Academic Staff Senate Meeting
Monday, May 6, 2013, 3:00 p.m., Mound Rm., MPSC

James Almquist (at-large, 2014)  Chris Hein (at-large, 2014)
Ulz Daeuber (Area III, 2014)  Jennifer Artz (Vice Chair)
Griswold (at-large, 2013)  Andrea Cool (Chair) (Area V, 2014)
Eric Farrell (Area IV, 2014)  Tara Krueger (Secretary) (Area I, 2013)
Amy Kreul (Area II, 2013)  Lisa Merkes-Kress (Recording Secretary)

Guests: 

Absent: 
Artanya Wesley – (at-large, 2014)
Provost Mittie Nimocks Den Herder (ex officio)

MINUTES

I. Call to Order
Chair Cool called the meeting to order at 3:00 p.m.

II. Approval of Minutes of April 15, 2013
Artz motioned to approve minutes as presented; seconded by Daeuber. Minutes approved.

III. Approval of the Agenda
Dauber motioned to approve agenda “as amended”; seconded by Griswold. Agenda approved.

IV. Announcements

1. Approval of compensation recommendations (A. Cool)
Chair Cool received a letter from the Chancellor approving the Senate’s recommendations for university compensation distribution; distribution will be in the June 1, 2013 payroll: ongoing monies will NOT be retroactive.

V. Administrative Updates

1. UW Balances (R. Cramer)
   Documentation and information on UW balances was presented referencing balance reserves that have been in circulation. Platteville had a twelve million dollar closing balance with a five-year projection of two million dollar closing balance. There is a wide variation between campuses balances because there were no guidelines regarding an appropriate reserve. Board of Regents is discussing putting a policy /procedure in place for balances. Our current budget will have to be revisited because of all the potential changes to the governor’s budget.
2. Budget update (C. Riedl-Farrey)
Cathy Riedl-Farrey reviewed the Spring 2013 budget update which can be found online.

VI. State Representative’s Report (A. Cool)
The Academic Staff and Faculty Reps Council met Friday, May 3. Main discussion was regarding the fund balances, and why it happened. The Provost will sponsor four academic staff to attend this year’s leadership conference, The Changing Nature of Higher Education, held on July 25 and July 26. Ray Cross the Chancellor from UW Colleges will be the keynote speaker at this year’s conference. Currently there is only a tentative schedule of events. If someone would like to attend please contact Liz Schaal, the first four to let her know will be sponsored.

VII. Vice Chair’s Report (J. Artz)
Faculty Senate looked at classroom scheduling policies, which will be discussed in new business below.

VIII. Committee Reports
1. Elections and Appointments (U. Dauber)
Dauber distributed the annual report for approval. The new elected At-Large officials for Academic Senate are Kim Maier from Area I, Patricia Pothour Area IV, and Kelly Sullivan Soley for Area II. Motion: Dauber moved to approve elected representatives as presented; seconded by Farrell. Motion approved. James Almquist from EMS and Wendy Stankovich from BILSA were elected to represent instructional academic staff on the Faculty Senate. Motion: Griswold moved to approve the two instructional academic staff representatives to the Faculty Senate; seconded by Kreul. Motion approved. Motion: Dauber motion to approve all new elected committee members as presented; seconded by Griswold. Motion approved. Some positions still need to be filled, two being on Personnel Commission, as well as one representative for Elections and Appointments.

2. Professional Development (J. Almquist)
Seven total proposed grants for a total of $8,476.00. With twelve thousand in funds available, we are able to meet these requests. Motion: Dauber moved to approve all the committee recommendations presented, seconded by Kreul. Motion approved.

3. Personnel Commission (E. Farrell)
Discussion on dismissal for cause updates will be discussed in new business below. Personnel Commission will be meeting over the summer to create another draft of the job security policies and a survey to distribute for feedback from staff.

4. Academic Staff Excellence Award Committee Update (A. Kreul)
Nothing to report.

IX. New Business
1. Course Scheduling Policies (E. Frieders)
The Registration Committee presented a proposed policy for scheduling courses in classrooms and labs. The policy’s primary goal is to improve the efficiency of the usage of current classroom space by aligning instructional needs with space
available. The trial policy will be used on a one-year trial basis and will be revisited in the future. Since courses are already scheduled for fall 2013, the earliest the policy would be used to schedule classes would be spring 2014. As a test, the registrar’s office will compare how the policy would have scheduled classes against the actual schedule for fall 2013. Experiments with Ad Astra show that the program is flexible and can account for nearly any constraint that might be encountered. Classroom scheduling will be reviewed manually and necessary changes made before the schedule is published.

2. **Election of Officers**
   - **Nomination for Chair** – Andrea Cool nominated for chair, A. Cool accepted. **Motion:** Farrell moved to elect Andrea Cool for 2013-2014 academic year, seconded by Griswold. Motion approved.
   - **Nomination for Vice Chair** – Eric Farrell nominated, E. Farell accepted. **Motion:** Dauber moved to elect Farrell as vice chair, seconded by Griswold. Motion approved.
   - **Nominations for Secretary** – Patricia Pothour nominated for secretary, P. Pothour accepted. **Motion:** Griswold moved to elect Pothour as secretary, seconded by Maier. Motion approved.

**LIAISONS:**
- Elections and Appointments - Dauber volunteered to be the liaison.
- Professional Development - Almquist volunteered to be the liaison.
- Personnel Commission - Farrell volunteered to be the liaison.
- Academic Staff Award for Excellence - Maier volunteered to be the liaison.
- Technology Oversight - Griswold volunteered to be the liaison.
- Women’s Council - Pothour volunteered to be the liaison.
- Inclusive Excellence - Cool volunteered to be the liaison.

3. **Pay Plan Distribution Recommendations (A. Cool)**
   In the past Academic Staff Senate would have to make the recommendations but what is required now? Per J. Durr there should be a representative at these meetings; Chair Cool volunteered to attend. Pay plan distributions need to be based on merit and have to be at or above expectations.

4. **Dismissal for Cause (J. Durr)**
   UPS statute 36.115 requires 3 components of the dismissal for cause policy: a written document specifying the process the employer must follow, a hearing before an impartial hearing officer, and an appeal process with the highest level being the board of regents. Changes to chapter ten were presented that were needed to account for the new statutory requirements. **Motion:** Kreul moved to approve the addition and changes to chapter nine; seconded by Daeuber. Motion approved.

5. **Senate Meeting Location (A. Cool)**
   Chair Cool will work with the Governance office and locate a different room for the meetings next semester, requests were made for the Mississippi Room or 1510 Ullsvik.

X. **Unfinished Business**

1. **Academic Staff Retreat Thursday May 23, 2013 9 a.m. -1 p.m., Mining Room**
   Chair Cool will work on agenda items for this retreat; some ideas were to discuss the by-laws and the background of some of the issues in the by-laws.
2. By-law changes Fall Vote (A. Cool)
Election and appointments are still working on how to make updating the service areas more feasible without having to go through a by-law change. The award for excellence change will also have to be brought before the body of academic staff for a vote. These will be approved and updated in September by all academic staff. Discussion ensued about putting this on the agenda for the retreat May 23.

XI. Adjournment
Chair Cool adjourned meeting at 4:20 p.m.

Respectfully submitted,

Tara Krueger, Secretary
Lisa Kress, Recording Secretary

Academic Staff Senate meets the first and third Mondays of the month at 3:00 p.m. in the Mound Room at the Markee Pioneer Student Center. The meetings are open to the public. Anyone wishing to add an item to the agenda please e-mail Andrea Cool at coola@uwplatt.edu prior to the next Academic Staff Senate meeting.