

Academic Staff Council Minutes 2012 to 2013

Minutes

Full Academic Staff Council

Tuesday May 21, 2013

1:30 P.M. to 3:00 P.M.

126 Wing Technology

1. Call to Order: Meeting was called to order at 2:37 P.M.

Present: Patrick Barlow, Aaron Koepke, Andrea Higgins, Scott Stine, Pat Markos, Sheila Wirkus, Brenda Leahy, Tracy Noyes, Cari Mathwig-Ramseier, Sara Tienhaara

Absent: Joshua Rybaski, Jason Bertrand

2. Approval of Minutes for April 23, 2013 and May 7, 2013: Aaron Koepke made a motion to approve minutes from April 23rd and May 7th; seconded by Scott Stine. All in favor.

3. Dismissal Language Update: JOKER has not approved UPS; therefore dismissal language approval has been put on hold. Patrick Barlow would like to sent letter to Joe Gow. Council members may ask to see it.

4. Excellence Award Update: The winner has been chosen and notified. Patrick Barlow has sent letter to the winner and the other nominees. Cari would like copies of the letters. The Fall Kick-Off will be held September 16, 2013.

5. Election Results: Welcome new members: The ASC welcomed 2 new Council members: Sara Tienhaara, Residence Life, and Cari Mathwig-Ramseier, Academic Technology Services. Andrea Higgins was re-elected to the Council. Each member will serve a 3-year term.

6. Farewell to members leaving: Tracy Noyes and Brenda Leahy have fulfilled their terms on the Council and will be leaving. Each was given a certificate for their service.

7. Old Business:

- a. Leadership Conference: The Staff Leadership Conference will be held on July 25 and 26 in Madison. Patrick Barlow review the program calendar. There is enough money in the budget for 4 attendees. Some members expressed an interest. Absent members will be contacted to see if they are interested. We will also contact committee members.

8. New Business:

- Discussed the latest ASPRO Newsletter
- There will be an executive meeting on June 4, 2013. The Council needs to elect new leadership.
- Discussed the name change from Classified to Academic staff.
- Andrea Higgins discussed the LEAP Conference
- Aaron Koepke discussed the JPB meeting: Freshmen deposits, transfer deposits, graduation fee, and tuition freeze. JPB will not meet again until August/September.

9. Adjournment: Brenda Leahy made a motion to adjourn the meeting at 2:35.

Seconded by Tracy Noyes.

Next Full Council Meeting: June 11, 2013
126 Wing Technology
1:30 P.M. to 3:00 P.M.

MINUTES

Full Academic Staff Council
Tuesday May 7, 2013
1:30 P.M. to 3:00 P.M.
328 Cartwright

1. Call to Order: Meeting called to order at 1:37 PM
Present: Patrick Barlow, Aaron Koepke, Scott Stine, Andrea Higgins, Joshua Rybaski, Jason Bertrand, Florence Aliesch, Pat Markos, Sheila Wirkus
2. Approval of Minutes for April 23, 2013: Will approve at next full council meeting.
3. Nobacco 13 Discussion:
 - Student government voted in favor of Nobacco 13
 - Classified staff voted unanimously against Nobacco 13 – 11-0.
 - Faculty Senate have not yet voted
 - Florence Aliesch made a motion that the ASC vote to approve Nobacco 13. Seconded by Joshua Rybaski. Discussion followed concerning the ASC memo to the Chancellor listing the Council's points in favor of the smoking ban and those points not in favor of the smoking ban. Pat Markos reviewed this list. Joshua Rybaski will prepare it for the Chancellor.
 - Aaron Koepke made a motion to amend the policy, removing the punitive measures for the staff. Motion to amend was seconded by Andrea Higgins. All Council members voted verbally on the amendment. 9 ayes, 0 nays, 0 abstention. Council then voted in favor of the amended version, by majority, 8 ayes, 0 nays, 1 abstention
4. Excellence Award Update: None
5. Elections Update: Friday May 10, 2013 is the deadline for voting on council membership.
- 6 Old Business:
 - Andrea Higgins gave an update on the Madison meeting for Academic Staff Representatives. The Leadership Conference will be held in Madison on July 25 and 26. She discussed the schedule and presented the agenda to the Council.
 - Aaron Koepke gave a review of the last Joint Planning & Budget meeting.
7. New Business: The May 14th Full Council meeting tentatively reschedules for May 21st, 1:30 in

126 Wing. Needs to be confirmed.

10. Adjournment: Meeting adjourned at 2:20PM.

Next Full Council Meeting: May 21, 2013 (Tentative)
Location: 126 Wing

1:30 P.M. to 3:00 P.M.

Academic Staff Special Full Council Meeting
Tuesday April 23, 2013
2:00 P.M. to 3:00 P.M.
126 Wing Technology

Minutes

I. Call to Order. Meeting was called to order at 2:04 P.M.

Present: Patrick Barlow, Pat Markos, Jason Bertrand, Scott Stine, Brenda Leahy, Joshua Rybaski, Tracy Noyes, Aaron Koepke, Andrea Higgins.

Absent: Florence Aliesch and Sheila Wirkus

II. Approval of Minutes for April 9, 2013. Joshua Rybaski made a motion to approve the minutes for April 9, 2013. Seconded by Scott Stine. All in favor. Minutes approved.

III. Tobacco Policy:

- Students voted on April 16.
- HSC Tobacco-free July 1, 2013
- Classified staff and Faculty need to review
- Floor was opened to a discussion of the policy
- Pat Markos and Joshua Rybaski will draft a document recording the Council's viewpoint of the "NoBacco" policy and email it to the Council. It may be used in the future to inform the Chancellor of the Council's position on this policy.

IV. Election Updates

- Excellence Award: Council received materials from one nominee. Still waiting for materials from two other nominees.
- Academic Staff Council: Patrick Barlow asked the Council to talk to staff who might be interested in positions
- We need to look at the Reporting areas.

V. Dismissal Language – UWL 11.11:

- Patrick Barlow sent out document and received input
- Need to create Impartial Hearing Policy
- Waiting to hear from Hearing Committee and HR

VI. Operational Policy on Performance Management

- Discussed new internal policy for employee evaluations
- Patrick Will email Performance Appraisal document to Council

VII. Old Business: None

VIII. New Business:

- Joshua Rybaski discussed Web Advisory
- Aaron Koepke discussed JPB meeting. Next meeting will be an update on Reserve Balances

IX. Adjournment: Meeting adjourned at 3:08 P.M.

Next Full Council Meeting: May 14, 2013

126 Wing Technology

1:30P.M. to 3:00P.M.

Academic Staff Full Council Meeting
Tuesday April 9, 2013
1:30 P.M. to 3:00 P.M.
126 Wing Technology

Minutes

I. Call to Order: Meeting was called to order at 1:37 P.M.

Present: Patrick Barlow, Pat Markos, Aaron Koepke, Sheila Wirkus, Jason Bertrand, Brenda Leahy, Joshua Rybaski, Florence Aliesch, Scott Stine, Andrea Higgins (late)

Guest: Betsy Morgan

II. Approval of Minutes for March 12, 2013. Joshua Rybaski made a motion to approve the minutes, with correction. Seconded by Sheila Wirkus. All in favor.

III. Guest - Betsy Morgan: HLC Executive Group – Update on Firm Footing Quality Initiative Project

Co-Chair of the Executive Group is Sandy Grunwald.

- Betsy gave some background information on accreditation procedure

- Discussed the Major Initiative. Draw back – measuring student success
- Discussed the HLC 2013 Update (Spring Activity)
- Discussed the role of the ASC in the project results
- Discussed work groups – early warning signs
- Academic Progression Reporting System. Reporting system designed by Mohamed Elhindi. Should be adopted in May.
- Faculty needs to use this information. Students need to access resources.

IV. Tobacco Policy Discussion, Review of Survey Results, and Vote

- 25% response. 43 in favor, 19 not in favor. Patrick Barlow categorized and tallied the comments.
- Jason Bertrand answered questions from the Council
- ASC is concerned about enforcement, workplace violations, societal regulations, community outreach, and policy toward Native Americans
- Next step – will probably schedule a special council meeting to hold a vote. Possibly April 23.

V. Dismissal for Cause for Fixed Term and Probationary Appointments policy revision: Hearing Committee will convene for this issue. Patrick Barlow asked the ASC to reread UWS 11.11

VI. Elections/Nominations Updates

A. Academic Staff Council: Two election petitions have been received. Friday, April 12, 2013, is the deadline.

B. Excellence Award: Three nominations received. Deadline is April 12, 2013.

VII. Search & Screen Committees: Admissions has a new Transfer Admissions Counselor.

VIII. Old Business: None

IX. New Business: None

X. Adjournment: Patrick Barlow made a motion to adjourn the meeting. Motion seconded by Joshua Rybaski. Motion approved. Meeting adjourned at 2:58 P.M.

Next Full Council Meeting: May 14, 2013
126 Wing Technology
1:30P.M. to 3:00P.M.

Minutes

Executive Academic Staff Council

Tuesday April 2, 2013

1:30 P.M. to 3:00 P.M.

3200 Centennial Hall

1. Call to Order: Meeting was called to order at 1:40P.M.

Present: Patrick Barlow, Aaron Koepke, Scott Stine, Joshua Rybaski (late)

Excused Absent: Andrea Higgins (Sick)

2. Approval of Minutes for March 5, 2013: Aaron Koepke made a motion to postpone approval of minutes because of too many absences at the beginning of the meeting.

Seconded by Scott Stine. Motion approved.

3. UPS Language for Dismissal for Cause:

- Discussed memo from Al Christ
- Discussed UWS 11.11. Dismissal for cause fixed-term or probationary academic staff appoints.
- Send this to the Hearing committee

4. Meeting of the Salary and Personnel Policies Committee:

- Committee was called together to discuss Equity Adjustment Policy
- Doug Salmon was elected chair
- Salary issues; alternate was to disperse money
- General policies for salary adjustment

5. Governing Body Choice Memo from Kerrie Hoar: Discussed the list. Patrick Barlow reached out to new people.

6. Excellence Award Update: Three nominations (one for the same person). Deadline was extended for 2 weeks, until April 12, 2013. Patrick Barlow will send out an email about the extension.

7. Elections Update: Will Holzem arranged a committee meeting.

8. Smoking Policy Survey Update:: Forty-one responses. Seventy percent in favor of the ban. This item will be discussed at the full council meeting.

9. New Posting System: Posterous will end April 30, 2013. We will use a Google calendar to post the meetings. Might place the minutes on the ASC website.

10. Old Business: None

11. New Business: Bylaws Committee made some changes to the Academic Staff Council nomination petition and changes regard the dates of the Qualtrics Polls The Bylaws committee also a formal change to the bylaws regarding election dates in Section IV, A, Frequency.

12. Adjournment: Jason Rybaski made a motion to adjourn the meeting at 2:57 P.M. Seconded by Scott Stine. Motion approved.

Next Executive Council Meeting: May 7, 2013

Location: TBA

1:30 P.M. to 3:00 P.M.

Minutes

Academic Staff Full Council Meeting

Tuesday, March 12, 2013

1:30 P.M. to 3:00 P.M.

126 Wing Technology

1. Call to Order: Meeting was called to order at 1:32:45.

Present: Patrick Barlow, Brenda Leahy, Sheila Wirkus, Pat Markos, Jason Bertand, Aaron Koepke, Andrea Higgins, Joshua Rybaski, Scott Stine, Tracy Noyes, Florence Aliesch

2. Approval of Minutes for February 26th Special Full Council Meeting: Joshua Rybaski made a motion to approve the minutes of February 26, 2013. Motion seconded by Andrea Higgins. All in Favor.

3. Guest: Madeline Holzem on Criminal Background Check Policy

The Board of Regents devised a new criminal background check policy. Each campus needed to mirror the BOR policy. Three categories: Vulnerable Populations, Financial access and Property access, e.g., keys. New vendor will be General Information Services (GIS). Funding in HR from the 102 account. Employees will be notified that new background check is being performed.

UPS

System has started drafting policies. Explained terms "Exempt" and "NonExempt"

More information should be available in April.

4. Wellness Committee – Jason Bertrand on Smoking Ban

Jason Bertrand and 3 Community Health majors gave a presentation on "Nobacco 13". This is a student-led initiative.

- Gave a history of past, present, and future initiatives
- Discussed "Spark" Conference
- Discussed challenges, enforcement, resources for smokers, and community awareness (such as the UWL area neighborhoods)
- Referendum will be on the ballot April 9, 2013. All constituencies must vote in favor of a smoke-free campus. Hope to be a tobacco-free campus by July 1, 2013.

5. Salary & Personnel Committee Charge for future salary adjustment plans:

The Academic Staff Council is charging the Academic Staff Salary & Personnel Policies Committee to review the previous year's equity adjustment policy and create recommendations about certain items that could affect possible future compensation/merit pay conversations. These items are noted in the charge to the committee.

6. Elections

a. Academic Staff Council

b. Excellence Award: An announcement will be placed in Connections and an email will be sent to all NIAS asking for nominations. There also is an announcement on the Excellence webpage.

7. Search & Screen Committees: S & S Committee for Vice Chancellor for Enrollment Management has 5 members.

8. Old Business: None

9. New Business

a. Madison Reps meeting – Drea

Madison meeting discussed the upcoming System budget.

b. JPB System Budget Update – Aaron

JPB discussed the DMC process and Capital Planning. All DMC recommendation have been sent to OSER.

10. Adjournment: Joshua Rybaski made a motion to adjourn the meeting. All in favor. Meeting adjourned at 3:02PM.

Next Full Council Meeting: April 9, 2013

126 Wing Technology

1:30P.M. to 3:00P.M.

Minutes

Executive Academic Staff Council

Tuesday March 5, 2013

1:30 P.M. to 3:00 P.M.

161 Wing Technology

1. Call to order: Meeting was called to order at 1:35 P.M. Present: Patrick Barlow, Andrea Higgins, Aaron Koepke, Scott Stine Absent: Joshua Rybaski
 2. Approval of Minutes for February 5, 2013: Aaron Koepke made a motion to approve the minutes with a correction to Joshua Rybaski's name. Seconded by Andrea Higgins. All in favor. Minutes approved.
 3. Salary Equity Adjustment Plan/Future Goals: ASC still has some issues to research.
 4. Salary & Personnel Committee: Discussed S&P Policies Committee memo. Someone from the ASC Executive committee should meet with the S & P committee or the committee chair. Patrick Barlow made a motion to send out a memo to the S&P Committee. Motion seconded by Scott Stine.
 5. Search & Screen Committee: S&S Committee for the Associate Vice Chancellor for Enrollment Management Services position has been established.
 - 6. Old Business: Patrick Barlow sent the materials for Carla Burkhardt's nomination for the System Excellence Award.
 - 7. New Business
 - Smoking Ban: Jason Bertrand and 2 students will give the Smoking Ban Policy presentation to the full council at the next meeting.
 - Election for ASC Seats: The Elections page needs to be updated. Communicate with the Elections Committee. Nominations are due April 5, 2013
 - c. Excellence Award Nomination Process for 2013: Excellence webpage needs to be updated. Communicate with the PD Committee to initiate the process for the Excellence Award.
 - d. Madeline Holzem will visit the next full council meeting to discuss the new policy on background checks.
 - e. Aaron Koepke reported on the JPB meeting. We should invite Chancellor Gow and Bob Hetzel to May meetings. Scott Stine suggested that we invite Larry Ringgenberg to a meeting to discuss Sudoxo and the renovations in Cartwright.
8. Adjournment: Meeting adjourned at 3:00 P.M.

Next Executive Council Meeting: April 2, 2013
Location: 3200 Centennial Hall
1:30 P.M. to 3:00 P.M.

Minutes

Academic Staff Council Full Meeting - Special

February 26, 2013

2:00 pm

126 Wing Technology Center

Present: Patrick Barlow, Pat Markos, Tracy Noyes, Jason Bertrand, Sheila Wirkus, Florence Aliesch, Brenda Leahy, Aron Koepke. Andrea Higgins, Scott Stine, Joshua Rybaski

Guest: Bob Hetzel

Minutes

1. Approval of Minutes from Feb 12 meeting: Pat Markos made a motion to approve the minutes from February 12, 2013. Seconded by Tracy Noyes. All in Favor. Minutes approved.
2. Information on UW System Summer Leadership Meeting – Drea Higgins: Drea will email information about the Leadership Conference.
3. Salary Equity Adjustment Plan Discussion – Bob Hetzel

Patrick Barlow gave a review of the Salary Equity Adjustment process for academic staff and limited staff.

Meeting went into closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Academic Staff Council has jurisdiction or exercises responsibility **as provided in section 19.85 (1)(c) of Wisconsin Statutes.**

Sheila Wirkus made a motion for the meeting to go into closed session. The motion was seconded by Florence Aliesch. All Council members voted in favor of going into closed session.

- Concluded that Career Progression is the process to be used for evaluation, promotion, and salary increase.
- Floor was opened for questions from the Council.
- Discussed future goals for a possible pay plan. Bob asked the Council for their thoughts on this matter.
- Discussed updating the Salary Equity Plan in the future.

4. Adjourn: Meeting adjourned at 2:58 P.M.

Next meeting of the Full Council Mar 12 1:30pm 126 Wing Technology Center

Minutes

Academic Staff Full Council Meeting

Tuesday, February 12, 2013

1:30 P.M. to 3:00 P.M.

126 Wing Technology

1. Call to Order: Meeting was called to order at 1:35P.M.

Present: Patrick Barlow, Aaron Koepke, Scott Stine, Andrea Higgins, Joshua Rybaski, Pat Markos, Sheila Wirkus, Jason Bertrand, Tracy Noyes, Brenda Leahy, Florence Aliesch

Guests: Mohamed Elhindi, Jim Treu, Mike Nomland, Kenny Jessen, Faith Wagner

2. Approval of minutes for December 4, 2012 Full Council Meeting: Sheila Wirkus made a motion to approve the minutes from December 4, 2012. All in favor.
3. Wireless Guidelines: Members from IT Services explained the difficulties the University is having with wireless connections. Many rogue devices are competing for airspace. IT would like to be informed when rogue devices are being used so the problem can be resolved so as not to conflict with the University network. (See section 5.0 of Guidelines.) Pat Markos made a motion to endorse the Wireless Guidelines. Scott Stine seconded the motion. All in favor. Document approved.
4. Salary & Personnel: Future Compensation Guidelines
 - a. Staff member request for ASC support in pursuing compensation issue: Council was visited by Faith Wagner, Clinical Nurse Specialist, Student Health Center. She asked the Council to reconsider excluding staff members from the Equity Adjustment if they are eligible for Career Progression this year. The adjustment will place them at a disadvantage during the next round of equity adjustments. The Council will make a request for information on how many other people eligible for Career Progression are affected by this decision.
 - b. Discussed the “fluid document”, which lists guidelines for future merit pay. Joshua Rybaski will make a draft of the “fluid document”.
5. Sustainability Committee update
 - a. Plastic Bottles: Not discussed.
6. Election for ASC members (3 terms expiring): Council needs to ask Bylaws, Elections, and Procedures/Policies Committee to address this issue. The online forms need to be updated.
7. Excellence Award Nomination: Not discussed.
8. Search & Screen Committees

9. Professional Development Committee: Committee is reviewing applications. The new electronic submission has been successful and the applications are more complete compared to previous years.

10. Old Business: None

11. New Business

- a. Wellness Committee Smoking Ban Briefing: Jason Bertand reported that student associations want a Non Smoking Policy. There will be 4 open forums. Students will vote on the ballot in early April.
- b. Snow Removal Issue: Drea Higgins reported there are problems with snow removal in residential hall parking lots. We may need a policy in the future.
- c. Brenda Leahy would like to set aside time in April for the discussion of the annual review of title assignments (see Bylaws – E. Title Review Committee section 3. b.)
- d. Scott Stine asked the Council to be aware of changes in the student segregated fees for Health Insurance.

12. Adjournment : Drea Higgins made a motion to adjourn the meeting. All in favor.

Meeting adjourned at 3:00P.M.

Next Full Council Meeting: March 12, 2013
126 Wing Technology
1:30 PM – 3:00PM

Minutes

Academic Staff Council Executive Meeting
Tuesday, February 5, 2013
1:30 P.M. to 3:00 P.M.
327 Graff Main Hall

1. Meeting was called to order at 1:36PM

Present: Patrick Barlow, Aaron Koepke, Andrea Higgins, Joshua Rybaski, Scott Stine

2. Approval of minutes: Jason Rybaski made a motion to approve the November 6, 2012 minutes. Scott Stine, second. All in favor.

3. Compensation Fund: Reviewed the email from Bob Hetzel regarding salary adjustments. Adjustment have been made.
4. Salary & Personnel Committee: Committee needs to work on establishing guidelines for future merit pay. The executive council made a list of items that should considered when creating these guidelines. Discuss this issue at the next full council meeting on February 12, 2012. Should meet with Salary & Personnel committee.
5. Search & Screen Committee: Future search and screens will take place for Admissions – transfer credit coordinator and Office of Student Life.
6. Professional Development Grants: Seven proposals have been submitted for the February 1st, 2013 deadline and are currently under review.
7. System Excellence Award Update: Carla Burkhardt is getting her materials together to submit her application for the System Excellence Award.
8. Old Business: No discussion.
9. New Business: Drea Higgins discussed the Madison meeting. Informed Council of the UW Powers Wisconsin Campaign, a Social Networking service for Alumni)
 - a. Nomination process for 2013 Excellence Award – The ASC should help promote the Excellence Award.
 - b. Election for ASC members (3 terms expiring): Terms of Brenda Leahy, Tracy Noyes, and Andrea Higgins are expiring.
 - c. Wireless document will be emailed to Council members.
 - d. A smoking ban is being discussed by student services. Ban will be discussed at the Full Council meeting.

10. Adjournment: Andrea Higgins made a motion to adjourn the meeting. All in favor.

Meeting adjourned at 2:55PM.

Next Executive Council Meeting: March 5, 2013
161Wing Technology
1:30 PM – 3:00PM

Minutes

Academic Staff Full Council Meeting
Tuesday, December 4, 2012
1:30 P.M. to 3:00 P.M.
Cartwright Center 326

1. Call to Order: Meeting was called to order at 1:35 P.M.

Present: Patrick Barlow, Aaron Koepke, Scott Stine, Jason Bertrand, Pat Markos,
Joshua Rybaski, Tracy Noyes, Florence Aliesch.

Absent: Andrea Higgins (sick), Brenda Leahy, Sheila Wirkus

2. Approval of minutes for October 23, Nov. 6, and Nov.13, 2012: A motion was made to approve the minutes of November 13, 2012, by Scott Stine; seconded by Joshua Rybaski. All in favor. Minutes approved.

3. Compensation Fund Discussion: Guest Bob Hetzel. The Academic Staff Council discussed the draft proposal for the document “Academic Staff/Limited – Compensation Fund Procedures”. As stated in the document “the Compensation Fund is intended to address funding for salary equity and market.” Bob Hetzel addressed questions posed by the Council. Some changes were made to the document to address accuracy, clarity, and irrelevancies. Patrick Barlow will email the revised draft to the Council. Joint, Planning and Budget will study this document on Wednesday December 5th. Aaron Koepke, Council Rep, will attend the meeting.

Pat Markos made a motion to approve the revised Compensation Fund Procedures; seconded by Joshua Rybaski. All in favor. Motion approved.

The Council will ask the Salary and Personnel committee to do some work on creating a plan to address these compensation issues in the future.

4. Professional Development Process Update: Cari Mathwig-Ramseier is working on the update for an electronic submission of grant proposals.

5. System Excellence Award: Carla Burkhardt will be nominated for the System Excellence award. Patrick Barlow will work on the nomination papers.

6. Committees:

Textbook Oversight Committee: Patrick Barlow will work on this committee.

Foundation Grants Review Committee: A committee member still needs to be confirmed.

7. Old Business: No discussion.

8. New Business: No discussion.

9. Adjournment: Motion was made to adjourn the meeting by Aaron Koepke; seconded by Patrick Barlow. Meeting adjourned at 2:50 P.M.

Minutes

Academic Staff Council Full Meeting

Tuesday, November 13, 2012

1:30 P.M. to 3:00 P.M.

126 Wing Technology

1. Call to Order: 1:35P.M.

Present: Patrick Barlow, Pat Markos, Scott Stine, Jason Bertrand, Andrea Higgins,

Aaron Koepke, Joshua Rybaski, Brenda Leahy, Florence Aliesch

Absent: Tracy Noyes, Sheila Wirkus

2. Approval of minutes for October 9, 2012: Approved. All in Favor.

3. 1:30P.M. Maren Walz: Unveiling of new website: Presentation was more of a “sharing” than an “unveiling”. Maren would like an endorsement. Dean’s Council wants to lengthen the approval process.

4. 2:00 P.M. Chancellor Gow:

- Summary of Staff Survey
- UPS – Thoughts on final review: Major change is for classified staff; adjustment to shared governance. Approval process of UPS: first the Regents must pass; then it goes to the Legislature. Patrick Barlow expressed concerns about Benefits.
- Budget/JPB: Executive Council and JPB should get together. Supervisors should be involved. They will recommend merit increases. Academic staff needs to measurement too for merit. Should get ideas from Salary & Benefits Committee.

5. Professional Development Process Update – New Guidelines

The ASC voted on the approval of the new PD Guidelines. Jason Rybaski made a motion to approve. Seconded by Pat Markos. All in favor. The new guidelines will be sent to Chancellor Gow.

6. Report from UW System academic staff reps meeting: Two regents are aligned with two campuses. Discussed: Visit of UW Regent Edmund Manydeeds, UPS, Tobacco-free campuses, and Veterans.

7. System Excellence Award. No discussion

8. Committees: The following discussions were moved to the Executive Council meeting on December 4, 2012.

- Appointee to review Foundation Grants (March)
- Appointee for Textbook committee

9. Old Business: None

10. New Business: None

11. Adjournment. Joshua Rybaski moved to adjourn at 3:10 P.M. All in favor.

Next Full Council Meeting: 1:30 PM Tuesday December 11, 2012
126 Wing Technology Center

Minutes

Academic Staff Council Executive Meeting

Tuesday, November 6, 2012
1:30 P.M. to 3:00 P.M.
2200 Centennial Hall

1. Call to Order: Meeting was called to order at 1:37 P.M.

Present: Patrick Barlow, Andrea Higgins, Aaron Koepke, and Joshua Rybaski.

Absent: Scott Stine (due to illness)

2. Approval of minutes for October 2, 2012: Aaron Koepke moved to approve the minutes from October 2, 2012. All in favor.

3. Prepare questions for Chancellor Gow (1:30PM – 2:00PM Nov. 13): The ASC should discuss these topics –

- Summary of Staff Survey
- Professional Development Grant Proposal revised guidelines
- UPS – thoughts on final review
- Budget/JPB

4. Professional Development Process Update: Under "Procedures for Submitting" Section II, B, executive committee discussed the statement about forwarding recommended proposals to chancellor to approve funding. Council should take another look at new guidelines before sending them to the Chancellor.

5. Report from UW System academic staff reps meeting: Andrea Higgins, Madison Rep, reported on meeting.

Summary of Staff Survey should be sent to vice chancellors.

6. Agenda for Full Council meeting:

- Chancellor Gow
- Present new Pd Grant Proposal Guidelines
- Marin Waltz – new website

7. Committees: Need to appoint someone to review Foundation Grants (March). Also need to appoint someone for Textbook Committee.

8. Old Business: Aaron Koepke discussed the JPB meeting.

9. New Business: Recommended some changes to letter of support for new branding initiative.

10. Adjournment: Meeting adjourned at 2:45 P.M.

Next Executive Council Meeting: Tuesday December 4, 2012
1:30 PM – 3:00PM 103 Graff Main Hall

Minutes

Academic Staff Full Council Meeting

Tuesday, October 23, 2012

1:30 P.M. to 3:00 P.M.

31 Wing Technology Center

1. Call to Order: Meeting was called to order at 11:10 A.M. Present: P. Barlow, F. Aliesch, A. Higgins, A Koepke, P. Markos, B. Leahy (T), J. Rybaski Guests: Cariann Mathwig-Ramseier & Christina Hayes

Absent: S. Stine, T. Noyes

2. Review Professional Development Discussion on Electronic Submission Form – Guest Cariann Mathwig-Ramseier & Council Member Christina Hayes
 - Proposed changes to Professional Development Grant Guidelines were highlighted, discussed and approved for implantation in the next cycle.
3. Review of University Branding Presentation
 - Discussion of response from faculty senate regarding branding slogan
 - Proposed a response from ASC to provide feedback to Chancellor Gow regarding the new branding slogan
 - Aaron Koepke will draft the response for before Nov. 7.
4. Old Business
 - None
5. New Business
 - None
6. Adjournment: Move to adjourn Aliesch, Second Higgins. Adjourned 12:30 P.M.

Next meetings: ASC Full Council Meeting

Tuesday, November 13, 2012

1:30 P.M. to 3:00 P.M.

126 Wing Technology

Minutes

Academic Staff Council Full Meeting

Tuesday, October 9, 2012

1:30 P.M. to 3:00 P.M.

126 Wing Technology

1. Call to Order: Meeting called to order at 1:30. Present: Florence Aliesch, Patrick Barlow, Jason Bertrand, Andrea Higgins, Brenda Leahy, Aaron Koepke, Joshua Rybaski, Scott Stine, Sheila Wirkus,
Guests: Amelia Dittman, Bonnie Jancik, and Dave Clements

Absent: Pat Markos, Tracy Noyes

2. Approval of minutes for September 11, 2012: Scott Stine made a motion to approve September 11, 2012 minutes. All in favor.

3. 1:35 Greg Reichert/Brad Quarberg – presentation of University Branding:

- Research found 3 top areas of attraction: quality academics, natural beauty of area, hometown feel
- Survey results. Example, parents need to learn more about UW-L
- Focus groups comprised faculty/staff/alumni, current students, community business leaders
- Potential taglines
- Branding committee recommendations
Florence Aliesch: Seal will remain the same; displayed new wordmark
- Will continue to support sub-brands used by departments or campus organizations
- Department websites should have commonality with new branding and a common navigation.
- Web team will work on UW-L App

4. Approx 2pm Madeline Holzem & Joy Gutknecht: UPS timeline update/information ,

Q&A. Joy Gutknecht attended meeting. Madeline was not available.

- Discussed the UPS Project Team's posting of the proposed implementation decisions on the UPS webpage
- There are 5 decision categories (see link on HR web page)
- There will need to be some statutory changes, such as Classified Staff will be called University Staff
- A compensation study will be done by System
- Discussed the need to look at payroll, e.g. biweekly pay v.s. monthly
- Council had questions about Career Progression. HR would like to standardize the meeting dates for talking about Career Progression and re-Titling. Council agreed that early May would be the best time.

5. Professional Development Process and New Criteria- feedback needed

A special meeting will be called to discuss this item.

6. Committees –JCES membership change; other updates?

Frank Tierney cannot attend the Environmental Sustainability Committee meetings.

Larry Sleznikow will be moved into a committee member position.

7. Old Business: None

8. New Business: Update on Quality Improvement Project for Accreditation; feedback needed: Need to submit plan to HLC; discussed how AS can play a role in project. Read information and give Committee feedback in 6 weeks. Council feedback: Students need to learn about resources on campus. Need to improve communication among academic staff regarding students' needs.

9. Adjournment: 3:00

Next Full Council Meeting:

1:30 PM Tuesday November 13, 2012

126 Wing Technology Center

Minutes

Academic Staff Council Executive Meeting

Tuesday, October 2, 2012

1:30 P.M. to 3:00 P.M.

342 Cartwright Center

1. Call to Order: 1:37PM

Present: Patrick Barlow, Andrea Higgins, Aaron Koepke, Joshua Rybaski, Scott Stine

2. Approval of minutes for September 4, 2012: Scott Stine moved to approve minutes.

All in favor.

3. UPS timeline update/information sessions: Benefits discussion was not included in the last information session. Classified will be called University Staff.

Compensation/titling comes out in late Fall. Discussed Council thoughts of getting information about benefits, such as a succinct 4-page report to Madeline. Send report to

Salary & Personnel committee. Joy Gutknecht and Madeline Holzem will attend October 9th meeting.

4. Professional Development Process: Committee reviewed 2 charts from the PD Committee.

1. "Considered for Funding" as is currently written.
2. A new "Considered for Funding" with new language for review

Executive Council accepted the changes. Patrick Barlow will send out the PD revisions to Full Council for review.

5. Committees—JPB Update (Aaron): Mike Abler is the chair of Joint, Planning and Budget. Aaron mentioned topics of last meeting: JPB is looking at a GQA position for the future.

6. Madison Rep Update (Drea); UPS was topic of discussion.

7. Staff Survey Report Plan: Patrick Barlow would like it finished on Friday, 10/5/12.

8. Old Business: None

9. New Business: Agenda for Oct 9th (guest report on UPS and Branding): Greg Reichart and Brad Quarberg are presenting on Branding. Madeline Holzem and Joy Gutknecht will attend. Review PD process at Full Council meeting. Frank Tierney cannot attend the Joint Committee on Environmental Sustainability meetings. An alternate may need to become a member. Patrick Barlow would like everyone to check the ASC website for corrections or changes.

10. Adjournment: 2:58PM

Next ASC Executive meeting November 6, 2012
2200 Centennial Hall
1:30PM – 3:00PM

Minutes

Academic Staff Full Council Meeting

Tuesday, September 11, 2012

1:30 P.M. to 3:00 P.M.

126 Wing Technology Center

1. Call to Order: Meeting was called to order at 1:35PM.

Present: Patrick Barlow, Tracy Noyes, Florence Aliesch, Aaron Koepke, Pat Markos, Brenda Leahy, Scot Stine, Andrea Higgins, Joshua Rybaski, Jason Bertrand (new council member)

2. Approval of Minutes for August 14, 2012: Scott Stine made a motion to approve August 14th minutes. Seconded by Joshua Rybaski. All in favor.

3. UPS timeline: Madeline received UPS updates. HR will be holding open forums again.

4. Staff Survey Report Plan: Patrick Barlow and Aaron Koepke will work on report.

5. Council Budget Update:

- Accounts are fully funded
- Still need to resolve Cycle 3 of PD Grants

6. Committee List – response to second call: Motion made by Aaron Koepke to approve Pat Markos as the council rep for Salary & Personnel Committee. Motion made by Joshua Rybaski to approve the committee list. Seconded by Aaron Koepke. All in favor.

7. Professional Development:

- Need to get Sheila Wirkus and Cari Mathwig Ramsier to make changes to the PD website. It will not be ready for cycle 1.

- Nine PowerPoints submitted for the Excellence Award will be posted to the ASC website

8. Excellence Award Day Planning: 1) Reviewed program 2) Patrick Barlow will review the dates given to him from Mark Flottmeier to decide on the 25-year recognition.

3) Exploring idea of a spring event. Scott Stine and Aaron Koepke will design.

9. Search & Screen Updates: There will be openings in Career Services, an Outreach Specialist in Continuing Education, Facilitator/Support position (Learning Communities), Assistant Director in ITS (still open), Library Director, Assistant Director in Admissions.

10. Old Business: None

11. New Business

- Web Site Advisory Group: Joshua Rybaski and Tracy Noyes are on the Web Site Advisory Group. Discussed the best way to get feedback from governance groups.
- Discussed Dining Services Special Promotions Committee. Need names of people willing to review requests.

12. Adjournment: Motion to adjourn made by Scot Stine. Meeting adjourned at 2:35PM.

Next Full Council Meeting: Tuesday, October 9, 2012

126 Wing Technology

Minutes

Academic Staff Council Executive Meeting

Tuesday, September 4, 2012

1:30 P.M. to 3:00 P.M.

Cleary Alumni Center, Allen Conference Room

1. Call to Order: Meeting was called to order at 1:45 P.M.

Present: Patrick Barlow, Joshua Rybaski, Andrea Higgins, Scott Stine

Absent: Aaron Koepke

2. Review of Discussion Notes from May 1st Drea made a motion to approve the notes from May 1, 2012. Scott, seconded. All in favor.

3. UPS timeline update: A draft of the timeline should have been received last week.

Patrick will contact Madeline Holzem to see if she has received the updated information and will also ask if she would like to visit the Council.

4. Council Budget Update:

- The budget has been loaded in for the Council and Professional Development
- June 1 PD grants were tagged to the 2012 FY budget
- Discussed whether the June 1 deadline should be Cycle 1. Patrick will follow up on this item.

5. Response to Second Call for Committees (See attachment): Council reviewed the responses and will make a final vote at the September 11, 2012 Full Council meeting.

6. Staff Survey Report Plan: Patrick, Scott, and Aaron will complete the report.

7. Full Council Agenda for Sept 11th

Items to discuss:

- Committee list
- UPS
- Excellence Award Ceremony – PD recipients will be recognized; discussed giving certificates to 25-year employees (need to get list from HR); remind PD

recipients of the September 7th deadline for the PowerPoint displays that will be shown at the Fall Kick-Off

- Discussed recognizing new staff who started January 1.
- Discussed a spring function

8. Old Business: None

9. New Business:

- Joshua discussed Web Advisory Committee
- Patrick will update the ASC webpage

10. Adjournment: Scott Stine made a motion to adjourn meeting. Seconded by Joshua Rybaski. All in favor. Meeting adjourned at 2:50 P.M.

Next Full Council Meeting: Tuesday September 11, 2012
126 Wing Technology Center

Next Executive Council Meeting Tuesday October 2, 2012
Cartwright Center room 342

Minutes

Academic Staff Full Council Meeting

Tuesday, August 14, 2012
1:30 P.M. to 3:00 P.M.
126 Wing Technology Center

1. Call to Order: Meeting was called to order at 1:30 P.M.

Present: Patrick Barlow, Pat Markos, Aaron Koepke, Scott Stine, Joshua Rybaski, Tracy Noyes, Florence Aliesch, Brenda Leahy, Andrea Higgins

Absent: Sheila Wirkus

Guest: Mohamed Elhindi

2. Approval of Minutes for May 22, 2012 and July 10, 2012 General Mtgs: Florence

Aliesch made a motion to approve the minutes for May 22, 2012 and July 10, 2012.

Seconded by Joshua Rybaski, All in Favor.

3. CIO Mohammed Elhindi—Update on ITS work over the summer

Discussed the following items:

- Displayed the new UW-L webpage
- SEI Pilot 71% response rate. SEI's will be performed electronically. Chairs and ADA's will be trained
- Wings improvement – Student Scheduling
- Digital Measure – Displayed information flow
- Network Improvements
- Information Security Training – available through D2L.
- Replaced 225 computers in classrooms and computer labs
- Instructional Technology and Training
- Educational Media
- Emphasized the need to call Eagle Help desk when there are question
- E-Waste. Old computers need to be disposed of properly
- Distance Education
- Lecture Capture

Opened the floor to questions from the Council.

4. Open position on Council: Kate Demerse, At Large seat, has accepted a position at UW-Platteville. Her seat on the ASC needs to be filled. Following the Bylaws for election

procedures, Jason Bertrand will be contacted about filling her position. Joshua Rybaski made a motion to contact Jason. Seconded by Scott Stine. All in favor.

5. UPS timeline and executive summary review: Should be receiving a new draft by August 20 – October 19, 2012.

Classified Staff can choose to be Academic Staff.

Technical changes in Chapter 40 – ETF Benefits administration

6. Excellence Award Day Planning: Plaque has been updated. Need to send out announcement to NIAS.

7. Search & Screen Updates

- Negotiating final offer with the ITS Assistant Director
- Outreach Specialist position
- Web developer position

8. Old Business

A. Update Committee Appointments-Second Call for Openings

There has been a second call to fill vacant positions on committees. Vote might be handled through email.

B. Update on Professional Development Discussion on Electronic Submission. Sheila Wirkus was not available to discuss this item. Council needs to approve changes by the October 1, 2012 deadline for PD Grant Proposals.

C. Recommendations for Chancellor from Survey, Developing report for distribution. October 1.

9. New Business:

- Aaron Koepke became a new daddy in August – for the second time!

Congratulations!

- Patrick Barlow passed out a meeting schedule to Council members for the 2012-2013 Academic Year. This is for consideration only. The Full Council will continue to meet the 2nd Tuesday of the month at 1:30 in 126 Wing. Executive meetings may change location.
- Drea Higgins is working in a new position in the Student Development office/Cartwright Center.

10. Adjournment: Meeting was adjourned at 2:45 P.M.

Minutes Academic Staff Full Council Meeting

Tuesday, July 10, 2012
1:30 P.M. to 3:00 P.M.
126 Wing Technology Center

1. Call to Order: Meeting was called to order at 1:35 P.M. Present P. Barlow, F. Aliesch, S. Stine, P. Markos, S. Wirkus, K. Demerse, B. Leahy, J. Rybaski, A. Higgins (T)

Absent: A. Koepke

2. Approval of Minutes for May 22, 2012 General ASC Meeting – table for next meeting

3. Professional Development Discussion on Electronic Submission Form – Guest Cari Marhwig Ramseier & Council Member Shelia Wirkus

- The ASC Committee was given access to the Professional Development Committee webpage
- Changes to the ASC Grant Proposal Form have been made and PD Grant Guidelines were created to make the funding approval process easier for the committee; some of the changes were simple wordsmithing and other items have been added.
- Open *Relevant Documents* >
[AcademicStaff GrantProposal Form Ready edt.pdf](#) for ACS to review changes and discuss.
- Changes should be made and approved before next round of grant awards; continue discussion at ACS next meeting

- Thanks Shelia & Cariann for their and the committee's work
4. Pay Equity Process – Patrick Barlow
- Reviewed CUPA Pay Equity process and how the CUPA Data Set was matched with Academic Staff Roles. 242 of the 252 ACS had a match in CUPA, 10 No Matches
 - Classified Staff were NOT considered as part of the equity pay adjustment possibly due to the previous Union contract and 2% pay increase
 - All individuals within the data set comparables were evaluated and adjusted if salaries were below 80% of the CUPA median salary.
 - If access fund occur next year this review could be an annual process
 - No time in positions was considered in this salary adjustment.
5. Committees Review & Memberships
- Committee Memberships was updated and alternates were selected. Some committees still have open positions.
 - A call for additional committee members will completed in the fall
6. Search & Screen Updates
- Assistant Director of Networking & Enterprise Services – Candidates coming to campus for interviews
 - Director of the Library – Search will Continue, candidates will plan to be on campus in the Fall.
7. Old Business
- A. Academic Staff Excellence Award Event Update – Banquet is scheduled for Monday, September 17 from 3:00 – 5:00 p.m.
- i. Money for even food has been approved through the Foundation
 - ii. Professional Development Grant Recipients will showcase their work
- B. Recommendation for Chancellor from Survey, Developing report for distribution
8. New Business
- Board of Regents Visit in the Spring
 - UPS Updates will be posted in the fall before Regent Approval then Senate and implementation in spring, Effective July 2013.
9. Adjournment: Move to adjourn Stine, Second Higgins. Adjourned 3:00 P.M.

Next meetings: ASC Full Council Meeting
Tuesday, August 14, 2012
1:30 P.M. to 3:00 P.M.
126 Wing Technology