Minutes
SENATE OF ACADEMIC STAFF MEETING
September 19, 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, Krista James, Josh Lind, Robin Muza, Jen Parker, Sandy White
Guests: Phil Lyons, Mary Hopkins-Best, Deb Gehrke
ABSENT: Barbara Bauer (excused), Tracy DeRusha, Susan Greene (excused), Lelah Lugo (excused), John Lui

I. Call to Order – 3:00 p.m.
A. Roll Call – Sign Attendance Sheet
B. SAS Executive Committee will meet immediately following the regular meeting.

II. Administrative Reports
A. Chancellor's Report
   • Preparing for Board of Regents meeting in a couple weeks.
   • One troubling thing is that enrollment is down by 150 students (mainly continuing students). We are doing some research to find out why? Looking at the 10th day head count. It could be a larger graduating class for May 2012, versus the students who didn’t graduate, but who are not back.
   • Most important thing is the retention rate. That is a lot of revenue, accounting for approximately $300,000 in tuition. Is it showing up in specific programs or across the board?
   • Supplemental Pay Plan – We are waiting for Faculty Senate to make a determination. Once they make a decision, we can move forward. Classified staff was surveyed and they also chose “Option 3”.

B. Vice Chancellor for Academic Affairs' Report
   • Piloting “Stout Start” for freshman - Meet as a large group once a week and then there are break-out sessions. Advisors also come to meet with groups of students. Higher risk students were told that they must participate, otherwise, it is voluntary. The goal is to help with retention.
   • Enrollment Growth Efforts – Look at opportunities for recruitment outside of Wisconsin. Currently we are down in graduate offerings, but up in CI offerings. Continue serving non-traditional students in non-traditional ways.
   • Flex Degree Meeting – is not new to UW-Stout. We are hoping to grow our certificate program options. Often people who complete their certificate program options. Often people who complete their certificate program go on to complete a degree. Proposals are due 10/15/2012.
   • Racial and Ethnic Studies (RES) – There is a new requirement to be implemented in fall 2013. For A, B, and C courses, students will need 6 credits and 3 must be in A. We currently have very few A courses. The challenge is to develop A courses that also fit into another Gen Ed category. We need to add that requirement to program plan sheets. We don’t want to have hidden requirements. Gen Ed minimum: 40 Gen Ed credits.

C. Vice Chancellor for Administrative and Student Life Services' Report – Phil Lyons
   • Position is posted - Executive Director (reclassified from Assistant Vice Chancellor for Administrative & Student Life Services).
   • Housing has done some great things with athletics for the student athletes.

III. Announcements
IV. **Approval of Minutes** of September 5, 2012  
**Motion:** James/Muza  
**Vote:** Passed Unanimously

V. **Reports**  
A. **Chair (Jerry Addie)** – See the attached link to the updates on the UPS system.  
   **UPS Updates**

   A. **UPS Updates – Deb Gehrke**  
   1. HR plans to have UPS informational/feedback sessions in early October.
   2. Current Recommendations - [Proposed Implementation Decisions](#)
   3. Points of interest:  
      a. University Staff is the new category for classified staff
      b. Move of Chapter 230 exempt/salaried employees to academic staff (most supervisors, IT, accounting, and technical positions)
      c. Pay all staff bi-weekly - Why would they want to pay us bi-weekly? Some individuals want to be paid more often and some individuals like the ease of budgeting. The best option would be to give people a choice. Right now it is not an option to allow staff to choose.
      d. Exempt classified moved into academic staff – will they get an unlimited appointment. A decision has not been made on this yet. UW-Stout is not offering indefinite appointments on campus anymore.
      e. Degree requirement for Academic Staff will be left up to individual campuses. There are many things left to be decided.
      f. Currently there is no talk of changing salaries.
      g. This process is not designed to eliminate people.

VI. **Old Business**  
A. **Etextbook Update** – Bob Butterfield, Director of Instructional Resources  
   1. Pilot Project initiated this fall using etextbooks (undergrad, grad, online, and face-to-face). The goal is to enhance teachers’ ability to teach and students’ ability to learn.
   2. Opened it up to any publisher.
   3. Easier Administratively – We don’t have to worry about damaged books. There is no problem getting additional books or not having enough books for a class. There is more flexibility for instructors, if they don’t like the book, they can use a different book next semester.
   4. Cost Increase, Not Decrease - Because we are an established rental textbook college, it will definitely cost more. We don’t really have a choice because of publishers. Publishers are already moving to print on demand. They only print what they need to cut out used book dealers.
   5. Advocate for students and faculty to minimize any price increases.
   6. Definitely not a perfect system, but working to make it useable.

B. **2012 UW-System Academic Staff Professional Development Conference**

C. **Pay Plan Update**  
   1. **Discussion of survey results.**  
      a. 151 responses out of 375 people  
      b. Lots of people talking  
      c. Still some confusion.
   2. **Decision on how to distribute survey results.**  
      a. Majority of people chose #3  
      b. 70% wanted a pay plan.

D. **SAS Achievement Subcommittee Update**  
   1. **Advocacy**
   2. **Committee Cleanup**
   3. **Newsletter**
4. Website

E. University Personnel Systems – Discussed above.
F. Senate of Academic Staff Election Results – No report
G. Tobacco Free Campus Policy – No report
H. Other

VII. New Business

A. SAS Achievement Subcommittees – We will discuss this in detail at our next SAS Meeting. Do we want to continue with the same subcommittees as last year or make changes? The subcommittees are part of our strategic plan:
   - Advocacy (advocate what senate is about)
   - Committee Cleanup (committee helping to fill vacancies)
   - Newsletter (complete a newsletter once every 6 weeks - new member needed)
   - Website (keep website current)

Committee Membership needs to be looked at again. Every committee has a charge and something in writing. We need to update what we plan to do.

B. Committee Appointments
   Motion: Collie/Muza
   Vote: Passed Unanimously

C. Committee Vacancies – How to proceed in filling these vacancies? This will be discussed at the next meeting.

D. Other

VIII. Adjournment 4:38 p.m.

Notes:

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

Recorded and prepared by,
Brenda Krueger