

ASF State Board Meeting

March 30, 2020 — 8:30am-3:30pm

ZOOM meeting <https://minnstate.zoom.us/j/122594727>

PRESENT: Tracy Rahim, Zak Johnson, Jim Anderson, Shirley Murray, Lori Wynia, Bonner Karger, Josh Lease, Tyler Treptow-Bowman, Mel Iverson, Kristy Modrow, Jill Quandt, Troy Schmidt, Tim Alcorn, Sami Gabriel

Started with a check-in with each member of how they are doing and one positive thing that has/is happening.

Call to Order at 9:03 a.m. Agenda approved.

Officer/Board Position Reports

Secretary (Shirley Murray-Mankato)

Meeting minute approval (March 16 Zoom Meeting). Without objection the minutes were approved.

Treasurer (Lori Wynia-Southwest). Bills have been paid including the Google docs and MSUAASF site license. Current balance in checking \$76776; Savings balance is \$31367. Lori has sent out campus support payments.

Timeline for FY21 proposed budget. Lori will work with new Finance Committee to set up proposed budget. Per constitution, the new proposed budget needs to be proposed sometime in spring.

Grievance Officer (Tracy Rahim, Sami Gabriel)

We need one. Sami and Tracy are doing their best, but there are times when we need more experience and knowledge. Issues are very nuanced. Rich has been willing to consult. St. Cloud is in midst of Step 3 grievance having to do with salary-setting issue. Be aware of range change language. Josh is a good resource with this. An issue in Mankato with an employee with terminal degree graduated in December 2019 but language in contract is effective date. Jim Jorstad says that date is January 6; ASF position is that this goes back to July 1, 2019. Mankato has been advised to go forward with grievance if campus does not pay it.

Also, at Mankato, there is an issue wanting to move hall directors hired on probationary status to limited term. Some employees do not want this. Rich say if they are moved to limited term and declined it, they may not be eligible to receive unemployment. Local resolution is to not move them if they do not desire it. At St. Cloud, they have negotiated to maintain the longer notice period. Tracy hopes these moves to limited term are coming to an end (caught up from older contract). In Moorhead, there are some issues with this that may merge with issues of layoffs and bumping rights (April 15 date); there is a requirement for special meet and confer.

Informational: Limited term appointments came in 2017-19 contract for hall directors and admissions. This allows for 5 year terms with no expectation of continued employment. Bumping rights refers back to seniority roster to see which permanent employees have most years and may be able to move to other areas. Tracy will re-send language on lay-offs and contract language.

Sami and Tracy have 2x weekly phone calls with Jim Jorstad regarding COVID-19. The calls have been helpful. Jim is taking our questions and doing research and get back to us. Reaffirmed that we are all in this together. We are not aware of members that are trying to take advantage of the system

Vice President (Zak Johnson-Bemidji)

Things are very different right now, as we all know, and this has definitely affected system committees, the Audit Committee moving forward with work on identifying additional release time and last I heard from Brian, he was going to send forward a document for review regarding the Teamsters Dues. I have not heard from him since, and I haven't reached out as well. So, these items are continuing.

So, I just need to say, how blessed I am, and we are, to have the positions we have and have the leaders we have. In these uncertain times, we are certain of our employment, our benefits, and our work. We are passionate professions, and to have leaders who believe in the work that we do, so much so, that they provide us an opportunity to continue working.

I also believe, that at the end of all of this, we will be standing stronger.

Thank you all. I have enjoyed being part of this group for the years that I have and I am so thankful to Tracy and Jill and other for stepping forward to carry this work on. We are all blessed to have these talented leaders.

President (Tracy Rahim-Winona)

Meet and Confer for the future – these will be via ZOOM. Tracy has asked Jim to investigate using ZOOM on an ongoing basis for SOME members, but not all. Tracy will report back on what our options are. What expectations do we have to be sure that there are not just one or two ASF members present. Opinions shared included a regular commitment to attending in person; suggested one ZOOM per member. Another person agreed that one ZOOM per year was reasonable. Another opinion was to move to a point where this (ZOOM participation) is accepted – suggested two ZOOM participations per year, or work with state president to make exceptions. There were points raised about the travel being a hindrance to attracting local officers and also there are budget implications. The flexibility of being present at these meetings is also impacted by exempt vs. non-exempt status. Tracy's thought was to require the entire Board be at the first M&C of the year, and then go from there. Then, we would consider 1-2 ZOOM participations per year. There was also a point about considering what is on the agenda.

Moved by Tyler Treptow-Bowman, second by Tim Alcorn that everyone is expected to attend first meeting, and then flexibility to attend up to 2 of other meeting via ZOO (informing the state president); This will berevisited next spring. Motion carried.

Retirement 2nd election legislative bill in the works – IFO has been working on a bill to allow anyone eligible to have additional year to make second election, to allow into COVID relief bill. This would impact potentially 7-29 ASF members. We do not know of any harm that could come to our members from this. Sen. Frentz is the champion of this bill. This is an FYI. Sami said that Local 320 will be in touch with Frentz.

Positions moving to MMA - In January, we approved definition of ASF position and sent back to system office and they have been communicating with BMS. In the meantime, we have lost a couple more positions to MMA. We have discussed wanting to appeal all of these, but right now they are just checking six boxes on supervisory sheet. Sami suggests if this is being done randomly, it should still be appealed. However, BMS has been deemed non-essential so we are at a standstill. There are questions about using M&C confer language if they are eliminating (removing from ASF). There have been issues at SCSU and Metro as well. **If there have been positions leaving ASF (from Jan. 1 on), please send Tracy an email.**

Teamsters Local 320 Report

Sami shared the total numbers for each campus:

Bemidji	Full 75% (49 of 65)
St. Cloud	Full 76% (118 of 155)
Metro	Full 75% (83 of 110)
Winona	Full 82% (108 of 131)
Mankato	Full 78% (145 of 185)
Moorhead	Full 76% (62 of 82)
Southwest	Full 89% (50 of 56)

Total: 783 totals: 614 are full (79%) and 168 are non (21%)

This Wednesday evening 6p.m. there is a teleconferencing Town Hall. We will send an action alert to members. This is another way to reach our membership. We will be recording it as well and it will be on our website as well.

Governor Walz was on a call briefly with Teamsters last week. Walz indicated that passing contracts is a priority. The Legislative session is anticipated to come back on March 14, but this will most likely change. Legislators are meeting remotely. The Governor did say they are concerned about the effect on the budget for the State of MN. Perhaps an eight-billion-dollar shortfall.

Walz's Exec Order suspended State contracts. If this is going to be used, there is a process (go through the Commissioner) to suspend layoff notices. Campuses cannot use this order to circumvent the contract for layoff notices.

There is a MN state hiring freeze. For priority one and two positions, searches can continue but for priority three and four, the searches are suspended. (Tracy Rahim) – We are under the impression that ASF member positions are priority one and two.

Part of the Exec Order is redeployment. There may be some positions in which there is no work. These positions could go into redeployment to allow a member to pick up another position to continue to be paid. This is a creative work in progress.

There was discussion about COVID leave if you are accruing sick and vacation leave. This is still under discussion and there should be a decision this week. I will send out the decision.

Campus President Reports

See bottom of report for submitted campus reports.

MSUAASF Committee Reports

Finance Committee (Zak Johnson-Bemidji, Lori Wynia-Southwest, Bonner Karger-Bemidji, Mel Iverson-Mankato, Troy Schmidt-Moorhead)

ASF dues info from Teamsters

Zak said he talked to Brian Aldes who is willing to put together a narrative; he will follow-up on this.

Future ASF release time offerings recommendation/discussion

Currently, the discussion is to increase to a 1.2 release time. (this would allow for 10% for each campus president, and perhaps other officers.). Zak feels like we have capacity for increase in release or honorarium. There was discussion about implications of release vs. honorarium, tax implications, contract implications, etc. Zak will consult with Lori as treasurer to look at the financial implications of considering this change.

The plan at this time is to present this in greater detail at our next ZOOM meeting.

Legislative (Kristy Modrow-St. Cloud)

Lobby Day was cancelled due to COVID 19. There were close to 30 members had signed up. Kristy plans to connect again with campus legislative reps soon. There is a House file to get our contracts approved and this includes all government units. Sami will get the bill numbers and perhaps a template to contact legislators about our contract approval. There will be no supplemental budget.

Membership (Jillian Quandt-Winona, Jim Anderson-Moorhead)

The brochure is completed and online. Copies were printed using the U of M union printshop. They will be distributed to campus through mail later.

Webpage is up to date.

Web hosting with Bluehost was renewed.

Next committee meeting is April 8th.

Victor volunteered to put some information about COVID 19 that may be put on website.

2020 Delegate Assembly? Jim Anderson will talk with Membership Committee next week and come back with a recommendation.

Nominations & Elections (Bonner Karger-Bemidji, Tyler Treptow-Bowman-Winona, Tim Alcorn-Southwest)

Currently in the petition process for members interested in running for office (ends Monday.) After that, election ballots will be developed, with the goal being to have elections completed by May 4 at latest.

Negotiations (Tracy Rahim-Winona, Shirley Murray-Mankato, Sami Gabriel-Teamsters 320)

Just need to get contract through legislature – we are working on that through Legislative committee and Teamsters.

Old Business**Search Candidate Meeting Info** (Bonner Karger)

Bonner Karger collected information from campuses on this. There are some similarities, but more differences when it comes to orientation time with new hires. The document is appended to the end of this document. (See Appendix A)

SEC alternate for next year – This is being worked on.

New Business**Appointment of Statewide Legislative Chair** (per Article 9 of the State ASF Bylaws)

Motion by Shirley Murray, second by Mel Iverson to reappoint Kristy Modrow as Legislative Chair for the 2020-22. Motion carried.

Summer 2020 ASF Board training/meeting date:

This has typically been 1.5 days for training and orientation. Release time for the entire year is 3 days, so vacation or flex time may be needed.

Tracy will identify a couple of dates to consider and send those out. (possibly sometime August 6-10)

Do we continue to request outgoing campus presidents and board members to attend? Several outgoing folks said they didn't think it would be necessary for them to attend.

COVID-19Academic continuity concerns/questions

Liability insurance question – if the internship extends to next semester, will the insurance still cover if they are in IP status?

Concerns with P/N grading and student implications as well and options if students learn it was not a good option. (i.e. pre-requisites, graduate schools, etc.).

Access to lab-related courses – core and pre-requisite courses (sciences, etc.)

Unmet technology needs/gaps are overwhelmingly experienced by students of color and students over 25 – so we are concerned that this is an equity issue.

There is board guidance that the term could be ended after 66% completion – so that date would be late in March. However, there would be other implications for credentialing. Faculty and dean together would need to consult to end a course early. Relative to calling a semester complete, it would have to be determined by system (this may be more of a consideration for technical colleges).

Student services concerns/questions

With libraries, there are staff safety and physical safety concerns. There are community members trying to come in, and this can create a security concern.

Students getting paid whether they can work or not - Ron Anderson states employees and student employees are still to be paid. We have not seen system guidance/communication on this.

International students have been laid off from food service -what are their options?

Importance of having the right protective equipment if faculty/staff are providing services.

Question if Veteran's Services need to stay open (per federal guidelines). If that is true, they also need PPE.

Will students get refunds of student fees because they cannot use the services (recreation, etc.)? Decisions have been made regarding tuition and fees and room and board. As long classes are being offered, the Board guidance is no refunds outside of room and board.

Labor Relations concerns/questions

Accruals– are they prorated against time taken for COVID 19.

The physical strains of home officing. What can be done to help support our employees? There have been employees being denied equipment to take home that was available in their work office. This could have been a directive from the system office.

Concern about performance tracking during this situation and impacts on evaluations when work can't be done in the same way.

PIF and PDF – having some system guidance on reimbursement for cancelled travel; how can we be sure that the funds go back into individual accounts? Tracy encourages the PIF question go to local M&C. Tyler noted that if a member has a plan to propose a new use of PIF funds.

System Committees

Committee reports were submitted via an online questionnaire

Policy Council (Jim Anderson, Angela Bowlus, VACANT). Haven't met since last update. Need to fill vacancy end of spring term.

Academic & Student Affairs Technology Council (Maddie Joy Idzik, Ken Graetz, Sue Bayerl). No report submitted. Second round of no reports. Will need to address membership after spring term.

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

Learning Environment Committee (Lori Wynia). Last met February 21. We have met two times. We received more in-depth information on the timeline for the Next Gen timeline and the workload impact. The facilitators were most interested in which group members thought MN State should proceed forward with an RFP for the Learning Management System and who thought we should wait. They did a preliminary "non-binding" poll at the last meeting with the results being split down the middle. The leadership team of this workgroup met with the Vice Chancellor of Academic & Student Affairs and group. The Vice Chancellor did share there is increasing concern about capacity to manage successfully the implementation of a new ERP and the potential of a new learning management system simultaneously. Because those appointed by MSCF and IFO were the majority of those in favor of pursuing an RFP via our preliminary poll, the system office leadership wanted to better understand the value proposition for pursuing an RFP and to affirm faculty leadership is willing to do so while Next Gen is being implemented. Sr. Vice Chancellor Ron Anderson requested that a meeting with the appointees to the workgroup from MSCF and IFO be set up, along with leadership from their unions. I am not sure if this has been done yet. To be clear, the leaders did not indicate they were unwilling to pursue an RFP. The charter for our workgroup is still in progress. We do not yet have a new meeting set up yet.

Accessibility Committee (Kristen Jorenby (Burgess)). Working on an Accessibility symposium which was supposed to be March 20th. We are planning to reschedule in the fall. Also working on accessibility short course and ALLY pilot program.

Student Affairs Council (Danielle Smith & Nikki Stock). Nothing to report since last submitted

Assessment for Course Placement Committee (Laura Kiemele, Zachary Johnson, Jason Westman). All placement testing has been suspended and the ACPC will be working to identify other placement options for the system.

Academic Affairs Council (Angie Witte, Christine Metz, George McConnell). Did not submit report. Will need to address membership at end of spring term.

Faculty Development Committee (Victor Cole). Did not submit report.

Global Education Committee (Susan Pham, Cherish Hagen-Swanson). February 2020. Our meeting was on February 28. We met right before the chancellor announced the international travel ban. At the meeting we discussed the current COVID-19 situation, but obviously things changed and continue to change dramatically. We scheduled another informal meeting in early March to check in with regard to how each of our universities were handling the situation. At that time some of us were bringing students home from certain countries. We discussed refunds and how that would work for each of us, how students would complete coursework (online, remote), what if students refuse to come home, who would fund the refunds, etc.

Academic Equity Committee (Angie Witte). No report submitted

Graduate Education Committee (Melanie Guenzel). Did not submit report

Defined Contribution Retirement Committee (John EnQuest). Nothing to update since last submitted.

System Evaluation Committee (Sarah Olcott, Greg Mellas). Did not submit report

Professional Excellence Award Committee (Sarah Olcott, Melissa Dingmann, VACANT). Melissa Dingmann: "This was one of the most thoughtful and earnest committees I've been a part of - it was organized so well! No issues from my end." Will need to fill the vacancy by end of spring term.

Equity & Inclusion Council (Angie Witte, Kate Noelke). Did not submit report

Transfer Governance Committee (Ashley Schafer, Erica Johnson) Erica wasn't able to attend due to taking another position. Has asked to be switched to another committee. Nothing submitted by Ashley Shafer. Will need to address membership on this committee end of term.

PSEO Workgroup (Tania Schmidt, Michael Altomari, Jessica Mensink). Last met February 26. We are in the final stages of developing our mission and vision statements for the PSEO and Concurrent Enrollment programs. Conversations have been a challenge. While I believe the intention of the group was to develop coordination among PSEO/CE programs I, along with others in the group (not all ASF members), question how/why the system office is directing something that they do not participate in. MinnState does not offer PSEO courses, individual institutions offer PSEO/CE courses. Each campus is unique in their processes, goals, and initiatives. I'm skeptical of how impactful this work group will actually be.

Developmental Education Steering Committee (Kate Kraemer). Did not submit report.

Online Strategy Workgroup (Ken Graetz, Lori Wynia). Did not submit report.

Learning Management Systems RFP Workgroup (Stephanie Kroll, Ken Graetz). Did not submit report.

State Meet & Confer Agenda Items (Friday, April 24, 9:30-12pm)—WILL BE ON ZOOM

1. Plans for re-entry after COVID-19
2. Budget Concerns Post COVID-19

Good of the Order

Adjournment at 3:11 p.m.

Future Meeting Dates:

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

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

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

CAMPUS REPORTS

St. Cloud State Report

Classes resumed on March 30 through alternate delivery to get students through the end of the semester.

Campus is responding well to the challenge, but anxiety levels are high.

Searches are continuing for both ASF positions and senior leadership. Dean of University College is moving to video interviews of some type, Dean of Graduate Studies/Associate Provost for Research is pending announcement of selection, CFO search starts position reviews this week.

BESIs were issued to campus as part of the budget solve for FY21. 9 were issued for ASF and they will accept up to 6. The concern is that for every position that does not accept the BESI the university will be eliminating the position as part of the budget solve, but that has not been stated. Our deficit was sitting at \$8.5M for FY21; no one knows what that looks like after this crisis. The president has said publicly and privately that they will not be using this crisis to end-run the bargaining agreements and established Meet & Confer process to manage things.

Our student Food Pantry opened just in time: with the COVID-19 crisis its usage jumped substantially and they've been feeling the strain. The campus continues to employ all student workers and has been looking for ways to support/employ those students employed by Chartwell's (campus food service) who were furloughed. We also have a student financial emergency fund that will be deployed to help students in need, but the resources there are limited.

Winona Report

Formal budget cut decision notification is expected this week. Retrenchment, layoffs, and FTE reductions are likely as the campus prepares for a \$6 million budget shortfall for FY21.

Summer anticipated retirements are much lower than last year, but we have a higher number of vacancies due to resignations from the university.

Our Director of Admissions resigned to move into consulting. They're moving into an interim assignment plan and already have another in the office, so the backfill requirements are significant for that office.

Our campus election will for local officers will be occurring after our April 28th meeting via confidential virtual vote.

Mankato Report

President is putting the Provost search on hold and it will resume in the Fall. Provost Cecil has agreed to continue to serve. Much of ASF's time this past few months has been working through a consultation on alignment of advising reporting structures that impacted 17 of our ASF Members. Essentially moving supervision of SRCs and advisors to the Division of Student Success in a period of a little over a month. Much more complicated than it sounds. This ultimately ended with the movement of 10 advisors to another supervisor with transition details to still be worked out. We have seen multiple positions in ASF move to IFO recently as teaching loads have changed in these positions.

Moorhead Report

MSUM is preparing for budget plans that will be shared on April 15th. This includes cuts in all areas and entrenchment with the highest budget reduction coming from Academic Affairs. We will be having a special M&C prior to the 15th if there will be layoffs in ASF once the employees have been notified.

I have mostly been answering questions related to the COVID-19 leave and our HR has been very responsive and the members have appreciated the clear responses.

Elections for next year will be held this week.

Southwest State Report

Reports good communication with administration during this COVID-19. A couple of searches still going on including Provost search. A few ASF members still on campus, including health service. Tim has been in touch with those members. Many unique aspects of not being able to meet with people face-to-face. There were a couple of BESI's that were offered and accepted in Student Success/Advising.

Metro State Report

- Two positions have moved to MMA (Admissions and Marketing).

- 18 faculty positions are in the search process. Two Dean searches are in process. The Chief Diversity Officer is moving to St. Paul College.
- We have been in on-going conversations about campus-climate. There was a structure that the President created to deal with this. IFO has pulled-out of this process six months ago. Last spring, Student Senate dissolved. There is a lot of discontent.
- The President has implemented a Friday morning leadership assembly via Zoom.
- Collective bargaining units are meeting with the President twice a month.
- AFSCME members that are expected to be on campus are concerned by the lack of protective gear.
- Parking refunds are not being issued.

BSU campus report:

- Coronavirus preparations and outcomes: Our administration has followed all directives from the Chancellor and his team. Students were moved out of residence halls on March 23, except those who have no other viable options. Student feedback about the current state of affairs varies from acceptance, to rejecting some of the academic continuity measures, to anger that the semester wasn't just ended. Many questions remain about refunds, retakes, and other reparations.
- Spring enrollment was down about 3%, summer is down, and fall will be down significantly. We don't yet know what impact COVID-19 will have on retention, but it's likely to take a hit.
- Many high-level searches in play: Two deans, VP of Enrollment, Provost/VPAA, Director of Admissions, etc. We think most of these are continuing, but there is some concern over the quality of the searches overall, given the distributed nature of our meetings now.
- Local ASF elections continuing, but will need to supplement paper ballots with a web-based form since no one is on campus to complete and submit paper ballots to the committee. We need to decide how we will handle voting anonymity.
- New ASF staff have been interested in membership, but they are also pretty entry-level positions and budgets are tight. Overall, membership is steady if not rising a little.
- Construction on new academic building continues, but BSU CFO has decided it will not be open for classes this fall...hoping for January opening.
- BSU HR has been communicative about COVID-19 related issues, including the CVD leave type. I'm working closely with those who request this leave option, to be sure the implementation of the leave option is equitable and consistent.

Meeting summary respectfully submitted by:

Shirley Murray, ASF State Secretary

APPENDIX A: How MinnState Universities are handling MSUAASF union conversations at the time of interview and/or at the time of new hire orientation.

Bemidji:

At the time of interview: The SAC committee representative meets with the candidate for ~10 minutes,

usually immediately following the interview. Topics covered briefly are:

- ASF union and Teamsters connection
- What it means to work in a unionized environment
- State ASF brochure
- Creditable work experience worksheet and updated CV/resume.

At the time of new hire (day one): The BSU ASF president is invited to meet with new hires for 30 minutes on their first day to cover topics such as:

- Introduction to the contract and terminology, salary grid and definitions and differences of appointment types (fixed-term, probationary, etc).
- Local ASF executive team and membership coordinator
- Ways to get involved
- Membership and the Teamsters connection (deeper dive)
- BSU and State ASF web sites and resources (including docs like membership dues calculator, meeting agendas and minutes)
- Answer questions, talk about upcoming membership meetings
- Welcome email from our membership coordinator with follow-up items usually within the first week of hire.

Winona:

Candidate folder items and conversation topics:

- Search Candidate Letter
 - A letter from the local president congratulating the candidate on the interview and explaining the importance of the meeting, especially salary setting evaluations.
- State brochure
- Local brochure
- Estimated monthly membership dues card
 - So they can estimate membership dues.
- New hires guidelines for calculation of creditable experience
 - Talk about the importance of an accurate salary setting. We advise the candidate to ensure that HR has their comprehensive resume before a salary evaluation is completed.
 - Also advise them to complete their own evaluation.
 - Stress that salary negotiation must occur after official offer but before official acceptance of offer.

- Salary grid
 - Grid provided for the range, as well as a subsequent grid if a step or ATB increase is nearing.
 - Stress that the bolded number is what they are required to offer, but they have the ability to move up the 1-2 steps within each box.

Moorhead:

Pre hire:

We have our membership chair or a member of our executive committee meet with the candidate during their on-campus interview for 15 minutes. We share the MSUAASF pamphlet and discuss the salary schedule as well as answer questions they have. This meeting has been agreed upon by our HR office.

Post hire:

Our membership chair then reaches out when the new hires start on campus. We invite them to attend a membership meeting and reach out to help them sign up for membership.

Metropolitan State:

Pre hire:

At the time of the request for an ASF rep on a search, I ask that HR or the hiring manager making the request will also include the PD and NOV for the position to share with potential ASF SAC reps.

At the time of the on-campus interview, the ASF rep will have 5-10 minutes reserved at the end of the interview to review “what is a union?” and what is MSUAASF. The rep will also talk about the salary setting form that the candidate now receives at the campus interview. We give the 2 brochures for ASF and Teamsters. I have sent an email to ASF reps outlining their role and responsibility/talking points for on campus interviews. I also encourage ASF reps to give my name and number as someone to call regarding the union and the salary setting form if the rep isn’t sure.

Post hire:

Once a month the new hires are hosted by HR for orientation and one of the bargaining units pays for food for all. At that lunch slot, union reps are available to meet with new hires.

Ongoing:

At the monthly Meet and Confer, I am sure to look at the search report from HR to be sure we have the same ones on our lists; and I requested that on their report that all ASF position ranges be included.

Mankato:

At the time of interview:

A letter from the local president is provided to the candidate:

Dear Position Finalist:

Thanks for considering a position at Minnesota State University, Mankato. I hope your experience as an applicant has been a favorable one.

If you are offered a position at our University, it is important to be aware that your placement on the salary scale is only negotiable up until the time you sign your contract. Once you have agreed to a particular spot on the salary scale, that will become the benchmark for you for any position you might have at Minnesota State Mankato (and perhaps even at other state universities in Minnesota). If you do receive an offer of employment, it will include a link to our MSUAASF master agreement or contract with the State of Minnesota. If you have any questions about the offer and/or the contract please feel free to contact me or other officers noted below.

Best regards,

At the time of new hire?

Member vs. Non-member table/document:

FAST FACTS

About 184 Potential MSUAASF members on MSU, Mankato Campus

140 out of 184 are members – your colleagues are likely members! (Data as of September 2018)

We have a 76% membership rate

Without your membership, we quickly lose our bargaining power and see real cuts in our pay & benefits.

Because of our strong numbers, our members enjoy:

- A Seat at the Table – we discuss our issues, concerns, and priorities with members of management, such as the President & Chancellor
- Higher Wages- Union workers typically enjoy better pay than non-union counter parts
- Health Benefits- Union workers have more of their health insurance paid by their employer than non-union workers
- Job Security- Permanent status (tenure) employees cannot be terminated without “just cause”
- Probationary status employees cannot be let go without advanced notice
- Educational Benefits- Tuition waivers for employee, spouse and dependents
- Sabbatical- Paid leave for study, travel, and intense professional development

Let us know what questions we can answer as you consider membership in our strong union!

St. Cloud: No info provided

Southwest:

Discussion topics at time of interview (document shared with candidate including salary grid):

Position is an ASF position

- All positions are in a unit - 6 units on campus (5 unions and excluded management)
- This is an ASF position - Members in Academic Affairs, Academic Support Services, Access Opportunity and Success, Admissions, Advising, Alumni Affairs, Athletics, Career Services,

College Now, Development, Disability Resources, Distance Learning, Financial Aid, Health Services, History Center, Information Technology, International Student Services, Marketing and Communication, Public Safety, Registration, Multi-Cultural Student Services, Residential Life, Scheduling & Event Planning, Student Affairs, Student Success, Student Center, Upward Bound

Salary Placement

- Position range A - E
- Years of credited experience
- Step placement 1 – 20

Years of Credited Experience - Calculated by HR office

- Equal or higher-level positions in ASF or in Minnesota State system
- Similar positions in other institutions
- **Up-to-date resume is imperative!**

Target Step

- Based on experience from HR review of resume
- Market data may justify higher pay
- Manager will work with HR to determine feasibility

Placement Locks Progression Track

- Agreement on placement establishes benchmark
- Absent major duty changes - determines future salary movement

If Offered Position

- Will receive contract to sign
- Access to our ASF collective bargaining agreement
- We want you as a member - mailing from Teamsters