

April 5, 2017

Academic Staff Senate Meeting Minutes

Rob excused

Emily Z., Janie C., Beth A., John M., Jon G., Nick B., Jenice M., Amy M.

Call to order: 9:08

Review March Minutes: (Jon/Nick) Passed

Report of Chancellor/Provost:

Governance Liaisons

System Rep

Chair Report/Update:

- Lots of questions about Voluntary Separation Incentive Program. Different from last – no desired/target monetarily. Trying to incentivize those close to retirement and try to use possible funds to apply on case to case basis across campus. there is an established timeline and website. 37 employees were eligible and HR has been in contact with about a dozen of them. Not a gaurantee with application – selected by May.
- Budget – no new updates. Still many concerns about aspects of the Budget. Joint Finance Hearing upcoming in Spooner. Student Segregated Fees is a major issue.
- UW-Oshkosh dealings with their Foundation may have cast some ill will for the entire system.
- Phone system change will take place over the summer with AT&T
- HLC Assurance argument has been submitted. There will be a phone contact with our Peer Reviewers, helping to plan aspects of the April 24-25th Visit
- National trends of International Student applications true here? Hard to say as of right now. Employee turnover in International Office has been difficult to deal with.

Sub-Committees

Personnel – Performance Evaluation Form. How to judge impact on Instructional Academic Staff? Clear & Thorough. Instructional Academic Staff contracts and Department obligations are difficult and varied. Access Contract and Position Description with Supervisor looking at setting up goals. Link/Define SMART Goals. Part 2 & Part 4 overlap – 2 is specific to contractual obligations – Part 4 is looking at specific goals set up that may be particular approaches within PD or above/beyond PD. Done with Review – fill out part 1 for next year, PD & Personal Ambitions. Next year look back at Part 1, Fill out part2. Change second person to employee. Paragraph to pin down merit a bit more? Needs to be specific to position/Department? To achieve merit, must it be across the board merit? Score sheet? Would be nice to add a section to discuss training – way to advance our own personnel. Action plan for needs improvement or unsatisfactory? Identify areas and strategies for improvement and professional development? Move in right direction! Will make adjustments and see how it works next draft. Once it passes us, it would go to Chancellor's Staff (to fulfill our charge), and from there it would go to HR for final review and implementation. Review times associated with notice for retention established through

system. Possible to find blanket date that would work for multiple levels of notice? Completed all reviews of promotion materials – HR has requested meeting with Provost before final notifications go out. Ran into several contradictions in policies and guidelines – have begun process to clean up and clarify. Propose % of pay increase – this could allow us to utilize as a truer retention tool. Bring in Distinguished level?

Professional Development – call is out, meeting next week to look at submissions – 9 already submitted. Will send out one last reminder.

Communications – John & Rob setting up the process for Election and handing process of running to Emily so there'll be no conflict of interest.

Old Business

- Compression Study – at HLC Conference, looking at Equity study done at UW-Stout & Eau Claire. HR leading all of the effort across the board for all types of staff. Request that campus conduct compression study across the board
- Move: HR conduct equity and compression study to be completed for academic staff in order to address staff pay equity and compression. And once completed, establish regular schedule. (Emily/Jennice)
Discussion: UW-Stout and UW-Eau Claire already working on similar issues. Schedule should follow fiscal year, budget decisions. System is already doing something, but that is years away. We have already done work on this and had it go unfinished. Draft letter with feedback from group. Motion Passes
- Memo to Faculty Senate from Provost regarding structure for promotion. Did mention compression for Senior Lecturers.

New Business

- Assurance document submitted. Peer reviewer may meet with us. Call this morning with the lead for Peer Review group. Haven't specified who they want to meet with – won't know until just before the meeting. More communication over the next few weeks.
- ADA – working group's template presented to Chairs. Misinformation was sent out. No threat to remove ADAs. Clarification to Dept. Chairs that all is happening is clarified PD for future ADAs. Working group included ADAs. Residual fears certainly carry through to fuel concerns.

Adjourn: 10:33