ASF Meet & Confer Minutes
2/10/11
9:00AM

In attendance: President Ramaley, Connie Gores, Brett Ayers, Jillian Quant, Tania Schmidt

Staffing Updates: *ASF requested more information regarding some of the new ASF positions coming through the CEC, specifically the positions related to Academic departments.* Sally Johnstone was not present to answer the questions nor was Lori Reed from HR. VP Gores indicated that she knew a little about the Nursing positions and that at least one of them was to be funded from the differential tuition increase approved by MnSCU (and WSU) last year. The positions in Nursing were to act as facilitators for scheduling clinicals as well as student academic advising. VP Gores could not elaborate on the ELC position.

BESI Note: all ASF members 55 and older with at least 5 years service will be eligible for the BESI. If you meet the criteria but have not received a letter, please contact HR.

Travel Card Pilot Program: *ASF was looking for an update on this program.* Deb Benz gave an update regarding the pilot program. She indicated that the cards had been held up during processing, but they were coming in and would soon go out to designated members. The members would receive training and the cards would be ready for use.

Budget Updates: *Standing ASF discussion topic for Meet and Confer* The president shared with the table some historical trends in regards to state appropriation and student tuition over the years. (We are awaiting the digital version of these documents to share with the membership.) The president acknowledged that many cuts and restructuring efforts had been made on the service side of the university (historically) and the administration was now working with academic areas to combine duplicate efforts and restructure as needed. The president indicated that she had hope that the budget was only slightly better than anticipated, but the overall shortfalls would still lead to major budget changes.

ASF Sabbatical Form: *Update to the form* After discussing the sabbatical process with Provost Johnstone and Dean Rubin, ASF has created a form to accompany ASF Sabbatical Applications (see attachment). The purpose of this form is to provide a structured prompt for supervisor responses, to help with routing for signatures and to create awareness about deadlines at each point in the review process. In order for this form to be used, sections 3 of Regulation 3-17 will need to be changed slightly so the word “memo” is replaced with “form”.

Campus-Wide Communication Efforts – *Tabled.*
Regulation 3-16 – ASF Followed-up on language changes to match ASF Constitutional Changes and mutually determined the exact date for the 2nd round of Professional Improvement Fund applications in March. This was presented by ASF and was accepted by administration.

Respectfully Submitted By: Tania Schmidt