Administrative & Service Faculty Monthly Meeting Minutes
February 4, 2014 • Maxwell 257 (Winona) / AT 102 (Rochester)


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 January meeting; no revisions voiced (TR)

Treasurer’s Report
Tania reported a campus account balance of $1.00; Winona National Bank account balance of $840.64

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Sarah Delano has moved to full membership
Charlie asked for feedback on re-ordering ASF coffee mugs: travel and soup mugs were suggested as options. Charlie will research options and bring them back to the March membership meeting

Vice President’s Report
Vice President Alex Kromminga noted that the position in the Office of Inclusion & Diversity is moving forward in the process
New ASF position of Landscape & Arboretum Director has been requested
Alex requested that membership report any changes in positions or pending revisions to PDs

President’s Report
Tracy reported that she has not been informed of any personnel changes

Local Meet & Confer highlights from the December meeting:
- Review of fixed-term appointments and search status of each
- Update on change of grade/withdrawal pilot project, which is being extended through the spring semester and will be followed by evaluation

The monthly meeting with Human Resources:
- BESI deadline is Friday, February 14; information on emeriti status will go out to supervisors in week following deadline
- Two positions are being added to HR as a result of the sharing agreement with MSC-Southeast Technical (Benefits Specialist, Specialist for unclassified employees)
- Recommend delaying review of ASF internal search process due to BESI and number of anticipated retirements

State ASF updates:
- There are many questions around the implementation of Transfer-ology and little communication from MnSCU; its status is on the agenda for the next State Meet & Confer
Candidate slate has been completed for state elections, although new candidates can petition to be placed on the ballot; final ballots go out March 11 to full-share members at their home address.

Campus maintenance checks will soon be received after the full share list is verified.

The Defined Contribution Retirement Committee and TIAA-CREF are developing a series of webinars specific to higher education employees that will be available this Spring.

Teamsters Lobby Day is Wednesday, March 19 – Tracy asking for WSU presence there.
  
  • Goal is 10 attendees per campus
  • Specific meetings for ASF have been scheduled
  • Employees attending must take a personal or vacation day; they can be reimbursed for mileage and hotel the night before by the Teamsters
  • Sign up at [www.teamsterslocal320.org](http://www.teamsterslocal320.org) by February 28

New Business

Tracy reviewed survey response on Student Life & Development structuring:
  
  • 26 total responses
  • 50-percent support a VP/Dean of Students/Executive Directors structure
  • 25-percent support two AVP model (similar to current interim structure)
  • 17-percent support VP Enrollment Management/AVP Student Life/Dean of Students model
  • 8-percent support VP/Dean of Students model
  • Half of written responses support representation on Cabinet of Enrollment Management and Student Life

There was extensive discussion offering several suggestions and revisions to proposed models. Generally, support was voiced for “Option 4” with a VP/Dean of Students/Executive Directors structure, although the precise number of executive directors was not determined.

Motion to support “Option 4,” with the following recommendations:
  
  • ASF involvement in further discussion on how the executive director structure will look
  • Representation on Cabinet for Enrollment Management and Student Life

Motion approved by voice vote (AK/DM)

Tracy reviewed the proposed Reg. 2-13: Procedure for Naming Buildings, Sites, Common Areas and Rooms:

Nancy proposes moving “theaters” into the “Needs Consultation” category; motioned for approval with revision; approved by voice vote (NP/TS)

Tracy reviewed revisions suggested by Cabinet that the former the former priorities for selection in the PIF procedure become only guidelines for proposals; motion for approval; approved by voice vote (NP/CO)

Old Business

Sarah Olcott requested purchasing vector art to complete the re-design of the sundial; she will investigate options and report back to the members next month.

Nancy will send a summary of member feedback on the new employee evaluation process out to members.

Committee Reports

Negotiations – the next meeting is scheduled for February 6-7; there has been talk that MnSCU will approach the Legislature with a request for additional funds for compensation

Legislative – Kate Parsi noted that the Governor supported initial funding of the Education Village project in his bonding recommendations.
The Salary Compression Committee meets again on February 13 and is currently looking at data

All-University Committee updates:

- Finance & Facilities
  - Of 260 eligible, 60 have requested information about taking the BESI
  - Enrollment shortfall will likely be 40-50 students
  - The Kryzsko expansion project will be completed by June 6
  - Relocation of the baseball field to Lake Park is being discussed with the city
  - WSU may be able to acquire the Laird Norton Building in downtown Winona
  - Relocation of several offices due to the new COB sales and finance labs is still unclear
- All-University Campaign – annual kick-off scheduled for February 18 in Rochester; February 25 in Winona
- Inclusive Excellence – setting meeting schedule and action to complete diversity plan
- Orientation – continues to seek orientation leaders; an online application is located at www.winona.edu/advising
- Arboretum & Land Stewardship – planning is underway for Arbor Day (April 25) and the dedication of the Holle Arboretum; the Landscape Arboretum Supervisor PD has been rewritten and will be updated to an ASF position; a temporary groundskeeper has been hired

Kathy Peterson informed membership that Student Senate is investigating a new budgeting process and student funding priorities could shift

Search Committees
Recruitment & Admissions Advisor, WSU-R – Carmen Mahlum accepted position
Health & Wellness Promotion Coordinator – Kate Hansen accepted position
Strategic Partnership Coordinator – interviews underway
Dean of COE – forms finalized and submitted to Affirmative Action
Dean of CSE – no report
Director of Community & Student Engagement – forms finalized and submitted; PD posted February 11
Vice President, University Advancement – committee appointed, training completed; consultant retained;
June 30 goal for completion of search
Infant Head Teacher – no report
Nursing Clinical Simulation/Skills Center Coordinator – no report
Advising Specialist, CSE – committee not yet called
Director, HealthForce MN – committee being formed
Web Content Specialist – committee plans to meet this week

Additional searches are pending, including the open Admissions Counselor position

Good of the Order
Tania reports on the system required STAR ID rollout; implementation will be required this spring; Tania can provide training for how to assist students in using the system
Tania also reported that academic areas are being trained in FERPA; training for student services areas is being scheduled
Knowledge Lake has been tweaked and is now up and running
The campus classroom utilization rate is approximately 73-78 percent, and the EMS space reservation system has been widely adopted on campus
In the future, Tania will be the go-to person for those experiencing Uniface issues
Meet & Confer Items
The following will be added to the February Meet & Confer agenda:
- Member approval of PIF revisions
- Member approval of Reg. 2-13: Procedure for Naming Buildings, Sites, Common Areas, and Rooms
- Feedback on structure of Student Life & Development; plans for area after June 30
- Policies and procedures for fixed-term searches

The next meeting is on Tuesday, March 4, at 11:30 a.m.
Move and second to adjourn meeting (NP/AK)

Minutes submitted by:
Brett Ayers, ASF Secretary
February 6, 2014