Administrative & Service Faculty Meet & Confer Minutes  
February 14, 2013 • President’s Office, Somsen 201

**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, Nancy Peterson

**University Improvement, Assessment, and Accreditation Committee**
Tracy Rahim reported that the committee’s proposed new charge and structure was presented at the February membership meeting; ASF membership was receptive to re-organization of the committee as presented

**Internal Fixed-Term Search Process**
Administration suggested implementing ASF’s fixed-term/internal search process as a “pilot” through March 2014
It is suggested that the process be reviewed with the executive board and Cabinet in March 2014 it before considering full implementation

**Response Time for Meet & Confer Items**
President Olson noted that ASF is the first bargaining unit to respond to administration’s request to find a reasonable response time for Meet & Confer items:
- While different schedules for units’ Meet & Confers make a uniform time difficult, administration proposes a 45-day feedback loop
- This should work well with scheduled monthly meetings for ASF and IFO; the other bargaining units meet less regularly and this schedule may prove more difficult
- President Olson said that Meet & Confer is advisory, noting that administration may choose to move forward with decisions if some bargaining units do not respond promptly or choose to withhold input
- Tracy responded that the turnaround time seems reasonable and will be presented to membership
- Nancy Jannik noted that some items requiring quicker input may still be occasionally sent via email or a meeting with the ASF executive board
- Tracy observed that timely input is a two-way street and requested similar prompt responses on issues brought before administration

**Search Updates**
Lori Mikl distributed a comprehensive spreadsheet showing the status of all searches as of January 24, 2013
The spreadsheet will be updated and presented to bargaining units about twice a year
Tracy requested an update on two positions:
- The Career Services position has been re-designed to an Advising & Career Services position; it was approved at Range C (no change in range from previous position)
- Connie Gores noted that she would follow up on the Admissions position for further details on its status

**University Technology Master Plan**
Ken Janz reported on the university’s new master plan for technology:
- A new report is necessary due to system guidelines and all items from the previous plan have been largely accomplished
- Ken is planning a version of “Hopes and Dreams” for technology at WSU, likely to take place in February and March
- There was much discussion around tablet technology
  - Faculty and staff will receive tablets as part of their normal technology rotation
  - They will have a choice of an iPad mini or Android-based tablet
o Tania Schmidt asked about procedures for iTunes accounts for students; TLT has developed a way to register without a credit card, although this process is less clear for Android-based tablets
o Alex Kromminga suggested making iTunes cards available in the WSU Bookstore
o In general, Apple digital rights management software is easier to work with from an enterprise standpoint that that of the Android world
o Dean Feller can be contacted if employees want to find out when they are due for technology rotation (3-year cycle)
  • Tracy asked Ken to attend the March 5 membership meeting to conduct a “Technology Hopes and Dreams” among ASF membership

“Great Colleges to Work for” Update
Lori Reed informed the group that HR is currently examining the data and will review it with Cabinet; the results will be distributed to bargaining units through Meet & Confer

Hopes and Dreams
President Olson updated the group on the Hopes and Dreams initiative:
  • Note cards with community suggestions are being scanned and will be posted online
  • Education Leadership graduate students, under the direction of Mary Jane Guy, will sort and categorize the suggestions
  • The project will continue through summer with plans for campus input, with a target of assigning resources to begin next fall

Enrollment Update
Connie noted that overall enrollment numbers are similar to last year, although slightly down in total headcount and FTE
WSU-Rochester enrollment is up by approximately 100 students
Scott Ellinghuysen commented that the decrease in credit hours is not significantly affecting the bottom line because headcount is about the same, indicating that students may be taking slightly less credit hours
While Fall 2013 application numbers are strong, the commitment level is down as indicated by housing deposits
Transfer numbers look stronger for the upcoming academic year

EMS Update
Tania gave a short overview of the events management system implementation:
  • Setting up of the system is in progress with testing to begin this summer
  • Following testing, key staff will be trained before the system goes public
  • The system can be used to schedule both academic and activities space
  • Athletics has been trained and will also use the system to schedule their spaces
  • Connie confirmed that Tania’s timeline is consistent with that being discussed at the system office

Nancy followed that Deans’ Council had suggested that Somsen Auditorium should be scheduled differently than currently (i.e., it should not be blocked in the evenings so that it may accommodate other events)
It was agreed that Deans’ Council bring a request to re-examine the priorities currently set for the room

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

Minutes submitted by:
Brett Ayers, ASF Secretary
February 15, 2013