

AS Senate Meeting  
Thursday, September 19, 2013  
11am-1pm  
Swenson 3004

**Present:** Jenice Meyer (Chair), Jen Bird (Secretary), Jordan Appicelli, Allen Shepard, Orv Clark (guest/Faculty Senate Rep), Lisa Mattsson, Faith Hensrud, Harry Anderson, Lynne Williams, Scott Smith

**Absent:** Ryan Kreuser

1. Meeting called to order at 11:02am
2. Provost Hensrud Report:
  - a. Disseminated packet of informational documents for various activities (Superior Visions 2020, SEM Planning 2014)
  - b. Superior Visions 2020: Timeline for Strategic Planning document– website available, encourage everyone to regularly view website for updates. Feedback and comments will be solicited through that website.
  - c. Strategic Enrollment Management Planning 2014 – broken into two teams one to focus on recruitment one to focus on retention. Utilizing two facilitators to help with process. Website will be available which will provide updates and information. Facilitators will be back on campus Sept. 30-Oct. 2 to ensure feedback from groups not able to be met with during the summer. UW-Superior is in a “concern” category with HLC due to various factors, one factor is our lack of SEM planning. President Reilly also concerned and is providing funding to allow us and UW-Parkside to work with the two facilitators in the area of SEM. A draft SEM plan is due Nov. 1<sup>st</sup> to be put out to campus for feedback. Progress report due to President Reilly in Dec. 2013.
  - d. Enrollment Headcount and FTE Fall 2013 10<sup>th</sup> day numbers. We are down approximately 11 FTE and 42 students (headcount). Numbers are being confirmed with IR. We are down about \$1.07M from 2010. Largest decline is on-campus undergraduates, down 224 from 2010. Unleash Superior Recruitment Team will be working on developing recruitment goals and strategies.
  - e. Mattsson asked about future of institution if downward trend continues. Hensrud discussed the possibility of the need to go through Program Prioritization process, much like UMD. There is groundwork done for this as a means to identify areas we may need to focus on making things more efficient.
  - f. Meyer discussed the idea of New Staff Orientation. Meyer recommended Anderson to sit on a committee.
  - g. Shepard asked Hensrud to review By-Laws prior to putting out to vote by constituency to save time. Hensrud agreed and asked that document be sent to Amy Missinni.
3. Chair Report and Updates
  - a. Meyer will be meeting with Provost Hensrud once per month to discuss AS Senate matters.
  - b. Meyer has had three meetings with Chancellor Wachter within the past two weeks to discuss AS Senate matters. This is done as a means to keep communication between Senate and Administration.
  - c. Regent Farrow coming to campus on Monday, September 30<sup>th</sup> at 2pm. Each governance group will be invited to meet with her (including Classified Advisory). Things that we plan to bring up:
    - i. 1% increase is a start but doesn't even cover cost of living creates challenges

- ii. Workload balance issues
    - iii. Student needs are high on our campus, we may need additional resources
    - iv. UPS and impact on our campus
    - v. Discuss how each of these things ultimately ties back and impacts our students negatively
  - d. Discussed with governance chairs and classified advisory, the idea of creating an ombudsman for campus.
  - e. MEI has a lot of things happening. Sub-groups created to work on areas: harassment, classism, communication, recruitment and retention of faculty/staff and students of color.
  - f. UW-Superior crafted a letter and sent to UW-System which included examples of how Shared Governance has been positive for our campus. This was in response to Robyn Vos' comments about Shared Governance.
- 4. Legislative Liaison Report
  - a. Williams going to Madison next week for a Reps meeting. Will send a report to AS Senate after the meeting.
  - b. Agenda items include: Communication Strategies (amending relationships with legislators), Shared Governance, Search for President. Standing Options: Flex Options
- 5. Personnel Committee Report
  - a. Goals for sub-committee include:
    - i. Increase our constituents' awareness and ability to navigate the promotion process, including additional education for supervisors.
    - ii. Educate campus on changes to HRS when changes are determined
    - iii. Complete a Salary Compression Study for Academic Staff
    - iv. Develop Workplace Flexibility Policy
    - v. Research current Exit Interview process, develop process for sharing information to key areas on campus
- 6. Professional Development & Awards
  - a. Anderson working on finding a time that works for a beginning of the year social.
  - b. Committees are still being reviewed. Governance bodies asked to review their specific committees to make recommendations for elimination, etc.
  - c. Professional Development Grants – we have two grant accounts, one of which might still have more UW-System match money coming in. Our account balances are as follows:
    - i. 102 6471004 – Academic Staff Senate Admin Account: \$10,000
    - ii. 102 671003 – Academic Staff Senate Development Grants: \$4,503
      - 1. We may receive a match but would need to contact Kahler in about a month or so if we don't hear anything. This account was also the account provided to development grant recipients in the letter they received from the Provost's office. We have awarded \$5,792 in grants for this year which will come out of this budget. If we don't receive a match, it is suggested that we utilize some of the balance in the 150 account (see below).
    - iii. 150 671003 – Development Grants: \$7,767
      - 1. This account was a one-time gift from the provost a few years back. It has rolled forward the last few years, but according to Kahler, we will not be allowed to have this money carry forward this year. We will have \$3,500 deducted from this account for the Conflict Management trainings.
  - d. Kahler recommends we spend 102 accounts first. We should work with recipients to let them know which account to pull from to avoid confusion. Supervisory Workshops ended up being paid for by Cabinet.

- e. Additional funds will be used for New Staff Orientation.
  - f. Bird recommended a separate session for supervisors to train on campus specific topics, such as personnel guidelines, welcoming staff, etc.
7. By Laws, Policies, and Elections
- a. By-laws need to be voted on by AS Senate today due to proposed changes. See motion under New Business.
  - b. Discussed Motion Request Form and how to utilize it.
  - c. Discussed By-Laws and proposed some additional changes, see changes in New Business.
8. Communications
- a. Williams reported that the group has not met yet. Williams will set a meeting with the group.
  - b. Meyer asked for the new promotions to be part of our next communication to campus.
9. Governance Liasion
- a. Orve Clark and Harry Anderson reported that much of the same information was shared from the Provost at the Faculty Senate meeting.
  - b. Summer Session Grades due dates were changed to allow for flexibility to grade.
  - c. Discussed doing evaluation by the faculty and IA Staff of the department chair, but is being deferred until New Dean of Faculties is in place.
  - d. Reviewed and discussed "Chapter 7" and senate adopted UW-System policy which states that faculty cannot use sick leave while in jail.
  - e. Overload limit recently set has been eliminated for faculty, Anderson will clarify if this includes Academic Staff.
  - f. Several policies were tabled for future meetings.
  - g. Recommends the book "Orbiting the Giant Hairball" by Gordon McKenzie.
  - h. Harry Anderson will be the Faculty Senate Liasion and Jordan Appicelli will be the Classified Staff Advisory Liasion.
10. Old Business
- a. None
11. New Business
- a. By-Laws Amendment Motions:
    - i. Shepard Motioned:
      - 1. As the duties of the AS Senate Legislative Committee duplicates duties already held by the Chancellor and the Director of Marketing and as the Legislative Committee has not been meeting its duties, I move that we amend the Academic Staff Senate bylaws to eliminate Article VII Academic Staff Senate Legislative Committee.
    - ii. Shepard motioned to amend the motion. Meyer second. Approved.
      - 1. Shepard motioned to approve the following amendments, Bird second:
        - a. As the duties of the AS Senate Legislative Committee duplicate duties already held by the Chancellor and the Director of Marketing and as the Legislative Committee has not been meeting its duties, I move that we amend the Academic Staff
        - b. Senate bylaws to eliminate Article VII Academic Staff Senate Legislative Committee.
        - c. Change Article IV, Section 8, second bullet to read "be elected from one of the nine elected Academic Staff Senate members or appointed from the constituency by a majority of Academic Staff Senate."

d. Change Article V, Section 3 to read “The Personnel/Compensation Committee will have six (6) members: the Chair of Staff Senate, two AS members appointed by a majority vote of Academic Staff Senate, two AS members shall be nominated by any Academic Staff member, including themselves, and the Director of Human Resources. Appointment of members will be completed no later than the May meeting of the academic year prior to commencement of service.

2. Motion approved. Vote included: Meyer, Bird, Smith, Appicelli, Anderson, Shepard. Williams and Mattsson were not present during the vote.

12. Motion to adjourn by Anderson, second by Shepard. Meeting adjourned at 12:54pm.

Respectfully Submitted,

Jen Bird

AS Senate Secretary