The regular meeting of the University Senate Executive Committee was called to order by Chair Freymiller at 3:10 p.m. on Tuesday, December 2, 2014 in the Council Oak Room of Davies Center.

1) Approval of the Minutes of November 18, 2014
   - Approved as amended
     - The wording under Announcements on page 2, under the second bullet will be amended to reflect: Many events were “scheduled” and the price tag is quite high, so she has been asked to look at them again

2) Open Forum
   - Strong odor in Hibbard
     - A strong odor has been detected in Hibbard, particularly in Room 105C and on the third floor
     - Custodial Office was contacted and the Chair of Communication and Journalism was notified
     - Nobody in Facilities responded after the Chair contacted them; students are now complaining
     - An air freshener was given to a staff member, but that did not help
     - Concern that this might be dangerous, making it an OSHA matter
     - Facilities Management and/or Mike Rindo could be contacted
     - Vice-Chancellor Hanifin will send a note to Risk Safety and Facilities
     - Hibbard has had prior problems with mold and might need mold abatement
     - There have also been problems with bees and bats
   - Administrator Reviews
     - Question about when people are up for review
     - HR Director Miller has a spreadsheet of who has been reviewed and who is scheduled to be reviewed
     - Administrator Review Committee is looking to change its policies and procedures
       - They will put together an overview that will be presented to the Chancellor and Provost
       - They will suggest changes to the Faculty and Academic Staff Rules and Procedures
     - Since there are no reviews scheduled, this would be a good time to revamp their policies
   - Policies during our Budget Crisis
     - IAS who are getting high course evaluations and are engaged in learning are going to be let go, but there are tenured faculty approaching retirement who will retain their positions
     - Contractual status of academic staff should also be addressed during this time of crisis
       - Academic Staff need security
     - Concern that the University-owned shuttle bus that takes students back and forth to the Priory is boarding in front of Centennial Hall is leaving its engine(s) running, which causes bad fumes for students walking by
       - Can the engine(s) can be turned off while waiting for students?
     - Faculty/Staff Holiday Party is not taking place this year
       - Sodexho has previously sponsored this party and asked for a $5 participation fee to offset their costs, but since many people complained about the fee the party will not continue
3) Review of tentative agenda for December 9, 2014 meeting of the University Senate
   - Approved as amended
     - Bias Incidence Response Team added as a Report
     - Senators should come prepared to debate these issues because of catalog deadlines

4) Academic Year Calendars
   - Changes to guidelines were approved by the Chancellor, but they cannot be implemented before the 2017-2018 academic year
   - Format was provided, but a few changes will be made
     - For example, the date on which the degree is conferred should be added to the calendar as it is not always the same as commencement
   - Intent was to make every academic semester 14 weeks, but some academic years are more interesting than others
   - Was any consideration for changing commencement in the year(s) that it falls near a holiday so student employees can have a break
     - There is a strong sentiment that commencement should not happen before finals
     - This is not a “new” policy; it already happens occasionally, but will not happen every year
     - Concern that some employees who work commencement will receive holiday pay
   - Provost gave permission to replace academic year calendars currently published on the UWEC home page with new academic year calendars for 2017-18, 2018-19, and 2019-20

5) Freezing Tuition Reimbursement
   - As we looked at budget cuts, we looked at tuition reimbursement for faculty/staff
     - Of 1490 people, only 22 have been taking advantage of the tuition reimbursement program
   - If further education is required for employment, then it would not be affected by this freeze
     - Of the 22 people utilizing this program, only 5 people took work-required
       - Most of these people are finishing their education
   - Very few people on campus use this program, so the best decision is to freeze this policy
   - This was discussed with the Chancellor’s executive staff and shared governance
   - When further education is required for employment, the policy could be considered on an individual basis
   - This program does not assist in recruiting faculty/staff

6) UPS Operational Policies (DRAFT)

   Additional Handout: UPS Operational Policy Comments
   - System has drafted operational policies that are broad framework policies; each UW institution has been asked to review them and provide feedback/commentary
   - There are 11 draft operational policies for which feedback is being sought
   - Most of these operational policies take language from current UPG and put them into operational policies
     - Classified Staff/University Staff are being included in these operational policies
     - Most of the new operational policies are targeted towards the Classified Staff/University Staff
   - Comments should be sent to David Miller in HR by December 10th
   - Operational policies are very lengthy; difficult for one person to do it alone, but we want to ensure that shared governance can give feedback
     - Comments that David Miller has heard so far involve job security and rehired annuitants
     - Eight days seems like a short turnaround time for comments to be submitted
   - A “crosswalk” was done by System for one policy, but they have not provided that for others
   - Many of the drafts just take existing policies and move them to the new Operation Policies
   - One exception would be for job security because there is something new in that policy
     - It has a 12 month probationary period for all Classified Staff/University Staff as opposed to the previous 6 month probationary period
     - The probationary period can be reduced or extended on a case by case basis
     - The logic behind it was that they were trying to make it more similar to Academic Staff
   - With the new policy, Classified Staff/University Staff can use “time” right away instead of waiting 6 months
   - There are approximately 230 Academic Staff on fixed term renewable contracts and approximately 100 on no intent to renew contracts
   - GEN10 and HR1 seem to draw the most interest
- It is being recommended that Institutions remove the no intent to renew language
- On July 1, UPG will be incorporated into operational policies
- Currently, OSER determines how we recruit, pay, layoff, transfer, etc., but UW System will eventually determine how we do things
- UPG are being broadened to also cover Classified Staff/University Staff
- UWEC has 110 staff that are exempt and all 110 of those employees will be given an irrevocable choice to become Academic Staff
- Current FASRP will have to be revised to determine which UPG will need to be replaced

7) Announcements
   - None

Meeting adjourned at 4:12 p.m.

Submitted by,

Tanya Kenney
Secretary of the University Senate