

Academic Staff Senate Meeting

Monday, December 9, 2019 2:00pm-3:50pm

Present: Mike B., Jon D., Rob W., Angie K., Katelyn B., Kristen J.

Absent: Zach O., Emily R., Taylor W.

Guests: Cory Kempf, Maria Cuzzo, Amy Missinne

Call to Order: 2:00pm

Revision to Agenda: None

Approval of Minutes: (Jon/Katelyn)

Revision to Minutes: None

Report from Provost/Human Resources Update (Maria Cuzzo, Amy Missinne, and Cory Kempf)

- Title and Total Compensation
 - A memo recently went out from the Provost regarding IAS titling options to the senate groups. The governance groups are being asked to give advice and consultation regarding the IAS group in regard to titling concerns. Administration is aware of the concerns being presented from IAS and wants to get information out to employees to make things clear with the TTC title process. The communicating arts department also sent out their own document to administration with questions and concerns regarding IAS. As questions and concerns come in they are being gathered, and information has been going back out to clarify.
 - Business Titles: UWS is *not* making a move to get rid of the business titles. At this point, business titles such as “senior lecturer” can still be used moving forward, and we are prepared to continue to use them at UWS. This is not the case at all of the UW campuses.
 - HR is playing a closer role in the titling system at UWS compared to some of the other campuses, as they will be helping employees/supervisors to navigate the titling conversations and to help to figure out which titles are most appropriate for each employee.
 - Standard Job Description/Duties: To make any changes to the job duties, the changes would need to be documented and submitted to a committee at System. The changes would then be reviewed and approved/denied by System. Duties can be added to the standard job descriptions, but they cannot be taken away. Since employees at UWS do not have the depth in the positions that other campuses do, we may not fit as well into all of the titles as other campuses. Because of this, UWS can ask system to loosen the language of some of the duties to make them broader so the duties can be applied as we see fit (e.g. we might not have to meet the standard definition of supervision, but we may be able to apply the supervision responsibility to mean supervision over student workers, not necessarily over other staff). The job descriptions have been analyzed by administration, and there seems to be enough wiggle room in the interpretation of the job duties to allow for them to match with UWS employees. However, with this interpretation, administration also wants to make sure that there is fairness across multiple titles as far as how the job duties are interpreted.
 - Job Matches
 - For an employee to fit into a new title, they must be doing 100% of the duties listed in the standard job description.
 - If 80% of a person’s job duties (all of their duties including those not listed in the standard descriptions) fall under a certain title, that is an effective match. If not, we will look for a match in a different title or there will be discussion about whether another title needs to be added.
 - Job titles are still being added to the list and edited as we go.
 - Progression: System has not provided any guidance of what progression will look like at this point. It will be in a draft form in the new year and will hopefully be available by early spring.

- Progression for IAS: The pay grades will have a minimum range, but there will not be a maximum range.
- University and Academic staff will have both a minimum and maximum amount that they can make within their job tiles.
- Senate reviewed the TTC memorandum from the Provost in regard to IAS concerns. Discussion. Move to approve the memorandum (Jon/Katelyn). Motion passed.

Chair's Report (Mike)

- No cabinet meeting since last senate meeting

UW System Representative Updates (Rob)

- No system meeting since last senate meeting

Sub-Committee Updates

- Professional Development Committee
 - The plan is still to host the professional development day for Academic Staff, but the committee plans to meet again shortly to do further discussion and planning.
- Communications Committee
 - The newsletter will be going out sometime in December, so the subcommittees should send updates to the communications committee by the end of the week to go into the newsletter.
 - New first new employee email went out last week.
- Personnel Committee
 - The committee met to make the LAB revisions.
 - There will be two more scheduled title change policy and procedure trainings before the end of the semester to inform the constituency about the new process and changes. Trainings will be held on December 10 and December 19.

Old Business

- LAB audit revisions – review/approve
 - The personnel committee recently met and made four minor edits to LAB policy. Motion to approve the changes to LAB (Katelyn/Jon). Motion passed.
- End of semester gathering/social

New Business

Adjourned: 3:05pm (Kristen/Jon)

Next Meeting: Monday, January 13 2020; 2:00-3:50pm

Motions/Votes Passed:

Motion to approve the TTC memorandum from the Provost (passed)

Motion to approve the changes to LAB (passed)

Notes submitted by Kristen