Administrative & Service Faculty- ASF  
Meeting Minutes  
March 2, 2010  
Maxwell 158  
Rochester: ST116

Present: Nancy Kay Peterson, Barbara Oertel, Brett Ayers, Kate Parsi, Michael Herzberg, Candice Slaby, Tracy Rahim, Ann Durley, Jill Quandt, Sarah Olcott, Carl Stange, Carmen Mahlum, Cathie Logan, Alicia Reed, Jenny Lamberson

1. Call to Order 8:30

2. Approval of Agenda  
   a. Approval of Agenda (N. Peterson/Rahim)

3. Secretary/Treasurer Report  
   a. Approval of minutes of last meeting (Rahim/Slaby)  
   b. Campus Account - $1.00  
   c. Winona National Account - $1162.06  
   d. New ASF employee, Teri Hinds, has been contacted about joining as a full share member

4. Vice President Report  
   a. Campus Evaluation Committee –Olcott – 4 CEC’s scheduled for next week. Three positions have been moved from Mankato to join Healthforce MN. These positions are: Director of Statewide Healthcare Education & Industry Partnerships, Director of Healthcare & Technology Innovation and Director of Adult Initiatives & Workforce Development. The fourth CEC is for the Director of Prospect Management and Research – which is the position currently held by Deb Block. It is a rewrite.

5. President’s Report  
   a. Local Meet and Confer –Reed – Minutes were sent. No questions. Administration rarely adds items to our agenda. Contractually they should be doing this. We will put the categories of items they should be bringing to us on future agenda.

6. New Business  
   a. All-University Committees: Review Present Situation –N. Peterson – Cabinet is looking at the efficiencies of committees. ASF is looking at our representation on committees. We hear rumors that meetings are a waste of time or committees never meet, committees are not complete, some have good reporting, some don’t, etc. Your feedback is extremely important. Nancy Peterson prepared a document that was sent to the membership. She went through portal to see what was there and contacted all of the reps. She found that most committees are active. The committee portal is a disaster though. Minute takers are not posting minutes and lists are not corrected on the portal. None of the task forces are on the portal. No one is maintaining the main SharePoint document for the committees. We recommend that someone should be assigned the task of maintaining this. If we are going to use it, it must be maintained and it needs some oversight. Are committees productive? Majority of committees are active. It appears only a few could be done away with or combined. But, there is potential for committees that are struggling. We will share with administration that we feel committees would be more productive if the communication system that was envisioned originally was working. Lack of structure appears to be more of the problem than lack of productivity. Lack of communication is the biggest problem. What about end of the year reports? There is only one on the portal.  
   b. Volunteers needed (3 members) for the Nominations and Elections Committee to select 2010-2012 ASF Local Executive Board. Barb Oertel volunteered. We need two more. Please let Alicia know if you are interested in serving on this committee.

7. Old Business  
   a. Student First: any comments, any concerns? None at this time. If you have any comments or concerns please let us know. View the website because they are keeping that up to date. Go to the MnSCU website and search for Students First.  
   b. WSU ASF Membership List: HR is presently working on possible solutions.

8. Committee Reports  
   a. State Committee Reports  
      i. System Evaluation Committee (if related to WSU ASF members) – ASF (Decker) one appeal at SEC in February - it was not from Winona. Next meeting is scheduled for May
ii. State Legislative Committee – MnSCU (Quandt) They have met! Jill is getting daily updates from the Office of the Chancellor. If you would like to see them let Jill know. She will only push them out to people that are interested. The committee is looking to get training for Teamsters on political activism.

b. All-University Committees
i. Parking (Quandt) – They are meeting tomorrow. If you have concerns let Jill know. They have been comparing our costs to other institutions and will be making recommendations on permit costs for next year.

ii. Finance and Facilities (Stange) – At the last meeting they looked at budget calculators and had a discussion on a 5% tuition increase. Regarding the budget, it is felt that we can squeak through this year. We need to retain 20 more students. In FY 12 it looks like a 3-5% decrease in funding. We will need to retain 30 more students to work with that. Space utilization – the master plan consultants have been invited to campus. They are supposed to be meeting with each college. Student Affairs was invited to have a discussion with the team also. Will all bargaining groups be given the opportunity to have discussion? There have been some state implications. MnSCU required a preliminary report and there was a hurriedly process to get that done. The people working in 377 Main St. will be moved to Wabasha Hall. Psychology and Mass Comm. will move out of Phelps this summer. Once the Wellness Center opens, areas that currently occupy Memorial and Wabasha will start to move in.

iii. Retiree Center (Logan) – Cathie has not been able to get info on retirees until HR gets permission from the employee to release that info. She has estimated that 48 people will be retiring by June 30th. The majority of these will be AFSCME employees. There are 3 ASF employees that will be retiring. Cathie mentioned that Lori Reed had previously announced that 53% of the campus is over the age of 55. So, activity could be increasing in the next 10 years. The committee is looking for ways to keep people in touch and connected with the campus.

iv. Sexual Assault Advisory Committee (Olcott) – They are launching a website that will provide resources, MnSCU policies, and a “how to help your friend” section. Departments will be contacted to see if this page can be linked from appropriate department sites.

v. Student Fee Management (Rahim) – They meet weekly. Athletics, Wellness Center and Technology will have a 0% increase. Technology has proposed a cap on printing for students. Health Services was approved for a 3.9% increase and the Student Union a 4.3% increase. Tuition will be tackled last.

vi. Residential College Steering Committee (Olcott) – The Residential College Director will be leaving at end of June. There has been no movement on hiring this position at this time.

c. Search Committees
1. Career Services Rochester - Trenton Dernbach has been hired.
2. Director of Health Services - There was not an official report from any of the committee members but it was mentioned that the search has been extended and Joyce Peckover is serving as the Interim Director.
3. College of Business Liaison/Career Counselor - One more candidate is coming in next Monday
4. Rochester Teacher Education Recruitment and Advising Coordinator - no report
5. Faculty Professional Support Coordinator - interviewing
6. General Manager KQAL - offer made, status unknown
7. Program Director KQAL - Terese Tenseth has been hired. She will start no later than March 22nd.
8. College of Liberal Arts Dean - Committee recommended 2 candidates, offer made but was declined. They are meeting again today to talk about bringing another person on campus.
9. Dean of Education - no report
10. Career Services Associate Director - Reviewed files and will be meeting tomorrow.
11. Part-time Costume Designer/Manager - Have not met. CEC has not come back from MnSCU yet.
12. Academic Advisor-Academic Skills Coordinator - Supervisor was filling out recruitment form, committee is forming.
13. Interim Dean of International Studies - Meeting on Friday for the 1st time.

d. Task Forces
i. Task Force on Revision Mission Statement (C. Logan, B. Ayers) – They have been meeting weekly. Forums have been held the last 2 weeks. There have been 9-10 people at each. A survey was sent out yesterday and it will be open for you to fill out until March 10th.

9. Good of the Order
   a. February economic forecast comes out today at 11:00 am.
   b. There will be a Camp Fair on March 13 at the Winona Middle School.

10. Meet & Confer Items
    a. Constituency group input on master plan
    b. Restructuring due to retirements
    c. Committee portal site

11. Meeting Adjourned 9:32 a.m.

Respectfully submitted,

Jenny Lamberson
ASF Secretary/Treasurer
March 2, 2010