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 November 14, 2012 (Attachment 1)

V. Reports
   A. Chair (Jerry Addie)

VI. Committee Reports
   A. Bylaws Committee
      Brenda has requested the by-laws in a WORD document from HR. Once that arrives –
      I’ll move on the changes we made so far.
   B. Data Committee
   C. Newsletter Committee
   D. Outreach Committee

VII. Old Business
   A. University Personnel Systems
   B. Administrative Procedure on Copyrightable Instructional Materials (Attachment 2)
   C. Other

VIII. New Business
   A. Other

IX. Informational Items
   A. SAS Strategic Plan (Attachment 3)
   B. Minutes from Academic Staff Representatives Meeting on 11/02/2012 (Attachment 4)
   C. Discretionary Merit Compensation (Attachment 5)
   D. Minutes from Tobacco Free Campus Implementation Committee (Attachment 6)

X. Adjournment

Notes:
1. The next Senate meeting will be held at 3:00 pm on January 23, 2013 in Oakwood Room, MSC.
Attachment 1
Minutes
SENATE OF ACADEMIC STAFF MEETING
November 14, 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, Tracy DeRusha, Wendy Dittmann, Susan Greene, Krista James, Josh Lind, Lelah Lugo, John Lui, Robin Muza, Jen Parker, Sandy White
ABSENT: Barb Bauer (excused)
GUESTS: Meridith Drzakowski, Mary Hopkins-Best, Chancellor Sorensen

I. Call to Order – 3:00 pm
A. Roll Call – Sign Attendance Sheet

II. Administrative Reports
A. Chancellor's Report
   There will be a staff meeting on Friday in Madison. We should get more information regarding budget planning. Will they be discussing the upcoming pay plan? It may be on the agenda or asked about in the meeting. An update will be given after Friday’s meeting.

B. Vice Chancellor for Academic Affairs' Report
   • Access to Learning is tied to enrollment. We don’t anticipate any increase in those dollars. We will need to take a look at all the requests.
   • Curricular Incubation Awards went out this week. There is another round in the spring. Hopefully, we will get more courses in the spring. Maybe we can offer more sections of the same course until we can get more courses approved. Also looking to see if we can upgrade courses to meet the criteria.
   • Harvey Hall Renovation – We will need to schedule differently because we will have 20 less classrooms. We will need to offer more evening courses and more online courses. We are asking units to do a trial run in the fall. Perhaps you can develop a resolution about adhering to the scheduling recommendations. Evening offerings need to be expanded to meet the needs of our adult population and also traditional students. Students are consistently asking for more flexibility in the course offerings.

C. Vice Chancellor for Administrative and Student Life Services' Report

III. Announcements

IV. Approval of Minutes of October 31, 2012 (Attachment 1)
Motion: Muza/Butterfield
Correction: Robin Muza should have been excused.
Minutes accepted as corrected.

V. Reports
A. Chair (Jerry Addie)
   Academic Staff Reps Council update.
   • Discussed which campuses use indefinite appointments and how it is done differently at each campus. Many go through a process similar to a tenure review.
   • Discussed how to deal with campus autonomy? Each university is so different.
   • Talked about the Supplemental Pay Plan. In Eau Claire 30% of people received a salary increase, Stevens Point was looking at the model that was used in LaCrosse. Each campus is doing it differently.
• In the joint session with the Faculty, a person from Human Resources came in and talked about all the problems with HRS. They have set-up a service center to improve the system and make it work better.
• Will make the notes available to all of you.

VI. Committee Reports
A. Bylaws Committee - The by-laws committee met October 31, 2012 and began reviewing the by-laws. The next meeting is November 14 at 2:00 pm in the Oakwood Room.
B. Data Committee – The Data Committee will be collecting data specific for the Senate of Academic staff. We want to get an idea of what our members want. We will also be looking at best practices for data collection and Qualtrics surveys.
C. Newsletter Committee
D. Outreach Committee
The website falls under the Outreach Committee. Nathan Castillo has been working with Brenda Krueger on the website. Open Meetings law is only required for announcements of meetings, not for minutes or agendas. If minutes or agendas are requested, we can send them out to them.
E. Personnel Committee – Lelah Lugo was elected chair.

VII. Old Business
B. University Personnel Systems
• Madison did a resolution accepting the framework of the UPS System, but indicated that it is imperative that they, as a governance body, are able to give input as it rolls out.
• Would we want to do something like that? We will need to be diligent in making our feelings known as the rest rolls out this spring and after July 1st.
C. Administrative Procedure on Copyrightable Instructional Materials - Meridith Drzakowski Chair Addie sent an email to Ned Weckmueller to get the faculty thoughts on this administrative procedure. He said that the Faculty had it on their agenda as an informational item and that they were still working on it.
• Meridith can provide some background information. The Faculty requested a University Policy on this. A faculty representative and an academic staff representative were involved on the committee. The committee drafted a proposal which was then taken to System Legal. System Legal felt that it would be better as an Administrative Procedure. The Administrative Procedure is in draft form now. If you have feedback, now would be the time to provide it. It is not required to provide a resolution, but we welcome your feedback. Have not heard anything yet from the Faculty. It was on Faculty Senate agenda as an informational item last month and may be on again for this month.
• Faculty/Academic Staff should have the same voice. We need one voice from the entire campus. Is there a policy for non-instructional academic staff? There are non-instructional academic staff that teach. Who does their instructional materials belong to? We can recommend to strike the word instructional and that would take care of the issue. Is this only referring to materials for courses that are taught here on campus? We did not discuss someone else developing something for use outside the class, but then used in the class.

Motion: Add non-instructional academic staff throughout the text where it says
instructional academic staff. We want it to be inclusive. Lui/James

Passed Unanimously.

Hold off on a vote until we hear what faculty decides. Can vote on it at the next meeting.

D. Committee Reporting Requirements
E. Other

VIII. New Business
A. Support for a Veterans Center at UW-Stout
   - Josh Lind sent out some information regarding a study that was done on Veteran Centers and a draft of a letter to the Chancellor.
   - A Veterans Center is definitely needed. Veterans need support services. It is a difficult transition from military to civilian life and it is critical to have a place for veterans to go.
   - What is out there right now in our local community? Those questions can be addressed by Veterans Council on campus. Wisconsin campuses are outwardly recruiting veterans. We are one of the only Wisconsin campuses that does not have a Veterans Center.
   - There is a huge need for information for veterans. We have many veterans on campus and also many faculty and staff who are veterans. The Veteran Center staff would also plan Memorial Day activities, Veterans Day activities, and bring speakers on campus. We would need a professional academic staff to be able to provide all of these services.
   - Went to a conference last week on “How to make a military friendly campus?” There was a long laundry list of items, but one take away was SPACE, a place for veterans to gather and converse. A Veterans Center would be able to provide information relevant to them in a central location.

Motion: Endorse this request to the Chancellor James/Lui

Passed Unanimously.

B. Tobacco-Free Policy Implementation Committee – Academic Staff Representative, Sandy White

C. Chancellor’s Academic Staff Award for Excellence
   This is a $5000 award to get professional development to help you do your job better. Chancellor thinks there is a lot of value in this award and definitely supports it. This is a local award. Please encourage others to self-nominate or nominate others. This is a great opportunity!

D. Hong Rost has been endorsed to be the Minority Senator for the Senate of Academic Staff.
   Motion: Lui/Lugo
   Passed Unanimously.

IX. Informational Items
A. Racial and Ethnic Studies Minutes
B. Sexual Harassment Policy Revision Committee Update

X. Adjournment 4:15 p.m.

Prepared and recorded by,
Brenda Krueger
Attachment 2

UW-Stout Administrative Procedure

Office: Administrative & Student Life Services
Number: 046
Subject: Copyrightable Instructional Materials Ownership, Use, and Control
Effective: DRAFT October 9, 2012

I. PURPOSE

This procedure provides guidance related to the ownership, use, and control of instructional materials developed by UW-Stout personnel. It establishes the manner in which UW System policy on Copyrightable Instructions Materials Ownership, Use, and Control (G27) will be implemented on the UW-Stout campus, given our unique digital learning environment.

II. REFERENCES

For related documents affecting copyrightable instructional materials, refer to the following sources:

- UW System policy on Copyrightable Instructions Materials Ownership, Use, and Control (G27) http://www.wisconsin.edu/fadmin/gapp/gapp27.htm
- Sample Copyright Agreement http://www.wisconsin.edu/fadmin/gapp/gp27at_a.htm
- Faculty/Academic Staff/Limited Appointees Handbook, “Instructional & Research Activities,” https://www.uwstout.edu/hr/upload/IV_instruct.pdf

III. DEFINITIONS

**Course**

An approved course offering, containing all elements required by the current course approval process (including special and one-time offerings). This typically includes course description, objectives, outline, and assessment provisions. The course, for the purposes of this procedure, is defined by the approved course proposal documentation. Given that courses are the product of the initiative of the entire faculty, and represent the will of the faculty, they are not subject to the intellectual property claims of individual instructors.

**Instructional Materials**

All materials, in any medium, created by an instructor to facilitate the teaching of a course, including but not limited to the list given at G27 II.A

**Instructor**

An employee of the university, whether faculty or instructional academic staff, who as part of their normal job duties provides instruction to students.
Substantial support

The G27 definition of substantial support includes release time, direct investment of institutional funds or staff time, and the purchase or provision of special equipment. On the UW-Stout campus, substantial support does not include any tool, service, or capability that is routinely provided to the general body of instructors in support of the mission of the university.

IV. STATEMENT OF POLICY

G27 affirms that ownership of instructional materials accrues exclusively to the instructor who created them unless certain extraordinary conditions are met.

When extraordinary conditions are not met, instructional materials created by an instructor for the purpose of delivering course content belong to the instructor, regardless of the medium of delivery of said content. That is, instructional materials may be printed (including at university expense), delivered online (as text or audiovisual or other media), or through any other medium.

The institution may—in the course of hosting, storing, and distributing instructional materials—possess those materials for the purpose of making them available to students enrolled in classes taught by the creator of the materials. Ownership does not inhere in such possession, and the institution must secure the permission of the copyright owner before making any use of those materials in any context beyond the specific instance of the class for which they were created. That is, the materials may not be used for offering a subsequent instance of the class without the consent of the original instructor.

Payment to the instructor for teaching the course does not entitle the institution to ownership of the materials produced, regardless of the source of funding or whether the course is taught in excess of normal teaching load, absent an agreement with separate consideration (monetary or other support) for materials development or absent substantial support.

Departments may require that instructors provide copies of syllabi for evaluation and accreditation purposes.

V. CRITERIA

For related criteria, refer to G27.

VI. GUIDELINES FOR IMPLEMENTATION

When instructional materials are developed for online courses or are developed by two or more people, the university may generate an agreement with the individuals involved in developing/teaching the courses. The agreement may outline how intellectual property rights will be handled.

If the university wishes to assert ownership or shared ownership of the intellectual property of instructional materials created by an instructor, the university may develop a written agreement to that effect with the instructor.

Department chairs are the first recourse for instructors who believe that their intellectual property rights in instructional materials have been violated. Instructors who believe their intellectual property rights have been violated will notify the department chair (or supervisor of the related
instructional activity or other activity) as soon as practical after discovering the alleged violation. The department chair (or supervisor) will investigate the alleged violation and will act to remove the offending content from use if a violation has occurred. This removal will be performed as soon as possible.

Should either party to the alleged violation not be satisfied with the response of the department chair (or supervisor), an appeal may be made to the Provost’s Office. The form of the appeal is a brief memo outlining the improper use that has been made of the intellectual property. The Provost’s Office will make a determination as to whether a violation has occurred and act to remove the offending content from use, if appropriate.

The normal faculty/academic staff grievance process is in effect for this procedure.

It is assumed that violations will be handled through the campus process outlined above. However, instructors may act to assert legal rights, including copyright, over instructional materials through the legal process.

VII. RECORDS

Instructors are responsible for maintaining adequate proof of ownership. Academic departments are responsible for initiating and storing agreements related to intellectual property.
VIII. APPROVALS

Phil Lyons
Vice Chancellor, ASLS

Mary Hopkins-Best
Interim Provost

Charles Sorensen
Chancellor
## Appendix: Review Log

<table>
<thead>
<tr>
<th>Review Date</th>
<th>Changes Made to Procedure</th>
<th>Reviewed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2012</td>
<td>Initial version.</td>
<td></td>
</tr>
</tbody>
</table>
### UW-Stout
### Senate of Academic Staff Strategic Plan

<table>
<thead>
<tr>
<th>Action Plan:</th>
<th>Task:</th>
<th>Responsible:</th>
<th>Timeline:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>“What action item will you implement to support this plan?”</td>
<td>“Who are the positions or people that will be responsible?”</td>
<td>MUST be specific target completion date.</td>
</tr>
<tr>
<td><strong>Bylaws -</strong></td>
<td>Review existing Senate and standing committee by-laws. <a href="http://www.uwstout.edu/hr/upload/II_govern.pdf">http://www.uwstout.edu/hr/upload/II_govern.pdf</a></td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>December 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Draft of by-law changes to Senate of Academic Staff</td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>March 27, 2012</td>
</tr>
<tr>
<td></td>
<td>Presentation for approval</td>
<td>Wendy Dittmann, Josh Lind, John Lui, Robin Muza</td>
<td>May 1, 2012</td>
</tr>
</tbody>
</table>
| **Data Committee -** To collect and analyze data to inform change as requested by the Senate of Academic Staff. | Determine best practices for collecting data:  
- Data collected is limited to Academic Staff at UW-Stout  
- Data committee members need to be educated about University policies related to data collection (i.e. Qualtrics, Institutional Review Board [IRB]).  
- Senate of Academic Staff must have input at all stages  
- Clear objectives have to be set by the Senate that identifies how the data will be used.  
- Data Committee will contact on-campus resources to determine if recent data is available.  
- All data committee members should be included on creation of SAS Qualtrics surveys.  
- Whenever possible, create a “trial run” for the survey to make sure the survey is understandable.  
- Be clear about the data or time period the survey should reflect.  
- Use standard language, avoid jargon, and | Krista James, Susan Greene, James Church, and Jen Parker | December 2012 |
<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Parties</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Keep questions short and simple.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Questions should not be leading or threatening.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Report of results must be voted on by Senate before dissemination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Senate determines method of dissemination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- A report must be submitted for long-term storage on the UW-Stout website (ImageNow).</td>
<td>Krista James, Susan Greene, James Church, and Jen Parker</td>
<td></td>
</tr>
<tr>
<td>- Data committee must agree on statistical analytical techniques prior to data collection.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Create and manage Qualtrics surveys</strong></td>
<td>Krista James, Susan Greene, James Church, and Jen Parker</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Newsletter</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Develop an electronic newsletter to share Senate information with all Academic Staff</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>10/16/2012</td>
</tr>
<tr>
<td>- Determine frequency of the newsletter. Goal is to publish 2 times each semester (4 times a year).</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td></td>
</tr>
<tr>
<td>- Determine the content of the newsletter and solicit contributions from other Senators:</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>Ongoing</td>
</tr>
<tr>
<td>- Develop newsletter format.</td>
<td>Barb Bauer, Tracy DeRusha, Robert Butterfield, Stephen Collie</td>
<td>10/16/2012</td>
</tr>
<tr>
<td><strong>Outreach Committee</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Link Academic Staff to available resources and services to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Senate of Academic Staff Website.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>12/15/2012</td>
</tr>
<tr>
<td>- University Personnel System.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td></td>
</tr>
<tr>
<td>- Engage Academic Staff on UW-Stout governance structure.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>12/15/2012</td>
</tr>
<tr>
<td>- Review and update Academic Staff Website.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td></td>
</tr>
<tr>
<td>- Meet with prior Website members to review current status and remaining work to be done.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td></td>
</tr>
<tr>
<td>- Work with the Senate administrative assistant to update and maintain the Senate Website.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
### Senate of Academic Staff Strategic Plan

<table>
<thead>
<tr>
<th>Task</th>
<th>Assigned to</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a response process for comments/suggestions including a distribution pathway, ex: newsletter, e-mail, etc.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>02/28/2013</td>
</tr>
<tr>
<td>Review and advocate for standardization and improvement of Academic Staff contract options.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>03/28/2013</td>
</tr>
<tr>
<td>Provide orientations for new academic staff on the Senate of Academic Staff and its functions.</td>
<td>Sandy White, Lelah Lugo, Nathan Castillo</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Attendees:
Katie Wilson, UW-Eau Claire
Emily Rogers, UW-Green Bay
Andrea Higgins, UW-La Crosse
Heather Daniels, UW-Madison
Jean slazer, UW-Milwaukee
Victor Alatorre, UW-Oshkosh
Renee Sartin Kirby, UW-Parkside
Andrea Cool, UW-Platteville
Michael Martin, UW-River Falls
Mike Pagel, UW-Stevens Point
Jerry Addie, UW-Stout
Patty Fragola, UW-Whitewater
William Klase, UW-Extension
Mark Nook, Senior Vice President, UWSA Academic Affairs
Aaron Brower, Interim Provost, UW-Extension
Stephen Kolison, Associate VP, UWSA Academic, Faculty, & Global Programs
Al Crist, Associate Vice President, UWSA Human Resources & Workforce Diversity
Julie Gordon, Associate Vice President UWSA Financial Administration
Larry Henderson, Director of the UW-Madison HR Service Center
Dave Giroux, Executive Director, UWSA Communications & External Relations
Rebecca Karoff, Senior Special Assistant, UWSA Academic Affairs
Carmen Paymonville, Academic Planner, UWSA Academic Affairs
Bob Jokisch, Special Assistant, UWSA Academic Affairs

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. Al Crist introduced Larry Henderson, Director of the UW-Madison HR Service Center. Larry noted that in order to improve Service Center and HRS operations, he has visited many UW campuses and tried to find out what was needed to succeed. His first action was to change the model for doing business – focusing on knowledge transfer. Key features and priorities for FY 14 are fixing all reporting and reconciliation. Other priorities include getting the benefits and tax reporting to work without any errors. In addition, Larry will concentrate on putting metrics in place and stabilizing the dashboard. He is still in the process of training HR directors and staff to improve on data entry. First successes include reduced "trouble tickets" and cutting payroll computing time in half.

Al Crist then informed the Academic Staff and Faculty Reps that he will be going to the Board of Regents in December with recommendations for Board policies needed for the UW System plan
for the new Personnel System. These materials going to the Board of Regents should be ready in mid-November.

Aaron Brower, Interim Provost at UW-Extension, then provided an update on the Flexible Degree model. He stated that they are receiving commitments from UW institutions for programs. The announcement of programs will occur in November. Phase 2 will be working to develop these programs and deal with issues such as resources, workload, and operational details. The Faculty/Staff Advisory Committee met; they will deal with program aspects of the Flexible Degree model. The charge for the Administrative Group also went out; they will deal with budget and business models. There will also be an Operational working group which will include representatives from Financial Aid, Enrollment Management, and Registrars. Aaron Brower also noted they met with CUWL to discuss library issues.

Mark Nook, Senior Vice President for Academic Affairs provided the Academic Staff and Faculty Reps with a summary of the upcoming Board of Regents schedule. The November one-day meeting will focus on Higher Education and Economic Prosperity in the morning and Student Veterans in the UW System in the afternoon. The Compensation Plan will go to the Board in December and this plan will include a request for all staff. Other upcoming issues being brought to the Board include the Economic Development Strategic Plan, Retention and Graduation Rates, and Flexible Degree.

Freda Harris, Associate Vice President for Budget and Planning, provided an update on the 2013-15 Biennial Budget Request. The budget request includes $37 million in Costs to Continue/Unavoidable Costs, which includes Fringe Benefits, Financial Aid, and other costs. The UW System was one of the few agencies allowed to ask for new initiatives and the two new initiatives requested were “Quality, Access, and Economic Development,” and the “Flexible Degree Initiative.”

Dave Giroux, Executive Director of Communications & External Relations, provided a legislative update. The College and Workforce Readiness Commission focused on four areas:

- Faculty Credits
- Transfers
- 4 Year Degree Contract
- Dual Enrollment

Dave Giroux noted that the UW System has offered 4 Year Degree Contracts since 1997, but few students utilize it. Dave also noted that there are two Legislative Study committees: High School Preparation and Mandatory Reporting of Sexual Abuse. There will also be efforts to reach out to legislators on the UW System Biennial Budget Request following the election.

Julie Gordon, Associate Vice President for Financial Administration, provided a Travel Update. The UW System now has authority to create its own travel program. One area of concern has always been meal rates because meals often cost more than maximums and staff end up paying the remainder. However, these concerns need to be balanced versus institutional budgets, IRS rates, and public perceptions.

Julie Gordon also stressed that staff are to use contracted tools for making travel arrangements. UW’s peers have saved 20-30% by using contracted agencies, but we have to use the contracts
and show them our volume before savings will occur. The UW System could save at least $4 million annually.
I. PURPOSE

This procedure establishes standards for processing and authorizing base-building and lump sum Discretionary Merit Compensation (DMC) awards for eligible employees. This administrative procedure governs the application of Discretionary Merit Compensation awards during times when DMCs are not being institutionally driven by a coordinated plan funded from a central pool of funds. Eligibility, frequency and limits of DMC will be established by the Chancellor’s Office when institutionally funded as opposed to unit, department or divisionally funded.

II. REFERENCES

- Justification for Discretionary Merit Compensation Award Form

III. DISCRETIONARY MERIT COMPENSATION CRITERIA

The following criteria for awarding a DMC have been provided by the Office of State Employment Relations. Even though individuals may qualify under more than one of the criteria, the DMC requests should be limited to one of the three types of criteria.

**Merit** – Employee has sustained a high level of performance for a long period. The expectation is that the high level of performance will remain. Additional elements to consider include:
- Employee performs new duties that are permanent and of greater scope, impact, and/or complexity than previous functions. An updated job description should be completed to reflect new duties. The new position description should be reviewed with the HR Office to determine if the position should be reclassified. If reclassification is appropriate, this should be done prior to a DMC being submitted/approved/applied.
- Employee demonstrates increased and significant competencies which are directly related to the permanent assignment.

**Pay Equity** – An adjustment made when an employee’s salary is lower than that of other state employees performing the same or similar duties at the same level of proficiency and who have comparable years of relevant service when there is a significant pay compression between the employee and his/her immediate subordinates or when established labor market data identifies a need to award market adjustments in order to achieve equity with external public/private
employers. Specific equity data must be provided with the justification. Labor market data (local, regional, national, and/or global) will be analyzed and validated carefully by the Supervisor with assistance from the Human Resources Department.

Retention – The employer is aware that the employee is actively seeking other employment or has a job offer in hand and the resultant loss of the employee’s knowledge and experience would be a detriment to the agency.

IV. ELIGIBILITY FOR DISCRETIONARY MERIT COMPENSATION

In order to receive a DMC for merit, the employee must have had a performance evaluation conducted within the past 12 months. All employees in pay status whose pay administration is covered by the Compensation Plan are eligible to be considered for a DMC, except the following employees as defined in the Wisconsin Human Resources Handbook, Chapter 550, Discretionary Merit Compensation (DMC) Program Guidelines:

- Employees whose job performance in the previous fiscal year was rated below satisfactory.
- Supervisors who did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required within the past 12 months.
- Trainees eligible for scheduled trainee increases.
- Crafts worker-related employees (permanent and project craft workers, Crafts Worker Supervisors).
- Employees serving a fixed term.

V. FREQUENCY

Employees may receive a maximum of four within-range-pay steps in a fiscal year, subject to the maximum of the pay range. Classified permanent and project positions that are in broadbanded pay ranges may be granted an adjustment in the form of a base pay adjustment, a lump sum adjustment or a combination of both. Classified permanent and projects positions in non-broadbanded pay ranges may only receive merit-related lump sum payments.

Note on broadbanded employees: DMC requests with an effective date that falls within 12 months of the most recent pay upon appointment will only be approved under exceptional circumstances.

Self-nominations may occur once every fiscal year.

A DMC may be submitted at any time during the calendar year.

VI. EFFECTIVE RECEIPT

DMC’s will be reviewed on a semi-annual basis (April/October) by Discretionary Merit Compensation Review Committee. DMC’s will be due for review on or before March 31st and September 30th, respectively.

The effective date of a base-building adjustment is the beginning of the pay period following effective receipt of the recommendation. The effective date of a lump sum adjustment will be the date the payment is made after OSER approval. No DMC may be retroactive.
Effective receipt shall be considered the date the completed request is received by the Human Resources Department. A completed request must include a justification that meets the DMC criteria.

VII. DMC LIMITS

All eligible employees who are awarded DMCs are subject to the following limits:

- DMC awards will normally be limited to 10% of eligible classified employees in a division within one fiscal year.
- DMC amounts are normally limited to either four within pay range steps (WRPS) or two WRPS of the employee’s pay range, per fiscal year.
- All base pay DMC increases are subject to the maximum of the employee’s pay range. Any employee paid at or above the applicable pay range maximum may not receive a base-building DMC.
- All lump sum DMCs must be converted to a base pay equivalent by dividing the lump sum amount by 2088; this will ensure that the fiscal year WRPS limitation is not exceeded.
- The approval, denial, amount, and type of DMC are not grievable.
- Employees are not eligible for DMC if broadband pay upon appointment was used in the same fiscal year.

VIII. APPROVAL PROCESS

All DMC requests must include a complete justification that meets the criteria. DMC requests can be initiated by supervisors and divisional representatives, or eligible employees can self-nominate. Eligible employees who choose to self-nominate for a DMC may do so once every fiscal year.

UW-Stout employees shall take the following actions to self-nominate or nominate a supervisee for a DMC.

1. The applicant and supervisor discuss performance and potential for DMC eligibility. Note: Steps 2 through 6 will be completed through the use of the campus imaging system (currently ImageNow).
2. The applicant or supervisor completes applicable sections of the online Justification for Discretionary Merit Compensation Award Form and submits the form electronically, selecting the appropriate recipient from the list of supervisors.
3. The supervisor determines if the unit has sufficient funds and determines whether the employee meets the DMC criteria. If the supervisor approves, the supervisor stamps the form and routes it to the Discretionary Merit Compensation Review Committee for review.
4. The Discretionary Merit Compensation Review Committee reviews the application, provides input, and either makes a recommendation to the appropriate division administrator (provost, vice chancellor, or chancellor) or his/her delegate or returns it to the supervisor for further review and/or input.
5. The division administrator reviews the application, stamps the form if approved, and routes it to the Human Resources Director who reviews the application, ensuring the request meets procedural guidelines.

6. The Human Resources Director routes the application to the appropriate Human Resource staff member responsible for printing the form, adding appropriate information to the spreadsheet, and forwarding both the application form and spreadsheet to OSER for approval.

IX. DEFINITIONS

Effective receipt - The date the complete request is received by the Human Resources Department.

Base-building award – An adjustment to an employee’s base rate, not to exceed an amount equal to the applicable WRPS limit during one fiscal year.

Lump sum award – An amount provided as a lump sum payment, not to exceed an amount equal to the applicable WRPS limit during one fiscal year.

Broadbanded – Positions for which the numbers of classifications are consolidated into fewer, but broader, pay ranges. The spread of the pay ranges is wider, and there is less overlap with other pay ranges. Many, but not all, exempt (salaried) and supervisory positions are positioned within a broadbanded pay schedules. Broadbanded classifications have an appointment maximum.

Non-broadbanded – Classifications not assigned to broadbanded pay schedules. Many, but not all, non-exempt (hourly) and non-supervisory positions are positioned within a non-broadbanded pay schedules.

Discretionary Merit Compensation Review Committee – The Provost’s Council will review DMC’s for Academic and Student Affairs and the Administrative and Student Life Services Council will review DMC’s for Administrative and Student Life Services. Units outside of Academic and Student Affairs and Administrative and Student Life Services may be reviewed by an ad hoc review group selected/appointed by the Unit Administrator and approved by the Chancellor. Those units include: Chancellor Office, Learning and Information Technology, PARQ, University Advancement, and University Communications.

Justification for Discretionary Merit Compensation Award Form – A form that must be completed by filling in all areas of the form including the reason for the DMC, a description of criteria met that are applicable to the DMC recommendation, the DMC type (base building or lump sum), and DMC amount to be granted. The form must also include all applicable signatures.
X. APPROVALS

Debra Gehrke 11/14/2012
Deb Gehrke, Director, Human Resources

Phillip Lyons 11/21/2012
Phil Lyons, Vice Chancellor, ASLS

Mary Hopkins-Best 11/26/2012
Mary Hopkins-Best, Interim Provost

Kristi Krimpelbein
Digitally signed by: krimpelbein
Reason: Approving on behalf of the Chancellor
Date: 11/26/2012 1:27:19 PM
## Appendix: Review Log

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<td>Initial version.</td>
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Tobacco-free campus implementation committee

Minutes: 10 a.m. Nov. 19, 2012, 15 Administration Building

Present: Doug Mell, Jim Uhlir, John Achter, Mike Smith, Joel Helms

Guests: Garrison Gless, SSA rep., Bob Starck, Police Services

Absent: Phil Lyons, Joan Thomas, Ted Harris, Janice Lawrence-Ramaeker, Troy Nelson, SSA representative, Sandy White

Subject: Agenda for Nov. 19 meeting of Tobacco Free Campus Initiative Implementation Committee

1. Discuss general thoughts on status of the policy compliance on campus
2. Discuss tobacco monitors
3. Discuss grant from American Lung Association (Spark)
4. Discuss presentations at the American Lung Association conference in Madison
5. Other thoughts from committee members

The meeting started with discussion on item no. 2. Doug Mell asked Bob Starck to share with the group the status of the tobacco monitors. DM explained the history of the program: suggested by Steve DeGreef, student and SSA senator. The proposal was made and accepted by Chancellor Charles W. Sorensen as a pilot project for one semester only. The monitors are students who are trained by UW-Stout police.

BStarck: tobacco monitors were hired and trained by Officer Justin Parker. The program went into effect Oct. 4, and up until Nov. 16 monitors had performed 176 shifts with 116 on-campus contacts. Results indicate that since homecoming week there has been a decline in tobacco use on campus although an increase on city streets.

DMell: most smokers comply but there is a population who choose not to. He asked the question: What can be done with the hard core group of those who don’t comply? He also pointed out the effectiveness of the monitors and asked Gless what the student perspective is.

GGless: hasn’t seen the monitors and hasn’t seen a lot of smokers on campus.

MSmith: still sees some smokers in hiding places.

DMell: the intent of the policy is health related and is intended to protect people on campus from second hand smoke. He has received fewer complaints about smokers on campus than earlier in the year.

JAchter: according to the Stoutonia, an opinion piece indicated the policy was silly and ineffective.

DMell: pointed out the importance of keeping things in perspective; there will always be smokers who don’t comply. Tobacco use wise UW-Stout is in better shape than other campuses.
A discussion about imposing fines was held. The group prefers using monitors before fining violators. G.Gless stated that students would prefer lower costs if fines were put in place.

JUhlir: Proposes using monitors for another semester. Thinks it is more effective if students are approaching other students who are in noncompliance.

The question was asked BStarck as to the method of recruiting/hiring monitors. Office Justin Parker interviewed many applicants from a “good” pool.

MSmith: there is less trash, especially cigarette butts, on campus than in the past. Campus looks cleaner.

A discussion on Saudi students and smoking on campus was held. It appears to be less of a problem than before. DMell stated that it will take a few years for the campus tobacco-free policy to become part of the campus culture.

DMell explained the American Lung Association – SPARK – grant for $1,500. It is part of an effort to encouraged campuses to become tobacco free. The university is spending the money on advertising including on Facebook.

BStarck: Is there an effort for the tobacco-free status to become part of the university’s identity? Similar to the Baldrige award.

DMell: No.

DMell: He and CWS went to Madison where they shared about UW-Stout’s tobacco-free policy. Many other campuses want to have a similar policy. River Falls seems to be the closest.

GGless: The student Ryan XXX wants to amend the policy and have designated smoking areas on campus. He has been vocal and talked with DMell about this.

DMell: The cost to implement the policy has been less than $8,000 over the last three years. No special appropriations were made. This cost doesn’t include the monitors.

MSmith: His department has spent less on the trash pickup since the policy began.

DMell: Are smokers pursuing the cessation resources the university offers through University Counseling and Student Health Services?

JAchter: There doesn’t seem to be any effect; no more no less.

JUhlir: It doesn’t seem to be the reason students will come to the health services.

The meeting was adjourned at 10:50 a.m.