

Academic Staff Committee Meeting

Meeting Minutes

July 5, 2017

Present: Eric Craver, Lynn Niemi, Jan Malchow

Excused: Jamee Halsam, Joe Schoenebeck, Amy Bartelme

Guests: No Guests

Next meeting: July 19, 2017 1:30pm CL-735

Call to Order 1:40PM

I. Review of ASC Charge:

- a. Revision to Paragraph 1 – change “Personnel Policies and Procedures of the UW-Green Bay Academic Staff” to “UW-Green Bay Employee Handbook”.
- b. Revision to Paragraph 5 – insert “staff” to read: “faculty, staff and student”...

II. **Meeting Make-up and schedule:** Decided to keep bi-weekly schedule. Eric discussed changes he wished to make as chair with separate meeting agendas, regular update on Title and Total Compensation Study, and increased reporting from committees.

III. **Identification of Vice-Chair:** No one agreed to serve at this time.

IV. Old Business

- a. Academic Staff By-laws – Eric consulting with Steve Meyer (SOFAS) regarding needed updates
- b. UWGB Employee Handbook: Completed and each employee supposed to sign acknowledgment and send to HR.
- c. Change in rolling horizon contracts Christine Olson to join us at a future meeting for this discussion
- d. Fall AS Transition Meeting: Discussion to hold meeting shortly after semester starts so Instructional Academic Staff will return to campus and attend.

V. Committee Reports

- a. Professional Development Programming – Submitted annual work plan to SOFAS. All committees are encouraged to post meetings and submit reports with SOFAS.

VI. Unfinished Business from 2016-2017:

- a. ASC wishes to receive report on Budget Cuts from Sheryl Van Gruensven or Dick Anderson
- b. ASC wishes to receive report of number of open positions broken down by faculty, academic staff and university staff, and number of annual contracts sent from HR.
- c.

VII. Meeting Adjourned at 2:35PM

Respectfully Submitted by Jan Malchow

Approved: August 16, 2017