Administrative & Service Faculty Monthly Meeting Minutes
November 6, 2012 • Maxwell 158 (Winona), GL 135 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Kate Parsi, Nancy Kay Peterson, Jill Quandt, Barb Oertel, Deanne Goddard, Mari Livingston, Cindy Groth, Nancy Dumke, Debbie Block, Debbie Sing, Kim Sieve, Jenny Lamberson, Alicia Reed, Cindy Jokela, Charlie Opatz, Beth Twiton, Kattie Bredhoft, Darcie Mueller, Ann MacDonald, Emily Meyer, Jodi Monerson, Ann Durley, Sarah Olcott, Candice Guenther, Adrian Shepard, Paula Scheevel, Xavier Wilson, Connie Kamara, Greg Peterson, Kathy Peterson, June Reineke, Kristi Ziegler

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

Secretary’s Report
Secretary Brett Ayers introduced minutes from September meeting; minutes 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 $1,451.85.

Connie Johnson, Admissions, was welcomed as a new full-share member.

Vice President’s Report
Vice President Alex Kromminga reported on Campus Evaluation Committee activity:
- Paula O’Malley’s position (teacher education certification/admissions coordinator, COE) has been submitted for reclassification at Range D
- Nancy Dumke’s position (assistant director, Access Services for Students with Disabilities) has been submitted for reclassification at Range D

President’s Report
Staffing updates:
- Dennis Martin appointed as fixed-term, part-time advisor at WSU-Rochester

Meet & confer updates:
- The sustainability consultant position is a 1-year bridge appointment to an eventual part or full-time position
- President Olson updated the executive board on administrative searches and sent an all-employees email yesterday informing that these searches are in various stages of progress

President’s monthly meeting with Human Resources:
- A draft of a process for conducting internal position searches is being developed by HR and Affirmative Action; question marks remain and an updated draft will be made available to membership

ASF State Board meeting highlights:
- There are 723 statewide members; 80-percent of these are full-share members
- Linda Meidle (MSU Mankato) is developing a survey to gauge how to better support members and gain insight into why more members do not choose to become full-share
• The state organization treasury is healthy; each campus will receive $15 per full-share member plus an additional $100

Tracy reminded the membership about open enrollment for benefits (the open enrollment period closes on November 14).

She also urged members to check the seniority roster for accuracy
• The roster was distributed at the meeting and is also posted at Kryzsko 117 through November 20
• All members should verify that seniority information is correct and initial the list
• For questions or incorrect information, contact HR directly

New Business
WSU President Scott Olson presented “Hopes and Dreams,” the institutional strategic planning initiative:
• All members of the university community and all bargaining units will be invited to engage in conversations about planning the future of the university
• The conversations will continue through the fall semester
• President Olson asked members to submit their ideas via notecards and then invited several to share their “hopes and dreams” of what makes the most sense for the university as we move forward
  o Alex suggested that WSU-Rochester evolve to develop a small residential college, transforming the Rochester campus and helping it to develop its own identity
  o Jill Quandt opined that, because spaces reflect our values, the university should develop spaces for students to engage in large-group collaboration, hands-on learning, and areas to support differing ways of learning other than traditional classroom teaching
  o Paula Scheevel recommended that the residence hall experience be improved for new students, particularly those who might be at-risk for succeeding and may be placed in build-ups as they begin their college experience
  o Paula additionally commented that space for club and student organization to gather should be increased and or improved
  o Jodi Monerson observed that support and space for GLBTA students are needed in order to make the university community more inclusive for diverse students
  o Barb Oertel observed that the culture for student success must be strengthened, a position that should be particularly supported by ASF members
  o President Olson remarked that we must become more diverse to not only remain viable, but that we are compelled to broaden the intellectual, moral, and ethical dialogue on our campus
  o In response to Barb, he noted that we have an obligation to support students from different backgrounds to ensure that have the same chance to succeed as other students do; the community must be more inviting and inclusive through our support services, faculty, and curriculum
  o Tracy offered that we must attract and encourage students who will be more engaged in the classroom and more involved in academic discussion and discourse
  o Kate Parsi maintained that hands-on learning and internship and field experiences are essential for academic and career preparation; President Olson added that these opportunities more effective if offered early in the students’ experiences
  o Ann MacDonald followed with the suggestion that students, particularly first-generation students, should be offered broader, more diverse learning and experiential opportunities, although it is also important to keep a college education affordable for our students
  o President Olson suggested that if we ask students to take on more challenges, the support structures and partnerships to provide placement must be present
Tania felt that graduate programs should be more rigorous and meaningful, to which President Olson commented that he senses there may be a cultural divide between those who view WSU as an institution for undergraduate preparation and those who see our destiny in the growth of graduate education.

Debbie Block observed that it is important to more deeply engage alumni in creating internship and field experience opportunities for current students.

Deanna Goddard interjected that Career Services is currently conducting a survey on internships and invited input from the membership; she additionally commented that there is a growing number of externships on campus.

Kristi Ziegler viewed that an identity for WSU-Rochester is crucial and that the campus requires independence in its admissions and, additionally, that graduate program growth could take place in Rochester.

Alex remarked that the meaning of academic freedom and integrity should be more deeply examined and considered at WSU.

- All membership submissions will be collected by the president’s office and several campus open forums are taking place in the coming weeks.

An online process for ASF searches has been offered by Affirmative Action:

- An online approval process is being created, following the example of the one used by IFO.
- As it currently exists, the workflow process does not allow for flexibility in approvals.
- The membership, following much discussion, felt flexibility was particularly important for the development of NOVs since the current workflow may not accommodate input for search committees.
- Jill and Barb both commented that the check-and-balance role of the search committee is important to maintain during searches.
- Tania felt that the system should be capable of accommodating some sort of flexibility into workflow.
- Tracy replied that Affirmative Action suggested that the online system had little flexibility, and asked for a recommendation from membership on whether to accept the online system as-is, or to retain the current “paper” process.
- Consensus from the group is to move discussion to the next Meet & Confer.

**Old Business**
Tracy commented that there has been good response to stewardship training; more participation is invited.

**Committee Reports**
Kate Parsi reported on the Legislative Committee, distributing a handout on the MnSCU budget request for the upcoming biennium; a Powerpoint presentation will be sent with the meeting minutes.

Nancy Peterson reported on contract negotiations: the next meeting is scheduled following state and national elections.

The Lyceum Committee meets again in November and expects to review applications for next year’s events.

The Learning and Community Engagement Committee is collecting data for the annual Community Engagement Honor Roll report, and applications for the 2014-15 university theme.

The Student Conduct Committee has heard an appeal since the last membership meeting.
The Technology Committee has held additional discussions around the addition of tablet technology to Digital Life & Learning; Ken Janz will attend the December meeting to update the membership.

The Graduate Student Experience Committee is concentrating on improving the technology experience for graduate students, establishing social and education connections using the new graduate commons space, and establishing a graduate student organization or club.

The HLC Steering Committee is reconsidering its charge to become an ongoing committee that will focus on accreditation, assessment, and university improvement issues; constituency groups will have opportunities for input as the charge is developed.

Chad Kjorlein reported via email on the State Textbook Affordability Work Group:
- The group has met twice, focusing on data from a MnSCU student survey and creating a survey for campus bookstores to clarify their role in rentals and e-books
- Information gathered from these meetings will be used to inform a MnSCU report to the state legislature in an effort to reduce textbook costs
- The group will meet again later in November

**Search Committees**
- Director of RTTR – on-campus interviews completed and recommendation forwarded to Affirmative Action
- Director of Outdoor Education – references will be checked next week and a recommendation made
- Director of International Services – NOV posted and interview questions and rating form developed for approval
- Associate Director of Fitness & Wellness – committee has been cleared to rate files
- Assistant Manager of Enrollment Services – position closes November 9; interview and rating form submitted for approval
- IPAR Director – committee is developing NOV
- Inclusion and Diversity Recruitment and Retention – (no report)
- Inclusion and Diversity Recruiter / Advisor – committee has met and is developing questions and rating form
- Provost / VPAA – chair Ken Janz is calling the first meeting
- Interim Dean, College of Business – NOV has been posted but non-ASF committee membership is unclear

**Good of the Order**
- Tania updated the group on the EMS space reservation system, which will provide a central hub for reserving rooms and other spaces.
- A kickoff meeting is scheduled for November 8, 2012.
- Use of the system will be important since it will be used by MnSCU to determine campus space utilization.

**Meet & Confer Items**
- Status of the Chronicle’s Great Colleges to Work For 2012 results and report
  - Online search authorization process was proposed; however, Tracy will work with Affirmative Action for further clarification or opportunities for compromise on the process before bringing it to Meet & Confer

The next meeting is on Tuesday, December 4, at 8:30 a.m. in Maxwell 158 and GL 135

November meeting closed and adjourned (TR)
Minutes submitted by:
Brett Ayers, ASF Secretary
November 9, 2012