

**Administrative & Service Faculty Meet & Confer Minutes**  
**October 10, 2016 □ Maxwell 158**

*Attending: Tracy Rahim, DeAnna Goddard, Candice Guenther, Beth Twiton, Sarah Olcott, Jill Quandt, Ron Dempsey, Pat Rogers, Kate Parsi, Charlie Opatz, Lori Mikl, Lori Reed*

All University Committee Processes.

- ASF requests greater consistency in and communication of the work committees do. Examples might include depository for minutes and year-end reports and sharing of recommendations made to Cabinet.
- ASF requests that committee charges be updated if necessary and accurately reflect the work the committee engages in.
- ASF requests clarification and documentation of the process by which advisory committees communicate recommendations to the Cabinet and how those responses will be acted upon.

Discussion: The current process includes reports coming from the committees to the Long-Range Planning committee to review recommendations. There was discussion of when the annual report would be due – thinking around March so LRP committee would have time to make recommendations. Concern was brought up about the timeline because information may not reach cabinet until Sept/Oct when cabinet could potentially be working on items during the summer. If that is the timeline, then it is suggested that long-range planning meet into the summer in order to give them more time. Another suggestion would be where committees could send action items to LRP throughout the year, rather than waiting until a final annual report and all the recommendations come in at one time.

- ASF requests to have a procedure written for consistency of the process that would include a timeline for submitting recommendations to LRP
- ASF requests to have a policy on LRP with a procedure; it was suggested that LRP come up with a draft for constituents to review

Diversity Plan

- ASF inquired about the current diversity plan and is it being implemented? Cabinet responded that the current plan is in compliance with Minnesota State expectations. Student Life is actively working and more information may come out after the Noel-Levitz visit next week.

Admissions Director transition and search timeline

- The position description needs to be rewritten; HR does not have a PD. There is some work being done on the PD, but it is not completed. More information should be available by November's M&C meeting.

Sustainability Director Update

- A position description is currently in HR being reviewed. If needed, a CEC will be set up.

Follow up from leadership meeting.

- There are plans to get the Leadership group back together again. Cabinet needs to meet and decide what the next steps are and keep the momentum going.
- ASF would like to see campus involvement in whatever the model looks like moving forward.

ASF would like to request more administrators get trained on our CEC process.

- With the new matrix model, a new training will need to be created. The new process is expected to be available sometime in January. ASF would like to see more administrators trained on the new process once it is available.

Graduate Student Experience and International Advisory Committees have not been called.

- GSE met in September, but there was some confusion about ASF membership. DeAnna will reach out to the administrators with updated membership so they can be invited

Facilities Updates of Office Moves and Building and Website Directories

- An email went out to the campus community with new locations
- If there are staff changes; a work order can be submitted to have signage updated in specific areas

Updates from Administration

Facilities

- a. An email was sent out last week regarding construction updates and office moves
- b. The climbing wall will be open through the end of the year.

Budget – No updates were given

- a. How will the 1%, 3% 5% cuts be decided?
  1. All departments/areas are expected to run scenarios. More information should be available toward the end of October.
- b. Will carry forward exist?

Legislative

- No updates

MN State Human Resources Transactional Service

- There will be 4 regional HR stations around the state to serve all MN State campuses
- Winona State University will be serviced by the station located at SE Tech
- WSU's Human Resources Department is not moving to SE Tech; despite rumors out there.
- There will be a search for Directors to serve in these 4 regional and that search is expected to begin sometime in November
- The campus HR community is requesting a financial model from MN State since it does not seem to be clear how this will be funded. An aggressive timeline was shared with campuses.
- Phase 1 (of 3 Phases) is expected to be released sometime in April.
- There are no expectation of layoffs, but there may be current employees within the HR department who would consider applying for these positions

FLSA

- PDs are being finalized. Looking at mid-November to meet with those impacted.
- E-time is still being created, so a training has not yet be set up to train supervisors and affected employees

Enrollment – No updates

*Minutes submitted by:  
Candice Guenther, ASF Secretary  
October 25, 2016*