Administrative & Service Faculty Monthly Meeting Minutes
August 6, 2013 • Maxwell 158 (Winona), GL 135 (Rochester)

Attending: Tracy Rahim, Tania Schmidt, Brett Ayers, Nancy Peterson, Jill Quandt, Chad Kjorlien, Eri Fujieda, Kathy Peterson, Joel Traver, Kattie Bredehoft, Heather Gosse, Candice Guenther, Amy Meyer, Charlie Opatz, Diane Kaste, Danya Espinosa, Mari Livingston, Nancy Dumke, DeAnna Goddard, Alicia Reed, Kemale Pinar, Vivien Skranka, Gar Kellom, Carol Ziehlsdorf

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 June 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 $1,408.70

Tania welcomed new members Eri Fujieda and Joel Traver

Vice President's Report
Sarah Olcott has been appointed as an interim replacement for ASF Vice President Alex Kromminga, who is on leave
When Alex returns, he will send out notifications of vacancies on All-University Committees
Tracy reported on the Campus Evaluation Committee:

- Beth Twiton’s position (Nursing Student Services Coordinator) recommended from range B to C
- Evan Perkins (Academic Advisor/Assistant Track & Field Coach) recommended from B to C
- CEC scheduling is in progress for the Clinical Simulation Coordinator position
- Community Liaison position description has been slightly revised but is projected to remain at range C; position will go to internal search for a 6-month appointment; full search to begin this fall

President's Report
Erica Thibodeaux (Student Health Services) and Eric Crowley (Athletic Training) have resigned their positions;
Due to the imminent start of the fall athletics season, the athletic training internal search process has been waived;
Conan Kmiecik has recently resigned his position while Katy Subra (ELC) will go on 1-year leave
Jodi Monerson has accepted the OCED coordinator position, which has created an opening in Residence Life

Local Meet & Confer highlights:

- Education Village has been moved down to 18th on bonding list; if projects above it are not funded then it stands a chance of support; $5.8 million for design and some demolition
- The campus copier lease has been extended; ITS is contacting departments about their needs while the Print Shop is planning in anticipation of campus copier changes
- Railway underpass construction is projected to start this fall; work on the Kryzsko addition and renovation is set to begin soon
- HR is scheduled to take on some of Southeast Technical's functions this fall; additional staff will be hired to pick up the additional responsibilities
A special meet and confer was held on June 14 following the Somsen/Harriet Johnson Auditorium re-naming; the executive board and administration agreed that feedback is valued and should be timely; as a result, a list of “non-name-able” buildings and those of uncertain status will be compiled.

SIA processes and funding were clarified; Tracy emailed the membership an overview of the process and deadlines; members should note that the current deadline has been extended to September 1.

Fall enrollment is on track to reach a class of 1,650 and a budget has been projected for this number; transfers are slightly up at 600; the number of degree seeking international students is up slightly; there will be no build-ups in the residence halls this fall.

AFSCME plans to pilot and internal search process this fall (similar to the one being piloted by ASF); Carol Ziehlsdorf noted an example in Admissions where the process would benefit a qualified employee and Jill Quandt commented that the AFSCME process appears to go further than ASF’s in that it may also be used for probationary positions; the general consensus was that the membership supports AFSCME’s process.

President’s recap of the monthly meeting with Human Resources:

- The new evaluation/PDP process has been approved and HR is distributing position descriptions and guidelines.
- HR is forwarding information on the “Art and Science of Supervision” workshops; Tracy noted that HR has only $10,000 to fund employee development programs across campus.
- Tracy received a report listing all externally funded positions; she is reviewing the list to determine correct appointment status for listed positions.
- The latest contracts inadvertently deleted employee step information; future contracts should correct this error.

ASF state board meeting update:

- The Intermittent appointment status (rare) was sunsetted on June 30; these former positions will be reviewed for new appointment status.
- PDF for FY14 has not been established because not we are not currently working under contract; it will probably be allocated at FY13 level in September.
- Teamsters stewards training will be held this October.
- AFSCME and MAPE have settled new contracts with step increases; benefits did change with single coverage health insurance now paying 5% of the lowest cost premium beginning in 2015.

Tracy is working with Melissa Sopa to review and re-distribute PDF based on departed employees, employees who are at their limits and return contributions, and an infusion of a $7,500 for this year.

New Business

Gar Kellom reported on the Next Chapter Grant “Expanding and Improving Student Support Services at WSU-R” which he conducted with Craig Johnson, highlighting that satisfaction was slightly higher than on the Winona campus and that their goal is to renew grants to expand services.

The Mueller/Opatz/Parsi Next Chapter Grant report was tabled until September meeting.

Supporting Civility Awareness Month was discussed:

- Civility training across units will be conducted in October; a small budget has been allocated but the committee is seeking support.
- Tracy asked for direction from the membership on making a contribution.
• Several questioned using dues to pay for activities outside the unit or for those that should be funded by the university
• Nancy recommended checking to see if this type of contribution is permitted

Tracy, Nancy, and Jill reviewed the local constitution and bylaws for possible revisions:
• The extraordinary circumstances processes were clarified
• The amendment process timeline was revised
• The responsibilities for the Nominating Committee were revised
• Election timelines for the Meet and Confer At-Large and Legislative Affairs Representative were moved to May to be concurrent with other officer elections
• The position of Membership Coordinator was added
The proposed revisions were sent to vote by membership and approved (NP / JR)

Nancy agreed to continue her role on the SIA Review Committee until her retirement this spring; Eri Fujieda volunteered to fill a position on the committee

Kattie Bredehoft volunteered to serve on the Nominating Committee; Kate Parsi will likely also serve, but Nancy will fill in if Kate is unavailable

The status of the sundial status is unclear; Nancy agreed to check on it

Old Business
Nancy Peterson reported that the old ASF website is up-and-running using patch software; a new ASF site will be built using the university template and content management system

Committee Reports
There has been little action on the Legislative Committee
Nancy reported on the Negotiations Committee – the member survey has been analyzed and results will be reported to management; an October meeting will be held to get negotiations started with an eye towards fast-tracking a successful contract

All-University Committee reports – no reports

Search Committees
Dean of International Programs – recommendation made; candidate has turned down offer and search has failed
Affirmative Action Officer – candidates on campus this week
Head Athletic Trainer – Stacey Czaplewski  appointed
Assistant Director of Residence Life, Summer Operations & Special Events – Xavier Wilson appointed
Hall Director – John Hetzle appointed; Emily Meyer appointed
Alumni Relations Director – Ann MacDonald appointed
Dean, COB – no update
Marketing & Communications Coordinator, WSU-R – reviewing files
Art Gallery Coordinator – reviewing files
Assistant Athletics Director, Development – Jill Bratburg appointed
Assistant Athletics Director, Game Environment – Chris Koutza appointed
Marketing and Communications Specialist – reviewing files
COE Coordinator of Clinical Practice – not started
Recruitment & Admissions Advisor, WSU-R – reviewing files
Health & Wellness Promotion Coordinator – recently started
Residence Hall Director (internal search) – recently posted internally
Strategic Partnership Coordinator, WSU-R – committee has been appointed

Good of the Order
Chad Kjorlien reported license renewed for LYNDIA.com, which has great resources; the license for Atomic Learning not renewed
Tania reported that the EMS room reservation system has gone live

Meet & Confer Items
Update on the Dean International Programs search status
Communicate approval of AFSCME proposed internal search process

The next meeting is on Tuesday, September 2, at 11:30 a.m. in Maxwell 158 and GL 135
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
August 14, 2013