

Academic Staff Senate Meeting

Monday, February 10, 2020 2:00pm-3:50pm

Present: Mike B., Jon D., Katelyn B., Emily R., Angie K., Kristen J.

Absent: Taylor W., Rob W., Zach O.

Guests: Cory Kempf, Ephraim Nikoi

Call to Order: 2:02pm

Revision to Agenda: None

Approval of Minutes: (Katelyn/Jon)

Revision to Minutes: None

Faculty Senate (Ephraim Nikoi)

- Faculty Senate is currently working on the process for new program development to make sure the proper steps are in place and that process is known to the faculty. They are also working to make sure the departments know the review, suspension, and elimination processes for a program so everyone is aware of the progression and what steps should be taken.

Human Resources Update (Cory Kempf)

- Title and Total Compensation
 - Job Title Library: Titles of “faculty associates” and “grad assistants” have been retitled to “teaching faculty.” With this change, the new titles might now be relevant to some of our instructional academic staff. At this point, IAS have been mapped to lecturer and senior lecturer positions
 - Currently there is still feedback being reviewed regarding some AS job families, and some of the exempt versus nonexempt positions are still under review as well. Because of this, the UW campuses had been encouraged to postpone the AS employee/manager conversations until the changes were made. Some campuses have chosen to start the employee/manager meetings already with job positions that are not receiving a lot of feedback or anticipating changes. Within a week the job title library should hopefully be updated, and UWS should be starting those conversations in March. Once UWS is ready for those employee/manager meetings, Cory will do a training with each department as to what to expect in those meetings, then a week later the 1:1 meetings with employees will be scheduled.
 - Communication will be going out to campus within a week or so with general project updates and the new timeline information.
 - The appeals process for mapped titles should start in May. Senate will begin discussing what that appeals team should look like to get that finalized by early April.
 - There is still not a timeline for when the progression policy will be looked at further.
- Academic Staff Employee Evaluations
 - Currently the employee evaluations are reviewed based on the academic calendar/fiscal year, and employees who are new to UWS within 1-2 years have a different timeframe for review. Discussion on pros/cons to moving the review to a calendar year cycle:
 - Pros:
 - Reviews would be done January-March when everyone should be on campus (unlike an academic year review that should be done from July-September).
 - The performance evaluations would be done at the same time for everyone, allowing for easier tracking.
 - HR would have an easier time compiling the reviews when checking for things such as pay plan increases.
 - Cons:

- Instructional staff would be reviewing two different academic years during their performance review.
- Goal setting could be a challenge across multiple academic years.
- If moving to a calendar year review, the few performance evaluations that have already been received would most likely still be accepted, though those employees/supervisors would be given the option to review/add to the evaluations. Everyone else would need to do a review for the calendar year and complete their reviews by March 2020.
- Motion to move the academic staff performance evaluation period from the academic year to the calendar year for the 2019 performance review cycle (Jon/Katelyn). Motion passed unanimously.
- Moving forward, HR would like to move the performance evaluations to an electronic system where the evaluations can be sent back and forth and revised electronically without needing to use physical forms. This electronic system could also allow for IAS and other AS to potentially have different timeframes for their evaluations (e.g. ISA using the academic year vs. AS using the calendar year). There was discussion about reviewing the performance evaluation itself before moving it to an electronic version.
- HR is looking to use BP Logics to allow more things to run electronically such as performance evaluations, contract overloads, etc. in order to make those processes more efficient.
- Promotion and Title Change Policy
 - Currently the language in the policy is limiting to staff who are paid bi-weekly. Motion to change the promotion and title change policy from “granted requests will become effective the first of the following month” to “granted requests will become effective the next pay period.” (Katelyn/Emily). Motion passed unanimously.

Chair’s Report (Mike)

- No updates

Sub-Committee Updates

- Professional Development Committee
 - Professional Development Day: One speaker is already booked, and the committee is still working on getting additional speakers, finalizing catering, and possibly getting a book for the constituency. Tubing will not be an option as neither tubing location is open on PDD, but the committee is looking into bowling as an alternative at this point.
 - The call for grant proposals will go out around the beginning of March.
- Communication Committee
 - The Academic Staff Social is scheduled for February 20th at Shorty’s Pizza beginning at 5pm. The Alumni Association generously sponsored another \$100 this year for the social.
 - The spring election email is drafted and will be sent out to the constituency before Feb 20th to encourage people to come to the social and talk more about what senate is all about. A separate email will be drafted for instructional academic staff to encourage them to run in this year’s election. We currently do not have any IAS representation on senate.
- Personnel Committee
 - No Updates

Adjourned: 3:16pm (Jon/Katelyn)

Next Meeting: Monday, March 9, 2020; 2:00-3:50pm

Motions/Votes Passed:

- Motion to move the academic staff performance evaluation period from the academic year to the calendar year for the 2019 performance review cycle (Jon/Katelyn).

- Motion to change the Promotion and Title Change Policy language from “granted requests will become effective the first of the following month” to “granted requests will become effective the next pay period.” (Katelyn/Emily).

Notes submitted by Kristen