Administrative & Service Faculty Monthly Meeting Minutes
December 2, 2014 • Maxwell 158 (Winona) / AT102 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Kate Parsi, Jill Quandt, Alicia Reed, Chad Kjorlien, Gerald Landby, Kathy Peterson, Jenny Lamberson, DeAnna Goddard, Candice Guenther, Heather Kosik, Beth Twiton, Nancy Dumke, Dia Yang, Xiao Yang, Amy Meyer, Darcie Mueller, Diane Kaste, Danya Espinosa, Danielle Johnson, Karen Dunbar, June Reinke, Tina Krause, Cindy Jokela, Paula Scheevel, Kristi Ziegler, Trent Dernbach, Joel Traver, Mary Rosenthal

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; minutes approved with no revisions

Treasurer’s Report
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $380.59 (unchanged from previous month)

Membership Coordinator Report
Membership Coordinator Charlie Opatz announced that no new full-share members have joined since the last meeting
Gerald Landby and Danielle Johnson were welcomed on attending their first membership meeting

Vice President’s Report
Vice President Alex Kromminga noted that there are no CECs in the pipeline
An appeal has been filed on the classification of the assistant registrar position; state evaluation committee decision is pending
Online CEC training is available to those who work with (or want to work with) CECs; contact Alex for information or check the ASF and HR websites for links

President’s Report
No new hires or position changes were reported

November WSU Meet & Confer highlights include:
• A full-time legal analyst position for Affirmative Action & Legal Affairs is being searched; the office is also looking at ways to streamline contracts processing
• Administration reacted positively to ad hoc representation on facilities planning work groups, especially for input on areas such as disability access, IT services, etc.
• The university’s Tree Campus USA application was shared
• Executive board asked for feedback on the revised fixed-term application and process

State Meet & Confer updates include:
• Degree requirements for ASF positions are being discussed, with recommendations of a minimum bachelor’s for all positions (currently, obtaining a bachelor’s within 6-months of hire or equivalent experience are required)
• Personal leave balance accounting continues to be resolved with no firm date for a solution; data analysis of the current method (showing a negative balance as days are taken) shows that usage of personal leave is greater when usage is reflected realistically
Participation in Charting the Future Gallery Walks was positive
Discussion continues on increasing baccalaureate options in the Twin Cities; further exploration is needed as to costs, locations, mission, audiences, etc.

Monthly meeting with Human Resources:
- Supervisors will be required to complete CEC training before participating in decisions
- Survey on internal search process will be distributed for feedback on ASF’s pilot project

New Business
Hanover Research contract:
- Wide-ranging discussion concerning scope of work, support for increased grants activities, and how the contract will affect the grants position and its duties
- Tracy has also questioned if consultant contract of this magnitude requires multiple quotes and/or an RFP
- Nancy Dumke suggested that additional support could be provided for grants management, grants writing, and other related responsibilities

Cyber-bullying issues:
- President Olson feels that emerging, anonymous social media platforms are causing cyber-bullying concerns, especially among younger students, and is asking for suggestions from constituent groups
- Alex noted that there have already been problems, such as users posing and posting as WSU administrators, but banning use is an issue due to free speech concerns
- Chad Kjorlien suggested that members may want to create a Google Alert for their names to receive reports of social media postings
- Kathy Peterson asked if Student Senate has taken a stance on anonymous platforms; Senate has taken a position and a working group has student representation

Old Business
None noted

Committee Reports
Legislative Affairs – Kate Parsi reported that the legislature reconvenes in January; reminds group of Teamsters Lobby Day on March 18
Contract Negotiations – Jill Quandt reported committee meets on January 20
Inclusion & Diversity – strategic plan stalled by IFO feedback on “ideology” as a definition of diversity; tracking “ideology” is not intent of plan
Policy Work Group – drafting a “policy on policies” and working to make policies, procedures, guidelines more user friendly and accessible
Safety – walk-arounds over next two months to look for hazards, particularly unsafe space heaters
Textbook Affordability Work Group – recent summit was well-attended; process is advancing
Learning & Community Engagement – Campus Compact Presidents Award nominations call sent out and nominations for these awards are urged
Arboretum & Land Stewardship – the group is planning for Arbor Day on April 17; it is also looking at the impact of snow removal on the campus environment, feedback from the draft Landscape Protocol, and implementing the protocol on Garvin Heights restoration; a leadership seminar will be held on April 17 as part of Arbor Day celebrations
All-University Campaign – annual kick-off to take place in early February
Long Range Planning – drafting a framework for planning based on Leadership Day feedback; will bring draft to bargaining units this spring
Orientation – will revisit orientation learning objectives; evaluations have gone out and please remind students to reply; looking at ways to integrate traditional-aged transfers into orientation activities and determine needs of non-traditional students
Finance & Facilities – Tree Campus USA application moving forward; group is discussing needed classroom updates; looking at ways to refurbish Gildemeister as Education Village comes online; beginning to look at future budgets and how minimum wage increase may impact

Search Committees
Director, HealthForce MN – recommendation forwarded
Director of Education Abroad – candidates on campus last week
VP, Student Life & Enrollment Management – phone interviews this week; campus after break
AVP, International Services & Programs – campus interviews this week
AVP, WSU-Rochester – campus interviews scheduled for January
Warrior Hub Director – offer has been extended
Healthforce MN K-16 Partnerships Director – forms submitted to AA for approval
Business Outreach Coordinator, OCED – AA reviewing forms for interviews
Program Development Coordinator, OCED – campus interviews this week
Counseling Services Director – NOV posted
Healthcare Workforce Development Director – NOV waiting approval
Clinical Coordination Partnership Coordinator – committee not yet called

Good of the Order
Candice Guenther informed membership that spaces still available at East Lake; Sustainability House; sign-up for Kirkland and other residence halls begins on January 12
DeAnna Goddard announced that the career and internship fair is to be held on February 6
Tracy reminded membership of the holidays (Christmas Eve, Christmas day, New Year’s Day) and processes for taking an alternate day off if holiday work is required

Meet & Confer Items
The following will be included in the November Meet & Confer agenda:
- Hanover contract
- PIF & sabbatical revisions feedback from administration
- ASF feedback on cyber-bullying

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

Minutes submitted by:
Brett Ayers, ASF Secretary
December 3, 2014