Administrative & Service Faculty - ASF Meeting Minutes
June 1, 2010 8:30-9:30
Winona: Maxwell 158    Rochester: ST116

1. Call to Order 8:33

2. Attendance:
Barbara Oertel, Brett Ayers, Vicki Decker, Nancy Kay Peterson, Sandy Roraff, Jamie Groth, Jenny Lamberson, Tracy Rahim, Kathleen Peterson, Gar Kellum, Cathie Logan, Jillian Quandt, Tania Schmidt

   a. Check for quorum (15)
      a. Attendance was at 14, we did not have a quorum.
   b. Approval of Agenda
      a. Without a quorum, agenda was submitted, but no motion to approve.

3. Secretary/Treasurer Report
   a. Approval of minutes of last meeting
      a. Without a quorum, minutes were submitted, but no motion to approve.
   b. Campus Account
      a. $1.00
   c. Winona National Account
      a. $1653.16
   d. Welcomed a new full share member: Debbie Block

4. Vice President Report
   a. Campus Evaluation Committee
      1. Director of International Services was returned as a range D
      2. Assistant Athletic Director/INTERNAL OPERATIONS - Range C
      3. Assistant Athletic Director/GAME ENVIRONMENT - Range B
      4. Sports Information Director – Range B
      5. SAS (Student- Athlete Services) Advisor/Track & Field – scheduled for next week
   b. All University Committees
      1. ASF is still seeking a representative for the All University Campaign Committee
      2. ASF is still seeking a representative for the Health Services Committee, but the member must be within Health Services to apply

5. President’s Report
   a. Local Meet and Confer
      a. Three members submitted successful SIA applications.
   b. Administration has asked that those employees looking to utilize the Governor’s Salary Savings plan should consider using the incentive on a “regular” basis. (ie every Friday during the summer for instance) Employees should avoid using it one day here and there. The paperwork involved often outweighs the savings. The requests should be handled in advance and discussed with the proper supervisors. Originally the message to employees was that if salary savings was utilized, it would not be viewed negatively. The message has been updated and office cycles should be considered before requesting.
      1. There was group consensus/understanding that all employees may use the governor’s plan, but that it should be in advance and not after the fact. HR indicated you could make the change using the online timesheet. ASF will follow up with HR to send out a message from HR regarding how this works best.
2. ASF is appreciative that HR brought the salary savings concerns to Meet and Confer BEFORE they sent out an email so they could acquire feedback.

6. New Business

7. Old Business
   a. Membership list update—HR is working with IT on a report that an ASF rep. (likely the secretary/treasurer) would be able to access:
      a. In Process
   b. “Special” SIA Awards.
      a. Three members submitted successful SIA applications
   c. Moving ASF minutes and agendas to portal:
      a. According to state ASF, the posting of minutes varies widely from campus to campus. A bit of research by the local ASF President has found that IFO does not have public minutes and ASFSME has one month worth of minutes and no historical documents.
      b. The portal’s ability to store documents for retrieval is appealing, but the use of the portal for committees has been lackluster. People may be less likely to access the lists if they remain on the portal.
      c. The secretary/treasurer has offered to create a portal site and secure it to ASF full share members. The link for the portal page can be set on the ASF website for easy access by those allowed access. The site will be demoed at the next ASF meeting and input/feedback will be requested at that time.

8. Committee Reports
   a. State Committee Reports
      a. System Evaluation Committee (if related to WSU ASF members) – ASF (Decker)
         1. Did not meet in May did not have appeals
   b. State Legislative Committee – MnSCU (Ayers)
      1. No new update
   b. All-University Committees
      a. All University Campaign:
         1. Encouraging members to join this committee. It was described as a fun group that is doing important work for the University. It was also noted that members have until the end of the month to pledge for the All University campaign. Payroll deduction is available and gifts may be designated to any area of your interest.
   c. Search Committees
      1. Director of Health Services - Connie Kamara starts June 1st.
      2. College of Business Liaison/Career Counselor - not filled
      3. Career Services Associate Director - Recommendation pending
      4. Part-time Costume Designer/ Manager - not clear whether it is an ASF position. Jill will request info from HR. An April 14th email indicates MnSCU may have turned down the ASF request.
      5. Academic Advisor/ Academic Skills Coordinator - Should be advertised next week
      6. Associate Director of Housing - NOV is up next Friday the 11th
7. Housing Hall Director - NOV going out this week
8. Assistant Athletic Director/INTERNAL OPERATIONS - no report
9. Assistant Athletic Director/GAME ENVIRONMENT - no report
10. Sport Information Director - no report
11. Coordinator of Integrated Wellness – The membership representation for this position changed. The committee is beginning the process again.
12. Coordinator of Health Promotion – no report
13. Admissions Counselor – no report
14. International Services and Cultural Outreach Director - no report

d. Task Forces – no new reports

9. Good of the Order
   a. Reminder that personal days not used by June 30th will be lost
   b. PIF deadline June 1st  [http://www.winona.edu/msuaasf/]
      a. This was the “to the supervisor” deadline.
   c. PDF must be below $2,000 before June 30th to receive additional funds.
      a. It was mentioned that perhaps we should reconsider this amount yearly. The amount is set locally and has not been visited in many years, We should place this on the next agenda for August.
   d. ASF meeting schedule will remain 1st Tuesday of the month, 8:30am (and M&C – second Thursday of the Month)
   e. A recent email from former local ASF President has called to question the movement of vacation time in to sick time if the vacation time never leaves the 272 hour mark at least ONCE per fiscal year. The group agreed they were not familiar with vacation time over 272 being moved in to sick hours after July 1, however, Jill agreed she would check with HR on the matter just to clarify.

10. Meet & Confer Items (11:00am June 16th)
   a. Awaiting word on an email to Lori Reed requesting more information regarding the retirement incentive recently signed by the legislature. We will be gathering more information.
   b. We will request another budget update.
   c. Question regarding e-timesheet implementation when it comes to professional travel. There is no place on the timesheet to account for professional travel. An Oral agreement with the supervisor may not be enough. What is the procedure for accounting for professional travel time, especially for those instances where there is no reimbursement?
   d. There is a Career Information Policy which was written from input by the 2 year institutions, going from MnSCU to the Board for approval. It states that Colleges and Universities must provide information about job placement to students who are choosing “occupational” majors (ie Nursing). What appears to be operationally sound for 2 year institutions may not work for Universities. At the local level, we wish to make administration aware that this will be presented at leadership counsel. We would like administration to request that we have more input to the procedures of this policy at the MnSCU level . We wish to provide feedback on how this is implemented, particularly HOW to distribute the required information to students.

Certificates of appreciation to: Nancy, Jenny, and Alicia. We appreciate your work.

11. Meeting Adjourned: 9:10am

Respectfully Submitted by: Tania M. Schmidt