

**2010 – 2011
Academic Staff Assemblyⁱ
30 March 2011 Agenda**

**12:15 – 1:45 p.m.
University Center 68A**

- 1. Academic Staff Contracting**
- 2. Budget Repair Bill and 2011 – 2013 Budget Updates**
- 3. *Approval of 9 March 2011 and revised 23 February 2011 Minutes***
- 4. Academic Staff Committee Reports**
 - a. Awards [Weber]
 - b. Economic Issues [Ehlen]
 - c. Elections/Balloting [Clokey]
 - d. Government [Fragola]
 - e. Organization [Miolo]
 - f. Professional Development [Ehlen]
 - g. Instructional Promotions [Farmer]
 - h. Review [Ogunsola]
 - i. Title Appeals [Ehlen]
 - j. Titling [Naff]
 - k. Rewards and Recognition [Simes]
- 5. Updates/Announcements**
 - a. Director of FUN [Naff]
 - b. Assembly Priorities [Ehlen]
- 6. Other Business**
 - a. Collective Bargaining [Clokey/Ehlen]
 - b. Unit Clarification [Clokey/Ehlen]
 - c. *Academic Staff Representatives Council [Miolo/Ehlen]*
 - d. *LGBTQ Taskforce Meeting [Simes/Ehlen]*
 - e. Miscellaneous/Round Robin [Assembly Staff]

ⁱ *Italicized items include attachments for review/discussion.*

**2010 – 2011
Academic Staff Assembly
9 March 2011 Minutes**

**12:15 – 1:45 p.m.
University Center 68A**

PRESENT: Freda Briscoe, George Clokey, Denise Ehlen [Chair], Mike Flanagan, Patty Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, Elizabeth Ogunsola, David Reinhart, and Kim Simes

ABSENT: Nancy Farmer and Curt Weber

- 1. Budget Repair Bill, 2011 – 2013 Budget, and Statement/Resolution:** The Assembly discussed the budget repair bill, the 2011-2013 budget and a possible resolution or letter regarding the implications of the budget repair bill on academic staff.
- 2. Approval of 23 February 2011 Minutes:** Naff/Fragola moved to approve the minutes contingent upon moving Mike Flanagan from present to absent in the roll call. The Assembly discussed/reviewed the minutes. Approved by unanimous vote.
- 3. Academic Staff Committee Reports**
 - a. Awards [Ehlen for Weber]: Ehlen reported that the Committee is meeting the week of 7 March 2011 to make recommendations. Ehlen will send the recommendations to the Assembly for ratification in the upcoming weeks.
 - b. Economic Issues [Ehlen]: No report
 - c. Elections/Balloting [Clokey]: Clokey presented the elections timeline, notice and application to the Assembly. Clokey called for a vote to approve the timeline, notice and application. Miolo/Ogunsola moved to approve the documents. Approved by a majority: 9 Aye, 0 Nay, and 1 Abstain (Clokey).
 - d. Government [Fragola]: No report
 - e. Organization [Miolo]: No report
 - f. Professional Development [Ehlen]: Ehlen reported that three applications were received for the March round. Ehlen will get the applications to the Committee in the next week and convene the Committee before the end of March.
 - g. Instructional Promotions [Farmer]: No updates
 - h. Review [Ogunsola]: No updates
 - i. Title Appeals [Ehlen]: No updates
 - j. Titling [Naff]: Naff reported that the Committee will be updating the handbook in the upcoming months. Naff will bring the updates to the Assembly for ratification.
 - k. Rewards and Recognition [Simes]: Simes reported that three applications were received and the Committee will be meeting at the end of March to make recommendations.

4. Updates/Announcements

- a. Director of FUN [Naff]: Naff reported that next FUN lunch will be on 16 March 2011 at 12:00 pm in UC 266. Naff also reported that he is working on an end of the semester FUN social at Randy's.
- b. Assembly Priorities [Ehlen]: No updates

5. Other Business

- a. Retirement Resolution of Nelia Olivencia [Ehlen]: Ehlen presented the retirement resolution for Nelia Olivencia. Miolo/Reinhart moved to approve the resolution. Approved by unanimous vote.
- b. Miscellaneous/Round Robin [Assembly Staff]: Reinhart discussed the formation of an ad hoc Legislative Committee the Senate is putting together. Hephzibah Kumpaty, Senate Chair, agreed to allow academic staff members to sit on the committee. Reinhart and Fragola agreed to serve on the Committee. Ehlen called for a vote to approve Reinhart and Fragola as members of the ad hoc Legislative Committee. Naff/Fragola moved to approve Reinhart as a member. Approved by unanimous vote. Naff/Miolo moved to approve Fragola as a member. Approved by unanimous vote.

Consensus to adjourn at 1:45 p.m.

Respectfully submitted,
Casey Pellien, Governance Associate

**2010 – 2011
Academic Staff Assembly
23 February 2011 Minutes**

**12:15 – 1:45 p.m.
University Center 68A**

PRESENT: Denise Ehlen [Chair], Nancy Farmer, Patty Fragola, Nadine Kriska, Giuliana Miolo [Vice Chair], Kyle Naff, Elizabeth Ogunsola, David Reinhart, Kim Simes, and Curt Weber

ABSENT: Freda Briscoe, George Clokey, and Mike Flanagan

- 1. Budget Repair Bill and 2011-2013 Biennial Budget Updates:** The Assembly discussed the Budget Repair Bill and 2011-2013 Biennial Budget.
- 2. Collective Bargaining/Unit Clarification:** The Assembly discussed recent collective bargaining news in relation to the Budget Repair Bill.
- 3. Resolutions**
 - a. Employee Pension Contributions Resolution [Ehlen]: Tabled until after the Budget Repair Bill is finalized.
 - b. Furlough Resolution [Ehlen]: Tabled until after the Budget Repair Bill is finalized.
- 4. Approval of 9 February 2011 Minutes:** Simes/Weber moved to approve the minutes. The Assembly discussed/reviewed the minutes. Approved by unanimous vote.
- 5. Academic Staff Committee Reports**
 - a. Awards [Weber]: Weber reported that the Committee will be meeting in the upcoming weeks to review nominations.
 - b. Economic Issues [Ehlen]: No report
 - c. Elections/Balloting [Clokey]: Clokey is working with Ehlen/Pellien to update the forms and send to the Assembly for ratification.
 - d. Government [Fragola]: No report
 - e. Organization [Miolo]: No report
 - f. Professional Development [Ehlen]: Tabled until the next Assembly meeting.
 - g. Instructional Promotions [Farmer]: No updates
 - h. Review [Ogunsola]: No updates
 - i. Title Appeals [Ehlen]: No updates
 - j. Titling [Naff]: Naff reported that there are a number of meetings scheduled in the upcoming weeks.
 - k. Rewards and Recognition [Simes]: Simes reported that the deadline is 1 March 2011 and to nominate a deserving non-instructional academic staff member.

6. Updates/Announcements

- a. Director of FUN [Naff]: Naff reported that the FUN lunch on 17 February 2011 had a great turnout and that the next FUN lunch is 16 March 2011 at 12:00 pm in UC 266.
- b. Assembly Priorities [Ehlen]: No updates

7. Other Business

- a. LGBTQ Taskforce Meeting [Ehlen/Simes]: Simes reviewed the minutes from the 9 February 2011 meeting.
- b. Retirement Resolution of Robin Pettersen [Ehlen]: Ehlen reviewed the retirement resolution for Robin Pettersen. Miolo/Simes moved to approve the resolution. Approved by unanimous vote.

Consensus to adjourn at 1:45 p.m.

Respectfully submitted,
Casey Pellien, Governance Associate

Academic Staff Contracting

March 21, 2011

Current State: The majority of our Academic Staff (instructional and non-instructional) receive a fixed-term contract with a statement of **“A fixed term contract covers the period specified and renewal is not intended”**. There are between 400-500 of these contracts processed each year at UWW.

Future State: The majority of staff (see below) would receive an initial contract when hired and from then on would be notified of changes to their salary via Change of Status forms and the annual salary letter received from the Budget Office.

Process for 2011-12 contracts:

1. Departments will submit rehires for all instructional and non-instructional staff.
2. A list of Academic Staff will be provided to the hiring authorities in each department
3. Departments will be asked to identify which staff they consider:
 - a. “Renewable” – these are people we expect will be back year to year, and have had a search done to put them in their position
 - b. “Fixed-term” – People in emergency hire roles or positions that are anticipated to end (someone hired to teach a specific class or semester)
4. Those designated as “renewable” will receive a renewable contract
5. Those designated as fixed-term will receive a fixed-term contract (same as current contract)
6. The hire/rehire form has been modified to include a checkbox to identify type of contract the staff member should receive in 2011-12
7. Employee will receive a copy of the final contract
8. Renewable contracts will also receive an annual salary letter

Process in subsequent years:

1. Annual reviews will continue for all academic staff regardless of contract type
 - a. In order to be rehired on a fixed-term contract, a review must accompany the rehire form.
 - b. The Provost’s Office will track reviews for instructional academic staff.
 - c. Departments will ensure annual reviews are completed for non-instructional staff in renewable status.
2. Salary letters will be sent to all renewable staff indicating:
 - a. Base/Contract Salary
 - b. FTE
 - c. Title/Promotion/adjustments
3. Fixed-Term Staff will not receive a salary letter, their contract will be the formal notification.
4. All renewable staff must be in the Redbook Budget Submission .
5. Fixed-term staff may be in the Redbook but are not required to be included.
6. We will be looking at phasing out multi-year contracts as people leave UWW, as of this date a decision on how to best address has not been determined. At this point, staff on a multi-year contract would remain so.

New Termination Process

1. The notice periods indicated in the Academic Staff Personnel Guidelines will be used to determine notice requirement (3, 6, 9, or 12 month) or the process for dismissal for cause.
2. A letter from the Provost will be issued regarding the termination.



2010-11 University of Wisconsin System Council of Academic Staff Representatives Friday, March 11, 2011 Meeting Minutes

Attendees:

Teresa O'Halloran, UW-Eau Claire
Katrina Hrivnak, UW-Green Bay
Ryan Bronkema, UW-La Crosse
Heather Daniels, UW-Madison
Wendy Volz Daniels, UW-Milwaukee
Beatriz Contreras, UW-Oshkosh
Dave Buchanan, UW-Parkside
Andrea Cool, UW-Platteville
Maureen Olle-LaJoie, UW-River Falls
Becky Mullane, UW-Sheboygan
Mike Pagel, UW-Stevens Point
Todd Burns, UW-Stout
Donna Dahlvang, UW-Superior
Giuliana Miolo, UW-Whitewater
Tom Culviner, UW-Extension
Sal Carranza, UW System Administration
Rebecca Martin, UWSA Senior Vice President for Academic Affairs
Michael Morgan, UWSA Senior Vice President for Administration
Freda Harris, UWSA Associate Vice President for Budget & Planning
Al Crist, Associate Vice President, UWSA Human Resources & Workforce Diversity
Dave Giroux, Executive Director, UWSA Communications & External Relations
Ed Meachen, Associate Vice President for Learning & Information Technology
Carmen Faymonville, Academic Planner, UWSA Academic Affairs
Bob Jokisch, Special Assistant, UWSA Academic Affairs

The Joint Session of Academic Staff and Faculty Representatives with UW System Administration staff began with a summary of the Governor's 2011-13 Biennial Budget Recommendation by Michael Morgan, Senior Vice President for Administration and Freda Harris, Associate Vice President for Budget & Planning. Highlights included:

- Funding for pension and health insurance contributions were taken out of the UW System budget (\$45 million annually)
- Created a separate UW-Madison Authority (\$2.7 billion all funds and \$440 million GPR)
- \$125 million annual reduction in UW System GPR, with \$62.5 million from UW-Madison, \$2.4 million from UWSA, and \$60 million for rest of the UW System
- 5.5% tuition cap - \$35.7 million in revenue, \$26 million in non-UW-Madison revenue
- \$250,000 reallocated at UWSA to develop plan for UW-Milwaukee becoming authority

- No increases in financial aid
- No Growth Agenda or Retention Funding
- Increased threshold for procurement
- Wisconsin Covenant – end new enrollments after September of 2011
- Remove exemptions from non-resident tuition for undocumented students

In response to questions, Michael Morgan, Freda Harris, and Ed Meachen, Associate Vice President for Learning & Information Technology, provided the following additional information:

- Covenant positions are still funded. There is a need for those staff with the Covenant continuing.
- Regarding the ongoing costs of the HRS system, this funding is to support the service center. The new HRS system will be a more efficient system, with integrated data and other features, while the existing system relied on outdated technology.
- Regarding 12 paychecks for 9 month appointments, Ed Meachen noted that they looked into this five years ago with the HRS implementation. They found that it would cost \$3 million and the decision was made to instead use local banks to do this.
- Regarding the issue of multiple insurance payments for the May paycheck, Ed Meachen noted that they can't address it for this year, but they are looking into it for future years.

Michael Morgan noted that the UW System wants to amend the budget through the Wisconsin Idea Partnership to provide the same tools to all campuses as is included presently for UW-Madison, in terms of tuition, budget, and HR flexibilities.

Al Crist, Associate Vice President for Human Resources and Workforce Diversity, next updated the Academic Staff and Faculty Reps on HR issues. On the Sick Leave Conversion Retirement Benefit, this benefit will not go away this fiscal year and not until after a study is completed. Beyond that, it is unclear, but they have been assured that notice will be given before any changes. ETF and OSER are also looking at pension alternatives for the future.

Al Crist also noted that part-time employees are again included for benefits. Al also noted that the May check will include the increases for pension and health care. Regarding Unit Clarification, Al noted that this issue is done with the new legislation.

In response to questions on what academic staff and faculty can do to express their concerns to legislators, Dave Giroux, Executive Director, Communications & External Relations, encouraged resolutions and public forums, and encouraged them to focus on the facts and impact on students, faculty, and staff. In response to another question, Dave offered to send the guidelines on appropriate use of university resources. Dave will also send the final Board of Regents resolution regarding providing additional flexibilities to all UW System institutions.

Rebecca Martin, Senior Vice President for Academic Affairs, asked the Academic Staff and Faculty Reps their priorities for UW System Administration as they deal with the 25% cut. Areas noted included professional development funds, support for research, OPID programs, external grant matches, and grant programs.

The meeting ended following further discussion among Academic Staff Representatives.

DRAFT

Minutes from Chancellor's Task Force on LGBT for March 9, 2011

Present: Kyle Naff, Brent Bilodeau, Cindy Estrup, Krista Kim, Chris Hollar, Michael Perry, Crista Lebens, Dan Collieran, Eric Barber, Gwen Hering, Kim Simes, Jeff Angileri, Mary Beth Mackin, Brent Bilodeau, Dan Schultz (WSG),

Guests: Lessa Marty, Nicki Viso

Unable to Attend: Amy Edmonds, Ken Kohberger, Amanda Helm, Katka Showers-Curtis, Elena Levy-Navarro (*teaching at this time*), Joel Rollings, Robin Fox, Kate Burrow

1. No changes to the February 9th Minutes
2. **Safe Zone training:** The next Safe Zone training will be Wednesday, March 16th in UC 262 at 12pm Michael Perry and Chris Hollar will be the facilitators.

There was a request for Safe Zone Training for IMPACT on March 29th at 7:30pm in UC 275A. At this time we had no volunteers step forward so if you are interested please let me know ASAP.

The final Safe Zone training of Spring 2011 will be Thursday, April 21st at 12:30pm in UC 260 with the facilitators being Michael Perry and Chris Hollar

3. We were forwarded information from Adam Brigham at UW-System and with the current budget there does not contain any language that would change domestic partner benefits.
4. **Update on Full Time LGBT Coordinator:** There was discuss to change the wording from "Required Qualifications" to "Qualifications". Then in #1 under that category to state Bachelor's required Master's preferred. Discussion continued about creating a statement to include knowledge of transgender individuals is part of the qualifications.

We have received word from several departments that will write a letter of support for this position: Women Studies, Academic Staff Assembly, Residence Life, and Center for Global Education.

Clarification was made regarding this position being part or quarter time with curriculum being part of this job description. At this time this position would be under Student Affairs. Concern was brought up that they may not have the "protection" of Academic Staff if they were to do something controversial. At this time there is no designation as to where this position would be housed.

The proposed Job Description will be sent out with the requested changes along with the *Rationale for final feedback to be given by April 4th* so any suggestions can be made with final review happening at the April 13th meeting.

5. **Transgender Brainstorming:** We have created 4 sub-committees to sift through more information on the following areas:
 - a. **Recruitment to Campus/Admissions/Financial Aid:** Kim Simes, Jeff Angileri, Mary Beth Mackin, Cindy Estrup
 - b. **Residence Life/Facilities:** Michael Perry, Nicki Viso, Dan Schultz
 - c. **Campus Life:** Gwen Hering, Krista Kim, Chris Hollar
 - d. **Academics:** Kyle Naff, Crista Lebens, Robin Fox, Lessa Marty

These groups will meet prior to the April 13th meeting and will share their drill down information from their meeting. Please feel free to contact any of the members above if you would like to lend your voice to a particular group. These groups were selected from the Transgender Brainstorming List that was sent out last week.

Amy Edmonds provide this link that provides some direction for NCAA institutions:

<http://www.ncaa.org/wps/wcm/myconnect/0eece8804378fefdbaecba6bc87ae7/NCAA+TSA+Issues+Resource.pdf?MOD=AJPERES&CACHEID=0eece8804378fefdbaecba6bc87ae7>

6. Other Items Discussed:

- a. Warhawk Involvement Center: Please encourage students to attend “Dialogue on the Human Race” on 3/11 and the Transgender Monologues on 3/30 (more information can be found below)
- b. IMPACT: Come out to the Drag Show 3/10 (it was a great show with a lot of UW-Whitewater talent)
- c. WSG: Will continue to take information back and try to get a better read on the group regarding transgender brainstorming
- d. Campus PRIDE Website: *Please review and be ready to share your thoughts about this site* <http://www.campuspride.org/aboutus.asp>. It will be at the top of the agenda at our next meeting.
- e. Undergraduate Research regarding faculty training on teaching LGBT students: They are still collecting data and are currently typing out the transcripts and pulling general themes out of that data.

7. **Next Meeting** will be April 13th in UC 259B from 1 until 2pm

Warhawk Involvement Resource Center Programming

MARCH

“Good Hair” film - Tuesday, March 15th at 7:30pm in Hyland 2203

Drumming Circle – UC 275 at 2:15 pm on Wednesday, March 30th

Transgender Day of Visibility/Transgender Monologues – 7pm in UC 275B Wednesday, March 30th

APRIL

Exposed Sequence Reception on Tuesday, April 5th at 6:15pm in Warhawk Involvement Center

Southeast Asian (MRC), Women in Leadership (WRC), “Out at Work” (PPPRC)

“Out at Work” film on Tuesday, April 12th at 7:30pm in Summers Auditorium

Le Derick Horne on Wednesday, April 13th at 5:30pm at Location: Old Main Ballroom

MAY

Cinco de Mayo on May 5th at 4 pm to 8pm in Starin Park

Holding Tank

1. Update on “Nomination of PB Poorman Award” (*any news*)
2. UW System Draft Policy for transitioning student athletes (Amy)
3. Diversity Forum (Eric) – Putting effort towards large scale program for faculty to building into course work October 13, 14th of 2011