Attending: Tracy Rahim, Tania Schmidt, Brett Ayers, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, Sarah Olcott, Jon Hetzel, Danya Esponosa, Karrin Bredehoft, Amy Meyer, Jenny Lamberson, Jodi Monderson, Beth Twiton, Joel Traver, Ann MacDonald, Heather Gosse, Candice Guenther, Darcie Mueller, Charlie Opatz, Debbie Block, Erik Fujieda, DeAnna Goddard, Paula Scheevel, Nancy Dumke, Debbie Sing

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 August 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

Sarah Olcott introduced John Hetzel; Tania reported no new membership applications but with the number of new hires several are expected

Vice President's Report
Vice President Alex Kromminga reported on the Campus Evaluation Committee:
- Nursing simulation position was approved at range C; it will be posted shortly
- Track and field coach/academic advisor came back incorrectly as B; it will change to C
- Teaching specialist position was recommended at range C
- Tutoring services and housing positions are to be considered shortly

Alex plans to forward information this week on All-University Committee assignments; members should verify their willingness to serve and availability for vacancies
Members of committees will be required to provide a summary of activity either by attending meetings or providing a written summary in advance of meetings

Jill Quandt noted that CEC training is not following system processes; Sarah Olcott clarified that members may attend their meetings or postpone the process in order to prepare

President's Report
Tracy noted the following personnel changes:
- Residence Hall Director – no internal candidates; seeking external candidates
- ELC Coordinator – interviewing internal candidates
- Student & Community Engagement – internal candidates have interviewed and recommended for appointment
- Athletic Trainer – Brandon Donahue has been appointed as fixed-term after internal search was waived
- ELC Specialist – Tammy Brians hired after no internal candidates surfaced
- Nursing Clinical Simulation Coordinator – Nicole Weydt has been appointed after an internal search was waived
- Early Childhood Development Specialist – Angie Lepsch appointed after internal search was waived
• Head Teacher – Kayla Klee appointed after internal search process was waived

Local Meet & Confer highlights:
• AFSCME internal search process – after ASF initially approved the process, minor revisions made in process following recommendations from MMA; revisions including position posting to all university employees and minor language changes
• Railway underpass construction start date remains uncertain, but administration assured the board that the plan still includes two underpasses
• University Advancement is developing a naming process for buildings and spaces and will offer it for feedback and approval

President’s recap of the monthly meeting with Human Resources:
• Intermittent appointment status – recommend to put on bargaining table next negotiations, or remove sunset date
• The football coaching position (formerly held by AJ Blazek) has been moved to IFO due to changes in responsibilities
• WSU HR will take on responsibilities for managing human resources functions for MSC-Southeast Technical; two new positions will be created at WSU to handle these functions
• Evaluation/PDP are due to supervisors by October 1

Still no word on status of Personal Development Funds (PDF); Tracy is working on updating list and will forward a final spreadsheet listing everyone’s balance

New Business
Darcie Mueller, Charley Opatz, and Kate Parsii reported on their Next Chapter Grant on retention of first generation students:
• 45-percent of WSU students were defined as first generation
• The project developed an orientation class for first generation students; first semester retention of these students rose 3-percent
• The group also developed a student club, website, and faculty advisory board

Old Business
Election for membership coordinator – Beth Twiton, Charlie Opatz – Opatz selected by ballot

Feedback on internal searches:
In response to several requests this summer to waive internal process
Candice – what is likelihood of full-time leaving for fixed-term position
Paula Scheevel – process causes problems when moving between departments
Tracy focused on question of special situations where waiver is requested
Paula suggests that Tracy utilize judgment in case of licensure, unique qualifications

Website is being developed
Sundial – student will take over design; work will be presented to executive board

Committee Reports
The Negotiations Committee meets with the system on September 11; other units have negotiated and are in various stages of approval; to date 3-percent compensation increases seem to be the norm
There were no reports from the Legislative Committee or All-University Committees
No SIA applications have been received to date
Search Committees
Affirmative Action Officer – offer made and accepted by Lori Mikl
COB dean – position posted; October target for review
Marketing & Communications Coordinator, WSU-R – reviewing applications
Art Gallery Coordinator – completing campus interviews this week
Marketing and Communications Specialist – telephone interviews complete; campus interviews to begin next week
COE Coordinator of Clinical Practice – reviewing applications
Recruitment & Admissions Advisor, WSU-R – no update
Health & Wellness Promotion Coordinator – posted recently
Strategic Partnership Coordinator – not yet posted; questions on funding
Dean of COE – committee recently formed

Good of the Order
Debbie Block announced the WSU Foundation 50th Anniversary Gala on September 20
Tania Schmidt thanked everyone for their use of the EMS space scheduling system
Chad Kjorlien asked for feedback on user meetings for tablet devices
Eri Fujieda reminded members to respond to the IPAR user interest survey

Meet & Confer Items
Information on a potential shared presidency between WSU and MSC-Southeast Technical
Update on pending regulation or policy changes or revisions

The next meeting is on Tuesday, October 1, at 8:30 a.m. in Maxwell 158 and GL 135
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
September 12, 2013