

ACADEMIC STAFF SENATE MEETING *MINUTES*

September 28, 2011

MEMBERS PRESENT: Tom Tu, Ryan Kreuser (Chair), Jen Bird (Secretary), Sue Holm, Ray Reinertsen, Lynne Williams, Scott Smith, Angie Hugdahl

MEMBERS ABSENT: Jenice Meyer

GUESTS: Steve Rosenberg, Faith Hensrud

Meeting called to order at by Chair at 11:07am.

I. Chancellor's Report

- a. Hensrud reported. There are three Administrative positions we are filling: Provost, Dean of Faculties (this is being split from the Provost), and Assistant Vice Chancellor for Enrollment Management. Cabinet is looking at these positions and deciding on position descriptions and responsibilities. It was decided that we do need the Assistant VC for Enrollment Management, but are still working on what all responsibilities will fall to this position.
- b. Inclusive Excellence Task Force still continues to do its work. The Climate Survey took place last semester. Sue Rankin will be coming to campus on October 14th to facilitate discussions regarding the results. The Inclusive Excellence Task Force will also be looking at the results and working on recommendations.
- c. The results of the Equity Score card are also being looked at and discussions for action are taking place.
- d. Growth Agenda is still a focus for us. Although funding has been cut, we are still focusing very much on this initiative since our focus is primarily on retention not on growth of student population. We did find that we were down 1% for 10th day numbers (Distance Learning is counted in that). This decrease puts us down a total of 2% in relation to our goals. We are still having a decline in enrollment overall even with the increase in Distance Learning students. Freshmen decreased 8% and Transfers by 11%. Graduate programs showed a 9% decrease. Reinertsen asked if it is system wide or if it is just us. Hensrud reported that it is not system wide, but some are declining and some are increasing. There is a wide range. Education programs overall are decreasing.

II. Provost's Report

- a. Hensrud reported. Discussed CIPT meeting (see below under CIPT report).
- b. HLC self study process is taking place. We had a kick-off event during Welcome Week, 118 faculty and staff attended. Great way to kick-off what it is all about and what the criteria are all about. Visit will be March 4-6th of 2013 and will include involvement and participation of faculty, staff and students.
- c. Title III Grant proposal is being written. It will focus on retention, advising, and High Impact Practices (HIPs). Rhoda Robinson is the secondary writer. Bill Campbell is a consultant from UW-River Falls and will be our primary grant writer. We are moving forward with this proposal. It will be due sometime in the spring 2012. There are some other opportunities for grants coming up through the Systems large grant process, which we will be submitting for as well. Kreuser asked if we have a document that defines the HIPs. We have: First Year Experience, Senior Year Experience, Academic Service Learning, Undergraduate Research, Writing Across the Curriculum, Global Awareness. HIPs leaders are working to help define what the HIPs specifically. Hensrud suggested looking at George Kuh's work as well as the AAC&U website for more information on HIPs.
- d. Workplace Flexibility document. Hensrud asked who we worked with on creating the document. Kreuser reported that the Academic Staff Senate as a group worked on it. In addition we reviewed policies from four different institutions: UW-LaCrosse, UW-Oshkosh, UW-Eau Claire, and UW-Madison. Hensrud recommended that it would be helpful to work with Human Resources on this. In addition, it would be helpful to have it broken in two pieces: working from

home/other places and flex time. Academic Staff Senate will continue to work on it. Hensrud will discuss this with Peggy Fecker and see what she would recommend for next steps.

III. Faculty Chair's Report

- a. Rosenberg reported. Faculty Senate schedule is available on-line or by requesting it from Rosenberg. Academic Staff Senate Chair can appoint up to two non-voting members to sit in on Faculty Senate. Kreuser noted that Faculty Senate can also appoint two people to sit in on Academic Staff Senate meetings. Rosenberg will try to find someone in addition to himself to attend the meetings. If Academic Staff Senate has anything they would like to be brought up at Faculty Senate, please get information to Rosenberg. Academic Staff Senate will also have a standing place on the Faculty Senate meeting to give a report.
- b. Faculty Senate's Personnel Council is working on faculty personnel templates. Reinertsen asked if this could be done with Academic Staff as well. Kreuser discussed an informational outline put out by ASPRO regarding changes to Hayes Hill so we may have changes taking place structurally.

IV. Old Business

- a. Discussion and Approval of June 8th meeting minutes (action item)
 - i. Reinertsen motion. Smith second. Approved.
- b. Reports
 - i. Legislative
 1. Williams reported. Kaelene Arvidson-Hicks is joining the committee.
 2. UW-Superior is working the System Accountability Report which we use as a legislative piece to give to local
 3. Holm discussed that local representatives have been invited to the McNair poster session and banquet (Thursday, October 6th from 3-5pm). Bob Jauch and Tom Nimsgern will be speaking at the poster session.
 - ii. PCC
 1. Kreuser reported. There is an appeal from last year's promotion process. A new committee of five will be appointed by Kreuser to re-review the process. Kreuser will still be looking for an academic staff member to sit on the (Personnel Compensation Committee) PCC.
 - iii. AS Rep
 1. Williams reported. September meeting in Madison, but will not be able to attend, but will be calling in. Williams will attend in October and should have more information at our next meeting.
 - iv. CIPT
 1. Kreuser reported on the last CIPT meeting. Hensrud and Hanson reported that with cuts last year we were able to cover overages due to having additional funds available. This year, with the renovations and cuts on campus we do not have the excess money this year. Therefore we need to figure out ways to address this issue. Some of the issues we have that need to be addressed are the high numbers of ad hocs and overload payments. There will be a sub-committee of CIPT to look at some of these issues and possible solutions. Rosenberg will be working with Hensrud as well to look at what we've done with academic affairs that has exasperated our problems. Hensrud reported that this is being looked at immediately to hopefully have some resolutions by the end of fall.
 2. Reinertsen mentioned that a large number of Academic Staff are integrated with these concerns and that it would be helpful to have some Academic Staff represented on the committees looking at these issues. Rosenberg mentioned that he felt it would be helpful to have representation, but would need to get approval for sure from the committee.
 3. Kreuser discussed some of our retention issues and asked if we have looked at where specifically we are losing people and why. Hensrud discussed that this is

in the beginning stages of gathering this type of data, but it is in process. Holm asked if this is part of the Title III Grant. Hensrud mentioned that this is

v. Chair

1. Kreuser reported. Need to set meetings for semester. Wednesdays 11-1pm, October 12th, November 9th, December 14th. Rooms will be determined and sent out.

vi. Staff Development

1. Tu reported. We looked into some people last year so we have a couple names on our list to look at. Williams discussed the workshop through Continuing Ed that we had discussed last year on Conflict in Supervision.
2. Reinertsen recommended we look at someone "big" to come to campus to generate excited. Williams suggested we look at our alumni as well.
3. Smith, Tu, and Kreuser will meet to talk about what the charge of the Staff Development Committee will be.
4. Bird will look at where we are at with sending information to new staff from Academic Staff Senate/Mentoring Committee.

vii. Bylaws

1. Kreuser clarified where we are at the in process. Holm will look into what our next step is.

V. New Business

a. Goals

i. Kreuser asked for goals from the group:

1. Smith suggested, Once Monthly Academic Staff Senate newsletter – Smith volunteered to work on the first one.
2. Kreuser suggested, Get personnel flexibilities policy finished.
3. Williams suggested, Staff Development, staff orientation, supervisor training
4. Williams suggested, Staff evaluation and review
5. Reinertsen suggested, Free membership at MWC for faculty and staff
6. Reinertsen suggested,

b. Ray's Survey Results

- i. Tabled. Review results for discussion at next meeting.

c. New Staff lunch

- i. Kreuser asked if we want to do this. Kreuser will speak with A'viands about doing this lunch. Bird will work with Kreuser to get names of new academic staff.

d. Fall Social

- i. Kreuser asked if we want to do a staff social. Members agreed and suggested Thirsty Pagan. Thursday, October 27th 4:30-?

e. Other new business

- i. None at this time.

Smith motioned to adjourn meeting. Tu second. Meeting adjourned at 12:57pm.

Respectfully submitted,
Jen Bird