

**MSUAASF/Minnesota State Meet and Confer
September 22, 2017**

Present: Angie Witte, Heather Soleim, Janet Haak, Jean Clarke, Jim Anderson, Sarah Olcott, Sue Fust, Tracy Rahim, Zak Johnson, Joe Hazelton, Rich Wheeler, Sara Granberg-Rademacker, Shirley Murray, Sue Bayerl, Jim Jorstad, Chris Dale, Devinder Malhotra, Mark Carlson, Sue Applequist, Derek Hughes, Ann Maile, Ron Anderson, Kim Lynch, Jamie Simonson, Ramon Padilla.

1. Welcome Chancellor Malhotra

Tracy Rahim welcomed Chancellor Malhortra on behalf of ASF.

2. Chancellor's Remarks from Campus Visits

Malhotra stated he has visited all colleges and universities; 50 of the 54 campuses. Spoke of three priorities: 1. Student Success 2. Diversity, Equity and Inclusion and 3. Financial Sustainability. All work should relate to these priorities and metrics should be identified to measure them. He also spoke of developing active partnership with ASF and all bargaining units.

3. Transfer Pathways Update

Kim Lynch spoke about the transition of leadership at the system level for this initiative. The four pilots are being reviewed and some issues have arisen. There are now three phases of implementation: the pilot group, the group with few issues, and the group with significant challenges that need to be addressed. The advising and connections with students is a priority as well. There has been one webinar, and another is scheduled to keep everyone informed. Jim asked about marketing the pathways. There are style guides that will be developed and consistent language and messaging. There is not a "broad launch" of marketing scheduled at this point. Tracy asked about the next pathways to be launched. The memo that was sent outlining these will be shared with ASF leadership. Campuses can move forward with approval of pathway curriculum, but they need to be aware that there may be changes. Sara brought up the need to have identification of students following Transfer Pathways on DARS, which Kim said is being worked on.

4. Single Tenant Conversion Update - Office 365

Ramon Padilla noted that 17 campuses have now migrated. Ramon noted that issues did arise at Winona, with students being particularly affected. This was a migration problem that required a de-duplication process. Ramon believes that everything is "back to normal" and it is hoped that this won't occur again. The intended schedule for the remaining universities' conversions has been chosen by the campuses.

5. ISRS Update

Padilla reminded us that funding for this was not provided by the legislature. There is \$8 million available and the plan is to move forward with a "phase one" plan, with the most important element being business process mapping which will start in January. There is also a new project organization and governance. There is also work to be done about data and data governance (what gets moved, what gets stored, etc.) All of this will inform the RFP. Finally, IT has to make ISRS continue to live for the next seven years. Tracy mentioned the importance of communication on the local level about the progress of this process.

6. Collaboration Funds

Ron Anderson spoke of 80% for priorities that impact all institutions; then 20% for multi-campus (regional) collaborations. For the first area, priorities include transfer pathways, development ed, baccalaureate

expansions, etc. The funding runs on a calendar year. The regional collaborations will run more like grant awards.

7. System HR Staffing Update

Sue Applequist spoke of a new hire replacing Renee Schmitt. Wanda Barrett has been helping on a part time basis and an individual on leave has returned. There has been a new hire who will begin Monday who has state experience. There is also a system investigator position that has been added. These additional staff members will help HR get caught up and run more smoothly.

8. FLSA Concerns

Three questions –

1. Time line for completing all duties test. June 30, 2018 is still the goal per Sue Applequist.
2. Flow of making determinations seems inconsistent. Sue Applequist said Amy Jo and Renee divided the the campuses and this resulted in unevenness. FLSA stuff hasn't been touched since Renee left, but this will now change with new staff added.
3. A range review was performed without a duties test. Why? Sue said that was odd and she wants to look into it. This will not be the norm.

Derek Hughes talked about work on consistent information and messaging, accurate processing of payments, respect for the individual in communications, fact sheets, training, and a 15-minute video was created for communication for employees and supervisors. Jim Jorstad also spoke of comment period for US Department of Labor consideration of FLSA regulations. He doesn't anticipate any changes for a couple of years.

Angie brought up the question about the academic exemption. Sue said that the system initially took a conservative approach. The university CHRO's have asked that this be reconsidered and this will be discussed at the CHRO meeting next week. Jim Jorstad said that some higher education institutions are using the exemption.

9. ASF Position Allocation Matrix Update

What is the updated time line for training? Sue said dual testing is not practical. The matrix training will not occur until later this year. There will then be training for CEC's and SEC's; then ASF membership. Tracy made the statement again that there is serious concern about no testing, and this is shared by HR and members on CEC's, SEC's. Would you be willing to do a trial (not comprehensive testing)? Sue said maybe; she would check on it. Rich referred to something similar that was done in previous changes. Question arose about the rollout of matrix with duties test. Jim said there are some questions in the new matrix that should inform the duties test. Sarah Olcott asked for clarification that training will occur before rollout; this was confirmed. Will rollout of matrix coincide with online tool? Sue will find out. Jim said that was the intent, but he doesn't know the status of JDMS.

10. Unit Determinations

Tracy said we've been seeing positions moving to MAPE and AFSCME. This catches us off guard as well as HR. We would like to know what's going on with these inconsistencies and changes. Sue noted the size of ASF has risen, but she can't speak to specifics of unique positions (she will look at this off line). She has asked staffing unit to let her know when a position will be changed in unit. Heather brought up example from Moorhead Registrar's office as example. Sue said she would like to look into this further.

12. Supervisory Functions

Tracy noted the need to communicate to campuses that ASF members can perform (up to five) supervisory functions. Uniform and consistent communication about this is requested. Jim said this could be addressed with SHRO's next week at their meeting. Sue also said that a memo could be sent since there has been a lot of HR staffing turnover.

Meeting concluded at 11:50 a.m.

Notes submitted by Shirley Murray, State ASF Secretary