Administrative & Service Faculty Meet & Confer Minutes
November 10, 2014 • Maxwell 158

Attending: Scott Olson, Pat Rogers, Scott Ellinghuysen, Ernie Hughes, Ken Janz, Barb Oertel, Lori Mikl, Lori Reed, Tracy Rahim, Sarah Olcott, Brett Ayers, Kate Parsi, Jill Quandt, Alicia Reed

Reg. 3-16 (Professional Improvement Funds) Revisions
President Olson noted that Reg. 3-16 revisions are on today’s Cabinet and IFO (informational only) agendas.
He followed that the revision of this regulation may be an opportunity to begin rewriting of all regulations to better define them as policies and procedures.
Following much discussion of who would initiate this process, the general notion was that a Cabinet level administrator would drive action to rewrite regulations that fall under his or her purview, with affected groups drafting revisions.
HR would shepherd policies and processes that are part of bargaining unit contract language.
A task force is developing processes for policy and procedure distinction and revision and will bring it to bargaining units later this fall.
Regarding Reg. 3-16, Tracy Rahim stated that the ASF work group would revise it in its current format and then re-work the document later following task force guidelines.

Reg. 3-17 (ASF Sabbatical Leave) Revisions
Tracy Rahim described the revisions which include an adjusted timeline, language that more closely follows the contract, and a more detailed application.
The compensation form has been eliminated since it is no longer needed.
Cabinet will consider the revisions at its meeting later today.

Affirmative Action / Legal Affairs Additional Staffing
Cabinet approved a full-time legal analyst position which will go to a full search.
The PD is being developed and will focus on contract and investigations responsibilities.
The position has also provided the impetus to streamline the university’s contract processes.

Response to ImpAAAct Student Learning Outcomes Draft
Tracy informed administration that membership approved the committee’s recommendations with the condition that language be revised that more closely follows that in the Inclusion & Diversity Strategic Plan.

Education Village Planning Process
ASF members requested more sharing of information and input at the front end of the design process, particularly in practical accessibility.
Scott Ellinghuysen responded that the group will find a way to involve Disability Services in the process, and President Olson added that a list of ex officio participants should be built.

Counseling Services Staffing
The executive board noted its concerns about staffing shortages in Counseling Services and availability of services for students during the end of semester period.
Cabinet will follow up after looking at the situation and provide a response.
Updates from Administration

Facilities:
- Tree Campus USA application is moving forward with guidelines being forwarded for feedback
- IFO has appointed representatives to the Education Village design group
- Public meetings will be held on November 18 and 24 for the baseball field relocation and other issues
- Final scheduling will be completed in January for railway underpass construction
- RCTC plans to move away from the UCR brand of Rochester campus buildings; entities are looking at ways to rearrange spaces after one of the older buildings is demolished; WSU’s downtown expansion plans are being re-examined

Enrollment:
- Seeing an unusually larger pool (about 40%) of spring enrollees; transfer numbers are on course with previous years
- New entering Wisconsin student enrollment was up about 11% this fall

Administrative searches:
- AVP, International Education – phone interviews have been scheduled
- Associate VP, WSU-Rochester – phone interviews have been scheduled
- VP, Enrollment & Student Life – interviews are being scheduled to take place after the first of the year
- Director of Education Abroad – campus interviews are scheduled
- Executive Director, HealthForce MN – waiting on committee feedback

Extension of Fixed-Term Positions
The new contract allows for extending fixed-term positions to 36 months with proper approvals
HR has created a new form for requesting 24- and 36-month extensions that should help improve and better track the process; Tracy will bring it to administration for review in January

Cyber-Bullying
President Olson noted his concern about emerging social media platforms that can be used for anonymous bullying and advocates for WSU as a leader in combatting this
He is working with students to combat cyber-bullying and asks ASF for its input and ideas

Charting the Future Gallery Walk Feedback
Executive board members commented that the ability to comment on the Charting the Future process was valuable
All information is available on the MnSCU website, including the series of boards

The next Meet & Confer is scheduled for Monday, December 8, at 9:00 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
November 18, 2014