ASF Meet & Confer  
Meeting Minutes  
October, 14 2010

Present: Judith Ramaley, Scott Ellinghuysen, Kurt Lohide, Sally Johnstone, Connie Gores, Vicki Decker, Jill Quandt, Brett Ayers, Alicia Reed, Kenneth Janz, Tania Schmidt

1. Staffing Changes  
According to Article Seven, Section B of our ASF contract, there are a variety of staffing related changes which should be brought through Meet & Confer by Human Resources before they take place. Examples include areas which have been reorganized, (such as Athletics recently) where ASF stands to either lose or gain members or potential workload shifts. ASF is requesting input from administration in the beginning of these processes instead of at the end.
Connie Gores indicated she met with the ASF member in the Registrars Office most directly affected by the decision not to fill the ASF position there. She was assured the workload could be handled, but that if additional help was needed she had set aside funds Quto cover the expense of short term help.

2. Travel Expense Policies  
ASF initiated a conversation with administration regarding our current travel policies on campus. ASF shared the results of a survey its members took. The survey indicated that often times the use of a personal credit card for business travel has posed a financial hardship for the member. With the economy in its current state, ASF is requesting that business related expenses be somehow incurred on a company credit card versus personal credit. MnSCU Procedure 5/19.3 Travel Management, Part 7, Subpart B states that room charge and tax may be directly billed to the college, university, or the OOC. Part Nine states that the use of state credit cards for authorized business expenses is strongly encouraged. Administration seemed open to the idea of revisiting the current policy on campus. It recognizes the need for alternate options for employees. This remains an open item.

3. Feedback for Proposed All-Committee Changes  
ASF feedback to the proposal was submitted to administration via email. There was a question about the Academic Integrity Committee. To clarify it is a committee with a shorter duration which is new. It met last year in the Spring a few times and will meet again this year.

4. Master Plan Update  
Kurt Lohide presented the Campus Master Plan during our Meet & Confer. Kurt has been invited to participate in an upcoming ASF Monthly Meeting to present the same information to the membership. The campus master plan had 4 relevant themes which were seen throughout the plan. The themes include: Promote Student Success, Pursue Academic Excellence, Sustainability and Partnering with Local Community. Within those themes the presentation was broken down in to areas such as: Current Campus Specs, Short Term Framework, West Campus, Capital Bonding, Revenue Bonding, HEAPR, and R&R for deferred maintenance backlog. Within each of these subject areas attention was given to both maintenance and growth/improvement.
5. Institutional Profile Task Force
President Ramaley has requested ASF members to serve on a short term Institutional Profile Task Force. The task force will look at links to system goals including institution vision, academic programs, processes, infrastructure, partnerships, local demographics, and related policy issues.

6. Budget Update
There is no new information from the last Meet & Confer regarding a budget update. We continue to focus on enrollment management, completion rates and graduate and professional programs.

Respectfully Submitted

Tania M Schmidt