

**Draft – not yet approved**

**Academic Staff Council Meeting Minutes  
Tuesday, May 29, 2013  
9:30-11:30am  
Jefferson Street Inn, Wausau**

Attendees (in person): Emily Johnson, Lori Skelton, Shelley King-Curry, Bill Klase, Erik Ernst, John Munson, Tom Culviner, Greg Hutchins

Attendees (on the phone): Krystal Wambold, Judy Ballweg

Attendees (via Skype): Aaron Brower

**Call to Order**

- Erik called the meeting to order at 9:40am and certified open meetings law compliance.

**Approval of March 20 meeting minutes**

- John motioned to approve minutes, seconded by Lori, minutes approved.

**Associate Vice Chancellor Report – Greg Hutchins**

- Executive Order #54, Relating to Supplemental Mandatory Reporting Requirements of Child Abuse and Neglect: See Greg's email sent on May 24 outlining an online Mandated Reporter Training for employees. Greg provided an update on this topic during the Coop Ext Dean's WisLine on Monday. Additional information can be found on the website - <http://www.uwex.edu/human-resources/childabuse/>
- 2013-2014 Program Innovation Fund: There were 17 proposals received requesting over \$300,000 (10 proposals for Innovative Use of Technology / 7 proposals for UW System Growth Agenda). An institutional review team will be meeting soon to make recommendations.
- Recap: UW-Extension Digital Video Workshop Recap (May 1-2). This was a very successful event and overwhelming interest. Be looking for future offerings. A few county offices are installing interactive video equipment in an effort to broaden program delivery.

**Chair Report – Erik Ernst**

- Congratulations to the Council members who have been re-elected (two-year term): Emily Johnson, John Munson, Krystal Wambold
- Congratulations to the newest Council member, Tom Culviner. Tom has previously served on the Council.
- Recap: Facilitated Visionary Session (May 28) Topics:
  - Chapter 10 revisions
  - Academic Staff Conference
  - Pay Plan/Merit and Council's Influence/Role
  - Morale / Retention / Human Resources
  - Communicating / Relationship Building with State Legislators ... What is the Council's Influence/Role?
  - Academic Staff and Sabbatical Leave

**CASI Report – Bill Klase**

- Recent work has focused on the title review process and mentoring.

### **Chapter 10.01 “Types of Appointments” and Next Steps – Erik Ernst**

- Erik distributed and discussed revised language developed with the help of Chancellor Cross, Aaron Brower, Greg Hutchins, Dan Hill, and David Prucha. The Council agreed to keep the word **shall** in the revised language. John Munson motioned to approve the revised language as presented today, seconded by Bill Klase, motion approved. .
- Erik is interested in remaining on the Council as an ex-officio member to continue working on Chapter 10. Dan will advise on how best to proceed with the 2013-2014 Council.

### **Chapter 15**

- Language changes have been submitted to UW System and approved. The revised document has been posted to the website -- <http://www.uwex.edu/human-resources/policies.html#academic>

### **Committee Reports**

#### *Nominations Committee*

- The Academic Staff Council Awards Reception is scheduled for Wednesday, October 16, 11:30am-1pm, Pyle Center Alumni Lounge. Emily will work with Judy in coordinating this event.

#### *Communications Committee – revisit these topics in July*

- Summary of Important Academic Staff Council Issues, July-December, 2012 is in its final version. Judy will distribute to all academic staff members and post to the website.
- Pamela will schedule a follow up meeting with communications subcommittee (Emily, John, Shelley) to revisit the Workplace Climate Survey findings. This subcommittee will bring back recommendations on developing an Academic Staff Survey.

### **UPG #18 – Criteria for Achieving the Distinguished Prefix: revisit this topic in July**

#### **Interim Provost Report (via Skype) – Aaron Brower**

- Provided an update on UW Flex Option
- Provided an update on the State Budget
- Provided an update on the University Personnel System Implementation Delay
- Provided an update on a possible Pay Plan

#### **Identification of Future Meeting Topics**

- UPG #18: Criteria for Achieving the Distinguished Prefix Professional and Instructional Title Series
- Chapter 10 draft language
- Workplace Climate Survey
- University Personnel System (UPS) Update – David Prucha
- Committee on Academic Staff Issues (CASI) Report – Bill Klase
- 2013-2014 ASC out-of-town meeting

#### **Adjourn**

John motioned that the meeting be adjourned, Lori seconded, meeting adjourned at 9:50am.

~minutes submitted by Judy Ballweg~