

## ASF State Board Meeting

January 22, 2021  
8:30-4:30pm



Present: Tracy Rahim, Lori Wynia, Rachel Sherlock, Mandy Weister, Thomas Boylan, Layne Anderson, Paul Stern, Victor Cole, Stephanie Bard, Kristy Modrow, Sami Gabriel, Joshua Lease, Jillian Quandt, Tim Alcorn, Jim Anderson, Greg Mallas, Elsbeth Howe

- **Call to Order**
  - Meeting called to order at 8:32 am
- **Approval of Agenda**
  - Agenda approved.
- **Teamsters Local 320 Report** (Sami Gabriel)
  - Lobby Day will be Wednesday April 18<sup>th</sup>. This year Lobby Day will be virtual which may allow for additional participation from Greater Minnesota and non-exempt members.
  - Members will need to register in advance. The registration link will be sent out to all members.
  - Our teamster's representatives ran unopposed for the International Convention. Sami thanks ASF for their support. The International Convention will occur at the end of June virtually.
  - Monthly general membership meetings have been occurring online on the second Tuesday of every month. Participation has risen from 1-5 people to 20-30 people.
  - Tracy requested for ASF to meet with the Higher Education Chairs for Lobby Day. Sami will reach out to add that to the agenda.
- **Officer/Board Position Reports**
  - Secretary (Rachel Tanquist-Mankato)
    - Meeting minute approval (January 14, 2021)
      - Motioned by Josh, seconded by Kristy. Meeting minutes approved.
  - Treasurer (Lori Wynia-Southwest)
    - Please see the attached spreadsheet for an update on the ASF Treasury.
  - Vice President (Jill Quandt-Winona)
    - Additional lapel pins were ordered for all members and sent to campuses.
    - Committee/workgroup representative appointments were made and reports gathered.
    - I'm serving on the negotiations committee and met with Tracy and Sami to pre-plan.
    - I helped with prep for the e-Board Strategic plan retreat, including analyzing the membership survey results.
    - I helped orientate Tom as the new membership chair and plan to continue to offer support.
    - I convened the finance commit to conduct the audit and prepare the report.
  - President/Grievance Officer (Tracy Rahim-Winona)
    - February 17: Recruitment/Retention of Diverse Employees meeting
    - Labor Relations Update
    - BOT meeting next week
    - Update on the BMS—ASF Unit Definition order, unit clarifications/objections
- **MSUAASF Committee Reports**

- Negotiations (Tracy Rahim-Winona, Sami Gabriel-Teamsters 320, Stephanie Bard-Bemidji, Jill Quandt-Winona, Lori Wynia-Southwest)
  - Sami updated the group that the contract committee is currently reviewing the contract for language changes including grammatical changes. Tyler Treptow-Bowman is leading a subcommittee to review the contract through an equity lens. Sami noted that since there will not be a lot of money this year they will likely be negotiating for mostly non-monetary items.
  - The membership contract survey will be sent out in a few weeks and the committee will review the results in early February. There will be virtual town halls to discuss the results received. The equity committee will also have their proposals at this time to bring to membership.
  - Membership feedback is integral to contract negotiations.
- Legislative (Kristy Modrow-St. Cloud)
  - I continue to send Legislative updates with Josh's commentary to Legislative Representatives to share with their campus members. Approved ASF Legislative Priorities were sent to ASF Statewide Board Members and Campus Legislative Representatives on January 14.
  - Tracy did a great job representing ASF at the Senate Higher Ed Finance & Policy Committee on January 14. She presented the ASF legislative agenda along with other bargaining units, faculty and student associations.
  - Both the House Higher Education Committee and the Senate Higher Education Finance and Policy Committees are listening to higher education stakeholders (students, faculty, staff, higher education intuitions, bargaining units, and the Office of Higher Education).
  - I plan to do a letter/email writing campaign and have considered using ResistBot as well. ResistBot turns a text into a letter that is sent to legislative representatives: [https://www.youtube.com/watch?v=gBF\\_YaM42qw](https://www.youtube.com/watch?v=gBF_YaM42qw)
- Membership (Tom Boylan-Metro, Jim Anderson-Moorhead)
  - The membership committee met on Wednesday 01/06/2021 (Tom Boylan, Jesse Heath, Kate Southwick, Jill Quandt, Jim Anderson, David McCandless, and Angie Clark) as well as Victor Cole and Sami Gabriel. This was the first meeting of the committee lead by Tom Boylan.
  - The meeting was set up with an informal agenda for membership to meet each other and begin a conversation about the direction the committee should take moving forward.
  - The agenda was set as followed:
    - I. Welcome and introductions
    - II. The ASF Constitution Membership Committee
    - III. Review the Membership Committee Constitution+
    - IV. Review and approve minutes from January 8 2020 meeting
      - a. Old business
    - V. New Business
      - a. Break down of union dues breakdown of where the dues go to support the union
      - b. Priorities for the next six months
  - Members shared personal experience as ASF members, experience on the membership committee and priorities for the committee to discuss this year.
  - Sami Gabriel introduced herself, agreed she would be visiting each campus virtually and will provide updated membership numbers to the new chair

- Open discussion of some campus concerns about new employees not having access to ASF membership information pre and post hiring. The discussion included creating ways to improve relationship with HR departments on campuses experiencing communication problems.
  - Committee agreed to meet once a month for the next six months to establish priorities and develop a plan to complete those priorities.
  - Sami reported that there has been a significant decrease in membership with 750 members (72%) from 778 members (75%). Please see the attachment for more details.
  - Kristy noted that retirements and position reassignments are the primary reasons on St. Cloud for the reduced membership. Virtual recruitment is also extremely challenging.
  - Sami reviewed the membership list regarding individuals who are still listed but no longer paying dues.
  - One of the biggest priorities of the membership committee is sharing the value of full membership and our communication and outreach strategy across campuses.
  - The group also discussed physical and digital bulletin boards as a way to provide messaging to members and they're level of effectiveness which varies by campus.
  - Please reach out to Tom Boylan with any further ideas or feedback for the next membership meeting during the first or second week of February.
- Nominations & Elections (Tim Alcorn-Southwest, Josh Lease-St. Cloud, Mandy Weister-Mankato)
  - No updates from the committee.
- Finance Committee (Jill Quandt-Winona, Lori Wynia-Southwest, Layne Anderson-Moorhead, Kristy Modrow-St. Cloud, Rachel Tanquist-Mankato)
  - Results of FY20 audit of State ASF and campus finances.
    - Please see the 2020 finance audit report.
    - Josh moved to approve, seconded by Tim. The audit was approved.
- **Old Business**
- **New Business**
  - BOT Excellence in Service Award Discussion (Tracy Rahim)
    - Tracy asked the board for feedback on how many awards should be given.
      - Josh raised the idea of reviewing based on student headcount and not FYE.
      - Jill raised the consideration of the financial award for recipients and potentially needing to split that between recipients if we have more than one award.
      - The board also discussed the years of service minimum and discussed lowering that to three or four years instead of five.
      - The board agreed on advocating for one award per bargaining group based on the discussion. Tracy will update the group on what she learns at the meeting.
- **Campus President Reports (as time allows)**
  - Topics/issues on campuses needing consultation with other campus presidents
  - Brief campus report
  - Southwest Minnesota State (Tim Alcorn)
    - The beginning of spring semester is slow from SMSU ASF. A committee is currently working through a review of the constitution and bylaws. Enrollment for spring semester appears to be virtually flat compared to 2020. News of the relieve the university will receive as a result of the COVID aid package passed at the end of 2020 is

encouraging with the expectation that it will help the institution work through budget issues of the current fiscal year and position it better for FY 22, given the uncertainty of state appropriations and tuition increases. The campus Equity 2030 group is working collectively and in sub-committees to create an outline for SMSU. In related work, former SMSU ASF president Jay Lee resigned his position as SMSU chief diversity officer after being unable to reach agreement on terms for the position on a permanent basis after serving in it on an interim basis for the past three years. After failing to fill the position again on a less-than fulltime basis the decision was made to move the position to full time. The processes to do so are being completed in HR with a search to be completed in the first half of 2021 and the new person beginning on July 1. Jay Lee continues in his existing ASF role on campus as the Director of Diversity and Inclusion.

- Minnesota State University, Moorhead (Layne Anderson)
  - Have been supporting our members who had their positions eliminated in our last budget planning process. One member is retiring at the end of this academic year, another separated early with employment outside the institution and the third member we have worked with management to secure placement services through Career Partners.
  - Worked with management to create a process for recognizing and awarding our first terminal degree honorarium for a member.
  - We completed our comprehensive review of PDF/PIF guidelines and processes and membership approved of those changes/updates.
  - Our EMSA division organizational structure is being reviewed due to the decision last spring to eliminate our AVP of Student Success position at the end of this academic year.
  - Our Spring enrollment is down 7.7% which is creating additional challenges to our budgetary situation.
  - Enrollment and Equity are strategic priorities that will drive our budget planning process. Divisions are working to develop “wildly important goals” in these two areas. Budget planning has kicked off for FY23 with budget parameters and divisional targets set to cut \$5.2 million which is slightly less than our budget cuts completed last spring for FY22. I expect this will create some additional concern among our members.
  - Our President decided the institution should participate in the University Benchmark Project to have more data to inform non-instructional budgetary decision-making. The VP of Human Resources was responsible for managing the project and the rollout/request for data came out the week before the semester break and was due shortly after the new year. As you can imagine that has created much frustration and also concern for data integrity. ASF shared our concerns at our recent M&C and asked for opportunities to review data/reports, request updates to inaccuracies, and/or “be curious” about glaring benchmarks.
- St. Cloud President’s Report (Josh Lease)
  - COVID still dominates the conversation on campus here as we continue to work through staffing levels and the challenges of delivering services and instruction. We are experiencing significant melt from fall semester to spring as students who are either struggling with on-line instruction or simply do not want to spend their time & money on that experience are stopping out. We continue to have serious concerns about enrollment levels and will be watching for the 30-day numbers closely. SCSU has been approved as a vaccination site and administration has been clear they intend all of campus will be vaccinated together as doses become available.
  - We are exceptionally pleased with the resolution to the BESI Grievances, which were resolved to the satisfaction of all impacted members. Importantly, we received strong support from our University President in getting to the right resolution. Thank you to

Sami & Tracy for all of their work and support as well. It was a long and difficult process, but we got to a good result.

- The “It’s Time” work in reimagining St. Cloud State continues, and management has made a commitment to incorporating all the DEI work in Equity 2030 and other initiatives into that work. We have formed an ad-hoc DEI committee within ASF to provide the university with feedback and recommendations related to DEI and Equity 2030.
- With budget conversations beginning, we have encouraged management to outline schedules in advance and to get the new VP of Finance & Administration out to the campus units so they can have discussions with her and get to know her process as well. We are waiting to see what the allocation of additional relief funds will do for the university, with the expectation that much of them will be consumed in relief for revenue-based units impacted by the pandemic.
- Members are having some challenges in utilizing their professional development funds effectively; there is clearly some burnout on webinars. We are going to have some discussions on blanket waivers for PDF fund limits here on campus, rather than issue individualized plans due to the pandemic.
- Bemidji President’s Report (Stephanie Bard)
  - BSU Offices have been pretty consumed with start up of the semester – still working in a combination of remote and on campus with a majority of courses for students provided online. Currently, Spring 2021 enrollment is down about 8.6%. At the end of Fall Semester, our HR Office polled ASF employees to see who was working the majority on campus and who was working the majority through telework. Personally, I was surprised that almost half of ASF employees were working mostly on campus – I am only in one day a week and in my building I can go a full day without seeing anyone else in the halls. Other employees had asked if we could find out the numbers across other campuses but I think this is going to vary greatly based on student presence on different campuses. In our campus meetings, employees are asking if there is a timeline for returning all to campus and some employees are asking if teleworking will be an option for some positions going forward.
- Metro State President’s Report (Victor Cole)
  - Campus closed 12/19-1/4, by order of the University President. All services were to be offered remotely, via zoom, email, and/or phone. ASF members (all employees) were encouraged to take time off if they could. Supervisors and managers were asked to cancel any standing meetings, and possibly not meet during this campus shut down so employees could take time off if needed. However, the academic appeals process and newly introduced timeline, without any discussion at Meet and Confer, required that ASF members/Academic advisors be available to make calls and support students in an appeal if they received an academic warning, probation, etc.
  - Fall Plan, is to be back on campus for courses where faculty want to teach in person. Hyper-flex is being proffered as an option too. There is some push back from IFO, faculty, who think managing a course without knowing who will show up and when, and the lack of technology to effectively offer Hyper-flex in this manner, will not be pedagogically or academically sound. Fall Plan also will include the need to have an alternative to on-campus instruction if the pandemic persists, and/or if any mandates from the Governor or US government is to return to social and physical distancing and mask-wearing
  - Issues with Management for the next 6 months of the academic year:
    - CEC/SEC issues: Campus and STATE issue
    - Emeritus status, process, policy, procedure, and appeals

- Article 12. I. Compensation, “reasonable” additional duties for a specified timeframe
    - Vacant position, 6 months lead of submission of a retirement, 5 months vacant,
    - 3 ASF members doing the work of one position in addition to all their current duties; denied compensation or honorarium; contract violation possibly
  - Bargaining units leaders meetings
    - We have established a plan to engage management as one voice on a few issues agreed upon
    - IFO and ASF leaders/members are being pitted against one another in Meet and Confer
    - IFO has made agreement with management to co-chair key councils with an admin/Dean
    - AFSCE continues to be the “front-line/face” of the university in contact with the public, students, staff, and faculty more than any others, except for Admin.
  - Membership meetings
    - Numbers of attendance still hover between 30-45; continue to offer 3 coffee cards to those who attend; use a slick “spin the wheel” platform for the drawing
    - February meeting was extended by the President’s approval so that we could offer an Implicit bias and Anti-racism workshop to members. (used funds to pay for a facilitator, will offer coffee cards for attendance to 6 members; this will lead to a June day-long retreat with a facilitator coming/zooming in with the cultural competence evaluation and deliberative dialogue
    - March meeting, we will invite Sami to attend... June meeting we will invite ASF state board to attend
    - Time is being utilized for actionable items more, and less for FYI from management
    - May make Reports from Membership chair, legislative chair, and Negotiations officer standing agenda items along with the President’s report for the coming year; with Finance/treasurer and Council/committee reports on as requested basis
    - Membership chair work plan and outreach plan, i.e. email, attachments, follow up zoom/phone meetings; and schedule to meet and greet all members over time—emailing 8-10 members a month to check in; requested and approved to purchase cards and stamps to send thank you notes from union president to members who are serving and to welcome new members
    - Planning our leadership transition: nominations and elections committee, and assigning functions to positions, i.e. Past-president duties will include hosting a constitution and by-laws committee to review, put forth recommendations for edits, additions, omissions, etc.
- WSU Campus Present’s Report (Paul Stern)
  - Strategies for meeting budgetary needs in challenging times.
    - Local ASF has taken an active role in providing guidance and feedback to our University Leadership across a variety of pathways. We began with offering a Budgetary Principles document generated from feedback from local constituency and further formed through work with our local Executive Board.
    - To create drill down on these goals, we conducted a small focus group brainstorming activity to provide more of an “on the ground” scatterplot of where these ideas in the Budgetary Principles document had been generated.

- Feedback has also come supporting these principles from a variety of groups across campus (SLD/EM Directors, Integrated Academic Services {IAS}, Enrollment Management Committees).
  - COVID Fall '21 planning and projected strategies
    - Fall '21 is expected at this point to look similar to Spring '21, with promising glimmers of there being more ability to cultivate “in person” contact in creative ways.
    - Moving away from any sort of language that refers to “returning to normal” as this is really not possible on many levels. Establishing new norms and growing into new ways of interacting is more our focus.
  - Overall, participation in ASF membership remains healthy
  - Many positions are currently being searched in ASF
    - We have seen some reduction in FTE level with new hires (.96FTE is a starting place for most positions going through re-hire or new positions)
- Mankato President's Report (Mandy Weister)
  - Presidential Search Advisory Committee has completed the bulk of their work doing intensive Round 2 interviews on January 11 and January 12. They submitted a small pool of names for the Chancellor to consider. He will review and select on-campus finalists.
  - Conversations about our ADA employee policy with HR is beginning internally with ASF with hope of refining the process with HR in coming months
  - Notifications of Interim Opportunities has shifted to being sent from HR and not Union Leadership
  - We are beginning to think about ASF elections of officers – we will be electing a President-Elect and a Treasurer by May 15 this year
  - Working to add a “digital Bulletin Board” section to our website given the number of remote workers and lack of visibility of previous posted campus Bulletin Board
  - We continue to have the conversation regarding “reassignment” of ASF roles despite strong input from ASF leadership with the President, Provost, and at Meet & Confer about concerns of this process
  - We are hosting a Steward Panel for General Membership in January to share role of stewards, types of questions typically asked, and answer other questions as they arise during the panel
  - We remain in Orange Status in regards to COVID-19 and have started the semester in the “remote” mode of Flex Sync. No specific date of loosening to more in-person has been announced.
  - Within departments/units staff continue to work through rotations or limited staff models to keep physical offices open.
  - As of 1/21/21 we have 6 active student cases of COVID-19
  - Many offices and ASF staff (32 partners) have adopted a 24/7/365 “Ask Stomper” chat feature available on our website
  - Stewards have been meeting regularly to gather supportive material & data in the event that elimination or lay-off becomes a reality.
  - Enrollment for Spring 2021 is down .6%
- **System Committees**
  - Policy Council (Linda Meidl, Jim Anderson, Angela Bowlus)
  - Academic & Student Affairs Technology Council (Audrey Cloe Messner, Lori Wynia, Ken Graetz)
  - Media Management/Web Conferencing Committee (Chad Kjorlien)
  - Learning Environment Committee (Lori Wynia)
  - Accessibility Committee (Kristin Burgess)

- Student Affairs Council (Danielle Smith, Nikki Stock)
- Assessment for Course Placement Committee (Michelle Forlitti, Chuck Eade, Riley Davenport)
- Academic Affairs Council (Erin Kline, Angie Witte, Stephanie Kroll)
- Faculty Development Committee (Victor Cole, Michael Kurowski)
- Global Education Committee (Susan Pham, Cherish Hagen-Swanson)
  - Co-chair for Global Education Committee nomination and appointment - Anne Dahlman from Mankato 2) System Updates - no news regarding summer 21 study abroad. Asking that system decides in January 3) Promoting Minnesota as a state internationally - universities working together to promote the system 4) Study Abroad and Away Workgroup Updates and Requests a. NAFSA representation - Jake Kinning, St. Cloud, representing Region IV b. Discussion on programming planning process for future terms - Request that we know soon on summer 21 study abroad since we have faculty led programs that we need to make deposits and financial commitments. c. Volunteers needed for June 2021 System Meeting planning committee 5) International Student and Scholar Services Workgroup Updates and Requests a. Marketing programs internationally – follow-up on research group identification and timeline b. Workgroup update on Minnesota State International Students webpage - more collaborative across the universities and colleges
- Academic Equity Committee (Angie Witte)
- Graduate Education Committee (Melanie Guentzel)
- Defined Contribution Retirement Committee (John Engquist)
- System Evaluation Committee (Sarah Olcott, Greg Mellas & Stephanie Kroll is alternate.)
- Professional Excellence Award Committee (Karen Anderson, Melissa Dingmann, Stephanie Bard)—*on hold for FY21*
- Equity & Inclusion Council (Angie Witte, Victor Cole)
- Transfer Governance Committee (Daniel Voss, Jeff Pool)
  - The primary topics for the December Transfer Governance Team were as follows: 1. Review of the current Law Enforcement Taskforce and their efforts to review the current curriculum. The taskforce will be recommendations regarding future curriculum changes to increase diversity training. The concept of a four-year Law Enforcement degree is being challenged by some on the taskforce as part of the discussion. 2. MNTC Goal Area 7 discussions are currently taking place at the system level. The review is being done in conjunction with the work of the Law Enforcement Taskforce. Goal 7 workgroup is being further explored with the lens of equity 2030. Discussions are working to be mindful regarding the topic, timeframe, and the amount of resources required to make any changes. 3. The Pilot Transfer Pathway Evaluation has been conducted. Brief discussions regarding some initial findings. One key barrier to the transfer pathways at the two-year colleges revolves around the requirements for math. For example, College Algebra is required in the Business Transfer Pathway. This is a roadblock for many underserved populations. This was also evident in other areas regarding statistics. 4. The Transfer Governance Team Charter is being reviewed. Originally the charter was built around the Transfer Pathways. Most agree this is too narrow of a focus. The Charter will be reviewed by a subcommittee that will make recommendations for a new charter. 5. Transfer Student Surveys have been conducted and an initial report was shared with the TGT. Focus groups will now take place in early December with additional survey results to be shared at the February TGT meeting. 6. The Education Transfer Pathway was again discussed during the meeting. To date, this



transfer pathway is filled with issues due to PELSBA requirements. In June of last year, the two-year colleges were released from the PELSBE requirements due to them not licensing teachers. This change initiated an early Transfer Pathways review for both Elementary Education and Early Childhood Education. This early review of the Transfer pathways was approved by the Transfer Governance Team. This group of faculty and deans from the universities and colleges will begin their discussions after the new year.

- The state board needs to maintain awareness of the changes being explored toward Goal Area 7. This would be a good time for a review of the MNTC in general. The MNTC was designed to have a five year review process. To date, no formal review is scheduled. Reviewing and possibly changing the MNTC will result in a more streamlined transfer process across all campuses.
- PSEO Workgroup (Tania Schmidt, Michael Altomari, Jessica Mensink)
- Developmental Education Steering Committee (David Tollivers)
- Online Strategy Workgroup (Ken Graetz, Lori Wynia)
- Law Enforcement Education Task Force (Kristy Modrow)
- Teacher Education—*new group, charter in draft stage*
- Textbook Affordability—*new group, charter in draft stage*
- **State Meet & Confer Agenda Items** (Friday, February 19, 9:30-12pm)
  - Law Enforcement Education Reform Workgroups Update
    - The Task Force met on December 23 and the next meeting is next Wednesday. The committee reviewed a draft summary recommendations report. This was a compilation of what has been covered in the fall meetings thus far. The committee heard from Gae Davis, Post Board (MN Board of Peace Officer Standards and Training) Coordinator, Central Lakes College, regarding the POST Board process. The Task Force also discussed law enforcement and MinnState partnership possibilities with outside agencies with Minneapolis Police Chief Medaria Arradondo.
- **Good of the Order**
  - The board took part in a CEC/SES training led by Victor Cole and Greg Mellas
  - Elsbeth Howe lead the board in discussing the ASF Strategic Plan.
    - The board will review the proposed changes to the draft to vote at the next board meeting.
- **Adjournment**
  - Meeting adjourned at 4:23pm

#### **Future Meeting Dates:**

- **ASF State Board Quarterly Meetings (must be at least 14 days before State Meet & Confer)**
  - Spring: April 16, 2021
- **State Meet & Confer (9:30-12pm on Zoom)**
  - February 19, 2021
  - April 30, 2021
- **State Board Online Meetings: 2<sup>nd</sup> Thursday of each month from 12-1pm**