
2016-2017 ACADEMIC STAFF ASSEMBLY
AGENDA
12:00PM - 1:30 PM ON MARCH 29, 2017
UC 264

1. Urgent/Priority Business

- a. Review of February 22, 2017 Minutes
- b. Ratification of Instructional Academic Staff Promotions (Fragola)
- c. Ratification of Academic Staff Excellence Award Recipients (Fragola)
- d. ASA Election Nominations (Fragola)

2. Chair's Report

3. Vice-Chair's Report

- a. Title and Total Compensation Study Update

4. Search Updates

- a. Chief Diversity Officer (Fragola)
- b. Vice Chancellor for Administrative Affairs (Weber)
- c. Athletic Director (Tumbarello)

5. Academic Staff Committee Reports

- a. Awards
- b. Economic Issues
- c. Elections
- d. Government
- e. Instructional Promotions
- f. Organization
- g. Professional Development
- h. Review
- i. Rewards and Recognition
- j. Title Appeals
- k. Titling

6. Updates/Announcements/Other Business

**2016-2017 ACADEMIC STAFF ASSEMBLY
MINUTES
12:00PM - 1:30PM ON FEBRUARY 22, 2017, UC-264**

PRESENT: Deborah Bowen, Michael Flanagan, Patty Fragola, Nadine Kriska, Huckleberry Rahr, Carmen Rivers, Terry Tumbarello, JP Villavicencio, Curt Weber, Abbie Windsor

GUESTS: Sheila Hayden, Becky Mueller

EXCUSED: Valerie Vargas, Annie Weberpal

1) Urgent/Priority Business

- a) **Review of January 25, 2017 Minutes:** The minutes of January 25, 2017 were unanimously approved on a motion from Weber (Kriska, second).
- b) **Academic Plan Update:** Kriska discussed the updated Academic Plan and copies were distributed to the assembly members. The Academic Plan is supposed to guide the development of the Master Plan to base campus construction on student enrollment, but in this case the Master Plan was done first. The Board of Regents is requesting an Academic Plan outlining where the campus stands now in terms of programming and enrollment and projects enrollment for several years. There is some concern regarding programming that it might be canceled if it is not innovative enough. There is also concern that there is insufficient representation on the committee, although more faculty have been added and David Travis is now serving as co-chair. The original academic plan had substantially more demographic information included, but the information has been condensed, and effort has been made to draft it as a flexible, "living document." The new Academic Plan is applicable through 2025 and supports a potential enrollment of 14,000 students. The plan incorporates LEAP initiatives, essential learning outcomes, and stresses interdisciplinary cooperation. When a new program or program revision is requested, the plan will give the Regents an idea of why the changes are being requested. Rahr inquired if there has been discussion regarding classroom availability, as growth without resources is a potential problem. Kriska replied that the Strategic/Master Plan covers spatial resources, and it was not addressed in the academic plan. Windsor asked if the plan addresses programs that should be phased out or tailored to address the LEAP changes. Kriska noted that the plan is open-ended, and it is up to the colleges to evaluate programs and make changes based on input from the departments. The new plan has been sent to the Chairs who are responsible for distributing it to their departments. David Travis is coordinating the final edits, and committee members will periodically review and update the plan.

2) Academic Staff Representatives Council Report:

- a) Fragola reported that the ASCR meeting was focused primarily on the budget.
- b) There was discussion/confusion regarding self-insurance. Domestic partnerships are not included in the self-insurance plan, nor are transgender surgeries.
- c) The 2/2 pay plan is still on the table; it may or may not be approved, and it may or may not be funded.
- d) Students will have to opt-in to paying segregated fees. This is very problematic for student organizations, including Whitewater Student Government. Fragola asked if Assembly should reach out to WSG, and Tumbarello indicated that WSG is voting on a resolution next week to denounce the plan. They have been asked by the Chancellor to provide her with a list of potential consequences. How do we keep students from using services if they opt-out of paying segregated fees? There is no implementation plan. Flanagan noted that the Crossman Gallery would be out of business without segregated fees support. It will also be a budgeting nightmare, if the numbers of students opting out fluctuates.
- e) Fragola asked if Assembly would make a statement about the tuition issue. Tumbarello will draft something and focus on the potential impacts for academic staff.
- f) There was also discussion about the 3-Years-to-Degree plan; the mechanisms already exist, but how much will students actually use it?

- g) UW-System is keen to be assessed as a whole in regards to Performance Funding, but campuses may want to be acknowledged for their areas of excellence.
 - h) The primary contact for the Titling Study is the interim head of HR. Fragola will monitor the situation to ensure adequate communication between Study committee, campus and Academic Staff.
- 3) **Strategic Plan Feedback:** Please send any feedback regarding the proposed strategic plan to Fragola, answer online surveys, or attend meetings, etc. Some key performance indicators are included in the plan. Hayden indicated she would like to see performance indicators regarding enhancement of operational efficiency. She suggested pulling a team together to review the procedures for hiring academic staff. Tumbarello responded that some procedures are promoted as policy, but are actually Whitewater tradition. We are losing diverse candidates because of our hiring procedures. Fragola noted that one of SPBC's goals is to ensure sufficient representation to get the proposed initiatives implemented. Tumbarello asked how do you move theory to practice? The plan should include some discussion of implementation.
- 4) **Bylaws Task Force:** Fragola reported the Bylaws Task Force met last week and reviewed the bylaws for items that need clarification or revision to make them relevant and applicable. The Organization Committee has been changed to the Outreach Committee. Fragola will bring the proposed changes for review by the Assembly.
- 5) **Review of Elections Timeline/Notification:** The Elections Committee is James Castrillo and Tom Drucker. Valerie Vargas will replace Tracy Arneson-Baker as chair of the committee. The Elections Timeline and notification were unanimously approved on a motion from Tumbarello (Villavicencio, second). The nomination forms will be distributed on March 8. Under current bylaws, the Assembly can only have a certain number of representatives from one department. Fragola and Rivers asked members to encourage people to nominate colleagues or nominate themselves, especially those from unrepresented areas.
- 6) **Chair's Report:**
- a) Fragola reported the Search and Screen for the Chief Diversity Officer has four really good candidates. The first interview is next Friday. There will be an open forum
- 7) **Vice-Chair's Report:**
- a) Weber indicated the Search and Screen Committee for the Vice Chancellor for Administrative Affairs met with the external search firm. Their timeline does not necessarily coincide with Administration's. Weber will send the schedule to the Assembly.
- 8) **Academic Staff Committee Reports**
- a) Awards: There are 7 Academic Staff Excellence Award submissions. Fragola has contacted last year's non-instructional academic staff award winners regarding being the nominee for the Regents Award.
 - b) Economic Issues: The committee hasn't met. No report
 - c) Elections: See above.
 - d) Government: Flanagan reported Evan Goyke has accepted the invitation to speak to us.
 - e) Instructional Academic Staff Promotions: Promotion application reviews will be completed shortly.
 - f) Organization: See above.
 - g) Professional development: The Academic Staff Development Grant RFP will go out in April.
 - h) Review: No report.
 - i) Rewards and Recognition: Now that the Awards cycle is complete, the Rewards and Recognition cycle will get underway.
 - j) Title Appeals: No report.

- k) The Titling Committee has not met recently, but has received an email about an upcoming meeting and titling requests to be reviewed.

9) Updates/Announcements/Other Business

- a) Tumbarello noted there is no word on the Athletic Director search.
- b) Rivers attended the UC Meeting. The air handling system issue is settled. There will be renovations to Warhawk Alley, and it will be closing early on Sundays and potentially other days of the week. There will be no increase in fees to compensate for the cost of the new equipment. Dining services is up for bid and contenders include Arrowmark, Sodexo, and Chartwells. This summer is the 25th anniversary of Summer on the Mall.

The meeting was adjourned on a motion from Flanagan (Fragola, second) at 1:28 pm.

UNIVERSITY OF WISCONSIN SYSTEM TITLE AND TOTAL COMPENSATION STUDY

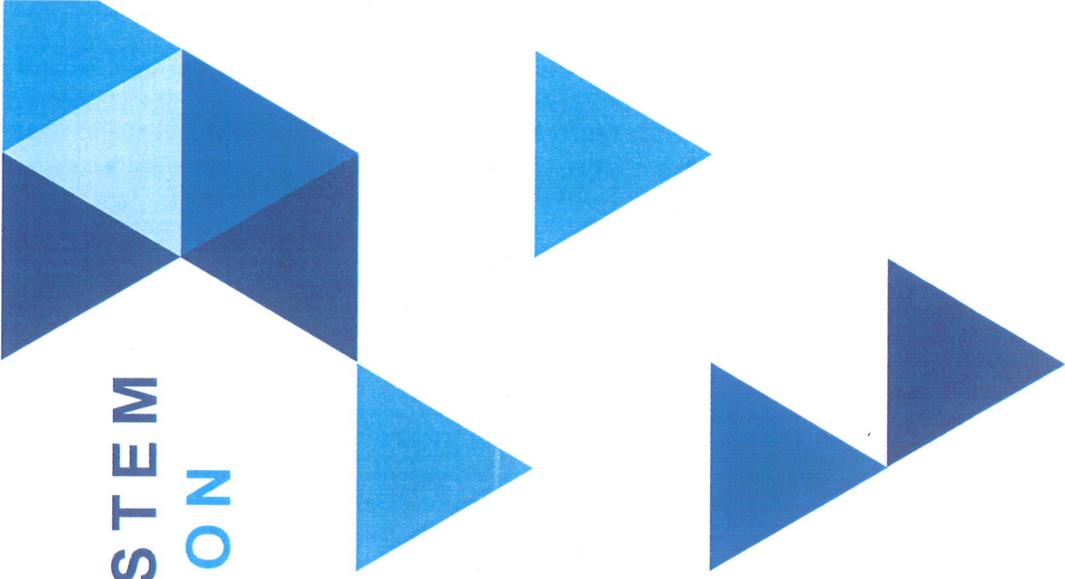
PRESENTATION TO THE ADVISORY COUNCIL

February 21, 2017

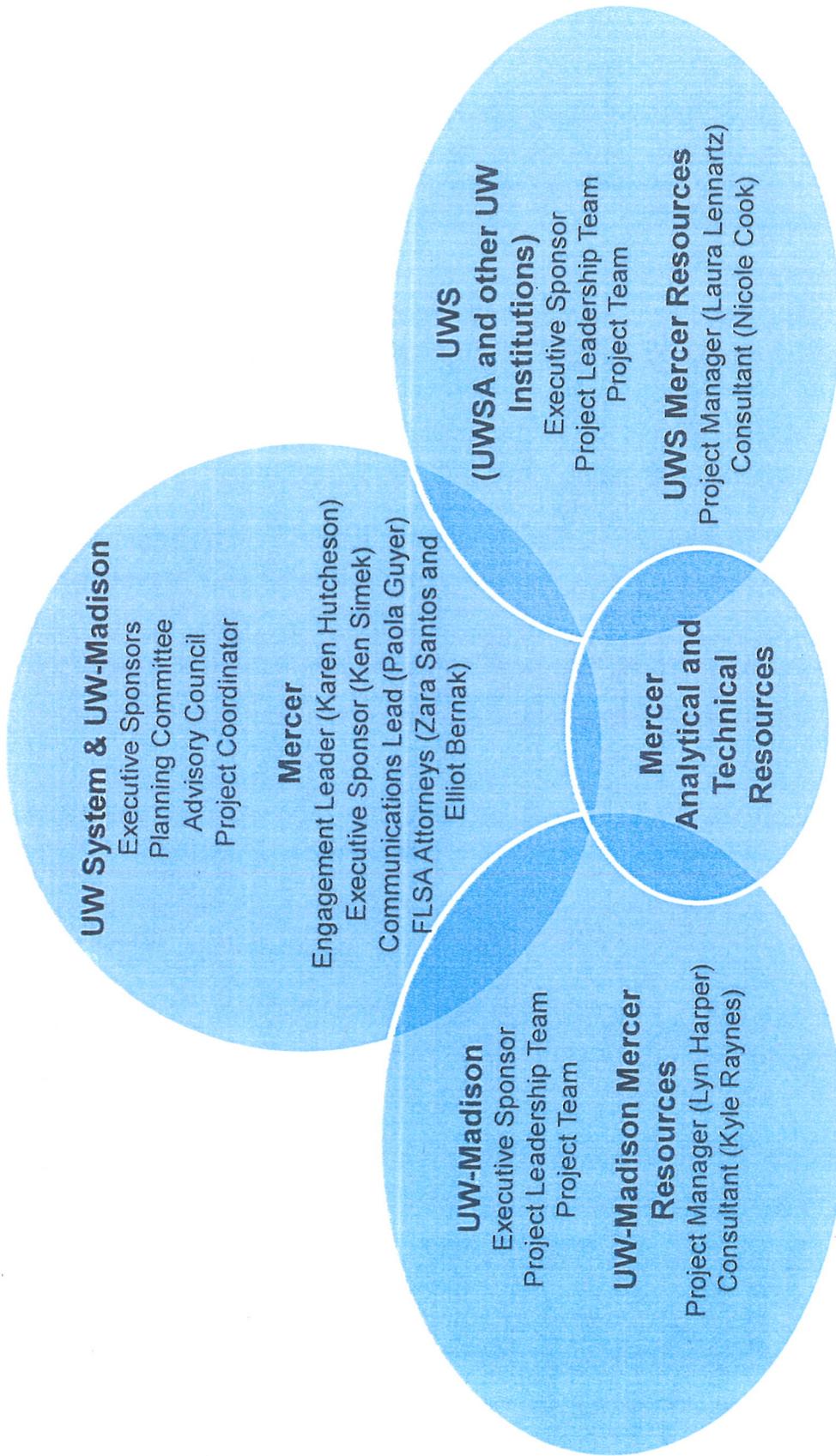
Karen Hutcheson
Partner, Philadelphia

Ken Simek
Partner, Chicago

Lyn Harper
Principal, Baltimore



PROJECT OVERSIGHT ROLES AND RESPONSIBILITIES



Karen Hutcheson is the Engagement Leader responsible for overall satisfaction and quality.

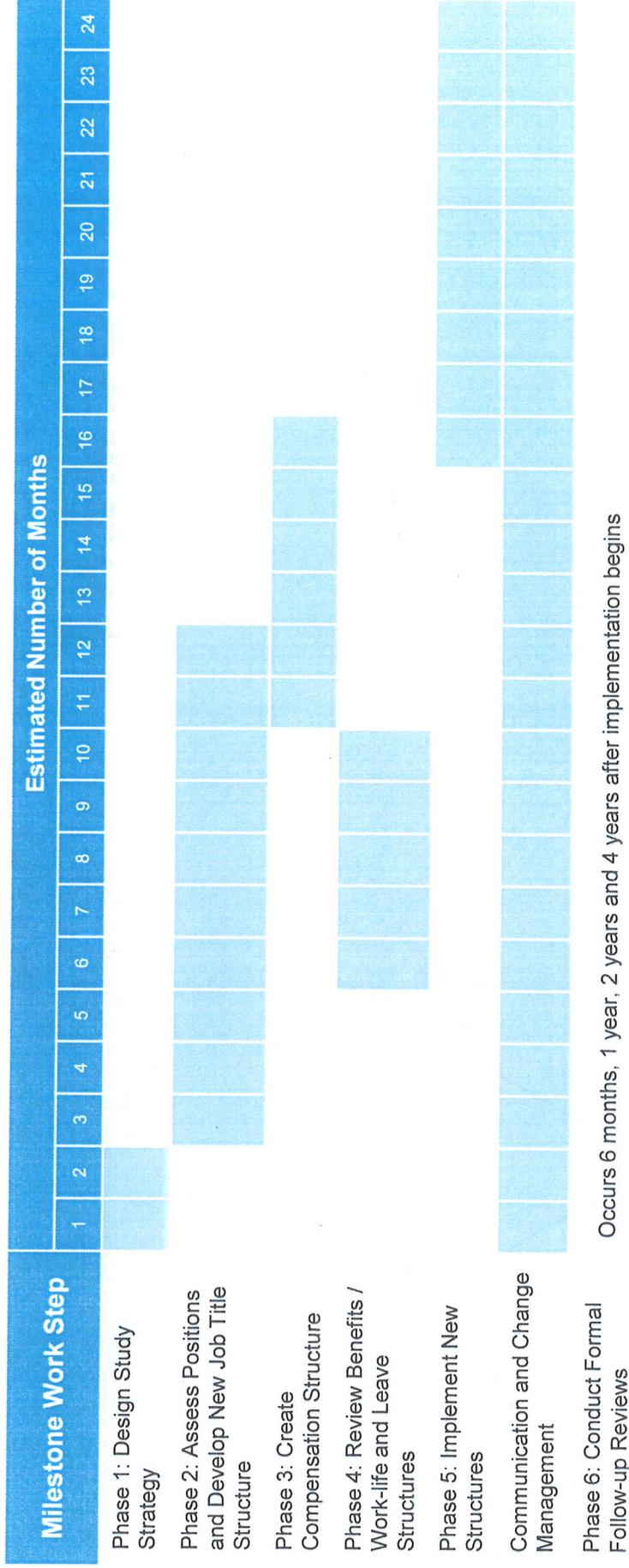
PROJECT OVERSIGHT MAJOR COMPONENTS OF THE PROJECT PLAN



- Review data
- Project plan
- Stakeholder interviews and focus groups
- Compensation philosophy guiding principles
- Preliminary communication and change management strategy
- Create/update job descriptions
- Job titling framework
- Map positions to the titling framework
- Review FLSA classifications
- Stakeholder briefings
- Analysis of compensation
- Salary structure
- Preliminary cost analysis
- Salary administration guidelines
- Stakeholder briefings
- Analysis of work/life and leave benefits
- Gap analysis and recommend solutions
- Presentation to stakeholders
- Finalize program based on stakeholder feedback
- Finalize communication and change strategy
- Deliver targeted communications
- Training for ongoing program administration

PROJECT OVERSIGHT 24-MONTH TIMELINE

- We will prepare a more detailed project plan, including regular check in calls, working sessions, etc. that will serve as the guiding document to ensure timely and efficient progress.
- Mercer will manage the project plan timeline and notify the System’s project team of potential risks to meeting critical deadlines.



PROJECT APPROACHES JOB TITLING

Develop System-wide Titles

- Specific to the System and market practices
- Relevant for greater clarity for staff
- Create common job titling nomenclature for job levels within each career path
- Standardized across the organization, regardless of position-type or speciality

Job Titles Should:

- ✓ Offer organizational meaning and administrative consistency
- ✓ Reflect placement within the framework
- ✓ Differentiate based on job content within a job family
- ✓ Avoid over-specialization where true differences in job content between jobs are difficult to identify

Job Titles Should Not:

- ✓ Allow titling of jobs on an ad-hoc basis
- ✓ Support multiple job titles for employees doing the same job
- ✓ Be influenced by the incumbents of the job
- ✓ Rely on hierarchical determinants such as number of years of experience or required education levels