Administrative & Service Faculty- ASF Meeting Agenda
Feb 1st, 2011 11:30 am
Winona: Maxwell 259

1. **Call to Order**
   a. Check for quorum (15) – Quorum Met
   b. Approval of Agenda: Peterson/ Rahim

2. **Secretary/Treasurer Report**
   a. Approval of minutes of Jan. meeting: Kellom/Peterson
   b. Campus Account: $1.00
   c. Winona National Account: 969.96
   d. New Members:
      Please welcome new Full Share members Grant Wall, Adrian Shepard

3. **Vice President Report**
   a. Campus Evaluation Committee
      i. Clinical Placement Coordinator: Recommended at a C level (Department of Nursing)
      ii. Student Services Coordinator: Recommended at a C Level (Department of Nursing)
      iii. Director of Retiree Center: There was a local impasse at determining the level of this position. It is being referred to CEC for final recommendation.

4. **President’s Report**
   a. State Board Report
      1. Steward Training on Personnel Reductions: Layoffs are not the only way. Fixed term appointments can run out. Probationary employees can go away at the end of their contract. First Year probationary will be notified by April 1st of a contract non-renewal. Otherwise, there is a longer period of notification for layoffs.
      2. Chancellors Search: Public interviews are this morning. Barb Oertel is going to meet the candidates tomorrow.
      3. Resources for Results: 1% system allocation which would be given out using results driven indicators. They thought about doing this Fall 2011. It is going on State Meet and Confer
      4. State Board decided to send 2 members to negotiations training. We will check to see if Teamsters will pay for part of that.
      5. Grad Planner: Mankato is the pilot for the Grad Planner. Mankato has not seen a lot of movement on this front. We have questions about whether or not this is stalled. Follow up is being done.
      6. Students First: Single search demo is coming up. Single Bill and Single Pay demo as well. The “view” development is on hold due to other projects. Shared student services group has not met for a while.
      7. Health Care Savings: looking at having the amount deducted be the same each pay period for 25 pay periods. Less than 12 months would be divided evenly between how long a person is employed in the year.
8. Campus Maintenance checks. This upcoming check will include the extra funds we discussed at the last meeting. We will likely be using this for ASF promotional coffee mugs.

9. Career Partners is offering placement assistance to laid off members.

10. There is a BESI Checklist created by Moorhead. It is a nice application to use for people nearing retirement. If members are interested, we may want to bring this to WSU to help interested members. Is anyone interested in a taskforce that reviews this document and create a similar one for WSU?

11. Other Campuses: The state of sister campuses is not as good as WSU. There have been reassignments, program reductions, full blown investigations, etc. WSU is still focusing on their employees, but times are getting tougher.

12. Silent Auction items are being requested/colleced for the Nellie Stone Johnson Scholarship Dinner.

13. ASF would like to remind members to “use the F (ie Faculty) word.” ASF is encouraging the use of the word “Faculty” when we refer to ourselves as members in the WSU community. Please refer to yourself as faculty as often as possible versus staff.

14. Right to Work Bill: There is an effort in the house to opt in or out of the union. Talk is to get it on the ballot as a constitutional amendment; then the governor could not veto it. We need to be reaching out to our legislatures to let them know how we feel about such legislation.

b. Local Meet and Confer

i. Budget Update:

   1. Campus held a budget forum on January 20th. The message was that the campus will be ready to make retrenchment and layoff decisions. Administration has mentioned that the service departments have become much more lean. The current focus is more on Academics. All ASF members will be eligible for the ESI if you meet the qualifications.

ii. Proposed composition of Inclusive Excellence and Affirmative Action Committee:

   1. Administration gave us ideas on the potential restructuring. They are looking at combining committees. We used to have 2 ASF members. For the combined committee administration would like 1 total ASF representative. Our ex-officio members are also not listed. Historically the two committees often discussed the same matters and it was recommended by an ASF member that they combine. Whether or not we need 2 ex-officio members….we need a 504 member to be put back as an ex-officio.

iii. Travel card:

   1. Member participants would be contacted within the week. At the mtg we confirmed a member was contacted, but has not heard any new information.

iv. The deadline for Futures Task Force was moved back. Was there an avenue to get back ASF feedback based on “assignments” given to the members.

v. 1 degree proposal:
1. If we lower the temperature during the heating months and lift the temp by 1 degree during the hot months is could save money. They will be moving forward with it. If your area is uncomfortable please let facilities know that.

vi. Personnel Changes:
1. There were none reported at Meet and Confer via HR. We continue to request information about any personnel changes in your programs affecting ASF members (reorganizations, resignations, etc.)

5. New Business
a. Scheduling of future ASF meetings –
i. We tested the lunch meetings vs. the morning meetings. It was decided at this ASF meeting to alternate between morning and noon mtgs for the remainder of the academic school year. The motion was made by Albers/Jokela.
ii. Tania will send out a calendar request to members.
b. Highlighting programs with ASF members at monthly meetings
i. Is there any interest in discussing programs that ASF members provide? This way we can learn about what each other does and how we can collaborate, etc.

6. Old Business
a. Sabbatical form (see attachment) – slight revision from version sent via email. Some programs report to deans. We added a line for forwarding date to Dean. A line was added for Dean’s signature as well, if it pertains. (motion to adopt the form: Peterson/Oertel)

7. Committee Reports
a. State Committee Reports
i. System Evaluation Committee (Decker) – no new info
ii. State Legislative Committee (Ayers)
   There has been some discussion to get something going on the local level
iii. Negotiations—(Decker)
   Reviewing the member survey recently sent out and discussing trends, etc.
   They are meeting in March.
b. All-University Committees—Looking for member updates
i. All U campaign Kickoff – Feb 15th, Feb 17th. “Creating Community” is the theme. All are invited to attend to pick up their envelopes and sign up for door prizes.
ii. Grad Student Experience Committee: There seems to be a need to find a place for graduate students to meet on campus. The committee is making recommendations to grad council. They are also reviewing better ways to transition graduate students to campus technology. Increase their sense of belonging and community.
iii. Engaged Teaching and Scholarship: Academic Theme 2012/13 is being determined this afternoon. President award nominations to students/community/faculty/staff due on the 4th. Emails sent with attachments. If you know of someone who is reaching out and working with the community please consider making a nomination. There is an awards ceremony in St. Paul.
iv. AUTC – Meeting again next week. Will have more at the next ASF monthly meeting.
v. Calendar Committee – We have not met to start working beyond what we already have in place.
vi. Sexual Violence Committee – Draw the Line will be replaced with “Can I Kiss You?” An interactive play is coming in the future. Valentines Day to send sexy postcards and looking at collaboration with St. Mary’s. The Committee has no budget. We will be requesting official funding.

vii. Finance and Facilities – discussions surrounded the upcoming budget forum

viii. Safety Committee is doing inside inspections

c. Search Committees
1. Coordinator of Integrated Wellness—hired Adrian Shepard
2. Coordinator of Health Promotion – Currently Advertising
3. Admissions Counselor - Search failed, Katie Lucas is an emergency fixed term hire.
4. Major Gift Director— Open until filled. Continue to view application. Have done more phone interviews. 6 candidates to come on campus.
5. OCEC Program Coordinator – Verbal offer was accepted was accepted but it is not yet in writing.

c. Task Forces
1. University
   a. Future Visioning
   b. Learning Resources
2. ASF
   a. Extra Funds from State ASF – working on designing a mug. Use the money to buy the mug, but have travelling coffee times to increase awareness and attendance.
   b. Sabbatical—2nd draft of form (see attached)

8. Good of the Order
   a. Nancy Peterson keeps the state and local website going. State ASF board acknowledged the hard work with a gift certificate. Thank You Nancy!
   b. We wish our member Cathie Logan a get well soon.
   c. Assessment day is Wednesday. Feb 16th. The format will change a little this year, so there is informational material available to students via email, bookmarks, website etc.

9. Meet & Confer Items (Feb. 10th 9am.)
   a. Sabbatical Form
   b. Travel Card training
   c. Suggested Language for Reg 3.16 for PIF’s. They were going to make changes. They may be bringing us those changes. Deadline will likely be in February.

Meeting Adjourned - Rahim/Peterson
Next meeting – March 1st 8:30 AM MA 158.

Submitted By:
Tania Schmidt
Winona State University
ASF Application for Sabbatical Leave

Sample Timeline using 2010-2011 submission deadlines

- Application and plan submitted to Supervisor and cc’d to ASF President: December 27, 2010
- If program reports to Dean—suggested forwarding date to Dean: Jan. 3, 2011
- Supervisor (or Dean) recommendation to Vice President: January 10, 2011
- Vice President’s recommendation to President: January 27, 2011
- President’s Decision: February 6, 2011
- Applicant and ASF President Notified: February 13, 2011

Name: ___________________________________________ Date: ___________________

Program/Department: __________________________________________________________________

Requested Sabbatical beginning and end dates: ____________ to ______________________

Attach the Sabbatical Leave Proposal

Supervisor Signature______________________________ (Circle one) (Date)

Approved/Disapproved ________________

Supervisor: If approved indicate how you propose to cover the employee’s assignments during the period leave.

(Attach document if more space is required)

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If disapproved please list reason(s)

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______________________________________________________________________________________________

Recommendations: (Circle One) Reasons (if not approved) Signature/Date

Dean (if applicable) Approved/Disapproved ____________________________

Vice President Approved/Disapproved ____________________________

President Approved/Disapproved ____________________________

Original: President’s Office
Copies: Applicant and ASF President (within 7 days after being processed).