

ASF State Board Meeting Minutes

October 27, 2017

8:30am-4:00pm; St. Cloud State University Welcome Center

Present: Tracy Rahim, Sue Bayerl, Jim Anderson, Shirley Murray, Rich Wheeler, Joe Hazelton, Margie Giauque, Sue Fust, Angie Witte, Heather Soleim, Jean Clark, Sara Granberg-Rademacker, Zak Johnson, Tim Alcorn, Janet Haak, Sarah Olcott.

ASF State Board Meeting

Meeting was called to order at 8:35 a.m. by President Tracy Rahim.

Approval of Agenda

Teamsters Local 320 Update (Sami Gabriel)

New campus rosters were distributed. Katie@Teamsterslocal320.org if you have questions about the lists. Sami will be scheduling to come out to the campuses and work on approaching fair share people to educate about benefits of membership. Please let Sami know about contacts you have made locally. Refer to Negotiations Update for further information. (At the October 26 Delegate Assembly much more detail was shared about the Jannus case and anticipated Right-to-Work coming nationally.)

Officer/Board Position Reports

Membership (Jean Clarke-Mankato)

Continuing to work with Sami Gabriel on a final version of the ASF/Teamster benefits form. Delegates Assembly planning is complete and the Assembly was held on Thursday, October 26. Evaluations will be compiled soon for the day and supplied to the planning committee. If anyone notices updates that are needed on the website, please let me know.

Secretary (Shirley Murray-Mankato)

Report was forwarded to members earlier. *Motion by Sara Granberg-Rademacker, second by Tim Alcorn to approve the Secretary's report. Approved.*

Treasurer (Sue Bayerl-St. Cloud)

1. Account Balance as of 07/17/2017: \$52,888.88

Account Balance as of 10/27/2017: \$45,178.21

2. Business Savings Account Balance 07/17/2017: \$16,865.62

Business Savings Account Balance 10/27/2017: \$ 6,919.89

3. Business Checking Account Balance 07/17/2017: \$36,023.26

Business Checking Account Balance 10/27/2017: \$38,258.32

4. Campus Support FY 2018

a. Mankato, Southwest, Bemidji, Winona and Southwest submitted reports by deadline

ABSOLUTE DEADLINE for submission of Campus Support reports is November 1 or \$300 will not be issued to the campuses.

5. Campus Maintenance

a. Due March 15, 2018

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. Submitted financial records to CPA

b. Filing due in November

7. Budget

FY17 Campus Internal Audits Report

Grievance Officer (Rich Wheeler-Mankato)

Rich Wheeler made a motion, second by Zak Johnson to ratify MOA for continuation of consolidated positions and separation incentives. Motion carried.

Grievance from Moorhead regarding service toward permanent status. Settlement reached; this was approved by Executive Committee earlier. *Rich Wheeler moved to ratify, second by Joe Hazelton. Approved.*

If you have campus procedures/practices about on-call (with the changes in FLSA) please get this to Tracy and/or Rich.

Local 320 Board agreed to renew Twins tickets for 2018; this may change if Right to Work comes to be.

Local 320 will be doing regional steward meeting; first one is November 4 in Owatonna. These will evolve to be open for all members beginning in January. The regional meetings will be more hands-on trainings. More information will be sent out about 45 days before the meeting. There will also be Lobby Day and other opportunities for member involvement coming up.

Seniority rosters for each campus must be posted by November 1. Campus associations need to review these and there is a 30-day window to correct/file a grievance.

There have been a lot of investigations recently and occasionally members have been found responsible for something. They have a right to appeal that finding. Regardless of if they appeal that, the member still has a right to grieve any related discipline under just cause standard.

Situation in St. Cloud where members was offered a bogus lay-off because management wanted to get rid of the member without going through disciplinary process; this also involved a planned demotion to a lower range. This was addressed by Angie and Rich and a settlement was reached.

MOA on insurance was done and open enrollment is now active. Short term disability is also open this time.

All of us will need to stick together closely with the closure of the contract and going through approval process.

Vice President (Zak Johnson-Bemidji)

All MN State system wide committees are filled with 24 total members serving on system wide committees. One objective of this year will be to develop a more efficient and effective reporting structure for committee updates. This will require working closely with Shirley and each committee member as well. I am sitting on the search committee for the Vice Chancellor for Human Resources. The

committee meets for the first time on November 13. Looking forward to being part of this process and will keep the board up-to-date with our progress at the January board meeting

President (Tracy Rahim-Winona)

1-On September 26, I participated in the System Office WebEx regarding the Enterprise-Wide Administrative Services and Related Financing Project. The scope of this project is to review, analyze and recommend alterations to the current methods of identifying and financing system-wide administrative services in support of system-wide interests. This seems to have stemmed out of the work that was done to put together the Transactional Service Model for HR Hubs. The project group who composed the initial recommendations include chief finance, academic, HR, IT and student affairs officers. This group has developed 3 recommendations including guiding principles, design guidelines for financing, and establishment of a standing group (will not include any constituencies). The Chancellor and the Board of Trustees have agreed that this is a good idea although the Board does not need to take any action. They are predicting that in January/February 2018 the standing group will be formed which they want up and running by March/April. After that, they will need to create a communications plan for the process of recommending services/projects/ideas to be reviewed. A question was asked regarding the status of the Campus Service Cooperative. They indicated that it is influx right now and the Chancellor has given some recommendations about its status.

2-On Oct. 14 I attended the Teamsters Local 320 Stewards Training in Roseville. I thought the day was extremely informative regarding stewards/grievance processing, Right to Work updates, developing more personal communication strategies to increase full-share memberships, and hearing from leaders from the IBT. I would encourage more MSUAASF stewards to attend in the future as it was well-worth the time. Many thanks to Brian, Sami, Gus, Rich and the rest of the Teamsters Local 320 staff and officers for their hard work in putting it together!

3-On Oct. 18, I attended the October Board of Trustees meetings. This is their first business meeting of 2017-2018 and no university student has been named as a Trustee yet by Gov. Dayton. Most reports were recapping information or providing updates. Highlights of the meeting include:

- An update on the Long-Term Financial Sustainability Review was given. The shared that the state investment in higher education has dropped 27% since 1996 while the national average of investment has only dropped 14%. During the November Board meeting, Vice Chancellor Laura King will give a review of the FY17 financial statements and a roadmap of where MN State is going.
- They approved a contract extension for D2L through 8/31/23 and will move data into the D2L Cloud. This was a \$2M increase that is funded by MN Online and the ITS operating budget.
- There is a current review of the System Tuition & Fee Policy. This has not been reviewed for about 15 years and is being looked at due to student mobility, co-enrollments and a lack of coherence of how tuition and fees work from one institution to the next. A group including students and chief financial, academic, and student affairs officers will be looking at this and will try to balance five objectives including affordable access to higher education, financial sustainability, equity across MN State institutions, transparency, and flexibility for innovation and emerging markets.
- In remarks from IFO President Jim Grabowska, IFO Board met with the Chancellor and Senior Vice Chancellor (with plans to meet more often), to identify points of collaboration regarding how IFO and the System can work to achieve student success together. Is this something ASF would like to do as well??

ASF board members are interested in more opportunities to work with the Chancellor/system staff about our work with student success; perhaps follow-up lunches with the Chancellor (on issues) after Meet and Confers.

4-I have a private lunch with the Chancellor on Friday, Nov. 17 at his request. If you have topics you want me to address, please let me know. He definitely values trying to discuss and work together outside of the Meet & Confer process (like his frequent meetings with IFO). Also on Nov. 17, I will be attending the Students United 50th Gala with Jim Anderson and Margie Giauque.

Conference calls with the Board – we need to move these so they are happening. We will plan on the second Monday at noon starting in November (November 13).

MSUAASF Committee Reports

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

Met as a Negotiations Team after JCER hearing. Initial plan is not to accept anything lower than MAPE or AFSCME. The contract negotiations may be prolonged depending on legislative action.

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)

Very successful Delegate Assembly held on October 26. Delegate input sought through SWOT activity will be used in further discussion by the Board.

Legislative (Janet Haak-Moorhead)

Focus this year is bonding and there is the possibility of putting a supplemental bill in. Surplus projections are also down. The contract negotiations process is now much more a political process. We need to activate our members for Lobby Day, letter writing, etc. Janet is encouraging the letterhead to be from ASF rather than Teamsters. Town Hall meetings are another good option for input. Must talk to our members about candidates who support education.

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

The cycle is beginning in the fall. Rich will be setting up a conference call with the committee. All officers are up for election in 2018 so spread the word on campuses.

Audit Committee (Zak Johnson-Bemidji, Jim Anderson-Moorhead, Sue Fust-Metro, Joe Hazelton-Moorhead, Sue Bayerl-St. Cloud)

The Audit Committee will be meeting on the morning of Thursday, January 25, prior to the State Board Meeting. The Audit Committee will be looking at the budget report for the state association as well as those submitted from each local association. The Audit Committee will report at the January board meeting.

Policy Council (Jim Anderson-Moorhead, Jessie Swedberg-Moorhead, Sara Granberg-Rademacker-Mankato)

The Academic and Student Affairs Policy Council met on September 21. We discussed the council charge, the Writing Board Policies and System Procedures guidebook, and expectations for the year ahead. Generally, the System believes that policies need to be reviewed every 5 years. However, with 70+ policies and procedures, the Council would have to review and revise 13 per year. On average, the Council reviews and revises 7 ½ policies and procedures annually. We discussed strategies to be more efficient – including the prospect of additional meetings during the academic year, longer meeting times, and/or getting more work done online ahead of Council meeting. We will try moving more work online this semester. Ron Anderson met with the Council to talk about the System's commitment to viewing our policies and procedures through a lens of diversity, equity and inclusion, to consider the unintended consequences policies and procedures have on our students. We talked about two policies –

[Policy 3.24 Institutional Type and Mission, and System Mission](#) – The Council worked to shore up this policy, including moving process-oriented definitions (of concepts like mission and vision) to the procedures.

[Policy 2.8 Student Life](#) – The Council focused on policy provisions that empower students to control how their fees are spent. We will address related procedures at our November meeting.

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

Council met on Sept. 13, 2017

1. Elected new Faculty chair
2. Discussed Open Educational Resources and intend to bring awareness to faculty which could save students money
3. D2L courses and media space will be changed to a minnstate.edu domain
 - a. Motion to search D2L and replace all instances of mnsu.edu
 - b. Need to communicate to stakeholders
4. Web conferencing Service – will have training available for Adobe Connect
5. Updated course schedule with improved media code definitions

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

We had the first meeting of the system wide student affairs council last week.

A few take away points:

- 1) Migration to a system wide CRM has been put on hold and talks have shifted to ways to integrate and support the existing CRMs through master contracts.
- 2) In general campuses seem to be unaware of how to access resources – the quick reference guide does not seem to have been deployed as was hoped – however campuses are still working on other ways to get the message out about services.
- 3) Preferred name will be added to the application as soon as ITS resources are available to do so.
- 4) Louis DeCesare who works with transfers, announced that there is very low knowledge among our students about the Transferology online program and the information it can provide to students as they contemplate transferring institutions or even just courses. This is alarming as our students need to know their resources that can help them make better-informed decisions about appropriate courses that can transfer into equivalencies.

Our next meeting is scheduled for Friday, November 17th.

Academic Affairs Council (Shirley Murray-Mankato, Heather Soleim-Moorhead, Angie Witte-St. Cloud)

Academic Affairs Council has met twice since the beginning of the academic year. The Sept. 11 meeting focused mainly on organization and priorities. The four major priorities for the year were identified as:
a. Closing the Achievement/Opportunity Gap b. Transfer Pathways c. AAS to Bachelor's d. Online Strategy.

The Council met again on October 23. The Academic Equity Committee is nearing the point of launching. Updates were provided on concurrent enrollment faculty requirements, online strategy, developmental education and changes in teacher education (on which there was a fair amount of critical feedback from IFO reps). A motion from Transfer Oversight to send general education courses that are “misaligned” back to colleges and universities for attention and explanation was not well received and was sent back to Transfer Oversight for revisions. The feature initiative for discussion was Transfer Pathways. There are some intertwined issues between the MNTC inconsistencies and challenges with the Transfer Pathways. These may prove difficult to address with the current stance of IFO (and perhaps MSCF) to not touch the MNTC at this time.

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

Accuplacer Next Gen will be rolling out in January 2018. MCA's can now be used as another measure for placement for college or math.

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.

Faculty Development Committee (Ginny Walters-Mankato)

Ginny was recently appointed to this committee and did not have a report to submit at this time.

Defined Contribution Retirement Committee (Rich Wheeler-Mankato)

Meeting is next week and Rich will be sending a summary after that meeting.

System Evaluation Committee (Sarah Olcott-Winona, Gretchen Huwe-St. Cloud)

We had a meeting of the SEC on September 12, 2017. We heard two appeals. The Associate Director of Admissions at WSU was appealed and changed from a C to a D designation.

Director of Student Success at Southwest State University was changed from a C to D designation.

The next meeting is November 14.

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

The TPCT has been meeting about every three weeks this fall. The focus has been on addressing issues

that have arisen in the pilots and looking at a gradual “phasing” of the other pathways which will allow more time to be sure that potential issues (in completing the degrees within 120 credits, meeting all goal areas, etc.) have been worked out. The table below lists the disciplines and their place within the “phasing” of implementation:

Pilot Transfer Pathways (Currently Implementing)	Phase 2 (Transfer pathways with minor issues)*	Phase 3 (Transfer pathways with moderate issues)*	Transfer pathways no longer being pursued
Biology	Chemistry	Art (now approved)	Addiction Studies
Business	Communication Studies	CAL Education	Nursing
Psychology	Computer Science	Criminal Justice	Health PE
Theatre	Criminal Justice – Law Enf.	Early Childhood Ed.	
	Economics	Elementary Education	
	Exercise Science	English	
	History Accounting	MIS	
	Mass Communication	Mechanical Engineering	
	Mathematics	Political Science	
	Pre-Social Work	Sociology	
	Spanish	Special Education	

This is stage of the Transfer Pathways where ASF input is the most crucial. As the pathways are starting to unfold on campuses; advisors and student service colleagues are coming up with good questions and how to’s for the TPCT and System Office to consider the processes and details. Some of the issues being discussed are equivalencies vs. package (the degrees are designed to transfer as a package, but must be coded as equivalencies); how to handle side to side transfer, students who don’t finish the package; and the necessity of completing some goal areas, ex: Goal 1 must now be completed for all pathways. It is challenging, but very important work. The problems with MnTC are also resurfacing but proposals to bring this forward are meeting with some resistance, especially with IFO.

Professional Excellence Award Committee (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato) Announcement has just come out so please make sure this gets publicized on your campus. Portfolios must be at the system office by February 1.

Developmental Education Workgroup (Baorong Li-Metro)

No report submitted. They are redoing all of developmental education. Sue Fust will reach out to Baorang Li regarding her involvement on this workgroup.

Vice Chancellor for Human Resources Search Committee (Zak Johnson-St. Cloud)

The first meeting for this search committee will be November 13.

Minnesota State Chancellor Search Committee (Tracy Rahim-Winona)

The search officially kicked off on Oct. 20 with a ½ day training of the committee. I was not able to attend due to campus responsibilities but met with System HR Director Renee Hogeboom earlier. The advertising is currently out and the search firm has been actively recruiting. The description of the Chancellor position has changed slightly since the first search. Application review occurs in December and airport interviews are in January. The hope is to have finalist interviews in February.

Old Business

Liability Insurance for MSUAASF State Board (Rich Wheeler)

Rich is still researching options/bids and this will be presented at a future phone or in-person meeting.

New Business

Third Year Fixed Term Extension Request from MSU Mankato

Assistant Director for Sponsored Student Programs; Mankato executive committee supports this as management has been working on developing and the search is under way. *Sara Granberg-Rademacker moved and Sarah Olcott second to extend this through March 2017. Motion carried.*

Discussion of ASF dues/surcharge

Tracy and Sue presented current budget status and trends. Tracy also presented some scenarios to be considered including increasing dues, reducing campus support and reducing state expenses. We also have to be aware of the likelihood of Jannus/Right to Work, and the anticipated significant reduction in income. Jim Anderson suggested forming a subcommittee to further study this and bring recommendations back to the Board. *Sara Granberg Rademacker moved, second by Margie Giauque to ask the audit committee and Tracy to come up with possible financial recommendations for the ongoing operation of the Board. Motion passed.* Zak Johnson will convene this committee.

Discussion of strategic planning session from Delegate's Assembly & Next Steps

All input from SWOT analysis done at the Delegate assembly was typed up and shared with the Board. There is rich input there that the Board wants to consider.

Suggestion about having a regular newsletter for communication, about "hot topics" and benefits of the union. This would also be an opportunity to highlight good news. We need to tell our story, both locally and on statewide basis. Our story is diverse, and we need to celebrate that.

Shirley Murray, Janet Haak, Tim Alcorn and Sarah Olcott will work on plan to work on proposed mission/vision/guiding principles/values and intertwine this with input from delegates (SWOT analysis).

Campus Reports/President's Round Table

Presidents shared current issues and happenings on their campuses and there was sharing about common and divergent practices.

Good of the Order

Adjournment

State Meet & Confer Agenda Items (Friday, December 1, 9:30-12pm)

- New ASF Position Allocation Matrix Roll-out Update
- Meet Renee's Replacement
- Dialogue on Chancellor's Three Priorities
(Tracy will work to get a copy of the FLSA video through other means.)

Future Meeting Dates:

- **MSUAASF State Board Meetings**
 - Fall: October 26-27, 2017 (Delegate Assembly & State Board Meeting)
 - Winter: January 25-26, 2018 (St. Cloud)
 - Spring: April 2-3, 2018 (St. Cloud)
 -

- **State Meet & Confer (9:30-12pm in St. Paul)**
 - December 1, 2017
 - February 16, 2018
 - April 20, 2018
- **Board of Trustees**
 - 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 Campus

Recently filled ASF positions:

Interim Admissions Counselor-1 filled, 1 opening due to maternity leave

Director of Disability Services Position changing to Coordinator of Disability and Advising and will go under the Advising Success Center-still being written

Associate Director of Student Union filled in October

Student Success Advisor-Advising Success Center filled in July

New Positions and/or Currently Searching:

Center for Diversity and Inclusion Coordinator-new

Director of Records and Registration

Student Mentor for Nursing Grant-new

360-two positions (five total to be filled this year)

Project Manager and Communications Specialist

Enrollment numbers at BSU for fall up 1.5% Headcount is 5,198

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
- ✓ FLSA Issues

Minnesota State University – Mankato

- Looking the 2017-18 academic year, MSU is down first-year students and up in transfer. Our international student numbers continue to be strong.
- Most of our upper-administrative positions are filled. We have an interim dean in the College of Social & Behavioral Sciences. The position will be searched in the months ahead.
- MSU is searching for its first Director of Advising, a Range E MSUAASF position. This position, combined with an Integrated Advising Model, stand to change advising processes moving forward.
- The larger University community continues to implement a budget process that is meant to help determine what programs are ripe for investment, maintenance, or reduction.

- Local MSUAASF has encouraged Management to share information about Workplace Environment Complaint processes. We have seen progress on complaints, and continue to seek transparency to know that these are moving forward in a timely fashion.

Metro State Update

We are holding joint bargaining unit meetings once a month to focus on issues common to all of us and once or twice a semester we can present these to the Administration all together. We are also planning together 2 Union days on January 17 and March 29. On Jan 17, all union members of all unions will wear their union shirts and an article in our campus e-newsletter will explain that we are celebrating the date President Kennedy signed the executive order allowing public employees to unionize. On March 29, we plan to wear shirts and also have speakers on the history of unions in the United States. It will be open to students, staff, faculty and Administration. We plan to have tables for each of our unions in our Great Hall.

An issue that has come up a couple of times this semester is use of PIF/PDF funds. Supervisors have been trying to restrict how their MSUAASF employees are using their funds. One issue went all the way to the Provost. The employees, according to contract, were not asking to attend a conference that was out of the ordinary with respect to their jobs. In both cases the supervisors wanted them to use their funds for a different conference. We need some clear guidelines spelled out so we can hand this over to supervisors if this comes up again.

We are also having some morale problems and people behaving in ways that violate Respectful Workplace guidelines. We have asked administration to consider mediation services and also customer service training. The latter was originally a request for HR staff, but has expanded to include all staff.

Minnesota State University Moorhead Update

- FY student are up about 2.5% but FTE is lower than desired.
- Interim VP for Academic Affairs appointed for a two-year term – local ASF affirmed the decision.
- Public Safety Director position is vacant and currently searching for a new director.
- We are in the final stages of the Associate Vice President for Enrollment Management.
- MSUM will be creating a Dean of Students position in the near future
- Student Affairs began the year with no interim or fixed term appointments
- Campus Budget – Academic Affairs being asked to make some cuts to their budget

Southwest Minnesota State Update

SMSU had a downturn in enrollment this fall and is dealing with budget issues in the current fiscal year and the duration of this incoming freshman class' track through completion. We have had request for unit funds for campuswide professional development activities. Finally, similar to the interest in the MN Transfer Curriculum there is a high level of interest by members at SMSU in our review of our Liberal Education Program, which would not fit well with the transfer curriculum.

Winona State Update

The administration at WSU is searching for a new Associate VP for Inclusion and Diversity/ Chief

Diversity Officer. This position is new and comes at the cost of our Director of Inclusion and Diversity position. A rearrangement of that area will be in process once the new AVP is onboard. We are having ongoing discussions about FLSA and are requesting training/ information for our nonexempt employees as well as their supervisors. The whole campus will be engaged in a campus climate survey in early spring. WSU pedestrian tunnel project is finally completed.

Minutes respectfully submitted by Shirley Murray, ASF State Secretary