Administrative & Service Faculty Monthly Meeting Minutes
June 4, 2013 • Maxwell 158 (Winona), GL 135 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Brett Ayers, Nancy Peterson, Jill Quandt, DeAnna Goddard, Sarah Olcott, Kattie Bredehoft, Chad Kjorlien, Paula O’Malley, Beth Twiton, Kim Dehlin Zeiher, Cindy Jokela, Danya Espinosa, Mari Livingston, Cindy Groth, Charlie Opatz, Debbie Sing, Gretchen Biesanz, Debbie Block, Ann Kohner, Ann MacDonald, Heather Gosse, Candice Guenther, June Reineke, Greg Peterson

President Tracy Rahim confirmed quorum and called the meeting to order
Meeting agenda introduced with additions and approved by membership (TR)

Secretary’s Report
Secretary Brett Ayers introduced minutes from the May meeting; approved with no revisions (TR)
Nancy Peterson reported minutes will not be posted until website is updatable

Treasurer’s Report
Tracy reported a campus account balance of $1.00; Winona National Bank account balance was not reported

Vice President’s Report
Vice President Alex Kromminga reported on the Campus Evaluation Committee: there are no current active CECs
The new associate vice presidents for Student Life and Development are to develop plans describing how the duties of their previous positions are to be filled; Alex urges members to seek compensation when they are assigned new responsibilities

President’s Report
Local Meet & Confer highlights:
- The proposed Long Range Planning Committee is not a reporting body; all constituencies have not yet given their feedback on its charge and make-up; while administration felt like looking at this committee with the facilities and assessment committees in unison was good idea, there is no further word on progress
- Tuition payment by credit card – MnSCU and WSU are looking at options but the institution would like to retain use in some form
- The university is moving towards a plan to provide full photocopiers to largest users only while others will receive all-in-one, multi-function machines; the current copier lease will be extended pending a final decision
- A special meet and confer will be held on June 14 to discuss building re-naming process

President’s monthly meeting with Human Resources:
- Back pay will come with June 14 paycheck; info has sent on adding back pay to retirement account; Tracy requests contact info for separated employees to forward back pay
- Supervisors with fixed-term renewing contracts should get completed information and paperwork o HR

Tracy requested member feedback on the draft Technology Master Plan; she will collect feedback and forward it to Ken Janz and Tania Schmidt
Tracy urged members to attend the open session for Dean of International Programs candidates

Tracy addressed the concerns on processes for requesting feedback from membership following the Somsen Auditorium issue:

- It may be necessary to develop a process for feedback outside the normal meeting schedule
- The process should accommodate open discussion where all members can be comfortable, while allowing conversation to be kept within the group
- Several members commented that discussion via email could be hard to follow, that meanings could sometimes be misconstrued, and may also create problems with maintaining internal conversation
- Chad Kjorlien suggested that Google Docs or a closed Facebook group could facilitate discussion
- Other ideas may be a Qualtrec survey or IdeaScale discussion board
- Jill requested a platform that prompts wider discussion among membership
- Tracy responded that electronic tools as well as special meetings may be solutions, depending on deadlines for responses
- Ann MacDonald commented that in addition to discussion and a vote, some sort of background on the issue is needed to be fully informed
- Tracy recommended that several platforms be tested if issues arise this summer; Chad will provide some options

Additional discussion arose around the issue of building naming, with Chad asking what the “price tag” is per facility or space
Tracy noted that ASF would likely not input on this, but will on facilities and spaces that are available for naming

**New Business**
Tracy introduced the proposal for naming Haake Hall; motion to accept (NKP/JQ) approved by voice vote

**ASF website:**
- The current site can no longer be updated because the university no longer supports Dreamweaver
- Tracy asked if the site should remain public or revert to a “members only” site
- Sarah Olcott suggested that Sharepoint could provide an adequate platform
- DeAnna Goddard recommended a hybrid public/private site; Nancy agreed with this and suggested public space with informational copy and a log-in area for meeting minutes, etc.
- The hybrid site was agreed to by group consensus and options will be explored

Matt Benson reported on a Next Chapter Grant to improve engineering research capability for industry:
- Goals were to provide student research with practical applications; catalog regional industry projects; explore mechanisms to sustain the project; establish WSU as a regional knowledge center
- 22 projects were collected in three major areas – recycling, bio-composites, characterization of materials
- Next step is to continue project through grant funding

Deanna Goddard reported on a Next Chapter Grant on internship processes at WSU:
- Studied students, employers, faculty through focus groups and surveys
- Concluded that there is a need for common internship language; best practices; common platform/processes
• Recommended creation of online resources for coordinators; MAFEL membership; and professional development; along with the creation of a position for outreach
• June Reineke observed that the recommended process parallels COE clinical practice processes
• Alex asked about internship orientation and outcomes; DeAnna replied that processes vary across campus and with employers; suggests this office would unify these processes

Old Business
WSU Reg. 5-4 – ASF Evaluation/Development Plan:
• Nancy noted minor revisions suggested at last meeting have been made
• Jill Quandt questioned the expected outcomes of the new process and how it will be reviewed
• Tracy has asked HR about accurate responsibility descriptions; HR will send PDs to facilitate descriptions
• Motion to adopt plan as presented (AK/NP); motion passes

Tracy noted that a LEAN process is underway to streamline Affirmative Action policy; she will share the revised policy with membership for discussion and approval

Committee Reports
No Legislative Committee report; however, Tracy emailed information on the state budget to membership
Nancy reported that an electronic survey will go out near the end of June to kick off the next cycle of contract negotiations; coalition benefit bargaining with MMB has already begun
Alex reported that the Diversity/Title IX Committee is working to draft a new diversity plan
Charlie Opatz announced that the All-University Campaign is closing in on $100,000 and urges members to participate
Minutes from the Land Stewardship Committee will be included with these minutes

Search Committees
IPAR Director – Eri Fujieda will begin full-time on July 15
Provost / VPAA – Patricia Rogers appointed and will begin on July 15
Dean of International Programs – five candidates will visit campus on June 5-7 and June 10-11
Affirmative Action Officer – no report but position has been posted
Head Athletic Trainer – interviews completed; waiting on offer response
Academic and Career Counselor – Amy Meyer has accepted the position
Assistant Director of Residence Life, Summer Operations & Special Events – four on-campus interviews will take place this week
Hall Director – phone interviews to begin this week
Alumni Relations Director – Ann MacDonald has been appointed
Dean, COB – NOV complete and submitted
Marketing & Communications Coordinator, WSU-R – no report
Art Gallery Coordinator – first meeting with Affirmative Action is to be scheduled
Assistant Athletics Director, Development – NOV has been posted
Assistant Athletics Director, Game Environment – NOV has been posted, review begins on June 15
Marketing and Communications Specialist – initial meeting has been held; Mollee Sheehan will chair

Good of the Order
The thirteenth Maxwell lemonade stand takes place on June 20

Meet & Confer Items
Haake Hall naming
Regulation 5-4 – ASF Evaluation/Development Plan proposal
Update on plans for the proposed Education Village
Update on plans for the transition to a new provost

The next meeting is on Tuesday, August 6, at 8:30 a.m. in Maxwell 158 and GL 135
Move to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
June 18, 2013