Academic Staff Council Minutes 2007 to 2008

Academic Staff Council
May 12, 2008
126 Wing

Present: Van Roosenbeek, Lo, Brunk, Van Roosenbeek, Burton, Robinson, Richter, Dodge
Excused: Weiland, Leahy, Heyer, Vahala
Guests: Sasaki, Bean-Thompson,

Meeting called to order at 1:20pm.

I. Approval of Minutes
Motion to approve – Robinson, Second, Burton. APPROVED

II. Introductions for new Council members

III. Appointment of new members
Motion to approve Catherine Kolkmeier and Telitha Bean-Thompson to three year terms on the Academic Staff Council: Brunk, Second, Robinson. APPROVED

IV. Summer Leadership Conference
It is July 17-18 in Platteville. Van Roosenbeek sent out some more information on it this morning. The co-chairs will meet with the new Provost to arrange funding. A few Council members expressed interest is going. Please contact Van Roosenbeek once plans are definite.

V. Committee Reports
Joint Planning and Budget
There is still much uncertainty due to the budget. Much of meeting Van Roosenbeek attended was devoted to enrollment management based on the declared major of incoming freshman.
Salary and Personnel
The committee is planning a new academic staff orientation. Once the HR office is notified that a person is being considered to be hired, they do a background check and contact the potential employee via email. After the new hire receives the pink sheet, the Academic Staff Council would be notified of the hire and we would then send them a letter to inform this about different important dates and events. Also included would be a new hire checklists; a supervisor checklist would be sent to the correct person. The information will be sent out in a hard copy instead of via email. The orientation will likely occur July 1. The Chancellor and Academic Staff Council chair(s) would likely give a welcome. Beth Hartung would give an overview of the sexual harassment tutorial. This will be followed up with a breakout session with each new hires; what information do they feel they need to know? We are looking at having members of the Salary and Personnel committee and the Academic Staff Council there to speak with the new
employees. This will be about 45 minutes, after which the HR department will take over with their regular orientation. Council members gave some feedback on the orientation plan.

Professional Development
The committee will meet next week to review the Excellence nominations.

VI. Recognition of Departing Members
Brunk, Richter and Weiland were recognized for the service to the Council with Certificates of Appreciation.

Meeting adjourned at 1:55pm.

Academic Staff Council
April 28, 2008
126 Wing

Present: Van Roosenbeek, Robinson, Burton, Brunk, Heyer, Leahy, Vahala, Dodge, Lo, Excused: Richter, Weiland
Guest: Gow, Sleznikow, Bean Thompson,

Meeting called to order at 1:17pm.

I. UW-L Joint Committee on Environmental Sustainability
Larry Sleznikow came to speak about the environmental sustainability committee. He is part of a committee that was established last fall to look at the Talloires Declaration. The committee came up with a report which approved signing the declaration, which was signed on Earth Day. The committee established in the fall feels that a similar group needs to be maintained on campus to work on environmental sustainability on campus. It is proposed that the members of the current committee be retained for the joint committee and membership spots would open up every year.

There is currently not a classified staff member on the committee; the committee would like to do this. Council members suggested that students have a larger representation on the committee and Sleznikow said he would take it back to the committee. How often the committee will meet has not yet been determined. Much of the group’s work will be dedicated to education.

II. Chancellor Gow
Chancellor Gow came to discuss the Special Assistant and Advisor to the Chancellor position and also discussed the state budget.

III. Minutes
Changed from PeopleSoft to PeopleAdmin
Motion to approve: Heyer, first, Lo, second. APPROVED

IV. Elections and Appointments
We do have one person that is for sure interested. A couple other people are interested. Dodge is willing to serve another term. Motion to appoint Diane Sasaki and Chris Dodge to the Academic Staff Council for a three year term: First, Robinson, Second, Leahy. APPROVED

V. Summer Conference
July 17-18 and it is at Platteville this summer. Please look at your calendars and let Will know if you are interested. We will request funding once the new Provost is on campus. We typically get funding to send 6 people.

VI. Awareness Through Performance
The group would like to have a training during the Chancellor’s opening address and is looking for letters of support to send to the Chancellor. Van Roosenbeek sent out a draft letter of support. A few edits were suggested. Van Roosenbeek will send out a new version via email.

VII. Inclusive Excellence
This is System’s new diversity initiative which Van Roosenbeek has sent to the Council. It is still a draft. There is a World Café Friday May 9 from 2:30 – 4:00 in Port O Call and this initiative will be the main topic.

VIII. System Reps
There is a meeting this Friday. Brunk attended the last meeting via telephone in place of Leahy. The Statewide Excellence Awards will be given out in August.

IX. Joint Planning and Budget
Vahala distributed the proposal that the Provost is bringing to this week’s meeting regarding distribution of new faculty from Growth, Quality and Access. Vahala cannot make this week’s meeting; neither can either of the alternates. Van Roosenbeek will try to attend in her place.

X. Salary and Personnel
The committee will meet this week and are working on a letter to go out to all new staff. Brunk will bring a copy to the next Full Council meeting.

Meeting adjourned at 2:46pm.

Academic Staff Council
April 14, 2008
126 Wing

Present: Richter, Burton, Brunk, Lo, Leahy, Vahala, Robinson, Heyer, Van Roosenbeek, Weiland,
Excused: Dodge
Guests: Thomspn, Wilson, McGarry, Smith
Meeting called to order at 1:17pm.

I. Guest Speakers – Al Thompson and Jennifer Wilson

Response to NIASGC Recommendations

Recommendation 1 – request for specific policies addressing concerns related to the emergency hiring practices.

- Pool searches and emergency hires will be ended. With the implementation of PeopleSoft, all hiring searches including the contingency work force will be conducted through the internet. This is hoped to be ready by July 1, 2008. A person can add their information to this pool at any time. Once every year or two, the people who have submitted their information will be contacted to find out if they still want their name included and then will be asked to update their information. These hires will all be required to have the same standards, requirements and process.

- The contingency workforce will be publicized in various ways.

Recommendation 2 – request that campus supervisors follow a standard protocol when dealing with current employee appointments.

- Supervisors will be requested to provide a courteous, direct, clear and timely verbal reminder to the employee that their appointment at UWL will end and remind them of the date. HR will provide suggested language. Deans and divisions officer will receive reappointment material also asking them to provide the reminder to fixed term employees. Training for supervisors is also being looked at; however there is not currently funding for new training.

- Want supervisors to talk to all employees who have a fixed term, including those who will be asked to continue on the next year.

Someone hired through the contingency work force could become a permanent employee if they have gone through the search and screen process.

II. Approval of Minutes

First, Robinson; Second, Brunk. APPROVED

III. Elections

We have no nominations. At the last executive meeting, a list was brainstormed of people to contact. Most of these people have been contacted who expressed varying degrees of interest. Council members are encouraged to continue recruitment.

IV. Committee Reports

Search and Screen

- There were two search committees which needed positions filled: Dean of SAH and Dean of CLS. Academic staff members have been chosen for those committees. CLS has 7 applicants; SAH had 2. The names will be forwarded to Jennifer Wilson and the individuals will be notified.

Professional Development
- They have started to discuss the grants for activities in the fall. They will begin to review Excellence awards in the next few weeks.

**Joint Planning and Budget**
- Vahala distributed a handbook on the JPB website, which lists the minutes of the committee. Right now, they are working on dividing up the positions created by Growth, Quality and Access. For more information, check the April 9, 2008 JPB minutes at [http://cs.uwlax.edu/JPB/JPB.html](http://cs.uwlax.edu/JPB/JPB.html).

**Salary and Personnel**
The committee will be meeting in a week to work on a letter to send out to new hires.

**Legislative Affairs**
The committee will be having local legislators come to campus in the near future.

**V. System Reps**
There is a meeting this Thursday. Brunk will be filling in for Leahy who has a conference.

**VI. Next Meeting**
- HR – Training officer
- Awareness Through Performance – would like to do a performance before or after the Chancellor's address; would like a letter of support relating to that

Meeting adjourned at 2:40pm.

**Academic Staff Council**
Executive Committee
April 7, 2008

Present: Vahala, Richter, Lo, Leahy, Van Roosenbeek
Excused:

Meeting called to order at 1:22pm.

Next meeting
- Jennifer Wilson and Al Thompson will be coming to talk about the actions they have taken recently. They will talk about a recent grievance and the emergency hire process.
- Jon Tillman has asked for a response to the IT report, which he discussed at a recent meeting. We have no objections to what was presented and have no additional comments to what was discussed in the meeting.
- Joint Planning and Budget
- Pay Plan
- Search and Screen
Elections
We have no nominations at this time. The deadline has been extended to Friday, April 11th. It was suggested to go to the directors for support. Some names were suggested. It was also discussed that the terms could be shortened, however the bylaws require a three year term. If four people are nominated with four seats open, elections are not required. This would give us more time to recruit people.

Meeting adjourned at 2:17pm.

Academic Staff Council
March 24, 2008
126 Wing

Present: Brunk, Van Roosenbeek, Burton, Lo, Richter, Robinson, Dodge, Vahala, Leahy,
Guest:
Excused: Heyer, Weiland

Meeting called to order at 1:23pm.

I. Announcements
There is a meeting tomorrow for a new HR program. Neither co-chair can attend the meeting. Dodge volunteered to attend the meeting.

II. Approval of Minutes
First: Robinson, Second: Richter. APPROVED

III. System Representative Report
River Falls passed a resolution on collective bargaining. However, the legislative session ended without action being taken on the bill.

Some campuses have had System representative come to their campus to get more familiar with governance groups.

At the last Reps meeting, Vicky Washington talked about Inclusive Excellence, which will be the plan to follow Plan 2008. This is still in development and they would like feedback.

Compensation Advisory committee – There was a problem with this on some other campuses, where the Chancellor did not asked for input from academic staff or the chosen person was not academic staff. However, this was a not a problem at UW-L.

IV. Joint Planning and Budget
Vahala passed around a summary of unfunded mandates and financial obligations for the university which was distributed at a JPB meeting. These items have been paid for
in the past but are not addressed in the university budget. Among them are academic initiatives, veterans fee remissions, common systems, PeopleSoft, the stadium, new academic building and the Health Science Center.

The new structure of the committee seems to working well.

V. New Academic Building
A press conference was held this morning. The university needs to raise $3.5 million for it by August. There is a plan to ask employees for donations. The goal is 100% participation.

VI. Will’s Nomination

Meeting adjourned at 2:36pm.

Academic Staff Council
March 10, 2008
126 Wing

Present: Lo, Burton, Brunk, Robinson, Vahala, Van Roosenbeek, Richter, Heyer, Leahy
Excused: Dodge, Weiland
Guests: Tillman, Veglahn, Kliner,

Meeting called to order at 1:16pm.

I. IT Strategic Plan
John Tillman came to discuss the IT Strategic Plan, looking for review and approval of the plan. This has been in the works for many years. It now needs to be submitted to the Board of Regents, per a recent budget bill. The plan was developed with the IT staff. The Faculty Senate executive committee has already discussed it and it will go to the Senate as whole later this week. There is no timeline for the plan because there is not specific funding tied to the goals of the plan. A budget sheet will be put together next year, which would be sent to Joint Budget and Planning.

II. PeopleSoft Student Information System Project
Veglahn distributed a handout on the project. The implementation is still in the early stages. They are looking at what services they will be able to offer. 9 other Wisconsin campuses have already implemented it. Consultants have started to arrive and the team is based out of Wing. The system will start going live this fall with Admissions. The website for the project is [http://www.uwlax.edu/peoplesoft/](http://www.uwlax.edu/peoplesoft/).

III. Vice Chancellor Hetzel
Co-chair Richter told Vice Chancellor that Oregon State University has implemented a completely transparent budget process which allows people to view the budget and spending online. More information can be found on CNN and the Chronicle of Higher
Education. Hetzel made plans to come to the next Academic Staff Council to discuss using a new, paperless system for the search and screen process across campus.

Wisconsin is $652 million short for the current fiscal year. The governor will be calling a special session to deal with the short fall. Some areas have been identified to be cut but $500 million still remains to be covered. Right now, we have to plan for 3 categories for next year: lapse, unfunded mandates and structural deficits. The first is Academic Initiatives in which the university was supposed to be matching student funds. Soft dollars have been used and these are becoming fewer and fewer. The university will no longer be able to do matching. However, the students have collected a roughly half million dollar reserve. They are looking at doing a four year reduction plan for matching dollars, finalizing in Academic Initiatives being funded at $700,000 compared to the current $900,000. Growth, Quality and Access may be able to

Veterans Remissions. The costs are higher than initially budgeted. Budgeted for roughly $300,000; is closer to $700,000.

Common Systems. The cost for this will increase from $50,000 to $200,000 and this will increase 5-10% for the next 27 years. This is to covered the costs of mistakes made in the past by the System.

People Soft. $514,000 for the next seven years.

Facilities. Stadium - $100,000/year in operating cost due to increased irrigation, lighting, heating costs, etc. Academic Building: $600,000/year

Over the next several years, we will have many obligations and unfunded mandates. What does it mean for next year? For the System, we could have up to $30 million lapse. This could be $1.35 million for UW-L. Potential that we will have to come up with $2.4 million between the cuts and funding discussed earlier. We will have to do some belt tightening. This will begin once the state tells us what they are doing, if any amount of the lapse will be covered and if any Veterans Remissions will be covered. A number of departments are overspending their budgets on the 102 funding side. This has been growing over the years. Vice Chancellor Hetzel is looking at convening a leadership group to work on coming up with a plan which would be then brought to Joint Budget and Planning. As for Academic Initiatives, he is looking at calling a meeting with all directors who receive funding from the sources.

With the budget shortfalls, the Vice Chancellor expressed that he doesn’t think there will be layoffs, that he would be surprised by that.

Also discussed was doing financial assessments of program enrollment, number of colleges, J, May and summer terms, the work schedule during the summer, winter break schedule, and telecommuting. It was suggested to have a brainstorm session on how to save money.
IV. Minutes
Motion to approve Leahy – Brunk APPROVED

V. Other
If you have issues to talk about, please send it out via email.

Meeting adjourned at 3:01pm.

Academic Staff Council
February 25, 2008
126 Wing

Present: Brunk, Van Roosenbeek, Robinson, Burton, Richter, Dodge, Vahala, Leahy, Heyer, Weiland
Excused: Lo,
Guests: Mike Adler, Val Schute, Bob Hetzel

Meeting called to order at 1:19.

I. New Academic Building
Guest speakers came to talk about the designs and plans in the new academic building. Many council members will have offices or teach in the new building. The presentation has been made to the Student Senate and Faculty Senate. The goal is to get feedback on the design. They are approaching 35% of documents completed. It will go to bid at the end of 2008. Oshkosh and Superior are also building new academic buildings and Whitewater has a somewhat similar building in the works. The building is planned to be nearly 180,000 square feet. All the class rooms are planned to be general access rooms. There are many student support areas planned through out the building.

The building will be on a four acre sit with the removal of Wilder, Baird and Trowbridge halls. The main front will be east facing, towards a too be developed mall area which would include a large green space that it is hoped to be installed at roughly the same time as the academic building. It is not a part of the building plan.

The building will be four stories tall. First floor will feature two 250 person auditoriums. The classrooms will be on stories 1-3. If all seats in the building were occupied, it would hold 5,000 people. The presenters showed floor plans for each floor. Then presented was a virtual tour of the building. Items discussed included: accessibility, security, technology, lounge areas, sustainability, and a possible coffee shop.

II. Minutes
Motion to approve Robinson – Brunk APPROVED

III. Bookstore
A consultant is coming to campus to discuss the bookstore. Vahala passed around sign up sheet to meet with the consultant.
IV. System Awards
Working to get all pieces together. Only waiting for one item relating to the Program award.

V. System Rep
Will send out information about contract language from other schools. At the last reps meeting talked about Growth Action steps. Collective Bargaining passed in the Senate but is not expected to get out of the Assembly.

VI. Enrollment Management Meeting
There are more applicants than last year at this time. There does not seem to be much backlash from Growth, Quality and Access. A letter sent out earlier resulted in only one question.

VII. Pepsi Money
The students have voted to try to create a process through which people will apply for monies. They are looking to create a quasi-endowment which would allow them access to the money at any time but still earn interest.

VIII. Professional Development Committee
The committee will be approving some changes to the professional development grant process. Instructional academic staff will continue to be included in the process.

IX. Elections
Start talking to people about running. There will be four open seats up for election.

Meeting adjourned at 2:59pm.

Academic Staff Council
February 11, 2008
126 Wing

Present: Brunk, Weiland, Van Roosenbeek, Richter, Dodge, Robinson, Lo, Leahy, Burton
Excused: Vahala
Guests: Desmond, Trapp

Meeting called to order at 1:17pm

Stadium Project/New Academic Building
Mike Desmond and Al Trapp came to talk about both of the projects. They distributed materials on the Centennial Campaign which includes the Sports Complex and the Academic Building as two of its six priorities. On February 1, the Stadium received a one million dollar donation from Logistics Health and the total raised is $14.7 million currently. For the Academic Building, roughly $1.1 million has been raised. The other
priorities of the Centennial Campaign are Undergraduate Research, Faculty/Staff Awards, Scholarships and the Annual Fund. In total, over $18 million has been raised since the campaign began in July of 2005. It will be a 7 year campaign ending in 2012.

Academic Building
Distributed were a few pieces of literature on the building. They included information on donations, naming opportunities and a floor plan for the building. The campus campaign will begin this semester. By this fall, there needs to be an additional $2 million raised for the building.

Sports Complex
This is the largest fundraising project in the history of UW-L and the city of La Crosse. A few months ago, the project was divided into two phases because the cost estimate has risen. Phase 1 is $13.4 million and includes the Westside Grandstand, including the Veterans’ Hall of Honor. It will replace the track and put in a turf football field. It will also redo the rec fields, which will also be lit. It is hoped that the bids will come in underneath the estimates which would allow for the inclusion of the design alternate(s) without additional funds being raised. In Phase 2, the Eastside Grandstand will be completed and hold about 2,000 people. It total, the Stadium would hold 8,000 spectators. Currently, the Westside seats about 2200 and the Eastside seats 1500. Phase 2 may also include a locker room for daily use by the football and a strength center. If there are not enough funds for that, part of the funds pledged by students will be used to expand the REC center. Currently, we have enough for Phase 1 and are working on the Eastside.

Questions:

Hall of Honor
A tile will cost $1,000 and can be paid over 5 years. The goal is to eventually have a kiosk where you could enter the name of any veteran, whether they have a tile or not, and bring up their name, information and picture.

Timeline – Academic Building
The building is still on schedule to begin being built in 2009 and begin classes in 2011.

Employee Donations
The goal for the campus campaign will be a percentage of participation which has not been set yet. The percentage of faculty/staff that give to the Foundation is around 20% right now. Would like to see that number go up significantly (80%).

Core Committee
The first goal for them is to expand the number of staff/faculty to be involved in a leadership role related to fundraising.

Wall of Honor
There will be a wall of honor in the academic building in the east entrance. It will be used to recognize the donors for the Academic Building.

Hall of Honor – Hmong Veterans
How will the Hmong veterans be honored? Right now, branches of the military will be represented. Desmond will bring that question up with the veteran reps that are working on the project.

Electronic version of the literature
Trapp will email out electronic versions of the brochure and the list of naming opportunities.

_Naming opportunity_ - The list does not include the naming of the building. That will cost $5 million.

Approval of Minutes
Motion to approve: Robinson – Van Roosenbeek  APPROVED

Shared Governance
This was created to get academic staff input from the beginning. Some campuses have not interpreted in this way and have voted against the proposal. Motion to support document: Leahy – Lo. 3-2-2. Motion fails.

Excellence Award
_**Janie Spencer**_ – Richter will write the letter from the Council
_Campus Climate_ – Betsy Morgan and Student Association are writing letters. Van Roosenbeek will write the letter from the Council.

**Contract Length Discussions**
Leahy, Richter, and Van Roosenbeek met with Rob Hetzel this morning. They brought up the issue that many academic staff members have not been given the opportunity for a multi-year contract. With the recent budgetary news from the state, there is not much hope for change on the issue at this time. If not for the budget situation, there would be a great chance for changing this. The Vice Chancellor said to expect change on contract language, tuition reimbursement and contracts for those who start after July 1 so they can all get benefits.

**UW System**
Meeting this week.

**Joint Planning and Budget**
There was some resistance to letting alternates sit at the table but that has been figured out.

**Bylaws Committee**
June Reinert and Hong Rost will be the new members

_Campus Community Enrichment Committee_  
Would like to see Council representation at the meetings. Need someone to go on Friday, February 15.

Next Meeting
Monday, February 25

Meeting adjourned at 2:40pm.
Academic Staff Council
Executive Committee
February 2, 2008

Present: Van Roosenbeek, Lo,
Excused: Richter, Leahy, Brunk,

Meeting called to order 1:15pm.

Joint Planning and Budget
There seems to be some confusion as to the rights of alternate members of the committee. Travis Erickson will be filing in for Mary Beth Vahala for the next few weeks.

Vice Chancellor for Finance
Richter, Van Roosenbeek and Leahy will be meeting with Bob Hetzel next week to discuss contract length and language. It seems that most other UWs are giving multi-year length contracts.

Bylaws, Elections and Policies/Procedures Committee
We sent out an email looking for volunteers for the committee with a deadline of this Friday.

Statewide Excellence – Program
Letters of Support – Betsy Morgan and Student Association will be writing letters. Other people are still being contacted.

Statewide Excellence – Individual
Janie Spencer has sent us much of her material. We still need a letter from the Chancellor.

Next Full Council
- Al Trapp and Mike Desmond will be attending
- Which members with expiring terms plan to run for re-election?

Meeting adjourned at 1:32pm.

Academic Staff Council
Full Council
January 28, 2008

Present: Lo, Burton, Van Roosenbeek, Robinson, Richter, Dodge, Leahy (via telephone), Vahala, Heyer
Excused: Brunk, Weiland,

Meeting called to order at 1:19pm
Approval of Minutes
Move to approve December 10th minutes APPROVED
Move to approve January 14th minutes APPROVED

System Rep Report
*Shared Governance Policy* – about half of the campuses have not voted in favor of the proposal. A vote is needed by February 15th. We will look at what the other campuses have said and vote on this issue at the next Full Council meeting.

*Academic Staff Regents Award for Excellence – Program*
For this year, the Council will choose the program. For the future, we are looking to charge the Professional Development Committee with overseeing the nomination process. We need four letters of support in addition to the Chancellor’s letter. Places to ask: Student Association, Residence Life, Affirmative Action, UW-L 100 (Betsy Morgan), Academic Staff Council. Co-chair Van Roosenbeek will take charge of contacting the appropriate people.

*Contractual Length discussion*
The co-chairs and Academic Representative met with the Chancellor this morning. HR was asked to provide information on academic staff contract lengths based on year of service and we did receive this information last week. Van Roosenbeek will forward this information to the full Council. Chancellor Gow encouraged them to meet with the Vice Chancellor. This has been set up for February 11th. There is also the problem the some supervisors don’t let their employees know when they are eligible to try for a multi-year contract. The Chancellor understands that this issue is related to morale. Right now, there is a concern because of the recent announcement that the state is short roughly $400 million dollar and we don’t know how that will affect us.

*Pay Plan*
The Statewide group sent a non-binding resolution to the Governor asking him not to decouple academic staff and faculty. We would like to send a similar resolution. The Council will work on the resolution and let the IAS committee, Faculty Senate, and the Chancellor know about it. Co-chair Van Roosenbeek will work on the resolution and send it out for an electronic vote as soon as possible.

*Collective Bargaining*
The resolution passed out of the committee and will now go to the whole Senate. A different resolution is being introduced in the Assembly. It is not likely that there will be a vote during this legislative session.

Committee Reports
*Joint Planning and Budget*
Reviewed the Growth, Quality and Access plan. Talked about how to distribute the new hires for next year. The plan is that this year the Deans will make recommendations. Joint Budget and Planning will be more involved for the hiring for the 2009-2010
academic year. The plan for new hires for 2008-2009 is one position in admissions, two positions in financial aid and one position in OMSS.
All academic staff representatives and the alternatives came to the meeting and the conversation was more balanced between faculty and staff than in the past.

Salary and Personnel
Discussion on when would be the best time to do new NIAS orientation and other ways to get the information to the proper people.

Chairs’ Report
Getting information out the Academic Staff – talking about doing a newsletter and have a rough draft. It will highlight our activities, successes and members of the Council. Would like to encourage new hires to come to a Council meeting.
Discussed sending out a survey to NIAS.
Meeting with President Reilly – The former representative learned that he is not considered academic staff so Troy Richter has been appointed to the committee. The group meets with President Reilly 2-3 times a year.
Recruitment for elections – Members were encouraged to recruit new people to run for the Council.

Other
It was suggested that we invite Al Trapp and Mike Desmond to the next meeting to talk about the stadium and the academic building. This information should be included in the newsletter.

There is a Joint Planning and Budget website up now. The link will be included in the minutes.

There will be a Brown Bag lunch next Tuesday, February 5 in 257 Cartwright at noon to talk about the staff/faculty bus pass. Anyone who attends this meeting will receive a temporary bus pass to try it out.

Meeting adjourned at 2:40pm.

Academic Staff Council
Full Council
January 14, 2008

Present: Leahy, Brunk, Vahala, Burton, Richter, Dodge,
Excused: Van Roosenbeek, Weiland,
Guest: Tim Walls,

Meeting called to order at 1:17pm.

Approval of Minutes
Will be done at the next meeting as they were not sent out due to email being down.
Joint Planning and Budget
The new members have been appointed and the academic staff members of the committee will be meeting on Wednesday. The new academic staff members are Chris Bakkum and Larry Sleznikow with Travis Erickson and Karla Stanek as alternates. We are planning on having the alternates attend all the meetings for Joint Budget and Planning.

Salary and Personnel
Brunk distributed copies of the A.S.K. flyer, the Supervisor “New Hire” Checklist and the New Hire Checklist. Have discussed doing an orientation, what information needs to get out that people are receiving. Have talked to recent hires and HR. The committee created the two checklists; one would be sent to the new hire’s supervisor with the contract. The checklist to be sent to the new hire would be sent with the A.S.K. flyer. Would also like to give them a list of helpful web links they could use or could send out an email with the links listed. One Council member suggested that the items for the new hire could be made into a PDF file which could be emailed out. The committee has also been working on a new staff orientation. HR has suggested starting with one orientation in July and then later expanding to once a semester. Ideas for the orientation:
- welcome from Chancellor/Provost, Academic Staff Council chair(s)
- basic sick leave, vacation time, paid holidays, health plans and insurance coverage, travel policy, WRS investments, viewing HR records, employee handbook
- official UW-L work hours
- IT, email
- Staff ID card
- Information of UW-L sexual harassment online tutorial
- Code of ethics
- Campus calendar, map
- Take pictures of new hires for Council or HR web page
- End meeting with a Vanguard giving a tour

Discussed that it may be good to hand deliver the information packet, speak to the new hire and possibly take a picture. Also distributed was a list of items to give links to. One major issue is who will do the orientation; ultimately it falls to the Academic Staff Council. Would be ideal if before the end of the spring semester, much of the plans were laid: room booked, date put on necessary speakers’ schedules, etc. The bylaws of the committee need looked at and amended to include the new hire orientation in the chair’s responsibilities.

Professional Development
The committee has spent time collecting information from other professional development committees throughout the UW System. The committee is working a new application which they hope to have ready by the time the next application period begins in March. The new version would have a more detailed budget portion. Many other campuses only cover a certain amount of the request. The committee is still working on
dealing with instructional academic staff and including them in the pool of people who are eligible for professional development grants.

Shared Governance Policy
Will likely be voting on it at the January 28th meeting. Many campuses have already voted it down.

Contractual Language
The representatives’ group sent a letter to President Reilly which said that he is not aware of any campus that is in violation of UPG 3.05(3) which requires that academic staff be considered for a multiple year contract after they have worked at an institution for seven years. This is an issue we are planning on bringing to Chancellor Gow. Chancellor Gow and Jennifer Wilson were CC’ed on the letter from President Reilly. Need to look into how many people are getting a one year contract and how many are receiving a multiple year contract.

Collective Bargaining
Several academic staff met with Jennifer Shilling in December to talk about her support of a bill in the legislature which would allow faculty and academic staff to gain collective bargaining rights. The academic staff members brought up their concern over the decoupling of staff and faculty. Members of the ATF Union were also present. Shilling has signed on as a supporter of the bill. The bill is asking the state for the right to vote on issues on campus.

Excellence Nomination
This year there is a new award for a program. The definition of a program is basically a department or unit. This year will nomination the Campus Climate Office. Chair Richter will contact the department and then Chancellor Gow.

Semester Goals
-communication and visibility – monthly email,
-candidates for the elections

Meeting adjourned at 2:47pm.

Academic Staff Council
Full Council
December 10, 2007

Present: Brunk, Robinson, Richter, Lo, Burton, Van Roosenbeek, Weiland, Dodge, Leahy, Heyer, Vahala
Guests: Gow, Hetzel

Meeting called to order at 1:18pm.
Two guests: Chancellor Joe Gow and Vice-Chancellor Bob Hetzel. Vice-Chancellor Hetzel came to introduce himself. He would like to come speak with the Council once or twice a semester. It was great to have Co-Chair Richter at the Board of Regents meeting along with the Faculty Senate Chair and Student Association President. Vice-Chancellor Hetzel would like to come back at the beginning of the second semester since the main topic today is the approval of Growth, Quality and Access. With that, the discussion was turned over to Chancellor Gow.

Chancellor Gow touched on how great it is that the Vice Chancellor has a background in Resident Life, which multiple council members were also happy about. He also recapped last week’s Board of Regents meeting last week where campus leaders and local legislators spoke in favor of Growth, Quality and Access which was then approved on Friday.

Now the question is how to do planning for implementation of Growth, Quality and Access. There will be an oversight committee. How is the best way to begin that process? How will we be accountable to ourselves? We need to make sure we are doing this the right way. It needs to be a fair and good process.

Questions:
When will we start hiring? The money will start to be collected in Fall of 2008. Will start hiring then.
How many new students will that entail? 500 but 200 of them are already here because the first year class was increased from 1500 to 1700+ in the recent past. However, only the students who start in Fall 2008 will pay the tuition increase. It will take 3-4 years to increase enrollment by the 500 amount.
What if a student stops out for a semester? If they stop for a medical reason or family problems, they will not have to pay the increased tuition. If they take a break because they are unsure of what they want to do, etc the increased tuition will be applied to them.
How often will we be audited? We have to report to System once a year and at the five year mark we have to go back to the Regents and show what we have done. We will likely be audited by the legislature after 3 or 4 years.

Council members expressed a desire that the oversight committee be numerical representative of faculty, staff, students and classified staff. Also make sure that the oversight group isn’t too big which would result in not much getting done.

The Council also brought up the fact that the Joint Planning and Budget committee’s make up is not representative of the campus and dominated by faculty. Chancellor Gow suggested that a conversation about the committee make up needs to be held with staff, faculty, students and classified staff.

Vice Chancellor Hetzel talked about everyone needing to know what’s going on throughout the budget process because right now each little piece is determined by a different group without everyone realizing how all the decisions are made or how the
result came about. The Council expressed a strong interest in being able to have that information and participate in the process.

Chancellor Gow expressed that we need to make sure we’re doing what’s needed for students so we can defend the tuition hike for the new students next fall. We need to look at what’s best for current and future students. We also need to have a way set up so that people feel like they are being heard. It is disappointing that Joint Planning and Budget has not been an example of that. A Council member also expressed that in the past it seemed that Joint Planning and Budget worked on items all year but their work was brushed aside and decisions were made without their input.

The oversight committee will work on which departments need the new academic staff positions the most, in addition in how to spend the money. Will need to factor in how long it would take to fill the different positions. It was suggested that the oversight committee have staggered terms so that you’re not getting all new people every year because too much time would be dedicated to catching up.

The money we did get from the legislature will be used towards financial aid. The money from Growth, Quality and Access will go for 75 instructional positions, 30 academic support positions and 10% of it for supplies.

Academic Initiatives – there is a quarter million dollar reserve in the funds. There was an original understanding of the university matching the dollars. However, this was not included in the proposal. The matching dollars from the university have been coming from a one-time fund instead of a base fund.

The Council wanted to express that Academic Staff are very willing to serve on the oversight committee.

Vice Chancellor Hetzel encouraged that Council to have representation at the Joint Planning and Budget meeting this week. There have been some people on campus who think that Joint Budget and Planning should become the oversight committee. The Council expressed the opinion that this is a whole new plan and process which should require a new committee.

Approval of Minutes
First, Brunk. Second, Robinson. APPROVED.

Sick Leave Reporting
After the Board of Regents meeting, there are some new rules that will go into effect in January.

Collective Bargaining
Jennifer Shilling will be meeting with Council representatives this Friday at 8:00am to get their input on the bill which she has been asked to co-sponsor.
Media Coverage
Disappointed in the lack of mention of academic staff in the coverage of the Growth, Quality and Access coverage. The campus reporter from the Tribune has been contacted about this and has offered to a feature about academic staff in the future.

Contractual Language and Length
Leahy contacted staff at other campuses to see what they have. Most campuses have language similar to ‘no intention to renew’. Many of the offer contracts longer than one year after seven years of employments. The Systems Representatives sent a letter to President Reilly asking that he do an audit of the contracts across the System.

Shared Governance Principles and Guidelines
Don’t have anything statewide. Have a document to present to the Council to vote on; need a response by February. There is one item that is optional: having the System Rep being the same person as the Council Chair.

Nomination for the Program Award
How should be nominate a program? Would like to get the definition of ‘program’. There is one in the information on the award but it is very broad. Deadline of March 1st. Could ask for self-nominations from the campus. Leahy will contact the appropriate person to get more details.

Meeting adjourned at 2:35pm.

Academic Staff Council
December 3, 2007
Executive Committee

Present: Richter, Brunk, Leahy, Vahala,
Absent: 
Excused: Van Roosenbeek

Meeting called to order at 1:20pm

Next Full Council meeting is December 10th. Bob Hetzel will be a guest at the meeting. Other possible agenda items: Shared Governance Guidelines from System, Contract Language, Decoupling of Academic Staff and Faculty - Pay Plan

Salary and Personnel Committee
Trying to plan a new staff orientation at least once a year and also offer it to individuals who would like a refresher. HR has recommended that the orientation be held in July. This date would be too early for Hall Directors; could possibly get some time at a Hall Director training. It may be necessary for the Academic Staff Council, Executive Committee or the Chair of Salary and Personnel to be responsible for putting on the presentation. There is already a Power Point presentation that has been put together. The committee has also talked about doing a checklist for new hires and their
supervisor to receive to make sure tasks are accomplished on time – signing up for
insurance, etc. To make connections, Council members could drop off information in
person to new hires.

Regent Meeting
Richter and Robinson will be attending this Thursday.

Meeting adjourned at 1:52pm.

Academic Staff Council
November 26, 2007
126 Wing
Full Council

Present: Van Roosenbeek, Brunk, Dodge, Leahy, Richter, Lo, Burton, Weiland, Vahala,
Robinson, Heyer

Guests: Chris Bakkum, Karen Palmer McLean

Meeting called to order at 1:20 pm.

I. Introduction for Guests

II. Spousal/Partner Hire
The council was happy to see a proposal but had some general concerns, some of
which have come from past experiences. Palmer McLean gave a background as to why
the proposed policy came up: other campus leaders shared that many faculty hires
express interest in having their partner hired by the campus. The Provost approved a
group to come up with a policy which was based on existing policies at Madison and
Milwaukee which have been very popular. Want to prevent ‘secret deals’ from
occurring. In the past it seemed that certain high level positions resulted in the offering
of a job to the spouse or partner. Want to have the possibility of spouse/partner hire
available to everyone. This could be a possibility for non-instructional units to get in
some quality employees that we may not have been able to hire otherwise. If at any
point the receiving unit says no, the placement will end. The spousal/partner position
cannot be a classified position. Could active searches be closed for a spousal hire? If
there is a vacancy, you can get the credentials of the partners, interview and possibly
hire them so it could be closed an active search. The policy likely wouldn’t be used in
all positions but the ones that are harder to fill. The policy does not require approval to
move forward.

Council Discussion: Members still have concerns with the policy. Concerns over closing
an active search. It does keep academic staff members informed of the process so that
they will know how it should work. Council members shared that it would be good to
have a policy in place.
Motion to reconsider: First, Leahy; Second, Lo. Motion to support the policy. APPROVED.

III. Approval of Minutes
Motion to approval: First, Richter; Second, Dodge. APPROVED.

IV. Parental Notification
The policy leaves room for professional judgment in contacting parents as not all family relationships are positive. The council would like the student to choose who they identify as ‘family’, who they would like to be contacted or contact themselves. The Council has faith in the people that will be dealing with the students and believes they will make the best decision in the circumstance. One Council member heard that some students are opposed to the policy. Motion to approve the policy as is: First, Burton; Second, Dodge. APPROVED.

V. Growth, Quality and Access
Board of Regents meeting is Thursday, December 6th. Would like to have someone at the meeting in Madison. One Regent has been told by a faculty member that there is opposition to the plan so would like someone there to combat that. Possible attendees: Richter, Robinson, Burton.

VI. System Report
Looks like Regents will say that Colleague Coverage should not be used in place of Sick Leave. Reps are encouraging those responsible to get the necessary paperwork put up online. Faculty should still try to get coverage of a class they are missing. Talked about having a group of people who the System could go to for input on System-wide for concerns when governance groups are not meeting.

VII. Committees

Professional Development – Co-chairs, Tim Walls, Kerrie Hoar and Carmen Wilson met to discuss IAS inclusion in PDG process. Getting numbers from HR regarding NIAS and IAS. AS get 27% of the professional developments funds from the state at UW-L and faculty receive 73%. We need to find out where the monies for the Professional Development Grant come from: System or the Provost? Professional Development has also been looking at differences between departments for professional development funding because of the overall funding for the department and how to encourage people in those departments to find other funding and where to look.

VIII. Other
-looking into when the Shared Governance time is for the Provost candidates. The first interview is Friday. One candidate – Paino – is out as he accepted a position at another
university. The committee will meet tomorrow to discuss whether they would like to interview a fourth candidate.

-Bob Hetzel will be attending the next Full Council meeting.

Meeting adjourned at 2:54pm.

Academic Staff Council
November 12, 2007
126 Wing

Present: Richter, Leahy, Brunk, Dodge, Heyer, Vahala, Van Roosenbeek, Lo, Robinson, Weiland
Excused: Burton
Guests: Knudson, Gow, McGarry

Meeting called to order at 1:17pm

I. Parent Notification Policy
Dean Knudson came to speak to the council about the policy and was hoping for a decision of support, support with suggested changes or disagreement with the proposed policy. The draft of the notification policy philosophy proposes the possibility of notification in the event of the violated for a federal, state or local law or the UW-L code of conduct when relating to alcohol or other controlled substances or if their behavior poses a risk to themselves and/or others. Parental contact is increasing. We would like to have the policy regarding parental contact be the same across campus, from department to department. Dean Knudson also distributed some literature on the Family Educational Right and Privacy Act (FERPA). FERPA allows for communication with parents in specific circumstances.

Is there any way for individual staff members to find out what they can disclose to parents without contacting Records and Registration or another office? Don’t believe it’s possible to find out exactly what can be disclosed without contacting Registration. Can give general information.

If there is a concern with a student, the staff/faculty should make a contact with Counseling and Testing to make an appointment instead of leaving it up to the student to make sure that they get on the radar screen.

Can or do we do notification to parents’ whose child is over the age of 21? We can do it if we think it is helpful. As long as the student is not incapacitated in some way, we try to encourage them to call the parents.
If there is a dangerous situation on the campus, we do have a lockdown procedure. We are in the process of reviewing what happens in a variety of emergency situations. Encouraging departments to have calling trees and succession plans.

RHAC and Faculty Senate have approved it. Student Senate has had a discussion but has not voted on it.

II. Growth, Quality and Access
Chancellor Gow came to discuss the next proposal. The Faculty and Student Senate have voted in support of the plan. He gave a quick review of the plan. Since the budget was decided, we started talking to the legislators about what the problem was. They were uncomfortable with explicitly saying that tuition money would be used to fund financial aid. If we have a differential tuition proposal for the Regents, we can do it that way. All of the differential tuition would go towards hiring new faculty and academic staff. The money which we received in the current budget would help to fund financial aid. It looks like there is much more support for the next plan than Growth and Access. Brent Smith has been very supportive of the plan.

How is staff defined in the new plan? The positions have not been laid out. Will likely need new positions in Financial Aid, Registration, Advising and Admissions. Other than that, am unsure. It will be discussed at a later point.

How will the numbers be figured out? With the current circumstances of many interim positions higher up, would like to consult with those who are working with students day to day.

Some faculty seem to think ‘staff’ will and/or should be instructional academic staff, which of a concern to NIAS. Chancellor Gow responded in his mind ‘staff’ was non-instructional academic staff.

The Chancellor expressed a desire to see a representation of Academic Staff Council at the Board of Regents meeting in December when the plan will be proposed to the Regents.

Council members expressed a desire for us to not only focus on recruitment but also on retention. Need to make sure that students of color and other minority students want to stay on the campus and have the necessary support. Also need to make sure that diverse staff members feel comfortable on this campus and in the community.

Council members also expressed a desire to make good connections with the community in order to have a more positive relationship between campus and the community?

What will be the most challenging aspect of the meeting in December?  
- Why wasn’t a student referendum done on the issue?
- Cost; increase of tuition

Would it help to discuss how the REC center was funded? Started to charge for it 10 years before it was built. It will help because the students who would be paying for it will benefit from it.

Has there been any opposition from other UW chancellors? Have not talked to all of them yet. Other campuses are interested in doing the same thing.

What do the legislators/regents thinking about taking care of the facilities? Seem to have other things they are focusing on and many don’t take it into consideration.

Is there a possibility of moving the new academic building over to prevent taking down Baird? Has not heard that proposal before and don’t know what the implications would be on the plans.


The Council would like to send a representative to the Regent’s meeting. It is Thursday, December 6th – when committees meet. This will be taken up by one of the committees so it is likely that the presentation will be that afternoon. On Friday, December 7th, the full Board meets and the committee gives a report. The Thursday meeting should probably be the priority. They are public meetings and can be watched on MediaSite. The Council will contact Nancy Sedbrook to let the Chancellor know which Academic Staff member(s) will be attending. Could carpool down with other governance representatives.

III. Parental Notification Policy
Concern of notifying parents when that may be detrimental to the student. Would like to vote on it at the next meeting in order to give it proper consideration.

IV. Minutes
Need to correct spelling of Shilling. Motion to approve: First, Brunk, Second, Robinson. APPROVED.

V. Academic Calendar 2009-2010
Motion to approve the calendar as is: First, Heyer, Second, Brunk. APPROVED. 1 abstention.

VI. Spousal Partner Hiring Policy
Sent questions and received responses from Karen Palmer McLean and Betsy Morgan. Responses did not seem to address all concerns. Don’t believe this would change how anything is done on campus, just want to have a set policy in place.
Motion to support the Spousal Partner Hiring Policy: First, Dodge, Second, Leahy.
Vote: 4 support
   4 opposed
   2 abstentions
Motion fails.

The co-chairs will communicate with Betsy Morgan and Karen Palmer Mclean that the motion failed and try to arrange someone to come to an Academic Staff Council meeting.

VII. AS Reps
Meeting this week in Madison.

VIII. Upcoming meetings
Next execs meeting: December 2nd
Next Full Council meeting: November 26th
Bob Hetzel would like to attend our next meeting.

Meeting adjourned at 2:55pm.

Academic Staff Council
Executive Committee
November 5, 2007

Present: Lo, Richter, Van Roosenbeek, Leahy, Vahala
Excused: Brunk

Meeting called to order at 1:22pm.

Growth, Quality and Access
Have not heard from all the Council members. Chancellor Gow will be attending our next meeting to discuss and answer questions. Questions over what the definition of 'staff' is for the plan. Need to be able to support students once they are on campus.

Parental Notification
Dean Knutson will also attend the next meeting to discuss a possible parent notification policy if there are serious problems. Pros and cons of a possible policy were discussed.

Spousal/Partner Hiring Policy
Posed some questions to the planning group. Troy will forward the answers he got to the whole group. We will vote on the policy at the next Full Council meeting.

Sick Leave Policy
Our response was sent out to the UW Representative’s Group. The next meeting is Thursday, November 15th.
Next Full Council Agenda Items
-Spousal/Partner Hiring Policy
-Academic Year Calendar
-Chairs’ Report

Meetings
Planning on two Full Council meetings and one executive committee meeting a month.

Fall Kickoff
Will charge the Professional Development Committee with doing a survey on the Kickoff.

Meeting adjourned at 2:01pm.

Academic Staff Council
October 22, 2007

Present: Brunk, Richter, Robinson, Dodge, Van Roosenbeek, Heyer, Leahy, Lo, Vahala, Burton
Excused: Weiland,

Called to order at 1:18pm.

Approval of Minutes
First: Van Roosenbeek; Second: Brunk
APPROVED

Fall Kickoff
Went well. Great speech by Diane Schumacher. Would have like to see more people there. Will try to increase marketing next year: attend director’s meeting, send out personal emails from Council members. It does not seem as though people have enough time to get to events. Could move up date of event or change time of day. May survey academic staff as to preference of time. Have a speaker to make it into Professional Development time. Aim for second or third week of the school year. Postcard invite to every Academic Staff. Give planning as a charge to Professional Development Committee.

Acknowledge donations: Kay Robinson/Loons, CAB, Rec Sports, Chartwells, Alumni Association, Bookstore,

Thank you to Diane Schumacher, Herb Kohl and Jennifer Shilling. Request a copy of Diane Schumacher’s speech.

Parking at Cleary Center needs to be set up ahead of time before next year’s event.
Inauguration
Purchased the guitar strap and donated almost $700 to the Gow's Grove fund from monies collected from multiple academic staff members.

Will send out link to video of inauguration.

Academic Calendar
Fall 2009 does not have a study day before finals start.

Spousal/Partner Hiring Policy
Would facilitate the hiring of spouses or partners but it is not a guarantee. It is technically already an option but the university would like to have a formal policy. Academic Staff Council would have liked to be included in the development of the policy and/or the appointment of members to the committee. Concern with items 7 on page 2: seems to allow for the creation of a position. How long would it last? Would it be a position with benefits? Co-chairs will send an email of questions to those that helped to develop the policy because there is not another Council meeting before the desired deadline for a response.

Decision on the policy is tabled until a response is received. May vote on the item via email.

System Report
Leahy was not at the meeting but did send out the minutes she received.

Reps group would like a comment on the proposed Sick Leave Policy. Leahy will be forwarding newspaper items that she receives.

Next executive committee meeting is November 5.

**Next full council meeting is November 12.**

Meeting dismissed at 2:37pm.

Academic Staff Council
Executive Council
October 8, 2007

Present: Richter, Brunk, Vahala, Lo, Leahy
Excused: Van Roosenbeek,

Meeting called to order at 1:19pm.

Celebration of Excellence
Diane Schumacher will be speaking. Herb Kohl will be attending also. Brent Smith will likely not be able to come. Discussed the program plan for tomorrow. We have a variety of door prizes and will be recognizing those who have been at UW-L for 5 years, 10 years, etc. Lo will handle the raffle.

Agenda for Full Council
Academic Year Calendar, Spousal Partner Hiring from Betsy Morgan – will be forwarded to the Council – will invite people to the meeting to answer questions.
Sick Leave – need response by the end of the month. Professional Development Grants,

Chancellor’s Gift
Vote is 5 for Gow’s Grove, 4 for guitar strap. Two people have not replied. It was decided that we will send out an email to all academic staff to ask for donations. Will buy a strap and use what is left towards the Grove. Can we get tax exempt letters for those that send money?

UW System
No one can attend the Reps meeting this week. Leahy will be contacting them and will be able to attend the November meeting. Will bring dates to next meeting.

Faculty Senate
October 25th through February are covered. Co-chairs will be meeting regularly with Carmen Wilson, Faculty Senate Chair.

Adjourned at 1:59pm.

Academic Staff Council
September 24, 2007
Full Council

Present: Richter, Brunk, Leahy, Lo, Dodge, Burton

Excused: Van Roosenbeek, Weiland, Robinson, Heyer, Vahala

Meeting called to order at 1:17pm

I. Meeting Time
Will be keeping an eye on attendance and may reconsider meeting time if there continues to lower attendance rates.

II. Minutes
Motion to approve Lo-Brunk
APPROVED

III. Fall Kickoff
October 9th at 3:00pm in Cleary. Food has been ordered. Publicity will be sent out after a speaker is determined. Co-chair Van Roosenbeek was looking into the last Excellence recipient as a possible speaker. Other possibilities: Sue White, Al Trapp, Chris Bakkum, Kaye Schendel, Mo McApline. Easels: we will need a total of 9, Cleary has 4 we can use. Brunk will bring 3 from the Advising Center. Van Roosenbeek may be able to get them from Cartwright. Promote the event through word of mouth. Among attendees are Chancellor Gow and Regent Smith. Door prizes: Paul Rusesabagina tickets, Chartwells coupons, comedy tickets. Brunk will take pictures at the event.

IV. Professional Development
No changes to the application process this semester. Committee has not met yet but there may be changes for the spring application process.

V. Committees
Committee conveners will be setting up their first meeting of the year in the next few weeks. Salary and Personnel will be meeting on September 25th.

VI. Career Progression
Lo and Richter attended one of the meetings last week. Concerns were raised over the delay in notification of meeting and deadline. If academic staff members are having problems with the deadline they need to contact Joy directly. We will send out an email to all Academic Staff including links provided by Human Resources. Human Resources is looking into doing workshops/brown bags on Career Progression. HR will be putting information on their website pertaining to academic staff titles, minimum/midpoint/maximum salaries, etc. HR was asked if they could notify staff when they may be eligible. Academic Staff Council could send an email reminding people they need to contact Human Resources. We could also do a workshop on Career Progression with former Title Review committee members and others who have recently gone through the process. Could post information on the Academic Staff Council website.

VII. Equity
Can request a pay increase if you the scope of your job has changed, professional accomplishments, gender/racial discrepancies, or you have received a different job offer. Possibility of increase is limited based on budget restraints. It must be signed off on by supervisor and then goes onto the dean for approval or non-approval.

VIII. UW Systems Representative Report
Leadership Conference will be July 17-18 in Platteville. There is some money left over from the last few years.

ASPRO – Look at difference between TAUWP and ASPRO. Membership is currently declining.
Collective Bargaining Language in the State Budget – UW-Stout passed a resolution against it. Last year’s Council also passed a resolution against it. Concerns among other Representatives over it.

Ron Singer – new System liaison to the governance groups. He would like to visit campuses to meet governance groups. He is a member of the President’s cabinet. Leahy will invite him to one of our meetings.

Vice President Martin talked about Advantage Wisconsin, which is a strategic plan they are considering. There is information about it on the minutes of the last Regent meeting. Plan how to create more jobs, build stronger committees and increase number of graduates.

Al Crisp – talked about the Sick Leave reporting. We need to give a response by the end of October.

Academic Staff appointments – one year, no intention to renew. UPG 3.05(2) says “Each institution shall review annually the type of contract and terms of any academic staff member who has served more than seven years to determine the feasibility of moving such individuals to indefinite or multiple year appointments with increased job security. In making such a determination, the institution shall consider the continuing need for the position, funding sources and quality of employee’s performance. Academic staff with seven years or more of service whose appointments do not provide at least two year terms shall be given the reasons upon request. Academic staff will ten years or more of service whose appointments do not provide at least three-year terms shall be given the reasons upon request.” The Co-Chairs will be sharing this information with Chancellor Gow.

Diversity Award for programs that have had an impact on the school or system. It will be given out by the Regents. We would like to nominate Awareness Through Performance. More information will be coming out soon. There will also be an Academic Staff Program Award.

Diversity Climate Assessment process is starting.

Shared Governance committee with faculty representatives, trying to get more power for the Academic Staff representatives.

Leahy cannot attend the October 11th meeting. We are looking for another Academic Staff Council member who can attend.

Other
Social with President Reilly this Thursday evening. Public reception at 5:30pm.

Meeting adjourned at 2:26pm.
Academic Staff Council
Full Council
September 10, 2007

Present: Richter, Dodge, Lo, Van Roosenbeek, Vahala, Leahy, Burton, Heyer, Robinson, Weiland

Excused: Brunk

Guests: Chancellor Gow, Tim Walls

Meeting called to order at 1:22pm.

I. Welcome to new Council member Chris Dodge.

II. Discussion with Chancellor
Topics discussed included:
- Safe La Crosse
- Budget Update; Chancellor Gow met with Majority Leader Huebsch on Thursday; Growth and Access
- Second Supper Interview
- Deferred Building Maintenance
- ‘No intention of renewal’ letter
  i. The Council will look at the contracts of other schools in similar budget systems and compare
- Per student funding
- Co-Chairs Richter and Van Roosenbeek will be meeting regularly with Chancellor Gow

III. Professional Development Grants
The Professional Development Grants (PDG) are given out twice a year in the Spring and Fall. There is roughly $7500 available each semester; however, the funds given to the Excellence Award winner also come out of the fund. Applications this semester will be available in early October and due by the end of the month. This is for activities that will occur between January 1, 2008 and June 30, 2008.

There was a discussion about increasing the marketing of the PDG. A brochure was made in the past which will be reviewed. Also, the committee will consider having more restrictions on the distribution of funds.

IV. Miscellaneous
   A. UW System Representative – The first meeting is next Thursday. Leahy can attend that meeting and can do the teleconference meetings but will not be available to attend all meetings in Madison. It was decided that Leahy will be the primary contact as the UW Representative and other
Council members will fill in as needed. Leahy will send out an email of the dates that she can and cannot make.

B. Executives – Will be meeting on the third Monday of the month at 1:15pm.
C. Office hours have been sent out and Council members are encouraged to use the office for other meetings.

V. Grievance Procedure
One suggestion for change was made. This will be taken to Jennifer Wilson to see if it can be done.

VI. Fall Kickoff
We need a speaker. Will contact last year’s recipient to see if she would be interested. Council members expressed a desire to invite local political representatives and the Board of the Regents. They will be added to the invitation list. Invitations will be sent out this week. After the speaker is laid down, we will do a Campus Connection announcement.

Suggestions
-Instead of raffle tickets, sign in for door prize with name and unit.
-Recognize people who have been at UW-L for 5, 10, 15, and 20+ years

VII. Mentoring Program – Academic Staff in the Know (ASK)
Two requests for mentors were received however both were IAS and referred to the IAS mentor group.

VIII. Academic Staff Orientation
The Salary and Personnel committee will be working on developing an Academic Staff Orientation. One Council member suggested setting up a D2L website for Academic Staff.

IX. Committees
Concern was expressed because the deadline for submitting necessary items for career progression have not yet been announced. Co-Chair Richter will talk to Human Resources

X. Faculty Senate
A sign up sheet to attend the Faculty Senate meetings will be sent via email.

Meeting adjourned at 3:01pm.

Academic Staff Council Retreat
Wednesday, August 15, 2007

Present: Van Roosenbeek, Burton, Brunk, Leahy, Richter

I. Fall Kickoff
Van Roosenbeek will work at getting more money for refreshments.

It was decided we will do an announcement of the recipient and the date of the Kickoff the second week of classes.

We will be needing about 10 easels for the Professional Development posters.

We will do a raffle again. People to contact for donations: CAB, Bookstore, Chartwells. Will once again require a food donation for the raffle.

We will invite Regent Brent Smith and ask Jim Jorstad to do a short presentation (5-10 minutes).

II. Executive Team
Have an open position of Academic Staff State Representative. After discussion, it was decided that Brunk, Leahy and possibly Robinson will split the position. Leahy will contact recent AS Representative Veglahn for more information.

The co-chairs are working on setting up their hours. Some will be overlapping. They are working to get to all of the events/meetings that they are invited to. They recently attended a meeting with the Present of the Board of Regents.

III. Goals
- Name change
- New Academic Staff Orientation – the Salary and Personnel committee will work on this as well as the mentorship program and the appointment letter
- Monthly email communication with constituents
- Joint orientation with Faculty Senate

IV. Mentor Program
Have received emails from new AS members. The Salary and Personnel committee will work to find mentors.

V. Priorities for the Year
- Have a Council member attend every Faculty Senate meeting

VI. Professional Development Grants
Would like to have Tim Walls attend a Council meeting. Discussed updating the PDG brochure. Should we include limits on how often a staff member can apply?

VII. Career Progression
Human Resources will be doing a workshop/brown bag

VIII. Closing
Each member discussed their goals and plans for the year
Academic Staff Council
Full Council
June 18, 2007

Present: Van Roosenbeek, Robinson, Leahy, Brunk, Handley, Lo, Richter, Weiland, Vahala

Excused: Burton

Absent: Heyer

Meeting called to order at 3:37pm

Approval of Minutes
On page two, need to change ‘motion to postpone’ and ‘motion that’.
Van Roosenbeek – Lo APPROVED

Elections
Motion to election Richter and Van Roosenbeek as co-chairs, Vahala as Vice Chair and Lo as Secretary
Leahy – Brunk APPROVED

Committees
Six committees need Academic Staff Council Representatives. Those will be as follows:
Bylaws – Weiland
Professional Development – Richter
Salary and Personal – Brunk
Search and Screen – Heyer
Joint Budget and Planning – Vahala
Joint Legislative/Regents – Leahy
Council members also volunteered for the following committee service:
Robinson – Professional Development alternative, Non Instructional Grievance alternative
Handley – Consultative Layoff
Brunk – Title Review

Domestic Partnership Benefits
The benefits were taken out of the budget but there is a chance they will be put back in. Co-chairs Van Roosenbeek and Richter will draft a statement from the Council. The University of Kentucky recently announced a Dependent Coverage Plan to include Domestic Partnership Coverage.

Alternative Work Week
It is a discussion paper. There is precedent in the Classified Employee contracts for an alternative work week. The Council would like to make it clear that there is not a
standard schedule among also academic staff and this is an issue that should be worked out between an employee and their supervisor.

Growth and Access
Richter did a little research and work. Under Growth and Access, 78% of employees will be faculty/instructional academic staff and 22% will be non-instructional academic staff. Concern was expressed over classified and non-instructional academic staff being classified together. In that group, the plan is to higher only 30 positions over 6 years. Council members believe that it must be realized that more is needed when increasing enrollment than more classes and classrooms. There was also a concern of the lack of representation of academic staff in the Growth and Access discussion. Robinson has drafted a statement for the Academic Staff Council which will be sent out to the council. She will also contact Teri Thill to find out the current breakdown of employees.

Fall Kickoff
Set for Tuesday, October 9th at 3:00. The office assistant will check Cleary for availability. We would like to do another food collection and raffle.

UWS Chapter 7 and 11
Concerning dismissal of faculty and academic staff. It applies to indefinite appointments only.

Retreat
Hope to do it in early August. The co-chairs will discuss and plan further.

Grievance Process
The special committee has come up with a proposed process which was distributed to the council. It does not need external approval because it is a process clarification. The council will vote on the proposal at the next council meeting.

Meeting adjourned at 5:00pm.