Administrative & Service Faculty Meet & Confer Minutes
August 10, 2015 • Maxwell 158

Attending: Scott Olson, Pat Rogers, Gary Evans, Denise McDowell, Ken Janz, Lori Mikl, Lori Reed, Tracy Rahim, Brett Ayers, Kate Parsi, Chad Kjorlien, Alicia Reed

Action items from meeting:
1. Lori Reed, SLD: Send out messaging to students & employees regarding preferred name policy implementation
2. Denise McDowell, Lori Mikl, Lori Reed: Review WSU alcohol and drug policies (for students and employees) to bring them in-line with current system policies and medical marijuana laws.
3. Lori Mikl: Develop formal notification and education and information for CSAs defined under Clery Act; communicate with Tracy Rahim the date(s) of the in-person trainings that will take place in September 2015
4. Administration: Processes for implementing minimum wage increases for both work-study and student help
5. Denise McDowell: Review responsibilities for IWC Director & Employee Wellness Program GA with Karen Johnson and develop revised PD and establish search timeline; communicate back to Tracy Rahim by 8/14/15
6. Ken Janz, Pat Rogers: Determine responsible person for updating and publishing revised ASF regulations, policies

Updates from Administration

Facilities:
- Railway underpass work is proceeding as scheduled, although the second phase estimates are higher than anticipated
- Laird-Norton Building renovation bids are out for responses; much of the work will focus on accessibility
- Legislative tours of the Education Village site have been scheduled for the fall
- Somsen COB finance and sales lab renovations are on schedule for mid-fall completion
- Renovations, updates in Phelps, PAC, and Sheehan are all on schedule

Budget:
- Budget is firm for FY16 but administration remains focused on accumulating a reserve for use during FY17, when a deficit is projected

Enrollment:
- Fall enrollment for new entering students is slightly down from the previous year; numbers for international students will become clear later this week although VISA applications and transfers look promising
- Summer Session enrollment was clearly down; a review will take place this fall to understand the drop and what measures should be pursued to strengthen the program for next summer

Administrative searches:
- Searches for AVP Marketing & Communications and Library Dean are on hold and will be reconsidered pending the budget
- Associate VP for Academic Affairs is currently interim and will be searched soon
Preferred Naming Policy
Processes are being finalized for implementation of MnSCU policy that employees and students may use preferred names; those who monitor naming data have met and will continue to work on processes. On August 24 a message will go out to employees and students outlining the policy. Email addresses will be built on the preferred name; if an email address is changed, messages will continue to go to the old address to ensure receipt.

Drug/Alcohol Policy and Medical Marijuana
Information on campus policy provisions has been received from MnSCU; it was initially shared with those who provide substance awareness and education information. Denise McDowell will consult with Alex Kromminga and Karen Johnson to determine others with whom to share the information. It was noted that the WSU drug and alcohol policy should probably be reviewed and updated.

Clery Act Training
Administration was informed of the desire of employees and students for more information and training for those designated as CSAs under the Clery Act. MnSCU's definition of a CSA is likely broader than the federal one; who is designated at WSU needs to be looked at more carefully. Affirmative Action is working with Safety & Security to more formally notify those who are designated and to enhance training and education efforts. An in-person meeting/training was discussed for September 2015.

Student Help, Work-Study Minimum Wage Increase Implications
Administration was asked about the impact of the minimum wage increase on work-study hours and department budgets for student help. Administration noted two options, to increase work-study hours (which will be complicated due to financial aid awards) or to shift workers to student help budgets as they exceed their work-study allotments (which may create departmental budget issues). According to an email from Scott Ellinghuysen, student help budgets were increased from FY15 and supervisors can work with their appropriate heads or vice presidents to make further adjustments if necessary. The executive board voiced its desire that a “two-class” system of work-study, which is capped at the amount earned, and student help, which is not capped, not be created. Administration responded that there is no intent to create such a system, only that several technical issues must be overcome to accommodate the increases.

Integrated Wellness Complex Director Vacancy
Administration intends to fill the IWC Director open position but would like to first review its responsibilities and PD; it is not known when this will be completed. Currently, a graduate assistant is taking on responsibilities of the employee wellness program. It is unclear if the GA is taking on supervision of sports clubs – administration will follow up on this.

Revision to WSU Regulations and Policies
Revised policies and regulations have not been updated on the website, which is largely due to the Library Dean vacancy; responsibility will be discussed in Cabinet.
Affirmative Action / Legal Affairs Additional Staffing
A person with paralegal and higher education contract administration has been hired and will begin within the next two weeks

Bemidji State ELC Status
Enrollment has been flat in the Bemidji State ELC, which Winona State administers
Administration is considering either ways to increase enrollment or at closing the program, with Carolyn O’Grady taking the lead in making a determination
The timeline depends largely on the status of current students and honoring the institution’s commitment to them

Partnership with Southern University
Winona State is building a domestic exchange program with Southern University in Louisiana, focusing on programs in nursing, education, and business
The program would allow students at both campuses to spend time at the exchange campus and seamlessly transfer credits earned

Other Business
Administration noted use of the hashtag, #dayone, during Orientation Week to raise awareness of bullying issues among students
Student Life & Development is looking at ways to more fully integrate the campus theme in its future activities

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