

Academic Staff Committee Meeting
Meeting Minutes
October 25, 2017

ASC Members Present: Eric Craver, Lynn Niemi, Jamee Haslam, Joe Schoenebeck, Jan Malchow, Amy Bartelme
Guests: Dr. Greg Davis (Provost), Melissa Nash (HR), Kerry Winkler (Outreach), Laura Nolan (Outreach), Meagan Strehlow (Outreach), Teri Zuege-Halvorsen (Outreach), Michael Casbourne (Trio & Precollege)

Next meeting: Wednesday, November 8, 2017 1:30 pm CL 735

- I. Call to Order at 1:30PM
- II. Approval of Meeting Agenda
 - A. Additions to Agenda under New Business:
 - i. Jan motioned to approve amended Agenda; Lynn 2nd
 - ii. all members were in favor of approval
- III. Approval of minutes from October 11, 2017 meeting
 - A. Lynn motioned to approve; Amy 2nd
 - B. All members approved
- IV. HR Update with Melissa Nash
 - A. AS members, job titles of employees at UW Marinette, UW Sheboygan, and UW Manitowoc
 - a. List provided does not include Colleges employees located in Madison, list was pulled from HRS of those with these specific locations. Unsure if any instructional AS have split appointments.
 - i. UW Manitowoc
 1. 11 Instructional Academic Staff
 2. 7 non instructional AS
 - ii. UW Marinette
 1. 25 Instructional AS
 2. 7 non instructional AS
 - iii. UW Sheboygan
 1. 25 Instructional AS
 2. 10 non instructional AS
 - b. Contract years of service language from HR in Employee Handbook
 - a. Sentence was added to provide an explanation of how years of services has been determined (nothing has changed at all)
 - b. Nothing for ASC to approve – just for informational and discussion purposes.

Melissa's HR update:

Academic Staff Committee HR Update

- **Title and Total Compensation Study**: HR staff are meeting with area and divisional leaders to discuss the draft job family/sub family structure and how our campus positions fit into this structure. As a next step, the HR Project Team has begun the review of job levels and will be working with the advisory council and planning team to continue this discussion as we move through phase 2.
- **Employee Handbook**: Handbook acknowledgements should be completed and submitted to HR if they have not already been.
 - Discussion about updated contract language/years of service? Waiting on ASC feedback before finalizing updated version.
- **Policy updates (informational only)**:
 - **Published**

- Moving Expense Reimbursements
 - **In the Works:**
 - Compensation and Pay Plan Policy- updates underway
 - Alcohol and Other Drugs Policy
 - Revisions to Recruitment and Hiring – with leadership to finalize
 - Revisions to the Workplace Conduct Policy
- **Annual Benefits Enrollment** period is October 2 to 27, 2017
 - **Open Labs** throughout ABE
- **UW System Restructure**
 - UW System website posts FAQs. Also has an area for you to submit questions/feedback about the restructure
 - Employee data for ASC.

New Employees:

- **Director of Athletics** Athletics: Incumbent – Mary Ellen Gillespie – Charles Guthrie will start on 11/6/2017
- **Executive Director of the Weidner Center** Weidner Center: Incumbent – Kate Green – Waiting for official announcement – will start on 10/31/17
- **Assistant Director for Multimedia Services** Athletics: Incumbent – Justin Helm – Cameo Jastrow started on 10/19/2017
- **Graphic Designer (temporary through 6/30/18)** Marketing and University Communications: Incumbent – Sarah Tonner – Kate Kilian will start on 11/1/2017

Positions Being Recruited:

- **Assistant Vice Chancellor of Enrollment Services** Enrollment Services: Incumbent – Christina Trombley
- **Coordinator of Institutional Research** Institutional Research and Assessment: Incumbent – Debbie Furlong
- **Area Coordinator** Residence Life: Incumbent – Julianne Crayton
- **Enrollment Services Front Desk Advisor** GBOSS: Incumbent – Hannah Fameree
- **Associate Researcher – Aquaculture (one-year appointment)** Natural and Applied Sciences: Incumbent – none
- **Director of Student Life** Student Life: Incumbent – Lisa Tetzloff

V. Old Business

A. Provost Greg Davis

a. UW Colleges merger

- i. Formal decision has yet to come from UWS BOR
- ii. Chancellor phone conference last week with Ray Cross
 - i. Money budgeted previously to 2 year campuses will go to corresponding 4 year campuses effective 7/1/2018
 - ii. A lot of unknowns – some examples
 1. Some faculty at 2 year campuses have split appointments, so unsure how that will work once UWGB employees if split appointment will continue or not
 2. UW Colleges online and central processing – it's believed to be that these employees will become UW System employees, but this has not been confirmed
 3. Reserves/fund balances with colleges total ~\$23 million – unknown what will happen with funds

- 4. Structural deficit (operational deficit) total ~\$8 million – unknown if 4 year campuses will inherit or not.
 - 5. 2 year campus buildings are owned/maintained by the counties they are located in
 - 6. Ray Cross
 - a. May not have everything figured out by 7/1/18
 - b. Will be stressful but be patient
 - iii. UWGB Leadership is planning and believes that UWGB will gain 3 campuses
 - iv. Leadership will be coordinating visits with UW Colleges Chancellor and UWGB Leadership at each of the 2 year campuses with having informational sessions with faculty, staff and students.
 - v. Project Coastal lead by Clif Ganyard and a Steering Committee is in process.
 - vi. More updates as information is known – Clif Ganyard likely will host informational sessions on campus as the process moves forward
- b. Budget:
- i. Sheryl and Greg tasked with ~\$600,000 budget reduction for Fiscal year ending 2019.
 - ii. This reduction is due to not meeting the full \$2 million cut this fiscal year.
 - iii. No formal decision has been made yet
 - iv. At this time Sheryl and Greg plan to propose that we do not undergo the budget cut at this time due to:
 - i. We increased enrollment this last year
 - ii. Budget cut is the equivalent of ~ 88 FTE (students) so another increase in enrollment for next year will make up the difference
 - iii. Colleges merger – unknown personnel needs; no idea of combined budget
 - iv. If their proposal is granted they will need to present a contingency reduction plan – which the timeframe would put us to September 2018 for possible cuts in FY 2020
 - v. FAWG – Steering Committee comprised of Greg, Sheryl, Dick, SuAnn, Clif, Matt.

B. UWS BOR Policy 6-4

- a. Do we want to draft our own statement against the policy to submit to BOR or do we want to sign on to faculty senate?
 - i. Committee members in agreement on drafting own
 - ii. Jamee and Joe will work to ready policy and put together initial draft to have reviewed, discussed at Nov 8th meeting

C. Driver Authorization – Personal use of vehicle for University Business

- a. If traveling on University business and in an accident – personal insurance policy provides initial coverage, and then the University coverage would kick in based on their policy requirements.
- b. Check with personal auto insurance to make sure your own policy gets you to the University minimums as there may be a gap (example used – if employee has the state

minimum coverage which is \$50K and the University's requirements are 150/300 – then the individual's insurance covers up to that policy limit (50 K) and then University's coverage wouldn't start until 150K – so there is a gap)

- c. Does your insurance require business related add on if using your personal vehicle for University business – check with your insurance agency
- d. Eric is asking Melissa (HR) for specifics to discuss at Nov 22 meeting
- e. Jan provided College of Health, Education and Social Welfare's policy dated Oct 4, 2017 to committee members

VI. Department/Committee Reports

A. UWS System Rep (Eric)

1. Next meeting October 27th – Eric cannot attend

B. UC (Eric)

- a. Last meeting was 10/18/17
 - i. Provost Davis
 1. Dean of College of Arts, Humanities and Social Sciences
 2. UW Colleges Merger
 3. Remissioning
 - b. Online programs
 - i. Course sections are saved until 2 weeks prior to term start
 - ii. Gathering information yet to make decision – Senate, Admissions, Registrar working on
 - c. Early Alert
 - d. Technology strategies
 - e. Interdisciplinarity
 - i. Faculty Senate may remove the requirement for students to have one interdisciplinary component to their degree (major/minor)
- C. Faculty Senate (Jamee)
 - i. Sent request to other ASC members to attend a senate meeting, Jamee will cover remaining
 - ii. October 11, 2017 Senate Meeting notes were emailed to ASC members (See below)

Early Alert – Denise Bartell (Darryl Renier with Academic Advising)

- Power Point attached
- Pilot period. Share feedback with Denise
- Started this semester – closed 10/11/17
- Many faculty asked why it was never brought to Senate for input or vote before implementation. Denise addressed
 - A lot of faculty asked questions. It was brought up that it needs to be on a future agenda to discuss and vote. And discuss why it wasn't brought to senate before implementation and the process, etc. Sounds like it will be on the November or December agenda

Greg Davis

- Greg and Clif both said – HLC visit went “extremely well”. Greg indicated that reviewers commented constantly about what a positive environment we have given the cuts and climate we have been in and face.
 - Phoenix Club on Friday for a campus celebration
 - Faculty asked if they will be allowed to view the final report – Clif indicated that he hopes to publish it online for all to see (2007 final was published); however Chancellor Miller will decide if that is possible or not
- Enrollment over all increased by 128 (1.8% increase from 16/17 to 17/18); undergrad is 101 students (1.5% increase); new freshman 104 students (11.9% increase)

- Outcomes based funding was vetoed from state budget by governor with a note to find a different method to allocate funds
 - Jim Henderson at System has a committee and looks like there will be several parameters that can be weighted differently at each campus to get to 1 (so campuses could have 0 in a category and higher measures in separate categories)
 - Unknown of timing but their next meeting is 10/31 and then he should know more
- Teaching workload – 1/1/18 plan and implementation
 - System will have a website to where each faculty member’s teaching contribution will be indicated (public)
 - Unsure if this is showing credit hours, contact hours or what will be used
 - Greg expressed opposition to it as it will not address any research, service, scholar or advising hours at all – it is strictly teaching contributions
- Low enrollment program policy – still in review – looking at enrollment within programs
- Regent policy 6-4 will require modification of position descriptions moving forward which is being worked out
- UW System Merger
 - UWGB Leadership found out on conference call at 9 am with BOR
 - It is a proposal that will be voted on at Nov 9th BOR with eff date of 7/1/18
 - UWGB gain Marinette, Manitowoc, Sheboygan campuses as satellite campuses
 - More questions than answers at this point
 - Christine Vandenhouten and Holly Keener talked about the conference call at 1 pm on 10/11 that covered the following:
 - Tuition differential will remain (it was stated for how long so it may be temporary) – so 2 year tuition will stay the same at 2 year campuses
 - Faculty at 2 year will keep tenure and years of service and become UWGB employees; unsure which departments as right now 2 year campuses do not have specified departments at each campus (working that out)
 - Staff will keep years of service and become UWGB employees
 - Looking to align coursework at 2 years campuses with the 4 year campus (basically will have same course and coursework – ease of transfer for student; plus may have students taking gen eds at 2 year campuses to save on tuition if tuition stays lower for courses through the 2 year campuses)
 - It was mentioned that the funding for the 2 year campuses would now go to the 4 year campus
 - Many unknowns
 - FAQ was linked in email sent
 - Greg/Sheryl did say enrollment has significantly declined at 2 year campuses (some by 20-30%) so that is likely one reason for the merger.
 - Unsure what affect this will have on 4 year campus budgets
 - It was mentioned that workload for faculty at 2 year campuses is 24 credits (teaching load is mandated at 4:4)
 - Many suggested to Greg and Sheryl to have listening sessions and informational sessions for all (students, staff and faculty) to keep everyone updated on how this plays out and have Q&A.

Other items

- Senate drafted text in opposition of Regent policy 6-4
- Mechanical Engineering is moving forward – Senate passed; UW BOR meeting in December
 - Most recent issues with this is they have gone through 2-3 rounds of NOIs from other campuses.
 - Madison is against as they state they can serve the entire state’s engineering needs they just need more resources
 - Milwaukee indicated it will get approved so they want to help and collaborate (positive)
 - Platteville is against and they likely will get a rebuttal to the NOI response submitted earlier this week
 - Seems that there is support for this at the legislative and system level so John Katers says it looks positive but they have had a lot of “hurdles”
 - Trying to get it at the BOR in December to hopefully get approval and get in the catalog in February

- MS Integrated Health & Nutrition –Senate approved. BOR December.
- D. Title & Total Comp (Jan/ Steve Newton) – another meeting scheduled, update later
 - E. Personnel Committee (Lynn)
 - a. Met in mid October
 - b. Elected Chair
 - c. Lynn following up with Holly regarding committee charge language changes that will come to ASC
 - d. Meeting again in spring
 - F. Professional Development Allocations Committee (Joe) – no update at this time
 - G. Professional Development Programming Committee (Jan)
 - i. Met on 10/24. Committee will attend Nov 22nd ASC meeting to present schedule of events
 - I. Leadership and Involvement Committee (Amy) – no update
- VII. New Business
- A. Call for nominations for UWS AS Excellence Awards
 - i. Amy is collecting documents and will bring to Nov 8th meeting
 - ii. Plan to send top 3 forward to Clif Ganyard to meet 11/15 deadline. Information then goes to Provost Davis to select final and forward to UWS.
 - B. December Assembly – discuss at Nov 8th meeting
 - C. Changing to monthly meetings or maintain bi-weekly – discuss at next meeting Nov 8th
- VIII. Other business/items for next meeting
- A. Steve SOFAs
 - i. Other campuses and the way they treat “limited” employees
 - B. Review UWS AS Excellence nominations (Amy will bring)
 - C. UWS BOR Policy 6-4
 - i. Review and finalize statement (draft done by Joe/Jamee)
 - D. December Assembly Agenda and Goals
 - E. Discuss ASC meetings – continue biweekly or discuss monthly
- IX. Next regular meeting: November 8, 2017 1:30 pm CL 735
- X. Adjourn 2:45 pm
- A. 1st motion to adjourn by Joe; 2nd by Jan

APPROVED: November 8, 2017