Administrative & Service Faculty- ASF
Meeting Minutes
January 5, 2010
Maxwell 158
Rochester: ST116

Present: Tracy Rahim, Tania Schmidt, Lori Beseler, Barbara Oertel, Vicki Decker, Michael Herzberg, Ann Durley, Justin Loehr, Jill Quandt, Cathie Logan, Nhia Yang, Kristi Ziegler, Sarah Olcott, Jenny Lamberson

1. Call to Order 8:32
   a. Approval of Agenda (Rahim/Quandt)

2. Secretary/Treasurer Report
   a. Approval of minutes of last meeting (Rahim/Quandt)
      i. Note – a correction was made to the minutes on 12/4/09 after Lori Mikl informed us that search committee members should not be sharing the number of applicants received for a position as that is confidential information. She requested that it be removed from the minutes immediately.
   b. Campus Account - $1.00
   c. Winona National Account - $1316.02

3. Vice President Report
   a. Campus Evaluation Committee –Olcott – nothing to report on at this time

4. President’s Report
   a. Local Meet and Confer –Olcott/Lamberson – after the minutes were sent out, Andrea Mikkelsen informed us that an incorrect dollar amount was given in the meeting for the Bush grant. The correct amount is up to 4.04 million, not 4.4 million.

5. New Business
   a. Regulations 3-34 Travel Studies and 5-1 Emeritus/Emerita/ Retired with Distinction was forwarded to the membership. Looking for feedback by January 15th. Send your comments to Sarah Olcott.

6. Old Business
   a. ASF Holiday Party is January 22, 2010—starting at 4:30pm at Jefferson’s—upstairs room. Please RSVP to Jenny Lamberson by January 18th.
   b. BESI deadline is January 8, 2010.
   c. New website rollout—Several members present were told that the new website rollout will be Thursday of this week. Look at the website right away and get yourself familiar with it. Feedback will drive the changes made to it. There are 2 internal sites – one for students and one for faculty/staff. Warrior Hub is not shown in the faculty/staff area so you need to backtrack into the student site if you need the Warrior Hub. We need to be aware that if we are trying to demonstrate a process to a student that the view that faculty/staff sees is different than the view that students see. We may be able to drive change through the technology committee. Tania Schmidt will collect ASF’s feedback and will present it as a unified response.

7. Committee Reports
   a. State Committee Reports
      i. System Evaluation Committee (if related to WSU ASF members) – ASF (Decker) nothing to report at this time
      ii. State Legislative Committee – MnSCU (Quandt) nothing to report at this time
   b. All-University Committees
      i. Calendar Committee is meeting next week
   c. Search Committees
      1. Career Services Rochester - they will begin interviewing next week
      2. Director of Institutional Planning Assessment & Research Services - gave recommendation
      3. Director of Student Support Services - Gar Kellom has accepted and will be starting January 18th
      4. Director of Health Services - No report, but an email sent yesterday stated there are 2 candidates coming on campus to interview
5. College of Business Liaison/Career Counselor - meeting on Thursday to forward recommendation for interviews
6. Rochester Teacher Education Recruitment and Advising Coordinator - finalizing who they are going to bring on campus
7. Faculty Professional Support Coordinator – no report
8. General Manager KQAL - reviewing files
9. Program Manager kQAL - reviewing files
10. College of Liberal Arts Dean - phone interviews this week and next
11. Career Services Associate Director - just got started

d. Task Forces
   i. Task Force on Revision Mission Statement (C. Logan, B. Ayers) committee has not met – there has been no communication

8. Good of the Order
   a. Diane Palm retired in December. ASF sent her a card and check. A thank you card was received back from her.
   b. Tracy Rahim reported that the Warriors L.E. A. D Series, a leadership development program for students, is ramping up for spring. Applications are out for all 3 programs. All of the important dates are on the student activities website. A retreat will be on January 23rd. Faculty and students will be doing breakout session and there will be a speaker coming from Los Angeles. Please encourage interested students to sign up soon.
   c. Sarah Olcott recommends making a trip to the west campus Lourdes Cafeteria soon as 70 international flags will be hung in the cafeteria. Please come out and see them.

9. Meet & Confer Items
   a. Revision of Mission Task Force – when is the committee going to start meeting?
   b. New website
   c. SIA – when will there be a call for proposals?

10. Meeting Adjourned (8:55 a.m.)

Respectfully submitted,

Jenny Lamberson
ASF Secretary/Treasurer
January 5, 2010