Administrative & Service Faculty Meet & Confer Minutes
May 20, 2013 • Somsen 106

Attending: Scott Olson, Nancy Jannik, Lori Mikl, Scott Ellinghuysen, Ken Janz, Lori Reed, Tracy Rahim, Alex Kromminga, Brett Ayers, Kate Parsi, Chad Kjorlien, Nancy Peterson

Regulation Approvals
Tracy Rahim informed administration that WSU Reg. 3-4 and edits, 3-18, 3-22, and 3-25 were approved by ASF with no suggested revisions

Proposed University Long Range Planning Committee
Tracy briefed administration on member reaction to the proposed Long Range Planning Committee:
- There was broad discussion that indicated there were concerns over committee make-up and overlap with responsibilities of the Facilities and Finance Committee
- She suggested that if administration plans to move forward with a three-committee model (LRP, budget, assessment), that it consider forming a workgroup to examine the charge and make-up of all three together
- Tracy went on to ask how the committees would report and implement their work
- President Olson responded that the committees would not “report up” – their function is to recommend and not to make decisions
- Ken Janz commented that committees have various charges, processes, and reporting and recommending channels; for example, some report to designated vice presidents
- President Olson added that recommendations and decisions generally go through meet and confer with bargaining units;
- He went on to indicate that he still had not heard from all units on the make-up of LRP; he suggested that a “super meet and confer” that brings together representatives of the units might be a way to resolve thorny issues and streamline processes
- Tracy replied that ASF suggested three of its members for LRP and that make-up could be standardized across the three committee model if they were looked at together

Credit Card Use for Tuition and Fees
Tracy requested that administration share its views on adopting a new or revised policy on using credit cards to pay for tuition and fees:
- Scott Ellinghuysen noted that the university currently accepts credit cards and does not charge the service fee back to students (about 3-percent of each transaction; this costs the university hundreds of thousands per year)
- The system and university are considering three options – accept cards and absorb the fee; pass the fee on to students; or eliminate acceptance of credit cards for tuition and fees
- President Olson indicated that the university would view the elimination of credit cards as a last choice
- He also noted that charging the fee back could be viewed as differential pricing and could be a problem within the system
- Alex Kromminga asked if incentives could be offered for paying tuition and fees early; Scott replied that the university’s current bad debt is very low so the need for incentives is likely low

Campus Photocopiers
Scott Ellinghuysen provided an overview of the change in campus photocopier leasing:
- Current usage has fallen from about 6 million copies to 3 million copies a year and the current lease/service contract is ending
• The university is considering providing traditional copy machines to only the dozen or so heavy users on campus; others would receive a more compact multifunction copier/scanner/fax machine
• The bid process has already been completed although a final decision has not been made to go with the multifunction solution
• Administration is asking for feedback on the proposal to change the current copier distribution
• A decision must be made soon, although the current lease can be extended for a short period

**Provost and Vice President for Academic Affairs Search**
President Olson indicated that the search committee had made its recommendations and that he is conducting telephone interviews with recommended candidates

**Somsen Auditorium Naming**
President Olson briefly discussed the Somsen Auditorium naming issue in advance of a special meet and confer in early June:
• He noted that ASF was the only bargaining unit to express concern over the naming of the auditorium
• For the upcoming special meeting, he recommended addressing the merits of the naming proposal, determining if the current process for naming works, and identifying sites that are open and/or closed to renaming to honor benefactors
• Making the process clear and identifying renaming candidates would assist University Advancement staff in developing relationships with benefactors
• Tracy requested that the process could be improved by giving bargaining units adequate time to consider naming requests
• Nancy Jannik asked what consulting with bargaining units would mean in this instance – would the groups respond with one voice or multiple comments?
• Tracy responded that ASF would respond with a single voice if given adequate time, and further noted that it is developing processes to gather input from membership on shorter notice and outside the normal meeting schedule

**Next Meeting**
The next Meet and Confer is scheduled for Thursday, June 13, at 9 a.m.

*Minutes submitted by:*
*Brett Ayers, ASF Secretary*
*May 22, 2013*