

# ACADEMIC STAFF COMMITTEE MEETING MINUTES

Thursday, August 25, 2005, 1:30 p.m. - 3:00 p.m.

Secretary of the Faculty and Academic Staff Conference Room, CL 825

Present: Lucy Arendt, Sue Bodilly, Dave Dettman, Paula Ganyard, Samantha Surowiec, Jane Swan, Grant Winslow

Guest: Brent Blahnik, Sue Hammersmith

1. Call to Order by Chair at 1:33 p.m.
2. Minutes of July 21, 2005. Approved
  - Provost Update – Contract letters will be sent out near the end of September after the Regents approve the budget on September 9.
  - The Provost requested that a number of names be put forth for which two would be selected for inclusion on the search and screen committee for the Dean of Liberal Arts and Sciences. Acting upon the recommendation of the Academic Staff Nominating Committee, the Academic Staff Committee forwarded four names for consideration later that day.
  - The Provost requested three names to be submitted, one of which will be selected to become a member of the Academic Affairs Planning Committee.
  - The Provost will continue to update the ASC concerning budget matters.
  - Lucy suggested the possibility of having a forum for academic staff near the beginning of the school year up until the end of September, as there is for faculty. This would allow for an opportunity to exchange information and ideas. The ASC will discuss who would attend and possible agenda items.
3. Old Business
  - A.. Set ASC strategic priorities for 2005-06

Strategic Priorities for 2005-06 are as follows including the committee that will be assigned to investigate. Each committee will be sent an addendum to their committee charges alerting them of the issues they will be responsible for exploring.

    - Campus climate (subtopics: recognition, communication with leadership, lack of leadership, cooperation, lack of traditions, not being appreciated, being a community, love of work, friendship, customer service) – The ASC agreed that instead of using the phrase “campus climate” we will use community building, based on Dr. Fleurant’s convocation address. The ASC will investigate further.
    - Budget; pay plan (Kathy Pletcher, Sue Keihn, and Jan Thornton would like to discuss this with us). The ASC will explore.
    - Advocacy (subtopic: involvement in governance) – It was agreed that a more proactive approach should be taken for welcoming new staff. The nominations committee and the orientation committee were selected to investigate. It was noted that the situation might be improved if the frequency of the orientations were increased from once per year. The ASC will also be involved in investigating other issues related to advocacy.

- Telecommuting – Personnel Committee will investigate the demand and further action will be based on their findings.
- HR issues (subtopics: who does what, employment agreements, security, layoffs) – Personnel Committee.
- Professional development opportunities (subtopics: learning community, challenge, making a difference, advancement) – Programming Committee and Allocations Committee.

B. Approve academic staff committee charges

AS committee charges were approved. The charges will be sent out ASAP. ASC members were instructed by the chair to review the Personnel Committee charge and suggest changes by Tuesday, August 30. Lucy will send a line to be included in all charges alerting committees that they should submit mid-year reports as well as end of year reports.

4. New Business

A. Approve appointments of academic staff members to committees

1. Academic Affairs Planning Committee –The Nominating Committee will be asked to recommend names to the ASC.
2. Awards & Recognition Committee - The ASC approved the recommendation made by the Nominating Committee.
3. LAS Dean Search Committee -- see Provost's update above

B. Frame pay package distribution request -- It was agreed that it would be helpful to have Dean Rodeheaver come and speak to this issue in the near future.

C. Other

5. Information Items

A. ASC Chair update (e.g., budget)

B. Provost update – see above

C. Academic staff committee updates, including System Academic Staff Reps report

D. General

1. Information of interest to academic staff is posted on the SOFAS website:  
<http://www.uwgb.edu/sofas/>

2. Fall semester ASC meetings are scheduled for every other week, beginning Wednesday, September 14, from 12:30-1:45 p.m. Meetings will be moved from the Secretary of the Faculty and Academic Staff Conference Room, CL 825 to the Vista Conference Room in MAC Hall.

**All meetings are open unless otherwise stated.**

Respectfully Submitted by Dave Dettman