

Academic Staff Senate Meeting

Friday, October 26, 2018 10:00am-12:00pm

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

Absent: Emily R.

Guests: Molly

Call to Order: 10:03am

Revision to Agenda: Add Rep Report

Approval of Minutes: (Monte/Mike)

Revision to Minutes: Correction noted in the System Rep Report, bullet 3

Report from Provost

- Academic initiatives: Working to identify external funds/support for campus. They are not looking to reinstate the suspended programs, but rather create new initiatives.
 - Plan to move forward with a civic action program
 - Applied Freshwater studies
 - Milwaukee launched Freshwater Sciences, which is funded by a \$20 million grant from the legislature used to support fresh water initiatives on campuses; UWS requested for \$1 million to be used on our campus.
 - We are using our location to capitalize on the initiative which will focus on Lake Superior, LSRI, and the estuary.
 - Looking into a grant to support curricular development. There is interested in creating a 4 credit First Year Seminar course where student would learn about citizenship/community. The administration is looking to pull a small group of students together first to see if there is any interest before moving it forward to a higher level. This initiative would require faculty buy in.
 - This class would look to fulfill the need for a unified experience within the freshman class, teaching them how to navigate the university and college life.
 - These FYS courses would all meet at a specific time to allow for larger seminar presentations and group lectures with the entire cohort when needed (the course would bring people from the community in to give presentations to the classes). The courses would each be headed by a faculty member with the hope of staff support to help supplement the teaching and provide multiple perspectives within the liberal arts framework.
 - A lot of time is spent on transfer students and their course equivalencies. There is the thought that math, writing, and science from another institution should be a part of a core curriculum that could transfer in as a whole, and then more courses could be developed that would be able to cover multiple liberal arts disciplines. This would encourage students to make those interdisciplinary connections.
 - Online electronic resources initiative: The campus is looking for ways to make textbooks and course materials more readily available to students electronically to cut down on the cost of textbooks and to make the resources more accessible to more students. The library and CETL will lead the initiative, and a director of the library and digital strategies will be hired. CETL will be relocated over to the library and other digital strategies programs will be lead from the library as well. This will hopefully be approved as part of the new 2020 strategic plan.

System Rep Report (Rob)

- Shared Governance Guidelines and Process document (includes personnel and academic policies)
 - University staff is not currently included in the document.

- Ray Cross wants the document to be modernized, and the academic staff reps will talk about it further at the November meeting about the direction that they would like to see it go. This will determine what the overarching system policy will look like. The ideas of how system administration is worked with will be addressed.
- Our UWS governance groups will be able to provide feedback to the reps before it is submitted to Ray Cross' team for final review and implementation. This can either be done within our senate and/or it can be passed along to our constituents for review. Rob will inquire to see how other campuses plan to distribute the document.

Chair Report (Janie)

- Legal rep came to campus to talk about an ethics training (in regards to recruitment, ethical practices, etc.)
 - Reference checks
 - If we are called on as a reference, we are allowed to provide more information that just dates employed (ex. tasks performed, how a person interacted with others, etc.) or decline.
 - Blind references are okay, but we should keep in mind where we are at in the hiring process (finalists versus on campus interviews).
 - We do not need to do reference checks for everyone who has been interviewed face to face, only the people who we want to make a possible offer to. Three reference checks need to be done per candidate, but that can be any combination of listed and unlisted references as long as it is consistent between all of the candidates.
 - We do not advertise salary amounts in the initial job posting, but the salary range information is included in the acknowledgement letter candidates received. We are allowed to relay that information to the candidates during the interview process.
 - Some of the forms have now been removed from the search and screen process. The forms have been replaced with a matrix in order to certify the pool based on the codes that have been selected.
 - A lean processing meeting took place to look at how to clean up the forms and streamline the process. These new tools will be implemented as we move forward.
 - UW Shared Services: The system is looking to standardize business practices including hiring and recruiting practices. These will be looked at for consistency, whether or not if policy is needed, etc.

Sub-Committee and Questions

- Professional Development Committee
 - Previously grant applications went to the main provost office email. The subcommittee wants more involvement in the process to make sure that no applications are missed. They created a distribution list (asgrants@uwsuper.edu) that is for all academic staff development grant applications. Amy, Jennifer, Zach, and Monte will be on the list to ensure that no one is missed in the process before they review applications. There was a partial grant that was not used that will rollover back into the fund. The next call for professional development grant applications will go out in the spring.
 - Tuition reimbursement reminder information will be sent out to the constituency.
- Communications Committee
 - The election for the open senate seat is in progress with two candidates on the ballot. There are 58 votes in to date. Follow up emails are scheduled to remind those who have not done so to vote. The communications committee will draft up an email to be sent to the winner and the candidate who is not selected. Those drafts will be sent to the Senate Chair for disbursement next week.
 - Newsletter: If there are updates the group would like to add to the newsletter, send them along
- Personnel Committee
 - Top priorities: Promotion and title change process – email is drafted with the call that needs to be submitted next week. Performance evaluations – Feedback from the constituency will be reviewed for possible changes and a updates will be made and hopefully approved to be implemented in fall 2019.

Old Business

- Topics for Human Resource Rep
 - We still want to address these issues with HR down the road, though the discussion is put on hold now with the staffing situation. We would like to get more consistent communication with HR and the following issues are to be addressed:
 - Notifications after employee reclassifications are made
 - Notifications when new hires are made
 - HR updates about title and total compensation changes
 - Follow up from the HR survey – summary of the results and share with campus to get clarity from survey results and what actions came from it
 - Notifications when new hires are up for promotion
 - Go-to person in HR for Performance Evals and Promotion and Title Change questions
 - Other request: Annual HR update with constituency participation at various events so we can see who/how many people in the constituency are getting involved
 - New hire onboarding process – feedback on the HR new hire letter to make it look as appealing and informative as possible. Senate could have their own resources and checklists for the new hires to welcome them. New business for next meeting: discussion about onboarding process
 - Succession planning and thinking ahead: discussion about career progression, career paths, promotions/growth, etc. Help to combat high turnover rates.
- DMC – tabled from May 2018 (Monte)
 - Discretionary Merit Compensation policy; Monte created a draft for governance groups to receive monetary compensation. We need to check to see if there are funds for DMC – Janie will bring it to the next cabinet meeting and report back at next meeting.

New Business

- One Drive
 - Personnel committee created a One Drive folder for them to store shared documents, so when there is turnover the new person will have access to all of the documents and information that were worked on previously. We would like to set up a drive for the senate as well; Emily will do a 15-20 minute presentation/demo at the next meeting.
 - Academic Staff Promotion/Title Change Application and Policies and Procedures document
 - Cleaned up the documents to make sure that the wording is consistent throughout
 - Made the language in all the sections consistent with each other
 - Fixed general formatting issues
 - Motion to approve the consistency changes to the Promotion and Title Change Application and the Policies and Procedures documents - specifically Appendix A (Janie/Monte). Approved.
 - Table: TEI and position comparison summary process under the Hayes Hill Title
- Wellness sub-committee – promote MWC/activities
 - Discussed ideas of how to promote wellness and community over the winter months. Janie will talk with KP and Nick about some more ideas.

Adjourned: 12:00 (Kristen/Amy)

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

Voted on: Changes to Promotion and Title Change Application/Policies and Procedures documents

Results: Passes

Notes submitted by Kristen