

Academic Staff Committee Meeting

Meeting Minutes

September 13, 2017

ASC Members Present: Eric Craver, Jan Malchow, Jamee Haslam, Joe Schoenebeck, Amy Bartelme

ASC Member Absent: Lynn Niemi

Guests: Christine Olson (Human Resources), Clif Ganyard (Assoc Provost), Rick Warpinski (Director Union), Steve Meyer (SOFAs), Greg Kannenberg (Director Phoenix Bookstore)

Next meeting: Wednesday, September 27, 2017 1:30 pm CL 735

- I. Call to Order at 1:30 PM
- II. Approval of Meeting Agenda
 - Jan motioned to approve, Joe 2nd that motion; all members were in favor of approval
- III. Associate Provost Clif Ganyard – HLC update
 - 10 year Comprehensive Accreditation Peer review visit is October 9-10, 2017
 - Encourage all AS to attend sessions and be involved, ask questions.
 - Informational sessions during the Week of September 18th scheduled – all encouraged to attend.
 - Tentative site visit itinerary is on accreditation website
 - There will be a shared governance meeting Monday Oct 9th
 - All staff session is Tuesday Oct 10th
 - To prepare review Chancellor’s website: Mission, University Vision, commitment and Strategic Planning initiatives. Have thoughts on “how does my office support these initiatives; support our mission”
- IV. Old Business
 - A. Changes in the Phoenix Bookstore (Rick Warpinski, Christine Olson, Greg Kanneberg)
 - i. Rick indicated some information regarding the decisions behind the closure
 1. 25% drop in total revenues since 2009
 2. Class sections offered has decreased by 10% since 2010
 3. 2 years ago (15/16 academic year) Bookstore showed small amount of net profit
 4. Last year (16/17 academic year) Bookstore expenses were greater than revenue by nearly half million dollars.
 - a. Reserve funds covered those expenses
 - b. Revenues expected to decline further, unsustainable
 - ii. RFB process has started to select a vendor over the next 6 months
 1. Start date will be no later than 7/1/18
 2. 4 FT staff (2 are AS; 2 US)
6 LTE/Seasonal
30 Student Employees
 3. Vendor selected “could” hire existing staff to run; however that is not a contingency the University will be making in the search for a vendor
 4. Employees affected have received notice and will receive formal notice again with specified effective date once a Vendor is selected.
 - i. Formal Notice must occur at least 30 days prior to effective date of layoff

- ii. Christine mentioned HR is notifying employees of internal position postings as positions are posted for which they meet the eligibility requirements and HR has offered to help those employees through the formal application process for internal positions.
 - B. Greg/Sheryl/Dick – discuss deficit, budget reduction and where the University is at with the cuts taken last year. Will there be anticipated cuts moving forward (if yes – amount and plan)?
 - a. Possibly consider discussion of Enrollment services search update and concerns of Enrollment Services staff
 - b. Eric is following up to request to have Greg and/or Sheryl/Dick at future meeting
 - C. Joe – Employment changes, open positions across the University
 - a. Joe requested information from HR and received a breakdown of total employees with number in faculty, AS, US for each year as of October 2011 through October 2016.
 - i. Analysis shows since 2011 a net loss of 26 FTE positions since October 2011
 - 1. Gained 11 AS
 - 2. Lost 10 faculty
 - 3. Lost 27 US
 - ii. Possible explanation – the gain in AS could be due to a switch from US to AS for some positions
 - iii. Question to ask HR if the positions in the data include LTE positions. Are positions with 1 year fixed term positions included in these figures as well? Or are these positions strictly 102 dollars (stable funding) to where any position not funded by 102 dollars is not included? Eric will see if Melissa can address in upcoming meeting as Melissa (HR) will be HR person attending ASC meetings each month.
- V. Approval of Minutes from August 16th and August 30th, 2017 meetings
- No changes
 - Joe motioned to approve, Jan 2nd that motion; all members were in favor of approval
 - Eric will submit finals to SOFAs
- VI. Review of Committee Transition meeting
- Nice welcome and “hand-off”
 - We had good participation
 - ASC liaisons were able to meet with AS members on their respective committees
 - Two committees had been meeting (AS Professional Development and Programming)
- VII. Department/Committee Reports
- UWS System Rep (Eric)
 - i. Eric is attending 1st meeting September 22, 2017
 - UC (Eric)
 - i. Jan attended last meeting
 - Master of Science in Nutrition & Integrated Health
 - BS Mechanical Engineering (going to Faculty Senate)
 - Comp & Pay Plan/Workplace Conduct policies going to Workload & Compensation Committee
 - Jan is the rep and no meeting was scheduled at that time
 - HERI meeting 9/25/17 at 3:45 pm Gathering Room
 - Strategic Planning and Budgeting
 - Interdisciplinarity
 - Diversity went from 12% to 16% due to incoming freshman class

- Faculty Senate (Jamee)
 - i. 1st meeting 9/13/17
 - Jamee emailed update after the meeting (some notes below – and in future ASC meeting discuss submitting request to move our update to beginning of meeting)
 - Provost Davis
 - Director Enrollment Services (Christina’s position) in person interviews in next 2 weeks.
 - Director of Weidner Center – interviews are being set up
 - Athletic Director offer will be given next week
 - As of September 5, 2017 student enrollment increased by 26 FTE from 16/17 to 17/18
 - Hopes that all governance groups can work closer and be more integrated (Faculty, Staff – AS/UC, and students)
 - Sheryl did mention we will be working through another budget reduction of \$600,000 in 18/19 FY
 - Mentioned something that colleges can enroll out of reductions. Colleges will be notified about reductions soon.
 - Bachelor of Mechanical Engineering (going to senate at next meeting then to UWS BOR for approval – fall 2019 start potentially)
 - MS Nutrition & Integrated Health program (going to senate at next meeting then to UW BOR for approval)
 - Post Tenure Review plan presented and not passed – SOFAs will present options in future again
 - DACA support letter sent to President Trump
 - SGA rep mentioned they will look to Faculty Senate to spend their budget and mentioned they have a budget from the childcare initiative to spend as well
- Personnel Committee (Lynn was not present)
- Professional Development Allocations Committee (Joe)
 - i. Working with SOFAs as committee may need to meet in person to meet Open Record law requirements on voting for approvals (working with Steve)
 - ii. Matt Dornbush regarding instructional AS and how they could apply for faculty or AS professional development funds. Checking to see if research then faculty funds and if not research then AS funds. Joe is waiting to hear from Matt.
- Professional Development Programming Committee (Jan)
 - 3 programs set (all repeats)
 - Identity Theft
 - Dealing with Disruption
 - University Services program
 - Meeting October 24th to work on 4th event planning to be held later in the academic year that will use their full budget. Their plans will be brought to ASC October 25th meeting.
- Leadership and Involvement Committee (Amy)
 - Had a meeting to schedule future meetings
 - Had one replacement Title IX

VIII. New Business

- Limited employees with AS fallback appointments and membership as AS at UW Green Bay

- i. Are these staff served by their fall back. Should we include Limited Staff with fallback as AS appointments in our correspondence or do these staff have NO governance representation (Eric following up on)
 - Eric – ASC emails
 - i. Eric has access and sends emails with ASC information to all AS
 - ii. Sue Bodilly requested that he use LOG postings instead of emails
 - iii. Some AS have stated concern over only using LOG and prefer the individual emails
 - 1. Members of the AS agreed that emails to all AS seems to serve our staff better
 - iv. Eric is following up to discuss with Sue Bodilly
 - Jan – Driver authorization
 - i. With the University fleet no longer being available
 - ii. Read info sent out from Christopher Paquet
 - iii. Usage of personal vehicles for university business may require “Business rated coverage” on the employee’s personal vehicle insurance policy
 - iv. Employees are advised to check with individual insurance carrier for required coverage and have minimum liability limits of \$100,000 - \$300,000 - \$50,000
 - v. University recommends using a rental vehicle
 - vi. See the calculator on the Travel Website
- IX. Skipped other business items for next meeting. We will discuss follow up items listed above
- X. Next regular meeting: September 27, 2017 ;30 pm CL 735
- XI. Adjourn 3:02 pm
- 1st motion to adjourn by Jan; 2nd by Amy

APPROVED: Sept. 27, 2017