

## Minutes

### Academic Staff Executive Committee

1:30 p.m. to 3:30 p.m.

Thursday, October 1, 2009

67 Bascom Hall

Members Present: Daña Alder, Jo Ann Carr (Vice-Chair), Carla Love, Charlene Krembs, Mary Ray, Valli Warren

Others Present: Eric Bauman, Wayne Feltz

Absent: Heather Daniels

### Call to Order/Agenda Review

The meeting was called to order by the Vice-Chair, Jo Ann Carr, at 1:30 p.m.

### Automatic Consent Business

ASEC minutes of Friday, September 24, 2009 were approved.

### Guest: Don Schutt, Human Resource Development

Don reported on how his office is in the process of re-thinking the new employee orientation process. They are moving to a role-based orientation where employees would receive their orientation with others in like-positions. This new structure is more likely to lend itself to the creation of ongoing communities of practice.

ASEC discussed with Don how best to get the word out about the orientation workshops available to new employees. We also talked about how governance could be a theme for a community of practice. The following ideas were suggested as ways to create an orientation module/program about governance and the role of Academic Staff:

- Create a committee with representation from ASEC and each of the Standing Committees to work with Human Resource Development on an orientation program
- Explore the utilization of the Academic Staff web site - possibly creating another instructional video
- Enter into a discussion with CASI Chairs at the October 29<sup>th</sup> meeting to see what orientations they provide for new employees and glean best practices

It was decided that ASEC would discuss next steps at the October 8<sup>th</sup> meeting.

Before leaving, Don mentioned the newly launched leadership development program, “Fully Prepared to Lead,” which focuses on personal leadership development through continuous renewal.

## **Announcements/Good Works**

Jo Ann mentioned that the Writing Center will be marking its 40<sup>th</sup> Birthday and how they acknowledge the contributions of their Career Academic Staff on their web site.

Valli mentioned that [MASA](#) will be hosting a reception to recognize Academic Staff Award Winners on October, 20<sup>th</sup> from 5 -7 p.m. at the Chazen Museum of Art.

## **Committee Reports**

### Communications Committee

Mary Ray will talk to the CC Co-Chairs about the possibility of providing links on the Academic Staff web site to timely issues such as retirement, collective bargaining, etc.

### Nominating Committee

Luanne von Schneidemesser, Chair, reported that the NC would like to have more information in the committee appointment letters. She would like the letter to state what the committee does, who is the chair, and the other members, and how often the committee meets.

ASEC asked Donna to check in with David Musolf about getting this information for all of the University Committees. Heather could also talk to Bill Tracy to see if the University Committee already has these descriptions and if so, explore the possibility of making them readily available on the web.

Luanne wanted ASEC to look into the term limits for serving on committees. As it currently stands there are some committees that have set terms (a limit of two, three-year terms) and others that have no limits. Carla pointed out some committees benefit from not having fixed terms because those members who stay on longer can share the institutional memory. It was decided that ASEC needs to discuss this further and report back to the Nomination Committee regarding terms and rotation processes.

## **Secretary of Academic Staff Report—Donna Silver**

Donna reported that Heather sent a thank you note to Dean Sandefur for his “continued thoughtfulness and attention to academic staff and academic staff issues,” after attending a town hall meeting where the Dean spoke concerning the reorganization proposal for the Graduate School.

Earlier this week, Heather and Donna met with Noel Radomski, Chair of the newly formed Ad Hoc Committee on the Research Enterprise. The committee will be meeting weekly from now until the end of December. Its charge is to write a white paper which both identifies what problems currently exist and provides an explanation of the possible solutions.

Donna updated the committee on the new electronic method of registering people for the University Roundtable luncheons.

She reported briefly on her first meeting of the University Human Resources Group. She learned that Lindsey Stoddard Cameron in her role as Coordinator of New Faculty Services is looking at family leave policies. Donna will alert Miriam Simmons, Chair of the Compensation and Economic Benefits Committee (CEBC) to contact Lindsey to make sure policies are consistent across constituent groups on campus.

Donna mentioned that there was some confusion with some AS Committee Chairs about who posts meeting agendas. In the discussion that followed, it was agreed that ASEC will look into providing an orientation to AS Committee Chairs. Wayne will send a link regarding open meeting policies that we can put on the AS website.

### **Liaison Reports**

Charlene reported on the APR (Administrative Process Redesign) meeting she attended. APR will be hosting a campus forum: <http://www.vc.wisc.edu/APR/Default.aspx?id=386> on October 14<sup>th</sup>. She mentioned that the group is going through a visioning process, where redesign teams are working to align their work with the Campus Strategic Framework. APR is also going live this month with a program that enables new employees to receive their net-ids prior to their arrival on campus. At some point there will also be a facilitated electronic employee exit process.

Mary Ray reported on the MASA (Madison Academic Staff Association) brown bag lunch, focused in large part on discussing collective bargaining. She suggested that ASEC might want to serve as a clearinghouse for information.

### **Collective Bargaining**

Jo Ann proposed the following charge for an ASEC Ad Hoc Committee on Collective Bargaining:

The Ad Hoc Committee on Collective Bargaining is charged with ensuring access to objective information on collective bargaining and its potential impact on academic staff. The committee will also monitor activities on campus about collective bargaining. The committee will communicate information on issues and activities to academic staff.

It was agreed that ASEC members would tweak this charge and bring it back for discussion at the next meeting. It was also agreed that once the charge is in place ASEC should contact the Standing Committees for volunteers to serve on this ad hoc committee.

A motion was made, seconded and passed unanimously, that Daña will serve on the Provost's ad hoc committee. She will also serve as a liaison in an ex-officio capacity to the ASEC appointed committee.

### **Climate Letter**

Mary Ray distributed her version of the memo regarding climate questions in assessing the research enterprise reorganization. This will be discussed at the next ASEC meeting.

Donna will send out the letter electronically along with materials she has received from Lindsey Stoddard Cameron.

### **Town Hall Meetings**

Both Jo Ann and Wayne attended Town Hall meetings this week. They reported that the general tone of the meetings they attended was critical of the plan and that there was concern from those in the humanities and social sciences that the new plan was skewed toward the sciences.

Next ASEC meeting agenda (10/8)

- Benefits Fair finalize volunteers
- Discuss October 12 Assembly Meeting design small group activity based on planning document
- Approve charge for an AS collective bargaining ad hoc committee and the structure of that committee
- Discuss next steps on new employee role-based orientation
- Discuss the rotation policies for the nominations to Standing and other committees
- Climate document next steps
- Clarify ASEC's meeting schedule for this year, what are our 'off weeks'

*Meeting Adjourned at 3:30*

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