Minutes
SENATE OF ACADEMIC STAFF MEETING
October 31, 2012
Oakwood Room, MSC
3:00 p.m.

ATTENDANCE
CHAIR: Jerry Addie
VICE CHAIR: Krista James
PRESENT: Jerry Addie, Barb Bauer, Robert Butterfield, Nathan Castillo, James Church, Stephen Collie, Tracy DeRusha, Wendy Dittmann, Susan Greene, Josh Lind, Lelah Lugo, John Lui, Sandy White,
ABSENT: Krista James (excused), Robin Muza (excused), Jen Parker (excused),
GUESTS: Chancellor Sorensen, Deb Gehrke, Jim Uhlir, Erin Sullivan, Phil Lyons

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

II. Administrative Reports
A. Chancellor's Report
   • Funding of the Supplemental Pay Plan – A memo will go out on Friday describing next steps. Going to take 1.05% across the board and move forward with the academic staff and classified recommendations.
   • Classified and Academic Staff approved option #3. The goal is to have the increase on the January 1, 2013 payroll for classified and academic staff.
   • Faculty is trying to determine different funding sources and distribution. Money will be held in an account for Faculty until they make their recommendation.

B. Vice Chancellor for Academic Affairs' Report

C. Vice Chancellor for Administrative and Student Life Services' Report
   2 Administrative Procedures:
   1) Overload Process – What about classes that begin in October / November? Part of that payment will hit on the January pay check. The threshold is changing from $12,000 to 35% of base pay. If there isn’t enough room under the cap, then that person won’t be able to teach the overload class. Business Managers must really watch the 35% in the October / November timeframe. A couple of departments are problematic. Trying to recruit adjunct faculty to fill some of these positions.
   2) Rehired Annuitant – The 70 day time period is changing back to a 30 day time period. During the 30 day waiting period, you cannot discuss being hired. If you are hired back, you would be hired at 80% of salary. This policy is written for highly compensated people (top 25%). Looking to prevent double dipping. Meant for full-time folks. Watch for a memo on this policy.

D. Human Resources – Deb Gehrke
   • Leave Reports – Need to address proactively and address it up front. Going forward, we are going electronic leave reports which should be accurate. There shouldn’t be any lag time. Deb is lobbying to be able to make some of the fixes or changes here at UW-Stout. Currently it can only be done at System.
   • Directories – The directory that was printed has your home phone numbers in it instead of work numbers. It went to 15 departments and we have gotten all of them back. Still working to get them back from residence halls. Will be reprinting the directories with correct information.
III. Announcements

IV. Approval of Minutes of October 17, 2012

Correction: Under VI Bylaws Committee – Personnel Committee Bylaws.

Motion: Butterfield/Collie

Minutes accepted as amended.

V. Reports
A. Chair (Jerry Addie)

VI. Committee Reports
A. Bylaws Committee – Had our first meeting today. There may be some things that we will bring forward to the SAS in future meetings.
B. Data Committee
C. Newsletter Committee – Almost all the pictures have been collected. Working to get the newsletter out by the 16th.
D. Outreach Committee
E. SAS Strategic Plan

VII. Old Business
A. Supplemental Pay Plan
   - Goal is to have it paid by January payroll, but it will be a big challenge for HR to make this happen. For classified, we need to go through file by file to see if they met the merit requirements.
   - Is this a one-time only adjustment to your salary? Yes, currently, but they are looking to have funding available in the future.
B. University Personnel Systems – Last meeting, we voted to endorse UW-Superior’s suggestions concerning the workplace expectation document. Chair Addie sent an email letter of support to the Academic Staff Representatives group.
C. Other

VIII. New Business
A. Mandatory Reporting of Child Abuse and Neglect Policy #13-72
   Jim Uhlir / Erin Sullivan
   Executive Order #54 made all university employees mandatory reporters of child abuse and neglect. Before you today is the policy that System Legal developed with a few changes that we made at UW-Stout.
   - We defined volunteer language (2.8).
   - Prefer reports go to campus police. Difficult to determine if child is in imminent danger. Police are trained to make that determination.
   - 5.1 we already had a background check policy in place. This will require any volunteer, contractors, and employee with extensive contact with children to have a background check.
   - HR is looking at an ongoing process for keeping background checks updated.
   - Faculty Senate felt there was a concern with Penn State having campus police involved and not going directly to local police.
   - Training will be an online module.

   Motion: Dittmann/Lui

   Vote: Passed unanimously

B. Administrative Procedure on Copyrightable Instructional Materials - Tom Dye
   One question – What is the Faculty Senate’s stance on this? Important to have a common voice with the faculty. It would be great to have Tom Dye or someone come and talk about this at the next meeting. Chair Addie will contact Ned Weckmueller to ask their opinion.

C. Administrative Cost Assessment for Program Revenue Activities #85-42 – need one academic staff member to be on the review committee. (Volunteers: Bertram Ezenwa,
Motion for Nathan Castillo as the academic staff representative: Butterfield/Lui
Vote: Passed Unanimously.

D. Hall of Heroes Project – need one academic staff member to be on the committee
(Volunteers: Heather Stecklein, Tami Weiss, Jean Haefner, Mandy Wolbert, Joe Huth, Laurentia McIntosh)

Motion to have Joe Huth as the academic staff representative: Lind/White
Vote: Passed Unanimously.

E. Committee Reporting Requirements – Do we want to invite committee members to give updates at meetings or submit committee reports to SAS?
   • In the past, there were a couple of methods used. A report given in meeting versus a written report or committee minutes to be included as informational items on the agenda. Not enough time to give verbal report in the meeting.
   • Please send a reminder out to get committee reports in. Talk about this again for next time.

F. Tobacco Free Policy on Campus
   • Concern about cigarette butts on campus and the run-off of litter into lakes and rivers. Most concerned about the ecological damage that it can cause.
   • Also, there is a mixed message when you have parents visiting with their students and we say we are a “Tobacco Free” campus, and yet there are butts on the ground around campus.
   • How can we help? What can we do?
   • We are the only school in the UW System that is tobacco free. There has been a marked improvement from last year. We are always going to have some non-compliance. We have hired some students to be Tobacco Monitors to have gentle conversations with students. The students support this policy.
   • At some point in time we may be able to have fines. We will talk to buildings and grounds to determine if they have other ideas. A police officer must see someone litter to be able to fine them. Currently the fine is too high. We may need to approach the Board of Regents about a nominal fine of $25-50.
   • Would it be possible to do a Campus Beautification Campaign? Raise the awareness of people to take care of the campus and keep the campus clean. Facebook promotions, posters, etc.
   • We are working to change the culture of tobacco use on our campus.

IX. Adjournment 4:33 p.m.
Prepared and recorded by,
Brenda Krueger