

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Human Resources Committees      **Date:** June 18, 2014

**Title:** Approval of Minnesota State University Association of Administrative and Service Faculty Bargaining Contract

**Purpose (check one):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Proposed<br>New Policy or<br>Amendment to<br>Existing Policy | <input type="checkbox"/> Approvals<br>Required by<br>Policy | <input checked="" type="checkbox"/> Other<br>Approvals |
| <input type="checkbox"/> Monitoring /<br>Compliance                                   | <input type="checkbox"/> Information                        |  |

**Brief Description:**

Board approval of the negotiated terms in the contract is required prior to presenting it for approval by the Subcommittee on Employee Relations.

Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) reached a tentative agreement on May 23, 2014, on their 2013-15 labor contract. The ratification vote by its membership is anticipated to be done by June 17th.

**Scheduled Presenter(s):**

Mark Carlson, Vice Chancellor for Human Resources  
Chris Dale, Senior System Director for Labor Relations

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**BOARD ACTION**

**APPROVAL OF MINNESOTA STATE UNIVERSITY ASSOCIATION OF  
ADMINISTRATIVE AND SERVICE FACULTY BARGAINING CONTRACT**

**BACKGROUND**

Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) reached a tentative agreement on May 23, 2014, on their 2013-2015 labor contract. It is expected that MSUAASF's membership will ratify the agreement by June 17, 2014. It is now being brought forward to the Board of Trustees for approval before moving on for legislative approval.

**RECOMMENDED COMMITTEE ACTION**

The Human Resources Committee recommends that the Board of Trustees adopt the following motion.

**RECOMMENDED MOTION**

The Board of Trustees approves the terms of the 2013-2015 labor agreement between Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.

*Date of Approval: June 18, 2014*

**Minnesota State Colleges and Universities / Minnesota State University Association of  
Administrative and Service Faculty (MSUAASF)**

**Summary of Changes to 2013-15 Agreement**

MSUAASF and MnSCU bargaining teams reached a tentative contract settlement for the 2013-2015 Master Agreement at approximately 2:00 p.m. on Friday, May 23, 2014.

**Economics:**

**Summary of the key economic terms of the settlement**

**FY 2014 (Academic Year 2013-2014)**

- 2.4% ATB for returning ASF members effective 7/1/13 (including Medical Directors and Health Service Physicians)
- Insurance benefits as agreed to between MMB, MSUAASF and MnSCU via Memorandum of Agreement signed in September of 2013

**FY 2015 (Academic Year 2014-2015)**

- 2.6% ATB for returning ASF members, effective 7/1/14 (including Medical Directors and Health Service Physicians)
- 1 step for returning ASF Members, effective 7/1/14
- 3% lump sum for returning ASF Members who are at the top step as of 6/30/14
- 3% ATB for returning Medical Directors and Health Service Physicians, effective 7/1/14
- \$500 lump sum for returning ASF Members who were hired at their current university (“institution hire date”) before 7/1/09 without a break in service at the institution
- Insurance benefits as agreed to between MMB, MSUAASF and MnSCU via Memorandum of Agreement signed in September of 2013

**Summary of language (and lesser economic) terms of the settlement**

- Agreed to no longer pursue the salary-compression study negotiated in 2011-2013 bargaining
- Added gender identity and gender expression for consistency with MnSCU’s 1B1 policy (Art. 2 Non-Discrimination)
- Extended the Employer’s ability to use the “intermittent” appointment status (Art. 10, Sect. A(3))
- Made non-renewal of probationary employees contingent on the employee getting a set number of months’ notice (e.g., first year of probation = 3 months; years 2, 3, and 4 of probation = 6 months) rather than tying notice deadline to a particular date (Art. 10, Sect. A, Subd. 4(e))
- Clarified that an ASF Member assigned to fill an ASF position in a higher salary range on an Acting or Interim basis who is subsequently selected to fill the same position shall be deemed to have been promoted (i.e., such promotions are salary-setting events) (Art. 12, Sect. G, Subd. 1 – Promotion)
- Clarified conditions required for additional-duty pay (Art. 12, Section I – Additional Assignments and Compensation)

- Increased honoraria amount from \$1,000 to \$2,000 per fiscal year and clarified that this maximum is for total honoraria, not per honorarium
- Extended “Consolidated Positions” provision for FY 14 and FY 15 and clarified that (1) Employer’s discretionary decision to provide additional compensation can be made annually, and (2) salary enhancements under this provision end immediately when the additional responsibilities end, not at the end of the year (Art. 12, Section J – Consolidated Positions)
- Incorporated MOU on employee contributions to the Health Care Savings Plan: Employee deductions are to be made in equal amounts from each of the 25 full pay periods in the fiscal year (Art. 16, Sect. C, Subd. 3)
- Addressed how accrued vacation leave will be treated when an ASF Member takes a new ASF position at a different State University (the leave will transfer and will not be liquidated) (Art. 18, Sect. B, Subd. 3)
- Addressed how accrued vacation leave will be treated when a State employee moves from a non-ASF position to a vacation-eligible ASF position (leave will be transferred up to 272 hours) (Art. 18, Sect. B, Subd. 3)
- Changed language to allow same-sex spouses, not just fathers, to take 5 days of sick leave following the birth of their child (Art. 18, Sect.C, Subd. 3)
- Made professional, mass-printing of the collective bargaining agreement optional and provided alternatives to hard-copy distribution (Art. 21, Sect.D)
- Made numerous technical changes, including many from the Employer’s Opening proposals and over 150 corrections identified by a workgroup composed of members of both the Union’s and the Employer’s bargaining teams.