**MSUAASF/Minnesota State Meet and Confer**Friday, September 6, 2019; 1:30 – 3:00 p.m.  
MN State Office, McCormick Room, St. Paul

Present: Tracy Rahim, Jim Anderson, Zak Johnson, Rich Wheeler, Shirley Murray, Lori Wynia, Bonner Karger, Mel Iverson, Maureen Acosta, Troy Schmidt, Tyler Treptow-Bowman, Jill Quandt, Jane Olsen, Sami Gabriel  
Jim Jorstad, Sue Appelquist, Derek Hughes, Eric Davis, Mary Nadeau, Brent Glass, Kari Campbell, Devinder Malhotra, Tammy Mansun, Toni Munos, Kari Campbell, Bill Maki

1. Welcome and Introductions
2. Reimagining Minnesota State – Equity 2030 Update  
   Devinder Malhotra summarized that the overarching goal moving forward is on equity, and now we reposition and support initiatives that focus on closing the achievement gap, which has essentially not moved in the past two decades. He described this as a “moon shot.” The preparatory work is being done in 1) defining the goal – by 2030, we will close the educational equity gap in each college and university (race/ethnicity, socioeconomic status, first generation) The work includes disaggregating the data to make it more meaningful and understand in more nuanced manner how barriers can be overcome. The operational underpinning will be “equity by design” There is not currently funding to support this as it needs to be, but we will look toward using internal resources – Chancellor’s Fellow will be called for to work on this. IR unit at system office will be in support role. 2) planning an Equity Summit to look at barriers that are not directly under our control (Governor’s office, legislative leaders, government organizations, non-profits, philanthropic organizations, etc. ). The focus of this will be on developing partnerships to help students overcome barriers. The chancellor sees this as a marathon which will take time; 3) frame of accountability and monitoring the progress of this equity goal. What should be our metrics? How will they be measured? (graduation, persistence rates, etc.) This will also be led by a Chancellor’s fellow. A summary document and communication plan will be forthcoming. Maureen Acosta suggested a resource for the Equity Summit-Ascendiem.
3. Compliance with Wage Theft Law - effective July 1 (Derek Hughes and Toni Munos)

Derek said the DOL has had 40,000 complaints a year in regard to wage theft. A handout was given regarding the required notices. When a new employee is hired, s/he must be given and sign an employee wage notice. If any data points change, a new document must be provided as well. Current employees must be given an initial notification. This will come into play when employment contracts are settled. This is a very labor-intensive process. System HR is working with IT to develop a more automated process eventually. Information on implementing this law has been sent to local HR offices and system will encourage information on this be shared on campuses. Tracy asked how this would work if member also teaches as adjunct. Toni said that would mean there would be two notifications. Derek said that electronic signatures are acceptable. Sami asked about the process if there is a dispute. Toni said the law doesn’t speak to a dispute resolution but Jim Jorstad said this would be handled in the same way it is now in terms of corrections, use of grievance, etc. Tracy asked if the first mass round will go out to MAPE and MMA and the answer is yes.

1. FLSA Update   
   Tracy Rahim had asked for an updated spreadsheet. Derek reported that Bemidji is now done. There are 6 remaining at Moorhead. From St. Cloud State, the large submission is now being processed and there are 15 outstanding. The other campuses are done. Maureen stated that Metro HR reported 2 that are outstanding, not from the original bunch.
2. FLSA Change Management

System has been working on training on change management. There is a committee including two CHRO’s and system officials. At normal monthly call, the campus CHRO’s talked about issues with FLSA, and these were largely consistent with the concerns ASF had shared. There is an hour-long PP training and guide being developed. They are including scenarios like traveling, etc. There are FAQ’s that are being updated. The first half of the training s more about EQ and respect for the employee, and the second half is more procedural. Questions were raised about the opportunity for ASF to preview the training. Eric Davis said that a preview seems reasonable and would be considered, but they want this out by a CHRO conference in October. Tracy also emphasized the importance of having all supervisors participate in the training.

1. Enrollment Numbers

Brett Glass shared a handout with enrollment numbers at day 7. The systemwide total at that time was down 2.8%. The Enrollment Management affinity group will be reconvening to continue to address this, while acknowledging this is a campus-based issue as well. For the 7 state universities, the year-to-date is down 3.7 %; the plan was to be down 2.7%.

1. Non-Renewals

Tracy Rahim put in a data request for non-renewals on each campus for the last 3 years. Derek said there are anomalies in the system that make it difficult to clarify separations. He suggested that we ask campuses. Jim said he would share data that was pulled, even though there are concerns about accuracy. Tracy said she will take any data that can be shared. She said that ASF acknowledges this is a management right/tool, but we see a change/increase in these on certain campuses. We see this as creating workplace environment issues. There are concerns about the issue of coding and how this impacts employees. Sami asked about the use of “termination” and possible impacts on the employee. Jim said this is a university issue, but Rich said the consistency should be seen as a system-wide issue.   
Maureen brought up the issue of non-renewals within a very short timeframe of becoming permanent. There have also been situations where brand new supervisors come in and within two weeks non-renew someone. Troy noted that at Moorhead there have been a number of recent non-renewals. These have been done without employee evaluations. Some developmental approach would be helpful. Jim Jorstad responded that he trains that non-renewals should not come as a surprise; that is the best practice. Tracy noted the importance of thinking about how this tool is used. Sue Appelquist suggested adding this topic to SHRO phone conference in September.

1. Local Meet and Confer

There are items in our contract that should be coming to M&C that are not. Examples were given of reorganizations not being discussed prior to taking actions, position changes, etc.

Local presidents have reminded campus management of this but changes are not forthcoming. Lori W. provided information about a history at Southwest of not bringing reorganization issues forward, which they hope will change with the new president. Jane O. noted that at SCSU there are multiple examples of reorganizations, policy changes, etc. that are not coming to M&C until after decisions are made. Troy S. noted that at Moorhead, reorganizations and policies are not coming forward. Agenda setting meetings do not yield M&C agendas that include appropriate items. Being left out of the process is not conducive to shared governance. Jill noted that the impact of these practices has negative effects on members. Jim Jorstad noted that he and Chris Dale did training at Moorhead. Rich stated that things don’t change – people apologize sometimes, but things don’t change. Eric Davis noted that University presidents will be meeting and he will bring this to the group.

Meeting adjourned at 3:10 p.m.

Notes prepared by Shirley Murray, ASF State Secretary

Future Meetings:

* November 22, 2019 – 10:30 a.m. – 12:00 p.m.
* February 14, 2020 – 10:30 a.m. – 12:00 p.m.
* April 24, 2020 – 10:30 a.m. – 12:00 p.m.