

ACADEMIC STAFF SENATE MEETING *MINUTES*

March 14, 2011

MEMBERS PRESENT: Tom Tu, Tom Fennessey (Chair), Ryan Kreuser, Tammy Fanning, Jen Bird (Secretary), Sue Holm, Ray Reinertsen

MEMBERS ABSENT: Christina Kline

GUESTS: Kim Habig, Jan Hanson

Meeting called to order at by Chair at 10:03am.

I. Chancellor's Report

a. Hanson and Hensrud reported.

- i. Campus has seen preliminary scenario where we have a \$1.5 million budget reduction. It does not include tuition reimbursement or fringe benefits savings.
- ii. A second scenario will be coming out and could be dramatically different than what it is now. The outlook is that it could be lower, however, it will still be a serious cut to our campus.
- iii. We will need to continue to focus on our budget reduction principles.
- iv. Campus is receiving a number of retirement and resignation notices. This will allow us to do some re-shuffling and allow for some flexibility with structure.
- v. Fanning asked for clarifications about how the increases will be worked with. Fringe Benefits increases will come out of paychecks. There is a possibility that people may be able to make mid-year changes to insurance plans, but this will be decided by OSER and related to campus. 5.8% is not pre-tax, you will see the tax benefits when you retire. The health insurance will be taken out pre-tax. Individuals on 9 month paychecks will have 4 months of health insurance deductions taken out in the June paycheck.
- vi. Reinertsen asked if there is anything Academic Staff Senate can do to help or as individuals can we help. Fennessey suggested we endorse the Investment Priorities and Budget Reduction Principles. Reinertsen motion to endorse the Investment Priorities and Budget Reduction Principles. Fanning second. Approved.
- vii. CIPT came up with a set of Investment Priorities and Budget Reduction Principles (for budget reduction as well as investment). Reviewed document. Hensrud clarified that numbers on documents do not mean priority order, but are reference numbers.
- viii. During the budget reduction exercises we have every intent of going through with approved promotions.
- ix. The State Building Commission will be reviewing the Systems Capital Budget priorities. Ross and Hawks renovations are on the list and things are looking good for approval.
- x. Swenson is continuing to progress.
- xi. Barstow will re-open this summer.
- xii. Hanson asked if any of the unions are looking at any work stoppage. Fennessey and Reinertsen mentioned that there are not any plans at this point.
- xiii. Open Forum regarding budget – Wednesday, March 16th at noon. Senate requested that forums continue as information is made available.

II. Provost's Report

- a. See report above.

III. Faculty Senate Chair Report

- a. No report

IV. Old Business

- a. Discussion and Approval of February 14th meeting minutes (action item)
 - i. Fanning motion. Holm second. Approved.
- b. Reports:
 - i. Legislative committee report
 1. Nothing to report.

- ii. Personnel/compensation committee report
 - 1. Kreuser reported. Group has met once to look at promotion requests. The deadline was extended until March 11th. There has been difficulty in scheduling the group meetings, but the plan is get materials out as soon as possible. There is a meeting this Friday to get started.
 - 2. Fanning reported that email went out about Rolling Appointments, but it didn't seem to go to all people that would qualify. Kreuser mentioned that HR had said they would notify everyone. Fennessey will follow up with HR about the list of people it went out to as it does not appear to include all people that would be eligible – should this have been a call out to all campus?
 - 3. Bird brought up concerns that were related to her regarding the promotion paperwork and the number of people that have to write letters of support. Committee will take this into consideration when reviewing the process.
- iii. Mentoring sub-committee report
 - 1. Holm asked about if this applies for people who are ad hoc or short term. Fanning and Bird responded yes and that we will work to get the mentor some tips for working with varying positions.
 - 2. Bird and Fanning will be meeting with committee to talk about items we will work on with the committee and also set more mentor training dates.
- iv. AS rep report
 - 1. Dahlvang sent out information after our last meeting. This information was included in the February meeting minutes.
 - 2. Fanning asked if we could invite Faith Hensrud into our next meeting to talk more about ad hoc and instructional academic staff to learn more about the positions and how contracts are done. Fennessey will invite Hensrud.
 - 3.
- v. Campus Climate Survey
 - 1. Fanning reported. Survey is completed. We had about 28% completion.
 - 2. Reinertsen brought up that it would be nice to cover some general concerns as well as harassment and racial issues. Could we do a quick survey with campus on things like parking, what is good about campus, what could be improved, etc. Kreuser mentioned maybe we could use Qualtrix to do this. Need to look at what level of IRB approval we may need.
- vi. Senate Chair report
 - 1. Fennessey reported. We had discussed the telecommuting policy. Interim Provost Hensrud is behind this policy. There are some concerns from HR and Risk Management. Holm will look into a company that has one that we could use as a resource. Dahlvang also included information about such policies in information she received from the AS Reps. Holm will follow up with Dahlvang about what campuses would have a policy that might fit our campus.
 - 2. Resolution sent to Governor Walker and President Reilly. Walker email response was read. Reilly also responded, email was read.
 - 3. Fennessey has been meeting with the Chancellor candidates as part of their interview process and had a chance to talk to them. Fanning brought up a concern about the means of how we have to give feedback. There is a concern that the only ones listed are faculty, and some people may not feel comfortable. Fennessey clarified that the Chair said that verbal feedback could be given to any Search and Screen Committee member. Fanning mentioned that it would be nice for that information to go out to campus as that message is not clear. Fennessey will pass this request on.
- vii. CIPT committee updates

1. Fennessey reported. Right now the focus is how we are going to deal with the budget cuts. This will be discussed more under new business.
 2. Planning for re-accreditation process is also taking place.
- viii. Faculty Senate update
1. No report.
- c. Review of upcoming events
- i. Global Awareness Open Forum –April 6th
 - ii. Alternative Spring Break groups have departed around the country – about 40 students
 - iii. Sexual Assault Awareness Month – April – several events taking place
 - iv. Speak Out Superior – April 8th
 - v. Boxes and Walls – April 25-27th
 - vi. Track-o-Rama – March 17th
 - vii. 3rd Grade Mile run – March 31st
 - viii. TAUWP meeting – March 15th at Noon and 2pm
- d. Academic Staff Senate priorities memo up-date
- i. Bird discussed concerns regarding the response about Staff Development and Orientation as well as the Job Security response.
 - ii. Fennessey also voiced concerns regarding the response to Job Security, that the policies are not being followed.
 - iii. Reinertsen suggested working on some policy language to present to Administration in terms of our concerns with Job Security response.
- e. Staff Development Workshop planning
- i. Tu was looking at options for speaker. There is one out of the Twin Cities that can do workshops on Creativity and Listening.
 - ii. We will hold off and not do this over spring break. We will continue discussion over email.
- f. Telecommuting policy consideration
- i. See information above.
- g. Other Old Business
- i. None.

V. New Business

- a. CIPT items
 - i. Prioritized list of initiatives
 - ii. Investment priorities and budget reduction priorities
- b. Vacant Senate seat
 - i. Fennessey reported. This year there are three seats up for election (Fennessey, Fanning, and Kline). In addition, Trisha Skajewski's seat is currently open since her departure from campus.
 - ii. Fennessey will be putting out the call in early April.
 - iii. Group discussed how ties will be resolved if they take place. Reinertsen motions that a re-vote would be done if there is a tie. Kreuser second. Bird suggested an amendment to ask candidates to answer some questions developed by Academic Staff Senate as part of the re-vote. Motion and amendment were not approved.
 - iv. By-Laws subcommittee will meet and come up with some ideas that we can report on at our next meeting.
- c. Global Awareness Definition
 - i. Habig reported. Definition for Global Awareness was sent out. Would like Academic Staff Senate to endorse this definition. There will also be a forum on April 6th to discuss this.
 - ii. Reinertsen suggested that each student graduating from UW-Superior should be required to study abroad in another country, realizing that funding may be an issue. Fanning

mentioned that there are other ways to become globally aware if they are unable to go abroad.

- iii. Reinertsen move to endorse the Global Awareness definition document. Kreuser second. Approved.
- d. Other new business
 - i. Performance Evaluations
 - 1. Fanning requested that we look at our evaluation process. We need to keep in mind that the IA staff may need a separate evaluation than non-instructional academic staff. Right now we are missing things like customer service, team work, organization, administration, etc. Another concern is that HR does not have position descriptions and performance evaluations on record in some cases, not all. Maybe we should be sending in our position descriptions every year with our performance evaluations.
 - 2. Fanning asked if we could include a question regarding suggestions for evaluation changes in our survey we discussed under Climate Survey.
 - ii. By-Laws subcommittee report
 - 1. Kreuser reported. Committee met and will continue to work on issues. Will report at next meeting.
- e. Meeting wrap up and summary
 - i. Nothing to report.

Kreuser motioned to adjourn meeting. Reinertsen second. Meeting adjourned at 12:01pm.

Respectfully submitted,
Jen Bird