



Minutes: March 9, 2022 (12:30-1:45)

Approved by ASA 3/30/22

<b>Present</b>	Jessica Berge, Cody Busch, Susan Chandler, Nina Denis, Patricia Fragola, Michael Gorman, Christine Hoover, Brenda Johansen, Becky Jones, Rick Pues, Huckleberry Rahr, David Reinhart, Terry Tumbarello, JP Villavicencio, Jessica Walz, Abbie Windsor
<b>Excused</b>	Ciera Edwards
<b>Priority Business</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 12:31 p.m.</li> <li>• Review/Approval of February 23, 2022 Minutes: Motion, Jessica Berge; Second, Patty Fragola. No discussion, approved unanimously.</li> </ul>
<b>Chair's Report</b>	<ul style="list-style-type: none"> <li>• <b>Interim President Thompson Celebration (3/7/22)</b>- The ASA Executive Board, along with leadership from all campus shared governance groups, was able to meet briefly with Interim President Thompson prior to the campus-wide celebration and present the goals and successes of the year.</li> <li>• <b>Chancellor Search Committee</b>- Terry has been informed that it may be possible to have 2 representatives for ASA on the committee, in which case Terry would like to see one an academic staff member and one an instructional academic staff member. ASA has been asked to submit multiple candidates to allow for the Board of Regents to select from the pool. The process for soliciting these names will be finalized soon, but any academic staff interested in serving in this capacity should let Terry know.</li> <li>• <b>March 30 meeting</b>- The March 23 meeting has been moved to March 30. The meeting will be in person in the University Center, with a WebEx option for participation as well.</li> <li>• <b>Approaching the end of the semester</b>- Recognizing that we are in the home stretch of the semester, and Terry wants to acknowledge the hard work everyone is putting in to complete projects.</li> <li>• <b>JED Task Force</b>- We have been asked for a representative on the JED task force. JED Campus is a nationwide initiative of The Jed Foundation (JED) designed to guide schools through a collaborative process of comprehensive systems, program, and policy development with customized support to build upon existing student mental health, substance use, and suicide prevention efforts. JED Campus schools embark on a strategic partnership with JED that assesses and enhances existing work and helps to create positive, lasting, systemic change in the campus community. As part of the process, each school establishes an interdisciplinary, campus-wide team to assess, support, and implement improvements. If you would like to serve in this capacity, please email me directly.</li> <li>• <b>ICIT NetID proposal</b> - I have received the promised proposal from ICIT to address our Net ID/email concern. I have attached the proposal to this email. (See Appendix A) We will discuss this in the March 30th meeting.</li> <li>• <b>Guest Speakers</b>- There may be time for a guest speaker or two at some of our upcoming meetings. If you have anyone that comes to mind that interests you, please let me know.</li> <li>• <b>Tuition Reimbursement Committee</b> - The Tuition Reimbursement Committee continues to meet and iron out details on restoring this benefit to employees.</li> <li>• <b>FMLA Working Group</b> - The FMLA Working Group has asked that we provide feedback on the document you can find on this link:</li> </ul>



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	<p><a href="https://docs.google.com/document/d/1KTrqieIRURVzO8Qx4oz8FeA5bP95ocRcp84LuRxg2Z0/edit?usp=sharing">https://docs.google.com/document/d/1KTrqieIRURVzO8Qx4oz8FeA5bP95ocRcp84LuRxg2Z0/edit?usp=sharing</a> You should be able to offer feedback directly to the document, but if not please send to me and I will pass it on.</p> <ul style="list-style-type: none"> <li>• Thank you to everyone for all of your continued and terrific efforts this year!</li> </ul>
<b>Vice-Chair's Report</b>	<p><b>University Staff Council (USC) met 3/3/2022</b></p> <ul style="list-style-type: none"> <li>• Approved Discrimination, Harassment &amp; Retaliation (<i>with ASA recommendation to define who investigates complaint if HR involved</i>)</li> <li>• Guest Speaker Ann Stadler, Chief Marketing Officer, shared updates</li> <li>• University Staff excellence Awards due March 11<sup>th</sup> <a href="https://www.uww.edu/usc/awards-and-recognition#Awards#2021">https://www.uww.edu/usc/awards-and-recognition#Awards#2021</a></li> <li>• USC General Meeting for all university staff is March 15</li> <li>• USC Retirement celebration (<i>Chancellor committed \$1000 towards celebration once planning is complete</i>); date TBD but usually week after commencement</li> </ul>
<b>Comm. Director Report</b>	<p>Web Site updates and corrections have been made, all minutes, agendas, and documents should now be current. Please contact Brenda if anything seems off.</p>
<b>Faculty Senate Liaison Report</b>	<p>See Faculty Senate Liaison report attached (<b>Appendix B</b>)</p>
<b>Action Items:</b>	<ul style="list-style-type: none"> <li>• <b>Personnel Rules-</b> Patty Fragola presented the draft version of the updated Personnel Rules for Academic Staff. A draft can be found at <a href="https://www.uww.edu/asa/get-acquainted/as-personnel-rules">https://www.uww.edu/asa/get-acquainted/as-personnel-rules</a> for review during the ratification process. The Personnel Rules ratified in 1995 remain in effect until this new draft has been ratified.</li> <li>• Patty thanks Sue Chandler, Mike Gorman and Jessica Berge for the intense work on this very dense project (and to Curt Weber from previous years of work that have been rolled into this current version).</li> <li>• A review and discussion of sections 1 through 9 followed.</li> <li>• <b>JP Villavicencio notes that the portion regarding conversion should be re-discussed when we meet next, along with a review of the grievance section.</b></li> <li>• Discussion noted that it is important to coordinate with HR and administration in general to ensure that contract language is in line with ASA Personnel Rules, and that the assembly as a body knows what language goes into contracts. Dave notes that contracts have become increasingly complex. JP notes that throughout the Personnel Rules, there is a reference to a "Review Committee", but that when reviewing contractual language overall, it will be important to specify the mechanism for this.</li> <li>• Terry calls a special meeting for Wednesday, 3/16/22 at 12:30 in order to complete the review of the proposed Personnel Rules.</li> <li>• By-Laws Committee: proposed changes and/or additions duties of officers, committee updates, eligibility of voting, proxy voting, operational procedures, and annual chair report. (Tabled until next meeting)</li> </ul>



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<b>Committee Reports</b>	<ul style="list-style-type: none"><li>• Awards (no report)</li><li>• Elections (JP Villavicencio – Chair) (See Appendix C)<ul style="list-style-type: none"><li>○ Nominations open March 14<sup>th</sup> and close March 29th</li><li>○ Ballots will be sent out April 1<sup>st</sup></li></ul></li><li>• Promotions (See Appendix D)</li><li>• Outreach (including Onboarding) (no report)</li><li>• Titling (no report)</li><li>• Title appeals (no report)</li><li>• Ad Hoc: By-Laws (tabled)</li><li>• Ad Hoc: Personnel Rules (see above)</li></ul>
<b>Other Business</b>	Meeting adjourned at 1:48 p.m.

# Net-ID and Email Format: Review of Options

## Background:

Current automated process that generates credentials (Net-IDs) for UW-Whitewater employees and students uses two different formats:

Employee Format	last name (first 7 characters) + first Initial + 1 digit to resolve duplicates, if needed
Student Format	last name (first 8 characters) + first Initial + middle initial (if available) + birth date

Email addresses then are generated using the net-Id +@UWW.edu

During its affiliation with the university an individual may have many roles (applicant, student, employee, retired, etc.), some simultaneously, such as student can be an employee. In 2005-2006 UW-Whitewater made a cornerstone decision to architect its identity management based on three principles:

- one person, one identity, multiple roles
- Net-Id will be retained indefinitely
- Net-Id will only be changed when requested by employee due to a legal name change

## Statement of the problem:

Due to the principles laid out above, when former UW-Whitewater students become UW-Whitewater employees, they retain their original net-Id and email address. This inadvertently created a perception of inequity of email addresses – while most employees have email address format that confirms to an employee format pattern, a few have email address that confirms to a student format pattern.

ICIT was asked to identify potential approaches to address this problem.

## Process:

ICIT team surveyed other UW institutions regarding the services they provide in this space, investigated a variety of options and narrowed it down to four viable solutions. This document contains detail review of each solution, including pros, cons and a rough estimate of resources and costs associated with each solution.

The solutions options are listed in order resource intensity, from the lowest to the highest.

To illustrate the outcome of each solution, we will use a mock personal data as following:

First Name	Jaime
Last Name	Smith
Middle Initial	A
Birthdate	July 12

## Review of options:

### Option 1: Remove any format differentiation

UW-Whitewater could use the same format for all Net-ID/email addresses going forward.

The convention in this scenario would be:

Format	last name + first Initial + middle initial (if available) + birthday
Example	smithja12@uww.edu

We could also transition to a new format, if the campus wishes to develop a new convention, as long as it allows for collision avoidance as each Net-ID must be unique. Also, for privacy reasons we could consider swapping birth date out for a random number from 01 to 99.

The resource time required to make this change would be 3 hours.

Pros:

1. This option would eliminate a email format distinction between roles, achieving a true email address equity
2. It would require minimal resources, so achieving this outcome would not interfere with any other institutional priorities

Cons: ?????

### Option 2: Change Net-IDs for newly hired former students to employee format

In this option a new hire would need to request a Net-ID change before their employment record is created. The impact of this change would be the loss of existing student mailbox (if it still exists). This option will only be available to a permanent hire (not a student employee or a grad assistant).

Format	last name + first initial + middle initial [if required]
Examples	smithj@uww.edu, smithja@uww.edu

Resource Time required for this option would be 1-2 hours per newly hired former student.

Process:

1. At the time of processing hiring paperwork HR would need to identify a new hire as a former student and give the individual an to request the Net-Id change.
2. ICIT will work with the individual to transfer his student role-related emails
3. ICIT will change Net-Id and notify HR.
4. HR will process the hiring as usual.

Pros:

1. This option would allow future employees to choose whether they want to retain their student email format or transition to employee email format.
2. It would require relatively small amount of resources, so choosing this option should not interfere with other institutional priorities, unless an unforeseen problem arises with certain student accounts.

Cons:

1. This option does not address current employees that have student format for their emails.
2. This option would require a coordination between hiring department, HR and iCIT, and a timely response from a future employee.

Option 3: Change Net-IDs for existing employees who were former students to employee format

This option would extend the current opportunity to change a net-id due to the legal name change to employees who have a student net-id format.

Due to the number of connected systems and technical differences in how these systems use net-id or email data, this process cannot be automated nor run in mass.

Currently we change about 30 Net-Ids annually, it takes anywhere between 4 and 20 hrs per Net-Id, depending on how many systems employee is using. It also creates a disruption for employees. While we try to do the bulk of the work overnight, certain systems require a highly manual intervention, and in some cases involving system vendors. The change and the associated disruption can take up to 72 hours.

If this option is selected, to estimate the amount of resources required we would need to know how many employees would want to change their Net-Ids. If we process additional 20 changes a year, it would take about 240 hrs annually, and may delay other strategic initiatives by about 15%.

Process:

If this option is selected affected employees who wish to have their account changed would need to put in a ticket to be scheduled by ICIT. ICIT will process requests on “first come – first served” basis.

Recommendation:

Pros:

1. This option would allow employees to choose whether they want to retain their student email format or transition to the employee email format.

Cons:

1. This is a resource-intensive option, requiring key ICIT resources. It will result in delaying key institutional initiatives and compliance with UWSA security requirements.
2. This option will create a disruption and a temporary productivity loss for those employees who choose to change their Net-Id.
3. Depending on the number of employees who choose to change their Net-Id, it may take multiple years to achieve the desired outcome.

Option 4: Decouple email address from Net-ID

In this option an individual would have an opportunity to request a firstname.lastname@uww.edu email address. While this would be their primary email address, their Net-ID would not change and would still be able to receive email at their Net-ID@uww.edu address and all logins would use their Net-ID.

Net-ID	smithja12
Primary Email	jaime.smith@uww.edu
Secondary Email	smithja12@uww.edu

If this option is adopted, future Net-ID creation for employees would have 3 options:

Net-ID format	last name + first Initial + middle initial (if available) + birthday
Example	smithja12
Net-ID Format	last name + first Initial + middle initial (if available) + random number
Example	smithja78
Net-ID Format	No Change from current practices
Example Student	smithja12[78]*
Example employee	smithj(a)[12   78]*

\* As is done currently if there is an existing match on Net-ID format middle initial, birthdate or random number are used to resolve any conflicts.

Pros:

1. This option would offer employees more variety and personalization of their email account
2. This option could potentially offer additional security, since knowing someone's email address and password would not allow an attacker to access their account.

Cons:

1. This is the most resource-intensive and costly option. To provide an estimate for this option, ICIT engineers would need to conduct additional investigation to understand implications for all systems (over 100), particularly those that use email address to enable access. Forty (40) systems are based on email as a unique ID and 82 systems consume email and may use it as a unique ID. Rough estimate for the discovery phase is about 1000 hours. This time includes:
  - a. Project planning.
  - b. Vendor consultation.
  - c. Final estimates.
2. Just the discovery phase alone will considerably delay other initiatives and work required to comply with UWSA security requirements. As a resource alternative, to bring outside resource to assist with the discovery efforts would cost between \$100,000 and \$200,000. UWW engineers would still need to be involved to provide guidance.
3. At the earliest, the actual email address format change would take place a year from the start of the project, more likely 18 months from the start.
4. Not having the same Net-Id as email address may create a confusion, employee may need to use different identifiers to log into different systems.

Faculty Senate Liaison Report – FS Meeting 3/8/22

1. Discrimination Policy - Janelle Crowley presented the policy for FS review
  - a. The ASA comment requesting mandatory reporters to be added to the list was shared in this draft copy
  - b. This policy is a direct System request that UW-W have a specific policy in place that shows how the loop is closed from the point of a complaint intake to resolution
  - c. FS had request to address “sexism” with a definition and how the policy addresses a complaint of this nature – will be looked into
  - d. This document aims to give the resolution process a formal process and procedure
  - e. The Appeal process is now refined to be more consistent with the timeline from other policies, also closes the loop
  - f. All the personnel listed as those responsible for implementing this policy will have additional training in this process and how to fully implement this procedure
  - g. As per System request this policy needs to be in place by March 31, 2022
  - h. All governance groups need to ratify so that it can move onto General Council for legal evaluation.
2. Passed the document Finalizing Emeritus Policy & Procedure
  - a. The ASA Personnel Rules reflects this new policy as well
3. Passed a resolution on Sustainable Professional Development Funding
  - a. This is the FS version; it is noted in the document all other governance groups will address this issue on their own per their needs
  - b. The premise is the PD Funds were stripped away during the furlough and have yet to be fully restored or committed to being restored.
4. Passed a resolution on a Permanent Title IX Hearing Examiner Policy



**ASA Elections Committee Update 3/9/2022**

Members: JP Villavicencio, Christine Hoover, Nina Denis, Becky Jones

**Timeline**

Nominations open March 14th due on March 28<sup>th</sup>

Voting period opens Friday April 1 and close Tuesday April 12<sup>th</sup>

The Organizational Meeting is scheduled for May 11. This means that the deadline for the results to be presented to ASA is April 20<sup>th</sup> as that is 3 weeks prior to the Organizational Meeting.

**Process**

Given the flexibility provided by the changes in the by-laws, we changed up the nomination email to state:

We are seeking five Instructional Academic Staff for this cycle and encourage those from the College of Integrated Studies and Arts & Communication to submit their nominations.

For Academic staff, we are seeking three individuals and encourage those from Administrative Affairs and University Advancement to submit their nominations.

This would give us an equal 8-8 balance between instructional and academic staff and identifies the areas where we would like to see representation from based on the current make up ASA as well as the % of staff from that area.

We will be using qualtrics for both the nominations and ballot as not only is that the university's official survey tool but it does have some tools to help us implement the rank choice voting aspect of the election.

Once the ASA membership has been determined, we will then shift onto officer elections. We haven't had a chance to discuss that yet as a committee but will update you all when we have that update.

## 2022 Promotions Committee Closing Report

The Promotions Committee of seven, has 95 years of collective teaching at Whitewater, representing departments from Physics to Accounting, Criminology to Music.

We began by developing a list of what needed to be streamlined, improved, and clarified

From that list, we designated what we could accomplish, and left the remaining work to be continued

Our goal was to:

1. Clarify and streamline the promotions webpage
2. Create electronic applications
3. Give the Deans and Department Chairs an extended timeline to submit their letters of recommendation
4. Improve communications to applicants throughout the process
5. And most importantly, give reviewers an unbiased assessment tool to allow for a standardized promotions assessment across all colleges

This process was successfully accomplished in 4.5 months

The 2022 list of recommendations was sent to the Provost on February 16<sup>th</sup>

Thank-you to the promotions committee, who revamped this much-needed promotions process

Committee Members

Julia Constantinescu

Dawn Bacon

Bridgette Hermanson

Peter Lampe

Michael Stibor

Jessica Walz

Susan Chandler, Chair