**MSUAASF State Board Meeting July 30, 2010 St Cloud State University Centennial Hall**

Attendance: Adam Klepetar, Shahzad Ahmad, Kari Seime, Rich Wheeler, Mike Hodapp, Jill Quandt, Alicia Reed, Veronica Michael, Marla Patrias, Lynn Johnson, Kerry Ross, Linda Meidl, Margaret Vos, Marcia Anderson, Victor Cole, Pam Ekstrom

Meeting began at: 8:07 a.m.

**Officers’ Reports**

President Oertel -Welcome everyone. Shahzad attended the MnSCU Board meeting with me earlier this summer and so the official transition of the presidency has occurred. I attended the June and July Board meetings and found them interesting, and I spoke at the July Board meeting about ASF. The Board meeting agenda is on the MnSCU website and these meetings are live streamed on the web for those who would like to watch. We also had a Chancellor lunch and talked more about our issues regarding the language defining faculty as only MCCFA and IFO relative to Intellectual Property policy. The new language will identify our role as teaching faculty and research conducting faculty. We did win a victory of sorts regarding this issue. Shahzad and Jeremy attended the Career Information policy meeting and our concerns were discussed there.

Vice President Klepetar - I will be taking over the committee representation role that Barb was doing previously as vice president.

Secretary Anderson-Minutes of the April 15 and 16 State Board meeting were distributed electronically. Wheeler moved, Reed seconded to approve the April 15 and 16 Board meetings, motion carried.

Treasurer Reed and former Treasurer Mike Hodapp- We have transitioned the checkbook and credit card to Barb and Alicia. Mike closed the account in Mankato on July 2nd and we received a reimbursement for Rich Wheeler expense reimbursement with 320 after this which brought the account balance on July 8 to $106, 124.61. Our Business Savings Account as of July 2nd is $50,299.27. Mike included the Detailed Transaction Report from 7/3/09 to 7/2/10 and the Budget Progress report from the same period along with an Actual Cash Flow Report. We need to approve a proposed budget for FY 11 at this meeting. In this proposed FY 11 budget we will decrease our reserve because of increased release time for officers. Our account balance is high and may be something we need to look at lowering that excess money sitting in our account?

President Oertel asked Board members to visit with their campus members about ways to spend this excess amount. Teamsters would like to know how you are spending your campus dollars and how this money was spent. This should be done by filling out the form given out by Mike and given to Alicia by October 1st so that you can get your support checks for the campuses. Alicia will send this out electronically also to campus ASF presidents so that you can return it back to her. Wheeler moved to accept the proposed FY 11 budget, Meidl seconded, motion carried. Quant moved, Michael seconded to approve the Treasurer’s budget report, motion carried. Shahzad moved to hire Judy Wheeler to audit our books for $500 dollars, Michael seconded. Motion carried. (Wheeler Abstained). Thank you to past Treasurer Hodapp for his service to ASF.

Grievance Officer Wheeler- We distributed Twins tickets to members and they were happy to get these. Penny Fellowship golf tournament was attended by ASF members and they enjoyed the event. We are set to open up Negotiations with the OOC. SEC and CEC training will be conducted soon to train ASF representatives to serve on these committees. This is also available on Web Ex. Fiscal year PIF and PDF has been sent to the local campuses business offices make sure that this money gets to members. The Legislature approved our 2009-11 contract last month. There are currently two retirement plans in existence the Board early retirement incentive and the State retirement plan. The Board is looking at only using the Board early retirement incentive most likely in any future offers to system employees. The question of when can adult children go back on employee insurance plans, through age 25 as a result of the new federal health care legislation? On January 1, 2011 they can be added on to parents insurance.

We have had one fixed-term extension request at Metro. On behalf of the exec committee I move to reject this request for fixed term extension in keeping with ASF Board precedent, M.Anderson seconded, motion carried. We have a grievance settlement that I am bringing to the Board, at Metro State University. Discussion about the grievance settlement ensued about the details of the settlement. Wheeler moved to confirm the grievance settlement, Ahmad seconded, motion carried. The Board directed the exec committee to look into better ways to take out the Health Care Savings account dollars. The intent of our negotiations team was that the $300 would be held prior to the supplemental retirement funds. The Department of Management and Budget is in control of this process because of IRS regulations. Starting in the first month of July a proposed idea would be that the $300 be taken out over 26 pay periods and do we feel that this is a better arrangement for members? Presidents should go back to their campuses to discuss this for next year.

**Committee Reports**

***MSUAASF***

**Negotiations-Kari Seime**

We sent the opener to negations to MnSCU. The first meeting for the negotiations team will be later this fall. Local 320 steward training coming up and annual picnic on August 15th, also a reminder that we will waive the initiation fee for new members, and for fair share members moving to full share so please promote this to your new ASF and fair share ASF members.

**Legislative-Adam Klepetar**

We did get the committee together and still need to look at someone to replace me as the chair. Marla Patrias indicated an interest in becoming Legislative Chair and she will learn more about it and maybe take the plunge to become Chair? She will need to be nominated by the Legislative committee to become Chair.

**Membership-Jeremy Johnson**

No Report

**Nominations and Elections-Rich Wheeler**

No Report

***MnSCU***

**Academic/Student Affairs Policies-Barb Oertel**

We need to find a person to join Barb on this committee. Victor Cole is interested and willing to serve on the committee.

**Assessment for Course Placement-Adam Klepetar and Barb Oertel**

Need a person to serve on this important committee. Veronica Michael is willing to serve and she will visit with Adam about the committee

**Cross Functional Advisory Committee-Mike Uran**

No Report

**Defined Contribution Retirement Committee-Jeanne Cornish**

No Report

**Diversity Task Force-Shahzad Ahmad**

No Report

**Intellectual Property/Copyright Policy Review Committee-Nancy Peterson**

This committee has completed its work and is dissolved.

**Minnesota Online Council-Phyllis Webster**

No Report

**Online Academic Services Committee-Michael Evans**

No Report

**Program Review Task Force-Sue Bayerl**

No Report

**PSEO Committee-**

No Report

**System Evaluation Committee-Vicki Decker**

 Need a committee alternate, BSU will check into a person on their campus

**Transfer Oversight Committee-Carol Ziehlsdorf**

Jim Anderson has agreed to replace Carol Ziehlsdorf as MSUAASF’s representative on this committee

***Students First Working Groups***

**Single Search (Alicia Reed)**

We have not met in the summer; we are at the stage of how the IT process will work for single search, and if we are going to buy a software product. Jonathon Eichton is new student’s first coordinator at MnSCU.

**Single Application (Rich Shearer)**

**Single Registration (Jayne Washburn)**

**Graduation Planner (Jim Anderson)**

We are negotiating with a business to move forward with the graduation planner implementation.

**Single Bill/Single Pay (Greg Peterson)**

**Shared Services (Jillian Quandt)**

Financial Aid automation is going to be delayed. It looks like outside sources will be needed and this will cause the Board to be not happy. The big issue is more coordination with less money so the IT issues are big here. This is an oversight committee for the whole initiative

**OLD BUSINESS**

**Nellie Stone Johnson representative-Barbara Oertel**

We found a representative. Shahzad is willing to serve and Stanley Hatcher from Metro can serve as alternate.

**Health Care Savings MOU-Rich Wheeler**

Covered earlier

**Career Information Policy Meeting-Jeremy Johnson**

This meeting was in response to new MnSCU policy to provide career information to students for all opportunities in their field of studies. We do not need to mail information, but instead a web link to our career services. The implementation is for spring 2011. Mike Lopez indicated that this web link can be promoted twice a year to students with mailings already being done. These compromises are good and it should allow campuses the flexibility to mail information to students for the career link information.

**Steward Credit Arrangement-Rich and Kari**

No action

**NEW BUSINESS**

**ASF Officer Appreciation**

The ASF Board would like to show our appreciation for outgoing officers-Michael Hodapp thank you for serving 10 years of service we appreciate all you have done for ASF. We will be sending you something to show our appreciation. Thanks Mike will miss you on the Board! Shahzad Ahmad, thank you for your service as president of ASF. Shahzad will be serving as past president on the Board, and will serve on the Chancellor Search committee. Thanks Shahzad! Thank you also Marcia Anderson and Kerry Ross for your service as campus presidents on the Board.

ASF would like to show our appreciation for webmaster Nancy Peterson. Thank you for your dedicated services to ASF to maintain the website on the WSU local website. The State Board would like to show you our appreciation. Anderson moved to give Nancy Peterson a $100 gift certificate in appreciation for being ASF webmaster, Quandt seconded. Motion carried.

**Budget Advice for System Office Discussion**-

Do we have some comments on the budget situation? We are already doing budget planning on the campus level, and this could be something that we bring up during the visioning process meetings. The new Chancellor will be brought into a situation of declining resources. These ideas about ways to save money at the system level can be something brought back to our campuses and then we can discuss more as a Board and the system office how to handle the declining resources?

PDP SEC and CEC webinar training- August 5th and 6th training HR offices were suppose to share this with campuses but this did not happen at some of the campuses. Either August 5 at 1:00 p.m. and August 6 at 9:30 a.m.

How do campuses document travel for ASF business-Jill Quandt put on fall agenda new business for review.

The PDF document for the online version does not have a table of contents. This is something that we need to address with MnSCU.

**Campus Reports**

Note: These were submitted in writing by local campus presidents for the minutes, not all campuses submitted a written report

**Bemidji State University-Lynn Johnson**

* We are beginning our first academic year under our new BSU – MSUAASF constitution which changed our leadership structure to include a past president, president, president elect, secretary and treasurer instead of president, VP, secretary and treasurer. The past president, president and president elect terms are 1 year terms; the secretary and treasurer are 2 year terms.
* Dr. Richard Hanson began his presidency of the University on July 12, 2010.
* Interviews have begun for the Director of Admissions position. The search committee is bringing 6 candidates to campus in August. The search was postponed after the initial advertising did not generate a large enough pool of qualified candidates. A search firm was employed to increase the pool.
* One of the larger construction projects that will affect campus is the Bemidji Regional Event Center, which will open in October and will be the home for BSU men’s and women’s hockey teams.
* Credit registration for fall semester is up 10% from last year at this time.

**Metropolitan State University-Jeanne Cornish**

Our membership is now approximately 95, with the addition of the new Gateway Director and 5 Gateway Associates. We are looking at revitalizing our welcome for new hires, with the role of the ASF member on the search team and the new hire welcome packet, and are exploring setting up a mentoring program and sponsoring a new member welcome reception.

Our new Meet & Confer team is in place as of July 1, with returning members Marcia Anderson (Past President), Jeanne Cornish (President) and Eve Nichols (Grievance Officer). New members are Victor Cole (President-elect), Sarah Hansen (Secretary), Jennifer Bindner (Treasurer), Evelyn Rolloff (Negotiator) and Daryl Johnson (Member at large).

Enrollments are up so tuition revenues are also up, thus avoiding any necessity of retrenchment for this year – a very good thing. On the other hand, in most areas, we have the same staff dealing with a larger number of students, which impacts workload. This may be one contributing factor to low attendance at ASF and other meetings, as employees struggle to keep up with the work necessary to serve our students.

Earlier this year, the HR Director and I conducted training sessions on our contract, open to all ASF members. This month I presented a mini-version of this for our 6 new members in the Gateway.

We held our annual professional development retreat (funded with PIF funds) on May 26. The theme, life-work balance, was applauded by President Hammersmith. We had excellent turnout and interesting presentations. This year we met on the University Showboat, docked in the Mississippi, and the weather co-operated beautifully!

I put out a call here at Metro for a volunteer for the Nellie Stone Johnson Scholarship Committee, and have forwarded a name to Barbara Oertel for the Board’s consideration.

Continuing on last year’s successful models, there will be 2 on-going meetings. Leaders of each campus union will be meeting on a monthly basis to share information, identify common concerns, and recommend actions and/or discussion topics that could be considered by our members. President Hammersmith is continuing her President’s Leadership Forums on a quarterly basis, where leaders from all the unions meet together with the administration.

Some recent/current questions or issues on our campus include interpretation of personal leave language in the contract, fixed-term appointments, timing of a pay increase after re-evaluation of a position, and whether PDs/PAQs need to go to the CEC when there has been no substantial change in the content.

**Minnesota State University Mankato-Linda Meidl**

Applications are up for NEF, TRF and International for fall with transfer showing the biggest percentage increase. Orientation numbers and campus housing numbers for fall are also up for fall so enrollment is looking positive.

Dr. Anne Blackhurst has been named the Interim VP for Academic & Student Affairs while Dr. Scott Olson went to the MnSCU OOC as the interim Vice Chancellor for Academic Affairs.

Budget reductions are currently being looked at for the non-teaching units. A proposal has been made by administration and we are collecting feedback from our ASF members in order to form our response to the proposal.

**Winona State University-Jill Quant**

Winona State has two major construction projects that are near completion.  Both the Integrated Wellness Center and a new residence hall will be opening at the beginning of fall semester.  The campus association is working with a member on an issue that could potentially result in a grievance; the member did not receive a response from administration regarding their sabbatical request.  Expected new student enrollment for fall semester is down, but this is not surprising due to the implementation of  higher admission standards.  Transfer enrollments are expected to increase, so overall enrollment is projected to stay stable.

**Set dates for State Board Meetings-Barbara Oertel**

September 30, and October1st

January 20 and 21, 2011

April 7 and 8, 2011

**Meet and Confer Dates-Barbara Oertel**

October 29, 2010

February 18, 2011

May 6, 2011

**Local 320 Announcements**

Teamster’s women’s conference September 17, 18, and 19th

Quant moved, Reed seconded to adjourn, motion carried at 12:10 p.m.