Administrative & Service Faculty Monthly Meeting Minutes
January 7, 2014 • Maxwell 257 (Winona) / AT 102 (Rochester)

Attending: Tracy Rahim, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, DeAnna Goddard, Heather Kosik, Paula O’Malley, Danya Espinosa, Mari Livingston, Cindy Groth, Paula Scheevel, Gar Kellom, Debra Hammel, Darcie Mueller, Kattie Bredenhof, Sarah Olcott, Amy Meyer, Candice Guenther, Jon Hetzel, Amber Ferguson, Emily Meyer, Beth Twiton, Nancy Dumke, Leslie Albers, Joel Traver

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

Secretary’s Report
Secretary Brett Ayers introduced minutes from the December meeting; approved (TR)

Treasurer’s Report
Tracy reported on behalf of the treasurer a campus account balance of $1.00; Winona National Bank account balance of $904.78

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Johanna Gillard has joined as a new member and will reach out to new employees in marketing and communications on the Winona and Rochester campuses

Vice President’s Report
There was no reported activity on the Campus Evaluation Committee due to the holidays

President’s Report
Tracy reported that Misun Borman has joined HealthForce Minnesota as a fixed-term hire
The Inclusion & Diversity position held by Joyce Walker will go through a full search this spring

Local Meet & Confer highlights from the December meeting:
- Cabinet is considering ASF’s recommendations on revising PIF guidelines; it will be discussed at the January meeting
- The benefactor funding the Johnson Auditorium stage update has agreed to support the temporary structure option; project planning is moving forward
- WSU is exempted from the system mandated rollout of STAR ID; Ken Janz noted that the university will see how the process works at other schools and then review options
- Changes to All University Committee constituency representation and ex officio additions will now go through the meet and confer process
- The dean position in International Relations has been eliminated; Ted Reilly is overseeing the development of a position description for a director (ASF) who will supervise Travel Study and Study Abroad; it appears that the current Director of International Studies and ELC Director and new director will report to a vice president although the organizational structure has not been fully worked out
- The new COB marketing and sales lab site has been moved to the space currently occupied by IT development in Somsen; renovation will likely begin this summer
- MnSCU has mandated implementation of an IT vulnerability scanning project; it will be discussed at State Meet & Confer prior to further action
Barb Oertel reported that retention rates at WSU have been steadily climbing; the university’s retention of first to second year students is significantly higher than comparable publics and privates.

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

New Business
A committee to review and recommend revisions for the ASF evaluation and development plan plans to meet later this month.

Tracy reviewed the proposed Reg. 2-13: Procedure for Naming Buildings, Sites, Common Areas and Rooms:
- The revision defines a process and guidelines for naming spaces on campus
- Tracy stated that she would insist that it include the promised list of nameable and non-nameable spaces on campus
- Motion to approve revised procedure (JQ/PS); approved by voice vote

Tracy continued with the new Procedure for Signage Recognizing the Names for Buildings, Sites, Common Areas, and Rooms:
- Paula Scheevel recommended the involvement of Facilities and Finance in the process
- Gar Kellom commented that a committee might be designated to oversee signage
- Motion to approve new procedure (KP/CG); approved by voice vote

Some discussion followed on the status of the proposed naming of Haake Hall, Holle Arboretum, and the Bolon facilities building; Paula responded that Haake is tied up in family legal maneuvering while the progress of the others is unknown.

Old Business
Sarah Olcott reported that the student working on the sundial design has left school; she is reaching out to determine its status.

Committee Reports
Negotiations – met 12/18 around interest based bargaining; meeting again in February
About 60 participated in tele-town hall on contract negotiations; about half membership signed up for website + action alerts

Legislative – 12/04 Senate Capital Investment Committee visited; Ed Village is #17 on bonding list so divided if it will go forward
Governor visit well attended, budget and tuition costs hot topics, expressed support for Ed Village project
Tracy reports on Teamsters lobby day 3/19; important for Winona participation to express views to Pelowski

Salary Compression – meeting again 2/13

All-University Committee updates:
- Technology – plans to meet later in January
- Orientation – looking at ways to engage faculty and to recruit student orientation leaders; orientation week events are also being discussed
• Learning & Community Engagement – exploring all-university themes for 2015 and invites input
• Updates from Meet & Confer – Calendar Committee requires only cyclical meetings; a leader must be found to convene the Graduate Student Experience Committee

Search Committees
Dean of COB – Hamid Akbari selected and accepted position
Recruitment & Admissions Advisor, WSU-R – no report
Health & Wellness Promotion Coordinator – no report
Strategic Partnership Coordinator – phone interview candidates have been identified
Dean of COE – search forms are being finalized; consulting firm has revised schedule
Dean of CSE – reviewing candidate files
Director of Community & Student Engagement – approval of NOV is pending; committee is completing forms and interview questions
Vice President, University Advancement – selection committee initial training to be scheduled
Infant Head Teacher – selection process has begun
Nursing Clinical Simulation/Skills Center Coordinator – committee is meeting to work on NOV, recruitment plan

A question was raised on the status of the Vice President for Student Life & Development position and structure; Tracy responded that it is likely to be an item for this week’s unit retreat

Good of the Order
Candice Guenther notified the members about possible scam phone calls from American Income offering extra death benefits; Tracy followed that she will alert the state Teamsters

Meet & Confer Items (1/23 at 10 AM)
Status of ASF proposed changes to PIF regulation
Plan for Vice President of Student Life & Development position

The next meeting is on Tuesday, February 4, at 8:30 a.m.
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
January 11, 2014