

Minutes

Academic Staff Executive Committee

9 a.m. to 11 a.m.

Friday, August 28, 2009

67 Bascom Hall

Members Present: Jo Ann Carr, Heather Daniels (Chair), Carla Love, Mary Ray, Valli Warren

Absent: Daña Alder, Charlene Krembs

Others Present: Dennis Ray, Brian Deith

Call to Order/Agenda Review

The meeting was called to order by the Chair, Heather Daniels, at 9:00 a.m.

Provost Report: Paul DeLuca

Paul encouraged ASEC members to attend *The Domestic Partner Health Insurance Celebratory Reception* an event hosted by the Chancellor on September 21st.

In discussing the implementation of Domestic Partner Benefits it was agreed that:

- Mary Ray will send out a copy of the Fair Wisconsin Fact Sheet to Paul and ASEC members.
- ASEC will assist in disseminating information to Assembly Members.

Paul reported that he is looking at the organizational structure of the campus research enterprise. While still in the planning stages; this would entail the creation of a new position; Vice Chancellor for Research. This plan would consolidate all the research activities on the campus into one office including research compliance, biosafety, RARC and human subjects' protection.

ASEC members discussed that while faculty have governance homes in their schools and colleges, academic staff have governance homes within their employment unit. Jo Ann thought that the proposed re-organization might help in providing research Academic Staff with the opportunity to participate in governance since the Centers and Institutes under the proposed structure would be located under the Provost Office.

Heather cautioned about the possibility of reduplicating administrative work in the Grad School which currently oversees both the administrative work of the centers as well as graduate education.

ASEC requested that Academic Staff be part of future conversations and planning since the various Centers and Institutes on campus employ so many Academic Staff. Paul mentioned his desire for town hall meetings about his plans in the future.

Dennis Ray mentioned that effort reporting has been a barrier for Academic Staff to participate in governance activities such as town meetings. He suggested that Paul send out a letter to program directors alerting them to the fact that there is a provision for de minimus time, defined by campus as 1%, to be used for campus activities such as involvement in governance. Dennis also suggested the need to focus on broader campus climate issues. Paul requested that Dennis provide him with a written communication about this issue for future follow-up.

- Dennis will provide a first draft of campus climate letter to Paul for ASEC to review

Automatic Consent Business

ASEC minutes of Friday, August 14, 2009 were approved.

Announcements/Good Works

Mary Ray mentioned that the Law School's Innocence Project marks its 10th anniversary and has freed 11 people to date.

Standing Committee Reports

CEBC—Dennis Ray

Dennis reported that the CEBC is working on a status report regarding Category A Maxima. He explained that Category A academic staff are currently constrained in terms of promotion and while ERS salary ranges have helped, the promotion process is still not equitable. CEBC will be forwarding their report along with four recommendations to ASEC for review and discussion. Dennis requested that ASEC write a statement responding to the report with assistance from CEBC.

DRC-Brian Deith

Brian has been working to create WiscLists as a way to more efficiently communicate with the districts. While there are still some issues that need to be worked out before implementation; he is making plans for a test list in the coming week or two.

Chair Report –Heather Daniels

- Heather reported that the Leadership Institute is scheduled for April 13, 2010 at the Concourse Hotel. She and Valli are part of the MASA group planning this event.
- She asked that if any ASEC member was interested in serving on the LTE committee that they contact her. Since our last meeting, Mary Ray has agreed to serve as the liaison to UAPC.

Secretary of Academic Staff Report—Donna Silver

- Donna informed ASEC of the Chancellor's letter to the faculty concerning salary increases for career promotions. ASEC agreed to craft a response to that letter.
- She reported that the CASI chairs will be joining ASEC on October 29th.

- She mentioned that she will keep the list of optional meeting rooms for the Assembly but would prefer for this year to remain in 272 Bascom. Carla will still go ahead and plan some outings for ASEC members to see other classrooms.
- John Mather would like to present his Ombuds report to ASEC and then the Assembly. Donna will contact him from meeting with ASEC in mid-October and with the Assembly in November.

Follow-up to Planning Meeting

Donna will send out the compilation of the working group's notes to ASEC members and this will be the focus for the next ASEC meeting. Heather mentioned she'd like each group to have an ASEC member serve as point person.

Approval of Committee Appointments

The Nominating Committee forwarded the following names to ASEC:

- **Phyliss Weisbard** for Distinguished Prefix Review Committee, replacing Laurey Martin-Berg, who retired.
- **Brooke Norsted** for Student Hearing Examiners.
- **Melgardt deVilliers** to fill the spot on the Bio/Med Sciences ARC (Area Review Committee)
- **Christopher Thorn** for the Memorial Library Committee, replacing Ruth Olson

ASEC unanimously approved all of the candidates.

Search and Screen Committee for Secretary of Academic Staff Classified Confidential Position

Donna reported that the position is currently posted for transfer. She will send a link out to ASEC and Assembly members to circulate. Mary Ray agreed to serve on the search and screen committee along with Donna and Cynthia Paine from the Provost's office.

Benefits Fair Table

Heather mentioned that this year ASEC and CEBC will be sharing one table. She encouraged ASEC members and Standing Committee Chairs to sign up to staff the table. Donna will send out a sign-up sheet closer to the date. She will also talk to CC about creating a new poster.

Finalize the Assembly Agenda

- Donna will work with Valli to order snacks for the MASA hosted reception.
- Donna will write a welcome email message to the Assembly when sending out the ASA Agenda. In that message she will alert reps to the orientation and the introduction by district categories (this will be worked out at the Sept. 3rd ASEC meeting)

ASA September 14 Meeting

Agenda items:

- Recognition of Good works
- Chancellor Martin's welcoming remarks with time for Q&A

- Orientation for new reps (Jo Ann suggested that reps divide up into related districts as a way of networking and also illustrating to the Chancellor the diversity of Academic Staff work)
- Standing Committee updates and annual reports

Next ASEC meeting agenda (9/3)

- Follow-up from Planning Meeting as well as identifying an ASEC rep to serve as a point person for each group
- Follow-up on the Campus Climate Statement [Dennis Ray will circulate a draft to ASEC members prior to the meeting]
- Work on ASEC's response to the Chancellor's letter to faculty [Carla and Jo Ann will work on a preliminary draft]
- Finalize Assembly Agenda with special attention to the orientation

Meeting Adjourned at 10:30 and was followed by a field trip to Van Hise Hall where Brian Deith provided ASEC members with a demonstration of capturing lectures—this process is still in the beta stage but could serve as a means for recording future ASA meetings. Carla noted that Van Hise room 114 is one of the rooms that could accommodate the Assembly meetings.

Minutes submitted by Donna Silver, Secretary of Academic Staff