 Administrative & Service Faculty Meet & Confer Minutes
October 13, 2014 • Somsen 213

Attending: Scott Olson, Pat Rogers, Scott Ellinghuysen, Ernie Hughes, Ken Janz, Karen Johnson, Barb Oertel, Lori Mikl, Lori Reed, Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Kate Parsi, Jill Quandt, Chad Kjorlien, Alicia Reed

Administration introduced Gerald Landby as the new Endowed Land Steward and Arboretum Director

Minimum Wage Increase Impact on Budgets
Scott Ellinghuysen informed the group that the rate increases to $9 / hour in August 2015, and then moves to $9.50 in 2016; in 2018 increases will be linked to the Consumer Price Index
In the past the university has always funded increases in the minimum, but positions funded through student fees could be a problem due to the cap on fee increases
In addition, the minimum increase does not mean that the amount of federal financial aid will increase; therefore, the university may need to subsidize the rise
Our current work-study rate is above the current minimum wage and the institution will need to decide if we continue this practice
Limited to work-study only, the increase in the minimum wage will cost about $68,000 total; Scott estimates the cost to student work as a whole could cost an additional $2 million

Reg. 3-16 (Professional Improvement Funds) Recommended Revisions
Tracy Rahim explained that a workgroup has been looking at revisions centered on deadlines for submission and review, and developing a process for rolling over unused funds
Initial submission deadline proposal is to move back to October which would make the review process more realistic in light of the academic calendar and holidays, and it would allow applicants to plan projects more effectively
The application form will also be changed if revisions to the regulation are accepted
Tracy also notified administration that the workgroup will present suggested revisions to the sabbatical process at the next Meet & Confer
PIF revisions will be considered at Cabinet

WSU Strategic Enrollment Plan
Tracy informed administration that membership had generally supported the proposed plan, with the recommendation that the new Vice President for Enrollment Management and Assistant Vice President for WSU-Rochester would be empowered to reconvene the group to add their input
Administration replied positively and noted that the plan was intended to be an organic document

Support for Affirmative Action and Legal Affairs
The executive board requested an update on its recommendation for providing support staffing; Lori Mikl responded that the position responsibilities are being tweaked and that Cabinet will then make a final decision
Updates from Administration
Facilities:
- Somsen construction is in progress for IT space; the COB sales and finance lab plans are still being revised
- WSU is close to accepting donation of the Laird-Norton Building in downtown Winona, which will be used for exhibition and arts programming; final contract is being negotiated and the building will be brought up to code prior to handover
- A draft RFP is out for consulting on a campus master plan, which will include incorporation of the Holle Arboretum, landscaping, and bringing the campus up to ADA standards
- A housing master plan is also in progress and will be incorporated into the campus master plan

Enrollment reports little from previous Meet & Confer; reports for new admits are not yet available
The budget is more or less finalized pending approval of the IFO contract

Administrative searches:
- AVP, International Education – receiving applications
- Associate VP, WSU-Rochester – receiving applications
- VP, Enrollment & Student Life – advertising and accepting applications; expect a hire during the spring semester
- Executive Director, HealthForce MN – interviews are underway

The next Meet & Confer is scheduled for Monday, November 10, at 9:00 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
October 22, 2014