Administrative & Service Faculty Monthly Meeting Minutes
June 2, 2015 • Maxwell 158 (Winona) / GL 135 (Rochester)

Attending: Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Charlie Opatz, Chad Kjorlien, Alicia Reed, Heather Dieterman, Jenny Lamberson, Amy Meyer, Jade Grabau, Kattie Bredehoft, Darcie Mueller, Laura McCauley, Xao Vang, Gar Kellom, Dia Yang, Kim Zeiher, Jon Hetzel, Heather Kosik, Candice Guenther, Emily Meyer, Arlette Gensmer, Danya Espinosa, Mari Livingston, June Reineke, Connie Kamara, Paula Scheevel, Kathleen Peterson, Paula O'Malley

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 May 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
A brief overview of the ASF budget was presented to members
The *Cal Fremling* excursion, which had been postponed, will be rescheduled for early August

Membership Coordinator Report
Membership Coordinator Charlie Opatz noted no new members
The deadline for SIA proposals is July 1, with applications available on the ASF website; $25,000 is available for awards each year and can cover salaries and fringes for work on projects; the maximum single award is $5,000

Vice President's Report
Vice President Alex Kromminga reported that Assistant Director, Outdoor Education & Recreation, has been classified at Range C
The Center for Assessment & Accreditation position in the College of Education is currently being evaluated
Information on All-University Committee appointments is coming shortly; all must re-apply for committee positions

President's Report
Tracy reported the following personnel updates: the Interim Phonathon Coordinator position is currently being searched internally; Kim Sieve is departing her Athletic Trainer position; Amber Ferguson is leaving her position in Residence Life; Sue Fields is the fixed-term hire for HealthForce MN

May Meet & Confer highlights include:

- COE position revisions – Induction Coordinator duties to be absorbed into IFO current positions; Coordinator for Assessment & Accreditation position will be revised and moved from MAPE to ASF
- Pedestrian railway tunnels are on schedule; summer renovations are ongoing in Sheehan, Lourdes, Phelps, PAC
- Fall enrollment continues to be down slightly (around 1-percent), although summer school enrollment is down more significantly (around 9-percent)
- A tuition increase of 3.5-percent is being considered for FY16 to offset the anticipated deficit for FY17

May HR meeting updates include:

- Many new CECs and PD updates or new descriptions are coming through
- Evaluations / PDPs are due to supervisors by July 15, and should be forwarded to HR by September 15

At the ASF Executive Committee Strategic Planning Session, two goals were developed with work to begin immediately:

- Create and implement contract training for supervisors and administrators who oversee ASF employees (by end of FY16)
- Promote the availability, purpose, and use of ASF funding and professional development opportunities, including SIA, PIF, PDP, and sabbaticals (by August 2015)

New Business

Rich Wheeler, ASF State Grievance Officer, was welcomed to the meeting:

- It remains to be seen how the legislative decision on funding higher education will affect bargaining in upcoming negotiations
- The looming "Cadillac tax" on healthcare benefits will likely have an impact on future negotiations
- In response to a question, the ability to decline insurance benefits when a spouse has superior coverage will likely be considered in future negotiations

Action on the Credit for Prior Learning Task Force proposed policy, which seeks to define types of CPL, establish processes, and designate compliance and supervision:
Motion to approve task force report and support further development of policies and procedures (AK/CK); motion carries on voice vote

Action on the proposal to split the Affirmative Action and Title IX and Inclusive Excellence Committee, which would form two separate university committees
Discussion followed on the make-up of each committee, although it emerged that ASF representation was generally acceptable considering ex officio members
Desire was voiced to move the Diversity Task Force to a standing committee; Alex will bring this forward
Motion to support splitting the current committee (SO/AK); motion carries
Motion to accept proposed composition of each committee (CG/SO); motion carries

Old Business

None discussed

Committee Reports

Contract Negotiations – will meet June 29-30 with management

Legislative Committee – discussions on a special session to finalize the budget are going well; a government shutdown is unlikely

Charting the Future – final meeting is scheduled to wrap up the following initiatives from the Student Success Implementation Team:

- Advising – all institutions to create or incorporate a student success plan; MnSCU to design online pre-college resources; establish a system-wide Advising Council; and create a new strategic framework performance measure for student success based on NSSE/CSSE data

- Policy – system-wide review of Financial Aid Satisfactory Academic Progress Policy and Tuition and Fee Due Dates, Refunds, Withdrawals, and Waivers Policy through lens of student success
- Technology – selection, hosting, and funding of system-wide technology platforms and components which integrate with ISRS for predictive analytics, CRM, and grad planners

Title IX / Inclusive Excellence – is supporting the split of the committee
Sustainability – is exploring the implications and impact of instituting a "Green" fee for students
Bike Task Force – looking at developing a campus bike policy along with the implications of Winona's corridor study on WSU; conducting a bike use survey and audit of bike racks
Arts Collection – asks that individuals, departments notify it of any "orphan" art
Learning and Community Engagement – "Digital Humanities" is to be the university theme for 2017
Finance and Facilities – changes to the motor fleet are coming

Search Committees
Hall Director (2-3) – offers have been extended
Director, Grants & Sponsored Projects – NOV posted
Director, Retiree Center – phone interviews completed; scheduling campus interviews
Pre-K Head Teacher (2) – no update
Library Dean – search remains on hold
Alumni Relations Director – planning to schedule phone interviews
Admissions Counselor – phone interviews completed
Vice President, University Advancement – committee members being appointed; search commences fall
Student-Parent Grant Assistant Director – NOV posted
Assistant Athletics Director, Compliance – files under review
Admissions Counselor (2) – NOV posted
Athletic Trainer – NOV posted; committee developing questions and rating form

It was noted that the Director of Counseling Services and IWC Director positions are pending PDs

SIA Presentations
Beth Twiton presented the project "Improving Orientation of Adult Learners, RN to BSN"
Kim Zeiher and Gar Kellom presented their project "WSU TRIO Grant Online Summer Bridge Program"
Note that SIA presentations are available for review on the ASF website

Good of the Order
For those who are teaching orientation classes, consider having students attend sessions on off-campus housing to be held on September 8 and October 6

Meet & Confer Items
Member approval of proposals on Credit for Prior Learning and on splitting the Title IX / Inclusive Excellence Committee will be brought to the June Meet & Confer

The next meeting is on Tuesday, August 4, at 8:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
June 11, 2015