Administrative & Service Faculty Monthly Meeting Minutes
November 4, 2014 • Maxwell 257 (Winona) / AT102 (Rochester)

Attending: Tracy Rahim, Sarah Olcott, Charlie Opatz, Kate Parsi, Jill Quandt, Alicia Reed, Chad Kjorlien, Jenny Lamberson, Darcie Mueller, Kendra Weber, Beth Twiton, Gar Kellom, Joel Traver, Kathy Peterson, Tina Krause, Kemale Pinar, Paula Scheevel, Amy Meyer, DeAnna Goddard, Nancy Dumke, Vivien Skranka, Candice Guenther, Heather Kosik, Mari Livingston, Debra Hammel, Eri Fujieda, Danya Espinosa, Xiao Vang, Dia Yang, Jade Grabau, Heather Diederman

President Tracy Rahim confirmed quorum and called the meeting to order
Meeting agenda introduced and approved by membership (TR)

Secretary’s Report
Secretary Brett Ayers introduced minutes from the October meeting; minutes approved with no revisions

Treasurer’s Report
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $380.59

Membership Coordinator Report
Membership Coordinator Charlie Opatz announced three new full-share members: Danielle Johnson, Gerald Landby, and Sheri Emerson
Charlie continues to maintain the ASF website and is looking at several revisions

Vice President’s Report
Tracy, reporting for Vice President Alex Kromminga, noted that there is currently no CEC action and none is scheduled for the immediate future

President’s Report
No new hires or position changes were reported
Tracy distributed the ASF seniority roster for an accuracy check by members; it will be posted at the Student Union Office (Kryzsko 117) through November 14; contact HR to report errors or concerns

October WSU Meet & Confer highlights included:
• Minimum wage increase takes effect August 2015, increasing the costs of student workers by about 15% overall; currently about $2 million is paid out of the general fund for student work with the work-study budget at just under $1 million; it is unclear how the increased costs will be covered
• An RFP is out to develop a campus master plan that will focus on landscape, ADA compliance, and athletics; the residence hall master plan will be folded into the campus plan
• The university continues to consider donation of the Laird-Norton Building which is located downtown

State Meet & Confer focused on Charting the Future and dealing with upcoming state budget issues

Monthly meeting with Human Resources:
• A form has been developed and must be completed for fixed-term extensions to a second or third year
• Flexible work scheduling due to weather will be up to individual supervisors, as no campus-wide policy can be developed; campus emails sent prior to severe weather will use language that
reflects this and conversations will continue on how to handle issues such as liability when doing institutional work at home

- Graduate assistants will be covered by the Affordable Care Act even if their positions relate directly to their courses of study
- A survey will go out later in November to members and supervisors who have been impacted by the new interim/emergency hire process

The ASF Leadership & Professional Development Workshop was attended by Chad Kjorlien, Paula O’Malley, Alex Kromminga, and Jill Quandt

Charting the Future updates:
- As reported, IFO and MSCF have removed their organizations from the process
- ASF will remain in the process at this time as it is important to be at the table; ASF State President Adam Klepetar is drafting a letter making clear the group’s expectations for communication, collaboration, and asking for more information on how the initiative will be funded, initiated, and evaluated
- As stances from other bargaining units and student groups change, ASF could re-evaluate its participation
- WSU is hosting a gallery walk on November 6 and RCTC on November 14

New Business

Membership reviewed revisions to Reg. 3-17 (Sabbatical Process):
- Developed consistent form for submissions and streamlined submission, timeline, and decision processes
- ASF sabbaticals have not been that common; encourage members to consider if employed 6-plus years
- Motion made to approve revisions in regulation language, application form (JQ/DM); motion carries

Tina Krause reviewed the draft Landscape Project Approval Protocol for members:
- Provides process for managing campus landscape projects and, possibly, external installations of artwork, etc.
- The process has been approved by Cabinet and is now in place
- Eri Fujieda asked if sustainability is considered when assessing projects; Tina replied that this is one reason for putting the process into place and that the spirit of the committee is to encourage sustainability in all of its aspects
- Tina plans to bring feedback to the work group, particularly the comments suggesting expanded language to be more inclusive of sustainability

Old Business

A response was requested for the draft Student Learning Outcomes developed by ImpAAct:
- Comments included inclusion of language from the Inclusion & Diversity Strategic Plan (personal and social responsibility outcome)
- Kathy Peterson suggested including a visual competency component in parallel with writing, technology, etc. outcomes
- Jill Quandt suggested outcomes associated with employment skills; Eri responded that it was important to separate outcomes from means of instilling them
- Motion to approve the draft with condition that language related to the Inclusion & Diversity Plan be strengthened; no second
• Motion to approve with condition that language be made more parallel to that in the inclusion plan (BA/SO); motion carries

Committee Reports
Legislative Affairs – Kate Parsi urged members to vote on November 4; state legislature reconvenes on January 6
Contract Negotiations – Jill Quandt reported that group will meet again in January

Tracy announced that the ASF/Teamster Lobby Day is on Wednesday, March 18, 2015

Orientation Committee – evaluating 2014 event participants; will work to increase cultural diversity awareness; there’s an opening for an IFO member (contact Wayne Wicka for nominations)

Community Engagement – IPAR is assisting group with collection of engagement data that is used in various awards, certifications, etc.; Eri added that the survey will be standardized and the results made available; the committee is also working with orientation groups to enhance community engagement

The Art Collection Committee looking at adding plaque for Somsen mural to contextualize the work

Finance & Facilities looking at the master plan; prioritizing capital and bonding projects, and looking at ways of folding deferred maintenance into bonding process; the committee noted that there is a lack of funding mechanisms to upgrade classrooms

Safety Committee is planning safety walk-arounds

Sexual Violence Committee has compiled climate survey to be distributed to students

Arboretum & Landscape notes that the Tree Campus USA application submitted and looking positive for approval

Long Range Planning has met and formed sub-groups to evaluate new ideas collected during its opening meeting

Search Committees
Director, HealthForce MN – conducted interviews last week
Director of Education Abroad – completed phone interviews; campus interviews being scheduled
VP, Student Life & Enrollment Management – NOV out; interviews expected in December
Development Director – Robert Christiano has accepted the position
AVP, International Services & Programs – selected candidates for phone interviews
AVP, WSU-Rochester – files are being reviewed
Warrior Hub Director – candidates were on campus last week
Healthforce MN K-16 Partnerships Director – waiting on approval of forms; NOV has been posted
Business Outreach Coordinator, OCED – waiting on approval of forms; NOV has been posted
Program Development Coordinator, OCED – application deadline is Friday; waiting on approval of forms
Counseling Services Director – no information reported
Healthcare Workforce Development Director – NOV has been posted
Clinical Coordination Partnership Coordinator – no action reported
Good of the Order
Candice Guenther noted that RA selection is now underway
RFP is out for a new dining contract; surveys on dining will be distributed
Jill mentioned that testing services is piloting an expansion and that a website is up to assist with test-taking
Chad Kjorlien warned of a new series of spam emails; report spam to abuse@winona.edu

Meet & Confer Items
The following will be included in the October Meet & Confer agenda:
  • Affirmative Action Office/Legal Affairs additional staffing status
  • Cabinet action on Reg. 3-16 (PIF)
  • ASF feedback on proposed student learning outcomes
  • Administration response to proposed revisions to Reg. 3-17 (ASF Sabbaticals)
  • Participation in planning process for Education Village design, especially accessibility (Nancy Dumke volunteers to serve)

The next meeting is on Tuesday, December 2, at 8:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
November 17, 2014