In Attendance: Judith Ramaley, Sally Johnstone, Connie Gores, Ken Janz, Scott Ellinghuysen, Jim Schmidt, Ted Reilly, Lori Reed, Jill Quandt, Brett Ayers, Alicia Reed, Sarah Olcott, Cathie Logan, Tania Schmidt

1) Staffing/Personnel Changes or Restructuring that directly involve or impact ASF positions
   a. ASF has introduced this as an ongoing agenda item. ASF expressed interest in being notified when personnel changes occur within departments and those changes affect or may affect an ASF position(s).
   b. In the case of the International Office information was provided to ASF and may lead to changes within position descriptions.
   c. The restructuring in Athletics shifted duties and realigned job tasks to create more ASF positions. HR indicated they were developing a protocol for movement and adhering to more set procedures.
   d. With the movement of an IFO position from the Residential College as well as not rehiring a support position, ASF wondered about the scope of the ASF’s position within the Residential College. Administration indicates the area is still in transition. The Associate Dean of Liberal Arts as well as personnel from SLD are working on shifts on how we best utilize the space. Camps and Conferences has moved out of OCED and under the Housing area. The West Campus is being evaluated to better understand the kinds of freshmen courses needed on that campus. There is no faculty currently rostered on West Campus. The steering committee will be consulted.

2) PIF Regulation
   a. ASF proposed to align more with the IFO when it comes to the PIF application and funding process. ASF proposed an application deadline twice a year with a 50/50 split of funds per round of applications. ASF also proposed the elimination of the PIF agreement form. The current application already fills the role of project delineation, signatures and agreements. The administration agreed to the elimination of the extra PIF agreement form.

3) Access and Opportunity Funding
   a. At State Meet and Confer, ASF discussed with the Chancellor the disadvantages to the Access and Opportunity funds being treated as year-to-year funds, namely the challenges of recruiting and retaining quality staff to fill fixed term positions and the resulting challenges to continuity of services and building program momentum. The Chancellor indicated that because these funds are part of base and the Board of Trustees has indicated a strong commitment to access and success of underrepresented students, he believes these funds should not be treated as temporary.
   b. There seems to be a mixed message as it relates to this fund on whether or not the funds are base funded to MnSCU or base funded to the Campuses. It is the understanding of those around the table that the funds are a base to the system and not
to campuses. This means the funds are tentative to WSU from year to year. Although there was commitment voiced on the part of OOC and Mike Lopez, since this is a fixed amount of money it is a “green sheet item” and should not be relied upon as income for a fixed term position.

4) Travel Expense Process Follow-Up
   a. Business Office has decided to roll out a pilot for travel on state credit cards. They are contacting different types of employees who they know to travel frequently for the testing duration. They are addressing the issue of employees not using their own credit for company travel.

5) All University Committees and Task Forces
   a. ASF requested an update on proposed changes. Administration has indicated that the proposed changes are going through (see attachment for a reminder of the proposed changes). The concern ASF had regarding the parking committee will be handled by the Facilities and Finance Committee in a specific task force. Administration specifically continues to encourage ASF members serving on All University committees to bring up ASF related campus concerns to those committees in lieu of Meet and Confer. The administration felt several of the items brought to their attention may be items better left for the all university committees. The committees are set up to be a means of communication to administration with feedback from all groups. ASF does request committee updates from members at each monthly meeting.
   b. ASF Feedback for Regulation 7-4
      i. Concerns regarding network resources and password questions were addressed by Ken Janz. The regulation 7-4 more closely resembles the MnSCU policy in regards to resources and password administration. WSU is looking for a more defined way to process permissions for new hires. IT is working with HR. HR end dates for employment, or student system data for advisable terms after the last registration are used for determining network access to resources for students or employees. Some of the permissions/resources are “owned” by areas other than IT and the permissions for those still goes through those areas. (ISRS modules for example).

6) Budget Update
   a. Jim Schmidt and Scott Ellinghuysen we present to co-present some budget information. The change of the House and Senate to Republican representation could affect the budget. We hope to have a November forecast by December 1st. While WSU budgeted for a $100 million base cut to MnSCU’s budget, administration anticipates the cut could now be as high as $150 million as a best case scenario. Education is half the state budget. We will continue to focus on recruitment and retention as well as designing our offerings in new innovative ways that reaches out to numerous audiences. See attachment for Update on Progress Towards FY12 Budget Actions.

7) Seniority Roster
   a. HR has reminded ASF to review the Seniority Roster, which could become ever more important as our budget issues become a growing concern. If there are questions or
concerns please email Lisa in HR. There is a grievance deadline that will need to be watched. ASF will make the roster available for viewing and signature across campus to make sure the members get a chance to see it.

8) Regulation 5-16 (Workplace Violence) Progress
   a. HR reported back to ASF that the task force met on Regulation 5-16. Based on the feedback, HR will provide a draft of the newly rewritten policy/procedure. Once the draft is ready, it will circulate through all units.

Respectfully Submitted by:

Tania Schmidt