Administrative & Service Faculty Monthly Meeting Minutes
January 8, 2013 • Maxwell 158 (Winona), GL 135 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Kate Parsi, Jill Quandt, Chad Kjorlein, Andrea Mikkelsen, Nancy Dumke, Sheryl Saul, Charlie Opatz, Jodi Monerson, William Joshua Jacobs, Kattie Bredehoft, Darcie Mueller, Conan Kmiecik, Vivien Skranka, Gar Kellom, Beth Twiton, DeAnna Goddard, Paula O'Malley, Sarah Olcott, June Reineke

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 December meeting; approved with no revisions (TR).

Treasurer's Report
Treasurer Tania Schmidt reported a campus account balance of $1.00; Winona National Bank account balance of $993.00

Tania welcomed Sheryl Saul as a new full-share member

Vice President's Report
Vice President Alex Kromminga reported on Campus Evaluation Committee activity:
- There has been no news or updates on new positions and classifications since the last meeting
- Tracy reminded the membership to consult Alex if you are rewriting a position or submitting reclassification requests

President's Report
Tracy reported that Jamie Groth (OCED) has resigned his position

Local Meet & Confer updates:
- An assistant football coaching position that has been rewritten to include more than 50% coaching responsibilities is being reclassified from ASF to IFO
- Karen Johnson updated the executive board on Access and Opportunity funds and members affected by this program; full details are available in December Meet & Confer minutes
- The board was updated on the Diversity Summit and the university’s continuing diversity efforts; the diversity group continues to meet and plan activities for the spring
- The revision in the change of grade method had its origin in the Academic Standing Committee, which installed the revision as a pilot test that will continue through spring semester; the board asked administration to communicate changes that affect the work of the its membership

Fixed-term contract employment:
- Eleven ASF employees are on fixed-term contracts which end this summer
- No searches are known to be underway; each of these will be queried at Meet & Confer
- HR plans to remind supervisors that these contracts are coming up
- Extensions to fixed-term contracts must be requested and approved by administration

President’s monthly meeting with Human Resources:
- HR is unaware of plans for open ASF positions; will be discussed at this month’s Meet & Confer
- Payroll changes for the new year were covered in an email sent this week
• The PD for the art gallery coordinator remains under revision and is now with HR; a search should begin later in the spring

New Business
Scott Ellinghuysen presented on the Wabasha Hall/College of Education proposed bonding project:
• Scott provided a brief overview of the MnSCU/State of Minnesota bonding process
• This project is a re-direction of an original project to renovate Somsen Hall, which was not funded in previous cycles
• An off-year bonding bill may offer an opportunity to begin the Wabasha project; funded projects may begin in May 2014
• The project includes a renovation of Wabasha, re-locating the College of Education there, addition of parking areas, acquisition of Cathedral School, and acquisition of several adjacent houses at a total projected cost of $22.2 million
• Phase one of the project would include renovating Wabasha at approximately 87,000 square feet at a cost of about $5.8 million
• The current project has risen fairly high on the MnSCU bonding list and inclusion in the off-year bill looks positive; final rankings and bonding picks should be known by mid-February

Policy and regulation revisions:
• Institutional Review Board revisions to board composition (closed loopholes) and its charge; motion (TS) for approval passed by membership
• Regulation 3-22, Grant Policy for Undergraduate Student Research and Creative Presentations updates language; motion for approval (LA) passed by membership
• Regulation 3-25, Grant Policy for Travel Support for Undergraduate Research and Creative Presentations updates language; motion for approval (JQ) passed by membership
• MnSCU Board Policy 5.21, Possession or Carry of Firearms; Tracy made membership aware of proposed changes in language that have been interpreted differently by different groups and asked for membership input; Alex added that the language changes center around distinctions between uniformed and licensed carriers of arms

Old Business
Fifteen people attended ASF stewards training in December resulting in seven new stewards: Paul Stern, Mari Livingstone, Nancy Peterson, Jill Quandt, Paula Scheevel, Darcie Mueller, Barb Oertel, Kate Parsi, Sarah Olcott, Tania Schmidt, and Tracy Rahim

Internal search process for fixed-term positions:
• Tracy has worked with HR and Affirmative Action on developing an internal search process; the draft process was emailed to membership prior to today’s meeting
• Rich Wheeler has also reviewed the process and felt it was fair and similar to that of other MnSCU institutions
• Barb Oertel suggested that Item 8 should add language that clarifies that members may return to their previous position
• Barb also suggested language clarifying that internal candidates may apply for the permanent position
• Sarah Olcott asked how the process would be enforced; Tracy replied that HR will oversee the process
• Jill recommended revising opening language in the process to ensure that the process includes only ASF membership
• Tracy noted that the recommended process will lengthen the search process by five total days; membership felt that the length of time was appropriate
• Tracy informed membership that she would like to review recommended revisions with HR and then bring it to Meet & Confer on Thursday, January 10.
• Motion to approve process with revisions (JQ); seconded (CO); motion approved by membership

Committee Reports
Legislative Liaison Kate Parsi announced that the 2013 legislative session began earlier this morning with 42 new members and a 73-61 DFL majority
Gene Pelowski chairs the Higher Education Committee in the Legislature, while Jeremy Miller is a member of the Higher Education and Workforce Development Committee in the Senate

At the time of meeting, Tracy reported no news on contract negotiations

Charlie Opatz reported that the All-University Campaign Committee is meeting and will have its kickoff event on February 21; he further asked if this would cause conflicts with University Assessment Day

Search Committees
Director of RTTR – position offered to and accepted by Dave Wright
Director of Outdoor Education – position offered to and accepted by Eric Barnard
Director of International Services – collecting ratings and references
Associate Director of Fitness & Wellness – interviews this week
Assistant Manager of Enrollment Services – interviews this week with anticipated decision by Friday
IPAR Director – NOV posted
Inclusion and Diversity Recruitment and Retention – reviewing files
Inclusion and Diversity Recruiter / Advisor – reviewing files next week; phone interviews end of next week
Provost / VPAA – NOV has been posted and advertising begins shortly
Interim Dean, College of Business – three candidates have been forwarded to VPAA
Permanent Dean, College of Business – interim for 12-18 months; permanent search on hold
Interim Dean, College of Education – interim dean is in place and permanent search is being evaluated
Associate Director, Alumni Relations – questions are being drafted to interview candidates
Dean of International Programs – waiting on committee contact
Associate Athletics Director – NOV posted by the end of the week

Good of the Order
Jill asked if there is any interest in continuing the ASF socials; board will follow up with departments that previously expressed interest
Tania announced that the IFO Women’s Issues Committee is exploring establishing lactation space; she asked members to identify possible campus locations to add to the current one in the WSU Children’s Center

Meet & Confer Items
Plans for ASF members currently on fixed-term contracts
Plans for unfilled ASF positions
Feedback and approval on policy and regulation revisions
Fixed-term internal search process

The next meeting is on Tuesday, February 5, at 8:30 a.m. in Maxwell 158 and GL 135
January meeting closed and adjourned (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
January 16, 2013