

Minutes
Academic Staff Executive Committee
2:00 p.m. to 4:30 p.m.
Thursday, April 5, 2012
67 Bascom Hall

Members Present: Daña Alder (Vice-Chair), Marwa Bassiouni, Heather Daniels (Chair), Denny Hackel, Heather Mc Fadden, Robert Newsom, Jeff Shokler

Guest: Karen Tusack (CEBC)

Absent: Nik Hawkins, Jim Maynard

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 from Thursday, March 29, 2012, approved with corrections.

BUSINESS

Criteria for Critical Academic Staff Fund

- ASEC discussed the current draft and made several changes. Russell Dimond has been working on the draft and ASEC will provide the feedback to him.

GUEST: Steve Lund, Director, Academic Personnel Office

- Steve informed ASEC that they had received seven HR Design teams' recommendations and that the recommendations would be posted by Monday morning, April 9.
- Steve explained how the website would be formatted, so that people could explore the recommendations by progressing from a short "highlight" version - to a summary - to the full document. There will also be a preamble to make everything clear.
- Steve noted there were upcoming webchats and a series of forums as well as an article in *Inside UW*.
- ASEC recommended that the website should allow for comments on specific team recommendations so people could provide suggestions. Steve agreed and suggested the process should be easy.
- There was a discussion on how to communicate with classified staff about the HR Design project.

BUSINESS

April Assembly Agenda Review

- Much discussion centered on how to format the HR Design question and answer session. Several decisions were made including shortening reports to the Assembly to allow additional time as well as providing cards for written comments or questions.

HR Design Update

- There will be 7 reports regarding HR Design, so ASEC decided to divide up duties among members to read reports and provide recommendations.
- ASEC discussed drafting a letter to faculty regarding research and teaching academic staff.

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

- Names of Academic Staff members were discussed to send to Steve Stern as participants in Chairs Chat.

Reconvene in Open Session

GENERAL REPORTS

Chair – Heather Daniels

- Heather Daniels has been going to the Office of the Secretary of the Academic Staff on a daily basis to help while Donna Silver is on extended leave.
- Heather Daniels discussed how any help from ASEC members would be appreciated, and that she is working to get someone to come and work 15 to 20 hours a week in Donna's absence.

Office of the Secretary of the Academic Staff – Jacob Connell

- Jacob informed ASEC that OSAS is working on processing Professional Development Grants as well as Executive Education Grants.

Meeting Adjourned at 4:30 p.m.

Minutes submitted by Jake Connell, Secretary of the Academic Staff