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

Secretary's Report
Secretary Brett Ayers introduced minutes and noted correction in spelling of member name; minutes introduced and approved (TR/TS)

Treasurer's Report
Treasurer Tania Schmidt reported campus account balance of $1.00; Winona National Bank account balance of $1418.38
Welcomed new members Vivian Skranka, Travis Whipple, and Debbie Sing

Vice President's Report
Vice President Alex Kromminga reported on Campus Evaluation Committee activity:
- Art Gallery Coordinator – classified Range B
- Director of International Services – classified Range D
- Education – continuing discussion about this position
- Several new positions in athletics – athletics director is examining duties and gathering information
- Athletic Training (two positions) – remain at Range B; classification is being appealed
- Associate, Senior Associate Registrar – classification to Range D did not go through; appealed

President's Report
President Tracy Rahim noted that Teri Hinds (IPAR), Teresa Waterbury (Educational Leadership), Jay Skranka (International Services), Amanda Duffy (Career Services), and Mike Swenson (Alumni Relations) are no longer in their positions at WSU

New fixed-term/emergency hires noted: Alicia Reed (International Services); Sheryl Saul (Career Services); Debra Hammel (Student Support Services); Travis Whipple, Jennifer Flowers, and Jill Bratberg (all Athletics)

No other personnel changes were reported by the membership

Tracy reported on her meeting with Human Resources to discuss the tracking of emergency and fixed-term hires; Human Resources is examining its internal systems to improve tracking of these positions and the length they are in place. HR will also be working with Affirmative Action to implement better communication about emergency and probationary hires since ASF is not receiving any information about new ASF employees on campus or those who are leaving.

Human Resources is sponsoring “Self-Defeating Habits of Otherwise Brilliant People” on August 14; all bargaining unit presidents have been invited to attend as this may be a possible program that will be brought to WSU in the future
President's contract tidbits:

- Tools are available on the ASF website to guide and assist with position description rewrites (www.winona.edu/msuaasf or www.hr.mnscu.edu/compensation/initialSalaryPlacement.html)
- The Position Allocation Matrix is particularly important in establishing grade transitions (also available at above URLs)
- Recommends consulting with Alex before submitting a position description rewrite for advice on correct language, descriptions of responsibilities, etc.
- Alex advises submitting a concise, bulleted PD to supervisors to clarify and expedite the request

New Business

Highlights from the ASF state board and grievance officer training meetings on July 26-27:

- Affiliation with the Teamsters was renewed; the secretary/treasurer and business officer plan to be more involved with local affiliates in the upcoming year and will visit WSU
- Questions remain about the benefits audit and verification that was conducted this spring; there’s hope that these will be cleared up before open enrollment (such as eligibility denials, etc.)
- Alterations in PSEO policy – tenth graders are now eligible to take career or technical college courses (only), so this should have little effect at WSU
- Reverse transfer has been approved – students may retroactively receive a 2-year degree after completing the requirements for their 4-year degree
- Registered sex offenders may not be in classes with underage students; there are still questions about what level of offender is affected (State President Adam Kleptar should be confirming this)

Tracy commented that it is important to expand the current group of on-campus grievance officers (currently Tracy Rahim, Barb Oertel, Nancy Peterson, and Jill Quandt) She plans to ask Rich Wheeler and Kari Seime to visit campus to conduct the half-day training session and urges members to consider attending

Tania introduced discussion about a change in campus bicycle policy:

- Bikes in non-rack locations will be secured and released from Facilities Services
- The policy was likely not vetted through proper university channels and is not student focused
- Alex commented that he has been working on a bike policy through Student Conduct and is not sure where this new policy falls and that it should be re-evaluated
- Tracy offered that the new policy was not taken to Student Senate
- Paula Scheevel commented that the policy is likely in reaction to the damage that bikes cause to trees and other campus facilities; there’s no campus entity that is clearly responsible for creating and enforcing bike policies
- Paul Stern voiced concern that the Student Resource Center will receive complaints about locked bikes and that it has no way to resolve issues or help students recover their bikes
- Tania advocates establishing clear responsibility for bike policies
- Membership as a whole advocated pursuing a larger conversation about bike policy; Barb Oertel suggested establishing a bicycle policy committee while Paula proposed making someone on campus responsible for monitoring policy and the committee (in the past, this has been Parking Services)
- Tracy will consult with Scott Ellinghuysen to find a process and resolution
- Suggests bringing the issue to Meet & Confer as an example of the broader issue of the institution’s approach to establishing policies that affect students, faculty, and staff
Alex introduced sidewalk chalking policy: it specifies chalking only on horizontal surfaces where natural elements can wash the marks away, and that no permanent chalk be used

Old Business
Sundial replacement is ongoing
Jill Quandt introduces improved publication of Dean’s List:
  • Example of Western Technical College list on website – easy to use and share on social media
  • Barb questioned that publication may raise FERPA issues and that this should be clarified with the Registrar
  • It’s likely that the list can be made public since press releases are already being sent
  • Suggest inquiring with Public Information Director and Academic Affairs if this can become a project and posted on the website

Committee Reports
Nancy reported on the State Negotiations Committee: the legislature is likely to reject contracts agreed to by AFSME and MAPE next week
Another committee meeting is scheduled for September; for now, the contract is in limbo

Search Committees
Director of Development – no report
COB Advising Coordinator – interviews this week
Retiree Center Director – Ann Kohner has been hired
Psychologist II – this is a MAPE position; Sara Hallberg has been hired
ELC instructors – recommendations and offers have been made to two candidates; Katie Subra has accepted one of the positions.
Director of RTTR – applicants have been evaluated
Admissions Counselor/Coach – Bryan Ufheil and Patrick Reilly have been hired.
Director of Outdoor Education – position has been posted; review begins on August 23
Student-Athlete Services/Assistant Track Coach – Evan Perkins has been hired.
Director of International Services – authorization signed, position description in process
Director of Alumni Relations – deciding on candidates for phone interviews

Good of the Order
Cynthia Clark will speak on civility and creating a civil work environment on August 23; the open session is from 9.30-11 a.m. in Stark Auditorium

The following Meet & Confer (August 16) agenda items were recommended:
  • Institutional policy processes (including bike policy as an example)
  • Director of IPAR position
  • Travel card issuance update and clarification

The next membership meeting is on Tuesday, September 4, at 11.45 a.m. in Maxwell 158 and GL135

August meeting closed and adjourned (AK/NKP)

Minutes submitted by:
Brett Ayers, ASF Secretary
August 9, 2012