**ASF State Board Training & Meeting**August 6-7, 2018
SCSU Welcome Center-Room 121

**PRESENT:** Tracy Rahim, Zak Johnson, Jim Anderson, Shirley Murray, Lori Wynia, Rich Wheeler, Kierstin Hoven, Becky Boyle-Jones, Margie Giauque, Maureen Acosta, Janet Haak, Brenda Zamlen, Jessie Swedberg, Mel Iverson, Angie Witte, Zak Johnson, Sami Gabriel, Tim Alcorn, Heather Soleim, Tyler Treptow-Bowman

**ASF State Board Training—Monday, August 6 (8am-4:30pm)**
8am: *Welcome & State Board Member Introductions* (Tracy Rahim)
8:30am: *Stewards Training*
▪New Board Members (Heather Soleim) Husky Conference Room
▪Returning Board Members (Rich Wheeler) Room 121

10:15am: *Roles & Expectations of Campus Presidents & State Board Members* (Shirley Murray, Tracy Rahim)
▪ Roles & expectations per State ASF Constitution & Bylaws, expectations of State ASF President ▪ Important dates
▪ Logistics (forms, reimbursements, etc.)

11:15am: *Collective Bargaining Agreement Overview* (Rich Wheeler, Heather Soleim)
▪ Shared governance & union leave—new contract language
▪ Non-renewals & layoffs

1:15pm: *How do We Operate Post-Janus?* (Sami Gabriel, Rich Wheeler)
▪ Representation of non-members, what they are still obligated to receive under the contract ▪ Is there an idea for different levels of membership? Legal conversation going on in other bargaining units (Tyler Treptow-Bowman)
▪ Information that went out to former Fair Shares after Janus
▪ Explanation of process/timeline of how members can drop their membership from Teamsters

2:30pm: *Membership Communication, Recruitment, Retention Planning* (Jessie Swedberg, Jim Anderson, Sami Gabriel)
▪ Formulating/finalizing a membership plan for communication, recruitment and retention ▪ Idea of Statewide Membership Committee creation (Tracy Rahim)
▪ Current membership stats, members without a current check-off form
▪ Teamster communication plan to ASF when members drop their membership
▪ What do we discuss in search candidate meetings about union membership now?
▪ Social media plan (Lori Wynia)

4pm: *Teamsters Local 320 Report* (Sami Gabriel)
▪Overview of the Teamster/MSUAASF relationship from the International to the Local
▪Signing of Teamster Affiliation Agreement for 2018-2020
▪Dues collection & new MMB procedure (info/update)
Teamsters will be having phone banks for one day at each campus (2-2 ½ hours) between the primaries and election.
**ASF STATE BOARD MEETING
Monday & Tuesday, August 6 &7

PRESENT:** Tracy Rahim, Zak Johnson, Jim Anderson, Shirley Murray, Lori Wynia, Rich Wheeler, Kierstin Hoven, Becky Boyle-Jones, Margie Giauque, Maureen Acosta, Janet Haak, Brenda Zamlen, Jessie Swedberg (8/6 only), Mel Iverson, Angie Witte, Zak Johnson, Sami Gabriel (8/6 only), Tim Alcorn, Heather Soleim, Tyler Treptow-Bowman

*Call to Order at 4:04 p.m. on Aug. 6 and 8:05 a.m. on Aug. 7*
*The Agenda was approved.*

***Officer/Board Position Reports***

**Secretary** (Shirley Murray-Mankato): Reports from spring board meeting and monthly phone meetings were submitted as separate documents for Board review.

Without objection, the meeting minutes were approved.

**Treasurer** (Sue Bayerl-St. Cloud/Lori Wynia-Southwest)

1. Account Balance as of 03/30/2018: $51,112.55

Account Balance as of 08/06/2018: $34,755.54

1. Business Savings Account Balance 03/30/2018: $ 7,035.63

Business Savings Account Balance 08/06/2018: $ 7,072.31

1. Business Checking Account Balance 03/30/2018: $44,076.92

Business Checking Account Balance 08/06/2018: $27,683.23

1. FY 18 Release time = $29,065

Teamsters will reimburse = $11,574.50

1. Checking Account – Changed to non-Public classification by Wells Fargo
2. Campus Support – Due October 15, 2018
	1. Campuses submit FY 18 expense report & proposed FY19 Budget to Treasurer Wynia
	2. $300 is sent to each campus upon receipt of the report
3. Budget

*Motion by S. Murray, second by J. Haak to approve the Treasurer’s report. Approved.*

 **Approval of FY19 State MSUAASF Budget**A few edits were made and the budget for FY 19 was considered. *Motion by R. Wheeler, second by . Johnson to approve the FY 19 budget. Approved.***Grievance Officer** (Rich Wheeler-Mankato)
Reminder of the October 13 Local 320 Steward training; members are encouraged to attend.

Notice of layoff requires placement assistance so be sure to ask about this. This is a mutual responsibility by management and ASF (consultation). Find out what resource they are using and let Rich know. Be sure to let Tracy and Sami know if there are layoff discussions on your campuses.

Review the list of people who are stewards on your campus. Let Sami or Rich know if the list needs corrections.

The Twins tickets were all allocated. Local 320 will consider continuing this, so share comments with Rich. The inclination is to continue at this time.

The PIF and PDF amounts have been allocated so make money available to members. Nonmembers have access to this as it is a contract benefit. If you are using PIF or PDF funds for professional development days, nonmembers need to be invited as well.

Rich has a log of use of his release time and it is available for review upon request.

Training for stewards is available on campuses by Rich or Heather upon request.

**Vice President** (Zak Johnson-Bemidji)
Not much to report since we met in April. Tracy and I are working on identifying nonrepresentational and representational work on system wide committees. In addition, I will be working with the ASF State Board on a Member Responsibilities document to support members while they serve on statewide committees. Another document/survey will be developed to assist with members reporting on the work of the committees.

Lastly, I will be serving as the ASF rep on the Search Committee for the Vice Chancellor of Human Resources position. As you recall this was a failed search last spring. The search will begin again this August. Screening of applicants will be done mid-September with airport interviews scheduled later that month. The plan is to have the position filled by December, 2018.

I look forward to a new year with the ASF State Board and working through some of the challenges we be facing this year.

2017-2018 VP Time
Description hours (including travel)
State Board Meetings 63.5
State Meet and Confer 31.5
State Audit Committee 6
State Board Conference Call 8
Dues Sub-Committee 2
VCHR Search Committee 40
Office Time 8
Total 159 hr (approx. 3 hr/wk)

**President’s Report**FY18 Quarterly Release Time Report: A spreadsheet of my FY18 release time was sent to all State ASF Board members substantiating the 40% release time including travel, meetings, emails, phone calls, etc.

* Minnesota State Collective Bargaining Coalition Meeting
	+ IFO Lawsuit: IFO is being sued by a current non-member as they believe their Constitutional Rights are being violated as IFO currently selects members to attend Meet & Confer. The goal is to declare PELRA and the CBA unconstitutional. This lawsuit is being funded by a Right to Work organization.
	+ MSCF Arbitration: MSCF won an arbitration case against Minn State in 2016 over calculation of faculty workload compensation using credit hours and contact hours (at outlined in their contract) for several members. This was a class-action case. However, Minnesota State is refusing to pay the compensation which is a very significant sum of money. MSCF shared this information with all bargaining units and asked for their support as they move forward in pressing the matter for the faculty to be paid.
	+ Joint Meeting with the Chancellor: All bargaining units have a joint meeting with the Chancellor on Monday, August 13 at the IFO Office. Topics include:
		- Labor Peace / Our Common Interest in our Collective Bargaining Relationship / Importance of Treating Everyone Decently
		- Reimagining Higher Ed Initiative
		- Legislative Ask (correlating the ask with programs/enrollment investment)
		- MinnState’s Failure to Implement Arbitration Award
* Reimagining Higher Education: In June I had a conference call with Chancellor Malhotra, Board Chair Vekich and the other bargaining unit leaders regarding an new initiative Chair Vekich wrote called, “Reimagining Higher Education.” He stressed this is not Charting the Future 2.0 and it is not a way of eliminating any bargaining unit. The system (and ultimately the Board of Trustees) but become more innovative and how we do business in a new “Era of Disruption.” Throughout 2018-2019, the Board will invite higher ed and non-higher ed industry leaders who have encountered major changes in their industries to speak with a select group on how they overcame challenges to survive and thrive in new ways. Notes will be taken on these forums to be shared with the Minn State community. Starting in Summer 2019, the Board will begin widespread discussions with Minn State leaders about new ideas for innovation and ways we need to be more nimble to reinvigorate our system. The initial costs for the forum and managing consultants is $300,000. This will be a topic of discussion with Chancellor Malhotra on Aug. 13 as the bargaining units really want to see what “this” is.
* FY20 Biennial Budget Request Ideas: In August, all bargaining units and student associations are requested to submit ideas for the FY20 biennial budget request to the Legislature. The request should support measurable system objectives including affordability and the completion agenda, investing in capacity building initiatives (i.e.; Next Gen, student success) and addressing structural deficits. Strategic organizing principles will share the legislative proposal to support student success, diversity/equity/inclusion, and financial sustainability.

*Discussion with Board included completion strategies, financial relief, etc. that could be offered as part of the budget request. The idea is that local initiatives can sometimes be scaled up, and other times cannot because of local differences. It is the “human piece” that works. The key is retention and removing barriers to retention, especially financial barriers. We need to think outside the box, such as providing partial or full tuition (New York model was offered for consideration.)*

* New ASF Position Allocation Process Roll-out: The new process and proposed timeline from System HR was shared with the State ASF Board last week including training of campus HR, CEC, and SEC. The new matrix will have a drop-dead timeline of implementation across the system on Dec. 1, 2018. Be sure to follow-up with HR offices about how this is progressing on your campuses. There remain questions about appeals between October and December.

**FY18 Quarterly Release Time Report** President (Tracy Rahim-Winona)
This was submitted earlier to Board members.

***MSUAASF Committee Reports***
**Negotiations** (Tracy Rahim-Winona, Rich Wheeler-Mankato, Sami Gabriel-Teamsters 320, 3 VACANCIES)
No report.

**Legislative** (Janet Haak-Moorhead) Janet will be in touch with campus legislative reps this fall to begin work on legislative priorities for the coming session.

**Nominations & Elections** (3 VACANCIES)
The current Nominations and Elections Committee members are Sarah Olcott from Winona, Heather Soleim from Moorhead and Richard Wheeler from Mankato.

 With Sarah no longer on the State Board, we will need to at least elect a replacement for her.

With the 2018 officer elections conducted, as well as the CBA ratification election, the only upcoming predicted business of the committee will be the 2019-2020 CBA ratification process.  That will likely not take place until late Spring at the soonest.  However, there could be other business (i.e. Board vacancy) that will require the committee to operate.

**Audit Committee** (Zak Johnson-Bemidji, Lori Wynia-Southwest, 3 VACANCIES) No report. Audit committee will meet again in 2019.

***Old Business***
**Union Liability Insurance for MSUAASF State Board** (Rich Wheeler, Sue Bayerl)
Rich Wheeler presented information received from Bremer Bank regarding potential coverage for our State Board members. One bid was returned, equaling $1763 as an annual premium. Sami suggested that we also consult Legacy regarding this before taking action.
*Motion by T. Treptow-Bowman, second by B. Boyle Jones to table this item until the September conference call meeting. Approved.*

***New Business***
**Release time for State President***Motion by J. Anderson, second by M. Acosta to approve 40% release time for the ASF President for FY 19. Approved.*
**System & State ASF committee appointments, member expectations/logistics** (Zak Johnson)
Zak presented two documents to help clarify member expectations as ASF representatives on State committees and present a uniform means of reporting. Suggestions were offered about the forms; use of the forms will begin immediately.
 **2018-19 System Committee Appointments:***\*Please note edits that were inserted to reflect decisions during Aug. 13 follow-up phone meeting* **Policy Council:** Jim Anderson, Moorhead;Becky Boyle Jones-Moorhead; *Sara Granberg-Rademacker-Mankato*

**Academic & Student Affairs Technology Council** Ken Graetz-Winona, Sue Bayerl-St. Cloud, VACANCY

**Media Management/Web Conferencing Committee** Chad Kjorlien-Winona

**Learning Environment Committee** (~~VACANT~~) *Ginny Walters-Mankato*

**Accessibility Committee** Kristen Jorenby-Metro

**Assessment for Course Placement** Zak Johnson-Bemidji, Jason Westman, VACANT

**Student Affairs Council** Tracy Rahim-Winona, Kristen Jorenby-Metro

**Academic Affairs Council** Shirley Murray-Mankato, Heather Soleim-Moorhead, Angie Witte-St. Cloud

**Faculty Development Committee** ~~Ginny Walters-Mankato~~ (VACANCY)
 **Global Education Committee** Janet Haak-Moorhead, Sally Pinkston-Metro
 **Academic Equity Committee** Angie Witte-St. Cloud
 **Graduate Education Committee** Melanie Guentzel-St. Cloud

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

**System Evaluation Committee** Sarah Olcott-Winona, Gretchen Huwe-St. Cloud

**Professional Excellence Award Committee** Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato, Maureen Acosta-Metro

**Equity & Inclusion Council** Angie Witte-St. Cloud, Kate Noelke-Winona

**Online Strategy Workgroup** Ken Graetz-Winona; Lori Wynia-Southwest

**Transfer Governance Committee** Ashley Schafer-St. Cloud (pending supervisor approval), ~~Sara Curtin-Winona (to be invited) (Tyler Treptow-Bowman-Winona willing to serve if Ashley or Sara not able to accept invitation).~~*Julio Vargas-Essex-Meto* **Developmental Education Steering** **Committee** Lori Wynia-Southwest
 **Developmental Education Reading Workgroup** VACANT
 **Developmental Education Math** **Workgroup** VACANT
 **Developmental Education Writing** **Workgroup** VACANT
 **Search Committee for Vice Chancellor for Human Resources** Zak Johnson-Bemidji

*Motion by S. Murray, second by M. Giauque to appoint/reappoint the slate of committee representatives for the coming year as noted above. Motion Carried.*

**2018-19 MSUAASF State Board Committee Appointments**

**Nominations and Elections:** Maureen Acosta, Tim Alcorn, Tyler Treptow-Bowman

**Audit Committee:** Zak Johnson, Loria Wynia, Brenda Zamlen, Maureen Acosta, Jamie Van Boxel ~~(pending his acceptance of appointment)~~

**Negotiations:** Tracy Rahim, Rich Wheeler, Sami Gabriel, Shirley Murray, Heather Soleim, Janet Haak

**State Legislative** Janet Haak plus campus representatives

*Motion by Rich Wheeler, second by Tyler Treptow-Bowman to approve the slate of State Board Committee appointments as noted above. Approved.*

**2018-2019 MSUAASF State Board meeting dates**Fall: October 26, 2018
Winter: January 18, 2019
Spring: April 10, 2019

***System Committee Reports***

**Policy Council** (Jim Anderson-Moorhead, Jessie Swedberg-Moorhead, Sara Granberg-Rademacker-Mankato) *Jessie and Sara will no longer be serving in 2018-29.*
Policy Council met on April 19. We discussed and approved Policy 3.42 Posthumous Academic Awards Procedure and 3.42.1 Posthumous Academic Award.   System staff member Pakou Yang brought to the council some minor changes to be made to Undergraduate Admissions Policy 3.4.1 which was approved by the Council last November.   The changes were primarily related to transfer students who do not need to meet the world languages requirement for prep standards since colleges and universities are not checking for this high school preparation standard in the admissions process for transfer students.

Pakou Yang also brought to the Council some legislative language additions that need to be added to Policy 3.3.1 Assessment for Course Placement which the Council has been looking at for quite a while.   The language added indicates that the Minnesota Comprehensive Assessment (MCA) test scores can now be used to supplement Accuplacer and ACT exam placement scores in accordance with new legislative language.  MCA’s cannot be used to substitute Accuplacer and ACT test scores, but colleges/universities can use MCA’s to strengthen a decision to place students into college ready courses.  There was rigorous Council discussion because some Council members believe that MCA exam scores are being used instead of the Accuplacer or ACT test scores for placement on some campuses.  New legislative language also requires campuses to allow students to be able to study prior to the Accuplacer, and students can move into higher level courses early in the semester if the developmental class is too remedial for them based on a higher Accuplacer score being accomplished after retesting.

Finally,  Todd Harmening from the System Office let the Council know that we will be reviewing Policy 3.36 Academic Programs next year since it has been five years since this policy was last reviewed.  We covered some initial areas that were determined to be some minor grammatical changes in preparation for our work with this policy next year.  Gary noted that the last time Policy 3.36 was reviewed it took the Council two years to review the entire policy.

**Academic & Student Affairs Technology Council** (Dotty Hayes-Metro, Ken Graetz-Winona, Sue Bayerl-St. Cloud)
1. D2L discussion about changing the current process for un-enrolling students when last dates of attendance are recorded.
2. Accessibility Committee (changed name)
3. U-Achieve Self-Service – campuses are piloting this upgrade for DARS
4. Online strategy implementation plan- work groups would be SME related rather than bargaining units – Begin in the Fall
5. Communicate this spring about the need for work group memberships
6. Tutoring Services – Tutor.com available July 1st; integrate with D2L; Smart thinking will discontinue Aug. 31st
7. OER Search – waiting ASA/ IT project prioritization; fold into textbook project; Target is still Oct. 1, 2019

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

**Learning Environment Committee** (VACANT) No report submitted.

**Accessibility Committee** (Kristen Jorenby-Metro) No report submitted.

**Student Affairs Council** (Tracy Rahim-Winona, Kristen Jorenby-Metro, Margie Giauque- Bemidji)

The Student Affairs Council last met on April 26, 2018. We received several updates including Minn State’s online strategy, transfer pathways, assessment for course placement committee updates on multiple measures course placement draft framework, developmental education strategic roadmap, sexual violence training, and the orientation/first year advising ad hoc committee which will continue to meet in Fall 2018. We also discussed goals for 2018-2019 and the need for the council to have more concrete items to study and make recommendations about rather than just receiving updates.

**Assessment for Course Placement Committee** (Jill Quandt-Winona, Zachary Johnson- Bemidji, Jason Westman-Mankato) No report submitted.

**Orientation/First Year Advising Ad Hoc Committee** (Heather Dieterman-Winona, Danielle Smith-Bemidji) No report submitted.

**Academic Affairs Council** (Shirley Murray-Mankato, Heather Soleim-Moorhead, Angie Witte-St. Cloud)
Academic Affairs Council met on April 30, 2018. The previous chair left the MN State system, so Rik Sterling (Chair Elect) agreed to chair for the remainder of this year and next. Charters were adopted for several committees, including the newly formed Academic Equity committee. Presentations were given on Credit for Prior Learning and Regional Academic Planning, with feedback given on the latter that there was a perceived lack of faculty involvement in the plan. Updates were also provided on Online Education Strategy and Transfer Pathways. The governance for Transfer Pathways will be moving to the newly formed Transfer Committee in the fall. Pakou Vang provided reports on the Development Ed and the Summer Bridge programs. The multiple measures for developmental ed will potentially provide some challenges in implementation.

The featured committee report was from Transfer Oversight. The committee (which will become part of the new Transfer committee) would like more guidance on what courses are considered General Education and the evolution of the MnTC. There remains a lot of disagreement on the appropriateness and timing of tackling the MnTC, with some faculty resistance to taking this on at this time. Many ASF members believe that re-examining MnTC is a crucial issue for student success and completion.

The Academic Affairs Council will commence meetings for the 2018-19 academic year on Sept. 10.

**Faculty Development Committee** (Ginny Walters-Mankato) No report submitted.
 **Global Education Committee** (Janet Haak-Moorhead, Sally Pinkston-Metro) No report submitted.
 **Academic Equity Committee** (Angie Witte-St. Cloud) No report submitted.
 **Graduate Education Committee** (Melanie Guentzel-St. Cloud) No report submitted.
 **Defined Contribution Retirement Committee** (Rich Wheeler-Mankato)
The DCR Committee had its Spring meeting on 4/26/18, which was a few weeks after our last Board meeting.  The committee meets 3 times during the academic year (Fall, Winter and Spring).  Unless necessary, we do not meet during the summer.  There was not any reason to have a summer meeting this year.  The next meeting is set for October 30, 2018.  I will report on that meeting at our Winter Board meeting in January.  However, if necessary I can send out an earlier communication.

The Committee did the normal review of the performance of the investment fund options.  The quarter reviewed at that meeting was very strong performers for most funds.  The exception continued to be the TIAA Real Estate option that has been on the watch list.  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 continues to agree.  There are members who really want the real estate investment option.  This has been our position for the past two years.

TIAA and our IRAP/SRP programs will be moving away from all collateralized loans.  Currently no new loans are issued.  They will be moving to a more standard loan of Prime + 1%.  This issue and the implementation of the amended loan program will be a regular discussion topic for the 2018-19 meetings.

The program finances were reviewed.  They expect a FY 18 deficit of about $10,000 due to salary increases for staff.  The goal is to keep about $300,00 in reserves in the administration account.  At the end of FY 2018 the balance was about $281,932.  For now, everyone was comfortable with that amount.  The committee will be looking at and reviewing the fee strategies at the next 2 meetings as we look ahead to FY 2020.  Fees have not been adjusted in about 3 years.

As we have been doing at recent meetings, there was discussion about participant education and retirement readiness.  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.

At the next meeting we will be reviewing the participants by bargaining unit and have some discussion about whether there should be a request to the Legislature by Minnesota State to raise the contribution amounts in the future.

**System Evaluation Committee** (Sarah Olcott-Winona, Gretchen Huwe-St. Cloud)
Did not meet, no appeals for May.  Next meeting in September.

**Professional Excellence Award Committee** (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato, VACANT)
Met to provide feedback on the process.  Suggested the timeline start a bit earlier and that more University representatives besides the President should be sent the initial information.

**Equity & Inclusion Council** (Angie Witte-St. Cloud, Kate Noelke-Winona) No report submitted.
 **Online Strategy Workgroup** (Ken Graetz-Winona) No report submitted.

 **Transfer Pathways Coordinating Team** (ended in May 2018)

The work of the Transfer Pathways Coordinating Team concluded in May.  There will be a new Transfer Governance Team forming in September that will oversee the transfer pathways as well as transfer as a whole.  In addition, there will be a Transfer Tactical Team to help plan and carry-out transfer projects and communication.

**Transfer Governance Committee** (VACANT, VACANT) To begin in September 2018
 **Developmental Education Steering** **Committee** (Baorong Li-Metro) No report submitted.
 **Developmental Education Reading Workgroup** (VACANT) No report submitted.
 **Developmental Education Math** **Workgroup** (VACANT) No report submitted.
 **Developmental Education Writing** **Workgroup** (VACANT) No report submitted.
 **Search Committee for Vice Chancellor for Human Resources** (Zak Johnson-Bemidji)
As you recall this was a failed search last spring. The search will begin again this August. Screening of applicants will be done mid-September with airport interviews scheduled later that month. The plan is to have the position filled by December, 2018.

***State Meet & Confer Agenda Items*** *(Friday, Sept. 28, 9:30 – 12pm)*Position allocation roll-out update
Reimagining Higher Education
Enrollment Update across the system
Budget Update across the system
Next Gen Update

***Good of the Order***

***Meeting Adjourned at 12:02 p.m. on August 7.***

**Future Meeting Dates:**

• **MSUAASF State Board Meetings**o Summer: August 6-7, 2018 (State Board Training & Meeting)
o Fall: October 26, 2018
o Winter: January 18, 2019
o Spring: April 10, 2019

• **State Meet & Confer (9:30-12pm in St. Paul)**o September 28, 2018
o November 30, 2018
o February 1, 2019
o May 3, 2019 (NOTE TIME CHANGE: 12-2:30pm)

• **State Board Conference Calls:** 2nd Monday of each month from 12-1pm

**CAMPUS REPORTS**

**Bemidji State**1) ASF Position updates:
Recently filled positions:
Transfer Specialist
Coordinator of Disability and Advising

New Positions and/or Currently Searching:
Out State Recruiter
Director of International Recruiting (new)

2) Enrollment numbers at BSU for fall approximately 5,000

3) ASF-related issues or initiatives that would interest ASF colleagues across the system
\* Assistant Director of Career Services – 12 months to 10 months as of July 1, 2018
\* International Program Center – Director position was given 9 month layoff notice, union involvement – new position description as a Coordinator position with local CEC
\* Department of Optivation – dissolved, ASF position given 180 notice of termination, Jan. 1, 2019
\* Special Initiatives – 2 granted = 4 members involved, 1 completed

**MSU Moorhead**
Three administration positions have been filled. Assoc. VP for Academic Affairs; Asst. VP for Student Success and Dean of Students were hired this summer. Director of Accessibility Resources, Director of the Office of Diversity and Inclusion, Associate Director of Student Life and the Director of the Academic Support Center have been filled. We have additional searches underway.

Budget and enrollment continue as topics of conversation. Much discussion about Janus and the potential impact on membership.

**MSU Mankato**

We are bringing back the “Dean of Students” title.  The position will be combined with the Director of Student Conduct, and the position will be a MSUAASF position.  Our enrollment is steady, and appears to be outpacing last year, at least that is the news coming out of Residence Life, which tracks occupancy at this time of the year.  No major construction on this campus this summer, just general maintenance around campus.

Nothing significant to report about occurrences over the summer.  We will be ramping up our membership drive in August and September, given new employees who have joined our team in preparation for Fall 2018 to begin.

**Metro State University**Enrollment is flat, and we are retaining more students. Retention has been an issue in previous years. A new Chief Financial Officer was hired in February. The person (a former MSUAAASF member) who served as the Interim Associate Provost was hired in April as the permanent Associate Provost. There have been several persons hired for MSUAASF positions, but we have also seen several members leave.

Our budget is tight, but no layoffs are anticipated. However, the union is concerned that an informal job freeze may be initiated. We have no new construction projects but there’s been a lot of remodeling. The renovation of our former greenhouse will begin this fall. It will open in March as the GROW-IT Center. It will be a hub of urban agriculture for both the university and the surrounding community. It’s a great project!

**Winona State University**

Recently filled positions include: Athletic Academic Advisor, Theatre Technical Director, Associate Athletic Director, Admissions Counselor (Special Events Coordinator), Health & Wellness Promotion Coordinator (Fixed-Term).  In process of finding fixed-term appointments for Admissions Counselor (Diversity Liaison) and Athletic Trainer.  Full searches in process/finale stages for Multimedia Content Manager, two Intercultural & Completion Coordinators, position with HealthForce Minnesota, AD for Donor Stewardship, Arboretum Director, Health & Wellness Promotion Coordinator, and Annual Giving Coordinator.

We’ve had 4 positions that have decreased in FTE to mid-90% within the past couple months when posted for searches.  We’re monitoring new postings to see if this trend continues. Enrollment numbers look similar to last year.  Generally lower than expected but leveling off at least. Administration missed a couple budget calculations, specifically for the IFO steps/increases.