Administrative & Service Faculty Meet & Confer Minutes  
March 10, 2014 • Somsen 213

Attending: Scott Olson, Nancy Jannik, Barb Oertel, Ken Janz, Lori Mikl, Tracy Rahim, Alex Kromminga, Tania Schmidt, Brett Ayers, Chad Kjorlien, Jill Quandt

LBGTQ Resource Center Director  
The executive board informed administration that membership had unanimously supported the addition of a proposed LBGTQ Resource Center  
President Olson agreed that the position is needed but, with the university facing a budget shortfall in the upcoming fiscal year, he could not commit to any new positions until the outlook was more clear

Regulation 5-4: ASF Employee Development and Evaluation  
Tracy Rahim presented its final process revision; the latest revisions included minor language changes  
President Olson asked if Lori Reed was part of the group that developed the process, which Tracy confirmed and further noted that the process had already undergone pilot testing  
Since there are some cases of IFO staff supervising or directing ASF employees, President Olson suggested that the process required IFO review before final approval  
It was agreed that comments and feedback should be completed by the end of the academic year and that the procedure be approved shortly thereafter

ASF Internal Search Process  
Tracy requested that review of the new process be delayed until Fall 2014, to which administration agreed

Student Life & Development Structure  
President Olson remarked that the restructuring models for the division had been presented to all bargaining units  
While limited feedback has been received, the inclination is towards the Vice President – Dean of Students – Directors model  
Depending on the progress of the search for a new Vice President, it is unclear if the existing interim structure will remain in place, or if an interim Vice President will be appointed  
The university will hire a search firm

Extreme Weather Process  
Tracy inquired about the process used to close campus in cases of extreme weather, and pointed out that WSU procedures vary from MnSCU policy  
Alex Kromminga pointed out that WSU and MnSCU policies may conflict on who to consult to determine campus closure  
President Olson suggested holding discussion on WSU procedures because Scott Ellinghuysen and Pat Rogers were not present at the meeting  
After a broad discussion on the implications of closing campus on employee duty days, leave days, ability to work remotely, university budget, etc., President Olson suggested that how ASF employees are affected might better be pursued on a state level  
It was noted that the existing MnSCU telecommuting policy may provide an example of guidelines for working remotely
Regulation and Process Revisions
Administration will announce an initial meeting date for this task force in order to move its work forward, which has not yet begun.

The next Meet & Confer is scheduled for Monday, April 14, at 2:30 p.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
March 11, 2014