Present: Judith Ramaley, Sally Johnstone, Connie Gores, Kurt Lohide, Ken Janz, Lori Reed, Scott Ellinghuysen, Alicia Reed, Jill Quandt, Brett Ayers, Vicki Decker, Tania Schmidt

1. Update on Budget
There has been no real change in the budget forecast. During the May MnSCU meeting the Board approved the tuition rates for FY11 which included differential tuition for various Nursing courses. The procedure for carry forward remains the same. An email will be sent from the Business Office outlining carry forward deadline dates.

Our focus continues to be on the FY 12 and FY 13 projected budget shortfalls. Goals are to meet $1.5 million worth of shortfall by July 1, with the remaining $1.0 million projected to be met by December. The university has been aggressively reevaluating and redesigning our programs on the academic side as well as processes on the service side to meet the $1.5 million shortfall. Economic recovery from stimulus projects on the state level with taxes et al are expected to be slower than projected.

2. Clarification on Governor’s Salary Leave
An announcement will be made on July 1st regarding the Governor’s Salary Leave. The process is manual and it is suggested that the request be made with a 10 day lead from employee to supervisor. When HR receives the request, they manually need to create the leave option in the e-timesheet application. Information about this process and all necessary forms can be found on the Human Resources website.

3. Non-Pay/Non-Reimbursed Travel
Human Resources, Business Office and Risk Management have all agreed that travel for work purposes, whether by state vehicle or private vehicle FOR WORK PURPOSES are covered by insurance and/or workers compensation. It is recommended that if you travel without a formal travel request form, that an email be documented with your supervisor of your travels. This is a recommendation and is merely for documentation.

Human Resources as well as ASF representatives will be looking into how travel for collective bargaining units would be viewed by worker’s comp, etc should you have an accident travelling to such an event in a personal vehicle. Often times the leave is supervisor approved, but is it “work related?”

4. Career Placement Policy 3.38 and 3.38,1
ASF was concerned about the level of input 4 year MnSCU institutions had with a new MnSCU approved board policy requiring career placement information be available to various student constituency groups including prospects. While we likely cannot change the policy, ASF has asked administration to be aware of this change for the upcoming Leadership Council and advocate ways to best implement this on 4 year campuses. Ideas on current information management techniques and distribution (e-application use) were presented, as well as a brief discussion on where this policy may be headed in the future for higher education in general. Clearly defining the policy, understanding what is being measured and how needs to be reviewed. Dr. Ramaley requested additional information from Career Services.
5. Surplus Items Note
Kurt Lohide has requested ASF leadership to remind their constituency group that often times surplus items are not “environmentally green” to retain. We are required to offer up surplus items such as the Lourdes refrigerators and pizza ovens, but these are old commercial items and should not be utilized in individual offices, etc. Many times they require more electricity and resources to run. This goes against our efforts in sustainability.

Respectfully Submitted

Tania M Schmidt
principles that were developed. Looking ahead at the next biennium (2012-13) – the 5.4 billion dollar shortfall that is predicted will be tough. But it is too early to tell how we will be tackling that. We will be trying to grow areas that don’t rely on a state appropriation.

6. ASF not on All Faculty email distribution list
ASF has identified 2 main problems with us not being included in the All Faculty distribution list. First, people who use the All Faculty list may not realize that many people who teach, including ASF members, will not receive the information. Second, when people have to use the All Employees list for teaching related information there are many people who receive the messages that don’t need to. Since Ken Janz was not present today this item will need to be tabled. Cabinet will be looking into who is on the All Faculty list, who has access to send to the list and how it is being used.

7. Bush grant update
At the beginning of this month we were awarded a 10 year package of 4.4 million dollars which will be disbursed in increments as we meet milestones of performance goals. The purpose is to enable us to redesign how we recruit, prepare, place and support teachers. There will be targeted recruitment in the areas of highest need. Support refers to staying with teachers for 3-5 years as they enter the profession.
Three critical areas have been identified:
1. Early and increased intense immersion in the world of practice
2. Entry pathway will be designed with the teaching, community and business environments in mind
3. There will be 2 different connected models. The one in Rochester will focus on connecting with 2-year students while the one in Winona will have freshman cohorts in the Residential College.

Thirteen other institutions were awarded money through the Bush Foundation. Each will have a different take. We are not doing this alone. We are in a network. The Bush Foundation sees itself as a partner rather than a funder. This is exciting. This is institution shaping. This will position WSU as a place to be for generations to come. The Bush Foundation wants things to happen very fast. The first cohort will start in the fall of 2010. ASF expressed to Administration that we are anxious to work with Administration on this as it will impact many of our members.

8. Performance contract
This is related to how we manage our energy budget at the university. It involves hiring a company to evaluate how we can save money on our energy needs. An RFP was done and a vendor has been selected. The contract process is occurring now.

Respectfully submitted by:
Jenny Lamberson ASF Secretary/Treasurer
December 10, 2009