Administrative & Service Faculty Meet & Confer Minutes  
October 11, 2012 • President’s Office, Somsen 201

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

Sustainability Advisor Position
Scott Ellinghuysen opened discussion on the status of the sustainability advisor position:
- The position is designated as a 1-year appointment to coordinate university sustainability efforts and complete and submit required reporting for the Presidents Climate Commitment
- These responsibilities have been handled in piecemeal fashion in the past
- It is being considered as a bridge to an eventual full-time or part-time position
- It will be further discussed by Cabinet this year to determine its scope, funding source, responsibilities, and other duties

Administrative Searches Timeline
President Olson began with a review of current administrative positions:
- Feedback has been requested from other bargaining units on priorities for searches, proposed timelines, etc. (this information is being collected by the provost)
- Search information is going out shortly for the Provost / Vice President for Academic Affairs position
- Dean positions for Colleges of Education and Business need to proceed quickly
- The Dean of the College of Science & Engineering can be put on hold as it is now functioning well with its Interim Dean

An extensive discussion about the Dean of International Services position followed:
- The position is still being discussed by administration and with IFO
- The Interim Dean position has been extended through December 2011; the status of the position or its search remains unclear beyond the extension period
- Jill Quandt noted the problems with the current Interim Dean overseeing herself as Director of ELC in the current reporting structure
- There were further questions raised about the need for a dean in that area and the position’s assignment to a bargaining unit
- President Olson emphasized that giving the position status as “dean” communicates the importance of a program or initiative and that the title may be needed to gain access to and build relationships in the international community
- Nancy Jannik also noted that the Dean oversees and approves academic programs, curricula, and faculty initiatives
- President Olson added that dean status may also be necessary to manage and regulate programs and staff who may be tempted to operate contrary to government and institution guidelines
- Nancy suggested that the position has been in transition and questions and problems can be answered as its status becomes more clear
- President Olson commented that he would like to finish the discussion of the position this semester and be ready to begin a search in December
- Tracy Rahim stated that ASF would like to provide input on the Director of ELC position

Hopes and Dreams: Envisioning our Future
President Olson requested input from ASF on this upcoming institutional planning initiative:
- The President and Cabinet members will attend the November ASF meeting to present on the initiative and invite member input
• President Olson proposed a format for the session which was agreed to by members present
• All bargaining units will be invited to participate in planning sessions and provide input
• Jill asked that measures be taken to ensure that staff such as GMWs can participate due to their duties and limited access to daily email; administration agreed to provide avenues for easy participation
• Nancy noted that the HLC Steering Committee is evolving in its charge and could be part of this visioning and planning process
• President re-addressed the question from the last meeting: does our committee structure support the planning, budgeting, and assessment process?
• There was some agreement that some committees do in part, but the question needs to be examined

University Improvement Day
Connie Gores provided a reminder that University Improvement Day 2012 takes place on October 16 with a focus on community diversity
To date, about 150 people have responded and will attend; approximately half are students

Next Meeting
The next Meet and Confer is scheduled for Thursday, November 15.

Minutes submitted by:
Brett Ayers, ASF Secretary
October 15, 2012