**Administrative & Service Faculty Meet & Confer Minutes**  
**September 12, 2013 • Somsen 201**

**Attending:** Scott Olson, Patricia Rogers, Scott Ellinghuysen, Gary Evans, Ken Janz, Nancy Jannik, Barb Oertel, Lori Reed, Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Kate Parsi, Nancy Peterson, Charley Opatz, Chad Kjorlien

Tracy Rahim opened the meeting by noting that the open discussion on Charting the Future was welcomed by membership, and that the open forum seemed well attended. President Olson responded that the conversation was productive and that Charting the Future will be discussed as the next Meet & Confer.

**Shared Responsibilities**
Tracy asked administration if there is an existing list of positions and/or responsibilities shared between WSU and MSC-Southeast Technical. Administration listed and described several areas:

- WSU has taken on HR functions for MSC-ST on a service for fee basis; new positions are being created at WSU to handle these functions
- Security services at MSC-ST have long been handled by WSU Security
- Some IT and institutional research functions are being conducted by WSU
- Several Student Life and Development areas, including counseling services, residential life, wellness, health services, use of the IWC, pharmacy services
- Some data analytics has been performed in the past on an interim basis

President Olson observed that sharing these services presents a win-win for both institutions and the practice may grow. Alex Kromminga noted that sharing is also occurring with RCTC, including security, IT, UCR scheduling, and the welcome center advisor.

President Olson strongly stated that there are no plans to share the presidency between WSU and MSC-ST; a search will begin shortly for a new president of Southeast Technical.

**Regulation and Process Revisions**
Tracy requested updates on pending changes to current regulations and procedures:

- Revised affirmative action policy was placed on the docket last spring and is progressing through process
- University Advancement is drafting building and space naming and signage procedures
- Weapons and smoking policies are being examined to better reflect new programming and new devices for consuming tobacco products

**Shared Governance**
Administration asked for feedback on the proposed shared governance committee structure (Long Range Planning; Finance and Facilities; Improvement, Accreditation, and Assessment). Tracy responded that the draft proposal had just been received but that the executive board was generally favorable after initial discussion.
President Olson added that WSU-Rochester would like to have representation which may change the make up of the committees slightly; ASF felt that Rochester should be represented

Tenth-Day Enrollment Report
Barb Oertel gave a brief overview of tenth-day data:
  • Overall enrollment is slightly down by about 1.4-percent
  • Overall retention is strong, climbing to about 78-percent
  • New under-represented minority students are up approximately 25-percent, while new international students are up about 18-percent
  • Six-year graduation rate jumped to 58-percent, about a 3-percent increase
  • ACT, high school GPA for new entering students is stable compared to previous classes

Improving Culture and Climate
Nancy Jannik opened a discussion on a task force to increase leadership and professional development in the area of campus civility:
  • A proposed advisory task force to design, initiate, and offer opportunities for professional development in leadership, conflict resolution, educational LEAN, and individual and workplace health
  • This task force would formalize campus processes and initiatives
  • Administration welcomes feedback on the proposed process
  • Alex noted that Student Life and Development has a framework in place for these types of processes and could serve as a model moving forward

The next Meet & Confer is scheduled for Thursday, October 10, at 9 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
September 13, 2013