**MSUAASF/Minnesota State Meet and Confer**

November 30, 2018

Minnesota State System Office, St. Paul

**Present:** Tracy Rahim, Lori Wynia, Zak Johnson, Shirley Murray, Rich Wheeler, Becky Boyle Jones, Brenda Zamlen, Jamie Van Boxel, Jim Anderson, Kierstin Hoven, Maureen Acosta, Tyler Treptow- Bowman, Heather Soleim  
Devinder Malhotra, Chris Dale, Jim Jorstad, Betsy Thompson, Ann Maile, Jaime Simonsen, Sue Appelquist, Derek Hughes, Kari Campbell, Ron Anderson

1. **Reimaging Higher Education**

Chancellor Malhotra and Chair Vekich met with bargaining unit leaders about the purpose of this initiative. Reimagining work is already going on. This work is information gathering to help in understanding what it will take to integrate creative innovation and flexibility system-wide within our structures. Malhotra said that innovation involves risk and this risk needs to be enabled, and people empowered to take these risks. The first open session is on December 10 and an invitation letter from Malhotra went out yesterday. He asked for our collective feedback to the sessions, briefing papers, etc. 3 goals: value proposition, encourage and empower creativity and innovation, and leverage the potential of the system. The disruptions of higher education boil down to changes in who our students are and how they learn. Based on these changes, our system has to change. So how do we align to changing needs of students, changing demographics, and changing economics & funding? After this phase 1, there will be consultation about what to do with the information gathered.

1. **University President Evaluations**

Tracy Rahim asked about evaluations when university president contracts come up. Are they 360 degree evaluations? Sue Appelquist said 360 is not a good tool in evaluation, but rather in the development plan. The individual chooses who they want to give the feedback. There is no specific evaluation at the time of the contract, but there is an annual evaluation with each president and the chancellor. These are based on established metrics. Tracy asked if there are opportunities for all bargaining leaders to give feedback; we don’t see a venue for this. Malhotra doesn’t think it is a good idea to give feedback on abroad-based basis (i.e. from bargaining units). He said he wants to hear from bargaining leaders right away if there are concerns. Chris Dale said this is a delicate balance because presidents are involved in grievances, etc.

1. **Vice Chancellor of Finance Search Update**

Laura King’s will conclude her service on June 30 and Chancellor Malhotra is considering what the role of the CFO at the system level should be. This is a position that sets the tone, develops strategies for long-term sustainability of the institutions, etc. Instead of a search, Malhotra is thinking about a process of identification. He will provide an opportunity for feedback once he determines the process.

1. **ASF Position Allocation Matrix Rollout**

Tracy Rahim notes that the new matrix begins tomorrow (12/01/2018). She asked about how the rollout is going and how the training is going. Derek Hughes that three online trainings and one live training have taken place with HR leadership. He also provided a handout on how any individual can access the training. He encouraged talking with local HR about getting access to trainings. Chris Dale holds a monthly conference calls with local HR and questions that arise can be addressed there. Tracy stated the communication about change has varied widely across campuses. Derek said the 3-module will shift to a 1-module. He doesn’t have a timeline for this but will look into it. Lori Wynia shared the technical issues with the second module with fast forward of PP slides; she also noted that the quiz questions were difficult to understand. Derek will pass this on to address these issues. Tracy asked about whose responsibility it is to let members know about the training. Response was that this is a local HR call. What is the expectations about getting positions into the new matrix. Response was it will generally be done through attrition. Tracy also asked if there are new searches starting in January, do they need to be rewritten in new matrix? Derek said he would need to consider this and get back to us.

1. **FLSA Determinations Update**

At last M&C, the decision was relayed that MN State was not prepared to meet the December 31, 2018 deadline for completion of this project; but the campuses have submitted all of the information and there have been increased efficiencies allowing most of these to be done. Bemidji, Mankato and Winona are done. Moorhead has 24 remaining, Metro 22, SMSU about 20; SCSU is an exception because theirs need to be reexamined based on new information.   
Q. Regarding use of the Administrative Academic exemption, how often is this being used? Response is that everything is initiated through the campus so campuses can initiate the review (there is a group that reviews these if they are submitted). Q. When PD’s are submitted for accuracy (that are not submitted for upgrade), will this prompt a new duties test. Response – yes, if campus HR requests. Maureen Acosta asked if system office is generally agreeing with local HR? Response - it is looked at more carefully if it is exempt than nonexempt. Maureen noted the impact on morale of several members at Metro State. Jim Jorstad noted that change management is the responsibility of the campus. Final question – question about non-exempt members who do additional teaching. Ron Anderson asked that the data on the teaching assignments of ASF non-exempt teaching be forwarded to Tracy. The presidents have asked for the ability to manage this locally. There will not be a standard approach. Tracy followed with a question about the campus understanding of how pay is calculated – Ron said that needs to be dealt with the CHRO’s and provosts. Kierstin Hoven noted that we don’t want to lose focus on hiring the most qualified individuals. Ron Anderson agreed with this. Chris Dale noted that there are resource limits also noted that the administrative burden of hiring a non-exempt faculty must be considered. Tracy thanked Derek and staff for working to move through this FLSA process.

1. **Competency Based Hiring Practices**

Sue Appelquist requested more information – Tracy asked what this is and how does it fit with our PD’s, matrixes, etc.? Sue said she thinks this is about acknowledging that qualifications are not always traditional – they may be transferable skills, etc. Heather Soleim noted that at Moorhead there is discussion about how this is rolling out without any real plan or training for how search committees are to evaluate this. Soleim said that training in how to use this new approach is critical. Sue Appelquist asked if CDO has been involved? Heather also asked whether it is the qualifications that keep people of color from these position, or rather attracting people of color to our campuses. Sue asked if the campus has gone through “Great Places to Work” – yes, but there are still issues.

Sue Appelquist noted that this is not a system-wide initiative at this time. Zak Johnson noted that search advisory committees need to know how “relatable experience” is recognized and evaluated. Sue Appelquist said Minneapolis College has been an early adopter of this practice. Keeping minimum qualifications to a minimum is important to attracting diverse candidates. Rich asked how this relates to creditable work experience. Kierstin Hoven noted that legality, morality, integrity are issues to be considered. It Is not being rolled out in a holistic way.

Chris Dale noted that qualifications that get the job are sometimes not aligned with what gets the salary.

1. **Human Resources Transactions Service Model (HR-TSM) Update**

Pilot group started in August, then expansions in October and November, and by late January all campuses should be moved to the new service model. Payroll hubs will be moved in phase three (after all non-faculty transactions). Tracy asked about training of the service folks on the ASF contracts. Response was that service center staff has been thoroughly trained on contracts and processes. If there are concerns or issues, who do our members turn to? Kari said to go to local HR team first. Sue Appelquist said there are regular check-ins with campuses. Tracy asked about overpayments, etc. Kari said that service centers are following the policies of MMB. Sue feels ASF is less vulnerable to the errors that have occurred previously. Tracy asked about the limitations of access of supervisors to information on their supervisees. Kari Campbell. noted that campus HR will mitigate that concern. Kari and Sue will follow-up on the concern.

1. **Workplace Environment Concerns**

Tracy noted that our members on a number of campuses are reporting workplace environment concerns (disrespect and lack of civility). We know that the system is aware of some of these things, however despite trainings, etc. we are not seeing changes. Maureen noted some issues at Metro State. There is fear of reporting situations, and we want there to be awareness of the impact this is having on our workplace, recruitment of employees, etc. Chris Dale noted that, as an employer, one tool to deal with problems is discipline, but careful and thoughtful investigations are part of this and we don’t have the resources to do these extensively and in the timely manner desired.

Chancellor Malhotra said that Clyde Pickett is working with HR to look at some system responses. We need clarity of expectations, processes in place and action. Tracy noted that there are varying degrees of trust in the Respectful Workplace policies and processes because things don’t change; so that is not necessarily a tool that has been effective in our employee’s eyes.

Future Meetings: Feb. 1, 2019 10:30 a.m.– 12:00 p.m.

May 3, 2019 1:00 – 2:30 p.m.

Summary prepared by: Shirley Murray, ASF State Secretary