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

Attending: Tracy Rahim, Alex Kromminga, Brett Ayers, Charlie Opatz, Nancy Peterson, Kate Parsi, Jill Quandt, Chad Kjorlien, Amy Meyer, Darcie Mueller, Mari Livingston, Heather Kosik, Jenny Lamberson, Jodi Monerson, Kathy Peterson, Tina Krause, Greg Peterson, Kattie Bredehoft, Beth Twiton, June Reineke, Danya Espinosa, Joel Traver, DeAnna Goddard, Sarah Olcott, Candice Guenther, Eri Fujieda, Alicia Reed, Vivien Skranka

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 February meeting; no revisions voiced (NP/AK)

Treasurer’s Report
Tracy reported a campus account balance of $1.00; Winona National Bank account balance was not confirmed

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Brian Ufeihl has joined as a full share member
Charlie passed around coffee mug options (ceramic or travel) as gifts for new members
Other options were discussed, but it was moved to order 100 ceramic mugs (NP/CG); motion carried on voice vote

Vice President’s Report
Vice President Alex Kromminga noted that the Landscape Services / Arboretum Director position was classified as Range C

President’s Report
No personnel changes have been reported
Tracy informed membership that a meeting is scheduled today with Provost’s Office and HR on the ELC-Bemidji positions

Local Meet & Confer highlights from the February meeting (from Tracy’s notes; not discussed at meeting due to time):

- Facility and space naming – it was agreed that the ASF could be notified privately in the case of anonymous gifts, who could then approve the request or take it up for further discussion
- Student Life & Development structure – President Olson recommended that discussions begin following the appointment of a new vice president; if the search is not complete by the end of the fiscal year the current interim structure would likely continue or an interim vice president could be named
- ELC-Bemidji – positions will be searched and employed through Winona State, similar to the WSU-Rochester model; budgets will be tracked specifically to ELC-Bemidji; Tracy and Alex have further meetings with the provost to discuss concerns
- System metro strategy – there are several options for increasing baccalaureate options in the metro area; President Olson suggests concentrating WSU’s efforts on the Rochester area instead of reaching for the Twin Cities
• WSU-Rochester – administration is searching for ways to increase graduate options in Rochester; new spaces located in the downtown area are being examined

The monthly meeting with Human Resources has been rescheduled

State ASF updates (from Tracy’s notes):
• Transfer-ology will replace U-Select on March 31; training webinars have been set up and MnSCU is developing a communication plan about the change
• Campus Sexual Violence Elimination Act (SaVE) – the system has set up a task force to create standardized training to help all campuses come into compliance; we must provide evidence of a good faith effort to provide training for staff and students by March 7; a full rollout is anticipated for this fall
• Pathways to Post-Secondary – six summits were held in December in an effort to align secondary and post-secondary education and promote college and career readiness; By 2015, eighth (career interest inventory), tenth (assessment of potential performance on college entrance exams), and eleventh (national normed college entrance exam) graders will complete milestone assessments; MnSCU is also looking at ways to expand early college credit for high school students
• Charting the Future implementation – the final draft focuses on enhancing student success; a steering committee and implementation teams will be formed (with ASF participation); this is viewed as a 3-year or more project with activity centered on the campuses and not the system office; the goal is improving student outcomes and making MnSCU institutions more competitive as higher education options

WSU Super Meet & Confer – will meet on March 18 to discuss the next steps in the university budget shortfall after all BESI activity has been finalized

Teamsters/ASF Lobby Day – ten WSU ASF members will attend on March 19

New Business
Scott Ellinghuysen presented an update on budget and facilities:
• The Kryzsko renovation project is on-time and on-budget with a completion of June 2014
• The WSU Bookstore will expand slightly and get a new layout; it’s due to re-open in a couple of weeks
• COB finance and sales labs will be constructed this summer on the west end of Somsen Hall, first floor; the re-location of the IT space currently in this location has not yet been settled
• The relocation of the baseball field to Lake Park is moving forward; it will be done in partnership with the City of the Winona and will likely be realized in phases
• The Cal Fremling floating interpretive classroom is nearing completion; it will be docked at the foot of Johnson Street; university grants will be offered to develop programming for the boat
• The pedestrian underpasses are tied up in legal negotiations
• Decisions are pending on bonding for the Education Village, although the outlook is positive
• Several land acquisition efforts are underway, including those for the Education Village and along Winona Street for parking

Scott also noted that the university is anticipating of budget shortfall for the upcoming fiscal year; largely due to wage and benefit increases and uncertain enrollment
The university is working off a $1.5 million projected deficit, which is midway between the best and worst-case scenarios
The BESI was taken by 41 people; administration is looking at how this will affect responsibilities and structure

Tamara Berg and Jodi Monerson on the proposed LBGTQ Resource Director position:
- The new position would most likely be located in the KEAP Center; its reporting structure has not been determined but most likely would go into Inclusion & Diversity
- Many institutions similar to WSU have a position similar to this; Tamara estimates about 90% of them do
- The position has already been endorsed by AFSCME and IFO

Motion to support the creation of the position (AK/JT); motion carries by voice vote and endorsement will be taken to Meet & Confer

Old Business
Sarah Olcott distributed three sundial renderings for feedback
It was motioned to move forward with Design #2 (SO/AR); motion carries via voice vote

The Employee Development and Evaluation process has only suggested minor language revisions; it will be taken to Meet & Confer

Committee Reports
Negotiations – the committee will meet in April; financial negotiations to begin in May

Legislative – Kate Parsi distributed a list of bonding projects, noting that the Education Village project had been listed by the Governor

Salary Compression Committee – Tracy reported that the group met on February 13 and decided to explore an RFP to engage a consultant to assist with the study; the study will likely include parameters to look at those employed on July 1, 2009, and prior; only 496 of ASF’s current 809 employees were on staff prior to that time and about 100 new positions have been added in the past five years

Arboretum & Land Stewardship – approved an project notification and approval process; approved Arbor Day activities and scheduling, and discussed management of the prairie garden and greenhouse and compost bins

All-University Committee updates:
- Calendar – the 2015-16 calendar would move University Improvement Day to the second Wednesday in October and spring break to mid-April, away from Good Friday; in 2016-17 spring break would go back to the week of April 14; motion to accept proposed calendar revisions (KP/GP) carries by voice vote
- Learning & Community Engagement – awards announcements will go out after the committees next meeting; survey to go out this week to gauge participation
- Graduate Student Experience – status of this committee remains unclear
- All-University Campaign – Charley reported that kick-off events were successful
- Technology – new laptops have been on display on campus; the committee is working on list of classroom technology projects

Search Committees
Strategic Partnership Coordinator – candidate recommendations forwarded to supervisor
Dean of COE – scheduling phone interviews
Dean of CSE – candidates for campus interviews have been selected
Director of Community & Student Engagement – interviews taking place this week
Vice President, University Advancement – introductory meeting with search firm has been held; June 30 goal for candidate recommendations
Nursing Clinical Simulation/Skills Center Coordinator – interviews to take place after break
Advising Specialist, CSE – no authorization for search
Director, HealthForce MN – no report
Web Content Specialist – position has been posted, approval of forms pending
Admissions Counselor – committee training scheduled
Academic Advisor/Recruitment & Retention Specialist – pending student appointee to committee
Landscape Services & Arboretum Director – committee members have recently been forwarded to AA

Good of the Order
Nothing noted

Meet & Confer Items
The following will be added to the March Meet & Confer agenda:
  • Procedures for campus closures during extreme weather
  • Progress of search for the Dean of the College of Science & Engineering
  • Updates on the administrative structure of Student Life & Development
  • Updates on the impact of the BESI offer on staffing, responsibilities, budget
  • ASF endorsement of the LBGTQ Resource Director position
  • Proposed revisions to the Employee Evaluation/Development process

The next meeting is on Tuesday, April 1, at 8:30 a.m.
Move and second to adjourn meeting (NP/AK)

Minutes submitted by:
Brett Ayers, ASF Secretary
March 10, 2014