

ACADEMIC STAFF COUNCIL MEETING
Tuesday, February 2, 2016
10:30am-1pm
Pyle Center, Madison

Attendees: Erik Ernst, Lyn Fleming, Ryan Anderson, Shelle Michalak, Mike Parsen, Tom Culviner, Aaron Brower, Judy Ballweg, Dan Hill
Phone: Bill Klase
Guests: Jay Rowan, nEXT Generation Project Manager; David Berard, nEXT Generation Project Leader

Call to Order at 10:30am and Certification of Open Meeting Notice Compliance – Erik Ernst

Approval of January 19 meeting minutes

Minutes approved.

Dialogue with Provost and Vice Chancellor – Aaron Brower

- Board of Regent approval was received at their December meeting. The Higher Learning Commission (HLC) application process has begun. The degree-granting initiative will be under a “candidacy” status for 3-5 years then a more permanent status is granted for 10 years then under an every 10 year review. Degree-granting authority and process development will be discussed indepth with Faculty Senate. Working closely with David Schejbal, Patti Wise, Peter Nordgren, Kim Kostka, Judee Richardson, and Suresh Chalasani.
- Identifying the need to increase Staff Support for Shared Governance – looking for governance group input regarding roles and responsibilities/hiring of full-time/permanent Associate Provost by mid-spring. Aaron is asking what specifically hasn’t been getting done this past year and what additional needs related to shared governance might be needed in the future. UC is taking the lead in developing a hiring proposal outlining the scope and tasks of a full-time/permanent Secretary of the Faculty and Staff. It was agreed that this topic would be placed on the March ASC meeting agenda as well as the March joint meeting agenda. Dan Hill has offered to provide the position description of the Secretary of the Faculty from various campuses along with survey questions in an effort to get at “what’s missing”. Judy and Dan were asked to brainstorm their own wish list.
- Coop Ext nEXT Generation Recommendations – currently in the feedback stage (see Chancellor’s 1/26 email). Official deadline for feedback is Friday, January 29. Aaron introduced the Council to individuals who will be assisting with the nEXT Generation initiative – Jay Rowan, nEXT Generation Project Manager (Huron Consulting Group) and David Berard, nEXT Generation Project Leader (UW-Ext administrator and specialist). Additionally, this team will include Joi Hayes, Deputy Administrator (Huron Consulting Group) as well as Pamela Seelman, Coop Ext Communications Director. The nEXT Generation steering committee will meet on Friday, February 5. Continue to invite Aaron, Jay, David, and Pamela to future ASC meetings, as appropriate.
- Discussion on UW-Ext shared governance and purposeful/ASC specific dialogue – conversation focused on the need for the Chancellor, Chief of Staff, Provost, Dan Hill and Judy Ballweg to be available during meetings. Schedules seem to make this increasingly difficult along with the addition of the newly formed University Staff Council governance group. The Chancellor is scheduling WisLines with the governance group chairs. It’s hoped that these WisLines are supplemental to the monthly governance meetings. It has been noted by the Chancellor that she sees the work of the ASC as a model of successful shared governance. ASC plans to have a future conversation around this topic at their March meeting as well as the March joint meeting.

Program Managers progression series draft document and next steps

- Erik and Jason Beier presented the draft document at the January Deans/Director meeting. All were in agreement of the principles. The Deans/Directors will now research the budget impact/implication on their division. The workgroup (Erik Ernst, Jason Beier, Melissa Mayo, Lyn Fleming) will meet and report back at the ASC March meeting.

Human Resources Update – Jason Beier

- Unfortunately, Jason was unavailable to meet with us. Agenda items will roll over to March meeting – Institutional Compensation Philosophy/Guidelines and Merit Criteria
- In regards to the Institutional Compensation Philosophy/Guidelines -- Can the Council be of assistance in the initial drafting of these guidelines and/or perhaps forming a subcommittee to suggest language?

Review Chapter 12: Layoff of Academic Staff for Reasons of Budget or Program

- The Council is being asked to review/read Chapter 12 and come to the March meeting prepared to discuss the language and implications. Any feedback can be forwarded to Erik Ernst prior to the March meeting. Erik will contact Jason Beier to get the March meeting date/time on his calendar.

Chair Report – Erik Ernst

- There will be a vacancy on the Academic Staff Council upon Tom Culviner's retirement (April, 2016). An academic staff member is needed to complete Tom's term on the Council (7/1/15-6/30/17). Ryan Anderson and Tom Culviner will take the lead in recruiting an interested colleague from CEOEL.

2016 Meeting with Board of Regents Member

- Plan for a summer meeting. It was suggested that the Council considers WPR Eau Claire bureau lead by Dean Kallenbach, Regional Manager with dialogue around next generation broadcasters/performers.
- Need to contact Molly Vidal to determine appropriate Board of Regents Member invitation.

2015-2016 Vision List Topic: Affirm our involvement with the hiring of administrators and leaders within the organization

- We have been asked for input into the hiring of an Associate Provost (vice-Hutchins). Please give some thought into how this position could continue and improve the support of the Council's work. Come to the March meeting ready to share your thoughts.

Committee on Academic Staff Issues (CASI) Update – Bill Klase

- No report

nEXT Generation Steering Committee Update – Bill Klase

- The first meeting is scheduled for Friday, February 5. An update from the Steering Committee will be on future ASC meeting agendas.

Committee Reports:

Nominations Committee – Bill Klase, Chair

- Nothing to report

Distinguished Prefix – Lori Skelton, Chair

- Three applications have been received. A Distinguished Prefix Advisory Committee orientation was held January 20. Portfolios will be reviewed on February 4 with the outcome to be reported at the ASC March meeting.

Communications Committee – Ryan Anderson, Chair

- The “Big 3” from this meeting –
 - (1) Met Huron consultant (Jay Rowan) along with Dave Berard (UW-Ext administrator and specialist) assisting with the project and communication plans for nEXT Generation (restructuring of Coop Extension).
Action: Consultants will be reviewing feedback on nEXT Generation project and providing a summary to Chancellor Cathy Sandeen.
 - (2) Discussion with Provost Aaron Brower related to staffing model and expectations for shared governance.
Action: Review role of Secretary of the Faculty/Staff at other comparable institutions to identify opportunities.
 - (3) Vision List Topic: Discussion on Academic Staff Council’s role in the hiring of administrators.
Action: Communicate with Provost Aaron Brower our desire to be involved in the hiring of a new Associate Provost.

Future agenda topics:

- Review Chapter 12: Layoff of Academic Staff for Reasons of Budget or Program (in light of Coop Ext restructuring)
- Identifying the Need to Increase Staff Support for Shared Governance – Aaron is asking governance groups to develop a hiring proposal outlining the scope and tasks of a full-time, permanent Secretary of the Faculty and Staff. It was agreed that this topic would be placed on the March ASC meeting agenda as well as the March joint meeting agenda. Dan Hill has offered to provide the position description of the Secretary of the Faculty from various campuses along with survey questions in an effort to get at “what’s missing”. Judy and Dan were asked to brainstorm their own wish list.
- Program Managers title update – Jason Beier, Melissa Mayo, Erik Ernst, Lyn Fleming
- Institutional Philosophy / Guidelines update (ASC subcommittee?) – Jason Beier, Aaron Brower
- Continue to invite Rick Klemme, Dean and Director, Coop Ext to discuss the divisional restructuring – March joint meeting
- 2015-2016 Vision list: Continue to have representation on the UWC/UWEX Administrative Council (currently Ryan Anderson)
- Begin planning and coordinating a 2016 meeting with Board of Regents Member. Ryan Anderson and Bill Klase will look through their 2015 planning minutes and will lead a discussion on next steps.

Meeting adjourned at 1pm

~minutes submitted by Judy Ballweg~