Members:
Kelly Browning (Chair)  Mary-Alice Muraski  Molly Van Wagner
Coni Gehler  Teresa Eberhardt  Kris Hiney
Crystal Lanning  Michael Martin  Brenda Creighton
Mark Huttemier  Tony Bredahl

*Absent
( ) Substitute

Guests: Chancellor Dean Van Galen and Elizabeth Frueh, Assistant Chancellor for Business and Finance

Call to Order

Seating of substitutes: No substitutes.

Approval of minutes for November 19, 2013 meeting: Moved by Gehler. Seconded by Martin. Unanimously approved.

Chair’s Report – Kelly Browning

- Kelly Browning and Mary-Alice Muraski are reviewing the Academic Staff evaluation section of Chapter 6 and will have updates for our next meeting in January.
- Teresa Eberhardt will provide an update of the 6.3.2 amendment during our January meeting.
- The committee agreed to allow the ASC Executive Committee to review and recommend an Academic Staff program for nomination of the 2014 Regent’s Academic Program Award for Excellence.

Open Discussion with Chancellor Dean Van Galen and Elizabeth Frueh

Chancellor Van Galen provided a brief update on the university focus areas for the future.

IAS and the 1% salary increase.
- The recent Wisconsin State support for the 1% salary increase did not include IAS.
- College Deans at UWRF determine IAS salaries. Dean Van Galen will discuss with the Deans at their next meeting.
- Faculty Senate recently submitted a motion supporting IAS increases and it will be reviewed during the ASC January 2014 meeting.
- IAS is often the front line for incoming freshman and general education courses indicating their importance and impact on student retention.
- A need for an institutional approach to IAS salaries was discussed as well as a need for transparency amongst the colleges and departments to promote equity.

Update on budget reduction and its potential impact on our administrative structure, programs, non-tenured faculty, and academic staff. The criteria and decision makers involved. Much of this information has been shared at campus meetings, but not everyone was able to attend.

Chancellor Van Galen and Elizabeth Frueh provided an update on the budget reduction process and discussion followed.
- During our current academic year our campus is held harmless due to system and campus funds available to assist with reductions.
- Our campus portion of the UW System lapse is $1.7 million in base reductions, but will more likely be
$2 million. Implementation of the base budget reduction is July 1, 2014.

- Campus Divisions will receive the reduction targets shortly. They are required to outline their responses by the end of January 2014.
- During the next round of budget planning only personnel requests will be received.
- Tuition dollars and new students are critical to our campus to remain successful.

➢ **Retention and identification of excellence in academic staff.**

- The committee discussed the lack of awareness on our campus for policies relating to reviews/evaluation, promotions and eligibility, and contracts. Elizabeth Frueh did support the need for consistency in this area.
- Improvements for sharing information with new hires were recommended.
- Handbook section 6.1.5 regarding evaluation processes and procedures needs to be tightened up with clear timelines. Retitling and promotion is more clearly stated in the handbook. The ASC needs to improve their communication of these processes and procedures.
- There was discussion surround contract lengths and appointment types for IAS staff in the handbook under 6.3.1. To maintain continuity, rolling horizon contracts for Senior Lecturers (IAS) was recommended. There is a connection between IAS contracts and student enrollment that would need to be addressed.

➢ **Compression issues. Where are we? What is our philosophy?**

- Our campus utilizes a formula based tool for equity base adjustments. The formula utilizes mid-point salary ranges and has allowed for increases over the last 2 years for academic staff. The procedure is available on the Human Resources website.

➢ How can ASC support the message and assist in the solutions?
- Increase communication on benefits of a college degree over a life time.

**Adjournment:** Meeting adjourned at 11:59 a.m. Moved by Muraski. Seconded by Huttemier. Unanimously approved.