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