

## ACADEMIC STAFF SENATE MEETING *MINUTES*

April 29, 2008

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

**MEMBERS ABSENT:** none

### I. Old Business

- a. Discussion and Approval of 3/27/08 minutes
  - i. Motion to approve by Holm, second by Fennessey. Approved.
- b. Legislative committee report/discussion
  - i. Holm reported.
    1. Checked with Tom Bergh to see if Budget Repair Bill has been approved and at this time, there was nothing new to report. Nothing has been passed or approved in this area.
    2. Frank Boyle is retiring.
    3. UW-System is working on doing a system wide fundraising effort to increase private donations to provide need based financial aid to students.
    4. UW-System has advanced in the Lumina Foundation grant funding process. If WI is one of the 5 selected it would receive \$2.1 Million in grant funding.
    5. Dept. of Education has proposed a change to FERPA, can give suggestions to them by May 8, 2008. Dahlvang has more information on this if anyone would like it.
- c. By-laws sub committee report/discussion; finalize
  - i. Holm reported.
    1. Final draft of By Laws was sent to Academic Staff Senate. Donna was checking with Peggy Fecker on citing information in Article VI. Dahlvang received feedback but information was still unclear. Dahlvang suggested we work with Fecker and Legal Counsel to find the correct information.
    2. Dahlvang motioned to approve By Laws as ammended and with correct citations in Section 6, Article VI once found via Fecker and Legal Counsel. Peterson second. Approved.
    3. Holm will send out proposed changes to Academic Staff for review and feedback. Dahlvang will copy Faculty Senate in on the email.
- d. Mentoring sub-committee report/discussion
  - i. Bird, Miller, and Lindberg reported.
    1. Bird, Miller, and Lindberg met with Peggy Fecker about the program. She provided suggestions and feedback. Bird, Miller, and Lindberg will make changes and meet with Fecker once more to finalize program. Program is tentatively set to begin Fall 2008.
    2. Mentor program will fall under the Academic Staff Senate Personnel/Compensation Committee.
    3. Training for mentors will take place on an individual basis.
- e. UPG 3.05/AS job security update
  - i. Senate members provided suggestions on how HR could educate academic staff about the process of promotions.
  - ii. Dahlvang will send memo to HR with the following suggestions:
    1. Provide forums/promotional process information session for people to ask questions. This could occur right around the time the information for promotion requests are disseminated.

2. Provide better instructions to both employees and supervisors on the process and how to submit requests/who qualifies for what, etc.
  3. Supervisor training with information on how to fill out performance evaluations, promotion requests, etc.
- f. Academic Staff Rep Report
- i. Dahlvang reported.
    1. Academic Staff Conference July 17-18<sup>th</sup> in Platteville. The Provost has approved to fund six academic staff to attend the conference. Anyone interested in going should let Donna Dahlvang know so she can make sure registration is taken care of.
    2. Next meeting is May 2, 2008 with President Reilly. Will be discussing job security/UPG 3.05, compensation, and the charge Compensation Advisory Committee (System Committee).
    3. Academic Staff Regents Award for Excellence recipient will be recognized at the August meeting.
    4. There has been no movement on the Budget Repair Bill.
    5. Market study on Academic Staff Salary will be started by System this summer.
    6. UW-Whitewater has a brochure about Academic Staff Senate. Dahlvang suggested that we may want to consider this to be part of Mentor Program.
    7. UW-Parkside does an Academic Staff Professional Development Luncheon. Senate may look at this as an option for our campus.
  - g. Review of upcoming events
    - i. TRiO Day is rescheduled for May 2, 2008.
    - ii. Questions were raised about closing Parking Lot 11 – Fennessey addressed question and referred people to the information put out in the Staff Digest.
    - iii. May 7<sup>th</sup> Superior Achievements Reception at 3:30pm in the RSC Ballroom.
    - iv. May 8<sup>th</sup> at 3pm, RSC Ballroom – Faculty and Staff Recognition Awards Reception.
  - h. Other old business
    - i. none

## II. New Business

- a. Round 1, 2008-2009 Professional Development Grants
  - a. Dahlvang requested a carry over from last year of left over grant funds. Carry over was approved. Dahlvang suggested that Senate request a carry over anytime there is left over funds.
  - b. Discussed grant applications and made decisions regarding requests.
    - i. Diek Carlson – not funded – request for software should be funded through department budget
    - ii. Yunhong “Tom” Tu – not funded – lack of required documentation – please read grant guidelines for information on required documentation.
    - iii. Donald Mulhern -not funded – lack of required documentation – please read grant guidelines for information on required documentation
    - iv. Catherine Pulkinen – funded at \$1000
    - v. Heather Kahler – funded at \$1000
    - vi. Dorothy Anway – funded at \$1000
    - vii. Donna Dahlvang- funded at \$1000
    - viii. Sue Holm -funded at \$811
    - ix. Lisa Larson – funded at \$800
    - x. Stacy Leno – funded at \$1000
    - xi. Ray Reinertsen – funded at \$879
    - xii. Marilyn Tuscano funded at \$1000

Reinertsen motion to approve the grant request decisions. Peterson second. Approved.

b. Other new business

- a. Miller would like to still assist with the Mentor Program next year even though she is not on Academic Staff Senate. Senate agreed this will not be an issue to have her assist as a resource.
- b. Gloria Toivola sent a letter out regarding workload policy. Dahlvang is going to follow up with Toivola about it. If need be, Dahlvang will discuss this concern with the Provost. Dahlvang will bring what she finds out to the next Academic Staff Senate meeting.
- c. Dahlvang met with the Chancellor, Faculty Senate Chair, and Student Senate President to discuss changes to University committee structures. Suggestion to make changes to the structure was approved. Suggested changes will be reviewed and will go into affect for 2008-2009.
- d. Miller asked a question as to how committee information (goals, notes, action plans, etc.) is disseminated across campus. Dahlvang will bring up committee consent, information and goals at the next cabinet meeting.
- e. Dahlvang shared information about the CUPA Study used by HR to estimate Average Annual Salary Increase vs. Academic Staff Salary Increases projected by system.
- f. Academic staff social to be Tuesday May 20<sup>th</sup>, Miller and Dahlvang to procure funding. Tentative site is Barker's Island.
- g. Next meeting will be May 15, 2008, 10:00am-12:00pm, RSC 21
  - i. Peterson motion to adjourn, Kreuser second. Approved. Adjourned.

Respectfully Submitted: Jennifer Bird (Secretary)