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

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**PRESENT:** Deborah Bowen, Patty Fragola, Nadine Kriska, Huckleberry Rahr, Carmen Rivers, Terry Tumbarello, Valerie Vargas, JP Villavicencio, Curt Weber, Annie Weberpal

**GUESTS:** Becky Mueller

**EXCUSED:** Sara Deschner, Michael Flanagan, Abbie Windsor

**UNEXCUSED:**

**1) Urgent/Priority Business**

- a) **Review of February 22, 2017 Minutes:** The minutes of February 22, 2017, and all future minutes should include the list of unexcused, as well as excused, absent members. The minutes were unanimously approved as amended on a motion from Tumbarello (Kriska, second).
- b) **Ratification of Instructional Academic Staff Promotions:** The recommendations of the Instructional Academic Staff Promotions Committee for promotion of 15 instructional staff were unanimously approved on a motion from Rahr (Weberpal, second).
- c) **ASA Election Nominations:** The closing date for nomination submission is today, March 29. Several nominations have been received, and the ballot is scheduled for distribution on April 5.

**2) Chair's Report**

Fragola discussed her follow-up meeting with the Chancellor regarding the following issues:

- a) The self-insurance plan is still going forward. Villavicencio will forward a recent article on the self-insurance plan to the Assembly.
- b) The 2/2 pay plan is also still on the table, but it may be dependent on the self-insurance issue. UW System could save or lose money pursuing the self-insurance option. If money is saved, it will be used to fund the pay plan. It is unclear when the percentages would kick in; there could be no pay plan the first year. There is a push to tie the pay plan to the metrics that are not yet in place.
- c) The legislature still wants to proceed with the student fee opt-in. Is there an understanding of how small a percentage of funding the student fees represent, and what it will cost to enforce it? Is there an idea of how much costs for services will increase, or will there be a direct fee?
- d) Fragola raised the Assembly's concern over notifications of key staff departures. Administration will take this into consideration.
- e) Ladonna Steinert is the interim Human Resources Director, and will be the point person for the Titling and Compensation Study. The study is about making titles more in line with what employees are actually doing.
- f) The University Technology Committee Meeting was held on March 28. There was discussion about fall orientation for faculty and Fragola asked about orientation for academic staff. There are new policies related to the login authentication process and use of data. These policies are coming down from UW-System; all staff will have to go through secure data awareness training. There is discussion of an option to test out of it. The clock for training will start on the contract date; non-compliant employees will be referred to supervisors. Weberpal noted that non-compliance with password changes could cut off access; just as it does now. In regards to the sexual harassment training, Tumbarello said we could put a hold on student records if they

don't take the training, but we should not hold students to a higher standard than we hold ourselves. Fragola added that starting June 15, passwords will require 12 characters, and they will change every 3 months. Failure to comply will lead to loss of access. Fragola will get clarification on whether there are different levels of security for different staff. Windows 10 is available and OSCR is available for Macs.

### 3) **Vice-Chair's Report**

- a) Weber reported on the March Academic Staff Representative Council meeting and provided an update on the Titling and Total Compensation study. The study is being conducted by the consulting group Mercer. Weber noted there is a great deal of editorializing and that they are still trying to get buy-in. Mercer will not have as much leeway to consolidate and revise the titling as originally thought; everything goes through UW-System.
- b) There was discussion of turnover rates for academic staff.
- c) The legislative liaison indicated that self-insurance is not a done deal as implementing it may be too expensive for the state.
- d) Budget sessions are getting underway and there should be some decisions shortly – by the beginning of July, at the latest.
- e) Being selective with student fees is not going to work; it is either an opt-in or opt-out for the entire amount. There is a realization that this impacts marching band, music groups, etc.

### 4) **Search Updates**

- a) **Chief Diversity Officer:** Fragola reported the Chief Diversity Officer search is proceeding quickly. Please submit any feedback soon; it will be forwarded to the Chancellor and interviews will be scheduled in the next few weeks.
- b) **Vice Chancellor for Administrative Affairs:** Weber reported the consulting firm has put together an impressive brochure encouraging applications by April 17. The consulting group is not on the same schedule as the Chancellor; the target date for hire is early summer. After the Vice Chancellor is hired, the Human Resources and Budget Director positions will be filled.
- c) **Athletic Director Search:** Tumbarello reported the Athletic Director Search and Screen Committee has met once, received its charge from the Chancellor, and discussed the position description. The position description is almost finalized and should be posted shortly. There are nearly 20 people on the committee, including representatives from governance groups, Athletics, students, the city/community, and campus stakeholders.

### 5) **Academic Staff Committee Reports**

- a) Awards: The Awards Committee will finalize the Non-Instructional Academic Staff Excellence Award nominee and ratify the nominee selections via email.
- b) Economic Issues: The committee hasn't met. No report
- c) Elections: Burton will draft the ballot as a Qualtrics survey and distribute the link to all academic staff.
- d) Government: Tammy Baldwin has agreed to visit in the fall. Weberpal reached out to Representative Don Vruwink and will try to get him to visit in the spring.
- e) Instructional Academic Staff Promotions: See above.
- f) Organization: Fragola will draft the resolution to change the Organization Committee to the Outreach Committee.
- g) Professional development: The Academic Staff Development Grant RFP is scheduled for distribution on March 31.

- h) Review: No report.
- i) Rewards and Recognition: Burton will follow up on distributing notification of the Rewards and Recognition program to all academic staff.
- j) Title Appeals: No report.
- k) Titling Committee: The Titling Committee met and approved six titling requests and recommended a working title change for one request. The Assembly discussed how supervisors for non-instructional academic staff give a pay raise for longevity and retention without a titling request. Supervisors can request a raise at any time for their employees; it is just not widely known. The Assembly may be vehicle to make it known.

**6) Updates/Announcements/Other Business**

- a) Villavicencio reported the Academic Advising and Exploration Center Director search is down to four finalists. There will be open forums for the candidates on April 4, 5, 11, and 12 from 3:15-4:15.
- b) Vargas indicated the Executive Director position for University Health and Counseling Services is now posted.
- c) Mueller noted the Purchasing Director has been hired and is reporting to Financial Services.
- d) Tumbarello provided an update regarding the Complaint Committee that the Higher Learning Commission charged the university to create. The committee discussed the definition of a complaint, what is actually a complaint vs. an offhand comment. Tumbarello will keep the Assembly posted.

The meeting was adjourned on a motion from Bowen (Weber, second) at 1:01 pm.

**Addendum: The following update to the Academic Staff Assembly By-Laws in regards to titling was unanimously approved via email on April 12, 2017:**

Motion to change the description of the Titling Committee in the By-Laws to the following:  
(cw/tt)

**TITLING COMMITTEE JURISDICTION, STRUCTURE, AND PROCESSES**

- A. **Jurisdiction.** The Academic Staff Titling Committee, a standing committee of the Academic Staff Assembly, shall have jurisdiction over the assignment of Academic Staff titles to academic staff positions as follows:
  - a. Category A New Positions - All new academic staff positions will be evaluated and assigned an academic staff title by the Titling Committee prior to recruitment and filling of the positions.
  - b. Category A Vacant Positions - If a vacant position is restructured upon becoming vacant, it will be considered a new position and will be assigned a title in accordance with the procedures for titling a new position. If, however, the responsibilities of a vacated position will remain unchanged when the position is refilled, the same title may be used without further review by the Titling Committee.
  - c. Category A Changed Positions - If an employee, supervisor or Dean/Division Head believes that a currently filled position's level of responsibility and/or duties have changed significantly since it was assigned its current title, an application may be made to the Titling Committee for a review of the position for possible retitling.
  - d. Category A Distinguished Prefix - The Titling Committee will review and evaluate the credentials of academic staff members seeking the Distinguished prefix, and will make an advisory recommendation to the Chancellor, who has sole authority for awarding the Distinguished prefix.
  - e. Category B Prefix Designations - The Titling Committee will review and render decisions on requests for prefix changes from Associate Lecturer to Lecturer, and from Lecturer to Senior Lecturer.
  - f. Conversion of Classified Positions to Unclassified - The Titling Committee will review and analyze requests for the conversion of a classified position to unclassified, and will recommend approval or

denial to the Chancellor, who will either uphold or overturn the committee's recommendation. The Chancellor's decision is subject to review by UW System Administration and the Department of Employment Relations. If the position is approved for conversion, the Titling Committee will assign an Academic Staff Title in accordance with the procedures for titling a new position. B

- B. **Membership:** The Academic Staff Titling Committee shall consist of the Provost, or designee, as Chairperson; the Director of Human Resources and Diversity and the Director of Office of Budget, Planning and Analysis; and four members of the academic staff, appointed by the Chair of the Academic Staff Assembly. At least one of the three appointees will be from Category B (instructional) staff and at least two from Category A (non-instructional). No two committee members may be from the same organizational unit or academic department (i.e. Library, Career & Leadership Development, History or Marketing). All members of this committee may exercise voting rights.
- C. **Terms.** Committee members appointed by the Assembly Chair may serve a maximum of two consecutive three-year terms. If appointed initially to fill the unexpired term of an Assembly member who has resigned, the individual may serve an additional two consecutive three-year terms, if reappointed by the Assembly Chair at the conclusion of the partial term. A person who has served a maximum term is eligible for reappointment after three years.
- D. **Quorum.** Four members of the committee will constitute a quorum. All decisions require a majority vote of those present and voting.
- E. **Meetings.** The Titling Committee will meet monthly unless no titling or conversion requests have been received. Ordinarily the committee will meet face-to-face but may meet virtually if a majority of the committee agrees to do so. The Chair of the committee will report its decision to the affected parties within one week following the meeting.
- F. **Titling Committee Action.** The supervisor of the position will be afforded an opportunity to meet with the Committee to clarify any details about which the Committee has questions. The Provost will notify the supervisor of the committee's title decision within one week after the meeting at which the position is considered.
- G. **Appeals.** Decisions of the committee on retitling requests of occupied positions may be appealed to the Title Appeals Committee as described in Section VI of this chapter. Decisions of the committee on title assignments for new and redesigned vacant positions are final. H
- H. **Records Retention.** The Titling Committee records shall be retained by the Provost for at least seven years.
- I. **Criteria for Titling Decisions.** The Academic Staff Titling Committee will utilize the Title Evaluation System for Unclassified Staff (Category A) established in March 1986 and revised in January 1989. The committee will review the Position Description Questionnaire and assign a point value to each response. The total point value establishes a salary range for the position. The committee will then assign a title which best describes the duties of the position, and also corresponds to the appropriate salary range. The assignment of an Academic Staff Title is based on the primary duties of the position, i.e., 50% or more of the duties assigned. The title decision is based upon the Guidelines and Definitions contained in University Personnel Guideline#1: Unclassified Titles.
- J. **Effective Date.** If the position is retitled, the new title will take effect on the first of the month following the Titling Committee action.
- K. **Effect on Compensation.** If the retitling of a position places it in a higher salary range, the incumbent will receive a salary increase of 5%, or be moved to the minimum of the new salary range, whichever is greater, on the title change effective date, subject to the maximum of the range.

Action Date	12 April 2017			
Action	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Tabled	<input type="checkbox"/> Other:
Vote Detail	12 Aye	0 Nay	0 Abstain	<input type="checkbox"/> Other