

UWRF Academic Staff Council Minutes

Monday, December 17, 2007

University Center, Rush River Room

Members:

Mark Kinders	Kevin Bertelsen	McKenna Schumacher
Ellen Schultz	Michael Martin*	Travis Tubré
Sarah Egerstrom	(Tom Smisek) Fall Semester Substitute for Brad Gee	Amy Lloyd
Gretchen Link	Jason Neuhaus	

* Absent () Substitute

Call to Order, seating of substitutes: 2:04pm

Approval of Minutes from the November 19, 2007 meeting: Moved by Bertelsen. Seconded by Egerstrom. Unanimously approved.

Chair's Report/Legislative Update (M. Kinders):

Instructional Academic Staff Contracts Meeting: lack of consistent information regarding contracts. M. Kinders called a meeting of the previous Council Chairs to do data gathering and determine what policies are in place. Also, M. Kinders communicated with L. Zlogar, English Department Chair, and B. Mogen, Chair of Faculty Welfare Committee regarding the Instructional Academic Staff proposal the Council reviewed at the last meeting. L. Zlogar will be speaking with the Faculty Senate, but B. Mogen would be happy to speak with the Council.

IAS performance review assessment tool: cannot locate the assessment tool so a thorough search is in progress. The tool is currently referenced in the AS Handbook and we need to have a tool in place for consistency purposes.

Rolling horizon contracts: M. Kinders is meeting with University Administration to discuss rolling horizon contracts. Proposal is to move from 5 year rolling horizon to 3 year rolling horizon because of poor performance. Those grandfathered in would remain at 5 years. The Council should receive the proposal from the Chancellor next year (2008).

Collective Bargaining, SB353: M. Kinders and D. Rainville, Faculty Senate Chair, attended hearing in Eau Claire discussing the recent piece of legislation. With the current version there are two long-term issues: governance and bargaining. It is important to include resolution for both units to be combined because it is never in the interest of Academic Staff to be de-coupled from faculty.

A motion was introduced to support the legislation with modifications. After continued discussion, the motion was withdrawn and a new motion introduced.

Motion: M. Kinders contact bill sponsors and legislators to express concern over the practical implementation issues of collective bargaining. Moved by Link. Seconded by Bertelsen. Unanimously approved.

Academic Staff Rep's Report (J. Neuhaus):

OSER/JCOER/UWSA Salaries Review: Pay plan disagreement for Academic Staff members. OSER may recommend a supplemental pay plan for Faculty and IAS, but not for professional staff. Important for us to contact our legislators and discuss what we do to support student learning outcomes.

Motion: M. Kinders to write letter to JCOER as Council Chair. Moved by Bertelsen. Seconded by Egerstrom. Unanimously approved.

Sick Leave: new method for reporting sick leave will take effect January 1, 2008. Will be reporting in ½ or full day increments. ½ day = 2-6 hours; full day = 6.01-8.5 hours. Human Resources had a teleconference last week to discuss new reporting. J. Neuhaus will follow up with T. Weiss, Interim Director of Human Resources.

System Rep Campus Visit: System representative would like to attend council meeting this year. J. Neuhaus will provide meeting schedule to the group.

Continuing Business (M. Kinders):

System Governance Organization Policy Proposal: shared governance provides guidelines for communication and creates a policy dialogue sooner in process. System would be asking for appointments from campuses to system committees.

Only four campuses have submitted official responses:

Stout: No, think it creates a super senate

Milwaukee: Endorsing working guidelines as long as designee is from their Council or Senate

Extension: No

Stevens Point: Yes

Some concern from New Academic Staff Council members, nervous about being the voice of their campus.

Academic Staff Handbook Rules

- Reviewed M. Kinders memo to the Chancellor Betz outlining where the Council is at in the update process. Policies 4, 14, 15, and Procedures: Instructional Academic Staff Employment policy need to be taken up. M. Kinders agreed to work on 15.
- UW 4: Recruitment: Human Resources requested we look at rule because Classified Staff are currently excluded from serving on search and screen committees. Council was encouraged to look at UW-LaCrosse's rule because they include Classified Staff.

Group changed language to clarify who is eligible to serve (see attached). Moved by Link. Seconded by Schultz. Unanimously approved.

New Business: None

Adjournment: Motion to adjourn made by Link. Seconded by Schumacher. Meeting adjourned at 3:30pm.

UWRF 4 Recruitment

4.1 Position Vacancy

Current procedures for requesting and filling positions are found in the University of Wisconsin-River Falls Affirmative Action Hiring Procedures for Unclassified Staff and Recruitment and Selection Procedures for Part-time Instructional Academic Staff. [FS 94/95 #26]

4.2 Recruitment-Procedure

The search and screen committee is obligated to provide a complete description of the contractual appointment of an academic staff position and University policies regarding future potential employment options

4.3 Search & Screen Committee Structure

4.3.1 Administrative Academic Staff Search & Screen Committee composition should reflect, as much as possible, both the stake various groups have in the outcome and the extent to which that group will deal with each particular administrator. All committees shall include gender and racial/ethnic diversity within the voting membership at a level approved by the Assistant to the Chancellor for Affirmative Action & Diversity **or equivalent**.

4.3.2. Composition of committees searching for positions in which the appointee does not receive faculty tenure and which are primarily non-academic administrative positions shall consist of **5** members of the Academic Staff, **3** members of the Faculty **Senate**, **2** student members, **1** classified employee, and **2** members selected by the Chancellor. If after the Chancellor has appointed the committee the academic staff do not constitute the largest representation of anyone group on the committee, additional Academic Staff **Council** shall be added to ensure the appropriate representation.

4.3.3. Non-voting Members that the Committee shall consult with to ensure compliance with federal, state, UW System and UW-River Falls policies and procedures shall include at a minimum the Assistant to the Chancellor for Affirmative Action & Diversity and the **Executive** Director for Human Resources **or equivalent**.

4.3.4 The Assistant to the Chancellor for Affirmative Action & Diversity **or equivalent** is responsible for ensuring compliance with affirmative action regulations, compiling required AA/EEO data on each applicant and providing summary data as appropriate. If the Assistant to the Chancellor for Affirmative Action & Diversity **or equivalent** determines that a search committee membership is not sufficiently diverse, she/he may ask that any or all groups of nominees be revised. The **Executive** Director for Human Resources **or equivalent** is responsible for convening the Search committee, serving as a resource in the search process, and facilitating the recruitment process within the UW-River Falls guidelines in consultation with the Hiring Authority, including a Dean, Division Officer, Provost/Vice Chancellor, or Chancellor, and Assistant to the Chancellor for Affirmative Action & Diversity **or equivalent**.

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