# ACADEMIC STAFF COMMITTEE Meeting Minutes – 8 October 2009 CL 835

**Members:** Katrina Hrivnak (Chairperson) Linda Parins

Brent Blahnik Dave Kieper Eric Craver Lisa DeLeeuw

**Guests:** Dr. Julia Wallace, Provost

#### 1.) CALL TO ORDER

a. Meeting was called to order at 1:35 p.m. by Katrina Hrivnak, ASC Chair.

## 2.) CONSENT ITEMS

- a. The agenda was approved unanimously.
- b. The minutes from the 24 September 2009 meeting approved unanimously.

# 3.) DISCUSSION ITEMS

- a. E-mail draft meeting minutes to AS before posting of official minutes:
  - i. Cliff Abbot, Secretary of the Faculty and Staff, advised that we not approve minutes via e-mail. The suggestion was made that we e-mail draft minutes out to everyone along with an agenda for the next Academic Staff Committee meeting. Katrina will check with Dr. Abbot to make certain that this is acceptable.
- b. Issues expressed from the Personnel Committee:
  - i. The committee expressed an interest in receiving more detailed feedback on what the Academic Staff Committee is doing.
  - ii. The committee expressed concerns regarding their charge and will work with Dave Kieper to draft suggested changes to it.
  - iii. Lisa DeLeeuw suggested that the Personnel Committee offer sessions for all Academic Staff on issues such as: "Understanding UW-Green Bay's Policy on Recognizing 'Prior Years of Service'" and "Career Progression."

#### 4.) ACTION ITEMS

a. None.

## 5.) INFORMATION ITEMS

- a. Provost Report/Information Exchange:
  - i. The Provost wants the ASC to review the institution's Strategic Enrollment Plan with a view on the mix of our students as the number of traditional students will be experiencing a decline.

# **5.) INFORMATION ITEMS (Continued)**

- ii. We need to look at non-traditional/adult learners and think about how this campus will increase its percentage of adult registrations.
- iii. Discussion on how we can better prepare lower socio-economic high school students and ethnically diverse students for college.
- iv. How can we as a campus become friendlier and more inviting for these and other student minority groups?
- b. ASC Chair Report (including Cabinet and UC Reports):
  - i. The Cabinet met on October 6 and was attended by both Lisa DeLeeuw and Brent Blahnik.
  - ii. The newest version of the campus Strategic Enrollment plan was distributed and Katrina Hrivnak will share that with the ASC. What are we doing to enforce admission standards?
  - iii. Jan Thornton, Associate Provost of Outreach and Adult Access, is retiring, effective December 30. The position is posted with an initial screen date of Nov. 16 and a start date of January 1, 2010.
  - iv. Dean of Students search also moving forward. Might change this position title to Associate Provost.
  - v. Search committees are actively encouraging applications from women and ethnic minority candidates. Search Committee Chairs will be expected to actively contact colleagues and take steps to increase the diversity of the application pool.
- c. Quick Fixes:
  - i. A full list of the quick fixes discussed at Cabinet.
  - ii. A press release was sent to all Northeast Wisconsin media outlets about these fixes. (Handout distributed).
- d. Miscellaneous items:
  - i. Reminder for the October 30 Chancellor's Inauguration Ceremony.
  - ii. Founder's Association Fall Event will take place on October 29.
  - iii. Academic Staff Assembly Nov. 2 at 3:00 p.m.; Phoenix Rooms.
- e. Faculty Senate Report:
  - i. No Report.
- f. Committee Liaison Report:
  - i. No Report.
- g. UWS ASC Rep Report:
  - i. Last Reps. meeting was Sept. 25. Sherri Arendt attended the meeting via teleconference.

Meeting Adjourned at 2:30 p.m.

Next meeting will take place on Thursday, October 22, 2009 at 1:30 p.m. in the Outreach and Adult Access Conference Room; CL 206.

## All meetings are open unless otherwise stated.

Respectfully Submitted by Eric Craver, Recording Secretary