Attending: Scott Olson, Connie Gores, Jim Schmidt, Scott Ellinghuysen, Ken Janz, Nancy Jannik, Lori Mikl, Lori Reed, Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Kate Parsi, Chad Kjorlien, Jill Quandt

Fixed-Term Contract Employees
Administration reviewed the status of the following ASF fixed-term positions
- Assistant athletics director (Jill Bratberg) – search for this and second position (Travis Whipple) to commence this spring
- Admissions (Johanna Gillard) – no information; agreed to follow-up on status
- Student Support Services (Debra Hammel) – grant expires June 30; needs funding to be re-filled
- Athletics (Jason Kopp) – position eliminated
- Alumni Relations (Ann MacDonald) – search for director position to begin in late spring; search for associate director position is in progress
- WSU-R Advising (Dennis Martin) – position searches on-hold as administration reviews goals and activities of Rochester campus
- Housing and Residence Life (Emily Meyer) – search to begin this spring
- International Services (Joe W. Reed) – positions will stabilize following appointment of a full-time director for this area
- Warrior Success Center / Career Services (Sheryl Saul) – search to begin this spring
- College of Education (Joel Traver) – position is funded externally through the Bush Grant; a decision on the position will be made this spring

In the ensuing discussion, Jill Quandt questioned labeling externally funded programs as that or as fixed-term
Lori Mikl responded that a search is not required for externally funded positions, but it remains good practice to conduct a search
Lori Reed expressed that the institution and individuals seem to be making good-faith efforts to search for probationary positions wherever it is appropriate

Unfilled Positions
Tracy Rahim requested an update on several unfilled ASF positions:
- Concerning positions at WSU-R, Council of Administrators begins strategic planning for that campus in February
- Nancy Jannik added that staffing at WSU-R and OCED (which includes the enrollment communications coordinator and associate director positions in Rochester and business solutions coordinator for OCED) is being re-organized in a consistent manner with strategic planning efforts
- Jim Schmidt said that recruiting for major gifts positions in University Advancement is being re-examined after several offers have been made but rejected; he may explore other ways of structuring the position
- Tracy reminded administration that fair compensation should be offered to those who take on additional duties to cover those of unfilled positions

Regulation Approvals
The executive board communication approval of the following WSU regulations:
- Regulation 3-7 – Institutional Review Board
- Regulation 3-22 – Grant Policy for Students
- Regulation 3-25 – Grant Policy for Travel Support
President Olson again invited feedback on the proposed revisions to MnSCU firearm policy; it should be communicated directly to the system office

**Internal Search Process for Fixed-Term Positions**
Tracy presented the draft internal search process for ASF members to administration:
- President Olson asked Lori Mikl and Lori Reed if, in their professional judgment, the proposed process was good practice; both responded that they had worked with ASF in developing it and believed it was appropriate
- President Olson suggesting giving the process a trial run and reviewing its practice next fall
- He then noted that he supported the process but will review it with Cabinet on January 14

**HLC Committee Redesign**
Nancy Jannik presented a draft of the proposed new charge for the HLC Committee and requested feedback from ASF membership
The document notes that the committee will be re-named the University Improvement, Assessment, and Accreditation Committee and will be charged to propose, review, and coordinate initiatives for university improvement that are based on analysis of institutional data
Membership will be made up of six IFO, two ASF, one AFSCME, and one MAPE
President Olson raised the issue of how to improve the process of soliciting feedback on new issues, policies, etc., from the bargaining units; this will be discussed in future conversations

**PSEO Student Fees**
Nancy Jannik explained that the system office is examining PSEO practices across its campuses, noting that they may differ among institutions
Tracy asked if PSEO students are restricted in the classes they can take; Tania Schmidt responded that there are no restrictions other than the usual pre-requisite requirements, availability, and others that apply to undergraduate students
President Olson noted that there is a push to broaden PSEO in order to make higher education more available, lessen college costs, etc.

**WSU Profile**
President Olson presented the Winona State Institutional Profile to the executive board, noting that it was created following a request from MnSCU
Tracy noted the description of the professional science master's (PSM), with President Olson responding that this cross-disciplinary program begins in Fall 2013
The PSM was created under a grant initiated during the tenure of President Ramaley and will be taught by current faculty

**Reaction to Athletics Position Transfer**
Tracy informed administration that ASF has accepted the transfer of the assistant football coaching position to IFO because it has shifted to 51-percent coaching duties

**Pandemic Planning and Communication**
Alex Kromminga requested that communications about a possible flu pandemic be coordinated
Connie responded that policies and procedures for flu and general pandemics are in place and planning is ongoing; a specific message about the flu will go out when needed
She added that Ask-a-Nurse is available through Student Health Services and that isolation rooms are being identified and prepared
President Olson asked that a faculty message be crafted asking members to make accommodations for students missing class time due to the flu.

Connie noted that an online process has been implemented to inform faculty of students who have visited Health Services for flu.

**Next Meeting**
The next Meet and Confer is scheduled for Thursday, February 14, at 9 a.m.

*Minutes submitted by:*
*Brett Ayers, ASF Secretary*
*January 23, 2013*