

ASF State Board Meeting

February 4, 2022

8:30-4:30pm



Present: Tracy Rahim, Sami Gabriel, Lori Wynia, Jill Quandt, Rachel Sherlock, Mandy Weister, Tom Boylan, Tom Reburn, Christian Brezczinski, Tania Schmidt, Sandi Sibley Gerick,

- **Call to Order**
 - Meeting called to order at 8:34am
- **Approval of Agenda**
- **Teamsters Local 320 Report** (Sami Gabriel)
 - Wrapped up the airport snowplow driver's potential strike
 - There have been concerns with the Minnesota State court system regarding both ASF and court reporters.
 - Sami will deliver contracts to campus.
 - The international executive board will be changing in a month and a half.
 - The new political director at Local 320 is Ed Reynoso
- **Officer/Board Position Reports**
 - Secretary (Rachel Sherlock-Mankato)
 - Meeting minute approval (January 13, 2022)
 - John motioned, Christian seconded. Meeting minutes approved.
 - Treasurer (Lori Wynia-Southwest)
 - Please see the attached Treasurer's report
 - Our treasury is healthy.
 - Vice President (Jill Quandt-Winona)
 - Worked with Tom to do a comprehensive review/update of content for the ASF webpage.
 - Helped set up the statewide contract forums.
 - Continued to work on making sure all committees have representatives and collected committee reports.
 - Called together the committee to complete the annual audit and submitted that report.
 - Actively engaged in conversations regarding a variety of issues such as the severance/early separation issue, steward training, elections process, etc.
 - President/Grievance Officer (Tracy Rahim-Winona)
 - MOU Authorization: Severance Pay
 - The Executive Committee authorized the signing of an MOU through June 30, 2022, as an agreement with MN State regarding severance. According to the Article 16, a member qualifies for severance based on age, years of service, or upon receipt of a separation incentive. The intent of that language was to indicate the Early Separation Incentive outlined in Article 16. It is not meant to be a qualifier from a BESI as this language was in effect prior to the BESI program creation. So through June 30, 2022, ASF has agreed that no member would qualify for severance if it only was qualified through a BESI. This was also verified with Rich Wheeler after the Executive Committee authorized the MOU.
 - Moved by Tania, seconded by Christian. Motion carries.
 - Stewards trainings

- 45 members across the state participated in one of the 4 stewards trainings offered in January and February including 17 brand-new stewards! A list of all stewards was sent to the State Board so that campus presidents and Teamsters Local 320 can update records of recently-trained stewards.
- WorkDay organizational structure/workflow meeting w/Eric Davis, et al.
 - Many thanks to Tania Schmidt for accompanying me to a meeting this week with Eric Davis, Chris Dale, and Barb Biljan from the System Office and IFO President Brent Jeffers regarding our concerns about how the WorkDay HR module was being built out to not recognize ASF “supervisors” in various workflow tasks and communication chains. We learned from Eric Davis that he has brought this to the project management team and they believe they’ve come up with more than 1 solution they think will work and that he has been assured that this won’t be an issue as it had originally been presented. I also had a private meeting with President Scott Olson to inform him of this concern both as a university president and as one of the NextGen Steering Committee members. This is also a topic at their next Steering Committee meeting. KUDOS TO TANIA!!!
- Feb. 10 State Board Meeting
 - Depending on how much business we accomplish during this meeting, the Feb. 10 meeting may be cancelled. This will be determined at the conclusion of this quarterly board meeting.
- Equity Meeting
 - Tracy highlighted what we are doing as an organization including creating a new Diversity and Equity board position and an scholarship.
 - We are not seeing what is occurring on the campuses.
 - Scorecards are not scheduled to be released until the end of the fiscal year, which means that meaningful conversations will not happen until fall.
- **Campus President Reports**
 - Topics/issues on campuses needing consultation with other campus presidents
 - Flexible Workplace Environments (Mandy Weister)
 - Many presented Mankato’s Flexible Workplace Environment Plan
 - Sandi Sibley Gerick raised concerns over inequitable work from home flexibilities based on supervisors
 - Mandy agreed with Sandi and mentioned that Mankato is rolling out a proposed standardized plan from the remote work taskforce and an appeals process.
 - Tom Reburn mentioned that Moorhead has discussed remote work due to weather. However, Tom cautions on remote positions and removing the need for some ASF positions if we are not connecting in-person with students. Mandy responded that the conversation at Mankato is focused on placing the student experience first, and being creative on recruiting diverse talent. Mandy and Tom R. also discussed the importance of supervisor training for how to supervise remote work.
 - Christian mentioned the concerns of equitable verses equal treatment.
 - Sandi also noted the importance of the presence on campus and management needing to manage work. Concerns over a balance of management being able to direct work from home but
 - Southwest State (Lori Wynia)
 - Winona State (Tania Schmidt)

- Budget remains a concern at WSU. Moreso that ASF members feel there is no real strategy to the cuts. Just fear of laying anyone off instead of actually being strategic with needs.
- Child Care Center Assoc Director resigned. The interim Director will be Assoc Vice Provost. The position will be reposted soon
- HLC review came back. Areas of concern were SLO's, advising, stacked courses, and faculty course reviews
- Masking is still an issue on campus. Student, faculty and staff in many cases feel as though "if it is not ANYWHERE else, why here? What good is it doing?" This decision doesn't lie at our level.
- Telework/Flexible work committee won't convene until at least May. We suspect it'll be fall.
- WSU's Admissions office and MarComm were temporarily restructured to report directly to the president.
- College of Business Deans search has failed 3 times. WSU is now hiring a search firm
- WSU had a locally run bookstore. We are now moving to Barnes and Noble by the end of the term.
- Study Away continues to be a concern. Students are leaving for states and institutions that are allowing the opportunities.
- Moorhead (Tom Reburn)
 - Preparing for local elections
 - Dealing with how to run local membership meetings (face-to-face vs. zoom)
 - Challenges with pay mostly resolved some still linger
 - Discussions with admin regard future campus budget
- Bemidji State University (Christian Breeczinski)
 - Mask mandates still prove challenging to enforce and is generally wearing folks down. COVID cases for campus seem to be low after a brief spike early in the term. Everyone's adjusting.
 - Presidential Search:
 - Candidates have been selected for on-campus interviews. No names released yet.
 - Associate Vice President for Enrollment Management Search:
 - Carola Thorson was the successful candidate and began on January 31.
 - Associate Vice President for Academic Affairs/Vice Provost Search:
 - On-campus interviews this week: Dr. Ben Latigo, Dr. Greg Summers, Dr. Randy Westhoff, and Dr. William Ehmann
 - Enrollment info:
 - Spring FTE: -9.1%, (-8.5% headcount)
 - New freshman – 10 headcount
 - New Transfer +7.4%
 - Fall:
 - New 1st year apps: +18.1%, Admits +13.7%
- St. Cloud State University (John Brown)
 - Budget
 - Looking at shortfalls for FY22 and FY23
 - BESI letters have gone out to try and reduce head count
 - Faculty retrenchments and staff layoffs are on the table if BESI's and other methods are not enough
 - Enrollment

- Fall 2022 enrollment will inform us on how big the FY23 budget shortfall could be
 - Our fall enrollment was down nearly 8% from last year
 - Our campus now reports based on goals rather than year-over-year like the rest of the system.
- Cabinet
 - Currently searching 3 Vice President positions
 - VP for Finance and Administration
 - VP for HR and Workplace Experience
 - VP for University Advancement
- COVID
 - Mixed messages remain around masks, social distancing, working remotely and in-person vs. virtual events
- Mankato ASF Report (Mandy Weister)
 - Task force on Flexible work recommendations plus cabinet tweaks came to M&C on 2/4/2022, seeking feedback from bargaining units and aiming for summer implementation
 - Conversations and changes in the DEI question during application for potential future employees is occurring
 - Provost Search is underway, aiming at campus visits late Spring Semester
 - 2 Dean Searches are underway – Allied Health & Nursing plus the “New College”
 - Merge work of the 2 colleges: Social & Behavioral Sciences + Arts & Humanities continues with committees and sub-committees
 - University Strategic planning has begun at the highest levels
 - Strategic budget planning is also occurring
 - Student wages have increased across the board by about \$2. Previously entry level was \$10.08 and now it is set at \$12.00; effective January 5, 2022
 - We had 7 nominees for the BOT Excellence in Service Award and congratulate the nominee whose name was sent forward to system for consideration
 - It is scholarship month and many ASF members are assisting in awarding over 2 million dollars in aid for next year
 - COVID-19
 - N95 or KN95 masks are encouraged, fabric or others “no longer supported”
 - Saw a drastic spike in cases on 1/12/22 with 62 reporting students and 26 reporting staff; I suspect numbers are consistently extremely under-reported
 - Current numbers as of 2/3/22 are 13 students and 14 employees
 - We continue to have Tuesday testing for unvaxxed as well as exposure tests available M, W, and F for pick-up
 - Partnerships with community businesses, like Hy-Vee, have been very helpful in setting up vax clinics and opps for boosters
 - Most meetings have transitioned to Zoom and some places across campus have shifted services to encourage more virtual meetings than in-person, in-person still an option in most areas in some form

Local ASF Matters

- We have been working to nominate for State Elections
- We have begun discussing local elections, this year VP, Negotiator, and Secretary are open
- Stewards have been review our ADA policy and this week submitted a letter of recommendations to HR

- Members are implementing services and programs to assist students; both tried and true classics mixed with new and exciting opportunities – examples include a movie streaming service with 4 films weekly free to staff and students. Mankato is the first college or university in the United States to offer this. In addition a Zoom Success retreat was offered to students on academic warning through the Undergraduate Advising Office, and a new way to review job search materials that is accessible and safe is being offered to students by the Career Development Center as the utilize cdcreviews@mnsu.edu
- Metro State (Sandi Sibley-Gerick)
 - Back to campus/hybrid planning has resulted in a few cases where members have felt frustrated by lack of consistency/clarity in decision making around decisions (especially if an employee has an underlying health issue). But our president, as acting SRHO, has appointed an ASF member who is our Accessibility Resources Director to assist with ADA review and compliance and related issues, which is beneficial.
 - Our campus Human Resources Department has undergone an almost complete exodus. There is a search starting now for a new SHRO, but the interim person is no longer at Metro, and many other positions have resigned or left for positions elsewhere. There are some interim processes being patched together to help in the short term, but this is slowing the many searches in progress or in the planning stages, along with many other processes that require HR involvement.
 - We had a non-exempt member approved for a Special Initiatives project (Yay!), but then the member was frustrated by what they saw as inequitable processes around payment, such as when work could be done on the project (without affecting pay). Our Special Initiatives committee was just re-formed after a period where there was no active committee, and the guidelines are in the process of being revised now. We have recommended that revisions in the guidelines be completed as soon as possible to avoid any lengthy pause in a clear process.
 - We have a work group of members undertaking review and updates to our Constitution and By-Laws, and it has benefited from being able to review and compare with other campus documents.
 - Our local nominations/elections committee is being wonderfully led this year, and is identifying some wonderful prospects to step into leadership roles.
 - Our cultural coordinators have put together wonderful Black History Month/African Heritage Month programming, even while moving forward with searches to fill open positions.
 - We are adding the suggested items to our monthly M&C agenda setting if they are not already included.
 - Our ASF Local has adopted a reporting system with easy online submission for MSUAASF representatives on university councils, committees, and other work teams to submit a mid-year and year-end report.
- Guest Speaker Kevin Beck
 - Originally thought it would just be an amendment that would allow ASF employees to be supervisors
 - It raised two major issues
 - 1) Can we have supervisors and non-supervisors in the same unit?
 - No per PELRA, Law enforcement is one exemption to this.
 - Reason is to protect non-supervisory individuals

- 2) We would then be considered a supervisory unit and considered essential in labor law
 - Supervisors are considered essential and cannot strike
 - We could still request this in the legislature, but based on the current makeup of the legislature
 - Fear of opening up PELRA, preference of leaving status quo
 - Our members can do 5 supervisory functions and not be considered a supervisor
 - Tom Reburn stated that as MSUAASF we are treated like supervisors, and we're sounding the alarm for timesheets that should be an administrative concern.
 - Tracy noted that we're losing membership to MMA because of re-writing position descriptions which is the concern.
 - Mandy asked what our viable options are moving forward
 - Kevin answered that Option 1 is to not change anything.
 - Option 2 is to rework PELRA since MSUAASF is a unique bargaining union.
 - Sami raised the concern of losing striking rights since it is a powerful bargaining tool.
 - If we lost striking we'd have to rely on the bargaining powers of other units, like AFSCME, and we would have to go along with the status quo.
 - Tania raised the concern between the daily work we do and the possibility of a strike.
 - Tom raised the concern of our unit falling apart with splitting supervisory and non-supervisory roles. Lori agreed with staying with the status quo.
 - Tracy noted this is an issue we will continue to watch, especially as members get moved out of our union.
 - I move, after consideration of the presentation by the Teamsters legal consultant, the ASF State Board will not propose any legislative statutory changes to our supervisory status, at this time. Moved by Lori, seconded by Kristy. 11 in favor, one opposed Motion carries.
 - The board decided to bring this information to membership via meetings for discussion.
- **MSUAASF Committee Reports**
 - Negotiations
 - Back pay will be coming on the February 25th paycheck. Please see the email to move to the 403B account. The step increase is only for employees who were employed by June 30th.
 - Legislative (Kristy Modrow-St. Cloud)
 - Please see attached.
 - 2022 Legislative priorities
 - Please note the attachment should say \$60 million instead of \$60.
 - Motioned by Lori, seconded by Mandy. Legislative priorities approved.
 - Kristy will send to campus presidents and legislative reps.
 - Feb. 7 Lobby Day/Legislative Session Online Membership Meeting (12pm)
 - Please connect with Kristy if you would like a legislative rep at your campus meeting.
 - Communication with Teamsters on Lobby Day has been a concern.
 - The group discussed timing concerns with spring break and attendance.
 - Kristy will continue to send reminders and updates for members.
 - Membership (Tom Boylan-Metro)
 - We've lost 22 members since November.
 - Membership meetings have been staying stable as the same 4 people who attend

- Rafael is willing to visit campuses to assist with membership in any way he can.
 - The majority are not people leaving ASF, but open searches and new hires.
 - Jill raised the idea of sharing membership best practices at board meetings from various campuses.
- Nominations & Elections (Jay Lee-Southwest, Tom Boylan-Metro, Tom Reburn-Moorhead)
 - State Officer Elections Update
 - Suspension of election timelines in bylaws (Article 4, Section 2)
 - We have one candidate for secretary, one for treasurer, and two for VP but none for president. Please continue to reach out to potential candidates and send them to the nominations and elections committee.
 - Tracy raised the idea of asking the two VP candidates to run for president.
 - John moved to suspend the election timelines of article 4 section 2 of the bylaws with the elections being certified by the May 12th board meeting, seconded by Kristy. Motion carries.
 - Equity & Inclusion Chair
 - Jeet Sausen from SMSU is interested in the position. She is an externally funded, non-exempt member. Mandy also has a member from MNSU who is interested. Tracy asked both members to write a statement of interest for the board to review. Please submit any letters of interest to Tom by the 16th.
- Finance Committee (Jill Quandt-Winona, Lori Wynia-Southwest)
 - FY21 audit findings/report (see attached report)
 - There were no irregularities and limited spending for the FY21 year.
 - Moved by Christian to approve the audit, seconded by Tom. Motion carries.
 - Jill recommended that campuses look at and account for any overspending for the audit report.
- **Old Business**
 - International Education—What stance does ASF want to take on this if any?
 - Tania and John noted that it puts us at a competitive disadvantage compared to other schools.
 - Board policy states that students who still choose to study abroad cannot use financial aid during that term for that program and must take a leave of absence.
 - There is a new liaison from study abroad to the system office.
 - The Global Education committee has a meeting coming up to set their declarations.
 - Tom raised the idea of getting examples of students who have left and impacted enrollment, which does impact our members.
 - Tracy requested assistance crafting a statement. Tom R. will help to author the statement if we get additional stories from our study abroad offices.
 - 2022 Delegates Assembly—local campus officer meeting/training
 - Jill raised the idea of putting together a group to further plan on a different date. Tom B. Kristy, and Mandy agreed to assist.
 - Mandy suggested making a social or family friendly event.
 - 2021-2022 ASF Strategic Plan Overview and priority initiatives to work on (see attachment)
 - Advocacy
 - Legislative agenda and increased Lobby Day participation
 - Kristy will continue to send email reminders and updates

- Since Lobby Day is virtual hopefully it will promote more participation.
- Equity
 - Equity-focused listening sessions on recruitment/retention of diverse employees
 - State Equity & Inclusion Chair
 - Please see above for next steps.
 - Equity-based annual scholarship
 - Mandy put together a draft of the scholarship and reviewed the draft with the board.
<https://forms.office.com/Pages/ResponsePage.aspx?id=xscRULQKq0ae9PrnSplaf63P0WLnmvBFkXJIYwWNp9tUMENNNEozRk0yTkHGUUo2MVVYRVZUQU9DRCQIQCN0PWcu>
 - Lori noted that in the short term we have a lot of money to work with but we will need to revisit this over time as the Treasury changes.
 - Sami raised the idea of hosting a fundraiser for it every year.
 - Tom raised the idea of having ASF members promote it to students who align with ASF for both new and current undergraduate, first degree students.
 - Jill likes this idea of having this scholarship as an option for ASF members to promote to students they know are struggling.
 - The group raised the idea of setting the scholarship at \$1,000.
 - The group decided to set the scholarship recipient award as “at least 2”
 - Draft wording for the scholarship: how do the role of unions improve equity and inclusion in the workplace and how do you see this impacting your future career?
 - Equity 2030—participation, feedback and seeking campus/state updates
- Leadership Succession
 - State Board officer elections
 - Significant outreach has occurred to fill these positions.
- Membership
 - Website
 - Next week they will be meeting regarding the website and Tom will get updates at that time.
 - Communications plan
 - The group is still discussing a statewide email list.
 - Virtual Statewide membership meetings
 - Tom has received great feedback about prior trainings. He plans to do a future training on retirement.
 - Supervision—Minnesota statute change
 - Tracy appreciated the honest feedback of what this change would result in and all the work that was put in.
 - As a threshold issue, there’s a difference between being an essential employee for campus purposes (or, for that matter, public health purposes) and an “essential employee” under PELRA. An essential employee under PELRA is really as simple as a position that is essential to

the public and, therefore, cannot strike. I don't know the legislative history but my general presumption is that supervisors are statutorily classified as essential employees so that there is someone to do the job in case of a strike.

- Section 179A.09 prohibits mixed units of essential and non-essential. Section 179A.06, subd. 2 additionally prohibits a union from representing a supervisory unit if the union is "affiliated" with the union for non-supervisory employees of the same public employer. In short, 320 could not represent the MSUAASF in its current form and also a supervisory unit. In fact, in light of 320's certification as the exclusive rep for MSUAASF (non-supervisory unit), it would even prohibit a different Teamsters local from representing a supervisory unit. We recently had this issue in a municipality where two Teamsters locals each filed petitions for representation (one for a supervisory unit and one for a non-supervisory unit). Ultimately, because of the "affiliation", only one could be certified.
- With respect to the supervisory duties, as it stands, our members can perform up to 5 supervisory duties without being considered supervisors. I'm not sure exactly what that looks like but if there's no interest in moving to a supervisory unit, perhaps we could focus on clarifying these duties and trying to get MnSCU to give our members up to 5 supervisory duties. That way, we could keep members (they wouldn't be supervisors) and also give them increased responsibilities. I'm not sure what that looks like exactly

- ***New Business***

- Grievance Officer Appointment 2022-2024 (see attached)
 - Mandy motioned to approve Tracy as Grievance Officer without reservations, Rachel seconded. Motion carries.
- Statewide membership email list idea
 - The plan is to create a statewide email roster that would be updated by receiving a list from campus presidents of member's work emails to bypass sending state ASF communications through the board members. This list would be updated quarterly and would be tied to campus maintenance payments.
 - Kristy raised the idea of also getting non-dues paying individual's emails too.
 - Tracy raised the idea of campus maintenance payments to be tied to campuses providing quarterly member email lists to state ASF. Motioned by Kristy, seconded by Jill. Motion carries.
- Frequency of steward trainings for current stewards
 - The board discussed the frequency of steward trainings, with suggestions spanning from one year to five years.
 - Tracy raised the idea of doing a three-year cycle. Tom suggested a self-attestation survey from the last time they were trained.
 - To remain active and on the active steward list you must complete training every three years. Through July 2023, stewards will need to attest that they were trained within the last three years and records will be verified by Teamsters and ASF. Motioned by Jill, seconded by Lori. Motion carries.

- ***System Councils/Committees***

- Please see attached for updates.
- Search committee for SVC of Academic & Student Affairs (Tania Schmidt)
- 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
 - A proposal is to allow students to shop for students in e-services to have faculty list courses as a low cost or zero cost textbook course.
 - Tom raised the concern is defining low cost. Jill responded that there will be a threshold that will be published.
- 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, Feb. 18, 9:30-12pm)
 - Covid Update
 - Equity 2030 Update
 - Study Abroad
 - Staffing/HR concerns around attrition and lack of qualified applicants
 - **Good of the Order**
 - Tania Schmidt added she is on the committee for the Vice Chancellor Student and Academic Affairs. Interviewed 13 candidates over 2 days and there are some strong candidates in the pool.
 - **Adjournment**
 - Meeting adjourned at 4:20pm

Future Meeting Dates:

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

