**MSUAASF State Board Meeting**

**July 31st – August 1st 2014**

**St. Cloud State University**

**AGENDA**

**Minutes**

**Present:** A. Klepetar, R. Wheeler, T. Rahim, M. Sharp, J. Quandt, K. Seime, J. Anderson, S. Murray, S. Bayerl, J. Clarke, E. Gutierrez, H. Phillips, O. Zimpel, S. Ahmad (7/31), Z. Johnson, K. Seime (8/1).

**Thursday, July 31st, 10:00 am – 4:00 pm**

**10:00- 11:00am John O’Brien Senior Vice Chancellor for Academic and Student Affairs – Metro Baccalaureate plan** (PP presentation) [John.obrien@so.mnscu.edu](mailto:John.obrien@so.mnscu.edu)

There is a need for increased capacity to meet the increasing need for bachelor-level education in the metro. Right now, partnerships only serve about 125 FTE’s (decreased from 220 a few years ago.) There is increased urgency on this issue from the Board. The growth of population and jobs is projected to require about 200,000 more bachelor degrees; with about 100,000 of those degrees being MnSCU share. About 100% of need is for persons of color.

With a key value of access, the plan needs to be accessible and affordable. The greatest program needs have been identified as Financial Services and Insurance, Innovative Technology, Food and Agribusiness, Health and Life Sciences, and Business. Metro State may be able to meet 30-50% of the need. Right now, 103,000 students are being served in the metro area through MnSCU at the lower division level, and only about 10,000 at upper division. Target may be around 35,000 head count at upper division by 2040.

What is being proposed is to increase baccalaureate completions in metro in high demand sectors. It needs to be accessible, affordable and flexible, with seamless transfers. This growth should not hurt the universities in greater Minnesota. The solution needs to include increasing the students served at Metro, strengthening the Greater MN universities and making partnerships viable/scalable.

Proposal is to: 1. Build on existing strengths 2. Deploy new strategies and 3. Create an additional location accessible to students across the region by public transportation. Grow Metro State to meet 30-50% growth with additional facilities. Grow the 28% of metro students going to greater MN universities. Partnerships between universities and community colleges need to grow, especially in high-cost programs.

New Strategies: “Concierge services” to help students find their fit in MnSCU; - Dual admission, program development – more intentional collaborative academic programs.

New site needs full array of student services, flexible modalities of delivery, connected to jobs/careers, experiential learning, global competence.

There was a discussion of resources to support this plan and there are yet many uncertainties. A strong message from MSUAASF is the need for adequate staffing to support the student experience.

Other topic from John O’Brien for possible follow-up in the future:Transfer – advocates a system hub for transfer information.

**New Board member introduction orientation**

All new and returning Board members introduced themselves. Adam talked about the role of the Board in setting M&C agenda, dealing with statewide issues, committee appointments, and need to consider MSUAASF positions. One expectation that Board has is that each Board member represents the Board on at least one statewide committee. Any member can submit agenda items for consideration at Board meetings.

**Campus Reports :** Please see **Appendix A**

**Officers’ Reports**

**President –** Adam Klepetar

Most of President Klepetar’s recent ASF work has involved Charting the Future, so that was the focus of his report. He is on the Steering Committee focusing on what the planning process is for Charting the Future. The implementation groups (4) have begun meeting. Conference call was held with ASF members representing us on active groups. The system office contracted with firm for 2 million dollars (to work with Charting the Future) without consultation. The consulting firm (McKinsey) is known to be anti-union. Reps from MSUAASF, MAPE, IFO, student associations, MSCF met to talk about what to do about this. The contract decision was not transparent and created negative perceptions. The way that the unions communicate about Charting the Future with their members varies significantly. Adam suggested we have talking points/positions.

Questions : Could they do this contract secretly? Should they have done it? The process was through an RFP; when the two RFP’s were requested, the McKinsey contract was almost completely blacked out. The other concern – the way some committees are being run leaves the impression that the outcomes may have already been determined. There is also a perception that much input is being “parking lotted” and then ignored.

Finding common positions: One of ASF’s positions may be to maintain institutional autonomy and acknowledging the differences of each campus. Internal competition can be healthy, and doesn’t prevent collaboration or partnerships. The relational components of higher education shouldn’t be lost for efficiencies.

**Vice President –** Jim Anderson

I have experienced a whirlwind of meetings attended since May serving on the Charting the Future System Initiatives and Rewards Committee.  We have met a total of 5 times and much of the work has been to develop main strategies to improve system collaboration and productivity to better serve students.  Our group plans to meet two more times before the end of the summer before we submit these strategies to the steering committee and Board of Trustees.  Our committee has been told that we will be in existence and working as a group for at least three years, and maybe as much as five years.  We have some MnSCU committee and MSUAASF committee openings which need to be filled by this fall semester, including membership chair and SEC rep.  I will be working with the Executive Board and full Board to help identify ASF members who can help fill these positions.

**Secretary -** Submitted previously by Jill Quandt.

**Motion/Second: T. Rahim/ M. Sharp to approve Secretary’s report. Approved.**

**Treasurer** – presented by Sue Bayerl

The July 25th account balance total $86,858.33. Transaction report was emailed previously.

Campus support deadline is December 15. Campus maintenance deadline will be March 15. The intention is for these to be enforced deadlines this year.

**M/S Sharp/Zimpel that we accept treasurer’s report. Approved**.

Suggestion for subcommittee to examine desired balances and consider a revised FY 15 budget: Sue Bayerl, Rich Wheeler, Jean Clarke, Adam Klepetar will serve on this group, with report back to Board in October.

**Grievance Officer –** Rich Wheeler

Updated us on position classification matrix review. This resulted in some revisions to the matrix with new examples; revised materials should be coming out to the campuses in August. CEC will be going to an online training program which should be rolled out in the coming month. This will be available 24/7. May be a M&C item as to whether there is a need for in-person training as well as online, and ASF wishes to continue the in-person trainings. It was clear in the meeting that discretionary review regarding appropriate placement of positions as ASF (vs. other bargaining units) has not been happening under Wanda’s leadership. The new person will be looking at appropriateness of positions being ASF, versus MAPE or other units, so we should expect changes in the coming years.

PIF and PDF allocations should come through in next week or so.

The JCER meeting date (for contract) should be set very soon. Appointment documents should also be coming out this month. When back-pay is issued, those who have separated should be paid to their banks automatically, but we will need to watch this process for compliance with the agreement.

Please be sure to confirm stewards on your campus and get this to Rich if not already done.

**M/S S. Murray/J. Anderson to support potential MOA to allow member who was overpaid through management mistake to keep the money.** Areminder was given that the only salary setting event for current employees is a change of range. This is being audited.

Question arising about assurance of those in acting/interim positions to allow return to their original position: the recommendation is for employee to have conversation with management and consider something more formal/in writing documenting the agreement.

Question about if we are required to represent a former employee? Yes, if dealing with implementation/enforcement of separation agreement. No, if being interviewed as part of investigation, etc.

Lots of transition in upper level of management at MnSCU, so it’s very important to build communication and relationships.

Reassignments between positions – the contract does not prevent this; it is more of an affirmative action issue.

**Local 320 Announcements**

Clarity about fair share vs. full share – priority is to convert fair share to full share. Initiation fees are waived again for new members. If a full member changes to fair, and wants to come back to full, s/he must pay back the difference.

Negotiations – contract is waiting for approval from JCER.

Annual Steward Meeting – October 25 at Radisson in Roseville. Those 100 miles or more away can come the night before and have room paid. More information will be sent to current stewards.

**Negotiations**

Negotiations for the next round is open as of July 1. Each campus was asked to identify their negotiation’s representative. The team will probably meet in February.

**Committee Reports**

MSUAASF Committees:

**Legislative** – Michael Sharp

We have successes to build on from the past year given our engagement with the legislature in partnership with Local 320 and MNSCU.  We have many people to thank for the progress we have made in the past year.

I will be on sabbatical from September - December.  We normally would not have much legislative activity in the fall but if there is a desire to have some organizing activities in the fall it would be wise to appoint someone else.

If not, my work starting in January would be to enlist the local legislative reps in a process of encouraging members to be engaged with their local legislators and to participate again in the Teamster Lobby Day.

**Membership:**

Linda Meidl has resigned from this position after doing a great job with the brochure and outreach. Adam suggested that this position be redefined to include social media and web updates. Jill talked to Linda and they also suggested strategic communications, web page design, sharing stories among members. The person could also be involved with the delegate assembly. Rich shared the constitutional definition of the role, and the list of suggested duties (above) fits with the by-laws definition. Campus Presidents are asked to submit names of people who may be interested in this role (of state chair of membership) to Jim Anderson by August 20th.

**MnSCU Committees:**

Policy - Adam was elected co-chair for the coming year.

Enrollment Management Think Tank (Rich Shearer is the rep for ASF)

Assessment for Course Placement – Chee Moua-yang is our rep.

Defined Contribution Retirement Committee – Rich Wheeler is representative

Since the last Board meeting, the Defined Contribution Retirement Plan Advisory Board met one time in May.  I'll report on that meeting.  The next meeting has yet to be confirmed, but will be in September or October.

There has been a leadership change with the IRAP program.  Bill Brady has left MnSCU for a new position at the University of Oregon.  Derek Hughes has replaced him with the IRAP duties.  I have yet to meet Derek, but will at our next meeting.

My term runs through June 30, 2015.  About half of the Board is turning mover effective with this next meeting.  There are new term limits of no more than 2 consecutive 2 year terms.  We'll need to look at the MSUAASF appointment at the Spring meeting.

The DCR Committee is recommending the addition of an inflation sensitive investment option fund.  That is going forward to the MnSCU Investment Committee.  Our hope that the option can be added within the coming year.

The Committee is still watching some under performing funds that have been on the formal "watch list".  No formal action at this time is recommended by TIAA-CREF or the committee.

IRAP is looking at doing a participant satisfaction survet during the coming year.  It;s been over 5 years since the last survey.  More details to follow.

The Committee discussed what appears to be some issues with participants readiness to retire based upon incomes and the amount that participants have in the program.  Educational efforts were discussed.  This concern will be an agenda item for the next meeting.

ASA Technology Council – need one additional ASF member; send Jim names (see report from Tracy below.

System Evaluation Committee - Mike Sharp would serve; need to identify one other member; please email Jim Anderson with nominees.

Transfer Oversight Committee – Linda Meidl and Jim Anderson

Academic & Student Affairs Technology Council Report submitted by Tracy Rahim

         The last meeting was April 8.

         Craig Schoenecker presented on a Predictive Analytics Reporting framework. The PAR Framework is a collaborative, multi-institutional effort that brings together two-year, four year, public, and proprietary institutions to collaborate on identifying benchmarks of student success.   The project would be funded by the Gates Foundation.   Further consult will occur with Institutional Research Directors and the request will be returned to the Leadership Council in May on whether to participate.   A retrieval of reports could be expected in the Fall of 2014.

         Jon Eichten provided an update on FY 14 Smarthinking hours and usage through March 2014.   He stated that there is no loss of hours/dollars and that unused hours/dollars go back into the general pool.  He reported that a recent request was sent out to several campuses that had not used or had an excessive amount of hours available to encourage a dialogue to reallocate those hours.

         Todd Digby reported that a workgroup would be selected over the summer to propose an appropriate model for closed captioning accessibility.

SA Council – Jay, Jim Anderson, Jean Clarke

AA Council – Shirley Murray, Juan, Adam Klepetar

Coordinating Committee – made up of co-chairs (Adam)

Charting the Future implementation committees – 4 now meeting; 4 begin in fall:

Diversity-Shahzad Ahmad

Student Success-Tracy Rahim

Comprehensive Workplace Solutions-Michelle Schmitz

System Incentives and Rewards-Jim Anderson

Academic Planning and Collaboration-Shirley Murray

Competency Certification Credit for Prior Learning-Marcia Anderson

Educational Technology-Chad Kjorlien

IT Systems Design-Sue Bayerl

**Guest Presenter regarding Charting the Future –** Mary Jacobson

Mary Jacobson from Anoka Ramsey CC attended to talk about the engagement plan for Charting the Future. She solicited input from ASF members on current teams. Talked about gallery walks planned for October and how these will be used to inform and get campus feedback. She also asked for feedback on the controversy surrounding the consultants. Concerns about transparency and secret agenda-setting were shared.

**CHARTING THE FUTURE: STUDENT SUCCESS TEAM** report fromTracy Rahim

         We have met steadily over the summer via webex and in-person meetings.

         We are currently wrangling with how to define student success and find measures/metrics and initiatives that indicate success at both the two-year & four-year schools.

         We are currently surveying employees around the state who work with student success (advising, etc.) to see what their institutions are doing to move the needle on student success (retention, persistence, and graduation) and if there are MnSCU policies or procedures that are hindering student success on their campuses. We are currently focusing on first-year students—and especially those in underserved populations--but that will eventually be broadened.

         We’ve also put in a data request to MnSCU and IPEDS to rank order the two-year and four-year schools who have the highest persistence and graduation rates. We are aware that we need to factor for variables at each institution including population, student financial need, etc. that can impact success.

         We will be doing “Gallery Walks” at 41 institutions across the State October 21-November 21 to show the work that the current implementation teams are doing and to get feedback from faculty, staff, students, and communities. We hope to conduct student focus groups around student success during those gallery walks.

**ASF Representatives on Charting the Future Teams:**

Diversity-Shahzad Ahmad

Student Success-Tracy Rahim

Comprehensive Workplace Solutions-Michelle Schmitz

System Incentives and Rewards-Jim Anderson

Academic Planning and Collaboration-Shirley Murray

Competency Certification Credit for Prior Learning-Marcia Anderson

Educational Technology-Chad Kjorlien

IT Systems Design-Sue Bayerl

**Old Business**

**Delegate Assembly**-

This will be held on October 29-30. Board supports plan and suggested change to title and inclusion of insurance session. Adam will approach Jim Jorstadt again about support for members to attend as work day. Shirley will send out revised plan to campus presidents and Tracy will develop the registration materials and distribute. Please promote and select 3-5 delegates per campus to attend. Please see **Appendix B**

**New** **Business**

**Equity IFO committee** – should we have one? Board point person?

Adam was contacted by IFO about position cut of GLBT position, which raised the question of if ASF has a specific role for inclusion/equity. Consider whether ASF should have Diversity/Inclusion role on the Board and email Adam with your thoughts on this.

**Other Topics/Items:**

**Student Employees & Affordable Care Act**

MMB and MnSCU will do 12 month look-back study of student employees to see about eligibility and payment of employer portion.

**Bachelor’s required for ASF**

Contract says any position 6 months or longer requires a minimum of Bachelor’s degree. May need Kari’s help in regard to interpreting the contract. Follow-up with Kari for contract interpretation.

**Personal Days** – Need clarity on time reports to be sure employees know they have personal days. (front load vs. back load). We will ask for a data request on whether employees are taking their personal leave days.

**E-range Positions moved out of MSUAASF**

Adam will talk with Chancellor and also talk about the need to recognize ASF members as supervisors (when this is appropriately part of the position).

**Values regarding Charting the Future**

1. Value Student Success
2. Maintaining Institutional Autonomy
3. MnSCU is a desirable place to begin and continue careers, including professional development, recognition and reward structure (Attracting and Retaining excellent employees).
4. A balance of internal competition and cooperation is healthy.
5. Value of liberal arts education, student support structures, and residential learning.
6. Open, genuine transparency in the process of decision-making.
7. Value the Access mission.

**Communication Plan on Charting the Future**

Once a month, send out updates of pertinent activity and progress in Charting the Future teams. These should be sent to Shirley by the end of the month, and then sent out (monthly digest) to the campus Presidents who will share with local members.

**M&C agenda items**

Student Employees & Affordable Care Act (Rich) – How is this being handled?

Data Request: Use of Personal Leave days by members across campuses

Charting the Future: Mckinzie Consultant

Unit determinations: These are being made differently; please explain the interpretation of rules and guidelines and how these are being conveyed at the campus-level

Budget – input on priorities

Legislative

**Future Meeting Dates:**

**Board meeting:** October 31(St. Cloud); Jan. 29-30 (St. Cloud); March 26-27 (St. Paul)

**Meet and Confer:** Sept 5, Nov, 21, Feb. 6, April 3

**MNSCU Board meetings:** 9-16/17 (board retreat and orientation); 10/21-10/22;

11/18-11/19;1/27-1/28; 3/17-3/18; 4/21-4/22; 5/19-5/20; 6/16-6/17

**Friday August 1st**

**St. Cloud State University**

**Steward Training**

* **Grievances:** Kari gave a guideline sheet (**Appendix E)** Kari invited local Presidents to contact her about more indepth training on campuses for stewards.
* **Non-grievence representation**

**M/S J. Quandt Moves, Z. Johnson to adjourn at 12:05 p.m.**

**Follow-up Items for Future Meeting Agendas**

1. Bachelor’s requirement for ASF positions (interpretation?) – follow-up with Kari
2. salary setting events
3. release time
4. Charting the Future
5. Coaching struggling ASF members (is this something we should be involved with?)
6. 1b.1 training - sounds lie it will be Renee Hogaboom.

**Appendix A: Campus Reports**

**WSU ASF BOARD REPORT:**

ENROLLMENTS:

Enrollments for Fall 2014 are looking fairly stable from last year. We are only -.6% down from where we were last year but still have August registrations to process. We are looking (hopefully) at a freshmen class of 1650 if they all show.

 UNIVERSITY CHANGES:

We finished a $4.8 million renovation to our student union this summer and are engaged in several other facility renovation projects. We will start the design process for our Education Village project this Fall with money we got from bonding along with some demolition of some buildings we have purchased or own for that project. We are currently in the process of searching for an Assistant Vice President-Facilities Management, an Assistant Vice President-Rochester, an Assistant Vice President-International Services & Programs, and a Vice President of Student Life & Enrollment. Our new Vice President of University Advancement starts August 12. Including those administrative searches, we are in the process of 17 ASF searches.

OTHER ASF NEWS:

We had ASF elections in May and the new officer team met for a strategic planning retreat in June. We conducted a SWOT analysis of our local unit, reviewed the local constitution and proposed some minor changes that will be voted on in August, and will be working on some goal-setting this Fall.

**MINNESOTA STATE MANKATO REPORT**

Vice President of Strategic Business, Education and Regional Partnership Bob Hoffman retired in June.  He has been replaced by Mike Gustafson on an interim basis.

The Academic Master Planning is still going on.  This process will continue through the school year.

The new Clinical Sciences Building was approved by the Governor during the bonding.  We are looking forward the state of the art building on campus.

We expect to be down slightly in new student enrollment, but even overall with last year in our total university enrollment.

**ST CLOUD STATE UNIVERSITY**

Enrolment continues to be slipping.  There is some minor hope that we can hold it to flat, but I expect another slide down.  We have had several years in a row of declining enrolment.

SCSU will absorb a budget cut in the 3.6 to 3.7 million dollar range.

We have had a lot of turn-over in Excluded Management.  We have an interim Provost from “The Registry”, other positions have a mix of interims and relatively new hires.

We do have some questions about MSUAASF members being asked to pay IFO dues under certain conditions.  Is this an issue at other campuses?

SCSU has hired consultants for Way-finding and long range facilities planning (used to be called Master Plan).

SCSU engaged consultants from Great Place to Work.  The results have not been as great as some had maybe hoped.

SCSU MSUAASF will be making an effort to recruit Full-share members from our Fair-share ranks.  We are hoping that our settlement will help to create some greater interest.

**Moorhead State Report**

Fall Enrollment

An overall decline in enrollment is likely in Fall 2014 in comparison to Fall 2013. The majority of the projected decline was planned for in the FY 15 budget. Consequently, major budget adjustments are not likely.

Major Changes

Anne Blackhurst became the new President of Minnesota State University Moorhead on July 1, 2014. Previously, President Blackhurst served as the Provost and Vice President for Academic Affairs. Michelle Malott, Dean of the College of Science, Health, and the Environment, has been named Interim Provost and Vice President for Academic Affairs for FY 2015.

Other News

* Carol Grimm, Past President, is continuing to undergo chemotherapy treatments. Please send her well wishes.
* Sarah Miller, President Elect, and Anita Bender, Negotiation Chair, have left Minnesota State University Moorhead. Consequently, the Executive Board is requesting nominations to fill the vacant positions.
* Our campus has several vacant MSUAASF positions. Of particular note are Admissions, Office of Diversity and Inclusion, and the Career Development Center.
* The Director of Public Safety on our campus has been changed from MSUAASF to Middle Management Association.
* Renovations of the Livingston Lord Library and West Snarr Hall (residence hall) were recently completed. Predesigns for the Center for Arts and Nemzek Hall (athletic facility), as well as design for the Comstock Memorial Union are underway.

**Bemidji State University**

Bemidji State University overall enrollment is down .8%. 2014 new student enrollment is expected to be 800 first time freshman and 300 transfer. Bemidji State retention has dropped 3% from 69% to 66% in the last two years. We have had a number of new hires within Student Development and Enrollment, our student affairs division. We have a new director of Residential Life, Jodi Monerson, a new director of student union, Jill Ward, a new associate director of student union, Nina Johnson, a new associate director of Admissions, Seth Minor, and we will be hiring for a new position, Director of Inclusive Education. We also have our first range A ASF position on campus. The position is a .5 position in Sustainability Office. The position is currently in the search process. Along with this position we have had another come back from the state system different than it was recommended from CEC.

**Appendix B**

**ASF Leadership and Professional Development Workshop**

October 29-30, 2014

SCSU Cascade Room of Atwood Memorial Center

***Introduction and Goals***

ASF proposes to bring five delegates from each campus together with the State Board for an educational assembly in October 2014 in St. Cloud (central location for campuses). The goals of the Delegate Assembly include the following:

* Build positive identity and leadership capacity with ASF members across the State
* Give input on strategic direction of ASF
* Build knowledge base of membership on contract language and issues
* Increase cohesiveness as a statewide unit

***Tentative Schedule***

***WEDNESDAY, OCTOBER 29:*** Reception and Networking

***DB Searles for Wednesday night. (October 29th) 7-8:30 p.m.***

Sue will set up the Searles apps and hotel blocks (Grand Stay and Radisson or Kelly Inn)

***THURSDAY, OCTOBER 30***

Breakfast at Grand Stay

8:30-9:00 am: Welcome/Introductions

9:00 – 10:00: CEC Training (Wanda Barrett, to be invited) – Shirley will be responsible for contact

10:00-11:00 Charting of the Future—where do we fit in with the final priorities

* + Gallery Walk reports
  + Illicit feedback from members
  + Jim to coordinate this session, contacting appropriate reps for five minute summary followed by 10 minute questions/discussion/input

11:00-11:15 Break

11:15 – 12:15 Contract Issues (Rich Wheeler)

* Including additional duty pay and other issues being dealt with as a State Grievance Officer
* Could put as questions from members out for participants –
* Salary setting events (B to B)

12:15-1:15 pm: Lunch (Presentation by Teamster Service Bureau and Bryan and Gus legislative during lunch) - Tracy

1:15 – 1:45 pm: Insurance Issues

Rich to invite appropriate administrator

1:45 – 2:45pm: Strategic Planning for ASF (Adam Klepetar & State ASF Executives)

* Value within the system
* Long-Range Goals – Input from delegates
* Involvement with other bargaining units—our place at the table on campuses and in the State

2:45 Break

3pm: Interest-based Bargaining and Negotiation Priorities & Input (Kari Seime)

* Understanding the process
* Input

4pm: Closing