Faculty Senate Meeting Minutes  
Tuesday, September 9, 2014  
11 am – 4 pm  
Pyle Center, Madison

Present: Craig Saxe, Art Lersch, Tedi Winnett, Marty Havlovic, Jeff Hoffman, Karen Dickrell, Kathy Metzenbauer, Kristin Krokowski, Mary Pardee, Connie Creighton, Dawn VandeVoort, Patrick Nehring, Don Taylor, Amy Griel, Aaron Brower, Matt Hanson, Greg Hutchins, Armando Ibarra (12:18 arrival)

Via Phone: Trisha Wagner, Kathleen Haas

Call to Order  
Craig Saxe, Chair, called the meeting to order at 11 a.m. and certified that the notice requirements of the open meetings law had been met.

Approval of June meeting minutes  
Craig Saxe, Chair, called for corrections of minutes. None were brought forward. Minutes stand approved.

Introductions/Orientation  
- Various topics were discussed, including definition of shared governance, University Committee, issues that Faculty Senate works on, roles of senators and logistics.
- Topics/Issues: Policymaking, Advisory, Informational. Must consider whether issues are institutional, division, departmental, or maybe other.
- Roles of Senators:  
  1. Bring up issues  
  2. Actively participate  
  3. Serve on ad-hoc committees  
  4. Be familiar with policies  
  5. Protect shared governance  
  6. Represent your department and report to your department  
  7. Learn about other governing bodies  
- Senators are reminded to find an alternate (provide name to Judy Ballweg) to ensure good attendance and participation at meetings.
- TERs should be sent to Judy Ballweg for expenses related to travel for the meetings.
- Group discussion on how and what information should be provided to department, region, etc.

Interim Chancellor Update – Aaron Brower  
- UWEX/UWC will host Board of Regents meeting at UW-Waukesha on April 9-10, 2015. Plans to showcase statewide reach.
- “Regent Buddies” for UW-Extension are Anicka Purath and Eve Hall.
- Flex Program has been approved for Federal Student Aid.
- Board of Regents has approved UW System budget request, which is structured around Talent Development in 3 areas: 1. Talent Pathways; 2. Talent Infrastructure; 3. Talent-Based Economy
• Discussion on salary adjustments and pay plan.

Chair Report – Craig Saxe
• Reviewed handout on University Committee and Faculty Senate Primary Goals. Emphasized that other goals can be added.

Regional Director Update – Matt Hanson
• Regarding the Supplenental Compensation plan:
  o There will be series of webinars
  o Regions have sent out contracts
  o Another letter will go out at some time in the future to clarify Year 1 and Year 2, as some employees received more than 10% but only 10% could be given in Year 1.
• Regarding annual reviews, Matt encouraged that there be county partner participation.

Research Misconduct Policy – Mark Dorn and Jordan Ott
• Draft of the research misconduct policy was presented. Comments are being sought before it is finalized. Jeff Hoffman will review it for University Committee and will ask Kathy Eisenmann to also review it. Any comments should be sent to Jeff. University Committee will include this on their October agenda.

Interim Provost Update – John Shutske
• Reported that there have been a few subjective cases of “conflict of interest” reported on the Outside Activity Report. Would like to see Chapter 8 (Code of Ethics) reviewed and modified if necessary. There is also an ethics brochure and factsheet which interpret the definition of conflict of interest. Craig Saxe and Jeff Hoffman will review all of these items as they are currently serving on the Ethics Committee. Marty Havlovic also agreed to review these items.

Life Matters – Kelly Thomas
• Life Matters is the new employee assistance program for all state employees. Brochures and information were provided. The website for information is http://uwex.edc.edu/eao.

Update from FS Committee on Annual Reviews – Jeff Hoffman and Marty Havlovic
• The ad-hoc committee is continuing to meet and develop procedures for reviews. It should be a faculty-run evaluation. Discussion on difficulty of bringing together all aspects of reviews (scholarship vs performance, who should be involved, etc.). Role of FGU (faculty governance unit) Chair discussed.

Huron Education’s UW-Extension HR Organizational and Effectiveness Assessment Report – Steve Wildeck
• This report is an assessment of UWEX and UWC human resources functions. The report was provided. Moving forward the plan is to combine HR functions, create a focused employment relations program and one Chief Human Resources Officer for the institutions.

University Committee Reports (if any)
• Statewide Resource Management Team - Art Lersch: Discussing annual performance reviews, merit, Temporary Assignment of Duties issue. Next meeting is Sept. 16.
• **UW System Faculty Reps – Craig Saxe:** Reviewing federal government letter to Board of Regents regarding higher standards for sexual harassment issues as a cause for removal.

• **Coop Ext Adm Committee (CEAC) Update – Marty Havlovic:** Reported that Jeff Hoffman went to CEAC in his place. CEAC is discussing upcoming fall workshops, EARS (the County Department Head expectations document), faculty reviews.

• **Academic Dept. Chairs – Marty Havlovic:** Discussing faculty review, buyouts, Temporary Assignment of Duties. Question regarding buyout of time: who (county or state) receives the budget savings during a buyout?

**Faculty Senate Committee Reports**

• **SRP/FTAC Scholarship Forum – Karen Dickrell, Mary Pardee:** The forum was successful. Waiting for all evaluations to be compiled. Suggestion that chairs of SRPs and chair of FTAC meet. Departments are struggling with what to ask for in letters of recommendation.

• **Faculty Tenure Orientation Workshop:** Planning team will consist of Don Taylor, Mary Pardee, Tedi Winnett, Kristin Krokowski and Amy Greil. Date should be set soon and save-the-date distributed.

**Identification of Future Meeting Topics**

• Update from Recording Results Education Team – Larry Jones

• Outside Activity Recording

• Annual Reviews

• Revisit misconduct in research policy

Next meeting: December 2, 11 am – 4 pm

**Meeting adjourned at 3:57 p.m.**

Minutes submitted by Mary Pardee