ARTS STAFF ADVISORY COMMITTEE

Monday January 15, 2018
1:00pm, PAS 2438

Present: Susan Cole, Janice Da Silva, Shelby Davies, Janine Ouimet (notes), Douglas Peers, Stacy Reda, Sharon Secord, Jameson Shildroth, Kathleen St. Laurent, Sam Vandekerckhove, Breana Walker

Absent: Rita Cherkewski, Kathryn MacDonald, Karin Staley

Notes

Welcome to new ASAC members

• Stacy Reda is the Chair for 2018.
• New ASAC members: Shelby Davies (Political Science), Janine Ouimet (Psychology, ITC), Kathleen St. Laurent (French Studies), Sam Vandekerckhove (Psychology), Breana Walker (School of Accounting and Finance).
• Continuing members: Susan Cole (Stratford – for Victoria Salim on leave), Janice Da Silva (Psychology), Stacy Reda (Anthropology), Sharon Secord (Drama & Speech Communication), Jameson Shildroth (Arts Computing Office), Douglas Peers (Dean of Arts), Kathryn MacDonald (Executive Officer, Dean of Arts Office)
• The ASAC mandate was read
• Meetings take place on the third Monday of each month, or on Tuesday in the case of holiday Mondays, from 1-2 pm in PAS 2438.
• Call for Vice-chair, Secretary, and yoga coordinator positions
  o Secretary: Janine Ouimet
  o back-up Secretary: Janice Da Silva
  o Yoga: Stacy Reda and Janine Ouimet (Co-coordinators)

Dean’s Report and Q & A

• ASAC is useful for supporting scholarship and teaching, and to strengthen the Faculty of Arts Community. Staff are sensitized to what is happening with students.
  • The Waterloo Budget Model (WBM) has better transparency and thus faculties can better plan with the resources they have. The Faculty of Arts will continue to support programs that will not generate more income.
  • Due to the new funding model from the government, Arts receives less funding for students compared to other faculties.
• There were two major developments at the Arts Faculty Council (AFC):
  1) The proposal to make Stratford a school within Arts was approved and will now go to the Senate Board.
  2) In the February 2018 or March 2018 meeting, a new Arts Faculty Constitution will be brought in that will be updated to remove obsolete provisions/terminology. It will be
streamlined, including changes to responsibilities and adding two staff voting members (ASAC chair will be one).

- Debbie Stanley Pallas’s position will be redefined to include responsibilities for data analysis as well as operations.

Staff Relations and UWSA Area Reps (Stacy)

- Guest speaker, Lynn Long from the Conflict Management and Human Rights Office (CMHRO).
  - CMHRO offers support and services for workplace issues including workshops, FAQs, and they will develop custom materials, like posters, for specific issues upon request.
  - It is unknown if CMHRO collects data on trends in workplace issues. The UWSA does collect information on trends in workplace issues. Both maintain strict privacy.
- HR is moving towards implementing mandated manager training. This will take time to implement and will be first be deployed to new managers.
- From the president’s report (Bill Baer):
  - Membership cards are now in pdf format.
  - The UWSA is making strides with the Memorandum of Understanding (MOU) and working on action items.
  - Marilyn Thompson (VP HR), has not yet been replaced on the administration side of negotiations.
  - Remote voting may be implemented for the Annual General Meeting (AGM).
  - Response to the staff survey about ethical behaviours was low; this is attributed to staff’s perception that the invitation looked like SPAM. Requested everyone to fill it out.
  - Changes to staff compensation will be reported in the Daily Bulletin, and staff can contact the UWSA if they believe their positions should have been re-evaluated. Other types of compensation aside from wages/salary may be considered and staff are invited to send input about ‘perks’ they may like includes in compensation offers to the UWSA via Bill Baer, Gail Spencer, or Catherine Bolger.

Social and Outreach Committee and Learning and Development Committee reports (Sharon)

- So far in this fiscal year, the Social Outreach Committee hosted a potluck, and a cookie exchange, as major events. The events were small but people appreciated them.
- The next coffee break will be February 22, 2018 at Hagey Hall.
- The Social and Outreach Committee will prepare feedback on the 2017 staff survey for the next ASAC Meeting.

Past/Current sub-committee initiatives

- **Communications & Web Committee**: Responsibilities include regularly updating the website and Sharepoint; newsletter was unsuccessful so ASAC will provide content to the Daily Bulletin, other communication materials when needed, etc.
- **Staff Relations Representative**: Attends open portion of the Staff Relations meetings once a month and reports to ASAC.
- **Staff Association Representative**: Attends the UWSA meetings once a month and reports to ASAC.
• **Social & Community Outreach Committee**: Develop and run social events.
• **Learning & Development Committee**: Plans information sessions and professional development opportunities, such as the QPR session and Difficult Conversations seminars from last year.
• **Onboarding & Orientation Committee**: This committee will not run in 2018.

2018 ASAC sub-committees

- **Communications & Web Committee**: Rita Cherkewski, Sam Vandekerckhove, Janine Ouimet
- **Staff Relations Representative**: Kathleen St. Laurent
- **Staff Association Representative**: Kathleen St. Laurent, Stacy Reda backup
- **Social & Community Outreach Committee**: Sharon Secord, Jameson Schildroth, Janice Da Silva, Shelby Davies, Kathleen St. Laurent
- **Learning & Development Committee**: Sharon Secord, Rita Cherkewski, Shelby Davies, Breana Walker, Susan Cole.

**ARTS Staff Survey (Stacy)**

- The Social and Community Outreach Committee will review last year’s survey and will make recommendation regarding whether or not to have one again this year.
- Google Forms or Qualtrics can be used for the next survey.
- Some staff have reported survey fatigue, and so the timing of the next survey needs to be considered and planned to avoid this. If ASAC chooses to put out a survey this year, UW Institutional Analysis and Planning (IAP) will be consulted.

**February 2018 meeting**

- Budget, staff survey, and other items (TBD).
- **ACTION**: Sub-committees to prepare and present items for the 2018-19 budget if applicable.

**Other business arising**

- none

**Next Meeting** – Tuesday, February 20, 2018 at 1:00 p.m. PAS 2438