

Administrative & Service Faculty Meeting Minutes
November 1, 2016 • Winona: Maxwell 257/Rochester: AT 102

Attending: Sarah Olcott, Candice Guenther, Trent Dernbach, Xao Vang, Tracy Rahim, Jenny Lamberson, Brett Ayers, Kendra Weber, Dia Yang, Jon Hetzel, Mari Livingston, Paula Scheevel, Alex Kromminga, Erin Blumentritt, Cindy Jokela, Ben Sturomski, Paula O'Malley, Danya Espinosa, Kate Hansen, Ellen Severson, Beth Twitton, Nancy Dumke, Barbara Oertel

President Sarah Olcott confirmed quorum and called the meeting to order. The agenda was approved by Nancy Dumke and seconded by Jon Hetzel

Guest Speaker: Lori Reed, Sandy Reed, and Ashley Anderson from Human Resources presented on updates regarding FLSA. Recommendations were made to cabinet for final decisions on affected positions and ASF employees were notified on their status within FLSA.

- Employees who have questions should contact HR
- All of ASF will move to e-timesheets
- Changes will go into effect starting with the November 30th pay period

Secretary's Report

- Secretary Candice Guenther introduced minutes from the October meeting; minutes approved by Tracy Rahim and seconded by Kendra Weber

Treasurer's Report

- Treasurer Trent Dernbach reported a current campus account balance of \$0; Winona National Bank account balance is \$2205.50

Membership Coordinator Report

- No new members

Vice President's Report

Tracy Rahim reported in DeAnna Goddard's absence.

- University Advancement has a position moving from ASFME to ASF. It was recommended as a Range C.
- Thank you for turning in committee reports!

President's Report

President Sarah Olcott reported:

- Internal Search: Warrior Hub Enrollment Services Specialist – interviews this week
- Leaving/left WSU: Sylvette Lopez (Admissions), Tin Krause (retirement in December)
- New Fixed Term/Emergency Hires: Brittany Stein (Childcare Center), Sonja Hernandez (Admissions)
- Special Initiative Award proposals due to supervisors by November 15th

October Meet & Confer:

- Minutes were sent out

October State Board Meeting Highlights:

- Members participated in a WebEx related to FLSA and monitoring what is being done across the state

- Currently working on an updated system for position descriptions – currently the matrix is 8 categories and it is being updated into only 5 categories; it is currently being beta-tested and the hope is to roll it out in 2017
- PAQs are being eliminated

Old Business

- Thank you to those who attended and assisted with the SIA workshop on October 11th

New Business

President Olcott wanted to clarify that there are 2 elections going on for the teamsters 1) Local election for Local 320 and 2) International election

Facilities & Finance Committee sent out budget priorities and are looking for member feedback

An email was sent out that there is a memo of understanding drafted offering paid parental leave

Professional Excellence Award – President Olcott forwarded the information to Lori Reed and HR will be working on the process; please start thinking about who from ASF could be nominated for this award

State Committee Reports

Contract Negotiations – no report

State Legislative Committee – Not in session/no report

Transfer Pathways – they are still looking for 3 more ASF representatives, contact Sarah Olcott if interested

Search Committees

K-16 Program Coordinator – HealthForce MN – Corey Paulson was hired and started November 15th

Assistant Director Student Activities for Greek Life & Leadership – Phone interviews will be held soon

Business Outreach Coordinator – Offer was made and accepted

Program Development and Advising Coordinator – No update

International Services Program Coordinator/International Student Advisor – Reviewing applications

Director of Alumni Relations – No Update

Director of Marketing – Rochester – Position posted

Recruiter and Admissions Advisor – Rochester – Position posted

Graduate Nursing Clinical Placement Coordinator – search committee was just formed

All-University Committees/Task Forces

LaCE Committee:

- The Learning and Community Engagement Committee has been working on Civic Engagement and Service-Learning Course and Class Designations. The committee would appreciate feedback on this idea which will be discussed in New Business at the ASF meeting.
- A reminder email for proposals for the 2016-17 University Theme Curriculum Grants was sent out Oct. 25th. Curriculum Grants of up to \$500 are available for each semester this year. October 7, 2016 was the deadline for fall grants, and November 4, 2016 is the deadline for spring and summer grants. Attached are details about the grants and the application form. Feel free to contact Joan Francioni with any questions you have.

- LaCE hosted in partnership with the Faculty Development Committee a Discussion on Liability and Community Engagement October 21st. Keswic Joiner, MN State Director of Risk Management; Bill McBreen, Dean of the College of Nursing & Health Sciences; Lori Mikl, Director of Affirmative Action/Equity & Legal Affairs and Rachel Cromheecke, Legal Analyst for Affirmative Action/Equity & Legal Affairs answered questions on how to create safe off-campus learning experiences.

Hall of Fame Committee:

- Most recent Hall of Fame class was inducted over Homecoming Weekend
- The committee will meet on November 16th to compile the ballot for next year's class
- The committee will then vote sometime in February and the class will be announced in April

Sexual Violence Advisory Committee: Next meeting is scheduled for November 2nd

Orientation Committee: Next meeting is scheduled for November 3rd

Safety Committee:

- Three safety concern forms (SCF) and zero asbestos concern forms (ACF) were forwarded to the Safety Department since the last meeting. The SCFs were regarding old railroad torpedos being found, Gildemeister loose façade and missing mortar, and an inoperable exit door at the Stadium.

Old Business

- OSHA Consultation Visits: OSHA Consultation's Industrial Hygienist conducted personal exposure monitoring in the CME manufacturing lab in April; no hazards were identified. The same IH returned in June to conduct sound monitoring for maintenance and grounds equipment; while training and PPE were already in place, grounds employees will now be given audiograms on an annual basis.
- Jim Danneker suggested that the Theater Scene Shop would be another area in need of sound monitoring activities. Erin will work with Jim on this in the future.
- OSHA 10 Course: Erin provided an "OSHA 10" course for graduating HR majors in April; feedback was great and the course was well-attended. This will be conducted again this spring.
- Pedestrian Safety: Erin updated the group on pedestrian safety work that is being done on campus and in the community. The Student Senate run group on campus that includes campus personnel, City Council members and employees of the City is continuing to meet this year. The group will meet with MNDOT in October to discuss Main Street (Hwy 43) improvements. Part of the group is working with a Behavior Change class on campus; they will do observations and then work with a Marketing class to create education materials. The Share the Road event that was run by the Chamber the last two years might be run by a LiveWell group. Many improvements have happened throughout the City since summer – crosswalks have been painted and made more visible, crosswalk lights and signage have been installed on Broadway, lighting has improved on Broadway, etc

New Business

- Rochester IAQ: There have been ongoing IAQ issues at RCTC. RCTC hired a testing company in July and WSU brought in an Industrial Hygienist for more in-depth investigation in September. The results indicated fungal growth and the IH made numerous recommendations. WSU is meeting with WSU-R employees and RCTC Administration on Thursday to discuss.
- Additional IAQ Discussion: The group had questions regarding when/how WSU does air quality testing. Erin explained the Preventive Maintenance program in place to check likely causes of air quality problems (air intake, cooling coils, general HVAC cleanliness, filter changes, etc.). If any employee or student reports an air quality concern, either Safety and/or Facilities will investigate. Air sampling is typically last line in

investigation – generally problems can be found and mitigated by visual inspection. All employees are encouraged to report air quality concerns just as they are any safety concern.

- A question was posed about the IWC construction – how do they ensure safety and control airborne dust, etc.? Erin and Perry discussed typical project steps and ventilation practices.
- Tree Removal: Wayne asked about the removal of trees on Main Street. Perry said that the City of Winona was doing this work; trees are being removed as a result of the Emerald Ash Borer issue. Perry also indicated that additional trees on the boulevards would be removed.
- Pedestrian Tunnels: While not truly a new agenda item, the group asked for an update on the tunnel project completion. Perry indicated that they won't be open this fall. There isn't time to put the necessary sealants on, which has to be done before handrail installation. WSU is hoping for a May 2017 completion.

Facilities & Finance Committee: Has been meeting biweekly. It has rewritten the charge of the committee to be more descriptive of its role and purpose and is currently revising budget principles to help guide decision-making that is taking into account feedback from the bargaining units.

Long-Range Planning Committee:

- All-University Committee Reports: In order to achieve more transparency in the activities of the all-university committees, there is an idea to have mid-term and end-of-year reports submitted to the Long Range Planning Committee for review and make recommendations. The timeline of when these reports should be submitted are still up for discussion.
- A survey was sent out to gather the campus opinion regarding ideas for the HLC Quality Initiative Project. There needs to be campus engagement before end of the semester to be able to propose the initiative idea/project (plan, assessment, etc.) to HLC. Could also complete an academy planned by HLC (perhaps persistence & completion).
- The next meeting is Nov. 2.

Policy Committee: The procedure of how to submit a policy for review has being formulated. Current WSU Regulations need to be converted to policies. Alex Kromminga was meeting with the Council of Administrators to review the policy procedure and answer questions about the process. All policies will come to the Policy Committee to determine what stakeholders need to review policies as not all need to go to all constituencies. The next meeting is November 21st.

Unclassified Search Work Group – First meeting will take place on November 21st

Affirmative Action/Title IX: Next meeting is scheduled for November 30th

Inclusive Excellence Committee:

Conversations over the past year have focused around 1) clarifying committee charge and responsibilities, including what relative power for action vs. recommendations-only. 2) The nature, composition, and scope of a Campus Climate Survey. Initially MnSCU was to be contracting at system-level with HERI to purchase & utilize a campus climate survey, but this fell through – and resulted in a lack of any real action or progress last year. Efforts are renewed for this year, and input from student senate and KEAP Council through our student membership is strong and urgent.

Committee work for the rest of the Fall semester and year is substantial and is focused around the following priorities:

- 1) Diversity Mapping, currently underway
- 2) Campus Climate assessment, desired and needed but Not underway

3) Campus Diversity Plan: the President has indicated that the Inclusive Excellence committee should have primary responsibility to begin planning in the development of a new plan. Previous plan expired in 2014.

Next meeting (November 11th) will focus on drafting a process and timeframe to this end.

1st Step: Team Orientation and Pre-planning, focusing on membership, structure and responsibility of tasks and timeframe.

Additionally, the following initiatives were discussed:

- Student Senate has passed a resolution calling for a LGBTQIA+ Coordinator position to be created; Mary Jo Klinker has a meeting with the President scheduled, along with other key student leadership, to emphasize the importance of SafeZone Training and lack of institutionalized funding for these on-going educational efforts.
- KEAP Council has issued a 'Platform' statement with priorities indicated relating to increased diversity efforts:
 - Cultural competency training for staff/faculty
 - Equitable college-admissions practices
 - Increased financial resources available for underrepresented/marginalized students
 - Regular KEAP Council meetings with President (semesterly)
 - Attaining a more inclusive visual campus-atmosphere that is more representative of the diverse student body at WSU
 - Proper training for campus tours to include accurate information on KEAP and Inclusion & Diversity Center resources

International Advisory Committee: Due to misunderstandings in who was to call the first meeting, this committee has not yet met. First meeting is scheduled for Thursday, Nov. 17, 2016.

Good of the Order

- Students can begin filling out their 2017-2018 FAFSAs
- Housing began RA recruitment for 2017-2018

Meet and Confer Items

- PD for Admission Directors/Search Timeline
- Diversity Plan
- FLSA

Next meeting: December 6, 2016 @ 8:30am (Maxwell 158/CF 103)

Minutes submitted by:

Candice Guenther, ASF Secretary

November 22, 2016