

Minutes Approved – 5/14, 2012 Meeting

MINUTES

ACADEMIC STAFF ASSEMBLY

Monday, April 9, 2012

272 Bascom Hall – 3:30-5:00 p.m.

Provost DeLuca called the meeting to order at 3:40 p.m.

AUTOMATIC CONSENT BUSINESS

The minutes of the March 12, 2011, Academic Staff Assembly meeting were approved with no corrections.

PRESENTATION

Jane Terpstra from the Professional Development and Recognition Committee (PDRC) presented the Academic Staff Excellence Award Winners.

- Information about the award winners can be found on the Academic Staff website: <http://acstaff.wisc.edu/1961.htm>.

PRESENTATION

Heather Daniels, Chair of the Academic Staff Executive Committee (ASEC), presented Steve Stern, Associate Vice Chancellor for Faculty and Staff, with the Friend of Academic Staff Award.

- Daniels acknowledged Stern's hard work at providing tools for Academic Staff to improve professionally.
- Stern informed the Assembly that he was honored to receive the award, but noted that there is more work that could be done to assist Academic Staff.

STANDING COMMITTEE AND OTHER REPORTS

ASEC - Heather Daniels

- Daniels presented a special recognition to Melissa Amos-Landgraf for chairing the Distinguished Prefix Review Committee.
- Daniels informed the Assembly that Donna Silver is on medical leave. She has received a lot of emotional support and well-wishes from colleagues and asked to continue to be kept in your thoughts.
- In Donna's absence, the Office of the Secretary of the Academic Staff is not running at full speed, and therefore requires patience. Daniels is working with the Provost's office to get temporary help.
- There is an Administrative Excellence survey in *Inside UW-Madison* to look out for during the next couple weeks.

- ASEC will read the HR Design reports in depth, will create an organized response, and plans to distribute the response widely..
- ASEC is working with Steve Stern to execute Jeff Shokler's idea to bring academic staff to a Chairs' Chat to discuss academic staff issues.
- ASEC has had some preliminary conversations regarding the combination of teaching and research roles for academic staff. This is especially important in the context of Educational Innovation. ASEC may form an ad hoc committee to explore this issue.

Communications Committee – Greg Iaccarino

- Communications continues to work on the academic staff branding project. The poster that was constructed for the UW Showcase is at the back of Room 272 for now, so please look it over and share any comments you have with Greg.
- Academic Staff profiles will continue in *Inside UW-Madison*.

Professional Development and Recognition Committee – Scott Mellor

- PDRC is reviewing the Professional Development and Executive Education grant applications. They expect to have results by mid-May.

Advisory Committee on Budget Issues, Policies, and Strategies – Russell Dimond

- The Budget Committee is putting proposals together for Critical Academic Staff Fund.

NEW BUSINESS

HR Design update - [HR Design Highlights](#)

- Titling – Kim Manner
 - UW should develop a job classification system which is broad enough to facilitate employee progression and make titles more meaningful.
 - There should be several levels for titles, the exact number of which is not yet defined.
 - No recommendations for specific titles
- Recruitment and Applicant Assessment – Jenny Hackel
 - Recommend a unified hiring process
 - Update the job website and make it easier to navigate.
 - Enable account creation on the updated jobs website to keep applicants on file for an easily accessible job pool.
- Employee Categories – Argyle Wade and Nancy Westphal-Johnson

- Three alternatives for Academic Staff and Classified Staff were considered: maintain status quo, merge Classified FLSA exempt with Academic Staff, or totally merge Classified Staff with Academic Staff.
 - A majority of the team has made the initial recommendation to totally merge Classified Staff with Academic Staff.
 - The primary reasons for this recommendation are that it will facilitate a unified set HR policies and practices, helps to eliminate the caste system, and provides governance for all employees.
 - The team acknowledges this is a significant shift that would require changes in campus policy, governance structures, and state statute to implement. The team is continuing discussion and considering alternatives. Feedback and discussion about the initial recommendation is requested.
- Compensation – Dan Langer
 - Focus on compensation needs to be market based. At every level of the organization, there needs to be some performance-based review process.
 - Concern about bias in regards to the review process. Review will vary depending on job responsibilities and groups of people.
 - Recognizing that if you are market based, you need to be able to make adjustments with funding.
 - Benefits –Ann Bourque
 - First recommendation is to look at Paid Time Off (PTO) but cannot combine sick leave with it.
 - Combine personal holidays with vacation.
 - They recommend that PTO start at 20 days per year and increase 2 days every three years to a maximum of 240 hours.
 - Recommend that current employees be grandparented in.
 - Banking vacation time was proposed.
 - Recommended ending the option to cash out vacation time for fiscal year system to avoid problems at the end of the fiscal year.
 - Recommended continuing to convert sick leave into health insurance after retirement.

- Recommended a “leave share plan” in which staff could donate vacation or sick leave to other employees who need additional time for a catastrophic occurrence, and add one holiday day after Thanksgiving.
- Recommended eliminating mandatory life insurance.
- Recommended an overall change to benefits education and administration.

Questions and Comments about HR Design

- There were a lot of questions and comments brought forth by Assembly members focusing particularly on employee categories and benefits.
- There were questions about timelines for decisions and responses as well as future legislation affecting results.

Provost’s Remarks

The Provost commented on the HR Design discussion, and noted how important it is to understand the implications of decisions as they affect the entire system. The Provost hopes everyone is really careful about how we approach these problems.

Adjourned at 5:00 PM

Submitted by Jacob Connell

Office of the Secretary of the Academic Staff