**MSUAASF State Board Meeting Minutes**

**July 26-27, 2012**

**St. Cloud State University**

Meeting Called to Order at 2:38 pm by President Klepetar

Attendees: Shirley Murray, Barb Oertel, Layne Anderson, Jim Anderson, Rich Wheeler, Kari Seime, Jill Quandt, Tracy Rahim, Loralyn Kuechle, Eduardo Gutierrez, Juan Rangel, Pam Ekstrom, Fran Umerski, Linda Meidl, Mike Sharp, Jefferson Lee

**Officers’ Reports**

**President** (Klepetar)—Adam had worked with Barb prior to transition, meeting with the Chancellor, Vice Chancellor Knowlton and Laura King. He feels optimistic that we have a positive relationship with the system office.

We have been given a 3rd spot on each of the MnSCU committees.

He plans on visiting each of the campuses.

VC Knowlton and Laura King said that they are willing to have their people come to our meetings

**Vice President** (J. Anderson)—Jim was invited by MnSCU to attend the P20 conference in May hosted by the Chancellor of k-12 and Higher Ed and representatives of Honeywell and IBM to discuss a report coming out that 1/3 of MN high school grads are not ready for high school math and English. Chancellor would like to form a task force on this issue. Veronica Michaels has resigned from Moorhead so we will need to appoint someone to fill the membership role

**Secretary**: (Quandt)

**Motion:** (J. Anderson/Wheeler) Approve minutes from Spring State Board, April M&C, and Election Certification Board Meeting. Motion passed

**Treasurer:** (Ekstrom)

 Current Balance 67, 504.02, plus Local 320 will be reimbursing us $50,645.54 for last 3 years of expenses that weren’t submitted in a timely manner. Now that we have a sense that our balance will be $118,000 we should propose a budget and then make a decision on if we want to distribute additional funds to the local campuses.

Right now our members pay a dues supplement of $1.50 that goes directly to the Association. Once we have a better picture of the finances we can discuss if this should continue.

**Motion:** (Wheeler/Anderson) The board directs the treasurer along with any help she needs to prepare a budget based on the now accurate list of expenses and income and submit to board for consideration at the next State Board Meeting. Motion passed

**Motion:** Wheeler/Gutierrez) Board will authorize treasurer to contact Mike Hodapp to conduct our financial review with a payment of $500. Friendly amendment/Oertel increase amount to $1,500 because it covers several years. Motion passed

**Motion (**Umerski/Wheeler) Treasurer Report accepted. Motional passed

**Grievance Officer** (Wheeler)

**Motion:** (Wheeler/Gutierrez) The board ratifies the action of the e-board conducted over email regarding a Settlement of Release. Motion passes.

**Motion:** (Wheeler/Lee) to appoint Gutierrez to Nominations and Elections committee to replace Cole

Professional Development Funds Will be discussing MOA with system office to release PDF funds this year even without contract. Campus Presidents should check the allocation chart sent by Wheeler to see if it is accurate. It is based on FTE for fiscal year 12, so anyone who worked at any part of FY12 should be included.

It was clarified that the number of duty days listed is based on 261 days a year and includes holidays, sick leave, and vacation.

Insurance Audit Verification. There has not been an official report. If we hear of issues or complaints we should let Rich and Kari know as they have a meeting in September.

Grievances: Wheeler gave an update on grievance. He also noted that as stewards if there is an investigation that does not seem right we need to document it and bring it up.

Reimbursement forms for this training should be given to Rich or sent to Local 320.

**Committee Reports**

**MSUAASF Committees:**

**Negotiations** (Kari Seime) AFSCME and MAPE are voting whether or not to approve tentative agreement. If they approve it, JSER will have 30 days to decide to accept or reject it, or they could not meet and then it will automatically be accepted and go into effect. We will need to watch this closely because our contract will also go to JSER.

 **Legislative** (Mike Sharp) It would be an overstatement to actually call this a statewide committee at this junction. I agree to chair this committee at our spring meeting and will not pretend to have done much organizing at this point. As we look ahead at the upcoming year I hope to:

* Clarify the role of a local ASF representative to the committee and solicit current members from local ASF presidents as well as a contact for each local ASF unit for those who do not have an active appointee.
* Work to identify resources for our members as they work to connect with legislative affairs. In addition to sharing communication and action alerts from Local 320 and the System Office I would like to explore what a third voice or option might be for our local members in addition to our partnership with these important entities.

**Membership**

**Motion:** (Wheeler/Anderson) The Board recognizes that Linda Meidl will be the membership committee chair and be an official member of the board. Motion passed

Quandt and Klepetar are willing to work with her on social media and other membership initiatives. Quandt handed out a packet of sample local brochures and handouts that may be helpful to new campus presidents.

**MnSCU Committees:** The board acted to clarify membership on each committee and fill empty spots. The updated and complete representative list is reflected below.

Coordinating Committee: Common ACT cut scores were approved by committee. We have not seen an official update of the policy yet.

1. Pam Ekstrom
2. Adam Klepetar
3. Jim Anderson

Academic Affairs Council: They discussed articulation. The current policy is that we have to have articulation agreements within the system. The two year schools feel that the 4 years are making it challenging and it is easier to do with our competition. Our members in Academic Affairs may want to discuss this with our provosts. There is an Academic Affairs e-newsletter and it was recommended that it be distributed more widely. Registered sex offenders can’t be in class with underage students—the offender would have to leave. Registrar would probably have to track this.

1. Adam Klepetar
2. Victor Cole
3. Shirley Murray

Student Affairs Council: They haven’t met since our last board meeting

1. Jim Anderson
2. Jill Quandt
3. Jay Lee

Academic Student Affairs Policy Council: Legislation says 10th graders can take career or technical class. Therefore, new PSEO policy allows 10th graders to access PSEO college courses (does not say university). This Committee recommended that common cut scores be used. ASF members raised several concerns about this and it was taken up by Coordinating Committee.

1. Barb Oertel
2. Adam Klepetar
3. Linda Meidl

ASA Information Technology Council. Has met twice and will be meeting in Sept. Discussed ISRS, D2L updates and accessibility. They have created charge document (attached).

1. Braden Kuznia
2. Pam Ekstrom
3. Matt Trombley

Assessment for Course Placement:

1. Barb Oertel
2. Holly Schuck

Transfer Oversight Committee: They hadn’t met for almost a year, so spent time reviewing and discussion of what has been done by the system office, including an evaluation of Minnesota Transfer Curriculum compliance. There is a movement toward reverse transfer where students would graduate from 2 years after they attend the universities as part of a push to increase graduation rates. Outside agencies define completion as having the degree, so if they transfer without the AA it is counted as a failure for the system. There is also the issue of students who should transfer from the college before 2 years in order to start major courses in time to graduate within 4 years.

        1.  Jim Anderson

        2.  Linda Meidl

Defined Contribution Committee: No Report. Board expressed hope that Victor will continue to send out Webinar info from DCR for us to forward to our members.

1. Victor Cole

System Evaluation Committee

1. Deb Carlson
2. Diane Berge
3. Eduardo Gutierrez (Alternate)

**Old Business**

**Status of externally funded employees** –negotiations are working on clear understanding of definition of external funding. One point being discussed is if the majority of funding is internal funding, should the position really be considered externally funded.

**ASF Website and Technology:**

**Motion:** (J. Anderson/Oertel with friendly amendments by Klepetar and Wheeler) After discussion the following motion was passed: The board authorizes up to $5000 to be spent on technology needs of the association. Original motion: We should purchase a computer for the ASF state secretary. Klepetar offered a friendly amendment that it be purchased for the association to be used by whatever officer needs it more. Wheeler offered a friendly amendment that up to $5000 be spent on the technology need of the association.

 We will form a subcommittee of WSU and SCSU members to investigate how to store our archive and will make a recommendation to the board.

**Grad Follow Up Survey:** This was discussed at the last M&C. If we haven’t heard any update it should be brought back up with the system office. Barb will follow up with Colin Dougherty

**ASF Brochure**—Each campus should have received about 20 copies of the brochure at the last M&C. It does need to have some minor updates before the next printing. J. Andersonwill check on logo development.

**New Business**

**Attendance at Board of Trustees meetings**. Pres. Attends, it is good to have another member to attend also. A sheet was passed around for board members to sign up.

**System Evaluation Committee membership (Sharp**). We can have an alternate. It would made sense if they are from Metro. Gutierrez agreed to serve as alternative.

**Need for Student Development Theory for ASF appointment (Quandt)** The WSU HR office has been told by the system office that positions that don’t require Student Development Theory will not be ASF. Rich says this is not consistent with the law. We should bring this to MnSCU and ask why it. We can’t file a formal grievance with the bureau. Jill should get specific examples to share. Rich will send us the law which is part of PELRA. Adam should discuss this with the Chancellor.

**Motion**: (Sharp/Lee) Release time for Officers: Pres 40%, VP 15%, Grievance 20%. Friendly amendment by Wheeler to have VP at 20% since it works out to 1 day a week. Motion passed

**System Office staff at ASF Board Meetings**: We have been informed that the system office is willing to send staff to our board meetings to share information, answer questions, etc.

**NeoGov**—Although many feel it makes serving on a search committee much better, it is not candidate friendly. Some campuses find it challenging to use because the documents are not released on time due local staffing issues. Search committee members can see what other positions candidates have applied for, which would seem to be a privacy issue. Klepetar will talk to the system office rep. about this.

**Dress Code at Admissions Office at SCSU**. The dress code uniformly bans leggings. It is unclear what the specific business reason is to ban a certain item of clothing across the board. Better to deal with individuals who are not dressed appropriately or professionally. Campus president should talk to dept. and possibly their local M&C.

**Motion:** (Wheeler/Oertel) Move to recognize and express gratitude to Shazhad Ahmed, Veronica Michael and Victor Cole for their dedicated service to the ASF State Board. Motion passed.

**Motion:** (Wheeler/Meidl) Motion to ratify actions of executive board to reimburse Oertel and Klepetar for their basic cell phone charges during their terms as ASF State Board President. Motion passed. Oertel and Klepetar abstained

**Motion:** (Wheeler/Gutierrez) The board is authorized to act on the contract via conference call if we have a tentative agreement contract. Motion passed.

**Campus Reports**

Mankato: Local elections were completed in May with new officers starting June 1. Thanks to Linda Meidl and our Membership committee, we have experienced a significant increase in full share members in the past six months. MSU's provost (Scott Olson) resigned to accept the Presidency at WSU. Linda Baer has been appointed interim VP of Academic and Student Affairs for 2012-13. We are in the process of appointing ASF representatives to our University committees for the coming year.

Winona: Our new university president, Dr. Scott Olson, started on July 16. We have many interim administrators that will be searched in the coming year or so: Provost, VP for Finance & Facilities, Dean of Education, and Dean of Science & Engineering. So we expect quite a few changes. Our new Athletic Director started in mid-June. He comes from a non-union background so ASF President Tracy Rahim met with him to “introduce” him to ASF since he supervises many ASF employees. We had a good initial report from our Higher Learning Commission visit—no surprises. Enrollment is right on target where we wanted it to be.

**Local 320 Announcements**

Brian Aldes addressed the group. He is replacing Sue Mauren as the Principal Officer at Local 320. He plans to come to every campus to attend a membership meeting.

As previously discussed, reimbursable expenses should be sent to Local 320 instead of having the ASF Treasurer submit it.

Local 320 wants us to update the local affiliation agreement, which dates back to 1978. The most substantial suggested change is that under old agreement ASF was responsible for funding M&C and board meetings, the suggested language reflects what has been happening, which is that Local 320 would pay for M&C and the Annual Officer and Steward Training and all reimbursement requests need to be submitted within 90 days. Supporting documentation is expense form, receipt, and sign in forms (for meetings). When Kari comes to campus she will continue to ultimately pay for lunch, but campus association should pay first, then submit the supporting documentation to Kari to be reimbursed.

**Motion: Wheeler/Anderson: Motion to accept the updated Affiliation Agreement with Local 320. Motion passed unanimously**

There was a discussion of how Local 320 gets feedback from the Association about the performance of the business agent. Right now there is no formal method, if there is a problem members should contact the Principal Officer. Minimally having an annual or semi-annual conversation between the Principal Officer and the ASF President might be helpful.

Annual 320 Picnic is August 19th

**Meet and Confer Items**

We will have another board meeting before the next Meet and Confer. Items to track for future discussion:

Reverse Transfer Issues

Graduate Follow Up Survey

**Future Meeting Dates:**

**State Board Meeting Dates –**

**Time TBD, St. Cloud State University**

Oct. 25 & 26

Feb. 7 & 8

March 21 & 22nd

**Meet and Confers Dates**

10-11:30 a.m. in the McCormick Room, 4th Floor, Wells Fargo Place.

November 30, 2012

February 22, 2013

April 5, 2013

Adjourned at 11:53 am

Respectfully submitted,

Jillian Quandt

ASF Secretary