Minnesota State University Association of Administrative and Service Faculty

#### and Minnesota State Colleges and Universities

#### Meet and Confer

**Friday, April 15, 2016; 10:30 a.m. – 12:00 p.m.; McCormick Room**

**Present:** J. Anderson, T. Rahim, R. Wheeler, J. Lee, J. Clarke, B. Oertel, H. Soleim, M. Sharp, M. Acosta, J. Simonsen, T. Younger, P. Yang, L. King, M. Carlson, J Jorstad, A. Maile, C. Dale, C. Schonecker, D. Hughes, S. Rosenstone, C. Dale, A. Maile, B. Glass, N. Hawton, G. Hunter, R. Padilla, S. Applequist, N. Hawton

On the occasion of S. Rosenstone’s announcement of his retirement in 2017, J. Anderson thanked S. Rostenstone for his continued service and stated that we look forward to another year. Jim also announced T. Rahim as the incoming ASF President.

1. FY 2018-2019 Biennial Budget Request

The process is kicking off today with a blank sheet for consultation and this will continue to build over the summer. ASF input is welcomed. This will be a tougher biennial session. S. Rosenstone also mentioned the ISRS expense that is anticipated.

1. Chief Diversity Officer Position

T. Younger is serving in an interim in this role. MnSCU wants to know how the Chief Diversity Officer has/has not been helpful in working with universities on the goals of closing achievement gap, diversifying students/faculty/staff, etc. and how to strengthen this position. There is a pause to look at strengthening this position and then the position will be filled. Toyia is consulting constituents on these questions. Toyia also mentioned the input of the upcoming diversity symposium on working toward action plans.

1. Universities in Financial Recovery

We are aware of 6 universities in financial recovery (all except Winona). L. King explained a monitoring process that creates “flags” for financial recovery. Each university is on the list for different reasons; some are on for structural problems, others for technical problems. All are working on progress and the system is providing oversight. We need to keep working on improving enrollment forecasting (data based). The universities need to have the supplemental budget request approved. The measurements are also being redone.

1. Financial Allocation Model

The timing for feedback is a question. There are web-ex presentations and conceptual recommendations are expected to be ready by June. The consultation will continue through the fall. Tracy asked about timeline and L. King said this will be extended. King said she would like this process to be completed before the next legislative session (January 2017). S. Rosenstone said there would be a transition period as well (at least six months, perhaps longer).

1. System Procedure 5.22.2 – Cellular and Other Mobile Computing Devices

Our concerns were outlined in a previous memo. R. Wheeler also mentioned the way that the FLSA changes may impact this. The issues of productivity and way people do work must be balanced with data security issues. Personal privacy is key. L. King is trying to set up a meeting on this with union leadership next Friday, April 22. There are requests for greater clarity on the circumstances under which phones could be taken and who is authorized to take personal phones/devices. L. King also said she does not imagine requesting phones to see any personal or family photos or information. The question was raised about university phones being refused for financial reasons; this needs to be addressed. S. Rosenstone noted that other state agencies are even stricter on this. The question also was raised about whether data removal (if needed) would wipe out all data on a device. Work on this issue will continue.

1. Fair Labor Standards Act (FLSA) Implementation

Question about timeline; D. Hughes said it will be 60 days from when OMB approves; so ballparking this, it may be end of June or July. He presented a handout on proposed changes. The non-exempt floor overtime (salary test )will be $50, 440. This will impact about 323 MSUAASF members. Advisement and training will be provided to the Universities. Recommendations include making all B’s non-exempt, and provide a “desk-audit” of range C positions. The handout provided sub-categories of Range C, which raised many questions. There is an opportunity within the contract to make adjustments on exempt versus non-exempt. **MSUAASF wants to be part of the discussion about how this roles out and decisions that are made**. C. Dale said another wrinkle in this is that adjunct hours will now need to be tracked; how this will work needs more clarification as many questions arose.

1. MMB Guidance Memo for Union Activity

This was not sent from MnSCU; it is an MMB document. No further discussion on this item.

1. Charting the Future: ISRS Upgrade

R. Padilla prsented that they are working on a business case for addressing the ISRS “end of life.” The cost of a next generation system is $100-170 million, with about a 7 year process/timeline. This will likely be put forward as part of the biennim budget request. J. Anderson noted that ASF would like to be a part of the group looking at vendors, etc. We are heavy users of this system and could provide valuable input.

1. Charting the Future: RFI for Systemwide Constituent Relationship Management (CRM)

K. Lynch reported that a system survey was done and that a priority was given to the CRM for the entire student life cycle. An RFI was done with seven respondents, with 4 finalists chosen. There are presentations scheduled with Hobson’s/Starfish, Target X, Enrolment Rx and Oracle Servce. Recommendations will be sent to the vice-chancellor in May.

1. MnSCU Branding Project

N. Hawton presented the concepts at open sessions throughout the system. About 150 people participated. There is some consensus on name and desgin that will be presented at the Board meeting next week.

1. Legislative Update

J. Simonsen mentioned the testimony on transfer pathways this week and that it was very positive.

The House has zero in the budget for higher education; Senate target is $47.7 million (MnSCU share 8.2 million, 7 million to campuses), with a few special initiatives included. There is also interest from legislative members on BUILD program (for students with intellectual disabilities) at four colleges/universities; House version is more about planning and Senate is more about implementation. Also, there are increases in state grants and 14.4 million for equity and innovation grants. These things are all still in committees. We are still working on the 21 million request for MnSCU.

1. Human Resources-Transactional Service Model (HR-TSM)

Four service centers: Mesabi Range in Virginia, Hennepin Tech in Brooklyn Park, SE Tech in Winona and Dakota Tech. They are working on supervisor and employee portals. More communications will be coming. Impact on current HR employees is still to be seen. Some may apply for the new positions. There are still questions about how Universities will be served in this model.

1. Developmental Education Task Force Update

A systemwide work group on developmental education has been meeting. Two recommendations: 1) ensure that developmental education credits can transfer, and 2) once a student completes the full developmental sequence, this needs to be recognized so they don’t have to repeat that work at another institution.

1. Graduation Survey Policy/Rules

B. Oertel noted the need for the reconvening of the task force to address the work, i.e. 180 page guideline needing to be reviewed and revised. C. Schoenecker said group can and will be re-convened.

Policies: The policy items were provided, but there was no request to discuss them. G. Hunter said he does get some input from members, and we can also provide input to Barb Oertel who represents ASF on Policy Council. These will be listed each M&C, but only discussed if we request them.

1. Proposed Amendment to MnSCU Policy 2.10 Student Housing
2. Proposed Amendment to MnSCU Procedure 2.2.1 State Residency
3. Proposed Procedure 2.2.2 U.S. Military Members, Spouses

and Dependent Children

1. Proposed Amendment to MnSCU Procedure 3.21.1 Undergraduate

Course Credit Transfer

Meeting adjourned at 12:10 p.m.

Next Meeting: TBD

Respectfully submitted,

Shirley Murray

ASF State Secretary