**MSUAASF State Board Meeting Minutes**

**October 25-26, 2012**

**St. Cloud State University**

**Attendees: Jim Anderson, Layne Anderson, Pam Ekstrom, Loralyn Kuechle, Linda Meidl, Shirley Murray, Barbara Oertel, Jillian Quandt, Tracy Rahim, Mike Sharpe, Fran Umerski, Richard Wheeler,**

**Called to Order at 12:50 pm**

**M&C agenda items**

NeoGov (Adam meeting with Chancellor on the 22nd) Including privacy concerns about being able to see all the searches they are applying for.

Grad Follow Up Survey

Center for Excellence closing and Access and Opportunity funding follow up.

Reaction to Budget Request

Legislative Update

Chancellor Meeting Topics--Cancellation of Student Affairs Committee Meeting?

**Officers’ Reports**

 **President**: Should ASF have a position going into these statewide committees, do our representatives feel prepared for these meetings or could we as an organization support them more? Now that there is a manageable number of committees they should put things online so new members can see the minutes, past actions, current members. The cancellation of the Student Affairs Policy Committee because members did not submit agenda items is disappointing. It should be the responsibility of the convener to have agenda items, especially for the 1st meeting.

The system is forming 3 workings groups that we can appoint members to: meet every 3 weeks for candid, confidential conversations: Education of the Future, System of the Future, Workforce Needs. We felt we should seriously consider having representation, but would like a better sense of how long they will meet.

ASF appreciates that we were given the opportunity to provide feedback on the budget.

 Possible issues for discussion: Accelerate completion rate

Internships and Apprenticeships

Administrative Efficiencies

State Grants for Part time students

Expanding PSEO

Competitive Compensation

Retention and Success Goals

**Vice President** J. Anderson attended the Transfer Oversight Committee and attended Academic and Student Affairs Commissioning Council with Pam and Adam. See committee reports below. One item of note is to submit any committee roster changes and contact information to Tim Price.

 **Secretary.** Minutes were sent 7/8. Ekstrom asked for clarification of an item on technology purchases. Quandt will change to reflect that it was for needs of association, not for specific board positions. Umerski/Wheeler to approve amended minutes. Passed

 **Treasurer**. Discussed need for electronic rosters of members from Teamster’s and the desire for the report to include their status (fixed term, externally funded, etc). Suggested State Secretary and Membership Chair go to Local 320 and work with Katie on getting a report before Jan. Campus presidents should determine any discrepancies on roster, note them on roster, scan them in and send them electronically to Pam Ekstrom.

1. Account Balance as of 10/25/12 $101,728.26
2. Business Savings Account Transaction Report as of 10/25/12 $40,632.99
3. Business Services Checking Account Transaction Report by Category as of107/25/12 $61,095.27
4. Reconciliation Summary -89.80 (Grandstay)

Proposed budget will be sent as an attachment with the minutes.

When members attend a system meeting as the ASF representative, ask if the system will reimburse for travel expenses.

**Motion** (Rahim/Sharp ) to allocate $700 to buy a table for the Nellie Stone Johnson dinner. Passed

**Motion:** (Sharp/Meidl ) to increase per member allocation for campus maintenance to $15. Passed

**Motion:** (Shape/Rahim )to approve treasurer’s report. Motion passed

 Grievance Officer :

**Motion:** (Wheeler/Sharp) The Board should confirm actions by the e-board regarding settlement and release related to the timely depositing of retirement investments for a member. Passed

**Motion:** (Wheeler /L. Anderson) The Board should confirm the e-board committee approval to transfer 10,000 from savings to checking . This was necessary to pay for release time for Pres. and VP until we received reimbursement from Teamsters.

Rich handed out campus membership rosters as of the last payroll date. If the correct stewards are not indicated on the roster, please let Rich know. Rich has brought up the idea of electronic access to rosters; Brian seemed open to the idea, so Rich will pursue it. If there are members missing from the roster, please let Rich know. There seems to be a delay on this report as there are members hired in July and August that are still not appearing on the list.

We currently have 723 people in ASF positions. 79% are full members. This percentage is relatively even across campuses.

Rich gave paper copies of the Minnesota Statutes about unit determination (he has also sent this out electronically) He also gave a handout on Insurance Costs Comparison from 2012 to 2013.

There will be an increase of cost to employees for family health insurance, child life insurance, and short and long term disability.

During open enrollment if dependents were dropped for the insurance audit they can be added, but will need to document their eligibility as with all new dependents.

PDF and PIF allocations—make sure the funds are available to members and the PDF are for individual memberships to use. PIF process is determined locally.

Nellie Stone Johnson dinner is March 21st. Teamsters will pay for a table if we want one. That is the same day as our board meeting, so perhaps we could move that to the Twin Cities which would make it easier for members to attend the dinner. Pam suggested that we stay at the Country Inn and Suites in Woodbury and then we can use their conference room for a small fee.

**Committee Reports**

MSUAASF Committees:

Negotiations (Kari Seime) Two meetings are scheduled in November. Any agreement needs to be approved by the legislature, so the election will be important.

 Legislative (Mike Sharp)

 Membership (Linda Meidl): Has contacted all the campus membership representatives, but did not receive any responses. Perhaps a survey will be better to get a sense of current practices and what support they may want at the state level. The idea of surveying fair share members was discussed. Linda will bring a draft to the board for the February meeting. She will also provide the Baord with a copy of the one sent to campus presidents and membership representatives.

MnSCU Committees:

Academic/Student Affairs Policy (Barb Oertel) Met on Sept. 20th. Leslie Mercer will now be convening this group. Policy 2.9 Academic Standing and Financial Satisfactory Progress—a subcommittee had recommended that the wording regarding Academic Standing and Financial Sat Progress being the same should give a little more leeway. Those changes should have gone to the Board for a first reading last week. PSEO revision –opened up to 10th graders at colleges, so universities do not need to open PSEO to 10th graders. Discussed articulation agreement revisions. Two years would no longer be able to offer AA degrees with an emphasis. Will be looking at state residency 2.2 and student Life 2.8.

Assessment for Course Placement (Barb Oertel) Committee seems to focus on 2 year institutions with a one size fits all approach. Wants to do a common interest inventory assessment, which seems beyond the scope of this committee.

Defined Contribution Retirement Committee (Victor Cole) No report

Diversity Task Force (Shahzad Ahmad) No report

System Evaluation Committee-Deb Carlson and Diane Berge

The most recent SEC meeting was August 7 and THREE APPEALS were reviewed. There were TWO Registrar’s Office positions from Winona State University and ONE Alumni Office position from Minnesota State University-Moorhead.  The outcomes of this meeting were that the MSU Moorhead Alumni Office position appeal was approved to place the ASF employee in Range D.   One of the Registrar’s Office position appeals was approved to allow the position to be moved from a C range to D range.  The other Registrar’s Office position appeal was not approved and the position remains at a C range.

Transfer Oversight Committee-Jim Anderson and Linda Meidl

Linda Meidl and Jim Anderson attended the Transfer Oversight Committee meeting on Sept 28th.  The committee is now going to be a sub-committee of the Academic Affairs Committee instead of Student Affairs.  We spent most of the meeting discussing issues related to the Minnesota Transfer Curriculum and Louise DiCesare from the system office noted that she reviewed about 250 new MnTC courses added this year with about 6 or 7 of these new courses not meeting the standards and outcomes to be considered MnTC courses.  Louise asked the committee for help in reviewing these problematic MnTC courses before they get implemented and an idea was proposed to form a review committee of faculty to look over questionable MnTC proposed courses before they get approved on a campus.  Louise will bring this idea to the Academic Affairs and Coordinating Commission to get further feedback on this idea.   We also discussed The Smart Transfer Plan and progress being made in this continuing initiative.

IT Council (Braden Kuznia, Pam Ekstrom, Matt Trombley) Met on 9/12. Discussed D2L.

Student Affairs Committee-Jim Anderson, Jill Quandt, and Jay Lee

The October meeting was cancelled due to a small number of agenda items. The next meeting of this group is December 6th.

AA Council (Adam Klepetar, Victor Cole, Shirley Murray) Shirley did not receive notice in time to attend.

Academic and Student Affairs Coordinating Commission Council-Jim Anderson, Pam Ekstrom, and Adam Klepetar This large group which is a new MnSCU committee met on October 10th.  Co-chairs Donna Brauer and Wanda Overland let committee members discuss what the function and purpose of our group in the new committee structure?  Committee members felt that this commission will act as a bridge between the various other committees so that we work to provide coordination and efficiency between committees dealing with system issues and problems.  Our group will also be a sounding board for issues and problems that occur, and we can submit these issues/concerns to the other system committees for policy and problem-solving work.

An idea was discussed to have our group meeting at the end of each semester so we can see how issues/policies are progressing at the other committees and provide direction/feedback to these groups and also to Vice Chancellor Knowlton.  A new MnSCU flow chart was created under the Vice Chancellor of Academic and Student Affairs (Doug Knowlton).  Two new individuals have been added to his reporting line (Lynda Milne Interim Senior System Director for Extraordinary Education and Student Success) and (Jonathon Eichten Interim Senior System Director for Academic and Student Support Technology).  We confirmed our support for moving the Transfer Oversight Committee to Academic Affairs, and held a lengthy discussion about the best way to review MnTC courses as a part of the TOC?  It was decided to propose to Louise DiCesare that the TOC itself could review courses that are a problem since there are 10 faculty members on this group and this recommendation will be sent back to Louise.  Finally, all new MnSCU committee appointees and roster changes can be submitted to Tim Price (Deputy to the Vice Chancellor).

**Old Business**

Externally Funded Employees—we believe this this is being addressed in negotiations. Campus presidents need to be vigilant in asking if any new positions/searches are really externally funded and if they are fixed term it should be for a reason stated in the contract.

Hardware needs. Pam has found a Dell notebook for $1500. We have begun looking at digital storage. We need to look at moving the ASF website as WSU is going to take off old website versions by the end of December. The WSU/SCSU group will have a recommendation ready for the board meeting in Feb.

 Grad Follow Up Survey. At last Meet and Confer it was suggested we bring it to the Campus Cooperative. Barb followed up with Colin Dougherty; he said that it is a good project would likely be more than 9 months, because it is a very small staff who works on this. We would like a task force to review how to do this more effectively.

ASF Brochure. We gave feedback on the ten logos Jim brought. He will ask the s

**Motion:** (Sharp/Rahim) We allocate up to $500 to pay for MSUAASF logo development by the Moorehead graphic artist. Passed

Student Development Theory for ASF positions. WSU HR had been told by Wanda that positions that don’t involve student development theory it would not be in ASF. Other campuses have not been hearing that, so for now we do not want to raise the question.

**New Business**

Chancellor’s capitol proposal—

Possible issues for discussion:

Accelerate completion rate: How will the completion be measured? If we aren’t careful we will compete within the system at the expense of the students (for example, 2 year institutions encouraging students to stay and finish AA when they should transfer earlier). If the reward is based on progress, how do we ensure that the schools that are at capacity or very near goal rate aren’t penalized? Reverse transfer is not necessarily beneficial to student.

Internships and Apprenticeships: Internships require a lot of campus support. Who will supervise and manage the internships?

Administrative Efficiencies: Is the 44m to build efficiencies or is that an estimate of the savings? If it is an estimate of the savings, where will that come from? Are part of these savings going to come from more shared services, if so, are there ideas about what these services would be?

State Grants for Part time students:. ASF supports this.

Expanding PSEO: Consideration needs to be given to the maturity of younger students and whether or not they are developmentally ready for college, especially those who chose to go full time and live on campus.

Competitive Compensation: ASF supports this

Retention and Success Goals: How do we continue to educate more students with less state resources? How is retention and success being measured—is it on the institution level or system level?

The 97 m from Efficiencies and External Support: If the efficiencies are expected to be 44 m what will be the expected external sources for the remaining 53m?

Moving forward with innovative ideas (Barb Oertel) Grad planner is an example of the need to push forward.

ASF positions that don’t require a degree (Barb Oertel). CEC representatives need to be aware of this and catch any positions that violate our contract language. CEC representatives might also want to forward Position Descriptions to their e-boards to have more people to catch problems before positions are actually posted.

System Office staff at ASF Board Meetings (request for next meeting?) We would like to invite Wanda Barrett to discuss SEC process and unit determination for February. Possibly Jonathan Eichten for March.

Closing of Centers for Excellence and Access and Opportunity Funds—there appears to
 be some confusion or lack of information on some campuses.

Text Book Affordability Group—None of the board members volunteered to be on this group. A WSU member who works in Teaching, Leaning and Technology volunteered

**Motion** (Rahim/ Sharp) To appoint Chad Kjorlien from WSU to represent ASF on this Task force. Ask

**Campus Reports**

Mankato

Mankato MSUAASF continues to grow its full-share member roster through active work by our Membership Committee. We have incorporated “informational sessions” into our monthly meetings and these have been well-received. The first two informational topics have been salary-setting events and search processes. Mankato MSUAASF’s website is now up and functions at [www.msuaasfmankato.com](http://www.msuaasfmankato.com) thanks to leadership by our campus secretary. We are looking forward to having Kari Seime join us for the next general membership meeting on November 27.

Moorehead

We finally have a fully staffed Human Resources department and are developing strong working relationships with the new Director and support staff.  They have agreed to provide us with a bi-weekly ASF roster report to keep us informed of new employees in our unit.  This is a first and we are excited to have better communication with our HR department.  Our enrollment is down 5% and we have a $2.5 million structural deficit to resolve.  VP plans for handling the deficit should be announced in mid-December.  Our executive board has had a focused effort on reaching out to new employees as well as current fair-share members to discuss the benefits of full-share membership in MSUAASF.  As a result, we have seven new full-share members since this past June.  Our former secretary has cleaned up our PDF account and notified all members of their current balance.  This hadn’t been done for two years.  We will also be reviewing our PDF account management process and working with management for improvements to the process.  We have had some problems with being asked to appoint ASF members to ASF search committees.  We reached out to our Affirmative Action office and have agreed that she will contact us to confirm appointments of ASF members.  The University committee structure was revamped this past year and officially launched in Spring of ’12.  We solicited volunteers this fall and have appointed ASF members to all of our committee positions through December 2013.  We filed one grievance regarding an employee’s appointment status this fall.  We resolved the issue at the step 1 level.

**Local 320 Announcements:** No report

**Other Topics/Items**: The system should be updated on who will be attending M&C. Jill will send a list to Tim Price**.**

**Motion to Adjourn (Quandt/Sharp at 11:40). Passed**

**Future Meeting Dates:**

**State Board Meeting Dates –**

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

Oct. 25 & 26

Feb. 7 & 8

March 21 & 22nd **Move to Metro Area to attend Nellie Stone Johnson dinner**

**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