

Academic Staff Senate Meeting

Thursday, January 24, 2019 2:00pm-4:00pm

Present: Janie C., Emily R., Amy M., Mike B., Rob W., Monte S., Zach O., Jon D., Kristen J.

Absent: none

Guests: Jeff Kahler, Jayant Anand, Andy Blackwell

Call to Order: 2:00pm

Revision to Agenda: None

Approval of Minutes: (Jon/Mike)

Revision to Minutes: None

Report from VCAF (Jeff)

- The new HR director, Cory Kempf, will be starting on Monday, January 28th. Let Jeff and Cory know what issues (if any) we are concerned about and they will see what they can do to help.
- The University Senate is reviewing the employee handbook, and Jeff recommends that we look through it as well and bring any issues or concerns forward.
- In regard to the promotion and title change process, there is nothing saying that it can only take place once a year, and it does not necessarily need to be done in the spring. The timeline can be reviewed and adjusted by the Senate, and applications can be submitted and reviewed more than once a year if we choose to do so. It does not matter to the budgeting office when the promotion process takes place. Requirements and guidelines should be reviewed and updated, if needed, and brought up to the chancellor.
- A pay plan of 3% and 3% has been approved by the Board of Regents to go through on July 1, 2019 and July 1, 2020, and it now needs to be approved by the state.
 - Campus has to cover 1/3 of the total cost of the plan, and the state would fund the rest of the pay plan (typically tuition would help to contribute to this, but because of the tuition freeze the state would pick up the gap). It would be up to the campus to figure out how to fund our share of the pay plan, and it has been proposed that the state covers 100% of the plan.
- The campus events position (previously held by Andrea Yezek) is being reviewed to see how that function will be handled moving forward.
- VCAF's expectations from Senate: At the leadership level, it is not always heard what the concerns are of campus. The Senate needs to advocate for policy changes by working together with HR and the chancellor's staff when there are things that need to be addressed.

Report from Provost (Jayant)

- UWS is currently working on starting a school psychology graduate program with a launch date of fall 2019.
- There have been concerns with unplanned expenditures (course overloads, emergency instructor appointments, etc.). Overloads are currently tracked by HR *after* the fact, and the campus is hoping to track that on more of a real time basis moving forward to keep a closer eye on the budget/expenditures and get an instant snapshot of where we are at. No new technology needs to be purchased, as this can all be tracked through PeopleSoft. The campus has not kept pace with enrollment decline and matching that with course offerings. With more specific data entered into the system, that will allow for better tracking, planning, and budgeting. This new tracking method should be implemented by the j-term or spring 2020 semester.
- University Studies recommendations/updates are scheduled to be completed by March in time for spring advisement, and the registrar's office should have the new catalog information from the departments in April.
- Beginning February 1, 2019, the education departments will be back to a single department, which will be overseen by Wendy Kropid as the Interim Assistant Dean of Educator Preparation in order to oversee and

manage DPI requirements. All the educator preparation programs will once again be under an umbrella structure with clear authority.

SharePoint Training (Andy Blackwell)

- Demonstration of SharePoint
- Quick links can be used for easily accessible shared documents right in the middle of the page or it can be used for housing other documents such as meeting minutes, notes, etc. The documents tab is basically a One Drive account shared by the Senate, and we can create subcategories (e.g. committee folders). There is a search bar on the left-hand side that will be able to find saved items within SharePoint.
- Member or owner status can be assigned to each person. A standard member can look at documents and edit them but cannot add or delete members or edit the site itself.
- There is a Teams app available that allows for instant chat.
- SharePoint Discussion

Chair Report (Janie)

- University staff brought up some issues such as limiting the smoking areas on campus and posting where smoking is not allowed as well as eliminating the “junk table” in Old Main. TBD.
- No DMC opportunities will be available this year due to funding.

System Rep Report (Rob)

- There has been talk about the enrollment competition between UW institutions and how schools like Madison have the ability to essentially raise the enrollments number whenever they need to. In a declining market, this is taking students away from other campuses that are pursuing the same student population. It also creates inequities since Madison could easily increase enrollments to get money to use for something like funding a pay plan, but UWS is not able to raise student enrollments the way Madison can, therefore our funding would need to come from somewhere else.
- As previously mentioned, the 3% + 3% pay plan is still in need of legislative approval at this point.
- The employee benefits survey is currently at a 37% response rate, and the system was hoping for a 50%+ response rate. We should be encouraging others to get the survey completed as soon as possible.
- Title and Total Compensation jobs are still under review. Concerns are arising for jobs that don't work well with the standard job families/descriptions. There is also discussion about who to go to if your title doesn't fit into the title you are assigned to, as we are trying to get consistency in that process across the UW System.
 - Job descriptions have mostly been drafted and they will soon go to subject matter experts for review on each campus (UWS is reviewing the arts department as one of 12 total reviewers). Concerns were brought up about having people reviewing these titles who do not have previous experience in those specific jobs.
- Leave reporting: Sick leave is reduced if a leave report isn't submitted. This also includes situations where supervisors do not approve absence requests before they are due.
 - Employees are able to view their missing leave reports through the system portal and should be checking them to make sure that the supervisor is approving them as well.

Sub-Committee Updates

- Professional Development Committee
 - Timeline for grants
 - March 4: Email will be sent out to the constituents asking for grant applications
 - April 16: Deadline for grant submissions
 - April 17-19: Committee will meet and review applications
 - April 22: Meeting for senate approval
- Communications Committee

- The annual Senate social will be coming up in the spring. The social has been located at VIP in previous years, and they are looking to set a date and location and make a plan for funding and marketing efforts for this spring. The alumni department has funded this event in the past, so they're looking to ask them again this year. The social typically is held shortly before spring election time to get people interested in joining the Senate.
 - Marketing can take place through the Digest, newsletter, and shoulder-tapping
 - Table fliers can be created that describe the senate, what we do, and provide a form for the constituents to fill out with comments/suggestions that can be addressed in a future newsletter.
- Personnel Committee
 - February 1 is the last day to submit promotion and title change applications. These will first be submitted to HR review the forms to check that documents are all submitted with appropriate signatures.
 - Review Process:
 - HR (Lauren and the new director, Cory, will be the HR representatives) will take about a week to collect applications, review the documents, and get them to the Personnel committee.
 - The committee will then review the materials and submit recommendations to the Provost.
 - The Provost will then work with HR to get the acceptance documents out to applicants.
 - The goal is to get everything done in February, but there is not a hard deadline on this.

Old Business

- Civic Action Plan (Zach)
 - Faculty Senate, SGA, and Provost all have already shown their support for it.
 - 1/3 of the current CAP committee members will stay on to support the initiatives, and then new subcommittees will be formed to help carry them out. Each subcommittee will come up with individual methods to fulfill each of the goals. There will be 10-12 people who make up the larger CAP committee, and there will be about 5 people per subcommittee.
 - Motion to support the civic action plan (Zach/Rob); motion passes.

New Business

- Opportunities to Volunteer
 - Concerns were brought up about people getting denied by their supervisors to carry out community service.
 - We are looking at how the Senate can get involved with community service during the school year. We are looking to take some time to participate in community service events.
 - We will look into possibly volunteering time at the Northern Lakes Food Bank in Duluth.

Adjourned: 4:00pm (Rob/Mike)

Next Meeting: Friday, February 22, 2019 9:30-11:30am

Voted on: Acceptance of the Civic Action Plan

Results: Passes

Notes submitted by Kristen