

## Minutes

### Academic Staff Executive Committee

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

Thursday, December 3, 2009

67 Bascom Hall

Members Present: Daña Alder, Eric Bauman, Jo Ann Carr (Vice-Chair), Heather Daniels (Chair), Wayne Feltz, Charlene Krembs, Carla Love, Mary Ray, Valli Warren

Others Present: Mo Bischof, Personnel Policies and Procedures Committee and the Ombuds Staff: John Mather, Kay Simmons, Jane Voichick, and Richard Ralston

### Call to Order/Agenda Review

The meeting was called to order by the Chair, Heather Daniels at 1:30 p.m.

### Automatic Consent Business

ASEC minutes of Thursday, November 19, 2009 were approved.

**Guests:** Ombuds Staff: John Mather, Kay Simmons, Jane Voichick, and Richard Ralston summarized their annual report and noted:

- Explained that the underlying theme of academic staff who use the Ombuds revolves around performance evaluations issues.
- Stated program's goal this year of increasing visibility among faculty and academic staff:
  - Meet with HR staff across campus and the Committees on Academic Staff Issues (the CASIs)
  - Conduct workshops and brown bags to educate the university community and encourage employees to seek advice from the Ombuds programs before problems escalate.
- Requested that ASEC suggest other possible venues for educating the campus community.
- Jo Ann suggested the Ombuds staff review the Provost's Priorities for the year to see how their concerns might dovetail with these priorities.

### Committee Reports

Mo Bischoff, of the Personnel Policies and Procedures Committee (PPPC) reported:

- Had a meeting with Bruno and Steve Lund to discuss the process for sending the annual job security letter to academic staff. The letter was not sent this past year, but is expected to go out in December to HR offices asking for a report on academic staff who have worked 5 or more years in their current position. PPPC will also send out a flyer along with the letter to academic staff.
- Would like to have a session on the job security process at the April Academic Staff Leadership Institute.
- Is interested in working with CASIs on this issue to give presentations.
- Wayne invited Mo to come to his CASI.
- ASEC suggested that PPPC craft a memo on this topic for assembly representatives to take to their districts.

### **Announcement/Good Works**

Mary Ray acknowledged the fine work of the academic staff standing and ad hoc committees. ASEC agreed to continue the practice of recognizing committee chairs as they step down.

### **Provost Report: Paul DeLuca**

- Requested information from ASEC regarding the history of the CASIs and would like to reinvigorate the CASIs.
- ASEC will assist with a draft letter to campus deans during spring semester.
- Partner with ASEC to explore possible ways to increase the 1% de minimus up to 3-5%. He observed that CASIs help with this as well.
- Donna will send the Provost background information on the CASIs in preparation for his meeting with other Big Ten Provosts at the Committee on Institutional Cooperation (CIC) meeting this weekend.

### **Business**

- ASEC discussed Jo Ann's draft memo to the Provost regarding academic staff involvement in his list of campus priorities. This will be the main agenda item for next week.
- Heather explained that the University Academic Planning Council (UAPC) Joint Budget Subcommittee will be reconstituted. The University Committee plans to rewrite the Faculty Policies and Procedures to create a smaller committee with one academic staff member. ASEC requested that Heather ask the University Committee (UC) if the committee size might be adjusted to allow for two academic staff.
- It was agreed ASEC will meet on December 17<sup>th</sup>. Donna will reserve a room.
- ASEC will discuss the April Meeting schedule closer to spring break.

### **Chair Report: Heather Daniels**

Heather reported on the following:

- Will undertake creation of a video for the academic staff website soon.
- Will meet with the UW System Reps who will discuss unit clarification and governance rights for limited term academic staff.
- Ad Hoc Committee on Collective Bargaining meeting for the first time next Tuesday, December 8, 2009.

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

- Will send ASEC members the invitation she received on the implementation of Digital Measures.
- Encouraged ASEC to respond to Carla Raatz's survey and R.S.V.P. to the Chancellor's invitation to attend the reception and dinner with the Regents.
- Updated ASEC on the deadline extension for the Regents Teaching Excellence Awards.
- Will send ASEC a summary of the current membership of the Nominating Committee; a slate to be created at next week's meeting.

- Provided ASEC with a summary of the Human Resources Working Group she attended December 2, 2009. Steve Stern outlined a portfolio of tools, which will promote an “Excellence Reward Initiative” for academic staff. The five areas under consideration are:
  1. **Job Security Issues** (locus of control: UW-Madison): such as climate issues and a need to educate deans and chairs about performance review
  2. **Agility Agenda** (locus of control: Board of Regents/ OSER): Possible tools not currently used to negotiate with UW System on:
    - a. Path to Distinguished Prefix (or explore an alternative promotion progression: associate, no prefix, senior, and then? Senior II or Advanced? Steve asked us all to think of how to frame this for UW System)
    - b. Update Promotion progression for Manager 1-2-3
    - c. Category A Maxima
  3. **Instructional Leave**: currently working on a draft document.
  4. **Infrastructure of Excellence**: focus on 1% de minimus, larger focus on how to systematically improve the campus climate and culture and support shared governance participation.
  5. **Pay Plan**: this wasn’t actually discussed at this meeting.

### **Liaison Reports**

Charlene reported on ARP (Administrative Process Redesign) Leadership Team

- Most Phase 1 & 2 redesign teams have now finished projects.
- New APR structure has been defined taking the project forward into years 4 & 5.
- Alice Gustafson is planning to visit various governance groups in January to discuss the redesign process and general operations. Donna will invite her to a future ASEC meeting.

### **Next ASEC Meeting Agenda 12/10/09**

- The Provost’s Priorities—Finalize ASEC letter
- Discuss Category A Salary Maxima
- Talking Points for meeting with the Regents
- Motion to convene in closed Session pursuant to Wisc. Stats. 19.85 (1) (c) to:
  - Nominating Committee Slate
- Next ASEC Meeting December 17, 2009 – for decision
- Guest: Steve Stern, Vice Provost for Faculty and Staff Programs
- Liaison Reports
  - Jo Ann - CPC

*Meeting Adjourned at 3:35 p.m.*

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