Administrative & Service Faculty Monthly Meeting Minutes  
May 6, 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, Darcie Mueller, Paula O'Malley, Candice Guenther, Jon Hetzel, Jodi Monerson, Gar Kellom, DeAnna Goddard, Kattie Bredhoft, Beth Twiton, Sarah Olcott, Jenny Lamberson, Heather Kosik, Alicia Reed, Kemale Pinar, Vivian Skranka, Kathy Peterson, Eri Fujieda, June Reinke, Tina Krause, Jade Grabau, Joel Traver

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 April meeting; no revisions voiced

Treasurer’s Report
Treasurer Tania Schmidt reported a campus account balance of $1.00; Winona National Bank account balance of $1,579.61

Membership Coordinator Report
Membership Coordinator Charlie Opatz reported that Brad Bartleson has joined as a new member
Charlie has ordered 72 mugs for new ASF members

Vice President’s Report
Vice President Alex Kromminga noted ELC-Bemidji Coordinator position is moving forward
Several additional searches are underway and in the pipeline for classification

President’s Report
Tracy reports that there are many searches upcoming including Director of Retiree Center, which is currently being searched internally
Alex reports that the Director of Grants & Sponsored Projects position is currently being evaluated and will shortly go to internal search
The COE request to extend the fixed-term Employment & Induction Coordinator position to a third year has been approved
Membership unanimously expressed its gratitude to Nancy Peterson for her service, and best wishes for a happy (and relaxing) retirement

Local Meet & Confer highlights from the April meeting:
• Discussed what items are required to be brought before Meet & Confer per the contract; administration asked to what level of detail should items be considered with a response from ASF that these should be “major,” or, on the program, major, minor level; ASF also requested that items on the IFO agenda that could affect campus should be brought to Meet & Confer
• Extreme weather policy and processes were discussed; essential employees are not compensated “extra” unless they are called in outside their regular shift; there was also discussion about what agencies are consulted when considering campus closure; HR will assemble a task force to look at telecommuting and work from home policies during extreme weather
• Administration has allocated $25,000 for SIA; discussion followed on the process and timeline for allocation of awards (all in the first round or holding back a portion for an ensuing round); Kattie
Bredehoft recommending suggesting to Meet & Confer that funds be awarded in the first round and, if funds remain, considering funding a second round of awards

- Additional duties at WSU-Rochester in the wake of open positions was discussed; a new Assistant Vice President position will be searched; plans for expanding to a downtown location are on-hold
- Administration shared reorganization plans for several areas; plans were forwarded to membership via email
- The Cal Fremling floating interpretive center and classroom will be christened on June 6 at Levee Park
- Information Technology has proposed email security processes for two areas – retirees and WSU employees; archived emails would be deleted to reduce security risks although the process is still under review and possible revision

Monthly meeting with Human Resources:
- Evaluations and PDPs will go out in July; deadlines for completion will be more stringent than in previous years
- Remodeling of the HR offices will be completed next week; the addition of two employees (benefits, unclassified groups) should be complete by early June

State Meet & Confer highlights:
- Minnesota Transfer Curriculum completion will be placed on transcripts (upper left corner to be more noticeable)
- Potential ideas and processes for the expansion of baccalaureate options in the Metro Area were discussed at a retreat on April 21
- STAR ID rollout is ongoing; there is no hard date for final statewide rollout; so far, 28 institutions have completed the rollout, six are in process, four have not started

New Business
Nancy Peterson introduced the slate of executive committee candidates for approval:
- President – Tracy Rahim
- Vice President – Alex Kromminga
- Treasurer – Sarah Olcott
- Secretary – Brett Ayers
- Negotiations – Jillian Quandt
- Past President/Grievance Officer – Alicia Reed
- At-Large – Chad Kjorlien

Approval of slate of candidates moved and seconded (NKP/TS); motion passes via voice vote

Chad Kjorlien reported on the SIA project examining a faculty onboarding process, whose goal is to effectively orient and inform first-year faculty members
Nancy Peterson reported on the SIA project on moving university policies to regulation status – outlines a plan and process for defining and standardizing policies, regulations, and procedures

Old Business
Sarah reports that sundial project continues to be in process
Committee Reports
Negotiations – initial bargaining complete except for minor revisions; traditional bargaining upcoming

Legislative – bonding bill continues to be negotiated; House and Senate currently disagree on total amount and are attempting to find middle ground

Salary Compression Committee – smaller scale study on Range D employees to be conducted before looking at all employees

All-University Committee updates:
- Inclusive Excellence continues its work on a diversity plan
- Arboretum & Land Stewardship – search for director is in progress; great Arbor Day celebration included dedication of Holle Arboretum
- Calendar – meeting to make minor adjustments to 2015-16 academic year calendar
- Learning & Community Engagement – selected its curriculum grant award winners
- Long Range Planning – continues to develop a list of tasks and projects
- Facilities & Finance – reviewing how budget shortfall may be covered; appears that process is in good shape
- Orientation – faculty meetings are set; a few instructors are still needed to cover several sections
- Safety – 30 of 34 total safety inspections have been completed

Search Committees
Dean of COE – interview rating forms forwarded to president
Dean of CSE – Charla Miertschin appointed
Director of Community & Student Engagement – Kendra Weber appointed
Vice President, University Advancement – four candidates selected for campus interviews
Advising Specialist, CSE – committee members not yet fully named
Director, HealthForce MN – NOV posted, working on AA forms
Web Content Specialist – campus interviews underway
Admissions Counselor – reviewing files
Academic Advisor/Recruitment & Retention Specialist – NOV posted, AA forms approved
Landscape Services & Arboretum Director – NOV posted; telephone interview candidates selected
ELC Coordinator – phone interviews next week
Director of Education Abroad – ASF appointed committee members
Financial Aid Enrollment Counselor – paperwork approved by ASF president
Warrior Hub Enrollment Counselor – paperwork underway
Assistant Registrar – committee preparing to meet
AVP, Facilities Management – committee being formed

As a further note, due to growth at Maxwell Children’s Center four or five new positions will be searched in the near future

International Services staff voiced concerns on the structuring of leadership for their area
They commented that an upper-level administrator was unneeded; their desire was for more “boots on the ground,” or, increased staff who were experienced at fulfilling daily functions necessary for efficient service
Good of the Order
Jill Quandt noted that she is working with IPAR on creating the spring Dean’s List and posting it to the web
Alex reminded members that several offices in Kryzsko are temporarily relocated because of renovation
Charlie remarked that 540 students graduating this spring are identified as first-generation

Meet & Confer Items
The following will be added to the May Meet & Confer agenda:
- Membership recommends no changes to the SIA allocation schedule
- Request information on implementation dates for email security process
- Give approval for current third-year fixed-term request; ask for clarification of process
- Request information on FHCA status for students working more than 30-hours per week
- Give administration input and concerns related to International Services staffing restructuring
- Request update on Student Life & Development structure and search progress

The next meeting is on Tuesday, June 3, at 8:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
May 20, 2014