Administrative & Service Faculty- ASF Meeting Minutes:
Nov. 2nd, 8:30 am
Winona: Maxwell 257, ITV Rochester ST116

1. **Call to Order** – 14 members attended no quorum.
   Added Seniority Roster and State Meet and Confer under Pres. Reports, Negotiations under State Committees and discussion of 30 day notice for constitutional changes under new business.

2. **Secretary/Treasurer Report**—No report, T. Schmit was unable to attend.

3. **Vice President Report** – No report, S. Olcott was unable to attend.

4. **President’s Report**
   a. **State Meet and Confer Highlights**
      i. The Chancellor had asked for input on budget, we shared following principles and priorities
      - Education and service to students is the top priority – faculty and staff involved in direct instruction of and/or support to students should be maintained.
      - Allow more campus autonomy in setting fees and tuition.
      - Reduce or eliminate duplication of services (between system office and campuses) in areas such as fund-raising and marketing.
      - Conduct system wide discussions on what services should and should not be centralized for maximum efficiency and effectiveness.
      - Reduce time and resources spent on “policing” and regulating campuses especially when problems do not exist.
      - Promote and support innovative efforts for long term cost savings (e.g. energy cost savings through implementation of new technologies and techniques or improved service design with implementation of LEAN educational techniques).
      ii. Discussion of the challenges of not being able to hire permanent employees with MnSCU Access and Opportunity money. The Chancellor doesn’t see it as year-to-year, and doesn’t believe the Board of Trustees does either. Mike Lopez agreed to look at changing the timing of reports/release of funds so there isn’t such a gap with end of fiscal year. They suggested we take it to Local M&C to ask if funding could be treated like everything else (not just fixed term positions)

   b. **Local Meet and Confer**
      - We communicated to Adm. that we need to be informed of personnel changes or reorganizations that either directly affect ASF position or impact the functions of an ASF position (athletics & res. College reorg. Positions left open) Lori Reed will be speaking to cabinet to further discuss this
      - Adm. was receptive to info. about travel policies and Scott Ellinghuysen will report back to us.
• Master Plan was shared, Kurt Lohide agreed to present at an ASF meeting, we are inviting him to a special December lunch meeting (date TBD)
• High Risk behaviors & Core Commitment handouts will be distributed to the member

c. Request that members let ASF know about any personnel changes in your programs affecting ASF members (reorganizations, resignations, etc.).

d. Seniority roster was distributed. It will also be made available to those not attending the meeting. Members are responsible to let HR know of any issues.

e. Contract Tidbits--Reorganizations and changes in staffing may result in PD re-writes. While the contract does not specifically detail how long a supervisor has to sign off on a PD and PAQ, there have been grievances about this and a “reasonable person” standard is used. If your re-write is being delayed and you would like ASF to help (goal is to educate and resolve issues without a grievance whenever possible) let us know. If you are a supervisor, please keep the reasonable person standard in mind and do not hold up re-writes.

f. Professional Improvement Fund. Applications due 11/30. If you receive one, be sure to hand in a report within 30 days of completion

5. New Business
   a. IT New Regulation 7-4 Members had the following questions and concerns.
      • We are wondering if this proposed regulation come out of a committee or task force.
      • For Definition 4 “inactive admit status” who will define the period after which it becomes inactive?
      • Under User Account administration
        o 1: Could the permissions to resources that are defined by the owner of the resources include a checklist that a supervisor fills out to indicate what employees in a department need access to? For example in ISRS, so employees need access to student fields, others need access to budget reports. Even if some requests aren’t handled locally, this could indicate that the process needs to be initiated.
        o A.3: When someone leaves a department will it be an automated process by which they lose access to resources for that department or does the supervisor need to initiate this?
        o A.5: The Retiree Center has already worked to establish a list of resources that retirees have access to. We feel this list should be included in the regulation instead of the proposed language. Please contact Cathy Logan for details.
      • Passwords: If passwords ca not be written down anywhere, we request that when notification of this regulation is sent out to the campus, information about tools available to safely store passwords be included.
      • There was also a larger discussion of the challenges of getting a new employee up and running (access to email, databases, keys, etc.).

   b. Discussion of advantages and disadvantages to changing constitution so changes could be submitted in writing less than 30 days in advance. Because our meetings our often schedule less
than 30 days apart the 30 day notice often means from the time a change is first discussed it will usually take a minimum of 3 months before it can be implemented. It was suggested to change it to 21 days.

6. Old Business
   a. PIF/PDF Process Subcommittee Proposed Changes (final vote at Dec. Meeting) (Peterson, Rahim, Reineke, O’Malley). Relevant document were sent in a separate email.
   b. Sabbatical form. A form is being developed to help make clear the information needed and routing process for sabbatical applications. Supervisors need to be sure to include information about financial implications of the sabbatical in their response to the application. The development of this form would require small change to the policy replacing the word “memo” with “form”

7. Committee Reports
   a. State Committee Reports
      i. System Evaluation Committee (Decker) No appeals. Next meeting is scheduled for February
      ii. State Legislative Committee – MnSCU (Ayers). May meet after 1st of year.
      iii. Negotiations. Vicki Decker distributed a list asking members to list their top concerns to inform the first meeting of the negotiations team.
   b. All-University Committees
      i. Facilities and Finance has been working on 2 projects, centralized scheduling for facility usage, and an application process for minor projects.
      ii. Graduate Student Experience is working on an orientation for grad. students and a process for distributing G.A. positions and advertising these positions.
      iii. The Retiree Center Steering committee was on the list of all-university committees that administration suggested be eliminated, so they have formed an Advisory Board.
   c. Search Committees
      1. Coordinator of Integrated Wellness
      2. Coordinator of Health Promotion
      3. Admissions Counselor
      4. Major Gift Director
      5. OCED Program Coordinator — will begin reviewing files Nov. 22nd.
   d. Task Forces
      1. University
         a. Future Visioning—Alex Hines is the ASF representative
         b. Learning Resources—Quandt had sent out a request for a representative (Chad Kjorlien has now been chosen as the ASF rep)
      2. ASF
a. Sabbatical form is being developed modeled after IFO; any changes would not go in effect until 2011 application cycle.
b. Extra funds from State ASF—was planning on meeting early November

8. **Good of the Order**
   a. Open enrollment—be sure to fill out online health evaluation and check that you agree to call from health advisor if you want $5 off copay. Dependents up to age 26 may be eligible.
   b. Local 320 election—please vote
   c. State & Local elections today

9. **Meet & Confer Items (1:00 pm Nov. 10th)**
   MnSCU Access & Opportunity Funds
   PIF Regulation
   Follow-Up on Travel
   New Technology Regulation
   All University Committee Changes final version

10. **Meeting Adjourned**

    Next meeting –Tuesday, Dec. 7th, 11:30 am, Maxwell 257—End of semester luncheon meeting & Master Plan Presentation by VP Lohide.