ARTS STAFF ADVISORY COMMITTEE

Tuesday February 20, 2018
1:00pm, PAS 2438

Present: Rita Cherkelewski, Susan Cole, Janice Da Silva, Shelby Davies, Kathryn MacDonald, Janine Ouimet (notes), Douglas Peers, Stacy Reda, Jameson Shildroth, Karin Staley, Sam Vandekerckhove, Breana Walker

Absent: Sharon Secord

Notes

Dean’s Report (Doug)

- Intensely focused on the Waterloo budget model (WBM). The Strategic Budget Advisory Committee (SBAC, a committee of 6 teams, the vice president of research, and the vice president of finance) will review budgets of every unit and will make recommendations to the provost.
- The University of Waterloo’s new vice-president, academic and provost will be James Rush.
- Met with deans from across the country, Faculty of Arts enrolments have been going down, but we believe it may be plateauing.
- Although the UW Honours Arts program has suffered from lower enrolments, the Arts and Business Program, Accounting, and Stratford programs are strong.
- UW is one of the few Ontario universities that have been able to maintain enrolment without dropping admission requirements.
- The Faculty of Arts has tried to expand international enrolments; these have increased four-fold in the past 5 years (from 30 to over 200), and the international students are from more than one market; we have students from India, Africa, and the Caribbean. Arts will put a lot more effort into continuing to attract students from diverse markets; for this purpose, some Arts administration staff will be travelling to India soon.
- The board approved an increase in international fees; UW’s are still way below those of other institutions. The government may soon cap international tuition.

UWSA Area Rep Update (Stacy)

- Kathleen has accepted a secondment position in the Department of Physics, and thus will no longer be a member of ASAC this year.
- Stacy will circulate Kathleen’s UW Staff Association (UWSA) Report by email. Update: Stacy circulated Kathleen’s report on February 20, 2018.
- The members present agreed that it is fine to keep the committee at 11 members for the time being and it is not necessary to replace Kathleen’s position on ASAC, but we do need someone to act as the UWSA Area Rep.
- Stacy will send an email inviting nominations for to act as the UWSA Area Rep for ASAC. Update: Sam Vandekerckhove and Karin Staley will be the UWSA liaison members on ASAC. Stacy will also assist as backup.
Learning and Development Committee (Rita)

- The committee reviewed the Staff Survey and proposes the following possible events/initiatives:
  - Staff town hall with the Dean of Arts (Doug has already agreed). Rita will work with staff to determine the best schedule for this event. Tentatively set for the 2nd week of May.
  - Simple ergonomic exercises, information session
  - Mental health discussion session
  - Brown Bag Informal job discussions (1x/term?). The goal is to help staff understand the jobs of others.
  - Staff requested ideas about volunteering on campus. ASAC will seek out opportunities and communicate these to staff.
  - Offering some of the OHD courses (e.g., personality dimensions) at the Faculty level, across departments. Psychology is already also organizing one for the summer this year.
- There will be no staff survey this year.

Communications and Web Committee (Rita)

- Rita checked with Wendy about the Inside Arts space for ASAC. ASAC has been allocated space for 500 words total.
  ACTION: Each committee should please send updates to Rita by March 7. Then Stacy will prepare the Chair’s report by the March 12 deadline.
- The committee will also update the pictures on the New Arts Employee Resources web page.
- Stacy will take photos at the coffee break.
- The committee is working on an ASAC stock poster for members to put on their doors to tell staff who is on ASAC and what ASAC can do for them. We are planning a one-time printing run of 50 posters.
- A bike share idea was discussed, but this seems to be more under the mandate of the Arts Green Office Committee. Update: Rita linked up the two committees, and through multiple conversations, we collectively agreed to think of how to implement this initiative over the next year. The current consideration is to tap into an existing bike share program, but the idea was not developed enough to submit for funding this year.

Arts Staff Yoga (Stacy)

- The Staff Excellence Fund proposal for yoga for 2018-19 was submitted by the initial deadline. The proposal was for yoga/yogilates two times per week, but stipulated we would still like to offer yoga once per week if the two sessions are not possible. The current funding will end on May 1, 2018.

Social Committee (Janice)

- The Arts Coffee break is scheduled for February 22, 2018. It is bring-your-own-mug. Stacy will re-send as meeting invite.
- Two more social events will be planned for June/July and November.
Other ideas included: OHD courses about best practices for interacting with Generations Y and Z, and how to reach the new students; an ergonomics session – i.e., chair yoga; colouring at lunch and then sending the coloured posters to the hospital with kind messages. The colouring event could be scheduled for May.

2018-19 Budget

- Stacy will develop the budget that will include the following items:
  - Professional development events – no cost if from OHD.
  - Mental health event – Rita will obtain the cost for this.
  - Posters – Rita will calculate the cost for the poster run. We will design them but pay for printing on 8 by 11 card stock.
  - Three coffee breaks
  - Cookie exchange

Other business arising

- Election for vice chair/2019 ASAC chair. Janice will send out the email with the nominees and then can vote by Monday.
- Doug Peers: Call coming soon for Faculty/staff/student awards for service and teaching. Can recommend someone by contacting the department chair.
- The Hagey Hall Hub elevator will work eventually (timeline unknown). Will publicize it when it is open.

Next Meeting – Monday, March 19, 2018 at 1:00 p.m. PAS 2438