
**2016-2017 ACADEMIC STAFF ASSEMBLY
MINUTES
12:00PM - 1:30PM ON NOVEMBER 9, 2016, UC-264**

PRESENT: Deborah Bowen, Mike Flanagan, Patty Fragola, Nadine Kriska, Huckleberry Rahr, Valerie Vargas, JP Villavicencio, Annie Weberpal, Abbie Windsor

GUESTS: Paige Reed

EXCUSED: Tracy Arneson-Baker, Sara Deschner, Carmen Rivers, Terry Tumbarello, Curt Weber

1. Urgent/Priority Business

- a. **Review of October 26, 2016 Minutes:** The minutes of October 26, 2016 were approved on a motion from Flanagan (Windsor, second). Bowen abstained.
- b. **Guest Speaker – Paige Reed:** Fragola welcomed Institutional Policy and Compliance Officer Paige Reed, asked for an overview of her role at the university and how Academic Staff Assembly can support her in that role. Reed is not functioning on campus as a regulator, auditor, or lawyer, but provides assistance and guidance in addressing changes in federal law.
 - She is evaluating Whitewater’s Title IX policies and procedures. In regards to Title IX, students were confused about their rights and the procedure for submitting a report; Reed got some of that information in place. Transparency is key; how do students find the information they need? Reed is working on creating a stronger web presence for that information, and is making sure we have strong policies that are being enforced. The UW-Whitewater sexual harassment policy is adequate, but other policies need definition under new regulations such as the Campus SAVE Act and Violence Against Women Act.
 - Reed is also managing Cleary audits and clarifying what crimes are reported, who is supposed to be reporting, etc.
 - Reed is working on a non-discrimination policy and ensuring that it does not become a speech code.
 - Fragola asked about policy and procedure for providing accessible accommodations for disabled staff. Reed responded that UW-Whitewater has extensive expertise in accommodating students with disabilities, and in some ways, employment accommodations are much more straightforward. Julie Gao is the person to coordinate with regarding disability accommodation; and departments should focus on whatever will make the employee most successful. We need to define “reasonable accommodations.”
 - Bowen noted that additional training is needed regarding what should be done in an emergency for disabled staff. Reed said the Emergency Management Plan provides the broad outline of what should be done for disabled staff, but then units need to create a plan specific to their situation. Each unit should have a yearly discussion to review the plan and refresh staff on the details.
 - Fragola asked about the Affirmative Action/Equal Opportunity Committee on which the Assembly has a liaison. Reed will learn if the committee is still active and the nature of its charge.
 - If the Assembly requests the training, Reed can provide several workshops for academic staff including: Campus Community training, conflict management training, and regulatory reporting. Vargas noted staff may have difficulties getting the time to attend, or supervisors many not have the flexibility to allow them to attend. Training could be directed through HR or from the Chancellor. Reed and Fragola will establish a spring training schedule. If there are any other topics on which you would like training, please notify Reed.
- c. **Hourly Academic Staff:** At the last Academic Staff Assembly meeting, the question was posed whether academic staff who are converted to hourly pay are still considered academic staff.

Fragola reviewed the bylaws and regulations, and noted that it is the nature of the work, not how it is paid, that determines academic staff status. As there is no preclusion in the bylaws, academic staff converted to hourly pay will still be considered academic staff. Reed discussed the implementation of the Fair Labor Standards Act; if an employee makes under \$47,500, they must be paid overtime. Instructional staff and coaches are exempt. It will be easier to track the overtime if they are hourly. She noted Judi Trampf has determined which employees are exempt, which are not, and which regularly work over 40 hours per week. Reed added that academic staff can always apply for a re-evaluation or reclassification if the title and salary are not reflective of their work. Fragola commented that doesn't necessarily address the overtime hours issue. Reed noted that the Fair Labor Standards Act will push supervisors to manage more closely; Trampf will train managers and supervisors on it. This is not a pay increase opportunity, or an opportunity to create unnecessary overtime; there must be a clear operational need for it. Fragola commented as often as not, the overtime is needed. Reed added that in the next two budget cycles, things may change at the federal level and we will have to review how it will impact the state. At this point, we will continue to do what is needed to be in compliance with the new regulations. It was pointed out that many instructional staff use their weekends to go to conferences and support students; why would it be assumed that regular staff worked more hours than instructional staff? Fragola will schedule Judi Trampf to come talk with the Assembly about this issue and other regulations impacting academic staff.

- d. **Meeting Dates for Next Semester:** Fragola recommended the Assembly meet monthly instead of biweekly during the spring semester. She asked if members would prefer to keep the biweekly dates on the calendar, and then drop the extra meeting if it is not needed. She proposed the following monthly dates: 1/25, 2/22, 3/22, 4/26 and 5/3/2017. The March date is during Spring Break; Fragola will revise the proposed dates and submit them to the Assembly for a vote at the next meeting.
- e. **Website Update:** Fragola will forward the Website Committee's recommendations to the Assembly members and address the proposed changes at next month's meeting.

2. Chair's Report

- a. **Cultural Intelligence Workshop:** An outside presenter recently gave a workshop at UW-Whitewater on Cultural Intelligence. He usually presents on cultural intelligence related to international cultures, but this was about micro/domestic cultures. He will be training and certifying a number of people on campus to be cultural intelligence experts. Fragola will forward the registration form; please complete the application if you are interested in participating, or send it on if you know of someone who would be good in that role. The workshop is scheduled for December 12 – 13.

3. Vice-Chair's Report: None

4. Academic Staff Committee Reports

- a. Flanagan reported that the Government Committee is has invited Tammy Baldwin to visit campus and address the shared governance groups. It was recommended that an invitation also be extended to Tammy Duckworth.
- b. Nominations for Non-instructional Rewards and Recognition need to be submitted by the first Monday in March.

5. Updates/Announcements/Other Business

- As there were no additional updates or other business, the meeting was adjourned at 1:16 pm on a motion from Flanagan (Kriska second).