

ASF Monthly Zoom Meeting

Jan. 13, 2022 ~ 12pm

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

1. Meeting minute approval of Dec. 9 Board meeting
 - a. Moved by Christian, seconded by John. Meeting minutes approved.
2. Jill updates
 - a. The committee spots have been filled and Jill will send out the link for committee reports since the website is currently down. In our contract, holiday pay is not calculated as time worked for overtime.
3. MOAs to authorize
 - a. Moorhead overpayment (another one)
 1. John motioned, seconded by Sandi. Motion carries. It is up to the supervisor to deny vacation requests for holidays so that employees don't take vacation on an ASF holiday. This may be resolved in the WorkDay transition.
 2. Christian asked about non-exempt employees who work on a holiday. They should contact HR for calculation of overtime. For exempt employees they can take another day off as an alternate holiday.
4. 3rd Year Fixed Term Extension Request from SMSU
 - a. Jay listed that the local board did not support moving forward with the extension because this is an ongoing campus issue of delayed searches. Lori stated her support for the extension since they are moving forward with the search for this permanent position, and she does not want the member negatively impacted.
 - b. 10 voted to approve, motion carries. Jay will notify the campus of the vote.
5. MMB Face Coverings Policy 1442
 - a. MinnState does not fall under this policy.
6. Nominations & Elections Committee (Tom Boylan, Jay Lee, Tom Reburn)
 - a. Equity & Inclusion Chair candidates/appointment
 1. No current applicants. Please shoulder tap any members you think may be a good fit.
 - b. State officer elections update
 1. Lori is planning on running for a second term. It is all of our responsibilities to identify candidates.
7. Study Abroad (John Brown/Tracy)
 - a. The system policy states that anything at the state department level 3 needs chancellor or designee approval. St. Cloud does have approval to go on one pre-designated program to England. The system says they will continue to monitor the situation. There was a motion to delegate decision making to campuses after May 1st, but the chancellor has decided not to make any changes on this.
 - b. Campuses expressed concerns about students transferring out because they're unable to have study abroad materials. John recommended adding it to our Meet and Confer agenda to share the concerns of our members. Mandy raised the idea of asking the central office about the liaison position with the system office since this position used to exist but is no longer filled.

8. Credible experience worksheet
 - a. Please check your campus and make sure that salaries are being calculated correctly. There may need to be a review to see if past individuals were being calculated correctly. This affected individuals with Minnesota State experience that were hired in.
9. Common Agenda Items/Topics Reminder for Meet & Confers, Membership meetings (attached)
 - a. 23 individuals have gone through stewards training, please continue to promote!
10. Feb. 4 Quarterly Board Meeting agenda items
 - a. Statewide email list idea
 - b. Frequency of steward trainings for current stewards
 - c. Strategic Plan activity updates
11. Important Dates, Deadlines, Timeline Reminders
 - a. Late January: Nominations & Elections Committee finalize slate of officer candidates
 - b. Feb. 1: Officer slate of nominees sent out to campus memberships
 - c. Feb. 2: Stewards Training (3:30-5pm)—PLEASE PROMOTE!
 - d. Feb. 3: Stewards Training (11:30-1pm)—PLEASE PROMOTE!
 - e. Feb. 4: 2022 Legislative Agenda finalized on/before Winter quarterly Board meeting
 - f. Feb. 4: Finance Committee presents audit findings (so must meet before 2/4/22)
12. Open comments/discussion as time allows

3RD YEAR FIXED TERM EXTENSION REQUEST FROM SMSU:

I am emailing you to request a short extension of Josh Behning's position of Admission Counselor at Southwest Minnesota State University. The request would allow us time to immediately conduct a full search of the position prior to the expiration of the assignment on January 28, 2022.

As the fall semester has gone along, we have had some personnel changes that allows us to explore restructuring our staffing. Due to the time necessary to review position descriptions, consider our staffing needs now and in the future, and to balance the workloads amongst staff, we were not able to execute the search as quickly as we had hoped.

We plan to commence a search immediately. A one month extension, from January 28th to February 28th, would allow us to conduct a more thorough search with a deeper and more diverse talent pool.

If you need anything further from me, please don't hesitate to contact me. I appreciate your consideration of this request.

Sincerely,

Matt Suby

Matt Suby, MS '13
Director of Admission

Hello again Tracy,

After speaking with Lori Wynia, she recommended that I request for a longer extension than 1 month to help ensure we provide adequate time for a search to be conducted and avoid having to put in another request should the search be delayed, failed, etc if it went past the end of February.

I'm already working with HR to get a search started and have submitted the Hiring Authorization form. I would like to amend my initial request of a 1 month extension and request that extension be increased to 5 months to May 28, 2022. We plan to search two Admission Counselor positions simultaneously as we have another fixed term position that is up in July.

Again, if anything further is needed from me, please let me know.

Thank you again and happy holidays!

Matt

Matt Suby, MS '13
Director of Admission