Administrative & Service Faculty Monthly Meeting Minutes  
August 4, 2015 • Maxwell 158 (Winona) / GL 135 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Charlie Opatz, Chad Kjorlien, Jill Quandt, Amy Meyer, Kathy Peterson, Heather Dieterman, Jenny Lamberson, Candice Guenther, Kattie Bredehoft, Heather Kosik, Jen Jonsgaard, Laura McCauley, Arlette Gensmer, Debra Hammell, Danya Espinosa, Danielle Johnson, Wayne Wicka, Dia Yang, Jessic Mancilla, Connie Kamara, June Reineke, Paula O’Malley, Cindy Jokela, Kate Hansen, DeAnna Goddard, Jess Kauphusman, Beth Twiton, Trent Dernbach, Misun Bormann

President Tracy Rahim confirmed quorum and called the meeting to order  
Meeting agenda introduced and approved with addition of several items by membership (TR)

Secretary’s Report  
Secretary Brett Ayers introduced minutes revised from the June meeting; minutes approved

Treasurer’s Report  
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $1,306.00  
The Cal Fremling excursion is scheduled for later in the day

Membership Coordinator Report  
Membership Coordinator Charlie Opatz noted no new members, although Barb Oertel returns to ASF after a stint as an interim administrator

Vice President’s Report  
Vice President Alex Kromminga reported that while there has been little activity over the summer, it does look like the Mass Communications Lab Assistant position will move from AFSCME to ASF to more accurately reflect its student advising responsibilities  
Members were reminded to return preferences for university committee assignments; all appointments are open to candidates

President’s Report  
Tracy reported on the following internal searches: Phonathon Coordinator (filled as interim by Katie Gottstein); Inclusion & Diversity Recruiter/Advisor (filled as interim by Jessic Mancilla); Development Director (being searched)

New fixed-term/emergency hires include: Eric Weigel (Fitness & Wellness Assistant Director); Ross Greedy (Outdoor Education & Recreation Assistant Director); Karen Sullivan (Head Teacher, MCC)

Those no longer with WSU include: Loren Liming (Fitness & Wellness); Carissa Breuer (MCC); Amber Ferguson (Residence Life); Connie Johnson (Admissions); Jacqueline Markevitch Paulsen (MCC); Kim Sieve (Athletic Training); Joel Traver (COE); Angie Lepsch (MCC as of August 10)

July Meet & Confer highlights include:
  • Employee email archiving is on hold in order to focus on other security threats; Spring 2016 is now the likely implementation date, with Star ID rollout to follow in the summer  
  • Enrollment for Fall 2015 will be stable compared to the previous year if international enrollment holds up; summer enrollment suffered a large decrease this year
• The master plan is on track and due to be delivered to MnSCU in December; it will include facilities, residence hall, and ADA compliance; a draft copy should be ready later in the fall and RDG will be on campus in September for input
• Student Senate requested enhanced information and training for employees designated as Campus Security Authorities under the Clery Act; there are questions about who is affected and what enhanced training will entail, which will be brought to Meet & Confer
• Education Village planning is on schedule, although problems with the Recreation Building and Cathedral Annex mean both will have to be demolished
• Railway underpass work is progressing and on-target
• Design firm to renovate Laird-Norton has been selected
• Acquisition of property continues in the Education Village area, plus a house near Central Lutheran has been acquired and is in use as a temporary home for the IT developers
• Jim Kelly has replaced Trish Bremer as Campus Planner

HR meeting updates include:
• Evaluations/development plans were due by July 15; it should be forwarded to HR by September 15 after meeting with your supervisor; reminders will be sent to employees and supervisors

ASF State Board highlights include:
• Jim Anderson will take on the state president’s role after Adam Klepetar’s position re-assignment at SCSU; Eduardo Gutierrez (Metro State) is new state VP
• Transfer Oversight Committee is looking at standardizing appeal processes and forms
• A diversity task force is being set up within the Student Affairs Council to advise AVC Toyia Younger on working with diverse learners
• Tentative agreement reached on benefits – medical insurance to rise $1.96 per pay period (employee only); $13.28 (family coverage); dental to go up $2.98 (family) with no change for employee only; all deductibles, co-pays, prescriptions, out-of-pocket will be going up as well
• PDF allocations will be forwarded to ASF members later this week; a MOU has been signed to keep allocations at the same level as previously

Members of the ASF executive board will lunch with VP Denise McDowell later this week

New Business
None discussed

Old Business
None discussed

Committee Reports
Contract Negotiations – next meeting is scheduled for mid-September; a contract settlement could be arrived at quickly
Legislative Committee – nothing to report as Legislature is not in session
Tracy Rahim will serve as one of two ASF representatives on the coordinating committee for Charting the Future

Bike Task Force – has been meeting and is looking at policies on comparable campuses
Arts Collection – the WSU collection is being cataloged and re-organized; Krueger Library exhibit spaces are being changed
Orientation – while it has not met, the group is planning its upcoming activities for new students
All-University Campaign – more than 280 university employees participated and, including retirees, 400-plus overall supported the university through the campaign
ImpAAct – has been meeting and is now writing and editing criterion arguments

Search Committees
Hall Director (2-3) – Erica Thomas, Xiao Vang, Rebecca Sims hired
Director, Grants & Sponsored Projects – recommendation forwarded to Provost
Director, Retiree Center – Jessica Kauphusman hired
Pre-K Head Teacher (2) – search failed; current fixed-term extended
Library Dean – search remains on hold
Alumni Relations Director – Heather Kosik hired
Admissions Counselor – Grant Wall hired
Vice President, University Advancement – committee has been formed
Student-Parent Grant Assistant Director – Deb Hammel hired
Assistant Athletics Director, Compliance – Breana Larsen hired
Admissions Counselor (2) – recommendation forwarded for Ambassador position; one interview remaining for Inclusion & Diversity position
Athletic Trainer – offer has been made to candidate
Annual Fund Director – search currently on hold
Counseling & Wellness Director – waiting for final committee appointments
COE Clinical Experience Coordinator – posting NOV pending
TCCP Coordinator, HealthForce MN – waiting for final committee appointments

Good of the Order
Student Services has been awarded a TRIO grant
Construction on the COB sales and finance lab has begun in Somsen
Sign-up for residence halls will be moved earlier to October, and there will also be several instructional session for those desiring to live on and off-campus this fall
Cyber-bullying is becoming an increasing issue, and a webinar will take place today in the Purple Rooms; all invited
Adult & Continuing Education (ACE) is the new name for OCED
Two career events for students during the first week of classes: Resume Rush and Part-Time Job Fair
Testing Services is open for business as the new academic year begins

Meet & Confer Items
Regulations and policies involving ASF activities and/or benefits that have not been updated following approved revisions
Funding for work-study and student help in response to minimum wage increases
Provision of training and information for Clery Act requirements
Status of Bemidji State ELC
Plans for filing vacant IWC Director position

The next meeting is on Tuesday, September 1, at 11:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
August 7, 2015