

ASF State Board Meeting Minutes

April 29, 2022

8:30-4:30pm



Present: Tom Boylan; Christian Breczninski; Sami Gabriel; Katie Jackson, Jay Lee; Kristy Modrow; Jill Quandt; Tracy Rahim; Tom Reburn; Jeet Sausen; Tania Schmidt; Sandi Sibley Gerick; Mandy Weister; Lori Wynia

Guest: Ed Reynoso, Director of Political and Legislative Affairs, Teamsters Local 320

- **Call to Order** at 8:33 a.m. via Tracy Rahim
- **Approval of Agenda** approved.
- **Teamsters Local 320 Report** (Sami Gabriel)
 - Legislative
 - Teamsters has been active at the Capitol. We were working on unemployment benefits for hourly school employees during summer (paras, food service etc.). Unfortunately this part of the bill was removed. Today's Capitol discussions are supplemental budget requests. Ed Reynoso, Director of Political and Legislative Affairs, has been working with Kristy on higher education legislative issues.
 - Summer Area & Campus Meetings
 - Teamsters is doing summer meetings as well as are traveling to campuses to drop off materials.
 - Membership
 - Rafael Espinosa, Organizing Director, has been working with Tom B. on Membership. Membership is decreasing due to after effects of JANUS and COVID. The Membership Summit should help with this issue.
 - See membership numbers attached.
 - Life Insurance AD&D
 - A mailer was sent to Teamsters members. This is a free benefit. There are additional insurances available for purchase should members want it. Members do not need to include their phone numbers on the return notecard-can note not to be contacted. If you hear of aggressive salespersons, contact the Teamsters 320 office.
- **Officer Reports**
 - Secretary (Rachel Sherlock-Mankato – Kristy Modrow-St. Cloud (reporting))
 - Meeting minute approval (March 10, March 31, April 15 pre-Meeting & Meet & Confer) Motioned: Tania. Seconded: Tom R. Motion Carries.
 - Treasurer (Lori Wynia-Southwest) (see budget attachment)
 - Total Income: \$80,700.92
 - Total Expenses: \$56,508.72 –Half of what was budgeted has been spent.
 - Ending Balance: \$80,700.92
 - Campus Maintenance: \$9,472.50 - Campuses received maintenance checks for the year.
 - Strategic Plan: \$5,000 will be used for the Membership Summit; Teamsters will also cover \$5,000.
 - Vice President (Jill Quandt-Winona)
 - ASF website content review

- Additional maintenance training needed.
 - Will add additional materials over the summer.
 - Stronger Together Membership Summit Planning
 - Planning committee meeting weekly.
 - Transition Materials
 - Working on materials for Jeff Pool, FY 23 ASF VP.
 - System Wide Committees
 - There are organizational issues at the System level.
 - Member questions regarding IRAP –TIAA hardship/withdrawal utilization
 - Withdrawal options: <https://www.tiaa.org/public/support/forms/forms-to-take-money-out>
 - TIAA website information may be incorrect/misleading; suggest members to meet with TIAA rep.
 - Teamsters Service Bureau also offers hardship assistance.
- President/Grievance Officer (Tracy Rahim-Winona)
- Payments for NE employees less than 1.0FTE update
 - There has become an issue in SCUPPS (system office was unaware of until they started working on this in the Spring after the contract was implemented) of processing payroll for non-exempt employees who are less than 1.0FTE and getting them paid appropriately each pay period since they cannot be paid across 12 months (must be paid for each pay period they work). SCUPPS is not set up to pay ASF hourly. There are 19 employees impacted (9 Winona, 4 Mankato, 2 SMSU, 2 SCSU, 1 Moorhead, 1 BSU). They are trying to look at how they can be creative with the campuses to make this work (add in some additional duties to make them exempt, bring them up to 1.0 FTE, etc.) or else assess the risk of not implementing the new contract language until after WorkDay is implemented. They are also looking to see if any of these 19 people have adjunct assignments which complicates it further. There are ongoing System Office discussions about this and we will get an update next week in our Labor Relations meeting.
 - May Stewards Training: May 16 from 11:30-1pm (virtual)
 - Tracy will offer another stewards training on Monday, May 16 for anyone who was not able to participate in the other 4 this winter. We currently have 59 stewards listed with Teamsters (list sent to State Board).
 - Reminder: Stewards must receive training every 3 years either through a State ASF Board training or one offered to Statewide members (as done in Winter 2022).
 - Sami – May 21 Teamsters Steward Training in Fergus Falls.
 - Reminder: Keep your eye out for MMA and MAPE positions that look like ASF
 - Please keep an eye out for new positions and/or positions being posted on your campus that sound like ASF but are in another bargaining unit (i.e., MAPE or MMA). If you come across any, please consult with your HR office about them and be in touch with Tracy and Sami about it.
 - MMA has classified and unclassified supervisory positions
 - Tom R. – What does classified and unclassified mean to ASF members? Tracy – determined by state statute

(determined by employee responsibilities; who employees report to, etc.) Sami –There might be issues at St. Cloud.

- Teamsters and ASF will continue discussions with System
- BOT Excellence in Service Award updates/reminders
 - Congratulations to Erika Bailey-Johnson from BSU as the 2022 Outstanding Service Faculty of the Year! Just a reminder that the FY23 award packet already came out due to changes in the System Office's timeline and process. Tracy did hear that a message was also sent to the CHRO community (FINALLY!!!!) with the information as well. Please make sure incoming campus presidents are aware so that balls are not dropped and we miss nominations from campuses (due Nov. 1). The reason for the change was so that there was plenty of time to put together the portfolios in the summer and fall as opposed to a few weeks over Winter Break.
- ***MSUAASF Board Position/Committee Reports***
 - Equity & Inclusion Chair (Jeet Sausen-Southwest) – See board brainstorm notes included.
 - Listening/Sharing Sessions – Plan to host sessions with members and non-members over summer via Zoom (see supplemental notes included)
 - DEI Professional Development (see supplemental notes included)
 - DEI “Champions” (see supplemental notes included)
 - Legislative (Kristy Modrow-St. Cloud)
 - St. Cloud and Mankato had legislative representatives attend one of their membership meetings. This was well received. Moorhead had difficulties scheduling with the representative's calendar.
 - The supplemental budget proposed by the House, Senate and Governor Walz fall short of the \$60 million MinnState request.
 - Try to put together a legislative writing campaign but hard at the end of the academic year.
 - Membership (Tom Boylan-Metro)
 - See Teamsters campus membership statistics chart attached.
 - Refocusing on professional development series.
 - Nominations & Elections (Jay Lee-Southwest, Tom Boylan-Metro, Tom Reburn-Moorhead)
 - Thanks for getting your members to vote.
 - The committee discussed allowing candidates to run for two positions in future elections as both candidates that ran for two positions did not get elected.
 - 50% voting response rate – first time hosting an electronic election.
 - Requested candidates to host a professional development series webinar this summer.
 - Finance Committee (Jill Quandt-Winona, Lori Wynia-Southwest)
 - Prior to summer board meeting FY 23 budget will need to be approved.
 - Negotiations
 - No report.
- ***Campus President Reports***
 - Topics/issues on campuses needing consultation with other campus presidents
 - Brief Campus Reports (Major changes at the university (administrators, enrollments, facilities, etc.)
 - Katie Jackson – St. Cloud:

- We have gone through three rounds of BESI's through April 27. As of April 11, approximately 70 employees have taken BESI's (or have announced retirements) to-date, with departure dates ranging from May 10 through October 3. We will have a more solid number (including ASF members who took BESI's) for the May monthly meeting.
- Administration has been holding town hall meetings to talk through the FY22 and FY23 budgets, and through these meetings have shown how they will solve projected deficits for both fiscal years. There is one staff layoff and it is for an ASF member and is due to a program closure.
- We are currently searching for three Vice Presidents, and their processes are in various stages:
 - VP of Finance and Administration: Search committee is reviewing applications and setting up first-round interviews.
 - VP of Human Resources and Workplace Experience: Search is re-starting after some adjustments to the position description.
 - VP of University Advancement: First-round interviews are taking place within the next week or so.
- Our campus ASF leadership is continuing its work with the President's Office and Cabinet to conduct a summit this summer, with the desired outcome being to find a better way to work together, particularly at Meet & Confer sessions. President-Elect Katie Jackson (who is serving as my proxy for this meeting) has taken the lead on this as this summit will occur after the transition to her as President after June 30.
- Sandi Sibley Gerick – Metro:
 - Budget freeze for the remainder of FY22 that includes purchasing and hiring that was not already approved and in process, not happy news for short staffed divisions and departments
 - VP for Human Resources search underway – position changed from SHRO to VP level – interviews soon, to include a brief conversation (not interview) with bargaining unit leads as a group
 - Shared governance and our university Council structure – perceived gaps, questions around how the circle of input, feedback, decision making and communication functions in this set-up, and how it intersects with shared governance and meet and confer/management-labor interactions
 - General workload and related concerns in time of enrollment declines and budget concerns
 - Recent “Building a Diverse Workforce” webinar on equity and the hiring process was wonderful, very well attended and useful, presented by the authors of the book “The Hiring Revolution”, by Alfonso Wenker and Trina Olson.
 - Working through issues with PDF/PIF individual allocations (information access has been a challenge in the HR issues we had, working through that with newly hired folks)
 - Supervisory questions – two recent range determination reviews came back with statement from SEC saying the org chart line to the MSUAASF supervisor needed to be a dotted one – this has just never come up before, so wondering if this is unique to our institution

- We recently had two positions go through the CEC process. Both positions org charts were returned with a note that the reporting line should be dotted and not solid. Tania – Perhaps this is a fall out from Workday implementation.
 - Question about the membership \$50 payment from Teamsters – it is our understanding that we should avoid any individual member (treasurer, membership chair, etc.) receiving more than \$600 in a year to avoid tax implications – officers had questions about whether this is calendar year or fiscal year, and if this is accurate?
 - Teamster Membership Payments: If members are paid more than \$600, you get a 1099. Spread this out among the board members. This is per calendar year.
- Tom Reburn – Moorhead:
 - Director of Marketing & Director of Communications role were reclassified to MMA. ASF was not notified.
 - Discussion of creating a new University Events Dept. Proposing the Director of Events position classified MMA.
 - Special Expense Form for student events has been a topic of discussion. Nearly identical forms are submitted. One being approved; the other denied. Forms are being denied without justification. Bringing the form issue to campus Meet and Confer.
 - May Membership meeting will include non-members as a recruitment event.
- Mandy Weister – Mankato:
 - We expect to hear intentions Flexible Work at May M&C with a July 1 effective date
 - We have named a new Provost, Dennis Hood
 - Chosen a new college name: Humanities & Social Sciences
 - Dean Searches: Allied Health & Nursing, Humanities & Social Sciences, Library
 - University Strategic Budget Appeals are currently being reviewed
 - Members elected, Liz Steinborn-Gourley VP, Tracy Stokes-Hernandez Negotiator, Katie Hodgden Secretary
 - Graduation ceremonies are taking a new approach: 6 ceremonies instead of 2 (one for each college)
- Tania Schmidt –Winona:
 - WSU is transitioning to Barnes and Noble as its bookstore provider. We have several issues with the transition including the store being closed during incoming student events, the wrong commencement regalia being sent, and B&N not even knowing we have two commencement dates in a FY. Couple that with the fact that we do not have a signed contract yet, ASF raised concerns. To date, we have not heard many good responses to those concerns. The whole thing was rolled out without major stakeholders at the table.
 - Budget remains an issue at WSU much like the rest of MinnState. The lack of strategy attached to how we navigate the budget shortfall is up for conversation...
 - Without a budget and without a strategy, employee morale is at its lowest it has been for a long while. We have addressed this at Meet and Confer. There is some acknowledgement that perhaps cabinet is not doing enough to show

campus how it is prioritizing. Local ASF has encouraged administration to “show us your hand” if you have one.

- Christian Breczniski – Bemidji:
 - No masks = happy campers; No Spring = unhappy campers.
 - Enrollment efforts continue to challenge us. Members are concerned about the coming years. Campus was tasked with identifying \$1.5 million in reductions for next FY. Successfully done without any current personnel reductions. Some retirements, some unfilled positions, and non-salary budget bearing the majority of the weight of the reductions.
 - Presidential search resulted in a new president, Dr. John Hoffman. Dr. Hoffman has a significant student affairs background so we are hopeful for some rich conversations in the future. His term begins on July 1.
 - AVP for Academic Affairs/Vice Provost search resulted with Dr. Randy Westhoff. Internal, former Math faculty member, has served in this position on an interim basis for 5 years (off and on).
 - 3 live commencements next week.
 - Local ASF elections successful – officers start July 1.
- ASF-related issues or initiatives that would interest ASF colleagues across the system
 - Votes of No Confidence (Tania Schmidt).
 - There is not an ASF road map of a vote of no confidence. It is political and very public. More than one bargaining unit involved softens the blow. It sends a signal to the Chancellor that employees are not happy. The person receiving the vote of no confidence does not need to respond. It should be a massive majority (80%) of the ASF members who agree. A vote of no confidence could alienate members and they may drop membership if they do not believe the same way. It needs to be a campus vote.
 - Creditable work experience forms--Do you have appointed ASF personnel to assist with that before it gets to HR? (Christian Breczniski)
 - Bemidji – New employee has to figure it out. Now creating an ASF team to assist with completion of the form.
 - Mankato – Candidate is provided a welcome letter (including tips on how to complete form), benefits of union, given to the finalist by the ASF search rep. Also have CEC rep meet with member to complete form when going through CEC process.
 - Metro – New member gets a welcome letter including benefits of union. Does not include info on how to complete the form.
 - St. Cloud – The ASF chair/search rep to go over how to complete the form. We could be doing a better job.
 - Moorhead – Candidate completes the form and works with the Hiring Manager to assist.
 - Front line worker pay (Ed Reynoso, Teamsters)
 - Minnesota lawmakers have announced an agreement that will pay eligible frontline workers, including higher education employees. The House expanded the bill and Senate reduced it. Connected to this bill was also the unemployment benefits for hourly school employees. Also recouping money lost during COVID to unemployment benefits. Provision for hourly school workers removed in a compromise between parties. 667,000 workers impacted. There are a set of classification that qualifies workers. \$750 min and \$1500 max depending on

classification. Only applies to workers who worked at least 120 hours March 15, 2020 and June 30, 2021; were not able to telework due to nature of work responsibilities; and were exposed to others outside of your household. The Dept. of Labor and DEED will be involved in the application process. Employees will have to apply for the pay. There will be a verification process in which the employer will determine eligibility. The mechanics are not in place. Tracy and Sami will be meeting with MMB to discuss the process further. Information will be sent out to members as it is available. It will not be an easy task distributing. \$2.1 million is going towards the administration of the fund. This should be passed today or tomorrow.

- **Old Business**

- Stronger Together Summit: June 16-17 at Metro State (3 people/campus who focus on member recruitment, retention, development)
 - Current and/or incoming President(s) and campus membership reps would be beneficial to attend as campus attendees.
 - Hotel will be provided for those attending out state. Thursday night will be covered. Hotel discounts available to the employee after Thursday.
 - Mandy is creating exciting marketing to promote.
 - The goal is for each campus to leave the summit with takeaways/ideas/best practices that could be implemented. Value-added benefits.
- ASF Scholarship (Mandy Weister)
 - The Scholarship is in the final review stage.
 - It was decided to not specify a credit load for access purposes.
 - The scholarship will be advertised on campuses to our students and is available for incoming students.
 - Application deadline coincides with financial aid requirements.
 - Motioned: Mandy. Seconded: Tania. Motion Carries.
- New State ASF Constitution Language Proposal: Article 3, Section 9(G)
 - G. *PROPOSED: Scholarship Committee*: This committee shall be responsible for working with the Statewide MSUAASF Treasurer to determine how many \$1,000 ASF scholarships will be awarded that year, initiating advertisements on each campus and across the statewide membership before January 15, reading the applications and selecting winners to be approved by the State MSUAASF Board of Directors by April 30, coordinating the acceptance of funds by students by May 31, dispersing funds to appropriate schools with help of the Statewide MSUAASF Treasurer in June, and announcing the winners with all 7 State Universities and the statewide MSUAASF membership. This committee shall consist of a minimum of 3 State MSUAASF Board members. *(THIS COMMITTEE WILL REMAIN IN AD HOC STATUS UNTIL IT IS RATIFIED BY THE STATEWIDE MEMBERSHIP TO BECOME A STANDING COMMITTEE)*. Motioned: Kristy. Seconded: Mandy. Motion carries unanimously.

- **New Business**

- State ASF Board Summer Training/Meeting date: Aug. 1-2 in St. Cloud
 - Lori and Katie will work on hotel/room reservations.
 - Future board meeting dates will be determined at the training.
- State Board Position Appointments
 - Membership Chair Appointment 2022-2023 (see attached)

- Motion to appoint Tom Boylan for the 2022-23 chair. Motioned: Jill. Seconded: Mandy. Motion carries unanimously.
 - Open Legislative Chair position to be filled at summer June meeting
 - Open for call for nominations via Nominations & Elections Committee. Kristy will assist with new chair transition.
- MnTC Goal 7 Implementation Workgroup appointments (Jill Quandt)
 - April 21 – System Office requested ASF two appointees. Three ASF members have expressed interest.
 - Christine Metz (St. Cloud); Tyler Treptow-Bowman (Winona) – appointed.
- ***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
 - 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
 - MNTC Process Design Workgroup
 - MNTC Goal 7 Implementation Workgroup
- ***Good of the Order***
- ***Adjournment at 2:49 p.m.***

Future Meeting Dates:

- **ASF State Board Quarterly Meetings (must be at least 14 days before State Meet & Confer)**
 - Summer: August 1-2, 2022 (St. Cloud)
- **State Meet & Confer (9:30-12pm in St. Paul)**
 - September 2, 2022
 - December 2, 2022
 - February 3, 2023
 - April 21, 2023
- **State Executive Committee Online Meetings:** 1st Wednesday of each month from 12-1pm
- **State Board Online Meetings:** 2nd Thursday of each month from 12-1pm