Administrative & Service Faculty Meet & Confer Minutes
February 9, 2015 • Maxwell 158

Attending: Scott Olson, Pat Rogers, Scott Ellinghuysen, Gary Evans, Ken Janz, Karen Johnson, Barb Oertel, Lori Mikl, Lori Reed, Tarrell Portman, Tracy Rahim, Alex Kromminga, Sarah Olcott, Brett Ayers, Kate Parsi, Charlie Opatz, Jill Quandt, Chad Kjorlien, Alicia Reed

Fixed-Term, Emergency Hire Position Updates
Administration updated the executive board on the following fixed-term / emergency hire positions:

- COE Induction Coordinator – currently looking at how to fund this position; no extension is possible beyond the end of the fiscal year; possibility still exists that it will reclassify to IFO
- Maxwell Children’s Center (Pre-K Teachers, Early Development Specialist, Head Teacher) – Tarrell Portman explained that the budget needs to be examined more closely to determine how these positions will be filled or reconfigured

Sustainability Advisor Position Status
The executive board inquired about the status of this position, which was believed to originally be a 1-year contract position
Scott Ellinghuysen explained that it has been extended through a series of 1-year contracts; the original intent was to build the position into base funding
The responsibilities of the position are to work with the Sustainability Committee and on the academic side to incorporate sustainability into the curriculum
Tracy Rahim responded that there are many activities being performed by current staff that could be incorporated into such a position, as well as extending access to the position’s expertise to other areas of campus
Administration plans to consider the status of the position, although it remains cautious about adding new positions
The executive board noted its concerns about the status of the position and how its responsibilities are structured to serve the needs of campus

Web Accessibility
The executive board asked about WSU accessibility standards and practices for the main and related sites
Ken Janz responded that ITS has been exploring captioning for instructional videos in D2L and Kaltura; automated options are not fully effective and manually captioning is expensive
Other institutions, such as MSU Mankato, have staff resources devoted to improving and maintaining accessibility to web resources
President Olson suggested that this could begin a broader discussion about accommodating diversity and increasing accessibility at WSU

Updates from Administration
Facilities:

- Education Village design consultants visited campus last week to gain information, tour, hold open meetings, etc.
- An agreement has been signed with the Laird-Norton Family Foundation to gift the downtown building; acquisition still must gain MnSCU approval
- Pedestrian railway tunnel construction is to begin on July 8; the railway’s installation of box culverts is scheduled to be finished on August 18
- RDG has been selected to develop the campus master plan
• JQP Consulting will be on campus to assess campus ADA issues and solutions
• The COB sales and finance lab project in Somsen is about 75-percent complete; alternate IT space must still be found
• WSU has officially been designated as a “Tree Campus USA”

Budget:
• Scott Ellinghuysen distributed the draft campus impact statement, which is developed for MnSCU
• The Governor has put increases for MnSCU funding on hold until issues around the strategic plan are settled; $35 million has been set aside for the increase; MnSCU has requested $142 million from the Legislature with no rise in tuition
• Tuition consultations with student groups begin next week; it is anticipated that tuition costs will not increase

Administrative searches:
• Associate VP, WSU-Rochester – currently interviewing
• VP, Enrollment & Student Life – one interview remaining with decision pending after conclusion
• Executive Director, HealthForce MN – offer has been made but status is unclear
• Vice President, University Advancement – would like to begin search as soon as possible following discussion with Foundation Board at next week’s retreat

Enrollment
• New student enrollment for spring 2015 is slightly higher than the previous spring
• Fall outlook for enrollment is slightly down based on current NEF applicants and admits, although housing deposits are up slightly
• To counter anticipated downturn, admit day events and scholarship awards are being increased

Minutes submitted by:
Brett Ayers, ASF Secretary
February 12, 2015