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**2016-2017 ACADEMIC STAFF ASSEMBLY  
MINUTES  
12:00PM - 1:30PM ON APRIL 26, 2017, UC-264**

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**PRESENT:** Patty Fragola, Michael Flanagan, Nadine Kriska, Huckleberry Rahr, Carmen Rivers, Terry Tumbarello, Valerie Vargas, JP Villavicencio, Curt Weber, Abbie Windsor, Annie Weberpal

**EXCUSED:** Deborah Bowen, Sara Deschner

**UNEXCUSED:**

**1) Urgent/Priority Business**

- a) **Review of March 29, 2017 Minutes:** The minutes of March 29, 2017 were approved on a motion from Weberpal (Villavicencio, second). Windsor and Flanagan abstained.
- b) **Review and Approval of the UW-W Strategic Plan:** There are no substantial changes from the last version ASA reviewed. An enrollment plan is needed in order for the key performance indicators to be valid measures; it is under development. The typographical error “enrolment” needs to be corrected to “enrollment” in Objective 2. The Assembly approved the following components of the proposed strategic plan:
  - The Assembly approved the revised mission statement on a motion from Vargas (Kriska, second).
  - The Assembly approved the vision statement on a motion from Rahr (Weberpal, second).
  - The Assembly approved the value statement on a motion from Flanagan (Rahr, second).
  - After some discussion regarding the need for goals to have achievable benchmarks, the Assembly approved the goals on a motion from Rahr (Weberpal, second).
  - Rahr (Windsor, second) moved to approve all remaining elements of the strategic plan as written, including: objectives, actions, and key performance indicators, barring any grammatical/typographical errors. The motion was unanimously approved.
- c) **Staff Email Addresses:** Weberpal noted it is detrimental to the career development of academic staff that they can't get their email addresses changed from the addresses they held as students, or get their email addresses updated to reflect a name change. How do we petition iCIT to honor these requests? Windsor indicated there are two separate systems within WINS for primary (legal) vs. preferred names. HRS overwrote the WINS name files, necessitating a decoupling of the two systems. Student name changes must be made with both Human Resources and the Registrar's office. In addition to this issue, a very determined effort must be made to convince iCIT to accommodate email address changes. Fragola will discuss it with Stacy Scholtka of iCIT.
- d) **Athletic Director Search Update:** Tumbarello reported there are several candidates for the Athletic Director position and it is still a few more weeks until the application deadline. On campus interviews will likely occur at the end of May.
- e) **HLC Complaint Log Process Committee Update:** Tumbarello said the findings of the last HLC accreditation review indicated Whitewater was not in compliance with the complaint log process. In response, various areas on campus tried implementing a student complaint log, but a more streamlined and definitive process is needed. Paige Reed and Joan Cook co-chaired the Complaint Log Process Committee and decided to follow the lead of other campuses in writing a policy and sending it to HLC for review. The policy distinguishes between two types of student non-academic complaints: formal and informal. Informal

complaint resolution must start with the department about which the student has a complaint; if the student talks to the appropriate departmental personnel and cannot get resolution there, then the student can file a formal, written complaint. The policy will go to the governance groups and to HLC; once it is approved, Whitewater will have a process and can then manage it. A committee will likely be created to review the complaints on a set schedule. Tumbarello noted Fragola should receive a copy of the full policy shortly.

- f) **Workplace Wellness:** Vargas reported there is a Workplace Wellness Committee on campus that was originally managed by staff from Human Resources, but it generally falls to Health and Counseling Services to oversee it. They do biometric screenings, but want to know what else they can do to support the physical and mental health of staff. Please send Vargas an email with any requests/recommendations. Tumbarello inquired about the status of the Tobacco Free Campus Policy. It was submitted last year, and a survey of students and staff followed. It was a sampling and there was not a very high response rate, so it is not necessarily an accurate representation of campus sentiment. Of those sampled, the majority of university staff, academic staff, and faculty support the policy, and students do not. The surveys were given to the Chancellor, but is no formal declaration of approval yet. WSG will revisit the policy in the fall.

## 2) Chair's Report

- Friday, April 28 is the deadline to vote for either Weber or Tumbarello for Vice-Chair for the 2017-18 Assembly. Fragola has been elected Chair.
- For the 2017-18 Assembly, Bowen is not returning, and Carl Fox will be a new member.
- Meeting dates and committee assignments will be discussed at the May 3<sup>rd</sup> organizational meeting of the 2017-18 Assembly. The closing meeting for the 2016-17 Assembly will occur from 12:00 pm – 12:45 pm, and the organizational meeting of the new Assembly will run from 12:45 pm – 1:30 pm.
- The Academic Staff Excellence Awards used to be distributed at the Retirement Dinner by representatives from the Assembly and the sponsoring banks. There is now a separate awards ceremony where faculty and academic staff awards are given out by the awardee's Dean. University staff will have an awards ceremony in May. The Retirement Dinner is also a separate function now.
- Fragola will distribute two PowerPoint presentations on the Titling and Compensation Study. One is from UW-System, and the other is from UW-Whitewater. Julie Gau is the UW-Whitewater point person for this study. The goal of the study is to modernize and streamline the structure.
- We have an interim Diversity Officer, and a new search will be conducted.

## 3) Vice-Chair's Report

- Weber added that UW-System and the consulting company designing the Titling and Compensation Study are still working on getting buy-in for the study.
- The search for a new Vice Chancellor of Administrative Affairs is a couple of weeks behind schedule. The search firm may be looking for more candidates.

## 4) Academic Staff Committee Reports

- a) Awards: See update above.
- b) Economic Issues: No report
- c) Elections: Assembly elections are complete.
- d) Government: Tammy Baldwin will visit Fall 2017.
- e) Instructional Academic Staff Promotions: The process needs to be streamline and eligibility criteria need to be clearly defined.
- f) Outreach: Fragola is working on implementing this new committee.
- g) Professional development: April 21<sup>st</sup> was the deadline to submit Academic Staff Development Grant proposals to the Office of Research and Sponsored Programs. Burton will contact the review committee members and ask ORSP how the proposals will be forwarded to the committee.

- h) Review: No report.
- i) Rewards and Recognition: Monday, May 1 is the deadline to submit Rewards and Recognition nominations.
- j) Titling Committee: The Titling Committee is scheduled to meet on Thursday, April 27. The committee will conduct business via email unless further clarification is need on one request. Going forward, position titles for grant-related work will be approved in advance; once the grant is received, hiring can proceed without titling delays.
- k) Title Appeals: No report

**5) Updates/Announcements/Other Business**

- a) Windsor asked if there were any upcoming retirement resolutions. Fragola indicated that she has not received any, though she knows there are some retirements this semester. Tumbarello indicated that this is an awareness issues, and he and Windsor asked if the retirement resolution request form can be added to the website.
- b) Windsor indicated that the committees have not been updated on the website. She will forward any misinformation to Fragola/Burton for updating.
- c) Flanagan announced a Cultural Arts Center event featuring 3 visiting artists from Oaxaca. It will be held Sunday, April 30, 1:00 pm – 3:00 pm.
- d) Tumbarello announced the plans for the new residence hall have been approved. He also announced that the residence halls will be closed to outside guests this weekend due to Spring Splash.

The meeting was adjourned on a motion from Windsor (Weberpal, second) at 1:17 pm.