Administrative & Service Faculty- ASF Meeting Minutes  
March 6th, 2012 11:30 am  
Winona: Maxwell 259  Rochester: GL 135

Present: Tracy Rahim, Kate Parsi, Darcie Mueller, Alex Kromminga, Wayne Wicka, Mary Rohrer, Greg Peterson, Kathy Peterson, Teri Hinds, Paula Scheevel, Paula O’Malley, Nancy Peterson, Cindy Jokela, Tania Schmidt, Brett Ayers, Sarah Olcott, Barb Oertel, Jill Quandt, Jenny Lamberson

1. Call to Order  
   a. Check for quorum (15) - yes  
   b. Approval of Agenda - one additional item added under new business: Amnesty Policy

2. Secretary/Treasurer Report  
   a. Approval of minutes (Rahim/Parsi)  
   b. Campus Account $1.00  
   c. Winona National Account – 526.96

3. Vice President Report  
   a. Campus Evaluation Committee – one CEC for new position in the College of Education – Assessment and Data Coordinator. This is an externally funded 1 year fixed term position. Locally it was recommended as a C range position but it has not come back from MnSCU yet. Position is partially funded by the Bush grant.  
   b. Looking for ASF Coffee hosts for March & April – let Sarah Olcott know if you are interested in hosting.

4. President’s Report  
   a. Meet and Confer - February minutes were sent. The space utilization conversation didn’t go so well. We tried. We have concerns about the role of committee.....are things just being brought to the committee after the fact for reporting or are they making decisions on what is being done. Administration believes there is a limited charge to committees for a macro level approach. In regards to making decisions, the committee might talk about priorities but not necessarily the specifics of decisions being made. The benefits of shared governance were discussed. There is a clear difference of opinions on the function of committees. The Facilities and Finance committee has a very large charge. Academic Integrity Policy was also discussed. Student information should not be widely available per Connie Gores. It will be available by request only. Knowledge Lake is not the appropriate place to store this data. The Student Life and Development database will likely be used. If you need access, you would likely need to contact them. The policy leaves it up to the professor on what happens. Not every faculty member may file a formal conduct complaint. The Students First initiative has been sunsetting. We are getting a new room reservation system. The Chancellor has asked that every institution have meaningful conversations on the new strategic framework. We should be hearing about this soon.  
   b. Contract Tidbit – Role of a union steward was discussed. If you are unexpectedly called to meeting with Human Resources, or your supervisor and you think discipline may be discussed you should ask to have a union steward present. It is your right. If in any meeting the conversation
takes this type of a turn, ask to stop the meeting and have a steward present. We want a 3rd person there to hear what is being said to help process the information. The steward will be knowledgeable of our contract. Currently Barb Oertel, Nancy Peterson and Jill Quandt are our stewards. We are looking to get more people trained to be stewards. Give thought to this. There are some schools that have 20+ stewards. Human Resources encourages us to have stewards present as well. Probation period is important because during this period you can be non-renewed without cause. In the first year of employment they don’t have to give you notice until May 31 to be terminated effective June 30. After the first year, notice should be given by January 31 to be effective on June 30. The normal probationary period is 4 years. Annual performance reports – if you are a supervisor you should be responding to reports. As a member, you are encouraged if you do not get a response you should be asking your supervisor for one. It is recommended you do it by email so you have a written record of the request.

c. Request for information about any personnel changes in your programs affecting ASF members (reorganizations, resignations, etc.) – Ellen Hughey from Housing leaves on Friday. The search for her replacement has started. Applications are due March 12. Housing will have two emergency hire positions. There was a search being done for an externally funded Healthforce MN position – but then the position was cut. The current employee interviewed but then was told with two weeks notice that position was ending. ASF needs to make people aware of ramifications of externally funded positions.

5. New Business

a. Business Office Practices regarding food purchases – At the recent fraud training, the MnSCU people said purchasing cards can be used for food items for student activities. Therefore, we learned that it is a WSU policy that hinders the use of the purchasing card and not a MnSCU policy. This policy limits our purchasing options because not every business takes our field orders. Paula Scheevel mentioned that Housing has negotiated a special agreement with the Business Office to buy some food with purchasing cards. We probably won’t be able to bring this up at the next Meet & Confer in two days but we do need to get this conversation going. We will try to get more information. Departments could save the university money by having more options of where to purchase food. Fewer places take field orders, we need to adjust our practices. The Special Expense Form will still be important for audit purposes.

b. Nominations – in April we will need to elect a 3 member nominating committee to get a slate of candidates for May elections. Please give some consideration to serving on this committee or being an officer. If you have questions please feel free to approach any of us on the board.

c. Amnesty Policy – This came about through a focus group that suggested there may need to be a policy that encourages students to seek help for others in need without worrying about getting a formal conduct record by doing so. Students developed this policy as a class project and then it went to Dean Johnson and the Student Senate. Other schools have this type of policy. A reporting student could still be ticketed by the police department, but they would be exempt from anything going in their WSU conduct record. Conduct records are used for travel abroad eligibility, etc. The student may still receive a consequence like attending a class, etc. but there will be no official record made. ASF members expressed concern about the name of the policy. There is an implication that this policy might apply to registration. It needs to be clear that this just applies to conduct. At other schools this is often called the Good Samaritan policy. IFO had concerns about sexual
assault. There are some statements regarding assault and if it is severe, it may negate the policy. WSU has an academic policy related to getting exemptions due to medical issues, etc.......sometimes it is referred to as the academic amnesty policy. This could be confusing if the new conduct policy has a similar name.

6. Old Business
   a. HLC site visit preparation – A briefing sheet was sent with the agenda. They want everyone on campus to be knowledgeable of the five criterion. The team will be here March 19-21. Push this information out to others that you work with. We have been working hard to prepare for this. Keep your eyes open for survey/test to win prizes.....it was in the WSU Update today. An open meeting with faculty and staff will be scheduled. We may be included in staff meeting because HLC decides who is invited to which meeting.

7. Committee Reports
   a. State Committee Reports
      ii. State Legislative Committee – MnSCU (Ayers) – Nothing going on to report. Brett checked on redistricting. It was completed about 10 days ago but it doesn’t seem there have been changes that affect us. Jill recommended reading over Teamster information you may have received in the mail. Educate yourself on Right to Work. You currently don’t have a choice to be in the union (just full share vs. fair share). Right to Work would give people the option. However, without the union would all of our other benefits, pay, etc. stay the same? It may end up costing a person more than union dues. We are worried about this. We need to start talking about this.
      iii. Negotiations—(Peterson) - Tracy Rahim is going as the alternative rep to the next meeting. MAPE and ASFSME have had disagreements with management regarding health insurance. Apparently management wants people to pay a lot more for premiums.

   b. All-University Committees-- Looking for member updates
      i. Safety (N. Peterson) – conducting inspections, people may be in your office
      ii. Facilities and Finance (N. Peterson) – handling parking appeals and prices. Did some classroom repairs over Christmas break based on TLT assessments. They have decided to back up and do another assessment. Regarding space utilization they need to reset criteria and priorities. Nothing has been decided. Unclear role of the committee is a problem.
      iii. Climate Commitment (Jokela) - Met for the first time last week. They are regrouping and updating each other on various efforts on campus. The website is being updated.
      iv. Calendar (Schmidt) - got handouts, but no new information at last meeting.
      v. All University Technology (Schmidt)—yesterday’s meeting was moved to later today so nothing new to report at this time.
      vi. Sexual Violence Advisory (Olcott) –Shadow the Silence posters going in all bathroom stalls this week.
c. Search Committees
   1. Director of Development – reviewing files
   2. Athletic Director – no report
   3. Health Force Minnesota K-16 position – funding not there for position so search was ended
   4. Dean of International Students - waiting for Cabinet decision on this position
   5. Presidential Search – met to review files and work on narrowing the list. Looking at initial round of interviews later this month.
   6. Director of Prospect Management and Research – position still advertised
   7. East Lake/Theme House Director - advertising
   8. COB Advising Coordinator – hasn’t met yet
   9. Retiree Center Director – hasn’t met yet
   10. Psychologist II – call out for one member to be on search committee. Pat Ferden was IFO, she is retiring. They rewrote the position and it will now by a psychologist position so it will be in MAPE instead. The administrative parts of Pat’s position will be added to one of the remaining IFO counselors in that department.

8. Good of the Order - none

9. Meet & Confer Items (March 8th, 9 am)
   a. Travel card issue – what is the status of expansion? It has been in a pilot program for at least a year.
   b. Amnesty policy
   c. Dean of International Programs position

10. Meeting Adjourned (12:48 p.m.)

    Next meeting –April 3rd am Maxwell 158 and GL 135

Respectfully submitted,

Jenny Lamberson
ASF Secretary
March 6, 2012