Administrative & Service Faculty Monthly Meeting Minutes
December 5, 2013 • Maxwell 158 (Winona)

Attending: Tracy Rahim, Alex Kromminga, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, DeAnna Goddard, Candice Guenther, Heather Kosick, Kathy Peterson, Kattie Bredhoff, Beth Twiton, Danya Espinosa, Diane Kaste, Jon Hetzel, Sarah Olcott, Amy Meyer, Gar Kellom, June Reinke, Eri Fujieda

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 the November meeting; approved (TR)

Treasurer's Report
Brett reported on behalf of the treasurer a campus account balance of $1.00; Winona National Bank account balance of $1,009.78

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Jon Hetzel and Chris Kautza have joined as full-share members

Vice President's Report
Vice President Alex Kromminga reported the following activity on the Campus Evaluation Committee:
  • The Hall Director position has been returned at Range C
  • The College of Science & Engineering Advisor position has been recommended at Range C

President's Report
Tracy reported that there were no personnel changes

Local Meet & Confer highlights:
  • PIF regulation revisions – President Olson would like to keep the criteria but remove their priority order to make the decision process transparent; ASF recommended that they be removed entirely; Cabinet will discuss this recommendation and report back to ASF
  • University committee positions – one place on both Enrollment Management and Arts Collection was allotted to ASF; Alex is soliciting candidates for these open positions
  • Johnson stage expansion – an acoustical engineer will be retained and an architect is on board to assess renovations; the temporary stage option suggested by Joe Reed is being strongly considered

The monthly meeting with Human Resources will take place later in the week

State Meet & Confer notables:
  • Transfer-ology – this update of U-Select will roll out on March 31; the software will allow students to upload transcript to see how credits would transfer to various institutions; Kate Parsi recommended that staff who will use the tool be offered training to familiarize them with the new site
  • STAR ID – the goal is to have a single ID for faculty, staff, and students at all MnSCU institutions; by the end of the year about 25 campuses will be fully converted but no date has been set to make STAR ID mandatory
• Search firm use – results of using search firms has been mixed; the system would like more consistency in results and lower costs so a consultant has been hired to streamline and standardize processes; campuses will retain control over how they will use search firms
• Position allocation matrix – ASF requested formation of a workgroup to review the matrix, which is used in determining salary ranges; a group consisting of ASF and MnSCU employees who regularly work with the matrix should begin work this spring; Sarah Olcott recommended bringing in someone who is unfamiliar with the process in order to bring a fresh perspective to the process
• The new BESI offer is due to sunset in June 2014; a new round is being considered

New Business
There was no new business to report

Old Business
Charlie Opatz has assumed responsibility for the new ASF website (www.winona.edu/asf); recommendations for updates and improvements are welcomed
The sundial designer is incorporating the single received suggestion and the project will move forward this spring

Committee Reports
Negotiations – the group is waiting for the Legislature to meet to consider its next steps

Legislative – Kate Parsi noted that the Senate Capital Investment Committee is visiting campus today to consider the Education Village project; Governor Dayton will visit campus on December 4

Salary Compression met on November 21 with consultants; next steps include compiling data to determine if or where compression lies; data is being gathered through university HR offices

MnSCU Textbook Affordability continues to meet; funding open textbooks continues to be a focus and fits nicely with WSU’s eWarrior tablet program

All-University Committee updates:
• Safety – fire drills successful; grip tape added to Minne stairs; Erin Paulson is part of the Chamber of Commerce Transportation Safety Committee that is looking at improving pedestrian safety near campus
• Long Range Planning – meeting to discuss the process of “5-Ps” initiative proposals; Jill Quandt noted that there is discussion about continuing ideas presenting through Hopes & Dreams; the deadline for 5-P proposals is likely mid-January
• Lyceum – reviewing 13 proposals on December 3 for the 2014-15 series
• Arboretum and Land Stewardship – searches underway for Grounds and Road Maintenance/Arboretum Supervisor position and the Groundskeeper replacement position; a tree nursery has been established on West Campus; the application for arboretum status has been postponed for a year pending the appointment of the supervisor position; a sub-committee will be formed to develop a “Friends of the WSU Landscape Arboretum” volunteer corps
• Diversity & Title IX – committee is meeting
• Sexual Violence – is requesting a budget allocation to implement proposed projects
• All-University Campaign – kicks off on February 18 in Rochester and February 25 in Winona
• Learning & Community Engagement – examining assessing the effectiveness of the campus theme and requesting suggestions for the new theme; curriculum grants for incorporating this coming year’s theme will go out this spring
Orientation – plans to meet later today

Committees not yet called: Calendar, Graduate Student Experience, Civility, Professional Development, and Leadership

Search Committees
COB dean – candidates are on campus next week
Marketing & Communications Coordinator, WSU-R – Jade Grabau will begin work on December 9
Marketing and Communications Specialist – Sarah Delano will begin on December 9
Recruitment & Admissions Advisor, WSU-R – on-campus interviews this week
Health & Wellness Promotion Coordinator – on-campus interviews the week of December 9
Strategic Partnership Coordinator – reviewing files
Dean of COE – committee to meet with search firm on December 12
Dean of CSE – search process has begun
Director of Community & Student Engagement – waiting for IFO member appointment; process should begin over break
Vice President, University Advancement – search to begin in January
Infant Head Teacher – position ad to begin this week
Nursing Clinical Simulation/Skills Center Coordinator – committee not yet called

Good of the Order
Chad Kjorlein reminded the members to remain vigilant of email and web scams, which are on the rise and look increasingly like legitimate transactions
Eri Fujieda informed members that emails to Data Request are put in the queue for response with a normal response time of about five days
Eri also requested suggestions for improving and professionalizing surveys conducted on Assessment Day
Sarah Olcott remarked that students in the residence halls had collected $850 for Gifts for Winona; Candice Guenther followed with news that students had also raised $920 towards Toys for Tots

Meet & Confer Items
Proposed changes to the PIF regulation
Harriet Johnson stage expansion update
Expansion of STAR ID use
Process for adding positions to university committees

The next meeting is on Tuesday, January 7, at 11:30 a.m.
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
December 13, 2013