

MSUAASF/MN State Meet and Confer
November 22, 2019
MN State Offices, McCormick Room, St. Paul

Present: Tracy Rahim, Zak Johnson, Shirley Murray, Lori Wynia, Rich Wheeler, Jim Anderson, Mel Iverson, Jane Olsen, Bonner Karger, Tim Alcorn, Tyler Treptow-Bowman, Troy Schmidt, Victor Cole, Jill Quandt, Kristy Modrow, Sami Gabriel
Jim Jorstad, Sue Appelquist, Derek Hughes, Eric Davis, Devinder Malhotra, Ann Maile, Jaime Simonsen, Chris Dale, Melissa Fahning, Steve Ernest, Ron Anderson

1. Equity 2030

At the Board meeting, Chancellor shared his workplan for the upcoming year, and Equity 2030 is a key part of that, including steps for the upcoming year. The workplan will be on the website and Tracy will share with the Board. The call for Chancellor's fellows yielded 28 applicants, with 12-13 interviewed yielding six final candidates. The Chancellor chose four of these candidates as fellows, in order to address the scope of the work (within both colleges and universities; 2 fellows will be working on academic equity strategies). Once all agreements are in place, the names will be shared. Chancellor's office is also recruiting another person for a 3-year term to be in Chancellor's office and act as overseer/coordinator/project manager and work with Equity Cabinet that will meet weekly. These steps are all to build capacity so that action can take place.

Tracy Rahim stated it's positive to see action steps in place. She also noted that campus presidential workplans are to be tied to Chancellor's workplan. Additionally, a thank you was offered for Devinder Malhotra and Ron Anderson for attending ASF's November Board meeting in St. Cloud.

2. Supplemental Budget Request

Last year the legislature appropriated about 1/3 of MN State's request. This year, the request is 54.2 million to make up for that insufficient funding. This includes both what was not funded (direct campus support) and the Next Gen project. There is also tuition relief in the request. The proposal states that tuition increases would be impacted by what is received (if entire package is funded, no tuition increase; if not, tuition needs would need to be considered). The legislature does pick and choose, so there is no guarantee. The November economic forecast comes out December 5 and this will guide decisions and efforts. This is a bonding year, so that is also on the table. Supplemental budget requests require strategic messaging. Link to more details: <https://minnstate.edu/legislative/index.html>

Tracy asked about strategy for approaching the supplemental request. Melissa Fahning noted that the appetite for Next Gen has been gradually increasing and so there is hope that this will be supported.

Tracy also mentioned that March 31 is ASF Lobby Day. Day at the Capitol for MN State is February 24.

3. FLSA Update

Derek Hughes gave Tracy Rahim an updated list of positions yet to be determined today. There is one vacant at Bemidji, Metro has a position in Institutional Research yet to submit an updated PD, Moorhead is revising one PD and three positions are in process, SCSU has 15

outstanding that have been received. Tracy is hoping that all will be completed by our next meeting in February.

4. FLSA Change Management Training Toolkit

Derek Hughes noted that ASF had the opportunity to review this toolkit. Derek sent out a survey to the university HR's early this week and heard back from all except Metro. He shared the results. There were some comments within the survey results and expectations that the training would be used in the next 4-6 months.

Tracy asked if the expectations is that this is in-person vs. online training only. Derek said yes, it is designed to be interactive. Some campus HR reps have stated to ASF that they didn't have access to this training yet. ASF will go back and ask HR again, and also ask about when this will be implemented. Derek said the training is geared toward supervisors/leaders. He will email the link to Tracy.

5. Learning Environment Committee

Lori Wynia serves on the Learning Environment Committee ASF representative. Lori noted the issue of contract with D2L expiring near the same time as Next Gen. She had gathered information regarding ASF's position on this and it was brought back to the committee, but the feedback seemed not to be considered. So, the concern is that if the subgroup of a Council is not truly having recommendations considered, there is really no point to its work. Ron Anderson noted that he spoke to the Chair and reviewed the notes. At this time, the charge of the work group is 1) should the contract be extended and 2) whether to go forward with an RFP or an extension and what the timeline. Lori noted that was not her understanding based on the discussion within the committee. The group's charter was reviewed. Ron invited Lori to reach out to him if there are any additional questions or concerns. Tracy also explained that D2L or whatever learning management system is decided upon is an important issue to ASF members.

6. Human Resources Transaction Model (HR-TSM) Update

Eric Davis reports that we are in the third and final phase of implementation, about 70% complete. Winona and SCSU will be brought on before the end of the calendar year. Then the final campuses will be brought on before the end of the fiscal year. There have been some concerns about timeliness and accuracy. Based on that, there will be a realignment from four service centers to one service center. There will be one manager for HR, one for payroll. There will also be specialization for serving the colleges and the universities. Payroll techs will be aligned by institution to help with communications. The total number of employees will remain about the same and will be spread throughout the state and linked virtually. There are postings for supervisors for the university and college teams. These supervisors will also be customer liaisons to work with the campuses. Finally, the shift will increase accuracy, efficiency and customer response. The HR community and service center teams support this.

Tracy asked if there will be any budgetary savings for the campuses from the realignment. Eric said no, but it would be cost neutral. The same facilities will be utilized so those costs will remain. People will continue to work from current facilities and the number of overall employees will not change significantly. Tim asked where the supervisors have been at. Eric

said they have been at Virginia, Winona, Hennepin Tech and Dakota Tech. In realignment, the managers will be at Hennepin Tech and Dakota Tech only.

Eric also noted that payroll errors have been monitored. Some institutions have no problems in this area; others do have issues. Errors are generally related to FWM and workload change approval timelines. In FY 2019, 1320 underpayments (1.4%); FY 2020, this has decreased. Overpayments in FY19, 501 (.54%), FY20 to date, this has also decreased. He noted these are not insignificant to those impacted, but trending is in the right direction. Troy asked about pay-back plans when one is overpaid. Chris Dale responded that repaying through payroll deductions is beneficial as it is gross dollars for gross dollars. It is also generally looked at as less harmful to the employee to do a payment plan. Tracy thanked Eric for the updates and receptiveness to feedback.

7. Per Diem Rates

Tracy presented that per diem rates have not been reviewed although the expenses have increased and these rates are insufficient. We recognize these are set through managerial plan (MMB) but we have no direct access to bargain for this. We are seeking avenues to effect some change so the rates are in line with actual costs. For example, per diem rates at lunch will not even cover lunch at our own campuses. Chris Dale feels we can contact MMB about these concerns. He also acknowledged that we are saying is accurate, but also noted that per diems are reimbursing for something we need to do anyway (eat). Jim Jorstad stated that two rounds ago the rates were adjusted nominally for the first time in 20 years. Zak Johnson asked about a formula that is used. Chris and Jim were not aware of any formula. Chris said he believes it's more attached to the level of scrutiny MMB expects on their plans. Chancellor suggested including an inflationary formula or indexing. Federal government's GSA schedule is an option to look at, according to Eric Davis. Jim also noted that MNDOT spends a lot on lunch per diems, so it becomes a big cost. Josh Lease also said that the federal government was able to adjust for special circumstances, where we do not have that.

8. Special Presentation

Tracy stated that this is Rich Wheeler's last official meeting. Rich has served our unit since 1978 and been state grievance officer since its inception in 1992. Our Founder's Day has been named in his honor. He has done a great job of working with management to assure that our employees are treated fairly. We will miss him greatly.

Sami presented a certificate of recognition signed by Governor Walz. Chancellor Malhotra thanked Rich for his commitment to the membership, universities, students. Jim Jorstad said it has been a great honor to work with Rich. We all wish him the very best in his retirement.

Following the completion of the meeting, the ASF collective bargaining unit contract was signed by all of the officials present.

Future Meetings: February 14, 2020, April 24, 2020

Notes prepared and submitted by Shirley Murray, ASF State Secretary.