. 13, and announce the appointment the week of Feb. 20 at the BOT meeting.

5.       Professional Excellence Awards: Make sure that the packet is widely distributed on your campus so that the selection process is timely and widely known. The packet was not shared with the HR community.

*MSUAASF Committee Reports*

**Membership** (Jean Clarke-Mankato) – no report submitted.

**Legislative** (Janet Haak-Moorhead) – no report submitted. Janet reports she will be connecting with campus legislative representatives.

**Nominations & Elections** (Rich Wheeler-Mankato, 2 SPOTS OPEN)
The Nominations and Elections Committee has had no activity since the last election in the Spring and really would not expect to until the next CBA ratification in 2017.

**MSUAASF Position Allocation Matrix Process Work Group** (Rich Wheeler-Mankato, Heather Soleim-Moorhead, Tracy Rahim-Winona, Sami Gabriel-Teamsters, Kerry Ross-Bemidji)

We had a successful meeting with Labor Relations on early October to discuss the proposed updates to the position description that would include 5 different factors that were once part of the PAQ. All PDs will eventually be housed in an online database that can be viewed by anyone. There would also be workflow set up with this system as position go through the update/CEC/Labor Relations review/SEC processes. We also dissected  the enter review process for clarification. This new process is being beta tested in Mankato until the end of the calendar year and then should be opened up to all schools early in the Spring 2017 semester. There will be a training on ELM/D2L.

**Negotiations** (Sami Gabriel-Local 320, Tracy Rahim-Winona)

***Motion:*** *Nomination of Health Soliem, Rich Wheeler, Tracy Rahim, Janet Haak to sit on Nominations Committee by Mike Sharp, second by Zack Johnson. Motion carried.*

Negotiations timeline – All Presidents please get names of Negotiations representatives to Tracy; we will consider starting to meet prior to naming of new Chancellor. We’d like to see the survey to go out early to our members, and be as meaningful as possible.

**6pm: Group Dinner at RJs American Grill (4221 Clearwater Rd, St Cloud, MN 56301)**

**Friday, October 28, 8:30am – 12pm**

*System Committee Reports*

**Policy Council** (Barb Oertel-Winona, Jim Anderson-Moorhead, Jessie Swedberg-Moorhead)

ASA Policy Council met on 9/22/16

We reviewed process of policy and procedure revision process – it is a very complex process but substantive changes always are routed back to the Policy Council.  All ASA policy/procedure changes should be going to Meet and Confer as well and discussed when needed.

There is work being done on a website that will house all policy updates and reviews.

Brent Glass is working on defining various groups – task force, committee, council, etc – and this will be brought to bargaining units for review.

We reviewed Procedure 2.9.1, Financial Aid Satisfactory Academic Progress.  There was discussion on how institutions use “Z” grades and whether that should be counted as not completed.  The issue around completion rates for transfer students was brought up and dismissed by Chris Halling who stated that “it has to be that way.”

**Academic & Student Affairs Technology Council** (Braden Kuznia-Moorhead, Dotty Hayes-Metro, Michael Penrod-St. Cloud)

**Student Affairs Council** (Jay Lee-Southwest, Tracy Rahim-Winona, Kristen Jorneby-Metro)

1.       Concurrent Enrollment: MN State is currently working on an application for an extension (due Dec. 2016) with the HLC for faculty to meet the mandatory credentials. All concurrent enrollment programs must be accredited by 2020. There is supposed to be a concurrent enrollment advisory board on campuses that launched last year. Do all of our campuses of them? They are to be comprised of both campus and secondary school providers.

2.       Build Program: There is a workgroup that is working on a plan to submit in January 2017 to create academic, residential, student life programs for people with intellectual disabilities. The original language stipulated it had to be at 4 universities, but system staff were able to get that changed to them taking place within the system (but most have a residential component). Kristen Jorenby (ASF rep on Student Affairs Council from Metro State) is a member of this workgroup. She indicated that there are reps from residential life, student life, academic affairs on this workgroup—so key players are at the table.

3.       Student Services & Partnerships with Social Service Agencies: Ron Anderson & Toyia Younger are creating a workgroup to look at the non-academic services we are providing and if there should be a core set of services that each school provides (and should there be a subset of core services for residential campuses). They will make a presentation at the January BOT meeting with recommendations to come at the end of the academic year. Questions came up from council members on if veterans and online students should be included in the discussions. There was also discussion that greater Minnesota is isolated from the use of community services due to a lack of services or saturation from community members already.

**Academic Affairs Council** (Shirley Murray-Mankato, Heather Soleim-Moorhead, Greg Mellas-Metro)

There have been two meetings since our last ASF Board meeting. In September, the Council decided to operate this year on a consensus agenda to allow for more substantive discussion and recommendations. There was robust discussion about funding of open educational resources, which the Council supported last spring, but now is being questioned due to budget constraints and intellectual property concerns. Council input is also being sought on the system’s online strategy, with Council members asking for more data before giving specific input. At the October meeting, there was a discussion (requested input from VC Anderson) on what types of collaboration the system should incent (in allocation model) Again, there is hesitancy on the Council’s part to look at financial incentives since this also becomes “disincentives” for others. There are always winners and losers in this type of model. In general, the Council said “if you’re going to do it” look at shared positions and incenting student success strategies, but with great caution. Mary Rothchild also attending this meeting to talk about the new “enterprise wide” approach that is being looked at for non-credit continuing education. There is concern that this decreases the unique offerings of campuses and relationships they have built.

**Assessment for Course Placement Committee** (Jill Quandt-Winona, Zachary Johnson-Bemidji, Jason Westman-Mankato)
ACPC met on October 14, 2016. This was the first meeting for the academic year.

There was information shared regarding multiple measures with a pilot project starting at Inver Hills for fall 2016. Multiple measures allow for other measures, such as non-cognitive measures like persistence, other than just ACT/SAT scores along with placement test scores such as Accuplacer. It was shared that nationally 60% of first time first term students place into remedial courses however within MN State we have 90%. So our measurement practice needs to be looked at, thus the pilot at Inver Hills. In addition, high school GPA has been a better predictor of success than ACT for MN State students.

There was also discussion around GED scores identified for college credit. Example would be if an individual scored a 175+ they would be recommended for college readiness along with college credit. Next steps on this is to meet with MDE Adult Basic Ed and GED Testing Services in November. This will also be considered with multiple measures test.

Upcoming projects include SAT college-ready scores, MCA validity study and focus groups, Next Generation Accuplacer (MN State may or may not be able to continue with this product for placement) and developmental education/course placement summit for spring 2017. These projects are moving forward with work groups within the committee. Next meeting is set for early December.

**Enrollment Think Tank** (Brian Jones-Mankato) – no report submitted.

**Transfer Oversight Committee** (Julio Vargas Essex-Metro, Sarah Curtin-Winona) – no report submitted.

**Defined Contribution Retirement Committee** (Rich Wheeler-Mankato)
The DCR Committee has not had its fall meeting yet and has not met since we had the meeting in July.  It will be on November 3 in St. Paul.  As such, I have nothing to report now.  I will update the Board after the meeting next week.

**System Evaluation Committee** (Kerry Ross-Bemidji, Mike Sharp-St. Cloud)

Our last meeting was cancelled due to no appeals. I understand there is already one appeal scheduled for our next meeting, November 1.

The work is also continuing on revamping the process to determine range assignments. We met last week and worked to update the matrix to be 5 categories instead of the current 8, eliminate the need for the PAQ, and align our new process with a new online database being implemented at the System level to create, and store, PDs. All of the supporting documents are also being updated. This new database is being beta tested by MSU-Mankato and possibly a few additional positions from Winona in the next several weeks with a goal of going live in January 2017. The committee working on this task includes ASF: Tracy Rahim, Rich Wheeler, Heather Soleim, Sami Gabriel, and me, HR: Sandy Reed, System Office: Jim Jorstad, Renee Schmitt, Amy Jo Ebert.

**Charting the Future Coordinating Committee** (Jim Anderson-Moorhead, Tracy Rahim-Winona)

We met on September 30th and it was announced at this meeting that Charting the Future will sunset by the end of May, 2017. This means that all of the work plan initiatives will either be completed, or will be placed into the existing strategic work plan of the system and campus by that time. A large part of the meeting we held discussed the FY 17 work plan draft. Our president’s council representatives on the Coordinating Committee updated us on their progress and plan to implement the work plan initiatives. If you would like to stay connected on the progress of Charting The Future please check out the web site: <http://www.chartingthefuturemnscu.com/>

The student associations and the bargaining units shared their thoughts/feedback regarding the FY17 workplan with a few system presidents and administrators. ASF brought up many of the viewpoints addressed by board members such as wanting to see assessment data on the usefulness of the transfer pathways, the process used to ensure that progress is being made annually on the campus diversity plans, determination of the effectiveness of the HR TSM hubs in terms of cost savings and benefits as well look at other process/office centralizations. There will be further discussion on the workplan at the November & December Leadership Council meetings.

**Transfer Pathways Coordinating Committee** (Shirley Murray-Mankato, Jolene Richardson-Moorhead, Ashley Schafer-St. Cloud)

We have ASF representatives on all developing transfer pathway teams, and all who have reported in say things are going well. They note their contributions including assistance with advising questions and models for use of the new pathways, course transfer and system policies, clinical placement issues, curriculum alignment work (education), registrar’s issues, discussions regarding communication and outreach, etc. Clearly, our ASF members are integral members of the teams. The Transfer Pathways Coordinating Team has been focusing on implementation issues that are arising as curricular changes are being worked on and logistical implementation strategies being considered. The importance of our input on advising processes, registration processes, admissions and communication processes is very evident.

**Professional Excellence Award Committee** (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato)
No meeting yet this year.

**Developmental Education Workgroup** (Baorong Li-Metro) – no report submitted.

***Old Business***

**Transfer Pathways Honorarium Update** (if any)

Since M&C, Tracy and Jim met with Ron Anderson and explained the concerns. He said he would have further conversations with Linda and we provided language to them. It remains an open question.

**Paid Parental Leave Update:** Proposed MOA to extend this benefit to all members for the length of the remainder of this contract. Therefore, it will be an issue in negotiation where it will cost us as a unit to keep this benefit.

***Motion:*** *Rich Wheeler moved that we authorize the signing of the draft MOA as presented to the Board, second by Mike Sharp. Motion carried.*

**March 30-31, 2017, ASF Board Meeting Date Reschedule**

***Motion:*** *Rich Wheeler moved, Shirley Murray second to change the March board meeting dates to March 23-24 in St. Paul. This also allows us to attend the Nellie Stone Johnson dinner on March 23.*

***Motion:*** *Move by Rich Wheeler, second by Jim Anderson to purchase a table at Nellie Stone Johnson for ASF at their published rate. Motion carried.*

***New Business***

**3rd Year Fixed Term Extension Request**-Winona
Barb presented the information on request to extend this position – fulfilling some of the duties of a MAPE position while the incumbent serves a system position, which is a 3 year appointment.
This is very similar to filling in for a leave.

***Motion:*** *Move by Shirley Murray, second by Rich Wheeler to approve this 3rd year extension. Motion carried.*

**ASF Work Groups:**

**MSUAASF State Constitution Work Group -**Shirley Murray, Jean Clarke, Tracy Rahim, Sue Bayerl, Rich Wheeler, Jesse Swedberg volunteered for this

**Audit Committee –**To look over (annually) all receipts and line item entries and report findings to the Board. Volunteers include Jim Anderson, Heather Soleim, Sara Granberg-Rademacker. The first one will review 2013-2016, then annually.

***Motions:***

*Rich Wheeler, Jesse Swedberg moved /second to establish MSUAASF State Constitution Work group with the members noted above. Motion carried.*

*Rich Wheeler moved, Barb Oertel second to establish an Audit Committee with members noted above. Motion carried.*

**Transfer Oversight Committee Appointment**There are some concerns about how a certain ASF representative is representing ASF. Specific concerns will be addressed with the individual

**Transfer Pathway Team Appointments**

Accounting- Linda Meidl
Art: Dan Voss, BSU
Chemical Dependency (LADC Licensure): Kim Bock, SCSU
Communication Arts & Literature Education: Teri Topness, Metro
Criminal Justice/Corrections: Cynthia Olson, Metro

Engineering: Bonner Karger, BSU
English: Katie Kramer, Metro
Health/Physical Education/Fitness Training (Teacher Licensure): Heather Pietman, WSU
History: Julie Platta, SCSU
Management Information SystemsMass Communications: Dana Hanson, Moorhead
Political Science: MaKenna Schluter, Moorhead
Spanish: TO BE FILLED
Special Education (Teacher Licensure): TO BE FILLED

***Motion:*** *Move by Janet, second by Barb to approve the slate of appointments above. Motion carried.*

**Communication regarding open ASF positions** (Article 7, Section c, subd 3)

How are notifications done? – through HR office or AA office, also standing agenda item on Meet and Confer.

**Minnesota State Committee/Council Restructuring** (see attached spreadsheet)

Brent Glass is looking at restructuring System Office committees. They are working on standard definitions and guidelines. ASF concerns include term limits and if there are sub-committees they should only come from the home committee- we oppose that due to assigning people with the right expertise.

**Delegate Assembly**Discussed the possibility of doing this in 2017. Teamsters will contribute $5000 toward this. We will wait to determine dates and establish a committee at our January Board meeting.

**President’s Round Table**Issues:
FLSA – affects on morale and differing perspectives from members; discussion that we should also advocate for 40 hour weeks.
Honoraria
Grad Tuition Waiver- deducting taxable amount and not using 1099; request the policy; Rich is also willing to talk to Derek about this.
Administration at M&C
Awards; exceptional achievement – Administration needs to inform of $ put toward this.
Search Committee Appointments- tough to get members with failed searches, etc.
PIF Grants – committee review is most common, but also can use administration, also use criteria
Marketing and Communication Positions- Any changes to MAPE must be at change of position.

*Good of the Order*

*Meeting Adjournment at 11:47 a.m.*

**State Meet & Confer Agenda Items (Friday, December 2, 9:30-12pm)**

* Update on Respectful Workplace Procedure
* Position Allocation Matrix
* FLSA Update
* Allocation Model Update
* Charting the Future
* Transfer Pathway Honoraria
* MN State Committee Restructuring

**Future Meeting Dates:**

* **MSUAASF State Board Meetings**
	+ January 26-27, 2017 (St. Cloud)
	+ March 23-24, 2017 (Metro)
* **State Meet & Confer (9:30-12pm in St. Paul)**
	+ December 2, 2016
	+ February 17, 2017
	+ April 21, 2017
* **Board of Trustees**
	+ November 15-16, 2016
	+ January 24-25, 2017
	+ March 21-22, 2017
	+ April 18-19, 2017 (Professional Excellence Award Luncheon)
	+ May 16-17, 2017
	+ June 20-21, 2017

**CAMPUS REPORTS**

Metro State

**Major Changes to Metro State**

* At Metropolitan State University, fall enrollment is up 1 % from FY16 to FY17.
* Our new president Ginny Arthur is now in her fourth month and she is doing a great job. She has instituted open office hours each month at each of our four campus sites. She is also making all cabinet and other relevant reports available to everyone in our university community. She is focused on being transparent.
* Our Dean of the College of Sciences Tom Nelson passed away after a brief illness on August 30th. He had been instrumental in overseeing the building of our new Science Education Center and helping the university acquire a $2 million gift from the family of a student who passed away last spring. This gift is the largest gift that Metro State has ever received. The Science Education Center will be named in memory of this student.
* One of the biggest ongoing concerns for my members is the website redesign. This project has been going on for more than two years and there are many issues including lack of information about our new colleges on the website. Members believe that we are losing students because of this issue. There has been several leadership changes. Now we have a new Chief Information Officer whom we believe can address the many issues related to the website redesign.

Other items

* I continue to send 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.

Minnesota State Mankato

* 3rd largest first-year student class in MSU’s history; however, enrollment is overall down 0.5% from last year.
* This year, MSU is creating a new strategic plan, and with the assistance of the University Planning Committee’s work from last year, seven new strategic directions have been identified and committees have been formed. MSUAASF has two members on each of the strategic directions committees.
* We are also engaged in the Reimagining the First Year project – which has requested 1 MSUAASF member for each of seven signature strategies. These members join 6 who were already participating on the coordinating committee for this group. Some of Exec Team are concerned about possibility of “committee fatigue” developing among members.
* MSU is also working on developing more pro-active budget strategies – which will allow campus to be more strategic when it comes to deciding how funds are allocated. Currently, subgroups within our Joint Budget, Assessment and Evaluation Submeets are discussing ways to decide whether an academic or non-academic program needs to reallocate resources, maintain current resources, or reinvest additional resources to assist its efforts in contributing to student success.
* Member concerns continue to focus on FLSA changes. Through collaboration with Human Resources, all Range B and Range C employees have been notified of their exempt or non-exempt status. HR attended our general membership meeting in October, and may again in November. Additionally, smaller meetings are happening with employees who are transitioning to non-exempt status, employees who will remain exempt – but who will work among many non-exempt, and supervisors of affected employees.

Bemidji State University

Bemidji State University is beginning its first academic year with our new president, President Faith Hensrud. Currently, we have an interim provost/vice president for academic and student affairs, an interim associate vice president for academic affairs, an interim dean of student support services, currently in search process for an interim dean of student success, interim affirmative action officer, and two interim college deans. In addition, NTC has an interim dean of academic and student affairs. Considering the alignment of the two institutions this is another interim position that affects much of the work of our members at BSU. As can be seen, BSU is operating under almost an entire administration of interims. With this in mind, it has been shared with ASF and the entire campus communication that President Hensrud is considering the organizational structure, particularly the direct reports to the provost as she prepares to search and fill that position. From there all other interim positions will be settled. With that said, BSU is embarking on a journey of administrative change. One solid foundations we have is our new president.

BSU is celebrating an overall enrollment and retention increase for fall 2016.

BSU had a 2.1% increase in headcount to 5120, a small FYE increase of 0.4% to 2033. New regular on campus students are up 9.2% to 809 and another 8 new off campus undergraduates.

The preliminary Fall 15 to Fall 16 student retention rate for new, full time, first time students is up 5.7% from last fall from 66% to 71.7%.

These numbers are evidence that BSU is doing some great work. One program that we contribute much of this success to is our Beaver Success Coach program which relies on ASF members to connect with our new freshman students coach them through their first term.

Minnesota State Moorhead

1. Enrollment: headcount for 2016 is 1.5% higher than 2015.
2. Retention rate has increased from 68% in 2013 to 75.9%.
3. CMU renovation is complete, our new dining options are now available (Wholly Habeneros, WoW Cafe, SubConnection and Jamba Juice).
4. New VP of Enrollment Management and Student Affairs (Brenda Amenson-Hill) started August 1st; Doug Peters, who was the interim VP will now be the interim AVP until a new one is hired. VP Amenson-Hill is hoping to start that search (and the Director of Admissions search) in the spring.
5. Other searches happening on campus:
	1. Women’s Center (Three finalists coming to campus in the next two weeks).
	2. Dean of Arts, Media & Communication – committee formed, chair named.
	3. Dean of Science, Health & Environment – committee formed, chair named.
	4. Director of Financial Aid – current Director retiring in August 2017, hoping for that search to start spring semester.
6. Great Place to Work Survey
	1. Originally taken in 2014; then again in 2016
	2. Members of the President’s Cabinet will be holding round table discussions on campus to inform campus community what actions have been taken on campus since the results of the first survey and to receive input on possible solutions to areas where improvements can be made based on the bottom ten statements from the 2016 survey.
7. FLSA
	1. HR is conducting meetings with campus supervisors that have employees who will be affected. They also held open hours on campus yesterday for anyone who might have questions regarding FLSA.

St. Cloud State University

We have had many shifts in leadership over the summer in fall and now have an interim President, Provost, College of Science and Engineering Dean and Associate Dean who each have two year terms. We just learned that four additional positions which are currently filled on an interim basis will searched in the new calendar year; Dean of the School of Education, Dean of Graduate Studies (shifting to an Associate VP for Graduate Studies and Continuing Studies), Dean of the Library, and Dean of University College. Phew.

The fall has been very difficult with an unsettled HR office. The search for a new CHRO has come to fruition and we with have a new person on board in early November. In part by stealing good ideas from other ASF presidents, we have had some good traction for some changes in the level of attention our Meet and Confer receives from the administration. Our primary contact is now a VP and that has helped raise our profile with the management team. We have yet to see results on better communication in general per the provisions of the contract but we are hopeful for some additional positive changes.

We were slow to the dance, to put it lightly, with regard to the FLSA changes. Nothing really started on our campus until mid-October.

We are hoping to constitute a new member committee, long overdue for us, and are hopeful to run another campaign to reach out to fair share colleagues with an invite to join as full share. I am also happy to see that we have had added interest from newer members to serve in leadership roles on our campus and we hope to continue to nurture new leaders.