

ASF State Board Meeting Minutes

January 26-27, 2017; St. 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, Sarah Olcott, Jean Clarke, Maureen Acosta.

Thursday, January 26: 12:30-4:30pm

Call to Order at 12:35 p.m.

Approval of Agenda: *Move by R. Wheeler, second by M. Acosta to approve the agenda. Motion carried.*

Teamsters Local 320 Update (Sami Gabriel)

Need to work on legislative agenda and membership loyalty. There is anticipation of National Right to Work within the next year. The Local will take about a 30% cut if Right to Work passes. Lobby Day is March 29 and we need participation in this.

Officer Reports

Secretary (Shirley Murray) Report submitted via email for review.

Motion by Janet Haak, second by Sara Granberg-Rademacker to approve the October 2016 report. Carried.

Treasurer's Report (Sue Bayerl)

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

Account Balance as of 01/26/2017: \$43,358.33

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

Business Savings Account Balance 01/26/2017: \$16,780.53

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

Business Checking Account Balance 01/26/2017: \$26,577.80

4. Campus Support FY 2017 – Paid \$300 to all campuses

5. Campus Maintenance FY 2017: List of full share members due March 15, 2017 – Campuses receive (No. of full share X \$12) +\$100

6. Tax Exempt status – Filing of 990

a. CPA is working on the 990 form for FY 2016

b. Final charges for the CPA are pending

7. Audit report

8. Budget

Motion by M. Sharp, second by M. Acosta to approve the treasurer's report. Motion carried.

Grievance Officer (Rich Wheeler)

Upcoming steward trainings are throughout the state; the one in St. Cloud was very good. There will also be one in Fergus Falls and Owatonna.

MOA supported by executive committee from Moorhead for alternate sabbatical (staggered schedule) for member. *Move by R. Wheeler, second by J. Anderson to approve this MOA. Motion carried.* (Reminded to Presidents to bring these staggered schedules forward for MOA's)

Rich will follow-up on honoraria issues with Transfer Pathways with MN State. Spring 2016 ASF representatives should have received payment and several have not.

Paid parental leave is now available and if members are using it, it's good to know for negotiations. It's expected that it will sunset and the negotiations team will need to consider whether this should negotiating for this again.

There have been a number of issues with retirement, members believing they were not given the opportunity to choose TRA, versus IRAP. If no choice is made at point of hire and at a point of permanent status, there is a default option (currently TRA, was IRAP). It's important for members to make these decisions at the points of opportunity and more education will be provided from system and campus HR.

We need to continue to work on membership, especially in the light of the threat of "Right to Work." Without high full membership, this will hurt our members. Presidents asked for list of members who have signed the MOC forms.

Rich stated that Bemidji has had a lot of issues, and noted the loss of Kerry Ross leaving. ASF appreciates Kerry's service. Rich is trying to work with Jim Jorstad to oversee the HR director at Bemidji and management team.

Insurance negotiations will be beginning soon.

Moorhead HR developed their own interpretation of service years; break in service, and the point for nonrenewal. These are established definitions, but there are many new HR people who may need guidance in understanding standard definitions and established procedures. Ask questions, especially about appointment documents.

Vice President (Jim Anderson)

I attended the November 9th Charting the Future Coordinating Committee meeting and November 17th and January 19th Policy Council meeting and went to an IFO meeting with the afternoon of November 17 to hear a presentation on a Massachusetts higher education advocacy group called Phenom. This is a group formed by a number of various unions in that state to increase the amount higher education has been receiving. The IFO and MSCF, along with other unions in higher education are looking into the possibility of forming such a group in Minnesota?

All of the spring transfer pathway teams have begun meeting and we have a total of 44 ASF members now serving on system committees this spring. My system contact at MN State to update our ASF members serving on system committees is Brent Glass. He was recently named interim Vice President of Student Affairs to replace Toyia Younger who left in December, so there are many changes going on at the system office prior to the new Chancellor being named. We replaced Kerry

Ross on the SEC with Sarah Olcott, and I brought a card for everyone to sign for longtime ASF member and former State President Eduardo Gutierrez who is retiring.

President (Tracy Rahim)

- a. Chancellor Search Update: The names of the finalists will be released on Monday, Feb. 6. Public forums (both in-person and via WebEx) will be held Feb. 8 and the Board will vote on their recommendation on Feb. 9 at a special Board meeting. I will be in attendance at that Board meeting. Once the schedule of the public forums is released, please encourage members to tune in. The candidates will make opening remarks and then take questions. The Chancellor-Designate will assume the position officially on August 1.
- b. Provided an update from Board Meeting this week.
- c. Monthly State Board Phone Calls: Due to the sheer volume of business items, concerns/issues, and topics of interest, I would like to ask about the possibility of schedule monthly conference calls so that our quarterly meetings are not always a race to the finish and we can dive into issues and topics deeper.

Decision made to schedule these one-hour phone meetings at noon on the 4th Tuesday of the month, perhaps beginning in April.

MSUAASF Committee Reports

Membership (Jean Clarke-Mankato)

Please send suggested updates for the brochure to Jean by March 1. Also, please feel free to send websites updates to Jean as needed.

Legislative Affairs (Janet Haak-Moorhead)

Lobby Day is March 29 with deadline for sign-up February 28th. Janet is still gathering names of legislative reps from campuses. Janet asked if it would be possible to focus ASF message at Lobby Day on needs of students. There will be discussion later about whether ASF should have a legislative agenda. This is a big legislative year with budget request and potential bonding projects. Tracy suggested a total ASF participation of at least 25 for this. Janet also talked about the importance of linking legislative action with contractual protection and benefits of membership.

Nominations & Elections (Rich Wheeler-Mankato, 2 SPOTS OPEN)

Not much to report on behalf of this committee. There has been no election requirement since the last meeting. The committee will be ready to conduct the CBA ratification election in 2017, as well as a Constitutional Referendum as it may be required.

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

Tracy met yesterday with MN State officials about the matrix.. The entire packet has been sent out to the CHRO's, and there is a meeting of that group Jan. 27. The work group meets **next on Tuesday, Feb. 7**. The online tool where PD's will be housed is being beta tested. Barb Oertel said she thinks the tool is pretty good, an improvement over what was used in the past. Using this new tool will require training, since it isn't intuitive. The only training being proposed at this point is through D2L. Renee (MN State) is very adamant about not using the word "supervise," in PD's. MN State is not receptive to feedback from anyone who is not "excluded." There is still a need to test the matrix with various positions to be sure it works. There is a management suggestion to put a moratorium on new PD's until training is done on the new tool.

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

The Negotiations team and alternates are currently reviewing the contract and insurance surveys and we will meet on Thursday, Feb. 2 at 10am at the Teamsters Local #320 Office to finalize it. We as a Board will also review the surveys during the Board meeting for thoughts, ideas. Sami, Rich, and Tracy met with Jim Jorstad on Jan. 25 to for some pre-negotiations discussions. The tentative dates for negotiations have been set. Other logistical things were discussed. Management doesn't feel they will get direction from the board until the end of the legislative session.

The Board reviewed the insurance and contract surveys and gave feedback. The suggestions will be brought to the team.

Audit Committee (Jim Anderson-Moorhead, Heather Soleim-Moorhead, Sara Granberg-Rademacker-Mankato)

The MSUAASF State Board audit committee comprised of Sara Granberg-Rademacker from MSU Mankato, and Jim Anderson from MSU Moorhead, met on Thursday, January 26, 2017 to review the Association's financial documents in a financial audit from the period of 8/30/2013 through 12/30/2016.

Bank balances as of 12/31/2016:

Checking - \$27,511.83

Savings - \$16,780.53

State Treasurer Susan Bayerl provided expense reports, receipts, financial statements, and checkbook ledger for the period of review by the audit committee. We conducted the audit of these financial documents by reviewing each expense report to match the correct amounts indicated on the receipts provided, and reviewing the credit card charges which were used by authorized MSUAASF officials (State Treasurer Sue Bayerl, and President's Adam Klepetar, Jim Anderson, and Tracy Rahim) and reconciling these credit card charges to the Wells Fargo bank statement.

Overall, we found no irregularities, or major inaccuracies in the audit. There were a few small errors discovered which amounted to less than \$17.00 of correction of which \$16.50 was a reimbursement to former president Klepetar for a parking charge in which he used the ASF credit card. In addition, we did find that there were two missing hotel receipts during this audit period and fewer than ten missing parking and meal receipts from President's who used the ASF credit card during this period.

As a result of this audit in which we reconciled receipts to expense report documents, check numbers sent for reimbursement to expense report document, and credit card expenses to Wells Fargo Bank statements, and deposits to bank statements, the audit committee recommends that the ASF state board approve our audit to verify the financial accuracy of these financial transactions. We also recommend that the state board commend Treasurer Sue Bayerl for her detailed and accurate accounting of Association funds. Finally, the Audit Committee would like to make these recommendations to the ASF state board:

- We would recommend the Association approve the purchase of a document scanner to scan all receipts and expense reports since 8/30/2013 to 12/31/2016 in addition to beginning to scan new financial receipts and expense reports from this period forward.

- We would recommend that at each July State Board meeting, we review local campus budget reports. In July 2017, we recommend a conversation about possible ceiling for the amount of rollover.
 - We would recommend an annual audit by the Audit Committee each year in January.
 - We would recommend further research about what's typical for professional CPA firms' audits, and bring more information back to the State Board meeting in March.
- Respectfully submitted by Sara Granberg-Rademacker and Jim Anderson

Sue also brought up the campus expense report that is submitted each fall. Suggestion was given to be sure the presidents have the form. Some forms are being submitted without the requested information. The Board feels it's important to have this information shared with the Board. We need to consider a ceiling if funds are not used. The Audit Committee will review this information.

Motion by M. Sharp, second by R. Wheeler to accept the Audit Committee report. Carried.

ASF Constitution/Bylaws (Tracy Rahim-Winona, Shirley Murray-Mankato, Jean Clarke-Mankato, Rich Wheeler-Mankato, Sue Bayerl-St. Cloud, Jessie Swedberg-Moorhead)

Many thanks to Shirley, Sue, Rich, Jean, and Jessie for their hard work on making recommendations for numerous revisions to the State Constitution and Bylaws. Items up for discussion:

- a. Legislative Affairs Committee/Chair proposal
- b. Indemnification of ASF State Board
- c. Roles/duties of Membership Chair
- d. Campus President/Representative duties—should go into local constitution/bylaws if not already stated
- e. State Board Appointed Positions procedure

The Board reviewed the proposed changes and agreed to move forward with these. Rich and Sami will inquire regarding bond/liability insurance options for Board members and report back. Shirley will work on formatting and Janet agreed to review this. The constitution/bylaws will be brought back to Board in March for formal action and then sent out for a vote to the statewide membership in April.

System Committee Reports

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

We met on 1/19/17. All three ASF reps were in attendance.

- Co-chair of the Enrollment Management Affinity Group (formerly Enrollment Management Think Tank) was a guest. Sarah Carrico spoke about the group's purpose and invited the Council to consult with this group when reviewing policies impacting enrollment management.
- World Language Credit Procedure 3.35.2 was reviewed. There was much discussion around the impact on students of bringing more credits than they could use toward a degree. Many attempts made to find language that would convey this without being too negative. Procedure was completed and will go out for review.
- Began review of Policy 3.32 College Faculty Credentialing. This is a very controversial policy, especially with IFO faculty, as previously only college faculty were impacted. Now a new procedure will be developed that mirrors HLC requirements for university as well as college faculty. This will include ASF faculty who teach classes. The procedure has not been drafted yet but will be started this spring.
- Procedure 3.35.6, Industry Recognized Credentials, was scheduled to be reviewed but we ran out of time. This will be placed on next meeting's agenda.

Policy Council meets again on March 23, which conflicts with our State Board meeting. Barb will attend Policy Council and come late to Board meeting; Jim and Jesse will attend Board meeting,

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

Three fall meetings; October, November, December. I was only able to attend part of the October meeting virtually and don't have a report—it was spent mostly deciding an agenda for the year and introducing new members to the role of the council. At the Nov 1 meeting there were discussions about member roles and responsibilities, system governance structure and role of the council in that a structure, the educational Innovations unit funding activities to the campuses (Open Textbook project—develop use of open textbooks and Shark Tank—innovative projects form individuals). Also discussions about ECAR Student Tech survey results, plans to expand faculty development opportunities across the system, an update on next Gen Learning environment (where are we going with D2L and contemplating moving to cloud-based system). Up-dates and revisions to current Media Code structure were presented and extending kultura through November 2018. There was a decision to pursue an enterprise web conferencing application. The RFP for a new CRP will be released in December.

At the December 14 meeting, there was a review of recommendations of the Next Gen Learning environment work group. The Media Codes Task force recommended adopting new media code definitions, and general updates from other task forces.

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

The November meeting was cancelled due to weather and the January meeting is taking place during this State ASF Board meeting.

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

Met on November 14. There was continued discussion about the use of system dollars to incent cooperation and collaboration, with suggestions ranging from “let the funds follow the students rather than go to institutions” to establishing a few agreed upon areas for collaboration within the system that address barriers to student success. No specific Council-endorsed recommendations were made, but the various ideas will be passed along to VC Anderson.

There was a lengthy discussion about math requirements as a social justice issue and needing to be certain the math that is required for a major is essential and does not disadvantage students. A work group is to be formed to look at the achievement gap and especially address this issue.

Updates were provided on the system online strategy, which now focuses on access, quality, affordability, and collaboration. More feedback is being sought on this throughout the system.

VC Anderson wants input from Council on issues, especially the AAS to Bachelor's and incentives for collaboration. A handout was provided on ASA Work Plan priorities from VC Anderson for discussion.

It was also reported that the U of M is establishing a subcommittee to look at the MNTC and work at MN State will begin after Transfer Pathways work is completed.

Next meeting is Jan. 30.

Assessment for Course Placement Committee (Jill Quandt-Winona, Zachary Johnson-Bemidji, Jason Westman-Mankato)

ACPC met Dec. 16th but due to bad weather the Dec. meeting was completed over WebEx and shorter than usual. We will meet again Feb. 10th.

With the legislation regarding using MCA scores to indicate college readiness, the system office has hired a consulting firm to do an analysis of MCA scores of 17,000 current students. Early evidence indicates that the MCA score is about as good of a predictor of success as ACT scores. The Chancellor is planning on rejecting the suggested cut scores for the Commissioner of Education of 1050 for Reading and 1150 for Math and ask for a range. Scores below the bottom of the range would indicate developmental courses are needed, scores in the range would be factored in with multiple measures to indicate if developmental is required and scores above indicate placement should be in college-level. The Commissioner will then need to establish revised benchmarks that incorporate the Chancellor's suggestions. This may push implementation down the road at least a year. Also, the system will need to establish a way to get the MCA scores from the Minnesota Dept. of Education and into ISRS.

The system will start using Accuplacer Next Generation in Jan. of 2019.

Enrollment Think Tank (Brian Jones-Mankato) No report submitted.

Transfer Oversight Committee (Julio Vargas Essex-Metro, Sarah Curtin-Winona)

Meeting held 10/27/16, next meeting – 2/23/17

After welcoming new members, a large part of the discussion began with Transfer Pathways. Louise gave a brief history and provided the information about the agendas, which pathways were approved and which ones will be worked on this year.

Questions arose about a template for DARS, and a possible agreement of what the new program will look like, for example AAP, ASP, AFAP for pathway degrees on the DARS report. The discussion also included that the pathway degrees will only be for the MN State College and University System and not towards non-system schools.

Websites and examples were provided to help minimize confusion and it was explained that the websites will continue to grow and change as time goes on and updates are made. There was a request to please fill out the surveys that are provided.

The committee also talked about the transfer review/appeal application process and the pilot that has begun with a number of schools. Implementation for the appeal process is to be scheduled for the spring.

Along with appeals, Transfer Procedure Guidelines were discussed and explained; the information included that the document was merged and updated and the website provides all documents.

Military and CPL Credit and MnTC Goal areas were discussed which brought up some thoughts on MnTC variation; there is discussion about the variation within the General Education/Liberal Arts and Sciences. Is it something we need to revisit again? Seems there needs to be more discussion about the CPL and Military going to MnTC.

Updates were provided for the AAS to BAS, Reverse Transfer and the Transfer Website.

Defined Contribution Retirement Committee (Rich Wheeler-Mankato)

The DCR Advisory Committee met on November 3, 2016 and will meet again on January 30, 2017.

At the meeting there was the usual review of fund performance and those few funds that are on the watch list. There are 2 that were forwarded to the Investment Committee for review and discussion as to whether they should remain as options for our participants.

There was continued discussion on retirement readiness. Participant education was identified last fiscal year as a priority and TIAA is working on it accordingly.

The committee also reviewed the Fiduciary Rule, which is a reminder to DCR Members as to our responsibility to the participants.

There was continued review of the fee structure that was made effective with this fiscal year. Targets have been met and the committee is comfortable with the changes made. Nationally there has been some litigation relative to fees and the committee reviewed ours in light of the various litigation. The committee felt comfortable with our position and that changes are not required.

A task force was established to look at the DCR Plan demographics. I am one of the representatives on that group. To date we had one meeting in late December. More will follow.

In fiscal year the committee conducted an RFP for the record keeper. As I had reported last year, TIAA was selected. During this fiscal year and RFP will need to be done for the Investment Advisors. Currently Aon Hewitt is the advisor. The RFP will be done this Spring with the contract process complete in May. Ultimately the Minnesota State Board will need to approve the contract decision. It is anticipated to be a 5-year contract.

System Evaluation Committee (Sarah Olcott-Winona, Mike Sharp-St. Cloud)

The committee met on 1 November to consider a position in Mankato. Quite the twist. After not asking any questions of the presenters of the appeal regarding placement in or out of ASF we were asked to mainly weigh in on whether or not the position should be ASF or excluded. I am not certain that is the role of the committee in an appeal and I think it would be good to clarify where that conversation happens. We have had no training on that process leaving our members in a position of having to simply trust the judgment of system office staff or not without any real knowledge base for support.

We are scheduled to meet again on 7 February but I have yet to see the positions we will be reviewing. There was a discussion about addressing obstacles to the process.

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

We met on November 9th. A large part of the meeting we held discussed the FY 17 work plan and how we can track progress this year through one-page updates and the Gantt charts. Scott Olson, president at Winona State University joined our group this year replacing Dick Hanson. He gave us

an update on president's council discussions on CTF initiative progress, and challenges campuses face. We also had updates on 1.3.1 diversity plans implementation, and 1.2.1 strategy for quality online education. If you would like to stay up to date on the progress of Charting the Future please check out the web site: <http://www.chartingthefuturemnsu.com/>. Our next meeting is February 2, 2017.

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

The first section of this report has to do with the pathways under development:

The Social Work, Mathematics, Economics, and Communication Studies pathways needed only a few edits. The Communications pathway has some lower division courses that will still be taught at the university. Social Work has requested that Minnesota State policy be changed to allow their pathway to be an AA Degree.

Nursing has the start of a workable pathway with its approach in phases. It will still need work because they have basically changed the MnTC rules concerning goal area completion. This really comes into play with goal 2. They want it to be considered complete with the completion of the ADN regardless of the college's requirements. If it has to be completed at the university, it will mean going over the credit totals as things stand now. They will also discuss the name of the pathway.

Elementary Education has done a lot of work to make sure that all lower division courses are taught at the 2 yr and embed needed standards within them. They see the need for an agency to be in place to which the 2 yr institutions report. Currently the BOT only oversees the universities. They also see the need for a common admission form for students coming from the 2-year college. They are requiring 30 field work hours at the 2 yr level.

Sociology, Chemistry, Computer Science, and Exercise Science pathways are very near completion with only a few minor adjustments needed prior to the final report. Law Enforcement/Criminal Justice looks good as well, but will be a 68 credit CC/52 credit University pathway to allow for the PPOE practicum that is required by that major and is done through the community colleges. Early Childhood Ed has done tremendous work as well, and needs a bit more time to align some of the standards, most of which is considered implementation work.

In other work of the TPCT, there is ongoing discussion of implementation issues (which are increasing at each meeting) and responding to the issues and concerns that arise from the teams. There is significant work yet to be done on implementation issues, and the coordinating team has not made sufficient progress on this to date because of the time it takes to respond to needs of the teams working on pathways under development.

Professional Excellence Award Committee (Barb Oertel-Winona, Sara Granberg-Rademacker-Mankato)

Barb Oertel will join Sara GR as MSUAASF representatives on this committee to replace Sarah Olcott, who has encountered scheduling challenges. Our first meeting of the 2016-2017 academic year will happen on February 2, 2017.

Developmental Education Workgroup (Baorong Li-Metro) No report submitted.

Friday, January 27, 8:30am – 12pm

Legislative Action/Info (Jamie Simonsen, Bernie Omann-MN State Government Relations)

J. Simonsen distributed the campus impact statements indicating the need for the legislative reports. She and B. Omann provided an overview of the request - \$178 million: \$143 million for campuses, \$25 million for ISRS next generation, \$10 million grants directly to students for retention and those in transfer pathways. The governor's budget request is strong and initial hearings went well, but the Republicans will be negotiating this down. A big question will be about a tuition freeze. May will be a critical month. The link of MN State with addressing the workforce shortage will be important. B. Omann also talked about bonding and said these requests will likely be dealt with at the very end. The importance is that we must tell the stories of the impact of our system on student success and MN economic well-being.

Jamie also talked about the Dev. Ed proposal/bill (including the residential component, like the BUILD program from Bethel). The MN State report has been submitted, along with the cost. This would cost about three times as much per student to do this.

Old Business

FLSA, duties test reviews update/status, System HR communication

No movement on injunction officially but expectation is that FLSA changes will be struck down. Eighty-four positions have been officially reviewed using duties test for exempt/non-exempt; there are over 200 in the queue currently. They (MN State) plan to do 1300 position reviews by June 30, 2018. There are major concerns that this work is delaying regular searches and this ultimately impacts student services. This will be brought up at M&C. Request: please forward to Tracy the number of PD's in the system office that awaiting review (inquire to HR about this).

The outcome of this process seems to be that ASF will have many more non-exempt members, so overtime will be a big issue.

2017 Delegate Assembly date

We have financial support to do this through Teamsters. This will be coordinated by the Membership Chair (per suggested changes in the constitution/bylaws). Potential dates would be October 5/6, 12/13, 26/27; Sue will check on meeting space and hotel space. The planning committee will consist of Sarah Olcott, Jean Clarke, Angie W. (incoming St. Cloud president). The plan would be five delegates per campus plus board members.

New Business

Online Strategy Workgroup appointments (2)

Ken Graetz from WSU was nominated. *S. Olcott moved, second by J. Haak to appoint him. Approved.*

Mike Penrod from SCSU was nominated. *M. Sharp moved, second by R. Wheeler to appoint him. Approved.*

2017 July ASF Board Meeting/Training dates

S. Murray suggested July 27-28, 2017 in St. Cloud. This was agreed upon.

ASF legislative priorities/goals

After considerable discussion, and with the guidance of Janet Haak, ASF Legislative Chair, the following legislative priorities were proposed:

- We support MState's request of \$178 million in new funding over the biennium, as the legislature works toward realizing its commitment to fund 67% of the cost of public higher education. This increase would maintain affordability for students in part by providing for a tuition freeze.
- We support legislative investment in ISRS Next Generation, to support vital core functions of student support.
- We support funding of MState's HEAPR request and bonding bill projects system-wide.
- We support investments in the State Grant Program and funding for student success programs.
- We will encourage and facilitate our members' connections with their legislators in order to better advocate for meeting our students' needs.
- We oppose changes to PELRA (Public Employment Labor Relations Act) that would harm state employees.

Long term: Begin work/discussion to expand legal language to allow ASF responsibilities to include supervision.

Motion by R. Wheeler, second by J. Anderson that the Board supports establishing a group to meet with MMA, MN State and Teamsters to move in the direction of expanding ASF positions to include supervisory functions per past and current practice. Motion carried. ASF group that will initiate this includes Rich, Sami, Tracy, and Sara G-R.

ASF Professional Excellence Award & local recognition

Question about if there is discussion about local recognition of nominees. These discussions seem to be occurring on each campus.

Campus Climate Guide

There was discussion about these guides are being used on campus. ASF (and all bargaining units) agree to the content of this, but ASF is not hosting the conversations, but rather encouraging participation.

- *Campus Reports/President's Round Table (IF TIME)*
 - Topics/issues on campuses needing consultation with other campus presidents
 - Brief campus report
 - Major changes at the university (administrators, enrollments, facilities, etc.)
 - ASF-related issues or initiatives that would interest ASF colleagues across the system
- *Good of the Order*

Adjournment: *Meeting adjourned at 11:58 a.m.*

State Meet & Confer Agenda Items (Friday, February 17, 9:30-12pm)

- FLSA Update, Duties test reviews, PD reviews
- ASF Position Allocation Matrix update

- Statewide work group on continuing education through regional partnerships
- HR hubs update
- CRM RFP update

Future Meeting Dates:

- **MSUAASF State Board Meetings**
 - March 23-24, 2017 (Twin Cities for NSJ Dinner)
- **State Meet & Confer (9:30-12pm in St. Paul)**
 - February 17, 2017
 - April 21, 2017
 - July 27 & 28, 2017
- **Board of Trustees**
 - January 24-25, 2017
 - February 9, 2017 (New Chancellor announcement)
 - March 21-22, 2017
 - April 18-19, 2017 (Professional Excellence Award Luncheon)
 - May 16-17, 2017
 - June 20-21, 2017

CAMPUS REPORTS

MSU Moorhead Report

Enrollment is looking good as of right now for fall, our CFO is using a 2% increase for budgeting purposes; free application week was a big success for our campus this year with a 24% increase, (1534 application received compared to 1238 last year). We are happy to see numbers are trending up!

Director of Admissions position posted – closed January 6th, (still posted as of 1/24/17), last I heard we did not receive a large number of applications.

We have 2 Dean Positions that are nearing the final stages – Dean of Arts, Media & Communication, and the Dean of Science, Health & Environment.

VP Amenson-Hill has decided to split the Wellness Director from Hendrix—originally there was one Director who was responsible for both Hendrix Health and the Wellness Center. The Director position will be searched and combined with Intramurals and Recreation/Club Sports; although the positions have not yet been approved, the VP would like to add an Assistant Director for Intramurals and an Assistant Director of Wellness.

We had consultants from ACHA come in the week of December 5th to review how to best use our resources at Hendrix Health Center; staffing and organizational structure will be decided once the review is complete and VP Amenson-Hill receives the report from the consultants.

I have been working through some issues with our HR office and their interpretation of our contract. We currently have 2 members who have lost a year of service due to the timing of being hired from their fixed term status to probationary status (a full year is not being counted because they were FT for 6 months and probationary for 6 months). I have been in contact with Rich on these issues so they can hopefully be resolved soon for our members.

Minnesota State Mankato

- Spring 2017 enrollment is up over spring 2016, largely due to growth in the number of international students.
- Our new Human Resources Director, Steve Barrett, began working at MSU on 1/11. He replaces Sheri Sargent, who was in an interim role. On the same day, Sheri Sargent became Executive Assistant to President Davenport, a role that had gone unfilled as a result of budget cuts, that the President and others knew needed to be filled. We also hired Paul Corcoran as the new Assistant Vice President for Facilities. Maria Bevacqua will start her role as Interim Dean of Social & Behavioral Sciences at the end of January.
- MSU opened a new dining center and clinical sciences building in time for spring meals and classes.
- Work continues on a new university strategic plan, as well as the possibility of a new advising model.

Bemidji State University

Starting this January, Bemidji State University again has shifted its organizational structure. One major change has been to the structure of the student affairs division at BSU. The previous structure of two student deans reporting to the provost has been changed to one dean of students, filled currently in an interim appointment and reports to the provost, and one executive director of enrollment management, currently filled in an interim appointment who reports directly to the president. Other changes include the move in reporting lines of academic directors from the provost to the associate vice president. Two searches are being launched to fill the Vice President for Academic and Student Affairs and the Executive Director of Enrollment Management. BSU's administration is still held primarily by interim appointment.

FLSA is still causing many questions at BSU. Most of which are in regards to how work outside of position descriptions is being handled. This work primarily is compensated with honorariums but there is some confusion how the worktime is to be documented and does it also require the payment of overtime.

BSU is also currently in the process of revising the MSUAASF performance evaluation form to better serve our members and their yearly performance evaluations with their supervisors.

It's been a whirlwind here at BSU trying to get used to all the organizational changes. We are hoping that with the new president, she will bring some stability administration. It will take a little time but there is hope.

Winona State Report

WSU is currently searching for VP of Distance Learning and Summer and a VP for Facilities. Our

Director of Admission search is posted and underway. Carl Stange retires March 1, 2017.

WSU enrollment numbers for spring were down overall by 4%. Our numbers for enrollment for fall of 2017 were down 1% (paid housing numbers) at our last update which was January 8, but since then we are up 100 paid applications in housing.(as of January 23)

Locally ASF is viewing a new All university committee communication structure for the university and going to give comment at our upcoming meet and confer. ASF brought it to the attention of the administration in the early fall that our committee work is not properly being communicated to cabinet and thus not acted on in a timely manner. We are also going to propose new dates for our Special Initiative Award timeline. It was not working since they were too close to holidays. Our HR has called a constituency based Respectful workplace group that is looking at our employee campus climate and the MMB policy and possible other policy to forge a direction for WSU and our employees.

St. Cloud State University Update

Enrollment was soft compared to predictions for fall which led to another round of mid-year budget adjustments and a continuation of leaving positions open long enough before filling to save some money and a 'soft' hiring freeze remains in place. Any search must be approved by VPs and the President before they can move forward.

Our president and provost are both interim but those are two-year commitments and they will be in place until the end of FY 18. We have three administrative positions going through search processes (Dean – School of Education, Dean-Graduate and Professional Studies, and Dean – University Library). The Assistant Provost for University College is in a one-year interim and we are told that this search will start soon.

We do have a new CRHO and we have seen some positive changes and promises. We certainly see a higher level of commitment to track fixed term positions so we don't run into surprises at the end of the second year. We are hopeful.

Budget conversations are just getting started for FY 18 and our recommendations for adjusting the process have to date been well received by administration. We'll see.

Secretary's report respectfully submitted,

Shirley Murray, ASF State Secretary