**MSUAASF State Board Meeting Minutes**

**February 7th and 8th, 2013**

**St. Cloud State University**

**Attendees: Layne Anderson, Pam Ekstrom Eduardo Gutierrez, Adam Klepetar, Loralyn Kuechle, Linda Meidl, Shirley Murray, Barbara Oertel, Jill Quandt, Tracy Rahim, Mike Sharp, Fran Umerski, Richard Wheeler**

**Called to order at 1:00 pm**

**Officers’ Reports**

**President Klepetar:** Contract being settled last week. Adam feels it is a really good settlement. He attended the Policy Council, Academic Affairs Council, Ed. of Future meetings, but wasn’t able to attend Coordinating Committee because it was scheduled during negotionations. Next Tuesday the Chancellor is speaking to legislators, Adam has been asked to talk for 3 minutes. They are interested in talking about State Grant for part time students and completion of at-risk students. If we have examples that we can share with Adam that would be helpful. Adam has created a MSUAASF facebook page and if we have pictures or content ideas we should share them. He will plan on adding Linda Meidl and Jill Quandt as administrators. Bill Brady asked Adam to have pre M&C meetings with him and Betsy to prep for M&C

**Vice President J. Anderson:** We have had a lot of change occur at MSU Moorhead administratively in the Admissions Office and I have been adjusting to new reporting lines in the Enrollment Management Division. I have been working with our Graphic Designer on the ASF Logo and we have 4 finalist versions of the Logo to present to the Board during Old Business for you to select one as the new ASF logo. I attended the Coordinating Committee meeting last Wednesday at the system office.

 **Secretary Quandt:** A draft of the minutes was sent in early November and again shortly before
 this meeting.

**Motion: M/S Wheeler Guitterez to approve minutes. Passed Unanimously**

**Treasurer Ekstrom:** Account balance 2/6/2013 $102,345.57. The Treasurer’s report will be attached when the minutes are sent out. Mileage reimbursement has gone up to .565/mile It was requested that we look up previous account balances to get a historical base of comparison. Once we get that information we should discuss whether we want to continue charging $1.50 per member.

 **Motion: M/S Sharpe/Rahim To approve Treasurers report. Passed Unanimously**

**Grievance Officer :** Has been fielding a lot of calls from campuses, but no particular trend. Insurance we have now runs through Dec. 2013. No changes would be implemented until 2014. Kari Sieme had sent out a comments survey to members to get a sense what is most important to members. Rich distributed rosters from 320 as of last Friday. AFSCME filed a class action regarding 40 people who were dropped during the dependent insurance verification process. ASF had not received significant complaints from members regarding the process so we did not take any action. We will follow what happens with the AFSCME case as it may be applied to the larger group. Rich attended local 320 lobby day at the capitol yesterday. Rep. Gene Pellowski, chair of the House [Higher Education Finance and Policy](http://www.house.leg.state.mn.us/comm/committee.asp?comm=88016) committee was only willing to talk to his constituents. One of the issues that 320 lobbied about was that members were rolled into the state TRA plan from smaller units with the understanding that TRA was not responsible for previous under funding issues. That needs to be addressed so members are not harmed. Rich encouraged all of us to get to know our Senators and Representatives so they are aware of our stance, even in cases were the legislator is not traditionally on the same side of the issues as you are.

MnSCU facilities and labor relations seems to be initiating an effort to have all Security and Environmental Health and Safety personnel moved to MMA or MAPE whether they supervise or not. We need to help our members be sure the contract is followed. Our issue is that it had been determined that these types of position belong in our unit, so the question is why it would be appropriate that they would be moved. Furthermore, if positions change it may harm our members because it is not clear if they will be able to automatically retain their positions.

Rich reviewed contract language regarding position changes.

ASF member going to acting or interim position within the unit can go back to previous position (assuming previous position still exists). If it doesn’t management can assign them to something at same salary range or create a position at the same salary range, or implement layoff language.

 If ASF members go to a different unit there is nothing in our contract that addresses that. It is highly recommended that if they do that they should get it in writing what happens. If the move is for the good of the organization management should be willing to put it in writing before hand so they know they have something to go back to. There is contract language that applies if they go to a management position. Generally, we need to help members understand what protections they do and do not have so they can make informed decisions when they are presented with other opportunities on campus.

Holidays—alternate holidays can be designated for Veteran’s day and President Day. Campuses vary, but there was discussion if what Mankato does is legal. Moorehead argued that our contract language is contrary to MN law unless there is language that if someone moves from one campus to another they don’t double dip on holidays. Depending on the outcome this could have an impact system wide.

Flexible Spending Account Fee—HSA money from 2 years ago needs to be spent or a monthly fee will be issued.

**Committee Reports**

MSUAASF Committees:

**Negotiations** (Kari Seime) Kari was ill so Rich and Adam reported about the negotiations process. Summaries of the financial aspects have been sent to the campuses. Management did not want to talk about restructuring our salary grid until the salary compression study is completed. There may also be future conversations to the matrix and evaluation process. Oertel recommended looking at the data at how many people are at the top step of the range to look at building an argument for adding a step. If we had members who resigned and should get the back pay we should encourage them to request it. Management will not seek them out to give them the back pay so they have to ask. A summary of the language changes will be forthcoming. There are significant changes in language regarded fixed term length and use and the definition of what can be labeled as externally funded. This will need to be monitored carefully at the campus level. The language changes also include an expansion of PDF use language to include electronic books and journals that are stored on a state owned device. There are also some changes for ASF state officer leave reimbursement, work schedule and salary during personnel reduction notice period and grievance timeline language. We should use the website and facebook page to reach out to members who have left but are eligible to retroactive pay to encourage them to contact HR and post details once it is ratified.

The Contract Ratification process has been distributed to the board. At the informational meetings the campus president has to verify that everyone who attends is a full share member.

**Motion: M/S Wheeler, Oertel moved that the committee and board recommend to the members that the contract be ratified. Passed unanimously**

 **Motion: M/S Wheeler Umerski moved to approve the ratification schedule that was distributed including being declared on campus tomorrow, February 8th Passed unanimously**

**Legislative** (Mike Sharp) Is working on a 2 page memo to send out to campus legislative representative to encourage folks to communicate with their legislatures with a distinctive ASF voice on important issues.

**Membership** (Linda Meidl) Linda has a draft of an employee survey to learn more about why fair-share members aren’t full share. She would like the board to give feedback on the survey. Klepetar brought up that AFSCME and MSUSA do an annual conference. He suggested that ASF might like to discuss it so it will be added to new business

**Motion: M/S Sharp/Anderson. ASF should purchase Survey Monkey to conduct electronic surveys. Friendly amendment Klepetar/Wheeler ASF will allocate $500 to membership committee to research and purchase an electronic survey tool. Passed unanimously**

MnSCU Committees:

**Policy** (Barb Oertel, Adam Klepetar, Linda Meidl) Looked at state residency, honorary degrees. University members want to get rid of emphasis degrees at community colleges, but 2 years want them to stay. We argue that students mistakenly think of emphasis is a major, but when they transfer often still need to back track to take necessary classes. In the end Vice Chancellor Knowlton said the dissenting voice was strong enough to not recommend making this change. Leslie Mercer now convenes Policy Council. There was a discussion on how this group should move forward and they sent a survey to the group members to get feedback before sending to a larger group.

**Assessment for Course Placement** ( Barb Oertel, Holly Schuck) Will be meeting tomorrow. The group will be discussing the use of multiple measures for placement. Karen Hynick had provided them with readings, some of which question the usefulness of traditional remedial coursework and if it is better to put them in regular courses with support. Common cut score is being implemented for students coming this fall. There is a pilot of a new intermediate algebra test. We have one more ASF spot. Klepetar will approach a person from St. Cloud to see if they will fill the spot.

**Defined Contribution Retirement Committee** (Richard Weeler)

Motion: M/S Murray/L. Anderson that Rich Wheeler be our representative on the Defined Contribution Retirement committee. Passed Unanimously

**System Evaluation Committee** (Lynn Carlson and Diane Berge) No report

**Transfer Oversight Committee** (Jim Anderson) Has not met since our last board meeting. If there is a dispute if a class should fit in MnTC it would go to this committee for approval

**IT Counci**l (Braden Kuznia, Pam Ekstrom, Matt Trombley) Johanthan Eichten has sent out a memo asking for project proposals for FY14. There is discussion of purchasing several different types of software to use system wide. Minutes of their most recent meeting will be attached.

**SA Council** (Jim Anderson, Jill Quandt, and Jay Lee) The group discussed the elements of the Biennial Budget Request, Strategic Workgroup charges and the Board Study Session on Access and Affordability. The minutes of that meeting will be attached.

**AA Council** (Adam Klepetar, Shirley Murray) Met on Jan. 24th. Had planned on talking about articulation, but vice Chancellor Knowlton was unable to attend. Did discuss a new subcommittee on graduate education and there was a question of whether or not ASF has a role. AA emphasis programs. Eduardo is our third representative but did not receive information about the meeting.

**Coordinating Committee** (Adam Klepetar, Jim Anderson, Pam Ekstrom) The meeting was scheduled during negotiations. Our committee documents sharepoint site is almost completed and Tim Price will be notifying the committee when the document repository site is ready for the committee. The Coordinating Committee chairs continue to meet with other committee chairs to work out the details of what the Coordinating Committee responsibilities are in relation to the other committees? At present the purpose is to review actions by other system committees and confirm our support of these actions, or express concerns and direct further discussion on issues. Our committee charge is to also serve as a venue to direct policy/procedures that are identified to us to the various committees on issues that are important for further discussion or consultation at that committee.

**Old Business**

**ASF logo.**

**Motion: Wheeler/Umerski made a motion to use #2 with the A in Association capitalized and Service Faculty also bolded. Passed unanimously.**  There was a recognition that the logo will often be used in black and white so it would be good to also have a black and white digital copy sent to the board. Linda will work on updating the brochure incorporating the logo.

**Nellie Stone Johnson Dinner – March 21** Next board meeting at Country Inn and Suites. Pam has set it up. We also have two tables at the Nellie Stone Johnson Dinner. We will still need to make individual reservation for the overnight.

**Board of Trustees Meetings** Reminder that folks who are signed up for the board meetings to confirm. Fran will not be able to make it on April 17. Adam may ago alone.

Special board meeting on Feb. 26. Some hires to announce and they want to ratify the IFO contract if able to. Someone else interested? Pam or Jay may want to attend to represent us. Pam will talk with Jay and will let Adam know.

**New Business**

**How best to retain local records:**  Umerski

7 years is typical for financial – 3 years for other. Many campus report boxes gathering dust

Future – look to a move to electronic, outside of foundational documents no need to go back and scan old documents.

**IFO dues/multi-bargaining unit dues** Rich will send the legislative document to include in the minutes.

**Web-site:** Curious about what’s next. Winona now hosting and Nancy (our person doing it for us there) and with some changes. We would like:

Storage

Web site hosting

Some email addresses

**Motion: Assign Layne the task of talking with his buddy in Moorhead about cost and process of design for a web site as well as a company to recommend for web hosting. Layne will come to our next meeting with recommendations for design, a web host and possible costs. Mike moved, Shirley seconded. Passed unanimously.**

**Settlement:** Already covered

**Professional Development Plans - criteria/requirements.** Winona is looking to re-design their local Professional Development Plans. They would like examples of as much from other campuses. If nothing else, they would like copy of our forms for evaluations and/or professional development plans.

**Evaluation Procedures:** See above

**Negotiations Conference:** Two years ago Adam, Barb and Kari attended. Adam felt it was a valuable conference. No money at this time from Teamsters to cover costs ($2500 per person). Do we want to send two people to the conference again? Suggested that it be people who will be involved in the negotiations process. This year’s conference is April 7-9, 2013 in New York.

**Motion: That we provide the funds for up to three people who will be involved in upcoming negotiations processes to attend the 40th Annual National Conference: A Joint Labor/Management Meeting. Rich will solicit names of interested people who should contact Rich by the end of February. Rich will forward the names to Adam. Adam will make the final decision. Fran moved. Rich seconded. Passed unanimously.**

Conversation ensued about the means by which we would select people to attend.

**PIF:** Mankato has a similar request re: PIF process. Each campus president will share process.
 Reply to all so all can see please.

**All ASF conference:** Adam and Linda will work on a proposal to bring to the next State Board
 meeting.

**Campus Reports Campus Reports Please send these to Jill if you want them included.**

A question came up about full share members who become fair share and then want to come back as full share. Linda shared that they would need to pay back dues. We discussed the need to inform members and that whether or not we should question that policy as it would seem to deter members from coming back. It would be helpful to get more information from Rich on this topic.

There was also a discussion of shared office space. Is there guidance in the contract or MnSCU policy regarding who does and does not need private office space?

We also discussed how local campuses appoint ASF representatives to search committees. It was suggested that local campuses have their procedure in writing to share with members. Eduardo asked if other campus presidents can send their procedure to him.

**Southwest:**
 Enrollment We are ahead on apps and admits for 2013-2014. Up in new freshman and transfers up around 2%.

Calendar:We are in discussions about the academic calendar moving Veterans and Presidents day to the two days before Thanksgiving.

Positions: We have one non-renewal no layoff. We are not expecting anymore non-renewals. A number of retirements either at the beginning of the year or recently.

Due to budgets we will be either redefining jobs or combining positions in number of areas, especially in ASF.

We currently have an interim Director in Residential Life that has been in place for two years

We also had a retirement in the International Student Office. I suspect this will be one of those positions that may be combined with another position or redefined.

Other Units:
Physical Plant Director has retired

The head Electrician position is vacant

Both have interim or individuals defined as out of status. I suspect both of these positions may be combined with another position or redefined.

Presidential Search Update: We expect the Chancellor to announce his Presidential appointment on the 26th of February followed by a visit and ceremony or installment on the 27th.

The responses I received about the search process for our president this time has been positive. Members feel as though they had a chance to participate.

Contract: Membership seems to be generally happy with the tentative agreement.

**Mankato**

Our members are looking forward to the contract ratification vote. Feedback received to date has been positive and they are grateful for all of the work done by at the Negotiations team.

We have had and are anticipating quite a bit of transition in positions in Academic Affairs, Human Resources and Advancement. Our Affirmative Action Officer is now Interim HR Director and HR responsibilities are being shifted. This is an area of concern that we are watching. Our Provost search is proceeding on schedule and we are hopeful for a positive outcome. The AVP for Academic Affairs left right after the holidays and those responsibilities are being shifted and absorbed by a very reduced staff. Since many of our members have reporting lines in this division, we are concerned and involved in updates and discussions.

Membership numbers continue to increase and more inquiries are beings received about the possibility of a few additional IFO positions becoming MSUAASF (clinical, internship coordinators...). This seems in line with recent trends. One obstacle that has been faced with these position transitions is competitive salaries within our bargaining unit.

Moorhead:

Our process of having MSUAASF reps on search committees meet with on-campus candidates has been successful in improving our full-share membership of new employees.  Out of the last eight MSUAASF searches, six employees have chosen full-share membership (update—an additional member just transitioned to full-share around March 1st).  We had one non-renewal (Area Director Housing) but this was not unexpected as it is current practice to not grant permanent status to these live-in positions.  Our campus has been implementing the NEOGOV system.  We have expressed some concerns regarding how our campus is posting information (i.e. closing date and salary range) and will be working with HR staff to resolve.  Storbeck Pimentel Search Consultants have been hired to support the search process for the Director of Admissions and VP Enrollment Management & Student Affairs.  A final recommendation for a new Academic Structure has been forwarded to the President and for review at IFO Meet and Confer.  We anxiously await the final decision on the new structure.  We are soliciting members for our 2013 slate of candidates for elections (President-Elect, Membership, Chief Steward and Negotiations).  We have not come to agreement with management on our alternate holidays for 2014.  Management contends we cannot have our President’s Day 2014 holiday during the 2013-14 Academic Year holiday break because the holiday is being held prior to being “earned” and the date requested falls in calendar year 2013.  We are working with our membership to come up with some alternate dates.

**Local 320 Announcements: None**

**Other Topics/Items:** There was a discussion of training and whether or not we want to some form of Steward Training before Board Meetings again.

There will likely not be time before the March meeting. It was decided that if the July meeting could include time to discuss what issues have come up over the last year on campuses that would be beneficial to new as well as returning officers. Shirley and Linda will discuss this with Rich.

**M&C Agenda Items**

**Legislative and Budget Updates**

**Movement of positions from ASF to other units.**

**We will share the ASF meeting dates in the hopes of avoiding conflicts with the scheduling of committee meetings.**

**Follow up on Graduate Follow Up survey. It appears no meeting has been organized and the 2011 data has not been ratified.**

**Update on ISRS/Student Record System**

**System Office Update on new committee structure**

Post-contract ratification we will need to ask wWho will be responsible to look at externally funded positions to see which will be switched to probationary?

**Future Meeting Dates:**

**Meet and Confer**

February 22, 2013

April 5, 2013

**State Board Meeting**

 March 21 & 22nd Move to Metro Area to attend Nellie Stone Johnson dinner. 11:00 start

 July 25th and 26th: Presidential Transition training and Board Meeting