

## ASF State Board Meeting

November 5, 2021

8:30-4:30pm



Present: *Tracy Rahim, Jill Quandt, Lori Wynia, Rachel Sherlock, Mandy Weister, Kristy Modrow, Sandi Sibley Gerick, Christian Brezinski, Tom Reburn, Tom Boylan, Sami Gabriel, Kristy Modrow, John Brown, Jay Lee, Tania Schmidt*

- **Call to Order Meeting**
  - Meeting called to order at 8:38am
- **Approval of Agenda**
  - Motioned by Tania Schmidt, seconded by Tom Reburn. Agenda approved.
- **Teamsters Local 320 Report** (Sami Gabriel)
  - 320 has been busy with international elections.
  - For local elections, Teamsters endorsed 20 candidates. Teamsters did not endorse any candidates who wanted to defund the police since they want reform instead of defunding measures.
  - The stewards seminar is coming up which will cover a variety of topics. Sami hopes that ASF members can attend.
  - Four new business agents have been added due largely to retirements.
  - Sami has been participating on the Minnesota Job Skills Board which reviews partnerships between colleges and businesses looking to train employees. The board gave out over 2 million dollars to support these partnerships, including partnerships from our campuses.
  - Tracy asked about virtual lobby day. Sami is unsure what the date will be, but confirmed it will be virtual.
- **Officer/Board Position Reports**
  - Secretary (Rachel Sherlock-Mankato)
    - Meeting minute approval from 10-14 motioned by Kristy, seconded by Jill. Meeting minutes approved.
  - Treasurer (Lori Wynia-Southwest)
    - Please see the attached spreadsheet for the treasurer's report.
    - Lori will correct the release time reimbursement.
  - Vice President (Jill Quandt-Winona)
    - There have been a few individuals on committees who have left ASF so Jill is looking to fill some committee roles.
    - Primary activities since the last meeting have included informing committee reps of their appointments/responsibilities and soliciting reports as well as thanking those who volunteered, but weren't chosen. She has continued her efforts to work with the system office to improve the committee communications, with limited success. I've produced a series of contract tidbits for presidents to use as they see fit and for usage in social media. She has called together a group of current and former board members to discuss the strategic plan. She's also provided some support for the

organization and content of the new website, met with Tracy to process a variety of topics, and have been actively involved in negotiations.

- President/Grievance Officer (Tracy Rahim-Winona)
  - **MMB meetings—Sick Leave MOU:** MMB is offering an MOU to the State bargaining units allowing employees to use sick leave for children who must quarantine but don't have symptoms. It is also retroactive to July 1, 2021, for anyone who already had to use vacation so they can make a change. MN State will be offering a similar MOU to the 3 faculty bargaining units and we should see it soon.
  - **Stewards Trainings:** I am working with Tom Boylan to schedule 2 stewards trainings in January the week before Spring semester classes start. This would be a refresher for any current stewards as well as anyone else interested in becoming a steward. More details will be released once everything is finalized.
  - **Supplemental Retirement Qualification:** Employees are eligible in the next fiscal year after two years of full-time employment (those years don't have to be consecutive). The definition of full-time employment is full-time work (40 hours/week) for at least 10 months/year. It is not based on FTE status. Once an employee is eligible, they are always eligible unless they retire and start receiving retirement payments and then come back to work anywhere within MN State. Deductions are taken at a rate of 5% after the first \$6,000 of gross income up to \$2200 (100% employer match).
  - **Professional Excellence in Service Awards:** A reminder that your campus nominee is due to the System Office by Jan. 10, 2022. Each campus is supposed to be getting a plaque from the System Office to be hung publicly that will list each of the campus award recipients. There are plans to change the number of nominations in FY23 after there is further discussion at the System Office level.
  - **Open Enrollment Reminder:** Open enrollment closes on Nov. 17. Make sure members check their primary care clinic's tier to make sure it hasn't changed. Members can always call their insurance carrier at any time to designate a new primary care clinic that would go into effect immediately. Short term disability insurance and dental insurance are both open this year as well.
  - **Supplemental Budget response letter:** I submitted a letter to the Chancellor and VC Maki with feedback received from Jill Quandt regarding the proposed allocation for mental health and feedback from Kristy Modrow regarding the workforce development allocation to ensure that public service is highlighted.
- **Campus President Reports**
  - Topics/issues on campuses needing consultation with other campus presidents
    - Mankato State Campus Report and payroll and leave accrual issues (Mandy Weister)
      - Members with less than 1.0 FTE have experienced issues with vacation and sick leave accrual, being underpaid and/or overpaid. Everyone is aware of the ongoing issues with the service center. Since this is specifically with members less than 1.0 FTE, the campuses who have members at less than 1.0 FTE are experiencing it more. There is a change in negotiations that should resolve this ongoing issue.

- Tom Reburn noted that there was an individual on his campus that was significantly underpaid due to being incorrectly trained on how to report hours.
  - Interim Provost & Associate Provost named late Spring/Early Summer
  - Provost Search is underway with chairs being identified and ASF appointing Past President to serve as Rep
  - President Inch has called for Task Force on Flexible Work and Service Delivery
  - Task force on our college merger is underway (College of Arts & Humanities merging with College of Social & Behavioral Sciences)
  - Our campus staff and faculty are at a 92% vax rate
  - Our students are at a 68% vax rate of numbers we currently have (not comprehensive yet, still combining data for accurate number)
  - Based on Blue Earth County numbers, we continue to mask on campus.
  - Weekly tests for those not choosing to vax occur Tuesdays and anecdotally capture about 1 positive per week.
  - We continue to respond to VPs who want to “assign” ASF staff to open positions vs conduct a full search. Recently agreed to an internal search vs. an assignment for one of these.
  - Finalized our PDF allotment with assistance of ASF Treasurer & AVP of Finance
  - Completed second of two legislative tours as we seek funding for renovation of Armstrong Hall
  - Relief dollars to students have recently been distributed and another round is in the works.
  - ASF Exec Board/Social Committee is hosted an ASF lunch off campus and offered Jimmy Johns sandwiches – we had a whopping 50% of membership attend – our most successful social yet.
  - At our October ASF General Membership Meeting President Inch visited to discuss his long-term vision and goals for the University and answer questions
  - We are struggling significantly with ASF employees who are under 1.0 FTE and getting the correct payroll and leave balances with the system structure currently in place. This has been a significant concern for Stewards this year.
- St. Cloud State Campus Report and ASF vs. MAPE positions (John Brown)
    - John noted that he’s heard MAPE positions are easier to recruit for and often pay more than ASF positions in similar roles. This situation is not unique to SCSU. The concern is that positions are being hired into MAPE instead of ASF, partially because MAPE is at least anecdotally easier to hire and process. MAPE gets less vacation and sick time and does not have our same tuition waiver benefits.
    - We implemented the on-campus testing for COVID-19 in October. As of our last report on Oct. 15, 91.3% of employees and student workers had submitted a vaccination attestation form, 88.2% of employees and student workers reported that they are fully vaccinated, 11.8% reported that they are unvaccinated and 8.7% have not responded.

- We are seeing what seems to be a high level of turnover and we are wanting to engage in a conversation with administration about the root causes. While we are receiving a large number of requests for search committee representatives – meaning we are hiring – it says that we are also losing many good employees to other opportunities. In these searches, we are also seeing very low candidate pools and in many cases, what applicants we are getting fail to meet the minimum requirements to be moved forward, resulting in failed searches.
  - Administration continues to play “show and tell” at Meet & Confer, and we have discovered that it is not unique to ASF. We have spoken with other union presidents on campus and are hearing the same thing, particularly with regard to enrollment, on-campus and off-campus safety. We have seen a bit of a downturn in the number of re-classifications and re-organizations on campus compared to this time last year.
  - It has come to our attention that some departments are saying that it is significantly easier to process and hire positions in MAPE than ASF and that MAPE positions are paying more than ASF on our campus. We would like to know from the rest of the campuses if they are hearing the same (or similar) things about this.
  - Our overall enrollment is down by 7.8% from last year. The campus narrative is to talk solely about meeting certain enrollment goals. Goals are good to have, but the rest of the system reports out based on year-over-year metrics.
- Southwest State Campus Report and Online program recruitment/retention (Jay Lee)
    - There have been good conversations around subcontracting for online recruiting and other services. External company would partner with Southwest to do some admissions and recruiting online work. St. Cloud had to get approval for a similar service since the contract was over one million dollars. The concern is that we are farming out some of our work to outside contractors. There are already outside contractors for an MBA program and for international recruitment. Tracy is going to send more information regarding the one million dollar contract request.
    - Jay’s campus is discussing leave or vacation for internal candidate interviews since the type of leave or flex time has to be approved by the supervisor.
- Metro Campus Report (Sandi Sibley Gerick)
    - We also have monthly meetings with the various bargaining unit leads, and have worked on some shared questions and data requests for administration to consider over the past few months, as well as some shared responses around safety and return to campus planning and similar items.
    - Our campus had an Academic Planning Task Force that has transitioned to a longer term working group, and has created a draft Academic Plan. ASF has expressed concern that the plan so far focuses mostly on faculty when it refers to staffing needs along the lines of growing, sustaining, or reducing programs.
    - We have advocated at Meet and Confer that our president implement the honorarium for terminal degrees that is allowed by contract. To help her

try to cost out doing so, we did a survey, and the partial results suggested that members would likely only graduate from such programs at the rate of one to three per year on average, so we are advocating that the full possible amount be considered.

- COVID related: our campus case reports continue to be low week by week, and vaccine attestation rate is high.
- I reported that this year we lost one MSUAASF position to MMA, and that one has been eliminated after being posted three times with zero applicants (a range B clinical coordinator position that required an RN license and a BSN).
- As part of our summer retreat, we had an IDI process with a group presentation on IDI from the group with whom we contracted, and individual assessments for up to 50 members. Members who participated were also invited to have an individual debrief by zoom with one of the IDI facilitation team. We will have a follow up that includes a group assessment for those who participated, and some additional strategic planning around how we can as an organization use what we have learned about our group to continue to move forward in the area of cultural competence and cultural humility.

▪ Bemidji Campus Report (Christian Breczinski)

- Fall semester has progressed relatively smoothly in the land of vaccination skeptics. Employee participation in the state mandate far exceeded the student reporting for vaccinations (no surprise) and we navigate day-to-day as students, faculty and staff go in and out of quarantine/isolation. The surrounding county remains in the red zone with 228 new cases reported on 10/31. Mask mandates remain in effect and unfortunately there is still a need to remind students (and employees) to wear their masks in public places indoors.
- Presidential Search:
  - The search advisory committee is nearly complete, there has been some push from IFO and MSCF to have extra representation on the committee. ASF has one representative, Erika Bailey-Johnson, Director of the Sustainability Office. First search advisory committee meetings are scheduled for next week, I believe. (Rescheduling had to occur due to the initial date set for Veteran's day).
- Associate Vice President for Enrollment Management Search:
  - Candidates are coming next week for on-campus/hybrid interviews. 4 finalists: Dr. Johnnie Johnson, Mike Mattison, Carola Thorson, and Seth Miner.
- Associate Vice President for Academic Affairs/Vice Provost Search:
  - Committee formed, candidates released to committee. Expect to fill before July 1, 2022.
- ASF specific issues we're working on:
  - Telework. We were informed early on that there was a "handful" of people approved for telework. This has grown to somewhere between 55-75 employees. We are not certain if this number includes people who were pre-COVID approvals. ASF has only 3 members approved for some telework (not 100%). The list has been shared and there continues to be some grumbling among

members about the challenges of equity as it relates to positions that are place-bound and those that are not necessarily place bound and how telework can upset the flow of normal work.

- Dual roles covering Northwest Technical College: When MinnState merged the presidency of BSU/NTC, a number of services were collected and lumped together. Some of these partnerships have worked out well and others raise concerns from both BSU and NTC personnel. ASF members/positions have the largest share of positions affected by the dual role. Questions have arisen over the years (and have resurfaced this year) about the future of this operation and its sustainability. NTC is “billed” for some of the shared services, but not all. Questions at the recent campus M&C came about the contractual legitimacy of ASF members serving at a college, to which Jim Jorstad replied he believed there was no problem.

- HR/Holidays

- Currently BSU ASF employees do not see paid Holidays show on their timesheets (more of an issue for non-exempt employees). It is not clear if this is a statewide ASF issue or just with BSU’s HR. We realize this is a bit of a moot point as paid time is paid time, but it is interesting from an accounting perspective that they haven’t automatically programmed those in. When asked in previous years, HR responded by saying it was because of the “floating” holiday – President’s day, that they don’t program the dates.

- Fall 21: 1<sup>st</sup> year student enrollment: up 5%
- Spring Enrollment: getting rolling.
- Fall 22: up in applications: 11.6%

- Winona Campus Report (Tania Schmidt)

- With many of our institutions looking at more budget cuts, it will become crucial to review contract language and be familiar with the varying scenarios associated with eliminating positions, timelines for notification, etc.
- When the Covid Vaccination Code was introduced to ISRS, it should have been built with 2 codes. One which indicates the student is vaccinated and another which indicates the student is in testing mode. But, to place both sets of students with the same code definitely leads to confusion and bad data sharing of core vaccination data as time goes forward. Basically, any student testing could say “but look, I have a vaccination code” – and campuses not tracking differently – would know no better.
- Giving campuses a heads up that you may need to plan for Juneteenth – keeping it in mind for campus calendars, courses, registration, admission events, etc.
- We have a new position going through the CEC/SEC process that has an end date of June 2022.... Questions are being asked.
- Have campuses truly decided to drop students or kick them out of the residence halls come Spring if they have not tested? I am curious about how not only our campus but our sister institutions will be moving forward on this.

- The campuses should be very acutely aware that they need to be far more involved in these early discussions about WorkDay implementation. As it stands, it truly is being done in a vacuum.
- Moorhead Campus Report (Tom Reburn)
  - Working with some local pay issues
  - Focused on FY 23 budgeting and pushing Admin for work plans as they plan to reduce 6 MSUAASF positions in the coming year.
- **MSUAASF Committee Reports**
  - Negotiations (Sami Gabriel-Teamsters Local 320, Tracy Rahim-Winona, Jill Quandt-Winona, Lori Wynia-Southwest)
    - Since our last quarterly board meeting in July, the Negotiations Team has met 3 times with Management. Unfortunately, Management has not agreed to any Tentative Agreements since economics as they are tying all the remaining language items to economics. We've been informed that we have less money available in this round of negotiations than we did in the last round and \$742k of the available budget must be allocated to increased insurance costs. We are waiting on some updated costing sheets of some scenarios we've given Management to run for us and then will determine our next steps. We have negotiations sessions scheduled Nov. 22-23 and Dec. 15.
  - Legislative (Kristy Modrow-St. Cloud)
    - Kristy will bring out legislative priorities to our December meeting.
  - Membership (Tom Boylan-Metro)
    - Please see attached for membership update
    - Tom noted that meeting attendance has been low (approximately 3 people).
    - Rafael Espinosa is the Director of Organizing and is happy to visit campuses or attend virtual meetings to help increase membership numbers.
    - Tom gave a call for other campuses to present at
    - Tom is in the middle of the website update. The website and Facebook site get minimal traffic.
  - Nominations & Elections (Jay Lee-Southwest, Tom Boylan-Metro, VACANT)
    - Please note this committee has to be staffed by non-elected members.
    - Officer Elections: Slate of officers must be finalized by late January and sent to campus presidents by Feb. 1 to send out to campus memberships (See ASF Bylaws Article 4, Section 2)
    - Also runs contract ratification vote
  - Finance Committee (Jill Quandt, Lori Wynia, Tom Redburn, Rachel Sherlock)
- **Old Business**
- **New Business**
  - Developmental Education Steering Committee appointment
  - Media Management & Web Conferencing Committee appointment
    - We got no volunteers for either committee. Jay Lee committed to attending the 12<sup>th</sup> to represent ASF at the Developmental Education Steering Committee. Tracy will represent us at the next Media Management meeting.
  - MN State Policy 4.2 Presidential Searches (see attachment)

- Constituencies no longer get to submit more nominations than they have slots. Tracy sees no concerns with this policy since it removes their ability to select out of our nominations. Tracy has previously raised concerns over how diversity in nominees is determined.
  - The other major change is expanding a committee to allow more equal balance between campuses if a president serves multiple institutions or campuses.
  - The group discussed the balance between bargaining units and community members.
  - IFO and MSCF are likely to oppose this change.
- 2022 Delegates Assembly idea
    - Past events have done SWAT analyses, guest speakers from system office, and general discussions. In the past, each campus was able to bring 5 people.
    - Idea in the future to bring campus leadership teams and discuss membership. The plan is to do an in-person gathering in St. Cloud.
    - The goal for this event is to promote leadership succession
    - The plan is to host the event in early June.
- 2021-2022 ASF Strategic Plan Overview and priority initiatives to work on (see attachment)
    - The executive team discussed the strategic plan items and implementation.
    - A big topic across all campuses is membership numbers. We've had a significant drop in membership due to individuals leaving the university and difficulties recruiting new hires. Jill discussed the responses seen from the member survey. Tania suggested a quantitative and qualitative survey with membership to gauge workload and frustrations. The group discussed survey fatigue and how the data would be used. Jill, Tania, Tom, Jay, and Tracy agreed to talk more on this concern.
    - The group discussed creating a meeting attendance challenge between campuses to win a prize. The ongoing contract negotiations may also help meeting attendance.
    - Advocacy
      - Legislative agenda and increased Lobby Day participation
        - Jill recommended that an expectation is that all board members attend lobby day. Mandy also recommended listing sessions for individual sign ups instead of sending folks to a link to individually sign up. Kristy recommended calendar invites to Lobby Day sessions.
    - Equity
      - Equity-focused listening sessions on recruitment/retention of diverse employees
        - Tom will reach out to recruit Victor and Josh to join the ongoing equity discussions. Tom will also forward the running document to the board. We may need to follow up with a survey to members depending on how listening sessions go, and incentivizing participation is a good idea. There is value in showing our membership that we're trying to hear them. Lori, Tracy, and Tom will meet to come back with a more formalized plan and proposal before coming back to Eric Davis with a specific plan.
      - State Equity & Inclusion Chair (see attached draft)



- Tracy noted that a prior board member recommended that the State Equity and Inclusion chair should just focus on issues surrounding labor, which Tracy feels would miss a large part of what we need and want. The current job description is a big ask for a volunteer, and Jay noted that it's unrealistic to have it all done by one person without release time. Jay recommended giving the person the authority to form their own board to help with all the line items in the job description.
  - This position is our commitment to 2030 to show how we're being proactive and how we can impact change.
  - The board reviewed the position description for ways to streamline it and make it more manageable. Tracy will add the changes and share it with the board before the December board meeting.
- Equity-based annual scholarship
  - Tracy raised the idea of adding an equity scholarship with the travel savings within the budget. The board discussed creating a scholarship for dependents of members with an equity focus. Mandy, Jay, and Tania are going to talk to some of their local board members who may be a good fit for helping us to start a scholarship, with the goal of meeting in February.
- Equity 2030—participation, feedback and seeking campus/state updates
  - Tracy asked the campuses what they have heard regarding 2030. Equity 2030 does not seem to be deeply integrated on all campuses, especially regarding integration into student life. Tom recommended we request what has occurred with Equity 2030 since the last time we met. Lori stated that her campus will just report that it is woven into their strategic plan. Jay noted that he has not seen an Equity 2030 meeting on his calendar since January.
- Leadership Succession
  - State Board officer elections
    - Elections happening this spring.
  - Grievance Officer position
    - Tracy has been doing a blended role so we will need to separate the job descriptions.
- Membership
  - Website
    - Tom has been working on the website and it will be rolled out soon!
  - Communications plan
    - Please send a photo and a 2-sentence message to Jill for why you are a part of ASF
  - Virtual Statewide membership meetings
  - Tom recommended inviting the membership team to any delegate assembly or substitute to promote engagement.
  - Supervision—Minnesota statute change
- System-level initiatives that ASF can pursue/be proactive with
- ***System Councils/Committees***

- Academic Affairs Council
  - Global Education Committee
  - Faculty Development Committee
  - Graduate Education Committee
  - Academic Equity Committee
  - Transfer Governance Committee
  - Teacher Education
- Student Affairs Council
  - Assessment for Course Placement Committee
- Technology Council
  - Learning Environment Committee
  - Media Management/Web Conferencing Committee
  - Accessibility Committee
  - Textbook Affordability—*new group, charter in draft stage??*
- Policy Council
- Equity & Inclusion Council
- Developmental Education Steering Committee
- Online Strategy Committee
- Defined Contribution Retirement Committee
- System Evaluation Committee
- Professional Excellence Award Committee
- PSEO Workgroup
  - **State Meet & Confer Agenda Items** (Friday, December 3, 9:30-12pm)
    - Equity 2030 update from them on what they have done on the recruitment and retention of diverse employees
    - MNTC Goal 7 Update
    - Legislative Priority update
    - Share with them the good things that we are doing
    - A round robin from campus presidents to bring a highlight to the state board meeting
    - Possibly discussing student workers and student wages.
  - **Good of the Order**
  - **Adjournment**
    - Meeting adjourned at 3:57pm

### **Future Meeting Dates:**

- **ASF State Board Quarterly Meetings (must be at least 14 days before State Meet & Confer)**
  - Winter: February 4, 2022
  - Spring: April 29, 2022
- **State Meet & Confer (9:30-12pm on Zoom)**
  - December 3, 2021
  - February 18, 2022
  - April 15, 2022
- **State Board Online Meetings: 2<sup>nd</sup> Monday of each month from 12-1pm**

