

## Academic Staff Assembly Minutes –December 4th 2018

### Christie Theatre

#### 1. Call Assembly to Order and Welcome

With approximately 40 people in attendance in the room and from the branches using Skype for Business, Academic Staff Committee Chair Jamee Haslem called the Assembly to order at 3:04 p.m. Minute taker was appointed as Sherri Arendt, ASC Committee Vice-Chair. The Chair introduced the meeting agenda. She then introduced his fellow Academic Staff Committee members in attendance – Sherri Arendt, Lynn Niemi, Eric Craver, Jan Malchow, Bao Sengkhammee, and Parker Nadeau. Jamee then asked for approval of the meeting's agenda; so moved by Lynn Niemi, seconded by Jan Malchow, and passed by a voice vote. She reminded the Assembly that Academic Staff Excellence Nominees (solicited by System) are due to Lynn Niemi by December 19<sup>th</sup> and that interested parties willing to serve on the Provost search can submit their names to the ASC prior to tomorrow's, December 4<sup>th</sup>, ASC meeting for consideration. With the housekeeping completed, Jamee introduced Provost Davis for his remarks to the Assembly.

#### 2. Provost's Report

Provost Davis listed new programs that will go to Board of Regents in February for approval. Strategic Planning Initiative with enrollments listed as top priority. Chancellor Miller's retreat for administration held recently focused on strategies for the branch campuses and the types of programs to hold at each. Provost Davis is awaiting the document from Chancellor Miller to create more specific plans for all campuses. The Higher Learning Commission held meetings in Madison this week and Provost Davis voiced his satisfaction and expectations for a positive report from HLC and "the blessing" to be given to the reorganization. Because of this re-org the HLC has expedited the next visit which will be held 3 years (to include all four campuses) and the Assembly should be ready to be asked to serve starting this summer. The Provost next spoke to the UWGB structural deficit expected to be \$2.5-3 million for which we have coverage from System in some manner for FY 19 and FY 20. The Provost thanked those in attendance for all that was done these last two years to erase budget issues. Huron Consulting is working on creating the budgeting mechanism going forward for our campuses. On State Budget news, the Board of Regents will be considering a 3% & 3% increase during the next biennium. The Provost took questions from the Assembly.

#### 3. Associate Provost's Report

Associate Provost Clif Ganyard started his Project Coastal update by thanking those in the crowd who had served on Project Coastal working groups and those who continue to serve on the updated groups going forward. Much of the work has been normalized into the daily work of the departments. Yet a lot of work continues to go on as these groups meet to determine how to integrate curriculum and not duplicate courses, how to align the associates degree, transition from PRISM to SIS, Human Resources aligns titling and compensation, the update of handbooks

by governance groups were given as examples. The ever changing budget numbers with regard to the branch campuses and how System has determined how funds were to be distributed to receiving institutions has changed from a percentage to the head counts at each campus. The structural deficit will go up with the merger but our finance department expects some funding from the state. It is imperative that we find creative ways to provide support on the branch campuses with not much cost or more funding. AP Ganyard said that the communication plan has been moved to the Deans and CEOs and they have been charged with coming up with marketing and communication strategies. These next steps will include developing cohesive strategies at the branch campuses involving conversations with the communities with regard to programming at those campuses. AV Provost took questions from the Assembly.

4. New Business/Discussion

Jena Richter Landers spoke to changes to the AS Professional Development Allocations Charge and changes to the AS Professional Development Allocations Guidelines for Use of Professional Development Allocation Funds. Lynn Niemi moved to approve the changes, seconded by Eric Craver. When prompted, there were no questions.

AS Chair entertained a motion to approve the AS Professional Development Allocations Charge changes (page 2 meeting agenda)

The motion was approved 34-0-1.

AS Chair entertained a motion to approve changes to the AS Professional Development Allocations Guidelines for Use of Professional Development Allocation Funds (pages 3-4 meeting agenda)

The motion was approved 34-0-1

AS Chair Jamee Haslem asked the Assembly to reach out to ASC members, attend a meeting of the ASC and reviewed future agenda items and asked for any issues to be put forward for consideration by the ASC in the spring.

5. SOFAS Report (Holly Keener, SOFAS Ottoman) Holly gave a Project Coastal –governance update and stated that the Faculty Senate will vote on their resolution next Wednesday 12.12.18 and the USC will vote on their changes during their Spring Assembly on 1/29/19. Please see the resolutions below

**Resolution to Continue the “Shared Governance Transition Year” for the Branch Campuses through the 2020-21 Academic Year**

**WHEREAS**, the former two-year campuses at UW-Marquette, UW-Manitowoc, and UW-Sheboygan joined UW-Green Bay (four campuses, one university) on 1 July 2018, and

**WHEREAS**, after one year of the four campus, one university model, those campuses have expressed their desire for guaranteed representation in shared governance in the Faculty Senate and University Committee,

**THEREFORE, be it resolved** that each of the three Branch Campuses shall elect one faculty member from their respective campuses to serve on the Faculty Senate through the 2020-2021 academic year, and

**Be it resolved** that one of those three Branch Campus faculty members elected to serve on Faculty Senate shall be also be selected to serve on the University Committee through the 2020-2021 academic year, and

**Be it resolved** that one faculty member from among the three Branch Campuses shall be elected to serve on the Committee on Committees and Nominations through the 2020-2021 academic year.

**Faculty Senate New Business 5b 12/12/2018**

<b>University Staff Governance Bylaws Restructuring Committee - Proposed Changes</b>	
	Clarify responsibilities for Officers, members of committees and charges of committees
	<u>USC</u> – was 7 members / increase to 9 and changed our terms to 3 years (from 2) so that we’re electing 3 members each year. Improved the staggering of terms.
	<u>Election Committee</u> – added a requirement that at least one member of the 3 member committee is from a branch campus.
	<u>Personnel Committee</u> – was 5 members / increased to 7 and added the requirement that there will be at least <b>one member from each of the three branch campuses.</b>
	<u>Prof. Development Committee</u> - was 5 members / increased to 7 and added the requirement that there will be at least <b>one member from a branch campuses.</b>
	Personnel Committee – we also worked with Christopher Paquet and Human Resources to clarify the role that our personnel committee can play in the grievance process. Christopher has committed to providing training for our Personnel Committee members so that they know how and when they can help our employees in this process.

6. Human Resources Report (Melissa Nash, Human Resource)

Melissa gave updates on the Total & Title Compensation project and referred the Assembly to the System website and the HR Connect tab for updated information. UW-Green Bay was assigned the job families for those within the Library and Athletics. This work is being done by AS within those departments.

AS are encouraged to take the Benefits Preference Survey by December 14<sup>th</sup>. Melissa gave an update on Project Coastal during this transitional year and stated that Human Resources has been keeping a presence on the branch campuses. Employees will be rolled into departments as of July 2019. Performance evaluation dates at the branches are to be aligned with the GB campus schedules moving forward. Instructional AS contract determination is a moving part as curriculum is determined and aligned with the main campus. Compensation Adjustments-Performance-Based Funding and Pay Plan was addressed. Determination for the use of this Performance Based Funding was at the discretion of the Chancellor. The determination of employees who were to receive merit increases was at the discretion of the Vice Chancellors and Department Directors. 127 Academic Staff & Limited appointments received merit based funding. Note—the pay plan is not influenced by the merit based funding.

7. AS Committee Reports were attached to the meeting agenda

Adjournment at 4:25pm

Respectfully submitted,

Sherri Arendt

Approved by ASC 12/19/18