

Meeting Minutes
December 12, 2018
1:00-2:30 pm, Sage Hall 2210

Present: Lisa Goetsch, Dana Hartel, Julia Hodgen, Fran Holzmann, Theresa Hopp, Sue Jaeke, Donna Johnson, Ricky Johnson, Jessica Kleier, Lori Knudsen, Judy Lloyd, Sarah Martin Kriha, Laurie Mishleau, Jill Reichenberger, Cindy Schultz, Deanna VanderWielen

Excused: Rachel Grose, Michelle Highley, Tracy Schwartz

Guests: Neil Woolf

SAS Liaison: Liz Bannenberg

Admin Liaison: Shawna Kuether

1. The meeting was called to order at 1:00 p.m. by President Johnson
2. Guest: Dr Neil Woolf, Introduction and Enrollment Update (20 minutes)
Brief Summary: Areas of responsibility include: Admissions, Financial, Career Services, and Orientation. They are trying to increase the size of freshman classes. Admission applications are down across the state, and they have been doing initiatives to increase the application pool. Also, they continue to work on retention issues. There is a Retention Committee that is discussing remedies. Strategic Enrollment Management (Recruitment & Marketing, Retention, & Academic Planning). Total enrollment is down, but the new enrollment is up. New student enrollment was up in Fall 2018, but overall enrollment on campus is down. One initiative from the strategic enrollment planning initiative was to not make it so easy to withdraw from the university. Registrar is working on a prompt in PeopleSoft that if a student drops a second class, the student needs to meet with someone before moving forward. The threshold of tuition debt is currently \$10, hoping to increase this number to \$200. They are collecting information on reasons for withdrawal and hoping to hold student focus groups in order to find out student needs. Dr. Woolf will be taking on the access campuses as well. Please feel free to reach out with any questions or feedback.
3. Approval of the Minutes of November 14, 2018

MOTION: Moved to approve the minutes as amended by L. Goetsch/J. Reichenberger. Passed

4. Committee Reports
 - a. President's Report – President Johnson reported on the following items:
 - i. Reminder to please fill out the benefits survey by this Friday. Thank you for the NewsBreak and to the Marketing Committee for putting that together. Provost Koker provided a financial update: \$9.6 million deficit is down to \$4.7 million. The academic colleges are working on their largest cut for the 2019-20 academic year. There have been savings from the IPAR process. In the future, everything will not go through the IPAR process. Chancellor is

- becoming more of an external steward for the campus, with the Provost being charged with internal workings of the campus.
- ii. In decoupling interim from the regular semester, we would need to make interim its own semester, making 5 semesters total. If the BOR approves decoupling, we will work with other campuses to see how they build their interim semester. Implementation would take place in the 2020-21 academic year, at the earliest.
 - iii. University dining is going through the process of choosing a catering service. Sodexo may or may not be our dining service.
- b. Treasurer's report: Chancellor is still supportive of University Staff Development Day and will pledge \$500 for that event.
- i. University Staff Senate: \$ No report
 - ii. University Development & Appreciation Day: \$ No report
 - iii. University Professional Leadership & Development: \$ No report
- c. Faculty Senate Representative – Trying to figure out how they are going to organize their representation from access campuses. HLC has asked that all syllabi include specific information. OSA is looking at creating a food pantry for students.
- d. Senate of Academic Staff Liaison (Bannenberg) - Discussing departmental voting rights for Instructional Academic Staff. Recommendation that was put forward by restructuring committee was at least 0.40 FTE with at least 3 consecutive semesters. Working on senate representative for next year. Currently representation is based on percentage of Instructional Academic Staff vs. Professional Academic Staff.
- e. Access Campus Report - Had the collegial meeting last week. Chief Leibold and a representative from Risk Management explained their role moving forward with the access campuses. Jean Wolfgang also attended the meeting and discussed special course fees that will be implemented in the Spring 2019 semester. There will most likely be several pop-up work groups needed. Discussed how access campuses would like to define themselves in the future. How to be student focused but also a healthy work environment moving forward.
- f. Restructuring Committee – None
- g. Other Committee Reports -
- i. Restructuring Workgroups: Some workgroups will be sunsetted while others will continue with their work, which would transition into a new workgroup.
 - ii. University Staff Professional Development Day Update: Went through options and came up with a list of possible presenters. In the process of contacting presenters. Have the keynote speaker booked.

5. Approval Items

a. Bylaws:

MOTION: Moved to approve the University Staff Senate Bylaws by C. Schultz/D. VanderWielen.
Passed

USS 1819-08 The University Staff Senate approved their University Staff Senate Bylaws.

b. Service and Therapy Animal Policy

MOTION: Moved to approve the Service and Therapy Animal Policy by L. Goetsch/J. Reichenberger.
Passed

USS 1819-09 The University Staff Senate approved the Service and Therapy Animal Policy.

6. Next meeting – Wednesday, January 16, 2019, Sage Hall 2210

Guests: Provost Koker

7. Adjournment

MOTION: S. Jaeke/D. VanderWielen moved to adjourn at 1:43 p.m.

April Dutschek,
Recording Secretary