Administrative & Service Faculty Monthly Meeting Minutes
October 6, 2014 • Maxwell 158 (Winona) / AT102 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Jill Quandt, Alicia Reed, Chad Kjorlien, Jenny Lamberson, Nicole Weydt, Beth Twiton, Heather Kosik, Leslie Albers, Darcie Mueller, Sarah Delano, Eri Fujieda, Mollee Sheehan, Kate Effertz, Gar Kellom, Cindy Jokela, Kendra Weber, Kathy Peterson, Greg Peterson, Carol Zeihlsdorf, Vivien Skranka, Lori Beseler, Danya Esponosa, Candice Guenther, DeAnna Goddard, Nancy Dumke, Ken Graetz, Jade Grabau, Trent Dernbach

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 September meeting; Cindy Jokela added as attending with no other additions; minutes approved

Treasurer’s Report
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $498.29
Sarah added that the unit now has a debit card to make routine purchases

Membership Coordinator Report
Membership Coordinator Charlie Opatz introduced new full-share member Kendra Weber, Student Life & Development
Mollee Sheehan introduced Kate Effertz, who has joined Web Communications in a fixed-term position

Vice President’s Report
Vice President Alex Kromminga noted that CEC has been light with all reviews having been completed, including the approval of Healthforce MN K-6 Partnership classification

President’s Report
Tracy requested information on any new hires or position changes; an offer for IWC Director has been made and is in negotiation

State Meet & Confer high points:
- MnSCU will analyze the impact of the Affordable Care Act on student employees and graduate assistants by November; it should affect about 50 undergraduate students across the system
- Graduate assistants in the same academic program as their undergraduate program are not likely to be benefit eligible, while those in a different program will likely be eligible
- How personal leave is accounted for is being looked at
- Bargaining unit determination training is being finalized; two questions are always asked: What kind of work does the position involve, and what level of work is being performed; student development should figure in all ASF PDs

Monthly meeting with Human Resources:
- HR is now handling written offer letters for ASF
- Flexible work schedule due to weather is moving; data from sister institutions is being collected
- The pilot internal search process is due to be reviewed; Tracy is moving the review forward
The ASF Leadership & Professional Development Workshop will be held on October 29-30 at SCSU – Chad Kjorlein, Paula O’Malley, Jill Quandt, Alex Kromminga will represent ASF

Membership recognized Greg Peterson for his service in honor of his upcoming retirement

**New Business**

A draft strategic enrollment plan was presented to membership by Barb Oertel:
- Developed through group combining Enrollment Management and Enrollment Committees
- Examined evolving retention numbers and changes in demographics combined with conversations with university stakeholders
- Goals include maintaining current enrollment, diversify enrollment (international and under-represented) while maintaining base, increasing WSU-Rochester enrollment, increase retention (particularly 4-year graduation rate)
- Questions include importance of accounting for spring semester transfer enrollment, developing academic and delivery plan for WSU-R

Tracy asks membership for response to strategic enrollment plan
- Alex asks what review period will be (yearly, 5-year?)
- Will new VP for Enrollment Management and the AVP for WSU-Rochester have input?
- Motion to accept plan with amendment that the VP and AVP have the ability to reconvene for input; motion carries on voice vote (AK/LA)

Andrew Ferstl, along with Eri Fujieda and Brett, introduced draft student learning outcomes developed through the IAAC:
- Origin of this work comes through HLC accreditation recommendation on how assessment is being used and implemented
- The committee developed SLOs based on this recommendation and benchmarked against WSU General Education and Minnesota Transfer Curriculum SLOs
- Andy asked for feedback by December as the institution needs to respond to HLC by Fall 2015
- The final plan will be phased in and much of the data necessary to assess accomplishment of SLOs is already being collected
- Carol Zeihlsdorf commented that MnTC learning outcomes are being revamped
- Alex recommended incorporating language that reflects the WSU Inclusion & Diversity Plan

Mollee Sheehan and Sarah Delano addressed web communications updates:
- Centralized web management process has greatly reduced number of errors, accessibility violations, etc.
- In response to concerns, several processes have been revised, such as service agreements, the interface tool, additional training sessions, etc.

The Sabbatical and PIF Process Workgroup presented its recommendations for updates:
- Revisions for PIF Grant are primarily to move the deadlines for submission and review process, and how unused funds are rolled over
- Motion to approve revisions: Fall applications now due in October instead of November; Spring applications now due in early March; unspent funds after the 2 fiscal years in which funds could be spent will be rolled back into a holding account; motion carries on voice vote (DM/AK)
Revisions to the ASF sabbatical process and application will be presented at the November meeting.

Old Business
No old business noted

Committee Reports
Legislative Affairs – Kate Parsi reported no activities as the Legislature is not in session
Contract Negotiations – Jill Quandt reported that negotiations will resume this winter

Charting the Future is recommending three strategies to enhance student success, particularly for underserved students:
- Review of system policies that affect or create barriers to success; including simplifying transfer
- Investment in advising, connecting developmental education work to major or concentration, and connecting adult basic education to the institution, identifying partnerships between 2- and 4-years in developmental education
- Selection, hosting, and funding of technology that integrates with ISRS across the system

Educational Technology Implementation Sub-Committee – Chad Kjorlien notes that the group is moving forward rapidly; process is democratic and effective

Diversity & Inclusion Excellence – Alex reported that feedback on plan received has been received from all bargaining units except IFO; the group will look at priorities, data collection
Task Force on Policies & Procedures – developing processes for defining and developing policies
The Long Range Planning Committee – will meet later today

Arboretum & Land Stewardship – Gerald Landby was welcomed as the new Endowed Land Steward and Arboretum Director; the settlement with DuPont has been received and the group will now look at how to employ the $85,000 proceeds; a Friends of the Arboretum protocol is being developed and will soon be posted; plans for Arbor Day, new campus gardens, and Holle Arboretum signage continue to progress

Search Committees
Advising Specialist, CSE – Laura McCauley to start in January
Director, HealthForce MN – interview recommendations have been forwarded
Director of Education Abroad – phone interviews are being scheduled
Assistant Registrar – offer extended to Danielle Johnson
VP, Student Life & Enrollment Management – advertising position; search schedule has been adjusted
Development Director – Rob Christiansen accepted position
Athletic Trainer – offer has been made to Brandon Donahue
AVP, International Services & Programs – search forms approved; initial screening due on October 15
AVP, WSU-Rochester – committee completing file review
ELC Coordinator, Bemidji State – search is on hold pending program enrollment
Warrior Hub Director – phone interviews completed
Healthforce MN K-16 Partnerships Director – NOV posted
Business Outreach Coordinator, OCED – NOV posted
Program Development Coordinator, OCED – NOV, recruitment plan forwarded to Affirmative Action
Counseling Services Director – classified as MMA position
Healthcare Workforce Development Director – committee not yet called
Good of the Order
Candice Guenther announced that housing information sessions will be held on November 6 and 11
Application packets for East Lake will be available on October 3
DeAnna Goddard informed membership about the Career Expo on October 9

Meet & Confer Items
The following will be included in the October Meet & Confer agenda:
- Projected effects of the state minimum wage increase on department budgets
- ASF proposed revisions to PIF processes
- ASF membership response to Enrollment Strategic Plan
- Status of recommended support for Affirmative Action & Legal Affairs

The next meeting is on Tuesday, November 4, at 11:30 a.m.

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