Attending: Scott Olson, Connie Gores, Nancy Jannik, Kenneth Janz, Jim Schmidt, Lori Reed, Tracy Rahim, Alex Kromminga, Tania Schmidt, Kate Parsi, Brett Ayers, Chad Kjorlien, Jill Quandt

All University Committee Structure
ASF President Tracy Rahim opened a discussion on university committees:
- Several committees have not been called or charged; minutes are not regularly posted for many
- There was general agreement that many committees have been in a “holding pattern” and that administration is responsible for calling their meetings
- Vice President Connie Gores noted that some committees may be waiting to meet until all of their slots have been filled and proposed that committees be called whether they're full or not
- Tracy commented that ASF has been proactive in reaching out to administration in identifying which committees have not met, are not meeting regularly, or do not regularly post meeting notes
- After several remarks from the group on responsibility for posting meeting minutes, Vice President Ken Janz reported that SharePoint provides a platform for archiving notes and that two years ago all office and administrative assistants received training on the system
- President Scott Olson followed that minutes may be unavailable more because the task is onerous rather than the lack of a system or process for posting; he further suggested establishing a process for quickly posting “real time” meeting notes
- Administration and ASF agreed that chairs would be prompted to call together their committees, and that administration would examine a process for easy note-taking and posting to committee sites

ASF Internal Search Process
Tracy initiated the discussion on opening selected position searches first to internal ASF candidates
- The negotiated ASF contract allows for internal searches, although the language is admittedly unclear and open to interpretation
- Tracy recommended clarifying this by establishing a process to facilitate internal searches for probationary / permanent ASF positions
- President Olson responded that he supports establishing a process for emergency positions if it can accommodate the relatively short time schedule that these searches often require
- Because probationary position searches require an interpretation of the contract language at a statewide level, he suggested that the university administration would be unable to agree to an internal search process in those cases
- Connie Gores commented that the absence of internal searches may impede professional development opportunities for ASF members since they rarely have other paths for advancement
- Jill Quandt observed that transferrable, “soft” skills are routinely not written into position descriptions and that this can hinder movement to new positions or advancement for members
- Provost Nancy Jannik noted that matrix language required in writing PDs constrains flexibility
- President Olson added that the process can also be hindered by the range structure; members may not be willing to move down from their current position range
- Jim Schmidt recommended greater collaboration with and among directors in writing position descriptions that more fully accommodate less specific skills
- Tracy re-stated that the membership remains fully invested in supporting that ASF positions be classified as probationary / permanent
- Lori Reed responded that Human Resources has begun to examine the emergency hire process, in addition to how many positions as described span units and are not easily “categorized”
• President Olson stated that the administration would work to inform ASF of opportunities for internal searches and transfers, and that the conversation should expand about increasing professional development opportunities for university employees
• Tracy, Lori, and President Olson will meet prior to the October Meet and Confer to begin discussing a process for internal searches for emergency / fixed term positions

Search Prioritization
President Olson noted that there are several open administrative positions, including cabinet-level openings, and asked for input on undertaking all searches at once or, conversely, in stages. Consensus in the group recommended proceeding with all searches since several are already underway. Nancy noted that the Dean of International Studies search and the IPAR Director position are proceeding. Tracy noted that ASF will actively seek members to serve on search committees for these positions.

Hopes and Dreams: Envisioning our Future
President Olson requested input from ASF on this upcoming institutional planning initiative:
• Following the earlier discussion, he questioned that current committee structure supports the initiative
• Alex Kromminga suggested that a process for individual input, such as an online suggestion box, may elicit greater and more honest responses from the community
• President Olson asked Ken Janz to follow up on Alex’s suggestion and asked if an existing university committee could monitor and move forward with responses
• Jim Schmidt felt that there was not an appropriate committee, but suggested that the HLC Planning Committee could be charged with taking the lead on this; this was generally supported by the group
• President Olson noted that he will likely hold an all-campus meeting to kick off the initiative; he followed that he would be happy to visit an ASF member meeting to announce the planning project

Enrollment Update
Connie Gores distributed a draft Tenth Day Report showing that overall head count and FTEs are slightly down from 2011 numbers, but that enrollment is essentially stable. With MnSCU system announcing that overall enrollment is down approximately 1-percent, our enrollment numbers are positive. The NEF, head count, and FTE numbers put the institution close to its budget targets for FY13.

University Improvement Day
University Improvement Day 2012 takes place on October 16 with a focus on community diversity. Participants and a detailed schedule are now being organized, with events likely taking place in the morning. All meetings, panels, and events will be open and inclusive of all community members.

Family Weekend Update
Family Weekend 2012 takes place this weekend; all are encouraged to attend events and congratulations to Tracy for her work in organizing this annual event.

Next Meeting
The next Meet and Confer is scheduled for Thursday, October 11.

Minutes submitted by:
Brett Ayers, ASF Secretary
September 18, 2012