Administrative & Service Faculty Monthly Meeting Minutes  
October 1, 2013 • Maxwell 158 (Winona), GL 135 (Rochester)

Attending:  Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, Kristi Ziegler, Amy Meyer, Jenny Lamberson, Darcie Mueller, Kattie Bredehoft, DeAnna Goddard, Cindy Jokela, Kathy Peterson, Eri Fujieda, Mari Livingston, Danya Espinosa, Jodi Monerson, Joel Traver, Vivien Skranka, Alicia Reed, Kemale Pinar, Paula Scheevel, Jill Quandt

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 September meeting; approved with the addition of Cindy Jokela having attended the September meeting (TR)

Treasurer's Report
Treasurer Tania Schmidt reported a campus account balance of $1.00; Winona National Bank account balance of $1,408.70

Membership Coordinator Report
Membership Coordinator Charlie Opatz announced new members Kemali Pinar
He noted that Jonathan Hetzel (Residence Life) and Chris Kautza (Athletics) had been invited to join as full-share members

The deadline for PIF proposals are November 1 (due to supervisors) and December 6 (president’s final decisions)
Details and application available at http://www.winona.edu/msuaasf/MSUAASF-WSU.htm

Alicia Reed inquired about any revisions in funding priorities with the new president in place; Charlie responded that the criteria as listed on the website remain in place, although it has not been necessary to follow them strictly because of the low number of applications recently

Vice President's Report
Vice President Alex Kromminga reported on the Campus Evaluation Committee:
• Warrior Success Center Tutor Coordinator move to Range D
• Sports Information position reclassification is pending
• Assistant Housing Director moves to Range D

Alex reported that the executive board has completed assignments to All-University Committees; the information is now up-to-date on the website and members have been notified via email
He stressed that committee members are responsible for reporting at ASF member meetings and representing the interests of ASF to the best of their abilities

President’s Report
Tracy noted the following personnel changes:
• ELC Coordinator – Atefeh Motevalian has moved into this position
• Director of Student Community Engagement – an internal search failed; a full search along with PD posting will begin shortly
• Residence Hall Director – Amber Ferguson joins the university as an emergency hire
• Healthforce Minnesota K-16 Coordinator – externally funded position has been vacant for three years; process is beginning on how to fill this position
• Paula Scheevel noted that Student Life & Development has asked for a position to cover the newly opened residence halls

Local Meet & Confer highlights:
• Received a verbal overview of services and responsibilities that are shared between WSU, Minnesota State College-Southeast Technical, and RCTC (see September Meet & Confer minutes for a complete list); there are no plans to have a shared presidency between WSU and MSC-SET
• Approved the committee structure for the new Long Range Planning; Improvement, Assessment, and Accreditation; and Facilities & Finance
• Discussed the proposed Professional & Leadership Development Committee (member feedback to follow in “New Business”)

President’s recap of the monthly meeting with Human Resources:
• Evaluation and supervisor feedback on PDPs should be completed by November 1
• An MOU will be written with the state ASF to continue the intermittent appointment process, which is used by several units at WSU (particularly the Children’s Center)

State Meet & Confer notables:
• Transfer Curriculum Oversight Committee – currently, MnSCU must review courses for MnTC and then send them on to an IFO sub-committee made up only of teaching faculty; ASF is requesting at least ex-officio status on the sub-committee
• Chancellor Rosenstone noted that the University of Minnesota is not ready to review MnTC as a whole; they have added a technology outcome to their liberal education goals
• Charting the Future – Rosenstone emphasized that the guiding principle is collaboration, not centralization; the Board of Trustees will receive a report in November and then the chancellor will follow with an implementation plan, likely in January
• Increasing baccalaureate options in the metro area – there is high need for more baccalaureate degree options to serve diverse populations in the metro area; the board has endorsed a “Metro Academic Center” although it is unclear what form this might take: building a new 4-year campus or using existing resources

Two new MOUs have been adopted:
• Benefits for 2014-15 – the insurance article from the MAPE/AFSCME contract will be adopted in time for open enrollment this fall, although ASF contract negotiations are not completed; changes will take effect on January 1
• Professional Development Funds – agreement to receive the same rate of funds as in FY13

In response to the benefits MOU, Amy Meyer asked if singles will be required to pay for insurance benefits; this is not yet clear

New Business
Tracy requested feedback on Charting the Future, the MnSCU planning document:
• Priority 1 (align academics with workforce needs) – general consensus was that this priority seems to consider only 2-year, technical education
• Priority 2 (certify outcomes) – broad questioning of how these outcomes will be determined, and by whom; there is little evidence that business and industry have not been consulted on what the
outcomes should be; the document gives little notice to “soft” skills that industry demands and that are crucial to the long-term success of employees

- Priority 3 (increase access, accelerate success of diverse students) – the document does not account for collaboration with secondary education and school districts on what skills are necessary to move onto higher education; reliance on PSEO and AP courses are not the answer to this problem; increasing access and success is not feasible without building bridges to secondary partners; several questioned what the document means by “diverse” students; what does this mean to institutions in non-metro areas; does it include outreach to non-traditional and underrepresented populations

- Priority 4 (statewide E-education strategy) – many appreciated that services and advising to online students needs to be enhanced to increase success, but in the context of the document, is E-education too narrowly defined to only online courses; many types of hybrid education are emerging and these should also be supported; increasing efforts here should not be done at the cost of retention and completion of traditional students; advocate that a statewide backbone infrastructure be formed to support E-learning but that content be left up to institutions and instructors to ensure academic freedom and institutional integrity

- Priority 5 (deliver continuing and customized education) – WSU is already building partnerships with business and industry to deliver continuing and custom options

- Priority 6 (redesign system financial and governance models) – the chancellor has stressed that he does not foresee subverting the current bargaining system model; the system does need to be evaluated to account for the different ways people work and how responsibilities and functions could be shared across institutions

Overall remarks on Charting the Future:

- The document does not fully consider the realities and future of 4-year institutions such as WSU
- There is no mention of the liberal arts and sciences; it seems to be focused on technical and/or workforce education
- It’s a document that considers more fully current circumstances rather that future needs and realities
- The priorities seem to be fragmented and not of a whole
- There is a concern that as the plan is implemented, it could reduce bargaining unit power

Member reaction to the proposed All-University Professional & Leadership Development Committee:

- Several members observed that the committee charge is diverse and unfocused – it’s a kitchen sink of charges and ideas
- How will the ideas and recommendations of the committee be supported?
- Will sub-committees be formed to tackle the diverse group of charges?
- Nancy Peterson suggested that removing the LEAN charge could make the committee more coherent in its charge
- Jenny Lamberson observed that several of the charges overlap with things that OCED is already doing, and recommended that OCED be represented on the committee
- A general recommendation arose that ASF should recommend re-evaluating the committee to focus its charge and explain how recommendations will be funded and supported
- Alex suggested that a task force could be formed to accomplish this examination

Old Business
The new ASF website should be live by the next member meeting
Funds were requested to create artwork for the sundial; Sarah Olcott made a motion to allocate $100 (AR seconds); motion carried by voice vote
Committee Reports
Negotiations – MnSCU has offered only 1.8% increase (other units received 3%); ASF will take stance on this; consensus to push for greater increase
No state legislative report
Salary compression committee – Tracy is a member of this; defining what compression means; obligation to do study only with no obligation to further act on results
No applications for SIA
Sexual Violence Committee has received $300,000+ grant
All-U Campaign – positions filled and will meet
Climate Commitment Committee has met and begun planning for the year

Search Committees
COB dean – interview materials approved by AA; file review to begin on November 1
Marketing & Communications Coordinator, WSU-R – phone interviews to begin next week
Art Gallery Coordinator – offer accepted
Marketing and Communications Specialist – offer made but rejected by candidate; committee will reconsider files and conduct phone interviews
COE Coordinator of Clinical Practice – recommendations to dean for approval
Recruitment & Admissions Advisor, WSU-R – no report
Health & Wellness Promotion Coordinator – no report
Strategic Partnership Coordinator – advertising for position to begin this week
Dean of COE – no further info available
Dean of CSE – search process has recently begun

Good of the Order
Charlie Opatz should be contacted to provide ASF membership information to search candidates
DeAnna Goddard noted that the WSU Career Fair takes place tomorrow

Meet & Confer Items
Provide member feedback on the proposed Professional & Leadership Development Committee
Inquire if PIF guidelines and criteria remain in place
Provide member feedback on Charting the Future, if Meet & Confer is the appropriate venue

The next meeting is on Tuesday, November 5, at 11:30 a.m. in Maxwell 257 and GL 135
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
October 04, 2013