**SENATE OF ACADEMIC STAFF**

**Meeting Minutes**

September 26, 2019

Sage 2210

**Present:** Alatorre, Bannenberg, Boehler, Bruni, Hartzeim, Jahns, Koch, Marine, McArthur, Miller, Motl, Smith, Walfish, Wolf

**Excused**: Bonack, Jenner, Marshall

**Absent:**

**Administrative Representative:** Carmen Faymonville

**Guests:** Lori Welch, Rachel Grose, Lee McCann

1. Call to Order – President Marine called the meeting to order at 3:00 p.m.
2. Guests:

a. Lori Welch - Automated External Defibrillator (AED) Policy - Lori presented the policy and summarized it’s focus and purpose. Defibrillators have been on campus for years and the need and concerns over the procedures to maintain them led to this necessary policy.

b. Rachel Grose - Payment Card Industry -Data Security Standard (PCI DSS) Policy – Rachel went through the need for the policy and answered questions from Senators. System is requiring these key updates.

c. Ricky Johnson - Emeritus Policy – Ricky was unable to attend, but shared a statement ahead of time the spoke to the policy feedback that has been gathered so far, and how it will be incorporated into the final document coming back to Senate soon for a vote.

d. Lee McCann - Chair of the Compensation Committee – Dr. McCann noted a few concerns he had with our previous process used for allocated funding for Professional Academic Staff. President Marine noted that she would be in communication with both HR and the Chancellor, at an upcoming meeting, to get the concerns addressed and be sure process is followed. President Marine did mention that for this coming year it is scheduled to be a straight 2% across the board, but will be sure to look into this as it may be important for future distributions.

1. Approval of the Minutes of September 12, 2019

**MOTION: Bruni/Bannenberg moved approval of the minutes of September 12, 2019. Passed Unanimously**

1. Reports
2. President’s Report

* Leadership Council – There were a handful of revised System Policies that were presented, followed by the Unconscious Bias Training. Immediately after the training, a discussion was held to consider making this mandatory training for staff in the future, and different approaches to do so were also discussed.
* SOS Update – The committee continues to meet and updates will be shared when available.
* Provost Administrative Staff – Enrollment Management updates were shared. With target numbers down a bit in a few categories, we will be sure to focus on needed areas moving forward. These areas consist of: Freshman, transfer, and retention. There was a high graduation rate in 2019, which was good but effected the numbers. We also had a large jump in CAP students, which was additional good news. AVC Faymonville shared an SOS Update, Provost reminded everyone of his recent email and charge for the ASET Committee (College Restructuring Consideration). An Athletic Training degree update was shared. A search and screen committee will be coming in the near future moving forward to fill Dr. Carey-Butler’s position.
* Sesquicentennial update: September 12, 2020 will be a big date for us! Dr. Westphal is chairing a committee that is working on ways to incorporate this into campus in several ways. Ideas already include: A history wall, calendar, App to highlight 12 key areas on campus, etc. Stay tuned for more!
* URA Update – Dr. Bentivenga is preparing the final report.
* PROVOST One-on-one Meeting- Topics included: IAS teaching loads; teaching between the three campuses; Alex Hummel is in charge of the All in WI Tour coming to campus on October 22nd; IAS Adhoc meeting; Online courses; and the Associates Degree and the wholistic UWO discussion if it’s sustainable for an online degree.
* Shared Governance Leaders Meeting – In addition to an update about a maple leave virous going around, reports were shared from each representative and the Senate related topics included: IAS voting rights and where is stands now; letter from the Chancellor forwarded from Faculty Senate President Scribner expressing his commitment to shared governance; and Commencement Ceremony’s potentially being combined for all three campuses and the details that come with that.

1. Committee Reports
2. Faculty Senate – (Miller) – In addition to normal business, they had several discussion items; How often the Administration is evaluated, and the need for a cycle for the Administrator’s Evaluation Committee to use; Enrollment updates; Graduation changes; Title and Total Compensation Committee updates, and an upcoming referendum for updates to their Constitution.
3. Oshkosh Student Association – (Bannenberg) – They have a new Transit called UWO Go that offered rides within a 2 mile radius, please contact OSA for more details; They are working on updating the constitution to add funding for their senators; Their Food Pantry will pilot in the spring, and have been working with UMC for a logo. Joy Evens is the director; A multi-cultural Mural is in the works; and finally, being sure that Inclusivity is in USP.
4. University Staff Senate – (Bonack) - Brief report shared by President Marine: They approved the Alcohol Policy, approved committee appointments, discussed the Emeritus Policy, and had a TTTC update.
5. Access Campuses Report –
6. Fox Cities – (Jahns) – They talked about SOS, and were told they may need to run a scenario for another 10% reduction in curriculum, and recently had a Coffee with Chancellor on their campus.
7. FDL – (Motl) – They continue to talk mostly about the online curriculum.
8. Academic Staff Professionals Rep Org - (Hartzheim)- No Report
9. UW System Academic Staff Reps – (Koch) Senator Koch was able to phone in and updates included: TTC updates; All is WI tour updates; System President Ray Cross addressed; Capital Projects and how to plan or challenges of the State, Achievement Gaps between districts; Possibly streamlining Payroll; and updates from Shared Services and a website available as they work on centralizing areas like IT and HR. Senators were encouraged to ask questions, be informed, and remember details matter.
10. AS Professional Development Fund – (Marshall) – Senator Marshall was happy to report he now has access to WISDOM, and asked that we verify the amount of funding that will be allocated for this year, and who to contact for that information.
11. Administration Liaison – (Faymonville) – Senators were reminded to keep the lines of communication open between shared governance groups, and mindful of upcoming updates from System. She will continue to help keep us informed.
12. Action Items
13. Alcohol Policy
    * 1. Health & Safety Committee - Patrick Marcoe
      2. Diversity and Inclusion Action Committee – Thomas Wolf
      3. Online & Continuing Education (OCE) Council – Leslie Walfish
      4. Segregated Fees – Julie Neubert
      5. Reeve Advisory Council – Fall 2019 – Sub – TBD

**MOTION: Bruni/Bannenberg moved approval of the committee appointments (i-iv). 1 Abstention. Passed Unanimously**

**SAS 1920-04 The Senate of Academic Staff approved the following committee appointments: Patrick Marcoe – Health & Safety Committee; Diversity and Inclusion Action Committee – Thomas Wolf; Online & Continuing Education (OCE) Council – Leslie Walfish; and Segregated Fees – Julie Neubert.**

1. Discussion Items

a. Automated External Defibrillator Policy – [Stage 3 – Feedback Stage] – Senate had limited discussion, as the policy seems essential.

b. Payment Card Industry -Data Security Standard Policy- [Stage 3 – Feedback Stage] - Senate had a minor discussion, as they are necessary revision to make it a UWO Policy.

c. Emeritus Policy – [Stage 3 -Feedback Stage] – Discussion noted above in item two.

1. Information Items/Announcements
2. For the good for the campus - None
3. Next Full Senate meeting will be October 10, 2019, in Sage 2210.
4. Adjourn

**Meeting adjourned at 4:35**

April Dutscheck,

Recorder