**MSUAASF State Board Meeting**

**October 31st 2014; 8:30 a.m. – 3:00 p.m.**

**St. Cloud State University Welcome Center RM 121**

**Present:** A. Klepetar, R. Wheeler, T. Rahim, J. Anderson, S. Murray, S. Bayerl, J. Van Boxel, P. Ekstrom, E. Gutierrez, H. Phillips, O. Zimpel, Z. Johnson, K. Seime

**Officers’ Reports**

**President Adam Klepetar’s Report:**

The past 3 months have been the busiest and most challenging in my time as ASF statewide President. On August 8th I attended the first meeting of state union leadership at Education Minnesota. This group continued to meet and evolved into *The Coalition.* The main topic of conversation with this group has revolved around Charting the Future, the involvement of the McKinney group and a perceived lack of balance of power. The group has met nearly a dozen times the past 3 months. The group met with Chancellor Rosenstone on August 29th to voice our concerns about the CTF process along with suggestions to improve it. The main point was to stop the work and start over with newly formed teams that would go through the same training. He responded the 23rd of September to some of our concerns but not all. The next meeting focusing on CTF was the Steering committee. At the meeting I was elected co-chair with the chancellor. There was also an incident that left Kari Cooper (MSUSA) in tears and has helped to lead to IFO and MSCF pulling out of CTF.

I also attended the Board of Trustees retreat in Duluth. At the meeting I represented ASFs position on the budget request to the legislator. There was a commitment from all constituent groups to support the system in its request with a major eye towards freezing tuition.

I am co-chairing the Academic and Student Affairs policy committee with Elsbeth Howe from MSUSA. I work with Gary Hunter to set the agenda and facilitate the meetings.

I attended the Academic Affairs council meeting along with Shirley and Greg Mellas.

I have been asked to serve on a task group to work on Developmental education by VC O’Brien.

I’ve also represented SCSU in a step II grievance and served on our Provost Search committee.

**Vice President Jim Anderson’s Report**

I attended a Transfer Oversight Committee meeting on September 11th. I also attended the Student Affairs Council on October 3rd. Our System Incentives and Rewards Charting the Future Committee finalized our main recommendations to be submitted. Our group has been working on the Charting the Future gallery walk through schedule and how we can have representation in as many sites as possible.
Addition: Kari Rostrom has agreed to take the one statewide SEC committee appointment.

**Secretary’s Report: (Shirley Murray)** See attachment from 7/31-8/1/ 2014 Board Meeting

Motion by Zimpel, second by Phillips to approve Board minutes of July31-August 1, 2014.

Motion by Wheeler, second by Anderson to approve minutes of special meeting of August 29. 2014. Passed.

**Treasurer’s Report: (Sue Bayerl)** See attached.

A committee looked at the trend toward a declining overall statewide ASF budget. We need to address this. Suggestion by Gutierrez to give guidelines to campuses about how to spend their money. Murray mentioned that members need to feel benefits of ASF, which happens at the local. Klepetar also said we need to stop paying web development and maintenance. Johnson mentioned the option of managing campus money on “use it or lose it” basis. Rahim brought up whether it is time to consider renegotiating the reimbursement from Teamsters (Keleptar – we are spending much more money in release time.) Input from Wheeler and Seime that this would perhaps not be considered until balance is lower. Local Presidents noted that they are planning the $15 per member this year. Kari suggested that Teamsters may be able to reimburse some time through Union Leave.

ACTIONS:

**Motion regarding Web Maintenance**: Klepetar/Wheeler to move the website maintenance of MSUAASF.org to Local 320 for at no cost to us. Motion passed. Jim Anderson will be in contact with Braden to communicate this change. We express our appreciation to Braden for this service.

**Motion regarding further work on budget:** Wheeler/Rahim moved that we ask local Presidents to consult on need/use of campus support and report back to President Klepetar, who will bring this to subcommittee for an overall recommendation on the budget situation in January. Motion passed.

**Continuing Resolution** on Budget as set: Wheeler/Anderson moved for continuation resolution on budget as current set until further work can be done on it. Motion passed.

**Grievance Officer’s Report** (Rich Wheeler)

Contracts printed by the Teamsters office were distributed. Rosters were also distributed. Contract implementation issue regarding back-pay of separated employees has resulted in grievances; the grievances will likely be consolidated and dealt with by system office.

Rich also reviewed other grievances.

Reminded all to be aware of change in the nonrenewal language changes in the new contract.

Issue of security director positions being in MSUAASF – the law does not really define “academic” and this is part of the consideration in determining appropriate placement of these positions. We need to be aware that when some positions come up for rehire, they will not be MSUAASF, while other IFO or MAPE positions will come to our unit.

Overpayment of employee at Mankato – matter was resolved without MOA.

**Local 320 Announcements**

Kari and Adam would like to visit campuses – please let them know dates if you have not already.

**March 18 is Lobby Day – encourage participation!**

**Negotiations**

Kari plans to call the team together in January or February.

Coalition bargaining will likely begin in April.

Many negotiation items are dependent on elections.

Request made by A. Klepetar to have negotiations survey sent to Board prior to sending out. – this probably can occur and be considered at January Board meeting.

Adam will share the negotiations feedback from yesterday’s Professional Development Day with Kari.

Specific Negotiations issues from October 30th PD:

* Professionalization of the Unit and requirement of degree (example: Director of Public Safety). We should try to assert importance of professional requirements (such as degrees). This is going on Meet and Confer agenda.

**Committee Reports**

**MSUAASF Committees:**

**Legislative (Klepetar)**

M. Sharp on leave. A. Klepetar said we have to be ready for possibility of change of power in the State House and implications for MnSCU funding.

**Membership**

See new business. Newly appointed State membership committee chair is Janet Haak. Strong feeling that ASF Professional Development day was of benefit to membership involvement.

**MNSCU COMMITTEES**

**Policy**

There was a conversation about which policies to consider this year. There are multiple policies related to transfer and there is an effort to consolidate to into three and consider them together. There was a lengthy discussion about defining consensus. Resolved two noncontroversial policies. Adam is co-convener for Policy.

**Enrollment Management Think Tank** (Rich Shearer is the rep) – no report

**Assessment for Course Placement** – no report

**Defined Contribution Retirement Committee**

The IRAP/DCR Committee has not met since our summer meeting.

 After Bill Brady left MnSCU for the U of Oregon, there has been several staffing changes with the IRAP/DCR program.  There is a new MnSCU Director, Derek Hughes.  Derek did not consult with the members on the date of the fall meeting, which he now admits is an issue.  The meeting is the same day as the Fall MSUAASF State Board meeting.  Given the 1-day board meeting, I decided to attend the Board meeting and get the IRAP info separately and review it.

The winter meeting also falls during our Board meeting, but only part of Thursday.  So, I’ll attend that meeting in STP and then head on up to STC.

There is not a lot to report at this time given the meeting has yet to occur.  The committee still has some investment options that are on the watch list and are still being monitored.  There has been an increase in the publicity to participants by TIAA-CREFF with regard to program and resource awareness.  There is some archiving of previous webinars and that has all helped have additional resources for participants. As the academic year moves along, there will be increased educational information with regard to retirement readiness.

**IT Council**- no report submitted

**System Evaluation Committee** – no meeting in August. New representative for ASF identified; see New Busienss.

**Transfer Oversight Committee :**

Met on September 11th. Topics at this meeting included there was quite a bit of discussion on the legislative report released on transfer. The report indicates that there has been some improvement in seamless transfer, however, the system office is being directed to increase the number of multi-institution articulation agreements and Louise noted that this will be a goal this year. The system office wants more multiple campus agreements like the statewide nursing articulation. We also talked extensively about making MnTC campus requirements more uniform within MnSCU.

**Student Affairs Council : Jim Anderson**

At the October 3rd meeting we met new Vice Chancellor Toyia Younger and co-chair Kayley Schoonmaker. At the meeting we primarily received updates from Charting the Future, Policy Council, Transfer Oversight, and Enrollment Management. The system FYE enrollment declined -4.1% and the system office want to work with campuses to help them deal with declining financial resources and ways to look at increasing enrollment. An enrollment management think tank has been created to deal with the difficult issues facing campuses regarding declining enrollment.

**Academic Affairs Council : Shirley Murray, Adam Klepetar, Greg Mellas**

Met on October 8th. Reviewed Metro Baccalaureate update and provided feedback to VC O’Brien with questions about goals of report, financing model, impacts on academic and student affairs. Jaime Simonsen gave the Council a report on upcoming gallery walks, and AA Council members relayed concerns about lack of diversity and inclusivity on CtF teams. Lynda Milne reported on Multi-state collaborative status. The Council also discussed last year’s Council report and this year’s goals. Following the meeting, an online election resulted in electing Kirsten Fabozzi as Chair and Raphael Onyeaghala as co-chair.

**Coordinating Committee**

Adam attended and there was a discussion of the role of the group. There is an openess to minority reports from the Councils.

**CHARTING THE FUTURE IMPLEMENTATION TEAM REPORTS**

**Diversity**-Shahzad Ahmad – no report

**Student Success-Tracy Rahim**

We were busy this summer honing in on 3 beginning strategies to improve student success and especially that of underserved students:

1-POLICIES: Review policies that inhibit student success (SAP, drop for non-payment, transfer, etc.)

2-PRACTICES: Explore best practices in development education and invest in quality advising

3-TECHNOLOGY: Invest in system-wide technology tools that are funded and hosted by MnSCU that can integrate with ISRS including predictive analytics, customer relationship management, etc.

Comprehensive Workplace Solutions-Michelle Schmitz

**System Incentives and Rewards-Jim Anderson**  Met in October to see how our recommendations made in late summer matched up with the other three committee recommendations? Our plan is to focus attention on top priorities identified in the Gallery Walks.

**Academic Planning and Collaboration-Shirley Murray**

The team has met four times, spending a significant amount of time on definitions, group norms, and other operational issues. The decision has been made to focus efforts initially on the legislative mandate to create a plan for developing multi-institution articulation agreements allowing students with Associate degrees to complete corresponding baccalaureate degrees with 60 additional credits. Research and data collection is still in process, with plans to begin drafting a plan during the November meetings.

**Competency Certification Credit for Prior Learning**-Marcia Anderson – no report

**Educational Technology**-Chad Kjorlien – no report

**IT Systems Design-Sue Bayerl**The committee has met 3 times – Convener is Ramon Padilla, CIO from the system office. The group has decided not to have a co-convener at this time but the group will re-visit this option at future meetings.
1. The following charter statement was finalized:

*Our stakeholders (students, faculty, staff and the public) expect leadership, consultation, innovation, efficiency and effectiveness in the delivery of services that support the Minnesota State Colleges and Universities (MNSCU) mission. To that end, the IT System Design Team has taken on the charge of examining IT governance, technology trends, partnerships, service delivery, policy and processes at a high level to prepare MNSCU for a sustainable future. We continuously seek opportunities to redesign business processes, remove barriers, and leverage information technology to enhance services.*

2. Communication plans with stakeholders include the following methods:

Email

Website

Blog

Gallery Walk in March

3. This group will also provide feedback to other CTF groups related to technology. The group discussed a proposal from the Student Success team that was related to technology tools and feedback will be sent to the Student Success team.

4. The next meeting will discuss IT process pain points.

**OLD BUSINESS**

**1. Charting the Future**

The IFO/MSCF letter of withdrawal from Charting the Future was read.

After considerable discussion, a motion was made by Johnson, second by Gutierrez to continue our involvement with Charting the Future. Amendment by Murray to include letter of expectations. Amendment was accepted by Johnson. Motion failed.

Motion by Wheeler/Rahim to reconsider the previous motion. Passed.

Motion by Rahim/Phillips to direct President A. Klepetar to write a letter of expectations to the Chancellor and key constituents outlining our concerns and expectations (as listed below). (The statement was made that action on this and the previous motion do not infer an intent to leave the Charting the Future process.) Motion carried 11-0-1.

Our philosophy:

Development is standing behind something even when barriers arise. Service is about standing up for something you believe in. ASF always believes in developing our students no matter what barriers present themselves. We want to stand by our students, to grow and develop this system even if we don’t agree with what has happened we want to be a part of fixing these problems.

Statement of Beliefs/Expectations:

* We encourage the engagement of our members and their feedback on the Charting the Future process.
* We acknowledge and agree with the concerns outlined by IFO and MSCF regarding the Charting the Future process.
* We honor the work of our members and colleagues within Charting the Future to date.
* We highly value the input of our students and have the expectation that they be consistently treated with respect.
* We ask for clarification about resources and expectations about implementation and evaluation.

**2. Bachelor’s requirement for ASF positions (interpretation?) –** referred as M&C item

**3.** **Salary setting events**
Discussed at Professional Development Day. There was a lot of discussion on this at Negotiations, and there is not a willingness to re-evaluate salary with new positions in the same range**. Refer back to Negotiations**.

**3. Release time for Campus Presidents**

Agreement that there is a need for this, but State ASF budget does not have funds to do this at present. We will keep looking at options for increasing funding for release time and contract language to allow this.

**4. Coaching struggling ASF members** (is this something we should be involved with?)

HR has made this request at times. We may be able to refer to the Teamsters Services Bureau for these members.

**5. 1b.1 training** - sounds like it will be Renee Hogaboom from the System Office.

Plan to invite Renee Hogaboom for the March 27th ASF Board meeting to provide this training.

 **6. Personal Leave Days**

Put on Meet & Confer to request that all campuses have the balance visible to members and not show as negative balance.

**NEW BUSINESS**

**1. ASF Service Award Committee**

Motion by Klepetar, second by Rahim that Sara Olcott, Abby Soldner and LoraLynn Kuechle be appointed to the ASF Service Award committee. Passed.

**2. New Statewide Membership Chair**

Motion by Anderson, second by Rahim to appoint Janet Haak as statewide membership chair. Passed.

**3. Debrief on ASF Professional Development Day**

 Board thanked the Planning Team for a successful day. Much good feedback. We talked about tying this event in with new Board training or Grievance Officer training in the future to be able to capitalize on Teamster funding. (There are concerns about covering the cost of doing this annually.) Kari also suggested we may also be able to use the Teamster offices as a site. Could also ask the campuses that could afford to help with the cost of the delegates.

*Plan to bring the information gathered on Strategic Planning back to the January meeting.*

 **Volunteers/Nominees for Planning Committee for 2015**: Janet Haak, Eduardo Gutierrez, Zack Johnson, Mike Sharp (Sue Bayerl consulting as state treasurer)

**Other Topics/Items: None**

**M&C agenda items**

1. Degree requirements for ASF Positions

2. Personal Leave Request – ask that the balance be visible on all campuses

3. Charting the Future

4. Update on Metro Baccalaureate Plan

5. Cross-divisional Consultation Process

6. Request Visits on Campuses regarding Contract Implementation (Contract Administrator and ASF reps)

**Future Meeting Dates:**

**MNSCU Board meetings**

November 19th

January 28th

March 18th

April 22nd

May 20th

June 17th

**ASF Board meeting dates:**

Jan. 29-30 (St. Cloud); March 26-27 (St. Paul)

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

Meeting adjourned at 2:20 p.m.

**Minutes respectfully submitted by Shirley Murray, State MUSAAF Secretar.**

**CAMPUS REPORTS**

BEMIDJI CAMPUS REPORT
Enrollment: Our fall 2014 freshman class was 803. Our goal for fall 2015 is 850. Current data indicates overall BSU enrollment is down 2.1%. Online enrollment is approximately 14 percent of credit generation, down about 6 percent from last year. BSU has 86 percent of its enrollment on campus, which is down 1.5 percent.

Major facilities renovation and demolition: A $14 million project renovation is underway on BSU campus. Memorial Hall is being renovated into a state-of-the-art new home for business and accounting programs. Memorial Hall is the 5th oldest permanent building on the BSU campus. The renovation is part of a larger facility master plan that also includes the demolition of Sanford Hall and the renovation of Decker Hall. The student services previously housed in Sanford Hall are temporarily housed in Sattgast Hall, BSU’s main science building, and will permanently be moved to Decker Hall once business and accounting programs are moved out of Decker Hall.

WINONA CAMPUS REPORT:

Our enrollments are flat this Fall although there is a drop in credit hours with more part-time students. We have several administrative searches going right now: VP of Enrollment Management & Student Life, AVP-Rochester, AVP-International Services & Programs, and HealthForce Minnesota Director (based in Rochester). In ASF, we have reviewed our PIF Grant procedures for more useful deadlines for our members and are proposing many changes to our sabbatical application. We are also in the process of reviewing our internal search policy/procedure for interim/emergency hires. Our Membership Coordinator has been very busy with meeting with search candidates and welcoming new employees on campus. We’ve added 7 new full-share members since the last Board Meeting. In terms of facility projects, our Education Village is going through the design process and we are constructing a $300,000 climbing wall that will open in January that was funded mostly by the Winona Community. We are also attempting to get approval to construct a new NCAA-approved baseball field that could be convertible to a softball field at our Lake Park next to our athletics softball field. This would open up 3-4 acres of developable space when we look at new construction in the future since WSU is completely landlocked. Although the baseball would be shared 9 months of the year with the City, it has created a lot of consternation with Winona community members.

ST CLOUD CAMPUS REPORT

The budget problems at St. Cloud State University continue to build.  We learned after our last state-wide meeting that our hole is really more like 9.5 million, and not the 3.7 million they had told us in July.  SCSU has put a “flexible hiring freeze” into place, and all operating budgets have been reduced by 5%.

 Much of our budget problem can be blamed on our continued enrolment slide, now down by 18% (Dr. Potter’s number from the last University Counsel meeting).  We now have two empty dorms, one of these was closed already last year.  Our lower enrolment is also affecting Student Fee funded areas.

 We are in the middle of creating a facilities plan, and also have a way-finding consultant on campus.  We are in the later stages of our Provost search, and have a couple of interim Deans, also being searched.

SOUTHWEST CAMPUS REPORT

We are in the middle of the strategic planning. Also although enrollment numbers are up from last year our retention rate has offset that number. We are hopping for higher

spring new and transfer enrollment. The new athletic field was officially

open Saturday and we had our first women soccer game on the field. You can

also share we had our Gallery Walk yesterday which seemed to be well

attended by SMSU Faculty and Staff, I also saw a few students.  As for my

opinion for Charting the Future I have many more questions after attending

the IFO presentation yesterday. My general response is to stay in as long

as MSUSA stays. I still have lots of questions.

MOORHEAD CAMPUS REPORT

Enrollment Updates

Fall 2014 enrollment at Minnesota State University Moorhead on the 30th day of classes was down 4.74% headcount/5/16% FTE.  While slightly greater than planned, the enrollment decline was anticipated, and expense reductions were made last year.  No additional reductions are planned at this time.

University Updates

Anne Blackhurst became President on July 2014.  Her inauguration occurred during Homecoming week in September, and included a major fundraiser named, "Laps for the Long Run," in which President Blackhurst ran 50 laps around the campus track, asking different individuals or groups to join her for each lap.

The search for the Human Resources Director is underway, as two campus interviews have occurred and the third is scheduled for next week.

Predesigns are underway for three academic buildings, Weld Hall, Center for the Arts, and Nemzek Hall.  In addition, the Comstock Memorial Union will be participating in the Revenue Fund Bond Sale, and construction will begin in May.

MSUAASF Updates

Carol Grimm, Past President, returned to work on October 27th.  She expresses her thanks to the MSUAASF State Board for support during her medical leave.

MSUAASF Members identified the number of MSUAASF vacancies on our campus as a significant issue.  Currently, there are 7 positions held by fixed term employees, 13 vacancies, and 2 positions held by interim employees.  This concern has been expressed to the Vice President for Enrollment Management and Student Affairs, who is also the contract administrator, and the Interim Provost.  In addition, a spreadsheet was developed and shared with management requesting detailed progress updates for each of the positions.

Finally, the executive board is planning efforts to make Meet and Confer meetings more discussion oriented.  Plans include changing meeting locations in order to create an environment more conducive to discussion, spending more time at Membership meetings planning agendas and discussing issues, and individually requesting individual Members to be more participatory during meetings.