**Minnesota State/MSUAASF Meet and Confer**February 16, 2018

MN State Offices; McCormick Room

**Present**: Tracy Rahim, Rich Wheeler, Shirley Murray, Jim Anderson, Zak Johnson, Jessie Swedberg, Sara Granberg-Rademacker, Sue Fust, Angie Witte, Trent Dernbach, Chris Dale, Jim Jorstad, Betsy Thompson, Laura King, Ann Maile, Jaime Simonsen, Sue Appelquist, Paul Sheperd, Kim Lynch, Clyde Pickett, Ramon Padilla.

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| **1. Chief Diversity Officer Introduction**  Clyde Pickett was introduced to the group as the Chief Diversity Officer. He is starting a system-wide Equity and Inclusion Council and will be seeking representation on that. There are also campus Equity by Design teams beginning. He will continue to be in touch as this work moves forward. |
| **2. Transfer Pathways Update**  Kim Lynch provided a summary of communication channels being used for Transfer Pathways and responded to some questions about training and support for the initiative. She recently learned that Enterprise Coordination funds have been awarded to help with roll out, publicity and other implementation issues. Shirley Murray expressed some concerns on behalf of ASF reps on the Coordinating Team and members on campuses including the process of using course mapping rather than packages, gaps in communication and work with designated campus contact people, the weak state of the campus TP web page with lack of active useful links or dynamic presentation, much work left to do by coordinating team with only three meetings remaining before the group disbands, and differing perceptions on priorities between system office and campuses Kim acknowledged that this is a critical juncture and the implementation is a challenge. She also talked briefly about a proposed structure for ongoing governance that will be presented to the Transfer Pathways Coordinating Team today. All agreed that continued communication and collaboration will be essential to making this project work, which is our shared goal. |
| **3. NextGen ERP Update**  Ramon Padilla said NextGen is the name of phase 1 of this project which is all about organizational readiness. This includes business process review, requirements, and writing an RFP. A vendor has been identified – Campus Works. They are working to develop campus teams, and they will be seeking subject matter experts. They want to envision the future state and then compare it to new products. Q- How are you assuring that all campuses and perspectives are being represented? Laura talked about the structure that is being developed to be sure each domain has adequate representation. She also talked about putting out a call for campus representation, sector representation, skill representation. This is all about development; a new set of teams will be needed for the implementation stage. Tracy stated that we look forward to participating and identifying subject matter experts. Laura said we should also share ideas of different products and features we are aware of that would be optimal. Q- How are you considering access for populations who don’t have full access to higher-level technology. Ramon said this wouldn’t be focused only on mobile technology, but all forms of technology. System will also work to be sure each campus has the capacity to use the new technology fully. Laura noted there are websites, blogs, etc. coming out soon. |
| **4. Legislative Update**  Jamie Simonson reported that the session starts next Tuesday and system staff is starting to work with committee chairs on opportunities for presentations. Technically, it is a bonding year. We are pleased with the Governor’s recommendations, but we don’t know how this will play out. There seems to be a fair amount of optimism about there being some money. A priority will be tax conformity. Timing for when House and Senate take up their own budget will be interesting. The Senate remains in contention about Sen. Fischbach being in a dual role. Jamie has sent out an email about staying in contact with legislature and legislative updates. Teamsters Lobby Day is April 17. Question was raised about topics issues to anticipate, such as the free speech on campus (Senator Carla Nelson- Rochester). This is a very detailed bill which General Counsel is reviewing at this time. Student fees are also likely to come up again and information will come out. There will also be things around the MCA’s and their use for admission standards. Q- If people were subscribed to legislative updates earlier, do they need to re-subscribe? No, they should still be subscribed, but watch for updates. |
| **5. Tuition Fee Policy Update** Question on orientation fee/optional fee and whether these will be allowed? Laura King talked about a work group that is looking at tuition and fees. There has been orientation fee moratorium since 2015 because of confusion between optional and mandatory fees. She said all universities (except Metro) charge orientation fees, but no colleges do. University student association is comfortable with this, but college students are not. It is likely that orientation fees will be optional fees in the future, requiring some research on their link to student success. Laura anticipates the result of all of this discussion will be a status quo at the end of the process. Q- Zak asked about whether there is any agreement on what comprises orientation; answer is no because of the great variability. Zak talked about variance between orientation being either registration event or acclimating students to the institution. There is more need for campus engagement in the residential settings. Laura acknowledged the role of orientation being important (and different) at the universities than at the colleges. The proposed policy changes will be coming out in draft form (on Sharepoint) soon. Q- Tracy asked about the procedure on raising the caps on fees? Laura said that input on this issue has been solicited from each campus CFO. |
| **6. Long-Term Financial Sustainability Update**  Laura King referenced the document from November 2016. She reviewed the revenue strategies from that time (which were extensive) and that work is all in progress. On the expense side, she also briefly reviewed the saving strategies and said the work is all up and running. She asked about specific questions: Q: Are these strategies being assessed for effectiveness? A: It’s a little early to tell. Sue Appelquist said that internal audits will be done on the service centers and the shared services. Tracy said that as campuses are struggling financially, information on system-wide savings could be helpful. |
| **7. System HR Update**  Sue Appelquist responded regarding delegation of authority to new employee; she said it’s about 2/3 done. More training is still needed, but it’s expected that final authorities will be given in May 2018. Q- What is the plan to address the backload of work? Sue referenced the changes in deadlines on FLSA. The new proposal is that all campuses have work done by October 1 and system office finishes up work by December 31, 2018. Tracy said this didn’t surprise us; she noted the importance of transparency with employees on these changes. We recommend communication on this go out to all members in a timely manner. Tracy noted the initial trainings done with Dori Leland were helpful, and questioned whether all campuses could be informed of upcoming trainings with her. Jim Jorstad said the anticipated timeline has not been set. Sara Granberg-Rademacker asked about getting this information as soon as possible. Laura asked about a handout, but Rich Wheeler said he thinks the in-person training is much more effective. Sara G-R said a campus challenge with the new deadline is that members who have already had exemption changes may feel isolated. The thought is that the training could help all employees. Sue Fust noted the issue of exemption status affecting ASF members who are also community faculty at Metro State. Angie Witte noted concern that not a lot of administrators at SCSU attended the training. Angie also said that there may be different perspectives between Dori’s training and campus HR’s. Chris Dale said it would only take one lawsuit before campus HR would realize the importance of doing this right. Sue brought up the academic administrative exemption and the need to get all campuses on the same page.  **8. Chancellor Search Update**  Sue Appelquist says she is hoping for a public announcement sometime next week. |

Next Meeting: April 20, 2018

Notes prepared by Shirley Murray, ASF State Secretary