**Minnesota State/ASF Meet and Confer Notes  
May 3, 2019**

**Present:** Maureen Acosta, Kierstin Hoven, Tim Alcorn, Tracy Rahim, Jill Quandt, Tyler Treptow-Bowman, Jamie Van Boxel, Rich Wheeler, Lori Wynia, Sami Garbriel, Brenda Zamlen, Becky Boyle Jones, Shirley Murray, Heather Soleim   
Jim Jorstad, Sue Appelquist, Derek Hughes, Eric Davis, Mary Nadeau, Brent Glass, Kari Campbell, Melissa Fahning, Devinder Malhotra

1. Reimaging Minnesota Sate  
   Chancellor Malhotra thanked ASF for the conversation on May 2 and said he would be considering our comments and feedback.
2. Legislative Update

Melissa thanked ASF for being active with the legislature, and particularly for participation in Lobby Day. The next few weeks will be an active time. Along with committee deadlines, there are three new self-imposed deadlines. May 1 – all appropriation bills off the floor and to conference committees; May 6 – deadline for conference committee bill targets; May 13 – deadline for conference committee work to be done. So we await the target on Monday. The conferees were named. Melissa spoke about the conference committee members and dynamics of the committees. There are many differences between House and Senate bills so it’s unclear to see a path to meet the deadlines. There is a $160 million difference between bills right now. Tracy asked about what’s being said about striking online differential tuition. Melissa said there does seem to be bipartisan support for this (not good news for MN State – a $65 million reduction for system campuses). Melissa said that “it’s not over til it’s over” so work continues on influencing this.

1. FLSA Determinations

Derek said he sent an updated spreadsheet about 15 minutes before the meeting (data request). He noted the campus numbers. Moorhead and St. Cloud have the most remaining (29 and 117 respectively). Moorhead has a plan in place. What is St. Cloud’s plan (4/30/19 was the goal)? The system queue is empty in terms of ASF positions and they are awaiting SCSU. Sue Appelquist said she’s encouraging action at SCSU. The question arose about determinations done at SCSU not being implemented. Derek said he is aware of five of these. Brenda noted that some employees are not being informed of the determination which is a huge morale problem. Derek said that communication with employee is the responsibility of the campus and should be addressed there. Derek said delays in implementation can be requested for business practice reasons, but they have not received requests from SCSU. Heather noted that SCSU is not passing information down to the employee and HR chooses not to implement. Eric Davis said this is unacceptable and this practice needs to stop. Tyler asked if the employees should log hours. Eric said they should log the hours in case they are owed overtime.

Brenda noted the challenges of the planning for necessary training. Eric said the system needs to address the particular situation at St. Cloud. It was also clarified that if there is “an appeal” the decision stands until determined otherwise.

Tracy noted the 22 page report on employee experiences with FLSA. This has had major impacts and change management has not been well done. The importance of understanding the employee experience is high. Morale is low; people are talking about leaving. There has not been support in “right-sizing” positions. There are people who value the work-life balance, but this hasn’t been a uniform experience. Eric noted that a small group may need to work on this.   
This will require both technical training and support for cultural change. These trainings may need to be mandatory.

1. Position Allocation Matrix Update

Tracy asked how the implementation is going from MN State’s perspective. Derek said that there have been no appeals and interactions with the campuses have been positive. So there has not been a lot of feedback. Jim asked if there have been differences between campus recommendations and system recommendation. ASF made a request for this comparison between campus recommendations and system determinations which was not available today. Derek said he would get this to us “at my earliest convenience.” Maureen noted problems at CEC review being incongruent with system reviews. While we are happy there have not been SEC appeals, we do want that comparison data to look at.

Tracy asked if minor adjustments can still be done on old forms versus the need to use new forms. Derek said all adjustments should now be done in the new format. It was noted that this information should be shared with local HR offices.

1. Human Resources Transactional Service Model (HR-TSM)

Kari Campbell shared a document on HR technology and supervisory functions. There have been supervisory functions added to state system and also the ability to delegate authority for certain functions. Q. Is this different than how things first rolled out? A. The delegation feature has been enhanced. Tracy noted there are different experiences on different campuses. Kari reiterated that there many functions that can be delegated, but campuses do vary in how they use this technology and how they delegate.

Tracy asked about what rollout of payroll would look like when in service center. Kari said some rollout has begun. The biggest change is that there will be someone new to contact regarding timesheet information. Q. How will honorariums, extra duty pay, etc. be translated to service center? A. Campus HR staff enters this information and this information gets translated to service center. Q. How are leave requests and adjustments of balances being done? A. The centers are using the same schedule as ever.

1. 2019-2020 Committee Assignments

Tracy noted that not all of our new representatives get connected to the chairs, so some have not been able to participate. The request is that there be one key person at system office who we can communicate with about committee assignments. Brent Glass said he would like to know of any issues with this. Brent will also have a conversation with Ron Anderson about this.

Chancellor Malhotra gave thanks to all outgoing members, and especially Jamie Van Boxel who will be moving to Truman State.

Upcoming M&C Meetings:

Sept. 6, 2019 – 1:30 – 3:00 p.m.

November 22, 2019 – 10:30 – 12:00

February 14, 2020 – 10:30 – 12:00

April 24, 2020 – 10:30 – 12:00

Summary prepared by Shirley Murray