

Academic Staff Senate Meeting

Tuesday, September 25, 2018 2:00-3:30pm

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

Absent: None

Guests: Chancellor, Jerel, Kat

Call to Order: 2:02pm

Revision to Agenda: May 2018 minutes for review, not December 2018

Approval of Minutes: (Amy/Rob)

Revision to Minutes: None

Report from Chancellor

- Getting ready for the 125th celebration alumni week with various alumni events on campus throughout the week and into the weekend
- Economic impact study: \$41 million given back to the community; talking to business office about purchasing software for data analysis with the intent to have enough information gathered by February
- VC Finance search (Rob's interim position): starting soon
- Looking ahead to hosting Board of Regents next year; Preparations for the meeting already have started by looking at what we will be profiling a year from now and getting things ready to present at the meeting
- 10th day numbers: UWS is up 1% in overall enrollment. Within the UW system, a good portion of the campuses are down in enrollment with UWSP down as much as 7% and the overall college demographic is down in enrollment. UWS is holding in numbers, which is especially good in a rural area. We have a new recruiter who is focusing on the student population in the cities as we are seeing the student population to the north decreasing. As we are looking for areas of growth, transfer numbers are holding steady with 44% of the student population and 28% of students are nontraditional. Though we have a limited budget, we started offering some small scholarships specifically for transfer students to draw in that population.
- Two-year schools being absorbed into the four-year colleges: Challenges include structural deficits, questions about the tenure process for those faculty who were absorbed, trying to build the programs that are now separated between the four year campuses, IT systems, finance structures, facilities, ect. Enrollment numbers are hurting.

Indigenous People's Day Proclamation (Jerel/Kat)

- Introduce Kat to the Senate
- Updates: A year and a half ago the EDI plan was launched on campus. A diversity statement will soon be displayed alongside of the mission statement to have more visibility of our commitment to diversity and inclusive programming. There is a new group on the rise for faculty and staff of color and a diversity certificate has recently been launched. As a campus we are looking to acknowledge the history of Native American students and their culture and educate people about important diversity issues.
- A proclamation has been put forward to recognize Indigenous People's Day on campus on October 8, 2018, and every second Monday in October here forward. October 8, 2018 will see the dedication of the medicine wheel, which is to be used as an interactive learning space, spiritual practice, programming, and to be seen as symbolic of the indigenous community. A Native American dance group also will perform in Thorpe Langely in the evening of Oct 8. Mayor Paine plans to do a city proclamation on the same day recognizing Indigenous People's Day. A statement will be released on Oct. 8 to recognize that UWS is built on indigenous land. Signage also will be placed by the spirit pole and the medicine wheel to explain the cultural significance. All other governance groups on campus have already voted in approval of the Indigenous People's Day Proclamation, and EDI would like

wide-spread support of this. This is the first time Indigenous People's Day has been voted on by governance groups within the UW System.

System Rep Report (Rob)

- Biennial Budget Request: Compensation will be discussed during the December meeting of the BOR. Ray Cross gave an initial recommendation of a 2.5% + 2.5% employee compensation within the next biennium to improve upon employee and talent retention. In order for the compensation plan to be carried out, the state will need to provide more funding to campuses in order to meet that need since there is not enough revenue being generated through tuition alone. There is not a desire to raise tuition costs due to the hope of maintaining affordability in the schools. Cross is willing to make this 2.5% + 2.5% compensation plan a top priority, and state revenue projection will be a key factor in this. Compensation would again most likely be staggered over multiple months, similar to how the 2% + 2% plan was structured. We will have a better feel for how this proposal is legislatively accepted after the December meeting.
- Title and Total Compensation Project: In collaboration with UW teams, there is a focus on the market for employees and benefits (e.g. tuition benefits being advocated to support both students and employees). We have a UW system rep on the committee and our HR team also has some say in the process.
 - Development of job descriptions: There is discussion about being more inclusive with the details in the position descriptions rather than listing a long list of tasks and potential responsibilities of an employee
 - Benefits Preference Survey: There is also discussion about targeted surveys for employees to give feedback about which benefits are most and least important to them in relation to compensation plans.
- Ray Cross is looking to define shared governance between himself and his teams. He has requested a group meeting with the Academic Staff system reps, and he has also requested to meet separately with the Faculty, University, and Student system rep groups to allow them to bring issues to the table and for Ray to request feedback and help to make decisions at the system level in defining those governance roles. There is no meeting scheduled with Cross at this time, but the Senate expressed interest in meeting ahead of time to bring multiple voices into the conversation, especially in regards to compensation, strategic decisions, etc.
- HR personnel files/recruitment (BG Checks): System is looking for feedback about how personnel information is provided to multiple campuses, what should be included in those personnel documents, and what can be removed (e.g. if information is provided to HR but is unfounded, will it stay in the employee's file?). There is also concern about what should be asked during a reference call when hiring new employees. Feedback needs to be provided through the online feedback form by October 5, 2018.

Chair Report, Old Business/Updates (Janie)

- HR Survey Outcome: A high level responses was given with the following suggestions/feedback for improvement: The turnaround time in HR needs to be improved, HR will be looking at ways to use an electronic workflow, conversations with employees will be made private in case the conversation covers any personal information, HR processes need to develop greater consistency, more information will be distributed to help employees learn about benefits, there will be better cross training within HR, and campus will have a better sense for who does what in HR. HR was very receptive to the feedback and is hoping to build a stronger office. 48% of staff responded to the survey.
- Environmental Health and Safety Survey: There were overall good reviews from the survey. 48% of staff responded
- Re-visit Academic Staff Survey – feedback – where to go from here? Feedback was provided to the Senate from our constituency about how to improve the way we measure merit in the performance evaluation process based on the current forms that we are using. A survey was given to academic staff for feedback, and there was ample responses and suggestions. Senate discussed about how to move forward with the survey results. Concerns were made about not having instructional staff on the Senate to give input. Senate plans to create a subcommittee at a future meeting to get a group together that include instructional staff representation. An invitation to the constituency will be sent to attend the next meeting and create the subcommittee.

New Business

- Senator member criteria/Bylaws (Janie)
 - Concerns were brought up to the Chair about the split administrative roles and conflict of interest of a current senate committee member; By Laws do not allow anyone with the VP title to serve on senate if it is a permanent role. However, this current member is within the By Laws since the administrative role is an interim position; Discussion was had about senator participation, and the Senate sees no conflicts in the member remaining on the Senate.
- Indigenous People's Day Proclamation
 - Senate voted for campus to acknowledge and support the Indigenous People's Day Proclamation to be observed annually on the second Monday in October; Vote passes.

Adjourned: 3:33 (Rob/Mike)

Next Meeting: Friday, October 26, 2018 10:00am-12:00pm

Voted on: Indigenous People's Day Proclamation

Results: Passes

Notes submitted by Kristen