

Academic Staff Senate Meeting

Tuesday, November 13, 2018 1:30pm-3:30pm

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

Absent: Zach O.

Guests: Nick Donahue, Jenice Meyer, Steve Marshall, Miranda Sve

Call to Order: 1:31pm

Revision to Agenda: None

Approval of Minutes: (Amy/Monte)

Revision to Minutes: None

System Rep Report (Rob)

- Academic staff rep chair was absent at the last meeting, so the role of governance discussion was tabled.
- Total title compensation project updates
 - System has identified job families that are assigned to each campus for review
 - Surveys will be going out asking employees which benefits are important to them and which ones they think should be offered. As a senate, we can encourage the constituency to complete the surveys and provide feedback. The surveys will be distributed broadly to the campus through the system, rather than distributed through the senate directly. If someone does not feel like they are placed into the appropriate job family, there will be an appeals process.
 - The two-year branch campuses have concerns about whether or not their jobs will remain on the host campus or not since there are already other people on the four year campuses holding the same positions.
 - Shared Services Initiative: There is a consumer council that will evaluate which services fit into the shared services model. Our campus will be able to provide feedback through shared governance. Areas of procurement, IT and HR service areas will be reviewed for potential shared services.

Sub-Committee and Questions

- Professional Development Committee
 - The distribution list has been tested and is ready to be used for academic staff grant applications.
- Communications Committee
 - Election was completed and Jon Dyess has joined the Academic Staff Senate.
 - Newsletter: Updates from each subcommittee should be sent to Mike by November 20th so the committee can get a newsletter sent out. Committees should also include a 1-2 sentence description of the purpose/goals of their subcommittee. Ideas for the fall newsletter include the following topics:
 - Promote Turkey Trot for a fall event
 - Promotion and Title Change session dates
 - CAP feedback needed by November 30th
- Personnel Committee
 - The website is now updated to match the HR website. Forms and policies are all updated, current, and consistent between both the senate and HR pages on the website.
 - Performance Evaluation form: The form will be reviewed by the committee along with the survey results from the spring in order to come up with any changes that should be made. The timeline for review and updates will be pushed back slightly to make sure that the review process is thorough.

Old Business

- Wellness Turkey Trot update (Nick Donahue)

- Faculty and staff across campus can walk for free at the MWC on Mondays, Wednesdays, and Fridays from noon-1:00pm. Every 5k completed by a faculty/staff member will put their name in a drawing for a free membership to the MWC for the spring semester (or the membership can roll over into the next year if they already have a current annual membership). Nick is going to double check with Jeff Kahler to make sure the membership giveaway is approved. There will be a record sheet at the front desk of the MWC to log the distance walked for each person. This program will run from Nov 19 - Dec 19th. HHP classes are aware that staff will be using the track. If there is a lot of faculty/staff participation, Nick and KP can look at opening up the schedule to five days a week instead.
- DMC report (Monte)
 - An inquiry will first be made with the Chancellor's Cabinet to see if there is funding available and if the approach is feasible before moving forward.
- Share Point shared senate folder (Emily)
 - Share Point is a shared folder system that would allow all senators to access information loaded into the drive at any point. This system would help to keep all documents and resources in one place for future senators to access so previous work is not being repeated. It is easy to change permissions and to add or delete members as they move through the senate, which would make for an easy way to keep the lists current. Multiple people can edit documents at the same time similar to Google Docs.
 - Demonstration from Emily
 - IT will be asked to give the group a training session of how to use the site at the December meeting.
- Update AS website
 - Information is up to date with current senators and meeting minutes/agendas.
 - The By Laws page needs to be updated on the website from a draft to a final revised copy (communications committee).

New Business

- Promotion/title change training schedule
 - Janie will send out some dates on our calendars for those training days. These sessions will be to help the constituency to understand the process and the documents needed in order to apply for a promotion or title change. Janie, Emily, and Kristen will help with the trainings, but all senators are welcome and encouraged to attend.
- Civic Action Plan Committee representative (Jenice Meyer)
 - The CAP committee has been working on creating some goals/direction for the campus for roughly the past six months. The CAP will serve as a guide with goals and action steps as to how the university is meeting our current mission and vision. Currently, the goals of the CAP are being distributed across campus to get feedback, make sure that the CAP reflects the right direction for campus, and to see if there is anything missing or any changes that need to be made to the plan. January will be the launch for the CAP to be finalized and for the plan to commence. The focus of the plan is on community engagement across campus.
 - An operational plan will be coming at a later time with the specifics in how the goals will be carried out.
 - A final draft of the CAP will be presented in December for the senate to review, discuss, and vote on.
 - The feedback survey is open until the November 30th.
- Title Total Compensation project (HR – Steve and Miranda)
 - UW-Superior has been assigned to the arts job family. The title and total compensation committee (Mark, Jeff, Terry, Steve, Emily, Janie, and Miranda) will be doing the job family review. There will be an appeals process, so anyone who will be impacted by the title changes can sit down with HR to review the PD, new title, and why the changes are being made. If the staff member does not agree with it, HR will work with them to figure out what the best fit is for that individual (HR does not anticipate this happening a lot). Typically the position title that people will fall into is what a person in this position would mainly be hired for if the position were vacant. It will most likely be about a year until this project

gets fully rolled out. System is trying to keep the timeline updated on the system website, and there are FAQs available on the page as well. We will be hearing more about the standard job descriptions within about 6 months, and Miranda and Lauren in HR will be our go-to people for questions.

- The benefits preference survey will be released by system the week after Thanksgiving to every employee across all campuses, and there will be plenty of time to give feedback. Overall there is a lot of buy-in and support across the UW campuses for this project. No one will go backwards in their compensation as a result of a title change.
- There should be updates available in late February/early March once the job families have all been reviewed and the benefits survey results are compiled. HR will be able to give the senate an update at that time.

Adjourned: 3:00pm (Monte/Kristen)

Next Meeting: Wednesday, December 19, 2018 12:30pm-2:30pm

Notes submitted by Kristen