Administrative & Service Faculty Meet & Confer Minutes
May 19, 2014 • Somsen 213

Attending: Scott Olson, Ted Reilly, Gary Evans, Scott Ellinghuysen, Ken Janz, Lori Reed, Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Nancy Peterson, Chad Kjorlien, Jill Quandt

Introduction of ASF Executive Board
Tracy Rahim introduced to administration the ASF executive board for the next term:
- President – Tracy Rahim
- Vice President – Alex Kromminga
- Treasurer – Sarah Olcott
- Secretary – Brett Ayers
- Negotiations – Jillian Quandt
- Past President/Grievance Officer – Alicia Reed
- At-Large – Chad Kjorlien

Email Security Process
The executive board notified administration that membership acknowledged new email security processes but asked for an implementation timeline.
Ken Janz responded that campus will be informed towards the end of May and noted several new developments or possible revisions:
- Retiree emails will have the current semester plus 60 days prior to purge of emails
- IFO has asked for purging of emails that are more than four years old (as opposed to two); this will be discussed in Cabinet
- ITS is still asking for input on the process
- ITS will also offer assistance with archiving old emails to employees

Special Initiative Awards Status
The executive board informed administration that its membership chose to retain the current process of awarding first round funds based on merit without holding resources back for a possible second round.
President Olson noted that several members of the committee are departing; it will need to be reconstituted.

Third-Year Fixed-Term
Tracy observed that ASF had approved a recent request for a third-year fixed-term extension, with the reservation that there is no formal process for such proposals.
Requests should be taken to Meet & Confer with a 60-day notice.
President Olson suggested a possible “Emergency Meet & Confer” to consider these requests when the calendar is shortened for filling necessary positions; this was generally agreed to.

Student Employees and Affordable Care Act
On January 1, institutions must offer benefits to students who work 30 or more hours per week.
MnSCU is circulating FAQs on the process; exact policies, implementation, and funding are still unclear.
Students will be offered the same benefit package as employees.
Because MnSCU is its own entity, hours worked across different institutions will count towards qualifying for benefits; the system is working on a reporting system to monitor this.
Scott also noted that the minimum wage is increasing in increments and will eventually affect budgets.
International Services Leadership Position
The executive board informed administration that International Services staff voiced concerns about restructuring in the unit.
Staff felt that adding an upper-level administrator was unneeded; their desire was for more “boots on the ground,” or, increased staff who were experienced at fulfilling daily functions necessary for efficient service.

Updates from Administration
Administration updated the executive board on facilities as follows:
- The Education Village project will receive $5.9 in state bonding for its initial phase.
- $17 million in supplemental funding for MnSCU employee compensation was approved; this funding goes to base and will continue.
- Kryzsko renovations are scheduled to be completed on June 16.
- Renovation of the Minne parking lot will follow shortly after Kryzsko is completed.
- The tunnel saga continues – Canadian Pacific now has a contract for the project.
- Relocation of the baseball field is under discussion; a public forum will be held on May 21.
- Interviews for the Arboretum and Landscape Director position are ongoing.
- The university will soon receive $69,000 from Dupont as a settlement for poisoning campus trees.
- The Cal Fremling will be christened on June 6 at Levee Park.

In an enrollment update, applications are up about 3-percent, transfers are up 13-percent, and housing deposits are slightly down (although President Olson observed that this is fading as a predictor for commits).

The position description is being drafted for Vice President for Student Life & Development; the status of the search committee is unclear.
The Assistant Vice President position for WSU-Rochester will be searched this summer.
Four candidates for Vice President for University Advancement were on campus last week.

Bicycle Policy
Scott Ellinghuysen explained that a recent email sent to employees about removal of bicycles from buildings was in response to an incident on the Maxwell loading dock.
After reviewing the message, the language did not describe the process accurately that only bikes locked in unauthorized or unsafe areas would be removed.
Tracy remarked that the main issue was the implementation of such policies without consultation.
Discussion followed and noted that there is no clear bike policy for campus and that one should be drafted.
A clarification message about the original incident will be sent out to campus.

Admissions, Athletics Position Restructuring
Tracy informed administration that two positions currently split between Admissions and Athletics were being restructured without consultation.
President Olson recommended that Athletics Director Eric Schoh attend next month’s meeting.

The next Meet & Confer is scheduled for Monday, June 9, at 9:00 a.m.

Minutes submitted by:
Brett Ayers, ASF Secretary
May 25, 2014