**ASF State Board Minutes  
January 30 & 31st, 2014  
St. Cloud State University**

**Attendees:** Jim Anderson, Carol Grimm, Adam Klepetar, Loralyn Kuechle, Linda Meidl, Shirley Murray, Jill Quandt, Juan Rangel, Mike Sharp, Tracy Rahim, Richard Wheeler, Owen Zimpel

Campus Reports: Campus Presidents should send reports to Jill if they want them included in the minutes.

**Mankato:** MSU Mankato’s MSUAASF has been active in the “Communication Campaign” efforts regarding our contract, holding a meeting with Kari, Gus and Rich in December, along with participation in the tele-Town Hall meeting and letter writing. In January, we held a General Membership meeting our new Provost, Dr. Marilyn Wells, focusing on her leadership of a new Academic Planning initiative for the University, and stressing ASF’s involvement in this process. To promote our social well-being, we are planning a “dessert exchange” event on Valentine’s Day. This spring, we will be holding officer elections, with all local offices being open for election.

Search season is in full swing, with many appointments to serve on searches throughout the University. We continue to be affected by some delays and inefficiencies in our search processes and this is an ongoing discussion with our HR office and other administrative officials. However overall, things are going quite well at the campus level for our ASF unit.

**President’s Report:**

Implementation of Charting of the Future groups will be forming; the Steering Committee and Faculty Reward Committees will be starting sooner so we will need to find members for those.

Served on the System CIO Search Committee.

Attended Board Meetings. A System Chief Diversity Officer, as well as the CIO and the Interim President of Metro President were announced. John O’Brien has been appointed as the Senior Vice President of Academic and Student Affairs. A presentation was made on the metro strategy.

Attended Negotiations

Approximately 90 ASF members emailed MnSCU board members regarding the salary issue.

Will be meeting with System Office Legislative Affairs Staff to discuss ways to work together.

**Vice President Report:**

There are updates to the Committee memberships. There is one position open on Policy Committee

Attended the Salary Compression Study. The consultant said addressing salary compression would likely cost $5 million and compression studies/adjustments would need to be done on a regular basis—it is not a one-time fix.

Attended Student Affairs Committee Meeting: Student insurance—MnSCU will only provide plans for International students. Discussed MnTC Completion report accessibility.

**Secretary:**

Minutes were sent.

Attended Student Affairs Council Meeting.

**Treasurer’s Report:** The transaction log will be emailed out to the Board.

Previous Account Balance: $109,451.38   
Current Account Balance: $113,726.39

**Motion: Murray/Anderson Approval of Treasurer’s report. Passed unanimously**

Expense report is now a fillable form <http://www.msuaasf.org/wp-content/uploads/2014/01/Expense-Reimbursement-Form.pdf>

The report listing items paid will be sent electronically to board members before meetings for review

Sue made reservations for the Country Inn & Suites for March 27th for our Board Meeting at the Country Inn & Suites in Woodbury

2 campuses need to submit their campus support forms.

**Motion: Wheeler/Meidl: Set a deadline of December 15th for campuses to submit their campus support forms and March 15th for campus maintenance forms. Passed Unanimously**

**Motion: Sharp/Rahim. To keep campus maintenance at the same levels as last year--$15/full share member and lump sum of $100. Passed Unanimously**

Once the budget is determined we will look at both campus support and maintenance amounts and the timing of those payments.

Sue and Adam will meet and review the last few years of expenses to set a budget for the next year.

IRS rate changed to 56 cents a mile, down from 56.5 effective January 1st, 2014.

**Motion: Wheeler/Rahim Institute a policy to match the mileage reimbursement rate to the IRS rate effective Jan 1, 2014. Passed Unanimously**

**Grievance Officer:**

Elections: The committee members, Rich Wheeler, Tracy Rahim and Jefferson Lee, have been working on identifying candidates. The official notice need to go out around February 1st. The ballots will be mailed in mid-March, ballots will be counted April 4th.

**Motion: Wheeler/Sharp Move for the Board to set a conference call meeting on April 7th at 9 am to ratify election results. Passed unanimously**

Lobby day: Wed. March 19th, meet at 8 am, and events are scheduled throughout the day. Members will meet with their legislators and there are also meetings planned with Gene Pelowski and Terri Bonoff, attend a hearing, and a reception. Since these events are scheduled for ASF members only, it will be important to have good attendance and members who are planning on attending should RSVP. It is possible to get a room reimbursement for the night before for those outside of the metro area.

**Grievance:**

**Motion: Wheeler/Murray Board should ratify the action of the executive committee with regard to the MOA for Paul Linseth**

**Motion: Wheeler/Meidl Board should ratify the action of the executive committee with regard to the MOA for Jenny Runte**

Campuses should verify their list of externally funded positions.

ASF members who separated before the last contract was ratified will be compensated and a settlement and release will be signed. The list represents slightly more than 30% of our membership over the 1.5 years of our last contract. This could be used as an argument that we need to put resources to retain employees as turnover is expensive.

Additional duty pay: There was an agreement on additional duty pay based on some grievances back in 2003 & 2004, it was intentional to reach an agreement rather than add it to the contract language. However, there does not seem to be a universal application of this agreement. Additional duty pay is provided in situation when member performs unclassified duties at or below their range, that are not in their PD for at least 6 weeks, but with an anticipated end date. There is discussion about if someone performs additional MAPE or Middle Management positions there may be an avenue for compensation. These types of agreements should be added to the website.

Honorariums: There is an agreement that gives examples of when Honorariums would be appropriate. We would be open to discussing the expansion of the uses of Honorariums.

Bereavement Leave: Grievances were filed at Metro regarding the use of bereavement leave because administration was incorrectly defining immediate family. See p. 68 of contract. The definition of immediate family currently includes “other residents of the ASF member’s household” this language was originally put in to include same sex partners. Now that same sex marriage is legal there will likely be discussion whether this language should be removed.

Progress is being made on Metro Grievances.

Rich will pick up campus rosters from 320 so they can be mailed. We will need to decide on the campus maintenance rate and everyone will need to verify the roster so Sue can send checks.

**Committee Reports**

Legislative: Mike will send to me

Rich gave an update on 320 looking into changing legislative language regarding ASF as supervisors and trying to clarify the extent of the problem and whether it’s necessary to pursue the language change. Labor Relations has taken position that law that established our unit included people who inherently supervised (Deans), which would imply that the intent of the law was that some ASF members would supervise. Deans were later removed, but there were other members who also supervised, so Labor Relations does not have an issue, MMA does not seem to have an issue either. However, MnSCU HR training always discusses that ASF members are not supervisors; however, that is not practice.

**Membership:** Hopes to visit Local 320 to discuss membership rosters and connect with the 320 folks.

**Policy Committee:** Adam and Linda were not able to attend the last meeting. Mike Lopez will now be the MnSCU administrator for the group, but there are 2 co-chairs who run the meeting. Sue Bayerl was appointed the empty spot on Policy Committee

Assessment for Course Placement: No report

Defined Contribution Retirement Committee: Generally, most funds have performed well. There are a few who have been poor performers and have been on the watch list more than 3 quarters and may be dropped. May recommend to add some funds to deal with the relative lack of inflation to try to give a better guaranteed rate of return. The State of MN offers pre-retirement workshops, they are not geared specifically for higher ed. or IRAP, so some Webinars will be developed to be available on an on-demand basis starting in April

IT Council: Rahim reported that they had created a D2L workgroup to deal with complaints. Discussion of D2L grades rolling into ISRS. MnOnline.org is now MnSCU.edu/online. $75,000 request for one time funding for GPS Lifeplan enhancements was not passed at this time. They will review how it can be as useful at institutions beyond Century. Looking for ways to pursue contracts for Closed Captioning.

System Evaluation: No report

Tranfer Oversight Committee: (Anderson, Meidl) Focusing on Appeal Process for MnTC courses that are suspect. Will also discuss Transferology

Student Affairs: Student Affairs Committee December 5 There was an update on the student health insurance committee activities and student survey regarding health insurance and service. 555 responses from 21 campuses returned the survey which indicated that there are many students indicated that they are not supportive of a mandatory health insurance requirement. Students seemed interested in having MnSCU offer a plan that’s affordable and would compete with the Affordable Care Act options. A large number of these students indicated that they are concerned about being able to afford health insurance. The Student Affairs Committee heard from Louise Dicesarse from System Transfer about having the MnTC completion documented to students so that they can see their progress in the MnTC and also have the MnTC documented on the academic transcript somewhere. She also updated us on appeal tracking. We got an update on the student advising survey, marketing of eservices, and the student affairs implications of the Charting the Future initiatives.

Academic Affairs Council: Shirley has conflicts with the rest of the meetings. However, Adam and Brent should be able to attend the meetings and hopefully the future meetings will be scheduled differently.

**Old Business:**

Delegate Assembly: Local Presidents should try to gauge local interest in attendance; it may be helpful to include the details from the Oct. State Board meeting.

**New Business:**

Policy changes that administrators bring to ASF Meet and Confer—it does not seem to be consistent across the system or even on campuses it would be good to bring this to the attention of the system office and get their input.

Nellie Stone Johnson: Teamsters purchases one table for ASF.

**Motion: Sharp/Bayerl Purchase one additional table at the Nellie Stone Johnson dinner. Passed unanimously**

MSUSA let Adam know that they are planning a panel at the delegate assembly to discuss Charting the Future and the Metro Strategy and are inviting us to have an ASF representative on the panel.

**Motion: Quandt/Rahim made a motion to have an ASF representative on the MSUSA to discuss Charting the Future and the Metro Strategy panel Passed unanimously**

Adam agreed to be our representative.

Discussion of the IFO reaction to Charting the Future: We do share a concern about focusing on workforce readiness if it is at the expense of a liberal education with transferrable skills that will be flexible enough to meet changes in the workforce and are part of a well educated citizenry.

**Negotiations**

Labor Management Committee not functioning ideally and was too large. A restructuring would result in an Exec. Committee with one representative from each group (7-8 from each side) that will meet with every couple of months to discuss insurance. The larger assembly group will meet twice annually to act. The hope is that this will result in more meaningful input from employees on insurance issues particularly in light of the Affordable Care Act.

Negotiations: Kari was on vacation but provided a letter regarding a need to have more involvement on the campaign. Because ASF is a small group our biggest impact is probably going to be through Lobby day and personal contacts with legislators. Encourage members to RSVP for lobby day and based on Adam’s experience they may not get a confirmation.

* + More and consistent information would be helpful and more details about what progress is being made during negotiations.
  + ASF has not been historically active in this way, there is a learning curve. Also, on many campuses they are dealing with significant challenges/grievances which makes it hard to spend time/energy on these issues.
  + Can members who can’t attend the entire Lobby day attend part of it? That would be challenging given the way the day flows.
  + Could we define levels of involvement? Not everyone will be able to attend Lobby Day, what else can be done that is still useful. We should also mutually agree on a definition of success. 70 people at Lobby Day would be a great start, each campus should aim for 10% of membership.
  + Mileage and hotel is reimbursable and breakfast and lunch are provided. 3 components, meet with their representative and senator, being present at the hearing and reception.
  + Having a pre-meeting of those on each campus to discuss what the day will be like may be helpful to reduce uncertainty/anxiety.

Conference on Interest Based Bargaining is April 6, 7 & 8 in New York. We have budgeted funds to send 3 members in the past.

**Motion: Sharp/Rangel Provide funding for up to 3 people to attend the Conference on Interest Based Bargaining training. Passed unanimously**

Negotiations reimbursement:A member of negotiations was told that Teamsters will only reimburse meals up to the end of the negotiations meeting, not during travel back home. Rich , thinks there may be confusion and the issue may be related to reimbursement for meals when no overnight travel is agreed because then the reimbursement is taxable income and taxes would need to be withheld which would be very challenging in terms of record keeping. As a board we would like to reimburse but unfortunately it is not feasible given the tax rule.

Adjourned January 31st at 11:57 am

**Meet and Confer Items:**

Transferology—Is the rollout date still planned for late March, will there be pilot institutions or is it a   
 system wide rollout, what is the communication plan, how are faculty and staff being

educated about how to help students use this tool?

Policy changes information sharing/input at Meet and Confers.

System Office Planning for Campus SAVE Act.

Increasing Pathways to Post-Secondary

Charting the Future Implementation planning

Salary Compression Study

StarID

Increasing Baccalaureate to Metro Area

Legislative Update

Budget Updates including University Retrenchment plans

BESI Status