Administrative & Service Faculty Monthly Meeting Minutes
April 1, 2014 • Maxwell 257 (Winona) / AT 102 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, Candice Guenther, Joel Traver, Heather Kosik, Amy Meyer, Jenny Lamberson, Jodi Monerson, Kattie Bredehoft, Beth Twiton, Mary Rohrer, Mari Livingston, Paula O’Malley, Kathy Peterson, DeAnna Goddard

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 March meeting; no revisions voiced

Treasurer’s Report
Treasurer Tania Schmidt reported a campus account balance of $1.00; Winona National Bank account balance of $2,100.42

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Jade Grabau has joined as a full-share member
Charlie has invited several others; he asks members to urge colleagues to become full-share members
He presented several options for purchasing new mugs: initially moved to order 72 mugs with 2-color logo at a cost of $528 (KP/NP)
Nancy Peterson offered amendment to motion to explore less costly options while authorizing Charlie to make a decision and spend up to the cost of the 2-color option; amended motion passes

Vice President’s Report
Vice President Alex Kromminga noted the Director of Education Abroad has been classified at Range D
The COSE Advisor position has been classified at Range C

President’s Report
Tracy reports that four ASF members have taken the BESI and two others have already put in for retirement (non-BESI) and the following authorized release of their names: Nancy Peterson, Barb Nagle, Ann Kohner, Greg Peterson
Kasey Majerus has resigned her position at the Maxwell Children’s Center; two positions will be added in order to staff the new W-K School co-location

Local Meet & Confer highlights from the March meeting:
- The Student Life & Development restructuring has been determined at a Vice President, Dean of Enrollment Management, and Dean of Students model; a search firm will be retained for the VP search with a likely timeline of beginning this fall
- ASF inquired about the campus closure policy – there are differences between system and university policy on campus closing decisions; to develop and/or revise the university policy may refer to the MnSCU telecommuting policy as a guide

The March 18 Super Meet & Confer updates:
- Administration gave an update on the BESI; these retirements alone will not make up the entire $1.5 million deficit but other retirements and position restructuring should close the gap
• Tracy added that upcoming retirements could put a strain on ASF member participation on committees and on Affirmative Action in moving searches forward
• Candice Guenther asked about the process of restructuring position responsibilities in the wake of retirements; Tracy responded that all position revisions must go through Meet & Confer

Monthly meeting with Human Resources:
• Tracy inquired about emeritus status for those who are retiring; information on applying for this has gone out to supervisors
• Emeritus status is determined by 10 years of service and contributions to the campus community

State Meet & Confer highlights:
• Many sister institutions in the system are also facing budget shortfalls and are considering layoffs
• There are many questions surrounding the newly required certification on transcripts of Minnesota Transfer Curriculum completion
• The group discussed policies and processes for local Meet & Confers, such as timeline for notification of agenda items
• Chad Kjorlien will join the Education Technology Implementation Team and Tracy has joined the Student Success Implementation Team for implementing Charting the Future
• Tracy asked for participation by members to participate in a contract negotiations education

Nine Winona members participated in the ASF Lobby Day on March 19; the turnout from ASF was great and the event will take place again next year

Tracy reminded those who received SIA grants that they must present to ASF; the next deadline for applications is July 1

New Business
Nancy will chair the local ASF Nominations & Elections Committee
Kathy Peterson and Jodi Monerson volunteered to serve on the committee; motion to approve Kathy and Jodi carries on voice vote (JR/TS)

Old Business
None reported

Committee Reports
Negotiations – interest-based bargaining will continues through April with traditional bargaining following

Legislative – Action Alert being sent today from Teamsters Local 320 to encourage support for $17 million supplement for salary increases

Salary Compression Committee – next meeting will discuss collection of data to determine how compression has historically affected member salaries

All-University Committee updates:
• Learning & Community Engagement – President’s Community Engagement Awards to be presented on April 8; a new website will be launched as part of requirements for Carnegie classification
• Inclusive Excellence – the group is in the final draft of its diversity plan; the draft plan should be delivered for constituency feedback soon
- Orientation – student leaders have been interviewed; there will be 60-plus sessions this fall
- All-University Campaign – continues to push for 100-percent participation on campus
- Sustainability – April is Sustainability Month with many events scheduled on campus; the Holle Arboretum will be dedicated on April 25
- Lyceum – the committee is moving towards being more student-driven; per student wishes events could move away from a link with the university theme and towards bigger names
- IAAC – working on the HLC accreditation draft report in response the body’s concerns; student learning outcomes are also being drafted and will be presented to constituents
- Facilities & Finance – looking at classroom updates and renovation plans; also noted that there is currently no procedure for providing for classroom furnishings
- Technology – discussing university technology plan and STAR ID implementation; Transfer-ology implementation is ongoing and training will be offered for those who advise students
- Safety – conducted a campus walk-around; report any gaps in sidewalks to the committee

Search Committees
- Strategic Partnership Coordinator – search failed; supervisor decision pending
- Dean of COE – applicant pool being examined
- Dean of CSE – three candidates interviewed
- Director of Community & Student Engagement – interviews last week; recommendations this week
- Vice President, University Advancement – vacancy announcement released; search firm working with committee
- Nursing Clinical Simulation/Skills Center Coordinator – position filled w/ Nicole Weydt
- Advising Specialist, CSE – PD rewritten by IFO; Tracy moving process forward
- Director, HealthForce MN – no report
- Web Content Specialist – reviewing files
- Admissions Counselor – posted and working on forms
- Academic Advisor/Recruitment & Retention Specialist – meeting this week
- Landscape Services & Arboretum Director – committee training; form approvals
- ELC Coordinator – NOV posted; committee meeting this week

Good of the Order
- The new COB dean is on campus today; will speak on April 22
- Tania suggests temporary assistance in Affirmative Action to handle volume of searches following retirements
- Tracy urges members to visit to renovated WSU Bookstore
- Registration is in full gear in next couple of weeks
- Eri Fujieda updated the group on assessment participation
- Notify Nancy if you are interested in running for an executive board position

Meet & Confer Items
- The following will be added to the March Meet & Confer agenda:
  - Procedures for campus closing – process, costs of closing
  - Reorganization due to retirements; assistance for Affirmative Action due to volume of searches following retirements
  - SIA – will grants be funded in light of budget shortfall

The next meeting is on Tuesday, May 6, at 11:30 a.m.

Minutes submitted by: