**MSUAASF State Board Meeting**

**July 25-26, 2013**

**St. Cloud State University**

**Minutes**

**Called to Order at 2:35 July 25th**

**Attendees: R. Wheeler, K. Seime, A. Klepetar, S. Murray, M. Frenzel, L. Kuechle, L. Anderson, C. Grimm, J. Anderson, L. Meidl, T. Rahim, P. Ekstrom, J. Quandt, M. Sharp, J. Rangel, E. Guitterez,**

**Officers’ Reports**

**President Klepetar**

Delegate Assembly. Consider having a larger statewide gathering of ASF members to discuss a larger number of issues with a larger number of people. Constitution says it would be the State Board plus 5 representatives from each University. A group will meet (Klepetar, Murray, Rahim and 1 more from St. Cloud) the Thursday morning of the next board meeting to explore the idea and bring it to the larger group.

Education of the Future: The group worked through difficult conversations, there was not complete consensus on some of the issues. The report is done and is published for review/comment. Adam is meeting with the Chancellor Monday for feedback and he is very interested in hearing input from campuses.

MnSCU Board Meetings: Continue having another ASF Board member attend with the President. The Board reaction to the charting the future of education in the metro area leans toward the creation of a residential university in the metro area.

Public Safety Office issue; Mark Carlson had contacted Adam in March to reemphasize that they are not trying to move all those positions out of ASF. He will need to follow up as the position in contention at ASF has not been posted.

**Vice President J. Anderson**

I have attended a Transfer Oversight Committee meeting and two meetings of the Coordinating Council since our last ASF board meeting and I have submitted minutes for these meeting updates. A lot of collaborative work was done this past spring/summer getting the new ASF web site up and running and we are very close to going live with the Braden Kuznia our web designer. I have also been working with the system office on getting our committee rep information updated and we have an opening in the Policy committee to replace Barb Oertel.

**Secretary Quandt:**

Minutes were sent via email

M/S Rahim/Gutierrez to approve. Passed unanimously.

Jill will work on a second more concise version of the minutes that will be easier for non-Board members to read.

**Treasurer Ekstrom**

1. Account Balance as of 7/23/2013 --- $105,851.87
2. Business Savings Account Balance --- $40,663.92
3. Total Interest paid 2013 --- $23.11
4. Business Services Checking Account Balance --- $65,187.95
5. Reconciliation Summary --- $61,554.45 + 3633.50 = 65,187.95
6. Campus Support: Checks were sent to all campuses

7. Campus Maintenance: Bemidji and Metro need to complete their roster sheets in order to receive last year’s maintenance.

We had previously approved to $1,500 for technology needs of e-board. Pam had not bought a computer yet, but will discuss it with Sue during the transition.

**Motion: Wheeler/Murray Add State President as second signatory on the association banks accounts in addition to the Treasurer. Passed (Klepetar abstained)**

**Motion: Wheeler/J. Anderson: Move to authorize the treasurer to the annual financial review with Mike Hodapp or whoever they feel is qualified if Mike is not available and pay them $500. Passed unanimously.**

**Motion: Wheeler/Meidl: Treasurer will bring a proposed budget to the fall meeting. We can operate under the premise of the current budget until that time. Passed unanimously**

**Grievance Officer Wheeler :**

Bill Brady now has different responsibilities including IRAP and no longer the liaison to MSUAASF. Right now Betsy Thompson is taking his place, but it is not clear what will happen to her existing responsibilities.

If anyone on your campus separated FY12 and did not get the $400 lump sum when they asked please let Rich now. He does not have a sense of how many people have asked and/or been denied.

Rich sent out information on the same-sex marriage benefits, and sent out revisions to FMLA in June.

Once we have a negotiations meeting we can do a MOA for PDF funds.

**Motion: Wheeler/Murray Board moved to pursue a MOA for FY 14 PDF funds. Passed unanimously.**

Campuses should have sent out contract appointment forms.

Externally funded appointments need to be monitored. If it is 25% of less from external funds it should move to probationary according to the current contract.

CEC training is being offered online. Rich had sent out an email with the information, it would be good to have many campus board members trained so they understand the system.

Intermittent employee language has sun setted as of June 30th, so unless we have an MOA there cannot be appointments with this status.

**Committee Reports**

MSUAASF Committees:

Negotiations (Kari Seime)

Negotiations feedback surveys were distributed and the team is looking over the results next week. The survey did not allow for prioritization so if local campuses wanted to discuss prioritization (beyond salary) and give the feedback to the negotiations team that would be helpful. They are working on setting negotiation dates. AFSCME and MAPE have already settled. Future surveys may be online which would allow for only full share members to respond. Same sex couples who are legally married in another state have until Aug. 30th to sign up for benefits for their spouse and dependents. Anyone who marries after Aug. 1st has 30 days to sign up for benefits. This information is time sensitive and needs to be sent out to all employees (fair and full share). Rich will send it out to the Board tonight.

Coalition bargaining benefits—worked on including care at Online Clinics at same co-pay rate at Minute Clinics. Diabetes management efforts will be expanded to include dependents. The insurance premium will go up by 12% for calendar year 2014 and 4% for 2015. Dependent coverage will continue to be 15% of the premium. Singles will need to pay 5% of health care insurance costs starting in 2015. Dental coverage will increase members’ maximum benefit from $1,000 to $1,500 with no additional cost to our members.

Legislative (Mike Sharp)

In April I attended the New York conference on collective bargaining with Adam Klepetar and Brian Jones. I have also served for the past year on the System of the Future work group set up by the chancellor.

My committee also takes full responsibility for the positive results for higher education which ended up in the state budget.

I arranged to have House Representative Zach Dorholt to attend our state board meeting to meet with board members over lunch. We heard some good ideas for ways to engage with our legislators, individually and as an organization in partnership with others.

In the new year I would like to engage in some of the following activities:

* Engage with Brian Aldes at the local 320 office to connect legislative efforts of local 320.
* Continue to investigate ways we can engage in a process to raise questions about the definition of who can serve as a supervisor per PELRA.
* Arrange a meeting (live or in cyberspace) with local legislative reps to discuss ways we can work to encourage members to engage with local legislators and the legislative process.

Membership (Linda Meidl). T

The new brochures were printed and distributed at the meeting. We printed 2,500.

MnSCU Committees:

Policy (Adam Klepetar, Linda Meidl):

They prioritized what policies to work on and shared it with Chief Academic officers. They are thinking about making some changes to the committee. We need one more member for this committee. If you have someone on your campus who would be willing to do it, send their name to Jim.

Assessment for Course Placement (Holly Schuck) Holly would like to be replaced. Adam suggested Chee Moua Yang and Juan Rangel agreed to fill one of the other openings. We have 1 more spot. If you have someone on your campus who would be willing to do it, send their name to Jim.

Defined Contribution Retirement Committee (Richard Wheeler). Have been working with TIAA Cref on the performance level of some of the investment choices. They are also trying to track down folks who have left the system but have retirement funds.

IT Council (Braden Kuznia, Tracy Rahim, Matt Trombley): Minutes will be included   
 when ASF minutes are sent.

System Evaluation Committee (Deb Carlson and Diane Berge) No report

Transfer Oversight Committee (Jim Anderson): Looking at old MnTC plans and a sub-  
 committee will review instances of students not getting credit for old GEP programs.

SA Council (Jim Anderson, Jill Quandt, and Jay Lee) Ask Jay for a report

AA Council (Adam Klepetar, Shirley Murray, Eduardo Gutierrez) Discussed transfer and articulation. The graduation committee sub-committee does not have any ASF members. Faculty development is moving forward somewhat, but it is very focused on teaching faculty development needs.

Coordinating Committee (Adam Klepetar, Jim Anderson, Jill Quandt) ASF should ask Coordinating Council to look at representation on MnTC course review sub-group of Transfer Oversight Committee

The Academic and Student Affairs Coordinating Commission met in April and in June.  At the April meeting we discussed the survey that was sent out to all ASA committee members and the questions on the survey to help find out if the new ASA committee structure is working for members?  We also spent a great deal of time addressing the coordination of meeting times between committees to help make the commission more effective in working with ASA committees.  Vice Chancellor Doug Knowlton announced that he will be stepping down and going back to working at the campus level in administration.  A new interim Vice Chancellor will take over with the commission at the June meeting.

At our June meeting, John O’ Brien (new interim Vice Chancellor) was introduced to the commission and spoke about his desire to work closely with the commission as Vice Chancellor.  The ASA committee survey results were provided to the commission members and 58 people filled out the survey which looked at the logistics of our new committee structure and business conducted.  Most committee members feel that their opinions and input are heard in the new committee structure and that their participation makes a difference.  On the negative side, members strongly felt that the role of the ASA coordinating commission is very confusing in relation to the various committees.   Committee members felt that it was important to have the coordinating commission address this role further in relation to how it works with the various ASA committees.  There was much discussion on this issue and a motion was passed by the coordinating commission to look at the possibility of modifying the coordinating committee’s membership and function with the various committees.  The co-chairs will take the lead in coming up with some alternate options for the purpose and structure of the commission at our September meeting.  Tim Price handed out a proposed dates calendar for members to address and he has worked with committee chairs and union leaders to come up with dates that work for everyone.  There was also a motion by Mike Lopez from MnSCU that requires guests at committee meetings be invited by a committee member to attend ASA committee and commission meetings, that they cannot just show up for a meeting uninvited and disrupt committee business.  Tim Price from MnSCU noted his concern about the motion in regards to open meeting laws and the input from the new Vice Chancellor on the motion, and the commission members tabled this motion for a later meeting discussion.

**Old Business**

ASF brochure: Printed and distributed. Linda will send the final PDF to Braden

Web-site (Layne). Braden is open to feedback on the webpage and would like campuses   
 to submit photos of members doing their work for the webpage.

**Motion: Murray/Wheeler The Board confirms the e-board action to approve paying Braden Kuznia for the webpage development. Passed unanimously**

We should check with our members to see if there is someone willing/able to maintain the webpage once we are done with the development stage. We also need to get Braden feedback by Sept. 15th.

**New** **Business**

Domestic partner memo—Rich sent out.

ASF member taken in interim appointment inside or outside of the unit (Michelle Frenzel)

Treasurer election.

**Motion:**  **Wheeler/Sharp Move to elect Sue Bayerl from St. Cloud as treasurer to complete the unexpired term as treasurer due to Pam Ekstrom’s resignation. Passed unanimously**

**Campus Reports**

**Mankato**

Many administrative changes await us in the new academic year:  new provost started 7/22, new associate and assistant provosts hired and started within the last month, new HR director to be hired by fall.  We’ve experienced some HR challenges with searches, so remain hopeful that new leadership may address these concerns.

Our membership remains strong and officers will remain the same this year since we now have 2-year terms.  Our members enjoyed the 320 picnic in Mankato earlier in July, and are in the midst of volunteering for committee assignments for the coming year.  We will also continue the practice of having educational topics at each general membership meeting this coming year.

**Moorehead**

* President Edna announced her retirement in June 2014.  The Chancellor has indicated he will be conducting a listening tour this fall prior to conducting a search.
* The involuntary reassignment issue with our member in Admissions was completely resolved.  The letter indicating changes to her appointment status was rescinded by the Provost.
* We held elections and have two new members serving as first time officers.  Our goal over the past few years has been to get more members involved as well as stand for elections.  We have a full board for the first time in a number of years.
* We have a new VPEMSA beginning on August 26th and a new Director of Admissions beginning on August 1st.  We hope the new leadership will create a sense of stability for those areas.
* Our FY14 budget was based on flat enrollment and a 3% tuition increase and with that we are projecting a $2-2.5 million deficit.  There will be many budgetary challenges this next year.
* We have a number of ASF searches in progress or recently completed:  Director of Early Education Center, 2 Teacher positions in Early Education Center, Registrar, Admissions Counselor, Student Relations Coordinator, 2 Area Directors, and Assistant Athletic Director for Media and Public Relations.
* Even with a fully staffed Human Resources Office, we continue to have issues.  The notification to employees regarding how to take advantage of the tax-sheltered plans during the contractual back-pay did not get sent out to our employees.  We have yet to receive our FY14 appointment forms.  An employee was hired into a fixed term emergency appointment position in our Academic Resource Office who did not meet the minimum qualifications.

**WSU**

We’ve had some administrative changes: a new Provost has been hired and started and 2 VPs have left for presidency/chancellor positions so we now have an interim VP of University Advancement and 2 interim Associate VPs of Student Life & Development for at least 1 year. We are also waiting for the announcement of our new Dean of International Programs (to whom 5 of our members report).

We wrote a pilot last year for an internal search process for emergency hire and interim appointments. We are now utilizing that search process for the first time now which is promising that we are allowing our members to try out some different types of positions/roles on campus before departments are automatically looking outside the university.

We had a team of ASF members (those who supervise and those who don’t) and HR review our campus regulation on evaluation and development plans as very few of members have ever had a formalized review. This allows the members to comment on their own viewpoints of how they are doing with their various responsibilities (with supervisor follow-up comments) and then statements of professional goals for the upcoming year. We are piloting this for our annual review period this year. Thank you to all campuses for providing your evaluation documents last year!

We will be voting on some constitution and by-law changes at our August meeting. Highlights include adding in a Membership Coordinator to our Executive Committee and changing how some of our elections proceed each year.

**Local 320 Announcements:**

Picnic on August 17th at Como Park.

Campus Rosters were distributed. If there need to be any changes contact Katie at Local 320.

Local 320 Steward Training Sat. Oct. 26th at the Radisson in Roseville.

**Other Topics/Items**

**Future Meeting Dates:**

**Board meeting:**

Oct. 24th and 25th 2013

Agenda items:

Steward training scenarios

Delegate Assembly (group could get together that Thursday morning to work on initial planning discussion and   
 bring it to the whole Board)

If contract is not settled we would need to do MOA on Coalition bargaining items

Move campus reports to earlier in the agenda

ASF stance on credit card payments for tuition.

Jan. 30th and 31st 2014

March 20th and 21st      (May adjust to coincide with finalized date for Nellie Stone   
 Johnson dinner—will meet in Metro area)

**Meet and Confer**

Sept. 6

Nov. 22

Feb.14

Apr. 4

**MNSCU Board of Trustees meetings**

**Jill will create doodle poll to ask ASF board members when they want to attend.**

September 17-18 (board retreat) 2013

October 23rd 2013

November 20th 2013

January 22nd 2014

March 19th 2014

April 23rd 2014 (awards for excellence in teaching, cc only awarded)

May 21st 2014

June 18th 2014

**M&C Agenda Items**

Discussion of course inclusion in MnTC goals (Will there be a change to Board policy to include courses based on learning outcomes instead of excluding based on course prefixes)

Charting the Future

Next steps on Metro Strategy and avenues for ASF input

Strategic vision of committee structure

Salary Compression Study

Budget/Bonding Priorities

Meeting Adjourned at 12:00

Respectfully submitted by Jillian Quandt, Secretary