

All Staff Meeting

May 15, 2024

Agenda

- 30 Minutes with the Director – Danny Hoffman
 - Convocation
 - ASE Negotiation Update
 - New staffing positions and organization
- Introductions - Everyone
- Fiscal Year End Close - Tony English
- OAS Updates - Jaime Fitch
 - Summer and Autumn registration open
 - Survey for WIN 2025 courses out
 - New staff: Peg Cheng (Assistant Director, Student Services)

Meeting Minutes

30 Minutes with the Director – Danny Hoffman

Graduate student strikes

The University and the ASE have reached a tentative agreement that the Union members will soon vote on.

Convocation

Convocation is soon (June 8), and he is now gaining a better appreciation of how much work is involved. He thanked everyone involved for the work they've done so far.

New positions and reorganization

JSIS was built a long time ago, in a very different time, with a very different financial environment. The existing structure has grown without much planning or intent, and reflects a past era where Title VI funding was more reliable.

There are three main reasons for some reorganization at the Jackson School.

1. Raw Finances

As explained in the last All School meeting, JSIS is costly to run and those costs are not covered by tuition. Danny emphasized that it is not a crisis, but it is something that we need to be attentive to.

There are around 8 staff who are currently paid with a combination of GOF and EOF funding.

2. Workplace Culture

There have been three major self studies that all conclude that we do wonderful things despite our structure, not due to it.

We also have a problem where many people's job descriptions don't match what they actually do.

There are many inefficient workflows which tends to result in people functioning in a constant state of crisis.

When people leave – we often discover that there aren't any documented processes and we don't really know how things work.

- We need an administrative structure that's sustainable. That can weather financial changes.
- We are currently in a moment where we still have some control over what our structure may be. But if we don't address it now – our structure will be imposed on us by the College.
- There is no secret master plan.
- Our financial constraints are real, but not obvious.
- There's no single solution to all our problems.
- Centralizing some things makes sense.
- When people leave it's an opportunity to evaluate. Some new tasks or positions will be experimental as we figure out the best solutions. E.g. Nick doing budget management for Canadian Studies.

Specifics:

HUB position

- Interviews begin 5/20.
- Will be tasked with building the architecture to support our shared services environment.
- Overseeing and building a ticketing system.
- Building and running shared services.
- It could potentially take 1-2 years to build.

- HUB position is paid for with Summer Teaching. And there is a plan to grow our summer teaching to grow summer teaching to help support it.

Program Coordinator 'type' position

- A number of programs need base-level support with recent departures.
- In the long-term, the position will offer travel support for the whole school.
- The coordinator won't have their time cut into tiny pieces for different programs like how those positions have operated in the past.

What's next

- Danny would like to be able to build out the Comms team further
- Some Centers are working just fine with the current structure. But many do not, and do not have enough support.

College Perspective

- When Danny started as Director he was told there are three positions that the College would no longer fund. Due to the work done so far, there is more goodwill from the College.
- When Alice left – the College said they would not fund that position anymore. It became an opportunity to reimagine that role which the College agreed to support – now Peg's position.

Questions

- Q - Will the College fund vacated Title VI positions in the current structure?
A – No. But Danny is optimistic that they will be open to funding positions in a different structure.
- Q – Will the EOF tax increase?
A – No. But it was set too low when it was established. But that's set now and there are no plans to change it.
- Q – Are we making progress?
A – Yes. It's hard to measure, but one sign is we have a lot more freedom from the College than we would have had 2 years ago. There has been some growth in majors in the last 2 years. There is also less pushback from faculty on teaching bigger classes. We need more undergraduate enrollments.
- Q – Does Danny have any advice for staff on managing faculty as they navigate the changes and may be missing staff who have left?
A – Just because you're asked to do something, doesn't mean you have to do it. If it's

not your job, we need to figure out whose job it is. It will be a period of education and support.

- Q – How does the union feel about the changes?

A – Any changes are being made with consultation and approval of central UW HR.

Fiscal End of Year – Tony English

Tony and Jim have sent out the key dates for the end of financial year. Friday June 28 is the last working day to have everything in Workday Finance. There will be no adjustments possible after June 30.

Don't panic. We'll do our best, but if things roll over to the next year, it's no problem.

Q – Will the dates be similar in 2025?

A – Tony expects the dates to be similar.

Research funds for faculty won't be immediately taken back by the college.

Honoraria will be processed as normal.

The deadlines are set so the College has time to process their part.

OAS Updates – Jaime Fitch

Welcome Peg Cheng.

Summer registration is now open. They are doing their best to boost and promote the courses. Would love JSIS units to boost the promotion in their channels.

Autumn registration is also open.

Winter 2025 scheduling is underway. Asking faculty to identify known scheduling conflicts.

Spring 2025 scheduling is going out in August.