Administrative & Service Faculty Meet & Confer Minutes  
September 8, 2014 • Somsen 213

Attending: Scott Olson, Pat Rogers, Scott Ellinghuysen, Ernie Hughes, Ken Janz, Karen Johnson, Barb Oertel, Holly Shi, Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Kate Parsi, Jill Quandt, Chad Kjorlien, Alicia Reed

Email Security Plan
Ken Janz noted that the All-University Technology Committee is working on plans to roll out and communicate the new process, with implementation in January at the earliest
So far, a 2-year retention period for old emails is planned
Archiving of old emails for retirees should begin in October

English Language Center-Bemidji
Pat Rogers and Holly Shi explained that the Bemidji location started slowly with only three students registered for the fall, largely due to unsuccessful recruiting by Bemidji State
The search for a coordinator has been put on hold as numbers make the position unsustainable; a target of about ten students would prompt a continuation of the search
Holly is currently handling coordination while adjuncts are teaching
The coordinator position was originally posted as a one-year term; it is unclear how the postponement of the search will affect the term of appointment
Tracy Rahim asked if administration had considered an inter-agency agreement for employment of the coordinator; administration is considering this and plans to meet with the Bemidji ASF representative although the funding mechanism may make such an arrangement difficult

Campus Diversity Plan
Alex Kromminga introduced a draft campus diversity and inclusion plan for comments and feedback from the entire university community
Alex asked for feedback and comments on the plan, adding that the group hopes for implementation in October
Major revisions are not expected; if they are, the updated plan will be sent back out to constituencies for comment
He continued that the group that developed the draft plan will likely be the nexus for future campus initiatives

Administration informed the executive board that the Diversity Task Force has requested to continue meeting
ASF executive board endorsed continuing the group’s work

Updates from Administration
Facilities:
- Somsen 104 renovations for IT have started; Somsen 108 renovations for COB are being redesigned
- Contracts for the railway underpasses have been signed; a construction schedule is being determined
- The design firm for the Education Village will be selected tomorrow
Budget will be finalized when the IFO contract is ratified; carry-forward information is nearly complete.

Enrollment:
- Tenth-day report is out this week, although all indications point to flat enrollment numbers.
- Total headcount will be down about 1.5-percent, and number of credits are slightly down due to a larger number of part-time students.
- The executive board was presented with a draft enrollment plan, with feedback requested by next month’s Meet & Confer (ASF will offer both individual feedback and a unit response).

Administrative searches:
- AVP, International Education – reviewing candidates
- Associate VP, WSU-Rochester – reviewing candidates
- VP, Enrollment & Student Life – beginning reviews and interviews
- Executive Director, HealthForce MN – process in final stages

University Committees:
- Executive board notes that it has named appointees to All-University Committees and asks if there are any changes to or scheduling plans for existing committees
- Ken Janz noted that AUTC is waiting for appointment of three members
- Facilities & Finance plans to meet during the third week of September
- Long Range Planning is waiting for IFO appointees
- Graduate Student Experience – administration is unsure of its makeup
- International Advisory has been in flux due to the vacancy in the director position; Tracy requested that it initiate meeting this fall
- Continued work of the Policy Task Force was questioned; administration noted that its work had not been shared with all Meet & Confers
- President Olson suggested that committee chairs should call initial meetings even if all appointments had been made

Karen Johnson announced that she will direct Counseling & Wellness Services until a new director is hired and requested that ASF name a search committee member.

The next Meet & Confer is scheduled for Monday, October 13, at 9:00 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
September 11, 2014