Administrative & Service Faculty- ASF Meeting Agenda  
September 2nd, 2010 11:30am-12:45pm  
Winona: Admissions Conference Room, First Floor Maxwell

**Members Present:** Sarah Olcott, Jamie Groth, Jenny Lamberson, Tracy Rahim, Lori Beseler, Charlie Opatz, DeAnna Goddard, Vicki Decker, Nancy Petersen, Mike Martin, Brett Ayers, Barbara Oertel, Carl Stange, Teri Hinds, Ann MacDonald, Nancy Dumke, Cindy Jokela, Paula Scheeval, Carol Ziehlsdorf, Kate Parsi, Gar Kellem, Ann Durley, Doug Westermann, Tania Schmidt

1. **Call to Order**
   a. Check for quorum
      i. Quorum was met.
   b. Approval of Agenda
      i. Agenda Approved

2. **Secretary/Treasurer Report**
   a. Approval of minutes of last meeting
      i. Minutes Approved
   b. Campus Account
      i. $1.00
   c. Winona National Account
      i. 1364.35
   d. Welcome to new members
      i. Welcome went out to DeAnna Goddard, Charlie Opatz, Kate Parsi, and Connie Kamara

3. **Vice President Report**
   a. Campus Evaluation Committee
      i. There was one campus position evaluated. Nhia Yang’s position was recommended as a Level C.
   b. All University Committees
      i. Thank you to Travis Whipple for volunteering for the All University Campaign Committee
      ii. Thank you to Connie Kamara for volunteering to serve on the Sexual Violence Advisory Committee

4. **President’s Report**
   a. Local Meet and Confer
      i. Mission Statement:
         1. The mission statement content that ASF approved is being utilized at Winona State University, but it is changing format. MnSCU recently requested that universities provide portfolios. The Mission Statement will be part of that university portfolio. We can follow up and ask for finalized version when it is available.
      ii. Integrated Wellness Center:
         1. The fees for faculty and staff to utilize the new Wellness Center are $150.00 for the full year, or $100.00 January to September.
         2. IWC is partnering with SE MN Technical College and will be providing more services, as well as services to the Technical College students. A new
counselor is being hired with funds from the activity fee paid for by SE Tech student.

iii. Contract Tidbits:
   1. Sabbaticals
      a. In our contract page 52. May grant sabbaticals and it is not contractually obligated, unless there is funding or they have to do it – they are probably not going to approve them. They are going to need to know, what will be the cost. Approval would be more likely with funding already worked out
      b. Traditional study, 4 months at base salary or 12 months at reduced salary rate
      c. After 6 years you are eligible working at least 50%
      d. If you have had one, the 6 years starts again
      e. Deadline is Dec. 27th, includes financial information, etc
      f. You will get a response, approval or denial
      g. If you do not hear back, please let ASF leadership know.
      h. After sabbatical, you must return for one year at WSU
      i. Routing form? Memo? Memo seems open ended, would it be useful for us to think about a guidance form?
         i. Proposal like a PDF? Goals? How will it help you? It would be nice to have a general format, but not prescriptive. It may vary. We will work on that.
         ii. ASF member who takes the work is due additional responsibility pay – minimum of 5% of base. A member can advocate for themselves that it could be more. That number is not set.
         iii. Pay starts right away

5. New Business
   a. Travel expenses/processes
      i. A discussion was had regarding the current policy at WSU of requiring employees to use their own personal credit cards to reserve hotels, etc for work related travel. In this economy and with rising travel costs, this may cause a hardship for our members. It was discussed that other state institutions, including OOC staff are using “company” credit cards for travel related expenses. On campus, our own Admissions Counselors have a travel credit card issued by Winona State.
      ii. Members agreed that a survey asking about other possible avenues for reserving travel related expenses should be taken.
   b. SIA report (Kellom & Olcott)
      i. Serving our Students (LLC participation)
         1. The project focused on analyzing the experience of students living on campus over 3 academic years. The result sets would be analyzed to see if there are any trends that could promote ideas for possible better ways to
serve our student population. Sarah is currently working with Institutional Research to better analyze the data collected.

Project Synopsis is provided by Sarah as follows:

The aim of this study is to shed light on the experience of students living on-campus at Winona State University over a three year period (2007 – 2010). Institutional data provided by Institutional Research is analyzed for three cohorts of students living in the residence halls. They include 2007 – 2008 academic year, 2008 – 2009 academic year and the 2009 – 2010 academic year. The information analyzed include: GPA, retention to spring semester, persistence to spring 2010, gender, hall, major, LLC participation and Assessment Day questions data. The sections of Assessment Day data include campus perceptions, general satisfaction, social behaviors, skills development, and quality of service. In addition to the Assessment Day data two other survey efforts are included in the analysis to broaden the picture and student input reflected in this project. The “End of the Year West Campus Survey” is a survey tool administered for the past three years to measure the engagement and satisfaction of the students living on West Campus. Three years of data from this survey tool are used in this project. The final survey tool used is the “Living Environment Survey” administered in spring 2010. This survey tool’s aim is to assess the satisfaction, engagement and perception of on campus residents. The overall goal of this study is to analyze the data to understand our on-campus population, to see if any trends arise from the different indicators used, and promote ideas for possible improvement in order to serve our resident population by creating living environments that foster growth and academic achievement. Interesting correlations were found and the details of the results will be available for distribution soon.

c. Student Support Services – Trio Program
   i. Gar Kellow presented about the success of the Trio program. Data has been collected since 1980. The Trio program focuses on first generation low income students, some of whom may have a disability. They reviewed persistence, graduation rates and gpa.

d. Elect Member-at-large & Alternate Negotiations Rep.
   Cathie Logan was nominated as the elect member-at-large as well as the Alternate Negotiations Representative. Nominators were Vicki Decker seconded by Sarah Olcott as well as Sarah Olcott seconded by Carl Stange.

e. Potential on-campus Position Description re-write workshop (Olcott)
   i. Sarah will gauge time and interest and perhaps hold a workshop.

f. Health Care Savings payment schedule input
   i. One potential solution would be to leave it as it is or secondly to have the health care savings plan continually taken out at 11.54 per check all year round. Local ASF leadership would like to survey those most affected to give a recommendation. No decision on this is expected until the January state board meeting.
6. Old Business
   a. PIF/PDF Process Subcommittee report (Peterson, Rahim, Reineke, O’Malley)
      i. The committee reported back to the group and they have drafted a survey regarding
         the PIF process. There was some discussion during the meeting about how many PIF
         due dates to have as well as how to distribute the funds. The group consensus
         tended to remain at 2 rounds for fairness to employees with later conferences.

   b. Input on possible uses for potential increases in campus support funds
      i. State ASF does have funds to serve the members. Ideas were: an ASF statewide
         gathering to collaborate with colleagues, locally spend at meetings, local member
         scholarships for professional development or continuing education. Local ASF
         continues to look for and listen to membership ideas. Any input would be valued.

7. Committee Reports
   a. State Committee Reports
      i. System Evaluation Committee (if related to WSU ASF members) – ASF (Decker)
         1. No appeals this time. November is next scheduled meeting. Evaluations due
            2 weeks prior to the next meeting.
      ii. State Legislative Committee – MnSCU (Ayers)
         1. Still has not met. No new updates.

   b. All-University Committees
      i. Calendar Committee—vote on proposed 2011-12 and 2012-13 academic calendars
         1. The calendar used a “formula” based on the common start date. There was
            a consorted effort to have spring break correspond to RCTC dates. The
            membership expressed some concern the MEA falls on Fall Break Day. ASF
            representatives will let the calendar committee know about its concerns.

   c. Search Committees
      1. Housing Hall Director (C. Slaby, S. Olcott, S. Agee) –
         a. Ann Durley was hired.
      2. Assistant Athletic Director/GAME ENVIRONMENT (J. Reinardy, K. Sieve)
         a. Unsure of status
      3. Sport Information Director (T. Whipple, B. Ayers)
         a. Unsure of status
      4. Coordinator of Integrated Wellness (D. Chupp, C. Logan, J. Reinardy)
         a. Waiting for review forms
      5. Coordinator of Health Promotion (J. Anderson, T. Whipple, C. Slaby)
         a. interviewing
         a. Reviewing files
7. International Services and Cultural Outreach Director (A. Reed, C. Mahlum)
   a. Offer Pending
8. Academic Advisor/ Academic Skills Coordinator (J. Quandt, L. Albers)
   a. Hired Kate Parsi
9. Major Gift Director (D. Block, M. Swenson)
   a. reviewing files

d. Task Forces
   i. No new information

8. Good of the Order
   Please fill out the survey for professional development for the HLC when it becomes available.

9. Meet & Confer Items (9:00am September 16th)
   a. We discussed several important topics at the meeting, but none are ready for Meet and Confer agenda until we gather more information.

10. Meeting Adjourned
    12:48 PM