

Approved 7/12/12 Meeting

**ASEC MINUTES
2:00-4:30 Thursday, June 28, 2012
67 Bascom Hall**

Members Present: Heather Daniels, Chair; Daña Alder, Vice-chair; Marwa Bassiouni, Denny Hackel, Nik Hawkins, Jim Maynard, Robert Newsom, Jeff Shokler

Members Absent: Heather McFadden

Guests: Steve Lund, Tori Ricabrdson, Sonya Sedivy, Heidi Zoerb

Chair Heather Daniels called the meeting to order at 2:04 p.m.

The ASEC minutes of Wednesday, June 20; Thursday, June 21; and Monday, June 25, 2012 were approved with minor revisions.

ANNOUNCEMENTS/Good Works: Jim Maynard reported that the taping of the Shakhashiri video went well and it will be aired on *University Place* within a few months. UW Communications did an article on Karen Moriello, an academic staff member from Veterinary Medicine, and her volunteer work with cats in animal shelters. (See <http://www.news.wisc.edu/20825>.) ASEC thanked Nik Hawkins, departing ASEC member, for his strong voice, energy, and work in representing academic staff.

GENERAL REPORTS

Chair – Heather Daniels: In her last meeting as ASEC chair, Heather recognized that she has been on ASEC during some of the most challenging times that academic staff and the university have had in recent history. She expressed her appreciation to ASEC for all the effort and commitment given to the HR design process in order to fully represent the academic staff. ASEC thanked Heather for being an outstanding leader and for teaching other ASEC members about leadership and helping the campus understand the value of academic staff governance. ASEC further noted that academic staff should realize how fortunate they have been to have Heather’s leadership during this challenging time.

Heather also reported that the University Committee met yesterday to discuss HR design but we do not have a report from that meeting yet. Candidate interviews for the Dean of Veterinary Medicine have been scheduled; ASEC members should let Heather know if they are able to attend.

Interim Secretary of the Academic Staff – Jo Ann Carr: E-mails sent to the CASI’s have resulted in a large number of new mentors as well as a few new mentees. Jo Ann’s schedule will change over the next few weeks, as she will work Tuesdays, Wednesday mornings, and Thursday afternoons. APO reports that there are approximately 130 limited appointees with not coterminous appointment. This does not include coaches who have specific employment contracts. Darin Harris has agreed to facilitate the August 16 priority-setting meeting.

LIAISON REPORTS:

UAPC-Jeff Shokler: Several graduate program reports were approved. ASEC should request specific feedback from the Assembly in the Fall regarding the College of the Arts proposal that will be presented to UAPC at their September meeting.

GUESTS: Heidi Zoerb/Tori Richardson: International Studies: Interviews with over 70 individuals informed the work of the committee as well as the final report and generated information on issues beyond those that were the within the scope of the committee. The most controversial recommendation in the report was that the Division of International Studies should focus on a single role. Committee

members observed the need for more communication, dialog, and collaboration to extend the impact of International Studies and to improve the workplace climate throughout International Studies. The committee also examined structural issues regarding the management of Title VI centers, particularly in terms of understanding budget rules and processes. Shared governance can assist in understanding the complexity and details of the budget. Academic staff members felt that their voices as committee members were heard and reflected in the work of the committee.

GUEST: Sonya Sedivy: Budget Repair Impact: Sonya and Jan Cheetham co-chaired this ad hoc committee that conducted a survey on the impact of the budget repair bill on academic staff. The survey had a very good response rate as 2,307 completed at least part of survey and 2,168 AS completed the entire survey. The first section of the survey was demographics. Respondents were 60% female and 40% male; 65% have more than one income, 23% of that group indicated that their household wage earners included more than one state employee; 78% of the overall respondents were from Madison, with most of the remainder from UW Colleges, UW Eau Claire, UW Platteville, and UW Whitewater with only a few responses from the other campuses. The committee is preparing two reports. One will reflect UW Madison responses and the other will reflect all respondents.

The second section of the survey was the Personal Financial Well-being (PFW) scale, an eight item established measure with a range of 1 to 10 (overwhelming to no financial distress). The average score from the survey was 5.0 which is a little bit lower than the PFW norm of 5.7. The third section of the survey was a series of 14 questions on specific issues such as a decrease in health coverage, money spent on vacations, etc. Most cost cutting is for recreation and therefore impacts local businesses. 67% of the respondents indicated they had deferred making a major purchase. Fifty-seven percent of the respondents indicated they have considered leaving the university, 22% have considered early retirement, 34% indicated they have not considered leaving, and a small number did leave as a result of Act 10. Over 80 respondents indicated they wanted to be interviewed so the committee worked with Jennifer Dykema, from the Survey Center, who developed a structured online interview to which these people can respond. This interview was sent last week and the committee has received twenty responses to date. Some who were interviewed expressed concern that focus of the survey was only on the Budget Repair Bill rather than other issues such as the furloughs and lack of raises that occurred prior to Act 10. ASEC complemented Sonya and the committee on the excellence of their work and the use of a rigorous instrument.

GUEST: Steve Lund, APO: Steve distributed the information that was presented to the Advisory Committee on the issues of compensation and job titles. The issues on compensation were framed in four key questions regarding systematic, market based structure; central compensation expertise; performance-based compensation; and overtime compensation. The document identifies opportunities/positive implications as well as risks/concerns/questions for each question.

Market-based structure is currently used for faculty but the proposal would extend this to all academic staff. One area of concern is the need to carefully define the markets within which we compete for specific positions; a comparison would include both salary and benefits. Competing does not necessarily mean matching the specified market but rather establishing ranges that include a lot of discretion. The campus may see some economies of scale from merging Classified Personnel and Academic Personnel offices. As HR design examines overtime a response needs to be developed in order to address the current state in which some exempt employees are permitted to earn over-time, a practice that this is not consistent with professional positions.

Job Titles is exploring the pros and cons of conducting a job classification/market study for all non-faculty employees that are structured around job families. The HR design team recognizes that some

people may find such a study disconcerting because of the potential for changes in titles. ASEC asked if the titles proposed would make sense in other university settings. ASEC has concerns about the use of the term 'job families' and requests that this term not be a part of this recommendation. ASEC also indicated that consistency in creating levels for all titles could pose a challenge for academic staff. ASEC inquired about the rumor that exempt classified staff moved into academic staff would be provided with indefinite appointment. Steve explained that state statute requires that permanent classified employees retain permanent status and the only academic staff appointment status that meets this criterion is 'indefinite'. ASEC expressed the concern that the term 'indefinite' conveys a specific meaning and requested the development of an alternate term for classified staff with permanent status that are transferred into academic staff. ASEC also asked about the merit of eliminating non-renewal appointments and giving people additional notice beyond the 30 days suggested by the work team that they are being laid off.

NEW BUSINESS

- HR Design:
 - Motion one: ASEC supports the Recruitment and Assessment HR Design Team's recommendations regarding standard formatting for job postings, a direct hire process, a centralized assessment toolkit, elimination of the centralized employment register, discontinuing mandatory return to a previous position in the case of failed probation, and the use of external advertising. Moved, seconded. Approved unanimously.
 - Motion two: ASEC supports amending the recommendation from the Recruitment and Assessment Team regarding training to eliminate hiring biases and increase the diversity of the UW-Madison workforce. In addition to requiring managers and HR staff to complete this training, ASEC also recommends that anyone who wants to serve on a Search and Screen Committee in any department, school or college, for any level of position, also be required to complete this training. Moved, seconded. Approved unanimously.
 - Motion three: ASEC recommends amending the recommendation from the Recruitment and Assessment Team regarding establishing a central, online system for applicants. ASEC believes that this system can be used for recruitment and hiring, not for assessment. Moved, seconded. Approved with one abstention.
 - Motion four: ASEC believes that the default search process for most positions at the UW should be an open recruitment and recommends amending the recommendation from the Recruitment and Assessment HR Design Team regarding an internal recruitment process to reflect this change. Moved, seconded. Withdrawn pending further discussion.
 - Motion five: ASEC opposes the use of competencies as defined in the final report of the Competencies HR Design Team for the recruitment and assessment process. Moved, seconded. Approved with one dissenting vote.

Lost quorum at 4:36 p.m.

Submitted by Jo Ann Carr, Interim Secretary of the Academic Staff