



Minutes: September 8, 2021 (12:30-1:45)

**Present:** Jessica Berge, Cody Marie Busch, Susan Chandler, Ciera Edwards, Patricia Fragola, Michael Gorman, Christine Hoover, Brenda Johansen, Becky Jones, Nina Mallory, Rick Pues, Huckleberry Rahr, David Reinhart, Terry Tumbarello, JP Villavicencio, Jessica Walz, Abbie Windsor

**Excused:** none

**1) Priority Business**

- a) The meeting was called to order at 12:31 p.m. by Chair Tumbarello.
- b) Review/Approval of May 5, 2021 Minutes- first half- Motion to approve: Patty Branton. Second: Rick Pues. No discussion. Passes unanimously
- c) Review/Approval of May 5, 2021 Minutes- second half- Motion to approve: Huckleberry Rahr. Second: Abbie Windsor. No discussion. Passes unanimously

**2) Chair's Report**

- a) Welcome
  - i) Issue with agenda upload is being corrected
  - ii) Introduction of members
  - iii) Thank you and acknowledgement of Patty Fragola's many years of service to ASA as Chair, along with extensive work on many fronts.
  - iv) Thank you to the new Executive Board for service so far getting things started.
- b) Updates from the Summer
  - i) Thank you to newly elected members, and to those who were willing to serve. Many opportunities to serve remain, and will keep in contact
  - ii) Budget- past practice included \$1,000 supply budget and \$10,000 Chair Stipend. After discussions and review of history, \$500 moved from supply budget into Stipend, which was divided among executive board members. By-laws will address this moving forward in order to pre-determine what each E-board position is allotted. Requested for next fiscal year an additional \$3,000 in order to ensure that each position is able to receive what amounts to an overload.
  - iii) Thank you to JP Villavicencio for representation on the Telecommuting policy workgroup.
  - iv) Thank you to Patty and Carl Fox for service on the Titling Committee. Moving forward, ASA will have 2 members and USC will add 2 members. Carl Fox has stepped down, and moving forward the appeals process will have an update. This appeals process will be an ad hoc committee only for the duration of the TTC Project.
  - v) Thank you to Assistant Chief Schwartz for agreeing to serve on the Vice Chancellor for Administrative Affairs search
  - vi) Thank you to David Reinhart for serving on 2022-2025 Strategic Enrollment Committee.
  - vii) Thank you to Rick Pues for serving on the Seating Chart workgroup.
  - viii) Reminder that the Open Meetings training is required for all ASA members by the end of September.
  - ix) Shared governance meetings together and with Cabinet have begun, along with meetings with Interim Chancellor Henderson. The chancellor search will begin next fall, and the Interim Chancellor is committed to remaining until new chancellor begins. Governance groups discussed advocacy for larger and more equitable representation on search



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- committee of all governance groups.
- x) Thank you to Interim Chancellor for representing UW Whitewater's interests in starting a chancellor search at an optimal time in order to find quality candidates.
  - xi) Money for student employment has been identified. Money for professional development and the funding of "innovative ideas" has also been identified.
- c) Meetings this Year
- i) Fall semester meetings will be via WebEx. Spring may be re-evaluated, but even if we move to in-person, we will continue to keep WebEx participation as an option.
  - ii) Invites will be sent to all members and notices to all academic staff, and agendas will go out Mondays and will be posted to the web site simultaneously.
  - iii) Anyone can contact the Chair with additional items for agenda.
  - iv) Meetings will be recorded for accurate minutes, then deleted.
- d) Goals for this year
- i) Be relevant- be equal partners at the table and represent non-adversarial approach to shared governance and partnership with administration.
  - ii) Focus on what is best for the campus as a whole, not just ASA.
  - iii) If you want to be involved, you will be involved. Inclusion at the forefront, distinct attempt to get the word out.
  - iv) Restoration of tuition benefits to employees.
  - v) Restoration of learning communities.
  - vi) Complete and update Personnel Rules project.
  - vii) Rick Pues has agreed to work to create an official academic staff onboarding process.
  - viii) Continue to ensure by-laws match practices.
  - ix) Shared governance resolution that university will allow employees to move away from legacy student emails.
  - x) Functional and updated web site- conduit for business and meetings
  - xi) Committee reports- as per by-laws, will create a more official reporting process to conclude each year.
- e) How we are going to handle committees this year
- i) Vice Chair Hoover will manage standing ASA committee membership, and Chair Tumbarello will manage university-wide committees.
  - ii) Vicki Schreiber (Title IX) has requested a representative for the Title IX advisory committee- contact Terry with interest by 10 am this Friday (9/10).
- 3) **Vice-Chair's Report**
- a) Committee Process
- i) Thank you to JP Villavicencio for a crash course in Qualtrics! Used for Committee Interest Survey.
  - ii) Currently 11 standing and 2 ad-hoc committees.
  - iii) Committee reports are required per by-laws, and are good practice for continuity across members and years. A process is being developed, including a basic standard report form.
  - iv) Goal: Next year's interest survey will include the chairs, the time commitment, meeting frequency, and timing of meetings.
  - v) If you are interested in chairing a committee, please notify Chair by Friday, Sept. 10th.
  - vi) ASA Executive Board will review survey results on 9/15 to identify chairs and committee



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- members as well as any committees which need additional members.
- vii) Committee Chairs will submit written updates to Communications Director to be included in upcoming meeting minutes.
  - viii) Committee Reports due June 1 with goal the committee recommends chair for 2022-23. Christine will create a template for these reports by Oct. 1<sup>st</sup>.
  - ix) Interest survey for Fall 2022 will include individual committee chairs as contact as well as time commitment/meeting frequency/timing.
- 4) Communications Director's Report**
- a) Website is a work in progress and all feedback is welcome
  - b) Noted branding images available in photo shelter at <https://uww.photoshelter.com/galleries/C0000wbPQItIJLfU/G0000EA319Fovul8/Academic-Staff-Assembly>
- 5) Faculty Senate Liaison's Report**
- a) Pleased to serve as an official liaison to faculty senate. First meeting next week, and looking forward to having a timely interaction with the faculty senate as it moves forward
- 6) Telecommuting Policy**
- a) JP Villavicencio reported that UW-Whitewater has implemented a tele-commuting policy and procedure (available on university web site). Things of note- this mirrors the UW-System policy and was created by a workgroup including representatives from all shared governance groups, as well as other groups who regularly telecommute. An appeals process was also created that is outside the grievance process and includes shared governance representatives as more of a timely conversation while still putting the onus on the individual and their supervisor. Deans and Vice Chancellors of each area have the responsibility to ensure equitable implementation.
- 7) Academic Staff Committee Reports**
- a) (none as of yet)
- 8) Updates/Announcements/Other Business**
- a) Open Floor- none
  - b) Terry noted that he will have an ongoing open house via WebEx on Mondays from 4 to 5 (link on ASA web site footer)
- 9) Meeting Adjournment-** Motion: Huckleberry Rahr. Second: Sue Chandler. Adjourned 1:32 p.m.

Approved 09/22/2021