
**2018-2019 ACADEMIC STAFF ASSEMBLY
MINUTES
12:30PM - 1:45PM ON OCTOBER 10, 2018, UC-264**

PRESENT: Patricia Fragola, Curt Weber, Abbie Windsor, Carmen Rivers, Huckleberry Rahr, Nadine Kriska, Terry Tumbarello, Carl Fox, Joan Stamm, JP Villavicencio, Mike Gorman, Andrew Cole, Mike Flanagan, Heather Rasmussen (recorder)

EXCUSED: Katie Rutenbar

1) Urgent/Priority Business

- a) Janelle Crowley, Chief Human Resource Officer, addressed Assembly.
- Started on campus July 1, 2018, and was previously at UW-Platteville.
 - HR oversees the lifecycle of employees: starting, FMLA, transferring departments, to leaving.
 - Recruiting for office coordinator to oversee student staff allowing current staff to direct more time toward other duties.
 - Trying to get caught up with Titling.
 - UW-Whitewater is researching Financial Position Descriptions.
 - EAP – new counselors will be off campus.
 - Personnel files will be moving to be housed in HR.
 - Working on validating Years of Service across campus.
 - Hoping to streamline hiring process. The goal is to have approvals for on-campus interviews within 24 hours.
- b) Minutes of September 26, 2018, meeting approved on motion from Tumbarello and a second by Weber. Abstentions by Flanagan and Cole.

2) Chair's Report

- Promotions and Tenure lunch will be on November 2, 2018. Please encourage those promoted to attend.
- Total Titles and Compensation – Fragola had conference call this morning. Mercer is preparing survey for staff regarding benefits. This is ONLY a survey to assess opinions of possible services and benefits to be offered. These answers will be used to construct future survey questions.
- HLC will be “on campus” (actually at UW-Madison) following up on restructuring.
- By-laws Committee – reviewing feedback and should have something to share in next two meetings.
- Committees – Inclusive Excellence Committee, Fragola will contact Kenny Yarborough (chairperson) to see if an ASA member should be included.

3) Vice-Chair's Report

- Further information on Mercer survey – should be sent out immediately following Thanksgiving. Hoping for a 50% response rate. Survey cannot be used by legislature to reduce benefits; the intention is not to compare our benefits with those in the private sector. Survey should take 15-20 minutes to complete.

4) Academic Staff Committee Reports

- a) **Awards:** None

- b) **Economic Issues:** None.
- c) **Elections:** None.
- d) **Government:** None.
- e) **Instructional Academic Staff Promotions:** None
- f) **Outreach:** None.
- g) **Professional development:** None.
- h) **Review:** None.
- i) **Rewards and Recognition:** None.
- j) **Titling Committee:** Still working on streamlining the process.
- k) **Title Appeals:** None.

5) Updates/Announcements/Other Business

- a) Transportation & Logistics (LaValley): None.
- b) Employment Educational Assistance Program Policy (Tumbarello): None
- c) Sustainability Council (Fragola): Met last week, very active group, trying to be greener on campus.
- d) Open Floor

The meeting adjourned at 1:44on a motion from Weber (Villancencio, second).