



ASF State Board Training & Meeting

August 7-8, 2020

The Courtyard by Marriott St. Cloud
404 W. St. Germain St., St. Cloud, MN 56301



Present: Stephanie Bard, Rachel Tanquist, Tim Alcorn, Sami Gabriel, Joshua Lease, Jillian Quandt, Kristy Modrow, Tracy Rahim, Amanda Weister, Lori Wynia, Layne Anderson, Victor Cole, Jim Anderson, Paul Stern

ASF State Board Training—Friday, August 7 (8am-4:30pm)

8am: *Wake up & Welcome! (Tracy Rahim, Mandy Weister)*

- Mandy led the group in Team Building activities.

9am: *Steward/Grievance Officer Training (Sami Gabriel)*

- See steward training section of MSUAASF State Training binder for materials covered.
- Sami and Traci meet with Jim Jorstad weekly to help reduce grievances.
- A steward needs to get to know the contract and understand what constitutes a grievance
- A grievance is a violation of the contract or a policy/procedure/state or federal law that was not followed.
- When a member comes to you: listen, get the facts down, and ask for documentation
- Unions have the burden of proof for contract violations, discipline has the burden of proof for discipline.
- Seven Tests of "just cause": please see attachment.
- See example letter in training binder for example of how to write a grievance letter. Always answer who, what, when, where, why.
- Grievance procedure in 2019-2021 contract pg. 89-103.
- You have thirty days after the employee/organization had knowledge of a grievance to file. An extension could potentially be granted if more time is needed to obtain information.
- Members should ask their supervisor either before or during the meeting if the meeting will lead to discipline if they feel that is where the conversation is going. If so, the employee has the right to request a steward to join, and they should. Members have the right to have someone there all the time.
- Member does not have to be present for meetings, depending on the circumstances.
- Information is confidential. You may discuss situations with other stewards for assistance, but not with individuals who are not stewards.
- Past practices are regular occurring practices that are not in the contract. Management must give formal notice that the practice is ending before they end it, otherwise it can be grieved.
- Maintenance of Standards: the employer must treat you fairly and provide a safe working environment.
- Management Rights are the right to schedule, the right to assign work.
- A change of employment is that an employer could change work location, hours of work, or FTE with a thirty day notice.
- The final step of the grievance process is arbitration which is reviewed by the 320 executive board. The board reviews the facts and documentation before arbitration to determine whether it is a winnable case. If the case is brought forward to arbitration an attorney is brought forward. If the 320 executive board does not want to bring the case forward to arbitration, there is an appeal process to the decision.

- Please see “Your Duties as a Steward” documentation.
- Please see online steward resources from Local 320 for more information.
- During COVID, continue to maintain relationships with other bargaining units.

10:45am:

State ASF Board Information

- **MSUAASF State Constitution & Bylaws (Jim Anderson, Jill Quandt)**
 - Conducted ASF State Constitution and By-Laws Scavenger Hunt. Please see msuaasf.org for contract and constitution.
- **Roles & Expectations, Union Leave, Important Dates (Tracy Rahim)**
 - Please see the State Board Member contact sheet under the State Board Information tab. Your roles and expectations will also be included under this tab. Union Leave for ASF members is also included under this tab.
 - Until 2021, all State Meet and Confers will be conducted via Zoom.
 - If you are unable to attend Meet and Confer, please find a proxy to do so.
 - The State Secretary will take meeting minutes at all Meet and Confers and State Board meetings, which will then be approved the following meeting to then send out to members.
 - Please make sure to forward the ASF Professional Excellence Award to your local HR for their assistance with the process.
 - State Board has to approve third year fixed term extension requests.
 - Please be aware if emails are for board eyes only or if it is information to be forwarded to membership.
 - Any elected ASF member can transact association responsibilities during the business day. Executive board meetings and membership meetings are not considered work time. Local and State Meet and Confers are association release time. You can have up to 9 MSUAASF individuals in local Meet and Confer. For State Meet and Confer we can have up to 17 people. Travel time is not included in State Meet and Confer release time.
 - We have the right to appoint our members to committees/search committees. Management cannot choose what member they want to serve on the committee as the ASF representative. If we appoint the member, the university can choose to make that member take unpaid leave for being the ASF representative. Please be mindful of how many committees individuals are serving on.
 - Please see notes on Union Leave Pay Codes in E-Time. Union Leave Pay- for when you leave campus if you have release time to record those hours.
 - Please see important dates.
- **Logistics (forms, reimbursements, etc.) (Lori Wynia)**
 - ASF Expense Reimbursement request at msuaasf.org. Teamsters form is also located on the website. Please contact Lori for any questions on who to submit reimbursement to.
 - Submit for mileage and dinners for State Board Training to Lori.
 - Lobby Day Hotels/mileage reimbursement for individuals 100 miles or more to Teamsters or less than 100 miles to State MSUAASF.
 - Please send local Campus Treasurer information to Lori.
 - Have local Treasurers submit the Campus Annual Expense Report to Lori by October 15th.

1pm:

Collective Bargaining Agreement Hot Topics (Tracy Rahim)

- **ASF Positions, Supervisory Functions, Unit Determinations/Process**
 - Please see the Unit Determination and Supervision tab.
 - ASF members can perform supervisory functions, but no more than 5 of the 10 listed functions.
 - An upcoming hot topic will be ASF positions moving to other bargaining units, partially due to supervisory functions. Please let Tracy know if a position on your campus has moved bargaining units or if a position comes across that looks like an ASF position but was put in a different bargaining unit. Collect as much data as you can through the process (emails, notes, etc.). We want to preserve and protect our higher positions.
 - See proposed unit definition for MSUAASF.
 - Management cannot move a person to a different bargaining unit involuntarily. The person has to agree to the change.

- **Salary Setting & Additional Compensation**
 - Please see salary setting and additional pay tab.
 - Please note the credible experience worksheet has been updated
 - Tracy has requested additional guidance on how salaries are being determined for promotion.

- **Personnel Reduction & Layoff**
 - Please see personnel reduction and layoff tab in training binder.
 - The Meet and Confer requirement is often the one that is the biggest struggle with management. It must be a declared Meet and Confer and the Campus Association must be given 10 duty days prior to prepare.
 - If a position is going to be laid off, the first goal is to reassign them into another role on campus that meets the programmatic needs of the university.
 - First phone call should be to Tracy for further guidance/assistance.

- **Retirement**
 - Please see the Retirement tab if you have a member who is considering retiring.
 - SRP is not voluntary
 - Early Separation Incentive is different from BESIs
 - Please continue to develop relationships with HR benefits professionals who can have those confidential conversations with members.

3:00pm:

ASF Operations (Jill Quandt)

- **2019-2020 ASF Strategic Plan**
 -
 - Please review the past strategic plan so that we can look forward to set our plans for the year ahead.
 - Membership numbers have dropped, largely due to COVID. Sami believes this is largely due to us losing our one-on-one connections

with new members. 78% has now dropped to 75% membership. All campuses but Metro are down.

- Contact Katie via Sami's office (email provided).
- There have been no candidates for Membership Chair.
- Jill has created a new brochure and is updating the website linking to our documents.
- Figuring out alternative ways to honor our BOT Professional Excellence winner.
- Still on the hunt for a state-wide grievance officer.
- Still looking to have multiple candidates on the ballot for executive team members.
- Changed the vice-president position to help assist the president with roles and responsibilities with an additional release time. The rest of the roles are where they need to be. We would still like release times for Campus Presidents, but our current budget does not sustain it.

▪ **Current Practices on Campuses**

- Jill sent a GoogleDoc for campuses to share current practices:
https://docs.google.com/document/d/1DRGbkMctd1mn0yIJj_Z5GCECJc958DWend_i21neFZE/edit?usp=sharing

3:30pm:

Teamsters Local 320 Overview (Sami Gabriel)

- Teamsters/MSUAASF Affiliation
 - We have maintained membership even with the JANUS decision. We are still at 80-82% at Local 320.
 - Recent strike in St. Louis County. National Teamsters support to help those employees get better healthcare and working conditions. International Teamsters has supplemental pay assistance after 10 days (40% salary).
 - DRIVE: Democrat-Republican-Independent-Voter-Education. Teamsters only asked about labor issues, not about social issues to determine whether they will endorse a candidate.
 - Membership sign-up process & stewards credits/incentives, getting membership information as campus presidents
 - Note the bottom of the application that there is a steward fee (\$50 per member). There is not an application fee.
 - Teamsters typically gives between 45-50 scholarships to college going children of MSUAASF members.
 - Affiliation agreement located under "State Board Information" tab. The upcoming agreement is under negotiations.
 - Negotiations this year will look at supervisory function under ASF assignment.
 - Service Bureau Employee Assistance Program (completely confidential)
 - There has not been a dues increase in 18 years. Sami has not seen a push to increase dues (2.5 times hourly rate per month).
 - Change expected with the new agreement is that the grievance office release time will decrease by 5%. The 15% will be added to Tracy's release time due to her taking on the additional workload.

ASF State Board Meeting—Saturday, August 8 (8am-12pm)

Present: Stephanie Bard, Rachel Tanquist, Tim Alcorn, Sami Gabriel, Joshua Lease, Jillian Quandt, Kristy Modrow, Tracy Rahim, Amanda Weister, Lori Wynia, Layne Anderson, Victor Cole

- **Call to Order: 8:05AM**
- **Approval of Agenda**
 - Agenda unanimously approved.
- **Teamsters Local 320 Report (Sami Gabriel)**
 - It is election season with a lot of endorsements. The presidential election endorsement will be declared shortly.
 - Joint union meetings have been very productive.
 - Sami and Tracy have a weekly call with Jim Jorstad. He and Rich Wheller had a great multi-decade relationship that we are building on.
 - Local 320 meetings have gone virtual. Teamsters may continue to do virtual meetings due to great attendance rates.
 - The International convention is next year with possible changes to the constitution. $\frac{2}{3}$ vote requirement may be changing.
 - President Hoffa will be retiring. Two full slates will be running for positions.
 - Tracy thanked Sami and Teamsters for all their assistance with our contract ratification.
- **Officer/Board Position Reports**
 - **Secretary (Rachel Tanquist-Mankato)**
 - Meeting minutes approved.
 - **Treasurer (Lori Wynia-Southwest)**
 - Please see the spreadsheet for budget details. FY 21 approved at last meeting. Due to COVID we are in a good place with our budget.
 - **Vice President (Jill Quandt-Winona)**
 - Jill met with Zak to go over the transition, focusing on committee assignments and the audit committee. Committee vacancies were determined and volunteers were recruited for the vacancies. Jill also met with Tracy and Lori to plan the State Board meeting.
 - **President/Grievance Officer (Tracy Rahim-Winona)**
 - FY20 Quarterly Release Time Report
 - Please see attachment for release time details.
 - Increased time assisting members due to Rich's retirement. Tracy also detailed her COVID related time.
 - Please let Lori know if you would like her to be a guest at your membership meeting.
 - Bargaining Unit Leaders Meeting w/MN State Leadership (8/4/20)
 - FY20 Quarterly Release Time Report: I sent out a spreadsheet of how I spent my 40% release time for FY20 to the State Board on 8/6/20. If you have any questions, please let me know.
 - Bargaining Unit Leaders Meeting with MN State Leadership on 8/4/20: We discussed 4 agenda items
 - COVID-19 Screening Tool: Employees and students will log in to achieve certainty of compliance. They had competing tensions of anonymity vs. compliance. The data collect is classified as highly restricted. They don't think it is HIPPA data but rather private data. There will be strict limitations on who has access. The log-in information has a utility for contact tracing for MDH. Local data is controlled by campus leadership; presidents determine who needs

access to it. The Chancellor decides who has system level access. They are masking the symptom data with integers in case there would be a data breach. Campuses can run their own reports and data rolls up to the system level so they can see trends in regions.

- Matrix/Criteria Threshold for Converting to All Online Classes: We need a local matrix as well as a state matrix. They are coming up with local and system measures to start looking at how to make decisions. MDH is in the process of developing gating criteria (not released yet) of how campuses should take additional measures if there are upticks in cases. They say that higher has more ability to help control the spread so closing or depopulating campuses is maybe not the best route to go. MDH will start engaging on campuses once there are 3 or more cases on campus over a short time span (approximately a week). They would start looking at common activities or location to determine if there are clusters and what course they should take (i.e., cancel specific activities, suspend a class, close a geographic area of cleaning, etc.). They would also look at local level data to know if 3 cases is concerning (3 cases in Rainy River is different than 3 cases in St. Paul).
- Working Remotely/Returning to Work: MMB at the Executive level says that if people can work remotely, they should continue to do so. However, there is room for an in-person experience within higher education and they should be provided. VC for HR Eric Davis indicated that the decision of someone coming back to campus does not hinge on supervisor preference. How do they perform their work responsibilities? What is the necessity and job duties with students and visitors who are returning to campus? If an employee is asked to perform a job duty they are not comfortable with for safety reasons, the Reasonable Person Test should be looked at: would a reasonable person believe the duty/environment is unsafe? Is there PPE provided? Can they social distance to do the duty? If not, they have the right to refuse and report it. An idea was discussed of creating a dispute resolution process with HR, union, employee, and management that would be more responsive, timely and informal rather than a discipline/grievance route.
- HVAC Systems & Transmitting Aerosols: Facilities needs to make sure systems are running as efficiently as possible. Many of our HVAC systems on campuses are old as we can't get bonding/HEAPR funds to update and repair them. Putting in thick filters can wear a system out. Facilities Departments are trying to maximize the use of outside air and updating with some new filters. There was a meeting scheduled on 8/7/20 with MN State, MDH and OSHA on this topic.
- Unit Determinations Update: We are working with our attorney from Teamsters to file a challenge to the BMS on 2 (up to 5) positions at SCSU that went to MMA and possible 2 other positions from Metro. We are still waiting on the BMS to issue an order on the ASF unit definition that was

approved by both ASF and Management last February. As discussed in Board training, if there are new or updated positions on your campuses that you believe should be in ASF (either used to be in ASF or sounds like an ASF position), contact Tracy and Sami with how to proceed with Article 3 of the contract.

- Law Enforcement Education Reform: A system-wide task force has been created to review law enforcement education from a variety of perspectives and an equity lens after the murder of George Floyd. There are other initiatives the system office is also looking into to discuss cultural competency, systemic racism, etc. I was asked for an ASF representative on the task force who had specific knowledge and experience with law enforcement programs so I appointed Kristy Modrow from SCSU as this is part of her role. We will get a full update on this topic at the Aug. 10 State Meet & Confer.
- Placement Assistance: In Article 22 in the contract for personnel reduction and layoff, there is a section that talks about offering placement assistance for anyone who requests it if they are not being reassigned to another position. Per a previous discussion and decision, local campus associations should work with campus HR on what organization is available to these members as there is not a statewide contract. Please work with your local HR to ensure that there is something in place for placement assistance.
- Step III Grievance: There is a Step III grievance that will be heard at the System Office on August 14 from a SCSU member. The member was reassigned to a higher salary range through the CEC process and was not able to negotiate salary beyond the minimum of the contract despite support from the administrator.

- ***Campus President Reports***

- Topics/issues on campuses needing consultation with other campus presidents
 - Professional Development Funds in light of COVID (Stephanie Bard)
- Brief campus report
 - **MNSU Mankato (Amanda Weister)**
 - Topics/Issues on Campus Needing Consultation with other Campus Presidents
 - I want to bring forward a concern that I don't feel is being adequately addressed by our system: testing.
 - Yesterday's leading article on CNN stated "On college campuses, Fauci said testing will be the key to reopening. Plans should include testing people before they arrive on campus, when they arrive on campus and keeping quarantining them for 14 days. Colleges should still proceed with caution, though."
 - As a system, how can we ethically open our doors to thousands of students and not provide a single test to students, staff, or faculty when the nation's leading immunologist and public health authority is calling for it as a key practice to open safely? Inviting students in without adequate testing constitutes gross negligence on our part of keeping students safe (staff and faculty too) and opens us up for liability when we do not follow the recommendations of public health experts. Unless we can commit

to the testing recommended by Dr. Fauci, we need to move to remote delivery of courses and services.

- Brief Campus Report
 - a. Major Changes at the university (administrators, enrollments, facilities, etc.)
 - VP for Strategic, Business, Education, and Regional Partnerships Dr. Bobby Fleischman has left his role
 - All on-campus, in-person instruction at Minnesota State University, Mankato, will transition to remote delivery via Zoom after the Thanksgiving holiday break. This includes all FlexSync courses and any required in-person experiences like science labs, etc. The final week of classes, November 30 to December 4 and then final exams, December 7 to December 12, will be held using remote and online technology rather than in-person meetings.
 - Campus buildings are slotted to officially re-open on Monday Aug 17
 - 3 phase system of transitioning employees back to campus but no exact dates given as guidance for each phase
 - University will not be hosting or renting to any outside vendors for the foreseeable future
 - Criminal Justice workgroups and training practices in our Law Enforcement are being amended and reviewed
 - ASF-related issues or initiatives that would interest ASF colleagues across the system
 - Not at this time
- **Bemidji State (Stephanie Bard)**
 - Enrollment is down approximately 6-7% at BSU. We will only be housing about 500 students on campus this fall – just those that have on campus components to courses and student athletes or students through an appeal process. The majority of courses will be online line with additional components (synchronous, asynchronous, labs in person, music department courses in person).
 - Issues related to COVID:
 - Mixed messaging - The campus President announced a return to work plan - Student Service Offices were told we would have students on campus beginning August 3 so we needed to return to our regular student services office hours and be available for any students who may come to campus. Each area had to submit a return to work plan that was reviewed by their area administrator and each supervisor had to identify positions that needed to do their work on campus or a hybrid of telework/work on campus, etc. Employees have continually been told if they have an underlying cause that will keep them from returning to campus, all options will be exhausted for them – this means any employees with underlying health concerns, employees with children at home without daycare, etc are given options like COVID leave, telework, use of vacation/sick time where appropriate and FLSA.
 - Supervisors are having to deal with limited staff, staff declaring when and how they will work and this is putting a huge strain on

supervisors who are ultimately responsible for the success of these offices and how they can be staffed especially if they are student facing.

- Morale - It seems there is an expectation that output from these offices won't change and supervisors will be judged on how their areas perform during these times with this absence of/or reduction in their work force. Management has done a good job of advertising flexibility with employees at the expense of people in supervisory positions (who are left to deal with the fallout of absent or reduced hour employees) and it is causing ill feelings and affecting working relationships within offices as a result. Employees feel they are not being treated equally within offices and across campuses/reporting lines.
- Workload management needs to be addressed – if employees have reduced hours or are on leave, how will workload be adjusted so it is not all left on the shoulders of exempt employees.
- As of August 3, campus administrative building is open in a limited capacity (limited entrance to buildings with a sign in required by the public when entering Deputy Hall. Student and public traffic, so far, is minimal.

▪ **MSU Moorhead (Layne Anderson)**

- Seeking out information to better understand the status of the layoff notices to employees from this past spring to be sure to continue to support those members as needed. Will be discussing the Placement Assistance contractual requirement at an early fall M&C.
- COVID-19—some concern from members about the return to work expectations; more concern from members about the impact of not getting back safely to some new normal and what that might mean for job security. Those members in non-general fund/tuition funded positions (ie. Housing, fee areas) are especially concerned about impact to them and their positions if things get worse again.
- Gathering information to better understand and navigate an on-going local ASF financial issue of an unpaid catering debt to the University food service provider and no local financial resources to pay the debt. At a future meeting, it may be helpful to engage in conversation of financial practices and possible additional oversight for local accounts.
- Facilities—Our Weld Hall project was number 4 on the system priority list but was not funded. Our Nemzek Hall will be our next capital project priority.
- Enrollment—As of Monday this week, overall down 4.2% (UG down 4.9%, Grad down 2.9%). New UG down 8% which has created much concern.
- My goals for my term as local ASF President are to: build leadership capacity of our members to help create sustainable leadership at the local level; encourage more involvement by more active members in campus and/or system committees; and provide more opportunities for contract education.

▪ **WSU Report (Paul Stern)**

- Strategies for meeting budgetary needs in challenging times.

- We had three positions move from 12-month to 11-month positions within our local ASF. That planning was interdepartmentally grounded in area plans to meet stated levels of budgetary shortfalls. Lots of 11th hour conversations to reach this end. How can we plan more proactively? What has worked at other locations to engage in proactive planning?
- COVID Fall opening planning and projected strategies-What are folks doing? What questions and fears do others have?
- Brief campus report
 - Massive collaborative work across every aspect of campus to prepare for fall in a COVID environment...focus on balancing safety and access to education and educational/student life and development services.
 - Enrollment somewhat impacted by COVID, but healthy.
 - Full membership participation in ASF seems strong at WSU.
 - Working to collaborate to assess where we could benefit from emerging new ways of working together across local ASF to be proactive in planning and assessment...demonstrating the impact of our work
 - Establishing ways to work with Administration to have ASF voice heard earlier in planning process for next budget cycle.
 - Two AVP positions were not refilled at WSU in this budgetary Cycle. (Center for Global Education and Adult and Continuing Education/Distance Learning).
 - WSU has welcomed a new Provost and Vice President for Academic Affairs-Dr. Darrell Newton (who comes to us from UW-Eau Claire).
- **SMSU Report (Tim Alcorn)**
 - Russ Wastvedt began his tenure as the SMSU Provost at the beginning of the fiscal year, July 1. Within ASF we have had some reorganization that has impacted multiple members. It is in our Student Success and Advising Center and was prompted by two retirements resulting from BESI offers being accepted. As with all institutions, we are busily making plans for in-person classes for fall semester. Personally, I was given the new responsibility of planning our orientation activities, which would have been a challenge in a normal period. It has been especially challenging to plan and re-plan as the guidelines continue to change.
- **SCSU Report (Joshua Lease)**
 - Many challenges and changes going on at St. Cloud State.
 - As part of the effort to solve a projected \$23M deficit for FY21, the university offered BESIs. 2 accepted from ASF in round 1, with 10 more accepting in round 2. Unfortunately, a problem has arisen with the round 2 BESIs, with a substantial error from the university throwing things in doubt for members. We are working to try and resolve the issue to the best result for members, but it looks like the original offers will not be honored. The BESI strategy was not sufficient to get to where the university needed to be for budget, and 6 additional layoffs have been recommended for ASF. 2 of those impacted members have already been reassigned, although one of those members has subsequently left the university for another position.

Official notice has not yet been served on the remaining 4, though we expect that to happen soon.

- A major realignment for Student Life & Development is underway, with new area groupings being created. Res Life will be split, with housing operations reporting to a new department that also contains the Atwood Student Union operations, functionally serving as a “revenue” group. The second functional area groups conduct, campus involvement, and the hall directors & community advisors in what is being defined as a student engagement & education grouping. A third group is being formed of Counseling & Psychological Services, the Medical Clinic, Recovery Community, Healthy Huskies & Peer Wellness into a Health & Wellness department. Management is hiring three new “leads” for these departments, out of ASF positions that they are moving out of the unit. We will almost certainly be appealing the decision.
 - The president’s “It’s Time” initiative to redefine SCSU as a regional comprehensive university is continuing, as we are expecting an announcement on what the university’s first slate of “programs of distinction” are soon. These are programs that the university believes are competitive regionally or even nationally and will be focal areas for the university as examples of what we do well and should be known for.
 - Pandemic safety remains a major area of concern; material and personnel shortages have made it difficult for the university to fully live in to its safety plan for reopening campus. We continue to have concerns about member safety and whether management is being appropriately flexible in allowing remote work. The president has stated that staffing levels are not going to be equal across campus, but that they needed to be equitable in how people were being treated.
 - We are also working state-wide in challenging the position designations for 2 positions that have been moved out of ASF into MMA: Director of the Lindgren Child Care Center and Director of Admissions. Management is saying they need these positions to be supervisory; we do not believe that have proved the case and are appealing to BMS.
- *MSUAASF Committee Reports*
 - Negotiations (Tracy Rahim-Winona, Sami Gabriel-Teamsters 320, 2 VACANCIES)
 - First team meetings will take place in winter once the committee is staffed.
 - Legislative (Kristy Modrow-St. Cloud)
 - Please see the handout provided by Tracy for when you are talking with legislators.
 - Please send me updates to your campus Legislative Representatives (if needed). See representative list below.
 - Sara Granberg-Rademacker – MN State University - Mankato
 - Julie Jaskowiak – Metro State
 - Bonner Karger – Bemidji State
 - Tim Alcorn - Southwest Minnesota State
 - Scott Westby – MN State University - Moorhead
 - Stephanie Bohlman - Winona State
 - MinnState Government Relations Team Legislative Updates

- MinnState Government Relations Team Legislative updates (with additional commentary from Josh Lease, SCSU ASF President) are sent to Legislative reps to forward to campus membership lists. Additionally ASF members can enroll for automatic legislative updates from MinnState.
- August 7, 2020 Legislative Update - A special session #3 set for August 12. The special session is COVID-related but once convened, the legislature can consider other topics – Perhaps bonding?
- July 28, 2020 Federal Legislative Update - Congress and the Administration continue to work on the next stimulus package to address issues affecting the country due to the COVID-19. Here is a CHART that compares what Democrats in the U.S. House of Representatives and Republicans in the U.S. Senate have offered in their respective plans as they begin their negotiations. The chart illustrates the higher education funding details. Their stated goal is to come to an agreement before the August recess which is scheduled to begin the week of August 10.
- July 21, 2020 Legislative Update - The House and Senate convened floor sessions with the intent to take up the police accountability package, the bonding-tax bill, and a supplemental budget bill; however, both bodies adjourned the second special session with only passing the police accountability package.
- July 17, 2020 Legislative Update - Negotiations continue between House and Senate leadership and Governor Walz on the main pieces of legislation members hope to pass this special session, which includes a bonding bill. Here is the bonding bill that passed out of the House Ways and Means Committee Tuesday morning and is awaiting discussion on the House floor. A bonding bill does need to originate in the House, so it will be taken up in the House first. July 15, 2020 Legislative Update The House Ways and Means Committee took up HF 3 this morning, the latest bonding bill, and amended it to include the tax relief bill. The committee just passed the bill on a partisan vote, 18-10, and sent it to the House floor. The bonding bill and tax bill will now travel as one, referred to as the omnibus public finance bill. As a reminder, the bill includes \$82 million for Minnesota State. Of that, there is \$64.1 million for asset preservation (HEAPR), along with funding for three projects: \$16.3 million for the Anoka-Ramsey Community College Business and Nursing renovation project; \$990,000 for the Minneapolis College Management Education Center Metro Baccalaureate Initiative, Phase I; and \$635,000 for the Pine Technical and Community College Technical/Trades Lab Addition and Renovation design. The summary of the amended bill can be found [HERE](#).
- MinnState Day at the Capitol – Date to be announced
 - I will send out information as details are confirmed by Minnesota State.
- Teamsters Lobby Day – Date to be announced
 - Our goal is to get as many ASF members to Lobby Day next spring as possible. Teamsters organize legislative speakers, meetings with members' direct legislative representatives and prepare members to meet with your representatives. ASF will provide a list of legislative goals/priorities that can serve as member talking points when speaking to their legislators. More information will be sent out in the spring as details are confirmed by Teamsters.
- Nominations & Elections (Tim Alcorn-Southwest, 2 VACANCIES NOT EXECS)
 - No updates.

- Membership (VACANT-Chair, Jim Anderson-Moorhead, Jillian Quandt (presenting as prior chair)
 - The committee roster has been updated, but the July meeting was postponed because we were hoping there would be a new chair in place. The website is up to date.
 - There was a discussion on providing pins to all members. Layne Anderson brought forward a motion amendment to change the budget from \$500 to \$2000 to get pins out to all members. Amanda Weister seconded the motions. Both the motion to increase the budget and the motion to purchase pins passed.
 - Membership chair vacancy discussed.
 - A committee has been formed of Tim, Jillian, Mandy, Kristy, and Jim who will meet to create a concrete outline of job duties and expectations for a member stepping in and recruitment ideas for a new membership chair. The committee will report back at the September meeting.
- Finance Committee (Jill Quandt-Winona, Lori Wynia-Southwest, 3 VACANCIES)
 - No updates.
- *Old Business*
- *New Business*
 - Release time for State President & State Vice President
 - Motion for 40% release time for State ASF President and 10% release time for State ASF Vice-President was approved.
 - System & State ASF committee appointments (Jill Quandt)
 - Please see attachment for updates on committee appointments and vacancies.
 - The goal is to have individuals serving from different campuses and that an individual serves on no more than two committees.
 - 2020-2021 MSUAASF State Board meeting dates
 - Will be determined at September meeting
 - COVID-19 & Return to Work—Open Discussion
 - COVID Concerns by Campus:
 - St. Cloud: there are campus concerns with return to work and COVID. They asked for more guidance on remote work, since there has been a big push from supervisors to have workers return to work. Concerns were also raised regarding offices reopening without the cleaning supplies promised.
 - SMSU: similar concerns raised from St. Cloud State. Bargaining unit presidents were not originally involved and had to request to be added. Glad to see concessions on staggered work time and that management is now working with bargaining units.
 - Bemidji: It has been put in employees' hands whether they want to return to work or not. This has created a workload management concern between supervisors and employees and is creating a poor working relationship when work can't be done as effectively at home. This also creates an exempt vs. non-exempt employee concern when individuals need to pick up workload. Concerns regarding communication, contact tracing, and quarantine.
 - Metro: Employees are not coming back to campus and classes have moved online. The reduced COVID release time is a major concern for individuals, especially around childcare at home. They are also thinking about increasing student services being open. They are currently working out what facilities will be providing as safety measures. There will be masks provided for free for individuals on campus.
 - Moorhead: Expectation from administration is that offices will be open, but there are some possible telework options and flexing staff times on

campus. Members are also concerned about the K-12 decision and want clarity on what a positive test will mean regarding reopening. As of last week masks have not been ordered.

- Mankato: Administration has work to do, lots of updates. Signage, social distancing, masks. There are nine committees/subcommittees, recommendation from cabinet. Three phases returning to work, which means it's up to supervisors and VPs on returning to work. A lot of inequity which creates frustration. Open office expectation with creative staffing. HR is directing people to supervisors for accommodations that are not medically related, which creates mess. The COVID website is quite overwhelmed. Our hands are tied to go fully remote and that it would be a system decision (Tracy added that the Chancellor said it was not a system decision). It feels like a trickle down plan from supervisors to employees. Perceived inequities between us and IFO (in-person vs. moving online). Wants ASF to take an
- Winona: All employees or students are getting masks. Complex flowchart of whether each employee comes to campus. Inequities of who is returning to work.
- ASF had asked for masks required indoors at all campuses and that every person should be screened. Sami added that the screening tool may lead to discipline with non-compliance. ASF supports the screening tool, since safety concerns are higher than data concerns.
- Charity and gifts line on budget.
 - Scholarship fund through Students United for students doing internships in public service <https://www.studentsunited.org/scholarships>. We have previously donated to their golf fundraising event. In lieu of the golf outing they're doing a solicitation campaign. Motion to allocate \$200 to Penny Scholarship fund.
 - Amendment moved by Lori to amend from \$200 to \$350. Local 320 offered to match our amended total. Motion carries to donate to the Penny Scholarship fund and to increase the total.
- *System Committees*
 - Policy Council (VACANT, Jim Anderson, Angela Bowlus)
 - Academic & Student Affairs Technology Council (VACANT, Maddie Joy Idzik, Ken Graetz)
 - Media Management/Web Conferencing Committee (Chad Kjorlien)
 - Learning Environment Committee (Lori Wynia)
 - Accessibility Committee (Kristen Jorenby)
 - Student Affairs Council (Danielle Smith, Nikki Stock)
 - Assessment for Course Placement Committee (VACANT, Laura Kiemele, Riley Davenport)
 - Academic Affairs Council (VACANT, Angie Witte, Christine Metz)
 - Faculty Development Committee (Victor Cole)
 - Global Education Committee (Susan Pham, Cherish Hagen-Swanson)
 - Academic Equity Committee (Angie Witte)
 - Graduate Education Committee (Melanie Guentzel)
 - Defined Contribution Retirement Committee (John Engquist)
 - System Evaluation Committee (VACANT, Greg Mellas)
 - Professional Excellence Award Committee (VACANT, Melissa Dingmann, Sarah Olcott)
 - Equity & Inclusion Council (Angie Witte, Kate Noelke)
 - Transfer Governance Committee (VACANT, Ashley Schafer)
 - PSEO Workgroup (Tania Schmidt, Michael Altomari, Jessica Mensink)
 - Developmental Education Steering Committee (Katie Kraemer)
 - Online Strategy Workgroup (Ken Graetz, Lori Wynia)
 - Law Enforcement Education Task Force (Kristy Modrow)

- *State Meet & Confer Agenda Items (Monday, August 10, 9:30-12pm)*
 - Lori asked Sami about possible OSHA violations regarding COVID. Sami stated that while she doesn't work directly with OSHA, if campuses are opening up without safety measures in place it is a violation of CDC safety guidelines. Sami will send out OSHA guidelines on COVID to review before State Meet and Confer:
<https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-novel-coronavirus-covid-19>
 - Each campus president will provide a brief description of what their campus is experiencing with COVID at Meet and Confer.
- *Good of the Order*
- *Adjournment*
 - Meeting adjourned at 12:11pm

Future Meeting Dates:

- **MSUAASF State Board Meetings (must be at least 14 days before State Meet & Confers)**
 - Dates will be set at our September meeting
 - Summer: August 7-8 (State Board Training & Meeting)
 - Fall:
 - Winter:
 - Spring:
- **State Meet & Confer (9:30-12pm in St. Paul)**
 - August 10, 2020
 - September 25, 2020 (NOTE TIME CHANGE: 12:30-3pm)
 - December 4, 2020
 - February 19, 2021
 - April 30, 2021
- **State Board Online Meetings: 2nd Monday of each month from 12-1pm**