Administrative & Service Faculty Monthly Meeting Minutes  
February 3, 2015 • Maxwell 158 (Winona) / AT102 (Rochester)

**Attending:** Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Kate Parsi, Alicia Reed, Chad Kjorlien, Tina Krause, Gerald Landby, Kathy Peterson, DeAnna Goddard, Vivien Skranka, Jessica Kauphusman, Xiao Vang, Dia Yang, Nancy Dumke, Beth Twiton, Laura McCauley, Jobyna Johnson, Eri Fujieda, Debbie Sing, Darcie Mueller, Amy Meyer, Jenny Lamberson, Heather Kosik, Candice Guenther, June Reinke, Mari Livingston, Karen Dunbar, Trent Dernbach, Joel Traver, Carmen Mahlum, Paula Scheevel

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 January 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 $206.42

**Membership Coordinator Report**
Membership Coordinator Charlie Opatz, announced two new full-share members: Erica Thomas (Housing & Residence Life) and Jobyna Johnson (Warrior Hub)
Laura McCauley was welcomed as guest attendee of the meeting

**Vice President’s Report**
Vice President Alex Kromminga noted no current CEC activity;
Evaluations for several University Advancement positions are on hold pending change in the vice president position

**President’s Report**
January WSU Meet & Confer highlights include:
- Request updates on fixed-term position status; still updates on Maxwell Children’s Center and Web Content Specialist positions

January HR meeting updates include:
- ASF and HR are working together to develop the final draft of the internal interim/fixed-term search process; waiting on feedback from President Olson; intent is process for 12-month positions and would also require request for leave of absence by person moving to new position

**State ASF Board meeting highlights are:**
- Discussion focused on ASF position in support of Charting the Future; a joint memo was distributed outlining ASF’s position in response to the Governor’s budget proposal of no additional funding for MnSCU until issues are resolved
- Third-year fixed-term extension requests need to be approved by the State Board
- State ASF is working on move to non-profit status 501(c)3 due to some IRS regulations; unclear on progress and how it will affect local units
- March 18 Teamsters Lobby Day – Tracy urged attendance by ASF members
February 26 negotiations meeting requires representative and an alternate; alternate election was apparently overlooked on the last ballot and it must go to election
Mari Livingston willing to stand for election and Tracy will follow with a general call for nominations

Debbie Sing was honored on her retirement for her service to the university

New Business
None noted

Old Business
ASF Professional Excellence Award – reminder to review process and submit nominations to Human Resources by February 9; the campus nominee must compile a portfolio for submission to the state selection committee, for which the local committee is willing to aid the candidate

Committee Reports
Legislative Affairs – Kate Parsi distributed Teamsters Lobby Day (March 18) flyers and urged members to attend
Kate also shared a list of MnSCU bonding priorities

Contract Negotiations – met on January 20 to begin determining priorities for negotiations; survey should go out to members shortly

MnSCU Textbook Affordability Working Group – Open Textbook Initiative will bring faculty learning group together to make recommendations on adapting new materials

All-University Campaign – kickoff activities are scheduled for this week in Rochester and Winona

Arboretum & Land Stewardship – continues planning for Arbor Day celebration; has begun search for Intermediate Groundskeeper; exploring grant availability to reduce invasive species and return university properties closer to their natural state; also looking at plans to re-envision the “End of Trail” sculpture

Arts Collection – no new information on missing painting; loss has prompted consideration of new security measures in Somsen to protect artwork

Education Excellence/Title IX – attempting to move WSU Diversity Plan forward; however, MnSCU may be changing planning its process which could throw the plan into uncertainty

Policy & Procedures Workgroup – could be moving to university committee status; the group is working on search engine for users to find regulations; the group is also considering the idea that policies will consistently be “all university” policies since they, in general, affect the entire university community when implemented

Credit for Prior Learning – working on improving policies, processes, and consistency in determining credit for prior learning, and on making campus more aware of credit for prior learning opportunities

Long Range Planning – forums scheduled to gain feedback on strategic framework to be held today and tomorrow

IAAUC – meeting to begin planning for WSU’s HLC accreditation submission
Learning & Community Engagement – committee expresses its thanks for feedback and for President’s Award nominations

Search Committees
Director, HealthForce MN – offer has been made but no further information on status
Director of Education Abroad – search failed; will begin new search following appointment of AVP for International Services & Programs
VP, Student Life & Enrollment Management – four candidate interviews scheduled for coming weeks
AVP, WSU-Rochester – interviews scheduled for two of the three candidates
Healthforce MN K-16 Partnerships Director – interviews are being scheduled
Business Outreach Coordinator, OCED – on-campus interviews completed; recommendations should be forwarded this week
Counseling Services Director – interviews will take place by the end of February
Healthcare Workforce Development Director – applications under review
Clinical Coordination Partnership Coordinator – no information
Scholarship Coordinator – applications being reviewed
Hall Director – NOV is being developed
Director, Grants & Sponsored Projects – committee has not met
Director, Retiree Center – committee has not met

Good of the Order
June Reineke announced Education Village open sessions; first is today at 4pm
Sarah announces Recycled Dance as part of university theme celebrations February 20
Kathy Peterson Chris Farrell on February 26 at PAC
February 25 Summer Session Information Fair – Jenny Lamberson
DeAnna Minn. Job & Internship Fair on February 6
Alex informs of MnSCU required D2L sexual violence training module for staff and students; Sarah responds that Sexual Violence Committee is aware of requirement and is working on learning details
Registration open for Land Ethic Leadership Seminar on April 2
Paula announces campus housing sign-up
Xao Vang reminds Black History Events in middle of February
Eri reminds of Assessment Day on Feb. 18; please inform her of campus assessment activities
NSSE being administered through end of March
First Gen Warriors on Feb. 17 – FAFSA completion event and dinner

Meet & Confer Items
The following will be included in the February Meet & Confer agenda:
  • Sustainability Coordinator position status
  • College of Education and Web Content Specialist fixed-term search updates
  • Accessibility concerns for the WSU website

The next meeting is on Tuesday, March 3, at 11:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
February 9, 2015