Notes – Meet & Confer April 20, 2018

ASF Members present: Jamie Van Boxel, Jessica Swedberg, Heather Soleim, Richard Wheeler, Tracy Rahim, Sarah Olcott, Sue Bayerl, Sue Fust, Janet Haak

1. 2020-2021 Biennium Budget Discussions
   1. Talking with every bargaining unit about this topic
   2. Organizing principles – financial sustainability; capacity building initiatives; affordability for students; Also need to address the structural gap in FY 19
   3. Tuition – preparing a proposal on tuition relief (various ideas) and also incentives to keep students enrolled – looking at different models
   4. Timeline – approval by BOT in November so proposal needs to be prepared by October
   5. MN State Adm.:
      1. The BOT is focused on efficiency and effectiveness, innovation and clarity about what will result from additional funding/resources. These resources are NOT campus specific. We need to tell the story of the entire system – what is our narrative?
      2. Looking for ideas from us – student focus? Innovation funds? Want opinions about what direction to go. Tension between those with special purposes and those who favor a “big block grant”
   6. ASF – Need support for demonstrating effectiveness; what kind of systems do we need for assessment?
   7. MN State Adm. - What is the definition of innovation? How do we scale it and roll out to other campuses?
   8. ASF - How do we keep colleges affordable? We want to remain accessible for students and allow them to graduate
   9. MN State Adm. – The campus Presidents are frustrated with mandatory tuition freezes. How we approach tuition next year is under discussion. Campuses want more flexibility related to charging tuition; BOT still supports affordability
   10. ASF – We will gather ideas from members about this topic. The BOT report will be sent to members to obtain feedback.
2. Legislative Update – Jaime Simonson
   1. 7 of 9 BOT presented to Senate for approval; Good questions from Senators and supportive of the mission of MN State and appreciates the diversity of membership on the BOT
   2. Omnibus bills – go to committees; scheduled for Monday; very lean in funding; possibly ½ million dollars for workforce development; other bill for cybersecurity program for Metro; also funding for OER resource development- testimony from various groups and no one liked the bill
   3. Moving MN State offices to a campus – still under discussion
   4. Chancellor will visit various locations across the state
   5. Bonding – anticipate decision at the end of the session
   6. ASF contract could be attached to the omnibus bill with a decision at the end of the session
   7. Technical education moving back to K-12 – not moving forward; Chancellor wants to have conversation about what MN State does in this area – educate people about our role
   8. Legislators know who cares about what issues – need to make everyone aware of what impacts MN State; Continue to push our needs and concerns
   9. **ASF - Contact legislators about ISRS next Gen; use a template to communicate – Janet Haak will work on creating a template**
3. Transfer Governances Process
   1. Transfer Pathways Coordinating Committee is dissolving

No need for both a transfer oversight committee and the transfer coordinating committee. A new group will be created and begin meeting in the Fall – transfer governance team. This group will have a broader focus on transfer and transfer pathways. MN State expects recommendations from both groups for the new team. Both groups will dissolve after spring semester and the new group will stand alone and report to Ron Anderson with a communication channel to Academic Affairs

* 1. Want to send the request for membership for all groups at the same time rather than piecemeal
     1. Concerned about large number of system committees and work groups
     2. Plan to request committee membership by mid-July but maybe earlier

1. Adobe Connect Meetings
   1. Issues with online meetings
      1. Cutting out; Hard to hear; Can’t login; Not monitoring the chat; Camera placement
      2. Equal access is needed for all meeting attendees
      3. Hearing? Will check on type and number of microphones
         1. Media management group will develop a survey – anticipate receiving it at the beginning of next academic year
      4. Moderator or designee may need to look at questions/comments in the chat
      5. Works well when everyone has a device and for smaller group meetings – should everyone be online even when attending in person? There may be a need for a different mindset of where mics are located and be mindful when speaking
      6. Should there be a designated smart meeting room at the system office?
      7. Consider offering training on how to use Adobe Connect. Training was offered at start of the service but will consider doing training again
2. ASF Position Allocation Matrix & Position Description Update
   1. Note: Campus ASF presidents should ask their HR offices about this
   2. MN State Adm.: Not ready yet. The new HR staff member is still in training. Will revisit training plan including revised matrix – will offer online training for all ASF – no firm date yet; will be mindful of contract changes, too.
      1. JDMS – Originally planned to charge campuses to use in FY 18 but will not charge for 18 since it is not being used; For FY19 will decide if campuses still want this tool? Is this a good use of our energy/efforts/resources? Is this the right time to use? Still obtaining feedback from HR offices to decide. Total cost $70,000 for license/year – assessment for feasibility; JDMS is for all positions on campus but campuses all have to pay their share for it
      2. PAQ – Goal is to eliminate the PAQ; JDMS is a workflow tool but it is not needed to implement the new matrix; questions about format and training; would like to request in-person training – different modalities; will work with ASF over the summer
3. Human Resources Transactional Service Model Update (HR-TSM)
   1. Internal audit report – who is doing well? Who is not?
   2. Phase 1 – moving IFO and MSCF to the TSM – reviewing success of program over system; varying levels; making progress; gave an assessment: Is FWM working and used on campuses?? FWM is not being used fully at all campuses; Need to ensure phase 1 is going well before moving to phase 2
   3. Consider remote work in the HR unit so hub employees would not have to be on site
   4. No projected timeline for phase 2 – was supposed to start July 1st – move transactions and payroll to service centers (move payroll by June 2020); $155/headcount/campus charged for this system; additional resources may be charged but not sure at this time; need to adopt FWM at all campuses; goal – standardize at each center. There is a combination of MN State staff and new staff working at the TSM’s.
4. Clarification on Taxes with Regards to Tuition Waiver
   1. Distributed a document clarifying taxation on tuition waiver
   2. Federal tax law – no changes currently
   3. Need employees to take responsibility to be aware of this information
   4. Grad. Asst. – does not apply to this group – could be taxable if not in teaching/research
   5. ASF suggested adding this information to the MN State website – Currently on the tax site; some HR sites; will be sent to Tracy
   6. Will check on impact of waiving fees
   7. Tax rate is dependent on marginal tax rate/ W-4; added to wage; acts like compensation
   8. Allow 3 pay periods to see the tax deduction; needs to be after the drop/add period