

ASF State Board Training & Meeting
July 27-28, 2017
St. Cloud State University Welcome Center
Thursday, July 27: 8:30am - 4:30pm

Present:

Tracy Rahim, Sue Bayerl, Jim Anderson, Shirley Murray, Rich Wheeler, Joe Hazelton, Margie Giauque, Sue Fust, Angie Witte, Healthier Soleim, Jay Lee, Jean Clarke (7/27 only), Jessie Swedberg, Maureen Acosta, Deanna Goddard, Sara Granberg-Rademacker, Zak Johnson, Sami Gabriel (7/27 only), Tim Alcorn (phone)

ASF State Board Training

Welcome & State Board Member Introductions (Tracy Rahim)

Roles & Expectations of Campus Presidents & State Board Members (Tracy Rahim)

Handout provided and roles/expectations were reviewed by Tracy.

Campus Internal Audits (Sue Bayerl)

Sue reviewed the requirement to account for expenses at campuses in the fall; in the spring Local 320 provides a list of full/fair share members and based upon this, and using a formula (full share members x 12 + \$100) campuses receive funding. The use of campus ASF funds needs to be formalized. The new by-laws require each campus have an internal audit committee to review the campus expenses and complete the form each fall before the \$300 campus support is provided. The form needs to be submitted to Sue by October 16. Budgets and carry-forward plans also need to be documented on this form. Also, all records should be kept for seven (7) years. The recommendation is to itemize expenses as much as possible.

MSUAASF Master Agreement Special Topics

Advocating for Member Rights & Opportunities (Tracy Rahim)

Handout reviewed by Tracy. Advocating for members on these items is important. Additional duty pay is appropriate; management sometimes opts to have duties not done (especially when budgets are tight.)

Salary Setting Events (Rich Wheeler)

Handout reviewed. Salary Setting events include new higher, reclassification to a higher range, accepting a position in a higher range, a selection to fill a position in a higher range “permanently” after having served in that position in acting/interim basis, and a lateral move following an external search. If a member goes from one campus to another, they are treated as a new employee (only leave and retirement benefits transfer with them.)

What to know about retirement & timelines from Master Agreement (Rich Wheeler)

Rich reviewed a handout on this. We have many members in the 5-year window of considering retirement. Jean will work on getting this information on our website.

Union Leave for Non-Exempt Employees (Rich Wheeler, Sami Gabriel)

No leave is required to be taken for processing a grievance, association meetings, or shared governance (including system level committees). Details on how to request union leave when needed were shared. This may affect more non-exempt members who serve on the state board or certain state-wide committees.

MSUAASF/Teamsters Membership (Sami Gabriel, Rich Wheeler)

Membership lists were distributed and reviewed. Sami also provided data on full members vs fair share. She also provided handouts that can be shared with prospective members. Jean will get an updated calculator for dues put on the website. Sami talked about the importance of 1:1 conversations with new or other fair share people, inviting them to become members. Sami provided membership applications and instructions.

MSUAASF Membership Stats

The total number of ASF members is currently 788, with 653 being full members, 153 fair share (83% full share). Campuses were encouraged to set some goals for increasing membership.

Right to Work (Sami)

A new booklet was distributed about Right to Work. Teamsters believe that, within about a year, it is likely there will be national right to work. This will impact both fair share and full share maintenance, with anticipation that we will lose about 2200 fair share dues. Statistics show about 35% of people decline paying dues under Right to Work. The net effect of Right to Work in Wisconsin and Iowa has been very detrimental in terms of wages and benefits.

Stewards Training (Rich Wheeler)

Rich covered information on responsibilities of stewards, non-renewals, and written information on the grievance process.

ASF State Board Meeting

Call to Order at 2:01 p.m. on July 27.

Approval of Agenda

2017-2018 MSUAASF State Vice President appointment

There were three members who expressed interest (Maureen Acosta, Zachary Johnson, Lori Wynia). After a discussion and vote, Zak Johnson was named Vice President for the remainder of this term (until June 2018).

Teamsters Local 320 Update (Sami Gabriel)

Local 320 has been going around the state doing summer picnics. There is a new Membership Action Committee (MAC) that meets monthly and they'd like to see more ASF members involved. It is a noon meeting and last year's requests to provide for electronic participation was denied. Sami will bring back ASF sentiment that this is a barrier to participation.

Officer/Board Position Reports

Membership (Jean Clarke-Mankato)

Jean reported on gathering information for membership and updating of the web page. She will be meeting with Sami for further discussion.

Secretary (Shirley Murray-Mankato) Please see full report attached with agenda and sent previously. Without objection, the secretary's report from March 2017 board meeting was approved.

Treasurer (Sue Bayerl)

1. Account Balance as of 03/19/2017: \$49,475.83
Account Balance as of 07/17/2017: \$52,888.88
2. Business Savings Account Balance 03/19/2017: \$16,818.21
Business Savings Account Balance 07/17/2017: \$16,865.62
3. Business Checking Account Balance 03/19/2017: \$32,657.62
Business Checking Account Balance 07/17/2017: \$36,023.26
4. Campus Support FY 2018
 - a. Due October 15, 2017
 - b. Campuses receive \$300 upon receipt of FY 2017 expense report
5. Campus Maintenance
 - a. Due March 15, 2017
 - b. Campuses receive (No. of full share X \$12) +\$100 upon receipt of list of full share members (list provided by Local 320)
6. Filing of IRS Form 990
 - a. Completed for last 3 years
 - b. CPA paid \$1500
 - c. Due November 2017 for FY 2017
7. Missing Receipt form on ASF website
8. Budget

Motion by S. Murray, second by S. Granberg-Rademacker to approve treasurer's report. Approved.

Grievance Officer Report (Rich Wheeler-Mankato)

Request to update the steward member list. All stewards will be invited to Steward Seminar on October 14, 2017. There will also be a south central training November 18 in Owatonna.

A number of questions have come up about parental leave. The MOA was approved and is in effect. It may be changed, but not until a new contract is approved.

One grievance was filed at Moorhead and three at Mankato regarding permanent status and what previous service counts toward permanent status. There is now a common understanding about how previous service counts. If someone is in an ASF appointment for a year, that year counts.

Rich sent out an email about ASF non-exempt people who have on-call duties. If there is a policy about it, please forward it to Rich for review prior to the next negotiations session (early Sept.)

Rich distributed documentation about how he uses his release time for Teamsters. (He documents his time away from campus only.)

PIF money carries forward as per the contract. We may want to request an MOA for carry-forward of PDF as per previous year's amount.

Motion by S. Murray, second by R Wheeler to request an MOA to carry forward the same PDF funds for FY 17 to FY 18. Motion carried.

Motion by R. Wheeler, second by J. Hazelton to approve grievance settlement for Rene Beaulieu-Banks at Metro, previously approved by Executive Committee in May 2017. Motion carried.

Vice President's Report (Jim Anderson – Moorhead)

I attended the May 31st and last meeting of the Charting the Future Coordinating Committee. The meeting wrapped up approximately five years of work on this project and many of the initiatives now being implemented will move into the system and campus work plans. Obviously, there are many initiatives that we will want to keep an eye on as they continue being implemented in areas that affect our members.

We have MN State Committee openings on the Policy Committee to replace Barb Oertel who retired, and on the Student Affairs Committee to replace Jay Lee who moved out of ASF this summer. We also need to find a representative for Academic and Student Support Technology and Academic Affairs Committees.

I participated in the Penny Scholarship golf event in Red Wing with two ASF members from MSU Mankato and one from Metropolitan State University. Many thanks for supporting this student scholarship program!

Finally, this is my last report as vice president; I am resigning the office in order to not hold two separate board office positions. I will now replace Barb Oertel as past president on the board and we will be selecting a new person to replace me as vice president.

President (Tracy Rahim-Winona)

- Follow-up from meeting with Labor Relations on 6/30/17
 - Sara Granberg-Rademacker and I met with Jim Jorstad, Chris Dale and Sue Applequist on June 30, 2017, regarding the memo we sent with the analysis we performed on the data request we did surrounding salary range assignments, FLSA duties test reviews, and the

new position allocation matrix roll-out. All three of them found no issues or problems with the concerns we raised including the fact that our salary range assignments were only one fiscal year and they had no other data to compare it to.

- When we asked about testing of the new position allocation matrix, we were told that they have no intentions of testing it because there would be no feasible way of doing it. They did not believe that the current matrix was tested when it rolled out from the previous benchmarking system. We are concerned that ASF members do not want to update their position descriptions because they may be downgraded or perhaps moved out of the ASF unit. We were told that people will be paid correctly for the work they are doing and that perhaps some people have been paid incorrectly over the years. When discussing the timeline of the roll-out, Sue Applequist indicated that she thought January 2018 was much too late and was hoping an early Fall 2017 roll-out would be in order. I suggested that perhaps November 1 would be more realistic.
- When asked about moving positions out of the unit, we were reminded that ASF has grown significantly over the past 5-7 years and they provided the data to prove it. We indicated that we understood when some positions were moving to MMA for supervision responsibilities, but we were unclear why some ASF positions were being moved to AFSCME OAS positions and what the differentiation is between those levels of responsibilities. Labor Relations indicated that they are subject matter experts in classification and campus HR offices are mostly just generalists. I reminded them that our administrators and supervisors rely on the expertise of our campus HR offices to indicate which unit positions should belong to so that PDs can be written on correct forms and searches can be done correctly according to the unit.
- In terms of FLSA, we raised issues with the lack of timeliness that campuses of seen with the final determinations of duties tests. They indicated that the system HR office had seen a dip in the number of duties test recommendations they received over the summer (had assumed it was because of summer projects and vacations). We reminded them that our campuses received a slough of duties tests last fall and this winter, and hardly any of those determinations had been communicated back. They also indicated that they were still intending to hold to the 6/30/18 deadline to process more than 1,000 duties tests.
- In the end, there was no discussion of next steps or areas we could both collaborate on to address the concerns ASF raised. We were told that things could be brought up through the Meet & Confer process.
- In a subsequent email to Jim Jorstad after Renee Schmitt resigned (effective 7/28/17), I asked if there was an update regarding FLSA duties tests and the roll-out of the new position allocation matrix. He indicated that he needed to discuss those items first with the campus HR community and would get back to me.
- FY17 Quarterly Release Time Report
 - I emailed out a spreadsheet divided by calendar quarters of the activities I did in my release time on behalf of the Association and its members.

Follow-up from meeting with Labor Relations on 6/30/17

Data request was for salary range assignments and FLSA duty reports. The results showed that 40-48% of state determinations (SEC) honored the CEC recommendations. FLSA preliminary reports show many B's and C's moving to non-exempt, with earlier determinations being less consistent with this pattern. In the meeting, the ASF memo was refuted. There have been several positions that have gone to other units. The system office sees themselves as expert on HR, and campus HR are generalists. FLSA and

classifications will be moving to the HR hubs. There is no intention to test the new matrix. Rene Schmitt from the system office will be leaving, so there will be changes in this area.

Angie reported that the CHRO's are requesting system HR to put a pause on the FLSA determinations.

Sara G-R suggested requesting more years of data on salary range assignments.

Tracy suggested we bring up testing of the matrix at Meet and Confer. A subgroup was established to put together a plan for a testing strategy including: Sue Bayerl, Sara Granberg-Rademacker, Tracy Rahim and DeAnna Goddard/Sara Olcutt.

Monthly board conference calls

Proposed fourth Tuesday of the month at 12 noon, beginning on August 22. Agreed upon by the Board.

FY17 Quarterly Release Time Report

Tracy submitted this report detailing her time spent on release for ASF responsibilities.

MSUAASF Committee Reports

Negotiations (Sami Gabriel-Local 320, Rich Wheeler-Mankato, Tracy Rahim-Winona, Heather Soleim-Moorhead, Janet Haak-Moorhead)

We have made a lot of headway on language topics/issues but have not started talking about economics yet. We are waiting until AFSCME and MAPE are further along in their approval processes with their membership and the JSER committee.

Our next sessions are scheduled in September and October.

2017 Delegate Assembly Planning Committee (Jean Clarke-Mankato, Angie Witte-St. Cloud, Sarah Olcott-Winona, Sue Fust-Metro, Sue Bayerl-St. Cloud, Sara Granberg-Rademacker-Mankato, Tracy Rahim-Winona)

Topics being considered: Implications of FLSA changes, Adjunct Faculty issues, Better understanding of contracts, Training on New position Matrix, Understanding Grievance Process, Strategic Planning, Being active legislatively (Jamie Simonson), Teamsters Service Bureau, Understanding ASF Rights regarding supervision, Retirement presentation. Sue Bayerl has reached out to John Eggers regarding workplace morale presentation.

Regarding budget for the Delegate Assembly, rooms and mileage will be the biggest expenses. Should do "Save the Date" now, with target being 5 members attending per campus. Recommendation is to focus on invitation approach, keeping in mind that the purpose of this is leadership development within ASF.

Legislative (Janet Haak-Moorhead)

MN legislative summaries were forwarded to the campuses after the session ended. I've reached out to Gus to set up a time to meet to talk about how we can further engage our members in the legislative process and to talk about the culture of MSUAASF and our members.

Nominations & Elections (Rich Wheeler-Mankato, Sarah Olcott-Winona, Heather Soleim-Moorhead)

The committee conducted the recent election for the ratification of the updated MSUAASF State Constitution. The election concluded in mid-May. In a vote, the members voted to accept the revised Constitution and the State Board certified the election. The new Constitution is now in effect.

Audit Committee

See Committee appointments

System Committees

Policy Council (Jim Anderson-Moorhead, Jessie Swedberg-Moorhead)

All 3 ASF representatives were in attendance at our April 20th meeting. We will need to find a replacement for long time policy council ASF representative Barb Oertel. Our policy meeting review focused on:

- Credit for Prior Learning 3.35.5 Military Training and Military Occupations. There was discussion on the ACE Council on Education credit recommendation language. How do individual colleges grant credits based on the ACE recommendations? How does this policy language help standardize the process of review and determination of military credits being received? This policy language helps to frame the type of military service credit being earned.
- We had extensive discussion over 3.35.3 Portfolio Assessment, Individualized Assessment, and Credit by Examination. Gary Hunter explained the impact of the work being done by the pilot teams for credit for prior learning and that the process for how the system will review credit for prior learning is still being worked on and developed. The policy language reviewed gives us a framework for how system schools will do this work with competence-based assessment, credit by exam, Individualized assessment, portfolio assessment, and credit for prior learning. This included the methods on how to achieve these assessments.
- We had discussion at the end of the meeting regarding policy 3.41.1 Education Abroad Programs but did not complete these discussion so look for this policy to be on the September meeting agenda.

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

I actually have concerns about the breadth of focus this group has. It dabbles in issues (Media Codes for instance) that are not technology issues. It has sponsored a number of meetings and information sharing sessions and activities to promote innovation that are probably valuable. I think it is more a way for the system innovation office to interact with the campuses than anything else. I really think, with a new Chancellor coming its purpose needs to be rethought. So other than the editorial I don't have a report because I missed the last meeting and the group does not meet over the summer.

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

Barb Oertel sat in on this committee for me in Spring semester due to the fact that their meeting schedule did not work with mine. I have not received any meeting minutes since January and Barb is now retired.

Academic Affairs Council (S. Murray, G. Mellas, H. Soleim)

Academic Affairs Council met on May 1. The Council made a recommendation that IT prioritize work related to implementation of Transfer Pathways, such as changes needed in ISRS and DARs in the coming year (this same recommendation came forward from Transfer Oversight Committee). There was also substantial discussion about the need for policy changes related to transfer pathways and adjusting the speed of implementation so that issues can be resolved.

Faculty Development subcommittee reported very positive response to book club this past year. Graduate Education subcommittee reported on recommendation for a separate Graduate Council and increased system support of graduate education. The importance and composition of the workgroup on achieving equity in academic opportunity and achievement was discussed; this equity subcommittee is seen as a priority by the Council. The establishment of a Global Education Subcommittee was also discussed and endorsed.

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

Discussion has been on Accuplacer Next Gen. Current tests will be shut down December 18 and new one will be used in January 2019. In Sept-October, there will be an opportunity for IFO reps to test the new test.

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

A large part of the conversation was about the Transfer Pathways and the timeline of Pathways. The AAC voted to approve a motion regarding the 1% allocation funding to be used on campuses to help with the transfer pathways implementation, it will go to Ron Anderson.

There was much conversation about a few pathways that were already approved and that they do not completely follow system procedure 3.36.1 - , “An associate of arts degree is awarded upon completion of a 60 credit academic program in the liberal arts and sciences without a named field of study.” “An associate of science degree is awarded upon completion of a 60 credit academic program in scientific, technological, or other professional fields.” After conversation – specifically about social work, a motion was passed unanimously, “To delay the transfer pathways that do not comply with current system policy and procedure until adjustments, if any, to all relevant policies and procedures are made.” We wondered if some of the issues surrounding the conversation could be sorted out when the policies and procedures are reviewed; a motion was made to ask IT to prioritize work that is related to the implementation of the pathways; that too, passed unanimously. There will still be a lot of conversation around the transfer pathways.

Continuing on to MnTC, there was a suggestion that MnTC variation spreadsheet be sent to CAO’s on a yearly basis for an explanation as to why an outlier course is meeting a different goal – hoping there would be some action. Transfer update will add an additional step on the checklist asking them to look at what goal areas the course is in at other institutions.

The transfer advising survey was sent out and the results showed that transfer advising is done differently across the system. Feedback from the survey will be used mostly for training.

They are still working with IT on the redesign and transfer website – content from mntransfer.org will be moved to MinnState.edu transfer page - it will be more student focused. They are also hoping to get a new articulation agreement database ready by next fall – it would allow faculty to complete agreements on an e-form instead of a word document.

The transfer appeal/review is moving forward however, they still plan to continue with the pilot until enhancements are complete with three different schools. The group also brought up to revisit the recommendation to have questionable MnTC courses come to the TOC for review.

Miranda is making improvements to queries to help improve the process for Reverse Transfer; since the end of the grant, 879 AA degrees have been awarded.

Defined Contribution Retirement Committee (Rich Wheeler-Mankato)

The committee met last on April 25, 2017. That was the Spring Quarterly meeting. The next meeting will be on November 2, 2017. There are 3 meetings each year.

I served on a sub-committee that conducted an RFP process for the Investment Advisor firm for the DCR programs. Those interviews took place on April 26-27, 2017. We conducted 3 interviews and recommended to the Minnesota State Board of Trustees that a contract be established with Aon. The firm is the one that we have worked with for the previous 5 years. The DCR Committee and the Investment Committee has been very happy with their performance and have been confident in their advice. There was nothing that we heard or saw from the other 2 firms to indicate that a change should be made as we went through this RFP process. The Minnesota State Board agreed and a new 5 year contract has been established.

This is a very important service and contract for the DCR program. They work with the DCR and Investment Committees on the various fund performance analysis and also the performance of TIAA.

I strongly supported the decision to keep AON. I have been impressed and pleased with their service.

The DCR Committee spent a lot of time at the meeting in April reviewing the RFP process, looking at retirement readiness and participant education, as well as looking at replacement options for a continually under performing fund.

My current 3 year term ends on June 30, 2018. I was initially appointed to fill a vacancy and then was appointed to my own term in 2015.

The committee has been looking closely at the fee structure that was put into place at the beginning of FY 17. It has worked out well and the program is in sound shape financially administratively with regard to the functions required. The fees have met their intended targets.

System Evaluation Committee (Sarah Olcott-Winona, Gretch Hueie-St. Cloud)

The SEC heard eight appeals in May. The first meeting was on May 2nd and we heard 4 appeals. The Director of Trio Upward Bound at Southwest Minnesota State was appealing classification at the C level. The SEC determined it should be a D. The Assistant Director of Athletic Health Care at MSU Mankato was appealing the B level and requesting a C level. The SEC's determination was that it should remain at the B level. The Director of Athletic Health Care at MSU Mankato was appealing the C classification. The SEC upheld the C classification. The final position appeal that was heard was the Associate Athletics Director, Athletics Revenue and University Ticketing was appealing the C classification. The SEC determination was at a D level. The Assistant Director of Employer Relations from Moorhead system office designation as a B was being appealed and requesting an C range. The SEC assessed the position as a level C. The Student Relations Coordinator for the College of Nursing at MSU Mankato system office designation was a B. They were appealing and requesting a C range. The SEC evaluated the position as a C level. The Assistant Director for Involvement- campus program and spirit groups at St. Cloud system office designation was a B. They were appealing for a C level. The SEC evaluated the position as a C. The Assistant Director for Involvement- Greek life and student organizations at St. Cloud system office designation was a B. The SEC confirmed and it remains a B. The Director of the English Language Center at Winona State system office designation was a C. They were appealing to the D level. The SEC evaluated the position at a D level.

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

The Coordinating Team met last on May 5th to approve final pathways and discuss issues and priorities

for moving forward. Many implementation issues are beginning to surface and there have been significant leadership changes with the departure of both Lynda Milne and Brenda Lyseng. The system office transfer team has been focusing on pathway “maps” that seek to define equivalencies, but not all pathways were built based on equivalencies, so there are issues to work out there as well. The advising sub group was to meet for four full days to work on advising issues in June, but these meetings were not held, and instead two hour-long web conferences were. The result was a plan to do initial orientation/training for advisors via a short web-conference in late July, and more extensive training in September. IFO representatives have expressed concerns about the direction things are going, and we share some of these same concerns. Shirley, Ashley and Jolene have agreed at this time to continue to serve on this team during the coming academic year.

Professional Excellence Award Committee (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato)

The Professional Excellence Award Committee met virtually in May to debrief about the work that the committee had done over the spring semester, culminating with the Awards Luncheon in April. Overall, we agreed that the processes went relatively smoothly. This year, we had two of our three meetings (not including the luncheon itself) over WebEx, which was helpful. That said, we did make some recommendations, including: more clear communication from the System Office to nominees (so nominees understand before the April event whether or not they won the overarching event), possibly distributing similar awards whether a teaching faculty or a service faculty member is being honored (last year, MSUAASF members got Mn State lapel pins; teaching faculty got medallions), further clarification on the rubric, communication going out to both university presidents and CHRO’s on each campus – to help facilitate nominations, and finally, development of a mechanism to share the work that awardees (and perhaps other nominees) do – so that the System as a whole can benefit from the expertise these highly regarded MSUAASF members bring to the table.

Developmental Education Workgroup (Baorong Li-Metro)

Sue Fust will follow-up with Baorong Li regarding submitting regular reports.

Associate Vice Chancellor for Student Affairs Search Committee (Sue Bayerl-St. Cloud)

Skype interviews were held and four candidates were invited for in-person interviews; three accepted. The position was ultimately offered to Brent Glass (previously interim).

System Chief Diversity Officer Search Committee (Jay Lee-Southwest)

Committee did all of their candidate ratings and completed airport interviews. They recommended three candidates and then the work of the search committee was done.

Friday, July 28, 8:30am – 12pm

Old Business

None

New Business

Release time for Executive Officers

ASF President -

Motion by J. Anderson, second by R. Wheeler to approve 40% release time for ASF President for FY 18. Motion carried.

VP Release -

Motion by J. Anderson, second by S. Granberg-Rademacker, to approve 10% release for VP for FY 18, with the expectation of accounting of time and effort and agreement to re-examine release time by the winter board meeting. Motion carried.

Statewide committee appointments

Policy Council-1 opening:

Move by S. Murray, second by M. Giauque to appoint Sara Granberg-Rademacker to this based on principle of appointing board members first. Motion Carried.

Technology Council-1 opening:

Without objection, Sue Bayerl appointed to this council.

Academic Affairs Council-1 opening:

Without objection, Angie Witte appointed to this Council.

Student Affairs Council-1 opening:

Without objection, Margie Giauque appointed to this Council.

MSUAASF State Audit Committee-2 openings:

Zak Johnson, Jim Anderson, Joe Hazelton and Sue Fust appointed to this committee.

2017-2018 MSUAASF State Board meeting dates:

February 16, 2018

April 20, 2018

Liability Insurance for MSUAASF State Board (Rich Wheeler)

Constitution has language regarding indemnification for board members, however obtaining a liability product was not done (steward activity is covered under Local 320). Rich worked with Maureen in considering options through Bremer Bank. There are about five firms that would bid on this and typically the cost would be \$900-\$1200 annually. Rich's recommendation is to pursue this option.

Motion by S. Murray, second by M. Giauque to pursue bids on this liability insurance with the intent of purchasing this coverage. Motion carried.

Approval of FY18 State MSUAASF Budget

Motion by S. Granberg-Rademacker, second by R. Wheeler to adopt the 2017-18 budget. Motion carried.

Campus Reports/President's Round Table

Supervision issue for ASF members (ASF may do 5 of the 10). This may be M&C topic regarding clarification with local HR on ASF directors' supervisory functions up to 49%.

Bemidji has put together a new Performance Evaluation form including quarterly goals based on PD. BSU members are having NTC duties written in to PD's. FLSA determinations were made based on old PD's.

MSU Mankato required PD's be updated within 3 years before FLSA determinations made.

Non-exempt members can teach; MSU Mankato working on a document regarding this. It is clear that it is be handled differently on different campuses.

Good of the Order

Move by R. Wheeler, second by Z. Johnson that a \$100 gift card be purchased for S. Bayerl in recognition of the extra work she puts in in hosting us at St. Cloud. Motion carried.

Adjournment : Meeting adjourned at 12:05 p.m. on July 28.

State Meet & Confer Agenda Items (Friday, September 22, 9:30-12pm)

- Welcome to Interim Chancellor Malhotra
- Status of Respectful Workplace Procedure (1C.0.2)
- System Office HR Staffing Update
- New ASF Position Allocation Matrix Roll-out Update
- FLSA Duties Test Reviews & Timeline Update

Rollout on single tenant email and lessons learned from Winona

Leadership and Implementation Issues for Transfer Pathways

ISRS Update

Future Meeting Dates:

MSUAASF State Board Meetings

Summer: July 27-28, 2017 (State Board Training & Meeting)

Fall: October 26-27, 2017 (Delegate Assembly & State Board Meeting)

Winter: January 25-26, 2018 (St. Cloud State Welcome Center)

Spring: April 2-3, 2018 (St. Cloud State Welcome Center)

State Meet & Confer (9:30-12pm in St. Paul)

September 22, 2017

December 1, 2017

February 16, 2018

April 20, 2018

Board of Trustees

September 19-20, 2017 (Orientation & Board Retreat)
October 17-18, 2017
November 14-15, 2017
January 23-24, 2018
March 20-21, 2018
April 17-18, 2018 (Professional Excellence Award Luncheon)
May 15-16, 2018
June 19-20, 2018

Campus Reports

Bemidji State:

1) Major changes at the university (administrators, enrollments, facilities, etc.)
President finishing first year - Dr. Faith Hensrud
Interim Provost-July 2016-June 2017 - Dr. Michael Anderson
New Permanent Provost Hired July 1, 2017 - Dr. Tony Pepper
Interim Dean of Students-January 1, 2017 - Dr. Jesse Grant
Permanent Executive Director of Enrollment Management - April 2017-Ms. Michelle Frenzel
Dean of Health Sciences and Human Ecology-July 2017 - Dr. James Barta
Human Resources-one retirement in April
Payroll-person in Payroll retired after 39 years, helped with figuring out contract, hours, adjunct, etc.
Permanent Director positions in Residential Life and Hobson Memorial Union this spring/summer
Director of Disabilities is currently vacant due to a recent resignation

2) Enrollment numbers at BSU for fall
Overall enrollment is up 1.0%. Our freshman numbers are lower than projected but we are still anticipating 800 for fall 2017. Our new transfer enrollment is down almost 30%.
Retention rate is currently at 69.1%

3) ASF-related issues or initiatives that would interest ASF colleagues across the system
New Performance Evaluation with quarterly goals
Student Services overseeing Northwest Technical College Bemidji-no additional resources
Special Initiative Funding
FLSA Issues
Which PD was used to evaluate for FLSA?
Many PD's are not current in files
Non-exempt teaching

Metro State

A new Provost , Amy Gort (from Augsburg College), was hired and began work on July 3.

Metro State suffered a devastating loss on July 5 when our Associate Provost of Student Success, Doug Knowlton, died suddenly. Many MSUAASF members were direct reports of his (including myself). The new Provost has taken over his direct reports until a decision can be made about replacing Doug.

A new Vice President of Development began work this past spring. A new Vice President of Administrative Affairs will be hired this fall.

A new budgeting process at Metro State was implemented and budgets were ready in July, months earlier than usual!

Enrollment:

H1. **Undergraduate** Enrollment is up 427 applications, up 187 admitted students, and up 16 newly enrolled students over this time last year!

H2. **Graduate** Enrollment is up 20 in applications, up 58 admitted students, and up 35 newly enrolled students over this time last year!

H3. **New Enrollment** is up 51 students in headcount, up 918 credits enrolled, and up 31 FYE's.

H4. **Returning Enrollment** is down -112 students in headcount, up 194 in credits enrolled, and up 14 students in FYE's

Issues we are currently experiencing:

- What are the specific rules regarding MSUAASF employees supervising? The lack of written clarity has been problematic.
- FLSA and MSUAASF employees also serving in Community Faculty roles.
- Getting current PDs written.

Minnesota State University, Mankato

- At most recent report (in June), our enrollment numbers are up slightly for fall – with much of that happening as our international student population grows.
- We have an interim dean in the College of Social & Behavioral Sciences (Maria Bevacqua); otherwise, high-level campus administrator positions are filled.
- We have been working actively with our Human Resources office to continue “bundling” ASF positions to go to the System Office for exemption consideration. Shared a plan with HR to submit all MSU ASF positions by no later than April 2018. HR will be asking members whose PDs are more than 3 years old to update them in a timely fashion, or the old PD will be submitted for review.
- ASF will be collaborating with other bargaining units in September to host tables at the Employee Resource Fair (9/6), and to host a “Unions United” event on the following Wednesday (9/13). We hope to promote union membership, by fostering individual conversations with potential new members and existing ASF membership committee and Exec Team members.

Minnesota State University Moorhead

- Our Vice President announced today that we are anticipating a 2% increase in enrollment for this fall.
- This past spring we had an on campus visit by the HLC and are expecting results soon. We have heard positive comments about the visit.
- This past school year we have hired Directors for the following departments – Undergraduate Admissions, Hendrix Health and Counseling, Scholarship and Financial Aid
- Searches are underway for Director of Wellness and Recreation, two Assistant Director Positions in the Career Development Center, one Assistant Director in Wellness and Recreation.
- We are currently searching for an AVP of Enrollment Management after the first search was failed. Position is filled on an interim basis for the time being.
- One residence hall will open after being closed for the past year for complete renovation, one hall off line next year for renovation. At this point, the entire complex will have been renovated.
- Our meet and confer meetings continue to be open to the MSUAASF campus membership.

Winona State Report

Winona State has welcomed a new Director of Admissions (Brian Jicinsky) and Director of the Warrior Success Center (Ron Strege). Winona State University transitioned to the single-tenant for Microsoft 365 July 21-24th. Errors occurred during the transition that caused a week of limited email access across the entire University. No enrollment update at this time due to email system issues.