Administrative & Service Faculty Monthly Meeting Minutes
January 6, 2015 • Maxwell 257 (Winona) / AT102 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Jill Quandt, Alicia Reed, Chad Kjorlien, Gerald Landby, Kendra Weber, Kathy Peterson, Heather Dieterman, Paula O’Malley, Grant Wall, Carol Ziehlsdorf, Lori Beseler, Laura McCauley, Danielle Johnson, Nancy Dumke, Kattie Bredehoft, DeAnna Goddard, Hao Vang, Dia Yang, Jon Hetzel, Eri Fujieda, Candice Guenther, Amy Meyer, Beth Twiton, Mari Livingston, Karen Dunbar

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 December 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 $297.37

Membership Coordinator Report
Tracy, reporting for Membership Coordinator Charlie Opatz, announced no new members have joined this month, although Laura McCauley (CSE Advisor) was welcomed as a visiting member to the meeting
Charlie continues to maintain and make updates to the ASF website

Vice President’s Report
Vice President Alex Kromminga noted that there is one CEC in process
Note that links to CEC training modules are available at the ASF website and a reminder to consult Alex if members are considering pursuing revisions to their position descriptions

President’s Report
Johanna Gillard (Admissions Counselor) and Debbie Sing (Scholarship Coordinator) are leaving their positions
Jessie Mancilla (Admissions Counselor) and Mary Borman (Instructional Design) have joined the university as fixed-term/emergency hires

December WSU Meet & Confer highlights include:
• Reg. 3-16 (PIF) and Reg. 3-17 (Sabbatical Leave) revisions approved by Cabinet and will go into effect in FY16
• Hannover Research grants consulting contract to be funded by University Advancement carry-forward; consultant role should be adaptable and accessible to all constituents on campus; the first year of the contract will be used as a trial to see if the relationship can be sustained through increased grant acquisition
• Executive board approved revisions to increase student representation on the Arts Collection and Lyceum All-University Committees
• Facilities updates included news of delays on selecting a design firm for Education Village; a summer start date on the railway pedestrian tunnel; and a summer completion date for the COB marketing and sales lab in Somsen Hall
Tracy requests feedback from members on removing separation between internal ASF and internal university community application periods (moving a split 3-day/5-day process to a single 5-day process). Goal is to continue reviewing survey feedback and bring final plan to membership for February meeting.

New MnSCU Professional Excellence Award for ASF
- For employees who go above and beyond in their positions to be implemented this spring
- Local nomination process through a campus committee resulting in a single candidate from each of the seven universities
- Nominees must have been employed a minimum of five consecutive years at a MnSCU university, with two most recent years in the current position

New Business
None noted

Old Business
None noted

Committee Reports
Legislative Affairs – Kate Parsi reported that Legislature began its session today; Rep. Bud Norris is new Higher Education Chair (replacing Gene Pelowski)
Contract Negotiations – Jill Quandt reported that first meeting is on January 22
Learning & Community Engagement – finalizing PD for Faculty Engagement Liaison; DeAnna Goddard will forward draft PD to membership for feedback
Campus Safety – walk-around completed over break; committee invites feedback on any safety concerns
Long Range Planning – has distilled themes down to five and will begin campus forums to develop a strategic plan for the university

Search Committees
Director, HealthForce MN – position has been offered
Director of Education Abroad – initial offer rejected with administration deciding not to make other offers, putting search on-hold
VP, Student Life & Enrollment Management – campus interviews to begin end of January
AVP, International Services & Programs – campus interviews conducted but no further news
AVP, WSU-Rochester – campus interviews underway
Warrior Hub Director – offer accepted by Jobyna Johnson
Healthforce MN K-16 Partnerships Director – application review nearly complete
Business Outreach Coordinator, OCED – interviews being scheduled
Program Development Coordinator, OCED – Heather Dieterman accepted position
Counseling Services Director – interviews to begin in February
Healthcare Workforce Development Director – applications under review
Clinical Coordination Partnership Coordinator – no word on search status
Scholarship Coordinator – committee has not met

Good of the Order
International student induction and orientation begins tomorrow
WinCraft will be on campus on January 28 to provide information about careers and recruit future employees
Spring semester Warriors LEAD activities are beginning; urge deserving students to participate
Meet & Confer Items
The following will be included in the February Meet & Confer agenda:
- ASF fixed-term position update
- Status of flexible scheduling during inclement weather
- MnSCU Professional Excellence Award process and committee update

Status of Access & Opportunity Funds program discussed as potential item; need more information before bringing to Meet & Confer

The next meeting is on Tuesday, February 3, at 8:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
January 8, 2015