**ASF State Board Meeting—Thursday, August 1 (8am-12pm)**

**Present:** Tracy Rahim, Zak Johnson, Jim Anderson, Lori Wynia, Shirley Murray, Sami Gabriel, Jill Quandt, Becky Boyle Jones, Kate Southwick, Bonner Karger, Jane Olsen, Kristy Modrow, Mel Iverson, Tyler Treptow-Bowman, Troy Schmidt, Victor Cole, Tim Alcorn.

*Meeting Called to Order* at 8:28 a.m. (following a brief work session on the Membership brochure)

*Approval of Agenda:* Addition of updated FLSA data under President’s report.

***Teamsters Local 320 Report***Sami shared the membership numbers report. We have slipped to 79%; target is 80%. Sami asked about ideas for delivering new member packets. She will plan to bring these membership packets when she visits campuses with new informational power point. Sami also brought hats for us to take back. The Local is healthy. They are doing a lot of legal work for membership. The Local has an election this fall for the Executive Board. Our members should be encouraged to vote; there will be a mail out ballot to everyone’s home. On the political side, DRIVE screens candidates for political endorsement based on their positions on labor issues. Endorsements are linked to financial and human resources for the candidates. It was noted that Teamsters also screens people in North Dakota and Wisconsin (as ASF has membership living in those states).

Steward’s Credit: It is now $50 per member recruited. This $50 goes to the campus, but there is also a drawing each month for a gift card. Be sure the Steward’s Credit box is checked and the campus indicated. Request that checks be made to local ASF rather than individual president’s name (for tax purposes). Sami will check on this. Tracy noted that some campuses have been NOT filling the steward credit box out and this must be done. Tracy noted that last year, there was a Board discussion and the decision on how to allocate this money was to be a local campus decision, but it cannot be split. Sami will create a “cheat sheet” for the use of the Steward’s Credit. The initiation fee is continuing to be waived.

Sami wants a list of ASF members and where they work for each campus; she will email this request.

Troy noted that Moorhead has had some members drop and there has not been local notification. This can be an issue for all campuses. Sami will copy local presidents on these so they can be aware both for communications and addressing any issues that exist.

There was also discussion about “pockets” of employees who are non-members. Reasons for this were discussed and the importance of getting to new employees early. Mel talked about a strategy that was used in Mankato by having “inside” members go out with membership chair to those who were not members.

There was some discussion of lawsuit involving IFO regarding appointment of committee members by union. At this point, no decision has been made, but other employees can still be appointed by management.

Question raised about how long it takes to process a new membership. Sami said it is about 1 ½ months. Sami can send an email that these applications are in process.

Windows for dropping – there are periods when members can drop. Sami will send out details about this.

***Officer/Board Position Reports***

**Secretary** (Shirley Murray-Mankato)   
Meeting minutes were emailed out for May, June and July. Without objection, these minutes were approved. Jill will begin posting phone meeting minutes as of FY 2020.

**Treasurer** (Lori Wynia-Southwest)   
Lori distributed the statewide Treasurer’s report and proposed Statewide budget for FY 2020. Discussion was held about projected expenses. Jill noted that lapel pins and graphic designer costs for membership need to be added. The importance of keeping graphic designer costs under $600. Tracy also noted that web hosting and security costs also need to be added. The delegate assembly was discussed. The last one was in 2017. We are tentatively looking at the next delegate assembly for fiscal year 2021. Numbers were adjusted accordingly.

***Motion by Jim Anderson, second by Jill Quandt to move $5000 from checking to savings. Motion carried.***Approval of FY20 State MSUAASF Budget   
***Motion by Tyler Treptow-Bowman, second by Mel Iverson to approve FY 20 budget. Motion carried.***

**Grievance Officer** (Rich Wheeler-Mankato) Rich covered grievance officer training on July 31, 2019.   
This has been a very busy time with grievances and issues at several campuses, STC being very active.  There are also several outstanding investigation situations at SOU, MOOR, and STC.  The tight financial times and enrollment issues seems to add to the number of issues that come up and it is not helped with the HR issues at STC.

For the DCR Committee, I will be able to continue to represent ASF through December, for the Fall meeting in November.  We will need to have a replacement in place for the meetings in the Winter and Spring.  There are typically 3 meetings in person per year, with additional business vis e-mail or conference call.  In the coming year the representative will possibly need to serve on 1 of 2 RFP committees that the DCR Committee is involved in.

Teamsters Local #320 Steward Training is on Saturday, 10/26 in Bloomington.  This is a very helpful and interesting session.  More info will be out in early September.  Please verify the steward designation on the 320 Membership list, so that all stewards get invited.

All of the Twins tickets have been distributed.  I have received lots of comments of appreciation.  Thanks to 320!

There is the last of the 320 Family Picnics on Tuesday, 8/13 in Duluth.  Although not real close, all Members are invited, especially those in BJI (which are the closest).

The FY 20 PDF and PIF allocations will be out the week of August 5.  They will be sent to all Board members.

Members should verify their leave balances if any hours have been moved to lapsed sick leave from vacation over 272 hours (if the balance is not down to 272 hours at least some time during the FY.  If any member had made a donation through the vacation leave donation program, make sure that the hours were really transferred to the program.  There will be a citation on the pay stub.  Verify!  There have been some issues with the Service Centers.

**Vice President** (Zak Johnson-Bemidji)   
At the end of last year, we had 36 different members serving on system-wide committees. That is great representation. However, we do recognize we have a challenge with active participation from our members. This last July we asked each member serving to complete a short questionnaire to get a sense of where we have gaps. We had 29 members respond to the questionnaire. That is an 80% response rate. That’s amazing! And it tells me that our members really want to serve and represent and really want to do their job well. This was validated by some of the responses which explained a lack of communication from the system office as well as asked for the state board to also provide more consistent communication. So here are my two take-aways from the questionnaire:

· Need to develop an online questionnaire for members so submit their quarterly reports. We had a great response and some of those who lacked reporting last year still completed the questionnaire.

· Need to provide more consistent communication to our members who are serving and appointed to committees. My plan is to provide a quick monthly check-in to each member serving.

All that said, we have 9 appointments fill system-wide committees and will keep that open until our August Zoom Meeting. We have a total of 21 system-wide committees with an opportunity for 39 different members to serve (currently we have 30 serving) and represent ASF. We have challenges with FLSA and union release time, but we have made very good strides with management and have a clearer understanding of how each of our members can regardless of their ASF status. This should not be a reason for our members to serve system-wide.

**President** (Tracy Rahim-Winona)

Tracy recognized our outgoing local presidents: Becky Boyle Jones, Brenda Zamlen, Maureen Acosta, Kiersten Hoven. The Board expressed appreciation of the service of these people.

* FY19 Quarterly Release Time Report: The spreadsheet was emailed to the State Board to justify the 40% release time allocated to the State ASF President for FY19.
* Reimagining MN State: At the June Board of Trustees meeting, the Chancellor and the Board rolled out their goal for Reimagining MN State: “By 2030, Minnesota State will eliminate the educational equity gaps at every Minnesota State college and university” that was followed up by several action steps in draft form. They plan to provide a refined version for review and discussion with the Board of Trustees during their September 2019 retreat. I have not heard anything from the Chancellor about this all summer although I do know that the Board of Trustees and the MN State Leadership Council (all system presidents) engaged in a lot of discussion during their July 2019 joint meeting. (handout provided)
* Unit Determinations Update: To date, the System Office submitted unit determination paperwork to MMB for the Director of Institutional Research & Effectiveness and the Associate Director of Marketing & Communications at Bemidji. They both came back as moving to MAPE. ASF and Teamsters has engaged legal counsel and has filed official objections with the BMS about these two switches. Meetings are scheduled September 4 (and September 30 if needed) to hear our objection. The legal counsel also filed an objection with MMB for approximately 19 other ASF positions across the state that were moved out of ASF within the past 12-18 months with no official process followed. We are still waiting to hear back from MMB on those positions. For all campuses who are hear talk about ASF positions moving out of the unit, please contact Rich and Tracy immediately and do not accept the information as an FYI! There is an official process for MN State to move a position out of the unit and we will most likely object to every single one of them officially. If you have any questions, please let Tracy or Rich know. *(A number of local presidents indicated there is activity in moving positions to other units at various campuses; all were encouraged to send information to Tracy, Rich and Sami.)*
* Updated FLSA Data: An updated spreadsheet was emailed out to the State ASF Board on 7/29/19 with new data about FLSA final determinations. There are still 105 positions (13.02%) that are waiting to be reviewed (88 of them are at the System Office for the final determination). To date, 337 positions across the state are non-exempt (41.75%) and 365 positions are exempt (45.22%). This process has unearthed some positions being abolished or “removed from the org structure” at Moorhead. There are questions of whether those positions were discussed officially in Meet & Confer for notification and justification to ASF.
  + Non-exempt status by salary ranges:
    - Range A: 1 position (.14%)
    - Range B: 139 positions (19.83%)
    - Range C: 189 positions (26.96%)
    - Range D: 8 positions (1.14%)

***Campus President Reports***

Topics/issues on campuses needing consultation with other campus presidents

Brief campus report

Major changes at the university (administrators, enrollments, facilities, etc.)

ASF-related issues or initiatives that would interest ASF colleagues across the system

***MSUAASF Committee Reports***

**Negotiations** (Tracy Rahim-Winona, Rich Wheeler-Mankato, Shirley Murray-Mankato, Sami Gabriel-Teamsters 320)   
The ASF Negotiations Team met July 29-30 for another round of bargaining. We were able to reach tentative agreements on several language items including a clearer definition of continuous service as it pertains to vacation accrual, an increase in vacation accrual balances, and timelines of search committee appointments of ASF representatives. We also received Management’s economic proposals and had a couple different exchanges with them in terms of wages. Since higher education was not funded by the legislature to the level that anyone hoped it would be, they put us on notice that salary increases will not be optimal. Our negotiation team members will continue to fight to the very end for the best possible economic package possible! We return to the bargaining table Sept. 11-12 and Oct. 16

**Legislative** (Kristy Modrow-St. Cloud)   
Kristy will be reaching out to each campus to determine the legislative representatives and then convene a ZOOM meeting. She will be working with Rich and Gus on the supervisory functions issue with ASF. Kristy also feels there is lack of understanding of what Lobby Day is and its importance. She would like to work on this and work on increasing participation. Sami suggested that Kristy have Gus involved in ZOOM meeting with the campus representatives.

**Membership** (Jillian Quandt-Winona, Jim Anderson-Moorhead)   
Membership Chair activities since our last State Board Meeting include:

1. Connecting with the Membership Committee for a virtual meeting.
2. Continuing to update the MSUAASF webpage
3. Weekly Twitter and Facebook posting of member spotlights
4. Contacting another vendor regarding lapel pins
5. Contacting a graphic designer regarding the brochure

Jill also suggested that we approve meeting minutes on ZOOM meetings so they could be posted in a more timely manner. She also suggested we tap into member qualifications for various projects. She needs volunteers to look at web page. Tyler, Shirley and Jane volunteered. She will tap in to Local 320 for help with the web page.

**Nominations & Elections** (Rich Wheeler-Mankato, 2 VACANCIES) No activity since last meeting.

**Audit Committee** (Zak Johnson-Bemidji, Lori Wynia-Southwest, 3 VACANCIES) No activity since last meeting.

***Old Business***: None

***New Business***

**Release time for State President**

***Motion by Zak Johnson, second by Krist Modrow to accept 40% release time for President. Motion carried.***

**System & State ASF committee appointments & committee member expectations/logistics info** (Zak Johnson)   
We have nine openings on system-wide committees and other ASF committees (Audit Committee, Nominations and Elections Committee). VP Zak Johnson has sent these opportunities to local presidents to share with members. The plan is to act on these at the August phone/Zoom meeting. Zak emphasized the importance of reporting back by members representing us. He will be doing monthly check-ins and also move to an on-line reporting process. Zak recommended to the Board that all returning committee members who’ve indicated interest be allowed to continue. This will be voted on when all committee appointments are acted on at August 12 phone meeting.

Lori brought up that some committees may not be a good use of member’s time. Should we discuss this with the system officials? These issues may emerge as part of the check-ins that Zak does.

***Motion by Kristy Modrow, second by Tryler Treptow-Bowman to appoint Bonner Karger, Mel Iverson and Troy Schmidt to the Audit Committee. Motion carried.***

***Motion by Zak Johnson, second by Jane Olsen to appoint Tyler Treptow-Bowman and Tim Alcorn to the Nominations and Elections Committee. Motion carried.***

**2019-2020 MSUAASF State Board meeting dates**Wednesday, November 6, 2019 at SCSU  
Friday, January 24, 2020 at SCSU  
Monday, March 30, 2020 at SCSU

**State Grievance Officer Update/Appointment**One member expressed interest but there is a possible position change that may move this individual out of the unit, so this is pending. If this person is unable, we need more nominations. This is a 15% release time (3 days per month). They need to have some steward and grievance experience.

**Local Meet & Confer discussion**—How do we get Administration to acknowledge and more closely follow contract language?   
This is a problem at several campuses. Do we need to have standard agreements signed with management? Reorganizations, layoffs, etc. – shared governance and our contracts are not being honored. This is grievable, but that is not the approach we want to take. We’d like each campus to have face-to-face conversations about this on each campus, and then take to the Chancellor and hold out option of grievance if necessary.

***System Committees***

**Policy Council** (Jim Anderson, Angela Bowlus, Megan Heutmaker) No report submitted.

**Academic & Student Affairs Technology Council** (Maddie Joy Idzik, Ken Graetz, Sue Bayerl) No report submitted.

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

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

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

**Student Affairs Council** (2 VACANCIES) No report submitted.

**Assessment for Course Placement Committee** (Laura Kiemele, Zachary Johnson, Jason Westman)   
No report submitted

**Academic Affairs Council** (Shirley Murray, Angie Witte, VACANT)   
No meeting since last ASF Board meeting and report.

**Faculty Development Committee** (VACANT) No report submitted.

**Global Education Committee** (Janet Haak, VACANT) No report submitted.

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

**Graduate Education Committee** (Melanie Guentzel) No report submitted.

**Defined Contribution Retirement Committ**ee (Rich Wheeler)  
The committee held its Spring quarterly meeting on 4/23/19. I provided a report to the Board after that meeting. There is nothing new to report other than the implementation began of the increased employee contribution by Members in IRAP to make the IRAP plan in compliance with federal law. Affected members have received information on the increase from MinnState, as well as ASF State President Rahim.

Lastly, I will be able to represent ASF at the next meeting, which is the Fall quarterly meeting on November 1, 2019, but there will need to be a replacement selected effective in January, 2020. The Winter meeting will be on January 30, 2020 and the Spring meeting will be on April 27, 2020.   
Any item(s) for consideration for State Meet and Confer: None, except for maybe conversation about working with management to get legislation passed in the next legislative session to increase the employer contribution to IRAP, so that it matches the contribution rate by management to the Members in TRA.

**System Evaluation Committee** (Sarah Olcott, Greg Mellas) No report submitted.

**Professional Excellence Award Committee** (Sarah Olcott, Maureen Acosta, VACANT) No report submitted.

**Equity & Inclusion Council** (Angie Witte, Kate Noelke) No report submitted.

**Transfer Governance Committee** (Ashley Schafer, Erica Johnson) No report submitted.

**PSEO Workgroup** (Tania Schmidt, Michael Altomari, Jessica Mensink) No report submitted.

**Developmental Education Steering Committee (VACANT)**No report submitted.

**Developmental Education Math Workgroup?? (VACANT)**

**Online Strategy Workgroup?? (Ken Graetz, Lori Wynia)**No report; questioning status of workgroup.

***State Meet & Confer Agenda Items*** *(Friday, Sept. 6, 12:30-3pm)*   
FLSA Update  
Reimaging Minnesota State  
Preliminary Enrollment Update (Universities and system-wide)  
(consider other items to add)

*Good of the Order*

*Adjournment* *at 11:55 a.m.*

***Fixed Year Extension Vote Post Note: Monday, August 5, 2019: Motion brought by Tyler Treptow-Bowman to support extending the fixed term position of Anthony Reisdorfer at Winona State through a third year. Email vote taken. Motion carried.***

**Future Meeting Dates:**

**MSUAASF State Board Meetings (must be at least 14 days before State Meet & Confers)**

* Summer: July 31-Aug. 1, 2019 (State Board Training & Meeting)
* Fall:
* Winter:
* Spring:

**State Meet & Confer (9:30-12pm in St. Paul)**

* September 6, 2019 (NOTE TIME CHANGE: 12:30-3pm)
* November 22, 2019
* February 14, 2020
* April 24, 2020

**State Board Online Meetings:** 2nd Monday of each month from 12-1pm

**Campus Reports**

**St. Cloud State University**

St. Cloud State is seeing several changes in campus leadership. President Robbyn Wacker has announced that:

1) Dr. Wanda Overland, Vice President of Student Life and Development for 12 years, has a retirement date set for September 30, 2019, but she is no longer in the office. No replacement has been named yet in the interim, but President Robbyn Wacker reports that there will be a national search this year for her replacement.

2) Joe Trubacz, Vice President for Finance and Administration, is retiring after one year at St. Cloud State. His last day was July 23, 2019.

3) Amber Schultz, Associate Vice-Provost for Enrollment Management, has accepted a position as Vice-President of Enrollment Management at Edgewood College in Madison, WI.

There is new IFO union Leadership beginning June 1, 2019. Dr. Francis Kayona is President and Debra Leigh is Vice President, both for two year terms. The former IFO leadership organized an all-union gathering for the various unions to discuss issues and concerns in May. All at the meeting wanted to continue these meetings, hopefully monthly.

ASF leadership is concerned about the number of member contacts with local stewards and ASF leadership related to possible contract violations and, thus, grievances. Many involve management denying certain situations as salary setting events, and a disciplinary action, to name a few. We are taking full advantage of our statewide Grievance Officer, Rich Wheeler, and local stewards. St. Cloud State is also concerned that required notices on changes such as university restructuring are not being presented and discussed at Meet and Confer. Perception of ASF Leadership is that morale among members is very low.

Our past president, Brenda Zamlen, is redrafting the St. Cloud State procedures for administering PDF funds to streamline and update. Please let us know if you would like to review a draft.

**Minnesota State Mankato**

Summer has been relatively quiet at MSU Mankato. Following Jamie’s resignation, Mel Iverson assumed President responsibilities. Deb Schulz was appointed Vice President. Mandy Weister started her role as President Elect. Locally, we are working on gathering interest in committees for the upcoming year.

**Minnesota State Moorhead**

MSUM will be developing a new strategic plan as an institution this year. Our Chief Diversity Officer is going back to teaching and the Director of ODI will be taking her place and duel report to the AVP of Enrollment Management and the President.

We eliminated medical services and are going with a counseling only model at our health center.

We received certification of the Project Management Accreditation (1 of 5 in the US).

We have a new VP of Academic affairs and AVP of Academic Affairs.

We also have new interim Dean's in 2 Colleges, soon to be 3.

Enrollment is projected to be down.

Concerns- The use of non-renewals by Administration.

**Bemidji State University ASF Campus Report**

Major Changes at the University:

BSU celebrated its 100th class with the centennial commencement and related activities, including

the 50th anniversary of women's athletics.

•Fall enrollment is down for the second year across most segments. Transfers and online/distance

seem the most stable, and first-year students the most impacted. We experienced major issues

with the common application in October, and ongoing with app fee promo codes. System office IT

was unable to fix the issue for several months...and it still may not work for some.

•No mention from administration regarding staff reductions at this time, even with fall enrollment

over 7% down. Hiring and filling vacancies continues without interruption.

•Late November death in/at BSU residence hall has had various impacts on morale and community.

•Recent news story about fired athletic coach (harassment allegations and history) has negative

impact on administration's ability to serve and protect students.

•AVP Student Life and Success resigned in spring 2019. Exec. Director of Enrollment Management

resigning in Oct/Nov. Both positions being search, unchanged. We also have a new dean in the

College of Business, Math and Sciences (Marilyn Yoder), and a new AVP Academic Affairs (Allen

Bedford).

•Hagg-Sauer academic building coming down (demolition taking longer than expected). A new

much smaller building supposed to open Fall '20, but timeline is now very crunched. Some faculty

pains over the move, relocating of offices, distance from classrooms/advising, and no tunnel or

skywalk access. New building will be relatively state-of-the-art, but not groundbreaking.

•Other buildings being remodeled for moving faculty, upgrades to library and several academic

buildings. Some beautification investment in grounds this spring/summer.

ASF-related issues and initiatives:

•Local elections held in late spring. Stephanie Bard President Elect/Negotiator, Jodi Knott

Treasurer, Nikki Nebosis Secretary, Loralyn Kuechle Chief Steward, Chelsey Crotty Membership

Coordinator.

•Janus case ruling has led to some cancellation of membership, but overall not too bad.

•Some positions being contested for unit determination, causing some personnel issues and long

vacancies/interim appointments. Overall there seems to be a move to MAPE positions, but data

from local HR does not support that.

•Some action with CEC/SEC this year, particularly with Hall Director positions and the move to

Range C non-exempt.

•Overall a wide variety of responses to FLSA. Some offices deal just fine with it, others continue to

struggle with flex time and lack of overtime budget, and a shift of duties from exempt to non-exempt personnel to provide basic services  
  
•At least two newASF positions filled this year-

Outreach Coordinator for AIRC and Nursing Student Services Coordinator

**Winona State University Report**

* New enrollment is up from Fall 2018, still not meeting modest goal.
* Multiple issues with campus business office raised at recent membership meeting.
* Members have raised concerns for searches with not listing more accurate information about salary range and FTE.
* HR is continuing conversation with the impact of FLSA on completion of job responsibilities.

**Metropolitan State University**

Grid/Matrix for CEC Review… still don’t have enough trained reviewers for all the positions that are currently up for review. We have 4 positions that are pending because we just don’t have the people trained in the new grid/matrix. I am setting up training soon.

Bigger issue for us is that a few C range positions that were put forth to change to D range came back as B range.   
· Advisor in UED   
· FA advisors   
· Gateway advisors ???   
· Coordinator of Health & Wellness

MSUAASF positions changing to MAPE / MMA… this has happened for a few positions. The major concern is that supervisors can’t supervise, since only 5 of the 10 supervisory roles are permitted for any MSUAASF supervisor. It is my understanding that most MSUAASF D and E range employees who supervise others, including ASF employees, do NOT want to be re-assigned or categorized.

The one question that we have is from whom do we accept discipline, or any type of questions of performance outside the office or area, if it goes to grievance and reprimand.

Hiring and open positions … there are still positions open after failed searches and decisions to make emergency full-time probationary or fixed term hires… taking ASF members to place in 2 positions and/or to move into MMA positions.

Recently, members have been held at serving no more than 2 searches and/or committees a year. Any more than 2, then HR has to be asked with a rationale for a member to serve.

FSLA … still learning about the changes… who is exempt and who is now non-exempt. The response from admin, and other MSUAASF members who are not changed, is that this is to the benefit of the employee. “You should be happy” was stated multiple times. However, now reports from around campus is that supervisors are using the “time sheet” to micro manage what was before professional positions where a schedule was set and flex time was negotiated. It is an adjustment, and it is setting up a tiered/hierarchy among ASF members.

Performance Evaluation form… the new one is being used for the end of this FY 19. There were a couple trainings for supervisors and employees. This is to be the pilot year, for which ASF members will compile a list of questions and perceived short comings of the new form, versus the older, more open form.

One section was deemed negotiable, not mandatory. This was questioned by the ASF membership with reference to the Contract, so the President deemed the section mandatory for all ASF members. Her rationale was that “she has to do it for the chancellor, then we can do it for her.”

There will be a survey done after the performance evaluations are completed. ASF ex com will put together a survey and disseminate it, and collect it, and then share the data with human resources and at Meet and Confer.