ASF Meet & Confer
Meeting Minutes
April 8, 2010

Present: Judith Ramaley, Sally Johnstone, Kurt Lohide, Ken Janz, Erin Paulson, Barbara Oertel, Sarah Olcott, Vicki Decker, Nancy Peterson, Jill Quandt, Jenny Lamberson

1. Safety Inspection
The Chancellor’s Office has been doing central inspections of 2 year campuses and now they are extending inspections to 4 year campuses. WSU volunteered to be the first 4 year campus inspection. Inspectors have made 5 visits to our campus. There should be a comprehensive report available in about 3 weeks. It was a favorable review. They were very happy with Erin Paulson’s work with formalizing safety programs and documenting them. They were happy with the recordkeeping in general, the fire extinguisher program, smoke alarms, maintenance and custodial areas. An area of improvement is the Lourdes Hall attic. Due to the state statute on the disposal of state property, the attic has a lot of old furniture stored in it which is in violation of fire code. We will need to get rid of this stuff. If not, we would have to beef up the sprinkler system which is cost prohibitive. In the Science Lab Center they want us to improve chemical labeling in lab areas. Also in the SLC, there are small amounts of hazardous waste stored in the lab areas. This temporary storage will need better signage and management. First aid kits need to be more organized across campus. There are also some problems with using extension cords. We can’t have overloaded extension cords. They are fire hazards and in violation of safety codes. Power strips are fine as long as they are plugged directly into the wall. The WSU All University Safety Committee also does annual inspections too. This inspection is usually done in the spring. However, it was felt it may be redundant for the safety committee to do one now. Instead it will be postponed until the fall. This will give us time to correct some of the areas of concern from the state report. The WSU Safety Committee will do an exterior inspection first, followed by an interior inspection. The state inspection is an added inspection…not a replacement of the annual safety committee inspection.

2. All University Committees
ASF asked Administration if they would like the membership on any of the All University Committees to stay the same or if we should open all committees up to our membership to volunteer for. Administration requested that all committees be opened for any of our members to volunteer for.

3. SIA Initiative
A draft of the “Special” Special Initiative Award guidelines was presented. Preference will be given to current HLC committee members to serve on the SIA awards committee since priority will be given to SIA projects that will contribute to the HLC process. The purpose of the “Special” SIA’s will be to enhance data analyses related to preparing for the upcoming HLC accreditation self study report and/or to support departments or program units in the completion of analyses and interpretation of data already in-hand.

4. Mission Statement
ASF informed Administration that our membership approved the draft of the mission statement document. We requested that if any other constituency groups make changes that we request to see those changes before approval. Administration informed us that they are strictly just looking for feedback from constituency groups…not changes. Cabinet will have the final decision on any changes. They are trying to be as open as possible about the process.

5. Recommendations from Tobacco Free Task Force
This task force was reconvened a couple of weeks ago. It has been 1 ½ years into the implementation of the tobacco free policy and we are starting to drift a bit. There are a few places around campus where smokers tend to congregate. The task force is considering if habitual offenders should have a sanction. They are looking for your feedback. The President is disinclined to imposing heavy fines. She does not intend to do anything mid-semester but hopes to implement something starting this fall. A list of signage priorities has been developed. This new signage will make it clear that we are a tobacco free campus. ASF suggested that East Lake Apartments also be included on the signage list. ASF also noted that currently the smoking policy is part of both the Housing policies and the Student Code of Conduct. Because of this, any violation of the smoking policy would warrant a student violator due process, which means they would need to be seen by a judicial officer. Fines are not currently part of the University sanctioning guidelines. Restitution is possible. Administration wants our feedback on how we can let people know about the policy and how we can encourage people to comply. They have talked about identifying the areas that have the most violators and then putting more signage in those locations.

6. Master Technology Plan
From August 2009 through February 2010 there were 16 focus group sessions conducted. A lot of data was collected. In March the All University Technology Committee clustered the data. In April they will be developing a master plan based on the input received. The committee will be meeting on Friday at 11am for the last time. The plan will be emailed out to ASF for their feedback and input. In May the plan will go to Cabinet.

7. Budget Update
There will be 2 forums on the budget on April 15th. One will be at 9:30am and the other at 3:30pm. Both will be held in the PAC Recital Hall. There will be a separate session in Rochester. An email will be out soon on this. A Presidential memo will come out shortly after the forums are held.

8. OCED Task Force
Administration is trying to turn OCED into at least a self supporting unit and eventually a revenue generating unit. The University would like to set a future direction for OCED and would like to pull together a quick task force that would include an ASF representative. The task force will be made up of three faculty, three administrators and 1 ASF representative. This task force will help guide the direction of OCED for the next two years. Sally Johnstone said it will be hard to think beyond 2 years for this department at this point. The charge to this task force will be: 1. Review current activities related to the credit based extension program within OCED for their potential to generate revenue for the university; 2. Review current proposals for new activities within OCED; and 3. Recommend a set of guidelines to the President to steer OCED activities for the next two year.

Respectfully submitted by:

Jenny Lamberson
ASF Secretary/Treasurer
April 9, 2010