

*Approved 5/31/12*

**ASEC MINUTES**  
**11:00-1:30 Wednesday, May 23, 2012**  
**69 Bascom Hall**

**Members Present:** Daña Alder (Vice Chair), Marwa Bassiouni, Heather Daniels (Chair), Denny Hackel, Jim Maynard

**Members Absent:** Nik Hawkins, Heather Mc Fadden, Robert Newsom, Jeff Shokler

**Guests:** Jenny Dahlberg, Steve Lund

**Call to Order**

The meeting was called to order by the Chair, Heather Daniels at 12:10.

**BUSINESS**

Workplace Flexibility

- Really well done report which acknowledged that we already have policies for flexibility. However, it isn't fully addressing equity. The nature of the campus calls for different positions requiring different needs, and so equitability should be considered over equality.
- Too many new policies will only increase complexity and cost. Using existing policies and expanding on them could be a more effective alternative.
- One easily accessible policy for UW workplace flexibility would be helpful, as well as including flexibility in posted PVLs.
- More communication and clarification regarding supervisor expectations and employee responsibilities.
- Flexibility for vacation and sick leave could be a recruiting benefit.

Employee Development

- A system for individual career tracking; an online forum, and the ability to store records and evaluations are really good ideas.
- There should be an employee training class that allows new staff to get up to speed with working on campus and then move on to their respective units to learn the specifics of their jobs.
- Performance reviews done in different departments and on different campuses could serve as models for this issue.
- Leadership training and resources should be easily accessible to supervisors, ongoing, yet not require a large commitment of time.
- Possibly revamping professional development funding to make more opportunities available to staff.

Response foci for introductory remarks

- Equity vs. equality.
- Use and improve upon existing policies/programs.
- Supervisor and employee responsibilities
- Build an infrastructure of support and accountability.

ASEC will continue to discuss their response at Thursday's meeting.

Steve Lund discussed specifics regarding meetings for this summer. He plans to attend every ASEC meeting to gather feedback on recommendations being made by the Chancellor, Provost and Vice Chancellor for Administration. ASEC strongly recommended that data be collected now regarding the current HR system to provide comparisons following implementation of the new system.

*Meeting adjourned at 1:30 p.m.*

*Minutes submitted by Jacob Connell, Office of the Secretary of the Academic Staff.*