Administrative & Service Faculty Meet & Confer Minutes
February 8, 2016 • Maxwell 158

Attending: Scott Olson, Scott Ellinghuysen, Ron Dempsey, Denise McDowell, Ken Janz, Ted Reilly, Lori Mikl, Lori Reed, Carolyn O’Grady, Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Charlie Opatz, Kate Parsi, Chad Kjorlien

Action items from meeting:
1. Provide information on remaining fixed-term position search status
2. Provide information on status of IWC Director position
3. Continue to provide updates on how employees may be affected by International Programs reorganization
4. Determine and communicate requirements for adjunct / instructor credentials
5. Call for ASF representatives to Advising Task Force

Fixed-Term Position Searches
Administration shared plans for the following fixed-term positions:
- OERC Assistant Director (COE) – search process is underway
- Phonathon Coordinator (University Advancement) – full probationary search planned
- Web Content Specialist (University Advancement) – full probationary search planned
- Advisor/Recruiter, Inclusion & Diversity (Student Life) – search process beginning
- Prentiss-Lucas Hall Director (Student Life) – decision still being determined
- Summer Operations/Special Events (Student Life) – decision still being determined

IWC Director Position Status
A conversation is ongoing in Student Life & Development to review need and responsibilities for the position, with no set timeline for a firm decision on its status
Executive board recommends including Dean of Students, IWC staff, and academic departments with direct contact with the position in discussions of status

International Programs Organizational Structure
Carolyn O’Grady distributed the current organizational chart and explained the long-term goal is to integrate the three areas that make up the unit – International Services, International Programs, and Cultural Outreach
All PDs will eventually be reviewed and revised as the reorganization proceeds
For now, IFO adjuncts teaching in the ELCs will report to the group for course evaluations

Status of the ELC-Bemidji is being evaluated; due to low enrollments its status for continuation is unclear
Establishing an ELC in Rochester is only in the idea stage and needs to be further explored

Southern University Domestic Exchange
Visits have been conducted at Southern’s Baton Rouge and New Orleans campuses; enthusiasm for an exchange seems to be higher at the New Orleans campus
While there is no formal agreement, courses on both campuses have been added to the study-away approved list, meaning that an exchange could begin as early as this fall

Faculty Credentialing Process
While HLC requirements for documentation of faculty member credentials continue to be completed, it is unclear what is needed for adjuncts / first-year experience instructors Administration will seek clarity on requirements at the April HLC meetings; in the meantime, recommend that ASF instructors prepare by beginning to request official transcripts

Bias Incident Reporting System
The status of the proposed system is pending as the IFO position on this and on Silent Witness is currently unclear, although it has been discussed Administrations suggests that the Sexual Violence Advisory Committee make a recommendation on the proposed reporting system

Process for Adding New Positions
Currently, division heads bring position request priorities up the chain until it reaches Cabinet, where a final decision is made Responding to concerns that communication about the status of proposed new positions might be unclear, administration will reinforce to division heads that information should be communicated back to employees

Advising Task Force
Administration requested that two ASF members be recommended to serve on the Advising Task Force

Updates from Administration
Facilities –
- Education Village project was on the Governor’s bonding list, and the Legislature seems to be in favor of the project
- HPER projects will likely be funded, with Phelps roof replacement as a high priority for WSU
- Campus master plan presentation rescheduled for Wednesday, February 10, 3-4:30pm
- Consulting has begun on relocating the baseball field, and a community group has also been formed to provide a forum for its concerns

Budget: Following up on the recent all-campus message on next year’s projected deficit, plans are to increase fall enrollment by 100 students, continue to hold filling three administrative positions, and roll in the unallocated equipment budget

Enrollment:
- Projected to continue as relatively flat compared to previous years, although current application numbers look good
- University will vigorously work enrollment management plan and the major mapping process is beginning implementation

Administrative searches: Dean of Liberal Arts, AVP for Academic Affairs search committees are both in file review stage

The President presented on the process WSU is following to implement Charting the Future as the university continues to make progress on its work plan

Minutes submitted by:
Brett Ayers, ASF Secretary
February 10, 2016