

Approved 9-24-2012

**MINUTES
ACADEMIC STAFF ASSEMBLY MEETING
272 Bascom Hall
Monday, September 10, 2012
3:30 to 5:00 p.m.**

Associate Vice-Chancellor Steve Stern called the meeting to order at 3:35 p.m.

AUTOMATIC CONSENT BUSINESS

The minutes of the May 14, 2012, Academic Staff Assembly meeting were approved as distributed.

INTRODUCTIONS:

ASEC members, Standing Committee chairs, returning Academic Staff Assembly members, new Academic Staff Assembly members, and guests were introduced in groups.

GUEST:

Linda Scholl, the president of the Madison Academic Staff Association (MASA), identified MASA's role as helping the academic staff community feel like a community on campus. MASA has scheduled a kickoff breakfast for September 25, sessions on HR Design, Administrative Excellence, and ASPRO, and tours of campus buildings and resources. They are also preparing an informational blog for academic staff. Linda encouraged academic staff members to become MASA members.

STANDING COMMITTEE AND OTHER REPORTS:

ASEC-Jeff Shokler thanked assembly members for their service and asked for their participation, insights, and perspectives on HR design, Administrative Excellence, and other issues. He reminded Assembly members of the importance of attending the special Assembly meeting on September 24. The October 8 regularly scheduled assembly meeting will potentially have a vote on a resolution or set of resolutions on the HR Design Proposal. Chancellor Ward will also be at the Assembly meeting on October 8. Jeff informed members that the Academic Staff Institute is scheduled for March 1, 2013.

Jeff also reported that ASEC and standing committee chairs identified four priority areas during a half day retreat: HR Design engagement; improving relationships through internal and external communication; reviewing and improving governance practices and procedures; and engaging with major administrative, instructional and other initiatives on campus. These priorities will be presented at the November Assembly meeting for adoption.

Jeff concluded his report by recognizing the service of past standing committee chairs: Mo Bischof and Bruno Browning of PPPC; Greg Iaccarino of Communications, Dennis Ray of CEBC; Jane Terpstra of PDRC; Mark Werner of DRC, and Heather Daniels of ASEC.

Communications Committee: Peter Kleppin: The committee will assist in communicating about the HR design to academic staff and is working with two interns developing profiles for AS homepage.

DRC: Brian Dieth: The committee encourages inquiries about district membership and is examining ways to integrate a large number of academic staff if that is an outcome of the HR Design.

CEBC: Karen Tusack and Jenny Dahlberg: The committee has two goals: keep the FAQ up to date as things change and develop more "lay person's" guides which will present policies and procedures into plain English with links and a checklist. They will also participate with ASEC on HR design issues

Mentoring: Julie Klein: The mentoring program has doubled in size with 83 mentor/mentee matches. They are planning their fall kickoff on Tuesday, September 25th and are reviewing results of satisfaction survey.

Nominating: Lisa Jansen: This committee has two major tasks: finding people to serve on standing committees and recommending appointments to shared governance committees. Steve Stern underscored the importance of the participation in governance and encouraged Assembly members to share these opportunities with their district members.

PPPC: Bruno Browning: The PPPC annual report will be presented in November. They will also address changes in the Academic Staff Policies and Procedures (ASPP) required by the HR Design.

PDRC: Scott Mellor: The committee has sent information about applying for the first round of Professional Development (PD) Grants. There will be a second round of PD grants in the spring as well as a call for Executive Education grants. Past PD requests have exceeded the available funds. The committee also administers the Academic Staff Excellence Awards and is examining the potential for adding an award for research in the social sciences, humanities, and the arts.

ASPRO: Heather Daniels: ASPRO is monitoring the November elections, UW HR Design and the University Personnel System for the UW System. ASPRO was started by ASA to address legislative issues as well as to advocate with the UW System. Heather encouraged all academic staff to join ASPRO.

New Business:

HR Design: Jeff Shokler, ASEC Chair, provided an overview of ASEC activities on HR Design. In addition to reviewing and responding to the Phase 1 and Phase 2 work team reports, ASEC reviewed and developed Advisory Motions on questions presented by the HR Project Team. These documents and motions were sent to the executive sponsors and project team and are posted on academic staff website. (<http://acstaff.wisc.edu/academic-staff-resources.htm>). These actions represent the first steps in a two to three year process.

Mark Walters, Office of Human Resources (OHR), presented the fall milestones for HR Design and thanked the campus and ASEC for their participation in this process. The HR Design Strategic Proposal, to be released to campus on September 21, will be a lengthy document with an executive summary. OHR will also produce a pamphlet to be provided to the campus in multiple languages.

Following the release of the plan, there will be a two to three week window for governance groups to respond. During this window there will also be information sessions and web chats for the campus community. A preliminary presentation will be made to the Board of Regents (BOR) on October 5; the formal proposal will be made on November 8 for action by the BOR on December 7. The BOR approved plan will be submitted to the Joint Committee on Employee Relations in the spring.

Jeff and Mark responded to questions from the Assembly.

Motion for Ad Hoc HR Design Committee: A motion to establish an Ad Hoc Committee on HR Design was presented by ASEC (Assembly Document 485). The motion was unanimously approved.

Associate Vice-Chancellor's remarks: Vice-Chancellor's remarks: Associate Vice Chancellor Stern shared Provost Deluca's welcome and thanks to Assembly members. He stressed the importance of involvement in many initiatives for the year including Educational Innovation and the Critical Compensation Fund (CCF). CCF is the first new pay tool that cuts across all employee categories. The Chancellor, Provost, Vice

Chancellor for Administration and ASEC all support creating a combination of tools that will allow the university to address pay issues.

Adjourned at 4:31.

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