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

II. Approval of Minutes of June 3, 2013 and September 20, 2013
Almquist moved to approved minutes of June 3, 2013, seconded by Griswold. Minutes approved.
Maier moved to approve minutes of September 20, 2013, seconded by Hein. Minutes approved.

III. Approval of the Agenda
Griswold moved to approve the agenda “with changes”, seconded by Sullivan-Soley. Agenda approved.

IV. Announcements
1. Library Door Issue (Z. Sampson)
The south library doors again be open from 7:45 a.m. - 7:00 p.m Monday thru Friday beginning October 9, 2013.
2. Durr’s Resignation (J. Durr)
Jeanne Durr has accepted a position at University of Colorado in Colorado Springs; her last day will be November 15, 2013.

V. Administrative Updates
1. Compensation Planning (R. Cramer)
We will have an additional $350,000 in ongoing monies. Financial office would like to receive recommendations for distribution by beginning of November. There are two committee: one for non-instructional academic staff and one for instructional academic staff; we are asking them to make recommendations for two years. Requested to see the chart identifying the amount of money to be distributed by employee category, a salary chart, and a report on where the money last year was distributed to help with the process.

2. Overload Policy (J. Durr)
UW System required that each campus has an overload policy in place; we are in the process of finalizing the details. Overload limit will be by fiscal year, and the limit will be $18,000.00 or 20% whichever is greater. But the guidelines for non-instructional staff overloads need to be clarified.

3. Performance Management (J. Durr)
There is a group that put a draft performance management portfolio together. Trying to get a better outline for this program. UW System is researching for an online program that all campuses would use.
4. **Salary Letters (J. Durr)**

   All letters have been mailed, and employees have been notified via email of the pay increases.

VI. **State Representative’s Report (A. Cool)**

   Met on September 20th with main discussion being about the shared governance issue and legislative communications. Have not heard anything official regarding the UW system meeting with Speaker Vos discussing the shared governance issue.

   David Miller, Senior Vice President for Fiscal Affairs, discussed how complicated the budget system is.

VII. **Vice Chair’s Report (A. Cool)**

   The Deans of each college presented how they disbursed the university enhanced compensation adjustments. The other discussion was regarding the shared governance threat; faculty senate decided to create a committee to discuss this issue.

VIII. **Committee Reports**

1. **Elections and Appointments (U. Daeuber)**

   Academic Staff Senate seat to replace Eric Farell, Diana Trent has volunteered to fill this position.

   **MOTION:** Sullivan Soley moved to confirm Diana Trendt as a replacement for Farrell and that she will complete his term ending May 2014, seconded by Hein. Motion approved.

   Supplemental compensation committee recommendations for instructional academic staff for BILSA, LAE, and EMS.

   Recommendations are Christine Sorlie from BILSA, Tom Sandberg from LAE, and John Goomey from EMS.

   **MOTION:** Maier moved to approve Christine Sorlie, Tom Sandberg, and John Goomey for the supplemental instructional academic staff committee, seconded by Griswald. Motion approved.

   Discussion ensued about the name and it should be University Enhanced Compensation Committee.

   Cool volunteered to be the representative from Senate.

   University enhanced compensation committee recommendations for non-instructional academic staff

   Area 1 Karen Adams; Area 2 Amy Krue; Area 3 Vicki Dreesens; Area 4 Diana Trendt; and at-large Kari Hill. Discussion ensued about Diana being able to serve on both committees.

   **MOTION:** Sullivan-Soley moved to approve the recommendations of the elections and appointments committee, as stated, for the University Enhanced Compensation committee for non-instructional academic staff, seconded by Pothour. Motion approved.

   Hein volunteered to be the representative from Senate.

   **We still need to fill these positions:**
   - Personnel Commission Area 3
   - Board of Excellence Committee Area 4
   - Improvement and Learning committee Area 5
   - Affirmative Action Committee Area 5.

   **Service Area Changes**

   There were changes to some of the names of service areas:

   - Women in Engineering changed their name to The EMS Student Success program.
   - Learning Technology Center changed the name to Instructional Center for Educational Technology and they requested to be moved to Area 1. Due to the by-laws we can not change the area at this time, but we are working on updating the by-laws to be able to do this.
2. **Professional Development (J. Almquist)**
   Proposals are due Friday November 1 at noon for timeframe of January 1 to June 30 of 2014. We have at least $12,000.

3. **Personnel Commission (A. Cool)**
   Have not met this semester, so nothing to report.

4. **Academic Staff Excellence Award Committee (K. Maier)**
   Regents have set March 2014 for the deadline, but the guidelines are not posted. Once they are posted, we will proceed.

### IX. New Business

1. **Election of Vice Chair**
   
   **MOTION:** Maier nominated Giswold for Vice Chair, seconded by Daueber. Motion approved.

2. **Senate Representative to Personnel Commission (A. Cool)**
   
   **MOTION:** Sullivan-Soley volunteered to be Senate representative for the personnel commission.

3. **Academic Staff Deadline Dates**
   The deadline dates are not on the website. Chair Cool requested liaisons ask their committee chairs to please forward current deadlines to the governance office, so this can be updated.

4. **University Governance Website Committee Volunteer Needed (A. Cool)**
   Griswold volunteered to be the representative.

### X. Old Business

1. **IAS Email Lists by College**
   This list is still needed and will be given to the governance office to generate the email lists.

### XI. Adjournment

Chair Cool adjourned the meeting at 3:49 p.m.

Respectfully Submitted,

Tricia Pothour, Secretary

Lisa A Merkes-Kress, Recording Secretary

All are welcome to attend the Senate meeting. 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. Thank you.