



Academic Staff Senate Meeting  
Monday, February 3, 2014, 3:00 p.m., Mound Rm., MPSC

Attendees

- Andrea Cool (Chair, Area V, 2014)
- Patricia Pothour (Secretary, At-large 2015)
- Ulz Daeuber (Area III, 2014)
- Kim Maier (At-large, 2015)
- Amy Griswold (Vice Chair, Area I, 2015)
- Provost Mittie Nimocks Den Herder (ex officio)
- Diana Trendt (Area IV, 2014)
- James Almquist (At-large, 2014)
- Chris Hein (At-large, 2014) -Corey
- Kelly Sullivan Soley (At-large, 2015)
- Lisa Merkes-Kress (recording secretary)

**Guest:** John Lohmann, Matt Roberts, Kim Schmelz, Michelle Zasada, Sandie Brick-Margelofsky, Karen Adams, Rob Cramer

**MINUTES**

**I. Call to Order**

Chair Cool called the meeting to order at 3:01 p.m.

**II. Approval of Minutes of December 16, 2013**

*Maier* moved to approve the minutes; seconded by *Griswold*. Minutes approved.

**III. Approval of the Agenda**

*Pothour* moved to approve the agenda with proposed changes; seconded by *Hein*. Agenda approved.

**IV. Announcements**

1. **Wright Center for Non-Traditional and Veteran Students** (S. Brick-Margelofsky)

The center is for use by non-traditional students and veterans for meetings, studying, or place to relax. Funding was a gift in honor of Robert and James Wright by Robert and James Wright. UW-Platteville is rated as a Veteran Friendly Campus. Wright Center is located in Royce Hall room 320/ 322 on fourth floor.

**V. Administrative Updates**

1. **2014-15 Budget Planning** (R. Cramer)

Tuition fees are becoming more important to our overall budget as state funding decreases. Planning for a 2% tuition increase, but another freeze could be put into place. If trends and projections continue, the 2018-2019 the Financial Services forecast model shows a negative balance.

For more information please see the budget website at <http://www3.uwplatt.edu/budget>.



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

1. **GPR and Tuition Allocation Determination, Academic Staff Leadership Conference, Job Security, ASPRO Sample Resolution**

- There was a presentation about how GPR and tuition allocations are determined for the individual institutions across the UW system. A committee is reviewing the current model to determine changes and will report to the board of regents in June.
- Academic leadership conference will be Thursday July 24 from 9-2, exploring the idea of a virtual conference. Possible theme: Renewed Outlook

- Job security trend moving to more renewable contracts versus terminal contracts at some institutions. Discussion ensued about taking advantage of the longer term contracts while still providing administrators with financial flexibility.
- We have received a sample resolution from ASPRO regarding the issue of filling academic staff appointments with limited term appointments.

## VII. Vice Chair's Report (A. Griswold)

Main topic of discussion was reviewing committees and what is the process of dissolving a committee.

## VIII. Committee Reports

### a. Elections and Appointments (U. Daeuber)

**MOTION:** *Maier* moved to approve Donna Gavin and SharCarre Johson as the parking committee representatives, seconded by *Hein*. Motion approved.

### b. Professional Development (J. Almquist)

There is \$20,000.00 for next year. \$10,000.00 for Part I in the fall. Due date is April 11 at 4 pm. Reviewed the forms and changed the wording to include "Inclusive" and add that to the scoring and remove evaluations. Will bring changes to senate at the next meeting for approval.

### c. Personnel Commission (A. Cool)

#### ➤ Promotion Notification and Appeals

Some staff were not notified of the denial of promotion; therefore, they were not given the opportunity to appeal. While John Lohmann, the interim HR director, is in his position, he will be sure to notify staff of their right to appeal.

#### ➤ Automatic Renewal of Renewable Contracts

#### ➤ Job Security Email

- This was to be distributed to anyone who had seven or more years experience and was eligible for job security-does not promise security. This email created some confusion.
- Lohmann is researching whether there is any automatic renewal process for renewable contracts.
- Processes are being coordinated with HR.

### d. Academic Staff Excellence Award Committee (K. Maier)

Vicki Dreessens was nominated and approved for the award. The state level winners will be announced in April.

## IX. New Business

### 1. University Sustainability Plan Endorsement (A. Seebooth)

There were approximately 60 people that got together to discuss sustainability ideas. The entire plan can be found online at <http://www3.uwplatt.edu/sustainability/sustainability-plan>

**MOTION:** *Griswold* moved to endorse the plan, seconded by *Almquist*. Motion approved.

### 2. E-mail/Calendar Committee Recommendations (M. Roberts)

A recommendation has been made to use either ZIMBRA hosted off site or Microsoft 365. Committee worked on this for five months and completed all of the objectives. No matter what decision is made by administration, we will need training/education.

### 3. Job Security Deadlines (A. Cool)

Due to the confusion from the job security email, HR would like to extend the



E-mail  
Recommendation

deadline for job security forms to be submitted to supervisors from January 27 to Feb. 10. The deadline for supervisors would be extended to February 21 instead of February 17 to submit documentation to area head or dean. Lohmann will distribute an email to staff addressing change in deadlines. Discussion ensued about the definitions of the types of contracts; Lohmann suggested using the UPG's by going to the system HR website for the most accurate information.

**MOTION:** *Maier* moved to approve the proposed deadline changes, seconded by *Pothour*. Motion approved.

4. University Augmented Compensation Results (J. Lohmann)
  - Instructional staff recommendation was used verbatim and payments will be received March 1, 2014.
  - Adjustments were made to the non-instructional academic staff recommendations.
    - Coaches, according to the recommendation would not receive and increase because of the years of service and minimum salary, so HR gave all coaches a level two payment.
    - The distribution matrix caused some issues due to the residual clause of anything left over should go to level one increases. \$12,000 was rolled over for future salary adjustments due to ineligibility in 2014-15. There was much discussion regarding how staff were deemed "ineligible." It became apparent that there was misinterpretation of contingencies in the recommendations. Cool will follow up with Lohmann to determine what can be done to rectify the conflicting interpretations.
5. Regent Discussions on Shared Governance (A.Cool)  
Griswold, Maier, Hein, and Sullivan-Soley will attend the February 11 meeting and Cool will attend February 4 meeting.
6. Online Evaluations(A.Cool)  
The glitches have been worked out and evaluations should be working. Cool was asked by non-instructional academic staff member if they could evaluate assistant chancellors and assistant vice chancellors in the same way instructional academic staff are allowed to evaluate the Deans. This is a topic to explore further.

## **X. Old Business**

No old business at this time.

## **XI. Adjournment**

Chair Cool adjourned the meeting at 4:47 p.m.

Respectfully Submitted,

Andrea Cool, Chair

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](mailto:coola@uwplatt.edu) prior to the next Academic Staff Senate meeting. Thank you.