**ASF State Board Training & Meeting**October 26, 2018 ~ 8:00-4:30pmSCSU Welcome Center

**Present:**  
Tracy Rahim, Zak Johnson, Jim Anderson, Shirley Murray, Lori Wynia, Rich Wheeler, Kierstin Hoven, Becky Boyle Jones, Maureen Acosta, Janet Haak, Jane Olsen, Jamie Van Boxel, Zak Johnson, Sami Gabriel, John Alcorn, Tyler Treptow-Bowman, Claire Thiele

***Call to Order*** at 8:11 a.m.The agenda was approved.

***Teamsters Local 320 Update***Claire Thiele spoke with us about talking with non-members about ASF. Priority is getting new people (first 30 days is critical) to join, but also still connecting with non-members. The best way to get people to join is 1:1 discussions with peers. Share personal stories. In the school districts, there have been “drop” campaigns, so we need to be aware of this and remind members the value of membership. Claire is available to do trainings at campuses. She also can help with designing flyers. Contact information: [cthiele@teamsterslocal320.org](mailto:cthiele@teamsterslocal320.org) (612-257-5358).

Sami presented the current membership rosters to the campus presidents. There have not been a lot of changes with people leaving the union.

There have been continuing concerns about the salesman from life insurance company. The policy is valid even if you don’t complete the post card or sign the paper, but the post card does prompt a sales call and there have been complaints about how aggressive some of the salespeople are. Please do let Teamsters know if there are experiences with aggressive salespeople (details are important).

Updates were provided on preparations for the election. There have been phone banks, door knocking campaigns. Sami also brought flyers for us. The governor’s race is critical, as are the other races.

Our contract is coming up again quickly, and our own process will begin this winter after elections.

There was a ceremonial signing of our affiliation agreement with Teamsters Local 320.

***Officer/Board Position Reports***

**Secretary** (Shirley Murray-Mankato) Report was sent with Board agenda.  
*Motion by Maureen Acosta, second by John Alcorn to approve the State Board minutes from August, phone meeting from August and phone meeting from October. Motion carried.*

**Treasurer** (Lori Wynia-Southwest) Please see attached Excel spreadsheet.  
It was pointed out that we are making progress toward our goal of building back our reserves. This progress could be communicated to members.  
*Motion by Shirley Murray, second by Janet Haak to approve the treasurer’s report. Motion carried.*

**Grievance Officer** (Rich Wheeler-Mankato)  
Confirmation of MOA at St. Cloud for Jessica Ostman, regarding interrupting/re-entering her sabbatical in order to serve an unmet need on campus.   
*Rich Wheeler moved that we confirm this MOA, second by Jim Anderson. Approved.*

There have been issues in a few areas at St. Cloud, Bemidji and Metro. One issue brought involvement by state auditor. One of the areas looked into is the number of hours on task by an exempt employee.

It is critical that communications continue with supervisors even if there are issues. We have to continue to do business.

DCR – management is taking a more proactive stance about notifying people that they have their second election when they become permanent. Derek and Joe Tricka led this effort.

Question raised about search committees. Article 20, Section E. If there are search committees, one member must be appointed by campus association president. There also can’t be more people from other units than ASF if it is an ASF appointment. There are more positions now on the academic side, which leads to bigger search committees. It has been difficult to fulfill this at times, so it may be necessary to have conversations to streamline searches. Jamie suggested that we consider talking about this as a contract issue in the spring.

Recently, one member was on vacation donation program from Bemidji. If this happens, please get the word out.

Open enrollment starts next week. There is a big increase in dental benefits. The premium increase is only 3%, which is very good news. Members are using benefits judiciously. There is a new Health Assessment also, as well as better online programs.

November 1st – seniority rosters posted. There are 30 days to challenge the seniority dates. A year of seniority is 9-12 months.

Rich’s position was converted to being non-exempt next week. Release time then becomes an issue. He plans to retire at least by the end of 2019. Be aware that as jobs evolve, and positions are re-evaluated, they may be moved to another bargaining unit.

**Vice President** (Zak Johnson-Bemidji)  
Currently there are 23 system-wide committees, councils or work teams and we have 39 seats across these committees. And currently there are 31 different ASF members serving on system-wide committees. We have 5 open seats and currently have 5 members interested in serving. We are struggling with the developmental ed subject matter committees and I will be sending out another call or ask others who are interested in serving to check their interest in the subject matter develop ed groups. We have seen really strong interest from our members to serve and represent our interests on these committee.   
Looking forward to the rest of the year with the ASF State Board.

**President** (Tracy Rahim-Winona)  
**October Board of Trustees Meeting**

* Capital Budget Recommendation: Mn State will be pursuing $150M in HEAPR funding to address the backlog of projects. There are no new capital projects they are pursing in this legislative request.
* The BOT heard the first reading of the biennial budget request and they will do an actual vote at their November meeting. The ask is the largest they’ve ever had. $169M for campus support (inflation & structural gap), $25M in scholarships (low income 2-year students and those transferring from 2-year to 4-year within MN State), $15M for workforce development initiatives, and $37M for NextGen. If fully funded, campuses would see about a 3% increase in revenue/year.
* The System Office conducted a student fee study. The colleges are #21 in the country with an average fee of $601 (national average is $632). The universities are #32 in the country with an average fee of $1196 (national average is $1979). In November, they will be doing a presentation to the BOT on raising fee maximums as none of them have not been raised in 10 years and some haven’t been raised in 20 years.
* The Board approved a Twin Cities Baccalaureate Pilot Tuition & Fees Program to start in January 2019. ALL CAMPUSES EXCEPT METRO STATE: Students will pay the university tuition and host college fees. The host college will retain all fees and 5% of the tuition revenue to support students on their campus. MSU-Mankato can charge a transitional fee to account for a loss of revenue for a limited time. AT METRO STATE: Students will pay university tuition and a new Metro Baccalaureate per credit fee which is equal to the sum of all of Metro’s fees. Metro will use the baccalaureate fee revenue to reimburse host colleges for fees since students may take classes at multiple campuses. Metro will share 5% of the tuition revenue to cover non-fee supported costs incurred by the host colleges.
* The Board approved hiring Eric Davis as the new Vice Chancellor for Human Resources. He has 15 years with MnDOT and is the current MnDOT Commissioner’s Chief of Staff. He will begin on Jan. 7, 2019.
* The Chancellor reported he has 3 areas of focus this year: Reimagining Minnesota State, completion of system-level assessment of career and technical education offered by universities, and a thorough assessment of graduate education at universities.

**IFO Lawsuit**

The IFO won the first round of the injunction filed by the SCSU faculty member (and a right to work organization) who was claiming that her rights were being violated by having to be a member in order to serve on committees, attend Meet & Confer, etc. They were trying to rule the IFO contract as unconstitutional. The faculty member has filed for an appeal and is trying to get it heard by the Supreme Court.

**ASF Salary Range Assignment Process Roll-Out**

Per the timeline set by the System Office in rolling out the new salary range assignment/position allocation matrix, CEC members should be scheduled to go through the new online training and hopefully a plan in place for rolling the training out to ASF members in November. What is happening on the campuses? If you have heard nothing, please make sure to contact your HR Office immediately for an update.

**FLSA Follow-Up**

After the Sept. 28 Meet & Confer where we learned that there are still more than 300 positions that have been submitted that need to be reviewed (plus several that are left to be submitted), I followed up with Derek Hughes for an update on Oct. 16. At the time of his email response, the 10/31/18 timeline for campuses to have all FLSA reviews done was only a goal—not a hard-and-fast deadline. He is in the midst of having conversations with the CHROs and the System Office staff to determine what is feasible for campuses to have them all submitted and when the System Office can have them all done. I also asked how the System Office staff would determine how the positions that the campuses prioritized to be done first would be funneled through. He indicated that that was an idea he spoke of at Meet & Confer but needed to vet it through the HR community (which he still was doing). We will receive another update at the 11/30/18 Meet & Confer.

**SEC/DCR Committee Designation per ASF Contract Language**

I followed up with Sue Applequist at the October Board of Trustees meeting as she was going to get back to me immediately after Meet & Confer with her final decision on how the SEC & DCR committees would be designated as shared governance committees per the ASF contract language. She indicated that she was keeping them as status quo (representational, therefore requiring unpaid union leave or taking paid time off unless there is a mutual agreement with the supervisor to make up the time as long as it doesn’t result in OT), but she wanted to consult with the Chancellor. I sent a follow-up email on Oct. 23 and still have heard nothing.

**Executive Committee Retreat**

The Executive Committee will be gathering in mid-December for a day-long retreat to engage in some strategic planning activities that will be brought to the entire board for updates/considerations in January. Former Students United Executive Director Elsbeth Howe has agreed to facilitate the retreat so the entire committee can fully participate.

*Motion by Rich Wheeler, second by Maureen Acosta to authorize up to $750 to support this Executive Committee Retreat. Motion passes.* (Local 320 will cover mileage and hotel.),

***Campus President Reports*** *(see reports at the end of this document)*

Topics/issues on campuses needing consultation with other campus presidents

**Work Environment** (Maureen Acosta)  
Maureen spoke about some specific instances of bullying and creating hostile work environments, and other members shared their experiences in this area.

**MN Data Privacy Act & Layoff/Reduction/Nonrenewal notification** (Jane Olsen)  
St Cloud HR Director told ASF that written notification of layoff/reduction was not provided because it would be in violation of MN Data Privacy Act. This created a lot of bad will. Sami noted that SCSU President can consult with the Local 320 attorneys on retainer regarding this issue.

***MSUAASF Committee Reports***

**Negotiations** (Tracy Rahim-Winona, Rich Wheeler-Mankato, Sami Gabriel-Teamsters 320, Shirley Murray-Mankato, Janet Haak-Moorhead, Heather Solheim-Moorhead).   
ASF will need to wait until after elections before surveying begins (sometime in winter). We also need to wait for other groups to move forward first. Janet suggested a more detailed statement to our members about the reason for waiting on our process – this will help members understand and support the union.  
The Negotiations Team will likely begin meeting shortly after the first of the year. Please be sure to get the names of campus negotiator and alternates to Tracy ASAP.

**Legislative** (Janet Haak-Moorhead)  
Janet sent out “Get Out to Vote” emails and DRIVE endorsed candidates. She will send this out again in the coming week. After the election, Janet will send out last two years’ priorities and ask that these priorities be discussed on campus. She will present a draft of statewide priorities to the Board in January.

**Nominations & Elections** (Rich Wheeler-Mankato, Maureen Acosta-Metro, Tim Alcorn-Southwest, Tyler Treptow-Bowman-Winona)  
No nominations for statewide membership chair were received.

**Statewide Membership Chair:** No report; position vacant at this time.

**Audit Committee** (Zak Johnson-Bemidji, Lori Wynia-Southwest, Brenda Zamlen-St. Cloud, Maureen Acosta-Metro, Jamie Van Boxel-Mankato)  
The ASF Audit Committee will begin their work at the January meeting. This being my second year now chairing this committee, I am confident this work will be completed by the end of our January board meeting.

***Old Business***

**Union Liability Insurance for MSUAASF State Board** (Rich Wheeler)  
Local 320 Board suggested that we consult with Patrick Kelly Law Firm (the legal counsel for Local 320).

**Statewide Membership Committee & Chair position** (Tracy Rahim)

*Rich Wheeler moved and Maureen Acosta second to approve the changes in the bylaws regarding the duties of the membership chair and past president. Motion passed. (see attachment)*

Proposal presented for the creation of a special committee as outlined in attachment.  
*Jim Anderson moved, second by Kierstin Hoven to adopt this special membership committee. Motion carried.*

Jill Quandt from Winona State was recruited for the position of State Membership Chair.

*Motion by Jim Anderson, second by Kierstin Hoven to appoint Jill Quandt as membership chair through June 30, 2019. Motion carried.*

**Member/Non-member Rosters, ASF Membership Placards** (Jamie Van Boxel)  
Proposal that ASF sponsor a competition to have members take photo of members along with placard with some competition/prizes. The Board endorses this and asks that Mankato membership group develop the idea with a hashtag and details.

The question was brought up about putting folders together with member benefits and lists of members and non-members. Several perspectives were shared. There was a general agreement about promoting those who are members, but being careful about listing publicly those who are not.

***New Business***

**Policy Council & Transfer Governance Committee Appointments** (Zak Johnson)  
Transfer Governance – Nominee/Volunteer Erica Johnson from MSU Mankato  
*Motion by Tyler Treptow,-Bowman, second by Shirley Murray to appoint Erica Johnson to this position. Motion carried.*Policy Council – Volunteers = Katie Kraemer, Alex Komminga, Angela Bowlus, Megan Heutmaker  
Based on a vote of the Board, *motion made by Zak Johnson, second by Janet Haak to appoint Angela Bowlus to the Policy Council. Motion carried.*The other volunteers will be informed of opportunities with the development education committees.

**Re-imagining Minnesota State** (Tracy Rahim)  
The MN State Board has initiated this in order to gather ideas and feedback on how to position MN State to be more responsive and nimble as an organization in the future. Tracy will be talking with the fellow involved in this project and wants ASF’s thoughts on this.

Discussion: Maureen suggested that we look at more broad participation using technology. Zak said our members will be reluctant to be involved based on the results of Charting the Future. Lori said she’s concerned with the diversity of the group, without rural representation and less female representation. Jim said that the need was to involve the stakeholders early on. Becky commented on the PP that has been prepared for orientation group. There is suspicion about who is at the table and what the “real” agenda is. Janet asked about how the existing committee structure is being leveraged in this. Jamie said that he feels there is not a lot of buy-in by the local presidents for this yet. Jane wondered if the claims being made about this “disruption” is supported by the data.

IFO and MSCF have been active in discussion and concerns about where this may all be going. They are doing listening sessions on trends and innovations to increase student success, increase equity, and improve financial sustainability. Tyler cautioned against moving too quickly in collecting data from our members until we know the direction this initiative is going. Jamie agreed with being cautious. Jim feels that Vekich will make this work and thinks we need to be at the table.

At the ASF January Board meeting, we will address this again (after the first two forums have been completed and we will have more information.)

**Marketing materials updates**The old membership brochure is out-of-date and needs a new look and feel. Tracy will explore options with a graphic designer and report back.  
The Board also talked about using a post card and/or PDF promoting ways to stay informed with ASF and Teamsters. Tracy drafted this and Sami will add the “union bug” on it. The revised copy will be sent out by Tracy to distribute to the membership.

***System Committees***

**Policy Council** (Jim Anderson-Moorhead, Sara Granberg-Rademacker-Mankato, VACANT)  
9/20/18 Gary Hunter, System Office staff person responsible for policies held introductions for the Council since there are 10 new members on the Council this year out of a total of 20 members  Our first order of business was to discuss minor changes to Policy 3.42 Education Abroad Programs.  The U.S. State Department has changed language on issuing travel alerts for Americans going abroad.  The State Department will now be issuing a four-tiered system of “Travel Advisories” to warn Americans who are travelling abroad;  Level One being the safest designation, Level Two exercise normal precaution, Level Three reconsider travel, and Level Four meaning no travel is advised.  The new Advisory language being adopted by the State Department will now be inserted in Policy 3.42 where “Warning” language currently exists.  The Council approved these changes.

The Council began learning about the long list of language being proposed to look at being updated in Policy 3.36 Academic Programs.   We will be looking at general policy language updates in the description of the policy section.  We will look at new Transfer Pathways language changes, Twin Cities baccalaureate language changes, and changes to language in Associate of Arts language.  The committee spent the rest of the meeting looking at how Academic Programs introductory language is defined and debated on language related to the Needs of Minnesota, versus the Needs of Society.  We also had a lengthy discussion over the authority of Technical Colleges, Community Colleges, and Universities to offer certain degree programs.  Louise DeCesare from the system office will look into State Statute language regarding authority and get this information back to the Committee.  We will continue working on Policy 3.36 language updates at our November meeting.

**Academic & Student Affairs Technology Council** (Ken Graetz-Winona, Sue Bayerl-St. Cloud, Matthew Idzik-Metro)  
The committee will launch several surveys and research efforts this semester. One gathers national best practices related to the accessibility of instructional/course materials and institutional web content and another gathers user satisfaction with our current web conferencing tool (Adobe Connect). An ad hoc committee of the Learning Environment Committee will be charged with conducting a data pilot investigating new access to instructional data via our new D2L Brightspace cloud service. The ad hoc group will be charged with, “review(ing) the strengths, weaknesses, opportunities, and threats associated with the new data reporting available within D2L Brightspace, (and) provide recommendations to the ASA Technology Council via the Learning Environment Committee (Standing) on practices campuses should consider using these data effectively to support student learning.” Reported on the progress of affinity groups, workgroups, and other initiatives. Of specific interest to ASF is the continued work of the Online Strategy Workgroup and Implementation Teams. The Implementation Teams have been formed (Access, Quality, Collaboration, Affordability) and kickoff meetings are being conducted. The Student Tutoring Services initiative has implemented Tutor.com to replace Smarthinking. The Tutor.com contract expires on 6/30/23. Tom Hergert was voted in as Chair-Elect. Upcoming professional development and funding opportunities were reviewed.

Any item(s) for consideration for State Meet and Confer   
The work of the Online Strategy Implementation Teams will have an impact on the system for years to come. It will be important for ASF to maintain good situational awareness of this work as it progresses. Clarification of the goals and intentions of this implementation process would be of potential interest to ASF leadership.

**Media Management/Web Conferencing Committee** (Chad Kjorlien-Winona) No report submitted.  
There were three items of significance that the committee reviewed during September monthly meeting.

1. Charter - Reviewed the Committee Charter. The charter will be submitted to the Technology Council for approval.

2. Media Management (Kaltura MediaSpace)   
a. LTI Integration - Reviewed the value of Kaltura’s updated integration (LTI) to integrate videos within D2L Brightspace including the value added and trade-offs of our existing workflow. Continue to test and plan for an update on all D2L Brightspace instances in December 2018.   
b. Kaltura Capture will replace CaptureSpace Lite   
c. Faculty Development Opportunities related to using Media and Web Conferencing will be planned for this coming year.   
d. Kaltura MediaSpace Channel Clean-up is expected to occur with support from Kaltura professional services   
e. Accessing Kaltura MediaSpace with manual accounts is a possibility (March 2018) and a process will be established.   
f. Media Repurposing – Building business requirements to removing unused media.

3. Web Conferencing (Adobe Connect)   
a. Determining evaluation criteria for the justification of a systemwide web conferencing tool   
b. Launching Web Conferencing Survey to all Adobe Connect users to evaluate the satisfaction with the current product.

Recommendations to the Technology Council   
Motions:   
1. Charter – The Media Management and Web Conferencing Committee (Standing) recommends the charter is approved as submitted.

2. LTI Integration with D2L: The Media Management and Web Conferencing Committee (Standing) recommends replacing the existing Kaltura integration, designed by D2L, with the LTI based integration, designed by Kaltura, by the end of the 2018-2019 academic year.

3. Non-StarID authentication to MediaSpace - The Media Management and Web Conferencing Committee (Standing) recommends developing a process for adding manual authentication options to allow employees or campus recognized student organizations (e.g. through department accounts) to login separately to Kaltura MediaSpace from their StarID. Implementation to occur by the end of the 2018-2019 academic year.

4. Adobe Connect Satisfaction Survey - The Media Management and Web Conferencing Committee (Standing) recommends the survey for the web conferencing tool open to participants by September 17, 2018 and close by the next MMWC committee meeting, October 17t

**Learning Environment Committee** (Ginny Walters-Mankato) No report submitted.

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

**Student Affairs Council** (Tracy Rahim-Winona, Kristen Jorenby-Metro)  
We received several updates about various topics since the last meeting in April. 1) MN State has entered into a partnership with the Office of Higher Education called MN Reconnect. Four community colleges are piloting re-enrollment of adult learners to finish their AA degrees. There is no funding from the System as incentives. These pilot institutions have ramped up their services to these adult learners to help accommodate their needs (later evening services, online assistance, etc.). 2) The system has been working on a new sexual violence prevention training that was supposed to have been rolled out on Aug. 1. Due to a delay with the video contractor, they plan to have it finished by the end of November. They are currently verifying accessibility and universal content. There will be 5 modules that will take 37 minutes to complete plus checks for understanding. They are also planning another IT project to track students taking the training at a different campus (if they transfer) so they don’t have to repeat it. 3) A Luoma Academy Project last year was the creation of a template that campuses can use to assess the need and ability of providing basic need services to students (food insecurity, transportation issues, housing/childcare needs, etc.). This is still in the works.

**Assessment for Course Placement Committee** (Laura Kiemele-Moorhead, Zachary Johnson-Bemidji, Jason Westman-Mankato)  
Laura reported that there has not been a meeting yet this academic year.

**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)  
Credit for Prior Learning initiative was explained. It will be piloted first in the metro area and then launched with universities in greater MN.   
Angie Witte reported on the Academic Equity Committee. They will be addressing Open Access textbooks (e-books), faculty recruitment, and working on clarifying their focus among the other equity committees and initiatives.   
Global Education Committee submitted a report. They are still prioritizing their work for the year, but John Dalager addressed questions about investment in world languages, training of HR to assist faculty/staff with visa issues, and questions about possible tax and legal implications of offering online courses to students in international settings.   
Handouts were provided by Faculty Development Committee, highlighting system opportunities that are upcoming.   
Jeanine Gangeness presented the graduate education committee report. They will be presenting at ASA conference this week. She noted the MN State website now has Graduate Studies on it – a big step forward. There has also been an ad circulating to promote graduate education within the system.   
Transfer Governance Team had first meeting on Sept. 26. The first part of the meeting was about the charge and the role of the group. The “work” for FY 19 was discussed. The evaluation of Transfer Pathways – there are over 4500 students in Transfer Pathway (data will soon be available about the declared majors of these students). There are 13 this year anticipated to graduate and 36 next year anticipated to graduate. A communication plan is also being worked on. The maintenance of transfer pathways was also discussed – this was charged to the tactical team. Training of advisors, admission counselors, etc. – this will be done by the Tactical Team and system staff. Concerns and issues were brought up about MCTC and its structure, inconsistencies, etc. IFO does not wish to do anything with this right now. The question was if certain campuses are listing courses that do not conform to guidelines. System office staff is to bring case studies about “top three issues.” Louise D. also presented on the new transfer appeal process.

**Faculty Development Committee** (Darcie Mueller-Winona)  
Darcie reports she has never been contacted about meetings.

**Global Education Committee** (Janet Haak-Moorhead, Sally Pinkston-Metro)  
Global Education Committee topics to address- 2018-2019:

Why global education?

               Why do students need a global education?

               How can we educate the political world on the need for global education?

               How can we link education to the aspect of being global citizens?

               Research other global education programs.

**Considerations/possible next steps:**

- Collect mission/vision statements and strategic plans relating to global education from the campuses that have them.

                              - Review MN Transfer Curriculum expectations for goal area 8, Global.

- Resources are available from the Forum on Education Abroad (study abroad specific), and NAFSA (for all aspects of globalization), along with other national organizations.

- Review Paul Simon award winners to understand the variety of approaches institutions take to globalization and their rationales.

-Encourage use of Fulbright programs for faculty, staff, and students, and publicize Fulbrighters at the system and local campus levels.

Collaboration

               How can we work together to use the strengths of each institution?

Develop and maintain a system-wide study abroad page.\*  (Should this be for global ed more generally, and not just study abroad?)

               Prepare a list of globalized curricula at each campus.

               Develop/discover shared applications for study abroad.

               Create jointly offered courses for students.

               Research other global education programs.

               Coordinate efforts with other committees and avoid duplication of work.

**Considerations/possible next steps:**

                              - Document existing collaborative programs between campuses (if any).

                              - Survey campuses to determine needs and interest.

                              -\*System-wide web site construction has begun as of summer 2018.

Policies

               Resolve problems with financial aid for study abroad.

               Overcome barriers to collaboration such as faculty contract issues.

               Share policies on review of foreign transcripts.

               Share admission requirements for international students.

**Considerations/possible next steps:**

- Part of the web page could be a clearinghouse of relevant information for these topics for those who need help- i.e. WES and ECE for international transcripts, system-wide list of admission requirements, national Registrar and Financial Aid officers’ associations for related questions, and directory of campus Registrars and Financial Aid Directors with expertise in study abroad issues who are willing to consult.

- Could the system office sponsor NAFSA memberships for individuals on campuses with limited resources?

Political Issues

How can we keep DACA students safe?

Considerations/possible next steps

-System Office will take the lead on public responses to political issues that affect us.

- System policy undergirds all work we do.

**Academic Equity Committee** (Angie Witte-St. Cloud) No report submitted.

**Graduate Education Committee** (Melanie Guentzel-St. Cloud)  
Last Committee Meeting Date 10/29/18; This is the first meeting that I was able to attend this fall. The deans met at the ASA conference and discussed the following priorities and expanded on this conversation at the Oct. 29 Meeting:   
1. Renewal of the marketing/collaboration grant. A. Expand to various languages b. Add a featured program link under each university (Group had applied for and was awarded a $100,000 grant to support marketing MinnState graduate education programs).   
2. Collaborate with Concurrent Enrollment colleagues. Grant to address credential / course needs for HS teachers to teach concurrent enrollment, also considering the need of community college instructors to add 18 credits of discipline specific coursework.   
3. Ask 7 universities how they are addressing developing the 18 credit offerings. 18 graduate credit programs in a variety of disciplines, preferably online or other educator friendly format, are needed.   
4. Planning for graduate pathways discussions – exploration of CC to graduate pathways, 3+2 and 4+1 programs.

## **Defined Contribution Retirement Committee** (Rich Wheeler-Mankato) Rich reported at the last Board meeting with regard to the DCR meeting in April. The next meeting is scheduled for Tuesday, October 30, 2018. So, there is no update since the last meeting. He will update the Board after the upcoming meeting.

**System Evaluation Committee** (Sarah Olcott-Winona, Gretchen Huwe-St. Cloud)  
The Committee heard three appeals. The Assistant Director for Student Center Operations at Southwest State was granted the appeal and the position was upgraded to a D. The Director of International Recruiting and IPC at BSU is a new position that was granted its appeal as an E level position. The Director of Learning Communities Department at Mankato was not granted the appeal and remained a C level position.

Any item(s) for consideration for State Meet and Confer: It was announced that the new matrix will go into effect on Dec 1, 2018. At this point I would ask what the timeline is for training HR and CEC members and then the whole of our union. I also heard that there will be new PD format that goes along with the matrix, so when will that be rolled out.

* + 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, VACANT)  
9/26/18 This was our first meeting so we started with introductions. We determined co-chairs for the committee. We discussed what our charge as a group will be and we will report to Vice Chancellor of Academic and Student Affairs. We also discussed the Transfer Tactical Team we came up with some names of individuals who we thought would be beneficial to be appointed to the Transfer Tactical Team. The TGT will meet twice a semester and the Tactical Team will meet every other week. We discussed some work areas brought forward from the TPCT and TOC the two main topics of work areas were Transfer Pathways and MnTC issues. We also discussed upcoming Transfer Regional Meetings.

* + 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)  
Last September Zak served ASF on the VSHR search and was pleased with the hire of Eric Davis. Zak think we will be able to build strong partnerships with Mr. Davis.

***Announcements:***

**Professional Excellence Service Award** – Pass on to the appropriate people on your campus.

**Board Conference Calls** in December, January conflict with Forums. These will be adjusted as needed.

***State Meet & Confer Agenda Items (Friday, Nov. 30, 9:30-12pm)***

1. Process for campus President’s evaluation and potential for 360 review
2. FLSA Update
3. Salary range evaluation roll-out
4. Campus Environment, if it’s been addressed locally and no resolution or Respectful Workplace processes and how these are perceived not to work
5. TSM’s – how is it going?
6. Finance and Admin search

***Good of the Order***

***Adjournment at 3:53 p.m.***

**Future Meeting Dates:**

* **MSUAASF State Board Meetings**
  + Winter: January 18, 2019
  + Spring: April 10, 2019
* **State Meet & Confer (9:30-12pm in St. Paul)**
  + November 30, 2018
  + February 1, 2019
  + May 3, 2019 (NOTE TIME CHANGE: 12-2:30pm)
* **State Board Conference Calls:** 2nd Monday of each month from 12-1pm

ASF Board notes prepared by:

Shirley Murray, ASF State Secretary

**CAMPUS REPORTS**

**Minnesota State Moorhead**1. Our campus meet & confer structure has changed to more closely align with other campus. We have had one meeting under the new structure which seems to be working thus far and allows for deeper discussion. 2. We continue to fill vacant ASF positions and have a few new ones coming online in Transfer Admissions and Online & Extended Learning. 3. As a campus we are doing more deliberate work in recruiting faculty & staff of color but still have some progress to be made in retention of the same. 4. Budget campus wide continues to be of concern. Our administration is using the term permanent scarcity internally.

**Minnesota State University, Mankato Report**

         All FLSA Determinations have been completed according to our HR Office.

o   61% of our members are transitioning to non-exempt

o   The last batches of transitions are scheduled for Oct 31st

o   We have been working with HR to offer training on Oct 30th for non-exempt staff and supervisors.

         Membership Recruitment Efforts are in full-swing

o   We are reallocating budget resources to membership recruitment of non-members.

o   Our Membership Committee has a wealth of experience and fresh ideas that they are implementing and targeting at non-members.

         President and Provost Reorganization Efforts

o   Associate VP for Strategic Partnerships has a dual reporting line to President and Provost

o   University Scheduling is moving from Student Union to President’s Office

o   Working towards a “common bell” schedule to better utilize our facilities and schedule classes

**Metro State Campus report**

Enrollment is down for FY19: -4.66% for headcount, -1.97% for credits; and -2.12% for undergrads. Our budget is tight, but no layoffs are anticipated. However, the union is concerned that an informal job freeze may be initiated.

On the bright side, our Career Services Department is developing great relations with many companies including 3M and Target. Companies are seeking our university out because of our diverse student population – 52% students of color. I believe this will be very beneficial to the university in recruiting students.

The bargaining unit leaders at Metro State have been meeting discussing common issues – the biggest one is work environment. We had a meeting on Thursday, Oct. 25 with the President and CHRO to discuss these issues. It was a good meeting with a lot of frank and open discussion. The unions now wait to see what the President will do regarding a couple of supervisors who are notorious for bullying their employees. The unions are also looking at ways to show solidarity in the workplace. For instance, we could wear our union shirts once a week.

**Bemidji State Campus Updates:**   
1) ASF Position updates:   
Recently filled positions:   
Out State Recruiter - Admissions   
New Positions and/or Currently Searching:   
Director of International Recruiting (new) – SEC appealed – Range E   
Coordinator, Center for Diversity and Inclusion – Range C

2) Enrollment Data:   
Fall 2018 enrollment stands at 5,136 students — 4,727 undergraduates and 409 graduate students. It is the fourth consecutive year, and eighth time in the past 10 years, that the university has enrolled more than 5,000 students on the 30th day of fall classes.   
Highest fall-to-fall retention on record, 72.4%, highest since 2004.   
New on-campus undergraduate enrollment - which includes freshmen, transfer students, Postsecondary Enrollment Options (PSEO) students and others — also has increased to 1,051 students. Graduate enrollment continues a remarkable upward trend in that area — the 12.1-percent increase gives the university more than 400 students for the first time since 2010. Since 2014, BSU’s graduate enrollment has grown by 200 students.   
Number of students identifying as American Indian, Native Hawaiian, Asian, Black or African-American, and Hispanic or Latino has grown to 622, a 4.8-percent increase. BSU’s population of international students also has grown to 120, a 4.4-percent increase.   
Total number of students taking online courses has grown for the 10th consecutive year to a record 2,263 students — 1,907 undergraduate students and 356 graduate students.

3) ASF-related issues or initiatives that would interest ASF colleagues across the system   
\* International Program Center – Director position was given 9-month layoff notice, union involvement – new position description as a Coordinator position at SEC, still have not heard back   
\* International Program Center – Director Position appealed by administration, SEC – now Range E.   
\* Currently working with Human Resources in regard to remainder of ASF range C/D/E – FLSA

**Winona State University Report**

* Enrollment is down for FY19, projections were updates for subsequent years.
* Open budget meetings will be held in November.  We’ve been assured that the budget plans to be fixed via one-time monies and no staff reductions are expected.
* According to latest report from HR, just under 50% of FLSA determinations still need to be completed.  Requesting information about prioritization on Tuesday (10/30).
* Campus bargaining unit presidents are now meeting regularly to coordinate Meet & Confer agendas to push mutually important topics.
* Still waiting for comprehensive NextGen Updates from Administration.
* Looking into issue with increased student fee increase to provide additional counseling support intended for another full-time counselor which did not meet actualization. A .50 FTE has been hired and half of that time is spent at local two-year.
* Will be constructing a list of ASF campus priorities in time of budget difficulties and requesting formal priorities of Administration.

**St. Cloud State University Campus Report**

Enrollment is down for FY19: 13,467 total; 11,681 undergraduate; 1786 graduate; 1349 international

From SCSU Administration – “As expected, the 30-day enrollment numbers reflect a decline for fall semester, yet is well within the budget contingency projections for fiscal year 2019. According to unofficial 30th day enrollment reports that are being verified by Minnesota State, retention of first-time, full-time students is up 5.2 percentage points to 71.7%, which is the highest since 2013. The 4-year graduation rate is the second highest since 1999 (the highest was 2017). Five-year graduation rates are also up to 41.5%. These increases did not happen by accident, President Wacker said. They are the result of investments in new initiatives like the Student Success Collaborative and the dedication of university employees.”

SCSU is currently searching for a Vice President of Strategic Enrollment Management (Excluded Management) and Brenda Zamlen is representing MSUAASF on the search committee. We are also searching a Concurrent Enrollment Director, Associate Director of Advising Center, Associate Director of Career Services, Online Course Developer, Student Relations Director in the College of Science and Engineering and a Residential Hall Advisor (MSUAASF)