

MSUAASF/Minnesota State Meet & Confer
December 2, 2016

Present: Tracy Rahim, Maureen Acosta, Zach Johnson, Jim Anderson, Mike Sharp, Sara Granberg-Rademacker, Jean Clarke, Shirley Murray, Rich Wheeler, Sarah Olcott, Sami Gabriel, Ann Maile, Kari Campbell, Brent Glass, Deb Bednarz, Renee Schmitt, Amy Jo Ebert, Kari Campbell, Ron Anderson, Sue Applequist, Mark Carlson, Steven Rostenstone, Chris Dale, James Jorstad, Derek Hughes, Betsy Thompson.

1. Transfer Pathway Team Honorariums

On behalf of ASF, Tracy expressed our sincere thanks for providing the honoraria for our members serving on the Transfer Pathway teams.

2. FLSA Update

Derek Hughes provided a handout, explaining that what is on hold (based on federal injunction) is changes impacting the salary test. Salary-ups are stopped; reclassifications are off (Academic and Administrative exemption). The tool for evaluating duties test will continue to be used, and changes in e-time are moving forward. The Department of Labor has not appealed yet, and it is likely that the new Administration will not support the new FLSA changes.

Tracy presented ASF concerns of timing of the determinations of duties tests for all B and C positions. Is there a deadline for submitting these for final approval? Derek said the deadline is still standing at January 31, but there was acknowledgement that this is very time-consuming process (about 6.5 weeks of work). The time line is being looked at based on what is realistic at the system office. Tracy also asked about processing new positions (new PD's). Sue Applequist said she is working on prioritizing the workload so that "routine" tasks of approving new PD's with range and exempt status gets done in a timely manner. Rich Wheeler and Mike Sharp emphasized the importance of communicating what is happening to our members, so they are not surprised by the ongoing evaluation of positions and potentially upset if changes are made. Sue Applequist suggested some consistent messaging to members/supervisors from the system office, which ASF would support and appreciate. Tracy asked that the communication include a re-confirmation that all B and C positions are being reviewed. There was also a question about effective dates, and Amy Jo Ebert said that effective dates would be immediate after rolling review is completed. Sarah Olcott also asked about transparency with the employees so there can be understanding of the process and why any changes occur.

3. ASF Position Allocation Matrix

Jim Jorstad provided a power point outline to summarize work to date regarding modifications in the matrix (going from 8 to 5 factors, doing away with PAQ, adding glossary and explanations.) Within the next week, this will go to HR group for feedback, and then this will go back to the joint work group, and hope to bring back to M&C in

February. The beta test has been delayed, but Renee Schmitt said she will be doing training with some select people from Winona, Mankato, and the system office and testing during the month of December. It will be a “soft launch.” There is a place on the checklist to indicate exempt versus non-exempt. Chris Dale said there will be no appeal process for designation of exempt/non-exempt since the “risk” held with this designation is on the employer. Mike Sharp asked that there be training for writing the PD’s so that exempt designations can be based on the most accurate information.

4. Proposed New Minnesota State Procedure 1C.02 - Respectful Workplace Update

Chris Dale said that some feedback was received, with the feedback being contradictory. The internal group considered the feedback and made some changes. The issue of whether this is a policy or procedure is still being considered. The edited version of the document will be circulated once it is ready; no specific deadline could be offered. Steven Rosenstone said he’s like to see it wrapped up this spring.

5. MN State ASA Committee Restructuring

Brent Glass will be moving to Interim Vice Chancellor, so we are wondering if this restructuring work will be moving forward. Brent said a second draft would be gong to the Commission in December, with plans for implementation by June 30, 2017. Modifications were made based on ASF feedback on appointments and term limits.

6. Charting the Future

CRM Question – Why is the note of the RFP out there now and what is the timeline? Ron Anderson said the belief is that some CRM’s are flexible enough to integrate with ISRS at middle level “platform” and then that middle level could allow the use of other products (such as Hobson’s, etc.) Jim Anderson was supportive that such a “middle level” could be useful to our campuses. Communication about this would be greatly appreciated.

Workgroup recommendations from last year – where are they at with Leadership Council? Ron Anderson said that campuses have been asked to provide feedback on these in fall. A smaller group of presidents have been reviewing the feedback and will talk with Leadership Council about this in December and January. Many pieces of feedback, subsequent discussions, have been about implementation and differentiating campus versus system implementation, and timelines/priorities. Steven Rosenstone said there would be a full report to the Board of Trustees in January.

There is set of recommendations on professional development and cultural competency, and these have been rolled into equity and inclusion. Ron Anderson will look into this to be sure they are shared with ASF. These are related to issues about campus climate (especially post-election).

Questions about TSM – Kari Campbell provided a written update. The four managers have been hired (no staff yet) and construction on the spaces has begun. Phase I will be

moving instructional faculty. Technology solutions for employee intake will be developed in Phase I. Kari said that payroll will not be moving within the next six months.

7. Allocation Framework Model

Tracy asked about next steps now that the Board approved the allocation framework model. Deb Bednarz said this would begin to be implemented in FY 2018. Immediate changes will be student success outcome measures (1-2%), changes and modifications to student support piece (underrepresented measure), frozen square footage, recognition of library and research, and changes in revenue buy-down. By March, campuses should know the impact of changes. There is a transition period and no campus will receive any less appropriation in FY 18. To benefit from the phasing, there must be an approved campus plan. Steven Rosenstone said the student success metric is being fine-tuned to deal with particular student populations on particular campuses. A critical change is moving from FTE to headcount. There is work being done on a measure of rewarding cooperation between campuses, and there is a change in count to .75 for concurrent enrollment students. Also, MN State will be changing/reducing its support of campus debt service. Finally, there will be changes in how system-wide services are paid for; this still needs to be determined.

Tracy asked about the allocation for entirely online students and whether this will be considered in headcount. Steven Rosenstone said this question still needs to be studied.

In terms of Student Success measure, the consultation has been with Tech. group and also it's gone to the campus presidents.

8. Long-Term Financial Sustainability Work Group Report

Tracy asked for the memo and attachment on this on this, and Deb Bednarz said she would work on getting this document to Tracy. The question about continued consultation on this was presented. Steven Rosenstone said that next consultations will be with CFO's and Leadership Council. He noted that he is concerned about workload, so he will focus on reinforcing what is currently being done; many of these priorities will also be campus-based. There are also decisions to be made about central vs. individualized efforts and portfolios. If there is new stuff to be done at the system level, what priorities should be made? One priority chosen is marketing and April is a target date for that. There are also areas where system needs to provide facilitation, such as more work on pathways (outside transfer pathways). Rosenstone is looking for guidance from the Board on how much to move forward with yet this year.

9. Consultation on the FY2018—FY2019 Legislative Request Update

With Board approval of \$178 million request, what strategies are being considered, and how can ASF assist? Steven Rosenstone is having preliminary meetings to set groundwork. He noted the two key messages: developing talent and addressing disparities. There will need to be much deeper work at grassroots operations. Jamie

Simonson is working on material to support these efforts. Tracy said ASF will be inviting Jamie to our Board meeting in January. Chancellor Rosenstone also hopes for bonding bills for HEAPR.

Next Meeting: February 17, 2017

Summary prepared by:

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