Administrative & Service Faculty Meet & Confer Minutes  
January 23, 2014 • Somsen 213

Attending: Scott Olson, Pat Rogers, Nancy Jannik, Karen Johnson, Barb Oertel, Lori Mikl, Lori Reed, Valerie DeFor, Tracy Rahim, Alex Kromminga, Brett Ayers, Nancy Peterson, Chad Kjorlien, Kate Parsi, Charlie Opatz

PIF Regulation Revision
President Olson stated that after consulting with Cabinet, administration proposes that the listed criteria remain as a prompt to applicants, and that language in the regulation be revised to make it clear that the criteria will not be used as priorities for selection of proposals.

University Regulation Revisions
Tracy Rahim informed administration that Reg. 2-13: Procedure for Naming Buildings, Sites, Common Areas, and Rooms was approved by ASF membership.

The new Procedure for Signage Recognizing the Names of Buildings, Sites, Common Areas, and Rooms was also noted as approved by membership.

Tracy noted the suggestion by a member that the group with responsibility for signage could be formed as a sub-committee of Facilities & Finance; President Olson responded that this would be taken back to the committee for approval.

Tracy repeated a request for a list of nameable, non-nameable, and “gray area” spaces; President Olson suggested further conversation on establishing principles for determining spaces for the list and will share the outcome with ASF for feedback.

Fixed-Term Positions
Tracy asked for a review of current fixed-term positions:
- K-16 HealthForce MN / OCED Program Director – Valerie DeFor noted that the position was externally funded and that the search may have varied from the search process; she is consulting with HR to determine proper procedures for these kinds of searches.
- Athletic Trainer – the current position goes through the end of the fiscal year; a full search begins this spring.
- Hall Director – the abrupt departure of the incumbent necessitated an emergency hire; a full search will be conducted.
- Admissions Counselor – a full search is planned for the spring semester.
- ELC Program Coordinator – currently a fixed-term emergency hire with a search to begin as soon as possible.
- Induction Coordinator, COE – developing plans to continue this grant funded position.

Several points arose in discussing these positions:
- The search process for externally funded positions appears to be inconsistent.
- The uncertainty of funding may complicate processes, but it is clear that concrete funding or funds that are considered base to the university budget must go through the established search process.
- The bargaining unit contract mandates that the university can pick up funding, which would trigger a move to probationary status for affected positions.
- Any MnSCU funded position, even if the funding is considered “external” to the university, should go through formal search.
- HR is developing a system to track fixed-term positions and their status.
Change of Grade and Withdrawal Pilot Project
The ASF executive board asked if there were any results from the Change of Grade and Withdrawal pilot project, which was conducted in 2013.
President Olson responded that administration had not fully tracked results because of administrative turnover in the area responsible for the project.
Barb Oertel suggested that the pilot continue throughout this year to track results and gather feedback.
Pat Rogers confirmed that the pilot will remain in place through Spring 2014 and will then be evaluated.

Student Life & Development Structure
President Olson requested feedback from ASF membership on several proposed structures for the unit.
Ideas include (*ASF is likely to survey membership for feedback*):

- Building around the current structural model
- Searching for a new vice president and perhaps creating executive directors for divisions
- Creating vice presidents of Enrollment Management and Student Life, reflecting models used at other institutions

The next Meet & Confer is scheduled for Monday, February 10, at 9 a.m.

*Minutes submitted by:*
*Brett Ayers, ASF Secretary*
*January 29, 2014*