Attending: Tracy Rahim, Tania Schmidt, Brett Ayers, Kate Parsi, Nancy Peterson, Chad Kjorlien, Candice Guenther, Jodi Monerson, Alicia Reed, Conan Kmiecik, Charlie Opatz, Darcie Mueller, Kattie Bredehoft, Greg Peterson, Cindy Groth, Diane Kaste, Mari Livingston, Beth Twiton, Sheryl Saul, Nancy Dumke, Jill Quandt, DeAnna Goddard, Barb Oertel

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 March meeting; approved with no revisions (TR)

Treasurer's Report
Tracy reported for Treasurer Tania Schmidt a campus account balance of $1.00; Winona National Bank account balance of $1,887.85

Vice President's Report
Tracy read Vice President Alex Kromminga’s report on the Campus Evaluation Committee: there is no current action and nothing scheduled for the near future

President's Report
Dennis Martin's (WSU-Rochester) fixed-term position has been extended through May in order to cover registration
Vicki English has announced that she will retire at the end of the Spring 2013 semester

Local Meet & Confer highlights:
- Connie Gores will represent the Cabinet on the Employee Development Plan/Evaluation Workgroup
- Discussed several policy regulation revisions regarding curriculum, graduate faculty, weapons on campus, civility, and affirmative action; the board reminded administration that contractually ASF should see policy changes related to curriculum and staffing, even when they do not directly involve members
- Administration informed the board of IFO revisions to charge language of the University Improvement, Assessment, and Accreditation Committee:
  - The proposed changes move the committee to one that addresses accreditation only
  - President Olson stated that if the new language stands, he would consider creating a long-range planning committee
  - He also said that units other than IFO had approved or provided no feedback to the original charge and composition
  - Finally, he indicated that he would look carefully at endorsing the committee if there was not unanimous consent on its charge and makeup from all units
- Administration presented an animated presentation on the pedestrian tunnels beneath the rail line at Winona and Johnson Streets; work should begin in May or June with a proposed opening in late fall
- Administration had no concrete information on the filling of the vice president of Student Life & Development and University Advancement positions; the board indicated that it desired close involvement such much of the membership works in those areas
President’s monthly meeting with Human Resources:

- Discussed salary market adjustments that are outlined in the contract for employees who may be underpaid according to national guidelines and indices
  - If an employee feels this is the case, he/she and supervisor should meet with HR
  - Adjustments are made in a one-time, lump sum payment up to the 15% of base salary
  - The payment is not added to base pay
  - There is no promise of future payments
  - The Budget Office will determine from where the payment comes, so the employee’s department budget would not necessarily be penalized

State Board meeting highlights:

- The new contract was signed and forwarded to MMB and JSER during the meeting; JSER and legislative approval is pending
- Work will begin in May on the survey for the 2013-15 contract negotiation team
- Discussed members who pay multiple bargaining unit dues; ASF members are supposed to pay IFO dues if they teach 3 credits or more, or two classes per year; IFO is responsible for notification and collection
- Another audit of dependent eligibility will likely begin in April for anyone who added dependents at the first of the year; in the previous audit, 98% completed, 94.3% were verified as eligible, 5.6% were removed from coverage, 0.1% are in flux because of ongoing appeals
- Barb Oertel, Tracy, and Jim Anderson (MSU-Moorhead, State ASF vice president) will represent the unit on the salary compression study as part of contract negotiations; it’s hoped that this group will also review the position allocation matrix
- State ASF treasurer Pam Ekstrom (SMSU) has resigned effective June 30; contact Adam Klepetar (320-493-6484) if interested in the position; the treasurer is responsible for balancing various accounts, reimbursements, and maintaining hotel reservations, payments, etc.

New Business

Brett hit a home run by winning the drawing for two Twins tickets, courtesy of the Teamsters

Committee Reports

Employee Development Plan/Evaluation Workgroup meets today
Kate Parsi reported no activity from the State Legislative Committee
Nancy Peterson confirmed Tracy’s report on the status of contract negotiations and approval
Charley Opatz requested feedback on the All University Campaign kickoff event; Barb Oertel responded that holding the event in the SLC atrium created a nice environment
Nancy noted that the Safety Committee has reported the unsafe conditions behind Maxwell Hall
Jill Quandt informed membership that the Calendar Committee continues to meet
Tania stated that the graduate student sub-committee has been formed under the University Technology Committee; she went on to mention that a penetration test of institutional technology security had been performed
Colin Kmiecik reported on the Graduate Experience Committee, which is examining several issues
The Violence Prevention Committee is exploring more services related to gender violence
Tracy reported that Ann Kohner responded on order for the inaugural procession – it will be ordered according to seniority

Search Committees
Director of International Services – Kemali Pinar has been hired
IPAR Director – interviews begin next week
Inclusion and Diversity Recruitment and Retention – recommendation and offer made; unclear if accepted
Provost / VPAA – still in interview process
Dean of International Programs – reviewing applications
Associate Athletics Director – Jen Flowers has been hired
Affirmative Action Officer – committee has met; committee will go through retraining administered by MSUM affirmative action officer
Head Athletic Trainer – NOV has been posted; questions review, file review underway
Academic and Career Counselor – closes April 19; committee is working on questions
Assistant Director of Residence Life, Summer Operations & Special Events – submitted NOV
Hall Director – first committee meeting is this week
Alumni Relations Director – no update
Dean, COB – committee on hold to determine process; goal is to search this summer and hire by the fall; a search firm may be retained to solicit candidates

Good of the Order
The group congratulated Xavier Wilson on a new baby girl, Hope
Tracy mentioned that tuition will be a much-discussed topic among student leadership; from Student Senate activity she noted that there is a faction that will object to any increases

Meet & Confer Items
Provide feedback on the revisions to the HLC Committee new charge
Jill suggested asking for progress on results from The Chronicle Best Places to Work survey
A question was raised on whether to ask for updates on fixed-term positions; Tracy responded that the only one currently pending is in Admissions, which can be extended for another year

The next meeting is on Tuesday, May 7, at 11:30 a.m. in Maxwell 158 and GL 135
Move to adjourn and seconded (TR / CG)

Minutes submitted by:
Brett Ayers, ASF Secretary
April 5, 2013