Administrative & Service Faculty Monthly Meeting Minutes
April 7, 2015 • Maxwell 158 (Winona) / AT102 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Charlie Opatz, Alicia Reed, Chad Kjorlien, Candice Guenther, Kathleen Peterson, Gar Kellom, Kate Effertz, Amy Meyer, DeAnna Goddard, Connie Kamara, Eri Fujieda, Danya Espinosa, Mari Livingston, Vivien Skranka, Laura McCauley, June Reineke, Beth Twiton, Tina Krause, Jade Grabau, Trent Dernbach, Joel Traver

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 March meeting; minutes approved

Treasurer's Report
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $1,547.55
Last month's expenses include March meeting lunch and retirement gift; Sarah's suggestion that funds be used to cover an excursion on the *Cal Fremling* on May 13 was received positively

Membership Coordinator Report
Membership Coordinator Charlie Opatz informed the group that no new full-share members have joined since the last meeting; Kate Effertz was welcomed as a potential new member
Tracy noted that Rich Wheeler is now the state's highest ranking employee in terms of seniority, while Barb Oertel is the highest ranking in seniority among WSU members

Vice President's Report
Vice President Alex Kromminga reported that the Director Development position will remain at Range D
The Communications Director position moves to Range D from C
The new Assistant Athletic Director for Compliance position has been recommended at Range C
In general discussion, it was observed that significant changes in position responsibilities could cause it to be opened to a search; this has not happened within ASF but has with other bargaining units

President's Report
Tracy reported that Heather Kosik has been hired as interim Alumni Relations Director; there is no word on how her vacated assistant position will be filled

Special Initiative Award (SIA) recipients should schedule their required reports for the May and June meetings with Tracy; plan for reports of about 5 minutes
Discussion arose on the process for SIA awards; Tracy recommended that the committee develop process or application revisions recommendations in advance and that the committee make-up remain the same for the time being

March WSU Meet & Confer highlights include:

- Sustainability Advisor position status – a recommendation should come from the Sustainability Committee with a more permanent decision to come in the future
- AVP Marketing & Communications position status – on hold pending the hiring a the new VP for University Advancement; interim is likely

March HR meeting updates include:

- Second year fixed-term extensions should be requested by using the form on the HR website; extensions require presidential approval; third year fixed-term extension requests must provide a rationale and be approved by the ASF State Board (deadline is April 30)
- There is discussion on titling fixed-term positions filled through the internal search process as "Interim;" doing this will greatly improve tracking

State ASF Board meeting highlights are:

- Teamsters Lobby Day was attended by five ASF members and went well; WSU attendees discussed how to better prepare and to perhaps suggest an ASF pre-meeting the evening before to discuss issues and approaches
- The Academic & Student Affairs Technology Council noted growing interest in contract management systems and whether such a system should be controlled by the system or campuses

State Meet & Confer high points:

- Charting the Future – nearly 3,500 turned out for Gallery Walks; Steering Committee met to determine how to turn the process over to regional and campus teams
- Transfer legislation – Academic Planning & Collaboration submitted the required plan to the Legislature in March, although IFO is displeased with it; Sen. Jeremy Miller introduced a bill to allocate $500,000 to fund the initiative
- Higher education funding – the two houses and Governor are all far apart on funding for MnSCU; final proposals come on April 15-16 followed by conference committee
- MnSCU re-branding – consultants recommended re-positioning MnSCU in the higher education world with a possible system name change, taglines for each campus; a committee will consider the recommendations
- Web accessibility – Academic & Student Affairs Technology Council has convened a work group that is looking at accessibility, included closed captioning, tools, best practices, etc.; a determine will be made on the system's role and future action by campuses

Tracy reminded membership of the "Personal Empowerment through Self Awareness" training module which is available on D2L
Jade Grabau wins drawing for Twins tickets; Alex is the alternate
Stewards training offered on June 2 from 10am to noon following regular membership meeting

<u>New Business</u>
Membership reviewed the final draft of the Internal Process for Fixed-Term / Interim Positions; motion to bring to Meet & Confer with Amy Meyer's recommendations for slight grammar changes (AK/CK); motion carries by voice vote

Cathy Mahlke, Tanya Schamaun, Lori Reed, and Jessica Wenzel addressed evolving student employment processes:

- Students will be treated as "variable hour employees" whose work hours will be monitored during a 12-month measurement period, based on employment start date or standard October to October
- 30-hours or more per week is the trigger to qualify eligibility for benefits; health insurance is mandatory if not covered by another MMB policy (from parents, etc.)
- Students who are not enrolled during the summer, or who are working more than 30-hours per week must have FICA covered by the employer

- Student Payroll cannot monitor timesheets for hours worked, making it the responsibility of the employer

Kari Seime presented bargaining unit and negotiations highlights:

- As noted above in New Business, final higher education funding proposals are far apart but the picture should come into focus by May 19
- Remember to complete the negotiations issues survey if you haven't already done so
- Goal for current negotiations is to complete the 2015-17 contract sooner than in previous years
- Sarah Olcott responded that negotiations should maintain a flexible position with a view of how other bargaining units are progressing in their positions
- June Reineke supported a more prompt settlement, saying that it would help departments with budgeting
- Kari felt that the atmosphere was generally positive; despite the current situation on higher education funding it seems that MnSCU will receive full funding and, furthermore, ASF's support for the Chancellor on the Charting the Future is a powerful bargaining chip
- Alex Kromminga asked if revising range classifications would figure in negotiations, of which Kari was unsure

Old Business
None reported

Committee Reports
Contract Negotiations – meets next on April 17 (see also notes Kari Seime's presentation)

Legislative Committee – Kate Parsi reported that there are significant differences in proposed higher education funding bills among the two legislative chambers and the Governor, with resolution likely going to the last minute of the session
Kate added that WSU is well positioned on the list of bonding projects

Charting the Future Summit – continues to meet although teams are dissolving; they plan to break out to discuss advising, technology, policy initiatives
Funding and implementation plans for Charting the Future are unclear

Title IX / Inclusive Excellence is considering breaking into separate groups to discuss the many issues in its purview (Title IX compliance, diversity planning, etc.); WSU's Inclusion & Diversity Strategic Plan is moving forward to the system office for approval

Policy Task Force – will request becoming a standing committee to continue its work
Eri Fujieda asked if its plans for revising policies and procedures can be shared with the community

Arboretum & Land Stewardship – the newly designated arboretum will be termed, "the Landscape Arboretum at Winona State University"
A landscape plan and inventory process are under review, and the group is working with Neal Mundahl on a grant for invasive species abatement on the bluff properties

Learning & Community Engagement – curriculum grant applications are still be accepted to support programs that focus on student engagement

The faculty liaison position was approved for 2016-17; Joan Francioni will remain on board as liaison for the upcoming year
The following were recognized with President's Community Engagement Awards:

- Stewardship – WSU-Rochester Nursing, Auria Osgood, Nancy Dumke and Carol Long
- Partnership – Home & Community Options, Project Community Connection, WAPS
- Student Leadership – RE Initiative, SAAC, Sam Bach

Safety Committee – WSU has received the Governor's Award for second straight year
Lyceum – list of submitted proposals narrowed down; viability of booking each is being researched

Search Committees
Director, HealthForce MN – Misun Borman appointed
Counseling Services Director – offer extended
Healthcare Workforce Development Director – recommendation forwarded
Scholarship Coordinator – recommendation forwarded
Hall Director (2-3) – phone interviews underway
Director, Grants & Sponsored Projects – committee has met
Director, Retiree Center – committee has met
Pre-K Head Teacher (2) – paperwork has been forwarded to Academic Affairs
Library Dean – committee has not met
Alumni Relations Director – NOV out this week
Admissions Counselor – NOV has been approved
Vice President, University Advancement – no information on search status
Student-Parent Grant Assistant Director – committee meeting is being scheduled

Good of the Order
The annual International Dinner will be held on April 18
New Center West will be renamed Haake Hall this spring
The Minnesota Education Fair will take place on April 13
An email on student work will go out to all faculty and staff shortly; work authorizations can be completed for returning students on May 11 if the FAFSA is completed

Meet & Confer Items
The following will be included in the April Meet & Confer agenda:

- Search updates on administrative openings
- Long range planning strategic framework feedback and next steps
- Approval of ASF internal search process
- Funding and implementation of Charting the Future
- Inclusion & Diversity Strategic Plan status and implementation

The next meeting is on Tuesday, May 5, at 11:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
April 15, 2015