ASF Meet & Confer  
Meeting Minutes  
January 12, 2010

Present:  Judith Ramaley, Sally Johnstone, Connie Gores, Kurt Lohide, Ken Janz, Jim Schmidt, Cristeen Custer, Barbara Oertel, Nancy Peterson, Vicki Decker, Alicia Reed, Sarah Olcott, Jenny Lamberson

1. Task Force on the Mission Statement
The IFO names of committee members have just been submitted. Julie Lutz will be scheduling the first meeting which will hopefully be done by the end of next week. The revised mission statement will be presented to the trustees at their June meeting. We will not be doing a major overhaul of the mission statement. It just needs to be consistent with what the board wants to see in mission statements. The Office of the Chancellor has a template and WSU needs to conform to it. We also need to revisit the mission statement as part of the HLC accreditation process. Our shared purpose will be felt more clearly. The mission statement should be an affirmation of what we are doing.

2. New Website
There was a message sent yesterday by Cristeen Custer to all employees that outlines the process on how change requests should be submitted. Concerns, questions, ideas, etc. should be submitted to this email address: web2010@winona.edu. Since the launch, the web team has received a wide range of questions to this email address. They are triaging them based on how critical they are. The Web 2010 page on the WSU website also has a frequently asked questions section. Departments that need their sites converted to the new format should use the IT project intake process. There are instructions for this on the Web 2010 page also. There will be several demos of the new site taking place this week around campus. This week the team is working on correcting links for PDF files that were not moved. Next, they will work on project intake. They will be working on 6-10 department sites in 6 week increments. The web core team will be contacting those departments who have asked to be converted. Departments will be asked to commit to a 6 week timeframe to have their site converted. A calendar will be mapped out for what needs to happen and when. Staff will need to be trained and site goals will be reviewed. Departments will be asked to fine tune their content. Then they will move into copying the content into the new site. Designated staff will need to attend Open Text training. Open Text is the new name of Red Dot. It is much improved over the previous version of Red Dot. It is much more modern and we can do many more things with it. Departments that aren’t interested in converting their pages to the new site will be asked to maintain some minimum standards on their pages. These guidelines will be coming out soon.

The web team will be looking at trends in navigation on the new site. They realize they may not have gotten everything right the first time so they want to hear from departments about their feedback. If you believe your site should be linked differently let them know.

Some requests for non-essential changes to web pages may not be able to be completed until after all sites have been converted. They are open to making changes on the curtain. However, those changes likely won’t be made immediately. They want to look at all the requests before making these changes. People using the site will get used to what is on the curtain so they don’t want to change it too often.

3. Update on Early Retirement
There were a total of 40 employees that took advantage of the early retirement incentive. This number includes 3 ASF members and 8 IFO members. Their salaries total approximately three million dollars. The Vice Presidents are determining which positions will be filled or combined into other positions. Most jobs will be
filled but with someone of less seniority. We need to reduce our salary base by at least one million dollars. The reason the incentive was offered is so the university can rethink the way it works. Most of the retirements will occur at the end of the academic year. They will not be rushing to fill these positions. There will be another budget forecast in February. Decisions will be based on our guiding principles: being attractive to future students, the success of current students, supporting academic integrity, investing in the future and finally determining the best way to do things. We must use this opportunity as a precious resource. We need to pause, take a breath, and evaluate what really matters to the institution.

The next chapter of the story could be bad. Retrenchment could happen if the budget forecasts are as bad as they are predicting for the next biennium. We are looking at all ways possible to increase our revenue. WSU has held off longer than other institutions. Retrenchment is still going to be the last resort. We need to determine what is essential to our basic character. The projected state budget shortfall is eight billion dollars. This is a quarter to a third of the entire state budget. WSU’s share of this deficit could be fourteen million dollars. To put this into perspective, all of the budget cutting measures WSU has instituted so far total about four million dollars. We are working hard to build relations with two year schools as they may have more resources.

WSU gets ¼ of its resources from the state while the remaining ¾ comes from students. The good news is that we are full. If our enrollment starts to dwindle we will be hurting. Student success is crucial and ASF members play a large role in student success.

Respectfully submitted by:

Jenny Lamberson
ASF Secretary/Treasurer
January 12, 2010