Administrative & Service Faculty- ASF Meeting Agenda
October 4th, 2011 8:30 am
Maxwell 158

1. Call to Order
   a. Check for quorum (15) – Quorum met
   b. Approval of Agenda - Approved

2. Secretary/Treasurer Report
   a. Approval of minutes: Approved
   b. Campus Account: $1.00
   c. Winona National Account: $1255.13
   d. New Member: We welcome Eric Crowley

3. Vice President Report
   a. Campus Evaluation Committee:
      i. Associate Athletic Director for Student Development and Compliance: Range D
      ii. New ASF Position: Scholarship Coordinator: Range C
   b. All University Committees

4. President’s Report
   a. Meet and Confer (Tania Schmidt):
      i. MAC position update: Position will be reviewed and a committee formed likely in the Spring. It is currently being handled partially by a faculty member.
      ii. International Office ASF position – Holly Shi was in to discuss the possible hiring of a temp to fill an ASF leave of absence position. She is also aware of the potential conflict of interest within the International Office current staff/director setup.
      iii. Budget Update was given. We won’t know a lot of information until the November reports. WSU had a surplus, but it is being carefully reinvested in to reserves and other long term areas.
      iv. Gen Ed Requirements: According to contract ASF has the right to be made aware of, as well as offer input in to, major curriculum changes (amongst other areas) before they are voted on and implemented. This did not occur with the new Gen Ed requirements. ASF asked to be made aware of such changes in the future so as to be able to offer insight, feedback etc on areas that often affect our work. This will likely be a discussion that will continue within Meet and Confer with both parties seeking to understand where their obligations lie.
   b. Interim Provost search: Committee met and discussed the candidates. ASF took feedback and shared the feedback with the committee. Dr. Ramaley is likely still thinking about it and reaching out to individuals before announcing her decision.
   c. Professional Improvement Fund applications: Due November 1st.
   d. Travel Cards: What is the next step in expansion? It seems to be a positive program and we wish to make sure it continues to grow outside of its trial phase.
d. Regular meetings with HR Director: ASF President will begin meeting with the HR Director once a month. It’ll be good to get a sense of what is happening outside of the M&C format which has proven to be ineffective.

e. The firm hired to assist with the search for a new president will meet today at 10:30 and 1PM in Kryzsko Commons to discuss some of the things WSU is looking for in a new leader.

f. Request for information about any personnel changes in your programs affecting ASF members (reorganizations, resignations, etc.): Athletic Department organizational chart has changed significantly. We may wish to be more educated about those changes.

5. New Business
   a. HLC committee presentation - HLC presented at the ASF Oct Meeting.
   b. Summer Session Task Force Committee: Task force is recommending that courses be visible online by Holiday break and in the next year by October 1. There was a staffing concern about these deadlines.

6. Old Business
   a. Splitting of Secretary /Treasurer position into two distinct positions (see draft at end of agenda)
      i. Will be voted on at November meeting (see proposed Constitution and By-Law language changes at end of agenda) Voting on this next month. If there is feedback on any of it we can still get out the changes and meet the 21 day notification requirement.

7. Committee Reports
   a. State Committee Reports
      ii. State Legislative Committee – MnSCU (Ayers) : Meeting in 2 weeks.
      iii. Negotiations—(Peterson) : Met last week and identified areas of interest for discussion. No formal proposals yet, moving forward very slowly.

   b. All-University Committees-- Looking for member updates
      i. Graduate Student experience committee: Finding a space to network and be at home. How to solve their difficulties with technology etc.
      ii. International Committee has not been called.
      iii. Calendar Committee has not been called yet.
      iv. AUTC: The amount of paper saved by the new student printing initiative is significant and runs in to millions of sheets. A collaborative project between the OOC and WSU regarding the hosting of SharePoint was discussed. This is a project to keep an eye on so that WSU is not negatively impacted both monetarily and staffing-wise to support the OOC and decline support at WSU.

   c. Search Committees
      1. Director of Development: Finished phone interviews and making reference calls this week
      2. Nursing Student Services Coordinator: Interviews and no new updates.
3. Admissions: interviews but no report
4. Assistant Director of Annual Giving: Offer was made and was informally accepted.
5. Athletic Director: ASF representatives were appointed. There is an ASF ex-officio which has also been appointed via the President’s Office.
6. Health Force Minnesota K-16 position: Call for volunteers

8. Good of the Order
   a. We are looking for departments to host the ASF coffees. We’ll provide the coffee but any treats would be up to the department. Please let Sarah Olcott know if your department is interested.
   b. If there are problems with your Benny Card and the services provided please contact Jill.

9. Meet & Confer Items
   a. Reminder that there is contractual language for SIA’s
   b. Travel Card
   c. Calendar Committee
   d. Summer Session Response
   e. MN GenEd (maybe depending on Meeting outcome)

10. Meeting Adjourned: 9:39PM

Next meeting – November 8th 11:30 am location TBD
Proposed Language Changes
(Choose “Final Showing Markup” to see changes)

Constitution:

ARTICLE IV - Officers

Section 1. Names of Officers

The officers of the Winona Chapter shall be: President, Vice-President, Secretary, Treasurer, Past President, representative to the State MSUAASF Negotiations Committee, and representative to the state MSUAASF Legislative Affairs Committee. They shall be elected by the general membership and have the powers and the duties specified in the Bylaws.

Chapter 2—Election of Officers

Section 4. Resignation of Officer or Inability of Elected Officer to Serve

Subsection 1. The Vice President shall assume the duties of the President and complete the President's term of office in the case of the President's inability to fulfill his/her responsibilities or in the case of the resignation of the President. The Past President shall assume the duties of the President in the event of the absence of the President and Vice President, in the case of the President's and Vice President's inability to fulfill their responsibilities, or in the case of the resignation of the President and Vice President. The Secretary/Treasurer shall assume the duties of the President in the event of the absence of the President, Vice President and Past President, in the case of the President's and Vice President's and Past President's inability to fulfill their responsibilities, or in the case of the resignation of the President and Vice President and Past President. The Treasurer shall assume the duties of the President in the event of the absences of the President, Vice President, Past President and Secretary, in the case of the President's and Vice President's, Past President's and Secretary's inability to fulfill their responsibilities, or in the case of the resignation of the President, Vice President, Past President and Secretary.
Bylaws:
Section 6.- Duties of Officers
Subsection 3. Duties of the Secretary/Treasurer

Current Language:
The Secretary/Treasurer shall make all arrangements for meeting rooms and meeting refreshments; shall keep records of all official meetings and money transactions; shall distribute minutes of official meetings; shall encourage eligible persons to become members in good standing of the MSUAASF Chapter; shall maintain the member's list, and shall represent the Winona Chapter on the State MSUAASF Membership Concerns Committee.

Proposed Change:
The Secretary shall maintain the member's list, shall make all arrangements for meeting rooms, shall keep records of all official meetings, and shall distribute minutes of official meetings.

The Treasurer shall record all money transactions, shall arrange for meeting refreshments; shall encourage eligible persons to become members in good standing of the MSUAASF Chapter; and shall represent the Winona Chapter on the State MSUAASF Membership Concerns Committee.