I. Call to Order  
   A. Roll Call – Sign Attendance Sheet  
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 October 3, 2012 (Attachment 1)  
V. Reports  
   A. Chair (Jerry Addie)  
   B. Academic Staff Reps Minutes of September 28, 2012 (Attachment 2)  
VI. Committee Reports  
   A. Bylaws Committee (Attachment 3)  
   B. Data Committee (Attachment 4)  
   C. Newsletter Committee (Attachment 5)  
   D. Outreach Committee (Attachment 6)  
   E. SAS Strategic Plan (Attachment 7)  
VII. Old Business  
   A. Supplemental Pay Plan  
   B. University Personnel Systems  
   C. Tobacco Free Campus Policy  
   D. Follow-up on Goals and Tasks for Committees.  
   E. Other  
VIII. New Business  
   A. Academic Staff Representatives Council Update  
   B. Committee Reporting Requirements  
   C. Other  
IX. Adjournment  

Notes:  
1. The next Senate meeting will be held at 3:00 pm on October 31, 2012 in Oakwood Room, MSC.
ATTENDANCE

CHAIR: Jerry Addie
VICE CHAIR: Krista James
PRESENT: Jerry Addie, Barb Bauer, Robert Butterfield, James Church, Tracy DeRusha, Wendy Dittmann, Susan Greene, Krista James, Josh Lind, Lelah Lugo, John Liu, Jen Parker, Sandy White
ABSENT: Nathan Castillo (excused), Stephen Collie, Robin Muza (excused)
GUESTS: Deb Gehrke, Phil Lyons, Mary Hopkins-Best

I. Call to Order 3:03 p.m.
   A. Roll Call – Sign Attendance Sheet

II. Administrative Reports
   B. Vice Chancellor for Academic Affairs' Report
      1. Board of Regents Meeting, we will highlight CSTEM education initiatives:
         • Western WI Consortium
         • Applied Scholar Program
         • Collaborative Project: Discovery Center/Small Food Presenters in WI.
      2. Channel 13 & 18 News were here today to talk about enrollment being down across the UW-System except Whitewater and Platteville (1000 students down for undergraduate students, 1000 students down graduate students). At UW-Stout, we are down 100 undergraduate continuing students. Retention (freshman to sophomore) went down to 69%.
      3. Career Conference next week. Please encourage students to attend. It would be great if Faculty and Academic Staff could thank employers for being here.
   C. Vice Chancellor for Administrative and Student Life Services' Report
      • Career Conference is at record numbers. Next year, we are looking at holding it in the multi-purpose room. We do not want to turn away employers.
      • Board of Regents: Giving 2 presentations
      • Questions about sod around MSC – Contractors covered the cost of the sod because of the drainage problems that have been occurring at MSC.

III. Announcements - Deb Gehrke
   UPS Discussion is scheduled for October 11, 2012
   • 1:00–2:30 p.m. Applied Arts 210
   Please see the linked documents from Deb Gehrke regarding the UPS System.
   UPS Executive Summary
   UPS Critical Events Timeline
   UPS Powerpoint

IV. Approval of Minutes of September 19, 2012
   Motion: Lugo/Butterfield
   Vote: Passed Unanimously.

V. Reports
   A. Chair (Jerry Addie)
      Academic Staff Reps Meeting in Madison (09/28/2012).
         1. Flexible degree program. Would like to know from instructional academic staff thoughts about the flex degree program. Up to this point only faculty involved on the committee. Reality is that it is going to happen. A couple courses will
be up and running by November in the Math area.
  a. Carol Mooney is the faculty representative on that committee. If you have feedback, get in touch with her.
  b. We want to do this and do it well. It is another choice for some students. Many from UW-Stout are on-board with this.
  c. It may be difficult to assess prior knowledge. It is like testing out of a course – Western Governors (competency based). Students can take whatever courses are offered from anywhere.
  d. Students must declare where they are going to get their degree from.
  e. From registration area, there are many questions. How does full-time enrollment status work? How do they register? Need to think about the student’s financial aid, etc.

2. UPS – Academic Staff should be able to give feedback prior to implementation.
   a. Classified will change to University Staff. Classified Exempt will change to Academic Staff (may get a choice to stay University Staff).
   b. Asked question about indefinite appointments. Flexibility for campuses to make decisions. There will be major grievances if indefinite appointments are given to classified staff. It would be more equitable to be given multi-year contracts.
   c. A goal would be to have standardized contracts. We need to level the playing field and streamline the contracts. It will be important to work with departments on campus to make sure the contracts work for them.
   d. Not much further discussion on job title families. An independent outside organization will do a title study after July 1st. It would be like putting the cart before the horse if you came up with a list of titles before doing the title study.

3. Do we want to go back to 90 minutes for meetings or just get done when we get done? It will help with recruitment if we stick to 90 minutes even if it means not getting through the whole agenda. The Executive Committee can help streamline the meeting. Have them help set agenda for next time. The goal will be to stick to 4:30 p.m. as the end time.

VI. Old Business
   A. 2012 UW-System Academic Staff Professional Development Conference
      The conference was moved from January to July. The dates will be coming soon. It is near the 4th of July on a Thursday/Friday. Meeting is in Madison. Will get more information out as it is offered.
   B. Pay Plan Update
      Faculty Senate recommends no pay plan and no cuts to units. Chancellor’s memo is saying that it is not going forward.
   C. SAS Achievement Subcommittee Update (see below)
      1. Advocacy
      2. Committee Cleanup
      3. Newsletter
      4. Website
   D. University Personnel Systems (see above)
   E. Senate of Academic Staff Election Results
   F. Tobacco Free Campus Policy
   G. Other

VII. New Business
   A. Comprehensive Security Policy #10-64
      The title is misleading. As a side note, the Safety and Workers Comp Committee is
also working on some things related to security for involuntary terminations. Lisa Walter is going to get a committee together. HR has updated paperwork to be used when someone is leaving employment.

**Motion:** Accept policy with title change – Lind/Lugo

**Friendly Amendment:** Change title to “Comprehensive Security Policy for Information Technology #10-64 - Lind/Bauer

**Vote:** Passed Unanimously.

B. SAS Achievement Subcommittees – Discussion about goals and subcommittees.

Are these committees still valid? We need to move people around to cover the action plan. A presentation must be given in April to CAC.

- We are doing many surveys. We should think about a committee to handle the surveys.
- Web-site Committee – Last year we reorganized and made changes to the web-site. Do we want to eliminate web-site committee and add a data committee?
- We need to review the bylaws and see if we need to make any changes. They have not been reviewed in a long time.
- The Clean-up Committee has finished their job. We may want to combine this committee with the Election Committee. Actually, this committee should also look at the bylaws as they explain the election process.

**New Committees:** Please get together in the committees listed below to work together to decide on goals. Send the goals and tasks for the year to Brenda Krueger by October 12, and she will attach them to the next SAS Agenda.

1. **Data Committee** – The Data Committee will complete surveys, collect data and put it in useable format, and use data to recommend changes. (Krista James, Susan Greene, James Church, and Jen Parker)
2. **Outreach Committee** – The Outreach Committee will look at advocacy including the website. (Sandy White, Lelah Lugo, Nathan Castillo)
3. **Bylaws Committee** – The Bylaws Committee will review the bylaws and make any changes. Since many of the bylaws are about the election process, it will combine with the Election Committee. (Wendy Dittmann, Josh Lind, John Lui, Robin Muza)
4. **Newsletter Committee** – The Newsletter Committee will be in charge of the newsletter. (Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie)

C. Committee Appointments

D. Committee Vacancies – Discussion about filling committee vacancies.

E. ASPRO is a volunteer organization that advocates for academic staff. The group was started in 1985 at UW-Madison. When System was looking at decoupling pay plans for academic staff and faculty, ASPRO worked to keep pay plans connected. It is not a union. The dues to join the organization are 1/10 of a percent of your salary. It is completely voluntary. ASPRO works at the System and Legislature levels to make sure that academic staff members are treated fairly. Academic staff members have an opportunity to join this organization. Jerry Addie was elected as a Board Member of ASPRO this year.

F. Charge to update SAS Bylaws

G. Other

VIII. Adjournment 4:28 p.m.

**Notes:**

1. *The next Senate meeting will be held at 3:00 pm on October 17, 2012 in Oakwood Room, MSC.*

Prepared and recorded by,
Brenda Krueger
The joint session of the meeting of Academic Staff Representatives and Faculty Representatives began with an update by Al Crist, Associate Vice President for Human Resources & Workforce Diversity, on Human Resources issues.

Regarding the Personnel Systems, materials are on the web site and HR directors are sharing information at each UW institution. There will be an update on the Personnel Systems at the Business, Finance, and Audit Committee at the October Board of Regents meeting. In addition, they will be asking for approval of two Regent policies and going to the Joint Committee on Employee Relations (JCOER) in February. After JCOER approval, administrative policies will be developed working with governance.

These policy changes will not impact faculty. FLSA-exempt employees will have option to move to academic staff. As these positions open, they will move to academic staff. There is no change in benefits for continuing employees.
Regarding Pay Plan, a recommendation will go to the Board of Regents in December. At the August Board meeting, the Board forwarded a request for the Board to set pay plan. The Faculty and Academic Staff Reps raised concern about a pay plan that doesn’t keep up with inflation or merit pay only affecting some faculty and academic staff.

Al Crist also noted that the retirement contribution will increase by 0.75% for both employees and employers on January 1, 2013. Health insurance will also increase $4-5 on January 1, 2013. Bi-weekly pay and 9/12 won’t be considered until after July 1, 2013, but President Reilly is committed to 9/12. During the discussion, a problem was noted with summer leave reports and people losing hours of sick leave and vacation. Al Crist said he would look into this issue.

Stephen Kolison, Associate Vice President for Academic, Faculty, and Global Programs, and Carmen Faymonville, Academic Planner, summarized the new Program Planning and Review Process. They noted that this process is for proposals that come to UW System Administration before going to the Board of Regents for approval. This new process does not impact the process on campus. Some of the highlights of the new Program Planning and Review Process include:

- UW System Administration still plays an important role in recommending new programs to the Board of Regents for approval and the Board of Regents still has a statutory role in assuring academic quality of new programs.
- 10 working days for review by UW System Administration
- Need to communicate with other institutions in the region
- Need to affirm institution-wide support
- UW System Administration will be analyzing the program array
- The joint review with UW System Administration in five years is eliminated

Stephen Kolison then discussed priority topics for the coming year with Academic Staff and Faculty Reps. For the Academic Staff Reps, the priority topics include:

- UPS Revisions
- Annual Conference
- Academic Staff Reps attendance at Board of Regents meetings

For Faculty Reps, the priority topics include:

- Oversight of the Flexible Degree
- 9/12

At the Academic Staff Reps meeting, Al Crist further discussed HR issues. One of the areas of concern for Academic Staff Reps was the lack of details on HR policies. Al explained that the UW System first needs to get approval from the Board of Regents and JCOER, and then will move forward with administrative policies in consultation with governance. The Academic Staff Reps also raised concern about the lack of training for performance reviews, and Al agreed that needs to be developed. Regarding job families, Al Crist noted that this approach has been adopted by a number of universities. Job families are not restrictive; staff are still able to apply for anything. Al Crist also noted that in the future there will no longer be mandatory or permissive transfers for classified staff. Regarding Directors moving to limited appointments, Al noted that this will be clarified with the operational guidelines. Al also noted the importance of working to get approval for UW to set its own pay plan.

Dave Giroux, Executive Director of Communications and External Relations, provided the Academic Staff Reps with an update on the new UW System Advocacy Campaign. Dave noted
that he has been talking to Chancellors, Provosts, and others about the Advocacy Campaign which focuses on a shared message or theme of “Knowledge is Power” that provides tools for UW institutions to use. Dave also noted that results of a survey of state residents has shown the following:

- 30% of state residents stated that the UW System is a very important use of taxpayer funding
- The top uses of funds for UW include keeping tuition low and providing help for low income students
- Top priorities for funding for the UW System include keeping existing faculty and maintaining buildings
- Important roles for the UW System include job growth and attracting industries
- The UW System could do better in economic development

Dave Giroux also provided an update on the Special Task Force on UW Restructuring and Operational Flexibilities:

- No recommendation for governance changes
- Recommended additional flexibilities for the UW System
- Recommended additional advisory boards

Aaron Brower, Interim Provost for UW-Extension, provided an update to the Academic Staff Reps on the Flexible Degree Program. Aaron Brower noted that he has been a Professor of Social Work at UW-Madison since 1986 and most recently has been Vice Provost of Teaching and Learning before being named Interim Provost three weeks ago and being asked to help lead the Flexible Degree Program. Aaron noted the Flexible Degree Program needs to start with learning outcomes: the second step is assessment: and the third step is the activities. Setting clear competencies and helping students get there is the core of the Flexible Degree program. Aaron also noted the importance of building quality into the program. He said they hope to have the first cohort of programs up and running by Fall. How this works administratively still needs to be worked out. There are two oversight committees being established:

- Faculty, program-related
- Operational/Administrative

If there is interest by a campus in establishing a flexible degree program, they should contact Aaron Brower.
**Bylaws Committee**

<table>
<thead>
<tr>
<th>Goals / Tasks</th>
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<tbody>
<tr>
<td>Review existing Senate and standing committee by-laws,</td>
<td>December 1</td>
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<td>Draft of by-law changes to Senate of Academic Staff</td>
<td>March 27</td>
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<td>Presentation for approval</td>
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**Data Committee**

**Goal**  
To collect and analyze data to inform change as requested by the Senate of Academic Staff.

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Newsletter Committee:

Goal: Develop an electronic newsletter to share Senate information with all Academic Staff.

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Date: October 10, 2012

To: Jerry Addie, Chair of the Senate of Academic Staff  
    cc: Brenda Krueger, Administrative Assistant to the Senate

From: Sandy White, Nathan Castillo, Lelah Lugo, Outreach Committee

Subject: Outreach Committee Action Plan

outreach:

Link Academic Staff to available resources and services to:

- Senate of Academic Staff Website.
- University Personnel System.
- Engage Academic Staff on UW-Stout governance structure.

Tasks:

- Review and update Academic Staff Website.
- Meet with prior Website members to review current status and remaining work to be done.
- Work with the Senate administrative assistant to update and maintain the Senate Website.
- Develop a response process for comments/suggestions including a distribution pathway, ex: newsletter, e-mail, etc.
- Review and advocate for standardization and improvement of Academic Staff contract options.
- Provide orientations for new academic staff on the Senate of Academic Staff and its functions.
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<td><strong>Goals</strong></td>
<td>“What action item will you implement to support this plan?”</td>
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<td>MUST be specific target completion date.</td>
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- Senate of Academic Staff Website.
- University Personnel System.
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