

ADMINISTRATIVE BRIEFING NOTES
UNIVERSITY OF WISCONSIN-STOUT
APRIL 13, 2004
BALLROOM B
2:30 P.M.

Mark Skutley, Senate of Academic Staff Chair, welcomed everyone at 2:35 p.m.

- I. Chancellor's Report – Chancellor Sorensen reported that Stout's enrollment fell short by 70 freshman last fall, resulting in a \$1 million dollar shortfall for next year. He explained that in the past, UW-System covered campus deficits, but this practice has been discontinued due to the differential tuition program. He stressed that the campus cannot afford to miss its enrollment targets next fall, and plans for increasing enrollment include organizing a review committee that would review enrollment management issues, practices, and policies; closely monitoring the June registration for fall; examining the housing contracts; and inviting an expert on the subject to campus on May 11 to give us input. One reason Freshmen gave for not coming to Stout was the long turn-around time it took to approve their applications (sometimes as much as two months). The campus will try to rectify this dilemma by having an FTE in Admissions who can respond to all applications within a five-day turn-around. The Chancellor also explained that another reason for declining enrollment was that the demographics were gradually shifting for students to attend schools in southeast Wisconsin. An FTE position is being planned to recruit more students from this area to attend Stout.

The Chancellor distributed "UW-Stout Base Budget Reallocation & New Funds" to the group and explained that the document showed the process in place for how Stout's budget was distributed for short-term priorities. He noted that it was just for information and showed where the money was going. The Chancellor added that every time there was an allocation from a resignation or retirement, the position would be analyzed to determine if it was needed. The campus has four-five major academic programs that were growing; however some programs were very flat. A task force will be formed to determine a campus model that would help keep Stout's enrollment healthy and strong.

- II. Vice Chancellor for Academic Affairs' Report – Vice Chancellor Sedlak announced that the M.S. in Manufacturing Engineering would be considered for approval at the May Board of Regents Meeting. Hewlett Packard will be coming to campus on April 22 to hold two informational meetings and show faculty/students the company's new equipment. Sedlak announced that he, the Chancellor, and Diane Moen plan on meeting to discuss the strategic planning process for the campus. Over the years, the strategic planning process has matured since it began in the 1990's. At STRAP's last meeting, questions were raised concerning the current roles and relationships of STRAP and the Chancellor's Advisory Council. Sedlak explained that during this meeting, they plan on discussing where Stout was currently and how to position the campus for the next ten years--as a part of the ongoing process for change. Items that would be examined include allocation of positions through the deans, examining the 2005 budget for base reallocation, enrollment management, and allocation for program and departmental needs.
- III. Vice Chancellor for Administrative and Student Life Services' Report – Vice Chancellor Moen announced that excavation has begun for the new residence halls in north campus. The university was trying to acquire the Cenex property for a new parking facility that students could use on north campus, providing 300 more parking spots to alleviate problems with residence hall parking. The university was not able to purchase the property directly from Cenex because of soil contamination. However, the City of Menomonie can purchase this parcel in our behalf and was working through the political process right now. Once the property gets beyond the city, Stout would need to talk to the Board of Regents and the state for permission to purchase it. Moen reported that the Building Commission has approved Stout's request for the re-keying project and would pay for the physical replacement of cylinders, the new key system, as well as paying for one card access per building (a \$200,000-250,000 expenditure for our campus). The campus' locksmith was in the process of talking to each building supervisor and inventorying all keys and key cabinets on campus. Next fall (2004), everyone will be issued new internal keys for buildings. There will be cards to access the external doors of buildings. She added that the campus was also in the process of documenting the campus' key policies and procedures. Moen announced that Human Resources was moving to an electronic pay stub process. Unclassified employees began receiving their benefits and pay stubs electronically on January 1, 2004; classified employees will begin receiving their notices electronically during the middle of May. The entire UW-System was encouraging mandatory direct pay deposits for all new employees and students, which could save thousands of dollars at the state level.

MINUTES
FACULTY SENATE MEETING
APRIL 13, 2004
BALLROOM A

ATTENDANCE:

CHAIR: Mike Galloy
VICE CHAIR: Steve Schlough

SECRETARY: David Johnson
PAST CHAIR: Tom Allen

PRESENT: C. Bendel, T. Bensen, P. Calenberg, S. Deckelman, M. Decker, G. Earl, B. Evans, G. Godfrey, A. Hoel, L. Koepke, B. McAlister, L. Miller, S. Orme, A. Parsons, J. Pejsa, B. Peters, R. Rothaupt, F. Schultz, M. Sherman, M. Spencer, N. Weckmueller, G. Wheeler

EXCUSED: M. Arora, B. Bergquist, K. Deery, L. Milanesi, J. Roiter, S. Terry

GUESTS: Chancellor Sorensen, Provost Sedlak, D. Tyson, W. Argo, A. Ramage, C. Smith, J. Wesolek, J. Coker

I. Call to Order – 3:07 p.m.

II. Announcements and Information

- A. **Faculty Reps Meeting on April 6, 2004 (Mike Galloy)** - Chair Galloy announced that he attended the April Faculty Reps Meeting and the Taxpayer Bill of Rights was discussed. He said discussion ensued concerning how it could limit increases in the budget and the cost of living, which was ultimately tied to inflation. UW-System and the Board of Regents have drafted a response to the legislators that passed a resolution expressing grave concerns. Galloy encouraged Senators to search for more information on the Taxpayer Bill of Rights through Google.com and to contact legislators on how they felt about the subject.
- B. **Search Committee – Assistant Chancellor for University Development – Chair Galloy** stated that a faculty representative was needed to serve on the search and screen committee for this position. He asked anyone interested to contact Joy Morical by Friday, April 16.

III. Minutes of March 23, 2004 (Attachment 1)

Motion: Peters/Parsons moved to approve the Minutes of March 23, 2004.

Vote: Passed with 1 abstention.

IV. Committee Reports

- A. **Department Representatives**
- B. **Planning and Review (Dick Tyson; Attachment 2)**
- C. **Other – Election Committee:** Schlough distributed the results from the recent university committee election to the Senators for their information. Chair Galloy noted that there were two additional committees formed or reactivated this year: the Finance Committee and the Graduate Education Committee. He said that Joy would be contacting newly-elected members to set up their first meeting, and he would attend to help them elect a chair.

V. Old Business

- A. **Focus 2010 – Budget Forums – Chair Galloy** encouraged faculty/staff to attend two forthcoming budget forums scheduled to discuss the next steps for Focus 2010. The forums will be held on Thursday, April 15 from 12:20-1:15 p.m. in Ballroom A and on Monday, April 19 from 10:10-11:05 a.m., also in Ballroom A. All of the Focus 2010 information is located on the BPA website at <http://www.uwstout.edu/bpa/focus2010/index.htm>.
- B. **Other**

VI. New Business

- A. **2004-2005 Promotion Procedures Events and Timetable (Anne Ramage; Attachment 3)**
Ramage explained that only the dates were changed to update the timeline with the next cycle's calendar.

Motion: Peters/Godfrey moved to approve the 2004-2005 Promotion Procedures Events and Timetable.

It was noted that there was a minor typographical error in the last line of the Committee Work schedule (the date should be changed from “2/26/04” to “2/26/05”).

Vote as corrected: Passed unanimously.

B. PPC Information Sheet: Suggestions for Preparing Faculty Tenure Application Materials (Anne Ramage; Attachment 4)

Ramage explained that the document was for information only and was developed from suggestions gathered by PPC focus groups to help faculty prepare their tenure application materials. She added that there has been some confusion in the past where people were not sure what to include in their portfolio/materials for tenure. Johnson said that PPC had much discussion concerning what should be listed and the document only shows suggestions that could be used as a guide.

Weckmueller suggested to add the word, “may” before the word, “include” in the last line of Paragraph 1. Koepke suggested to add the word, “grants” in 3. J. Much discussion ensued regarding the process departments used in assisting faculty receive tenure and for developing their own unique guidelines. Each department was encouraged to develop their own requirements for teaching, research, and scholarly activity. Galloy stated that the document was not a policy, but only to be used as an information sheet to help people who were applying for tenure.

C. B.S. in Golf Enterprise Management (Dick Tyson; Attachment 5) – Tyson explained that after the entitlement to plan was approved, it goes to the Board of Regents for their approval. After they make a decision, the proposal goes to the CIC to approve the course structure, and would eventually return to the Faculty Senate for approval. He noted that the purpose of this step was to see if the program fit into Stout’s mission. Tyson added that this program would serve the needs of a myriad of professionals in golf-related industries.

John Wesolek, Dean of the College of Human Development, distributed the entire document to the group and explained that Stout had the unanimous endorsement to pursue an undergraduate degree in Golf Enterprise Management by the National Golf Course Owners Association. Support would be sought from golf course owners and golf-related industry sources to develop the curriculum market for the program and provide academic scholarships for deserving students. He added that Stout had received initial funding for program development and start-up from industry partners who have strongly endorsed this program, and that UW-River Falls was anxiously waiting to collaborate with Stout regarding this major.

Motion: Weckmueller/Peters moved to approve the Entitlement to Plan the B.S. Golf Enterprise Management at UW-Stout.

Vote: Passed unanimously.

D. M.S. in Communications Technologies (Dick Tyson; Attachment 6) – Tyson explained that PRC was recommending this to go forward, as it was generally consistent with the mission of Stout and its fit with existing programs of study.

Motion: Koepke/Johnson moved to approve the Entitlement to Plan the M.S. in Communications Technologies.

Vote: Passed with 1 abstention.

E. Other

Motion: Weckmueller explained that he would like to propose a motion for the Faculty Senate that would give Chair Galloy permission to appoint a representative to the search and screen committee for the Assistant Chancellor for University Development, as time was of essence. Schlough seconded.

Weckmueller said that by having an appointed Faculty Senate representative serve on the committee, the Senate could be kept apprised of what was happening with the search. Peters agreed.

Vote: Passed unanimously.

VII. Adjournment – 3:55 p.m.

**Respectfully submitted,
David Johnson, Secretary**

**Recorded and prepared by,
Joy Morical**