Administrative & Service Faculty Meet & Confer Minutes
April 14, 2014 • Somsen 213

Attending: Scott Olson, Pat Rogers, Gary Evans, Barb Oertel, Karen Johnson, Ken Janz, Lori Mikl, Lori Reed, Tracy Rahim, Alex Kromminga, Brett Ayers, Kate Parsi, Charlie Opatz, Nancy Peterson, Chad Kjorlien, Jill Quandt

Addition of Agenda Items
Tracy Rahim reminded administration that agenda items should be added seven days in advance of Meet & Confer, and that items for consultation and information should be discussed through Meet & Confer. President Olson asked for direction on what kinds of items should be added to the agenda; it was generally agreed that “big picture” issues should be discussed and not numerous, detailed curriculum updates and revisions.
After Pat Rogers queried about how the significance of items could be tracked, President Olson suggested that they be assigned “tiers” and requested that ASF offer input on structuring these tiers.
Jill Quandt recommended bringing IFO agenda items to ASF Meet & Confer.
President Olson asked for some flexibility in discussion of agenda items.

Extreme Weather Process
President Olson read a list written by Scott Ellinghuysen of resources consulted in making severe weather closures: local news, MnDOT, city law enforcement, county law enforcement, highway patrol, public schools, school bus companies, Southeast Technical and RCTC.
Decisions also follow internal conversations about closure.
Tracy asked for an estimate of essential personnel costs due to closure; President Olson answered that most workers are compensated as normal so cost is not really a factor – it is purely a safety issue.

MnSCU’s telecommuting policy may still serve as a guide for developing a policy for employee attendance during severe weather closures; President Olson suggested formation of a task force to explore forming a policy.
Tracy agreed to take the suggestion to the next ASF membership meeting.

Special Initiative Awards Status
The executive board asked if funding will be available for the next round of SIA grants.
President Olson informed the board that Cabinet had decided to fund $25,000 for grants in the upcoming fiscal year.
He went on to suggest that ASF consider partitioning the fund to perhaps accommodate ideas for projects that emerge after the first round; ASF will consider this suggestion.

WSU-Rochester Planning
With the departure of Craig Johnson for another position, Kristi Ziegler and Jade Grabau will take on additional duties at WSU-Rochester.
Diane Dingfelder will retain her current responsibilities for academic oversight, and Pat Rogers will spend one day a week in Rochester.
The downtown facility expansion is in a holding pattern due to demand for property.
Administration is gathering data on WSU-R space requirements for a downtown location; goal is to have firmer plans by this fall.
Assistance for Affirmative Action
The ASF executive board requested that Affirmative Action receive temporary assistance in fulfilling its tasks related to searches in the wake of recent retirements and reorganization. Administration responded that it would look at what this entailed and suggested that HR and AA confer to discuss needs and how they could be filled.

Administrative Reorganization and Search Planning
Administration informed the executive board that the combination of BESI and normal retirements had gotten the university close to resolving its $1.5 million budget gap. In a summary of divisional cuts:

- Athletics – no retirements; looking at ways to reach its targeted cuts
- Academic Affairs – hit its mark through retirements, although several administrative hires are necessary (two at WSU-Rochester, Associate VP for Assessment and IPAR, Assistant VP for International Services)
- ITS – will not replace one of two retirements
- Enrollment Management – reorganizing to reduce positions while meeting emerging needs; will appoint a single director of the Warrior Hub and replace five vacant positions with four, all of which will be ASF
- Student Life – will replace both AFSCME positions that will be vacated
- University Advancement – is reorganizing its fundraising area
- Facilities and Finance – 15 BESI retirements necessitate reorganization

Cal Fremling Launch
The Cal Fremling will be christened on June 6 at 3:00 p.m. at Levee Park. Two captains have been hired and candidates for other positions to staff the boat are now being interviewed. Bargaining units for the captains has been determined, but Gary Evans couldn’t recall their assignment and will follow up with ASF. A task force is forming to develop policies and procedures for use of the boat; early tests will help determine costs of use, availability, etc. The permanent docking location is yet to be determined due to pending decisions on a possible Walnut Street dock by the City of Winona; the Fremling will dock at Johnson Street until a final decision is made.

Credit for Prior Learning Task Force
Administration requested three ASF members to join a task force to look at Credit for Prior Learning policies and processes. With several ex officio positions likely to be filled by ASF members, the executive board suggested that the word “required” be changed to “preferred” when listing qualifications.

Information Technology Security
Ken Janz noted the recent surge in attacks on higher education IT systems and proposed two changes in WSU policy to protect security:
- Emails older than 2 years will be purged to protect sensitive information – Ken reminded that ITS can assist with securely archiving old emails
- Retiree email accounts will be designated “@retiree.winona.edu” to protect the university email system from malicious incursions; retiree emails with the “winona.edu” extension will be purged.
Land Steward Position Status
Bruno Borsari, the current holder of the Land Steward position, has been awarded a Fulbright.
The 0.5 FTE position will be filled on an acting basis within IFO.

Education Abroad Position Status
Administration stressed the importance of this position and that a search committee had been established;
ASF has already appointed its members to the committee.

The next Meet & Confer is scheduled for Monday, May 12, at 9:00 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
April 18, 2014