Administrative & Service Faculty Monthly Meeting Minutes
June 5, 2012 • Maxwell 158 (Winona), GL138 (Rochester)

Attending: Josh Jacobs, Charlie Opatz, DeAnna Goddard, Nancy Peterson, Paula O’Malley, Beth Twiton, Darcie Mueller, Sarah Olcott, Jenny Lamberson, Conan Kmiecik, Candice Guenther, Chad Kjorlien, Mari Livingston, Diane Kaster, Paula Scheevel, Barb Oertel, Gar Kellom, Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Jill Quandt

President Tracy Rahim confirmed quorum and called meeting called to order
Agenda introduced and approved by attending membership

Secretary’s Report
Secretary Brett Ayers introduced minutes; minutes approved as introduced by membership

Treasurer’s Report
Treasurer Tania Schmidt reported that campus account stands at $1,00; Winona National Bank account balance at $1,592,00

Vice President’s Report
Vice President Alex Kromminga along with Past-President Sarah Olcott reported on Campus Evaluation Committee activity:
• Coordinator of Student Parent Grant – classified to Range B
• Director of Integrated Wellness – MnSCU agreed with request to reclassify to Range D
• Director of Outdoor Education & Recreation – Range D
• International Admissions Coordinator – audit for reclassification request came back as Range C
• Associate Registrar, Senior Associate Registrar – local reclassification CEC sent to MnSCU as Range D
• Athletic Training (two positions) – local reclassification CEC sent to MnSCU as Range C

President’s Report
Began by introduce Josh Jacobs, director of Eastlake Residence Hall and the theme house
Recap of May meet and confer:
• Math Achievement Center director extended one year as interim position; administration does not view it as an ASF position at this point but status remains unclear
• International Services – requested descriptions for positions in that area; Jill believes those have been recently forwarded
• Residential College Program Coordinator position (Sarah Olcott) has been moved to Housing and Residence Life from Student Life and Development
• Several ASF positions in the Athletics Department are open and pending arrival of the new athletics director
• A half-time position to work with the online course catalog has been approved; position will be located in the Warrior Hub
• The legislature approved tuition increases; WSU will increase by 3-percent, lowest in the system

The membership reported no personnel changes
President's contract tidbits:
- Unused vacation time accumulates up to 272 hours; must go below that count at some point during the year to continue accumulating
- Vacation time above that limit accrues sick leave balance
- University president can make exceptions based on demands of position and other circumstances
- Jill offered reminder that personal days are “use it or lose it;” personal days must be used in whole day increments

New Business
Sarah Olcott and Alex Kromminga presented a proposed online module, the College Success Seminar
- Follow-up for sophomores and juniors who may need guidance or intervention (although it can be accessed by any student)
- Uses D2L platform; self-registration; non-credit
- Modules include academic success, citizenship, health and wellness, and leadership
- Assessment built into program; searchable to help identify students who may need additional guidance
- To request access to the test module and give feedback, email Alex or Sarah

Tracy proposed identifying goals and priorities for the local ASF:
- Establishing goals will be important as the new president sets goals and priorities for the institution
- Welcomes advice and recommendation from the membership to guide the ASF executive board.
  Members can email Tracy (trahim@winona.edu) with any further ideas they have.
- Jill Quandt suggested that addressing work-life balance could be one of the goals

Old Business
Fifteen members participated in field trip to WSU-Rochester; included tours, panel session and was informative to hear Rochester’s perspective, their issues and concerns

Business Office practices (Sarah, Jill):
- Sarah had a congenial meeting with Business Office, although little concrete resulted
- Business Office looked at how other schools handle food purchases – biggest issue is following system policies and how purchasing cards are handled
- Agreed to re-examine using Walmart and Target for field purchases
- Travel cards should be requested by those who need them; if there are issues obtaining a card, contact the executive board

Dependent Eligibility Verification:
- Rich Wheeler (state grievance officer) reports that approximately 75 percent of spouses and dependents verified as of May 22 (of those were submitted)
- If denied, will be notified of appeals and extension process (letters should go out in mid-June)
- Non-verified dependents and spouses will be (tentatively) dropped as of August 1, 2012
- Membership identified several issues – denial of eligibility despite complete submission; informed that all materials not submitted although shown complete online; problems with faxing or uploading materials; unclear reasons for dropping a spouse or dependent
- Roadblocks and problems will be captured at local level and reported

Committee Reports
Contract negotiations:
- Have shown little progress; next meetings not yet set
• Alex reports that MAPE has negotiated “2-and-2” (2 percent increases across board over next 2 years, plus step raises)
• Insurance benefits have not been settled so contracts cannot be completed by other bargaining units
• Negotiations stalled for all bargaining units until insurance benefits have been resolved
• Nancy recommended that all members have access to a paper copy of the contract

[Note: an email from Rich Wheeler clarified that none of the bargaining units beyond AFSCME and MAPE have received information on the benefits tentative settlement. Details are still being ironed out but none of the bargaining units will likely approve the tentative settlement. In this case, negotiations will go back to square one from the perspective of bargaining units and Gov. Dayton. Opposition leaders will see the rejected agreement as making members “at will” employees.]

All-University Committees
Sarah reported the Sexual Violence Advisory Committee received New Chapter Grant; will fund a graduate assistant to support students
Terri Hinds emailed that Inclusive Excellence, Affirmative Action, and Title IX Compliance Committee will not meet

Search Committees
Director of Development – conducted additional phone interviews and considering candidates for visits
Athletic Director – Eric Schoh to begin duties on June 11
East Lake/Theme House Director – Josh Jacobs introduced by Tracy
COB Advising Coordinator – Charlie reported that NOV is pending approval
Retiree Center Director – committee meets today to determine campus visits
ELC Instructors – reviewing files
Director of Recreation & Tourism Travel Program – NOV pending
Admissions Counselor/Coach – position posted and committee meeting
CSE Interim Dean – Charla Miertschin (chair of chemistry) appointed
Director of Outdoor Recreation – two ASF members selected for search
Student Athlete Services/Track & Field Coach – two ASF members selected for search
Psychologist II (non-ASF position) – no report

Good of the Order
Sundial is still in design; goal is to complete by September
Tania is working with MnSCU on EMS (scheduling and reservations system) rollout; student worker may visit your space to assess assets
Report any ISRS issues to Tania so that she can compile in a comprehensive report
Recognized outgoing officers: Jenny Lamberson (secretary), Sarah Olcott (vice president), Nancy Peterson (past president), Jill Quandt (president)

Meet and confer is Friday, June 8, at 10 AM; suggested agenda items:
• Shared ACT scores among MnSCU institutions and impact on placement
• Work climate issues gleaned from Chronicle survey of WSU faculty and staff
• HLC Advisory Committee status and status of HLC final report
• Status of additional Access and Opportunity funding – has this been received by institution

Following request for further comment from membership, motion to adjourn offered and passed

Next meeting August 7, 8:30 a.m. in Maxwell 158 (Winona) and GL135 (Rochester)