

## **Minutes**

### **Academic Staff Executive Committee**

**1:30 p.m. to 4:00 p.m.**

**Thursday, July 1, 2010**

**67 Bascom Hall**

**Members Present:** Daña Alder, Eric Bauman, Heather Daniels (Chair), Charlene Krembs, Carla Love, Mary Ray (Vice-Chair), Ben Rodriguez, Jim Steele, Valli Warren

**Others Present:** Paul DeLuca

#### **Call to Order/Agenda Review**

The meeting was called to order by Chair, Heather Daniels at 1:35 p.m.

#### **Automatic Consent Business**

ASEC minutes of Thursday, June 10, 2010 were approved.

#### **Business:**

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

- Personnel Classification Committee
- Textbook Committee
- Madison Initiative for Undergraduate Oversight Committee

#### **Review CASI**

Committee reviewed drafts. Heather will make edits and send to the Provost.

#### **Performance Planning Discussion**

Highlights of this discussion:

- Steve Stern suggested ASEC consider facilitating a professional development activity around performance reviews/planning.
- Poll CASIs to see if there is interest or suggestions for workshop leaders.
- Two distinct audiences: staff and management.
- A need for OHRD to work with managers on this topic.
- MASA might also consider having a roundtable.
- In mid-July Heather plans to send a letter to the CASIs, and will ask for their input in moving forward regarding a workshop on best practices in this area.

#### **Provost Update: Paul DeLuca**

- Search for Division of Continuing Studies Dean is progressing, although the position has yet to be posted.
- Provost will send Donna a copy of the State of the State of Continuing Studies Report to distribute to ASEC Members.
- Reported that he is spending a lot of time and energy on Animal Research issues.

**Business Continued:****Review Governance Committees and Relationship with ASEC**

- Mary Ray shared her list of committees with ASEC.
- Donna will check to see if the list is complete.
- ASEC Members to review list for discussion on July 8, 2010. They will determine which committees should report to ASEC and/or the Assembly and how frequently they should do so.
- Another option would be to request a written report.

**Budget Committee Discussion**

- Heather reported that the UC is not interested in re-constituting the Budget governance committee.
- ASEC members endorse the creation of a committee to advise Darrell Bazzell as per his suggestion when he met with ASEC in April 2010.
- Composition of the group discussed: include ASEC member, another academic staff who is knowledgeable on budget issues, classified staff and possibly a student.
- Heather to work on draft stating committee goals and structure for further discussion before sharing the plan with Darrell.
- Question to consider: should this be a standing committee and incorporated into ASPP?

**Field Trip to Identify Alternate Site for Assembly Meetings**

Jim will take Carla's list of alternative classrooms and check on availability for spring 2011.

**New Assembly Representative Orientation Luncheon**

- Date to hold: Friday, August 13, 2010 from 11 a.m.-1:30 p.m. at the Memorial Union.
- Donna to locate Jo Ann Carr's slide show.
- Heather asked ASEC to think about format for program to discuss at next ASEC meeting.

**Next ASEC Meeting Agenda July 8, 2010**

- Guest: Carla Raatz, UW-Madison HRS Site Lead
- Motion to convene in closed Session pursuant to Wisc. Stats. 19.85 (1) (c)  
Academic Staff Appointments to:
  - Shared Governance Committees
  - Standing Committees
- Review governance committees and relationship with ASEC
- Budget Committee discussion
- Planning New Assembly Rep Orientation Luncheon
- Next ASEC Meeting July 22, 2010 - for decision
- Chair - Heather Daniels

**Chair Report: Heather Daniels**

- Heather, Mary Ray and Donna will meet with Darin Harris on July 27, 2010 to plan the August 11, 2010 Annual ASEC and Standing Committee Planning Meeting. Planning document created for 2009-10 will serve as departure point for reviewing accomplishments and identifying priorities for 2010-11.
- UW System Academic Staff Institute, August 4-6, in Appleton, WI:
  - Donna will invite all new representatives and standing committee chairs.
  - Heather encourages ASEC members to attend.
- Heather and Donna had two meetings with Steve Stern
  - Discussion regarding de minimus policy also included Kim Moreland and Chip Quade. RSP will pull data for ASEC regarding how much money Academic Staff PIs and Co-PIs bring in to the University.
  - Also discussed with Steve putting together a panel on the Agility Agenda for the UW System Academic Staff Institute. Panel would fall within the framework of the “Competitive Workplace” report.
- Heather, Donna and the chairs from Mentoring, PPPC will meet to consider establishing Mentoring as an Academic Staff Standing Committee.
- Service Day Follow-up: Both the Chancellor and Provost replied with positive letters in response to the report Heather had sent to them.

**Secretary of the Academic Staff Report: Donna Silver**

- Reported that there are 19 new Assembly Representatives, 6 from districts that previously were unrepresented.
- Met with Richard Ralston regarding the Ombuds Office, discussed ways both offices might work to promote the services the Ombuds Office provides staff.
- Distributed “Investing in Wisconsin’s Future: UW-Madison Accountability Report.”

**LIAISON REPORTS****UAPC: Mary Ray**

- Informed ASEC of an emerging issue regarding Student Academic Misconduct Committee: the consideration of changing penalties. UAPC will be talking to faculty and other relevant groups regarding this issue.

**Board of Regents: Valli Warren**

Highlights of the meeting from Thursday, May 6, 2010:

- Report was made on the “Growth Agenda” and what it means to increase the number of UW degrees granted by 30 percent over the next 15 years
- Board is evaluating strategic financing ideas, one of which is increasing tuition significantly; enrolling more out-of-state students.
- UW System priority: eliminate unmet financial need for all students.
- Issued the 16<sup>th</sup> annual Accountability Report.

*Meeting Adjourned at 3:45 p.m.*

*Minutes submitted by Donna Silver, Secretary of the Academic Staff*