

Administrative & Service Faculty Meeting Agenda

October 4, 2016, 8:30am meeting

Winona: Maxwell 158/Rochester: CF 103

1. Call to Order 8:30am

- a. Check for quorum (15)

Attendance: DeAnna Goddard, Darcie Mueller, Amy Meyer, Kathleen Peterson, Kate Hansen, Kate Parsi, Jenny Lamberson, Tracy Rahim, Charlie Opatz, Eri Fujieda, Ellen Severson, Benedict Ezeoke, Ben Sturomski, Nancy Dumke, Barbara Oertel, Rick Pospichal, Lori Beseler, Kate Noelke, Sarah Olcott, Trent Dernbach, Kendra Weber, Connie Kamara, Dia Yang, Laura McCauley.

- b. Approval of Agenda **Approved Amy Meyer. Seconded Kathy Peterson**

2. Guest Speaker:

- a. Scott Ellinghuysen- McCown Gym update (attachment)

Shared the new floorplan (floorplans sent with agenda). Some seats will have backs on them, this will reduce the number of seats overall. Footings for a wall have been added but a wall will not be added to the floorplan. The gymnasium will have wood floor with 3 courts for volleyball/basketball when bleachers are pulled back. Seating will come down to create one basketball court. Side court will not be wood to accommodate other sports. Primary entrance will be to the left, secondary entrance to the right. It was proposed at cabinet by VP. McDowell to have two Commencement ceremonies. Commencement floorplan would have three sets of bleachers pulled down and stage would be placed at far right set of bleachers with band in upper right hand corner. There will be a dip from wood floor to non-wood floor. Goal is to be done in November (bleachers in place) with floor done in mid-October. Right bleachers (south side) can be retracted all the way to the wall. Tracy Rahim asked if wood floor needs to be covered for non-athletic events. Scott did not have an answer. Rick Pospichal asked if Commencement decision was final. Scott thought so since no other proposal was on the table.

- b. Chris Cichosz- Security update

Plan to close academic buildings earlier with the option to access the buildings via keycard. Special requests to be in buildings after hours goes through facilities. Students will get automatic access to a building where they have a class. Keycard is the WSU ID card. Spring 2017 semester, doors will be locked between 8-9pm. Students will have access until 11pm via keycard. Library will be open until 2pm. Swipes will be recorded to see who has entered the building. Down the road Watkins wants to also provide inside key swipes for rooms where art is located. Students will have access to all academic buildings at first, and then based on data security will reduce access. Barbara Oertel address a concern about communicating with Tutoring about providing access to Tutors needing access to the buildings in the evening. Tracy Rahim also addressed a concern about student clubs and organizations also using academic buildings when space is limited in Kryzsko. Kryzsko will likely be open until 2pm because students will be studying in the building. Chris stated he will be reaching out to Joe Reed to determine a best timeline for locking Kryzsko. Faculty and staff will have access to the buildings where they teach and where their office is located. If a faculty or staff member needs access to a building after 8pm they need to notify facilities via email.

3. Secretary's Report (Deanna Goddard)

- a. Approval of minutes
- Approved by xx. Seconded by xx.

4. Treasurer's Report (Trent Dernbach)

- a. Campus Account Balance 0
- b. Winona National Bank Account Balance \$2235.85

5. Membership Coordinator's Report (Charlie Opatz)

- a. New Member Recruitment update
One new full share member, Kate Noelke (in attendance). Membership introduced themselves.

6. Vice President's Report (Deanna Goddard)

- a. Campus Evaluation Committee: Foundation Coordinator position will be reviewed today. Barb asked will this position be searched? DeAnna was not certain, will get clarified at CEC meeting today. PD's have come in to be updated, no range changes, just language updates.
- b. All University Committee update – We will be moving forward with the ASF Rep Meeting Update form. Will be posted on ASF website and @DeAnna will send out to all members.

7. President's Report (Sarah Olcott)

- a. Request for information about any personnel changes in your programs affecting ASF members (reorganizations, resignations, emergency hires, etc.)
Toni Cohen is leaving the fund. Nhia Yang, Director of Trio started yesterday.
 - i. Internal Searches
 - ii. Leaving/Left WSU Carmen Mahlum, Brad Bartelson, Rachel Herman
 - iii. New Fixed Term/Emergency Hires- Brad's position in the Childcare center
 - i. OTHERS?
- b. Funding Opportunities
 - i. Special Initiative Awards applications are due November 15
- c. September Meet and Confer highlights
 - i. Sarah provided highlights, meeting minutes will be shared with membership via email.
- d. State Meet and Confer highlights
 - i. Respectful Workplace Procedure – 1) ASF questioned MMB policy. Our HR was under the assumption that that policy was only for classified employees, but it is for all employees. Sarah asked that HR start using the MMB policy here to start the process. 2) Paid parental benefits is an initiative of the Governor. MN State has impression that they need a vote from the Board of Trustees to move on this. Tracy Rahim has been working through channels to inform them that they do not need to move with a formal vote. Will be brought up in October meetings so that they can move into negotiations to get this benefit. Benefit is six weeks of parental leave on top of FMLA. MN State is concerned of the cost. Tracy is waiting to see which meetings this will be addressed. Stay tuned.
 - ii. Transfer Pathway Team – IFO and MSCF Faculty are getting honorariums to work on the Transfer Pathway Teams. ASF then asked if ASF members on these teams will then also be receiving an honorarium too. Minnesota State answered that there was no money to offer an honorarium. ASF was very forward about their concerns about this inconsistency in payment for work. ASF did not accept the comment that there is

no money. There will be continued discussion on this topic at the state level. Sarah will send out meeting minutes for membership.

e. HR meeting update

- i. FLSA update (attachment) Note – decisions need to be made by supervisors in October. HR has to report to MN State by Nov. 1st. Sarah advocated for areas in SLD that HR forgot about, Inclusion and Diversity and Outdoor Recreation for example. Barb Oertel asked that the list of affected employees be shared with supervisors. Sarah clarified that HR informed her that all supervisors have been reached. If you are a supervisor and you have not been contacted and believe you should have been, contact HR. Sarah asked that appointments be added to supervisors' calendars soon to discuss outcomes, decisions and trainings.
- ii. New PD software, questionnaire may eliminated. Mankato is piloting a new Position Description (PD) software. Position Analysis Questionnaire (PAQ) may be eliminated. Not sure how this will impact the CEC process. Will PD's need to be more detailed? Tracy and Sandy Reed are on state committee working on the new process. Some categories will be eliminated. Eight categories will be reduced to five. Stay tuned.

8. Old Business

- a. All University Committee's goal recommendation to Cabinet.

ASF would like to recommend some changes to the All University Committee processes. We believe that better communication and reporting are necessary in order to ensure transparency and accountability. We would like the charges of the committee revisited and updated by the committees/Administration if necessary. We would like the process clarified as to how "advising" occurs. How does a committee make a recommendation to administration?

Barb Oertel asked that the sentence about advising (above) be reworded to better explain the request about how committees should be advising. There were also requests to clarify the communication and reporting lines, possibly adding examples. @ Sarah will reword the language of the statement for Meet & Confer.

9. New Business

- a. The Funding Opportunities Goal group presents** SIA Workshop Tuesday, Oct 11 at 3:00pm - 4:30pm in Somsen 321** (Jill)

All members are welcome to learn more about SIA projects, whether you are looking to apply for an SIA or if you are curious to learn more. Past recipients of the SIA Award will be present to share tips and advice.

10. Committee Reports

- a. State Committee Reports
 - i. Contract Negotiations (J. Quandt/M. Livingston)
 - ii. State Legislative Committee (K. Parsi)
- b. Search Committees
 - i. Student Support Services Director (J. Quandt, B. Twiton) Nhia Yang hired.
 - ii. K-16 Program Coordinator-HealthForce MN (S. Field)
 - iii. Asst. Director Student Activities for Greek life and Leadership (M. Nash, K. Weber)
 - iv. Business Outreach Coordinator (S. Delano, B. Oertel) On-campus interviews this week.

- v. Program Development and Advising Coordinator (A. Meyer, H. Dieterman)
Scheduling phone interviews.
- vi. International Services Program Coordinator/ International student Advisor (A. Lamont, E. Fujieda) NOV out. Phone interviews in Nov.
- vii. Alumni Director (T. Hale, J. Jonsgaard) **in the process of reviewing applications**
- viii. Director of Marketing- Rochester (T. Dernbach, E. Blumentritt) Committee is being formed.
- ix. 2+2 Recruiter- Rochester (K. Ziegler, S. Curtain) **committee is being formed.**
- c. All-University Committees—Member updates
 - i. Advancement & Academic Advisory (L. Beseler, P. Stern, A. Northam)
Two Commencement ceremonies requested. Need help with lining up. Looking into no decorations on mortar boards. Nancy Dumke suggested giving out mortar boards at the ceremony.
 - ii. Affirmative Action/Title IX Compliance (M. Bormann, N. Dumke)
Met last week. Set a plan for the year.
 - iii. All-University Campaign (K. Peterson, C. Jokela)
 - iv. All-University Policy (T. Rahim, A. Kromminga)
Met and working on 1-1 Policy on Policies, working on a procedure on revisions to policies.
 - v. All-University Technology (T. Schmidt, K. Graetz)
 - vi. Arboretum & Land Stewardship (J. Kauphusman)
 - vii. Arts Collection (K. Peterson, C. Jokela, J. Kauphusman)
Only meets when a donor presents a work of art.
 - viii. Calendar (A. Kromminga, K. Parsi, K. Ziegler, T. Schmidt)
 - ix. Enrollment Management (P. Stern, B. Oertel, C. Stange, E. Fujieda, K. Pinar, A. Hines)
Met and focused on Major Mapping.
 - x. Finance & Facilities (T. Rahim, P. Scheevel, T. Schmidt)
Tracy asked that charge be reviewed.
 - xi. Graduate Student Experience (H. Dieterman) **has not met**
 - xii. Hall of Fame (J. Loehr, M. Turgeon)
 - xiii. Improvement, Accreditation & Assessment (P. O'Malley, B. Ayers, M. Livingston, E. Fujieda)
 - xiv. Inclusive Excellence (J. Hetzel, A. Hines, B. Oertel, E. Fujieda)
Had first meeting. Chair was selected. Started planning the year.
 - xv. International (K. Weber, K. Pinar) **has not met.**
 - xvi. Learning & Community Engagement (D. Goddard, D. Yang, E. Fujieda, K. Weber, J. Kauphusman) Planning faculty development session Oct. 21st in Maxwell 158; A Discussion about Liability and Community Engagement (panel). Time and panelists are being finalized.
 - xvii. Long-Range Planning (T. Rahim, J. Quandt, M. Nash, E. Fujieda)
Meets later today.
 - xviii. Lyceum (T. Rahim, A. Hines, K. Peterson)
 - xix. Orientation (E. Thomas, A. Meyer, W. Wicka, J. Reed, P. Scheevel)
Meet last week. Discussed OR week. Meeting with OR Instructors this week about retention. Students who complete OR 100 have about an 80% retention rate. Those who do not participate or leave have 50% retention rate.
 - xx. Safety (A. Kromminga)

- xxi. Sexual Violence Advisory Committee (B. Twiton, D. Espinosa, C. Kjorlien, C. Kamara, S. Olcott, Security Director) (attachment of the Climate Survey) WHEN Sexual violence Presentation Oct. 26 in Harriet Johnson Auditorium at 2pm and 7pm.
- xxii. Student Conduct & Citizenship (D. Espinosa, K. Parsi, A. Kromminga)
- xxiii. Sustainability (C. Jokela, S. Olcott) reviewing green fee application procedures and asking about PD
- d. ASF Committees – updates
 - i. Special Initiative Awards (N. Dumke, L. McCauley)
 - ii. ASF Professional Excellence Award (A. Kromminga, C. Opatz)
- e. Task Forces – Member updates
 - i. Advising Task Force (J. Loehr, D. Yang)
 - ii. Civility Task Force (K. Graetz)
 - iii. Credit for Prior Learning (L. Beseler, S. Curtin, P. O'Malley)
 - iv. Digital Citizenship Task Force (H. Dieterman, L. McCauley)
 - v. Summer Session work group (T. Schmidt, M. Livingston)
 - vi. Search process work group (B. Oertel, T. Rahim)

11. Good of the Order

Invitation to come to Spamalot. Invitation to attend Major and Career Exploration Fair on October 26th. Invitation to attend Oct. 20th, Alumnus Jean '98 speaking on resilience 4:30pm in SLC. Flu shot clinic for students, \$20.00, can be charged to student account today and tomorrow in Kryzko.

12. Meet & Confer Items (October 10)

- a. ASF would like to recommend some changes to the All University Committee processes. We believe that better communication and reporting are necessary in order to ensure transparency and accountability. We would like the charges of the committee revisited and updated by the committee/ Administration if necessary. We would like the process clarified as to how "advising" occurs. How does a committee make a recommendation to administration?
- b. PD for Admissions Director/ Search timeline
- c. Mandatory Climate survey results – where are we in the process, since WSU volunteered to pilot this survey? Who is overseeing this survey at WSU?
- d. Diversity plan accountability – who is responsible for moving this plan forward? There are two different plans, causing confusion.
- e. Budget Question-
 - i. How will the 1%, 3% 5% cuts be decided?
 - ii. Will carry forward exist?
- e. Update on University plans
 - Facilities Master Plan
 - Diversity Plan
 - Enrollment Management Plan
- f. Follow up from leadership meeting
 - How are these ideas going to be implemented?
 - Will there be a more discussions?
 - Is there a plan for Work groups, planning groups?
 - What are the specific action items that have been decided?

- f. Would like to request more administrators get trained on our CEC process. Right now only AVP Reilly and VP Ellinghuysen can do CEC Meetings.
Added: PD reviews: what percentage has come in? What is the reinforcement since this is contractual?

13. Adjournment 10:01 am

Next meeting: November 1, 12:30pm Winona: MA 257 Rochester: AT 102