I. Call to Order
   A. Roll Call – Sign Attendance Sheet
   B. The SAS Executive Committee will meet immediately following the regular meeting.

II. Administrative Reports
   A. Chancellor's Report
   B. Vice Chancellor for Academic Affairs' Report
   C. Vice Chancellor for Administrative and Student Life Services' Report

III. Announcements

IV. Approval of Minutes of September 5, 2012 (Attachment 1)

V. Reports
   A. Chair (Jerry Addie)

VI. Old Business
   A. Etextbook Update – Bob Butterfield, Director of Instructional Resources
   B. 2012 UW-System Academic Staff Professional Development Conference
   C. Pay Plan Update
      1. Discussion of survey results.
      2. Decision on how to distribute survey results.
   D. SAS Achievement Subcommittee Update
      1. Advocacy
      2. Committee Cleanup
      3. Newsletter
      4. Website
   E. University Personnel Systems
   F. Senate of Academic Staff Election Results
   G. Tobacco Free Campus Policy
   H. Other

VII. New Business
   A. SAS Achievement Subcommittees – Do we want to continue with the same subcommittees as last year or make changes?
   B. Committee Appointments (Attachment 2)
   C. Committee Vacancies – How to proceed in filling these vacancies? (Attachment 3)
   D. Other

VIII. Adjournment

Notes:

1. The next Senate meeting will be held at 3:00 pm on October 3, 2012 in Room 217 RSSLC.
Attachment 1

Minutes
SENATE OF ACADEMIC STAFF MEETING
September 5, 2012
Oakwood Room, MSC
3:00 p.m.

ATTENDANCE
CHAIR: Jerry Addie
VICE CHAIR: Krista James
PRESENT: Jerry Addie, Robert Butterfield, Nathan Castillo, James Church, Stephen Collie, Wendy Dittmann, Susan Greene, Krista James, Josh Lind, Lelah Lugo, John Lui, Robin Muza, Jen Parker, Sandy White

Guests: Lisa Walter, Shirley Klebesadel (for Phil Lyons), and Claudia Johnson

ABSENT: Barbara Bauer (excused), Tracy DeRusha,

I. Call to Order 3:00 p.m.
   A. Group Photograph – Photograph taken.
II. Administrative Reports
   A. Chancellor's Report
      1. AQIP – Meridith Drzakowski, Changes will be happening with our accreditation. PEAQ is the traditional accreditation approach. UW-Stout has been on AQIP which is a continuous improvement approach. PEAQ is no longer an option. We will move to the Open Pathway model which is the most flexible option and based on continuous improvement. There will be a site visit once every 10 years. We will start in year 7, so the site visit will be in about 3 years. We will be graded based on effort put forth and will use existing data.
      2. Enrollment Management – The Strategic Planning Group met several times to talk about enrollment targets. Declining high school class size is a concern as we look at our freshman targets. The enrollment target is 9500 students by 2025. We are looking at continuing to make a strong effort with freshman, but also focusing on increasing the graduate and transfer students. Feedback from engagement sessions will be used. Certificate programs draw in graduate students. Also looking at marketing to increase growth for graduate and transfer students. Just completed a series of focus groups and surveys from graduate students and transfer students to be used in part of this process. The group is also looking at best practices in other institutions.
      3. Engagement Session Feedback on Supplemental Pay Plan Criteria and Funding Sources – This is a follow-up to the Engagement Sessions. The goal is to finalize next steps of this process. A handout was distributed. The Strategic Planning Group has been working on the supplementary pay plan since spring. The Supplemental Pay Plan must be funded internally. It cannot be given across the board, and it cannot be based on merit alone. Jerry Addie and Lelah Lugo are on the group working on a supplemental pay plan. Many comments were on compression, minimum amount, and credit load criteria. Based on this feedback there are 4 possible options or you can formulate a different option. The Chancellor asked for feedback by September 17, 2012. Krista James asked if we can send out a survey to seek information from constituents. Meridith indicated that a survey would be fine. Lelah Lugo asked for the rationale for not implementing a pay increase across the board. The response was that System believes it should be based on merit, market, and equity. Chair Addie, thanked the Chancellor and Meridith for presenting the information.
   B. Vice Chancellor for Academic Affairs' Report
   C. Vice Chancellor for Administrative and Student Life Services' Report – Shirley Klebesadel gave an update at the request of Phil Lyons. The electrical substation was done at the end of June. Let us know if there are any problems. Fleming Hall is complete. International Student Services and ESL have been moved to the bank building. Planning for Harvey Hall is underway. Relocation plan is being discussed and will take place a year from now. Office staff will move in summer and early fall. Please purge and start cleaning now. Classes will move
through fall. The proposed plan is to move to JTC. The concentration for next year will be Harvey Hall. Harvey Hall Renovation will take place from January 2014-July 2015.

III. Announcements
A. Welcome and Introduction of Senators
B. SAS meeting Schedule for 2012-2013 - Meetings will continue to take place every other week with the Senate of Academic Staff Executive Committee to meet after the SAS meeting.
C. SAS Membership for 2012-2013
D. Simplified Parliamentary Procedure
E. Open Meetings Law
F. Other

IV. Approval of Minutes of July 25, 2012
Motion: Butterfield/Muza
Vote: Passed, 2 abstentions

V. Reports
A. Chair (Jerry Addie)
B. Lisa Walter Presentation—Chancellor’s Academic Staff Award for Excellence 2011-12 – Thank you to Senate for nominating me. Threat Assessment—The Gift of Fear by Gavin Becker. Used funding to go to Threat Assessment Expert training. Attended training on Oct 9-12, 2011. UW-Stout is doing good with Student Concern Threat Assessment Team. UW-Stout has increased documentation over the years. When there is a concern because of a threat to personal safety, it is good to bring in people who are close to the incident to get the specific information. But then those people should be removed from the assessment process to allow people to be more objective. One goal has been to formalize a group of people who can be trained and will do threat assessment on an ongoing basis. We are planning for the worst, but hoping that we never need to use those plans. Lisa Walter asked the group “Do you think people would come to a training session for faculty and staff?” Feedback included: doing a session during peak anxiety times, go to Department Meetings, provide training dates to Department Chairs, possibly tie it to a certificate or add it to performance evaluations.

VI. Old Business
A. 2012 UW-System Academic Staff Professional Development Conference
B. Pay Plan Update – Feedback included: Want to make sure everyone is treated fairly and criteria makes sense. Don’t take money away from one person to pay another person. Where is money coming from? I like engagement sessions to get feedback and now having options to look at. #3 looks like a good choice to reduce favoritism. The mathematical approach is less personal. Revenue generation concern about increasing camps, conferences, and professional development. Transparency about where funding is coming from. Do we want to do a Qualtrics survey with the 4 options? A Qualtrics survey will provide feedback from constituents.
Motion: Put together a survey with 4 options (only pick 1). James/White
Amend Motion: Add a second question - Do you support moving forward with a supplemental pay plan? Lui/Collie.
Vote: Passed unanimously.
C. SAS Achievement Subcommittee Update – Add to new business for next meeting.
1. Advocacy
2. Committee Cleanup
3. Newsletter
4. Website
D. University Personnel Systems
E. Senate of Academic Staff Election Results
F. Tobacco Free Campus Policy
G. Other

VII. New Business
A. Approval of Committee Appointments – Make a correction on document. It should be Thomas Harvey instead of Harvey Thomas. Jen Parker will serve on the Sexual Harassment Committee. It was recommended to check out the Handbook to make sure that the committee appointment process is updated and the process is followed.
Motion to Approve: Muza/Collie
Vote: Passed Unanimously

B. Committee Appointment Vacancies

C. Student Non-Discrimination Policy 11-68 – Joan Thomas explained that this policy should be used any time a student is involved in non-discrimination. Major Changes – grievance process, filing of a complaint within 90 days, title 9 changes have the same appeal rights, and follow the process for students (which is different from non-students).

Motion to Approve: James/Muza
Vote: Passed Unanimously

D. Service Animal Policy (Attachment 9) – There is a growing number of people who have service animals. Positives of the policy: great to have a policy; shows that we, as a campus, recognize that this is an accommodation for people with disabilities; and it provides guidelines on what we can ask about and expect related to service animals. The service animal is an extension of the handler. The group talked about taking miniature horses out of the policy, but System Legal recommended that it should be included in the policy. Lui asked if the campus ADA committee has endorsed it. Joan Thomas indicated that the campus ADA Committee hasn’t met since May, but is expected to endorse it. She will work to with the ADA Committee to get their endorsement.

Motion to Approve: James/White
Vote: Passed Unanimously

E. Sexual Harassment Policy Revision

F. Compensation Program Criteria

G. New Business–Bob Butterfield, Director of Instructional Resources–etextbooks. Tabled until next meeting.

VIII. Adjournment 5:00 pm

Notes:

1. The next Senate meeting will be held at 3:00 pm on September 19, 2012 in the Oakwood Room (MSC).

Recorded and prepared by,
Brenda Krueger
## Committee Appointments

09/19/2012

<table>
<thead>
<tr>
<th>Committee</th>
<th>Academic Staff Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Action, Ethics and Competition Review Committee</td>
<td>Mesa Covill (Admissions)</td>
</tr>
<tr>
<td>- ASA, 2 year</td>
<td></td>
</tr>
<tr>
<td>Positive Action, Ethics and Competition Review Committee</td>
<td>Jeanne Rothaupt (Counseling Center)</td>
</tr>
<tr>
<td>- Student Services, 2 year</td>
<td></td>
</tr>
<tr>
<td>Positive Action, Ethics and Competition Review Committee</td>
<td>Kara James (Disability Services)</td>
</tr>
<tr>
<td>- Student Services, 1 year</td>
<td></td>
</tr>
<tr>
<td>International Education Advisory Committee</td>
<td>Elaine Lacksonen</td>
</tr>
</tbody>
</table>
## SAS Committee Vacancies
### Fall 2012

<table>
<thead>
<tr>
<th>Committee Name</th>
<th># of Vacancies</th>
<th>Alternates</th>
<th>FS or SAS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Academic Staff Professional Development Grants Review Committee</td>
<td></td>
<td>3</td>
<td>SAS</td>
<td>Alternates - documentation says the same as those on the Academic Staff Professional Development Committee.</td>
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<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>3</td>
<td>SAS</td>
<td>3 openings in ASA (1 @ 2 year &amp; 2 @ 1 year)</td>
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<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>2</td>
<td>SAS</td>
<td>2 openings in ASLS (2 @ 2 year)</td>
</tr>
<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>1</td>
<td>SAS</td>
<td>1 opening in Chancellor’s Division (1@1year)</td>
</tr>
<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>2</td>
<td>SAS</td>
<td>2 openings in CAHSS</td>
</tr>
<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>2</td>
<td>SAS</td>
<td>2 openings in CEHHS</td>
</tr>
<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>1</td>
<td>SAS</td>
<td>1 opening in COM</td>
</tr>
<tr>
<td>Positive Action, Ethics, and Competition Review Committee</td>
<td>-</td>
<td>2</td>
<td>SAS</td>
<td>2 openings in CSTEM.</td>
</tr>
<tr>
<td><strong>TOTAL VACANCIES</strong></td>
<td><strong>13</strong></td>
<td><strong>3</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
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