

## **Academic Staff Senate Meeting**

Tuesday, March 26, 2019 1:00pm-3:00pm

Present: Janie C., Emily R., Mike B., Rob W., Monte S., Zach O., Jon D., Kristen J.

Absent: Amy M.

Guests: None

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Call to Order: 1:01pm

Revision to Agenda: None

Approval of Minutes: (Jon/Mike)

Revision to Minutes: None

### **Chair Report (Janie)**

- A cabinet meeting was held on March 6<sup>th</sup>. Janie informed the cabinet about the volunteer day that AS Senate is doing, and they are excited about it and would eventually like to see that expanded and to include more people. Cabinet would like to see supervisors approving more of these requests to get more employees volunteering.
- An issue was brought forward about the performance evaluations for Instructional staff. There was discussion about needing to change the evaluation process to better meet the needs of the instructional staff.
- Mark Graves from the University Staff Senate previously offered a 4 Lenses workshop for university staff, and he wants to do another presentation in the fall and expand it for academic staff and others on campus. Mark is certified in this training through the military and, with a friend, they would be able to give another presentation to an additional group.

### **System Rep Report (Rob)**

- Title and total Compensation Project
  - Questions were asked about the timeline for implementation. It was shared that the timeline is not the biggest concern, but rather the quality of the results is the main goal. They might need to take extra time on the project to make sure that everything is right. In late September they are expecting the standard job titles and descriptions (SJDs) to come out. The benefits preference survey does not currently have a set timeline for implementation.
  - Appeals system: They are going to develop some sort of appeals process applicable to all institutions for those people who do not feel like their assigned job title is appropriate, yet each campus would be able to handle the appeals process differently. There was discussion about this and question as to why the process isn't standardized across all campuses.
  - There was discussion about what roles will each of the groups on the joint governance council will have.
  - The decisions about the SJDs will be communicated through the joint governance council meetings or through a general input process
  - Nearly 18,000 responses were collected in the benefits preferences survey
  - Project resources and contacts are listed on the project website on the UW System page for those looking for more information.
- A discussion came up at the system meeting about concerns from a constituent being brought forward and an AS Senate chair feeling that their job was threatened to not be renewed by administration because they were providing support/service to the constituent member that the administrator did not agree with.
  - Our AS Senate discussed if we want to address these concerns in the By Laws to have a common understanding of how our actions and decisions in senate can impact our jobs.

### **Sub-Committee Updates**

- Professional Development Committee

- Grant applications are due Tuesday April 16<sup>th</sup>. The committee will review the applications on April 17<sup>th</sup> and then the AS Senate will review the recommendation during the scheduled meeting on April 22<sup>nd</sup>. As of now, only one application has been submitted. Questions from the constituents can be sent to the committee email, if needed.
- Communications Committee
  - The spring election is currently underway. So far there are two applications that have been submitted. In our next newsletter, we will add a voting system so constituents can reply as to whether or not they are finding the newsletter information helpful or not. We will also add the newsletters to the senate website so they are easily accessible.
- Personnel Committee
  - Title Change and Promotion
    - The policy and forms are being reviewed for clarification, and then they will be reviewed by HR and Jerel Benton before being brought to the senate for final approval. The committee is looking to clarify information, make all the documents consistent, reorganize items to make things more clear, make the policy instructions and appeals forms consistent, etc. There was discussion about making the process of promotions/title changes more transparent as well as the appeals process. The HR director will be checking with other directors in the system to see how they handle these processes and how they are able to provide transparency. Discussion.

#### **Old Business**

- Community Service
  - AS Senate is scheduled for April 15<sup>th</sup> at Northern Lakes Food Bank
  - Documentation submitted to supervisors for volunteer approval
- SharePoint
  - Discussion about how the tool should be used and what changes need to be made to the website

#### **New Business**

- Instructional Academic Staff performance review process
  - Currently the review process looks different depending on which department the employee is housed under. Moving forward, we would like to get a committee with instructional staff representatives to look at revising the performance evaluation process.

Adjourned: 2:40pm (Rob/Jon)

Next Meeting: Monday, April 22, 2019 1:00pm-3:00pm

Notes submitted by Kristen