

**2019-20 Academic Staff Committee
MEETING AGENDA
January 15, 2020
1:30 p.m.; CL 735**

- I. Call meeting to order
- II. Determine minute taker for meeting
- III. Approval of minutes
 - a. Minutes from December 4, 2019 meeting
- IV. New Business
 - a. HR Update – Melissa Nash
 - b. Contract policy discussion for IAS – Sherri Arendt
- V. Old Business
 - a. Provost Academic Affairs Strategic Plan – Lynn Niemi
 - b. Strategic Budgeting Committee Updated (Jamee Haslam and Joe Schoenebeck)
- VI. Governance/AS Committee Reports – see attached for updates
- VII. Other Business/items for next meeting (January 29, 2020)
- VIII. Adjourn

Governance /AS Committee Reports

1. UWS System Rep (Sherri Arendt)
2. T&TCS Project Team Report (Sherri Arendt)
3. Comp and Workload Committee (Sherri Arendt)
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)

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

8. AS Professional Development Programming Committee (Lynn Rotter)

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.