

Academic Staff Senate Meeting

Tuesday, May 21, 2019 1:00pm-3:00pm

Present: Janie C., Emily R., Monte S., Zach O., Amy M., Mike B., Kristen J.

Absent: Rob W., Jon D.

Guests: Harry A., Jackie W., Cory K., Angie K., Katelyn B., Taylor W

Call to Order: 12:58pm

Revision to Agenda: None

Approval of Minutes: (Mike/Monte)

Revision to Minutes: None

Strategic Planning Core Team Update (Harry Anderson)

- An Instructional staff member, Scott Smith, has volunteered to sit on the planning team. There was a motion to approve for Scott to fill the open seat on SPCT (Mike/Monte). Motion passed unanimously.
- Any ideas for how to get people involved in the decisions related to SPCT are to be emailed to Harry Anderson directly. There was a suggestion to have some meetings closed to administration to allow for others to feel more comfortable in bringing ideas forward and to promote more open conversations.
- Keeling & Associates will be on campus during opening week. They will be doing phone interviews over the summer with SPCT to determine the areas that need to be addressed in the strategic plan as well as the people who they need to connect with in order to learn more. There will also be both an idea wall and a survey to encourage input from members of campus. Keeling & Associates will then come up with themes before their second campus visit in November where they will present the themes to the group.

Provost Report (Jackie Weissenburger)

- SPCT is having open meetings throughout the planning stages, and the agenda will be published ahead of time (though decisions might be made in closed sessions). Everyone is encouraged to give feedback/input to the project.
- Maria Cuzzo was named the Interim Provost and Vice Chancellor for Academic Affairs, effective July 1. Nick Danz was named as the Dean of Academic Affairs and Graduate Studies, effective July 1.
- The next Board of Regents meeting is coming up in June.
- The Faculty and Staff Recognition Program went well, and there was good attendance and positive feedback from the people who attended the event.

Chair Report (Janie)

- There was a Chancellor's Cabinet meeting with discussion about opening week events and the EAB project that is moving forward. There is also talk about various groups still pushing forward for a smoke-free campus.

Sub-Committee Updates

- Professional Development Committee
 - Awards were finalized for the grant recipients, and the committee is still looking to add some priority guidelines to make the award decisions easier in the future (this would be especially helpful in a situation with more submissions and/or not as much grant money available). The committee wants to continue to advocate for more funding for the professional development grants for Academic Staff, especially knowing that groups such as Faculty Senate are given more grant funding for a smaller constituency. A request has already gone out to the Provost in this regard, but there has not yet been a response.

- Moving forward, the committee wants to continue to talk about ways to keep up morale on campus as well as potentially do some sort of a wellness program on campus. There are also thoughts of putting together a calendar of events so the constituency clearly knows important events and deadlines. The committee would also like to work on promoting the tuition assistance fund further. These items will be looked at further in the upcoming 2019-2020 academic year. Note that the email distribution list for the grant will also need to be updated with the new members when the committees are finalized.
- Communications Committee
 - The spring newsletter was just sent out to the constituency with updates from the senate.
 - Some things the committee would like to revisit moving forward into the next academic year is the frequency of the newsletter and what should be included in it, new ideas for socials or other activities with the senate, and how to keep the constituency informed throughout the academic year.
- Personnel Committee
 - Projects in progress:
 - The committee is working on revamping the performance evaluation forms so they are an appropriate fit for both instructional academic staff and non-instructional academic staff. The original goal was to have this completed by fall 2019, but due to the large lift of the project this date will need to be pushed back. It was suggested to put together a subgroup in order to get input from both instructional and non-instructional academic staff to make sure that the final product is relevant to both groups.
 - Promotion and title change policies and forms are being reviewed and updated, and there is a hope to complete that project within the next couple of months. It would then be presented to the senate and then passed to the Chancellor's Cabinet and HR to get the final approvals. The senate might be pulled together over the summer in order to review this and get a vote.
 - The DMC discussion and charge had been tabled, but is something to be re-looked at.
 - Projects to begin:
 - The call for committee memberships will be sent out in the fall. This will be organized by the Provost Office and then sent out to the constituency so everyone can view the open seats that are available.
 - The rollout of the Title and Total Compensation project is upcoming, and that might impact the current title change/promotion process that is in place. The senate will need to work to stay on top of the rollout in order to figure out how to proceed with updating the title change/promotion process.
 - Senate should review and update the UW-Superior Unclassified Staff Handbook in Chapter 4, Section 4.2. There was a recommendation to create a subgroup to look at the policy and then bring it forward to the senate to identify any gaps and to make needed changes.

Other Updates:

- CAP committee: There is discussion about how to reach out to the community to get them more involved in what's happening on campus as well as how to promote what the committee is doing.
- Crownhart Hall is going to be rented in out the spring of 2020 to a construction company in order to utilize the extra housing space and earn some revenue for Residence Life. This means that students who are in Crownhart Hall for the fall will be moved out around Christmas time down to Ross-Hawkes Hall. Below are some of the questions/concerns voiced by students as well as questions/concerns noted by the senate in regard to this change. The senate also voiced strong concerns about the transparency of this project.
 - Are students going to need to pay more tuition at Ross-Hawkes in the spring after they move?
 - How are students physically going to relocate (U-Haul's, move in crew, etc.)?
 - What did the housing contract look like that students signed for the 2019-2020 year?
 - Who is going to oversee Crownhart (is there going to be a building manager)?
 - Who will be responsible for cleaning/maintenance of Crownhart?

- Will there be an uptick in usage of services on campus such as dining and MWC memberships?
- Is the company going to be paying for parking permits?
- Will there be large construction vehicles in the Crownhart lot?
- Will this group be overseen by Campus Safety?
- What policies will the company be expected to adhere to as far as smoking, alcohol, substance use?
- What extent of control will campus have over them?
- If there are any issues with people from the company, will that go into the annual campus safety reports?
- What kind of image will this present to the community and prospective students and their families?
- How are the safety concerns going to be addressed of having this company in such close proximity to the students?

HR Updates (Cory Kempf)

- Promotion/Title Change Update
 - Cory has collected feedback on how the titling and promotion process works at other UW schools. A spreadsheet was provided depicting when employees at each school can apply for a title change/promotion, who reviews the applications once they are submitted (what people/committees), what items are required with the application, and how the promotion impacts the employee's salary.
 - The other UW schools are not planning to update or change anything with their title change/promotion processes until the TTC project has been completed.
 - An audit was just done at the system level, and there will be a push to move all performance evaluations to a calendar year review rather than at the fiscal year. An electronic performance evaluation tool will be mandated for all schools to use moving forward, but the actual process and implementation will be up to the individual schools. There will be multiple templates for different populations of people on campus to allow for a separate evaluation such as instructional staff versus non-instructional staff. This should be in place early next year.
- Title and Total Compensation Project
 - By the end of May, the adjustments to the final job descriptions will be made. By December 3, the job descriptions should be released for everyone at the universities to see. From there, the job descriptions will be reviewed and mapped to each individual employee at UWS in one-on-one meetings with their supervisor. As a smaller school, we are looking to have more active dialogue on the front-end of the re-titling process rather than dealing with a large number of appeals after new titles are assigned. Even so, there still will still be an appeals process for employees who feel their title does not fit their position or if it needs to be re-mapped.
 - The new job descriptions will be made up of 4-8 bullets of duties that should encompass about 80% of the employee's job. The other 20% can either be identified or quantified through performance evaluation task lists and other communication from supervisor. There will be consistent rules across the system for how exactly this will look.
 - There is no compensation tied to this initial TTC process. There will not be any money added or subtracted due to a title change at this point, but data will be collected. Phase two of the project would be when the salary/income issue will be addressed based on comparisons of other schools. There is still discussion about whether or not a working title/business title will be used.
- Pay Plan
 - The 2% + 2% pay plan proposal has been submitted along with the UWS institutional pay plan guidelines. We are still waiting to hear back about approvals. If it is approved, this pay plan would be a January 1, 2020 and January 1, 2021 implementation.
 - There was discussion as to how the pay plan would impact employees who get a promotion/title change once the pay plan is set.

New Business

- Welcome New Senators
 - Angie Kappes
 - Katelyn Baumann
 - Taylor Walkky-Byington
- Elect 2019-2020 AS Senate Chair and Secretary
 - Michael Buncher was voted in as Academic Staff Senate chair (Zach/Kristen); the vote passed unanimously and Mike has accepted.
 - Kristen Jasperson was voted to remain as secretary (Mike/Monte); the vote passed unanimously and Kristen has accepted.
 - Rob Waksdahl was nominated to remain on as UW System Rep for one year (Zach/Monte); the vote passed unanimously and Rob has accepted.

Adjourned: 2:47pm (Mike/Kristen)

Next Meeting: TBD

Motions/Votes Passed:

Motion to approve for Scott to fill the open seat on SPCT (Mike/Monte).

Michael Buncher was voted in as Academic Staff Senate chair (Zach/Kristen).

Kristen Jasperson was voted to remain as secretary (Mike/Monte).

Rob Waksdahl was nominated to remain on as UW System Rep for one year (Zach/Monte).

Notes submitted by Kristen