

2019-20 Academic Staff Committee (ASC)
MEETING MINUTES
January 15, 2020
1:30 p.m.; CL 735

Members Present: Lynn Niemi (Chair), Sherri Arendt, Lynn Rotter, Jamee Haslam, Patricia Hicks, Anthony Sigismondi (via Skype).

Members Absent: Bao Sengkhammee

Guests: Nicole LaGrow, Pamela Olson, Sarah Bakken

- I. Chair called meeting to order at 1:36pm
- II. Minute recorder for meeting: Sherri Arendt
- III. Approval of minutes of December 4th 2019 meeting
 - a. Motion to approve: Jamee Haslam
 - b. Second: Lynn Niemi
 - c. Minutes approved as written
 - d. Chair will submit minutes to SOFAS for posting
- IV. New Business –Chair asked to amend new business adding c.
 - a. HR Update – Melissa Nash
(See addendum word document attachment)
 - b. Contract policy discussion for IAS – Sherri Arendt
Discussion: Email inquiry from System AS Rep at UW-Oshkosh asking for a system comparison of the contracting of Instructional Academic Staff on each campus. Upon request in December, Melissa Nash (HR) compiled answers to the inquiry and she gave clarification to the ASC
 - c. Request for AS to serve on VC for Student Affairs and Campus Climate
Discussion: Shared Governance has been asked to give Chancellor Van Gruensven a few names to be considered for the Search and Screen for the Vice Chancellor for Student Affairs and Campus Climate. Due to the fact this position supervises eleven direct reports representing areas of campus that have to do with student experience outside of the classroom, many being AS, the committee would like to see that Academic Staff are well represented.
Action: Chair will ask the SOFAS to send out an email call to gauge interest in being considered and ask what any interested AS would bring to the Search and Screen Committee. The Chancellor is looking for members who are advocate for inclusivity, diversity and have a unique knowledge of the student experience.
- V. Old Business
 - a. Provost Academic Affairs Strategic Plan – Lynn Niemi
Discussion: Provost AA Strategic Plan is bound to have updates based on the recent announcement of changes and newly added positions within campus organizational structure. Jamee Haslam has raised the concern of financial literacy with the Provost that the topic needs to be added to the discussion when preparing for GBO & GB Welcome audiences.

- b. Strategic Budgeting Committee Updated (Jamee Haslam and Joe Schoenebeck)
 - Discussion: Jamee Haslam recapped (see report in 1/15/2020 agenda) The four colleges are revenue centers, funds flow into them and those four colleges will pay out to the support centers (areas who don't generate revenue)
 - CECE is a support center and a revenue center receiving dollars from colleges but also a payer of tax on the money that they've earned.
 - Anthony Sigismondi questioned the alternate locations fit into the metrics (pg. 13 of the Haslam notes from the SBC meeting)
 - Another shadow year may be proposed by administration. If AS have questions, please forward to our reps to the SBC Jamee Haslam and Joe Schoenebeck or ask the questions directly of Andy Blier of the Budget Office.

VI. Governance/AS Committee Reports

- a. See addendum page

VII. Other Business

- a. Provost visit
- b. Chair made motion to cancel the January 29th meeting,
 - 1. motion to cancel by Jamee Haslam
 - 2. Second by Pat Hicks
- c. Extend invitation to meet the new CEO UW-Green Bay Sheboygan Campus
- d. Discussion on monthly meetings

VIII. Adjournment

- a. Motion to adjourn: Jamee Haslam
- b. Second: Lynn Rotter
- c. Meeting adjourned at 2:50pm

Next meeting: February 12th, 2020, 1:30pm

Addendum



2020.1 ASC HR
Update.docx

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)
Next meeting 1/31/2020
2. T&TCS Project Team Report (Sherri Arendt)
Report covered by Melissa Nash, HR Expert during monthly visit (see attached HR report)
3. Comp and Workload Committee (Sherri Arendt)
December meeting was cancelled due to holiday, next meeting 1/23/2020, 1:00pm, CL 735
4. Strategic Budgeting Committee (Jamee Haslam and Joe Schoenebeck)

SBC met December 12, 2019. Next meeting is February 12, 2020.

Notes from December 12th meeting:

Andy has been handling a lot of the IBB process and model. Julie Hendrickson was hired and already started as the Budget Director (to replace Dick Anderson).

Committees are outlined at <https://www.uwgb.edu/budget/incentive-based-budget/overview/>

BAC – Budget Allocation Committee

SBC – Strategic Budget Committee

DAWG – Data Analytics Working Group

FAWG – Funding Allocation Work Group (also called Finance and Academics Working Group) - Sheryl and Business and finance staff and others

FAWG is working through information:

- Looking at the Square footage metric
- As colleges have profits – what funds would be reinvested in to that College. And when are those funds a one time and when is it an increase in base funding.

Budget Allocation Committee (BAC)

- Proposed Metrics - this is a Proposed document. Sheryl wants to collect feedback on this at the meeting in February and the BAC is looking to have the SBC approve these proposed metrics...pending feedback.
- A question came up about how staff are counted versus other counts – Staff headcount metric versus staff FTE (Sheryl and Andy indicated that staff are more of a per staff member count not an FTE as to a dollar equivalent...how we calculate student headcount to forecast tuition dollars as an example. In this model we aren't using staff headcount to budget a \$ amount like we use student FTE to budget tuition dollars).

- Andy pointed out the student metrics used vary from what other institutions (it varies widely across the country). BAC looked at what counts are used for accreditation and other things within the industry and recommends using what is outlined – as we need to have the data for other reporting (consistency).
- DAWG is working through defining metrics yet and they are considering the timing of when the metric is taking throughout the year. Example – some measurements are reported elsewhere at certain times of the year...like student FTE (reported by the semester); employee headcount (reported typically in October and March). They are working through this to make things standard and make sure we are getting a realistic picture at the points of time we taking a snapshot.
- Question posed to the SBC from the DAWG and BAC – should the SBC, DAWG, and/or BAC define the metrics. Who defines it and who approves it etc? SBC committee members indicate that the DAWG is working with the data regularly, so it's the expectation that the DAWG provides definitions and their reasoning for the definitions - for other committees to review and provide feedback and questions, etc. Andy and Sheryl will bring that information back to DAWG.
- BAC is scheduling monthly meetings now - so they will meet January, February and March and then see where they are at for moving forward. They will start looking at areas closer within the IBB model and Paula volunteered to have her areas go first.

Sheryl and Mike (Provost) will be meeting to map out processes soon (roles for each committee and flow of information, etc). The February meeting will be a discussion of feedback on the metrics and to review the processes. Sheryl indicated eventually we will need to talk through the need for all committees in 20/21 – do we combine or is a committee no longer needed and at what point does that need to be done.

Dean question – in the metrics discussion can we propose adding a new metric? Example given was one college houses GPS/1st year seminar and that college handles the costs for instruction of all of those courses (which would be in the 65/35 tuition split under IBB....65 college of instruction/35 college of record (major))....can we add another metric specific to GPS/1st year seminar so that a portion of the college of the record funds goes to the college of instruction? Can we look at student headcount in GPS and 1st year seminar and then look at setting a base line of instruction that each college “should” offer and then compare that to what level each college is actually offering (one college is teaching far more of these courses than any of the other colleges is the issue)..the college offering most of the instruction would get the funding to help offset the costs. (so a college not providing any would then have to pay the college that is providing most instruction is how it would work....it would work as a separate metric). This suggestion was noted and will be brought to DAWG/BAC and it was questioned that – if this isn't a metric – is this something that could just be “subsidized”?

The FY21 Budget Survey

- Biggest unknown for a lot of areas is Branch campus expenses as we haven't had a full year with branches yet
- Sheryl mentioned that branch campus budget is tracked separately (using 103). Colleges should have instructional expenses for branches
- Sheryl mentioned UWS will be sending another GPR release for branches (this is the last one...after this....we no longer get help from system for branch campuses). The amount we will get is unknown....figure mentioned was it's about 40% of \$8M (so \$about 3.2million) that will go to receiving institutions for branches. Sheryl said most of that will

probably go to Milwaukee but she should know soon what the figure is that is coming here.

- Side note – Sheryl mentioned there was a meeting in Madison this morning with all campuses regarding budget cuts. Julie went this morning for UWGB (as we aren't anticipating needing to make any cuts so Julie was sent to just listen). Sheryl said many other campuses...almost all other comprehensives are looking at significant cuts. Many campuses have contacted leadership on our campus to ask how we have done it....and some of them are looking to move to the IBB model as well.
- It was asked what we can later..increase tuition? Sheryl indicated UWS has said we cannot increase branch campus tuition rates for the “foreseeable future” ...the only way that will change is if the new President has a different opinion. Seg fees also are different at branch campuses and will remain that way.

Support center members expressed concerns in that once this is “live” if they want to hire....do they need to have Dean approval or not and if we do or if we don't , what will that look like. It was stated that new positions and hiring still has to go through the position review as it stands and that won't change (whether or not Deans are involved in that decision moving forward is up in the air). Andy/Sheryl mentioned it may be that the support center leader would state – this is the level of service that's a minimum and this is what I need to do that, then this is the next level and this is what I need to do that, and so onor it may be the Deans saying to a support center leader..what do you need and the leader stating an amount and it's done.....or something in between...but that is unknown.

5. Master Planning Workgroup (Lynn Niemi)

Parking and Roadways Committee-

- Met on January 6th. Discussed possible increases to parking and user fees could make up the deficits we will be incurring. At this time, no set fee has been established. We did discuss the increase should be the same with students, staff & guests. Budgets need to be submitted so we need to get ideas up to leadership by our next meeting on January 27th.

6. AS Personnel Committee (Pat Hicks)

The University Committee (UC) met December 16, 2019.

Under discussion:

- Criteria for granting faculty status to Lecturers, such as:
 - Years of service
 - Strong performance evaluations
 - Service to academic departments, committees, and/or the community.
- Securing pay increases and greater job security for Lecturers.
 - Policies
 - Procedures
- Ways to evaluate the teaching of Associate Lecturers. Associate Lecturers are individuals who have a one-semester teaching appointment that consists entirely of semester-long credit courses.

7. AS Professional Development Allocations Committee (Bao Sengkhammee)

Budget is \$9,000 beginning balance

-\$8,911.55 amount expended

\$88.45 remaining amount

or

2019 - 20 Academic Staff have been awarded funds so far

(No report)

8. AS Professional Development Programming Committee (Lynn Rotter)

Discussion on the trainings by University Police that were offered jointly by the ASC and US committees

9. Leadership & Involvement Committee (Jamee Haslam)

- Committee will be meeting this month to finalize the AS Interest Survey. All AS should monitor email for the survey to come out later in January.