Meet and Confer Minutes  
Thursday, August 16, 2012

Attending: Scott Ellinghuysen, Connie Gores, Nancy Jannik, Scott Olson, Kate Parsi, Nancy Peterson, Tracy Rahim, Lori Reed, Jim Schmidt, Ken Janz

1. Bicycles on campus—a bigger picture (ASF)
   ASF noted that a bike policy from facilities was recently announced that seemed to present some problems. Bikes not in bike racks are to be locked by facilities and students will need to go to facilities to get them unlocked. ASF asked how the general public would be notified and asked what students would do after 4:30 when the facilities office was closed. Also noted no one was really in charge of bicycle policies. Administration will refer this to the Facilities & Finance Committee which has all-university representation.

2. Vacant ASF Positions (ASF)
   ASF asked for an update on the vacant Director of Institutional Planning, Assessment & Research position. Nancy Jannik noted the NOV should come out in about one month; also noted that their current attention is focused on determining what to do with Cabinet level vacancies/replacements/searches at this time.

3. Student activities food purchases w/purchasing cards update (ASF)
   ASF asked for an update on where credit cards could be used for food purchases for student activities. At this point Target and Walmart will accept the WSU purchasing cards for food purchases as they are classified as retail stores (as opposed to local grocery stores as their vendor code would be denied through US Bank as they are classified as a food store). The Business Office will need a blanket special expense form on file for any account that purchases food with a purchasing card.

4. Travel cards update (ASF)
   Ellinghuysen said the travel card program will be expanded to everyone and will be announced soon. They are currently investigating whether or not current cards and travel cards could be combined so people don’t have multiple cards.

5. Legislative and/or facilities projects updates (ASF)
   Jim Schmidt said there’s no major movement in federal legislation, but financial aid may be a hot topic. State contracts are still up in the air regarding the legislative committee; there may be more movement after the economic prediction comes out in early November. Scott Ellinghuysen went through a list of completed projects, including the Theme House, Morey-Shepard, Sheehan, Mark Street speed tables, Kryzsko loading dock, Maxwell field, the Child Care Center and classrooms. Preliminary work on the RR tunnels will be starting soon.

6. ASF Search Policy—H1B Visas (ASF)
   ASF noted that there was a local policy that H1B visa support was given for IFO probationary positions only and not for probationary ASF positions. Jim Schmidt and Ken Janz reported that they had had problems because of immigration policies regarding preferences for hiring U.S. citizens first. It was decided that visa support could be provided for ASF upper-level positions (Ranges D and E) on a case-by-case basis with the supervising administrator and the
Affirmative Action Office making the decision as it is more costly for advertising, visa applications, legal fees, etc.

7. **WSU Family Weekend (Cabinet)**
   Brochures on the upcoming Family Weekend held September 14-16 were handed out by Tracy Rahim.

8. **College of Education Update (Cabinet)**
   Jan Sherman, a retiree from the education department, has returned to accept a position as Interim Dean. Ted Reilly will assist the Interim Dean during the transition and then will backfill Nancy Jannik’s empty position as assistant VP.

9. **Update on AASCU and APLU “Commitment to the Future Statement” (Cabinet)**
   Administration shared an AASCU/APLU “A Commitment to the Future Letter” that the President was asked to sign and asked for our response. The Exec will get a response to him within a week. (UPDATE: The ASF executives attending this Meet & Confer met afterwards to discuss the letter as a response was extremely time sensitive and agreed that there was nothing in the letter that ASF wouldn’t stand behind. Tracy Rahim sent an official response to President Olson in support of signing the letter).

Respectfully submitted by:
Nancy Peterson
8/20/12