

ACADEMIC STAFF SENATE MEETING *MINUTES*

January 12, 2009

MEMBERS PRESENT: Tom Fennessey (President), Jen Bird (Secretary), Sue Holm, Donna Dahlvang, Tammy Fanning, Christina Kline, Joel Peterson, Ryan Kreuser, Ray Reinertsen, (Guest) Jim Miller, (Guest) Dorothy Anway.

MEMBERS ABSENT:

I. Old Business

a. Discussion and Approval of 12/15/08 minutes

- i. Motion by Reinertsen to approve as amended, second by Kline. Approved.
- ii. Bird will update and post.

b. Reports

i. Legislative committee report

1. Dahlvang got information to Kreuser for committee to look at about appropriate issues to lobby for.
2. Dahlvang suggested that Legislative Committee work on language for addressing Collective Bargaining for Academic Staff (instructional and non-instructional) since it is on the radar again.

ii. Personnel/compensation Committee report

1. Committee met week of finals week. Fecker felt our plan to implement the new guidelines was aggressive. There was confusion about when to send out the notice for promotions until the committee met and approved the new guidelines. Due to confusion notice for promotion process along with old guidelines were sent out. Fecker said that committee could still use new guidelines, appeals process, and distinguished guidelines for determining promotions as long as they are approved by Senate prior to using them.
2. Committee will meet prior to next Senate meeting to complete revisions of guidelines. Academic Staff Senate will vote on the new guidelines at the February meeting. Committee will not view any promotion requests until after Senate meeting to ensure that guidelines to be used are approved.
3. Fennessey or Kreuser will get the new guidelines to Senate for review prior to next meeting.

iii. Mentoring sub-committee report

1. Senate members will review and give suggestions. Senate will vote on formalizing the Mentor Program at February's meeting.

iv. Academic Staff Rep Report

1. Dahlvang reported. Reps have not met again since last meeting. There will be a video conference in February and face-to-face meetings the rest of the year.
2. There is a letter to President Reilly being generated about compliance with UPG 3.5 - in the past it was suggested to settle it on the campus level. Letter to President Reilly explains that campuses are not satisfied with the inaction of the Board of Regents on ensuring campuses are complying with UPG 3.5.
3. Reinertsen suggested that Senate send out a letter to all Academic Staff explaining that they can request a Rolling Horizon appointment. Senate members agree that there needs to be education about the Rolling Horizon appointments and promotions for Academic Staff. Senate will be working on doing informational sessions about these processes for Academic Staff.

v. Senate Chair report

1. Fennessey reported. Chairs did not meet with Chancellor's Cabinet due to the holiday season.
 - a. Reinertsen suggested that the Chancellor's Cabinet has someone on it who is a teaching member and who has been in the classroom. Fennessey

suggested that Reinertsen can write up a resolution about this and it can be voted on at the next Senate meeting.

2. Last few meetings with governance chairs have focused around the budget.
 3. CIPT has been working on developing the Strategic Plan and will begin to focus on budget development.
 4. Fennessey met with Provost about Teaching Academic Staff evaluations and the Academic Affairs Council. Also discussed Opening Week. Provost wants to begin looking at the handbooks that faculty and academic staff use and would like to have them updated and make it so that they mirror each other.
 5. Fennessey received Pay Plan Recommendations- disseminated to Senate members.
- c. Review of upcoming events:
- i. Opening Week events
 - ii. Campus Life – Welcome Back Week the first week of school
 - iii. Orientation is Monday, January 19, 2009
 - iv. Jackson Katz – April 14th 7pm – Thorpe Langely
 - v. Make Your Money Count Group– going into Reinertsen’s classes beginning of spring semester.
- d. FERPA training
- i. There is a concern about the consistency of FERPA training on campus. Senate members agree that there should be a point person who trains faculty and staff on campus on a regular basis. Fennessey and Fanning will set up a meeting and follow up with Barb Erickson about FERPA trainings and who is leading the charge on FERPA training and what the plan is to ensure it is thorough and consistent.
- e. Campus Climate Survey follow up
- i. There may be an issue with funding to complete the Climate Survey amongst the UW System schools. Round three is still up in the air.
 - ii. Reinertsen asked guest Jim Miller if there is a tool that could be utilized outside the Campus Climate Survey that could be utilized on our campus to find out what the climate is on campus. Miller said there is a free tool out there through the Chronicle of Higher Education, but it would not be good to use if the UW System was doing the climate survey. Miller will be receiving information on this tool.
 - iii. Fennessey will try to find out from System if round three is a go and how much of it is going to be funded. Dahlvang suggested that if System says that round three is going to happen and that System is funding a portion of it, then Senate could approach administration letting them know Senate is behind completing the survey and ask them about funding the remaining balance. If round three is not a going to happen or funding is not approved, then try to get on board with using the tool that Miller mentioned from the Chronicle of Higher Education.
 - iv. Jim Miller will find out deadline for Chronicle of Higher Education survey tool registration and forward it on to Senate.
- f. Evaluation Process for Instructional Acad. Staff
- i. Fennessey spoke with the Provost about this. Provost would like to have the same evaluation for teaching and instructional academic staff. A working group to develop such an evaluation is being put together.
- g. Academic Affairs Council – Academic Staff members roles
- i. Dorothy Anway, guest speaker. Currently Academic Staff on this committee do not have voting rights, nor are they then allowed to sit at the table, or partake in conversation unless addressed. There is a concern about this issue. Lack of voting/speaking rights on this committee makes it unappealing to sit on the committee as you are seen as an outsider or guest, not a full member.

- ii. Fennessey discussed this concern with Joel Sipress. Sipress explained that Academic Staff members on this committee were supposed to be allowed to sit at the table, discuss, make motions and second motions, but not be able to vote on the final vote. Fennessey also discussed this concern with the Provost and discussed having Academic Staff Senate make a formal request to Faculty Senate to change their By-Laws to allow for those Academic Staff on the committee to have full voting rights. The Provost was in support of Fennessey's suggestion.
- iii. Reinertsen made a motion to move forward in asking Faculty Senate to change their By-Laws to allow Academic Staff members to be full voting members on the Academic Affairs Council. Fanning seconded the motion. Approved unanimously.
- h. Academic Staff Social
 - i. Thursday, January 29th – 4:30pm at the Thirsty Pagan. Fennessey will be looking for sponsorship. Dahlvang will get the event set up with the Thirsty Pagan
- i. Academic Staff Regents Award for Excellence
- j. Deadline is February 6th. Please consider nominating someone.
- k. Other old business
 - i. None

II. New Business

- a. Development Grant guideline updates for 2009-2010 (action item)
 - i. Looking at taking out the hard date for deadline. Holm spoke with Sharon Sullivan about this concern. Sullivan requests hard fast deadlines be removed. Dahlvang suggested there still be somewhat of a deadline so grants don't go away. Wording could be something along the lines of "A minimum of one call for grants will go out per year, with a potential for two calls. Typically one in the spring and one in the fall." Dahlvang will work on wording for this.
- b. Academic Staff Promotion Policies and Procedures (action item)
 - i. Tabled vote until next meeting.
- c. Campus-wide information sessions for Academic Staff
 - i. Fennessey and Fecker discussed having Brown Bag lunches or open forums during the semester to provide staff with important information for Academic Staff such as information about appointments, promotions, etc. Fennessey will work on getting these set up.
- d. Opening Week – Senate highlights
 - i. Fennessey will be giving a summary of Senate events for last semester as well as things that are planned for spring semester.
 - 1. Things Fennessey plans to discuss: By-Laws revamp, Exit Questionnaire, Personnel Compensation Committee activities, Upcoming Social and Information Sessions, Mentoring Program, meetings with our Regent Liaisons, New Staff Luncheons, Senate working with campus on budget and retention issues, Campus Climate Survey, Regents Award for Excellence.
- e. Other new business
 - i. Reinertsen discussed idea of getting initiatives for health lifestyle amongst Academic Staff going, such as the Walking Group taking place over winter break. Reinertsen suggested looking to health insurance companies to help pay for it or for them to pay for a membership as part of their fee for health insurance. Dahlvang suggested finding out when the contracts are negotiated and then when it comes up again, bring up this request. Fennessey will put this on the agenda for the Chancellor's Cabinet meeting.
 - ii. Next meeting will be February 9th from 10am-Noon, RSC 112.
 - iii. Dahlvang motioned to adjourn meeting. Kreuser second. Meeting adjourned at 12:11pm.

Respectfully Submitted: Jennifer Bird (Secretary)