

Minutes Approved May 10, 2012 Meeting

**Minutes
Academic Staff Executive Committee
2:00 p.m. to 4:30 p.m.
Thursday, May 3, 2012
67 Bascom Hall**

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

Guests: Jeff Russell; Jenny Dahlberg, Karen Tusack, Dennis Ray; Greg Iaccarino, Lindsay Steffes, Blair Brophy

Call to Order/Agenda Review

The meeting was called to order by the Chair, Heather Daniels, at 2:04 p.m.

Automatic Consent of Business

ASEC minutes from Monday, April 23, 2012; Wednesday, April 25; and Thursday, April 26, 2012, were approved with corrections. ASEC discussed the consistency of detail that should be presented in the minutes in light of recent staffing changes.

GUEST: Educational Innovations: Jeff Russell: Jeff emphasized the importance of involving all parts of campus including the support structures that enable our core business of human development. As part of a ‘bottoms up’ approach that is needed to encourage creativity, 500-600 people have been engaged in this project. Four lessons learned in this project are: 1) maintain and stay true to values of excellence and quality; 2) recognize the diversity of this institution in schools/college/departments; 3) evolution of different units appeared in a different context but the campus needs to meet everyone where they are; 4) there are lots of opportunities for collaboration and alignment.

Next steps include a summer discussion of the enablers and barriers to Educational Innovation. A closer coordination of how EI/AE and the HR redesign interrelate is also being emphasized.

Jeff also reported on the development of the post-baccalaureate toolkit that reviews the process for the numerous options for the post-baccalaureate experience. Campus wants to simplify the process of establishing these programs and developing content for which there is a market.

ASEC comments included the need to speed up the delivery of various kinds of content and programs; the need to overcome resistance to innovation by reducing the effort needed to implement programs; the value of marketing the university that these programs represent; and the importance of having a tangible result for participation such as a completion certificate.

Jeff responded that our standards of quality must be met as well as based on the interplay between infrastructure and curriculum delivery. Multiple approaches will be needed including funds, development capability in DCS, and release time.

GUEST: Provost Paul Deluca: In response to a question from ASEC, he indicated that the mediation with Adidas will go forward and that he anticipates the issue will be resolved in June.

GUESTS: Compensation and Economic Benefits: Dennis Ray/Karen Tusack/Jenny Dahlberg: CEBC distributed a Layoff Communications Document that has been revised to include comments from the ASEC meeting in January. ASEC thanked them for their work and made the following suggestions:

- Section one:
 - Work with the Academic Staff Appeals Committee to develop a sample letter or checklist for the Appeals letter cited in “Know Your rights, 1.c.”
 - Under “Plan Your Future”: stress that the written recommendations are for future job applications. Emphasize the availability of on-campus counseling services.
- Section two:
 - Consider rephrasing “Priority Referral List” to illustrate that this is for internal hire.
- Suggestion for web site:
 - Add Button on navigation bar on Academic Staff Layoffs.
- Overall:
 - Work with APO to integrate with HR processes when there is a layoff.

CEBC will present the draft as part of their report for the May Assembly meeting.

CEBC noted that a review of the FAQ’s should be done in collaboration with PPPC after the HR design is completed in 2014.

ANNOUNCEMENTS/GOOD WORKS:

ASEC congratulates Eva Reich of the Chemistry Department, an exemplary Academic staff member who is retiring this spring. Eva’s excellence has been recognized by multiple honors including the James W. Taylor Excellence in Teaching Award 2007; Chancellor's Hildale Award for Excellence in Teaching 2008; Alliant Energy Underkofler Excellence in Teaching Award 2008; Councilor of the American Chemical Society; and Member of the ACS committee on Education

LIAISON REPORTS:

The Chairs’ Chat went well but the issue of ‘classism’ should be a discussion for another chat. Education about who Academic Staff are and what they do is still needed. Communication, recognition, and shared decision making was recognized as important to the success of the department and to all faculty and staff. In our next meeting with Steve Stern, ASEC will address the need for more focused discussion on Academic Staff and issues of classism in the Chairs’ Chats.

The Administrative Excellence project is focusing on science supplies and MRO (maintenance, repair and operations) supplies. The science supplies team is working to make the ordering system easier to generate savings. MRO has four target categories: paper products, lighting, cleaning chemicals, and waste liners. They are exploring fewer options for lighting, neater chemical stations, brown paper towels in three sizes and trash containers. In essence they

recommend having standard sizes and less variety on campus. ASEC will determine if Academic Staff are represented on the Policy Committee.

Categories meeting: This task force will issue its final report next week.

ASSEMBLY STANDING COMMITTEE CHAIR REPORTS: None

GENERAL REPORTS

Chair-Heather Daniels: ASEC has been asked by someone in the Assembly if we want to present future sessions about the HR design. These could be done at different points in the process, e.g. before they go to ASA in fall. She will join the meeting of the University Committee for their discussion with Darrell Bazzell on the Legislative Task Force. Heather and Jeff will participate in a meeting with three Regents at the Chancellor's residence.

Heather also reported that *Inside UW* had distributed the link for the ASEC and Standing Committee ballot campus wide. They responded immediately to our request that this link be removed. The SOAS office will determine if Qualtrics can be used to generate individuals with unique links for future elections.

Interim Secretary of the Academic Staff-Jo Ann Carr: Jo Ann mentioned how nice the Academic Staff Excellence Awards reception was and how much the Chancellor's remarks and willingness to have his photo taken with the award winners added to the event. The office is working on the ASEC and Standing Committee elections that will close at the end of day on May 11, 2012; recruiting Assembly representatives from even numbered districts; and contacting the winners of PDRC and Executive Education grants. Thirty-one of 56 applicants for the PDRC grants were funded a total of \$27,155.85.

BUSINESS:

Legislative Task Force: Heather Daniels distributed a list of topics that UW System Academic Staff representatives will be presenting. Part of the goal of the testimony will be to educate the Task Force on the contributions of Academic Staff. The focus of the testimony will be the importance of additional flexibilities that are necessary for UW to be adaptable and successful in the future. The importance of matching flexibility by accountability that goes beyond a tuition cap that has negative impacts on students and the citizens of the state will also be stressed. The need for building a connection to the Board of Regents who understand the unique needs of the students on each campus will also be presented.

Next ASEC meeting: May 10: The planned agenda was reviewed.

Critical Academic Staff Fund: ASEC reviewed this document and recommended additional information on existing salary equity and the identification of other UW employees with similar duties and differences in salary

PDRC Recommendations: ASEC will consider the need to request more funds from UW Madison after we determine UW System funding and additional data on UW Madison needs.

COMMUNICATIONS COMMITTEE REPORT ON BRANDING:

GUESTS: Greg Iaccarino, Lindsay Steffes, Blair Brophy: The Communications Committee has, with the assistance of interns, made substantial progress on the academic staff branding identity project as demonstrated in their report and the poster developed for *Showcase 2013*. A key element is the development of profiles of academic staff. ASEC suggested that profiles about recent Academic Staff Excellence Award winners be included and that the Committee re-examine plans to link the release of some information to the completion of the HR Redesign Project.

Meeting Adjourned at 4:50 p.m.

Minutes submitted by Jo Ann Carr, Office of the Secretary of the Academic Staff