Administrative & Service Faculty Monthly Meeting Minutes
November 5, 2013 • Somsen 331 (Winona)

Attending: Tracy Rahim, Alex Kromminga, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, Candice Guenther, Greg Peterson, Mari Livingston, Diane Kaste, Paula O'Malley, Gar Kellom, Ann MacDonald, Heather Kosik, Nancy Dumke, Jenny Lamberson, Amy Meyer, Jon Hetzel, Kattie Bredehoft, Beth Twiton, Darcie Mueller, Debbie Block, Cindy Jokela, Debbie Sing

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 October meeting; approved (TR)

Treasurer’s Report
Vice President Alex Kromminga reported on behalf of the treasurer a campus account balance of $1.00; Winona National Bank account balance of $1,240.64

Membership Coordinator Report
Membership Coordinator Charlie Opatz announced John Hetzel and Deb Hammel as new full share members
Reminder that SIA applications are due by November 15

Vice President’s Report
Vice President Alex Kromminga reported that there had been limited activity on the Campus Evaluation Committee:
  • The request to move the Athletic Department from Range B to C was approved
  • The Children’s Center position was recommended at Range C following campus evaluation

President’s Report
Tracy noted the following personnel changes:
  • Heather Martin appointed as an emergency hire in OCED to cover leave
  • Joyce Walker has departed her position in Inclusion & Diversity

Local Meet & Confer highlights:
  • Marketing & Communications presented a plan for an automated class cancellation system, with an initial focus on weather related cancellations
  • Priorities for PIF grants have not been well followed; it was agreed to fully review the current regulation for possible revisions
  • The executive board requested that ASF representation on the Enrollment Management and Arts Collection Committees be reviewed
  • The possible reasons for a decline in SIA applications was discussed, with suggestions that the lack of a dedicated fund reserve or complexity of projects across departments or disciplines could be the source (ASF was later informed that $25,000 has been allocated for SIA)
  • Administration presented an updated organization chart; Student Life & Development administrative organization is being examine (chart available at http://www.winona.edu/President/Media/WSU-10-2-13-COA-Org-Chart.pdf)
President’s recap of the monthly meeting with Human Resources:
- Sandy Reed will remind supervisors to complete the PDP/evaluation process for those that have not yet been submitted; the task force that built the new process will reconvene this winter to consider recommendations and feedback
- All internal searches will move from the administration of Affirmative Action to HR

State Meet & Confer notables:
- An MOU has been signed for intermittent appointments to bridge the period before a contract agreement is reached
- New “Transfer-ology” software is being implemented to examine courses taken and how they will transfer to other program levels and what students will need to complete a degree; accounting for old or outdated information may be a problem; rollout is scheduled for March 31
- A Delegates Assembly has been proposed for Fall 2014 with 3-4 from each campus attending; the emphasis will be on professional development, training, and consultation on strategic planning

An updated seniority roster passed out for review and approval by members; contact HR if updates/corrections are needed; the roster will also be posted in Student Union office

Tracy briefly reviewed plans for the expansion of the stage in Harriet Johnson Auditorium; the notes from the special meeting will be included with the membership meeting minutes

New Business
Kari Seime and Brian Alde from the state Teamsters discussed the status of contract negotiations:
- A background letter was recently sent to all members stating that the initial proposal has set a compensation ceiling of 1.87-percent, including the rise in the cost of benefits
- Teamsters has developed a contract campaign strategy that is now being deployed
- Members are urged to make their voices heard on this offer – join the campaign site (goal is 60-percent of membership creating an account by December 1)
- The site will include information, chat rooms, materials that can be forwarded to decision makers
- Join the campaign here: www.teamsterslocal1320.org

Tracy opened a discussion of PIF grants:
- Processes on other campuses were examined, with WSU as the only one without an ASF evaluation committee
- There was some discussion about creating an ASF committee – the current process seems to be working and aligns with contract language, although establishing a committee could give ASF some input on a process that currently relies solely on administration decision
- ASF will move forward with a recommendation to revise the priorities in the regulation and consider moving the regulation to a policy or process
- Motion to recommend removing the current priorities for selection out of the regulation (AK/JQ); motion approved via voice vote

Old Business
The new ASF website is up but archived minutes have not yet been posted; check it out at www.winona.edu/asf

Committee Reports
Negotiations – November 19 and December 19 meetings scheduled; discussing interest-based issues
Kate Parsi – reminds membership that it’s a bonding year and WSU has important project on the docket
Salary compression study groups meets November 21; consultants retained to provide advice

Alex – Title IX Committee will present plan for diversity and action plan soon
Alex – Development Committee has not met
Beth Twiton – DOJ Committee has met
All-University Campaign Committee has scheduled tentative days for campaign kickoff events
Cindy Jokela – Climate Commitment Committee is meeting monthly and has developed workgroups for priorities, considering name change; Sustainability Curriculum is working on developing courses and a major
Amy Meyer – Orientation Committee has kicked off planning for next year
Tracy – LRP Committee is soliciting ideas for initiatives on the President’s “5Ps”

Search Committees
COB dean – phone interviews this week
Marketing & Communications Coordinator, WSU-R – interviews this week
Marketing and Communications Specialist – round two of interviews this week
COE Coordinator of Clinical Practice – Jessica Kauphusman has been hired
Recruitment & Admissions Advisor, WSU-R – phone interviews this week
Health & Wellness Promotion Coordinator – phone interviews this week
Strategic Partnership Coordinator – reviewing files this week
Dean of COE – Affirmative Action training completed and consultant retained
Dean of CSE – Affirmative Action training completed and consultant retained
Director of Community & Student Engagement – no action currently
Vice President, University Advancement – committee being finalized
Infant Head Teacher – search committee not yet called

Good of the Order
Jodi Monerson recently had her baby; best wishes from the membership

Meet & Confer Items
Status of request for ASF representation on Enrollment Management and Arts Collection Committees
Recommendations for PIF regulation revisions
Johnson Auditorium stage expansion plans

The next meeting is on Tuesday, December 3, at 8:30 a.m. in Maxwell 158 and AT 102
Move and second to adjourn meeting (TR)

Minutes submitted by:
Brett Ayers, ASF Secretary
November 8, 2013