

# Academic Staff Committee

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July 11, 2013, 1:15 pm (Cofrin Library 735)

Present: Kristy Aoki, Anne Buttke, Katrina Hrivnak, Emily Rogers, Mary Simonsen

Absent: Jen Jones

## Approved Minutes

- No minutes to approve

## Committee Updates *(CWC, System Reps)*

- None to report at this time

## New Business

- Committee members introduced themselves to each other.
- It was decided to postpone the vote for “chair elect” until our next meeting (7/25); so all members can be present.
- (Mary Simonsen) was selected as Secretary.
- (Kristy Aoki) was selected as System Rep.
- Liaisons to committees were established:
  - Leadership & Involvement Committee (**Katrina Hrivnak**)
  - Personnel Committee (**Mary Simonsen**)
  - Professional Development & Allocations Committee (**Jen Jones**)
  - Professional Development Programming Committee (**Anne Buttke**)
  - CWC (**Emily Rogers**)
  - Legislative Affairs (**Anne Buttke**)
  - UC (**Kristy Aoki**)
- We discussed the weaknesses of the current orientation process for new academic staff and decided there could be major improvements. The following ideas came from our brainstorm:
  - Create welcome packets for new academic staff.
  - Review the charge of the leadership & involvement committee and make sure they take ownership of this topic.
  - Invite and or make quarterly academic staff meetings mandatory for new academic staff, in which a friendly welcome & meet and greet would take place.

## Other

- We discussed a survey in which the intent is to gather data on obstacles when progressing employees (academic staff).
  - It was identified the survey needs to also be distributed to limited term appointments.
  - It was also suggested we distribute it to faculty who supervise academic staff.
  - Lastly we discussed keeping the survey anonymous.
  - Keep in mind classified staff may supervise academic staff.

Adjourned- 1:58 pm

Respectfully Submitted by Mary Simonsen