

ACADEMIC STAFF SENATE MEETING *MINUTES*

February 28, 2008

MEMBERS PRESENT: Donna Dahlvang (President), Jen Bird (Secretary), Ryan Kreuser, Joel Peterson, Sue Holm, Angie Lindberg, Ray Reinertsen, Ann Miller

MEMBERS ABSENT: Tom Fennessey

I. Old Business

- a. Discussion and Approval of 1/24/08 minutes
 - i. Holm motion to approve as amended. Lindberg second. Approved.
 - ii. Bird will update and send to Dahlvang.
- b. Discussion and Approval of 2/7/08 Special By-Laws meeting minutes
 - i. Peterson motion to approve. Kreuser second. Approved.
 - ii. Bird will send to Dahlvang.
- c. Faculty VSA was endorsed by Academic Staff Senate. Motion by Holm, second by Peterson. Approved.
- d. Legislative committee update 2007-2008
 - i. Holm reported
 1. Tom Bergh mentioned in meeting that if anyone wanted to send a thank you to legislators they could or the committee could. Bergh sent contact information to committee in case anyone planned to send thank yous.
- e. By-laws sub committee report
 - i. Holm made changes discussed in special meeting and emailed out edited document to Senate.
 - ii. Clarification questions about General Elections section were discussed.
 - iii. Holm asked where to find updated citations for Section 6: Duties. Dahlvang will find out and work with Holm on updated the citation list.
 - iv. Discussion regarding completion of document took place. Group will take a final look and discuss at next Senate Meeting.
- f. Mentoring sub-committee report
 - i. Bird reported
 1. Bird presented final draft of brochure for mentoring program. Bird will make discussed changes and email out to Senate.
 2. Discussed next step with this program. AT this time this program will be housed in Academic Staff Senate.
 3. Discussed how to disseminate brochures/promote program.
 4. Looking into funding to printing costs. Dahlvang will talk to Peggy Fecker about the program and possibility of covering printing costs.
 5. Will discuss a plan of implementation for Fall 2008 after Dahlvang speaks with Peggy Fecker
- g. Academic Staff Rep Report
 - i. Dahlvang reported
 1. Meeting was 2/14. Discused UPG 3.05 extensively.
 2. Leadership conference July 17-18 in Platteville. More info will be given at a future date.
 3. Discussed extra pay plan 1.5% increase for teaching academic staff
 4. SB 353 Bill (Collective Bargaining) – went to vote on Feb. 19th – passed as Senate vote and now has to go to Assembly for vote
 5. VSA – reported to reps group that Academic Staff Senate and SAG recommended to support the faculty Senate VSA recommendations
- h. IAS Teaching Load /Academic Staff Job security
 - i. Dahlvang asked about this at reps meeting

1. Platteville, Parkside and Colleges all pay academic staff extra if their number of students in a class exceeds a certain number. It's a departmental policy not an institutional policy at those institutions. No other institutions reported extra compensation for additional students in a particular class.
2. Dahlvang will look into our campus and how departments on our campus handle this issue. Dahlvang will report on findings at a future meeting.

II. Review of upcoming events

- a. Open Forum March 6th Noon for AS Compensation Review – Sky Lounge
- b. WIAC Track meet this weekend at HWC
- c. Women's Hockey Games this weekend
- d. Student Relief Fund was approved by SAG – students can request help via an application available through Ann Miller for personal emergencies (lost belongings in fire, travel for funerals, etc.) – more information will be sent out in the future

III. Other old business

- a. Social went very well, many people attended
 - i. Dahlvang sent thank you's to Tom Bergh and the Owner of Thirsty Pagan
- b. Reinertsen suggested another social in March

IV. New Business

- a. Committee Service by AS/IAS
 - a. Dahlvang spoke with Provost Markwood about concern with finding people to serve on committees on campus. Dahlvang asked that discussion regarding inclusion and morale be put on the Cabinet Agenda for next meeting
- b. UPG 3.05/AS job security – guest Peggy Fecker
 - a. Peggy Fecker discussed procedure for promotion requests and review of appointments
 - i. A list of people and their appointments are sent out at the time of evaluation to department heads each year as to who is eligible for promotion
 - ii. Individuals may apply for promotion with support of supervisor if eligible
 - b. Discussion regarding Rolling Horizon and Indefinite appointments
 - i. Reinertsen and Dahlvang reported that they had been told at some point that we do not do Rolling Horizon appointments here.
 - ii. Fecker discussed that the last time Rolling Horizon was given was in 2003. Fecker stated that requests for Rolling Horizon appointments still go through and should continue to go through the process.
 - c. Group discussed getting information about the promotion process out to all academic staff
 - i. Dahlvang pointed out that there seems to be a breakdown in communication about how this process works. Suggested that information about how the process works be put out and help people understand the process better.
 - ii. Per Peggy Fecker, HR will work on re-educating department heads and individuals on how the process works and what to do with the information they receive regarding appointments and eligibility for promotion.
 - iii. Senate has been putting out information to new academic staff.
 1. Dahlvang requested that responsibility be taken on by HR so that the information presented will be more comprehensive.
 2. Miller recommended HR include along with the information given out at the time of hire, a letter that explains where to find policies and procedures as well as other important information. Fecker agreed to work on a letter to give out at time of hire with such information.
 3. Bird suggested doing forums in the beginning of semester (outside of the first week). Fecker agreed with proactive approach to getting information out.
 4. Reinertsen suggested that Senate contact all people who are eligible for Rolling Term and Indefinite appointments to let them know that they may apply.

5. HR will work to get Senate notice of new Academic Staff employees on a continual basis.

c. Other new business

a. None at this time.

d. Next meeting March 27, 2008 10:00am-12:00pm RSC 21

a. Miller motion to adjourn meeting. Peterson second. Approved. Meeting closed at 12:02pm.

Respectfully Submitted: Jennifer Bird (Secretary) 2/28/08