**ASF State Board Meeting**

***Metropolitan State University***

**May 2:** 12:00-4:30pm in St. Johns 254

**May 3:** 8-12pm in Library 301

**Present:** Maureen Acosta, Kierstin Hoven, Tim Alcorn, Tracy Rahim, Jill Quandt, Tyler Treptow-Bowman, Jamie Van Boxel (5/3), Rich Wheeler, Lori Wynia, Sami Garbriel, Brenda Zamlen Becky Boyle Jones, Shirley Murray, Heather Soleim, Zak Johnson (5/2)

**GUEST SPEAKERS:**

***May 2, 12:30-1:30pm: Chancellor Malhotra & Lisa Foss on Reimagining MN State***

* + *Emerging Themes Report:* <https://www.minnstate.edu/board/reimagining/docs/Reimagining-Minnesota-State-Emerging-Themes-Report---March-2019-FINAL.pdf>
  + *Discussion Questions:* <https://www.minnstate.edu/board/reimagining/docs/Reimagining-Emerging-Themes-report-guiding-questions---March-2019.pdf>

Chancellor Malhotra and Lisa Foss complimented the creative work that is going on , but the question is how to facilitate this process better? This is Board-driven initiative. So, after this information-gathering and reflection, where are we? Three buckets/questions:

1. How do make higher education more personalized for student experience over life-cycle.
2. How do we insure equitable educational outcomes for all?
3. How do we create and facilitate integrated learning experiences, often trans-institutional?

The emerging themes report is a platform for conversation. Reactions are being gathered from surveys, meetings, conversations, etc.   
Tracy explained ASF’s key communicator program and shared Katie Hodgden’s (Mankato’s key communicator) report and ASF member responses from discussion questions. Jim Anderson noted the value of the forums and the need to digest this information, rather than forcing more action plans at this time. Jim also talked about balancing the use of technology with the high-touch model.

Tracy asked about feedback from advisory groups outside of MN State. Lisa said the conversations have been about how businesses can support the system. They are interested in partnerships and change management support. Shirley asked about the concerns regarding the focus being on two-year career preparation, versus liberal arts and global citizen preparation. Chancellor Malhotra spoke of the need to get away from dichotomous thinking and merge/balance this preparation. Lori asked about how transfer pathways might be expanded to better serve other transfer students within the context of being creative. Chancellor Malhotra asked that more communication be sent on this; he accepts the premise that one size does not fit all. Lori also mentioned the idea of common course numbering. There is a lot of resistance to this; Chancellor suggested conversation with IFO/ASF about this and the autonomy questions raised by IFO.

Tracy noted the low engagement from the campuses and from university presidents. Are the presidents on board? Chancellor Malhotra talked about the dual roles of presidents and that many have sensed “initiative fatigue.” Maureen acknowledged this fatigue and prioritizing other impacts that are more immediate. Malhotra acknowledged this but said this work should be empowering to the institution. Tim noted that the initiative is centered at the system level and there is less engagement until it becomes local.

Tracy asked about the role of shared governance in potential changes. Lisa said that system change would need to be collective, not hierarchical. How would this work be done? Malhotra said if we do this work well, it will be non-hierarchical in the conceptualization and execution of the work. “Ideas don’t rest with authority, but authority rests with the ideas.” Jim noted the value of bringing trustees, administrators, faculty, students, staff together. Shared governance needs to be more than “this is my share and this is your share” per Malhotra.

Tracy said there are concerns about becoming an “Amazon” university if credentialing becomes much more stacked in the future. Malhotra thinks we should validate all learning. He said we offer almost 30% of our courses on-line. He said that the “socialization” component of higher education is a luxury. He said we need an optimal mix of each of those elements (technology, high-touch, portability, etc.) ASF will need to reimagine our workspaces in student services in the future. What can AI take over and what can it not? Malhotra said we need to look at this as gradual change, like a marathon vs. a sprint. Becky noted that successful employers view their employees as first-line customers, valuing them and treating them well. Maureen agreed that customer services are so important and need to be led from the ground up, not top down. Jill noted that the day-to-day state of “overwhelm” makes it hard to be innovative. Malhotra says we need to have a uniform vision of how our positions are a part of the mission. Malhotra also invites continuing feedback on the initiative, and Lisa noted that there is a May 9 deadline so that feedback can be considered in final report.

***May 3, 10-11am: Kevin Beck on Confidentiality***1. Member-steward confidentiality: no state law that recognizes this, but it is recommended to view this similar to attorney-client privilege. NLRB case supports this stance. Let member know that most information will be confidential, but it can be waived by member telling others, saying things in public, etc. Stewards can share between themselves on “need to know” basis.  
Q. Tape recording conversations – It is legal for a one-one conversation, but there are times when supervisors or HR explicitly says not to do it. Employees are encouraged to say if they plan to record.

Q. Duty of Fair Representation Complaint – Current laws do protect stewards; the bar is above negligence to more of “bad faith.” Protect yourself with notes – email them to yourself. In general, you don’t have to give notes to the employer, especially notes about plans of action. Be aware that most complaints are about failure to respond, so communication is key.

Q. How to deal with members filing against each other – You assign different stewards and do not tell the other steward who represents the other member. This protects against retaliation.   
What if management wants to talk with everyone involved (mediate it?) A. The steward involvement should remain to preserve and enforce the contract. If management demands it, you must do it. Otherwise, allow the employee to decide about participation.

One other thing – if a member confides criminal conduct, confidentiality is not protected. Contact State Grievance Officer and Business Agent. The member will need an attorney involved.

2. Confidentiality when Acting as Officer of the Union  
Generalized fiduciary duties: Fair dealing - can’t use information from position to better yourself (use your position to negotiate a personal benefit).  
Need to know – what information to share to members; best judgement rule. That’s why it’s generally best to not have members present when negotiating a resolution.

***Board meeting Call to Order at 12:08 p.m. on May 2***

***Approval of Agenda***

***Teamsters Local 320 Update***Claire Thiele has been out to several campuses. Second Tuesday in May (5/14) is a big event at Teamsters Local 320. Also, on July 9, Local 320 will be in Mankato at Sibley Park (June 11 in Brainard, August 13 in Duluth). Much legislative work is being done. The Governor’s staff seems to emphasize E-12, and higher education needs to be part of this emphasis as well. Great turnout for Lobby Day. Many Local 320 contracts are being negotiated this year.

***Officer/Board Position Reports***

**Secretary** (Shirley Murray-Mankato) Reports submitted for review with Board meeting agenda.  
*Motion by Tyler Treptow-Bowman, second by Maureen Acosta to approve minutes since last in-person meeting. Approved.*

**Treasurer** (Lori Wynia-Southwest)  
Tim asked about how our balances are doing in comparison to goals. We are progressing toward putting more into savings (25% of operating budget to savings is the goal.) Lori will start working on FY 20 budget to be preliminarily presented in June.  
*Motion by Shirley Murray, second by Becky Boyle Jones to approve the treasurer’s report. Approved.*

**Grievance Officer** (Rich Wheeler-Mankato)  
It’s been a busy time on some campuses. Many issues at St. Cloud, some at Bemidji and Metro as well. This is an excellent opportunity to get more people involved. It’s a continuing concern about the number of investigations going on the system. There have been long periods of time with no outcomes for our members under investigation; we may need to take a position on this. There have been some unit determination issues that have arisen (positions moved out of bargaining unit). Teamsters have an interest in getting to the bottom of this. It will be important that there be better communication of positions being moved from the unit. The supervision question has been central to these questions; campuses have been told to redo organizational charts to show no ASF supervision. The other thing impacting movement of positions is the academic nature of our positions being required. Put “ASF position changes” on Meet and Confer agendas. The appendix in our contract addresses differences between ASF, IFO and MN State administrators; we need something similar for the academic definition.

IRAP Situation: It is less likely that legislature will make huge changes in retirement this session. The changes will probably be limited to risk mitigation and employee contributions, therefore there could be a big cost to IRAP participants with increasing mandated contributions. Other items will need to be watched off-session. We may need to plan another information campaign depending on what happens.

PDF and PIF will continue at current levels pending the new contract.

Consolidated position MOA was approved on the April phone meeting.

**Vice President** (Zak Johnson-Bemidji)

We have not seen much change to our committee structure since our January board meeting. However, after the call for committee reports, I am noticing we need to update our committee membership list. That means I will be reaching out to all members currently listed as the ASF reps on system wide committees with the intent to update our committee roster. My intent is to send out communications this month. There will be a questionnaire that will be asked each member fill out to report on their activity in the committee for the academic year. This will be completed in order that by the Summer State Board meeting we will have a list of open seats with a list of members to take vote to fill those seats.

**President** (Tracy Rahim-Winona)

* I addressed the Board of Trustees during their April meeting regarding our experience with a lack of information from the HR Hubs. This came after VC Davis presented a pretty rosy picture of how the hubs are going. I shared with them the fact that we are not considered supervisors under MN state statute and therefore have been restricted access to important information about employees we supervise including evaluations, emergency contact information, leave balances, etc. I had several BOT members thank me for sharing this information as that is what they needed to hear. The Chancellor and VC Davis also told me that they would work on finding a fix to this problem; hence, this is on the Meet & Confer agenda again.
* I attended Lobby Day along with about 20 other ASF Members and have contacted various legislators about higher education funding and the differential tuition for online courses. I was also involved in several meetings and phone calls with the IFO and MSCF about the IRAP employee contributions due to IRS compliance issues and have been trying to track this through the legislature.
* I attended 4 out of 5 of the Reimagining MN State forums (attended one via technology) this winter and have mixed reactions about the content and how this initiative will progress just like other ASF members. I created forum questionnaires for each forum that were to be distributed by our key communicators. We had very low participation in these questionnaires although our members might have responded directly to the survey sent out by the System Office. I would like to thank all of our active key communicators and especially Katie Hodgden from MSU, Mankato for her thoughtful final report.
* I will be visiting the MSU, Mankato membership meeting on May 15 and the Metro State ASF retreat in mid-June to give negotiations updates and talk about the state of the Association. If there are other membership meetings that campuses would like me to attend, please let me know so I can get them scheduled!

***MSUAASF Committee Reports***

**Negotiations** (Tracy Rahim-Winona, Rich Wheeler-Mankato, Sami Gabriel-Teamsters 320, Shirley Murray-Mankato, Heather Soleim-Moorhead)  
ASF opened yesterday (5/1/19). We have presented our opening proposals and administration has also presented opening proposals. We agreed to some technical changes. There are three more sets of days reserved before the end of July, the next being May 29-30. They will not get into economics before the legislative session is done.

Insurance Negotiations will begin May 6. The approach is that there are not a lot of things that need to be changed. Priorities from survey are incorporated in proposals. The next meetings are scheduled right after legislative adjournment. The tiered system will likely be considered.

**Legislative**  
Lobby Day feedback: Legislators are appreciative of the visits. Ideas shared about putting a description of who we are and what we do on legislative agenda. Suggestions about support for those entering “unfriendly” offices. Some feedback also offered about the scheduling of the day. Tim said he felt the organization of the day was good. Tracy noted that it was a strong showing of ASF.

**Membership** (Jillian Quandt)  
Jill is working on getting campus representatives connected via monthly meetings.  
The visibility campaign didn’t work well due to privacy settings on Facebook. Profile visits have gone up, as well as followers.   
Website work is being done. Needs some input to be sure about what should be kept and what should be taken off the site.  
She has checked into lapel pins. Tyler suggested we make sure they are union made. Sami will get information on this for Jill.  
Sami noted that Teamsters would help pay for t-shirts.

**Audit Committee** (Zak Johnson-Bemidji, Lori Wynia-Southwest, Brenda Zamlen-St. Cloud, Maureen Acosta-Metro, Jamie Van Boxel-Mankato)  
From Zak: I am a little late in requesting the annual accounting of ASF dues as indicated on our strategic plan. I will be reaching out to Teamsters for this information and I am hoping we can still maintain the deadline of June of this year. The intent is to have this information to present at our summer board meeting with hopes to have a detailed report to share with membership.

**Nominations & Elections** (Rich Wheeler-Mankato, Maureen Acosta-Metro, Tim Alcorn-Southwest, Tyler Treptow-Bowman-Winona)  
Statewide Legislative Affairs Chair selection – Kristy Modrow from St Cloud and Brandon Douglas from Winona expressed willingness to serve in this capacity.

*Motion by Tim Alcorn, second by Becky Boyle Jones to appoint Kristy Modrow as Legislative Chair. Approved.*

***Old Business***

**2019-2020 Strategic Plan updates on action plans**This plan goes through June 30, 2020. In review of this, with membership there has been progress. Recruitment materials need campus representation input. Recognition materials (lapel pins and t-shirts are being considered), a founder’s day celebration is still on hold. Jill is also still working on featuring our service award recipients and nominees. Progress has also been made on getting core membership folks identified and core functions identified. Campus presidents should have conversations with local membership people about the importance of participation in state phone meetings – the non-exempt status does impact participation.

Leadership succession planning is underway. In August, Heather will take on responsibilities of statewide grievance officer. Rich will continue to be present on the Board until his retirement. We need to figure out a release time with Heather. Heather needs to shadow Rich from here on out to orient and also to get a sense of time commitment. This may involve phone connections if not in person.   
Other things need to be considered are Rich’s involvement in elections, coalition bargaining, retirement committee, etc. These need to be worked out.

In terms of other officers, we need to look at responsibilities and consider nominations for the coming year.

FLSA – June 30 will be deadline for Moorhead to get positions down to system office and they are being done there efficiently. St. Cloud’s status was covered elsewhere in this report. The statewide report on impacts can be shared with members upon their request.   
Creating Repository of information and resources on FLSA still needs to be done.

Teamster’s Affiliation: Rich will work on some historical information. Sami said that Teamsters could also assist in compiling information on progress with Teamster’s affiliation (wages, major changes in insurance, PDF and PIF, tuition waiver, early notice and separation incentive, personal days, etc.). We could also compare to non-unionized states.

We need to continue to work on clearly communicating our Teamster’s affiliation. We need to all participate in the strategic plan implementation; it can’t just be done by one or two people.

**Continued FLSA Discussion**Systemwide report on member impacts prepared and shared by Tracy to presidents and to system administrators. More than 50% of members responded to surveys. This is a Meet and Confer issue. There are concerns about low morale and lack of ability to be involved in initiatives. Things to consider include listening sessions with members; system meetings with local HR. Tyler said there are questions about how many hours should salaried employees be spending at work? Conversations need to be ongoing around these issues. Jamie said it’s important to understand when we’re working (checking email when off-time, etc.) Training is essential. There are great variations in how management is responding. At St. Cloud, when non-exempt determinations are being held/appealed? by HR, there is a real disservice to our employees. Jamie suggests we need to consider legal action to force consistent implementation.

Maureen asked a question about overtime? Can supervisors require that overtime be forced as comp time vs paying overtime? It should be by mutual agreement, but it is ultimately up to the employee to agree to it.

***New Business***

**Evaluation Forms** (Maureen Acosta)  
Maureen thanked presidents for sharing the evaluation forms. Metro continues to work on this.

**Unit determinations** (discussed with Kevin Beck)Management says that bargaining unit does not have a say in these. ASF can challenge if it is unclassified, but question is whether the same right to challenge applies with classified. Most positions are moving unclassified to classified. You can file a protest to MMB, but their determination is final. However, it does set the stage for BMS.

**Penny Golf Scramble** Hole Sponsorship + 1 dinner ticket (June 20): $200  
*Motion by Rich Wheeler, second by Jim Anderson to support this hole sponsorship and dinner ticket. Approved.*

**Web domain name registration renewal** ($47.97) & cloud storage options  
*Motion by Becky Boyle Jones, second by Rich Wheeler to spend $297.97 for domain name and g suite for 5 users per year. Motion carried.*

**Summer meeting/training date selection**July 31-August 1, 2019 has been set for the summer meeting and training session. It will be held in St. Cloud.

**New day/time for monthly conference calls**We will continue with second Monday from 12-1 p.m. for our monthly phone meetings.

***Campus President Reports:*** See end of this report.

***System Committees***

**Policy Council** (Jim Anderson-Moorhead, Angela Bowlus, Megan Heutmaker)  
January 18th meeting   
1. Board Policy 2.2 State Residency   
2. Board Policy 3.31 Graduate Follow-Up System   
3. Board Policy 3.40 Recognition of Veteran Status   
4. System Procedure 2.2.2 U.S. Military Members, Spouses, and Dependent Children   
5. System Procedure 3.3.1 Assessment for Course Placement

March 22nd meeting   
1. Board Policy 2.3 Student Involvement in Decision Making   
2. Board Policy 3.8 Student Complaints and Grievances   
3. System Procedure 2.3.1 Student Involvement in Decision Making   
4. System Procedure 3.8.1 Student Complaints and Grievances   
5. System Procedure 3.32.1 College Faculty Credentialing

April 19th meeting   
1. Board Policy 3.29 College and University Transcripts   
2. System Procedure 3.6.1 Student Conduct

Partially completed reviews   
The council suspended the review of System Procedure 3.29.1 College and University Transcripts to address:   
· How Credit for Prior Learning is notated on the transcript, and   
· if the procedure should be refocused on the Official Transcript since the unofficial transcript is controlled by the student information system, and its default settings for the things such as the transcript format, etc. We will work on this policy next year.

**Academic & Student Affairs Technology Council** (Ken Graetz-Winona, Sue Bayerl-St. Cloud, Maddie Joy Idzik-Metro) Received lengthy minutes but no summary; this was requested.

**Media Management/Web Conferencing Committee** (Chad Kjrlien-Winona)  
The big news from the MediaManWebConf Committee is that we recommended to the ASA Technology Council and the Senior Vice Chancellor of ASA (Ron Anderson) to pursue Zoom as the system wide web/video conferencing platform following the completion of the current pilot using Adobe Connect. The new tool (Zoom) will be used alongside of Adobe Connect for the next year in a pilot mode to allow people to test the two side-by-side so that we are certain this is the path forward for the system.

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

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

**Student Affairs Council** (Tracy Rahim-Winona, Kristen Jorenby-Metro) Tracy unable to attend last meeting; no report received.

**Assessment for Course Placement Committee** (Laura Kiemele-Moorhead, Zachary Johnson-Bemidji, Jason Westman-Mankato) No report received.

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

**Academic Affairs Council** (Shirley Murray-Mankato, Heather Soleim-Moorhead, Angie Witte-St. Cloud)  
Academic Affairs Council met on March 18 and April 29. There is interest by the system office in involving the AA Council in situations where there is controversy regarding allowing new programs to be developed and approved. Council members feel conflicted about being in this role. Academic Equity Committee brought forward ideas for more marketing and outreach to diversify hiring, as well as caucuses and affinity groups to support diverse populations. There was also a discussion about cluster hiring as a strategy. Reports were also received from Global Education Committee and Graduate Education Committee.  
At the April 29 meeting, the role of AA Council in new program appeals was again presented, with the idea being this would be a subgroup from AA Council to consult on these appeals. The Global Education Committee noted that Reimaging MN State does not really include global education and this is a concern; they also noted problems for international students who cannot take fully on-line programs, which is an area MN State seems to be growing. This Council’s next scheduled meeting is September 9, and new representatives should be appointed prior to that time.

**Faculty Development Committee** (Darcie Mueller-Winona) No report received. Darcie communicated that she has not been informed of meetings so unable to participate.

**Global Education Committee** (Janet Haak-Moorhead, Sally Pinkston-Metro)  
This is an engaged group. We meet four times per year and provide our reports to the Academic Affairs Committee. We’ve made progress this year on two policy/procedure areas of concern, have two ongoing projects underway, and discussed concerns with the Reimagining project and its relationship to global areas and will provide feedback to the Chancellor. We will do some work via email over the summer and convene again in the fall. Both Sally Pinkston and I have been in regular attendance; I served as the Committee’s Chair for this school year.

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

**Graduate Education Committee** (Melanie Guentzel-St. Cloud) No report received.

**Defined Contribution Retirement Committee** (Rich Wheeler-Mankato)  
The committee held its Winter quarterly meeting on 2/5/19. There was the usual review of the fund performance for each of the investment options. Due to the weather, several of us attended electronically and received the materials via e-mail and the hard copies at a later date. There was the usual review of investment fund options on the watch list due to under-performing compared to comparable funds. There was a lot of continued discussion with regard to the real estate option. The committee agreed that participants want that option given the numbers of members in the fund. It is a hard fund to bench mark. It will continue to remain as an option and to be watched by the Committee. Likewise, there has been some concern with the DFA funds and whether we need to look at alternatives. AON (advisor to the committee) supports DFA and the future and recommended to changes at this time. DFA will remain an option for members.

TIAA gave an update on their digital resources and platform. It is very impressive. Members should take a look and use the resources available. There is a lot of information and many options. TIAA still has strong presence on campuses, as well as the on-line seminars. Mobile apps have also been improved.

In March there will be an increase to the program fee that will stay with MinnState. Members will get a letter on the changes from DCR and also TIAA in late February.

There has been continued discussion on the changes that have been proposed to IRAP in terms of the employee and employee contributions, as well as the possible change in SRP. That information has been discussed with the Board in numerous meetings. We will all know more as the legislative session moves toward a conclusion. Once we know for sure the changes, MinnState will need to communicate them to members. The DCR Committee will be involved in the process and it will be on the agenda for the next meeting on 4/23/19 .

The committee held its Spring quarterly meeting on 4/23/19. There was the usual review of the fund performance for each of the investment options. There was the usual review of investment fund options on the watch list due to under-performing compared to comparable funds. There was a lot of continued discussion with regard to the real estate option. The committee has continued to agree that participants want that option given the numbers of members that are new in the fund. It is a hard fund to bench mark. It will continue to remain as an option and to be watched by the Committee.

TIAA gave an update on their member interactions. Members as a whole have tended to be drawn more to the on-line resources and met less with an advisor in person until getting close to retirement. Members should take a look at the on-line resources and the TIAA app. There is a lot of information and many options. TIAA will still retain their strong presence on campuses, as well as the on-line seminars.

There has been continued discussion on the changes that have been proposed to IRAP in terms of the employee and employee contributions, as well as the possible change in SRP. That information has been discussed with the Board in numerous meetings. We will all know more as the legislative session moves toward a conclusion. At this point the Legislature seems to be inclined to approve the risk mitigation item dealing with the employee contributions. To date the other items being looked at by the Legislature seem to be on hold. Once we know for sure of any changes, MinnState will need to communicate them to members. The DCR Committee will continue to be updated.

Lastly, I will be able to represent ASF at the Fall quarterly meeting in October, 2019, but there will need to be a replacement selected effective in January, 2020. The dates for 2019-20 are November 1. 2019; January 20, 2020; April 27, 2020.

**System Evaluation Committee** (Sarah Olcott-Winona, Greg Mellas-Metro)  
The SEC has heard no appeals this semester.  Our next scheduled meeting is in June.

**Professional Excellence Award Committee** (Sarah Olcott-Winona, Sara Granberg-Rademacker-Mankato, Maureen Acosta-Metro) No report received.

**Equity & Inclusion Council** (Angie Witte-St. Cloud, Kate Noelke-Winona)  
Council met on 4/24/19. Discussion centered around committee structure and charge. Four identified committees are: faculty support and engagement; cultural competency education; recruitment & retention; academic equity. There were updates from the. Student Diversity Taskforce and from Students United on faith accommodations. This is very much a brand-new committee, moving toward how to organize and become effective in four identified working areas.

**Online Strategy Workgroup** (Ken Graetz-Winona, Lori Wynia-Southwest) No report received.

**Transfer Governance Committee** (Ashley Schafer-St. Cloud, Erica Johnson-Mankato) No report received.

* **Developmental Education Steering Committee** (Lori Wynia-Southwest)  
  Meetings on Feb. 1 and April 5, 2019. Focus of this group has shifted to English as a Second Language and partnerships with K-12 in developmental education. Meetings are all information dissemination; there is minimal discussion or input. Focus at this time has been all community-college focused and not really applicable to universities wanting to improve transfer experience.
  + Developmental Education Reading Workgroup (VACANT)
  + Developmental Education Math Workgroup (VACANT)
  + Developmental Education Writing Workgroup (VACANT)

**PSEO/Concurrent Enrollment Workgroup** (Tania Schmidt-Winona, Michael Altomari-Mankato, Jessica Mensink-Southwest) No report received.

**Vice Chancellor for Finance Search Committee** (Jean Clarke-Mankato) No report received.

***State Meet & Confer Agenda Items (Friday, May 3, 1-2:30pm)***

* + FLSA continued discussion
  + Salary range assignments under new matrix data request
  + Supervisor access to employee information (HR Hub issue)
* ***Good of the Order***
* ***Adjournment***

**Future Meeting Dates:**

* **MSUAASF State Board Meetings**
  + Summer: July 31-August 1, 2019 at SCSU
  + Fall:
  + Winter:
  + Spring:
* **State Meet & Confer (9:30-12pm in St. Paul)**
  + May 3, 2019 *(NOTE TIME CHANGE: 12-2:30pm)*
  + September 6, 2019 *(NOTE TIME CHANGE: 12-2:30pm)*
  + November 22, 2019
  + February 14, 2020
  + April 24, 2020
* **State Board Conference Calls:** 2nd Monday of each month from 12-1pm

***Campus President Reports***

**St Cloud State University Campus Report**

The Vice President for Strategic Enrollment Management, Dr. Jason Woods started in February and SEM planning is underway. Interim Provost Dr. Daniel Gregory was named Provost by President Wacker in March 2019. The President met with all bargaining units, the campus community and stakeholders and determined there would not be an external search and that she would appoint Dr. Daniel Gregory to the position. At the campus level the CHRO has contacted supervisors with position review questions as the FLSA process/determination continues; at present CHRO doesn’t agree with non-exempt determinations and is delaying some implementations. Claire Thiele attended the MSUAASF March Membership Meeting to promote membership. Teamsters Local 320 will hold a training on Thursday April 25th from 5:30-7:30 p.m. in St. Cloud to help with the membership drive. Sami Gabriel is planning to attend the MSUAASF April Membership Meeting to invite members to take part in the Thursday meeting/training. Claire Thiele has visited the SCSU campus twice in March visiting with non-members. The Director of Campus Recreation MSUAASF Range E position incumbent retired, and the position was reclassified as an MMA Supervisor 3. The Director of the Student Union MSUAASF Range E position is currently on hold pending classification/reclassification. The position is currently filled by a fixed-term MSUAASF (no search underway). We have several MSUAASF searches underway with MSUAASF representation on all searches. The searches are:

1. Assistant Director of Admissions Campus Visit Coordinator and Ambassadors
2. Assistant Director of International Student &Scholar Services
3. Orientation Coordinator
4. Director of American Indian Center
5. Assistant Director Financial Aid
6. Student Relations Director
7. Assistant AD for Marketing and Promotions – Athletics
8. Coordinator of Transfer Programs
9. Assistant Director Employment and Internship Development
10. Associate Director for Staff and Community Development
11. Resident Hall Director

With all new hires, SCSU ASF is developing a “welcome wagon” approach for these new employees.

The Vice President of Finance and Administration reported at the March Budget Town Hall meeting that SCSU has a 4+ Million-dollar surplus for the FY19 budget. Moving into FY20, it was reported that there was a 8 million deficit; it is planned to apply 5 million reserves so there will probably be 3 million in cuts.

Spring Semester 2019 enrollment is down.

**Minnesota State Mankato**

Effective May 31, 2019 Jamie will be stepping down as MSU’s local President. On June 1, 2019, Mel Iverson  
will be filling the remainder of Jamie’s term.

Held local elections- Mandy Weister elected President Elect, Marie Slotemaker elected Treasurer.

Have a $4M dollar budget shortfall, planning for $6M. Discussion of strategies to reduce the structural deficit is occurring locally. Includes retirements, BESI, current search stopped, and other bridge strategies. Budget forum did discuss the possibility of  “position, workload and staffing reductions.”

Have been discussing with local management the importance of our members in the University’s focus on

student success and retention and how reductions in this area is counterproductive to that goal.

**Minnesota State Moorhead**1. ASF exec is meeting with administration to discuss campus climate and create strategies to address concerns. We have identified there is a deficit of trust with administration which impacts morale and workplace satisfaction.

2. ASF exec conducted a study to address concerns about possible gender bias in step placement. Campus HR was very cooperative in the effort. Gender bias in step placement does not seem to be a systemic issue based on the findings but may exist with specific hiring managers.

3. We are struggling to find members who wish to serve in executive board roles. This seems to be related to our non-exempt members finding the time to serve and a perception that serving on exec can result in a tense relationship with administration. We do have at least one person to run for open positions but it would be better to have a pool of interested candidates.

4. Budget campus wide continues to be of concern. Our administration is using the term permanent scarcity internally.

5. We anticipate flat enrollment in Fall 19 with undergraduate and graduate student numbers combined.

**Bemidji State University**

1) Current MSUAASF positions:   
· Residence Hall Director   
· Director of the Student Center for Health & Counseling.   
· Art Gallery Director   
· Coordinator of NorthStar   
· Visiting Scholars   
· Assistant Athletic Trainer   
· American Indian Resource Center (new position)

2) ASF positions reclassified to MAPE:   
· Director of Institutional Research and Effectiveness, advertised and closed   
· Associate Director of Marketing & Communication, campus classification as MAPE, pending classification at System Office

3) ASF Sabbaticals:   
· 2 submitted, both denied. ASF requested information, only IFO contractual sabbaticals were granted.

**Metropolitan State University**  
Enrollment is down a little for Summer 2019: --2% for credits and headcount. For Fall 2019, it’s still a little early to tell but we expect to be okay with undergrad enrollment but uncertain about graduate student enrollment. Two factors continue to impact our enrollment: the economy is doing very well so people are working, not going to school; and our community colleges’ enrollment is also down so we are getting fewer transfers from them.

Our FY19 budget has been tight and our FY20 will also be tight but no layoffs are anticipated. We are waiting like everyone else to see what funding the State Legislature and Governor agree to for the Minnesota System. We continue to be concerned that an informal job freeze may be initiated. Our union is also concerned about the potential of moving ASF positions to other unions. We have at least five positions moved: two to MAPE and three to MMA.

Many of my members continue to be upset with the FLSA determinations. Also the new CEC matrix appears to be downgrading the range of positions being reviewed. Even Administration is concerned about the impact of this – we may not be able to hire the people we want to hire.

The bargaining unit leaders at Metro State continue meeting discuss common issues – the biggest one continues to be having a good work environment at Metro State.

**Winona State**Enrollment is trending up for FY20. Currently 3.9% up for % change to FYE.

Open budget meetings have been held again.  No new information beyond legislative data.  No big decisions to be made until this coming fall semester.

Starting conversations with ASF and HR about how we respond to the FLSA Narratives.  Requested larger campus discussions over the summer on how we can mitigate some impact and promote beneficial conversations with supervisors.

Our Joint Union Council coordinated May Day events yesterday.  We held a rally, a teach-in, and a social event for all unions on campus.  Small turn out but hoping to continue the events next year.

Campus proposal for increase in Online Differential Tuition from the $4.50/credit Minn State requirement to $35.  Increase will help respond to shortfalls in online funding, instructional design specialist(s), and support services for online students.

**Southewst MN State University**The new president, Kumara Jayasuriya, has been selected and will begin July 1.  We are thankful for the inept media coverage of enrollment and budget problems the institution has experienced in the recent years and the way they have been handled,  as there was a good pool of candidates.

Our Vice President of Enrollment Management was reassigned to working from home until July 8 when his contract runs out and is not renewed.

Our provost has been a finalist for president/chancellor positions at three other institutions.

The 2019 enrollment outlook is bleak.  The 2017 enrollment performance was frequently called a train wreck.  The 2019 outlook is shaping up to be a train wreck from a high trellis bridge. The exact mix is always difficult to nail down, but the figures given at the ASF state board meeting for all of the Minn State institutions have us down at a percentage that will be among the highest in Minn State. It could be a double digit percentage decrease.

Meeting summary respectfully submitted by:   
Shirley Murray, ASF State Secretary