Administrative & Service Faculty Monthly Meeting Minutes  
March 3, 2015 • Maxwell 257 (Winona) / AT102 (Rochester)

Attending:  Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Alicia Reed, Chad Kjorlien, Amy Meyer, DeAnna Goddard, Nancy Dumke, Mari Livingston, Grant Wall, Tina Krause, Gerald Landby, Cindy Jokela, Kathleen Peterson, Beth Twiton, Dia Yang, Xao Vang, 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 February meeting; minutes approved with note that all future references should be “WSU Children’s Center”

Treasurer’s Report
Treasurer Sarah Olcott reported a campus account balance of $1.00; Winona National Bank account balance of $1,597.55 following deposit of campus maintenance funds

Membership Coordinator Report
Tracy, reporting for Membership Coordinator Charlie Opatz, noted that no new full-share members have been added recently
Round two deadline for PIF grant submission to supervisors is on March 16; find guidelines and application materials at www.winona.edu/asf/forms.asp

Vice President’s Report
In recent CEC activity, Vice President Alex Kromminga noted that Parent-Student Director has been classified at Range B
Communications & Media Director classification meeting is later this week

President’s Report
Noting information about personnel changes, Tracy reported that Alumni Relations Director Ann MacDonald is departing; there is no information on the status of the internal search process for this position

The Director of Security position is under discussion due to upcoming retirement plans of the incumbent; the position’s bargaining unit is being examined as for similar positions at other state institutions

The Sustainability Advisor position continues to be discussed as to its status, both by ASF and the Campus Sustainability Committee (see Meet & Confer updates below)

February WSU Meet & Confer highlights include:
  - Sustainability Advisor – currently a year-to-year contract position that has been extended several times; the executive board requested further information on the position’s status, role, and duties
  - Web accessibility – the executive board requested information on WSU standards and practices, with Ken Janz responding that ITS is exploring captioning for D2L and Kaltura video; he noted that sister institutions have much greater resources devoted to accessibility; President Olson suggested that this could initiate a broader discussion about accommodating diversity and accessibility at WSU
Enrollment – while spring 2015 enrollment is up slightly, the fall outlook is that it will be down based on current applications and admits; to counter the forecast, admission events and NEF scholarships are being enhanced.

February HR meeting updates include:

- Discussed final draft of the internal/fixed-term process; will be completed by next meeting for comment and then on to Meet & Confer
- New healthcare laws will affect the maximum number of hours that students may work during a 12-week span (including summer); information will come out shortly designating the number of hours that can be worked at all jobs within MnSCU before triggering mandatory benefits coverage

State ASF Board meeting highlights are:

- The group received the latest budget forecast, which could change in the coming months
- Learned that, among legislative members, there is increased interest in improving retention, transferability, and developmental education
- A search is underway for the Vice Chancellor for Academic & Student Affairs
- The status of sexual assault prevention training is currently unclear, with differences among campuses as to the depth and breadth of approach; the D2L training module still has some kinks that will be worked out; training is not currently mandatory but is strongly suggested

New Business
None noted

Old Business
Two nominations were received for the ASF Professional Excellence Award, with Jill Quandt being forwarded as the WSU statewide candidate

Elections followed for the Negotiations Committee Alternate; motion to nominate Mari Livingston seconded (AK/SO); Mari elected by membership voice vote

Committee Reports
Contract Negotiations – member interests survey link emailed to members today; decision on type of bargaining approach still under discussion

Legislative Committee – budget forecast is better than expected; updated budget proposal pending as Governor has stated that education will be a priority
Five members plan to attend Teamsters Lobby Day later in March

Charting the Future Summit / Gallery Walks – many ideas are being shared through the implementation teams; planning process is underway; a March 24 gallery walk scheduled for WSU from 11am-2pm in East Hall
A settlement has been reached with groups that dropped out of process, which will be publicly announced later this week

Orientation Committee – Welcome Week planning is on track and the committee is still accepting applications for student Orientation Leaders (apply through the Advising website)
Chad Grabau is the group’s new faculty adviser
Some changes will be made to include traditional-aged transfer students and to add sessions for non-traditional-aged transfers
Learning & Community Engagement – thanks to submitters for President’s Community Engagement Award; fall grant submissions opened
DeAnna asked all to submit proposals for the 2016-17 theme (next year’s theme is “Equity as a Human Right: Building Inclusive Community”) with a deadline for recommendations of March 20

Arboretum & Land Stewardship – WSU has officially been recognized as a “Tree Campus USA”
Gerald Landby has achieved Certified Arborist designation along with several other recognitions
Arbor Day planning continues as well as the search for a campus landscape specialist

All University Campaign – kick-off was successful and well-attended on both Rochester and Winona campuses

Long Range Planning – visiting constituent groups and have distributed a survey to faculty

Facilities & Finance – meets this week to make decision on where to move IT developers (the infrastructure group was moved to Somsen 104)

Technology Committee – discussing new hardware for next year

Search Committees
Director, HealthForce MN – no updates on status of offer
VP, Student Life & Enrollment Management – recommendation forwarded to president
AVP, WSU-Rochester – recommendation forwarded to President
Healthforce MN K-16 Partnerships Director – interviews completed and recommendation made
Business Outreach Coordinator, OCED – Arlette Gensmer accepted position
Counseling Services Director – no update; interviews end of Feb.
Healthcare Workforce Development Director – phone interviews completed
Clinical Coordination Partnership Coordinator – committee has not met
Scholarship Coordinator – telephone interviews next week
Hall Director – NOV posted
Director, Grants & Sponsored Projects – committee has not met
Director, Retiree Center – committee has not met
Pre-K Head Teacher (2) – info recently sent to AA

Good of the Order
UPAC spring concert on March 28; employees enrolled in a class can purchase tickets at student rate
Minnesota Education Fair will be held on April 13; DeAnna Goddard thanks those who worked with Job & Employment Fair

Meet & Confer Items
The following will be included in the March Meet & Confer agenda:
- Sustainability Advisor position status and responsibilities

The next meeting is on Tuesday, April 7, at 8:30 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
March X, 2015