

Minutes approved with corrections ~ 11-10-11

**Minutes
Academic Staff Executive Committee
2:00 p.m. to 4:30 p.m.
Thursday, October 27, 2011
67 Bascom Hall**

Members Present: Daña Alder (Vice-Chair), Marwa Bassiouni, Heather Daniels (Chair), Nik Hawkins, Jeff Shokler, Jim Steele, Valli Warren

Others Present: Steve Stern, Denny Hackel

Absent: Jim Maynard, Ben Rodriguez

Call to Order/Agenda Review

The meeting was called to order by Chair, Heather Daniels at 2:00 p.m.

Automatic Consent Business

ASEC minutes of Thursday, November 3, 2011 were approved with corrections.

ASSEMBLY STANDING COMMITTEE CHAIR REPORTS

Communications Committee – Greg Iaccarino/Alice Pulvermacher.

Greg reported on the branding and identity project – He contacted English 318 and they are willing to host us as an intern site. A student will be available and has already expressed interest for spring semester. Issues to be addressed: Can this be accomplished in one semester? Heather suggested adding a roadmap tool of academic staff interactions with students to this project and has requested information from a Milwaukee source.

GUEST: Steve Stern, Associate Vice Chancellor for Faculty and Staff

Discussion of Distinguished Prefix Guidelines

Steve walked through edits/changes he would like to see addressed. He had two major concerns: One, being the composition of the committee. He expressed concern about the diversity of the Distinguished Prefix Committee. Heather mentioned that we should have representation from all areas and a provision was needed to select from an outside pool, using Area Review Committee (ARC) structure as a model.

His other concern was the definition of a work unit in a manner that took both scale and cross-college situations into account, so that we don't reproduce internally the kind of problem that arose between us and System. For purposes of Distinguished prefix title assignment, a work unit is defined as the employee's school, college, division, or other academic community whose scale and complexity of function create a professional working environment of at least 30 employees.

BUSINESS

Review Existing Personnel Issues

- Heather distributed Existing Personnel Issues document revised from last month's meeting. Edits and changes were discussed. ASEC would like this document distributed at next month's Academic Staff Assembly Meeting.

Assembly Feedback on the 2011-2012 Priorities

- Revised document to be distributed at next Academic Staff Assembly Meeting, November 14, 2011.
- Additional edits to individual work groups discussed. Heather Daniels suggested the idea of non-monetary ways to reward hard work.
- Nik Hawkins would like to see coordination with University Committee added to the branding process.
- Discussion took place on clarity of communications and emails. It was determined that emails from the Office of the Secretary of the Academic Staff should have the website added to the bottom of the auto-signature. Additionally, subject lines in emails should be succinct and relevant.

HR Redesign Advisory Committee

- Heather met with Darrell Bazzell, who offered that academic staff could have an expanded presence on the employee categories workgroup.
- Discussion ensued regarding unbalanced representation on working groups and how to frame a response.

November Assembly Meeting Agenda

- Memorial resolution for John Torphy will be read at November Academic Staff Assembly Meeting.

Next ASEC Meeting, November 3, 2011 - for decision

- Guests: Bruce Mass, CIO, Distinguished Prefix Ad hoc Committee
- Review Existing Personnel Salaries/Equity Issues
- Review Distinguished Prefix Guidelines
- New Assembly Agenda

Convene in Closed Session Pursuant to Wisc. Stats. 19.85 (1) (c)

- **Committee Appointments**
 - Sandra Bertics approved – Retirement Issues Committee
 - Ron Harris approved – Library Committee – for appointment to finish Pam Wilson’s term.
- **Library Director Search and Screen** – Discussed possible names for involvement on this committee.

Reconvene in Open Session

Chair – Heather Daniels

- Compensation Plan and its impact on academic staff was discussed.

Secretary of the Academic Staff – Mary Johansen

- Excellence Award announcements have gone out.

Meeting Adjourned at 4:30 PM

Minutes submitted by Mary Johansen, Office of the Secretary of the Academic Staff