**ASF State Board Meeting Summary**January 25-26, 2018 St. Cloud State University Welcome Center

**PRESENT:** Tracy Rahim, Sue Bayerl, Jim Anderson, Shirley Murray, Rich Wheeler, Joe Hazelton, Margie Giauque, Janet Haak, Sue Fust, Brenda Zamlen, Jessie Swedberg, Sara Granberg-Rademacker, Sarah Olcott, Zak Johnson, Sami Gabriel, Tim Alcorn

**12:30pm: ASF State Board Meeting**

The meeting was called to order at 12:37 p.m.  
The agenda was approved.

***Teamsters Local 320 Update*** (Sami Gabriel & Rich Wheeler)  
Lobby Day is April 17 and participation is very important. DRIVE has been screening candidates. There is lots of work to do at the Capitol.   
Regional member/steward meetings are coming up. St. Cloud on Feb. 10; Duluth on March 24; Fergus Falls on April 21. Twins tickets will again be given away to a member on each campus this year. Como Park family event will be on Aug. 12. Steward seminar is set for October 13, 2018 in Roseville.  
  
Teamster Local 320 is carefully preparing for the outcome of the Janus case. There is no plan to increase Local 320 dues. Local 320 has prepared by careful financial planning and looking at every vacancy carefully before filling. They are exploring various options for communications other than postal mailing and paper ballots, etc. There was discussion about the success of the U of M threatened strike and the power of the Teamsters support.

***Officer/Board Position Reports***

**Membership** (Jessie Swedberg-Moorhead)  
Tracy will be meeting with Jessie after Meet and Confer in February and Jessie will also be working with Jean Clarke on transitioning into this position.

**Secretary** (Shirley Murray-Mankato): Report sent previously from October 2017 Board meeting. Phone meeting minutes from November, December and January were also distributed by email.  
*Motion by Tim Alcorn, second by Joe Hazelton to accept the Secretary’s reports. Motion carried.*

**Treasurer** (Sue Bayerl-St. Cloud)  
1. Account Balance as of 10/27/2017: $45,178.21   
Account Balance as of 01/25/2018: $49.810.48

2. Business Savings Account Balance 10/27/2017: $ 6,919.89   
Business Savings Account Balance 01/25/2018: $ 7,003.78

3. Business Checking Account Balance 10/27/2017: $38,258.32

Business Checking Account Balance 01/25/2018: $42,806.70

4. Campus Maintenance   
a. Due March 15, 2018   
b. Campuses receive (No. of full share X $12) +$100 upon receipt of list of full share members (list provided by Local 320)

5. Software upgrade requests:   
a. $220 – Windows 10 Pro (virus protection/encryption)   
b. $75 – Quicken Deluxe 2 year membership (product updates/security)

6. Budget  
Campus support payments will be based on the roster numbers (lists distributed). The lists need to be submitted to Sue Bayerl by March 15.  
*Motion by Rich Wheeler, second by Sue Fust to purchase upgraded software (Quicken Deluxe 2 and Windows 10) at cost of $295. Motion carried.*Updated annual statewide budget was presented.   
*Motion by Janet Haak, second by Rich Wheeler to approve the Treasurer’s report. Motion carried.*

**Grievance Officer** (Rich Wheeler-Mankato)  
SWSU offered BESI’s to a select number of people. Tim Alcorn advocated to assure that employees had all necessary information to make a decision. If you face a similar situation, consult Tim Alcorn about their process.

If you have questions that come up on your campuses, be sure to bring those forward to Rich, Tracy, or Sami so you get the guidance needed. Don’t hesitate to ask questions.

Positions are still being reviewed for range assignment (under the old system). All position requests may move forward (they are not on hold).

There have been some accusations of human rights violations taking place within the system that have involved our members. Your right to have a steward involves issues under the contract, not human rights violations. The Human Rights officials may or may not allow a steward to be present. These issues have dealt with searches. The State has been pretty willing to negotiate these things.

Dental insurance changes for 2018 are on hold right now since contracts are not approved. There is a belief that insurance will be looked on separately from the remainder of the contracts, but this is unknown until the legislature acts. Therefore, if members have restorative work to be done, they may want to consider waiting until summer to see if benefits change.

There was a meeting on Jan. 24 to discuss terms that can be used when ASF members are performing supervisory functions. There will be a smaller work group to examine this further. Rich Wheeler, Tracy Rahim, Joe Hazelton, Sarah Olcott and Sue Fust are willing to participate in this follow-up discussion. It was suggested that this also be on M&C agenda, perhaps in April.

**Vice President** (Zak Johnson-Bemidji)

I am pleased to say we have all statewide committee seats filled. In total we have 33 seats on the 15 statewide committees with 30 different members serving on these committees. The last month has been busy with the development of new state wide committees and work groups leading to more calls for involvement and it’s great to see how invested our members are at the state level. I am serving on the Vice Chancellor for Human Resources Search. To maintain confidence in the search process, I can say things are progressing well and am happy with the process so far. Airport interviews will be held February 5 & 6. I am looking forward to the next stage of this process and will keep the state board up the date with the progress.

**President** (Tracy Rahim-Winona)

* VACATION ACCRUALS: Please make sure members who have additional faculty assignments check their vacation accruals to see if they are listed as days or hours. There is a glitch in the e-time system and they use the last assignment entered for how vacation is listed. If members are unsure if they had hit their 272-hour limit during the fiscal year, they can contact their local HR/Payroll. System IT will not work on repairs to this until at least Spring 2018.
* POSITION ALLOCATION MATRIX UPDATE: Per Sue Appelquist, until System Staffing is at full capacity, the roll-out is still on the back burner. They will return to this in Spring 2018 to assign realistic timelines. They must first finalize the training materials for both HR and ASF employees. For now, we continue to use the current PD/PAQ.
* JANUARY BOARD OF TRUSTEES MEETING: The Board of Trustees and the Leadership Council had a joint session surrounding student success and some updated research/areas of thought from AACU. I only caught a portion of it due to the weather, but the Chancellor will be sending out the materials. Highlights from the meeting:
  + ISRS Next Gen Update: Phase 1 is beginning (now through August 2019). They have contracted with CampusWorks as the business partner. The first step is the Business Process Review which will begin in March. The project team will include a change management coordinator from CampusWorks and from MN State to help handle all the changes that will be coming with the new ERP.
  + Developmental Education Strategic Roadmap: The Board approved the Dev. Education Strategic Roadmap that was composed by a system-wide workgroup. There are 7 goals ranging from redesigning curricula to include an acceleration option to developing a comprehensive student support system for students in dev. Ed courses to  expanding and strengthening professional development for faculty, staff and administrators. SVC Ron Anderson announced that MN State is a finalist for a multi-million dollar grant to help finance this. They should hear more in approximately 3 weeks.
  + Tutoring Services Contract: The Board approved a contract for Tutor.com for $2.5M for a 5-year contract. Tutor.com can provide features that are more current for MN State students compared to SmartThinking.
  + Non-resident Tuition Waiver: The Board approved non-resident tuition waivers for students who had attended a regionally-accredited college/university in Puerto Rico or the US Virgin Islands but closed due to the hurricanes. The waivers are effective Jan. through Dec. 2018. It is unclear how many students this would impact but it is a good-will gesture.
  + Financial Performance Update of Colleges & Universities: 15 MN State institutions reported an operating gain in FY17 while 22 reported an operating loss. There are 5 indicators that measure financial health (2 for enrollment, 2 for cash reserves, 1 for CFI score). 12 colleges/universities triggered more than 1 warning in FY17. Enrollment is the largest issue. Universities are underperforming their enrollment forecasts while colleges are over-performing.
  + Strategic Equity Plan: CDO Clyde Pickett presented a strategic equity plan to the Board. He is proposing a system-side Equity & Inclusion Council with a goal to launch it by March 2018. He also discussed Equity by Design workgroups that are occurring on 14 campuses in the system and looking at everything from structures, cultures, practices, and resources to help improve racial equity. He also discussed creating a campus climate framework to help coordinate and organize actions. Several campuses are engaging in campus climate surveys already.
  + Interim Presidents: Larry Lundblad was appointed interim President at Minnesota State College Southeast (Winona) from Feb. 1, 2018-June 30, 2019. Stephanie Hamet was appointed interim President of Fond du Lac Tribal and Community College effective July 1, 2018. This appointed required a lot of consultation with the Fond du Lac Tribal Council and several other groups to find the most appropriate interim President while a search ensues.

***MSUAASF Committee Reports***

**Negotiations** (Sami Gabriel-Local 320, Rich Wheeler-Mankato, Tracy Rahim-Winona, Heather Soleim-Moorhead, Janet Haak-Moorhead)  
Sami explained the complexity of our situation – MAPE and AFSCME contracts are awaiting legislative action after being rejected by JCER. Several other bargaining units have gone back to the table and some contracts are moving forward to JCER. FLSA items are confounding our situation, and this was discussed by the Board and the Board’s thoughts will be brought back to the Negotiations team. Methods of getting input from members to our Negotiations representatives were discussed. The Negotiations team will be convening very soon and communications with members on campuses will be happening in the next several weeks.

**Legislative** (Janet Haak-Moorhead)  
There was a conference call of campus legislative reps on Jan. 19 discussing the legislative agenda. Major points discussed included:

•             We need to include an item relative to FLSA.

•             We need to support ISRS funding at the system level and not as a take-back from campuses.

•             Support bonding and HEAPR.

•             Include wording relative to contract settlement for both timely settlement of contracts and   
 appropriate settlement levels.

•             Emphasize that we are a Faculty unit, with specialized knowledge and skills.

•             Have the list include both “Support” and “Oppose” sections, as did the IFO’s in 2017, to help   
 members frame up their legislative conversations.

We also talked about the new MSUAASF mission/vision statement (up for review at the state Board Meeting next week) which might impact some of our approach and wording.

Lobby Day is scheduled for April, and firm details will be sent out after the State Board meeting so we can recruit for a fabulous turnout.

Proposed 2018 ASF Legislative Agenda/Priorities

*Minnesota State’s University Administrative and Service Faculty support:*

*• Minnesota State’s Supplemental Budget Request of $31 million, of which $10 million is for FY 2019 campus support and $21 million is to continue funding ISRS Next Generation. These appropriations allow us to continue to provide excellent, affordable services to our students, and support vital core functions of student support.*

*• Full funding of Minnesota State’s HEAPR request and bonding bill projects system-wide to protect and enhance the spaces in which we interact with students.*

*• Campus-level decision making and autonomy when legislative requirements or mandates are issued.*

*• Encourage and facilitate our members’ connections with their legislators to better advocate for meeting our students’ needs.*

*Minnesota State’s University Administrative and Service Faculty oppose:*

* *Changes to PELRA (Public Employment Labor Relations Act) that would harm state employees.*
* *Changes to Public Employee pensions that would harm state employees.*
* *Protracted contract settlement timelines, inequitable settlements, and interference in the collective bargaining and contract approval process by the Joint Subcommittee on Employee Relations (JSER).*

*Motion by Shirley Murray, second by Margie Giauque to approve our Legislative Priorities, as stated above. Motion carried.*

**Nominations & Elections** (Rich Wheeler-Mankato, Sarah Olcott-Winona, Heather Soleim-Moorhead)The Committee did process filing the vacancy of the recent opening for a Membership Concerns Chair.  The Board filled that position in January.

 The main focus of the committee since the last Board meeting is the upcoming 2018 State office election.  Right now we are in the nominations and candidate identification stage.  The election will be reviewed at the Board meeting.  Rich reported that the current president, vice-president, and secretary have agreed to seek re-election. The treasurer has decided not to seek re-election. There has been some interest in treasurer. The Committee has the responsibility to identify candidates for all 4 officers by February 1.  After that, the proposed slate is sent to the members and there is a petition process for additional candidates.  The balloting process will follow in March.

**Audit Committee** (Zak Johnson-Bemidji, Jim Anderson-Moorhead, Sue Fust-Metro, Joe Hazelton-Moorhead, Sue Bayerl-St. Cloud)  
All expenses have been reconciled except for one missing receipt. This will all be finalized and presented at the February Board conference call.

***System Committees***

**Policy Council** (Jim Anderson-Moorhead, Jessie Swedberg-Moorhead, Sara Granberg-Rademacker-Mankato)  
The Academic and Student Affairs Policy Council completed reviewing system Procedure 2.8.1 Student Life.  Paul Shepherd, Director of Student Development and Student Services spoke on changes to these procedures which were primarily minor changes.  The Legislature, however, passed a law last session which requires campuses to hold a campus referendum with student approval if they want to raise student fees more than 2 percent.  This language has been added to procedure 2.8.1 and was approved by the Council.

The Council wrapped up discussion of Procedure 3.24.1 Institution Type and Mission.  The term “Employers” as one of the constituent groups we serve in our mission statement was changed to “Nonprofit and Business Communities.”  We also eliminated the word “Stakeholders” in the policy.  Pakou Yang, System Director of P-20 and College Readiness came back to the Council to resume review of Procedure 3.35.1 Credit for Prior Learning-External Assessments and Procedure 3.35.1 Credit for Prior Learning-Internal Assessments.

The Council had many questions for Pakou Yang on who is authorized to review CPL assessments, and how external assessments such as AP, IB, and CLEP are offered to students, in addition and how these courses are counted as equivalent or transfer electives?  Louise DeCesare, System Director for Transfer and DARS, was on hand to answer the questions that Council members posed.   A large part of the discussion revolved around how students submit documentation on CPL external assessments, the impact on financial aid eligibility for elective credits applied by CPL.  The Council crafted procedure language that indicates that students may submit CPL external exams, but are not required to for admission purposes.

**Academic & Student Affairs Technology Council** (Sue Bayerl-St. Cloud, Dotty Hayes-Metro, Ken Graetz-Winona)  
1. Student representatives request a flag be created on the online course schedule which would display which courses/instructors are using Open Educational Resource (OER) materials. A pre- business case has been created to outline the steps needed to move forward.  
2. Accessibility Committee – Ad hoc committee will be created and a charter will be developed

3. Media Management and Web Conferencing – Still waiting for committee membership

4. Discussed having a specific format for reporting committee activities to the Technology Council

5. Online Education Strategy – Discussed the document and how it aligns with campus strategies. I nviting feedback from campuses.

6. June 2018 – Move to D2L’s cloud hosted environment

7. Innovation funding announcement was sent to campuses on Dec. 8th

**Student Affairs Council** (Tracy Rahim-Winona, Kristen Jorneby-Metro, Margie Giauque-Bemidji)  
\*With the D2L Cloud migration that occurred, the 2nd stage will be completed by Dec. 2019. Students and faculty who are enrolled or teach at more than one institution will see all their courses with one log-in. They will no longer need to log into each individual institution’s portal to D2L. It will also give them the ability to see a consolidated list of notifications in one spot.

\*As Mn State moves into implementation of the Twin Cities Baccalaureate plan, the System Office has identified 6 key service areas that university-enrolled students need who are taking classes at 2 year campuses including a call center/student service point of contact, dual admission by being conditionally admitted to the university, academic advising in a variety of modes, financial aid, career services, and library/technology services. There is an advisory group exploring these.

\*The Tuition & Fee Policy (5.11) has been under review. They are clarifying the definition of an optional fee. Orientation fees are also being reviewed. In draft form (as of November), they potentially are looking at a special fee that only first-year students would pay (Ex: First Year Student Success Fee). This would potentially have to go through the student fee consultation process. It also could not support registration days/functions. They are also looking at how to handle this for purely online students or those at partner sites.

\* There was discussion of bringing in a trainer who is an expert on the Clery Act who could provide training for designated Campus Security Authorities (CSAs). The cost is very high and there would have to be a minimum of 50 people to attend to afford the trainer. Registration would still be $685/person. The benefits include having many more people in the system trained and avoid travel costs of sending people to other sites. Further discussion about this in January.  
\* Tracy alerted us that student fees are being looked again; in particular student fees linked to registration.

**Academic Affairs Council** (Shirley Murray-Mankato, Heather Soleim-Moorhead, Angie Witte-St. Cloud)AA Affairs Council met November 20 and will meet again on January 29.   
Reports were received from Academic Equity (still being formulated), Faculty Development (lots of initiatives this year including book discussions on “Enrique’s Journey”), Global Education, and Transfer Oversight. Presentation of AAS Initiative emphasizing that all universities are to have at least one degree aligned to receive the AAS. Also, we had an update on the Twin Cities Baccalaureate with what seems to be fairly slow progress. Jon Dalager from Teacher Education talked about changes happening at MN Board of Teaching and Kim Lynch provided a power point highlighting the system’s view of progress on transfer pathways.

**Assessment for Course Placement Committee** (Jill Quandt-Winona, Zachary Johnson-Bemidji, Jason Westman-Mankato)  
The last meeting was November 2017. There were primarily three items that were discussed 1) the launch of Accuplacer Next Generation; 2) the use of Multiple Measures to course placement and enrollment; & 3) the use of non-cognitive assessment to determine college readiness. The three are highlighted below.   
· Launch Accuplacer Next Generation: Essentially a more effective tool to determine placement in college level courses. Launched January 2018. New cut scores to come to testing director February 2018.   
· Multiple measures program: essentially using more than just placement scores to determine college course placement, i.e. HSGPA, work experience, ABE, etc. Discussion about piloting different models of MMP. At this point committee members are reaching out to external partners to determine how they can provide input to these determinations.   
· Non-cognitive assessment. There is discussion on using non-cognitive assessments to also support college readiness. At this point there has been a long list of assessments that are being considered.

**Transfer Oversight Committee** (Julio Vargas Essex-Metro, Sarah Curtin-Winona)

**Faculty Development Committee** (Ginny Walters-Mankato) No report submitted.

**Defined Contribution Retirement Committee (Rich Wheeler-Mankato)**

The DCR Committee had its fall meeting on 11/2/17.  The committee meets 3 times during the academic year (Fall, Winter and Spring).  Unless necessary, we do not meet during the summer.  The next meeting is on February 1, 2018.  I will report on that meeting at our Spring Board meeting in March.

The Committee did the normal review of the performance of the investment fund options.  The last 2 quarters since the meeting last Spring were very strong performers for most accounts.  The except was the TIAA Real Estate option that has been on the watch list for 6 consecutive quarters.  At this point it is the only real estate option for members.  We all agreed that it is hard to benchmark.  The Advisory Committee accepted the recommendation of AON to keep the option and to keep the buy rating.  The Investment Committee agreed.

 There is research now underway about the possibility of a second social choice option.  No final decision yet.

Right now there are about 15,548 active employee members in all of the DCR programs.  That includes the IRAP, SRP and the TSA programs.  When you include all people with money in the program, there are about 19,679 people.

As we have been doing at recent meetings, there was discussion about participant education and retirement readiness.  As a general rule, 93.4% of the participants are now on track to have a 104.1% income replacement by their normal retirement age.  Actually, the figures are higher for IRAP people, since the numbers include SRP only people who otherwise have TRA and MSRS.  DCR does not maintain records on peoples TRA and MSRS funds.

It is also interesting that when hired about 70% of the people select IRAP as their retirement plan.  People have a second election chance when they reach tenure/permanent status.  Interestingly, at the second election time about 45% of those people move over to TRA/MSRS.

TIAA has a lot of participant education and advice options and all could be better utilized.  That will be a focus of the next meeting.

 As required, fiduciary responsibilities of committee members were also reviewed.

Lastly the Minnesota State fee account is regularly reviewed and is on track.  There is no reason that we see for any adjustments in the near future.

**System Evaluation Committee** (Sarah Olcott-Winona, Gretchen Huwe-St. Cloud)  
The SEC met on Tuesday, January 9 and heard 5 appeals.  Moorhead appealed their Associate Director for Student Life.  The appeal was granted and the position is a D. Moorhead also appealed Articulation Coordinator.  The appeal was not granted and position remained a B. St. Cloud State appealed 3 identical PDs, Director of Development.  The appeal was granted and the positions are now D. The SEC has decided to meet monthly on the 2nd Tuesday of each month.

**Transfer Pathways Coordinating Committee** (Shirley Murray-Mankato, Jolene Richardson-Moorhead, Ashley Schafer-St. Cloud)

The TPCT has met twice monthly to work on implementation issues, particularly around coding and presentation of the pilot pathways. There are concerns that the pathways will be presented system-wide with all other transfer options on a website, rather than being separated out as a featured product. There are also concerns about getting all of the “back of the house” mapping done for coding purposes, while also marketing the pathways as a seamless package to students. The system support for this has not been as robust as desired. There is a marketing consultant working on the logo and style guide, with plans for completion of this by late spring.   
Concerns about the progress of implementation and tension between the Coordinating Committee and system staff regarding infrastructure support and consistency of system work with the decisions of the TCPT were shared.

**Professional Excellence Award Committee** (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato, Sue Fust-Metro)  
We have not met either virtually or in person for a meeting yet. Portfolios of campus nominees are due to the System Office on February 1. The committee will review these after that. The event celebrating campus nominees will be held on April 18, 2018.

**Developmental Education Workgroup** (Baorong Li-Metro)  
Research data favor shortening the developmental education time at college level to increase retention and completion of college education. The purpose of the MN State Developmental Education Strategic Group is to explore and work out a system wide roadmap toward this goal.

Professor Shirley J. in NHCC initiated this project with the support and guidance from Director Pakou Yang and Vice Chancellor Ron Anderson at the MN State System level.  When the MN state legislature required us to take action on reforming developmental education, our system office showed them we had already taken action in the aspect and started the relevant project already, and we knew what we needed to do.  In short, we started early and had got the control of the situation, instead of waiting to be told what to do by legislatures.

The general idea as I remember is to limit the developmental education courses within a one-year period.

1. This is not a big issue to the state universities because they only offer one or so developmental level course in one field if offering at all.
2. For most metro area two-year colleges, they can consolidate courses accordingly if they have enough students every semester.
3. It is a little difficult for those small two year campuses.  They may have to delay offering some developmental courses if they don’t have enough enrollment.

Yesterday, I received the final version of DEVELOPMENTAL EDUCATION STRATIGIC ROADMAP from Pakou Yang at the system office.  This has been sent to the Board under separate cover.

As to the formal implementation time line, it reads “By 2020—2021, Minnesota State must have all components of the DESR in implementation across all college and university developmental education programs.”

**Media Management/Web Conferencing Committee** (Chad Kjorlien-Winona) No report submitted.

**Orientation/First Year Advising Ad Hoc Committee** (Heather Dieterman-Winona, Danielle Smith-Bemidji) No report submitted; group has not met yet.

**Global Education Committee** (Janet Haak-Moorhead, Sally Pinkston-Metro) No report submitted; group has not met yet.

**Vice Chancellor for Human Resources Search Committee** (Zak Johnson-St. Cloud)  
Please see Vice President’s Report for update.

**Minnesota State Chancellor Search Committee** (Tracy Rahim-Winona)  
We interviewed 7 candidates during airport interviews and have recommended a slate of candidates for the Board to consider for open/public interviews that will take place in February. More details to come as they are available.

***Old Business***

**Liability Insurance for MSUAASF State Board** (Rich Wheeler)  
This is still pending because of other priorities. Rich will get back to us as soon as possible.

**FLSA and related issues – concerns to bring to Chancellor**Tracy has been putting together a spreadsheet (information gathered by the campus presidents) of the backlog of the duties tests now at system HR.   
Four related issues: can’t get FLSA determinations done; position allocation matrix is on hold; vacation accrual issue; supervisory functions issue. Tracy will ask to meet with Chancellor Maholtra to explain the breadth of the issues and the “systematic neglect” of our unit’s needs.

***New Business***

**Discussion of ASF membership recruitment/maintenance** (Tracy Rahim)  
Tracy noted that a 1% boost of membership would result in $480.   
Claire (Local 320 organizer) joined us from Local 320 for this discussion. She spoke about building a communication action network. She talked about building a culture where part of the job is to be involved in MSUAASF. The action network is like a human phone tree, especially using people already identified as leaders. In talking with fair share people, it’s important to listen, acknowledge their reason, and educate about benefits of being part of the union. We also have to listen to member issues and talk about how the union can support them in resolving issues.  
  
Sami suggested that membership coordinators and Jessie meet with Claire to talk about strategies. Sami will send out an email to help coordinate this and also include Claire’s contact information.

**Discussion of ASF dues/surcharge** (Zak Johnson, Tracy Rahim)  
Three recommendations brought forward from Audit committee:

1. Cut the state ASF VP release time from 10% to 0 beginning FY 19.
2. Increase dues surcharge from 1.50 to 2.89 per pay period per member (this would go to the members for a vote)
3. Drop campus maintenance from $12 reimbursement per full share member to $10.

There was an extensive discussion about proposing an increase in the dues surcharge. This will go to the members for a vote and education on the need for this. It is important that members know where their dues are going and what is being received both from Teamsters and from the Board (where the surcharge goes).

*Motion by Sara Granberg-Rademacker, second by Sarah Olcott to cut the state ASF VP release time from 10% to 0 beginning FY 1019. Motion carried.*

*Motion by Joe Hazelton, second by Jim Anderson to reduce campus maintenance from $12 per full share member + $100 to $10 per full share member $100. Motion carried.*

*Motion by Rich Wheeler, second by Zak Johnson to accept the Audit committee’s dues surcharge recommendation, including an information campaign and referendum by the members. (Increase dues surcharge from $1.50 to $2.89 per pay period per member.)* Joe Hazelton called for roll call vote: Voting Yes: Johnson, Wheeler, Fust, Haak, Giauque, Anderson, Alcorn, Bayerl, Olcott, Hazelton, Zamlen  
No: Murray, Granberg-Rademacker, Gabriel  
*Motion carried.*

Rich suggested that there be an information campaign followed by an in-person vote.

Working group will discuss process and bring this back to the Board for consideration:   
Tracy, Janet, Sara G-R, Zak, Sue F., Tim, Angie.

**Discussion of ASF mission, values/guiding principles** (Shirley Murray, Tracy Rahim)  
  
ASF Mission Statement  
The Minnesota State University Association of Administrative and Service Faculty (MSUAASF) is an organization of academic, administrative and student service professionals whose primary responsibility is supporting student access, engagement and success within the universities of the Minnesota State higher education system. We accomplish this through representing the rights, interests, welfare and professional development of our members through collective bargaining, contract enforcement and advocacy; thereby enabling members to most effectively serve our students.

MSUAASF Guiding Values & Principles

Advocacy: Actively support changes that meet the needs of our members and students and the provision of adequate resources at the campus, system and state levels.

Diversity: Recognize and celebrate the diversity of our members, our positions, our students, and our varied perspectives and thoughts.

Equity: Treat all members, students and other constituencies fairly and with dignity.

Excellence: Demonstrate content expertise and promote ongoing development of our members to provide high quality professional services.

Integrity: Uphold principles of ethical behavior that are foundational to our organization and hold one another accountable to these principles.

Professionalism: Act in a manner that demonstrates our commitment to quality interactions, expectations of mutual respect, and active engagement.

Representation: Serve as stewards of the collective bargaining process and agreement (shaped by member participation) that meets the interests and needs of all members.

Shared Governance: Promote a professional, cooperative relationship with campus administrations and Minnesota State leadership, ensuring our contractual right to confer.

Transparency: Commit to open deliberations, decisions, and communications within the confines of confidentiality and ethical leadership.

*Motion by Joe Hazelton, second by Sara Granberg-Rademacker to approve the mission and guiding values and principles as edited above. Motion carried.*

Sara G-R suggested that these be sent out to members who attended the Delegate Assembly as a result of their work.

**Nellie Stone Johnson dinner** (March 22)   
($535 + $31.32 fee for a table) Teamsters generally sponsors a table as well. The plan is that ASF will not buy a separate table but Teamsters will allow six spots at their table. Rich Wheeler volunteered to coordinate those attending.

**Metro State Union Day on March 29** (Sue Fust)  
March 29 will be a day when all unions at Metro State invite their leadership to attend and talk about the history and impact of unions. The President of Metro State supports this. Sue Fust asked if Teamsters and ASF could provide promotional items to give away, or a banner/display board. There are some remaining water bottles from Delegate Assembly that could be used for this purpose. Teamsters (Sami) will look into whether a co-branded Teamsters/ASF banner might be available. ASF may use about $250 for signage items. Tracy will look into this.

**Metro State Fixed Term Extension Request** (Sue Fust)  
No details on this yet, so Sue Fust will bring this forward if/when appropriate. The timeline for submission of these requests was reviewed.

***Campus Reports/President’s Round Table***Please see submitted campus reports at the end of this document.

*Meeting adjourned at 12 noon.*

Summary respectfully submitted,  
Shirley Murray, ASF State Secretary

**State Meet & Confer Agenda Items (Friday, February 16, 9:30-12pm)**   
(Ron Anderson will convene this meeting; the Chancellor will not be in attendance.)  
1. Transfer pathways ?  
2. Legislative Update and our Legislative Priorities, Lobby Day  
3. Tuition and Fee Policy including Orientation/Registration  
4. Delegation of HR authority and backlog of items.   
5. Financial Sustainability with lowered enrollments

**Future Meeting Dates:**

* **MSUAASF State Board Meetings**
  + Spring: April 2-3, 2018 (St. Cloud)
* **State Meet & Confer (9:30-12pm in St. Paul)**
  + February 16, 2018
  + April 20, 2018
* **Board of Trustees**
  + March 20-21, 2018
  + April 17-18, 2018 (Professional Excellence Award Luncheon)
  + May 15-16, 2018
  + June 19-20, 2018

**CAMPUS REPORTS**

**Bemidji State University**

1. **ASF Position updates***Recently filled positions:*Center for Diversity and Inclusion Coordinator-newDirector of Records and RegistrationStudent Mentor for Nursing Grant-new360-Center of Excellence two positions (five total to be filled this year)Project ManagerCommunications Specialist*New Positions and/or Currently Searching*Transfer Advisor in AdmissionsCoordinator of Advising and Accommodations Associate Director of Residential Life
2. **Enrollment numbers at BSU for spring down 0.5% Headcount is 4,532**

**3)** **ASF-related issues or initiatives** that would interest ASF colleagues across the system   
 Several ASF positions being evaluated at a lower range compared to campus CEC  
 1. Coordinator for Advising and Accommodations C to a B  
 2. Associate Director of Transfer Enrollment D to a C  
 3. Transfer Advisor from C to a B

**Metro State University**1) We have requested Administration provide mediation services to help employees get assistance in resolving issues before they get too big to handle without becoming formal complaints. Administration agreed to provide services from a neutral mediator, but suggested departments pay for the service. When we indicated this might be a problem if budget managers don't value or budget for this kind of expense, Administration agreed to set up a central fund.   
2) We are struggling with getting clear direction for what is OK and not OK for use of PIF/PDF funds. Apparently Jim Jorstad did not approve of what we sent out to members a few months ago, but has yet to communicate what issues he has.  
3) Advisors are being asked by the Provost to use a CMS (Right Now) to record contacts with advisees. Some deans are mandating this and some not. Many concerns have been expressed concerning confidentiality, lack of training, and whether or not recording within the CRM could be used in evaluating performance. We have presented concerns to the Provost.  
4) Joint Bargaining Unit activities are continuing. We are presenting common issues each semester with Administration. We held our first 'Union Days' activity on Jan 17, where all members of all unions wore union shirts or buttons. On March 29, we will hold an all-University event with speakers, food, and all unions tabling.  
5) Little talk and seemingly little planning seems to be happening around FLSA fallout that might happen if most level C and perhaps level D staff are made non-exempt.

**Minnesota State University – Mankato**

· Looking at spring 2018, MSU’s enrollment is down about 2 ½ percent. International student enrollment is also down. Applications for the 2018-19 academic year look stable – we are up slightly.

· Most upper-administrative positions are filled. A search is underway for the Dean of the College of Social & Behavioral Sciences. Additionally, our Dean of Graduate Education and Research recently returned to the faculty, and an Interim Associate Vice President for Research & Graduate Education position was created. We are also hiring for a new Acting Associate Vice President of University Advancement.

· The larger University community continues to take steps toward implementing steps associated with new strategic directions developed last year.

· Local MSUAASF is working on strategies to grow our leadership, and will be hosting a luncheon where individuals who have been nominated or self-nominated for MSUAASF positions can learn from current officers about what these roles expect of them. Local MSUAASF is also updating our constitution so it incorporates changes to the state constitution (duties of the president, treasurer, internal audit committee, etc.).

**Southwest Minnesota State University**

MSU is dealing with a $2.5 deficit for FY19.  At this point IFO has been asked to respond to a document of data on many academic programs with low enrollments and/or high costs for faculty staffing as plans for reorganization, reduction, and/or discontinuation of majors, minors, certificates and course offerings.  SMSU ASF has been working with all other bargaining units on campus to draft a document from all employees with a list of alternatives to a cuts-only approach.

**Winona State Report**

WSU hired a new AVP for Diversity and Inclusion/ CDO, Dr. Jonathan Locust, Jr. We have been update to hire a AVP for facilities and continue to go after the pool and interview more candidates.  WSU is facing budget difficulties and we will hearing in the next few weeks about possible cuts.  WSU is launching a Campus Climate Survey for all faculty and staff in February. We are also starting a free speech work group made up of all constituency groups to explore possible issues and policies.